

LOGAN CITY BAPTIST CHURCH

CONSTITUTION

Glorify God and Establish His
Kingdom

229 Chambers Flat Road Crestmead Qld 4132
Phone 38051509

I. CONSTITUTION

Church Constitution adopted at Church Members Business Meeting on 25th October, 1987. Revised 1996.

This Church shall be known as the Logan City Baptist Church, and shall consist of persons holding the following doctrines as an essential part of their religious belief (the said doctrines being those set out in the Declaration of Principle of the Baptist Union of Queensland), and who, in accordance with that belief; have professed faith in the Lord Jesus Christ, have been immersed into the Name of the Father, and of the Son, and of the Holy Spirit, and have thereafter been admitted into the membership of the Church in accordance with its rules:

1. The Divine inspiration and supreme authority of the Scriptures of the Old and New Testaments:
2. The existence of One God in three persons - The Father, the Son and the Holy Spirit.
3. The Deity and incarnation of the Lord Jesus Christ, Who is the Son of God, the Second Person in the Holy Trinity.
4. The fallen, sinful and lost state of all mankind.
5. The salvation of man from everlasting punishment and the 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.
6. The immediate work of the Holy Spirit in the regeneration of men, in their sanctification, and in their preservation to the heavenly kingdom of the Lord Jesus Christ.

7. The necessity for salvation of repentance towards God, and of faith in the Lord Jesus Christ.

8. The resurrection of the dead, and the final judgement of all men by the Lord Jesus Christ.

9. The Divine ordinances to be observed by the Church shall be 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 come, of the sacrifice of the body and blood of the Lord Jesus Christ.

II. REQUIREMENTS FOR MEMBERSHIP

Admission of Members

Members may be admitted on profession of faith in the Lord Jesus Christ and Baptism; by transfer from sister Churches; or by restoration (in the cases of persons previously baptised).

Application for Membership

All persons applying for membership shall have their request recorded in the bulletin for three (3) consecutive weeks. They shall be supplied with copy of the Church Constitution. Two members appointed by the Church shall then interview them and submit a written report. Such report shall contain evidence of their profession of faith in the Lord Jesus Christ, baptism and understanding of and agreement with the Church Constitution,

Applicants for membership shall be expected to attend such membership classes as the Church sees fit to provide.

Reception of Members

All persons accepted for membership shall be received by the right hand of fellowship at the Communion of the Lord's Supper or at another regular Church Service, and shall have their name placed in the Church Roll Book, thereby subscribing to the accepted rules of the Church.

Objections

Following notification of application for Church Membership in the Church Bulletin any member may lodge written objections with the Church Secretary. Such objections shall contain a definite charge which will be investigated by the members of the Executive Committee.

Roll Book

The names and addresses of all members of the Church, with the manner of their admission, shall be entered in the Church Roll Book by the Administrator, and the Roll of Members shall be revised by the Church at least once in each year.

Non-resident Members

The names of such non-resident members will be listed on the absentee roll and as such cannot be regarded as voting members.

Absent Members

Members absenting themselves from the Church service for a period of six consecutive months, when not prevented by sickness, duty or distance, shall be liable to have their names removed for non-attendance, provided that they shall be visited or written to before such action is taken.

III. DISCIPLINE

1. All cases appearing to call for discipline shall be investigated by the Executive Officers in a manner consistent with the Word of God (Matthew 18:15-17) and upon their report a decision shall be taken by the membership without discussion of details. The Church may, if desire, appoint not more than three members to confer with the Executive officers prior to the taking of a vote, and upon their report, the final vote shall be taken. No member shall be allowed to resign his or her connection with the Church in order to escape discipline for any act committed by them which is unworthy of the name and character of a professed follower of Jesus Christ.
2. Members placed under discipline shall have the fact notified to them in writing by the Church Secretary, together with the reasons therefore and in the meantime, shall have all privileges of membership suspended.
3. In all cases where a member has been placed under discipline for a specified time, such member shall be communicated with at the expiration of the term with a view to restoration or otherwise.

IV. COMMUNION

The ordinance of the Lord's Supper shall be observed normally, on the second Sunday morning in the month, and the fourth Sunday evening in the month, or at such other times as may be arranged, and shall be open to all believers in the Lord Jesus Christ.

V. CHURCH OFFICERS

Jesus is the Head of the Church.

We believe the biblical form of church government is a theocracy expressed through the congregation i.e. God ruling through a submissive congregation including Pastors, Elders, Deacons and Members.

Leaders are appointed to serve the Church under the direction of Christ, according to qualifications and giftedness.

We believe in multiple leadership who are responsible for the spiritual oversight of the church.

We are committed to developing spiritual leadership at all levels.

The Executive Officers of the Church shall be the Pastor or Pastors, Elders and Deacons. The Executive Officers shall be members of the Logan City Baptist Church.

THE PASTORATE

1. Where more than one Pastor is appointed by the Church one shall be designated as "Senior Pastor". The Pastor so designated shall be deemed to be "The Pastor" for the purposes of this Constitution.

2. The Pastor (or where more than one, each Pastor) shall be selected from those who are or can be accredited by the Baptist Union of Queensland, but when a vacancy occurs, the Church shall be competent to fill the position by appointing a suitable person to an acting capacity for a limited interim period

3. Pastors and Associate Pastors

(a) Different specific conditions of appointment and termination of appointment may apply to Associate Pastors.

(b) The Pastors and Associate Pastors shall be responsible to the Church through the Senior Pastor.

(c) Allocation of duties of the Pastors and Associate Pastors and any rules for their areas of responsibility and working relationship with other Church Officers shall be defined through a minute recorded in the books of the Church.

4. All business connected with the Pastorate shall, in the first instance, be introduced to the Church Meeting as a recommendation from the Elders except where the Elders decline or are unable to bring a recommendation.

The Elders shall first have availed themselves of the services of the relevant body of the Baptist Union of Queensland for guidance on accredited Pastors or accreditation. In the case of a call, any member of the Church may refer any name for consideration by the Elders.

In exceptional cases, a name may be brought direct to the Church meeting which may then decide to defer further consideration pending a further report and recommendation by the Elders.

5. The call, or extension of a call, of any Pastor shall be made at a properly constituted meeting of which two (2) full weeks notice shall have been given in writing to all members. The call of a Senior Pastor shall be for a period of from three (3) to five (5) years, and extension of a call may be for periods of three (3) years or lesser periods if desired. If the term is not extended, the appointment shall cease at the end of three months from the date of the meeting.

With mutual consent, the Pastor or the Church membership may terminate the Pastorate with a minimum of three months written notice on either side.

6. In all decisions regarding the Pastorate a majority of two-thirds of the members present and entitled to vote at the meeting is necessary to support the appointment of, or extension of ministry of the Pastor. All voting must be by secret ballot.

7. If the Pastor shall be guilty of any moral offence or guilty of any misconduct (deemed such by the relevant governing body of the Baptist Union of Queensland), his pastorate shall be automatically terminated.

ELDERSHIP

1. A group of elders including the Pastor or Pastors whose function is to care for the pastoral and spiritual needs of the flock.

2. These men are responsible for:

(a) Maintaining the unity of the fellowship.

(b) Spiritual instruction and teaching.

(c) Nurture and follow-up.

(d) Pastoral care.

(e) Visitation.

(f) Oversight of the body (i.e. watch for the souls of the people).

(g) Oversight of church services and activities. (i.e. spiritual content).

(h) Recognition, development and encouragement of use of spiritual gifts

3. They are chosen according to the qualifications of Titus 1:5-9 and I Timothy 3: 1-7.

4. They give spiritual oversight to ministry teams: e.g. Missions Committee, Evangelism Team

5. They head up the various portfolios according to their giftedness.

Purpose:

1. As servant leaders to share the oversight of the spiritual development and well being of the Logan City Baptist Church.
2. To provide mutual support and thus share the load.
3. To encourage the church to be faithful to our Statement of Purpose: "Glorify God and Establish His Kingdom".

Goal: According to the Word of God: nurture, encourage, instruct and admonish those who attend Logan City Baptist Church so as to enable them to grow into maturity in Christ and serve Him according to their giftedness.

Election to office: A nomination for Elder shall be called whenever the Executive Officers deem it necessary. An Elder is nominated by the church members and then screened by the existing Executive Officers. The Pastor, or a representative of the Executive Officers, after consultation with the leadership, will approach the prospective elder and his wife and ask them to pray for one month regarding his appointment to the Eldership. After one month, if the candidate agrees to his name being presented to the church for consideration, the church is then informed and asked to pray regarding this person for a further month. At the next business meeting the appointment will be put to ballot with two-thirds (2/3rds) majority required of the members present in favour.

Terms Of Office: Elders are appointed for a maximum two year term and may apply, after consultation with the Pastor, for re-election. One half of the Eldership retire at the annual general meeting each year but are eligible for re-election. The terms of office at commencement of an Elder shall be determined by the Executive Officers to make possible one half re-election.

Regularity of Meetings: The eldership meet weekly for prayer and discussion or as regularly as deemed necessary.

DIACONATE

1. A group of men and women with servant hearts to take care of the practical day-to-day running and maintenance of the Church and its property. They shall be elected according to their gifts and according to the qualifications of I Timothy 3. This group will consist of.

- (a) The Clerical assistant
- (b) The Treasurer
- (c) The Property Maintenance Officer
- (d) The Building Committee Chairperson
- (e) The Chief Steward
- (f) The Administrator or the Pastor
- (g) Others as necessary

2. The Diaconate will be responsible for:

- (a) The administration of church finances.
- (b) The development of church property.
- (c) The maintenance of church property.
- (d) The administration of the use of facilities and property.
- (e) The development and administration of duty rosters.
- (f) The oversight of catering and ushering at church meetings and functions to ensure all necessary practical arrangements are in order.

Purpose:

1. To serve the church in practical matters to ensure the orderly administration of the church and its property.
2. To assist the Elders in discharging their duties by taking care of the practical areas of ministry (Acts 6).

Goal:

To ensure that the Logan City Baptist Church buildings, facilities, functions and affairs are presented in a decent and orderly fashion.

Election of Deacons:

They shall hold office for two (2) years, one half retiring each year, but being eligible for re-election. The election of Deacons shall be conducted as follows:

1. Six weeks prior to the Annual General Business Meeting nominations shall be called to fill the vacancies occurring.
2. Any member may nominate any number of members for the required vacancies provided the nomination is written in the Nominations Book and is, in every case, accompanied by the consent of the person or persons nominated.

Nominations must be in the Nominations Book the two weeks before the meeting.

3. The Executive Committee shall screen all nominations.
4. The election shall take place at the Annual General Business Meeting. Every nomination received shall be submitted to ballot (even when the number of nominations agrees with, or is less than, the number of vacancies). To be elected as a deacon, a nominee must receive two-thirds (2/3rds) of the votes of the members present.

5. The positions of Administrator and Treasurer shall be nominated from within the Eldership or Diaconate and presented to the Church for acceptance at the first General meeting following the Annual General Meeting.

6. Interim vacancies in an office may be filled by the members at any regular church meeting. Nominations must be lodged as per Clause 2. Any deacon elected to fill a vacancy for any reason shall hold office only during the unexpired term of the position he has been elected to fill.

7. The appointment becomes effective one month after the Annual General Business Meeting.

DUTIES OF ADMINISTRATOR, TREASURER AND AUDITOR

Duties of the Administrator: The Administrator shall have the custody of the Church records, keep in a proper minute book minutes of all proceedings of the Church and receive and conduct all correspondence on its behalf.

Duties of the Treasurer: The Treasurer shall receive and account for all Church funds, discharge all liabilities under the direction of the Church, render a regular account to the Church meeting and prepare a full statement of receipts and payments, duly audited, for presentation to the Church Annual General Business Meeting. Such statements shall be made up to the 30th of June each year.

The Treasurer together with the Executive Officers shall prepare a full Budget Report for the coming financial year and present it at the Church Business Meeting in April for perusal and comment. The Budget will be amended where necessary and presented again for approval and acceptance at the Church Budget Business Meeting in the month of June.

Duties of the Auditor: The Church shall appoint annually, for the ensuing year, a suitably qualified person to act as Auditor of the Treasurers accounts.

If during the year for any reason the Auditor cannot complete the audit, the appointment of an Interim Auditor may be made by the Executive Officers.

The Church shall elect an internal auditor to check all the department books presented before the Annual General Business Meeting.

OTHER CHURCH APPOINTMENTS

The heads of all departments of the Church shall be appointed or approved annually by the Church and shall preferably be church members. These positions will be filled normally at the Annual Meeting as per "Election of Deacons" except that only a simple majority is required. All other leaders are appointed by the heads of departments but all appointments must be cleared by the Executive Officers.

VI. REPORTS

1. The Administrator's report shall be presented to the Annual General Business Meeting.
2. The Treasurer's Report and Statement of Accounts, duly audited, shall be presented to the Church Annual General Business Meeting.
3. Each department of the church, through its respective Secretary shall forward a copy of its Annual Report to the Church Secretary at least two clear weeks before the Annual General Business Meeting.
4. Each department of the church, through its respective Treasurer, shall forward a copy of its Annual Financial Statement to the Church Treasurer at least two clear weeks before the Church Annual General Business Meeting.

VII. CHURCH MEETINGS

ALL AUTHORITY FOR THE TRANSACTION OF MATTERS AFFECTING THE CHURCH IS VESTED IN THE CHURCH MEMBERS MEETING DULY CONSTITUTED.

1. The Church shall meet at least once a quarter for the transaction of business, and between such meetings the Executive Officers shall attend to the business delegated to them, provided that previously unauthorised important matters shall always be reserved for the Church Business Meeting.
2. The Annual General Business Meeting shall be held in the month of August each year. The Minutes of the Annual General Meeting shall be noted at the following Church Business Meeting and confirmed at the next Annual General Meeting.
3. A special meeting of the Church may be called at any time by the Executive Officers on their own initiative, or on the written and signed request of not less than ten members in good standing. Such meetings shall be called either in writing or by notice from the Pulpit for two Sundays prior to the meeting, provided always that seven clear days notice is given. The nature of the special business shall be stated and no other business shall be transacted at the meeting.
4. Ordinary Church Business Meetings shall be called by announcement from the pulpit at church services for the two Sundays prior to the meeting.
5. Minutes of preceding meetings, regular or special, shall be read and confirmed before business is proceeded with.
6. All business should be introduced by a motion duly moved and seconded. Where a notice of motion is to be considered it shall be moved and seconded before being dealt with.

7. All business for the Church Business Meeting shall first be submitted to the Church Executive officers preferably in writing prior to the meeting.

8. No member (other than the mover of the motion) shall be allowed to speak more than once to any motion, except by the consent of the majority of the members present, or when called upon by the Chairman for an explanation.

9. Any Church Meeting must have a quorum which will not be less than thirty percent (30%) of the voting membership with a minimum of fifteen (15).

10. A voting member shall be not less than eighteen (18) years of age though younger members may attend and should be encouraged to do so and to participate in discussion.

11. The business done at a duly called meeting shall be binding on all members.

VIII. CHAIRMAN OF MEETINGS

The Pastor shall be recognised as the ex-officio Chairman of the Church, and when present, shall preside at all meetings. In his absence a Chairman shall be elected from the Church Executive Officers. It is, however, recognised that, in certain circumstances, a Chairman from the Baptist Union of Queensland should be invited to preside.

IX. CHURCH FINANCES

1. The Church favours the weekly envelope system of giving. It is expected that all members shall responsibly discharge their financial obligations.

2. The Executive Officers reserve the right to refuse any donation or gift which comes from what they deem an unworthy source.

3. No financial appeals for outside objects shall be circulated by any person without first obtaining the approval of the Executive Officers.
4. On occasions when services or meetings for any object whatever are held on the Church property no charge will be set for admission. In all such cases contributions will be by voluntary offering only.
5. On occasions when visiting speakers, representing other missions, hold meetings in the Church building,, the Church reserves the right to retain one-third of any offering Such portion will be credited to "For Others Account".

X. CHURCH PROPERTY

1. No church premises or property can be used for any other purpose than that of our departments without first obtaining the written approval of the Executive officers, after application in writing to the Secretary.
2. Unless with the express consent of the Executive Officers, no other meeting shall be held on the Church premises concurrently with the Church prayer meeting.
3. All property purchases or alterations of a major nature, the encumbrance of the Church property by mortgage or lease, or the sale or exchange of the property shall be the subject of seven clear days notice in writing to all members, before being dealt with at a Church Business Meeting.
4. Property purchased or used by any department of the Church shall be deemed the property of the Church.
5. 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 part X1 thereof, this clause shall not be

rescinded or amended without the prior approval of the Baptist Union of Queensland.

XI. ALTERATIONS TO CHURCH RULES

Subject to the provisions of Clause 5 of Section X hereof this Constitution may not be altered, cancelled or added to, except by two-thirds majority vote of the members present and entitled to vote at a special meeting convened for the purpose, and of which meeting one month's previous notice shall have been given in writing to all members, setting out the proposed alterations.