



RULES

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1. Preliminary

1.1 Definitions

In these rules:

Board of Elders means the committee of Woden Valley Alliance Church Incorporated;

candidate within rule 6 means a person being considered for selection and appointment as a pastor or pastoral worker in accordance with sub-rule 6.3 of these rules;

church means Woden Valley Alliance Church Incorporated;

Deacon means a member of the Board of Deacons;

Elder means a member of the Board of Elders, including ex-officio members (pastors);

faith promise monies means monies donated that are designated by the donor as given in response to a faith promise for the great commission fund;

financial year means the year ending on 30 June;

manual means the manual of the Christian and Missionary Alliance of Australia Incorporated, including constitutions, General Council by-laws, National Board policies and various statements;

member means a member, however described, of the church;

pastor means a man licensed by Christian and Missionary Alliance of Australia Incorporated who has been appointed as a Pastor, Senior Pastor, Associate Pastor or Assistant Pastor in accordance with sub-rule 6.3 of these rules;

pastoral worker means a woman licensed by Christian and Missionary Alliance of Australia Incorporated who has been appointed as a pastoral worker in accordance with sub-rule 6.3 of these rules;

Secretary means the person holding office under these rules as secretary of the Board of Elders or, if no such person holds that office, the public officer of the church, except in Rules 4.4 and 4.7 where **Secretary** means the person elected as the secretary of the Board of Deacons;

special resolution means a resolution passed in accordance with section 70 of the [Act](#);

the Act means the [Associations Incorporation Act 1991](#); and

the regulation means the [Associations Incorporation Regulation 1991](#).

1.2 Application of Legislation Act 2001

The [Legislation Act 2001](#) applies to these rules in the same way as it would if they were an instrument made under the [Act](#).

2. Membership

2.1 Membership qualifications

- (1) A person is qualified to be a member if—
 - (a) the person is a person mentioned in the [Act](#), section 21 (2) (a) or (b) and has not ceased to be a member of the church at any time after incorporation of the church under the [Act](#); or
 - (b) the person—
 - (i) has shown satisfactory evidence of regeneration; and
 - (ii) believes in God the Father, Son and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him; and
 - (iii) accepts the doctrines of the Lord Jesus Christ as Saviour, Sanctifier, Healer and Coming King; and
 - (iv) is in full sympathy with the church's principles and objects and co-operation by contributing to its work.
- (2) A person who is qualified to be a member in accordance with 2.1 (1)(a) above is taken to have been a member of the church at the time the church was incorporated.
- (3) A person who is qualified to be a member in accordance with 2.1 (1)(b) above must be nominated for membership in accordance with sub-rule 2.2.

2.2 Nomination for membership

- (1) A nomination of a person for membership of the church—
 - (a) must be made by two Elders in writing in the form set out in Appendix 1; and
 - (b) must be lodged with the Secretary of the church.
- (2) As soon as is practicable after receiving a nomination for membership, the Secretary must refer the nomination to the Board of Elders which must decide whether to approve or to reject the nomination.
- (3) If the Board of Elders decides to approve a nomination for membership, the Secretary must notify the nominee of that approval and enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the church.
- (4) If the Board of Elders decides to reject a nomination for membership, the Secretary must notify the nominee of that rejection.

2.3 Membership entitlements not transferable

- (1) A right, privilege or obligation that a person has because of being a member of the church—
 - (a) cannot be transferred or transmitted to another person; and
 - (b) terminates on cessation of the person's membership.

2.4 Cessation of membership

- (1) A person ceases to be a member of the church if the person—
 - (a) dies; or
 - (b) resigns from membership of the church; or
 - (c) is expelled from the church; or
 - (d) fails to continue in fellowship as evidenced by attendance at Sunday church services for a period of more than 6 months without the approval of the Board of Elders.
- (2) If a person ceases to be a member, the Secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

2.5 Resignation of membership

A member may resign from membership of the church by giving notice in writing to the Secretary of the member's intention to resign and, upon receipt of the notice, the member ceases to be a member.

2.6 Fees, subscriptions etc

- (1) The entrance fee to the church is \$0.
- (2) The annual membership fee of the church is \$0.

2.7 Members' liabilities

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

2.8 Disciplining of members

- (1) Where the Board of Elders is of the opinion that any form of discipline is warranted in relation to any member, the matter shall first be dealt with according to Matthew 18, verses 15 to 16, except in cases of sexual abuse or harassment, which shall be dealt with according to the guidelines contained in the Christian and Missionary Alliance Legal and Best Practice Manual.
- (2) If the process outlined in sub-rule (1) above does not succeed then where the Board of Elders is of the opinion that a member -
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the church;the Board of Elders may, by resolution—
 - (c) expel the member from the church; or
 - (d) suspend the member from the rights and privileges of membership of the church that the Board of Elders may decide for a specified period.
- (3) A resolution of the Board of Elders under sub-rule (2) above is of no effect unless the Board of Elders, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under sub-rule (4) below, confirms the resolution in accordance with this rule.
- (4) If the Board of Elders passes a resolution under sub-rule (2) above, the Secretary must, as soon as practicable, serve a notice on the member—
 - (a) setting out the resolution of the Board of Elders and the grounds on which it is based; and
 - (b) stating that the member may address the Board of Elders at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do any or all of the following:
 - (i) attend and speak at that meeting;
 - (ii) bring a support person with them to support them in any way they wish;
 - (ii) submit to the Board of Elders at or before the date of that meeting written representations relating to the resolution.
- (5) Subject to the [Act](#), section 50, at a meeting of the Board of Elders mentioned in sub-rule (4) above, the Board of Elders may ask persons other than the member to be present to assist them and must—
 - (a) give to the member mentioned in sub-rule (2) above an opportunity to make oral representations; and
 - (b) give due consideration to any written representations submitted to the Board of Elders by that member at or before the meeting; and
 - (c) by resolution decide whether to confirm or to revoke the resolution of the Board of Elders made under sub-rule (2) above.
- (6) If the Board of Elders confirms a resolution under sub-rule (5) above, the Secretary must, within 7 days after that confirmation, by notice inform the member of that confirmation and of the member's right of appeal under sub-rule 2.9.
- (7) A resolution confirmed by the Board of Elders under sub-rule (5) above does not take effect—

- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
- (b) if within that period the member exercises the right of appeal—unless and until the President of the Christian and Missionary Alliance of Australia Incorporated confirms the resolution in accordance with sub-rule 2.9 (4).

2.9 Right of appeal of disciplined member

- (1) A member may appeal to the President of the Christian and Missionary Alliance of Australia Incorporated against a resolution of the Board of Elders that is confirmed under sub-rule 2.8 (5), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) On receipt of a notice under sub-rule (1) above, the Secretary must forward to the President a copy of the proceedings of the Board of Elders and other documents relevant to the appeal.
- (3) The President and any committee he chooses to appoint to assist him shall, subject to the [Act](#), section 50, review all the disciplinary proceedings in a manner that he determines. This may include providing an opportunity for the Board of Elders and the member to make representations in relation to the appeal orally or in writing, or both.
- (4) The President must decide whether the resolution made under sub-rule 2.8 (5) is confirmed or revoked and advise the Secretary and the member in writing. The President may provide reasons for his decision.

3. Board of Elders

3.1 Powers of the Board of Elders

- (1) The spiritual work and leadership of the church shall be in the care of the Board of Elders. The Board of Elders is responsible for the provision of pastoral care including visitation, counselling, anointing and prayer for the sick. It shall also watch over the church's programs to ensure their harmony and contribution to the purposes of the church.
- (2) The Board of Elders, subject to the [Act](#), the regulation, these rules, and to any resolution passed by the church in general meeting—
 - (a) controls and manages the affairs of the church; and
 - (b) may exercise all functions that may be exercised by the church other than those functions that are required by these rules to be exercised by the church in general meeting; and
 - (c) has power to perform all acts and do all things that appear to the Board of Elders to be necessary or desirable for the proper management of the affairs of the church.
- (3) The Board of Elders shall receive reports to aid it in fulfilling its role and shall itself report to the church on matters affecting members each month or as directed by the membership.
- (4) The Board of Elders is responsible for examining candidates for membership and disciplining members in accordance with sub-rules 2.2 and 2.8.
- (5) The Board of Elders is responsible for filling any vacancy in the membership of the Board of Elders or the Board of Deacons in accordance with sub-rules 3.2 (3) and 4.2 (4) respectively, or any vacancy in other positions in accordance with sub-rule 8.11 (4)(e).
- (6) The Board of Elders must appoint a Public Officer in accordance with sub-rule 9.11 (1).
- (7) Members of the Board of Elders may attend any other meeting of the church, but not vote, unless otherwise entitled.

3.2 Constitution and membership

- (1) The Board of Elders consists of—
 - (a) the Senior Pastor or Pastor and Associate Pastors of the church who are ex-officio members of the Board of Elders; and
 - (b) up to six male members, each of whom must be elected under sub-rule 3.3 or appointed in accordance with sub-rule (3) below.
- (2) Each elected member of the Board of Elders holds office, subject to these rules, until the conclusion of the third annual general meeting following the date of the member's election, but is eligible for re-election.
- (3) If there is a vacancy in the membership of the Board of Elders, the Board of Elders may appoint a member of the church to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.
- (4) Elders shall conform to scriptural standards.

3.3 Election of Board of Elders members

- (1) Board of Elders members shall be elected in accordance with sub-rule 8.11.
- (2) A person is not eligible to simultaneously hold more than one position on the Board of Elders.

3.4 Secretary

- (1) The Board of Elders shall elect one of their members as Secretary.
- (2) The Secretary must keep minutes of—
 - (a) all elections and appointments of Board of Elders members and Board of Deacons members; and
 - (b) the names of members of the Board of Elders present at a Board of Elders meeting and the names of members present at a general meeting; and

- (c) all proceedings at Board of Elders meetings and general meetings.
- (3) The Secretary may appoint a minute secretary.
- (4) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting, except where minutes are distributed electronically (for example, via email) in which case they may be signed electronically.
- (5) The Secretary is responsible for maintaining the register of members in accordance with the procedures outlined in rule 2.
- (6) The Secretary shall conduct correspondence as directed by the Board of Elders.

3.5 Vacancies

- (1) For these rules, a vacancy in the office of a member of the Board of Elders happens if the member—
 - (a) dies; or
 - (b) ceases to be a member of the church; or
 - (c) resigns the office; or
 - (d) is removed from office under sub-rule 3.6 (Removal of Board of Elders members); or
 - (e) becomes bankrupt or personally insolvent; or
 - (f) suffers from mental or physical incapacity; or
 - (g) is disqualified from office under the [Act](#), section 63 (1); or
 - (h) is subject to a disqualification order under the [Act](#), section 63A; or
 - (i) is absent without the consent of the Board of Elders from all meetings of the Board of Elders held during a period of 6 months.

3.6 Removal of Board of Elders members

- (1) If an Elder is considered by his fellow Elders to be living contrary to the scriptural standards of eldership and the Board of Elders consists of at least three, it may, by a two thirds majority vote, call for the resignation of that Elder. Where there are only two Elders, any call by the Board of Elders for resignation shall be in consultation with the National Board of the Christian and Missionary Alliance of Australia Incorporated.
- (2) If an Elder does not resign within 7 days when called upon to do so in accordance with (1) above, the Secretary must forward to the President of the Christian and Missionary Alliance Incorporated a copy of the proceedings of the Board of Elders and other documents relevant to the call for resignation of the Elder.
- (3) The President and any committee he chooses to appoint to assist him shall, subject to the [Act](#), section 50, review all the relevant proceedings and documents in a manner that he determines. This may include providing an opportunity for the Board of Elders and the Elder who has been called upon to resign to make representations in relation to the call for resignation orally or in writing, or both.
- (4) The President must decide whether the Elder who has been called upon to resign must be removed from the office of Elder or not and advise the Secretary and the Elder in writing of his decision. The President may provide reasons for his decision.
- (5) If the President decides that the Elder who has been called upon to resign must be removed from the office of Elder, the Elder ceases to hold the office of Elder.

3.7 Board of Elders meetings and quorum

- (1) The Board of Elders must meet at least monthly for prayer and business at the place and time that the Board of Elders may decide.
- (2) Additional meetings of the Board of Elders may be called by any member of the Board of Elders.
- (3) When the church has no Senior Pastor or Pastor, the Board of Elders shall elect one of its members to the position of Interim Chairman pending the appointment of another Senior Pastor or Pastor.
- (4) At meetings of the Board of Elders—
 - (a) the Senior Pastor or Pastor or the Interim Chairman or a person nominated by the Senior Pastor or Pastor or Interim Chairman presides; or

- (b) if the Senior Pastor or Pastor or Interim Chairman is absent and has not nominated another person to chair the meeting one of the remaining members of the Board of Elders may be chosen by the members present to preside.
- (5) Oral or written notice of a meeting of the Board of Elders must be given by the Secretary to each member of the Board of Elders at least 48 hours (or any other period that may be unanimously agreed on by the members of the Board of Elders) before the time appointed for the holding of the meeting.
- (6) Notice of a meeting given under sub-rule (5) above must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Board of Elders members present at the meeting agree by majority vote to treat as urgent business.
- (7) Fifty percent of the members of the Board of Elders constitute a quorum for the transaction of the business of a meeting of the Board of Elders.
- (8) No business may be transacted by the Board of Elders unless a quorum is present.

3.8 Delegation by Board of Elders to subcommittee

- (1) The Board of Elders may, in writing, delegate to one or more subcommittees (consisting of the member or members of the church that the Board of Elders considers appropriate) the exercise of the functions of the Board of Elders or of an individual member of the Board of Elders, such as the Secretary or Treasurer, that are specified in the instrument, other than—
 - (a) this power of delegation; and
 - (b) a function that is a function imposed on the Board of Elders by the [Act](#), by any other Territory law, or by resolution of the church in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under sub-rule 3.8 may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under sub-rule 3.8 may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under sub-rule 3.8, the Board of Elders may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under sub-rule 3.8 has the same force and effect as it would have if it had been done or suffered by the Board of Elders.
- (6) The Board of Elders may, in writing, revoke wholly or in part any delegation under sub-rule 3.8.
- (7) A subcommittee may meet and adjourn as it considers appropriate.

3.9 Voting and decisions

- (1) Questions arising at a meeting of the Board of Elders or of any subcommittee appointed by the Board of Elders are decided by a majority of the votes of members of the Board of Elders or subcommittee present at the meeting.
- (2) Each member present at a meeting of the Board of Elders or of any subcommittee appointed by the Board of Elders (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

4. Board of Deacons

4.1 Powers of the Board of Deacons

- (1) The Board of Deacons operates under the authority of the Board of Elders and is responsible for the financial and property matters of the church and the provision of those ministries designed to meet the physical and material needs of people. In all these matters, it must work in harmony with the Board of Elders to provide a ministry to the needs of the whole person.
- (2) Where appropriate the Board of Deacons may conduct offerings for specific purposes consistent with its responsibilities.
- (3) The Board of Deacons is also responsible for those matters which the Board of Elders may delegate to it.
- (4) In all matters involving large expenditures of money, the Board of Deacons shall act in consultation with the Board of Elders.
- (5) The Board of Deacons must report at least monthly on its work to the Board of Elders.

4.2 Constitution and membership

- (1) The Board of Deacons consists of a minimum of four and a maximum of seven members, including the Treasurer (or Financial Administrator) and the Missionary Treasurer but excluding ex-officio members.
- (2) Each member of the Board of Deacons, except ex-officio members, must be elected under sub-rule 4.3 or appointed in accordance with sub-rule (4) below.
- (3) Each member of the Board of Deacons, except ex-officio members, holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) If there is a vacancy in the membership of the Board of Deacons, the Board of Elders may appoint a member of the church to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.
- (5) Deacons shall conform to scriptural standards.

4.3 Election of Board of Deacons members

- (1) Board of Deacons members shall be elected in accordance with sub-rule 8.11.
- (2) A person is not eligible to simultaneously hold more than one position on the Board of Deacons.

4.4 Secretary

- (1) The Board of Deacons shall elect one of their members as secretary of the Board of Deacons.
- (2) The secretary of the Board of Deacons must keep minutes of—
 - (a) the names of members of the Board of Deacons present at a Board of Deacons meeting; and
 - (b) all proceedings at Board of Deacons meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting, except where minutes are distributed electronically (for example, via email) in which case they may be signed electronically.

4.5 Vacancies

- (1) For these rules, a vacancy in the office of a member of the Board of Deacons happens if the member—
 - (a) dies; or
 - (b) ceases to be a member of the church; or
 - (c) resigns the office; or
 - (d) is removed from office under sub-rule 4.6 (Removal of Board of Deacons members); or
 - (e) becomes bankrupt or personally insolvent; or

- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under the [Act](#), section 63 (1); or
- (h) is subject to a disqualification order under the [Act](#), section 63A; or
- (i) is absent without the consent of the Board of Deacons from all meetings of the Board of Deacons held during a period of 6 months.

4.6 Removal of Board of Deacons members

The Board of Elders may by a resolution carried by a two thirds majority vote, subject to the [Act](#), section 50, remove any member of the Board of Deacons from the office of member of the Board of Deacons before the end of the member's term of office.

4.7 Board of Deacons meetings and quorum

- (1) The Board of Deacons must meet at least once each calendar month unless the Board of Deacons decides otherwise at the place and time that the Board of Deacons may decide.
- (2) Additional meetings of the Board of Deacons may be called by any member of the Board of Deacons.
- (3) At the first meeting after the Annual General Meeting the Board of Deacons shall elect a chair and a secretary.
 - (a) The chair of the Board of Deacons or a person nominated by the chair shall preside at any meeting of the Board of Deacons; or
 - (b) if the chair of the Board of Deacons is absent and has not nominated another person to chair the meeting one of the remaining members of the Board of Deacons may be chosen by the members present to preside.
 - (c) The secretary of the Board of Deacons shall record the minutes of the Board of Deacons and conduct correspondence as directed by the Board of Deacons.
- (4) Oral or written notice of a meeting of the Board of Deacons must be given by the secretary of the Board of Deacons to each member of the Board of Deacons at least 48 hours (or any other period that may be unanimously agreed on by the members of the Board of Deacons) before the time appointed for the holding of the meeting.
- (5) Notice of a meeting given under sub-rule (4) above must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Board of Deacons members present at the meeting agree by majority vote to treat as urgent business.
- (6) Fifty percent of the members of the Board of Deacons constitute a quorum for the transaction of the business of a meeting of the Board of Deacons.
- (7) No business may be transacted by the Board of Deacons unless a quorum is present.

4.8 Voting and decisions

- (1) Questions arising at a meeting of the Board of Deacons are decided by a majority of the votes of members of the Board of Deacons at the meeting.
- (2) Each member present at a meeting of the Board of Deacons (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

5. Treasurer, Financial Administrator and Missionary Treasurer

- (1) The Treasurer is a member of the Board of Deacons except where the Act requires the Treasurer to be a member of the Board of Elders.
- (2) When the Treasurer is a member of the Board of Elders, the church may elect to the Board of Deacons a Financial Administrator to work under the authority of the Treasurer and the Treasurer is an ex-officio member of the Board of Deacons.
- (3) In sub-rules (4), (5) and (6) below, Board means the Board of Elders if the Treasurer is a member of the Board of Elders, or the Board of Deacons if the Treasurer is a member of the Board of Deacons.
- (4) The Treasurer must be elected by the members in accordance with the procedures for elections in sub-rule 8.11.
- (5) The Treasurer must—
 - (a) collect all amounts owing to the church or received by the church and make all payments authorised by the church; and
 - (b) keep correct accounts and books showing the financial affairs of the church with full details of all receipts and expenditure connected with the activities of the church; and
 - (c) once each calendar month prepare financial performance (receipts and payments) statements for the previous calendar month and the current financial year to the end of the previous calendar month and a statement of financial position (balance sheet) and provide these statements to the Board at least one week prior to their monthly meeting; and
 - (d) prepare a monthly bank reconciliation report which shows the account activity (where bank statements and reconciliation reports for each bank account are compared to the statement of financial position (balance sheet)) for two members of the Board to sign at least one week prior to their monthly meeting, as evidence that the financial statements reflect the actual activity in the bank accounts; and
 - (e) be available to explain the financial reports to the Board of Elders and the Board of Deacons if needed; and
 - (f) prepare an annual budget and present it to the Board of Deacons and the Board of Elders for approval prior to the commencement of each financial year; and
 - (g) present an audited/reviewed financial statement of the church's financial performance (receipts and payments) and financial position (balance sheet) for the financial year just ended and the annual budget for the current financial year to the annual general meeting.
- (6) The Board must appoint one of its members as the Missionary Treasurer. The Missionary Treasurer must—
 - (a) maintain a record of all Faith Promise monies, forwarding these monies monthly to the treasurer of the Christian and Missionary Alliance of Australia Incorporated;
 - (b) present regular statements of the church's Faith Promise giving to the Board and to the members; and
 - (c) where separate bank accounts exist for the Faith Promise monies, present original bank statements to the regular meetings of the Board.
- (7) The Treasurer (or Financial Administrator) and Missionary Treasurer may be the same person.

6. Pastors and Pastoral Workers

6.1 Eligibility

- (1) Only men licenced by the National Board of the Christian and Missionary Alliance of Australia Incorporated are eligible to serve as pastors.
- (2) Only women licensed by the National Board of the Christian and Missionary Alliance of Australia Incorporated are eligible to serve as pastoral workers.

6.2 Designation and role

- (1) If there is more than one pastor, one shall be appointed by the Board of Elders as the Senior Pastor.
- (2) The Senior Pastor, or where there is only one pastor, the Pastor shall, in conjunction with the Board of Elders, exercise a general oversight of the work of the church.
- (3) Pulpit supply shall be the responsibility of the Senior Pastor or Pastor who shall act in consultation with the Board of Elders.
- (4) The Senior Pastor or Pastor is an ex-officio member of all church committees.
- (5) If there is more than one pastor, one of them may be appointed as an Associate Pastor responsible for an area of ministry designated by the Board of Elders and may have a title that reflects that ministry such as Pastor of _____. There may be more than one Associate Pastor and they are directly accountable to the Senior Pastor.
- (6) If there is more than one pastor, one of them may be appointed by the Board of Elders as an Assistant Pastor. The Assistant Pastor is under the direction of the Senior Pastor to assist him in the ministry of the church. He is accountable to the Senior Pastor.
- (7) Under the direction of the Senior Pastor or Pastor and the Board of Elders, the Pastoral Worker shall be an active member of the church's pastoral team and shall engage in public ministries of teaching, pastoral care, worship, evangelism and discipleship.

6.3 Calling

- (1) The Board of Elders has primary carriage of the calling of pastors and pastoral workers, which must be carried out in the manner described in relevant sections of the manual and the Christian and Missionary Alliance of Australia Incorporated's Legal and Best Practise Manual.
- (2) The Board of Elders may prepare documentation to assist in the calling of pastors and pastoral workers. This may include a profile describing the preferred qualities and attributes of the person they are seeking, background information about the church, key result areas (KRAs) and supporting details such as a draft employment contract.
- (3) The Board of Elders must not negotiate with any candidate without the approval of the Board of the Christian and Missionary Alliance of Australia Incorporated.
- (4) The Board of Elders must make a recommendation to the Board of the Christian and Missionary Alliance of Australia Incorporated regarding the candidate to be called.
- (5) The Board of Elders must call a general meeting of the church to consider the calling of the candidate for a term of up to 5 years under mutually agreed terms and conditions of employment. The resolution to confirm the call must be passed with a majority of not less than 85%.

6.4 Review and renewing the call

- (1) The ministry relationship will be reviewed at the end of each agreed term of employment by the pastor or pastoral worker and the Board of Elders who shall make a recommendation to the church membership and the Board of the Christian and Missionary Alliance of Australia Incorporated concerning renewing the call.
- (2) The review and renewing of the call shall be carried out in the manner described in the relevant sections of the employment contract, the manual and the Christian and Missionary Alliance of Australia Incorporated's Legal and Best Practise Manual.

- (3) The Board of Elders shall call a general meeting of the church to consider the renewing of the call of the pastor or pastoral worker for a term of up to 5 years under mutually agreed terms and conditions of employment. The resolution to confirm the renewal of the call must be passed with a majority of not less than 85%.

6.5 Resignation

- (1) A pastor or pastoral worker may resign by giving due notice of his or her intention to the Board of the Christian and Missionary Alliance of Australia Incorporated and the Board of Elders in accordance with his or her employment contract.
- (2) The Board of Elders may, in conjunction with the Board of the Christian and Missionary Alliance of Australia Incorporated, ask for the resignation of a pastor or pastoral worker in accordance with his or her employment contract.

7. Nominating Committee

7.1 Nominating Committee responsibilities

- (1) The Nominating Committee is responsible for ensuring that suitable people are nominated to the positions listed in sub-rule 8.11 (1) prior to each annual general meeting.
- (2) It shall place in nomination one name for each position to be filled and post its report two Sundays prior to the annual general meeting.

7.2 Nominating Committee selection and appointment

- (1) The Nominating Committee shall consist of the Senior Pastor or Pastor if there is only one pastor, two Elders and two members. If there are no pastors, the number of elders may be increased to three. If there are insufficient Elders, the number of members may be increased so that there are a total of five people on the Nominating Committee.
- (2) The Board of Elders shall select the Elders on the Nominating Committee in a way that they determine.
- (3) The Board of Elders shall call for nominations for the Nominating Committee from the membership at least six weeks prior to the annual general meeting. Nominations shall remain open for at least one week and close at least five weeks prior to the annual general meeting.
- (4) If the number of members seeking appointment to the Nominating Committee is equal to the number required, the members seeking appointment shall be appointed by the Board of Elders. If there are more applicants than vacancies, the Board of Elders shall hold an election in a manner which they determine and appoint the successful applicants.
- (5) Only one member of a family is eligible to serve on the Nominating Committee.

8. General meetings

8.1 Annual general meetings—holding of

- (1) With the exception of the first annual general meeting of the church, the church must, at least once in each calendar year and within 3 months after the end of each financial year of the church, call an annual general meeting of its members.
- (2) The church must hold its first annual general meeting—
 - (a) within 18 months after its incorporation under the Act; and
 - (b) within 3 months after the end of the first financial year of the church.
- (3) Sub-rules (1) and (2) above have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

8.2 Annual general meetings—calling of and business at

- (1) The annual general meeting of the church must, subject to the Act, be called on the date and at the place and time that the Board of Elders considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
 - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the Board of Elders and the Board of Deacons and other committees reports on the activities of the church during the last financial year; and
 - (c) to elect members of the Board of Elders and Board of Deacons and other committees; and
 - (d) to receive and consider the budget and statement of accounts and the annual information statement¹, annual financial report² and the auditor/reviewers report on the annual financial report³ required by the Australian Charities and Not-for-profits Commission; and
 - (e) to appoint an auditor/reviewer with suitable accounting qualifications who is not a church member, selected by the Board of Deacons for the subsequent financial year in accordance with the requirements of the Australian Charities and Not-for-profits Commission Act 2012 subdivision 60-30 (1) and (2).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with sub-rule 8.4 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this rule 8.

8.3 General meetings—calling of

- (1) The Board of Elders may, whenever it considers appropriate, call a general meeting of the church.

8.4 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the church, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in sub-rule 9.7 specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the church, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in sub-rule 9.7 specifying, in

¹ See Australian Charities and Not-for-profits Commission Act 2012 subdivision 60-B

² See Australian Charities and Not-for-profits Commission Act 2012 subdivision 60-C

³ See Australian Charities and Not-for-profits Commission Act 2012 subdivision 60-45 or 60-50

addition to the matter required under sub-rule (1) above, the intention to propose the resolution as a special resolution.

- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under sub-rule 8.2 (2).

8.5 General meetings—procedure and quorum

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Fifty percent of members who are entitled under these rules to vote at a general meeting constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than three) constitute a quorum.

8.6 Presiding member

- (1) The Senior Pastor or Pastor or his nominee, or, in the absence of the Senior Pastor or Pastor or his nominee, an Interim Chairman, or in the absence of an Interim Chairman, the Associate Pastor, presides at each general meeting of the church.
- (2) If the Senior Pastor or Pastor or his nominee, or the Interim Chairman or the Associate Pastor are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

8.7 Adjournment

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the Secretary must give notice of the adjourned meeting to each member of the church stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in sub-rules (1) and (2) above, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

8.8 Making of decisions

- (1) A question arising at a general meeting of the church is to be decided on a show of hands unless, before or on the declaration of the show of hands, a poll is demanded in accordance with sub-rule (4).
- (2) A declaration of the show of hands must state whether the question was carried or lost and may also state whether the decision was made unanimously or by a particular majority.
- (3) An entry recording the declaration of the show of hands in the minute book or electronic record of the church is evidence of the fact without proof of the number or proportion of the votes in favour of or against that resolution.
- (4) At a general meeting of the church, a poll may be demanded by the person presiding or by not fewer than three members present in person at the meeting.
- (5) If the poll is demanded at a general meeting, the poll must be taken—

- (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.
- (6) Subject to sub-rule (7) below, on any question arising at a general meeting of the church a member has one vote only.
- (7) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.

8.9 Voting

- (1) Members who have reached the age of sixteen years are entitled to vote on general church matters in which no legal questions are involved. The laws of the State or Territory in which the church is incorporated determine the age at which members are eligible to vote on property and legal matters.
- (2) All votes must be given personally.

8.10 Proxies

Proxy votes will not be accepted.

8.11 Elections

- (1) Candidates for election:
 - (a) to positions on the Board of Elders; and
 - (b) to positions on the Board of Deacons; and
 - (c) to the position of Treasurer; and
 - (d) to the position of Financial Administrator when one is required by sub-rule 5 (2); and
 - (e) to any other relevant positions created by the church;shall be nominated by the Nominating Committee and nominations shall be presented to the church in accordance with sub-rule 7.1 (2).
- (2) Additional nominations:
 - (a) must be made in writing, signed by 2 members of the church and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) must be given to the Secretary of the church not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (3) If insufficient nominations are received to fill all vacancies in the positions listed in sub-rule (1) above, any vacant positions remaining are taken to be vacancies.
- (4) A ballot must be conducted at the annual general meeting in the following manner:
 - (a) All voting shall be by secret ballot.
 - (b) Each voter may have a number of votes not exceeding the lower of the number of vacancies and the number of candidates.
 - (c) Candidates shall be declared elected if and only if they receive a majority vote.
 - (d) Whenever the result of a vote is that no candidate is declared elected and there are more candidates than positions to be filled, the vote shall be recast omitting the candidate who received the lowest vote.
 - (e) Unfilled positions shall be declared vacant and may be filled by the Board of Elders.

9. Miscellaneous

9.1 Funds—source

- (1) The funds of the church must be derived from offerings and faith promise monies and, subject to any resolution passed by the church in general meeting and subject to the [Act](#), section 114, any other sources that the Board of Deacons decides.

9.2 Funds—management

- (1) Subject to any resolution passed by the church in general meeting, the funds of the church must be used for the objects of the church in the way that the Board of Deacons decides.
- (2) All money received by the church must be deposited as soon as practicable and without deduction to the credit of the church's bank accounts.
- (3) The church must, as soon as practicable after receiving any money in the form of cash, issue an appropriate receipt, except where the cash is received in an offering.
- (4) All offerings including faith promise moneys are to be counted and recorded by two church members who should preferably be Deacons.
- (5) Except as provided in sub-rule (6) below, all disbursements from the church accounts are to be made by a method that transfers funds directly into an account at a bank or financial institution, resulting in an auditable record maintained by the bank or financial institution holding the church's account. Examples of such methods include cheque, direct debit, internet banking and Bpay.
- (6) Cash withdrawals are permitted only with the operation of a petty cash system with a maximum amount of cash held as petty cash determined by the Board of Deacons. All receipts/dockets paid using petty cash must be kept together with the petty cash. The total amount on all receipts and amount of cash left must always add up to the maximum amount of petty cash kept.
- (7) All disbursements must be authorised by the Board of Deacons.
- (8) The Board of Deacons shall determine:
 - (a) the number of signatories for each church account; and
 - (b) who those signatories shall be; and
 - (c) how many of them are to be required by the bank or financial institution for it to permit operations on the church account.
- (9) The Board of Deacons shall receive a monthly report giving details for every transaction that occurred during the month in accordance with normal accounting practice.
- (10) All financial records are to be retained for a minimum of seven years or longer where State, Territory or Commonwealth laws require.
- (11) No funds shall be distributed directly or indirectly to the members of the church except as bona fide compensation for services rendered or expenses incurred on behalf of the church.

9.3 Alteration of objects and rules

Neither the objects of the church mentioned in the [Act](#), section 29 nor these rules may be altered except in accordance with the [Act](#), sections 30 and 33.

9.4 Common seal

- (1) The common seal of the church must be kept in the custody of the Secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the Board of Elders and the attaching of the common seal must be attested by the signatures of two members of the Board of Elders.

9.5 Custody of books

Subject to the [Act](#), the regulation and these rules, the Secretary must keep in his custody or under his control all records, books, and other documents relating to the church.

9.6 Inspection of books

The records, books and other documents of the church must be open to inspection at a place in the State or Territory where the church is incorporated, free of charge, by a member of the church at any reasonable hour.

9.7 Service of notice

For these rules, the church may serve a notice on a member by sending it by email to the member at the member's email address shown in the register of members.

Note: For how documents may be served, see the [Legislation Act](#), part 19.5.

9.8 Church closure

- (1) The church may be dissolved if the members pass a special resolution at a general meeting called for that purpose and confirm that resolution by passing a special resolution at a subsequent general meeting held not less than 21 days nor more than 35 days thereafter.
- (2) The notice convening such general meetings shall clearly state that the dissolution of the church is to be proposed.

9.9 Surplus property

- (1) In the event of the dissolution or winding up of the church, its surplus property is, subject to any trust affecting the property or part of it, to be given to the Christian and Missionary Alliance of Australia Incorporated.
- (2) If the Christian and Missionary Alliance of Australia Incorporated does not exist, the surplus property must, subject to any trust affecting the property of part of it, be given to another entity that complies with the requirements of the [Act](#), section 92 (2).

9.10 Non profit

- (1) The church must not-
 - (a) trade or obtain pecuniary gain for its members; or
 - (b) divide its capital into shares or stock held by its members; or
 - (c) hold property in which its members have an alienable interest, whether directly or in the form of shares or stock in its capital or otherwise.

9.11 Public Officer

- (1) The Board of Elders must appoint a Public Officer who resides within the State or Territory where the church is incorporated and ensure that this position is filled if it becomes vacant. The Public Officer may hold any other position in the church.
- (2) The Public Officer must advise the Registrar General of his or her name and address within one month of appointment or change of address.

9.12 Officers

The officers shall consist of the Public Officer, Senior Pastor or Pastor, Associate Pastor(s) and Assistant Pastor(s) where such may be called, Elders, Deacons, including the Treasurer and Missionary Treasurer, and where required, Financial Administrator and Trustees, and such other officers as the membership may elect.

9.13 Missionary convention

The Board of Elders must hold an annual Missionary convention. At the conclusion of the Missionary convention, members shall be given the opportunity to make a faith promise for the great commission fund for the next faith promise year.

9.14 Relationship with the Christian and Missionary Alliance of Australia

- (1) The church is connected with and subordinate to The Christian and Missionary Alliance of Australia, the parent religious Society.
- (2) If there is a conflict between these rules and the manual of the Christian and Missionary Alliance of Australia Incorporated –
 - (a) the manual of the Christian and Missionary Alliance of Australia Incorporated has precedence; and
 - (b) The Board of Elders will consider the conflict with a view to amending these rules so that they are consistent with the manual of the Christian and Missionary Alliance of Australia Incorporated.

9.15 Ordinances

- (1) Baptism by immersion is recognised as a Scriptural ordinance.
- (2) The Lord's Supper shall be administered regularly.

9.16 Trustees

Church property may be held in Trust by the Christian and Missionary Alliance of Australasia Property Trust, ABN 46 000 786 023.

9.17 Use of technology

- (1) The Board of Elders may determine if a Board of Elder's member can participate in a meeting of the Board of Elders using technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) The Board of Deacons may determine if a Board of Deacon' member can participate in a meeting of the Board of Deacons using technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (3) A member participating in a meeting as permitted under sub-rules (1) and (2) above is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.



Appendix 1. Application for membership

(see rule 2.2 (1))

Application for membership of Woden Valley Alliance Church Incorporated

(incorporated under the *Associations Incorporation Act 1991*)

Surname: _____ First name: _____

Address: _____ Postcode: _____

Home phone: _____ Mobile: _____

Email: _____

(this email address will be used for service of notices)

I wish to become a member of Woden Valley Alliance Church Incorporated. If I am admitted as a member, I agree to be bound by the rules of the church for the time being in force which are available on the church's website.

I affirm that I have made an active decision to receive Christ as my Lord and Saviour.

I have been baptised. Yes No

Currently I (am: OR am not:) an active member of another church. Name: _____

I have experienced the new Birth through Jesus Christ. I believe in God the Father, Son and Holy Spirit; in the verbal inspiration of the Holy Scripture as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him. I recognise the Lord Jesus Christ as Saviour, Sanctifier, Healer, and Coming King, as taught by the Christian and Missionary Alliance. I am in full sympathy with the Christian and Missionary Alliance principles, objectives, and its world-wide missionary program and shall earnestly endeavour to promote them by contribution and in every other proper way.

Yes No I have completed the Personal Information Release Form.

Yes No I have applied for membership of the Christian and Missionary Alliance of Australia Inc.

Signature of applicant: _____ Date: _____

Nominated by:

Name of Elder: _____ Signature: _____ Date: _____

Name of Elder: _____ Signature: _____ Date: _____

Notes: