

CONSTITUTION

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CROSS PURPOSE CHURCH

Incorporated

CONSTITUTION

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1 Name

The name of the incorporated association is CROSS PURPOSE CHURCH Incorporated, (THE WORD CROSS WILL BE REPRESENTED BY A SYMBOL OF A CROSS) referred to herein as “the Church”.

2 Definitions

In this Constitution:

- (2.1) “**Association**” means an organization of people with a common purpose and having a formal structure (Church Membership)
- (2.2) “**Annual General Meeting**” means the annual general Members Meeting of the Church required to be held pursuant to Rule 14.1 (b).
- (2.3) “**ACC**” means the Australian Christian Churches.
- (2.4) “**The Church**” means CROSS PURPOSE CHURCH Incorporated.
- (2.5) “**Member**” means a person who is a Member of the Church in accordance with Rule 8 below and “Membership” has a corresponding meaning.
- (2.6) “**Members Meeting**” means a meeting of the Members called and held in accordance with Rule 14 below.
- (2.7) “**Special General Meeting**” means a Members Meeting of the Church called and held pursuant to Rule 14.2 below.
- (2.8) “**Treasurer**” means the person elected to the role of Treasurer from time to time pursuant to Rule 12 below.
- (2.9) “**Elder**” means someone that is officially recognised by the church to service as a spiritual leader.
- (2.10) “**Pastor**” means someone that is ordained, recognised or appointed by the ACC or the church to conduct and or carry out spiritual practise in line with the doctrine of the Church.
- (2.11) “**Financial Year**” means the 12-month period specified in rule 13.1
- (2.12) “**Common Seal**” – refer to rule 20 below

3 **Affiliation**

The Church will be a member church of the AUSTRALIAN CHRISTIAN CHURCHES.

4 **Doctrine**

Preamble

The Holy Scriptures, known as the Bible, is the inspired Word of God and our all-sufficient rule for faith and practice. These articles of faith of Cross Purpose Church Incorporated with the Australian Christian Churches (formerly Assemblies of God in Australia), grounded in these scriptures, are given as a basis for belief, fellowship and ministry “that we all preach the same thing” (1 Corinthians 1:10). Let it be remembered, however, that this is not given as a summary of the complete revelation of biblical truth, only that it covers our present needs as to these fundamental doctrines.

4.1 The Eternal Godhead

We believe in the unity of the true and living God who is the eternal, self-existent one, who has revealed himself as one being in three persons – Father, Son and Holy Spirit, and who is the Creator and preserver of things visible and invisible (Genesis 1:1; Deuteronomy 6:4; Psalm 86:9-10; Isaiah 43:10-11; Matthew 28:19, Mark 12:29; John 1:1-3).

4.2 The Lord Jesus Christ

We believe in the Lord Jesus Christ, the second person of the triune Godhead, who was and is the eternal Son of God; that he became incarnate by the Holy Spirit and was born of the virgin Mary. We believe in his sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, glorious ascension, and abiding intercession (Isaiah 7:14; Matthew 1:23; Luke 24:39; Acts 1:9; 2:22; 10:38; Romans 8:34; 1 Corinthians 15:4; 2 Corinthians 5:21; Ephesians 4:8-10; Hebrews 7:25-26; 9:12; 1 Peter 2:22).

4.3 The Holy Spirit

We believe in the Holy Spirit, the third person of the triune Godhead, who proceeds from the Father and the Son, and is ever present and active in the work of convicting and regenerating the sinner,

and sanctifying and guiding the believer into all truth (John 14:26; 16:8-11; Romans 8:14; 1 Peter 1:2).

4.4 The Holy Scriptures

We believe in the verbal, plenary inspiration of the Holy Scriptures, namely the Old and New Testaments in their original writings. All scripture is given by inspiration of God, and is infallible, inherently revealing the will of God concerning us all in all things necessary to our salvation, and is absolutely supreme and sufficient in authority in all matters of faith and conduct. The Bible does not simply contain the Word of God, but is, in reality, the complete revelation and very Word of God, inspired by the Holy Spirit, so that whatever is not contained therein is not to be enjoined as an article of faith (Matthew 5:17-18; 24:35; John 4:39; 2 Timothy 3:16-17; 2 Peter 1:19-21).

4.5 The Devil

We believe in the personality of the devil, who, by his influence, brought about the downfall of man, and now seeks to destroy the faith of every believer in the Lord Jesus Christ (Genesis 3:1-15; Matthew 4:1-11; Luke 4:1-13; John 13:2; James 4:7; 1 Peter 5:8).

4.6 The Fall of Man

We believe that man was created by God by specific immediate act and in his image and likeness, morally upright and perfect, but fell by voluntary transgression.

Consequently, all men are separated from original righteousness, being depraved and without spiritual life (Genesis 1:26-31; 3:1-7; Romans 5:12-21).

4.7 The Atonement

We believe that God's answer to man's sinful state is in the death of his Son, the Lord Jesus Christ, on the cross, whose sufferings and shed blood have made full atonement for the sins of the whole world, both original and actual, and that there is no other ground for salvation (2 Corinthians 5:18-21; Galatians 1:4; Ephesians 1:7; Colossians 1:14; Hebrews 9:25-26; 1 Peter 1:19-20).

4.8 Salvation of Man

We believe that salvation is received through repentance toward God and faith in the Lord Jesus Christ. This experience is also known as the new birth and is an instantaneous and complete operation of the Holy Spirit whereby the believing sinner is regenerated, justified, and adopted into the family of God and becomes a new creation in Christ Jesus and heir of eternal life (Titus 2:11; 3:5-7; 1 Peter 1:23; 1 John 5:1).

4.9 The Church

We believe that the church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of its great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the first-born whose names are written in heaven (Ephesians 1:22-23; 2:22; Hebrews 12:23).

4.10 Water Baptism

We believe that baptism, by single immersion, in the name of the Father, and of the Son, and of the Holy Spirit, is enjoined on all who have repented and have believed in Christ as Saviour and Lord, and that it is symbolic of our identification with Christ in his death, burial and resurrection (Matthew 28:19-20; Mark 16:16; Acts 10:47-48; 2:38-39; Romans 6:4-5; Colossians 2:12).

4.11 The Lord's Supper

We believe that the Lord's Supper, consisting of the elements of bread and the fruit of the vine, is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4); a memorial of his sufferings and death (1 Corinthians 11:26); and a prophecy of his second coming (1 Corinthians 11:26), and is enjoined on all believers "until He comes" (Matthew 26:26-28; Luke 22:15-20; Acts 20:7).

4.12 Sanctification

We believe that sanctification is an act of separation from that which is evil, and of dedication unto God. We believe it is the glorious provision for every believer in Christ to be made pure in heart and wholly sanctified, through the operation of the Holy Spirit, by the blood of Jesus and the Word

of God (John 17:15-19; Acts 15:8-9; Romans 12:1-2; 1 Thessalonians 4:3-4; 5:23-24; Hebrews 2:11; 10:16-19).

4.13 The Baptism in the Holy Spirit

We believe that the baptism in the Holy Spirit is the bestowing of the believer with power to be an effective witness for Christ. This experience is distinct from, and subsequent to, the new birth; is received by faith, and is accompanied by the manifestation of speaking in tongues as the Spirit gives utterance, as the initial evidence (Luke 24:49; Acts 1:4-5, 8; 2:1-4; 8:15-19; 11:14-17; 19:1-7).

4.14 Gifts

We believe in the present day operation of the nine supernatural gifts of the Holy Spirit, as recorded in 1 Corinthians 12:8-10. We also believe in the ministry gifts of Christ, as recorded in Ephesians 4:11-13.

4.15 Divine Healing

In accordance with the teachings of the scriptures, we trust our heavenly Father to protect and heal our bodies from sickness and disease. We believe that divine healing for the body, as with all redemptive blessings of God, has been provided for us by the atoning death and victorious resurrection of our Lord Jesus Christ; it is the privilege of all believers and it is appropriated by faith in our heavenly Father's unfailing promises (Exodus 15:26; Psalms 103:3; Isaiah 53:4; Matthew 8:16-17; Mark 16:17-18; 1 Peter 2:24; James 5:14-15).

4.16 The Second Coming of Christ

We believe in the premillennial, imminent and personal return of our Lord Jesus Christ to gather his people to himself. Having this glorious hope and earnest expectation, we purify ourselves, even as he is pure, so that we may be ready to meet him when he comes. (John 14:1-3; 1 Thessalonians 4:15-17; 2 Thessalonians 2:1; Titus 2:13; James 5:7-8; 1 John 2:28; 3:2-3).

4.17 The Millennium

We believe in the return of the Lord Jesus Christ to set up his millennial reign on this earth (Psalm 11; 96:10-13; Daniel 7.22; Zechariah 14:5; Revelation 5:9-10; 20:1-10).

4.18 The Punishment of the Wicked

We believe in the everlasting punishment of the wicked (in the sense of eternal torment) who willfully reject and despise the love of God manifested in the great sacrifice of his only Son on the cross for their salvation (Matthew 25:46; 13:49-50; Luke 12:47-48; Romans 6:23; 2 Thessalonians 1:8-9; Revelation 20:11-15).

We believe that the devil and his angels and whoever is not found written in the book of life shall be consigned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Revelation 19:20; 20:10-15).

4.19 The New Heavens and the New Earth

“We, according to his promise, look for new heavens and a new earth in which righteousness dwells” (2 Peter 3:13; Revelation chapters 21-22).

4.20 Creation

We believe that the heavens and earth and all original life forms, including humanity, were made by the specific immediate creative acts of God as described in the account of origins presented in Genesis, and that all biological changes which have occurred since creation are limited to variation within each species.

5 **Purpose.**

- 5.1 To bring spiritual freedom to people through the propagation of the Word of God.
- 5.2 To bring divine restoration to people through the Word of God.
- 5.3 To bring transformation to people through the Word of God.
- 5.4 To release the divinely bestowed ministry gifts of Christ into full operation.

- 5.5 To involve in evangelism by means such as public meeting, the printed pages and mass media.
- 5.6 To uphold the family as the basic social, unite of society.
- 5.7 To provide basic Christian education for all ages and to encourage training for active ministry at home and abroad and in particular to support establish and conduct Christian colleges and schools of education.
- 5.8 To support and involve in missionary enterprise in Australia and other lands with view to establishing and or strengthening indigenous local churches.
- 5.9 To honour all civil governing authorities according to the Biblical Scripture.
- 5.10 To affiliate with the Australian Christian Churches National Conference Incorporated.
- 5.11 To be in fellowship with Australian Christian Churches in Australia and support the rules, policies and by-laws of that body as set down from time to time.

6 Powers

Powers conferred by the Act

Subject to this Constitution, the Church will have all the powers conferred by Part 5 of the Association Incorporation Reform Act 2012(CAV).

- 6.1 The CROSS PURPOSE CHURCH is a corporation constituted in terms of relevant laws applicable in Australia and this Constitution shall, subject to the provisions hereof, have all such powers that vest in a body corporate having a legal personality independently from its members.
- 6.2 Without devalue from the generality of Article 6.1 above, the CROSS PURPOSE CHURCH shall have the power to:
 - (a) Institute, defend or be a party to legal proceedings in its own name.
 - (b) acquire, hold and dispose of real or personal property;
 - (c) Enter into and enforce contracts.
 - (d) In its own name acquire, separate or in any way deal with movable, immovable, worldly, spiritual, intellectual or any other form of property or rights in property.

- (e) raise and borrow money on any terms and in any manner as it thinks fit;
- (f) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
- (g) Enter into contracts of employment as an employer, and accordingly compensate its employees.
- (h) The Church will have the power to appoint and/or employ Pastors and other staff necessary to carry on the objects of the Church and to dismiss or suspend any employees.
- (i) Open and operate accounts with financial institutions
- (j) Subject to the law applicable, invest its resources or property in any manner it deems fit.

6.3 Notwithstanding anything herein contained, the church may not utilize its income, profits, earnings, or any realization of its assets for any purpose whatsoever other than the advancement, promotion and accomplishment of its mission; and the church is specifically prohibited from sharing with, yielding to or passing over to any other person, natural or legal, its income and profits howsoever earned and sourced.

6.4 The church shall have the power to approve all scriptural teachings, methods and conduct and to disapprove unscriptural teachings, methods and conduct.

7 **Government**

The government of the Church will be vested in the Members, who will have full power to manage its affairs and to determine any matter not otherwise specifically provided for in the Constitution. Meetings of Members will be conducted for these purposes in accordance with this Constitution.

8 **Membership**

8.1 Eligibility for Membership

Active voting membership in this assembly shall be open to all those who possess the following qualifications:

- (a) A testimony to an experience of the "new birth."
- (b) Having been baptized in water by immersion.
- (c) Evidence of a consistent Christian life (Romans 6:4; 8:1-4; 13:13, 14, Ephesians 4:17-32; 5:1, 2, 15; 1 John 1:6,7).
- (d) An indication of a willingness to contribute regularly to the financial support of the church of which he/she is to become a member.
- (e) Acceptance of the doctrine as set forth in Article 4 of these bylaws.
- (f) Having reached at least 18 years of age.
- (g) Having regularly attended services of, and supported, this assembly for a period of at least three consecutive months prior to the date of application for membership.
- (h) Agreement to being governed by the bylaws of this assembly, and of the Australian Christian Churches, as both may be amended from time to time.

8.2 Becoming a Member

Those individuals eligible for membership who shall desire to become members of this church shall make written application to the pastor or Board of Elders. The Board of Elders shall have the right and authority to determine the eligibility and acceptability of all applicants for membership by majority vote. Those approved for membership by the Board of Elders shall be received into the church publicly at any of its regular services, and their names thereupon added to the church membership roll. No applicant for membership shall be accepted as a member within 30 days before an annual business meeting or within 10 days before a special business meeting.

8.3 Consideration by Church Leadership

All applications for Church Membership will be considered by the Board of Elders regarding the suitability of such person(s) in accordance with Rule 8.2 above.

8.4 Notice of recommendation for Membership

Notice of a recommendation for an applicant to be accepted into Membership will be given to the applicant at least two weeks prior to a Members Meeting at which the recommendation will be put

to Members by the Senior Pastor and the Board of Leaders that the applicant be accepted into Membership.

8.5 Preparation for Membership

Persons entering Membership will undertake a suitable course of preparation for Membership.

8.6 Transfers of Membership

In the case of application for Membership by a person transferring from another church, the Administrator will, where possible, obtain from the applicant's previous church a transfer or letter of recommendation. The rights of a member are not transferable and end when membership ceases.

8.7 Expectations of Members

Every Member of the Church will be expected to:

- (a) Bear witness to the gospel of Christ and, because of the sinfulness of man, share in the evangelisation of all the world in order that the Holy Spirit may bring about the regeneration of mankind through the atoning death of Christ;
- (b) Take a practical interest in all the Church's mission work, both at home and abroad, through regular attendance, participation in prayer and active service in the life of the Church; and
- (c) Make regular financial contributions, according to ability and with regard to the Biblical principle of first fruits, to the support of the Church.

8.8 Minors eligible for Membership (Associate Members)

A person who is under the age of 18 years of age is eligible to be admitted to Membership of the Church but will not have voting rights until reaching the age of 18 years.

8.9 Register of Members (Membership Roll)

A register of all the Members of the Church ("Membership Roll") will be maintained by the Secretary/Administrator and reviewed at least annually by the Church Leadership. The register of the members will include;

- (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 Committee; and
- (b) for each former member, the date of ceasing to be a member.
- (c) The name of any Member who, without satisfactory reason, has ceased to attend services for a period of at least six months may be removed from the Membership Roll by a resolution of the Members upon the recommendation of the Church Leadership. Where the Church Leadership proposes to remove a person from the Membership Roll and it is practicable, a notice of intention to do so will be sent to the person.

8.10 Reserve Roll

- (a) Members, who through distance or other reason are not attending the Church regularly (save for Members who the Church Leadership considers are nevertheless actively engaged in the mission of the Church) may be transferred to a Reserve Role by the Church Leadership. Notification of such transfer is to be given to the Member in question where possible and such Members will be requested to maintain as close an association with the Church as practicable.
- (b) Members on the Reserve Roll will not retain voting rights at Members Meetings.
- (c) A person may be transferred from the Reserve Roll back to the Church Membership Roll at the discretion of the Church Leadership.

8.11 Ceasing membership

- (a) The membership of a person ceases on resignation, expulsion or death.
- (b) 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.

8.12 Resignation of a Member

Any Member who wishes to resign from Membership may do so in writing to the Board of Elders. Upon receipt of such written notice the Church Leadership will advise the church Secretary/Administrator to remove the members name from the Membership Roll.

8.13 Resignation, transfer or change in status

(a) Notification of any resignation, transfer or change in status will be given at the next regular Member's Meeting.

(b) At the time the Church Leadership transfers the name of a Member to the Reserve Roll, accepts the resignation or transfer of any Member or the Church Leadership or the Members expel a person from Church Membership in accordance with Rule 8.15 below, such person will no longer be eligible to hold any office within the Church or to vote at Members Meetings.

8.14 Discipline of Members

The Church Leadership will investigate the circumstances of all cases where a Member, by any practice, is inconsistent with the teaching of the Bible

Discipline is an exercise of scriptural authority for which the church is responsible (Matthew 16:19; 18:15-20; Luke 17:3; John 20:23; Acts 16:4; Ephesians 5:11; 1 Timothy 5:20; 2 Timothy 4:2; Hebrews 13:17). The purpose of discipline is to promote repentance and restoration through exposing sinful behavior. It is to be redemptive in nature as well as corrective. Any member of the Church is subject to discipline on the basis of unscriptural conduct or doctrinal departure of this assembly, as determined at the sole discretion of the Board of Elders. The discipline of ministers who hold credentials with the ACC is to be administered by the ACC.

9 Church Leadership

9.1 Composition

The Church Leadership will comprise the Senior Pastor, Pastors, Board of Elders, Deacons, and Church board.

9.2 Eligibility for Church Leadership

Elected Church Leadership members will have been active Members of the Church for at least twelve months prior to their election and shall be willing to comply with the Church Codes of Conduct (or equivalent document).

9.3 Nominations & Elections for Church Leadership

Members of the Church Leadership (other than the Senior Pastor) will be elected by Members at the Annual General Meeting. If a casual vacancy arises, a Member could be elected at any Members Meeting in accordance with Rule 9.4 below.

9.4 Casual vacancies

The Members may fill casual vacancies at any time. Any person so elected will hold office only for the unexpired term of a person vacating the office.

9.5 Chairperson

The Chairperson of the Church Leadership will be the Senior Pastor of the Church. In the case the Senior Pastor is absent either due to dismissal, resignation, death, illness, vacation, travel or due to other commitments the Board of Elders within the elected membership of the Church Leadership shall elect one of them to fill the position of chairperson while awaiting the appointment of a new Senior Pastor or until the current Senior Pastor is available.

9.6 Terms & Re-election

- (a) Members of the Church Leadership (other than the Senior Pastor) will be elected for a term that expires at the second Annual General Meeting after their election.

- (b) Members of the Church Leadership (other than the Senior Pastor) can be elected for a maximum of three terms, after which they must take a one-year break before becoming eligible for nomination for the next available position.
- (c) At each Annual General Meeting, one half of the members of the Church Leadership (other than the Senior Pastor), being those who have been in office the longest, must retire from the position. These members may be considered for re-election as long as they have not yet completed their three terms, or they have completed the required one-year break.

9.7 Responsibilities of the Board of Elders

- (a) The spiritual work and leadership of the church shall be in the care of the Board of Elders. The Senior Pastor shall be the chairman of the Board of Elders. The size of the Board shall be set out as deemed necessary. The Board of Elders is responsible for the provision of pastoral care including visitation, counselling, anointing and prayer for the sick. It shall also watch over the church's programs to ensure their harmony and contribution to the purposes of the church. In the absence of the Senior Pastor, the Board of Elders shall elect one of its members to the position of interim chairperson (Ref 9.5 above). The Board of Elders will also be responsible for those matters which the Senior Pastor may delegate to them.
- (b) The Board of elders shall conduct at least monthly meetings for prayers and shall be part of all church prayer meetings and other divine services. The Board of Elders shall receive reports to aid it in fulfilling its role and shall itself report to the church on matters affecting the congregation each month or as directed by the membership.
- (c) Pulpit supply shall be the responsibility of the Board of Elders who shall act in consultation with the Senior Pastor of the Church.
- (d) The Board of Elders are responsible for examining candidates for membership of the church, disciplining members and keeping the membership roll up-to-date. It shall be responsible for filling the unexpired term of positions becoming vacant between Annual Meetings and appointing people to non-elected positions. If an Elder is considered by his fellow Elders to be living contrary to the scriptural standards of Eldership in the church, the Board of Elders may vote by a two-thirds

majority for the suspension of the Elder in question while the allegation is investigated.

- (e) In all matters involving large expenditures of money the Board of Elders shall act in consultation with the senior Pastor.

9.8 Responsibility of Deacons/Deaconesses

- (a) These deacons/deaconesses shall, under the authority of the Board of Elders, be responsible for the provision of those ministries designed to meet the physical and material needs of people. In all these matters deacons/deaconesses shall work in harmony with the Board of Elders to provide a ministry to the needs of the whole person. Where appropriate deacons/deaconesses may conduct offerings for specific purposes consistent with their responsibilities. The deacons/deaconesses will also be responsible for those matters which the Board of Elders may delegate to them.
- (b) The deacons/deaconesses shall report on a monthly basis to the Board of Elders.

9.9 Responsibility to Members

The Church Ministry Leadership will be responsible to the Members to:

- (a) Provide leadership, spiritual oversight and support to the life of the Ministry as it seeks to fulfil its mission and vision in accordance with its stated purpose;
- (b) Develop policies and procedures to support the Church Team and the congregation having regard to the spiritual life and direction of the Church and its legal obligations and the good governance of the Church;
- (c) Exercise oversight of the Church's finances within the levels of authorisation and annual budget set by the Members;
- (d) Recommend to the Members the appointment of a Senior Pastor should the need arise.
- (e) Oversee or undertake any other matters, which the Members may authorise from time to time.

9.10 Responsibility of Church Board

- (a) This committee shall under the authority of the Board of Elders be responsible for the following:
- (b) Strategic planning of the Church: overseeing the development of operational goals that map out steps for achieving the mission.
- (c) Managing Performance: The board is responsible for monitoring and holding leadership accountable for achieving business results.
- (d) Financial Oversight: This financial oversight includes identifying independent outside auditors to perform occasional audits to ensure good business practices and compliance with state and federal laws.
- (e) Managing compensation: Making recommendations for payment and other allowances and approving salaries of senior leadership of the Church.
- (f) Ensure Legal Compliance: This includes the duties of care, loyalty and obedience which is the board's responsibility to participate in decision making and use good judgment, set aside personal interests to ensure that the church stays true to its core mission by complying with governing laws.
- (g) Monitor Conflict-of-Interest: The board is responsible for ensuring there are no conflicts-of-interest and puts policies and systems in place to ensure full disclosure of any potential conflicts within the organization or the board.
- (h) Maintain Supporting Documents and Board Records: The board is responsible for ensuring all board records are kept including board minutes, mission, vision, values statement, church bylaws, articles of incorporation and any policies that govern the board function.
- (i) Board Training: This includes review of all corporate documents, job description and responsibilities as well as understanding the legal requirements for board membership.

10 **Pastors**

10.1 Responsibilities of Senior Pastor

Within the Ministry's policies and procedures, the Pastor is the person who is entrusted with the spiritual oversight and guidance of the Church and its ministries.

- (a) Shall be the spiritual overseer of the assembly and shall direct its activities.
- (b) Shall be recognized as a member of the church board, president of the assembly, and shall act as chairman of all the business meetings of the assembly and of the church board.
- (c) Shall provide for all services of the assembly and shall specifically arrange for all special meetings, conventions, and revival campaigns. No person shall be invited to speak or preach in the assembly without the approval of the Senior Pastor. In this matter the Senior Pastor will consult the Board of Elders prior to granting such approval.
- (d) Shall, as chairman of the Board of Elders, be chairman of the nominating committee for the selection of deacon nominees. The Senior Pastor shall privately interview those nominated, ascertaining their eligibility and availability to serve on the board of elders, deacons/ deaconesses, as appropriate.
- (e) Should conduct a training class at least once a year on the responsibilities of the Board of Elders, deacons/deaconesses, trustees, secretary, treasurer, and other church leaders. Such a training course shall be based upon the scriptural directives for church leadership and the church bylaws.

10.2 Qualifications and call

The Pastor/s will be a baptized believer, full of the Holy Spirit who subscribes to the doctrine of the ACC and this Constitution and whose Pastoral Call will be made in accordance with the appropriate provisions of the ACC Constitution and By-Laws.

Any Pastor(s) shall be, or eligible to be, accredited with the ACC and shall be willing to comply with the ACC Code of Ethics.

10.3 Resignation or Dismissal

Unless mutually agreed otherwise, three months' notice of resignation or dismissal from office may be given by the Senior Pastor or the Church (as the case may be) at any time.

Notwithstanding any such notification, the Church may dismiss a Pastor immediately for any significant breach of the ACC Code of Ethics (or equivalent document).

11 **Role of Secretary/Administrator**

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

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

11.2 The Secretary must—

- (a) maintain the register of members in accordance with rule 8; and
- (b) keep custody of the common seal (if any) of the Association and all books, documents and securities of the Association; and
- (c) 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.

11.3 The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

11.4 The Secretary will ensure that all administrative functions required by the Church are identified and carried out, including all matters relating to church property and finances in conjunction with the Senior Pastor's approval.

11.5 The Secretary will ensure that the Church complies with Government statutory requirements and meets its legal obligations.

11.6 The Secretary will be the Public Officer/Responsible Officer for the church; this will be done in consultation with the Senior Pastor.

12 **Role of The Treasurer**

12.1 The Treasurer, in consultation with the Secretary, will ensure that all matters relating to the financial requirements and functions of the Church are identified and carried out, in accordance with the Act and the Church's policies and procedures relating to financial matters.

12.2 The Treasurer will be responsible for the preparation of an annual budget to be approved by Members and the preparation of financial reports to the Church Leadership and the Members.

13 **Finances**

2 Corinthians 8:19-21 - And not only this, but he has also been appointed by the churches to travel with us in this gracious work, which is being administered by us for the glory of the Lord Himself, and to show our readiness, taking precaution so that no one will discredit us in our administration of this generous gift; for we have regard for what is honourable, not only in the sight of the Lord, but also in the sight of men.

13.1 The Church's financial year will run from 1 July to 30 June of the following year.

13.2 All offerings including Faith Promise monies are to be counted and recorded by two church members. These should preferably be Deacons/deaconesses.

13.3 All monies received are to be deposited as soon as possible in accounts approved by the board of elders.

13.4 All disbursements from church accounts are to be made by a method that transfers funds directly into the account of another financial institution or company. This must result in an

auditable record maintained by the bank or financial institution holding the church's account. Examples of such methods include cheque, direct debit, Internet banking or Bpay. Cash withdrawals are prohibited. All transactions are to be authorised by the board of elders.

13.5 The Board of Elders shall determine the number of signatories for each church account, who those signatories shall be and how many of them are to be required by the bank or financial institution for it to permit operations on the church's accounts.

13.6 The Board of Elders shall receive a monthly report (monthly Income & Expenditure Account) giving details for every transaction that occurred during the month in accordance with normal accounting practice.

13.7 All financial records are to be retained for a minimum period of seven years or longer where State or Federal laws require.

13.8 The Church Board in conjunction with the Board of Elders shall select an auditor external to the church, with suitable accounting qualifications. The person appointed auditor shall hold office until the next Annual General Meeting and is eligible for re-appointment.

13.9 Subject to any resolution passed by a General Meeting, the funds of the Church shall be used in pursuance of its objects.

13.10 No funds shall be distributed directly or indirectly to the members of the Church except for charitable gifts or as bona fide compensation for services rendered or expenses incurred on behalf of the church.

13.11 Subject to the authority of the Church Members Meeting the Church Leadership shall manage the financial affairs of the Church.

14 **Members Meetings**

14.1 Annual General Meetings

- (a) The Annual General Meeting will be held within five (5) months after the end of each financial year of the close of the Church financial year for the purpose of:
 - i. The election of office bearers
 - ii. Consideration of the auditor's report for the previous financial year
 - iii. The appointment of the auditor, and
 - iv. The reception of reports from the Church life and ministries.
- (b) The Association may determine the date, time and place of the annual general meeting.
- (c) Despite sub rule (a), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.

14.2 Special General Meetings

- (a) A Special General Meetings must be called when a decision of a Members Meeting is received by Church Leadership or on receipt by the Secretary where there is a request for a Special General Meeting signed by not less than one fifth of the Members eligible to vote.
- (b) If a request signed by not less than one fifth of the Members eligible to vote is received by the Secretary for a Special General Meeting to be convened, the Church Leadership must arrange for the Special General Meeting to be held no later than 28 days after the date of receipt of the request by the Secretary.
- (c) Special Members Meetings will deal only with the business specified when notice is given.
- (d) A request for a special general meeting must—

- (i) be in writing; and
- (ii) state the business to be considered at the meeting and any resolutions to be proposed; and
- (iii) include the names and signatures of the members requesting the meeting; and
- (iv) be given to the Secretary.

(e) If the Committee 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.

(f) A special general meeting convened by members under Article 14.2—

- (i) must be held within 3 months after the date on which the original request was made; and
- (ii) may only consider the business stated in that request.

14.3 Notice of General Meetings

(a) The Secretary (or, in the case of a special general meeting convened under rule 14.2, the members convening the meeting) must give to each member of the Association—

- (i) at least 21 days' notice of a Special General Meeting if a special resolution is to be proposed at the meeting; or
- (ii) at least 14 days' notice of a general meeting in any other case.

(b) The notice must—

- (i) specify the date, time and place of the meeting; and
- (ii) indicate the general nature of each item of business to be considered at the meeting; and
- (iii) if a special resolution is to be proposed—
 - (aa) state in full the proposed resolution; and
 - (ab) state the intention to propose the resolution as a special resolution; and

(c) This rule does not apply to a disciplinary appeal meeting.

Note: Rule 17.6 sets out the requirements for notice of a disciplinary appeal meeting.

14.4 Quorum

(a) No business can be conducted at a Meeting unless at least one quarter of the Members entitled to vote is present.

(b) Subject to paragraph (c) below, if a quorum is not present within 30 minutes after the appointed time for the commencement of the Meeting then the Meeting will be adjourned to a day, place and time nominated by the Leadership within the following two (2) weeks. Notice of such an adjourned Meeting will be given at all worship services in the intervening period. The subsequent Meeting will be competent to transact the adjourned business whether or not there is a quorum.

(c) If a quorum is not present within 30 minutes after the appointed time for the commencement of a Special Members Meeting called on receipt by the Administrator of a request signed by not less than one fifth of the Members eligible to vote, the meeting will lapse.

14.5 Voting

(a) A motion put to a Meeting will be carried by a simple majority (more than half) of Members who are present and voting) unless otherwise provided for in this constitution or unless the Meeting decides that a particular decision will require a larger majority.

(b) Any person who is under the age of 18 years of age will not have voting rights until reaching the age of 18 years.

(c) Voting will be by either a show of hands or by a secret ballot decided at the discretion of the Meeting.

(d) Absentee or proxy voting is not permitted.

15 **Church Leadership Meetings**

15.1 Frequency

Church Leadership meetings will generally take place monthly.

15.2 Quorum

No business can be conducted at a Church Leadership meeting unless at least half of the members of the Church Leadership are present.

15.3 Chairperson

Meetings of the Church Leadership will be chaired by a member of the Church Leadership chosen by the members present.

15.4 Decision making

(a) The Church Leadership will make decisions consistent with God's Word, the doctrine of the church (set out in Rule 4), the purpose of the Church (set out in Rule 5) and any applicable laws, rules, regulations and government requirements.

(b) Wherever possible, the Church Leadership will endeavour to reach decisions by consensus but, in the absence of agreement and unless this Constitution specifies otherwise, a decision will be determined by a three-quarters majority vote of those present and eligible to vote.

16 **Minutes of Meetings**

16.1 Minutes to be kept

Minutes will be kept of all Members Meetings and meetings of the Church Leadership.

16.2 Confirmation of minutes

Minutes will be confirmed at the next meeting and signed by the Chairperson of the meeting.

17 **Disciplinary Action**

17.1 Grounds for taking disciplinary action

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.

17.2 Disciplinary subcommittee

(a) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.

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

17.3 Notice to member

- (a) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (i) stating that the Association proposes to take disciplinary action against the member; and
 - (ii) stating the grounds for the proposed disciplinary action; and
 - (iii) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
 - (iv) advising the member that he or she may do one or both of the following—
 - (aa) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

(ab) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and

(b) Setting out the member's appeal rights under Sub Clause 17.5 below.

(c) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

17.4 Decision of subcommittee

(a) At the disciplinary meeting, the disciplinary subcommittee must—

(i) give the member an opportunity to be heard; and

(ii) consider any written statement submitted by the member.

(b) After complying with sub rule (a), the disciplinary subcommittee may—

(c) take no further action against the member; or

(d) subject to sub rule 17.4 (c)

(i) reprimand the member; or

(ii) suspend the membership rights of the member for a specified period; or

(iii) expel the member from the church membership.

(e) The disciplinary subcommittee may not fine the member.

(f) 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.

17.5 Appeal rights

(a) A person whose membership rights have been suspended or who has been expelled from the Association under Article 17 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.

- (b) The notice must be in writing and given—
 - (i) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (ii) to the Secretary not later than 48 hours after the vote.

- (c) If a person has given notice under sub rule (b), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.

- (d) 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—
 - (i) specify the date, time and place of the meeting; and
 - (ii) state—
 - (aa) the name of the person against whom the disciplinary action has been taken; and
 - (ab) the grounds for taking that action; and
 - (ac) 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.

17.6 Conduct of disciplinary appeal meeting

- (a) At a disciplinary appeal meeting—
 - (i) no business other than the question of the appeal may be conducted; and
 - (ii) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (iii) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.

- (b) After complying with sub rule (a), 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.

(c) A member may not vote by proxy at the meeting.

(d) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

18 **Grievance procedure**

18.1 Application

(a) The grievance procedure set out in this clause applies to disputes under these Rules between—

(i) a member and another member;

(ii) a member and the Committee;

(iii) a member and the Association.

(b) 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.

18.2 Parties must attempt to resolve the dispute

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.

18.3 Appointment of mediator

(a) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 18.2, the parties must within 10 days—

(i) notify the Committee of the dispute; and

(ii) agree to or request the appointment of a mediator; and

(iii) attempt in good faith to settle the dispute by mediation.

(b) The mediator must be—

(i) a person chosen by agreement between the parties; or

(ii) in the absence of agreement—

(aa) if the dispute is between a member and another member—a person appointed by the Committee; or

(ab) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.

(c) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—

(i) has a personal interest in the dispute; or

(ii) is biased in favor of or against any party

18.4 Mediation process

(a) The mediator to the dispute, in conducting the mediation, must—

(i) give each party every opportunity to be heard; and

(ii) allow due consideration by all parties of any written statement submitted by any party; and

(iii) ensure that natural justice is accorded to the parties throughout the mediation process.

(b) The mediator must not determine the dispute.

18.5 Failure to resolve dispute by mediation

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.

19 **Prohibition Against Securing Profits for Members**

The income and capital of the Church will be applied exclusively to the promotion of its objects and no portion will be paid or distributed directly or indirectly to Members or their associates except as bona fide remuneration of a Member for services rendered or expenses incurred on behalf of the Church.

20 **Common seal**

- (a) The Association may have a common seal.
- (b) If the Association has a common seal—
 - (i) the name of the Association must appear in legible characters on the common seal;
 - (ii) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (iii) the common seal must be kept in the custody of the Secretary or of such other person as the Church Leadership may decide from time to time.

21 **Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

22 **Notice requirements**

- (a) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (i) by handing the notice to the member personally; or
 - (ii) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (iii) by email or facsimile transmission.

- (b) Any notice required to be given to the Association or the Committee may be given
 - (i) by handing the notice to a member of the Committee; or
 - (ii) by sending the notice by post to the registered address; or
 - (iii) by leaving the notice at the registered address; or
 - (iv) if the Committee determines that it is appropriate in the circumstances—
 - (aa) by email to the email address of the Association or the Secretary; or
 - (ab) by facsimile transmission to the facsimile number of the Association.

23 **Custody and inspection of books and records**

- 23.1 Members may on request inspect free of charge—
- (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to sub rule (23.2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note

Refer Article 11.2 (c) for details of access to the register of members.

23.2 The Committee 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.

23.3 The Committee must on request make copies of these rules available to members and applicants for membership free of charge.

23.4 Subject to sub rule (23.2), 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.

23.5 For purposes of this rule—

relevant documents mean 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.

24 **Winding Up**

24.1 The Association may be wound up voluntarily by special resolution.

24.2 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.

24.3 Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

24.4 The body to which the surplus assets are to be given must be decided by special resolution

24.5 The assets remaining after paying all the liabilities of the Church and the expenses of winding up will be transferred by the Liquidator to the ACC for the furtherance of the work of God.

25 **Constitution**

25.1 Alteration to the Constitution

No change shall be made to the Constitution except by the approval of a three-quarters majority of Members present and eligible to vote at a Church Members Meeting.

25.2 Notice of Proposed Changes

Notice of any proposed change must be given in writing at an earlier Church Members Meeting and the full text of the proposed changes shall be made available to all registered Members at least one month prior to the Meeting at which the proposal will be presented. Any such proposal may be adopted as presented or as amended by the Church Members Meeting.