



Golden Bay Baptist Church

2018

CONSTITUTION

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PREFACE

This Constitution includes the Golden Bay Baptist Church Statement of Faith and describes the way in which the Church should carry out its duties. This Constitution and the Appendices found at the end of it form the Constitution.

There are elements of tasks and duties that may be required to be changed and as such these are referred to in Church Working Documents and Covenantal Agreements. Those components do not fall under the requirements of Constitutional change. They are however referred to in the Constitution.

1 NAME

The name of the Church shall be **Golden Bay Baptist Church** (hereinafter referred to as 'the Church').

2 AFFILIATION

The Church shall be affiliated with the **Baptist Churches Western Australia**.

3 CONSTITUTION

This Constitution has been created to provide an operating framework for the Church. The Constitution includes the Statement of Faith and refers to Working Documents and Covenantal Agreements which may be amended from time to time.

4 STATEMENT OF FAITH

We hold that:

- 4.1 Jesus Christ alone is the head of the Church.
- 4.2 The Church is the community called into being by God. In both its universal and local expressions it consists of persons who have personally and knowingly accepted Jesus Christ as Saviour and Lord and have pledged themselves to worship, follow and serve Him as a priestly community.
- 4.3 By His high priestly ministry, Jesus Christ has opened the way for every believer to approach God the Father directly through Him.
- 4.4 Jesus Christ is the supreme authority in all matters of faith and conduct in the life of both Churches and individuals.
- 4.5 He has given to all Churches and to every individual the right and responsibility to understand to do God's will. Therefore, being accountable to God, Christians are not to despise their fellow believers but to accept one another as Christ's servants, allowing each other freedom of conscience. God has given to human governments the right and responsibility to promote what is just and good but not to coerce belief or practice contrary to conscience.
- 4.6 There is only one God. He is infinitely good and great, and has revealed himself to be personal and triune in essential being, eternally existing as Father, Son and Holy Spirit.
- 4.7 God speaks to us through the Bible, the Old and New Testaments. Being God-breathed, they are wholly trustworthy and supremely authoritative in all matters of faith and conduct.
- 4.8 God created the heavens and the earth and all that exists in them. He continues to care for and govern his creation, working out his purposes for all he has made.
- 4.9 God created humans in his image, male and female, intending that we live in fellowship with Him. However, tempted by Satan, the first man and woman disobeyed God. As a result, we all

sin, falling short in our responsibilities to love God and neighbour and to care for the world.

- 4.10 Despite our sin, which alienates us from God and rightly deserves his judgement, God, because of his grace and great love for all people, sent his Son into the world to save us. The incarnate Son, Jesus of Nazareth, was conceived by the virgin Mary through the Holy Spirit. Fully human and fully divine, he lived on earth a sinless life of perfect obedience. He died on the cross as a sacrifice on our behalf and in our place, redeeming us from the penalty and power of sin and triumphing over Satan. He was raised bodily from the dead and ascended to his Father's presence where he lives forever as our great High Priest and reigns as Lord of all.
- 4.11 The Gospel, the good news concerning Jesus Christ and his reconciling work, is God's powerful way of bringing salvation. All who respond in repentance and faith, God sets right with himself, forgiving and cleansing them from sin, giving them his Holy Spirit and eternal life, and incorporating them into His Church.
- 4.12 The Holy Spirit gives new life to all believers and resides in them permanently. He makes them holy, and enables them to grow into the likeness of Christ. Through His Spirit God empowers all His people for life and witness, granting them various gifts for the well-being, functioning and mission of the Church.
- 4.13 While all believers belong to God's Eternal Church, God gathers them into local Churches which exist to worship and serve Him. Jesus Christ, the head of the Church, has established both baptism and the Lord's Supper.

Baptism is the immersion of believers on their profession of faith, an act of identification with the death, burial and resurrection of the Lord Jesus Christ. It involves commitment to a life of discipleship in fellowship with His people.

In the Lord's Supper, believers remember Christ's sacrificial death, share in fellowship with their risen Lord and with one another, and look forward to His return.

- 4.14 All Christians are commanded to love God with all their heart, soul, mind and strength, and their neighbours as themselves. We discover what love means in practice through searching the Scriptures, which reveal God's character and will. Such love includes the responsibility of every Christian to participate in the proclamation of the Good News throughout the world.
- 4.15 Jesus Christ will return visibly and victoriously from His Father's presence to gather His people to himself and to complete His conquest of sin and evil. All people, both believers and unbelievers, will be raised bodily and be judged by God. Believers will enjoy eternal blessedness in God's presence, while unbelievers will suffer eternal judgement. The whole creation will be so transformed that righteousness will characterize the new heavens and the new earth forever.

Concerning Congregational life, we hold that:

- 4.16 The will of Christ for each Church is to be found as the Holy Spirit brings direction and conviction to that congregation gathered to seek His will in the light of the Scriptures. On this basis, the Members' Meeting is the final authority under Christ for a congregation. Finding

Christ's will through the Members' Meeting involves mutual counsel through the exercise of the members' gifts and learning from the experience of other congregations.

- 4.17 Christ gives leaders to His Church. It is the duty of the local Church through the Members Meeting to recognise and affirm Christ's call to such leaders, and to set them aside to serve, thereby charging them with the responsibility to lead and delegating prescribed authority to lead. Mutual accountability is to operate between leaders and Church.
- 4.18 While not in any way diminishing the autonomy of the local Church, it is appropriate for Baptist Churches to cooperate in a Union of Churches in which it is essential for all member Churches to practise mutual care, support and accountability.

5 OBJECTIVE

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

- 5.1 Encouraging people to love God deeply, and to share that love with those around them.
- 5.2 Promoting and providing opportunities for people to worship God together.
- 5.3 Proclaiming the good news of salvation in the Lord Jesus Christ and encouraging people to believe in Him.
- 5.4 Providing Bible teaching and fellowship for Christians.
- 5.5 Maintaining and teaching Christian standards of living.
- 5.6 Enabling and encouraging Christians to use and develop their gifts for the service of the Lord Jesus Christ in the Church and in the community.
- 5.7 Promoting the spread of the Gospel in Australia and overseas.
- 5.8 Ministering to the various needs of people.

6 CHURCH GOVERNANCE

The Lord Jesus Christ is acknowledged as the Supreme Head of the Church and under Him the Church shall be self-governing. The Church shall follow the principles of Congregational Governance and therefore the final authority in all Church matters shall be vested in the Church Members' Meeting.

Notwithstanding its autonomy, the Church, recognizing the need for mutual counsel and interdependence with the Baptist Churches Western Australia, shall support and participate in the Union's ministry.

The Church may do all things necessary or convenient for carrying out its objective and purpose. In particular it may:

- a. Acquire, hold and dispose of any real or personal property.
- b. Open and operate bank accounts.

- c. Authorise agents to transact any business of the Church on its behalf.
- d. Accept or refuse any gift or donation offered to the Church.
- e. Employ such persons as will enhance the Church meeting its objective.

7 MEMBERSHIP

7.1 ELIGIBILITY

- 7.1.1 Membership of the Church is open to all who are members of Christ's kingdom; having repented of their sins and professing Christ as Lord, putting their trust in God and showing evidence of their faith in their daily lives (as per Romans 10:9-13) We believe that it is right and proper that a new believer, upon coming to faith, be baptised by immersion. Since salvation is not dependent on baptism, baptism is not a pre-requisite for membership in our congregation.
- 7.1.2 Membership is for one person and does not include family members. Each person wishing to become a member must make an individual application.
- 7.1.3 A person seeking membership must have been in attendance at the Church for a period of no less than twelve months, prior to requesting membership.
- 7.1.4 A requirement for membership is an agreement with the Statement of Faith and an expressed willingness to abide by this Constitution.
- 7.1.5 Reference is made to the Covenantal Agreements in relation to the requirements and obligations of members.

7.2 OBLIGATIONS OF MEMBERSHIP

It is an expectation that Members will support the ministry of, and maintain the fellowship of, the Church especially by:

- i. Prayer
- ii. Regular attendance at Services and the Lord's Supper
- iii. Engaging in service for Christ through the Church
- iv. Sharing in the governance and life of the Church by attendance at Members' Meetings
- v. Conscientious giving as God's provision enables

7.3 MEMBERSHIP ROLL

The Church Secretary will be responsible for maintaining the Church Members' Roll.

The Membership Roll will have two sections, one for attending members and one for non-attending members.

The Roll shall be revised annually by the Diaconate and reported at the Annual General Meeting of the Church.

7.4

Transfers To and From Other Baptist Churches Any member in good standing who desires to join another Baptist Church may ask the new Church to contact Golden Bay Baptist Church asking them to write a letter of recommendation on their behalf. Once this is received a letter will be sent.

A member in good standing at another Baptist Church wishing to join the Church as a member may present a letter from that Church where their membership is current and present it to the Church for consideration of membership. Reference is made to the procedures set out in the Working Documents concerning membership applications.

8 DISCIPLINE

8.1 If any member is absent for a prolonged period of time without good reasons known to any of the Diaconate, an enquiry will be made. If the enquiry provides no satisfactory result the matter shall be referred to the Diaconate for action. If it is deemed appropriate the Diaconate may recommend to the Church Members' Meeting that the member's name be removed from the Church Members' Roll.

8.2 In the event of an allegation of unworthy conduct or erroneous belief being brought against a member, The Pastor, and/or Elders, and/or Deacons shall make enquiry into the matter which should include where possible discussion with the member concerned.

If after enquiry disciplinary action is believed to be required, then this action shall be presented to the Church Members' meeting.

The objective of any discipline administered should be the restoration of the member. Should restoration not be possible then the Church may suspend, remove from membership or expel the member.

Voting on such action shall be by secret ballot and in accordance with Appendix 2 of this Constitution.

8.3 Private offences shall be dealt with in accordance with the teaching of our Lord Jesus Christ as given in Matthew 18:15-17.

8.4 The principle of right of reply is to be followed, allowing the member to defend any allegation made against them.

9 MEMBERS' MEETINGS

9.1 Members shall meet at least quarterly to transact the business of the Church.

9.2 A quorum for Church Members' Meetings shall be 20% or fifteen (15), whichever is greater, of the membership on the attending Members' Roll.

9.3 At least fifteen days notification must be given of Church Members' Meetings.

9.4 Special Church Members' Meetings may be convened by the Pastor and Secretary, or by

decision of a Church Members' Meeting, or by the request in writing to the Pastor and/or Secretary of at least five Church Members setting out the reasons for calling the meeting.

- 9.5 The Notice of Meeting for the Special Church Members' Meeting must state the nature of the business to be discussed.
- 9.6 Only business stated for the Special Church Members' Meeting may be discussed at this meeting. Any other items raised must be deferred to another meeting.
- 9.7 The Pastor may chair Church Members' Meetings or Special Church Members' Meetings, or the meeting may appoint such other person as it sees fit. In matters concerning any pastoral staff an Elder shall chair.
- 9.8 The Chair of any meeting may relinquish the role to a deputy for part or all of a meeting should they wish to engage in discussion of a topic or matter. Otherwise the recommended role of the Chair being impartial should be maintained.
- 9.9 Matters brought to Church meetings requiring a vote will be decided by a majority vote of members present, except in the case of special provisions stated within this constitution, in accordance with Appendix 2.
- 9.10 Voting shall ordinarily be by show of hands, except in the case of special provisions stated within this constitution or where five or more members request a secret ballot.
- 9.11 All votes must be counted and recorded.
- 9.12 Members may bring forward any matter of business relating to the welfare of the Church by giving notice to the Diaconate and having the matter added to the agenda. At the discretion of a meeting's chair, items not on the agenda may be raised. Any such non-agenda item may only be discussed for a maximum of two (2) minutes, after which a motion may be put to defer it to a subsequent meeting.
- 9.13 Members are expected to accept with Christian grace majority decisions with which they may not agree.
- 9.14 The church shall hold an AGM in the third calendar quarter of each year. It shall be convened as soon as practical, with appropriate notice to the Membership, after the accounts have been finalised. It shall be no later than the last Sunday in September.
 - 9.14.1. At the AGM, reports to the Membership will be tabled, discussed, and if needed amended, prior to being accepted. These reports will have been previously circulated with the agenda as per normal meeting requirements. Reports must include the Pastor's report, the accounts for the past year, the proposed budget for the current year, and Organisational reports from the church's activities throughout the year
 - 9.14.2. The election of Elders and Deacons will occur as per the Church's Working Documents and sections 11.1 and 12.1 of this Constitution.
 - 9.14.3. A suitably qualified person will be appointed to scrutinise the Church's finances (in keeping with section 18.3 of this Constitution).

- 9.14.4. Only items on the AGM agenda will be discussed at the AGM. Any matter arising from previous AGMs may also be discussed.

10 CHURCH OFFICERS

The Church officers shall be the Pastor(s), Elders and Deacons who shall comprise the Diaconate and, subject to any decision of the Church Members' Meeting, shall have the oversight of the affairs of the Church.

The number of Pastors, Elders and Deacons shall be determined at the final Members' Meeting of the closing year for implementation from the next Annual General Meeting. If the Church does not receive this number of nominations and acceptance through voting, it may operate with a lesser number. Should a person be subsequently nominated for the position and voted into the position by Church Members, they temporarily fill the role but will need to be re-nominated and voted in at the next Annual General Meeting, in accordance with the general requirements of becoming an Elder or Deacon.

Should an Elder or Deacon need to retire from their role prior to the end of their nominated term, their position may be filled temporarily by appointment at a Members' Meeting. Such a person would need to be re-nominated prior to the next Annual General Meeting, and voted on in accordance with the general requirements of becoming an Elder or Deacon.

10.1 NOMINATIONS

- 10.1.1 Nominations for the positions of Church Officers must be in writing and signed by the proposer and countersigned by the nominee. All nominations shall be provided to the Elders a minimum of four weeks prior to the date of the meeting at which elections shall take place.
- 10.1.2 All nominees shall be interviewed and declared eligible or not eligible. This decision shall be communicated privately to the nominee and nominator.
- 10.1.3 All eligible nominations shall be advised to members not later than two Sundays prior to the date of the meeting at which elections shall take place.
- 10.1.4 No later than two Sundays prior to the meeting date where elections shall take place the nominees must provide information to the membership body on why they have allowed themselves to be nominated and what they can contribute to the leadership of the Church.
- 10.1.5 Voting will be in accordance with Appendix 2 of this Constitution.

10.2 PASTOR

- 10.2.1 The choice and appointment of Pastors is vested in the membership of the Church.
- 10.2.2 Prior to their call a Pastor will have demonstrated the requirements as set out in the Covenantal Agreement for Pastors.
- 10.2.3 Pastors are entrusted with the oversight, spiritual care, spiritual leadership and nurture of the Church.

- 10.2.4 A Pastor shall become a member of the Church at the time of their induction.
- 10.2.5 It is a requirement that the Pastor's spouse also be eligible for membership of the Church whether they choose to exercise this right or not.
- 10.2.6 Pastors and the elected Elders form the Eldership of the Church. Together they provide spiritual leadership and are members of the Church Diaconate.
- 10.2.7 Pastors shall affirm the requirements for Pastors as found in the Covenantal Agreement and will make every endeavour to fulfil these.

10.3 PASTORAL CALLING

- 10.3.1 When it becomes necessary to consider the appointment of a Pastor for the Church, the Elders and Deacons shall normally appoint or act as a Call Committee. They shall make the necessary enquiries and bring forward a recommendation to the Church as soon as is reasonably possible. The Church Membership shall be informed once this process has been initiated.
- 10.3.2 Any member shall be entitled to submit in writing a proposal for the consideration of the Call Committee. The Call Committee shall not be bound in any way to act upon such proposal.
- 10.3.3 The recommendation of the Call Committee shall be considered at a Special Church Members' Meeting called for the purpose.
- 10.3.4 The Call Committee shall put forward one name at a time for consideration.
- 10.3.5 For an invitation to be sent, inviting someone to the position of Pastor for the Church, the vote must be in accordance with Appendix 2 of this Constitution.
- 10.3.6 Any candidate for a pastoral appointment shall possess or be engaged in acquiring or be willing to engage in acquiring acceptable theological qualifications that align with our statement of faith.
- 10.3.7 A copy of this Constitution shall be given to any one applying for a position of Pastor.

10.4 PASTORAL CONTRACT

- 10.4.1 A Pastor will be employed on a contractual basis with a probationary period at the end of which either party may terminate the contract.
- 10.4.2 On the satisfactory completion of a probationary period a contract will be implemented with annual performance reviews, undertaken by the Diaconate, recorded and signed by all parties.
- 10.4.3 Six months prior to the end of the contract discussions will take place as to whether both parties wish to continue the contract or amend the conditions. This must be agreed to by the Diaconate and presented to the membership for acceptance.

10.5 TERMINATION

The term of service between the Church and Pastor shall be terminated by three months' notice on either side, unless otherwise mutually agreed upon. Any notice of termination

initiated by the Church shall have been discussed and approved by the Diaconate and subsequently discussed by the Church Membership, and voted upon.

11 ELDERS

An Elder is a Christian man or woman, mature in the faith, entrusted with the spiritual nurture and pastoral care of the Church and her members. Together, elected Elders and Pastors form the Church Eldership, providing spiritual leadership. Elders are members of the Church Diaconate.

- 11.1 The Church may elect Elders from amongst the members of the Church. They shall normally hold office for a period of three years (one term) and shall be eligible to stand for re-election. An Elder may be in office for a maximum of two terms. A minimum of one term break prior to becoming eligible for re-election is required.

It is recommended that terms of office are managed so that all Elders do not retire at the same time and that there is continuity of knowledge within the Eldership.

Each Elder shall affirm the requirements for an Elder as found in the Covenantal Agreement and will make every endeavour to fulfil these.

The election of an Elder shall be in accordance with Appendix 2 of this Constitution.

11.1 ELDERS' MEETINGS

- 11.2.1 Elders shall meet on a regular basis to ensure the spiritual needs of the Church are being met.
- 11.2.2 At their discretion, the Elders may invite others to attend a meeting. Pastors are entitled to attend Elders' meetings.

12 DEACONS

A Deacon is a servant-leader who ministers to the physical needs of Church Members. Deacons are members of the Church Diaconate. They supervise the practical affairs of the Church and share in its spiritual leadership.

- 12.1 The Church may elect Deacons from amongst the members of the Church. They shall normally hold office for a period of three years (one term) and shall be eligible to stand for re-election. A Deacon may be in office for a maximum of two terms. A minimum of one term break prior to becoming eligible for re-election is required.

From amongst the Deacons, one will be appointed Secretary and another Treasurer.

It is recommended that terms of office are managed so that all Deacons do not retire at the same time and that there is continuity of knowledge amongst the Deacons.

Each Deacon shall affirm the requirements for a Deacon as found in the Covenantal Agreement and will make every endeavour to fulfil these.

The election of a Deacon shall be in accordance with Appendix 2 of this Constitution.

12.1 DEACONS' MEETINGS

- 12.2.1 Deacons shall normally meet monthly after reasonable notice of such meeting has been given.
- 12.2.2 A Quorum for a Deacon's meeting shall be 50% (to the next whole number).
- 12.2.3 All matters considered at Deacons' meetings shall be decided by a majority vote of those present.
- 12.2.4 The Deacons may select their own chair for each meeting.
- 12.2.5 Deacons' meetings, and therefore Deacons, are responsible for carrying out the duties delegated to them. They are accountable to the Church Members' Meeting for the proper performance of their duties.
- 12.2.6 Deacons are responsible for seeing that proper records of all Church proceedings are kept, and shall have the custody of all records, books, and documents of the Church.
- 12.2.7 At their discretion, the Deacons may invite others to attend one of their meetings.

13 DIACONATE

- 13.1 The Diaconate is a combination of Pastors, Elders and Deacons and may meet on projects or matters that are of mutual concern and benefit and require an extended level of consideration and decision making.
- 13.2 The Diaconate is responsible for ensuring there is cross training for roles to allow for leave, both planned and unexpected, so that the Church may function in a responsible manner.

14 SECRETARY

- 14.1 The Church Secretary is responsible for the administrative duties of the Church. These are included in the Covenantal Agreement and may be amended from time to time as the need arises while maintaining the integrity of the objectives and intent of this Constitution.

15 TREASURER

- 15.1 The Church Treasurer is responsible for the financial operation of the Church. Their duties are included in the Covenantal Agreement and may be amended from time to time as the need arises while maintaining the integrity of the objectives and intent of this Constitution.

16 REMOVAL FROM OFFICE OF OFFICE BEARERS

- 16.1 At any time a Special Church Members' Meeting may be called for the sole purpose of reviewing the appointment of a Pastor, Elder, or Deacon. The same rules that related to the calling of a Special Church Members' Meeting apply.
- 16.2 The term of service between the Church and a Pastor shall be established in the contract of appointment. Either party may terminate this contract by giving three months' notice, unless otherwise mutually agreed.

17 CHURCH MINISTRIES

- 17.1 The establishment of regular Church ministries must have the prior approval of the Church Members' Meeting or the Diaconate. The principal office bearer of each ministry shall be a member of the Church. In the case of inter-Church ministries, at least one member of that ministry's leadership must be a member of the Church.
- 17.2 All ministries run by the Church shall be subject to the control of the Church in all their operations. The appointment of the officers of such organisations shall be subject to approval by the Church Members' Meeting and/or Diaconate.
- 17.3 The Coordinator of Children's Ministries serves the church by providing oversight and leadership for any ministries run by Golden Bay Baptist Church to those under 16 years of age. The Coordinator is endorsed by the Church body to make decisions with respect to children's ministries and is directly responsible to the Eldership. The appointment of a Coordinator of Children's Ministries shall follow the pattern of the appointment of a Deacon, as laid out in the Working Documents, and will be initially for 3 years, eligible for renewal for further 2 year terms, but with no limit on continuous service.
- 17.4 Any time there is found to be behaviour not in keeping with the principles set out in this Constitution, the persons involved in the Church ministry will be interviewed by a Pastor and at least one Elder. If the matter is proven the Eldership shall have the power, subject to a Special Meeting's ratification, to remove the person from that ministry consistent with Matt 18:15-17.

18 FINANCES

- 18.1 Subject to the authority of the Church Members' Meeting the Diaconate shall ensure that the financial affairs of the Church are well managed.
- 18.2 The ministry of the Church shall be financially supported by freewill offerings. This may be supplemented by interest on funds invested and by any other means decided on by the Church Members' Meeting. All decisions should be consistent with the spirit and teaching of the New Testament.
- 18.3 All church accounts shall be scrutinised by suitably qualified persons, in accordance with current legal requirements, on an annual basis. This report shall be presented each year to a Church Members' Meeting.
- 18.4 No financial appeals on behalf of any organisation shall be made unless approved either by a Church Members' Meeting or by the Diaconate.

19 PROPERTY AND INCOME

- 19.1 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 Diaconate or a Church Members' Meeting in accordance with the Church's policy on facility use.

- 19.2 No land or building shall be bought, sold, disposed of or mortgaged in any way, through the Baptist Union Incorporated, or any other body, without voting taking place in accordance with Appendix 2 of this Constitution.
- 19.3 The property and income of the Church shall be applied solely towards the promotion of the objects or purposes of the Church. No part of that property or income may be paid or otherwise distributed, directly or indirectly, except in good faith in the promotion of those objects or purposes.

20 DISSOLUTION OF THE CHURCH

- 20.1 The Church may be dissolved in accordance with the rules of voting at a Special Church Members' Meeting called for the purpose, provided at least three months' notice of the proposal has been given.
- 20.2 In the event of such a resolution being passed, persons appointed by the Church shall take the necessary steps to wind up the affairs of the Church.
- 20.3 After payment of all debts and liabilities, any surplus assets shall not be distributed amongst members. It shall be distributed to other Baptist fellowships or organisations in accordance with a decision of a Special Church Members' Meeting, in a manner consistent with the objectives of the Church. In the event of no decision being made by the Church, the Baptist Churches Western Australia may make such a decision on behalf of the Church.

21 CONSTITUTIONAL CHANGE

- 21.1 No change shall be made to the Constitution unless voted on in accordance with Appendix 2 of this Constitution.
- 21.2 Notice of any proposed change must be given in writing at an earlier Church Members' meeting and the full text of the proposed changes shall be made available to all resident members at least one month prior to the meeting at which the proposal will be presented.

Any such proposal may be adopted as presented. If amended, the revised proposal shall be presented at a subsequent Special Members' Meeting at least one month later.

APPENDIX 1 – GLOSSARY OF TERMS

TERM	DEFINITION
Baptism	Baptism is the immersion of believers on their profession of faith. It is an act of identification with the death, burial and resurrection of the Lord Jesus Christ. It involves commitment to a life of discipleship in fellowship with His people.
Elder	An Elder is a Christian man or woman, mature in the faith, entrusted with the spiritual nurture and pastoral care of the Church and her members. Together, elected Elders and Pastors form the Church Eldership, providing spiritual leadership. Elders are members of the Church Diaconate.
Deacon	A <i>Deacon</i> is a Christian man or woman who is a servant-leader ministering to the physical needs of Church Members. They supervise the practical affairs of the Church and share in its spiritual leadership. Deacons are members of the Church Diaconate
Diaconate	The Diaconate is a combination of the Pastors, Elders and Deacons. It may meet on projects or matters that are of mutual concern and benefit and require an extended level of consideration and decision making.
Eligible	Fit or proper to be chosen; worthy of choice.
Lord's Supper	In the Lord's Supper, believers remember Christ's sacrificial death and resurrection, share in fellowship with their risen Lord and with one another, and look forward to his return.
Member / Membership	Membership of the Church is open to all who are members of Christ's kingdom; having repented of their sins and professing Christ as Lord, putting their trust in God and showing evidence of their faith in their daily lives (as per Romans 10:9-13). We believe that it is right and proper that a new believer, upon coming to faith, be baptised by immersion. Since salvation is not dependent on baptism, baptism is not a pre-requisite for membership in our Church.
Pastor	A Pastor is entrusted with the oversight, spiritual care, spiritual leadership and nurture of the Church.
Quorum	The minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.
Scrutineers	In general, a <i>scrutineer</i> is a person who observes any process which requires rigorous oversight, to prevent the occurrence of corruption or genuine mistakes. It is most commonly known as part of voting in an election, where the <i>scrutineer</i> observes the counting of ballot papers to ensure that election rules are followed.
Votes Cast	The Constitution determines eligibility to vote. Votes may be affirmative or negative. Alternatively, a person may abstain from voting. Each of these

	categories must be counted and recorded.
Real Property	Real property is land and/or buildings.

APPENDIX 2 – VOTING REQUIREMENTS

TYPE OF DECISION	VOTING PERCENTAGE	COMMENT
Quorum	20% or 15, whichever is greater, of members on the Members' Roll, excluding those on the non-attending Members' roll.	If this figure is not available, then the meeting cannot make decisions. A transfer of information only is allowed.
All motions at Members' Meetings	Passed by a simple majority, by show of hands which are counted and recorded.	Recording is to include affirmative, negative and abstaining votes.
Secret ballot	Passed by a 75% majority.	Voting shall be written anonymously and counted by scrutineers appointed by the Church Members' Meeting. Recording of votes shall include affirmative, negative and abstaining votes.
Request for a secret ballot	Five or more people can request a secret ballot.	This request shall be minuted.

The following matters are to be decided by secret ballot:

- Pastoral Call
- Appointment of Elders
- Appointment of Deacons
- Calling Special Meetings
- Removal from office
- Disciplinary Action
- Acquisition of Real Property
- Disposal of Real Property
- Church dissolution
- Constitutional Change

APPENDIX 3 – SPECIAL MEMBERS’ MEETINGS

Special Church Members’ Meetings may be convened by the Senior Pastor and Secretary, or by decision of a Church Members Meeting, or by written request of at least five members.

- All requests for Special Church Members’ Meetings must be in writing to the Senior Pastor and/or Secretary setting out the reasons for calling the meeting.
- The Notice for the Special Church Members’ Meeting must state the nature of the business to be discussed.
- Only business stated for the Special Church Members’ Meeting may be discussed at this meeting. Any other items raised must be deferred to another meeting.
- A Pastor may chair Church Members’ Meetings or Special Church Members’ Meetings, or the meeting may appoint such other person as it sees fit. In matters concerning any pastoral staff an Elder shall chair.

The following shall be subject to a Special Members’ Meeting

- Pastoral call: The recommendation of the Call Committee shall be considered at a Special Church Members’ Meeting.
- No land or building shall be bought, sold, disposed of or mortgaged in any way, through the Baptist Union Incorporated, or any other body, without the approval of members present and eligible to vote at a Special Church Members’ Meeting.
- Dissolution of the Church: The Church may be dissolved by a resolution approved at a Special Church Members’ Meeting called for the purpose, provided at least three months’ notice of the proposal has been given.

APPENDIX 4 – TIME FRAMES

ACTION	TIME FRAME
Notice of General Meetings	15 days' notice
Determination of number of Deacons and Elders for the following year	To be made at the last meeting in a calendar year for the term following the next Annual General Meeting. This allows adequate time to nominate, interview and make known the intent of nominees to the Church Membership.
Nominees standing for election	Members to be advised no less than 2 weeks prior to the Annual General Meeting.
Nominees for Elder and Deacon to present case for election to members	No less than 2 weeks prior to the Annual General Meeting.
Pastors	<p>Probation period for a new Pastor, in keeping with working documents, which can be terminated by either party.</p> <p>Permanent Contract on satisfactory completion of the probationary period, in keeping with the working documents.</p> <p>Annual Performance Reviews.</p> <p>Discussion regarding contract renewal shall be undertaken 6 months prior to the end of a contract.</p>
Elders	<p>One term equals three years.</p> <p>A maximum of two terms may be served consecutively.</p> <p>A minimum one term break after serving two terms.</p>
Deacons	<p>One term equals three years.</p> <p>A maximum of two terms may be served consecutively.</p> <p>A minimum one term break after serving two terms.</p>
Constitutional Change	All changes must be given in writing a minimum of one month prior to being put to the vote.
Dissolution of the Church	3 months' notice of the intent to dissolve the Church must be given to the members of the Church.