



Busselton
Baptist
Community
Church Inc.

Constitution

Member Church, Baptist Churches WA



Baptist Churches
WESTERN AUSTRALIA

*But you are a chosen people,
a royal priesthood, a holy nation,
a people belonging to God,
that you may declare the praises of him
who called you out of darkness
into his wonderful light.*

*Once you were not a people,
but now you are the people of God;
once you had not received mercy,
but now you have received mercy.*

*Dear friends, I urge you, as aliens and strangers
in the world, to abstain from sinful desires,
which war against your soul.*

*Live such good lives among the pagans that,
though they accuse you of doing wrong,
they may see your good deeds
and glorify God on the day he visits us.*

(1 Peter 2:9-12)

Constitution Preamble

The true 'church' is neither a building nor an organisation, but a gathering of God's people, centred around Jesus Christ and His Word.

We are no longer foreigners and aliens,
but fellow citizens with God's people and
members of God's household built on the
foundation of the apostles and prophets,
with Christ Jesus Himself as the chief cornerstone.
In him the whole building is joined together and
rises to become a holy temple in the Lord.
(Ephesians 2:19-21)

AND

All Scripture is God-breathed
and is useful for teaching, rebuking, correcting
and training in righteousness, so that everyone
who belongs to God may be thoroughly equipped
for every good work.
(2 Timothy 3:16-17)

While still this side of eternity God's people meet together in associations of believers, that for convenience sake, we call 'church'. This document is a tool to enable the affairs of God's people known as '**Busselton Baptist Community Church Inc.**' to run effectively with a suitable focus and accountability.

This is a public document, which may be read by anyone, and by which all members are to abide.

To God be the Glory

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1 Name

The name of the Church shall be ***Busselton Baptist Community Church Incorporated*** (the Church).

2 Terms Used

In these rules, unless the contrary intention appears —

Act means the Associations Incorporation Act 2015;

Administrator means the Church member holding position of Administrator referred to in rule 11.10;

AGM means Annual General Meeting;

Church means the incorporated association referred to in rule 1;

Chairperson means the Board member holding office as the Chairperson referred to in rule 11.9;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

Board means Church Board referred to in rule 11;

Board meeting means a meeting of the Board referred to in rule 11.1;

Board Member means a member of the Board referred to in rule 11.4;

Elder means a person appointed to the Board by the Church members at a General Members Meeting, usually the Annual General Meeting, in accordance with the provisions set out in rule 11.6;

Deacon means a person appointed to the Board by the Church members at a General Members Meeting, usually the Annual General Meeting, in accordance with the provisions set out in rule 11.8;

Financial report of a tier 2 association or a tier 3 association, referred to in rule 14.2.2;

Financial statements means the financial statements referred to in rule 14.2;

Financial year of the Church, has the meaning given in rule 6;

General Ministry Meeting of the Church, means a meeting of the Church that all members are entitled to receive notice of and to attend, referred to in rule 13.2;

Member means a person who is a member of the Church referred to in rule 9;

Register of members means the register of members referred to in rule 9.5;

Revenue means income that arises in the course of the ordinary activities of an entity;

Rules mean these rules of the Church, as in force for the time being; also referred to as the Constitution;

Special Ministry Meeting of the Church, means a meeting of the Church that all members are entitled to receive notice of and to attend, referred to in rule 13.3;

Special resolution has the meaning given by the Act, that is –

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the Church who are entitled under the rules of the Church to vote and vote in person at a General Ministry Meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

At a Ministry Meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Church or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the Church present in person.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared;

Tier 1 association means an incorporated association with revenue of less than \$250,000 per year, or as may be updated from time to time;

Tier 2 association means an incorporated association with revenue between \$250,000 and \$1,000,000 per year, or as may be updated from time to time;

Tier 3 association means an incorporated association with revenue of or exceeding \$1,000,000 per year, or as may be updated from time to time;

Treasurer means the Board member holding office as the Treasurer referred to in rule 11.1 and 11.11.

3 Affiliation

The Church shall be affiliated with The Baptist Union of Western Australia Incorporated (BUWA).

4 Statement of Faith

The Doctrinal Basis of the Church shall be the basic truths of the Christian faith as revealed in the Bible.

We believe that:

- 4.1 The one, true and living God exists eternally in three divine Persons, the Father, the Son, and the Holy Spirit. They are one in substance, power and in eternity. (Gen 1:26; Ex 3:2-6; Deut 6:4; Ps 2; John 1:1-18, 10:30; Rom 9:5; Col 2:9)
- 4.2 The Triune God is sovereign in creation, revelation, redemption, and the final judgement. (Gen 1:1; Ps 135:5-7; Dan 4:34-35; Eph 1:11)
- 4.3 The Bible, 39 books of OT and 27 books of NT, is God's Word written, and therefore entirely true and trustworthy, powerful to accomplish all God's purpose. It is the supreme authority in all matters of faith and practice. (Ps 19:7-11; Is 55:11; 2 Tim 3:15-17; 2 Pet 1:19-21)
- 4.4 Human beings are created in God's image but are now universally sinful, guilty and responsible before God rendering everyone subject to God's wrath and condemnation. (Jer 17:9; Rom 1:18; Rom 3:19-20)
- 4.5 Satan exists and his intent is malignant. (Matt 4:1-11; 1 Pet 5:8; 2 Cor 11:14)
- 4.6 The Lord Jesus Christ is the Son of God incarnate, fully God and fully man, one divine person with two natures. He was conceived in the womb of the Virgin Mary by the power of the Holy Spirit, lived a real and sinless life, was crucified, buried, rose to life, ascended into heaven and will one day return in the same way he left. (Matt 1:21-23; 25:31-46; Luke 24:1-47; John 1:1; 19:17-19,28-37; Acts 1:9-11; Col 3:1; 1 Thess 4:14-17; 1 Tim 2:5; Heb 4:14-16;)
- 4.7 Jesus Christ will return one day to earth to establish his kingdom and judge the world: the righteous to eternal joy while unbelievers to endless suffering. (Matt 16:27; Mark 14:62; John 14:3; Acts 1:11; Phil 3:20; 1 Thess 4:15; 2 Thess.1:7-10; 2 Tim 4:1; Titus 2:13; 1 Cor 4:5; 15; Rev 20:4-6,11-15)
- 4.8 Jesus Christ is the only mediator between God and humanity. He redeemed those who trust in him from the penalty, power, and ultimately, the presence of sin. Salvation is found only through the once and for all time sacrificial death of Jesus Christ our representative and substitute. (John 14:6; Eph 1:7-8; 1 Tim 2:5; Hebrews 7:26-28; 9:11-15)
- 4.9 Justification is God's act of undeserved mercy, in which sinners are pardoned all their sins, and accepted as righteous in God's sight, only because of the righteousness of Christ imputed to them. Justification is received by faith alone. (Rom 3:21-30; Gal 2:16-20)
- 4.10 God the Holy Spirit is necessary to make the work of Christ effective to individual sinners, bringing them to new life and granting them repentance toward God and faith in Jesus Christ. (John 3:1-11; Acts 1:1-8; Eph 2:8-9)
- 4.11 The Holy Spirit indwells all those thus regenerated, producing in them an increasing likeness to Christ in character and behaviour, and empowering them for their witness in the world. (Acts 1:6-8; 2:37-42; Rom 8:29; Gal 4:4-7)
- 4.12 Sanctification is a cooperative work between the Holy Spirit and the believer. Believers actively pursue holiness without which no one will see God. (Heb 10:14)
- 4.13 The church universal is the body of Christ, to which all true believers belong. (1 Cor 12:13; Eph 2:11-19)
- 4.14 The local assembly or congregation to which Christ commands all believers join is for mutual edification and the performance of the public service that he requires of them in the world. (Matt 18:15-20; Acts 14:21-23; 1 Tim 3:14-16)
- 4.15 The Lord Jesus commanded the practice of baptism. Baptism is by full immersion in water of those who profess repentance toward God and faith in Jesus Christ and signifies the washing away of sin and union with Christ. (Matt 28:18-20; Acts 22:16; Rom 6:1-6)
- 4.16 The Lord Jesus commanded the practice of the Lord's Supper. The Lord's Supper is a memorial to Jesus' death, a time of communion with him, a proclamation of the meaning of his death and a sign of anticipation of his return. (Matt 26:26-28; 1 Cor 11:23-26)
- 4.17 The risen Christ gave a commission to his people go into the entire world preaching the good news of Jesus Christ to all nations. (Matt 28:18-20; Acts 1:8)

- 4.18 Everyone will be physically raised to life on the last day. (Matt 16:27; Mark 14:62; John 14:3; Acts 1:11; Phil 3:20; 1 Thess 4:15; 2 Tim 4:1; Titus 2:13; 1 Cor 4:5; 1 Cor 15; 2 Thess 1:7-10; Rev 20:4-6,11-15)
- 4.19 Marriage is the union of a man and woman voluntarily entered into for life. Marriage signifies the relationship between Jesus Christ and his people. (Gen 2:18-25; Mark 10:6-9; Eph 5:21)

5 Purpose

The purpose of the Church shall be to glorify God by:

- 5.1 Promoting and providing opportunities for people to meet together regularly for worship, prayer, teaching, encouragement and fellowship.
- 5.2 To engage in the task of mission, principally within Australia but also overseas (see Matthew 28:19–20).
- 5.3 Enabling and encouraging Christians to discover, develop and use their gifts for the service of the Lord Jesus Christ in the Church and in the community by ministering to the needs of various people.
- 5.4 In every possible way to seek to make disciples of Jesus Christ and bring them into his church.
- 5.5 Such other activity consistent with the foregoing Objects.
- 5.6 The property and assets of the Church and all other monies or income of the Church shall be applied solely in or towards the furtherance of the objects of the Church and no part shall be paid or transferred directly or indirectly to the members of the Church except as a payment in good faith for services rendered or expenses incurred on behalf of the Church.

6 Financial Year

- 6.1 Each subsequent financial year of the Church is the period of 12 months commencing on 1st July and ending on 30th June.

7 Structure

- 7.1 The Lord Jesus Christ is acknowledged as the Supreme Head of the Church. Jesus Christ alone is head of the congregation and not any human authority or power. He rules by his Word.
- 7.2 The government of the Church shall be vested in the local body of believers who constitute its formal membership and shall have full power to manage its own affairs as herein provided.
- 7.3 The two formal offices of the local Church government elected by the formal membership to lead the Church shall be Elders and Deacons. The Elders are responsible for the oversight of the Church. The Elders and Deacons together constitute the Church Board who are responsible for the governance and management of the Church.
- 7.4 Notwithstanding this principle of autonomy, the Church recognizes the importance of mutual counsel and interdependence with other like-minded groups alongside the BUWA.
- 7.5 Each local congregation is independent and must be free from interference by any ecclesiastical or political authority. Church and State must be kept separate, each having different functions, each fulfilling its duties free from dictation or patronage of the other.

8 Powers

- 8.1 The powers conferred on the Church are the same as those conferred by the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Church may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may -
- 8.1.1 acquire, hold, deal with, and dispose of any real or personal property;
 - 8.1.2 open and operate bank accounts;
 - 8.1.3 invest its money in any security in which trust monies may lawfully be invested;
 - 8.1.4 borrow money upon such terms and conditions as the Church thinks fit;
 - 8.1.5 give such security for the discharge of liabilities incurred by the Church as the Church thinks fit;
 - 8.1.6 appoint agents to transact any business of the Church on its behalf;
 - 8.1.7 enter into any other contract it considers necessary or desirable; and
 - 8.1.8 may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Church.

9 Membership

9.1 Members

- 9.1.1 The Church members all have full voting rights and any other rights conferred on them by these rules or approved by resolution at a General Ministry Meeting, or determined by the Board.
- 9.1.2 Each member has one vote at a General Ministry Meeting of the Church.
- 9.1.3 The Church must always have at least 6 members with full voting rights.

9.2 Eligibility for Membership

- 9.2.1 Persons will be deemed eligible for membership who:
 - a. profess repentance toward God, and faith in Jesus Christ,
 - b. whose principal allegiance is to Jesus Christ,
 - c. have been water baptised by full immersion as a believer (for concessions refer to rule 9.2.2 and 9.2.3),
 - d. give credible evidence of their faith in daily life,
 - e. accept the Constitution,
 - f. are willing to uphold the commitments outlined in the members' covenant as adopted by the members.
- 9.2.2 A person who, for reasons of physical incapacity cannot be baptised by full immersion but is committed to the principle of believers' baptism; is willing to be baptised; and otherwise qualifies, shall also be eligible for membership in the Church.
- 9.2.3 The baptismal practice of the Church is that of full immersion in water by someone who has demonstrated repentance towards God and faith in the Lord Jesus Christ. We do however recognize that Christian traditions vary in the practice of water baptism. In light of this, there may be circumstances whereby a believer who has not been baptised as a believer by full immersion may still be eligible for membership. In such circumstances, the Elders would make a recommendation to the Board and then to a General Ministry Meeting where a two-thirds (2/3) majority by Church members would be needed.

9.3 Admission of members

- 9.3.1 A person desirous of formal membership of the Church shall make application to the Board.
- 9.3.2 The Elders will appoint 2 interviewers, at least one of whom should be an Elder, who shall meet with the applicant and prepare a report for the consideration of all the Elders who shall make a recommendation for determination at a General Ministry Meeting.
- 9.3.3 A two-thirds (2/3) majority vote shall be required for acceptance into formal membership.

9.4 Cessation of Membership

A person ceases to be a member when any of the following takes place:

- 9.4.1 The individual dies;
- 9.4.2 The person resigns from the Church by giving written notice of the resignation to the Board. The resignation takes effect when:
 - a. the Board receives the notice;
 - b. or if a later time is stated in the notice, at that later time.
- 9.4.3 If there has been no active participation in the Church for 12 months, formal membership will cease at the next Annual General Meeting (AGM). Exceptions may be made for extenuating circumstances, which have been explained to the satisfaction of the Board.

9.5 Register of Members

- 9.5.1 The Administrator, or another person authorised by the Board, is responsible to maintain the Register of Members and record in that register any change in the membership of the Church.
- 9.5.2 The Register of Members must include each member's name, and a residential, postal or email address, and the date on which each member becomes and ceases to be a member.
- 9.5.3 The Register of Members shall be kept by the Church.
- 9.5.4 A member who wishes to inspect the Register of Members must contact the Administrator to make the necessary arrangements at a time mutually convenient.
- 9.5.5 The Administrator may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Church, if:
 - a. a member inspecting the Register of Members wishes to make a copy of, or take an extract from, the Register; or
 - b. a member makes a written request under section 56(1) of the Act to be provided with a copy of the Register of Members.
- 9.5.6 The Register of Members shall be kept in two sections:
 - c. Resident members - the Register to which shall be added the names of those who become formal members of the Church.
 - d. Non-Resident members - formal members absent from the district because of employment in another district or because of full-time Christian work and unable to transfer to another church shall have their names transferred to the Non-Resident members' register by the Church.

9.6 Membership Fees

9.6.1 Members are not required to pay any membership fees or subscription to the Church.

10 Disciplinary Action and Disputes

10.1 Suspension or removal from membership

10.1.1 The Board may recommend the suspension or removal of a member's formal membership of the Church if:

- a. the member contravenes any of these rules; or
- b. the member acts detrimentally to the interests of the Church; or
- c. The member fails to attend the regular worship services for a period of 12 months; or
- d. The member by his or her conduct or lifestyle fails to reflect values consistent with their profession of faith.

10.1.2 The Board must give the member written notice of the proposed suspension or removal at least 28 days before the Board meeting at which the proposal is to be considered by the Board.

10.1.3 The notice given to the member must state:

- a. when and where the Board meeting is to be held; and
- b. the grounds on which the proposed suspension or removal is based; and
- c. that the member is encouraged to attend the meeting and will be given a reasonable opportunity to make a written and/or oral submission to the Board about the proposed suspension or removal.

10.1.4 At the Board meeting, the Board must:

- a. give the member a reasonable opportunity to make written and/or oral submission to the Board about the proposed suspension or removal; and
- b. give due consideration to any submissions so made; and
- c. decide:
 - i. whether or not to suspend the member's formal membership and, if the decision is to suspend the membership, the period of suspension; or
 - ii. whether or not to remove the member from the Register of Members of the Church.

10.1.5 A decision of the Board to suspend the member's formal membership or to remove the member from the Register of Members of the Church would be taken to the formal membership at a General or Special Ministry Meeting. A two-thirds (2/3) majority vote would be required for the suspension or removal of membership.

10.1.6 The Board must give the member written notice of the Church's decision, and the reasons for the decision, within 7 days of the Church meeting at which the decision was made.

10.1.7 In any matter being considered under this rule, the privacy of the individual(s), the good name of the Church, and the ministry of the Church, as followers of Jesus Christ, shall be given appropriate consideration.

10.2 Consequences of suspension

- 10.2.1 During the period a member's formal membership is suspended, the member loses any membership rights (including voting rights).
- 10.2.2 When a member's formal membership is suspended, the Administrator must record in the Register of Members:
 - a. that the member's formal membership is suspended; and
 - b. the date on which the suspension takes effect; and
 - c. the period of the suspension.
- 10.2.3 When the period of the suspension ends, the Administrator must record in the Register of Members that the member's formal membership is no longer suspended.

10.3 Disputes

- 10.3.1 Disputes may arise under these rules:
 - a. between members (or former members); or
 - b. between one or more members and the Church
- 10.3.2 The principles of the Bible, as set out in Matthew 18:15-17 and other related passages shall be followed:
 - a. The parties to a dispute must meet and discuss the matter in dispute and attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.
 - b. If the parties are unable to resolve the dispute any party may take a witness in an attempt to resolve the dispute.
 - c. If the parties are still unable to resolve the dispute between themselves, any party to the dispute may take the matter to the Elders.
- 10.3.3 If the dispute is still unresolved, the Elders will, within 28 days after they have considered the matter, give written notice to the Board of:
 - a. the parties to the dispute; and
 - b. the matters that are the subject of the disputeso that the Board may consider and determine the dispute.
- 10.3.4 The Board must give each party to the dispute written notice of the Board meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- 10.3.5 The notice given to each party to the dispute shall state:
 - a. when and where the Board meeting is to be held; and
 - b. that the party is encouraged to attend the meeting and will be given a reasonable opportunity to make a written and/or oral submission to the Board about the dispute.

10.4 Determination of dispute by Board

- 10.4.1 At the Board meeting at which a dispute is to be considered and determined, the Board must, subject to rule 10.3.5:
 - a. give each party to the dispute a reasonable opportunity to make written and/or oral submissions to the Board about the dispute; and
 - b. give due consideration to any submissions so made; and
 - c. determine the dispute.
- 10.4.2 The Board must give each party to the dispute written notice of the Board's determination, and the reasons for the determination, within 7 days after the Board meeting at which the determination is made.

11 Board

11.1 Composition

- 11.1.1 The Board shall comprise of the Lead Pastor, Pastors, plus other members elected as Elders and Deacons. One of the Board members will be appointed as the Treasurer. The Board shall meet at least 6 times per year.

11.2 Responsibilities

- 11.2.1 The Board is responsible for the governance and management of the Church, seeking to bring into reality the vision and mission of the Church. This shall include the preparation of the budget for the year and any long-term development planning. The Board shall be responsible for developing all relevant policies and procedures for the Church and shall keep the Lead Pastor accountable.
- 11.2.2 Subject to the Act, these rules and any resolution passed at a General Ministry Meeting, the Board has power to do all things necessary or convenient to be done to ensure the proper management of the affairs of the Church.
- 11.2.3 The Board must take all reasonable steps to ensure that the Church complies with the Act, these rules and any governance policies adopted by the Board.
- 11.2.4 A member of the Board is not liable in respect of the liabilities of the Church.
- 11.2.5 The acts of a Board, or of a Board member, or of persons appointed by the Board are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a Board member or person appointed by the Board.
- 11.2.6 A Board member is entitled to be paid out of the funds of the Church for any out-of-pocket expenses properly incurred in connection with the Church's business. The Lead Pastor and any paid Pastors will be entitled to payments as stipulated in the terms of the Church Pastor Agreement entered into on appointment as per rule 11.5.2c. The members appoint the Lead Pastor and Pastors, and as part of the call authorise the payments in line with BUWA Recommended Stipend.
- 11.2.7 The financial reports and financial records of the Church shall be formally reviewed or audited annually according to the Incorporations Act by a suitably qualified person, appointed by the Board.
- 11.2.8 The Board shall appoint an Administrator. This appointment may be a non-Board member who is a member of the Church. In this case, the Administrator would be a non-voting participant.
- 11.2.9 The Board shall determine the duties and responsibilities of the Administrator which shall as a minimum, include the custody of all records, documents, books and securities of the Church.
- 11.2.10 The Board may authorise the use of undesignated, available general funds of up to 5% of the annual budget per annum on unbudgeted expenditure.
- 11.2.11 The Board is authorised to appoint non-pastoral staff, within the constraints of the budget and specially designated giving which needs to be approved by the formal membership.
- 11.2.12 The Board is authorised to appoint ministry leaders, informing the formal membership of the Church of all current ministry leadership appointees at each AGM.
- 11.2.13 In the event of there being no appointed Deacons, the Elders will function as the Board.

11.2.14 The Board shall ensure that minutes are taken and kept of each Board meeting including the following:

- a. The names of the Board members present at the meeting;
- b. The name of any other person attending the meeting;
- c. The business considered at the meeting;
- d. Any motion on which a vote is taken at the meeting and the result of the vote;
- e. Any disclosure of a member's material personal interest.

11.2.15 The minutes shall be distributed to Board members within 14 days after the meeting is held.

11.3 Character

11.3.1 Board members shall have exhibited the qualities of an Elder or Deacon as found in 1 Timothy 3:1-13 & Titus 1:5-9.

11.4 Board Members

11.4.1 The Board shall consist of a minimum number of five (5) members, including the Lead Pastor, Pastors, Elders and Deacons.

11.4.2 The Board shall determine the maximum number of Board members and report to the Church.

11.4.3 The following are the office holders of the Church:

- a. Chairperson
- b. Lead Pastor
- c. Pastors
- d. Elders
- e. Deacons
- f. Treasurer
- g. Administrator

11.4.4 A member becomes a Board member if the member:

- a. Is elected to the Board at an Annual General or Ministry Meeting; or
- b. Is elected to the Board by the membership to fill a casual vacancy under rule 11.4.7.

11.4.5 In the event of any allegation of unworthy conduct or departure from the Statement of Faith being brought against a Board member, the Elders shall make enquiry into the matter. If deemed necessary, in consultation with the Board, they shall immediately suspend the Board member, and will call a Special Ministry Meeting (Special Meeting) in order to consult with the Church membership at which time future action will be determined.

11.4.6 Board members may be removed from office by a two-thirds (2/3) majority vote at a Special Meeting.

11.4.7 A casual vacancy on the Board occurs if a Board member:

- a. Dies or otherwise ceases to be a member; or
- b. Resigns from the Board or is removed from office; or
- c. Become ineligible to accept an appointment or act as a Board member under the Act; or
- d. Becomes permanently unable to act as a Board member because of mental or physical disability.

11.5 Procedure at Board Meetings

11.5.1 The Chairperson shall preside at Board meetings.

11.5.2 If the Chair is absent or unwilling to chair a meeting of the Board, the meeting shall appoint a Chair.

11.5.3 No business shall be conducted at a meeting unless a quorum is present.

11.5.4 One half of the members of the Board shall constitute a quorum except when there are only two members on the Board and in such instances both members must be present for a quorum.

11.5.5 If a quorum is not present within 30 minutes after the notified commencement time of a meeting, the meeting lapses.

11.5.6 The Chair, with the consent of the majority of the members present at the meeting, may adjourn the meeting to another time at the same place or another as decided by the meeting.

11.5.7 No business may be conducted on the resumption of the adjourned meeting other than the unfinished business from the adjourned meeting.

11.6 Lead Pastor

11.6.1 Pastoral Responsibility

The Lead Pastor shall be accountable to the Board and, together with the Elders, be entrusted with the oversight of the church, including staff and ministry leaders.

11.6.2 Pastoral Vacancy

- a. When a vacancy occurs in the Lead pastorate, the church, on the recommendation of the Board, may appoint an interim Pastor who shall temporarily undertake this function. The Board will act as a call committee. The committee can appoint other members of the Church to itself and shall be guided by the BUWA guidelines for calling a Pastor. The committee shall bring a recommendation to the Church members, who shall bring one nomination to a Special Ministry Meeting called for that purpose. Two weeks' notice shall be given of the meeting. The invitation to a Lead Pastor will be by a Special Resolution requiring at least three-quarters (3/4) of the members present and voting by secret ballot in favour of doing so.
- b. The Lead Pastor must be baptised by full immersion as a believer.
- c. The terms of the call shall be included in the invitation and form the Church-Pastor Agreement.
- d. The term of service between Church and Lead Pastor shall normally be five (5) years but can be less depending on the circumstances and may be terminated with three months' notice on either side, unless otherwise mutually agreed upon.
- e. A Lead Pastor may be called for a further term of service, an indefinite number of times. The process for calling a Pastor for a further term of service shall be the same as the process described above, except that a recall shall require at least two-thirds (2/3) of the formal members of the Church present and eligible voting in favour.

11.6.3 Termination of the Pastorate

- a. Any resolution to terminate the pastoral appointment shall require a 3/4 majority of votes cast by secret ballot at a Special Ministry Meeting called for that purpose. The church membership shall ensure that the Pastor is treated with fairness and dignity and upon the conclusion of their pastoral appointment, the Church-Pastor Agreement shall be honoured.
- b. The term of service between Church and Pastor may be terminated with three months' notice on either side, unless mutually agreed upon.
- c. The Lead Pastor may be removed or suspended from office or face disciplinary action in the event of misconduct. If the Board receives a complaint alleging serious misconduct against the Lead Pastor, the Board may refer to the BUWA for investigation and appropriate action.

d. The notice of this meeting would be 21 days minimum.

11.6.4 Dispute

Any dispute or difference arising out of the conclusion of the pastorate may be referred to an independent party for resolution by way of mediation or such alternative dispute resolution process that is agreed by all parties as being appropriate. In the event it is not possible to reach agreement as to the identity of the independent party, the Board may request a senior staff member of the BUWA to be appointed as such an independent person.

11.6.5 Nature of the Relationship

All staff will be treated with respect in accordance with the Bible as well as the relevant Acts of Federal and State Parliament. The relationship with the church is one of employment in Christian service and biblical relationship principles should be followed. The Pastor and Church shall abide by the Pastor – Church Agreement conditions.

11.7 Elders

11.7.1 Elders must:

- a. have been baptised by full immersion as a believer;
- b. be men who meet the New Testament requirements for Elders (1 Tim 3:1-7; Titus 1:5-9).

11.7.2 Elders shall normally be elected at the AGM from among the formal resident members of the Church, who are on the Register of Members, who are aged twenty-one (21) years and over and have been in formal membership with the Church for not less than twelve (12) months immediately prior to the date of the meeting at which elections take place.

11.7.3 Elders shall normally hold office for three (3) years and shall be eligible for re-appointments.

11.7.4 Any formal member shall be entitled to submit a written nomination for the position of Elder to the Board. The Board shall not be bound to act upon such a nomination.

11.7.5 Formal members shall be advised of nominations at least fourteen (14) days prior to the date of the meeting at which elections shall take place.

11.7.6 Voting shall be by secret ballot.

11.7.7 To be elected, a nominee must receive at least three-quarters (3/4) of the votes of formal members present and eligible to vote.

11.8 Pastors

11.8.1 Pastors are responsible for duties delegated to them by the Board with direct accountability to the Lead Pastor.

11.8.2 Pastors must:

- a. have been baptised by full immersion as a believer;
- b. be men who meet the New Testament requirements for Elders (1 Tim 3:1-7; Titus 1:5-9).

11.8.3 The choice and appointment of all Pastors is determined by the formal membership of the Church.

11.8.4 When considering the appointment of a Pastor, the Board shall act as a Call Committee. The Board may appoint members of the Church to assist on the Committee. The Committee shall make the necessary enquiries and bring forward a recommendation to the Church.

11.8.5 Any member of the Church shall be entitled to submit in writing a duly signed proposal for the Call Committee to consider a person as Pastor. The Committee shall not be bound to act upon such a proposal.

11.8.6 The recommendation of the Call Committee shall be considered at a Special Meeting called for

the purpose.

- 11.8.7 The Call Committee shall put forward only one name at a time and no invitation shall be sent unless at least three-quarters (3/4) of the formal members of the Church present and eligible to vote, vote in favour.
- 11.8.8 Voting is to be by secret ballot.
- 11.8.9 The term of service between Church and Pastor shall normally be five (5) years but can be less depending on the circumstances but may be terminated by three months' notice on either side, unless otherwise mutually agreed upon.
- 11.8.10 A Pastor may be called for a further term of service, an indefinite number of times. The process for calling a Pastor for a further term of service shall be the same as the process described above, except that a recall shall require at least two-thirds (2/3) of the formal members of the Church present and eligible voting in favour.
- 11.8.11 In the event of any allegation of unworthy conduct or departure from the Statement of Faith being brought against a Pastor, the remaining Elders shall make enquiry into the matter. After consulting with the Board, if, deemed necessary, they shall immediately suspend the Pastor, and will call a Special Ministry Meeting (Special Meeting) in order to consult with the Church membership at which time future action will be determined.
- 11.8.12 A Pastor may be removed from office by a two-thirds (2/3) majority vote at a Special Meeting.
- 11.8.13 At the time of induction, a Pastor, and if eligible, his wife, shall become formal members of the Church.
- 11.8.14 At the time of induction, a Pastor shall become an Elder.

11.9 Deacons

- 11.9.1 Deacons, as part of the Board, are responsible for the governance and management of the Church.
- 11.9.2 Deacons must:
 - a. have been baptised by full immersion as a believer;
 - b. meet the New Testament requirements for Deacons (1 Tim 3:8-12).
- 11.9.3 Deacons shall be elected from formal resident members of the Church on the Register of Members who are aged eighteen (18) years and over and normally have been in formal membership with the Church for not less than twelve (12) months immediately prior to the date of the meeting at which elections take place.
- 11.9.4 Deacons shall normally be elected at the AGM.
- 11.9.5 Deacons shall normally be elected for a period of two (2) years and shall be eligible for re-election.
- 11.9.6 Any formal member shall be entitled to submit a written nomination for the position of Deacon to the Board. The Board shall not be bound to act upon such a nomination.
- 11.9.7 Nominations shall be advised to formal members not later than the Sunday prior to the date of the meeting at which elections shall take place.
- 11.9.8 Voting shall be by secret ballot.
- 11.9.9 To be elected, a nominee must receive at least two-thirds (2/3) of the votes of formal members present and eligible to vote.

11.10 Chairperson

- 11.10.1 The Chairperson shall be a Board Member appointed by the Board to the role after each Annual General Meeting.
- 11.10.2 The Chairperson shall be appointed by the Board to the role after each Annual General Meeting.
- 11.10.3 The Chairperson has the powers and duties relating to convening and presiding at Board meetings and presiding at General Ministry Meetings provided for in these rules.
- 11.10.4 It is the duty of the Chairperson to consult with the Administrator regarding the business to be conducted at each Board meeting and General Ministry Meeting.
- 11.10.5 In the event of the absence of the Chairperson from a Board meeting or a General Ministry Meeting, the Board will elect a chair from within the Board.

11.11 Administrator

- 11.11.1 The Administrator is responsible for:
 - a. ensuring coordination of the Church's correspondence;
 - b. consulting with the Chairperson regarding the business to be conducted at each Board meeting and General Ministry Meeting;
 - c. ensuring that the notices required for meetings and for the business to be conducted at meetings are prepared and distributed;
 - d. unless another member is authorised by the Board to do so, maintaining on behalf of the Church the Register of Members as required;
 - e. ensuring the maintenance, on behalf of the Church, of an up-to-date copy of these rules, as required under the Act;
 - f. unless another member is authorised by the Board to do so, maintaining on behalf of the Church a record of Board members and other persons authorised to act on behalf of the Church, as required under rule 11.15.3;
 - g. ensuring the safe custody of the records of the Church, other than the financial records of the Church;
 - h. maintaining full and accurate minutes of Board meetings and all Ministry Meetings;
 - i. carrying out any other responsibilities given to the Administrator under these rules or by the Board.

11.12 Treasurer

- 11.12.1 The Treasurer is responsible for:
 - a. ensuring that any amounts received by the Church, are deposited promptly, to the credit of the appropriate (bank) account of the Church;
 - b. ensuring that any payments to be made by the Church that have been authorised by the Board or at a General Ministry Meeting are made on time;
 - c. ensuring the safe custody of the Church's financial records, financial statements or financial reports of the Church;
 - d. coordinating the preparation of the Church's financial statements or financial reports before their submission to the Church's Annual General Meeting as required in rule 13.1;
 - e. providing any assistance required by an auditor or reviewer conducting an audit or review of the Church's financial statements or financial report under Part 5 of the Act;
 - f. carrying out any other duty given to the Treasurer under these rules or by the Board.

11.13 Material Personal Interest

- 11.13.1 Any member of the Board who has a material personal interest in a matter being considered at a Board meeting must, as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Board; and disclose the nature and extent of the interest at the

next General Ministry Meeting of the Church. This rule does not apply in respect of a material personal interest:

- a. that exists only because the member is an employee of the Church; or
- b. that the member has in common with all, or a substantial proportion of, the members of the Church.

11.13.2 A member of the Board who has a material personal interest in a matter being considered at a meeting of the Board shall not be present while the matter is being considered at the meeting or vote on the matter.

11.13.3 Every disclosure made by a Board member of a material personal interest must be recorded in the minutes of the Board meeting at which the disclosure was made.

11.14 Subcommittees

11.14.1 To assist the Board in the conduct of the Church's business, the Board may, in writing, establish one or more subcommittees. A subcommittee may consist of the number of people, whether or not members, that the Board considers appropriate.

11.14.2 Subject to any directions given by the Board, a subcommittee may meet and conduct business as it considers appropriate.

11.14.3 The Board may, in writing, delegate to a subcommittee the exercise of any power or the performance of any duty of the Board other than:

- a. The power to delegate; and
- b. A non-delegable duty.

11.14.4 The delegation may be made subject to any conditions, limitations, or exceptions that the Board specifies in the document by which the delegation is made. However, this does not prevent the Board from exercising or performing the power or duty delegated.

11.14.5 Any act or thing done by the subcommittee under the delegation has the same authority and effect as if it had been done by the Board.

11.14.6 The Board may, in writing, amend or revoke wholly or in part any delegation.

11.15 Register of Office Bearers

11.15.1 The Administrator, or another person authorised by the Board, is responsible to maintain the Register of Office Bearers and record in that register any change in the office bearers of the Church.

11.15.2 The Register of Office Bearers must include each office bearer's name, residential, postal or email address, and the date on which the office bearer was appointed. When an office bearer ceases to be an office bearer, this date must also be recorded.

11.15.3 The record of Board members and seal holders of the Church that is required to be maintained under the Act must be kept at the Church.

12 Ministry Leaders

12.1 Ministry Areas

12.1.1 The Elders shall determine the ministry areas of the church.

12.1.2 The Board shall appoint Ministry Leaders to ministry areas.

12.2 Ministry Leaders

- 12.2.1 The Board shall set policies as to the appointment of Ministry Leaders and support staff. All Ministry Leaders must be members of the Church as per rule 9.2. All staff appointments must be reflected in the budget and staff are accountable to the Lead Pastor.
- 12.2.2 The Ministry Leader will be required to work according to the constitution, values, policies and principles of the Church and within the parameters of the budget allocated to that ministry. They will be given the authority to develop their ministry and will be accountable to the Lead Pastor and Elders for achieving the agreed outcomes.
- 12.2.3 A Ministry Leader may appoint other church members to form a team to assist them in their ministry in consultation with the Lead Pastor and Elders.

12.3 Other Pastoral Staff

- 12.3.1 Where a ministry area cannot be achieved by a volunteer but requires the appointment of a full or part time worker, that person shall be appointed by the Members of the Church on the recommendation of the Board. Clear terms of the call shall accompany the appointment of that person together with the arrangements for the termination of the call. All other pastoral staff are accountable to the Lead Pastor and Elders.

12.4 Support Staff

- 12.4.1 Where the Board determines a need to appoint support staff they shall reflect this in the budget. The Lead Pastor and Elders are responsible for the accountability of such staff.

13 Church Governance

13.1 Annual General Meeting

- 13.1.1 There shall be an Annual General Meeting (AGM) of members held within six months of the end of the Church's Financial Year. The Board shall determine the date, time and place of the Annual General Meeting.
- 13.1.2 The ordinary business of the AGM shall:
 - a. Confirm the minutes of the previous AGM and of any Ministry Meeting held since then if the minutes of that meeting have not yet been confirmed;
 - b. Receive and consider the annual report;
 - c. Receive and consider the financial statements or the financial report of the Church for the preceding financial year;
 - d. Receive a copy of the report of the reviewer's or auditor's report on the financial statements or financial report;
 - e. Elect Board members of the Church;
 - f. If applicable, appoint or remove a reviewer or auditor of the Church;
 - g. Consider any other business of which notice has been given in accordance with these rules.
 - h. Receive the revised membership register (as established in section 9.5)
- 13.1.3 The election of the Board shall normally take place at the AGM but may be at any Special Ministry Meeting.

13.2 General Ministry Meeting

- 13.2.1 The purpose of any General Ministry Meeting shall be to seek to discover and confirm the mind of God on matters affecting the life and work of the Church and its mission.
- 13.2.2 General Ministry Meetings shall normally be held three times a year to inform the membership, receive reports and to facilitate the business of the Church.

13.3 Special Ministry Meetings

- 13.3.1 The Board may convene a Special Ministry Meeting.
- 13.3.2 The Board must convene a Special Ministry Meeting when members need to consider:
 - a. Calling of a Lead Pastor or Pastor; or
 - b. Purchase or development of land and property; or
 - c. Dissolution of the church; or
 - d. Alteration to this constitution (can also be considered at an AGM).
- 13.3.3 The Board, on receipt of a written request stating the business to be considered at the meeting and signed by a least 5 people or 15% of members, whichever is larger, shall call a Special Ministry Meeting within 28 days of the request being received.
- 13.3.4 If the Board does not convene a special Ministry Meeting within that 28-day period, the members making the requirement, or any of them, may convene the Special Ministry Meeting. Such a meeting:
 - a. Must be held within 3 months after the date the original requirements was made; and
 - b. May only consider the business stated in the notice by which the requirements were made.

13.4 Notice of Meetings

- 13.4.1 The Board or, in the case of a Special Ministry Meeting convened under rule 13.3.4, the members convening the meeting, shall give each member at least 14 days' notice of a Ministry Meeting. The notice shall:
 - a. Specify the date, time and place of the meeting; and
 - b. Indicate the general nature of each item to be considered at the meeting; and
 - c. If the meeting is the Annual General Meeting, include the names of the members who have nominated for election to the Board.
 - d. If a special resolution is proposed:
 - i. set out the wording of the proposed resolution; and
 - ii. state that the resolution is intended to be proposed as a special resolution.
- 13.4.2 The Board will give such a notice by:
 - a. serving it on a member personally by announcing at services on the Sunday at least 14 days prior to the meeting and by sending the member an email at least 14 days prior to the meeting if the member has given an email address to the Church; or
 - b. sending it by post to a member at the address of the member appearing in the Register of Members kept and maintained under rule 9.5.
- 13.4.3 All notices of and other communications relating to any General Ministry Meetings of the Church that a member is entitled to receive must be given to the reviewer or auditor (where appointed).

13.5 Quorum

- 13.5.1 At least one third of the resident members, shall be the quorum for any church Ministry Meeting where binding decisions are to be made.

13.6 Procedure at Meetings

- 13.6.1 A Chairperson shall be appointed by the Board from the membership to preside at the Ministry Meetings.
- 13.6.2 If the Chairperson is absent or is unwilling to act as Chairperson of a Ministry Meeting, the Board, at the meeting shall appoint a Chairperson of that meeting.
- 13.6.3 No business is to be conducted at a Ministry Meeting unless a quorum is present.
- 13.6.4 If a quorum is not present within 30 minutes after the notified commencement time of a Ministry

Meeting:

- a. In the case of a special Ministry Meeting, the meeting lapses; or
- b. In the case of the Annual General Meeting the meeting is adjourned to:
 - i. The same time and day the following week; and
 - ii. The same place, unless the Chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting was adjourned.

13.6.5 The Chairperson of a Ministry Meeting at which a quorum is present may, with the consent of the majority of the members present at the meeting, adjourn the meeting to another time at the same place or at another place.

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

13.6.7 Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 13.4.1.

13.6.8 Consensus is sought in all decisions. Where the opinion of the members is keenly, but evenly divided, the chair, if he thinks the harmony of the church is in danger, may, with the consent of the meeting, defer a vote until a later meeting, urging members to seek the will of God through the Scriptures and prayer.

13.7 Attendance and voting

13.7.1 Both church members and others of the congregation are able to attend Ministry Meetings, but only members 18 years or over may vote.

13.7.2 A secret ballot shall be held if requested by not less than 10% of the members present at the meeting or if requested by the Chairperson.

13.7.3 On any question arising at a Ministry Meeting:

- a. Each member has one vote; and
- b. Members shall vote in person

13.7.4 Except in the case of a special resolution, a motion is carried if a majority of the members present and voting at a Ministry Meeting vote in favour of the motion.

13.7.5 Subject to rule 13.7.6, the Chairperson of a Ministry Meeting may, by a show of hands, declare that a resolution has been carried; or lost. If the resolution is a special resolution, the declaration must identify the resolution as a special resolution.

13.7.6 If a vote is requested on any question by the Chairperson of the meeting or by at least 3 other members present in person:

- a. The vote must be taken at the meeting in the manner determined by the Chairperson; and
- b. The Chairperson must declare the determination of the resolution on the basis of the vote.

13.7.7 If a vote is requested on the election of the Chairperson or on a question of an adjournment, the vote must be taken immediately.

13.7.8 A declaration under 13.7.5 or 13.7.6 must be recorded in the minutes of the meeting as evidence of how the resolution was determined.

13.7.9 Resident members eligible to vote but unable to be present at a Ministry Meeting, may cast an absentee vote on a prescribed form, on unamended motions that have been circulated to members at least two weeks prior to the Ministry Meeting.

13.8 Minutes of Ministry Meetings

13.8.1 The Administrator, or a person authorised by the Board from time to time, must take and keep minutes of each Ministry Meeting.

- 13.8.2 The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 13.8.3 In addition, the minutes of each Annual General Meeting must record:
- a. the names of the members attending the meeting; and
 - b. the financial statements or financial report presented at the meeting; and
 - c. any report of the review or auditor's report on the financial statements or financial report presented at the meeting.
- 13.8.4 The minutes of a General Ministry Meeting must be recorded into the minutes system of the Church within 14 days after the meeting is held.
- 13.8.5 The Chairperson shall ensure that the minutes of a Ministry Meeting are reviewed and signed as correct by the Chairperson of that meeting.
- 13.8.6 When the minutes of a Ministry Meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
- a. the meeting to which the minutes relate was duly convened and held; and
 - b. the matters recorded as having taken place at the meeting took place as recorded; and
 - c. any election or appointment purportedly made at the meeting was validly made.

14 Financial Matters

14.1 Control of funds

- 14.1.1 The Church must open an account in the name of the Church with a financial institution from which all expenditure of the Church is made and into which all funds received by the Church are deposited.
- 14.1.2 Subject to any restrictions imposed at a General Ministry Meeting, the Board may approve expenditure on behalf of the Church.
- 14.1.3 The Board may authorise the Treasurer to expend funds on behalf of the Church up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- 14.1.4 All cheques, drafts, bills of exchange, promissory notes, digital authorisations and other negotiable instruments of the Church must be signed by two persons, where practicable at least one of them being a Board member.
- 14.1.5 All funds of the Church must be deposited into the Church's account promptly after their receipt.
- 14.1.6 The Church must keep financial records that;
- a. correctly record and explain its transactions and financial position and performance; and
 - b. enable true and fair financial statements to be prepared in accordance with Part 5 of the Act.
- 14.1.7 The Church must retain its financial records for at least 7 years after the transactions covered by the records are completed.

14.2 Financial statements and financial reports

- 14.2.1 For each financial year, the Board must ensure that the requirements imposed on the Church under Part 5 of the Act relating to the financial reporting of the Church are met.
- 14.2.2 Those requirements include:
- a. if the Church is a tier 1 association, the preparation of the financial statements;
 - b. if the Church is a tier 2 or tier 3 associations, the preparation of the financial report;
 - c. the presentation to the Annual General Meeting of the financial statements or financial report, as applicable.
- 14.2.3 Where the Association is a tier 2 or tier 3 association, or where the Members of the Church

request it, an audit or review (as appropriate) of the financial report is required for presentation to the Members Meeting.

15 Not for Profit

- 15.1 The property and income of the Church must be applied solely towards the promotion of the objects or purposes of the Church and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- 15.2 A payment may be made to a member out of the funds of the Church only if:
- a. The payment is in good faith to the member as reasonable remuneration for any services provided to the Church, or for goods supplied to the Church, in the ordinary course of business; or
 - b. The payment of interest, on money borrowed by the Church from the member, at a rate not greater than the secured lending rate of the financial institution with which the Church conducts its financial affairs.
 - c. The payment of reasonable rent to the member for premises leased by the member to the Church; or
 - d. The reimbursement of reasonable expenses properly incurred by the member on behalf of the Church.

16 Executing Documents and Common Seal

- 16.1 The Church may execute a document without using a common seal if the document is signed by:
- 16.1.1 two Board members; or
 - 16.1.2 one Board member and a person authorised by the Board.
- 16.2 If the Church has a common seal:
- 16.2.1 the name of the Church must appear in legible characters on the common seal; and
 - 16.2.2 a document may only be sealed with the common seal by the authority of the Board and in the presence of:
 - a. two Board members; or
 - b. one Board member and a person authorised by the Board,
 - c. and each of them is to sign the document to attest that the document was sealed in their presence.
 - 16.2.3 The Administrator must make a written record of each use of the common seal.
 - 16.2.4 The common seal must be kept in the custody of the Administrator or a Board member authorised by the Board.

17 Custody of Records and Securities

- 17.1 Subject to sub rule 17.2, the records and any securities of the Church shall be kept in the Administrator's custody or under the Administrator's control.
- 17.2 Financial records and, as applicable, the financial statements or financial reports of the Church must be kept in the treasurer's custody or under the treasurer's control.
- 17.3 Rules 17.1 and 17.2 have effect except as otherwise decided by the Board.
- 17.4 Records of the Church other than the Minutes must be retained for at least 7 years.
- 17.5 Minutes should as far as is possible, be retained as a permanent record.

18 Inspection of Records

- 18.1 The member must not use or disclose information in a record or document referred to in rule 17.1 except for a purpose:
- a. that is directly connected with the affairs of the Church; or
 - b. that is related to complying with a requirement of the Act.

19 Publication by Board Members Prohibited

- 19.1 A Board member must not publish, or cause to be published, any statement about the business conducted by the Church at a General Ministry Meeting or Board Meeting unless:
- a. the Board member has been authorised to do so at a Board Meeting; and
 - b. the authority given to the Board Member has been recorded in the minutes of the Board Meeting at which it was given.

20 Ordinances

- 20.1 The ordinance of baptism shall be open to all who show evidence of repentance and faith. Baptism shall be administered by the Church through a Pastor of the Church; or as otherwise determined by the Elders.
- 20.2 The Lord's Supper shall be open to all true believers in Jesus Christ. We encourage believers to be water baptised before participating in the Lord's Table. We do not believe in 'closed communion' (the practice that only formal members of the church can partake of the Lord's Supper). We understand that 1 Corinthians 11:27, 'therefore, whoever eats the bread or drinks the cup of the Lord in an unworthy manner will be guilty of sinning against the body and blood of the Lord,' specifically prohibits believers from partaking of the Lord's Supper when they have a grudge against a fellow believer (as opposed to warning non-believers to not participate). As the Lord's Supper has meaning only for believers, we do not encourage unbelievers to partake. The Lord's Supper shall be administered by the Church through an Elder of the Church; or as otherwise determined by the Elders. The Lord's Supper shall be observed on at least one Sunday in each calendar month.

21 Property

- 21.1 Church buildings and property shall not be occupied or used by persons or organisations for any purpose except where prior consent has been obtained from the Board.
- 21.2 No land or building shall be bought, sold, disposed of or mortgaged in any way, without a three-quarters (3/4) vote of members present and eligible to vote at a Special Ministry Meeting.
- 21.3 The proceeds derived from the sale, lease, mortgage, or pledge or other encumbrance shall be applied and devoted in such manner as the Members' General Ministry Meeting may deem best fitted to secure the furtherance of the objects of the Church and the propagation of its principles.

22 Dissolution of the Church

- 22.1 The Church may be dissolved by a resolution approved by at least a three-quarters (3/4) vote of the members present and eligible to vote at a Special Ministry Meeting called for the purpose, provided at least 28 days' notice of the proposal has been given.
- 22.2 In the event of such a resolution being passed, or the cancellation of the incorporation, the Board shall continue in office and take all the necessary steps to wind up the affairs of the Board in accordance with the provisions of the Act.
- 22.3 After payment of all debts and liabilities any surplus assets (not including the books relating to the management of the Church) are to be distributed in accordance with a decision of a Special Ministry Meeting in a manner consistent with the purposes of the Church and endorsed by the Australian Charities and Not-for-profits Commission as a charity. In the event of no decision being made by the Church regarding the payment of all debts and liabilities then The Baptist Union of Western Australia Incorporated may make such a decision on behalf of the Church.

23 Amendment of this Constitution

- 23.1 If the Church wants to alter or rescind any of these rules, or to make additional rules, the Church may do so only by special resolution approved at a Special Ministry Meeting of which 28 days written notice has been given.
- 23.2 The Church must lodge with the Commissioner, within one month, the notice of the special resolution setting out the particulars of the alteration together with a certificate given by a member of the Board certifying that the resolution was duly passed as a special resolution and that the rules so altered conform to the requirements of the Act.