



## Constitution of the Kingaroy Church of Christ, adopted 22<sup>nd</sup> May 2011.

### 1. INTERPRETATION

(a) These By-Laws are in every respect **subject to the authority of the Scriptures, and in particular to the New Testament**, and shall be interpreted accordingly.

(b) These By-Laws are intended to be practical rather than technical, and are to be reviewed at least every three years, from 2008. Their purpose is to make clear to every Member the procedure to be adopted for the successful working of this Church, so that each Member, Auxiliary and Group might be efficient and in harmony with the rest of the Church, and that everything may be done decently and in order. Interpretation and application of these By-Laws shall be according to the spirit and purposes thus stated.

### 2. NAME

The Church shall be known as "Church of Christ, Kingaroy," in association with Churches of Christ Queensland Conference.

### 3. MISSION

(a) As co-workers with Christ, we aim to help all people experience the love of God in an ever-deepening relationship with Him.

The mission of the Church shall be: growing together (Acts 2: 42 – 47)

in

**Godly understanding**

**Relationship – caring and sharing**

**Outreach – at home and abroad, and**

**Worship.**

(b) To continue the Church of Christ meeting at Kingaroy, in the State of Queensland, according to the New Testament teaching of faith and doctrine.

(c) To encourage people and fit them to live in harmony with the will of God.

### 4. MEMBERSHIP

(a) The church membership shall consist of believers baptised into Christ by immersion, who have confessed their faith in Christ (Romans 10: 9-10), and repented of sin (Acts 3:19). (Matt. 28:19-20) or

(b) Those who have confessed their faith in Christ (Romans 10: 9-10), repented of sin (Acts 3:19) **and been invited** to become members in this local congregation.

(c) Enrolment shall be supervised by the Elders, who, upon their being satisfied that the requirements of Clause (a) or (b) have been met, together with such other particulars as may be desired, shall enter the name of each such person on the Roll of Members,.

(d) If a transferring Member is received into Membership without a transfer notice, then so far as it is possible, the Church from which such a Member has come shall be notified of the present enrolment.

(e) The Roll of Members, for statistical purposes, shall classify each Member as one of the following:

**ACTIVE MEMBER:** This is a member who attends the Lord's table, or Service of Worship, at least monthly.

**SUPPLEMENTARY MEMBER:** This is a Member who has been absent from the Lord's table or Service of Worship, for a period of six months, without sufficient cause.

**ISOLATED MEMBER:** This is a Member who has not attended the Lord's table or Service of Worship by reason of distance or other causes.

f) Assessment of Member status for statistical recording, voting, and care purposes will be in the hands of the Elders. Only Active members of 18 years and over are eligible to vote on any Church matter.

(g) A person classified as a Supplementary Member and who remains so for a period of one year shall be transferred to a Permanent Record Roll for future reference, being no longer regarded as a Supplementary Member. The PRR acts as an archive record and does not come into the figuring in such matters as statistical returns to Conference, or voting.

(h) A person's name shall be deleted from the membership roll by death, transfer or their request.

## **5. AUTHORITY**

(a) The Elders shall have all the necessary authority, subject to the general jurisdiction of the Church, to act on behalf of the Church for all purposes covered by these By-Laws, and for all purposes connected with the normal carrying on of the Church's affairs.

(b) The Elders shall have all such authority as the Scriptures vest in them by virtue of their office and in particular in matters of spiritual oversight.

## **6. MANAGEMENT - BOARD OF OFFICERS**

(a) The Board of Officers, hereinafter called the "Board" shall be composed of the duly elected Elders, Deacons. The Minister/s shall be an ex-officio voting member of the Board. The Elders and Minister shall meet at least monthly. Likewise, the Deacons and Minister shall meet monthly, and if necessary the Minister may request an Elder or Elders to attend such meeting. A meeting of all Board Members and the Minister will be held at least quarterly.

(b) The Board shall be subject to any direction made by the Church at any duly convened Members Meeting, such meetings to be held at least three times per year as decided by the congregation.

(c) The Board shall attend to all matters of management, which cover the general activities of the Church.

(d) The Board shall appoint a Chairperson at their first meeting after the Annual General Meeting of Members. Such Chairperson shall retain that position until the end of the next Annual General Meeting of Members and shall preside at all meetings of the Board and/or Members. In the absence of the elected Chairperson, the meeting shall then appoint a Chairperson for that particular meeting. In the event of a tied vote at any Board or Church Members Meeting, the Chairperson shall have the deciding vote.

(e) A special meeting of the Board may, on request of a majority of Board Members, be called to consider any urgent matter of business.

(f) A quorum for any meeting of the Board shall be a simple majority of the membership of the Board.

## **7. MINISTER(S)**

(a) The initial appointment of any minister will be by unanimous recommendation of the Elders for the congregation's vote. The Minister will be deemed elected on the Elders recommendation and an approval by at least 65% of the Eligible Active Membership votes cast by secret ballot.

(b) The appointment of any Minister shall be for an initial period of three (3) years, or a term negotiated by the Eldership, and recommended for approval by the Church Membership. A minimum notice of six (6) months in writing shall be given by either party wishing to terminate the appointment. Any ballot which needs to be held to determine the continuation of the Ministry, shall be held not less than six (6) months prior to the expiration of the current term.

(c) Continuing appointments shall be made after the candidate has been approved by at least 65% of the votes cast in a secret ballot of Eligible Active Church Members. Period of voting will compass three consecutive Sundays, with closure of the ballot being 30 minutes after the last service on the third Sunday.

(d) All appointments or terminations shall be notified as soon as possible to the Church and Ministry Support Group of the Churches of Christ in Queensland.

(e) Senior Ministers, by virtue of appointment, shall act as an Elder of the Church, along with the duly appointed Elders: however, because of the unique nature of their call, terms and position, they shall not be considered as one of the Elders necessary to form the Eldership.

(f) The Minister shall be subject to the terms of responsibility outlined by the Professional Standard Unit of the Churches of Christ in Queensland. (PSU).

## **8. ELECTION OF ELDERS and DEACONS**

1. Only persons who are Active Members and have been baptised by immersion, may be considered for the positions of Elder or Deacon.

2. Active members may put forward in writing to the current Eldership, the name/s of any such active member/s in good spiritual standing in the church and in the community, for nomination for election to the position of Elder or Deacon. They must be nominated on the nomination form provided which must have the signatures of both the nominator and nominee. Both parties must be at least 18 years of age. Available study materials and guidelines may be sought from the Elders or Minister.

3. Beginning six Sundays prior to the AGM, nominations for these positions will be accepted by the Elders. Nominations will close 30 minutes after the last service four Sundays prior to the AGM. The voting period shall commence on the third Sunday prior to the AGM, and close 30 minutes after the last Sunday Service prior to the AGM.

4. Persons who have come from other denominations and have been welcomed into membership, may be considered for nomination to the above roles of service after twelve months active membership.

### **(a) Elders**

1. The names of nominees approved by the Eldership, shall be put to a secret ballot of Active Members, held prior to the Annual Meeting. Successful Candidates, who are those receiving at least 60% of votes cast, will be presented at a specially convened Sunday church service, in order to be set apart for the role of Elder.

2. The Eldership shall consist of not less than three Elders. Should the number be reduced to less than three, a caretaker Committee, consisting of the remaining Elder/s and at least two Deacons selected by the congregation, shall oversee the membership until sufficient Elders can be elected, by special ballot, if necessary.

3. Elders shall be elected for a three-year term. They may serve two consecutive terms, if re-nominated, following which it is recommended they step down for a period of at least twelve months. In the first instance only, following adoption of this Constitution, one third of those elected will come forward for re-election at the end of the first and second years.

4. An Elder will cease to function in this role, if a substantiated report to the Eldership is brought for any of the following reasons:

- (a) The Elder is unable to carry out the duties required of an elder,
- (b) They become permanently incapacitated through illness or otherwise
- (c) Their doctrinal belief and views conflict with Bible teaching.
- (d) They are found to be sexually immoral, or dishonest.
- (e) They are involved in behaviour inconsistent with their role.

In any of the above circumstances the remaining elders or caretaker committee will inform the congregation of the vacation of the position.

### **(b) Deacons**

1. Deacons are active members recommended by the congregation, approved by the Eldership, and elected to fulfil responsible service oriented functions of the church (e.g. portfolios suited to their particular gift areas). To be elected they must receive at least 60% of votes cast by secret ballot, in any election.

2. The chosen Deacons shall be set apart at a specially convened Sunday service.

3. Deacons shall be elected for a term of two years, at which time they must stand down, but are immediately eligible for re-nomination for a normal two-year period.

4. A Deacon shall cease to remain in office should

- (a) They cease to carry out the Biblical requirements of their role,
- Or (b) They are involved with behaviour inconsistent with their role.

## **8.1 SPECIFIC APPOINTMENTS**

(a) At the first Board meeting following election, a Secretary shall be elected to keep records of all business meetings, and to handle appropriate correspondence. At the same time, the Board will elect a Treasurer to be responsible for the handling of all monies passing through the church. The Treasurer shall keep adequate written records, in order to indicate at any time, the true financial position of the church, and provide financial reports to every meeting. The Board will also appoint a suitably qualified person to conduct an Annual Audit of the Books of Account of the Church. All monies shall be handled by means of account/s held with a bank or an approved financial institution in the name of the Church of Christ Kingaroy, and shall consist of three (3) signatories of Active Members, and will be operated upon the signatures of any two (2) of the endorsed signatories.

(b) In exceptional circumstances, the Board may seek permission of the Church Members, to co-opt an Active Member to act as a Deacon in order to fill a specific role on the Board.

## **9. THE CHURCH YEAR**

The Church year shall close on June 30<sup>th</sup>, unless and until the Church otherwise decides.

## **10. MEETINGS OF MEMBERS**

(a) An Annual General Meeting of Members (AGM) shall be held each year, as early as possible after the June/July school holidays. This meeting will be different from other Members Meetings, in that reports will be submitted by each group leader and any Minister(s), including appropriate financial statements and auditor's report/s, as well as any other matters normally allowed in an AGM. Immediately at the conclusion of the AGM, a regular members meeting will be held to deal with any business matters.

(b) Special Members Meetings may be called at any time to consider any matter required to be dealt with under these By-Laws, or to consider any special matter of business. Such a Special Members Meeting shall be called at the request of not less than 15% of the Active Church Membership. The nature of the business to be discussed, must be stated when the request is made to the Board. All meetings of Members shall be announced at both morning and evening services on at least two (2) Sundays prior to the date of the proposed meeting.

(c) Except for a proposed alteration to these By-Laws, no notice of motion is required for any other matter to be determined at any Members Meeting.

(d) The quorum for a business meeting of the church shall be 25% of Active Members. If fewer than 25% attend, matters may be discussed, but the decisions made are to be ratified by subsequent meeting of the Leadership.

(e) Any member or adherent may attend and participate in Members meetings, but only Active Members have voting rights. All discussion shall be according to the usually accepted rules of debate.

(f) A motion shall be declared passed if agreed to by a simple majority of those entitled to vote.

## **11. GROUPS and AUXILIARIES**

For any Group to be formed and operate in the name of the Church, prior permission must be granted by the Board, who will exercise scriptural control over such Groups.

## **12. AFFILIATION WITH STATE CONFERENCE**

The Church of Christ, Kingaroy, Queensland shall be an associated member church of the Body Corporate known as the Churches of Christ in Queensland, and as such will co-operate with the Conference of the Churches of Christ in Queensland. The Church will cooperate with other local congregations similarly associated/affiliated with the Conferences of Churches of Christ across Australia.

## **13. OPERATION OF BYLAWS**

These By-Laws shall come into operation only after being adopted at a Members Meeting, by 65% of the votes cast, provided that a copy shall have been circulated to all Active Church Members for a period of not less than fourteen (14) days prior to the Meeting at which their adoption is proposed. Similar provisions shall apply to any amendments to these By-Laws.

#### 14. WORK PLACE HEALTH AND SAFETY

The Church accepts the obligations and responsibilities imposed by the *Work Place Health and Safety Act 1995*, and associated regulations, standards and codes of practice. The Leadership shall undertake the broad mission of the Church with full recognition of their responsibilities to ensure a safe and healthy work environment is provided for anyone associated with the ministry of the Church.

#### 15. PRIVACY

The Church acknowledges and respects the privacy of individuals. The Church supports and endorses the National Privacy Principles of the Privacy Act 2000 and the Leadership shall ensure that all ministries comply with these principles whenever personal information (as defined by the Act) is collected.

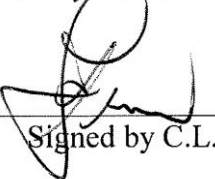
#### 16. DISSOLUTION OF CHURCH

(a) Proposals that would have the effect of dissolving the Kingaroy Church of Christ by causing it to cease functioning; or by it amalgamating with another body, shall not be considered by the Board without consultation with the Conference of Churches of Christ.

(b) Should the Kingaroy Church associate or amalgamate with another body that is affiliated with, or approved by Conference, all funds, assets, property and equipment that remain after the satisfaction of all liabilities, shall become the property and responsibility of the amalgamated body.

(c) Should the Kingaroy Church cease to exist in its entirety, or associate or amalgamate with another body that is not affiliated with, or approved by Conference, all funds, assets, property and equipment that remain after the satisfaction of all liabilities, shall become the property of Conference.

*Date of adoption by Members of the Kingaroy Churches of Christ:* 22<sup>nd</sup> May 2011

Chairman:  22/5/11  
Signed by C.L.Fechner