

Montmorency Community Church Incorporated

Rules



15 September 2017

TABLE OF PROVISIONS

<i>Regulation</i>	<i>Page</i>
PART 1—PRELIMINARY	4
1 Name	4
2 Purposes	4
3 Financial year	4
4 Definitions	4
PART 2—POWERS OF ASSOCIATION	5
5 Powers of Association	5
6 Not for profit organisation	6
PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES	6
Division 1—Membership	6
7 Minimum number of members	6
8 Who is eligible to be a member	6
9 Application for membership	6
10 Consideration of application	6
11 New membership	7
12 Annual subscription and fee on joining	7
13 General rights of members	7
14 Associate members	7
15 Rights not transferable	7
16 Ceasing membership	7
17 Resigning as a member	8
18 Register of members	8
Division 2—Disciplinary action	8
19 Grounds for taking disciplinary action	8
20 Disciplinary subcommittee	8
21 Notice to member	9
22 Decision of subcommittee	9
23 Appeal rights	9
24 Conduct of disciplinary appeal meeting	10
Division 3—Grievance procedure	10
25 Application	10
26 Parties must attempt to resolve the dispute	11
27 Appointment of mediator	11
28 Mediation process	11
29 Failure to resolve dispute by mediation	11
PART 4—GENERAL MEETINGS OF THE ASSOCIATION	11
30 Annual general meetings	11
31 Special general meetings	12
32 Special general meeting held at request of members	12
33 Notice of general meetings	13
34 Proxies	13
35 Use of technology	14
36 Quorum at general meetings	14
37 Adjournment of general meeting	14
38 Voting at general meeting	15
39 Special resolutions	15
40 Determining whether resolution carried	15
41 Minutes of general meeting	16
PART 5—LEADERSHIP COUNCIL	16
Division 1—Powers of Leadership Council	16
42 Role and powers	16
43 Delegation	16
Division 2—Composition of Leadership Council and duties of members	16
44 Composition of Leadership Council	17

45	General Duties	17
46	Chair and Vice-Chair	17
47	Secretary	18
48	Treasurer	18
Division 3—Election of Leadership Council members and tenure of office		18
49	Who is eligible to be a Leadership Council member	18
50	Positions to be declared vacant	19
51	Nominations	19
52	Election of Leadership Council Members	20
53	Election and appointment of office bearers	20
54	Ballot	20
55	Term of office	21
56	Vacation of office	22
57	Filling casual vacancies	22
Division 4—Meetings of Leadership Council		23
58	Meetings of Leadership Council	23
59	Notice of meetings	23
60	Urgent meetings	23
61	Procedure and order of business	23
62	Use of technology	23
63	Quorum	24
64	Voting	24
65	Conflict of interest	24
66	Minutes of meeting	24
67	Leave of absence	25
PART 6—FINANCIAL MATTERS		25
68	Source of funds	25
69	Management of funds	25
70	Financial records	25
71	Financial statements	26
PART 7—GENERAL MATTERS		26
72	Common seal	26
73	Registered address	26
74	Notice requirements	26
75	Custody and inspection of books and records	27
76	Winding up and cancellation	27
77	Alteration of Rules	28
Appendix A - Statement of Faith		29
Appendix B - Roles of Senior Pastor Elders Deacons and Ministry Leaders		30
Appendix C – Leadership Selection Process		31

Montmorency Community Church Incorporated Rules

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is "Montmorency Community Church Incorporated".

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the Association are — To give everyone in Montmorency Community Church and its wider community the opportunity to know and follow Jesus according to the statement of faith in Appendix A.

3 Financial year

The financial year of the Association is each period of 12 months ending on 31 December.

4 Definitions

In these Rules—

Absolute majority of the Leadership Council means a majority of the Leadership Council members currently holding office and entitled to vote at the time (as distinct from a majority of Leadership Council members present at a Leadership Council meeting);

ACNC means the Australian Charities and Not-for-profits Commission.

ACNC Legislation means the Australian Charities and Not-for-profits Commission Act 2012 (Cth) and the Australian Charities and Not-for-profits Commission (Consequential and Transitional) Act 2012 (Cth).

Associate member means a member referred to in rule 14(1);

Chair means the Leadership Council member appointed to that position under rule 53(1).

Chairperson, of a general meeting or Leadership Council meeting, means the person chairing the meeting as required under rule 46;

Deacons means those persons fulfilling the biblical role of a deacon as defined in Appendix B who have been appointed through the process defined in Appendix C;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 23(3);

disciplinary meeting means a meeting of the Leadership Council convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 20;

Elders means those persons fulfilling the biblical role of an elder as defined in Appendix B who have been appointed through the process defined in Appendix C;

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

Leadership Council means the Leadership Council having management of the business of the Association;

Leadership Council meeting means a meeting of the Leadership Council held in accordance with these Rules;

Leadership Council member means a member of the Leadership Council elected or appointed under Division 3 of Part 5;

member means a member of the Association;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

Ministry Leaders means those persons leading an area of church activity who have been appointed through the process defined in Appendix C;

Secretary means the Leadership Council member appointed to that position under rule 53(4).

Senior Pastor means the person appointed by the Leadership Council to the role of Senior Pastor as defined in Appendix B.

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations;

Treasurer means the Leadership Council member appointed to that position under rule 53(4).

Vice Chair means the Leadership Council member appointed to that position under rule 53(1).

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;

- (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
- (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—
- if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

- (1) The Association must have at least 5 members.

8 Who is eligible to be a member

- (1) Any person who supports the purposes of the Association is eligible for membership.

9 Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application to a Leadership Council member stating that the person—
- (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
- (a) must be signed by the applicant; and
 - (b) must include a signed recommendation for membership supporting the applicant by a current member.

10 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Leadership Council must decide by resolution whether to accept or reject the application.
- (2) The Leadership Council must notify the applicant in writing of its decision as soon as practicable after the decision is made.

(3) No reason need be given for the rejection of an application.

11 New membership

- (1) If an application for membership is approved by the Leadership Council—
 - (a) the resolution to accept the membership must be recorded in the minutes of the Leadership Council meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date on which the Leadership Council approves the person's membership.

12 Annual subscription and fee on joining

- (1) The Association must not charge a joining fee or annual subscription.

13 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
 - (a) the member is a member other than an associate member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

14 Associate members

- (1) Associate members of the Association include—
 - (a) any members under the age of 18 years; and
 - (b) any other category of member as determined by special resolution at a general meeting.
- (2) An associate member must not vote but may have other rights as determined by the Leadership Council or by resolution at a general meeting.

15 Rights not transferable

- (1) The rights of a member are not transferable and end when membership ceases.

16 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the Leadership Council.

- (2) A member is taken to have resigned if—
 - (a) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (b) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member; or
 - (c) the member confirmed in writing that he or she wishes to remain a member but has not engaged in any church program for a period of 6 months and the Leadership Council decides by resolution that engagement within the foreseeable future is unlikely.

18 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Leadership Council; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

19 Grounds for taking disciplinary action

- (1) The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—
 - (a) has failed to comply with these Rules; or
 - (b) refuses to support the purposes of the Association; or
 - (c) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the Leadership Council is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Leadership Council must appoint a disciplinary

subcommittee to hear the matter and determine what action, if any, to take against the member.

- (2) The members of the disciplinary subcommittee—
 - (a) may be Leadership Council members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.

- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Leadership Council as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Leadership Council must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Leadership Council;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26 Parties must attempt to resolve the dispute

- (1) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

27 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Leadership Council of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Leadership Council; or
 - (ii) if the dispute is between a member and the Leadership Council or the Association—a person appointed or employed by Christian Community Churches in Victoria and Tasmania.
- (3) A mediator appointed by the Leadership Council may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29 Failure to resolve dispute by mediation

- (1) If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30 Annual general meetings

- (1) The Leadership Council must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.

- (3) The Leadership Council may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Leadership Council on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Leadership Council in accordance with Part 7 of the Act; and
 - (c) to elect the members of the Leadership Council.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Leadership Council may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32 Special general meeting held at request of members

- (1) The Leadership Council must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Leadership Council does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

33 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

- (4) A member desiring to bring any business before a general meeting may give notice of that business in writing, or by electronic transmission, to the Secretary, who must include that business in the notice calling the next general meeting after the receipt of the notice.

34 Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy must give specific directions as to how the proxy is to vote on his or her behalf.
- (4) If the Leadership Council has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Leadership Council has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

35 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 25% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Leadership Council at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39 Special resolutions

- (1) A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a Leadership Council member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

40 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41 Minutes of general meeting

- (1) The Leadership Council must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (d) the certificate signed by two Leadership Council members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—LEADERSHIP COUNCIL

Division 1—Powers of Leadership Council

42 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Leadership Council.
- (2) The Leadership Council may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Leadership Council may—
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

43 Delegation

- (1) The Leadership Council may delegate to a member of the Leadership Council, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Leadership Council by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Leadership Council considers appropriate.
- (3) The Leadership Council may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Leadership Council and duties of members

44 Composition of Leadership Council

- (1) The Leadership Council shall consist of not less than four and not more than nine voting Leadership Council members, comprising:
 - (a) no more than four elders;
 - (b) no more than four ministry leaders;
 - (c) the chairperson of the deacons, subject to rules 51 to 54; and
 - (d) members entitled to vote, if required (pursuant to rule 51(4)) to ensure that the number of voting Leadership Council members is not less than four.
- (2) The senior pastor will hold an ex officio position on the Leadership Council with no voting rights.

45 General Duties

- (1) As soon as practicable after being elected or appointed to the Leadership Council, each Leadership Council member must become familiar with these Rules, the Act and the ACNC Legislation.
- (2) The Leadership Council is collectively responsible for ensuring that the Association complies with the Act and the ACNC Legislation and that individual members of the Leadership Council comply with these Rules.
- (3) Leadership Council members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Leadership Council members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Leadership Council members and former Leadership Council members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a Leadership Council member must perform any other duties imposed from time to time by resolution at a general meeting.

46 Chair and Vice-Chair

- (1) Subject to subrule (2), the Chair or, in the Chair's absence, the Vice-Chair is the Chairperson for any general meetings and for any Leadership Council meetings.
- (2) If the Chair and the Vice-Chair are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a Leadership Council meeting—a Leadership Council member elected by the other Leadership Council members present.

47 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

48 Treasurer

- (1) The Treasurer must—
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association when necessary; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Leadership Council or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed and electronic payments are approved by at least 2 Leadership Council members, or in accordance with any payment approval policy set by the Leadership Council.
- (2) The Treasurer must—
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Leadership Council prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other Leadership Council member has access to the accounts and financial records of the Association.

Division 3—Election of Leadership Council members and tenure of office

49 Who is eligible to be a Leadership Council member

- (1) A member is eligible to be elected or appointed as a Leadership Council member if the member—
 - (a) is 18 years or over;
 - (b) is entitled to vote at a general meeting; and

- (c) is not disqualified:
 - (i) from managing a corporation by the Corporations Act 2001 (Cth); or
 - (ii) from being a committee member by the ACNC Commissioner under the provisions of the ACNC Legislation.
- (d) Sub-rule 49(c)(ii):
 - (i) shall only apply if the ACNC Legislation operates to disqualify the person; and
 - (ii) in any event, will not apply to disqualify a person if an exemption is obtained from the ACNC Commissioner.
- (e) The Secretary is responsible for identifying whether a person is disqualified under this Rule, to the extent applicable. The Secretary must:
 - (i) perform a search of the publicly available registers as soon as practicable after becoming aware that a person has been, or may be, elected as a committee member; and
 - (ii) must obtain a declaration from each committee member to the effect that he or she is not disqualified under this rule, and that he or she will notify the Secretary as soon as possible in the event that he or she becomes disqualified.

50 Positions to be declared vacant

- (1) This rule applies to—
 - (a) the first annual general meeting of the Association after its incorporation; or
 - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare positions on the Leadership Council whose term of office has expired vacant and hold elections for those positions in accordance with rules 51 to 54.

51 Nominations

- (1) Nominations for Leadership Council positions must be made as follows (and subject to rule 51(2)):
 - (a) if there are less than four elders on the Leadership Council, a representative of the elders must nominate elders, provided that:
 - (i) the nominations have been agreed and minuted at a formal elders meeting; and
 - (ii) the number of elders nominated together with the number of elders currently serving as Leadership Council members does not exceed four.
 - (b) if there are less than four ministry leaders on the Leadership Council, a representative of the ministry leaders must nominate ministry leaders, provided that:
 - (i) the nominations have been agreed and minuted at a formal ministry leaders meeting; and
 - (ii) the number of ministry leaders nominated together with the number of ministry leaders currently serving as Leadership Council members does not exceed four.
 - (c) a representative of the deacons must nominate the chairperson of the deacons, provided that the nomination has been agreed and minuted at a formal deacons meeting.
- (2) All nominations for Leadership Council positions must:

- (a) be made with the nominee's consent; and
 - (b) announced to the members at least 14 days before the general meeting at which any election is to take place.
- (3) If less than four voting Leadership Council members are elected from the nominations made in accordance with rule 51(1) and (2), the Chairperson of the meeting must call for sufficient nominations from among the members entitled to vote to provide a Leadership Council of four voting members. An eligible member of the Association may—
- (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.

52 Election of Leadership Council Members

- (1) A ballot must be held to elect the Leadership Council members in accordance with rule 54 to accept or reject each nomination made by the representatives of the elders, the ministry leaders, and the deacons according to rule 51(1).
- (2) If less than 4 Leadership Council members have been appointed through rule 52(1) and following subsequent nominations according to rule 51(2) only one member is nominated for each of the vacant positions required to provide a Leadership Council of 4, the Chairperson of the meeting must declare those members elected to the positions.
- (3) If more than one member is nominated for each of the vacant positions required to provide a Leadership Council of 4, a ballot must be held in accordance with rule 54.

53 Election and appointment of office bearers

- (1) The Leadership Council must elect, by an ordinary resolution, one of their number as Chair and another of their number as Vice Chair of Leadership Council meetings.
- (2) The Chair and the Vice Chair are to hold office for 12 months and at the end of that period will be eligible for re-election by the Leadership Council.
- (3) At a meeting of the Leadership Council:
 - (a) the Chair is to preside; or
 - (b) if the Chair is absent or unwilling to act, then the Vice Chair is to preside and, if the Vice Chair is also absent or unwilling to act, the remaining Leadership Council may choose one of their number to preside over the meeting.
- (4) The Secretary and Treasurer must be appointed by the Leadership Council and hold office on such terms and conditions as the Leadership Council may determine. Without limit to the foregoing, the Leadership Council may remove a person as Secretary or Treasurer and appoint another Member of the Association in his or her place by resolution of the Leadership Council.
- (5) The Secretary and Treasurer may, but need not, be a member of the Leadership Council but shall at all times be a Member of the Association.

54 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.

- (5) If the ballot is for the acceptance or rejection of candidates the ballot paper must contain the names of the candidates. Otherwise the ballot paper is blank.
- (6) The returning officer must give a ballot paper to—
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.

Example

If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (7) If the ballot is for the acceptance or rejection of candidates nominated for the Leadership Council under rule 51(1) or nominated for the position of Elder, Ministry Leader or Deacon in accordance with Appendix C the voter must write ‘yes’ beside the name of each candidate for whom they wish to accept.
- (8) If the ballot is for a single position with candidates nominated under rule 51(3), the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (9) If the ballot is for more than one position with candidates nominated under rule 51(3)—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (10) Ballot papers that do not comply with subrule (9)(b) are not to be counted.
- (11) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (12) If the ballot is for the acceptance or rejection of candidates nominated under rule 51(1) the returning officer must declare elected candidates that have received the highest number of votes and have received a vote of acceptance from at least 75% of the members present up to the limit on the number of positions set by rule 44(1).
- (13) If the ballot is for positions where candidates were nominated under rule 51(2) the returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (14) If the returning officer is unable to declare the result of an election under subrule (12) or subrule (13) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with subrules (4) to (13) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

55 Term of office

- (1) Subject to subrule (2) and subrule (4) and rules 56 and 57(3), a voting Leadership Council member holds office until the positions of the Leadership Council are declared vacant at the annual general meeting which is held three years after the date of the Leadership Council member’s election.
- (2) If, at an annual general meeting, more than one third of the Leadership Council members are due to retire from office, the relevant Leadership Council may agree on the Leadership

Council members that will retire at that annual general meeting or, failing such agreement, the Leadership Council members who will actually retire will be determined by lot so that not more than one third of the Leadership Council shall retire from office at any given annual general meeting. The remainder of the Leadership Council members that would have otherwise been due to retire will serve an additional twelve month term until the positions of the Leadership Council are declared vacant at the following annual general meeting.

- (3) A Leadership Council member may be re-elected for up to two terms, or longer if the additional terms are approved by a resolution of the members entitled to vote.
- (4) A general meeting of the Association may—
 - (a) by special resolution remove a Leadership Council member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (5) A member who is the subject of a proposed special resolution under subrule (4)(a) may make representations in writing to the Secretary or Chair of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (6) The Secretary or the Chair may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

56 Vacation of office

- (1) A Leadership Council member may resign from the Leadership Council by written notice addressed to the Leadership Council.
- (2) A person ceases to be a Leadership Council member if he or she—
 - (a) holds voting rights on the Leadership Council and ceases to be an Elder, Deacon or Ministry Leader; or
 - (b) ceases to be a member of the Association; or
 - (c) fails to attend 3 consecutive Leadership Council meetings (other than special or urgent Leadership Council meetings) without leave of absence under rule 67; or
 - (d) otherwise ceases to be a Leadership Council member by operation of section 78 of the Act.

Note

A Leadership Council member may not hold the office of secretary if they do not reside in Australia.

57 Filling casual vacancies

- (1) The Leadership Council may appoint an eligible member of the Association to fill a position on the Leadership Council that—
 - (a) has become vacant under rule 56; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Leadership Council must appoint a member to the position within 14 days after the vacancy arises.
- (3) Any Leadership Council member appointed by the Leadership Council under subrule (1) or (2) holds office until the position is declared vacant at the annual general meeting immediately following their appointment.

- (4) The Leadership Council may continue to act despite any vacancy in its membership.

Division 4—Meetings of Leadership Council

58 Meetings of Leadership Council

- (1) The Leadership Council must meet at least 4 times in each year at the dates, times and places determined by the Leadership Council.
- (2) The date, time and place of the first Leadership Council meeting must be determined by the members of the Leadership Council as soon as practicable after the annual general meeting of the Association at which the members of the Leadership Council were elected.
- (3) Special Leadership Council meetings may be convened by the Chair or by any 4 members of the Leadership Council.

59 Notice of meetings

- (1) Notice of each Leadership Council meeting must be given to each Leadership Council member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one Leadership Council meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Leadership Council meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each Leadership Council member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Leadership Council.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Leadership Council must be determined from time to time by the Leadership Council.
- (2) The order of business may be determined by the members present at the meeting.

62 Use of technology

- (1) A Leadership Council member who is not physically present at a Leadership Council meeting may participate in the meeting by the use of technology that allows that Leadership Council member and the Leadership Council members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Leadership Council member participating in a Leadership Council meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

63 Quorum

- (1) No business may be conducted at a Leadership Council meeting unless a quorum is present.
- (2) The quorum for a Leadership Council meeting is the presence (physically, by proxy or as allowed under rule 62) of 60% of the Leadership Council members entitled to vote.
- (3) The quorum for a Leadership Council meeting is the presence (in person or as allowed under rule 62) of a majority of the Leadership Council members.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a Leadership Council meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64 Voting

- (1) On any question arising at a Leadership Council meeting, each Leadership Council member present at the meeting has one vote.
- (2) A motion is carried if a majority of Leadership Council members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Leadership Council.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

65 Conflict of interest

- (1) A Leadership Council member who has a material personal interest in a matter being considered at a Leadership Council meeting must disclose the nature and extent of that interest to the Leadership Council.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient Leadership Council members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

66 Minutes of meeting

- (1) The Leadership Council must ensure that minutes are taken and kept of each Leadership Council meeting.

- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 65.

67 Leave of absence

- (1) The Leadership Council may grant a Leadership Council member leave of absence from Leadership Council meetings for a period not exceeding 3 months.
- (2) The Leadership Council must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Leadership Council member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

68 Source of funds

- (1) The funds of the Association may be derived from donations, fund-raising activities, grants, interest and any other sources approved by the Leadership Council.

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Leadership Council may approve expenditure on behalf of the Association.
- (3) The Leadership Council may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Leadership Council for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Leadership Council members and payments by electronic funds transfers must be authorised by 2 Leadership Council members or otherwise in accordance with any payment approval policy set by the Leadership Council.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Leadership Council, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.
- (6) The Leadership Council must ensure that systems and procedures for the management of the Association's funds are appropriate for its size and circumstances, and the complexity of its financial affairs.

70 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and

- (b) enable financial statements to be prepared as required by the Act and ACNC Legislation.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Leadership Council.

71 Financial statements

- (1) For each financial year, the Leadership Council must ensure that:
 - (a) the requirements under the Act relating to the financial statements of the Association are met; and
 - (b) the requirements of the ACNC Legislation are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Leadership Council;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

72 Common seal

- (1) The Association may not have a common seal.

73 Registered address

- (1) The registered address of the Association is—
 - (a) the address determined from time to time by resolution of the Leadership Council; or
 - (b) if the Leadership Council has not determined an address to be the registered address—the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a Leadership Council member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Leadership Council may be given—

- (a) by handing the notice to a member of the Leadership Council; or
- (b) by sending the notice by post to the registered address; or
- (c) by leaving the notice at the registered address; or
- (d) if the Leadership Council determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Leadership Council meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Leadership Council may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Leadership Council must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to the Christian Brethren Trust provided that the Christian Brethren Trust:
 - (a) prohibits the distribution of profit or gain to its individual members in their capacity as members; and

(b) is charitable at law.

- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Alteration of Rules

- (1) These Rules may only be altered by special resolution of a general meeting of the Association.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar.

Appendix A - Statement of Faith

We believe the Bible as originally given by God is divinely inspired, infallible, entirely trustworthy; and is the supreme authority in all matters of faith and conduct, from which we can know that:

1. There is one true eternal creator God – existing in three Persons: Father, Son and Holy Spirit.
2. God created all things, making man and woman in His own image and for relationship with Him.
3. Sin entered into the world through human disobedience following rebellion against God.
4. The Son, Christ Jesus, was born of a virgin and lived as a sinless man. Christ died to save all people from sin. Christ rose from the grave defeating the power of sin.
5. The death and resurrection of Christ brings salvation by grace through faith to those who repent; seek forgiveness; and believe in Him.
6. The Holy Spirit, following Jesus' return to His Father in heaven, lives within those who have salvation as a comforter and guide; guaranteeing their eternal hope.
7. Those who trust in Jesus as their Lord and Saviour are called to live a transformed life and as such we have the responsibility to:
 - a. Encourage other Christians through meeting together for worship and fellowship;
 - b. Uphold moral directives and ethical values contained in the Bible as expressed within the context of their personal life, their marriage life (their covenantal relationship of one man and one woman), and their relationships with others;
 - c. Share the good news to all the world;
 - d. Be active in expressing God's love through social justice.
8. Jesus is the only way to a relationship with God. Those who have received salvation have eternal life as joint heirs with Christ. Those who do not believe in Christ are separated from God for eternity.
9. The true universal Church is a spiritual entity composed of all individuals who put their faith in Jesus Christ. God has called individual Christians to meet together as a local, autonomous congregation. The Lord Jesus mandated two ordinances for the church: believer's baptism and the Lord's Supper.
10. Christ will return as Lord to the earth and everyone will see him. There will be a new heaven and a new earth.

Appendix B - Roles of Senior Pastor Elders Deacons and Ministry Leaders

The role of the senior pastor is to:

- Lead, inspire and equip the church to achieve its purpose and strategic priorities
- Develop and implement a strategic plan in consultation with the Leadership Council
- Recruit, lead and supervise paid staff and ministry leaders
- Engage the local community and serve as the church's public representative
- Participate in teaching/preaching, particularly at the morning worship service

The Biblical qualifications of the senior pastor are those of a shepherd/Elder as found in the following passages:

- Titus 1:6-9
- Acts 6:1-6
- 1 Timothy 3:1-16

The role of an elder is to oversee the spiritual health, growth and integrity of the members of the church, the teaching or preaching of the Word and the pastoral care of all; and to be devoted to prayer and encourage others to pray. This role is based on the following biblical passages:

- Titus 1:6-9
- Acts 6:1-6
- 1 Timothy 3:1-16

The role of a deacon is to take care of the physical, administrative and logistical needs of the church. This role is based on the following biblical passage:

- 1 Timothy 3:8-12

The role of a ministry leader is to oversee the ministries of the church providing support and encouragement to all the leaders of the various activities/programs, ensuring all ministries align with the purpose, values and strategic objectives of the church and outcomes are reported to the church community. This role is based on the following biblical passages:

- Ephesians 4:11-13
- Romans 12:5-13

Appendix C – Leadership Selection Process

This process is used to select elders, ministry leaders and deacons.

The process is:

Step	Responsibility
Pass and minute resolution identifying persons forming the Vetting Committee.	Leadership Council
Pass and minute resolution setting the vetting criteria for potential nominees	Leadership Council
Notify members of the commencement of the nomination process.	Secretary
Accept initial nominations from members (with agreement from initial nominees) - two week period.	Secretary
Within two weeks after initial nominations close:	
(a) Interviews with initial nominees	Vetting Committee
(b) Consider initial nominees against vetting criteria	
(c) Determine provisional nominees	
Advise all initial nominees of whether or not they have been accepted as provisional nominees	Secretary
Accept any written response from initial nominees that have not been accepted as provisional nominees seeking a change of outcome - one week period	Secretary
If written responses are received, within one week after responses close:	
(a) Reconsider whether any additional initial nominees should be accepted as provisional nominees in light of responses	Vetting Committee
(b) Determine final list of provisional nominees	Vetting Committee
(c) Notify members of provisional nominees	Secretary
Accept written comments from members regarding provisional nominees for a period of two weeks.	Secretary

If written responses are received, within one week after the time for responses closes :	
(a) Reconsider provisional nominees in light of member's responses	Vetting Committee
(b) Determine final nominees	
Notify members of final nominees and announce the general meeting at which members will vote on the final nominees.	Secretary
Members vote on final nominees in accordance with rule 54 at a general meeting	Chairperson of general meeting
Submit records of the process to the Leadership Council	Vetting Committee