

CONSTITUTION

of

NARRABEEN BAPTIST CHURCH

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CONSTITUTION

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INTRODUCTION

The Narrabeen Baptist Church was constituted as a Home Mission Church, and became an Independent Church affiliated with the Baptist Union of New South Wales & ACT.

The following Constitution and Rules were adopted by the Narrabeen Baptist Church at a Church Business Meeting held on 11 August 1992.

SCOPE

This Constitution is written in two (2) parts.

Part A, named **CONSTITUTION**, deals with the spiritual principles governing the Church.

Part B, named **CHURCH RULES**, deals with rules and responsibilities for the orderly running of the Church and its business.

REVISIONS

1. The reprint on 16 July 1994 included only layout changes. - File Church12.doc
2. Interim change 27 August, 2000- converted to MS Word 97 - File Church12word.doc

Part A
CONSTITUTION

1. **NAME**

This Church is named the Narrabeen Baptist Church

2. **AFFILIATION**

This Church shall be affiliated with the Baptist Churches of NSW & ACT and shall foster and support the enterprises of the Denomination.

3. **BASIS OF MEMBERSHIP**

3.1 Membership is open to persons who have professed faith in Jesus Christ and have submitted to the ordinance of believer's baptism.

3.2 Prior to being admitted into Membership each applicant shall acknowledge acceptance of the Narrabeen Baptist Church Constitution and Rules.

4. **OBJECTS**

This Church adopts for its aims and function the following which it believes to be in harmony with the purpose of the Church as declared in the New Testament:

4.1 To proclaim God's truths disclosed in God's Word by which mankind experiences salvation and to lead those who accept Jesus Christ as Lord and Saviour into baptism and local Church membership.

4.2 To encourage regular public worship of God and observance of the ordinances of Baptism and the Lord's Supper.

4.3 To promote Christian fellowship, love and mutual concern.

4.4 To inspire growth in the Christian life through prayer, teaching and the study of God's word.

4.5 To foster individual Christian development through submission to the Holy Spirit that lives might be enriched by the "fruit of the Spirit".

4.6 To assist each one to discover and exercise his/her "gifts of the Spirit" for the mutual benefit of the fellowship and the extension of God's Kingdom through faith in Jesus Christ.

4.7 To minister to the sick and needy in the name of Christ.

4.8 To seek to fulfil Christ's purpose in the life of the community, the nation and the wider world through social concern, evangelism and missionary enterprise.

4.9 To promote public morality and social reform, and to challenge and discourage evil of every kind.

5. **DOCTRINAL BASIS**

As a constituent of the Baptist Churches of NSW & ACT this Church accepts the doctrinal basis of the Union, as set out below:

5.1 **THE NATURE AND UNITY OF THE GODHEAD**

There is one God Who is eternal personal Spirit. He is infinite in power, wisdom, holiness and

love. He is Triune in essential being and revealed to us as Father, Son and Holy Spirit.

5.2 **THE DEITY AND HUMANITY OF CHRIST**

Jesus Christ as the second Person of the Godhead is eternally one with God the Father of whose person and glory He is the accurate expression. To become man He was conceived of the Holy Spirit and born of the Virgin Mary, so that two whole and perfect natures, the nature of God and the nature of man, were united in one person: truly God and truly man.

5.3 **THE HOLY SPIRIT**

The Holy Spirit as the third Person of the Trinity is eternally one with the Father and the Son yet He is sent by Them to achieve the Divine purpose in the world and in the Church.

5.4 **THE DIVINE INSPIRATION OF THE SCRIPTURES**

The Scriptures, consisting of the sixty-six books of the Old and New Testaments, are the infallible and inerrant Word of God. They were written by holy men of God moved by the Holy Spirit and have supreme authority in all matters of faith and conduct.

5.5 **THE SINFULNESS OF MAN**

Man was made in the image of God and for fellowship with Him. By transgression of God's command, he fell from fellowship with God and his nature was corrupted. As a consequence, all men are spiritually dead under Satan's dominion and control and subject to God's wrath and condemnation. Therefore apart from God's grace, man is helpless and hopeless.

5.6 **CHRIST'S ATONEMENT FOR THE SIN OF MAN**

In order to redeem mankind from the guilt, penalty and power of sin. Jesus Christ became man and died a sacrificial death as our representative substitute. By His resurrection, God's acceptance of His atoning death was demonstrated. This atonement is sufficient for the whole world but effective only in those who receive it. The sinner is justified and reconciled to God, not through any personal merit but solely on the basis of God's gracious gift of salvation in Jesus Christ received through faith.

5.7 **THE WORK OF THE HOLY SPIRIT IN SALVATION**

The ministry of the Holy Spirit is necessary for the acceptance of God's provision of salvation. The Holy Spirit convinces sinners of their sinfulness, leads them to personal faith in Jesus Christ as Lord and Saviour and so brings them to spiritual birth as God's children and to fellowship in Christ. Working within the life of believers the Holy Spirit makes real the presence of Christ, witnesses to their relationship with God leads into all truth, bestows gifts for effective service and produces graces for holy living

5.8 **THE CHURCH**

The Church is the body of people whom God has separated from the world through faith in Jesus Christ as their Lord and Saviour. All regenerate persons are members of the universal Church of God which takes local form wherever groups of believers unite for worship, fellowship and service in accordance with scriptural principles. All believers are called to a priestly ministry in the offering of spiritual sacrifices and sent into the world to be witnesses. God calls individuals to positions of oversight and leadership or to special ministries. The Church recognises such by ordaining pastors, commissioning missionaries, appointing deacons and other leaders, following New Testament practice.

5.9 **THE BAPTISM OF BELIEVERS
ONLY BY IMMERSION**

Baptism is an ordinance of the Lord Jesus Christ. It is a public declaration of a person's faith in Jesus Christ as Lord and Saviour. In accordance with New Testament Scripture it should be

administered only by total immersion which symbolises the believers identification with Christ in death, burial and resurrection, the remission of sins and the believer's dedication of himself to God to live and walk in newness of life.

5.10 **THE LORD'S SUPPER**

The Lord's Supper is an ordinance of the Lord Jesus Christ, instituted by Him to be celebrated with the elements of bread and wine by believers in Christ until the end of the age. It commemorates and declares our thanks for the Lord's substitutionary death. The celebration of the ordinance expresses our fellowship with and in the Lord Jesus Christ as members of the Body of which He is the Head.

5.11 **THE RETURN OF THE LORD JESUS CHRIST**

At the end of this age, according to His promise Jesus Christ will return personally and visibly in His glory to the earth. The full consummation of the Kingdom of God awaits His return.

5.12 **THE RESURRECTION OF THE DEAD**

At the end of the age, there is to be a resurrection both of the righteous and the unrighteous. After death the bodies of men return to dust, but their spirits return immediately to God - the righteous to be with Him and the unrighteous to be reserved for the judgement.

5.13 **REWARDS AND PUNISHMENTS IN A FUTURE STATE**

God has appointed a day of final judgment for the world. At that time Jesus Christ will judge every man and each will receive reward or punishment according to his righteousness. Those judged righteous, in their resurrected and glorified bodies, will receive their reward and will dwell forever in Heaven with the Lord. The unrighteous will be consigned to Hell, the place of everlasting punishment.

6. **PRINCIPLES AND IDEALS OF THE BAPTIST FAITH**

For guidance of Members, this Church accepts the principles and ideals of the Baptist Faith adopted by the Baptist Churches of NSW & ACT which are set out below:-

Whilst holding many phases of Christian Truth in common with other denominations, Baptists place a distinctive emphasis upon the following fundamental principles of the Christian Faith as revealed in the New Testament.

6.1 **CHILD DEDICATION**

Baptists approve of the presentation of children to God by parents, if thereby they solemnly undertake to train them in the nurture and admonition of the Lord, in the home and in the Church

6.2 **THE SIGNIFICANCE OF CONVERSION**

6.2.1 Baptists preach the gospel of the Father's love and the message of the Cross, as the Way of Life to all. Conversion is acceptance of Jesus Christ as Saviour and Lord through the work of the Holy Spirit. Conversion also involves a repentance or turning away from previous ungodly practices or sin.

6.2.2 This acceptance of Christ is a personal and deliberate act, involving the assent of the mind, the decision of the will and the love of the heart.

6.2.3 The avowal of allegiance to Christ implies a constant endeavour to live a life worthy of, and well-pleasing to Him in all things.

6.3 **THE CHURCH - A SPIRITUAL SOCIETY**

Baptists hold that the Church, as established by the Lord Jesus Christ, consists of persons who have personally accepted Him as Saviour and Lord, and pledged themselves to discipleship and service in the Kingdom of God under the guidance of the Holy Spirit.

6.4 **THE LORDSHIP OF CHRIST IN THE CHURCH**

6.4.1 Baptists hold and teach that Jesus Christ alone is the Head of the Church.

6.4.2 He is the sole authority in all matters of faith and conduct, in the life both of the Church and the individual.

This involves liberty of thought and conscience, and the rights of the believer and the Church, freed from any ecclesiastical or other external authority, to interpret His mind under the guidance of the Holy Spirit.

6.5 **THE STANDARD OF BELIEF**

6.5.1 Believing that the voice of the Church is subordinate to the voice of Christ and that the mind of the Master is the standard of Christian belief.

6.5.2 Baptists claim the personal privilege, and accept the Christian responsibility of interpreting God's Word under the guidance and inspiration of the Holy Spirit.

6.6 **THE MINISTRY OF LEADERSHIP**

6.6.1 In adopting the principle of congregational government, each Member having equal rights and responsibilities, the Baptist Church is largely dependent on the reality and vigour of the spiritual life of its individual Members.

6.6.2 This spiritual life is generated by the understanding and inspiration of Christ's teaching, and by the creation and maintenance of a spiritual atmosphere, in which all that is unworthy dies, and in which Christian life becomes healthy and vital.

6.6.3 The Baptist Minister accepts his office from the Lord of the Church and he is a servant of the Church. He is required to give constant attention to the service of Christ in His Church, engaged in the Ministry of the Word and in prayer and to seek the welfare of men's souls as those who must give account to the Lord. He is the spiritual leader in the life and ministry of the Church and is accountable to the Church through the Church Council.

6.6.4 Associated with the Ministerial Team, as defined in Rule 2.6.3, in the spiritual oversight of the Church are men and women chosen for their Christian gifts and graces, who are called to be examples to the Members of the Church, in conduct, zeal, self denial and generosity. Deacons and Elders are appointed as spiritual leaders to work in cooperation with the Ministerial Team and Church members.

6.6.5 The Church Quarterly General Meeting is the seat of authority in the management of Church business.

6.7 **THE CHRISTIAN SIGNIFICANCE OF BAPTISM**

6.7.1 Christian Baptism, by which is meant the immersion of believers as instituted by our Lord, is a personal, public confession of the believer's identification with Christ, and also a blessing to the Christian.

6.7.2 Baptism is an outward act which symbolises, but does not effect regeneration, and

salvation is not dependent on it.

6.7.3 Baptism is a privilege and a personal responsibility, and is a help to believers in reminding them of their spiritual union with Christ in His death, burial and resurrection.

6.8 **THE FELLOWSHIP OF THE LORD'S SUPPER**

6.8.1 The Lord's Supper is a service of spiritual fellowship whereby, through remembrance of His life and death all believers may experience the reality and influence of His presence.

6.8.2 It is an opportunity of entering into close fellowship with the Lord where there is a re-kindling of love and a consecration of life to His service.

6.9 **THE CHURCH AND THE KINGDOM**

Baptists recognise their responsibility to strive for the establishment of the kingdom of God in the world and teach that Membership in the Church implies service and sacrifice. This involves stewardship of time, talents and money which aims at being worthy of the Son of God who loved and served mankind, even unto death.

6.10 **THE PRIESTHOOD OF BELIEVERS**

This simply means that no one individual by virtue of his office alone attains a higher spiritual standard than any of his fellows. We are all spiritual equals in Christ. There is no special order of priests who stand between God and man. Even the administration of ordinances (Baptism and the Lord's Supper) can if necessary, be administered by other than the minister. Therefore the ministry is the responsibility of the whole fellowship.

7. **ALTERATIONS TO THE CONSTITUTION AND CHURCH RULES**

Changes to this Constitution or Church rules shall only be made at an Extraordinary Meeting convened for such purpose. Written notice of any proposed change shall be given to the Church Secretary not less than three months prior to the Extraordinary Meeting at which the change is to be considered. Such proposed change shall be considered by the Diaconate prior to the Extraordinary Meeting and details of the proposed alterations circulated to members one month prior to the said Extraordinary Meeting.

Part B
CHURCH RULES

The Rules are arranged for the guidance of the Membership, but the real spirit of the Church is manifested in the harmony of its members guided by the Holy Spirit and seeking to conduct all business to the glory of God.

1. **MEMBERSHIP**

1.1 **APPLICATION**

Candidates for membership shall apply to the Eldership who shall appoint two (2) visitors to interview such applicants. These visitors shall furnish a report to the Eldership concerning the suitability of the candidates for Church membership. The Eldership shall make a recommendation to the next appropriate church meeting in respect of the admittance of such candidate(s).

1.2 **TRANSFER**

Letters of transfer shall be requested on behalf of the applicant(s) for membership, being members of other Baptist Churches. Upon receipt of such a letter, the Eldership shall appoint two visitors who shall interview and report to the Eldership concerning the suitability of the applicants for Church membership. The Eldership shall make a recommendation to the next appropriate church meeting in respect of the admittance of such applicant(s).

1.3 **CESSATION OF MEMBERSHIP**

Membership is to be terminated in the following circumstances:

1.3.1 **Transfer Out.** Outward letters of transfer shall, with the approval of the Eldership, be supplied to the Secretary of another church on request for any member in good standing.

1.3.2 **Membership Review.** The name of each member shall be entered into a Roll of Members. This Roll shall be reviewed at least annually. Failure to participate in the life of the Church for a period of six (6) months may constitute grounds for the termination of membership. A letter shall be sent notifying the member of the Church's intention and requesting a response within a period of thirty (30) days. The matter shall be finalised by the Eldership and brought for confirmation to the next Quarterly General Meeting.

1.3.3 **By Request.** Members may request the removal of their names from the Roll for any reason. Such requests will be considered by and at the discretion of the Eldership.

1.3.4 **Death.** The names of deceased members shall be removed from the Roll.

1.4 **RESPONSIBILITIES OF MEMBERS**

Each member is expected to maintain an active Christian witness and support the work of the Church by:

1.4.1 Regular attendance at Church services, the Lord's Supper and Quarterly General Meetings.

1.4.2 Praying for the work of the Church and the Church Fellowship.

1.4.3 Giving financial support.

1.4.4 Helping to carry on the various operations of the Church for the advancement of the Kingdom of Christ, making use of the individual gifts, talents and opportunities which God provides.

1.5 **DISCIPLINE AND DISPUTES**

Matters of discipline shall be investigated by the Pastoral Team and if necessary referred to the Elders (or the Church Council) who shall appoint two (2) of their number to attempt to "restore such a one in the spirit of meekness." If the member does not respond, the Elders shall bring the matter to the Church Members Meeting which may remove the Member's name from the Roll. The member concerned shall be given at least seven (7) days' notice of such a meeting and invited to make any representations either in writing or in person at such meeting.

Disputes between Members shall not be brought before the Membership unless they have first complied with the directions of Matthew 18:15-17.

2. **CHURCH ADMINISTRATION**

2.1 **CHURCH COUNCIL**

2.1.1 The Church Council shall comprise the Pastoral Team, the Elders and Deacons.

2.1.2 The Church Council shall be responsible for:

- (a) The overall ministries of the Church.
- (b) Recommendations regarding ministerial appointments.
- (c) Constitution of committees which are then responsible to the Church Council.
- (d) The coordination of the various ministries of the Church, dealing with administrative problems and the delegation of specific problems to either the Diaconate or Eldership.
- (e) In the event of the Church being without a Pastor, faithfully and diligently attend to all affairs of the Church.

2.1.3 Meetings of the Church Council shall normally be held at least bi-monthly. The Deacon for Administration may call a meeting of the Council at any time. Any two (2) members of the Council may request the Deacon for Administration to call a meeting of the Council, which meeting shall be held within fourteen (14) days. Notice of all meetings shall as far as practicable be given to each member of the Council.

2.1.4 A quorum shall be fifty percent (50%) of the members of the Church Council plus one.

2.1.5 Motions at Church Council meetings shall be passed by a simple majority of members present. The Chairman may exercise an ordinary vote but not a casting vote.

2.1.6 The Church Council shall have the right to invite persons to attend their meetings for particular purposes. Such persons shall remain in the meeting only for the duration of that specific item of business. In case of need, a Minute Secretary may be appointed to record the minutes of meetings and at the discretion of the Council that person need not necessarily be a member of the Council.

2.1.7 The Church Council Chairman shall be elected annually by the Council from within its membership.

2.2 MINISTERS

The Church may call a Minister or Pastoral Team who shall be primarily concerned with the spiritual leadership and pastoral oversight of the Church and shall perform the specific duties pertaining to their appointment.

One Minister shall be called as the Senior Minister and shall be the leader of the Pastoral Team.

2.2.1 The Church shall choose Ministers who have demonstrated the qualities for a Minister as given in 1 Timothy 3:1-7 and preferably completed recognised theological training or currently participating in such training

2.2.2 Each Minister shall be a Member of a Baptist Church, a believer baptised by immersion, who subscribes to the Objects, Doctrinal Basis and Principles and Ideals of the Baptist Faith as set out in the "Constitution" of this Church.

2.2.3 Each Minister shall be a member of the Eldership and ex-officio of the Church Council and be entitled to attend all meetings of Church councils, committees, auxiliaries and organisations.

2.2.4 A review of the performance of each minister is to be conducted by the Elders as defined in their role description. The Elders are to establish guidelines for the conduct of reviews acceptable to all parties, and notes and conclusions are to remain strictly confidential within the ranks of the review panel. Reviews are to include consideration of the level of emoluments for the coming year with recommendations as appropriate to the Church Council for decision.

2.3 CALLING OR REMOVING OF MINISTERS

The Church Council shall call the Church to prayer in the event of a ministerial vacancy.

2.3.1 In the calling of a Minister, the Church shall have regard to any procedures laid down by the Baptist Churches of N.S.W. & A.C.T.

2.3.2 A search committee shall be formed by the Church Council to bring its recommendation to the Church Council.

2.3.3 Any Church member may make nomination in writing to the Church Council.

2.3.4 All nominations shall be considered within the Church Council until a unanimous agreement is reached regarding the approach to one person. The Council shall then communicate privately with this nominee to obtain approval for his name to be brought before the Church. The Council's unanimous recommendation shall then be submitted to the Church. Only one name shall be before the Church at any one time. In the event of an adverse vote or a call not being accepted the above procedure shall be repeated until successful.

2.3.5 All such names shall remain confidential until acceptance of the call is publicly announced by the Church.

- 2.3.6 All conditions relating to the call of a Minister, together with details of stipend, housing and allowances, superannuation, annual leave, long service leave, sick leave and length of term when appropriate shall be included in a letter of appointment.
- 2.3.7 The choosing or removal of a Minister shall be at an Extraordinary Meeting convened for such purpose.
- 2.3.8 In the event of any Minister resigning, or the Church requesting a resignation, at least three (3) months' notice of such intention shall be given by either the Church or the Minister. In special circumstances, and by mutual agreement, this notice period may be shortened.

2.4 **OTHER SALARIED STAFF**

- 2.4.1 Each staff member will have evidenced a call to ministry in the life of the Church. This call will have been affirmed by the Pastoral Team and Elders.
- 2.4.2 The Church Council will be responsible for bringing to a Quarterly General Meeting a detailed recommendation for appointment of a proposed staff member including a written job specification and conditions of support by the Church.
- 2.4.3 Appointment of a Staff Member is to be for a period determined upon appointment, with regular reviews at least annually by the Chairman of the Church Council and the Deacon for Administration with the assessment outcomes to be reported to the Council for information or action if appropriate. Assessment outcomes are to be fully discussed with the Staff Member concerned.
- 2.4.4 The Church will be responsible to pay for the support of Staff Members and to provide for worker's compensation, sick leave, annual leave and other benefits approved at the time of each appointment.

2.5 **DEACONS**

- 2.5.1 The Church shall elect and set apart Members who demonstrate the qualities set out in 1 Timothy 3:8-13 to be Deacons.
- 2.5.2 All Members twenty one (21) years and over shall be eligible for the office of Deacon provided they have been in membership of the Narrabeen Baptist Church for at least twelve (12) months immediately prior to the date of the election.
- 2.5.3 Deacons will be elected to have the oversight of particular areas of ministry considered appropriate by the Church Council. Once these ministries have been established the Church Council will:
- a) Formulate role descriptions, including accountabilities and reviews, for each position.
 - b) Advise the Church of, and make available, the role descriptions of each position and call for nominations at least six (6) weeks prior to the date nominated for the election.

Nominations may be submitted by any Church Member to the Eldership who will then act as a selection committee and present one candidate for each ministry position. The written consent of the nominee for each position is required before their name is announced to the congregation. Any such announcement must be made at least two (2) Sundays prior to the date of the election of Deacons.

- 2.5.4 Deacons shall normally be elected for a term of two (2) years. However, a lesser period can be specified when nominations are called. The candidate(s) shall be elected by secret ballot conditional upon securing a minimum of seventy five percent (75%) of the votes cast.
- 2.5.5 In the event of a Deacon being unable to complete his/her term of office, the vacancy will be filled by the election of a replacement following the procedures outlined above except that the term of the replacement Deacon will be limited to the unexpired portion of the term of the resigned Deacon.
- 2.5.6 A review of the performance of each Deacon is to be conducted by the Eldership as defined in their role description. The Eldership is to establish guidelines for the conduct of reviews acceptable to all parties, and notes and conclusions are to remain strictly confidential within the Eldership.

2.6 ELDERS

- 2.6.1 The Church may set apart Members who are willing and who demonstrate the qualities set out in 1 Timothy 3:1-7 to be the Elders of the Church.
- 2.6.2 All Members twenty one (21) years of age and over shall be eligible for the office of Elder provided that they have been in Membership of Narrabeen Baptist Church for a least twelve (12) months immediately prior to the date of election.
- 2.6.3 The Elders with the Senior Minister and other members of the Pastoral Team, shall be responsible for:
- (a) Pastoral care in the case of sickness and crisis and be available to assist in visitation.
 - (b) Availability to preach and/or teach where necessary.
 - (c) Encouragement in worship and ministry.
 - (d) Assistance to the Pastoral Team in spiritual oversight.
 - (e) Assisting the Minister in discipline, dealing with quarrelling members and, where appropriate, counselling.
 - (f) Leading the Fellowship, setting goals and motivating the Membership.
 - (g) Elders may also exercise special gifts through the oversight of particular areas of the Church ministries.
- 2.6.4 The Pastoral Team is responsible for all nominations for the position of Elder. The written consent of the nominee is required before the nomination(s) are announced to the congregation at least two (2) Sundays prior to the date of the election of Elder(s).
- 2.6.5 Elders shall normally be appointed for a term of two (2) years. However, a lesser period can be specified when nominations are called. This appointment is to be made by the Church by secret ballot in which the appointee must secure a minimum of seventy five percent (75%) of votes cast. In the event of an Elder being unable to complete the two (2) year term of office, the Pastoral Team may nominate and the Church Council appoint a replacement to complete the remaining term of the retiring Elder. This appointment is to be confirmed by the Church at the following Quarterly General Meeting by secret ballot in which the appointee must also secure a minimum of seventy five percent (75%) of votes cast.

- 2.6.6 A review of the performance of each Elder is to be conducted by the Pastoral Team as defined in their role description. The Pastoral Team is to establish guidelines for the conduct of reviews acceptable to all parties, and notes and conclusions are to remain strictly confidential within the ranks of the review panel.

3. CHURCH MEETINGS

3.1 MEETINGS

The Quarterly General Meeting in the final quarter of each calendar year (normally late November or early December) will be the occasion for the election of Elders and Deacons. However the Church Council has the right to call an election during the Church year to meet special circumstances such as the need to add to the number of Elders or Deacons. Such elections will proceed at other Quarterly General Meetings and strictly follow the procedures laid down for election of Church officers.

3.1.1 Quarterly General Meetings

A Quarterly General Meeting shall normally be held in the months of May, August and November. At the Quarterly General Meeting in November the following shall be undertaken:

- (a) Annual reports shall be submitted by the designated Deacons and by all committees and organisations authorised by the Church.
- (b) An outline by the Pastoral Team of Church goals and programs for the ensuing year shall be presented.
- (c) The election of Elders and Deacons shall take place.
- (d) The presentation of a Church Budget for the ensuing ministry year shall take place.

3.1.2 Annual General Meeting

This meeting shall normally be held in the month of February at which:

- (a) An audited financial statement for the Church year to 31 December shall be presented by the Deacon for Finance.
- (b) The appointment of an auditor for the ensuing twelve (12) months will be confirmed.
- (c) Appointments made to other positions in the Church under delegated authority shall be confirmed.

3.2 EXTRAORDINARY MEETINGS

3.2.1 An Extraordinary Meeting shall be called when the following matters are to be considered:

- (a) The appointment or removal of a member of the Pastoral Team.
- (b) The purchase, leasing, sale, exchange or mortgage of real property.
- (c) The use of money received from the sale, mortgage or insurance of real property.
- (d) Alterations to the Church Constitution and Rules.
(Refer to Clause 7 of the Church Constitution)

Additionally, Extraordinary Meetings may be convened by the Church Council or at the request of at least ten percent (10%) of Church members if an earlier request was not acted upon within a reasonable period, or by the Baptist Churches of N.S.W. & A.C.T. Notice of such meeting, together with the reason therefore, shall be announced at each of the Worship Services of the Church on the two (2) Sundays immediately preceding the meeting.

An Extraordinary Meeting shall only transact the business of which notice has been

given as provided above.

- 3.2.2 Notice of Extraordinary Meetings shall be announced at each of the Worship Services of the Church on the two (2) Sundays immediately preceding the meeting specifying the time, place and purpose of the meeting and those eligible to attend.

3.3 **PROCEDURES FOR MEETINGS**

3.3.1 Notice of Meeting

Notice of each Quarterly General Meeting and Annual General Meeting shall be announced at each of the Worship Services of the Church on the two (2) Sundays immediately preceding the meeting.

3.3.2 Chairman of Church Meetings

The Church Council shall be responsible for the appointment of the Chairman of all Church Meetings. In special circumstances a meeting may be chaired by a representative of the Baptist Churches of N.S.W. & A.C.T.

3.3.3 Quorum

A quorum for all Quarterly General Meetings including Annual General Meetings and Extraordinary Meetings shall be twenty percent (20%) of the number of persons registered as Members and eligible to vote.

If after commencement of a meeting a quorum is not maintained the meeting shall be concluded.

3.3.4 Voting

- (a) All Members of eighteen (18) years of age and over in good standing and present at meetings shall be eligible to vote.
- (b) Proxy voting shall only be permitted in respect of the election of officers. No Member may cast more than one (1) proxy vote.
- (c) The Chairman, if a Member of the Church, may exercise an ordinary vote but not a casting vote. The Chairman who is not a Member of the Church may not exercise any vote.
- (d) The vote of the Church shall be taken ordinarily by a show of hands but all voting relative to the choosing or removal of a member of the Pastoral Team, the election of the Elders and Deacons shall be by secret ballot.
- (e) Any matter before a Church Meeting may be decided by secret ballot if moved, seconded and accepted by a simple majority.
- (f) Motions at Quarterly General Meetings and Annual General Meetings shall be passed by a simple majority of those present and entitled to vote. Motions at Extraordinary Meetings shall be passed by a two thirds majority of those present and entitled to vote.

3.3.5 Business Conducted at Church Meetings

The members of the Church Council have been elected and authorised to administer Church affairs and Church Members having proposals to raise which fall within the Council mandate are to raise these first with the Council. Any attempts to either raise any such proposal first with the Meeting and call for a vote or to override a decision of the Council made in good faith are out of order. Members have the right, and are encouraged, to raise concerns about a decision made by the Council and ask that the meeting request the Council to review the decision. Other matters falling outside the mandate of the Council may be raised for discussion and decision at the discretion of the Chairman.

When a member has made a submission to the Council the decision is to be conveyed to the Member at first opportunity with reasons given if the reply is in the negative.

3.3.6 Minutes

Minutes of a Meeting as signed by the Chairman shall be conclusive evidence of the decisions of the Meeting.

4 CHURCH ORGANISATION

4.1 ORGANISATIONS

4.1.1 For the purpose of extending or facilitating the work of the Church additional organisations may be created e.g.: Women's Fellowship, Men's Society etc. The Church reserves the right to give final approval to the formation of any such organisation or, if the occasion arises, to disassociate itself from any such organisation. Any such organisation must be governed by the Church Constitution. Each organisation shall submit an annual written report and audited financial statement to the Church.

4.1.2 Office Bearers in Church Organisations

Each organisation which has the right to appoint its own office bearers shall report appointments to the Church Council as soon as possible. All such appointments shall be ratified by the Members at the next Quarterly General Meeting.

4.2 COMMITTEES

The Church may appoint standing committees to which authority may be delegated in respect of functions which shall be specified by the Church from time to time. Other committees may be appointed when necessary by the Church or Church Council for special purposes with delegated authority as determined on appointment by the Church or Church Council. All such committees shall report to the appointing body as and when required.

5 CHURCH FINANCE

5.1 OFFERINGS

The ordinary expenses of the Church shall be defrayed by the voluntary offerings at public worship and by such other means as are approved by the Church. Each member shall be expected to exercise the privilege of Christian Stewardship. The regular use of the envelope system is recommended for offerings to cover all local ministries of the Church and outreach ministries.

5.2 FUNDRAISING

Church organisations and committees intending to raise funds or hold activities for that purpose shall obtain Church Council approval prior to proceeding.

5.3 BANKING ARRANGEMENTS

All cheques, drafts, bills of exchange or other negotiable instruments shall be signed by any two (2) authorised members of the Church Council or by any one (1) authorised member of the Finance Committee together with any one (1) authorised member of the Church Council.

6 CHURCH PROPERTY

Application for the use of any of the Church buildings or property shall be made to the Deacon for Administration. The Church Council may impose such conditions as it sees fit before approval for use of the property is granted.