

CONSUMER AFFAIRS VICTORIA

Associations Incorporation Reform Act 2012

RULES OF

“HARVEST CHRISTIAN CHURCH, ASSEMBLY OF GOD, HORSHAM INC.”

Associations Incorporation Reform Regulations 2012

Part 3

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Document Control

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Changes approved by: Harvest Church AGM

Date approved: 28 May 2023

Model Rules for an ACC Church Incorporated Association

Note: The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is **HARVEST CHRISTIAN CHURCH, ASSEMBLY OF GOD, HORSHAM INC.**

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

The purposes of the association are –

- (1) To preach and teach and generally to further the cause of the Gospel of the Lord Jesus Christ and to advance the Christian Faith in Australia and other Nations and to work for the building up and extension and renewal of the Christian Church.
- (2) To meet for the worship of God, the Father, Son, and Holy Spirit, the preaching and teaching of the Word of God and the administration of the Sacraments mentioned in Part 2.
- (3) To further propagate the Christian Faith in Australia or elsewhere by the conduct of Evangelism or by the establishment of further Assemblies or missionary works with similar objectives.
- (4) To develop assistant ministers and to train leaders to function within the Association and throughout the world.
- (5) To render Spiritual oversight, care and assistance (whether material or otherwise) and such other help as may be deemed appropriate to meet the needs of Church members, those associated with the church and as far as practicable, to all persons everywhere.
- (6) To make donations to assist, undertake the oversight of or in any way cooperate with other Churches, organisations, societies, or individuals who have similar purposes.
- (7) To provide some educational or other programs or institutions as will assist members to live whole and balanced lifestyles and to be a blessing to the society in which they live.
- (8) To be a cooperative fellowship and in affiliation with Australian Christian Churches in Australia as defined in the United Constitution of the Australian Christian Churches in Australia (National Conference) from time to time, and Australian Christian Churches Victoria.

- (9) To provide a Christian focussed ministry for the relief of poverty, suffering, distress, misfortune and helplessness of people wheresoever found in Australia regardless of age, sex, race, ethnic background, religion, political beliefs or marital status.

3 Financial year

The financial year of the Association is each period of 12 months ending on 31 December.

4 Definitions

In these Rules—

AOG means the fellowship known as Assemblies of God in Australia, ABN 58 123 514 361, a national association of Pentecostal churches in voluntary cooperation on terms of equality, uniting for evangelism, fellowship, order, discipline and other purposes. Its supreme governing document is the United Constitution and its supreme governing body is its National Conference. It is unincorporated. It also has adopted and operates under the name “Australian Christian Churches.”

absolute majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

associate member means a member referred to in rule 18(1);

Chairperson, of a general meeting or committee meeting, means the Senior Pastor of the Association or their appointee chairing the meeting as required under rule 46;

Committee means the Senior Pastor and Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these Rules;

committee member means a member of the Committee elected or appointed under Division 3 of Part 5;

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 26;

disciplinary subcommittee means the subcommittee appointed under rule 24;

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under rule 17(2) is entitled to vote at a general meeting;

Senior Minister means –

- I. Where there is only one Minister appointed or elected by the Association - that person.
- II. Where there is more than one Minister elected or appointed to an Association - the person so elected or appointed as the Senior Minister.

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy (there will be no proxy voting), to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2—POWERS OF ASSOCIATION

5 Powers of association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—
if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

7 Doctrinal basis

- (1) The Association shall have such doctrines as are expressed in the United Constitution of the AOG (ACC) from time to time and are listed in Appendix A.

8 Ministrations and ceremonies

The following shall be observed as a church ordinance or as commanded by the Holy Scriptures:

- (1) Baptism by single immersion in the name of the Father, of the Son and of the Holy Spirit in respect to all those who have repented and believed in the Lord Jesus Christ.

- (2) The Lord's Supper or Holy Communion.
- (3) The dedication of infants and children.
- (4) Prayer for the sick upon their request with the anointing of oil and laying on of hands by the Pastors or Eldership.
- (5) The institution of marriage.
- (6) Funeral services shall be conducted.

Commented [A1]: UPDATED: Removed from existing "Or those authorised by the Senior Pastor or Associate Pastor". Reason for this change is that the Pastors & Eldership are the approved leadership body for prayer.

9 Affiliation

- (1) This Association is an affiliated church of Australian Christian Churches Victoria. The United Constitution and State By-Laws of the ACC are endorsed and accepted together with all National and State Conference decisions.
- (2) Withdrawal from ACC:
The Association's affiliation with the ACC may be revoked by a resolution carried by not less than three-fourths (seventy-five percent) of the Membership at a Special General Meeting of the Association.

10 Autonomy

- (1) The Association shall at all times be an autonomous Church of the Australian Christian Churches in Australia.

Commented [A2]: There was a section removed by ACC below that dealt with removal from the movement due to attendance falling below certain levels. This is no longer relevant and not included in the ACC constitution.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

11 Minimum number of members

The Association must have at least 5 members.

12 Who is eligible to be a member

Any person who supports the purposes of the Association is eligible for membership.

13 Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application to a committee member stating that the person—
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules; and
 - (d) qualifies for membership according to the conditions set out in Appendix C.
- (2) The application—
 - (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee.

Note

The joining fee is the fee (if any) determined by the Association under rule 16.

14 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

15 New membership

- (1) If an application for membership is approved by the Committee—
 - (a) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Association and, subject to rule 17(2), is entitled to exercise his or her rights of membership from the date on which the Committee approves the person's membership.

16 Annual subscription and fee on joining

There shall be no Membership or joining fee.

17 General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting to the Committee for their ratification and approval; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 77; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
 - (a) the member is a member other than an associate member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

18 Associate members

- (1) Associate members of the Association include—

- (a) any members under the age of 15 years; and
 - (b) any other category of member as determined by special resolution at a general meeting.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

Commented [A3]: The previous version states “any members over the age of 18; and”. This is a redundant point as we do not use the facility of associate members currently but if we did, this would allow for associate or junior members.

19 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

20 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

21 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note

Rule 76(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member; or
 - (iii) the member has not attended the regular services of the association for 13 weeks without given notice of and receiving approval for such leave.

Commented [A4]: Updated language that means the same as previous version. “Leave of absence approved by the committee.” In this instance the member is removed from the “membership” database and will not be included in communications to members.

22 Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in

the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

23 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association; or
- (d) no longer fulfils the requirements of membership in Appendix C.

24 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee shall form or appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

25 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the **disciplinary meeting**); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

26 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.

- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

Division 3—Grievance procedure

27 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

28 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

29 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 28, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Australian Christian Churches Victoria Inc. or the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or

- (b) is biased in favour of or against any party.

30 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice and procedural fairness is accorded to the parties throughout the mediation process; and
 - (d) encourage the parties to apply Biblical principles to the mediation process.
- (2) The mediator must not determine the dispute.

31 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

32 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) to receive notice of the appointments of the Senior Minister and the Committee for the members of the Committee, any Elders, Department Leaders or other positions.
 - (d) To appoint an auditor or accountant to review financials for the Association where required by the legislation.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

33 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.

Commented [A5]: This has been updated to include provision for an auditor to not be appointed but rather an accounting review which is the legal requirement for a non profit with less than \$5 million in turnover.

- (3) No business other than that set out in the notice under rule 34 may be conducted at the meeting.
- (4) The members of the Association shall have no right or power to convene a special general meeting of the Association except as required under Section 78 of the Act.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 34 and the majority of members at the meeting agree.

34 Notice of general meetings

- (1) The Secretary must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) Comply with rule 35.

35 Proxies

- (1) There will be no proxy voting.

36 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

37 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence of 30% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—

Commented [A6]: One of the key reasons for updating the constitution was to include a larger percentage of people as a base for meetings. 10% meant that only 11 people were required to attend an AGM for there to be a quorum and all business for the organisation to be conducted. We are proposing 30% attendance required..

- (a) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (b) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

38 Presiding at general meetings

- (1) the Senior Minister, or in his/ her absence, such person as appointed by him or her, or in that person's absence, the Associate Pastor shall preside as Chairperson at each general meeting of the Association.
- (2) if the persons under sub-rule (1) are absent from a general meeting, the meeting shall be adjourned until a date, time and place to be fixed by the Committee not exceeding 30 days from the date of adjournment.
- (3) at such adjourned meeting should the persons under sub-rule (a) are absent from a general meeting or are unable to preside the members present shall elect one of their number to preside as Chairperson.

39 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 34.

40 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members must vote personally; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.

- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

41 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to alter these Rules, including changing the name or any of the purposes of the Association.

42 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
- (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—
- and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

43 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
- (a) the names of the members attending the meeting; and
 - (b) the financial statements submitted to the members in accordance with rule 32(4)(b)(ii); and
 - (c) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Committee

44 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee, subject to the powers vested in the Senior Minister by these rules.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.

45 Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2—Association Positions, Composition of Committee and duties of members

46 Senior Minister: Appointment, Powers and Duties

- (1) In the event the Senior Minister's position becomes vacant, for whatever reason, the Nominating Committee of the Association that has been appointed by the Committee may nominate to the Committee a suitable person holding or eligible to receive an ACC ordained ministry credential to fill the vacant position.
- (2) The decision of the Committee in relation to the appointment of a Senior Minister shall be carried by a 3/4 majority. The decision of the Committee shall be final.
- (3) Should the Nominating Committee after due deliberation, refuse or be unable to recommend to the Committee any person proposed as Senior Minister within a 4 month period, the Committee shall then notify the ACC State Executive and they will then appoint an interim Minister until the Committee can choose a permanent Senior Minister.
- (4) Remuneration - The Committee shall negotiate and determine the remuneration and conditions of the Senior Minister's appointment with reference to the guidelines set down by the National Executive and obtainable from the National Office.
- (5) Resignation - The Senior Minister may resign his appointment by giving the Committee at least three (3) months written notice. A lesser resignation period shall only be by the mutual consent of the Senior Minister and the Committee.
- (6) Powers and Duties of the Senior Minister

Commented [A7]: Updated to allow for Pastors outside the movement to apply and become a credentialed minister of the ACC.

Commented [A8]: Removed 100% majority and aligned with ACC standard constitution of ¾ majority. This voting happens at the board (committee) level.

- (a) The Senior Minister shall be responsible to conduct himself with godliness and dignity befitting his position and to be an example. He shall give himself to prayer and the Word of God to be effective in preaching and administering the sacraments.
- (b) The Senior Minister shall be a person who holds an Ordained Ministers Credential with ACC Victoria, qualifies for membership of the Association and is baptised with the Holy Spirit with the essential evidence of speaking in tongues.
- (c) The Senior Minister shall preside at all meetings of the Association and be Chairman of the Committee and be entitled to chair all Business Meetings and every committee or department meeting as he shall so decide, except those meetings referred to in paragraph 7(f)
- (d) No meeting shall be held by any committee, or department without notice having been given to the Senior Minister informing him of the time, place and purpose of the meeting. The Senior Minister may waive this requirement if he shall so decide.
- (e) No leader, committee, or department shall depart from the established policies of the Association without prior consultation with the Senior Minister.
- (f) The Senior Minister may vote on any question arising at any meeting of the Association or of any committee, department or committee with the exception of;
 - (i) any voting to set the level and manner of remuneration of the Senior Minister.
 - (ii) any disciplinary action against the Senior Minister mentioned in rule 48.
- (g) The Senior Minister shall be in charge of all meetings of the Association with full power, subject to this Constitution, to decide who shall participate in them and in what manner.
- (h) The Senior Minister, after consultation with the Committee, may create special groups within the church and appoint Departmental leaders in consultation with the Committee for whatever purpose or term at his sole discretion.
- (i) The Senior Minister shall have the power to employ and dismiss staff members and assistant ministers at his sole discretion after consultation with the Committee. The Committee in consultation with the Senior Minister shall set remuneration in all cases.
- (j) The Senior Minister shall have such other powers and duties as are set out by this Constitution.
- (k) The expression "Senior Minister" means the person acting in that position for the time being.
- (l) The Senior Minister will be the effective CEO of the Association, and may from time to time exercise Executive powers, such powers shall be within the spirit of this constitution and shall not extend to;
 - (i) Alteration of this constitution
 - (ii) Sale of property or asset
 - (iii) Purchase of property or asset

Commented [A9]: Updated to include the "essential evidence of speaking in tongues". This is a Pentecostal church and believe in Pentecostal distinctives. Any potential Senior Minister should also be.

- (m) In the event of the exercise of such power, should 75% of the membership oppose any or such a decision/s, appeal can be made to the ACC Victoria State Executive for advice or recommendations.

(5) Spousal Pastoral Team. Where two spouses are chosen to lead the congregation as Senior Pastors, one will act as the senior Pastor and the other as Senior Associate. They are both able to hold the title Senior Pastor but only one will be chairperson of the committee.

Commented [A10]: Added clause to allow for husband and wife pastoral team. As only one person can be chairperson this person would be selected as Senior Pastor and the other as Senior Associate effectively.

47 Associate or assistant ministers – powers and duties

- (1) Upon the recommendation of the Senior Minister (but not otherwise) the Committee may appoint any Associate or Assistant Ministers. Such an office shall only be created as the need arises and at the request of the Senior Minister who shall nominate to the Committee of the Association a suitable candidate. If the proposed Associate Minister is approved by the Committee, the same shall be appointed.
- (2) Upon the recommendation of the Senior Minister (but not otherwise) the Committee may empower an Associate Minister to function in any or all of the responsibilities and exercise any or all of the powers of the Senior Minister as defined in 46 (6).
- (3) The Associate Minister may not assume any of the powers or responsibilities of the Senior Minister unless first requested to do so by the Senior Minister and approved to do so by the Committee.
- (4) The Associate Minister shall fulfil the conditions as set out in 46 (6) (a) and (b)
- (5) Assistant Ministers shall function only within the specific portfolio assigned to them by the Senior Minister and shall be responsible directly to him in all matters relating to their ministry.
- (6) Assistant Ministers shall have no legal or administrative powers except those specifically assigned to them by the Senior Minister. Notwithstanding, they may be elected to the Committee of the Association and exercise such powers and duties as are consistent with that office.
- (7) An Associate Minister or Assistant Minister may resign by giving the Committee at least one month written notice.

48 Discipline or dismissal of ministers.

Note

This clause is separate and independent to any action or process that may be taken against a credentialed minister by the National or State Executive of the Australian Christian Churches in Australia. In this regard, it is acknowledged that credentialed ministers may have an obligation to report certain complaints to the State Executive, and that this obligation may supersede the processes set out in this clause

- (1) Complaints against a senior minister.
 - (a) Any complaint against the Senior Minister must be addressed in writing to the Secretary.

- (b) Upon receipt of the complaint, the Secretary shall bring the matter before a meeting of the Committee in the presence of the Senior Minister and consider the complaint. The Senior Minister shall not be Chairman of any meeting in which this complaint is to be discussed, but will be invited to address the Committee in respect of the complaint.
 - (c) If the Committee considers the complaint to be groundless, the Secretary shall notify the complainant accordingly.
 - (d) Should the Committee consider the grounds upon which the complaint has been made to be established, it shall deal with the matter in its sole discretion. This may include (but is not limited to):
 - (i) referring the matter to the State Executive of the ACC;
 - (ii) Disciplining the Senior Minister (either by reprimand, warning, suspension or termination of appointment); or
 - (iii) taking no further action.
 - (e) If the Senior Minister is aggrieved by the decision of the Committee in the matter, he may appeal to the State Executive of the ACC by notice in writing to the State Secretary thereof (a copy of such notice shall be given to the Association's Secretary).
 - (f) In the event of an appeal to the State Executive of the ACC, the expenses of the said State Executive in determining the appeal shall be met by the Association.
 - (g) Notice of the determination of the question by the said State Executive shall be transmitted to the Senior Minister and to the Association's Secretary who shall refer the matter to the Committee.
- (2) State or National Executive Discipline against the Senior Minister - Should the State or National Executive remove or discipline the Senior Minister's credentials, for whatever reason, the appointment of the Senior Minister shall be reviewed forthwith.
- (3) Discipline of Associate and/or Assistant ministers: - A complaint against any action, decision, or teaching of an Associate or Assistant Minister shall be referred in writing to the Senior Minister who shall deal with the matter at his discretion. Should he find that disciplinary action is necessary, the matter shall be referred to the Committee, and the process set out in clause 48.1 shall be followed (but without the right of appeal to the State Executive).

Commented [A11]: Previous version used the language "Terminated" rather than "reviewed". This does not allow for fair and due process, and exposes the organisation to potential legal action in the case of dismissal. This does not reduce the right of the committee to suspend or discipline or terminate a senior pastor. It means a review would be held.

49 Composition of committee

The Committee consists of—

- (a) the Senior Minister who will be Chairperson; and
- (b) a Secretary; and
- (c) a Treasurer; and
- (d) ordinary members (if any) elected under rule 54.

Commented [A12]: Updating language, chairperson instead of president

50 General duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.

- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position—
 - so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

51 Chairperson

- (1) Subject to subrule (2), the Senior Minister or, in the Senior Minister's absence, his appointee is the Chairperson for any general meetings and for any committee meetings.
- (2) If the Senior Minister and the Senior Minister's appointee are both absent, or are unable to preside, the meeting must be adjourned until a date, time and place to be fixed by the Committee not exceeding 30 days from the date of adjournment.
- (3) At such adjourned meeting should the persons under sub-rule (a) are absent from a general meeting or are unable to preside the members present shall elect one of their number to preside as Chairperson.

52 Secretary

- (1) The Secretary of the Association shall be nominated by the Senior Minister and whose appointment must be ratified by the Committee. If the position is not filled by one of the Committee, the position shall be non-voting.
- (2) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (3) The Secretary must—
 - (a) maintain the register of members in accordance with rule 22; and

- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 72(3), all books, documents and securities of the Association in accordance with rules 74 and 77; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (4) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.
 - (5) The Secretary of the Association shall have no power to act in office without special authority from the Senior Minister, or Committee except in so far as the provisions of this Constitution provides.

53 Treasurer

- (1) The Treasurer shall have such duties as are set out in this Constitution or as directed by the Senior Minister and Committee. On the recommendation of the Senior Minister and Committee, the officers of Secretary and Treasurer may be combined.
- (2) The Treasurer must—
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 authorised signatories.
- (3) The Treasurer must—
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (4) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.
- (5) The Committee may delegate all tasks of the treasurer to a nominated staff member who may attend portions of the committee meeting without voting rights.

Commented [A13]: Added clause to allow for current process of finance officer to attend and present financial reports and answer questions at board meetings.

Division 3—Election of Committee members and tenure of office

54 Who is eligible to be a committee member

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.
- (c) is nominated by the Senior Minister and ratified by a majority of the existing Committee.
- (d) is of evident maturity, spirituality, and ability as a Committee Member.

55 Appointment of committee members

- (1) The Senior Minister may appoint persons from the members of the Association who are of suitable maturity, spirituality and ability.
- (2) Nominations are endorsed by a majority of the current Committee and shall be advised to the members at the AGM of the Association.

56 Removal of committee members

A committee member may be removed either -

- (a) on the recommendation of the Senior Minister endorsed by a simple majority of the existing committee: or
- (b) by special resolution of the members in a general meeting in accordance with section 78 of the Act.

57 Term of office

All appointments of Committee Members shall be for whatever term or upon whatever conditions are specified in writing by the Senior Minister, together with the Committee.

58 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Senior Minister and Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 69; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

59 Filling casual vacancies

- (1) Casual vacancies will be filled using the procedure in Rule 55.
- (2) If the position of Secretary becomes vacant, the Senior Minister and Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) The Committee may continue to act despite any vacancy in its membership.

Division 4—Meetings of the Committee

60 Meetings of the committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were advised.
- (3) Special committee meetings may be convened by the Senior Minister / President or by any 4 members of the Committee.

Commented [A14]: Previous version reads "members of the Committee were elected" this is not correct as no election has taken place. Advised is correct language. Under rule 55 - 2 The Senior pastor makes appointments with the consent of the committee and the membership is advised.

61 Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

62 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 61 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

63 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Senior Minister and the Committee.
- (2) The order of business may be determined by the members present at the meeting.

64 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

65 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.

- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 64) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 61.

66 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

67 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

68 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;

- (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 67.
- (3) No member shall have access to the minutes of the Committee.

69 Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

70 Source of funds

The funds of the Association may be derived from tithes, offerings, pledges, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

71 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

72 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

73 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

74 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

75 Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

76 Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 62.
- (3) Any notice required to be given to the Association or the Committee may be given—

- (a) by handing the notice to a member of the Committee; or
- (b) by sending the notice by post to the registered address; or
- (c) by leaving the notice at the registered address; or
- (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

77 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association.

Note - See note following rule 22 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

78 Insurance

The Association will effect and maintain such insurance as the Australian Christian Churches, Australian Christian Churches in Australia, United Constitution, item 12.1.2.9 states as necessary, including insurance policies for the benefit of any Committee Member, Secretary, executive officer, or other person concerned in the management of the Association for acting in that capacity.

79 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.

- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that
 - (a) Is affiliated with Australian Christian Churches Victoria Inc. (Assemblies of God)
 - (b) has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

80 Alteration of rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note

Any alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

APPENDIX A
DOCTRINAL BASIS
(ACC STATEMENT OF BELIEFS)

1. The Eternal Godhead

We believe in God, who is eternal and self-existent, revealed as one being in three persons, Father, Son, and Holy Spirit, and the Creator of all things.

2. The Lord Jesus Christ

We believe in Jesus Christ, the eternal Son of God, who was conceived of the Holy Spirit and born of the virgin Mary. He lived a sinless life, ministering in teaching, healing, and miracles. He was crucified and died on our behalf. He rose from the dead and ascended into heaven, where He is now seated and exalted at the right hand of the Father as the risen Lord and Intercessor.

3. The Holy Spirit

We believe in the Holy Spirit, fully divine, who proceeds from the Father and the Son. He convicts, regenerates and sanctifies, and guides believers into all truth.

4. The Holy Bible

We believe that the Bible is the inerrant, inspired and infallible Word of God and our highest authority for faith and practice.

5. Creation

We believe that God created the universe and that all people are created in the image of God, to love and worship God.

6. The Devil

We believe in the existence and person of the devil, who actively opposes the purposes of God.

7. The Fall of Humanity

We believe that all people have rejected God through their sinful acts and are separated from God.

8. The Atonement

We believe that salvation is found in Jesus Christ alone who - by His suffering, shed blood, death on the cross, and resurrection has made full atonement for the sins of all people. We receive salvation by grace through repentance and faith in Jesus Christ.

9. The Church

We believe that the Church, the body of Christ, is the community of people who confess faith in Jesus Christ. While universal, the Church is local in expression and witness. It exists for worship, fellowship, evangelism, discipleship, and mission. Gifts of ministry are given by Christ to strengthen and mature the Church.

10. Water Baptism

We believe in water baptism by single immersion in the name of the Father, the Son, and the Holy Spirit. It is a public declaration of a person's faith in, and identification with, the death, burial and resurrection of Jesus Christ.

11. The Lord's Supper

We believe in the Lord's Supper, which is symbolic remembrance of the sacrifice of Jesus Christ until He returns.

12. Sanctification

We believe in the regenerating work of the Holy Spirit, who convicts people of their sin and inspires repentance and faith. The Holy Spirit transforms believers into the likeness of Jesus Christ.

13. The Baptism in the Holy Spirit

We believe in the baptism of the Holy Spirit, which is a transformative experience, distinct from and subsequent to salvation. It is available to all believers and accompanied by the initial evidence of speaking in tongues. It results in empowerment for effective witness to the world.

14. Gifts of the Holy Spirit

We believe that the Holy Spirit imparts spiritual gifts to believers for ministry to one another, the Church and the world.

15. Divine Healing

We believe that God heals today through the atoning work of Jesus Christ. By praying in faith for healing and miracles we witness to and continue the ministry of Jesus Christ.

16. The Second Coming of Christ

We believe in, and look forward to, the imminent and personal return of Jesus Christ to gather His people to Himself, and to judge the living and the dead. His kingdom will have no end.

17. The Punishment of the Wicked

We believe in the resurrection of the body. All who believe in Jesus Christ will have everlasting life in the presence of God; those who reject Him will have eternal separation from God. It is the call of all believers to proclaim the message of Jesus Christ until He returns

APPENDIX B

APPLICATION FOR MEMBERSHIP.

This is an application to become a member of (Insert name of church here) Inc.
(Please read carefully before completing)

1. SURNAME: _____ CHRISTIAN NAMES: _____

2. ADDRESS: _____

_____ POST CODE: _____

3. DATE OF BIRTH: ____/____/____ 4. MARITAL STATUS: _____

5. WHEN WERE YOU SAVED?: ____/____/____

6. HAVE YOU BEEN BAPTISED IN WATER BY IMMERSION? _____

7. HAVE YOU RECEIVED THE BAPTISM IN THE HOLY SPIRIT (ACTS 2:4; 10:44-46)? _____

8. HOW LONG HAVE YOU BEEN ATTENDING THIS CHURCH? _____

(A) HAVE YOU READ THE CONSTITUTION AND "ARTICLES OF FAITH OF THE CHURCH"? YES / NO

(B) DO YOU ENDORSE IT? YES / NO

10. IF YOU HAVE ANY DOCTRINES OR BELIEFS THAT CONFLICT WITH THE CONSTITUTION AND/OR
"STATEMENT OF BELIEFS", PLEASE SET FORTH YOUR BELIEFS ON A SEPARATE SHEET OF PAPER.

Commented [A15]: Updated language from "Articles of Faith"
to "Statement of Beliefs"

11. DO YOU RECOGNISE THE LEADERSHIP OF THIS CHURCH AS "YOUR SPIRITUAL OVERSIGHT", AND
READILY AGREE TO COMPLY WITH HEBREWS 13:17? _____

13. DO YOU AGREE WITH THE PRINCIPLE OF TITHING TO THE LOCAL CHURCH AND IN GIFTS AND
OFFERINGS? MATT 23:23; LUKE 11:42; MAL 3:8-10. _____

14. WILL YOU ACCEPT THE OVERSIGHT OF THE GOVERNING COMMITTEE OF THIS CHURCH AND AGREE
TO ABIDE BY THEIR DECISIONS? YES / NO

PLEASE NOTE: A negative answer will not necessarily affect your application for membership.

APPENDIX C

Qualifications for Membership of the Association.

The Committee may grant Membership of the Association if such applicant shall:

- a. be a Born Again Believer in the Lord Jesus Christ and exhibit positive evidence of a consistent Christian Life.
- b. be baptised in water in accordance with 8.1 hereof.
- c. accept the doctrinal basis set out in 7 hereof.
- d. have attained the age of 18 years.
- e. except as herein after provided, attend the church regularly for a period of three months prior to the date of such application.
- f. apply in writing to the Committee (see Appendix B).
- g. express willingness to attend regularly the services of the Association and to support the Association.
- h. participate in the activities of the Association; and make regular voluntary donations to the Association in the form of tithes, offerings, pledges, etc.
- i. be supportive of the Leadership, Vision and Mission of the Association.

APPENDIX D

Qualifications for Pastors/Leaders/Elders/Committee Members

CHURCH GOVERNMENT

In the case of pioneer church it is not necessary to immediately appoint Leaders/Elders due to the Biblical qualification of the position of Elder (as stated below). The Senior Minister may appoint an Advisory Committee to assist him in the development and running of the church. This structure shall not continue past a period of twelve months (12 months) except in consultation with and approval of the Regional committee.

BIBLICAL GUIDELINES FOR THE APPOINTMENT OF ELDERS/LEADERS

Pastors/Leaders/Elders/Committee Members are recognised as men or women with Scriptural qualifications to minister, and of spiritual stature. The duty of Pastors / Leaders / Elders/Committee Members is to cooperate with the Senior Minister in the spiritual activities and well being of the church, under his direction.

1. As To Lifestyle - Is to be blameless or above reproach. Titus 1:6-7; 1 Timothy 3:2.; Must be of good behaviour. 1 Timothy 3:2.; Righteous (Just) and Holy. Titus 1:8.
2. As To Temperament - Not a brawler. 1 Timothy 3:3; not involved in arguments; Patient and gentle. 1 Timothy 3:3.; Not self-willed or easily offended. Titus 1:7.; Must be self-controlled in all things. Titus 1:8.
3. As To Family Relationships - The husband/ wife of one spouse. 1 Timothy 3:2; Rules own house well. 1 Timothy 3:4-5; Titus 1:6.
4. As To Character and Reputation - Good reputation (must be honest). 1 Timothy 3:7; Not given to wine. 1 Timothy 3:3.; Not greedy for money. 1 Timothy 3:3.
5. As To Faith - Is to hold fast faithfully to The Word. Titus 1:9-11.
6. As To Ability - Must have an ability to teach and minister God's Word. 1 Timothy 3:2.
7. Must Not Be A Novice - SPIRITUALLY mature and experienced in the Christian walk. 1 Tim 3:6.
8. Administrative - Given oversight of the Church - Acts 20:28; to rule the church, 1 Timothy 5:17.
9. Pastoral - Shepherd the flock. John 21:16; Acts 20:28; 1 Peter 5:2.
10. Educational - Is to teach and instruct the Church. 1 Timothy 3:2, 5:17; Titus 1:9.
11. Representative - Acts 20:17, 15:2. To preside over matters relating to the welfare of the whole church. James 5:14, in praying for the sick.
12. Spiritual - To be a person committed to prayer and the study of God's Word.