

# NEW LIFE CHRISTIAN FELLOWSHIP, NARRABRI INCORPORATED CONSTITUTION

## PART I- PRELIMINARY

### 1. NAME

1.1 The name of the fellowship shall be New Life Christian Fellowship Narrabri Incorporated

### 2. PURPOSES

2.1 The purposes of the Fellowship are to provide for the worship of God, to make known the Gospel of Jesus Christ, to nurture believers in the Christian faith and to do such other things as may be required in obedience to the Holy Spirit.

2.2 In particular, the Fellowship will be :

- \* evangelical- committed to the gospel with all teaching based on the Bible
- \* mission centred- committed to reaching the unsaved of Narrabri and the North West of NSW
- \* charismatic- operating in the power, anointing, gifts and fruit of the Holy Spirit,
- \* contemporary- worshipping in a way that relates to our culture
- \* all-age- developing ministry gifts in all God's people regardless of age

### 3. MEMBERSHIP

3.1 The fellowship will accept as a member any person who:

- (a) confesses that Jesus Christ is their Lord and Saviour
  - (b) has been baptised by the Fellowship or another church recognised by the Fellowship
  - (c) regularly attends a home group established by the Fellowship
- and (d) is approved for membership by the Leadership Team

3.2 The Secretary of the Fellowship shall keep a register of members' names and addresses.

3.3 The Fellowship shall not charge a membership fee or subscription to members or to people applying for membership.

3.4 The Leadership Team may from time to time establish such membership requirements as it sees fit, including, but not limited to membership classes.

3.5 Nominations for membership shall be made in writing and in a form approved by the Leadership Team. Nominations are to be lodged with the Secretary of the Fellowship who shall as soon as practicable refer the nomination to the Leadership Team.

3.6 The Leadership Team will either accept or reject the nomination. On acceptance of a nomination, the secretary shall immediately enter the member's name on the register of members.

3.7 The Fellowship shall not require as a condition for membership re-baptism for any person baptised previously by the Fellowship or another church recognised by the Fellowship, regardless of whether the person was baptised as an adult or a child.

3.8 The Fellowship will not baptise infants but will authorise an appropriate dedication or thanksgiving service.

#### 4. TERMINATION OF MEMBERSHIP

4.1 A person ceases to be a member of the association if the person:

(a) dies

(b) resigns that membership

or (c) is expelled from the Fellowship by resolution of the Leadership Team

4.2 A person whose membership is terminated under © above may within 7 days appeal to the Leadership Team by means of written notice to the Secretary. The Leadership Team shall then convene a Special General Meeting of the Fellowship within 30 days after the date on which the Secretary received the notice. At the Special General Meeting, the member and the Leadership Team must be given opportunity to present their respective cases and then members shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

#### 5. MEMBERS' LIABILITIES

5.1 The liability of a member of the Fellowship to contribute towards the payment of the debts and liabilities of the Fellowship or the costs, charges and expenses of the winding up of the Fellowship is limited to \$1.

#### 6. INTERNAL DISPUTES

6.1 Where the Leadership Team is unable to resolve a dispute between members of the Fellowship (in their capacity as members), or between members and the Fellowship, then the dispute will be referred to a mediator to be determined by the Leadership Team in consultation with the disputing members.

### PART II- LEADERSHIP TEAM

#### 7. POWERS AND RESPONSIBILITIES OF THE LEADERSHIP TEAM

7.1 The Leadership Team will be responsible for:

(a) management and oversight of the affairs of the Fellowship

(b) spiritual oversight of members of the Fellowship

(c) such matters that are referred to it by the General Meeting of the Fellowship

7.2 The Leadership Team may appoint such officers as it deems necessary, including those of Secretary and Treasurer. If the Leadership Team declines to appoint these offices then their duties will be performed by the Senior Pastor.

7.3 In performing these duties, the Leadership Team may exercise all functions of the Fellowship other than those functions required by these rules to be exercised by a General Meeting of members.

7.4 The Leadership Team has the power to perform all such acts that appear to the Leadership Team to be necessary or desirable for the proper management of the affairs of the Fellowship.

#### 8. MEMBERSHIP OF THE LEADERSHIP TEAM

8.1 The Leadership Team shall consist of up to 12 people being:

\* The Senior Pastor of the Fellowship

\* Assistant Pastors

\* such other people seen by the Leadership Team and the Fellowship to be suitable as an Elder or Leader.

8.2 Each member of the Leadership Team, except the Senior Pastor, will hold membership on the Team until he or she resigns or is otherwise removed from the Team, subject to an annual ratification by the Annual General Meeting.

8.3 Only members of the Fellowship may be appointed to the Leadership Team.

#### 9. APPOINTMENT OF THE LEADERSHIP TEAM.

9.1 Members of the Leadership Team will be nominated by the Senior Pastor or by a resolution of the existing members of the Leadership Team.

#### 10. SECRETARY

10.1 It is the duty of the Secretary of the Fellowship to:

- (a) keep minutes of meetings of the Leadership Team and General Meetings
- (b) keep records of all appointments of office-bearers & Leadership Team members
- (c) receive correspondence on behalf of the Fellowship
- (d) maintain the register of members

#### 11. TREASURER

11.1 It is the duty of the Treasurer of the Fellowship to:

- (a) ensure that all money due to the association, including collections and donations, is received
- (b) ensure that all payments authorised by the Fellowship are made
- (c) keep correct books and accounts showing the financial affairs of the Fellowship including full details of all receipts and expenditure connected with the activities of the Fellowship
- (d) present regular financial statements as requested by the Leadership Team

#### 12. REMOVAL OF A LEADERSHIP TEAM MEMBER

12.1 A person may be removed from the Leadership Team by a resolution of the Leadership Team and with the agreement of the Senior Pastor.

#### 13. MEETINGS

13.1 The Leadership Team shall meet as frequently as it deems necessary.

13.2 Meetings shall be convened by the Secretary or Senior Pastor with oral or written notice to each member at least 24 hours before the time appointed for the meeting.

#### 14. QUORUM

14.1 Any three members plus the Senior Pastor or else any 7 members of the Leadership Team constitute a quorum for the transaction of business of a meeting of the Leadership Team.

14.2 If a quorum is not present no business shall be transacted and the meeting shall be adjourned to another time.

#### 15. DELEGATION OF DUTIES

15.1 The Leadership Team may delegate to individual members or groups of members of the Fellowship any task or duty as the Leadership Team sees fit.

#### 16. DECISION MAKING

16.1 Where possible, all decisions of the Leadership Team will be made by a consensus method, which hears and responds to dissenting or minority views. The Leadership Team will devise an appropriate procedure to achieve a consensus decision making process.

### PART III- MINISTRY

#### 17. DEFINITION

17.1 The Fellowship believes that every christian is called to serve the Body of Christ actively. It is a principle of the Fellowship that every believer is a minister.

## 18. SENIOR PASTOR

- 18.1 The Fellowship may appoint from time to time a Senior Pastor whose roles will include (but not be limited to) the following:
- (a) providing leadership to the Fellowship under the guidance of the Holy Spirit
  - (b) leading and supervising of all services, gatherings and meetings
  - (c) teaching and preaching the gospel of Jesus Christ
  - (d) guiding, counselling and instructing members in their walk with the Lord
  - (e) nurturing members in their ministry gifts
  - (f) encouraging the Fellowship to engage the community in mission
  - (g) provide direction, leadership and guidance to the Leadership Team
  - (h) chair Leadership Team and General Meetings

## 19. APPOINTMENT OF SENIOR PASTOR

- 19.1 The Senior Pastor will be appointed by the Fellowship at a Special General Meeting. Such appointment shall only be made with the approval of 75% of members in attendance at the Special General Meeting and the unanimous agreement of the Leadership Team.
- 19.2 When a Pastoral appointment is made, no time limit shall be placed on the length of the appointment. However, the appointment shall be reviewed at least every 3 years in a manner agreeable to both the Senior Pastor and the Leadership Team. The Leadership Team shall report to a General Meeting of the Fellowship the results of the review and any recommendations which the Leadership Team wish to make as a result of the review.

## 20. TERMINATION OF PASTORAL APPOINTMENT

- 20.1 The appointment of the Senior Pastor may be terminated by either:
- (a) the Senior Pastor following three months notice in writing to the Secretary
  - (b) the Fellowship after unanimous resolution of the Leadership Team (excluding the Senior Pastor) and a Special Resolution of the Fellowship.
- 20.2 A termination under (b) shall give the Senior Pastor three months notice, unless Senior Pastor and Leadership Team mutually agree to shorten this.

## 21. REMUNERATION.

- 21.1 The Leadership Team will make appropriate provision for the financial support of the Senior Pastor, including salary, superannuation, accommodation and other allowances mutually determined by the Senior Pastor and the Leadership Team.

## 22. SENIOR PASTOR'S SPOUSE

- 22.1 If the Senior Pastor is married, the Pastor's spouse shall be considered as a partner in ministry and shall be accorded the title Pastor. The Senior Pastor's spouse will be appropriately compensated.

## 23. ASSISTANT PASTORS

- 23.1 The Fellowship may appoint, at the Senior Pastor's recommendation, such Assistant Pastors as it deems appropriate.
- 23.2 Assistant Pastors shall only be appointed by:
- (a) Special Resolution of the Fellowship
  - (b) Agreement of the Senior Pastor
- and (c) unanimous resolution of the Leadership Team
- 23.3 The Assistant Pastors will be responsible to the Senior Pastor.
- 23.4 Assistant Pastors will be given the title of Pastor.
- 23.5 The Leadership Team may terminate the appointment of an Assistant Pastor if the Assistant Pastor:
- (a) is not in harmony with the ministry of the Fellowship,
  - (b) is in conflict with the Senior Pastor

or (c) has been involved in inappropriate behaviour

23.6 Assistant Pastors shall receive an appropriate remuneration package mutually determined by the Assistant Pastor and the Leadership Team

#### PART IV- APOSTOLIC COUNCIL

##### 24 APOSTOLIC COVERING

24.1 New Life Christian Fellowship recognises that God has established the spiritual gift of apostles to provide spiritual covering, mentoring and fathering to the church.

24.2 The Senior Pastor shall, in consultation with the Leadership Team, seek out an apostle who will be the Pastor's spiritual father and mentor. This apostle will be a person who is recognised as having the spiritual gift of apostleship, and will be designated the senior apostle, except where the Senior Pastor is himself an apostle.

##### 25 APOSTOLIC COUNCIL

25.1 The Senior Pastor will develop an Apostolic Council comprised of people recognised by the Fellowship as being apostles. The Apostolic Council will consist of apostles who through personal relationship with the Senior Pastor will maintain accountability over the Pastor's life and ministry and the ministry of the Fellowship.

25.2 Where the Senior Pastor is himself an apostle, he will be recognised as the Senior Apostle of the church. However, he will still be required to develop an Apostolic Council as described in 26.1

25.3 The Apostolic Council may be convened by either the Senior Pastor or by a vote of two-thirds of the Leadership Team specifically to mediate in the event of a breakdown in relationships within the Leadership Team or for any other problem requiring the intervention of the Apostolic Council.

25.4 The Fellowship shall remain autonomous and the Apostolic Council holds no power for intervention in the life of the Fellowship unless specifically invited in terms of 26.3 above.

25.5 The Fellowship shall regularly seek ways of maintaining and building relationship with the members of the Apostolic Council.

#### PART V- GENERAL MEETINGS

##### 26. ANNUAL GENERAL MEETINGS

26.1 With the exception of the first Annual General Meeting of the Fellowship, the Fellowship shall at least once in each calendar year, within 6 months after the expiration each financial year of the Fellowship, convene an Annual General Meeting of its members.

26.2 The first annual General Meeting shall be held within 18 months of the commencement of the Fellowship.

26.3 In addition to any other business which may be transacted at an Annual General Meeting, the business of an annual General Meeting shall be:

- (a) confirm the minutes of the previous Annual General Meeting and any special General Meeting held since that meeting.
- (b) to receive reports including an annual financial report
- (c) to appoint office bearers of the Fellowship and members of the Leadership Team

##### 27. SPECIAL GENERAL MEETINGS

27.1 The Leadership Team may, whenever it thinks fit, convene a Special General Meeting of the Fellowship. The Secretary of the Fellowship shall give at least 14 days notice of a Special General

Meeting by means of written or verbal advice at a worship service and home groups conducted by the Fellowship.

27.2 A Special General Meeting shall consider only such business as is specified in the notice of the Special General Meeting.

#### 28. PROCEDURE

28.1 No item of business shall be conducted unless a quorum of members is present .

28.2 A quorum for a General Meeting shall consist of at least 30% of members of the Fellowship.

28.3 If a quorum is not present at a meeting, the meeting shall be adjourned to another time. The quorum at such adjourned meeting shall be 5 people.

#### 29. PRESIDING MEMBER

29.1 The Senior Pastor shall preside as chair-person at each General Meeting of the Fellowship.

If there is no Senior Pastor, or if the Senior Pastor is absent, the meeting shall appoint one of its members to chair the meeting.

#### 30. DECISION-MAKING

30.1 All decisions at a General Meeting shall, where practicable, follow a consensus process to be determined by the Leadership Team.

30.2 If consensus is not achievable, or if the rules of the Fellowship require it, decisions may be made by a simple majority of those present.

30.3 Where the rules of the Fellowship require a certain proportion of members present to agree to a proposition, that shall be determined by a show of hands of those present.

#### 31. SPECIAL RESOLUTION

31.1 A Special Resolution is a resolution passed by a majority comprising at least 75% of members present at a Special General Meeting convened by written notice specifying the intention to propose the resolution as a Special Resolution of the Fellowship.

### PART VI- FUNDS AND PROPERTY

#### 32. FUNDS

32.1 The funds of the Fellowship shall be derived from offerings taken up at services and other functions arranged by the Fellowship, donations, interest and such other sources as the Leadership Team determines.

32.2 All money received by the Fellowship shall be deposited as soon as practicable and without deduction to the credit of the Fellowship's Bank Account

32.3 The Fellowship must, as soon as practicable after receiving any money, issue an appropriate receipt.

#### 33 NON-PROFIT CLAUSE

33.1 The assets and income of the Fellowship shall be applied solely in furtherance of the above mentioned objects and no portion shall be distributed directly or indirectly to the members of the Fellowship except as bona fide compensation for services rendered or expenses incurred on behalf of the Fellowship.

#### 34. FINANCIAL MANAGEMENT

34.1 All cheques, drafts, promissory notes and other negotiable instruments shall be signed by any two of such members authorised by the Leadership Team to do so.

### 35. TITHES

35.1 The Fellowship shall, as a matter of principle, tithes its income by donating 10% of each month's income to a christian organisation or organisations determined by the Leadership Team.

### 36. CUSTODY OF BOOKS ETC.

36.1 The Treasurer shall keep in his or her custody all financial records, books and other documents relating to the Fellowship and the Secretary shall keep all other records, books and documents of the Fellowship.

36.2 The records, books and other documents of the Fellowship shall be open to inspection, free of charge, by a member of the Fellowship at any reasonable hour.

### 37. OWNERSHIP OF PROPERTY

37.1 All property purchased by the Fellowship will be kept in the name of the Fellowship unless sold, donated or otherwise disposed of by the Fellowship.

37.2 The Fellowship shall not enter into any agreement or membership of any denomination, network or association which requires the Fellowship to sign over its property to any other association.

## PART VII- MISCELLANEOUS

### 38. ALTERATION TO OBJECT OR RULES.

38.1 The Statement of Purposes and these rules may be altered, rescinded or added to only by a Special Resolution of the Fellowship.

### 39 COMMON SEAL

39.1 The common seal of the Fellowship must be kept in the custody of the Public Officer.

39.2 The common seal must not be affixed to any instrument except by the authority of the Leadership Team and the affixing of the common seal must be attested by the signatures of either two members of the Leadership Team or of one member of the Leadership Team and of the Public Officer.

### 40. DISPOSAL OF PROPERTY ON DISSOLUTION

40.1 If upon dissolution of the Fellowship there remains after satisfaction of all debts and liabilities, any property or assets, these shall be given or transferred to some other christian church or fellowship which has similar purpose to that described in this Constitution and which is exempt from income tax.

### 41. AMALGAMATION WITH ANOTHER ORGANISATION

41.1 Where it furthers the objects of the Fellowship to amalgamate with one or more other organisations having similar objects, the other organisation(s) must have rules prohibiting the distribution of its (their) assets and income to members and must be exempt from income tax.