

**Forest Lake Baptist Church**  
**Constitution**

*Approved 29 May 2016*



**Forest Lake  
Baptist Church**

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## **1. Name and Purpose**

- 1.1 This Church will be known as the Forest Lake Baptist Church, a constituent Member of 'The Baptist Union of Queensland' (known as Queensland Baptists).
- 1.2 The purpose of this Church is to advance Christian religion by leading people to cultivate a relationship with God and serve the community.

## **2. Our Beliefs**

This section provides a summary of this Church's Core beliefs, and is consistent with the Queensland Baptists' Statement of Faith document. It is not intended to provide a complete theological description on every matter of Christian Doctrine.

### **2.1 About God**

God is the Creator and Ruler of the Universe. He is absolutely holy, infinitely good and great, all powerful, all present, all knowing. God is eternal. He reveals Himself in three Persons: The Father, The Son and The Holy Spirit. These three are co-equal and are one God. God created the heavens and the earth and all that exists in them, including people. He continues to care for and govern His creation, working out His sovereign purposes in all that He has made.

### **2.2 About God the Father**

The Fatherhood of the First Person of the Trinity is eternal. He has always had a Son and the relationship of Father to Son is from eternity and not only due to the Second Person of the Trinity becoming incarnate. Their Fatherhood and Sonship are the source from which we derive our approximations to fatherhood and sonship in our human relationships. Our being made in the image of God enables humanity to partially reflect God's eternal Fatherhood. God the Father is spirit and has never been incarnate but nonetheless has always been immanent in the actions of both God the Son and God the Holy Spirit.

### **2.3 About Jesus Christ**

The eternal Son, co-equal with the Father and the Holy Spirit, came to earth and took on humanity and became Jesus Christ, still fully God and now forever also fully man. This incarnation was achieved through the virgin birth. Jesus lived a sinless life in perfect obedience to the Father in a role of humility taken on with His incarnation. He offered Himself as a perfect sacrifice for sin, and the substitute in our place, at His death on the cross. By the Holy Spirit's power, the Father raised Him bodily from the dead, completing the conquest of Satan, sin and death. This resurrected Jesus the Father lifted to His right hand and made Him Lord of all. Christ there intercedes on our behalf and has

sent the Holy Spirit to be His representative on earth. The Gospel presents this crucified, resurrected and glorified Christ as the Saviour of the world with the news that at the climax of the ages, He will return to earth to judge the living and the dead.

#### **2.4 About the Holy Spirit**

The Holy Spirit is co-equal with the Father and with the Son. He is revealed first in the Old Testament Scripture as the "Spirit of God" but with the incarnation took on a new role of being the Spirit from the Father on Jesus Christ. It was through the Holy Spirit that Jesus fulfilled his ministry. Then from the Day of Pentecost the Holy Spirit became the "Spirit of Jesus Christ" in the believers. The Holy Spirit is present in the world to make humankind aware of their sin and need for Jesus Christ, and to bring them to salvation. The Holy Spirit is received at Christian conversion and permanently lives in these believers, providing them with power for living, understanding of spiritual truth, and guidance in doing what is right. He equips believers in varied ways to be used in service for God as He leads. Christians should seek to live under His control.

#### **2.4 About the Bible**

The Bible is the living written word of God to humankind. The Bible is our supreme authority, surpassing that of all human reason and tradition. It was written by human authors, under the guidance of the Holy Spirit. Whilst Jesus Christ alone is the authority in all matters of Christian belief and living, His will in such matters is either revealed in, or is consistent with His Word.

#### **2.5 About People**

People are made in the image of God and are the supreme focus of His creative work. Human value is guaranteed from this divine likeness and parentage and this is true for all humanity and not just Christians. Although every human being still displays evidence of their divine creation, they also display marked falseness from their originally created potential, due to what the Bible calls sin. Sin taints even the good that we are and that we do. Sin cuts us off eternally from God and works as a dynamic festering of evil within our relationships, our attitudes and even our physical bodies. From the moment the human race fell, every individual has been hopelessly lost and destined for an eternity in Hell.

#### **2.6 About Salvation**

Salvation is a free gift springing out of God's love, mercy and grace. It is ours only in the provision of the Lord Jesus Christ and His perfect life, His atoning death, His powerful resurrection, His glorious ascension, His ongoing Priesthood, and His certain return. Salvation is at the one time something to be possessed,

by coming to Christian conversion, and also something to be furthered through the Christian life. Salvation is to be prosecuted and worked out in our Christian lives and finally completed at the return of Christ. Salvation is totally provided for by the work of Christ without any contribution from us. It is effected by the work of the Holy Spirit; and it is contingent on personal faith which is not to be viewed as a work. Salvation has its antecedents in the sovereign election of God but begins in our experience with our repentance towards God and faith in the Lord Jesus Christ. It continues in sanctification through the ongoing practice of spiritual disciplines, and culminates in the redemption of our bodies and the glorification of our entire persons. Salvation is both something that we receive and something we seek to work out in our lives. It is the beginning now of the eternal life with God which will be ours throughout eternity.

## **2.7 About Eternity**

People, once created, live forever. After physical death, they continue to exist to be eternally punished in hell because of their sin, or eternally comforted in heaven by the grace of Christ and through His salvation. The place of eternal separation from God is "hell". The place of eternal security with God is "heaven". To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. Jesus Christ will return visibly and victoriously from the presence of God the Father, to gather His people to Himself and complete His conquest over Satan, sin and evil. All people, both believers and unbelievers, will be raised bodily - a resurrection of the dead, and finally judged by the Lord Jesus Christ to determine their eternal status. Following the judgment, the whole of creation will be so transformed that righteousness will characterise believers and the new heavens and earth for ever.

## **2.8 About Baptism and the Lord's Supper**

Baptism and the Lord's Supper are the only two ordinances which were given by Jesus Christ through Scripture to be observed by the Church for all ages. Baptism is the immersion of believers upon their profession of faith in the Lord Jesus Christ, and is a declaration of the fellowship of the regenerate believer in His death, burial and resurrection. The Lord's Supper is a memorial of thanksgiving for the sacrifice of the body and blood of the Lord Jesus Christ, regularly practised until He comes. It relates to pardon for sin, present sanctification and future glorification in Jesus Christ.

## **2.9 About Service and Sacrifice**

The Bible teaches that Christians should surrender every aspect of their lives to be a "spiritual service" or offered ministry to God. In this sense, every Christian is to minister as a servant of Christ. Serving Jesus Christ in the natural sphere of everyday

life is important to Him and His witness, as is service undertaken with the Church. We affirm that the Lord has spiritually equipped each believer for their roles in ministry. It is these gifts that give balance to the body of Christ and enable Christ's work to continue. The empowerment for true service comes from intimacy with Jesus Christ through prayer, obedience to His Word, dependence on the power of the Holy Spirit within, and appropriate placement in ministry. There are some Christians who are called by God to be His servants in full time pastoral and leadership roles. Those who are called to this service have a challenge or burden placed upon their lives by the Holy Spirit which is confirmed by the Church. It is the responsibility of every Christian to share the Good News concerning Jesus Christ and His reconciling work on the cross and its implications with those God leads across their path, by life and word.

### **2.10 About the Church**

The universal Church consists of all persons, in heaven now or still on earth, who confess Christ as their Lord and Saviour. The local Church is a smaller community of believers who meet regularly for worship, fellowship, teaching of the Scriptures and seeking to save the lost. Christ alone is head of His Church, both universal and local - the Church is known as the Body of Christ. No other person, group, or religious organisation can profess to be the head of His Church.

## **3. Membership**

- 3.1 Membership is available to any person who has publicly confessed faith in Jesus Christ as Lord and Saviour, who has been baptised in water (normally by immersion), and who holds to the beliefs set out above as an essential part of his or her faith.
- 3.2 Believers who wish to be accepted as Members of this Church will indicate this desire to the Pastoral Team, who will then ensure that the applicant:
  - (a) completes any necessary instruction;
  - (b) fulfils the conditions of Membership at 3.1;
  - (c) agrees with the Responsibilities of Members at Section 4; and
  - (d) concurs with the beliefs and purposes of this Church and this Constitution.
- 3.3 The Ministry Council will notify this Church of the application and commend the applicant to this Church for at least two Sundays.
- 3.4 No objection to the admission of an application for Membership will be considered unless the objection is made by a Member in good standing who submits a written statement outlining the objection, in strict confidence, to the Pastoral Team. The

Pastoral Team will then review the objection, ensuring the applicant has opportunity to respond if necessary, discuss their findings with the objector, and deal with the application according to the outcome of their review.

- 3.5 Applicants will be received into Membership during a Worship service.
- 3.6 The names and addresses of all Members of this Church will be entered in a Church Roll, and this Roll will be reviewed at least annually by the Pastoral Team and Ministry Council to ensure that accurate information is maintained.
- 3.7 A Member who expresses in writing or by word to the Secretary or by an absence of three consecutive months, a desire not to continue in the Membership of this Church, may be removed from the roll after the Pastoral Team has investigated the matter and reported to the Ministry Council for endorsement.

#### **4. *Responsibilities of Members***

In reverence to Christ, a Member will strive to:

- 4.1 remain true to his or her commitment to the Lord Jesus Christ. (1 Timothy 6:1 & 11-15)
- 4.2 study the Scriptures, pray, and engage in devotional activities on a regular basis, both individually and in family groups where appropriate. (Psalm 119:11,105, Philippians 4:6, Deuteronomy 6:4-9)
- 4.3 participate regularly in occasions of worship, prayer, fellowship, and teaching as offered by this Church. (Hebrews 10:23-25)
- 4.4 lead a Christ-like life characterised by love, humility, graciousness, peace, prayerfulness, and good works in relationship with other believers and with those outside the Body of Christ. (Galatians 5:22 to 6:10, Ephesians 4:1-6, Philippians 2:1-4)
- 4.5 support, encourage and pray for all those in leadership within this Church. (1 Timothy 5:1)
- 4.6 live in submission to those who have spiritual oversight within this Church. (Hebrews 13:17)
- 4.7 establish mutual accountability structures with another Christian person. (Proverbs 27:17)
- 4.8 contribute regularly to the financial support of this Church, and as the Lord leads, to the support of God's work elsewhere. (1 Cor 16:1-4, 2 Cor 8:1-9)
- 4.9 participate in the Congregational Conferences and Members' Meetings of this Church. (Acts 6:1-17)

- 4.10 actively engage in opportunities to spread the gospel message and extend the Kingdom of God within this district and to the ends of the earth. (Matthew 28:18-20, Acts 1:8)
- 4.11 be actively involved in ministry in accordance with God's equipping and leading, under the spiritual oversight of the Pastoral Team. (Ephesians 4:11-12; 1 Cor 12:4-11)

## **5. Church Discipline and Dispute Resolution**

Each Member undertakes to accept Church Discipline, when appropriate, in accordance with the guidelines below.

- 5.1 Any Member of this Church who continually exhibits a lifestyle, behaviour or action inconsistent with being a Christian will be liable to Church discipline. Such inconsistencies may include, but not be limited to:
  - a) ceasing to believe the basic teachings of the Christian faith. (Galatians 1:6-9)
  - b) continuous unrepentant sin. (e.g. 1 Cor 5:1-8, 1 Timothy 1:18-20)
  - c) deliberately absenting oneself from worship services and the Lord's Supper for a period of three consecutive months, while not prevented by some genuine reason such as illness, duty or distance. (Hebrews 10:23- 25)
  - d) continued Membership in an organisation whose beliefs and/or objectives are deemed by the Pastoral Team to fundamentally oppose the truth of the Scriptures and work of God. (2 Cor 6:14 to 7:1)
- 5.2 No matter involving a dispute between Members will be brought before this Church, in any case or under any pretext unless the person or persons raising the matter have previously followed the directions of the Lord by initially seeking to deal with the matter personally in a spirit of love. (Matthew 18:15-17)
  - a) When the matter remains unresolved it may be brought before the Pastoral Team for investigation. The Pastoral Team may investigate the matter themselves or they may choose to appoint independent counsellors on their behalf. The purpose of any investigation will be to attempt to establish reconciliation by carefully hearing both sides of the matter. At the conclusion of the investigation, if forgiveness and repentance are evidenced, then counselling may be provided or arranged.
  - b) If forgiveness and repentance are not evidenced then the matter may be brought before the Membership at a Special Members' Meeting called for the purpose. The Pastoral Team will bring a recommendation for discipline without presenting all the details of the matter to the Membership.



- 5.3 Upon the recommendation of the Pastoral Team the Membership will determine whether discipline should be applied, and the period for which it should be maintained. In the case that the Membership request further details regarding the matter, the Members' Meeting may appoint two Members to meet, in confidence, with the Pastoral Team. The two so appointed will report back to the Members' Meeting their support or otherwise of the recommendation for discipline without further comment. The vote will then be taken without further comment.
- 5.4 Church discipline may include the suspension of the offending Member's rights and privileges, and/or removal from any positions of ministry for a specified period of time, or other measures as recommended by the Pastoral Team with the aim of reconciling that person in a spirit of love and meekness during the time of suspension. A Member will not be permitted to resign his or her Membership in order to escape the consequences of the disciplinary action.
- 5.5 A Member placed under Church discipline will be notified in writing of the fact by the Pastoral Team, stating the reasons for such action, the actions and limitations undertaken, the period of discipline, and exhorting the Member to repentance and reconciliation.
- 5.6 At the conclusion of the disciplinary period, a review of the suspension will be conducted, usually by the group who conducted the original investigation. If the decision of the review group is that repentance and reconciliation are evident, then the Member will be restored into the complete rights and privileges of Membership and will receive the complete forgiveness of this Church. If, however, there is no indication of repentance and reconciliation, that person will be removed from this Church's Membership roll and will be notified of this fact in writing.

## **6. *Ministry***

- 6.1 We acknowledge the priesthood of all believers. We affirm that the Lord has spiritually equipped each believer for their roles in ministry.
- 6.2 We affirm that ministry is to be performed in accordance with the equipping and empowering of the Holy Spirit to each believer, and that confirmation of this comes through personal insight, the affirmation of other mature believers, and the recognition of this Church as a whole.
- 6.3 We encourage all Members to be engaged in ministry and in developing new ministries to extend the kingdom of God in this district and to the ends of the earth. The Pastoral Team are to be consulted before any new ministries are commenced in the name of this Church, or existing ministries take a different direction to ensure such endeavours are consistent with the

direction that the Lord is leading this Church.

## **7. Leadership Structure**

- 7.1 All authority in the life of this Church resides with the Lord Jesus Christ, who is the head of the Church.
- 7.2 Recognising the Headship of Jesus Christ and the guidance of the Holy Spirit, this Church will be governed in the first instance by its Members through Members' Meetings.
- 7.3 The Members of this Church will choose from amongst themselves representatives who will form a Ministry Council, which will be responsible for the day to day running of this Church as per Section 9.
- 7.4 The Members will call a Pastoral Team, which may comprise Pastors and Elders who may be paid or unpaid, who will oversee this Church as per Section 10.
- 7.5 The Pastoral Team will recommend coordinators and leaders of the various ministries of this Church for endorsement by the Ministry Council. The coordinators and leaders will be responsible for the team who work in that ministry and for the operation of that particular ministry.

## **8. Members' Meetings and Congregational Conferences**

- 8.1 A Members' Meeting is a meeting called for the purposes of transacting the business of this Church. All persons on the active Membership roll at the date of the meeting are eligible to attend, speak to motions and, having attained the age of 18, vote. At the invitation of the Chair, Non-Members may attend and may speak to agenda items, but are not eligible to vote.
- 8.2 An Annual General Members' Meeting to receive the Annual Reports of this Church, elect Ministry Councillors, and transact other relevant business will normally be held in September each year. Notice will be given at least 14 days prior to the day of the Annual General Members' Meeting.
- 8.3 Ordinary Members' Meetings will be held on a regular quarterly basis each year. The annual Church budget will normally be presented prior to the end of the preceding Financial Year. Notice will be given at least 14 days prior to the day of an Ordinary Members' Meeting.
- 8.4 Special Members' Meetings may be called at any time by the Pastoral Team, the Ministry Council, or at the written request of at least ten percent (10%) or ten (10) active Members, whichever is the greater, to discuss one or more specific issues. The only business to be transacted at a Special Members' Meeting is that for which the meeting was called. Notice will be given at least 14 days prior to the day of a Special Members' Meeting.

- 8.5 The rules for conduct of business at Members' Meetings are contained in the "Standing Orders – Ordinary and Special Meeting Procedures" (Appendix A.)
- 8.6 A Congregational Conference may be called by the Pastoral Team or Ministry Council for any purpose which requires negotiation and discussion on a wider, more representative basis, than that provided by the Members' Meeting (e.g. to receive reports or discuss an issue, but not vote upon).

## **9. *The Ministry Council***

- 9.1 The Ministry Council is empowered by the Members to conduct the administration, legal, property, governance and all other compliance matters of this Church.
- 9.2 The Ministry Council will consist of the Pastoral Team and those persons elected at the Annual General Members' Meeting or appointed under Clause 9.8 below.
- 9.3 One seat on Ministry Council will be available for each 10 active Members at the time of the AGM with a minimum of 5 and a maximum of 12. Appointments will be for 2 years with half standing down each year.
- 9.4 Persons nominated to positions on the Ministry Council must be Members in good standing, of exemplary character, are called to the position, and demonstrate biblical attributes for leadership. They should demonstrate a high level of understanding of, and commitment to, the direction that the Lord is leading this Church.
- 9.5 A nomination form identifying and describing the positions will be distributed to Members six weeks prior to the Annual General Meeting. Nomination forms are to be submitted to the Pastoral Team, for endorsement as the second nominator, three weeks prior to the AGM. With this endorsement, and the agreement of the nominee, Members will be advised of the nominations prior to the AGM.
- 9.6 Voting for positions on the Ministry Council will be by ballot. A Member will require a simple majority to be elected. No proxies will be accepted for appointment to Ministry Council.
- 9.7 In the case that a position is not filled at the Annual General Meeting, or the position becomes vacant during the year, the Pastoral Team will recommend a person to the Ministry Council for endorsement to fill the vacancy until the next Annual General Members' Meeting.
- 9.8 The Ministry Council will normally meet monthly, and at such other times as deemed necessary by the Pastoral Team or the Ministry Council to ensure the effective implementation with the direction that the Lord is leading this Church and to coordinate the activities of the various ministries.

- 9.9 The quorum for Ministry Council meetings will be half plus one of the serving Ministry Councillors who are not from the Pastoral Team.
- 9.10 Two of the positions in 9.3 will be the administrative portfolios of Church Secretary and Church Treasurer.
- 9.11 The Church Secretary will be a Ministry Councillor and will be responsible to Ministry Council and the Members for maintaining minutes of all Ministry Council and Members' Meetings, Membership roll, and other general administrative tasks.
- 9.12 The Church Treasurer will be a Ministry Councillor and will be responsible to Ministry Council and the Members for receiving and accounting for all Church finances. This includes opening and closing bank accounts at the direction of Ministry Council, discharging this Church's liabilities under the direction of this Church, reporting monthly to the Ministry Council, preparing an annual budget for consideration by the Members and other actions in line with this Church's Financial Policy.
- 9.13 In the case that a Ministry Councillor is subject to investigation for allegations which may lead to Church discipline, as defined in Section 5, he or she will be stood down from their responsibilities by Ministry Council pending the outcome of the investigation.

## **10. *The Pastoral Team***

- 10.1 The Pastoral Team will provide spiritual oversight to this Church.
- 10.2 The Pastoral Team of this Church will consist of one or more Pastors, together with a number of Elders.
- 10.3 Where more than one Pastor is appointed by this Church, all of the Pastors will be on the Pastoral Team, although one of the Pastors will be designated by this Church as the Senior Pastor.
- 10.4 The Pastoral Team will be eligible to attend any meeting of this Church's ministries.
- 10.5 The Pastoral Team will be mutually accountable under God to one another for their Christian living and the conduct of their ministries and then responsible to this Church as a whole through the Ministry Council and the Members' Meeting.

## **Pastors**

- 10.6 Pastors will be given a Call to the Pastoral Team of this Church according to the following procedure:
- (a) The Ministry Council will present to the Membership a recommendation concerning the need for a Pastor (or Pastors), outlining the expected ministry responsibilities and seeking affirmation from the Membership in the matter.
  - (b) On the recommendation of the Ministry Council, the Membership will appoint a Pastoral Candidate Committee to consider suitable candidates. The Pastoral Candidate Committee will approach such persons as would be appropriate to determine the availability of such persons to accept a Call.
  - (c) The Pastoral Candidate Committee will present its findings to the Pastoral Team, and with their affirmation, to the Ministry Council for their prayerful consideration.
  - (d) Having determined before the Lord which person would be most suitable, the Ministry Council will submit that one name to the Membership and seek the Members' affirmation of that person. The motion to be considered will contain the terms and conditions of the Call.
  - (e) A Pastor's Call may be for either an indefinite period of time, or for a fixed period. The conditions recommended by the Baptist Union of Queensland will be taken in to account when formulating the conditions of this Call.
  - (f) The Membership's affirmation will be expressed in the following way:
    - i) A Special Members' Meeting will be called for the purpose.
    - ii) The quorum for the meeting will be 50% of the eligible voting Membership of this Church.
    - iii) In order to Call the nominee, the candidate must receive at least two thirds of the votes cast in a ballot by the eligible Members present. No proxies will be accepted for the Call of a Pastor.
    - iv) If the vote is affirmative, the Ministry Council will extend a Call, in writing, containing the terms and conditions of the Call, to the nominee.
  - (g) If the Call is accepted, arrangements can be made for the new Pastor to commence ministry within this Church. If the Call is declined, the Ministry Council will inform the Membership of this outcome, and will resume the search in accordance with the above procedures.

- h) A Pastor's ministry and functions will be reviewed annually by the Ministry Council.
  - i) A Pastor's Call will be reviewed by the Ministry Council during the final year of the current Call period with consideration to the extension or otherwise of the Call.
  - j) The extension of a Call will be conducted in a manner consistent with the procedures for a Call outlined from 10.6 e) to g).
  - k) A Pastor's Call may be terminated, after three months' notice in writing, either by the Pastor or by this Church at a Special Members' Meeting.
- 10.7 The Church will only appoint Pastors who are currently registered or accepted into the process of registration by the appropriate committee of the Baptist Union of Queensland.
- 10.8 If a Pastor is accused of any moral offence or any other misconduct, the matter will be referred by the Ministry Council to the relevant committee of the Baptist Union of Queensland for investigation. The recommendation/s of the investigating committee will be actioned.

### ***Elders***

- 10.9 Providing there are suitably qualified and gifted people available, Elders may be Called to this Church's Pastoral Team according to the following procedures:
- a) The Call of an Elder differs from that of a Pastor in that registration by the Baptist Union of Queensland is not required.
  - b) The Pastoral Team will consider persons who meet the Biblical requirements of an Elder and provide those names to Ministry Council for affirmation. Members will be advised of the nominee and the terms of the Call at a Members' meeting.
  - c) The quorum for the Members' Meeting will be 50% of the eligible voting Membership of this Church.
  - d) In order to be appointed, the nominee must receive at least two thirds of the votes cast in a ballot by the eligible Members present. No proxies will be accepted for the appointment of an Elder.
  - e) Elders will serve for a two-year Call. In the final six months of the Call, a review will be conducted by the Ministry Council with a view to possible renomination for a further Call.
  - f) If an Elder is accused of any moral offence or any other misconduct, the matter will be referred by the Ministry Council to the relevant committee of the Baptist Union of

Queensland for investigation. The recommendation/s of the investigating committee will be actioned.

- g) An Elder's Call may be terminated after three months' notice in writing, either by the Elder or by this Church at a Special Members' Meeting.

## **11. Ministry Interns**

11.1 The Pastoral Team may consider suitably gifted persons to support for Theological studies and will provide names to Ministry Council for affirmation, then to the Members according to the following procedures:

- a) The appointment to a Ministry Intern role will involve working within a ministry of, or supported by, this Church under the mentorship of a Pastor or Elder.
- b) Ministry Council will present the terms of the appointment to the Members at an Ordinary or Special Members' Meeting for approval.
- c) In order to be appointed, a Ministry Intern requires a simple majority of Members by ballot. Proxies will be accepted for the appointment of a Ministry Intern.

## **12. Paid Employees**

12.1 The Members may determine to create a paid role within this Church following consideration of the need, the budget implications, the duration of appointment, a position description, a draft contract and a recommendation from Ministry Council at a Members' Meeting. Proxies will be possible to create the role of a paid employee.

12.2 The appointment of any paid employee to an approved role will be made by Ministry Council on the recommendation of a selection committee. This selection committee will be appointed by the Members at an Ordinary or Special Members' Meeting.

12.3 The Ministry Council will be responsible for dealing with any employment related matters including the overall performance of any employees, including termination.

## **13. Real Property Matters**

13.1 All real property purchases or alterations of a major nature, encumbrance by mortgage and sale or exchange will be dealt with at a Special Members' Meeting called for the purpose.

13.2 Decisions concerning the acquisition or development of any real property by this Church will be made at a Special Members' Meeting called for the purpose.

13.3 Initial leasing of property will be brought to this Church's Members for consideration and approval.

- 13.4 Any decision will require the presence at the meeting of 50% of the voting Members, with at least two-thirds of the voting Members supporting the recommendation in regards Clauses 13.1 through 13.3.
- 13.5 For renewals of leases, provided no material alteration occurs, the Ministry Council will be responsible to negotiate and enter into the required contractual arrangements. Information on such leases will be provided to the Members at the next available Ordinary Members' meeting.
- 13.6 Church buildings, equipment and property will not be used for any purpose except for the ministries of this Church, unless prior approval from the Ministry Council has been sought and obtained.
- 13.7 Real property purchased, obtained by a ministry or donated to this Church will be deemed the property of this Church.

#### **14. *Financial Matters***

- 14.1 The ministries and expenses of this Church will normally be maintained and met through voluntary contributions (i.e. tithes, offerings, gifts) from persons within this Church.
- 14.2 The annual accounts, audited by an appropriately qualified person, will be presented to Ministry Council by the Treasurer.
- 14.3 The Ministry Council reserves the right to refuse any donation or gift which comes from what it deems to be an inappropriate source, or is conditional upon acceptance of a designated use which is not adopted at the time.
- 14.4 Unless this Church approves otherwise by an Ordinary or Special Members' Meeting, all gifts whether designated for a particular purpose or not, will be treated as available for use in any activities of this Church, in any way this Church may determine and free of any obligation to use or apply the gift in a particular manner or for a particular purpose.
- 14.5 No financial appeals for 'outside' causes will be circulated within this Church by any person, without first obtaining the approval of the Ministry Council.

#### **15. *Alterations to this Constitution***

- 15.1 No alterations to this Constitution will be made except at a Special Members' Meeting called for the purpose. Any change will require the presence of at least 50% of voting Members, with at least two thirds of votes cast in favour of the proposed change or changes.
- 15.2 All Members eligible to vote will be notified in writing at least 14 days prior to the day of the Meeting and copies of the changes proposed will be available for perusal from that time.



**16. *Dissolution of this Church***

- 16.1 In the event of this Church being dissolved, all property, assets and monies which remain after such dissolution and the satisfaction of all debts and liabilities will be vested in The Baptist Union of Queensland.
- 16.2 Notwithstanding any previous or following provisions, clause 16.1 will not be rescinded or amended without the prior approval of The Baptist Union of Queensland.

## Appendix A

### **Standing Orders – Ordinary and Special Members’ Meeting Procedures**

1. All Members’ Meetings require notice to be given at least 14 days prior to the day of the Meeting, and a proposed agenda of the business to be transacted will be issued on the occasion of notice being given.
2. The Senior Pastor will normally Chair the Members’ Meeting. Should an alternative chairperson be required for any purpose, the Ministry Council will appoint a person to chair the meeting. The Chair will have an additional casting vote in the event of a hung decision.
3. Minutes of the proceedings of all Members’ Meetings will be maintained, and may be examined by and made available to any Member upon request to the Secretary within 2 weeks.
4. Minutes of the previous Members’ Meeting will be circulated beforehand and, having been read by at least two Members who were present at that Meeting, confirmed by the Membership at a subsequent meeting and recorded in the later minutes.
5. Business to be brought to any Members’ Meeting will first be submitted in writing to the Ministry Council, and will only be placed on the agenda in accordance with the directions of the Ministry Council. Any Member may raise an issue for referral to the Ministry Council.
6. No Member (other than the mover of a motion) will be allowed to speak more than once to any motion, except by consent of a majority of the Members present, or when called upon by the Chair for an explanation.
7. The business done at a Members’ Meeting will be binding upon the whole Church once adopted.
8. Unless provisions of the Constitution require otherwise, the quorum for all Members’ Meetings will be not less than 20% of this Church’s voting Membership, with a minimum number of six Members. If a quorum is not obtained for a duly called Members’ Meeting, that Meeting will be postponed for one week and the Members will be notified to present themselves on that occasion, when the business will be transacted with or without a quorum.
9. Members on the active Membership roll, who are unable to be present at a Members’ Meeting, are encouraged to submit an apology. Where provided for in this Constitution, a Member may nominate a proxy to vote on their behalf. Proxies must be in writing and submitted to the Chair at the commencement of a Meeting. Proxies cannot be counted towards a quorum and no one Member may hold more than one proxy at a Meeting.
10. Voting at Members’ Meetings will normally be by a show of hands, although a ballot will be used in all matters concerning the Call of a Pastor, the appointment of an Elder, appointing to Ministry Council, Ministry Interns, or in matters of discipline, and in any other matter the Members determine.