



Reedy Creek

Baptist Church

Constitution



Contents

CONSTITUTION	3
1. NAME	3
2. AFFILIATION	3
3. CONSTITUENTS	3
4. DOCTRINAL STATEMENT	3
5. COVENANT OF FELLOWSHIP	4
6. RULES OF MEMBERSHIP	4
7. DISCIPLINE	5
8. ORDINANCES	6
9. PASTORAL STAFF	6
10. AUDITORS	7
11. CHURCH MEMBERS' MEETING	7
12. CHURCH FINANCES	8
13. CHURCH OFFICERS	9
14. CHURCH PROPERTY	9
15. MINISTRY AND LEADERSHIP STRUCTURE POLICY	10
16. ALTERATIONS TO THE CONSTITUTION AND THE MINISTRY AND LEADERSHIP STRUCTURE POLICY	10
Appendix A: Leadership and Ministry Structure Policy	11
LEADERSHIP & MINISTRY STRUCTURE	12
<i>Introduction and Diagram</i>	12
CHURCH MEMBERSHIP	13
LEADERSHIP TEAM	14
<i>Responsibilities</i>	14
<i>Qualifications</i>	14
<i>Appointment of Leadership Team Members</i>	15
CHURCH FORUM	16
ADMINISTRATION TEAM	17
<i>Responsibilities</i>	17
<i>Qualifications</i>	18
MINISTRY TEAM COORDINATORS	19
<i>Responsibilities</i>	19
<i>Qualifications</i>	19
APPOINTMENT OF MINISTRY TEAM COORDINATORS	19
MINISTRY LEADERS	21
PASTORAL MINISTRY & ADMINISTRATION STAFF DEFINED	21



CONSTITUTION

1. NAME

This Church shall be called the '*Reedy Creek Baptist Church*'.

2. AFFILIATION

This Church shall be a member church of the '*Baptist Union of Queensland*'.

3. CONSTITUENTS

This Church shall consist of persons holding, as an essential part of their religious beliefs, the doctrines listed below, and who have professed faith in the Lord Jesus Christ, have been baptised by immersion into the Name of the Father, Son and Holy Spirit, and have thereafter been admitted into the membership of the church in accordance with its rules as in Section 6.

4. DOCTRINAL STATEMENT

- (a) The Divine inspiration and supreme authority of the Old and New Testaments.
- (b) The existence of one God in three persons - the Father, the Son and the Holy Spirit,
- (c) The Deity and Incarnation of the Lord Jesus Christ, who is the Son of God, the Second Person in the Holy Trinity.
- (d) The fallen, sinful and lost condition of all people.
- (e) The salvation of people from the penalty and power of sin, through the perfect obedience of the Lord Jesus Christ, His atoning death, His resurrection from the dead, His ascension to the right hand of the Father and His unchanging Priesthood.
- (f) The immediate work of the Holy Spirit in the regeneration of people, in their sanctification and in their preservation to the Heavenly Kingdom of the Lord Jesus Christ.
- (g) The necessity, in order to salvation, of repentance towards God and of faith in the Lord Jesus Christ.
- (h) The resurrection of the dead and the final judgement of all people by the Lord Jesus Christ.
- (i) The two ordinances of the Lord Jesus Christ - namely, Baptism and the Lord's Supper, which are of perpetual obligation. Baptism being the immersion of Believers upon the profession of their Faith in the Lord Jesus Christ and a symbol of the fellowship of the regenerate in His death, burial and resurrection; the Lord's Supper being a memorial, until He comes, of the sacrifice of the body and blood of the Lord Jesus Christ.



5. COVENANT OF FELLOWSHIP

- (a) As baptised believers meeting together as the Reedy Creek Baptist Church, we have been joined together in a holy union and fellowship in reverence for the Lord.
- (b) We will strive to walk in holiness and Christian love (1 Corinthians 13); we will watch over each other for good, and endeavour to stir up one another to love and good works. We will pray for one another, bear one another's burdens as God shall enable us, and make every effort to keep the unity of the Spirit through the bond of peace.
- (c) We will meet together with the whole church on the Lord's Day, in Groups, in Members' Meetings, and at other times as we have opportunity. We will pray for and encourage the leaders of the church in the discharge of their duties. As Members and those charged with responsibilities as defined in this Constitution, we accept our accountability to the Lord and His Body (as represented by the Reedy Creek Baptist Church).
- (d) As we believe that every member has a ministry we will encourage each other under the Holy Spirit's guidance to discover and use their gift/s, and so be instrumental in building up the Body of Christ. We will contribute our money freely through tithing and offerings, for the support of the church, and generally strive to observe and do all other duties expressed in the Word of God.
- (e) We will work together to extend the Kingdom of God in our community, city, nation and world.

6. RULES OF MEMBERSHIP

- (a) **Admission.** A person may be admitted by either:
Profession of faith in the Lord Jesus Christ, and has been baptised by immersion;
Transfer from another Baptist church; or
Restoration (where previously baptised by immersion).
- (b) **Application for Membership.** All persons applying for membership shall attend New Members Classes arranged by the Church.
- (c) **Recommendation for Admission.** On the recommendation of the Leadership Team, the applicant's name will appear in the Church Bulletin on two (2) consecutive Sundays. If there are no objections the applicant will be taken as being affirmed by the membership as a member of our church.
- (d) **Objections.** If an objection is raised, the Leadership Team will discuss it at appropriate times with the objector and the applicant to determine if there are grounds for the objection. A recommendation will then be made to the membership at a Members' Meeting for them to decide if the applicant is to be admitted to membership (Rules of Membership).
- (e) **Reception.** All persons admitted shall be welcomed into membership at a church service or members' meeting as soon as practicable after acceptance.



- (f) **Register.** The names and addresses of all members and the manner of their admission shall be entered in the church register. This register shall be revised by the Leadership Team at least once a year, with said revision to be voted on by the church membership. A supplementary register is to be kept for other than active members (an active member is one who is generally acting in accordance with the Covenant Of Fellowship - Clause 5). Following absenteeism for six months from the worship services or if a member is not generally acting in accordance with the Covenant of Fellowship - (Clause 5) a member may be removed from the active register and placed on the non-active register. Prior to a member being placed on a non-active register, he/she should, where possible, be contacted by a member of the Leadership Team. A non-active member shall not be entitled to vote at any Members' Meeting.
- (g) A member may by notice in writing, request their name to be removed from the active members roll, or request that their name be placed on the non-active members' roll.
- (h) A member whose name has been on the non-active roll for a period of 12 months shall be removed from membership unless there is a valid reason for the person to remain in membership.

7. DISCIPLINE

- (a) No matter involving dispute or offences between church members shall in any case, or under pretext, be brought before the church unless the person or persons wronged shall have previously followed the direction of our Lord as contained in Matthew 18:15 – 17 and Galatians 6: 1.
- (b) The Leadership Team shall annually appoint a standing Reconciliation Committee. This committee shall comprise of a Pastor and two church members, these church members are not to be currently serving on the Leadership Team. This appointment shall occur at the first or second Leadership Team meeting after the Annual General Meeting.
- (c) Any matter involving dispute or offence between church members shall be referred to the Reconciliation Committee for investigation and mediation with a view to resolution and/or reconciliation. The matter should be noted at the next Leadership Team meeting.
- (d) If the matter so referred involves a member of the Reconciliation Committee, then the Leadership Team shall cause this person to stand aside and appoint a replacement to the Reconciliation Committee for this matter.
- (e) The role of the Reconciliation Committee is to investigate the matter referred and where appropriate mediate any dispute with a view to resolution and/or reconciliation.
- (f) If after investigation of the matter by the Reconciliation Committee they are unable to provide a mediated resolution or it is a matter that requires the exercise of discipline by the Church, they shall report with recommendation to the Leadership Team.
- (g) In cases that require the exercise of discipline by the Church, the following shall be the procedure:



- (i) The matter shall not initially be brought before a Church Members' Meeting, but shall be investigated by the Reconciliation Committee.
- (ii) The Reconciliation Committee after investigation of the matter shall make a report with any recommendations to the Leadership Team. The Leadership Team shall review the report satisfying itself that due process and Biblical principles (Matthew 18.15-17 and Galatians 6: 1) have been followed.
- (iii) The Leadership Team may make recommendation on the matter to a Members Meeting or the person(s) involved may elect to refer the matter to the Members Meeting.
- (iv) When it is considered necessary to refer the matter to a Members Meeting a vote on the recommendation of the Leadership Team shall be taken without discussion of detail unless the person(s) involved wishes to defend the charge.
- (v) When a person is disciplined, every effort should be given to provide help and support for this person where appropriate, with a view to restoration.

8. ORDINANCES

- (a) **Baptism.** Believers may be baptised at the discretion of the Leadership Team.
Baptismal services may be arranged by the Pastors as may be convenient to the candidates and the arrangements of the church. Candidates for baptism shall receive prior instruction as arranged by the church.
- (b) **Communion.** The ordinance of the Lord's Supper shall be observed at such times as determined by the church. It shall be open to all believers in the Lord Jesus Christ.

9. PASTORAL STAFF

- (a) The senior Pastor shall be an accredited Baptist Minister. When a vacancy occurs the Leadership Team with the approval of the church membership may fill the position appointing a suitable person in an acting capacity for an interim period.
- (b) In the case of a pastoral vacancy, the Leadership Team shall first seek to assess the current needs of the church through consultation with the members and call the church to specific prayer. A report on the type of person sought shall be presented to the members who may then suggest suitable names to the Leadership Team. The church will only negotiate with one person at a time. A single name shall then be recommended by the Leadership Team to the church for a call.
- (c) Any such call, or renewal of a call, shall be made at a properly constituted Church Members' Meeting as stated in paragraph 11(b) and 11(c) of the constitution, of which notice in the Church Bulletin has been given for two (2) consecutive Sundays preceding the day of the meeting. A majority of two-thirds of the members present at the meeting is necessary to issue or renew a call.



- (d) It is recommended the call shall be for an indefinite period.
- (e) Three month's notice by either party is required to terminate the period of service, except as in 9 (f).
- (f) If any Pastor is charged with a moral offence or other misconduct, the matter shall be dealt with in terms of clause 7 of the constitution. If found guilty, the Pastorate may be terminated immediately.

10. AUDITORS

The Church shall appoint annually a suitably qualified Auditor to audit the Church accounts.

11. CHURCH MEMBERS' MEETING

- (a) All authority for the transaction of matters affecting the Church is vested in the Church Members' Meeting duly constituted, where the will of God is sought.
- (b) The church shall meet for an annual general meeting, for the transaction of business, and between such meetings the Leadership Team shall attend to the business as is delegated to them by the membership.
- (c) A special Church Members' Meeting may be called at any time by the Leadership Team or on the written and signed request of not less than ten percent of voting membership. Such meetings shall be called by a notice in the Church Bulletin for two (2) consecutive Sundays preceding the day of the meeting. An agenda shall be made available for all members no later than the Sunday before the meeting.
- (d) At the Annual General Meeting, minutes of preceding meetings (including special meetings) shall be given in writing to members then confirmed before new business is proceeded with.
- (e) All business should be introduced by a motion duly moved and seconded. Where a notice of motion is brought forward from a previous meeting, it shall be moved and seconded before being dealt with.
- (f) All business for Church Members' Meeting should be submitted first to the Leadership Team. The Leadership Team has responsibility for setting and proposing the agenda of Members' Meetings. In the case of a special Members Meeting, called on the written and signed request of not less than 10% of Members the Leadership Team shall be notified in writing of the agenda at the time that the request for a special Members' Meeting is made.
- (g) A voting member shall be not less than 18 years of age, though younger members may attend and speak.
- (h) A quorum of any Church Members' Meeting shall be not less than 20% of the voting membership. Should a quorum not be obtained at the duly called meeting, a second meeting shall be called in terms of 11(c). If, at the second meeting, a quorum is again not obtained, those present at that meeting may proceed with the business of the church in accord with the prepared agenda provided a minimum 10% of the voting membership is present.



- (i) The business transacted at a duly called Church Members' Meeting shall be binding on all members.
- (j) A member of the Leadership Team or person nominated by the Leadership Team, shall preside at Church Members' Meetings. If neither of these is present, a Chairman shall be elected from the members present.
- (k) A Member's Meeting each year shall appoint at least four church members who are available to form a Nominations Interview Committee pool. One, and only one, Nominations Interview Committee member may be from the existing Leadership Team.

12. CHURCH FINANCES

- (a) It is expected that every member shall take seriously their financial obligations.
- (b) **Church Budget.** The Leadership Team shall present to the Church Members' Meeting a budget covering the anticipated needs of the local church and the wider ministry for the coming financial year.
- (c) The Leadership Team shall have the right to refuse any donation or gift which comes from what it may deem an unworthy source.
- (d) **Offerings.** All offerings shall be counted by at least two members, the amount being duly entered and initialled by both in a book kept for the purpose by the Treasurer. All monies received shall be banked and payments made by cheque or other method as approved by the Leadership Team.
- (e) Financial appeals from non-church based organisations shall not be circulated by any person without first obtaining the approval of the Administration Team.
- (f) All non-budgeted expenditure, up to the current minute limit (as by the church membership) may be authorised by the Leadership Team with amounts in excess of the minute limit requiring referral to a Members' Meeting.
- (g) Until the Church approves otherwise, all gifts designated, whether for a particular purpose or not, will be treated as available for use in any way and free of any obligation to use or apply the gift in a particular manner or for a particular purpose.



13. CHURCH OFFICERS

- (a) The executive officers of the church shall be the Leadership Team.
- (b) The executive officers, Auditor and other officer for the time being of the Church shall be indemnified out of the assets of the church against any liability arising out of the execution of the duties of their office carried out in good faith and as directed by the church membership.
- (c) Legal documentation can only be executed by any two (2) of the executive officers of the church.
- (d) Where the church employs an Administrator, the members meeting on the recommendation of the Leadership Team may elect to have the role of Church Secretary automatically filled by the Church Administrator.

14. CHURCH PROPERTY

- (a) Church owned premises or equipment shall not be used for other purpose than that of our own members or organisations, except by the consent of the Administration Team or Church Members' Meeting and subject to the rules as made from time to time.
- (b) All purchases of real property or alterations of a major nature, the borrowing or raising of money, the encumbrance of any church property by mortgage or lease, or the sale or exchange of that property shall be the subject of notice in the Church Bulletin for two (2) consecutive Sundays preceding a Church Members' Meeting dealing with the matter. Legal documentation relating to these matters can only be executed by any two (2) of the executive officers of the church once the matter has been passed at a duly constituted meeting.
- (c) Church Members' Meetings called as provided for in 11(c) and for action outlined in 14(b) shall have a required quorum of not less than 20% of the voting membership and it is a pre-condition that any motion for action foreshadowed in 14(b) requires a minimum two-thirds majority of those present at the subject meeting to be passed.
- (d) Property and equipment purchased by any organisational group of the Church shall be deemed the property of the church.
- (e) Any real property or any interest therein now held or hereafter acquired by or owned by or on behalf of the church shall be transferred and assigned to and vested in the Baptist Union of Queensland on behalf of the Church. Notwithstanding the provisions of item 16 thereof, this clause shall not be rescinded or amended without prior consultation with the Baptist Union of Queensland.
- (f) In the event of the church being dissolved, all property, assets and monies which remain after such dissolution and the satisfaction of all debts and liabilities shall be invested in the Baptist Union of Queensland. Notwithstanding any provision which may be recorded elsewhere within this constitution this section shall not be rescinded or amended without the express approval of the Baptist Union of Queensland.



15. MINISTRY AND LEADERSHIP STRUCTURE POLICY

Details of the Ministry and Leadership structure and processes will be detailed as an appendix to the constitution known as the "Reedy Creek Baptist Church Ministry and Leadership Structure Policy".

16. ALTERATIONS TO THE CONSTITUTION AND THE MINISTRY AND LEADERSHIP STRUCTURE POLICY

This constitution or the Reedy Creek Baptist Church Ministry and Leadership Structure Policy may not be altered, cancelled or added to, except by a two-thirds majority vote of the members present at a Church Members' Meeting called by a notice, outlining details of the proposed amendment, in the church bulletin for four consecutive Sundays preceding the meeting. Such meeting shall have a required quorum of not less than 25% of the voting membership. Should the required quorum not be attained, a second meeting shall be called by a notice in the bulletin for a further two (2) consecutive Sundays preceding the second meeting. If at the second meeting, a quorum is again not obtained, those present at that meeting may proceed with the business of church in accord with the prepared agenda including the amendment of this constitution or Ministry and Leadership Structure Policy provided a minimum 12.5% of the voting membership is present and it is a pre-condition that any motion for amendment of this constitution or Ministry and Leadership Structure Policy requires a minimum two thirds majority of those present at the meeting to be passed.



Appendix A: Leadership and Ministry Structure Policy

- (a) Welcome to our church family at Reedy Creek Baptist Church. We are a contemporary church which is made up of people of all ages coming from many different backgrounds. We are united by our faith in Jesus and our commitment to allow Jesus to make a difference in our lives and through us reach the people of the Gold Coast.

- (b) Just imagine what your life and the life of our church would be like if we all could catch the vision God has for us and let Him fulfil His plans through us. Just imagine being part of a church where all people are welcome as fellow life travellers within a community of love - a church where God is experienced in authentic and life changing ways - a church that is real and connected to the people in our community and seeks to do everything possible to share the good news message of Jesus Christ.

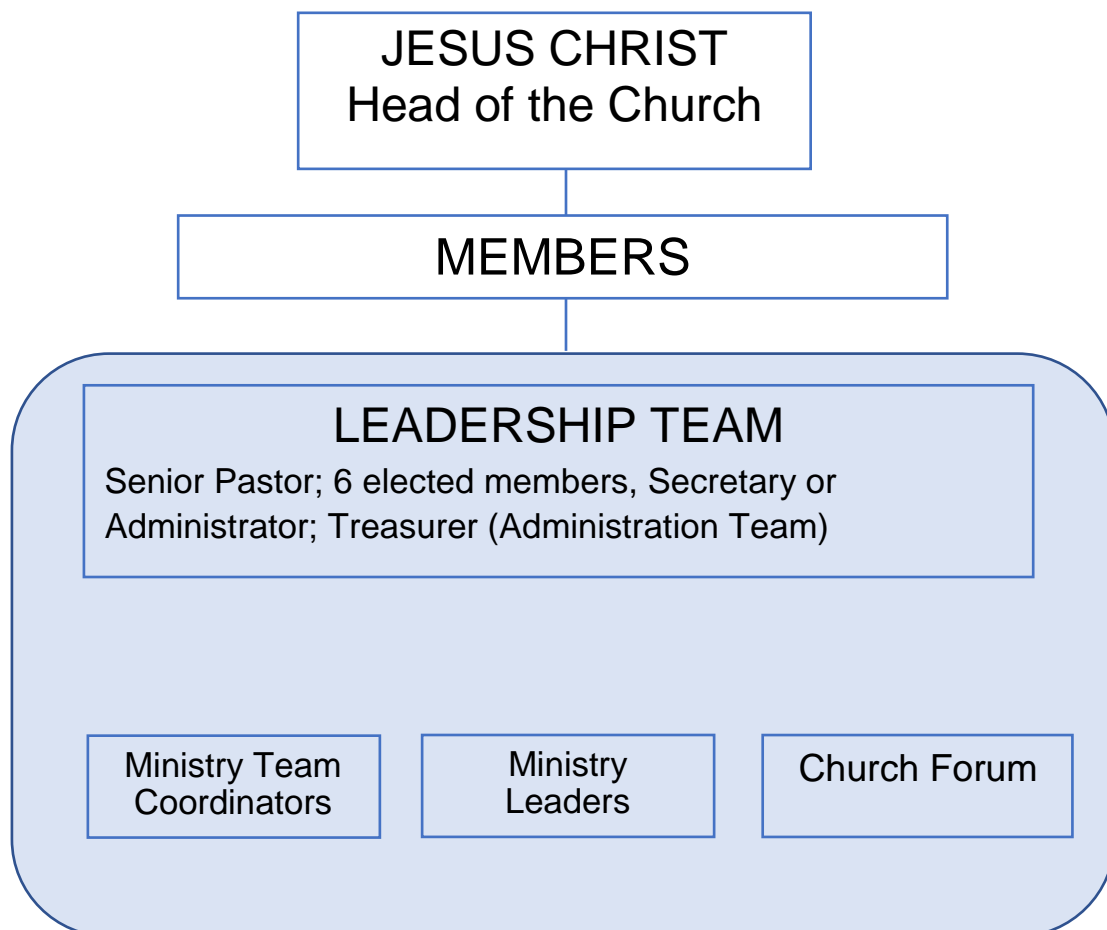
- (c) We invite you to join with us to become a church like this and be a part of the exciting things that God is doing through His people at Reedy Creek Baptist Church.



LEADERSHIP & MINISTRY STRUCTURE

Introduction and Diagram

- (a) It is important for us to have a leadership and ministry structure that can effectively support, coordinate and lead our church with its growing number of people, ministries, leaders and staff. Our structure needs to be easy to understand and functional.
- (b) Our ministry structure should also be designed to make sure that all of our ministry purpose statements are developed and that there is good communication and accountability within all of our ministries.
- (c) It is also important that our structure encourages people to become actively involved in a ministry and provides adequate support and training. Leaders and their teams should be empowered to take on more responsibility for the decision making for their particular area.



NB: Under each of the Ministry Team Coordinators there may be a number of ministries each with their own team leader, leaders and helpers. The name, number and purpose of each Ministry Team Coordinator role are determined by the church in accordance with church needs, gifting and finances, and the position is filled in accordance with the constitution.



CHURCH MEMBERSHIP

- (a) All authority for the transaction of matters affecting the Church is vested in the Church Members' Meeting duly constituted, where the will of God is sought. The members' meeting is responsible for these major areas:
- (i) Overall vision, direction and the constitution of the fellowship.
 - (ii) Appointment of the Leadership Team, Administration Team, Ministry Team Coordinators and pastoral staff.
 - (iii) Church budgets.
 - (iv) Major property issues.
 - (v) Receiving reports from the various ministries of the church.



LEADERSHIP TEAM

The Leadership Team consists of the Senior Pastor, Church Secretary/Administrator, Church Treasurer and up to 6 elected leaders.

Responsibilities

- (a) The spiritual oversight of the church.
- (b) The oversight of teaching and preaching within our church.
- (c) The oversight and development of our ministry teams.
- (d) The appointment of ministry staff (i.e. fill a position that has already received budgetary approval by the membership) but not including pastors (who would be appointed in terms of the constitution — clause 9).
- (e) To appoint temporary leaders if a church-elected position becomes vacant. This will facilitate the continuity of a ministry/committee until the next AGM where an election can be held for that position.
- (f) To be accountable to the Church membership.
- (g) At the first or second Leadership Team Meeting after the Annual General Meeting, the new Leadership team should elect a Chair person from amongst its members and appoint a Reconciliation Committee.
- (h) Recommend to a Members' Meeting the names of four Church members of good standing and a record of service in the church who will be available to form the Nominations Interview Committee pool.
- (i) As need arises the Leadership Team shall appoint a Nomination Interview Committee from this pool consisting of four members, and may include one from the Leadership Team.

Qualifications

General Spiritual Maturity

- (a) Members of the Leadership Team should have a life that reflects the qualifications for leadership as outlined in: 1 Timothy 3:1-16, Titus 1:5-9, 1 Peter 5:1-4 and have been a member of our church family for at least one year.
- (b) The following attributes should also be evident in the leader's life:
 - (i) A striving for holy living (1 Peter 1: 15-16).
 - (ii) An active prayer life (James 5: 16).
 - (iii) An ongoing study of God's Word (2 Timothy 3: 16-17).
 - (iv) A character that reflects the fruit of the Spirit (Galatians 5: 22-23) openness to God's leading (Proverbs 3: 5-6).



- (v) An attitude of humility and servant leadership (1 Peter 5: 1-3).
- (vi) Fruitful service to God on the basis on spiritual gifting (John 15: 5,8,16; Peter 4: 10-11).
- (vii) A desire to seek what is best for the fellowship being a positive example to others (1 Corinthians 11:1; 1 Peter 5:3).
- (viii) A commitment to encourage others and to seek to reconcile strained relationships (1 Thessalonians 5:11).

Leadership Skills

- (a) Someone who understands the principles and practice of leadership in a growing church.
- (b) Someone who has demonstrated an ability to be an effective leader in church ministries.

Appointment of Leadership Team Members

- (a) Nominations for the Leadership Team Positions: Secretary, Treasurer and six members, will be called for from the membership. Each nomination is to be in writing and include the consent of the nominee. A member is limited to make only two nominations for leadership positions at each election.
- (b) The Nominations Interview Committee will interview those nominated and then bring a report about the recommended nominee, one nominee for each vacancy, to the Leadership Team for recommendation to the members' meeting. The Leadership Team may seek further nominees after the closing date if considered necessary. The Leadership Team is not permitted to veto a nomination.
- (c) The names of the recommended nominees are to be advertised in the church bulletin for at least two weeks prior to the day of the members' meeting.
- (d) At the Members' meeting, each nominee will be voted for individually by secret ballot requiring a two - thirds majority of the voting members present for appointment.
- (e) Should a recommended nominee not be elected, the Nomination Interview Committee is to follow the nomination process and bring another recommendation to the Leadership Team for recommendation to the members as soon as possible.
- (f) The position of Leadership Team member which includes the Secretary and Treasurer is a two-year appointment with approximately half retiring each year but being eligible for re-election.
- (g) If any Leadership Team member is charged with a moral offence or other misconduct, the matter shall be dealt with in terms of clause 7 of the constitution. If found guilty, their leadership position may be terminated immediately.



- (h) Should a Leadership Team position become vacant, the Leadership Team may appoint a person meeting the criteria in Section 2 above as a casual vacancy for that position. The person appointed to such a vacancy can only remain in that position until the next election or Annual General Meeting.

CHURCH FORUM

- (a) The Leadership Team shall be responsible to hold a Church Forum 1 or more times a year.
- (b) The Church forum shall consist of the Leadership Team, Ministry Team Coordinators, Ministry Staff and the Hillcrest Christian College Principal and Chaplain(s).
- (c) The Church Forum shall be chaired by the Senior Pastor or his appointed representative and shall be responsible for:
 - (i) Helping our leaders to see the overall picture of our Church ministries.
 - (ii) Facilitating better communication and reporting from all areas of ministry.
 - (iii) Ensuring that all ministries are working together to achieve the overall aims of our church family.



ADMINISTRATION TEAM

The Administration Team is part of the Leadership Team and consists of the Church Secretary or Administrator, Church Treasurer, and other members as considered necessary. If one of these ceases to hold position, or is away for an extended time, the Leadership Team shall appoint a replacement for the appropriate period. Other church members may be appointed to the Administration Team by the Leadership Team. Such Administration Team members will bring a particular skill to the Administration team and need not be Leadership Team members. Such appointments may be short-term or long-term.

Responsibilities

Church Secretary/Administrator

- (a) The custody and maintenance of Church records.
- (b) Keep in an appropriate manner minutes of all proceedings of the church.
- (c) Receive and conduct correspondence on the church's behalf.

Church Treasurer

- (a) Account for all the church and auxiliary funds.
- (b) Present annually an audited statement to the members' meeting of receipts and payments.

General

- (a) The Administration Team is responsible to the Leadership Team for the efficient and scriptural stewardship of the Church's resources.
- (b) Carry out the Administrative functions of the church to ensure its smooth and efficient operation.
- (c) To bring budget recommendations to the Leadership Team.
- (d) To assist in providing resources and support to the various ministries.
- (e) Be responsible for the stewardship of the Church's resources, within the limits delegated by the Leadership Team.
- (f) Be responsible for the oversight of property matters, insurance issues, legal issues and the ongoing maintenance of church property.
- (g) The appointment of administrative and support staff.
- (h) Review salaries and employment conditions for all staff.
- (i) To be accountable to the church membership through the Leadership Team.



Qualifications

General Spiritual

Members of the Administration Team would need to be people who show the spiritual qualities listed for the Leadership Team and have been a member of our church family for at least one year.

Leadership Skills

In addition to spiritual maturity, Administration Team members should also be people who are gifted and experienced in the areas of administration and management.



MINISTRY TEAM COORDINATORS

The Coordinators of our major ministry teams may be either staff or lay leaders. They are responsible to the Leadership Team through the Senior Pastor (or another appointed member of the Leadership Team) and would meet regularly with the Senior Pastor (or another appointed member of the Leadership Team) to discuss their particular areas of ministry responsibility.

Responsibilities

- (a) The ministry oversight and development of their particular area.
- (b) Meeting regularly with the leaders of the various ministries in their area.
- (c) Being accountable to the church through the Leadership Team.
- (d) Provide written or verbal reports to the Leadership Team meetings on their area of responsibility.
- (e) To attend Leadership Team meetings, as invited, to report on their area of responsibility. This would normally be at least twice a year.

Qualifications

General Spiritual Maturity

Ministry Team Coordinators would need to be people who show the spiritual qualities listed for the Leadership Team and have been a member of our church family for at least one year unless they are a staff member.

Leadership Skills

In addition to spiritual maturity, Ministry Team Coordinators need to be people with gifting and experience in their particular area. They would also need to have an ability to coordinate a ministry area which contains smaller groups of ministries.

APPOINTMENT OF MINISTRY TEAM COORDINATORS

- (a) Ministry Team Coordinators who are pastoral staff will be appointed in the usual way for pastoral appointments (constitution clause 9).
- (b) The following process will be used for non-staff positions:
 - (i) Nominations will be called for from the membership. Each nomination is to be in writing and include the consent of the nominee.
 - (ii) The Nominations Interview Committee will interview those nominated and then bring a report about the recommended nominee, for each vacancy, to the Leadership Team for



recommendation to the members' meeting. The Leadership Team may seek further nominees after the closing date if considered necessary.

- (iii) The names of the recommended nominees are to be advertised in the church bulletin for at least two weeks prior to the day of the members' meeting.
- (iv) At the Members' meeting, each nominee will be voted for individually by secret ballot requiring a two-thirds majority of the voting members present for appointment.
- (v) Should a recommended nominee not be elected, the Nomination Interview Committee is to bring another recommendation to the Leadership Team for recommendation to the members as soon as possible.
- (vi) The position of Ministry Team Coordinator is a maximum two-year appointment however they are eligible for re-election.
- (vii) If any Ministry Team Coordinator is charged with a moral offence or other misconduct, the matter shall be dealt with in terms of clause 7 of the constitution. If found guilty, their leadership position may be terminated immediately.



MINISTRY LEADERS

Responsibilities

- (a) To lead the group of people who are working in their specific area.
- (b) To be responsible for their ministry and to be accountable to their Ministry Team Coordinator.

Qualifications

The leaders of these teams need to be people who have both the spiritual and leadership qualifications that have been outlined for our other leadership positions and have gifting and experience in their particular area.

Appointment of Ministry Leaders

- (a) Ministry leaders will be appointed by the Leadership Team on the recommendation of the Ministry Team Coordinator. They will preferably be church members. Ministry leaders are appointed for a one-year term.
- (b) If any Ministry Leader is charged with a moral offence or other misconduct, the matter shall be dealt with in terms of clause 7 of the constitution. If found guilty, their leadership position may be terminated immediately.

PASTORAL MINISTRY & ADMINISTRATION STAFF DEFINED

Pastoral Staff are those employed by the church as Pastors (see the Constitution paragraph 9). They will usually have some theological training and be, or becoming, registered pastors of the Baptist Union of Queensland.

Ministry Staff are those employed to work within the Leadership & Ministry Structure. Employment shall be reported to the Church and be for a time determined by the Leadership Team.

Administration Staff are those employed in administration, maintenance or cleaning.



AMENDMENTS:

Amendment No and Incorporated into Constitution Version Number	Date of Meeting Authorising Amendment	Section and Clause Amended Including Page No.
Amendment 1 Constitution Ver 2	22 nd August 2004	Church Property Clause 14 (b) Pa e 9
Amendment 2 Constitution Ver 2	27 th November 2005	Discipline Clause 7 b,c,d,e,f,gi, gii, giii pages 5, 6
Amendment 2 Constitution Ver 2	27 th November 2005	Church Members Meetings Clause II f, g, k, a es 7, 8
Amendment 2 Constitution Ver 2	27 th November 2005	Church Finances Clause 12 d, e, f, page 8, 9
Amendment 2 Constitution Ver 2	27 th November 2005	Church Officers Clause 13 c, d, page 9
Amendment 2 Constitution Ver 2	27 th November 2005	Church Property Clause 14 a, b, page 9
Amendment 2 Constitution Ver 2	27 th November 2005	APPENDIX
Amendment 2 Constitution Ver 2	27 th November 2005	New Vision Statement page I I
Amendment 2 Constitution Ver 2	27 th November 2005	Leadership and Ministry Structure. Structure Diagram page 12
Amendment 2 Constitution Ver 2	27 th November 2005	Leadership and Ministry Structure. Items 3, 4, 7 & b, page 13
Amendment 2 Constitution Ver 2	27 th November 2005	Leadership Team Statement a e 14
Amendment 2 Constitution Ver 2	27 th November 2005	Leadership Team Clause Responsibility e, g, h, i, pa e 14
Amendment 2 Constitution Ver 2	27 th November 2005	Appointment of Leadership Team Members a, b, e, page 15
Amendment 2 Constitution Ver 2	27 th November 2005	Church Forum Statement age 16
Amendment 2 Constitution Ver 2	27 th November 2005	Administration Committee Statement age 16
Amendment 2 Constitution Ver 2	27 th November 2005	Administration Committee Clause Responsibility age 16
Amendment 2 Constitution Ver 2	27 th November 2005	Administration Committee Clause Qualifications Responsibilities General e, page 17
Amendment 2 Constitution Ver 2	27 th November 2005	Administration Committee Clause Qualifications General Spiritual Maturity age 17
Amendment 2 Constitution Ver 2	27 th November 2005	Ministry Team Co-Ordinators Responsibilities d, e, page 17
Amendment 2 Constitution Ver 2	27 th November 2005	Ministry Team Co-Ordinators Leadership Skills Statement page 18
Amendment 2 Constitution Ver 2	27 th November 2005	Ministry Team Co-Ordinators Appointment of Ministry Team Co-Ordinators b, e, page 18
Amendment 2 Constitution Ver 2	27 th November 2005	Pastoral, Ministry & Administration Staff Defined page 19
Amendment 3 Constitution Ver 2	15 th December 2018	Clause 11(k) (page 7) Ministry & Leadership Structure Policy (page 10) Structure Diagram (page 11) Leadership Team Responsibilities 1(h) & (i) (page 13), Appointment of Leadership Team Members 3(a, b, e, f & h) (page 14) Administration Team (page 15) Church Forum (page 15) Administration Team name (throughout) Ministry Coordinators (p 16)
Amendment 4 Constitution Ver 1	3 rd January 2019	Formatting update including addition of a Table of Contents