

CONSTITUTION
and
RULES
of
Katherine Baptist Church

Amended June 2024

ABN 77812954554
Unincorporated Association

Table of Contents

(1) Definitions:	3
(2) Name	4
(3) Affiliation	4
(4) Statement of Faith – What we believe	4
1. Baptism	5
2. The Lord’s Supper or Communion	5
a. Baby Dedication	5
b. Baby Blessing:	5
(5) Aims, Objectives and Purposes.....	5
(6) Indemnity	6
(7) Powers.....	6
(8) Governance	7
(9) Membership	7
9.1 Responsibility of Members	8
9.2 Church Roll	8
9.3 Disciplinary Procedure	8
9.4 Members’ access to documents	9
(10) Church Leadership.....	9
10.1 Duties of the Board	9
10.2 Makeup of the Board	10
10.3 Eligibility for Board Membership	10
(11) Board Members	11
Pastor/s	11
Pastoral Search	12
Elders	12
Deacons	13
(12) Administrative Roles.....	13
12.1. Role of Church Secretary	13
12.2. Role of Treasurer	13
12.3. Role of Chairperson	14
(13) Church Meetings	14
a) General Meetings	14
b) Special Meetings	14
c) Annual General Meeting	14
d) New Business	14
e) Order of Business	15
(14) Board Meetings	15
(15) Minutes of meetings	15
(16) Finances	16

Contracts	16
Accounting and Auditing	16
Accounts	16
(17) Church Ministries	16
(18) Preaching Arrangements	17
(19) Use of Church Buildings.....	17
(20) Constitution.....	17
20.1 Alteration to the Constitution	17
(21) Trustee	18
(22) Prohibition Against Securing Profits for Members	18
(23) Winding Up	18

(1) Definitions:

In this Constitution:

“Accredited” means the ministry recognition process undertaken by the Assembly pursuant to the Constitution of the Baptist Churches of South Australia and the Northern Territory Incorporated.

“ACNC” means the Australian Charities and Not-for profits Commission.

“Annual General Meeting” means the annual general Members Meeting of the Church required to be held pursuant to Clause 13.c.

“ATO” means the Australian Tax Office.

“BCSANT” means the Baptist Churches of South Australia and the Northern Territory Incorporated.

“the Church” means Katherine Baptist Church.

“Letter of Appointment” means a template document that is available from the BCSANT Office for the use of Churches appointing new staff.

“Member” means a person who is a Member of the Church in accordance with Section 8, and “Membership” has a corresponding meaning.

“Members Meeting” means a meeting of the Members called and held in accordance with Section 13.

“Prescribed Church” means a Church that had gross receipts, excluding membership subscription, in excess of \$500,000 in the previous financial year.

“Recognised” means those persons who have been approved by the Baptist Churches SA & NT Assembly Board for inclusion in the category of ‘Recognised Pastor’.

“Register of Members” means the list of current members kept up to date by the Church Secretary.

“Special Members Meeting” means a Members Meeting of the Church called and held pursuant to Rule 13.b.

(2) Name

- 2.1. The name of the Church is Katherine Baptist Church.
- 2.2 The Church is an unincorporated association.
- 2.3 The association is established to be, and continue as, a charity.
- 2.4 These rules are intended to be binding on members of the association and enforceable by courts in the Northern Territory.

(3) Affiliation

The Church is affiliated with the Baptist Churches of South Australia and the Northern Territory Incorporated and the Baptist Union of Australia.

(4) Statement of Faith – What we believe

We, as evangelical Christians, accept the revelation of the triune God given in the Scriptures of the Old and New Testaments and confess the historic faith of the Gospel in them.

We here assert doctrines which we regard as crucial to the understanding of the faith, which should result in mutual love, practical Christian service and evangelistic concern:

- A. The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption, salvation and final judgement.
- B. The divine inspiration of the Holy Scriptures and their consequent entire trustworthiness and highest authority.
- C. The universal sinfulness and guilt of fallen humanity, making us subject to God's wrath and condemnation.
- D. The substitutionary sacrifice of the incarnate Son of God as the only all-sufficient and complete ground of redemption from the guilt and power of sin, and from its eternal consequences.
- E. The justification of the sinner solely by the grace of God through repentance and faith in Christ, crucified and risen from the dead.
- F. The convincing and regenerating work of the Holy Spirit, who causes sinful people to understand their lost condition, repent and believe in Jesus Christ as Saviour and Lord.
- G. (i) The priesthood of all believers, who form the universal Church. Christ is the Head of the Church, and the Church is committed to proclaiming the Gospel throughout the world.
(ii) The local Church, a congregation of believers united in a common faith in the Lord Jesus

Christ, and God's appointed body for the growth of believers.

- H. The expectation of the personal, visible return of the Lord Jesus Christ in power and glory, the resurrection of the dead and final judgement of all people.
- I. The liberty of conscience and responsibility of each individual to God.
- J. The two ordinances commanded by the Lord Jesus Christ:
 1. **Baptism** being the immersion in water of a person who professes repentance from sin and faith in Jesus Christ as Saviour and Lord. Baptism is a symbol of dying to and burying our old life and rising to new life in Christ.
 2. **The Lord's Supper or Communion**, in which we remember the death and resurrection of the Lord Jesus Christ, until He returns.

We also offer Infant Presentation in two different ways:

a. Baby Dedication: a service in which parents (at least one of whom must be a Christian) may present their child before God and the Church, give thanks for the life committed to their care, and dedicate themselves to the tasks of parenthood and make specific promises as Christians to bring their child up in the ways of the Lord. This also includes the congregation committing to support and pray for the family and the child.

b. Baby Blessing: a service in which typically parents from outside the Church give thanks to God for the birth of their child and publicly commit themselves to the tasks of responsible parenthood and to encourage the child to learn about God.

(5) Aims, Objectives and Purposes

5.1 The Church accepts the following Aims and Objectives:

- (a) To proclaim the Gospel of our Lord and Saviour Jesus Christ, leading those who repent and believe in Him for salvation into Membership in the local Church.
- (b) To instruct people of all ages in the Word of God and its implications for daily living, and to encourage and train believers in the employment of their gifts and talents in the service of Christ.
- (c) To engage in and encourage regular public worship of God.
- (d) To provide a fellowship where the love of Christ is expressed through mutual understanding, encouragement, service, forgiveness and practical care.
- (e) To support the work of the wider fellowship of the Church through the BCSANT, and any other bodies and agencies which the Church deems appropriate.
- (f) To express the love of God in practical ways to those in need.
- (g) To pray for, bless, and reach out to others, particularly the people of Katherine, as God's ambassadors, demonstrating His kingdom and inviting people to discover it.

5.2 Charitable purposes and not-for-profit status

- a) The Church will pursue the following charitable purposes: to encourage Christian faith and life among people in the outback community of Katherine.

- b) The association may do all things that help it to achieve these purposes, in accordance with these rules.
- c) The association and its committee may only do things and use the income and assets of the association (including those held on trust for the association or its purposes) for the purposes.
- d) The association must operate consistently with legal requirements for registered charities.
- e) The association must not distribute any income or assets, directly or indirectly, to its members.
- f) Rule 5.2.e) does not stop the association from doing the following things, provided they are done in good faith (fairly and honestly):
 - i) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the association, or
 - ii) making a payment or providing a benefit to a member in carrying out the association's charitable purpose(s).

(6) Indemnity

To the extent possible under law, members (including Board members) are entitled to be indemnified out of the assets held for the association for any debts or liabilities incurred personally by a member when acting on behalf of the association, so long as the member was:

authorised by the association to take that action, and
acting in good faith (fairly and honestly) and in the best interests of the association.

This indemnity is a continuing obligation and is enforceable by a person even if that person is no longer a member of the association. This indemnity only applies to the extent that the person is not otherwise entitled to be indemnified and is not actually indemnified by another person (including an insurer under an insurance policy).

To the extent permitted by law, and if the Board considers it appropriate, the association may pay or agree to pay a premium for a contract insuring a person who is or has been a member of the association (including a Board member) against any liability incurred by that person as a member of the association (including as a Board member).

(Plain English: If for some reason, a person acting in good faith and carrying out the objects and purposes of the Church, incurs a debt, they will not be personally liable. The Church will carry the liability. The Church can be and is insured to cover this).

(7) Powers

The Church may undertake all lawful things which are incidental or conducive to the attainment of all or any of the above aims and objects and, without in any way limiting the generality of this Rule, the Church will have the power to appoint and/or employ Pastors and other staff necessary to carry on the objects of the Church and to dismiss or suspend

any employees. (Plain English: We can do whatever is lawful to carry out our aims and objects, including employing and dismissing staff).

(8) Governance

The governance of the Church will be vested in the Members, who, through the Church Board, will have full power to manage its affairs and to determine any matter not otherwise specifically provided for in the Constitution. Meetings of Members will be conducted for these purposes in accordance with this Constitution.

(9) Membership

a) Membership is open to all persons who profess repentance towards God and faith in our Lord Jesus Christ, and whose lives bear evidence of their Christian profession. Members who are 18 years of age and over have the right to participate and vote at Church Meetings. Applicants for membership shall be interviewed by the Pastor and an elder, or if there is no Pastor by two elders. The recommendation of the applicants will be presented to the Church members for consideration at any given Sunday Service or prescribed Meeting. Any member who doubts the suitability of an applicant needs to speak with the Pastor/s or an Elder within two weeks of the applicant's recommendation. If no comments are received within the two-week period, the applicants will be gladly received as members of KBC.

b) Where doubt exists about the suitability of an applicant for membership, the applicant will be re-interviewed by one Elder and the Pastor/s and the matter prayerfully reconsidered by them before determining whether to bring a recommendation to the Church.

c) Applicants will be required to acknowledge their repentance towards God, their faith in the Lord Jesus Christ, their commitment to the aims and objects of KBC, and their support of the teaching of the doctrines as set out in the constitution of the KBC. Acknowledgement can be made verbally before the interviewers, or by way of a letter, **and** publicly in a worship service.

d) A person is received into the Membership of the Church by baptism as a testimony of their own faith in and commitment to Jesus Christ as Lord and Saviour;
OR by the Church's recognition of their prior baptism according to the rites of another Christian Church, and they are able to affirm the normative nature of believer's baptism.

e) Transfer of Membership

In the case of application for Membership by a person transferring from another Church, the Administrator will, where possible, obtain from the applicant's previous Church a transfer or letter of recommendation.

f) Missionaries, who wish to remain members of their home Church, after interview and upon the recommendation of the interviewees and the consideration of the Church, may be received into Associate Missionary Membership. Such membership shall entitle the member to share actively in the life of the fellowship and to vote at Church meetings.

9.1 Responsibility of Members

Members are expected to take an active interest in the Church, to regularly attend the services and Church Meetings, to contribute to the funds of the Church according to their ability, to co-operate with other members in Christian fellowship and to do everything possible to advance the Kingdom of God.

9.2 Church Roll

The Church shall keep a membership roll. The roll shall be reviewed at least annually, with changes made as appropriate.

Members leaving Katherine permanently will be removed from the roll one month after their departure whereupon their voting rights cease. Past Members who return to Katherine can reactivate their membership by application.

Members leaving Katherine for a temporary period of twelve months or less may remain on the roll but will not have voting rights. However, missionaries sent from KBC in active service shall remain on the Members Roll.

Members who remain in the Katherine region but no longer regularly attend KBC may be visited by two members appointed by the Elders, or by the pastor/s. The appointed members will ascertain why the member is not regularly attending Church and, if appropriate, encourage participation in Church activities. The appointed members will report to the Elders who can recommend to the Church that the member be removed from the Membership roll if they consider this appropriate.

Resignation of Member: Any person who wishes to resign from Membership may do so in writing to the Secretary. Upon receipt of such written notice the person's name will be removed from the Membership Roll.

The Board must record the date that a person stops being a member of the association in the register of members as soon as possible after the person stops being a member.

9.3 Disciplinary Procedure

A member who appears to behave persistently in a way that brings discredit to the body of Christ shall be visited by a Pastor and an Elder together who will seek an account of the behavior. If the member fails to respond appropriately, the matter will be brought first to a leadership meeting. Notice of the date and purpose of the meeting shall be given to the member at least 7 days before the meeting, and every facility given to answer any allegation. If the member again fails to respond appropriately then the Elders can recommend to the Church that the member be removed from the Membership Roll.

9.4 Members' access to documents

- a) A member may make reasonable requests to inspect (at a reasonable time) the:
 - i. rules of the association
 - ii. general meeting minutes, and
 - iii. register of members.
- b) A member may make reasonable requests for copies of the documents requested under rule 9.5.1. The association can charge a reasonable fee for providing copies.
- c) Members may only use information that is accessed in accordance with rule 9.5.1 or rule 9.5.2 for lawful and proper purposes related to the association.
- d) Subject to rule 9.5.5, the association must provide access to documents or copies requested within a reasonable time.
- e) The association can refuse to provide access or copies, or provide only limited access, if the documents contain confidential, personal, employment, commercial or legal matters, or if granting the request would breach a law or could cause damage or harm to the association, or if the request is otherwise unreasonable.
- f) Members cannot inspect or get copies of Board meeting minutes or parts of the minutes unless the Board specifically allows it.

(10) Church Leadership

The Church shall be managed by a Church Board.

The role of the Board is to ensure that the association is responsibly managed and pursues its purposes.

10.1 Duties of the Board

Among its other responsibilities, the Board is responsible for making sure that:

- i) accurate minutes of general meetings and Board meetings are made and kept
- ii) other records are kept in accordance with rule 15, and
- iii) documents of the association are made available to members in accordance with rule 9.4.

Board members must:

- i) comply with their legal duties under Australian laws and ensure that the association complies with its duties under Australian laws, and
- ii) meet the requirements for responsible entities (Board members) of registered charities and comply with the duties described in governance standard 5 of the regulations made under the ACNC Act which are:

- a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a Board member of the association
- b) to act in good faith (fairly and honestly) in the best interests of the association and to further the charitable purpose(s) of the association set out in rule 5.2
- c) not to misuse their position as a Board member
- d) not to misuse information they gain in their role as a Board member
- e) to disclose any perceived or actual material conflicts of interest
- f) to ensure that the financial affairs of the association are managed responsibly, and
- g) not to allow the association to operate while it is insolvent.

The Board can exercise all powers and functions of the association (consistently with these rules, relevant Australian laws and requirements for registered charities), except for powers and functions that the members are required to exercise at a general meeting (under these rules, relevant Australian laws or requirements for registered charities).

(Plain English: The Board can make decisions except those that must be made by the members at a members meeting. In practice we must run decisions by members meetings anyway.)

The Board can delegate any of its powers and functions to a Board member, a sub-committee, a staff member or a member, other than the power of delegation or a duty that applies to the Board or particular Board member under Australian laws.

(Plain English: We can delegate book-keeping, but we cannot delegate financial responsibility.)

10.2 Makeup of the Board

The Board is made up of the Pastor/s, Deacons and any willing Elders.

- (i) Elders are appointed through the Elders appointment process.
- (ii) Deacons are elected by a ballot of members of the association at the Annual General Meeting.
- (iii) A member can nominate to be a Deacon by writing to the Board or at the AGM where an election for the Board is held. Another member must support their nomination.

The Board shall comprise a minimum of three members and usually five.

At the first Board meeting after each AGM, the Board must appoint a Board member as Chair.

The Board may appoint and remove Board members to and from any positions (such as Chair, President, Deputy President, Treasurer and Secretary) and decide their responsibilities in those roles.

Each Deacon finishes their time on the Board at the end of the next AGM after they were elected, but they can be re-elected.

10.3 Eligibility for Board Membership

To be eligible to be a Board member, a person:

- (i) must not be ineligible to be a responsible person under the ACNC Act
- (ii) must have been a member of the Church for at least six months at the time of their

nomination and remain a member for the duration of their time on the Board and must comply with the Baptist Churches SA & NT Code of Ethics.

(iii) must be nominated under rule 11.2.

(iv) must give the association their signed consent to act as a Board member of the association.

If the number of eligible applicants nominated to be Board members is equal to the number of Board members required, the chair may declare the positions filled without holding a ballot.

A Board member stops being on the Board if they:

- i. resign by writing to the Board
- ii. stop being a member of the association
- iii. are removed by a resolution of members of the association
- iv. are absent without the consent of the Board from all meetings of the Board held during a period of six months
- v. become ineligible to be a responsible entity (Board member) under the ACNC Act, or
- vi. die.

If a deacon stops being on the Board before the next AGM, the Board can temporarily appoint a member of the Church to fill the vacancy on the Board until the next AGM.

10.4 The Board can decide how often it meets, and the way in which it meets, including by attendance through technology, so long as it allows everyone to communicate.

10.5 Responsibility to Members

The Church Board will be responsible to the Members to:

- (a) Provide leadership, spiritual oversight, and support to the life of the Church as it seeks to fulfil its mission and vision in accordance with its stated Aims and Objectives;
- (b) Develop policies and procedures to support the ministry of the Ministry Team and congregation having regard to the spiritual life and direction of the Church, the Church's legal obligations and the need for good governance of the Church;
- (c) Exercise oversight of the Church's finances within the levels of authorisation and annual budget set by the Members;
- (d) Appoint a Pastor/s in accordance with clauses 11.1.c) and 11.1.d).
- (e) Oversee or undertake any other matters which the Members may authorise from time to time.

(11) Board Members

Pastor/s

a) The Members recognise that ministry is entrusted to the whole Church. At the same time, the Members may appoint one or more Pastors to help oversee and guide the Church and its ministries.

b) To be eligible for appointment, Pastors must be Accredited or Recognised with the Baptist Churches SA & NT or working with the Baptist Churches SA & NT towards such endorsement. The Pastor will be a baptised believer who subscribes to the Statement of Faith (Rule 4) and this Constitution and whose Pastoral Call will be made in accordance with the appropriate provisions of the BCSANT Constitution and By-laws.

The Pastor shall be willing to comply with the BCSANT Code of Ethics (or equivalent document).

Pastoral Search

c) The Church meeting may appoint a 'Pastoral Search Committee' (PSC) to work with the Elders in the calling of a pastor/s. The PSC will usually be made up of 2 representatives from the Elders, 2 from the Deacons and 3 from the Church Members. Church representatives will be nominated by a Church meeting.

Candidates nominated by the Church must have demonstrated their belonging and commitment to the life of the Church and should have the requisite spiritual maturity required for such a task. The Elders and PSC will liaise with one another.

A recommendation from the PSC should be given to the Elders and then to a specially called meeting for ratification by the Church membership. Notice of such a meeting should be given at least two weeks before, with information about the proposed appointee/s made available at least a week before the meeting. Voting should be by secret ballot with a two thirds majority in favour.

d) The Church Board and the pastoral nominee will agree on a Letter of Appointment which makes clear the terms and conditions of the Pastor's appointment.

e) An appointed pastor (and spouse) shall automatically be Member/s, and the pastor ex-officio on the Board.

f) As a Member, a Pastor will have the right of attendance, participation and voting at all Members' meetings. However, a Pastor (and spouse, if applicable) will not be entitled to vote on any resolution concerning their appointment or review and will leave the meeting for the discussion and vote.

g) The Pastor/s in conjunction with the Elders shall be responsible for the spiritual oversight of the Church and its related ministries.

h) If, on the retiring of the Pastor, the Church is not able to appoint a new Pastor, the Church may appoint the immediate past Pastor as an honorary associate Pastor with his agreement. This appointment would not be subject to the appointee remaining in Katherine but would be facilitated using technology.

His role would be to help the Church as able to appoint a new Pastor, at which time he would hand over to the new Pastor, and his role would be completed.

The Pastors spouse would remain a member under the same conditions as the Pastor.

Elders

Elders, together with the pastor/s shall be responsible for the spiritual oversight of the Church and its related ministries. Elders may also sit on the Board, should they choose to do so.

Any member who is a mature Christian, has been baptised by immersion as a believer, is in good standing and who has been an active participant of this Church for at least six months

is eligible for appointment as an Elder. Elders are to be appointed for a period of two years with the option of re-appointment.

As the need arises, an Elders Nominations Committee will be established comprising the pastor, at least one Deacon, at least one Elder and at least two members who are neither Deacons nor Elders. Nominations for the position of Elder may be submitted to the Elders Nominations Committee by Church members.

After reviewing the nominations, the Nomination Committee will submit a list of recommendations to a duly constituted members meeting for voting purposes. A member will be appointed to the position of Elder following a vote of a two third majority in the member's favour.

Deacons

The Deacons shall be responsible to facilitate and support the spiritual purposes of the Church, including efficient management of the Church's resources.

Deacons shall be elected for a term of 2 years. Extraordinary vacancies may be filled by the appointment of a Church member for the un-expired portion of the term. Any member, who has been baptised by immersion as a believer, is in good standing, over the age of 21 years, and who has been an active participant of this Church for at least six months may be elected as a Deacon.

Nomination shall be in writing, signed by a member and the nominee. Election shall be by secret ballot, on a simple majority of members present and voting at the meeting. The Deacons shall meet at least 9 times per annum, generally monthly, and at such other times as may be necessary.

(12) Administrative Roles

The Board will select from among themselves the most effective division of responsibilities including the positions of secretary, treasurer, and chairperson.

12.1. Role of Church Secretary

The secretary shall assist with administrative tasks as needed and according to their capacity. The Secretary will ensure that all administrative functions required by the Church are identified and carried out, including all matters relating to Church property and finances. The Secretary will ensure that the Church complies with Government statutory requirements and meets its legal obligations.

12.2. Role of Treasurer

The Treasurer, in consultation with the Secretary, will ensure that all matters relating to the financial requirements and functions of the Church are identified and carried out, in accordance with the Act and the Church's policies and procedures relating to financial matters. The Treasurer will be responsible to present financial reports to the Board and the Members.

12.3. Role of Chairperson

The Chairperson will chair meetings to facilitate harmony and responsiveness to all meeting attendees in the aim of achieving consensus in a timely manner.

(13) Church Meetings

In all Church meetings, a quorum shall be one-half of the members entitled to vote, present in person or by technology, so long as it allows everyone to communicate. Decision shall be by majority vote of members present in person or by technology.

a) General Meetings

General Church meetings shall be held four times per year, including the AGM. Notice of such meetings shall be given at the service on the preceding two Sundays. The Pastor/s or a person designated by the Board shall chair meetings. A pastor cannot lead meetings concerning the Pastor/s.

b) Special Meetings

A special meeting may be called by the Pastor/s or Deacons or Elders, or on the written request of one quarter of the membership of the Church. At least two Sundays' notice, with reasons for calling such meeting, shall be given, and circulated in writing to all members. The meeting shall consider the business for which it was convened.

c) Annual General Meeting

Members shall hold an Annual General Meeting (AGM) within five (5) months after the end of the Church's financial year.

An Annual General Meeting shall be held, with two Sundays' notice being given for the purpose of:

- i. the election of deacons
- ii. consideration of the auditor's report for the previous financial year
- iii. the appointment of the auditor, and
- iv. the reception of reports from the Church Secretary and the Coordinators of all Ministries of the Church.
- v. The coordinators of all Ministries of the Church shall be appointed to act for the ensuing twelve months.

d) New Business

Except for business brought forward by the Deacons, Elders or Pastor/s, one month's notice of any special business shall be given in writing to the Church Secretary. Alternatively new business may be referred to the Deacons, and the matter brought forward at the following meeting.

e) Order of Business

The usual procedure governing public bodies can be used as a guide at Church meetings, the general order of business being:

1. Opening Prayer
2. Confirmation of minutes
3. Matters arising from the minutes
4. Membership matters
5. Reports [pastor's, officers and ministry leaders]
6. Election of officers
7. Other business
8. Closing Prayer/s

The meeting can discuss matters according to the framework set by the chair, but all official decisions need to put as a motion, seconded and passed.

(14) Board Meetings

- A Board member can call a meeting by giving seven days' notice of a meeting to Board members unless the meeting is an urgent meeting (in which case reasonable notice must be given).
- The Board can decide how often it meets, and the way in which it meets, including by allowing Board members to attend through technology, so long as it allows everyone to communicate.
- The Chair will chair Board meetings. If the Chair does not attend, the Board members can choose who will chair that meeting.
- A resolution is passed if more than half of the Board members voting at the Board meeting vote in favour of the resolution.
- A majority (more than half) of Board members must be present (either in person or using technology) for the meeting to be validly held (this is the quorum for Board meetings).
- The Board can allow circular resolutions. To pass a circular resolution, each Board member must agree to it in writing, including by email or other electronic communication, and it is passed once the last Board member has agreed to it.

(15) Minutes of meetings

The Church must keep written records that correctly record its operations and be able to produce these records if required by law.

The Church must retain its records for at least seven years, or as otherwise required by the ACNC Act or any other laws that may apply (for example, taxation law).

The Board members must take reasonable steps to ensure that the Church's records are kept safe.

(16) Finances

The Church's financial year will run from 1 July to 30 June of the following year. Subject to the authority of the Church Members Meeting the Church Board shall manage the financial affairs of the Church.

Contracts

As an unincorporated association, the Church cannot enter into contracts in its own name but only in the collective names of three or more individuals appointed by the Board. (e.g., Employment contract.)

The individuals who enter into the contract under the previous rule may elect to re-execute a contract if one or more of the individuals is no longer a member of the association (Church), in which case the committee shall appoint one or more individuals in their place.

Accounting and Auditing

The Church must make and keep written financial records that:

- i) correctly record and explain the association's transactions and financial position and performance, and
- ii) enable true and fair financial statements to be prepared and to be audited.

The records must be kept for 7 years after the completion of the transactions to which they relate.

The Church shall arrange to have accounts prepared and audited. The accounts, together with the auditor's report on the accounts, the Church Board's statement and the Church Board's report shall be laid before Members at an Annual General Meeting.

The Church shall at its Annual General Meeting, appoint a person to be auditor of the Church. The person appointed auditor shall hold office until the next Annual General Meeting and is eligible for re-appointment.

The program of the Church shall be financed through voluntary stewardship. Members are encouraged to tithe their income and to give liberally to the local and missionary program of the Church as the Lord enables them. A budget shall be presented to the Annual Meeting of the Church for adoption.

Accounts

The Treasurer shall provide regular financial statements for the Board meetings and the regular Church Meetings, present accounts for payment or confirmation and submit an audited balance sheet at the Annual General Meeting.

(17) Church Ministries

The Pastor/s and Elders shall have oversight of all ministries connected with the Church. Approval to form any ministry shall be obtained from the Pastor/s and Elders. All programs,

syllabuses, and rules of society, club, or other auxiliary organization connected with the Church shall be subject to approval by the Pastor/s and Elders before being published, circulated or performed.

The coordinator of every ministry shall be an active member of the Church, and shall be appointed by, and responsible to, the Church. Appointment shall be on the recommendation of the Pastor/s and Elders with the advice of the ministry concerned.

Any person involved in children's care or ministry and all Board members must have a current Ochre Card or Exemption, and are required to participate in BCSANT Child Safety training.

The Sunday School shall have as a preference a staff consisting of Church members. The responsible leader of each ministry or a representative shall report to the General Meeting and the Annual General Meeting.

Property and equipment purchased by the Church, and funds raised or held, by any ministry shall be the property of the Church.

(18) Preaching Arrangements

Appointments of preachers during the temporary absence of the Pastor/s shall be made by the Pastor, or if there is no Pastor, by the Elders.

(19) Use of Church Buildings

Permission of the Pastor/s or Elders must be sought for the use of Church premises for meetings and services other than those prescribed.

(20) Constitution

A copy of this Constitution shall be presented to every person joining the Church.

20.1 Alteration to the Constitution

Alteration to this Constitution may be made only on the vote of a two-thirds majority of members present in person or by technology, and voting at a meeting specially called for the purpose on one month's notice of motion and notified at both services on at least two Sundays before such meeting. The projected changes will be provided in writing to all members prior to the meeting.

(21) Trustee

The Baptist Churches of South Australia and the Northern Territory Incorporated is Trustee on behalf of the Church in all property and other matters where the office of a Trustee is required.

(22) Prohibition Against Securing Profits for Members

The income and capital of the Church will be applied exclusively to the promotion of its objects and no portion will be paid or distributed directly or indirectly to Members or their associates except as bona fide remuneration of a Member for services rendered or expenses incurred on behalf of the Church.

(23) Winding Up

The Church may only be wound up pursuant to a resolution passed by not less than three quarters (3/4) of Members present in person or by technology and eligible to vote at a Members Meeting especially convened for the purpose. It shall then be wound up in accordance with the provisions of The Act.

The assets remaining after paying all the liabilities of the Church and the expenses of the winding up shall be distributed to BCSANT or its successor to be used for purposes similar to the Aims and objectives. Clause 5.