

This is the constitution of the Carlingford Baptist Church.

<p>1. How to interpret this document?</p>	<p>(1) In interpreting a clause in the constitution, a construction that would promote the purpose or object underlying the clause is to be preferred to a construction that would not promote that purpose.</p> <p>(2) Headings at the beginning of each clause are for convenience of reference only and do not affect the interpretation of the clause.</p> <p>(3) In the constitution, unless the context otherwise requires:</p> <p>A) ballot means a voting procedure for a motion that is passed on a show of hands by more than half of the members at the meeting who choose to vote;</p> <p>B) Baptist Property Trust means the <i>Baptist Churches of New South Wales Property Trust 1984</i> (NSW) or its successor;</p> <p>C) Baptist Churches of NSW & ACT means the union of churches established under the <i>Baptist Union of New South Wales Incorporation Act 1919</i> (NSW) or its successor;</p> <p>D) Bible means the sixty-six books of the Old and New Testament;</p> <p>E) Church Council means the leadership team elected by us comprising the Pastors and Mission Team Leaders as appointed under clause 9;</p> <p>F) church meeting means a meeting of members held under clause 11;</p> <p>G) Elders mean a person appointed under clause 9;</p> <p>H) financial year means a period of twelve months commencing on 1 July and ending on 30 June of the following year;</p> <p>I) Mission Team Leader means a person appointed under clause 9;</p> <p>J) our Church means Carlingford Baptist Church;</p> <p>K) Pastoral Team means the Senior Pastor and each Pastoral Team Member;</p> <p>L) Pastoral Team Member means an Associate Pastor, Pastor or other person who has been appointed under clause 9;</p> <p>M) secret ballot is a voting procedure for passing a motion where the vote involves completing a voting paper which does not identify the member who is voting and is passed by a simple majority or any other majority required under the constitution for the that motion;</p> <p>N) Senior Pastor means the person appointed under clause 9 of the Constitution;</p> <p>O) specially convened meeting means a meeting other than a</p>
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	<p>church meeting;</p> <p>P) total number of members shall be the number of members reported to the Baptist Churches of NSW and ACT as at the 30 June before the relevant meeting or event. This does not include people listed on the absentee roll [refer Clause 7(2)]</p> <p>Q) we, us, the members, means all the members of our Church who are included in the roll of members;</p> <p>R) you, a member means a member of our Church who is included in the roll of members.</p>
2. Our Church	(1) Our church is called Carlingford Baptist Church.
3. What we believe	<p>(1) We are followers of Jesus Christ.</p> <p>(2) We each have shown our faith in Jesus Christ normally through baptism by immersion.</p> <p>(3) We have agreed to join with the other members of our Church to follow Jesus Christ.</p> <p>(4) We hold as an essential part of our Christian belief the following:</p> <p>A) that God inspired the Bible, which is infallible as originally given, it has supreme authority in all matters of faith and conduct;</p> <p>B) the unity of the Father, the Son and the Holy Spirit in the Godhead;</p> <p>C) the universal guilt and sinfulness of human nature since the Fall of man, which means that we are all subject to God's wrath and condemnation;</p> <p>D) Jesus Christ was conceived by the Holy Spirit and he was born by the Virgin Mary;</p> <p>E) we are redeemed from guilt, the penalty and the power of sin only through Jesus Christ, the incarnate Son of God, dying a sacrificial death for each person, as a representative and substitute;</p> <p>F) Jesus Christ was bodily resurrected from the dead;</p> <p>G) we need the Holy Spirit to make the death of Jesus Christ effective in each person's life and each person needs to repent from their sin and turn to God and to have a saving faith in Jesus Christ;</p> <p>H) the Holy Spirit lives and works in every believer</p> <p>I) that Jesus Christ will return in person;</p> <p>J) the dead will be resurrected;</p> <p>K) each person will be given rewards and punishment in a future state;</p> <p>L) there is one universal Church which is the body of Christ and that</p>

	<p>all true believers belong to the Church;</p> <p>M) Jesus Christ introduced two ordinances that we should follow:</p> <ul style="list-style-type: none"> (i) baptism of believers by immersion; and (ii) the Lord's Supper or communion as a remembrance of Jesus Christ's death <p>(Note: A more detailed statement is set out in the Statement of Belief approved by the 1979 Annual Assembly of the Baptist Churches of NSW and ACT, updated in 2002 and 2003, available at www.nswactbaptists.org.au . This more detailed statement will prevail in the event of disputes.)</p>
<p>4. What God has called us to do</p>	<p>(1) God has called us to be a Biblically based Christian church that:</p> <ul style="list-style-type: none"> A) has as our purpose and passion the mission of Christ; B) fulfils the Great Commission, to make disciples of all peoples through our witness, evangelism and world missions and to baptise and instruct people who become disciples of Jesus Christ (Matthew 28: 18-20) C) obeys the Great Command of Jesus Christ to love (John 3:34-35) by doing good to all people, especially those who belong to the family of believers (Galatians 6:10); and D) meets regularly for learning from the Bible, Christian fellowship, prayer and celebrating communion. <p>(2) We shall each, where possible and with God's help:</p> <ul style="list-style-type: none"> A) serve as ministers of our Church, reaching out to those who do not believe and caring for the needs of one another in our Church; B) meet regularly with each other in publicly worshipping God; C) actively support the prayer ministry of our Church; D) be involved in the management of our Church, including attending meetings relating to the work of our Church; E) give regular financial support to our Church to help the ministries of our Church to continue and to grow; and F) if involved in a ministry that our Church has established or sponsored use the best endeavours to: <ul style="list-style-type: none"> (i) ensure that the operation of the ministry is consistent with the mission and vision of our Church; and (ii) take opportunities for appropriate evangelism with people involved in the ministry. <p>(3) We shall establish or sponsor any ministry to meet the spiritual, social or educational needs of our members and other people or to undertake</p>

	outreach and work of concern for our community.
5. How we observe the ordinances	<p>(1) The Senior Pastor or a Pastoral Team Member may arrange for the baptism of any person who believes in Jesus Christ.</p> <p>(2) All people who believe in Jesus Christ may take part in communion.</p> <p>(3) Communion shall usually be celebrated at least once each month in each of the Sunday church services.</p>
6. How a person becomes a member of our Church	<p>(1) Anyone who wants to become a member of our Church should apply to a Church Council member. (Note: This includes the Pastoral Team)</p> <p>(2) To become a member of our Church you must have:</p> <p>A) a personal commitment of faith in Jesus Christ for salvation</p> <p>B) expressed your faith by being baptised, normally by immersion; and</p> <p>C) completed a course on being a member of our Church.</p> <p>(3) If a person has been a member of another church and has:</p> <p>A) made a personal commitment of faith in Jesus Christ for salvation;</p> <p>B) professed faith, normally through baptism; and</p> <p>C) a letter/email of transfer or commendation from the church where the person was previously a member or where the letter is not available the church council is satisfied with the reason why this was not available</p> <p>we will consider an application by that person to become a member, if the person completes a course on being a member of our Church.</p> <p>(4) Before any person can become a member, two existing members appointed by the Church Council must visit the person.</p> <p>(5) The two people visiting the person shall prepare a written report for the Church Council containing a recommendation as to whether the person should join us as a member of our Church. The Church Council shall recommend the names of people who have been visited to the church meeting.</p>
7. How we will keep a record of who are members	<p>(1) The Church Secretary or a delegate of the Church Secretary will keep a roll on which the names of all members shall be recorded.</p> <p>(2) The roll of members will be reviewed annually by the Church Council to consider if any names of members should be removed from the roll and placed upon an absentee member roll.</p> <p>(Note: Under Clause 20(2), the Pastoral Team shall determine if your name may be removed from the roll if you have not attended our Church for more than 6 months)</p> <p>(3) The Church Secretary will report any changes to the roll of members</p>

	<p>at the next meeting of members after the change has been made to the roll.</p>
<p>8. How we will organise our Church</p>	<p>(1) Our Church will be an affiliated member church of the Baptist Churches of New South Wales and ACT.</p> <p>(2) A member of our Church or a person involved in a ministry of our Church may only enter into a contract or incur a liability in the name of our Church with the authority of the Church Council or a meeting of our Church.</p> <p>(3) Any committee organising a ministry of our Church will have a majority of us as members.</p> <p>(4) Each of us is encouraged to use the gifts that God has given each to help our Church undertake the things that God has called us to do, referred to in Clause 4.</p> <p>(5) For our Church to do the things that God has called us to do referred to in Clause 4 we shall set aside people to perform particular roles in our Church. The roles and responsibilities of those people are described in the table immediately below.</p> <p>(6) Each of us who are appointed as Pastor, Associate Pastor, Elder, Mission Team Leader, Secretary, Treasurer or staff member must satisfy our Safe Churches Policy.</p> <hr/> <p><i>Role and Responsibilities</i></p> <p>1) Senior Pastor</p> <p>(i) Provide the overall spiritual leadership and oversight of our Church, the Pastoral Team and Mission Team Leaders, preaching and worship services in accord with the role description negotiated with the Elders.</p> <p>(ii) The Senior Pastor will be a member of the Church Council and an Elder.</p> <p>(iii) The Senior Pastor shall develop and keep a detailed role description for each other Pastoral Team Member that has been prepared in consultation with the person who has been called to be a Pastoral Team Member.</p> <p>2) Pastoral Team Member</p> <p>(i) Assist the Senior Pastor in providing spiritual leadership of the Church in areas of specialised ministry.</p> <p>(ii) Each Pastoral Team Member will be a member of the Church Council.</p> <p>(iii) Each pastoral team member will be assigned an elder with whom they will meet at least 4 times a year for personal support.</p> <p>2) Elder</p>

	<ul style="list-style-type: none"> (i) Without being involved in the administration and management of our Church, the Elders shall be required to liaise between the Senior Pastor and the members to provide support and ensure accountability and so foster and maintain the spiritual health of our Church. (ii) To consider matters raised by you about our Church. (iii) Meet at least quarterly and when the Senior Pastor or the Church Secretary call any other meetings, as considered necessary. (iv) The Elders shall ensure that a detailed role description for the Senior Pastor is created and maintained, with the description being developed in consultation with the person who has been called to be the Senior Pastor. (v) Provide a report to the Church meetings about any matters they consider should be brought to the Church's attention. <p>3) Church Council</p> <ul style="list-style-type: none"> (i) Be an example and provide leadership of our Church by applying and acting in accordance with the Bible and the guidance of the Holy Spirit. (ii) Serve our Church by administering the call of God for our Church and exercising care and concern for the members and those who are associated with our Church. (iii) Oversee and guide all organisations, departments and committees associated with our Church. (iv) Ensure that suitable leadership is provided for each ministry that our Church establishes or supports. (v) Act according to the constitution and the decisions made by the members and report on matters relating to our Church at our meetings. (vi) Meet normally each month and at such other times that the Senior Pastor or the Church Secretary shall call a meeting. <p>4) Mission Team Leader</p> <ul style="list-style-type: none"> (i) Co-ordinate and oversee specific ministries of our Church with each person being responsible for a ministry or mission specified by the Church Council. <p>5) Church Secretary</p> <ul style="list-style-type: none"> (i) Coordinate the administration of our Church. (ii) Keep adequate records of all our meetings of members, Church Council meetings and other committees associated with our Church. (iii) Manage correspondence relating to our Church including
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	<p>appropriate acknowledgement of incoming items.</p> <p>(iv) Provide information to us to keep us informed about matters considered by the Church Council and other committees associated with our Church, including providing an annual report to the annual general meeting of our Church about significant matters in the life of Church during the year since the last report.</p> <p>6) Church Treasurer</p> <p>(i) Manage and account for the financial resources of our Church, including preparing the financial reports required by the constitution.</p> <p>(ii) This role may be undertaken by a member of the staff appointed at a church meeting providing the member is also a church member.</p> <p>7) Chairperson</p> <p>(i) Chair the meetings of our Church called under the constitution.</p>
<p>9. How people will be appointed to the roles we have specified in our Constitution</p>	<p>(1) People shall be appointed to the roles below at a quarterly meeting unless otherwise specified in the way that is set out for each role</p> <p>A) Senior Pastor</p> <p>(i) Any person to be appointed as Senior Pastor must:</p> <p>(a) subscribe to the Doctrinal Basis of the Baptist Churches of NSW and ACT; and</p> <p>(b) be recognised by the Baptist Churches of NSW and ACT as having been set apart for ministry.</p> <p>(ii) We will establish a Pastoral Search Committee to identify a person whom the Committee believes God has led us to make a call to become the Senior Pastor.</p> <p>(iii) We will vote on who shall be part of the Pastoral Search Committee by ballot (50% of the vote is required).</p> <p>(iv) At the meeting of members at which we establish the Pastoral Search Committee we will also decide the procedures that the Committee shall follow to consider who may be called to be Senior Pastor.</p> <p>(v) The Pastoral Search Committee will bring one person's name at a time for us to decide, with God's leading, whether the person shall be called to be the Senior Pastor.</p> <p>(vi) As required by clause 10 of this document, the calling of the Senior Pastor will be decided at a Special Meeting of our Church, where 75% or more of us present at the</p>

meeting agree to call the person to be the Senior Pastor.

- (vii) The Senior Pastor will become a member when inducted into the role of Senior Pastor.
- (viii) The Senior Pastor may terminate his or her appointment by giving two months notice to the Church Secretary.
- (ix) The Senior Pastor may be removed from his or her appointment on two months notice by the Church, if a motion is passed at a specially convened meeting of members by a secret ballot where 75% or more of us who vote at the meeting agree to terminate the appointment.

B) Pastoral Team Member, including an Associate Pastor, Pastor or others appointed as a Pastoral Team Member

- (i) We may call a person to be a Pastoral Team Member by either:
 - (a) forming a Pastoral Search Committee to identify a person that the Committee believes God has led us to make a call to become a Pastoral Team Member, or
 - (b) the Church Council recommends to us that we call a person to be a Pastoral Team Member;and the Senior Pastor has agreed that the person should become part of the Pastoral Team.
- (ii) We will decide to call each person to be a Pastoral Team Member applying the same arrangements that would apply for a meeting to call a Senior Pastor, as set out in Item 9 A).
- (iii) The Pastoral Team Member, if not already a member, will become a member when inducted into their role.
- (iv) A Pastoral Team Member may terminate his appointment by giving two months notice to the Church Secretary.
- (v) A Pastoral Team Member may be removed from his or her appointment on two months notice by the Senior Pastor after consultation and approval by the elders, or by the church if a motion is passed at a specially convened meeting of members by a secret ballot where 75% or more of us who choose to vote at the meeting agree to terminate the appointment.

C) Elders

- (i) We may appoint up to **five** of us to be Elders.
- (ii) As well as the **five** Elders that we may appoint under Item 9(1)(C)(i). The Senior Pastor will become an Elder.
- (iii) You may not be an Elder if you:

	<p>(a) are the husband, wife, child or parent of any Pastor, Elder or any employee of the Church;</p> <p>(b) are a Mission Team Leader or a staff member appointed by the Church Council;</p> <p>(c) have been appointed as an Elder for six consecutive years (calculated from the time when you were first appointed as an Elder to the time of the meeting where the latest nomination is to be considered) unless it is at least two years since you were last an Elder; or</p> <p>(d) have not completed before your appointment or do not complete within three months of your appointment as an Elder training about the mission, vision and structure of our Church given by the Senior Pastor.</p> <p>(iv) You may submit to the Church Secretary or the Senior Pastor the name of a person whom you think has the character and commitment to be considered for appointment as an Elder.</p> <p>(v) We will appoint a member at a church meeting to be a member of a committee that includes, the Senior Pastor, one Elder (other than a Pastoral Team Member), and the Church Secretary to make a recommendation to us about who may be appointed by us to be an Elder.</p> <p>(vi) The committee formed under Item 9 C)(v) shall assess the nominations that are received for the person to be appointed an Elder and recommend one name for each vacancy that exists for an Elder.</p> <p>(vii) The Church Secretary will arrange to give notice of the meeting to consider the appointment of an Elder:</p> <p>(a) orally, during each of the church services on the four Sundays before the meeting; and</p> <p>(b) in writing at each of the four normal Sunday church services before the meeting.</p> <p>(viii) When we vote for an Elder this will be by secret ballot and a person shall only be appointed to the role, whether or not he or she may be the only person nominated for the role, where 75% or more of us who vote at the meeting agree to call the person to be an Elder.</p> <p>(ix) If you are appointed to be an Elder your appointment is for two years, unless you indicate that your appointment shall be for less than two years.</p> <p>(x) An Elder may vacate the role by written resignation, by a</p>
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	<p>resolution of the church meeting or by action of the other Elders.</p> <p>(xi) If an Elders role becomes vacant during the year, the role may be filled for the time that remains for the person who had left that role and we shall follow the requirements of this clause that relate to appointing an Elder.</p> <p>D) Church Council</p> <p>(i) The Senior Pastor and each Pastoral Team Member and the Mission Team Leaders that have been appointed under Item 9(1)E will be the Church Council.</p> <p>(ii) A person is only a member of the Church Council for as long as the person holds the role that permits them to be on the Church Council.</p> <p>E) Mission Team Leaders</p> <p>(i) The Church Council shall recommend to us the leadership positions for specific missions that shall be part of the Church Council for the following year.</p> <p>(ii) Mission Team Leaders shall include the Church Secretary and Church Treasurer.</p> <p>(iii) The Church Council shall call for nominations for members to be Mission Team Leaders by asking on both the third and second Sundays before the annual general meeting for nominations for people to take on the roles of Mission Team Leaders.</p> <p>(iv) You may be only be nominated for the role of a Mission Team Leader if you:</p> <ul style="list-style-type: none"> (a) are aged twenty one or over; (b) have been a member for at least six months before your nomination is made to be appointed as a Mission Team Leader; (c) show spiritual maturity; (d) consider you have the characteristics set out in 1Timothy 3 for deacons; (e) agree to being nominated to become a Mission Team Leader and your written nomination for the identified role is made by another member; (f) have not served as a Mission Team Leader for six consecutive years prior to the next appointment being called. (g) have not been a Mission Team Leader for at least one full year after serving six consecutive years as a Mission Team Leader
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	<ul style="list-style-type: none"> (v) The nomination required under Item 9 (1)E must be given to the Office Secretary or the Church Secretary at least two Sundays before our annual church meeting. (vi) The Church Secretary on the Sunday before the annual church meeting shall arrange to place a list of all the nominations in a conspicuous place in the church building and this notice may contain a short statement from each member nominated about their Christian experience, the skills and gifts that may be relevant to the role and what opportunities the person sees for the work of God in the mission team they may be appointed to lead. (vii) When we vote for Mission Team Leaders this shall be by secret ballot and a person shall only be appointed to the position, whether or not they may be the only person nominated for the role where 75% or more of us who choose to vote at the meeting agree. Where there is more than one nomination for the particular role, the person who obtains the most votes in the initial secret ballot shall be appointed if they receive above the 75% required by this clause. If we do not elect a person in the initial secret ballot the person receiving the most votes shall be put to the meeting and if they receive more than 75% of the votes in a second secret ballot they shall be appointed. (viii) If you are appointed to be a Mission Team Leader at an annual general meeting, your appointment is for two years, unless when nominating you indicate that your appointment shall be for less than two years. (ix) If a Mission Team Leader is not appointed at the annual general meeting, the Church Council shall decide how the role shall be filled. (x) If a Mission Team Leader role becomes vacant during the year, the role may be filled for the time that remains for the person who had left that role and we shall follow the requirements of this clause that relate to appointing a Mission Team Leader. (xi) The Church Council may recommend to us that up to two Junior Mission Team Leaders aged between eighteen and twenty-one years be appointed to the Church Council for one year in a participating but non-voting role. <p>F) Chairperson</p> <ul style="list-style-type: none"> (i) The Church Council shall after the annual general meeting appoint a person to act as Chairperson until the next annual general meeting. <p>G) Staff other than Pastoral Team Members</p> <ul style="list-style-type: none"> (i) The Church Council may appoint staff to perform other
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	<p>duties, including for ministry work and administration, after consulting and agreeing with the Senior Pastor about the person to be appointed.</p> <p>(ii) Where the duties of the staff member includes the treasurer's role, the appointment needs to be confirmed by the church meeting, and this staff member also becomes a member of the church council.</p>
10. When we will meet to make decisions?	<p>(1) Our church will make decisions about its ministries, management and organisation at meetings we attend and that are held under the clauses in the constitution for calling and conducting meetings of members.</p> <p>(2) We will have four church meetings each year, one of which shall be the annual church meeting at which Mission Team Leaders shall be appointed to roles that may have been vacated.</p> <p>(3) The annual meeting of our Church shall be held within forty-five days after the end of the financial year.</p> <p>(4) We will also have a specially convened meeting of members, in addition to the meetings referred to Clause 10(2) to consider any of the following matters:</p> <p>A) appointing, reappointing or dismissing either a Senior Pastor or a Pastoral Team Member;</p> <p>B) buying, leasing, disposing, mortgaging or providing security over any real property that is held on our behalf by the Baptist Property Trust;</p> <p>C) major alterations, improvements, demolishing existing buildings or erecting new buildings;</p> <p>D) establishing any new ministry that requires special funding or substantially commits our resources;</p> <p>E) changing the constitution; or</p> <p>F) if the Church Council requires a meeting to be convened for a particular matter.</p>
11. How we will call a church meeting	<p>(1) The Church Secretary shall give notice of a church meeting.</p> <p>(2) Notice of the meeting shall be given to us:</p> <p>A) orally, during each of the church services on the two Sundays before the meeting; or</p> <p>B) in writing at each of the church services on the two Sundays before the meeting.</p>
12. What we will consider at a church meeting?	<p>(1) The Chairperson will decide the order in which we will consider matters for business at each church meeting and the order shall be approved by us at the church meeting.</p>

	<p>(2) The meeting will include:</p> <ul style="list-style-type: none"> A) devotions and prayer; B) confirmation of minutes from the previous meeting; C) matters arising from the minutes of previous meetings; D) matters relating to members and visitation of people applying for membership; E) election of Mission Team Leaders and other people to perform ministry roles recommended by the Church Council; F) presentation of financial statements; G) reports, including reports from the Pastoral Team, Ministry Team Leaders and the Elders; H) any notices of motion; I) correspondence that the Church Council considers should be brought to the members; J) other business.
<p>13. How we will call a specially convened meeting of our Church?</p>	<p>(1) The Church Secretary will call a specially convened meeting of us where the Church Council authorises the calling of such a meeting.</p> <p>(2) Only one substantive item of business shall be considered at a specially convened meeting.</p> <p>(3) The Church Secretary will call a specially convened meeting of us by giving notice to us of the meeting.</p> <p>(4) Notice of the specially convened meeting (other than for property matters referred to in Clause 15(7), appointing an Elder and changing the constitution which have different notice requirements) will be given to us:</p> <ul style="list-style-type: none"> A) orally, during each of the church services on the two Sundays before the meeting; and B) in writing at each of the church services on the two Sundays before the meeting. <p>(5) The notice of the meeting shall detail the purpose of the meeting.</p>
<p>14. How can members raise matters for consideration?</p>	<p>(1) As well as raising matters with members of the Church Council there are two ways that you can bring significant matters for consideration to members at a meeting:</p> <ul style="list-style-type: none"> A) having a matter included on the agenda of a church meeting as described in Clause 14(2); or

	<p>B) requesting that a motion be considered at a church meeting as described in Clause 14(5).</p> <p>(2) If you want to raise a matter to be considered at the next normal church meeting you can do so by setting out the matter that you wish to raise in writing to the Church Council.</p> <p>(3) The Church Council shall consider whether the matter should come to the meeting.</p> <p>(4) If the Church Council considers that the matter should not come to a meeting of our Church, it shall provide a report to the meeting of the consideration it has given the matter.</p> <p>(5) Any notice of motion must be given at least one week before a Church Council meeting.</p> <p>(6) The Church Council shall arrange for the notice of motion to be given to the members by:</p> <p>A) circulating it in writing at each of the normal church services; and</p> <p>B) placing a copy of the motion in a conspicuous place in the Church building.</p> <p>(7) The Church Council shall also call a specially convened meeting as soon as practicable after receiving a written request to call such a meeting, from no less than 10% of the total number of members.</p> <p>(8) Any request to call a meeting under this Clause must set out only one substantive matter to be considered at the meeting to be convened.</p>
<p>15. How all our meetings shall be conducted?</p>	<p>(1) The Chairperson shall chair each meeting, unless unavailable or unable for any reason to act as the Chairperson, in which case the meeting may elect another person to act as Chairperson for the particular meeting.</p> <p>(2) The Chairperson will ensure that the purpose of any of our meetings is clearly understood.</p> <p>(3) We will conduct our meetings fairly, so we ensure we meet the spiritual characteristics and qualities recorded in Galatians 5:22-23.</p> <p>(4) When you attend a meeting of our Church you should sign an attendance sheet that records your attendance at the meeting.</p> <p>(5) Any meeting of our Church shall end after two hours, unless the meeting agrees, and the Chairperson permits the meeting to be extended for an additional thirty minutes.</p> <p>(6) When we are voting on the following matters we shall vote by secret ballot:</p> <p>A) appointing, reappointing or dismissing a Senior Pastor or Pastoral Team Member, an Elder or Ministry Team Leader;</p>

	<p>B) buying, leasing, disposing, mortgaging or providing security over any real property that is held or is to be held on our behalf by the Baptist Property Trust;</p> <p>C) major alterations, improvements, demolishing existing buildings or erecting new buildings; and</p> <p>D) any other matter that the Chairperson or we decide should be voted on using a secret ballot.</p> <p>(7) If you are under the age of eighteen you cannot vote on matters involving buying, leasing, disposing, mortgaging or providing security over any real property that is held or is to be held on our behalf by the Baptist Property Trust</p> <p>(Note: Clause 15(7) is legal requirement arising from the way in which the property is held under the Baptist Property Trust legislation.)</p> <p>(8) When we vote by secret ballot, we shall appoint at least two scrutineers who shall be appointed by the members at the meeting.</p> <p>(9) We shall vote on any matter that does not require a secret ballot using a ballot that involves a show of hands.</p> <p>(10) Minutes of all meetings will be kept to record decisions made. Copies of minutes shall be available to members prior to the next ordinary meeting.</p>
<p>16. What is the quorum for our meetings?</p>	<p>(1) For church meetings, the quorum shall be one sixth of the total number of members. (Reduced to one tenth as set out in Clause 17(2).</p> <p>(2) For a specially convened meeting for all matters other than those set out in Clause 16(3) the quorum shall be one quarter of the total number of members.</p> <p>(3) For a specially convened Church meeting involving consideration of matters relating to:</p> <ul style="list-style-type: none"> (a) the Pastoral Team; or (b) property matters as referred to in Clause 15; or (c) constitutional changes; <p>the quorum shall be one third of the total number of members.</p> <p>(4) For Church Council meetings the quorum shall be half of the current Church Council members</p> <p>(5) For Elders meetings the quorum shall be half of the number of Elders at the time</p>
<p>17. What happens if a meeting does not have a quorum?</p>	<p>(1) If a church meeting does not have a quorum of one sixth of the total members as required by Clause 16(1), but at least one tenth of the total members are present it may proceed to business as if the required quorum was present, except for the restriction of Clause</p>

	<p>17(2).</p> <p>(2) The only matters to be considered at the meeting where a quorum of one sixth of the members is not present are those matters that were included on an Agenda which had been made available at all the Sunday services immediately preceding the meeting.</p>
<p>18. How we manage the financial resources and assets of our Church?</p>	<p>(1) We will use the assets and income that comes to our Church to do those things we have identified in Clause 4 and we may pay to members out of pocket expenses and remuneration for services rendered but we will not pay any profits or bonuses.</p> <p>(2) Any real property that is associated with our Church and in which we have an interest will be held by the Baptist Property Trust on behalf of the members.</p> <p>(3) The Church Treasurer with the assistance of the Mission Team Leaders, shall ensure that complete and accurate financial records are kept for our Church and every ministry associated with our Church that receives funding from our Church and the Church Council may require the audit of records of any ministry associated with our Church.</p> <p>(4) Auditors will be appointed at the annual church meeting and an audited financial statement will be presented to the church at the annual church meeting.</p> <p>(5) Any cheque drawn on a bank account that is in the name of our Church will be signed by two people who have been authorised by the Church Council to sign cheques.</p> <p>(6) The Church Treasurer will prepare financial statements about the financial position of our Church and shall provide a report on the financial position of our Church to each church meeting.</p> <p>(7) The Church Treasurer with the assistance of a Finance committee appointed by the Church Council shall prepare a budget of proposed expenditure of our Church for each financial year.</p> <p>(8) The budget shall be approved by us before the start of the relevant financial year.</p> <p>(9) The Church Council is authorised to incur expenses on the specific items identified in the budget up to the amounts approved by the members.</p> <p>(10) If any proposed expenditure shall be more than 10% above the amount identified in the budget for that item, we will need to approve the additional expenditure.</p> <p>(11) If any money is to be spent outside the budget for the year, then there shall be complete records maintained of the expenditure and if the expenditure is more than 10% above the amount determined to be spent, we will need to approve the additional expenditure.</p> <p>(12) The Church Treasurer, with the Finance Committee, must develop</p>

	and review the processes that they use to ensure accountability, and these processes need to be ratified by the Church Council.
19. How we will manage the legal risks associated with our Church?	<p>(1) The Church Council shall arrange adequate insurance relating to:</p> <p>A) the assets of the Church, including the buildings and contents;</p> <p>B) workers compensation for employees and voluntary workers;</p> <p>C) public liability;</p> <p>D) professional indemnity; and</p> <p>E) any other risks that the Church Council considers should be insured against.</p> <p>(2) The Church Council shall review the insurances each year and shall report to the annual general meeting the arrangements for insurance that are in place at that time.</p> <p>(3) The Church Council shall regularly review Work Health Safety matters to ensure compliance with the Work Health Safety requirements and the safety of our people.</p>
20. How you will cease to be member?	<p>(1) You may resign from being a member of our Church by giving notice to the Church Secretary.</p> <p>(2) If you have not attended our Church or communicated with our Church for six months, your name may be removed from the roll of members, where the Pastors consider that this is an appropriate action.</p> <p>(3) If you are involved in conduct that is inconsistent with a Christian confession and witness you may be visited by persons appointed by the Church Council who shall seek in the spirit of love and mercy to restore you to the fellowship. (Note: This is a requirement of Matthew 18:15-17 and Jude 22.)</p> <p>(4) If after the visitation, you continue with the conduct you may be visited again by others appointed by the Church Council.</p> <p>(5) If after the two visits, you are not restored to the fellowship, the matter may be brought to a meeting of the Church to decide to terminate or suspend you from being a member.</p> <p>(6) The decision to suspend or terminate your membership shall be on the decision of at least 75% of the members at the meeting who choose to vote and the meeting shall be conducted applying the principles of natural justice.</p>
21. How we will deal with disputes	<p>(1) We strive to be in a relationship of Christian love with each other at all times.</p> <p>(2) If a dispute does arise between members the members should try to resolve the dispute according to the instruction of Jesus Christ in Matthew 18:15-17.</p> <p>(3) If the members in dispute are unable to resolve the matter between</p>

	<p>themselves then they may approach the Elders to assist them as we have been instructed to do in 1 Corinthians 6:1-11.</p> <p>(4) If there is a dispute between our Church and the Baptist Churches of NSW and ACT then after every effort has been made to resolve it within our Church or the Baptist Churches of NSW and ACT that the matter be referred for a decision to the Panel of Arbitrators elected by the Assembly of the Baptist Churches of NSW.</p>
22. How we can change the Constitution?	<p>(1) The constitution shall be reviewed every six years under the oversight of the Church Secretary who will then bring any proposed changes to a specially convened meeting.</p> <p>(2) To change the constitution notice of a meeting to change the constitution will be given no less than two months before the date of the meeting where the changes shall be considered.</p> <p>(3) Notice of the wording of the proposed changes will be made available to us four Sundays before the meeting is to be held to consider the changes.</p> <p>(4) Notice will also be given orally during each of the church services on the two Sundays before the meeting.</p> <p>(5) No change to constitution will be made except by the approval of at least 75% of the members at the meeting who choose to vote at a specially convened meeting to consider the changes to the constitution.</p>
23. Who can have a copy of the constitution?	<p>(1) Each of us and every person applying to be a member shall be given a copy of the Constitution.</p>
24. What happens if our Church closes?	<p>(1) If our Church is wound up or dissolved, after the liabilities and debts have been met, the real property held on our behalf will be handed over to the Baptist Churches of NSW and ACT and any other assets will be given to an organisation with similar purposes to those in Clause 4.</p>

THIS PAGE DOES NOT FORM A PART OF THE CONSTITUTION

Proposal for Amendments to Constitution

If you wish to propose an amendment to the Constitution, please complete the form below and return to the Secretary. Wherever possible, minor alterations to the Constitution will be considered by the Church each February.

Name: _____

Date: _____

Recommended Amendment to: _____

Page Number: _____

Clause Number: _____

Describe the issue with current Clause and / or wording
Detail the recommended alterations, include deletions, insertions and recommended wording changes