



***VISION STATEMENT:***

***“TO SEE OUR CITY, NATION AND NATIONS  
BECOME DISCIPLES OF JESUS”***

Crossway Baptist Church Inc. - Church Rules



# Church Rules

(Adopted on 30 November 2011)

“Following Jesus – Changing the World”

Crossway Baptist Church Inc. - Church Rules

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## Crossway Baptist Church Inc. - Church Rules

### Rules of Crossway Baptist Church Inc.

#### 1. Name

The incorporated association is named Crossway Baptist Church Inc. (hereinafter called 'the Church').

#### 2. Definitions

(a) In these Rules, unless a contrary intention appears –

**“Act”** means the **Associations Incorporation Act 1981**;

**“Board”** means the governing body of the Church;

**“DOA”** means the Director of Operations and Administration;

**“Financial year”** means the year ending on 31 December;

**“General meeting”** means a general meeting of members convened in accordance with Rule 16;

**“Member”** means a member of the Church;

**“Public Officer”** means the person who is for the time being the public officer of the Church under Part V of the Act;

**“Regulations”** means Regulations under the Act.

(b) In these Rules, references to the Public Officer or the Secretary shall be deemed to be a reference to the DOA of the Church.

(c) In these Rules, words indicating a gender include each other gender.

(d) Words in the singular include the plural and words in the plural include the singular.

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### 3. Alteration of the Rules

These Rules must not be altered except in accordance with the Act.

### 4. Introduction

While it is acknowledged that these Rules are for the general guidance of officers and members, the real spirit of the Church becomes manifest in the harmony of its members as they are guided by the Holy Spirit and as they seek to conduct all business to the glory of God.

### 5. Beliefs

Like all other Churches in the Baptist Union of Victoria, we believe:

- (a) The Bible is God's word to us and it is the ultimate authority by which we live (2 Timothy 3:16-17; 2 Peter 1:20-21).
- (b) God is one God in three persons – the Father, the Son and the Holy Spirit (Matthew 28:19, 1 Corinthians 12:4-6).
- (c) The Lord Jesus Christ is fully God who, as a real man, lived on earth (John 1:1, 14, 4:25-26, 42; Hebrews 1:3, Titus 2:13).
- (d) Every person has rebelled against God (we call this "sin") and so is separated from God (Romans 3:23; 5:12).
- (e) All people may be reunited with God, having their sin and its effects cancelled because of Jesus' perfect life, death and rising from the dead as our substitute. Jesus is now with God and prays for us constantly (1 Corinthians 15:3-4, 2 Corinthians 5:21; Ephesians 2:8-9).
- (f) To be reunited with God, it is necessary for us to turn away from our sins, to seek God's forgiveness, to accept what Jesus has done on our behalf and to believe in Him (Acts 2:38, Hebrews 6:1).

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- (g) When we do this, the Holy Spirit enters our lives to renew and preserve us, to help us to grow to become more like Jesus (John 16:8-14; 2 Corinthians 3:18, 1 Peter 1:2; Ephesians 4:30).
- (h) One day everyone will rise from the dead to be judged by Jesus Christ (John 5:28-29; Acts 17:31).
- (i) There are two special ceremonies Jesus has commanded us to follow always:
  - (i) Baptism by which believers express their faith in Jesus. They do this by being totally immersed in water as an act of union with Jesus' death, burial and resurrection (Matthew 28:18-20; Acts 8:35-38; Romans 6:3-4);
  - (ii) The Lord's Supper (also known as Communion) is celebrated to remind us of Jesus dying for us and that He is coming again (1 Corinthians 11:23-32).

### MISSION AND PRINCIPLES

#### 6. Mission

The mission of the Church is making disciples of Jesus Christ. All the functions of the Church shall aim at achieving this mission.

#### 7. Principles

- (a) Jesus Christ is the head of the Church, which is His body. Jesus is the One who leads the flock. The Church is a theocracy with its rule coming from Jesus Christ.
- (b) Each person shall be encouraged to exercise a ministry in the body according to their gifting and scriptural qualifications and all ministries shall be regularly evaluated in the light of the Church's purpose. All groups active in the Church will give equal value to relationships and functions and come together for worship, fellowship, discipleship, ministry and empowerment for mission.

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### **MEMBERSHIP**

#### **8. Qualifications**

- (a) The membership of the Church shall consist only of such persons as have accepted Jesus Christ as Saviour and Lord and have been baptised by immersion as a confession of their faith in Him.
- (b) No entry fee or subscription shall be payable in order to be admitted as a member of the Church.

#### **9. Application for Membership**

- (a) Applications for membership of the Church, in the form approved by the Board, shall be made in writing, received by the Membership Officer and signed by persons who, in so applying, signify their consent to work harmoniously within the Church and in conformity with its Rules.
- (b) The names of applicants as proposed members shall be printed in a Church Bulletin to enable members to be advised and to comment.
- (c) All applicants must complete a course of instruction in baptism, discipleship and membership to be eligible to apply for membership.

#### **10. Membership Officer**

- (a) There shall be a Membership Officer who shall process all applications for membership of the Church.
- (b) The Membership Officer shall be the person so appointed by the Board and shall hold the position of Membership Officer at the pleasure of the Board. The Membership Officer usually is the DOA.
- (c) The Membership Officer shall receive and refer applications for membership to the Board for approval and act upon these and other related matters in accordance with Rules 9, 11 and 14.

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- (d) The Membership Officer shall notify the membership application outcome in writing to the applicant as soon as practicable.
- (e) In all cases where the Board approves the application, the decision shall be notified to the Church via the Church Bulletin. Information including the applicant's name and address and also the date of the applicant becoming a Member of the Church will be entered into the Members' Roll.

### 11. Admission

All new members shall usually be welcomed into the fellowship of the Church at a worship service.

### 12. Responsibilities of Members

- (a) Each member shall maintain an active Christian witness and do everything possible to extend the Kingdom of God, to co-operate with other members in Christian fellowship, to attend the services of the Church, the Lord's Supper, and Church members' meetings, to support the Church and its ministries in prayer and to contribute towards the work of the Church through tithes and offerings according to scriptural principles.
- (b) Members who are eligible to vote shall, under God and in accordance with the Bible:
  - (i) consider nominations for the Board and record a decision through the ballot for each nominee;
  - (ii) consider for approval the Church's annual budget and other matters specified as the responsibility of the membership, including those matters listed in Schedule B to the Baptist Union Incorporation Act 1930 (more particularly described in Rule 16 of these Rules);
  - (iii) meet half yearly and additionally as required for sharing, testimony, praise, prayer, information and decision making purposes at members' meetings, to demonstrate our life together in the Body of Christ;
  - (iv) make submission to the Board on matters relevant to the ministry of the Church;

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- (v) be involved in the ministry of the Church and to support leadership of the Board, the pastors, administration and ministry groups;
- (vi) make decisions as may be required by these Rules.

### **13. Members' Roll**

The Church shall have a Members' Roll containing the names and addresses of those who are members and who carry out responsibilities as Church members; and also the date of becoming a Member of the Church.

### **14. Revision of Members' Rolls**

- (a) The Membership Officer shall keep and maintain the Members' Roll.
- (b) The Board may resolve to instruct the Membership Officer to remove the name of a member from the Members' Roll in any of the following cases:
  - (i) A person who has declined or ignored, for a period of 12 months or more, a request in writing to return to active membership; or
  - (ii) A person whose membership status has been changed by a resolution of the Board because of moral reasons and who is not willing to repent to the satisfaction of the Board so that they might be restored to membership, will be thus removed after twelve months; or
  - (iii) A person whose membership status has been changed by a resolution of the Board because of doctrinal reasons and who is not willing in the opinion of the Board, to accept the doctrine of the Church will be thus removed after twelve months.
- (c) A person referred to in subparagraph (b)(ii) or (iii) who is aggrieved by any such resolution of the Board may, within three months of notification of the Board resolution, request the Board in writing to convene an extraordinary meeting of Church members for the purpose of reviewing the resolution of the Board so that such resolution is either confirmed or changed.

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- (d) A person may apply to have their previous membership re-established upon a written request. Such application would be subject to the approval of the Board.
- (e) In the event of any removal of a member's name from the Members' Roll as described above, all reasonable attempts will be made to notify in writing the persons thus affected and the implications thereof.

### **CHURCH GOVERNMENT**

#### **15. The Basis**

- (a) Subject to the guidance of God and the Bible the Church shall be governed on congregational principles, with members of the Church having the power to manage all its affairs according to the ultimate discretion of the members in every respect.
- (b) The Church Members' meeting shall be the final authority on all matters.
- (c) In recognizing the Church is to be managed by the Board, the members of the Church therefore delegate the entire management and control of the business of the Church to the Board as its governing body.
- (d) The Board may exercise all such powers of the Church to do anything necessary or convenient to achieve the purposes of the Church but subject always to restraints of the Church budget as approved from time to time by the Church members. Such power shall include but not limited to establish and delegate any of its powers, where appropriate, to sub-committee(s), trust(s), board(s), panel(s) or fund(s); and to revise, revoke any of the delegations at the Board's discretion.
- (e) The Board will have no power to act without a special Church members' meeting in the circumstances set out in Schedule B of the Baptist Union Incorporation Act 1930 (more particularly described in Rule 16 of these Rules).
- (f) The Board will advise the Church of business decisions made at each Board meeting.

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For this purpose ‘business decisions’ are deemed to cover administration, finance and organisation structure.

### 16. Church Members’ Meetings

- (a) An annual Church Members’ meeting shall be held once in each year, usually in the month of March to consider the minutes of previous annual Church members’ meeting, the annual financial statement, the election of Board members and any other business of which due notice has been given to Church members. Notice specifying the date, time and place of such meeting shall be given on the two Sundays preceding the annual Church Members’ meeting by announcement at each worship service and/or by publication of the details in the Church Bulletin.
- (b) Ordinary Church Members’ meetings will usually be held twice in each year, usually in the months of November, to consider the annual budget and July if required. Notice specifying the date, time and place of such meeting shall be given on the two Sundays preceding each meeting by announcement at each worship service and/or by publication of the details in the Church Bulletin.
- (c) An extra-ordinary meeting of Church members may be called for consideration of any matter (except those matters requiring a special Church Members’ meeting as set out in sub-paragraph (d) below). Such meetings may be called by the Board, by the Senior Pastor or at the request in writing of ten percent (10%) of the members whose names are on the Members’ Roll (the request for a special Church Members meeting must state the object of the meeting; be signed by the Members requesting the meeting; and be sent to the DOA). Notice specifying the date, time and place of such meeting and the reasons for calling such meeting shall be given at all worship services and/or published in the Church Bulletin on the Sunday preceding the meeting, although two Sundays notice should be given if possible.
- (d) A special Church members’ meeting, in accordance with Schedule B to the Baptist Union Incorporation Act 1930 shall be called when the following matters are to be considered:
  - (i) the election or removal of the Senior Pastor;

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- (ii) the renting (not including hiring of church premises), sale, purchase, exchange or mortgage of property;
- (iii) the use of money received from the sale, mortgage or insurance of property;
- (iv) any other matter referred to in Clauses 4, 5, 6, 7, 8 and 13 of the said Schedule B.

Special Church members' meetings shall be called and conducted in the manner prescribed in Schedule B to the Baptist Union Incorporation Act 1930.

### **17. Chairperson of Church Members' Meetings**

The Senior Pastor has the option of being the Chairperson of all Church members' meetings except in matters relating to the Senior Pastor. The Board shall appoint a person who will normally be, but need not be, a Church Member, to preside at each meeting of Church Members at which the Senior Pastor does not preside.

### **18. Quorum of Church Members' Meetings**

- (a) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (b) Seven members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of business at a general meeting.
- (c) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:
  - (i) In the case of a meeting convened upon the request of members – the meeting must be dissolved; and
  - (ii) In any other case – the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice

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to members given before the day to which the meeting is adjourned) at the same place.

- (d) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not fewer than three) shall be a quorum.

### **19. Voting at Church Members' Meetings**

- (a) Members as recorded on the Roll referred to in Rule 13 shall be eligible to vote at all Church Members' meetings with the exception of special Church Members meetings.
- (b) At special Church Members' meetings only those Members who have attained the age of eighteen years, have attended the communion table of the Church within the preceding six months and have been Members of the Church for at least six months shall be eligible to vote.
- (c) The vote of the Church shall be taken ordinarily by a show of hands, but all voting relative to the election or removal of the Senior Pastor and the election of the members of the Board shall be by secret ballot. Voting by secret ballot shall also occur upon the request of ten or more members present and voting. Decisions so made by a simple majority of those present and entitled to vote shall be binding and conclusive in the affairs of the Church except for a resolution relating to the alteration of these Rules or in matters being considered at a special Church members' meeting.
- (d) The Chairperson, if the Chairperson is a Member of the Church, may exercise a casting vote in addition to the Chairperson's ordinary vote on any matter where the voting is tied. The Chairperson who is not a Member of the Church may not exercise any vote.
- (e) Decisions shall be recorded in minutes maintained by the DOA and available for inspection by Church Members. At special Church Members' meetings the recorded minutes will be approved by the Members present and signed by the Chairperson before the meeting is dissolved; at other meetings of Members the minutes of the previous meeting will be confirmed, approved and signed by the Chairperson.

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- (f) There will be no proxy voting at Church Members' meetings.

### **20. Items For Inclusion On the Agendas of Church Members' Meetings**

- (a) Except for matters brought forward by the Board, not less than one month's notice in writing shall be given to the DOA of any items for inclusion on the agenda of an annual Church Members' meeting or an ordinary Church Members' meeting.
- (b) Matters raised for which the required notice has not been given shall be referred to the Board for consideration as an item to be placed on the agenda of a subsequent meeting of Members.

### **21. The Board**

- (a) The Board shall be appointed by the Members of the Church as its governing body and subject to any restraints set out in Rule 15 hereof, all powers of the Church may be exercised by the Board.
- (b) The Board shall have power to appoint such officers and employees as are required to carry out the purposes of the Church and may delegate any such power to such officers and employees.
- (c) As the governing body the Board will have the following roles and responsibilities:
- (i) to be a prayerful body;
  - (ii) to select and recommend for consideration of the Church Members, the Senior Pastor;
  - (iii) to review the Senior Pastor's performance;
  - (iv) to provide advice to the Senior Pastor on all aspects of Church life and on the Senior Pastor's specific responsibilities;
  - (v) to approve the appointment of persons reporting directly to the Senior Pastor;

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- (vi) to refer any matters to the Church which may not be satisfactorily resolved with the Senior Pastor or which are required to be so referred as special business under the Baptist Union Incorporation Act 1930;
  - (vii) to act as a body of appeal for any pastor who may be unable to resolve an issue with the Senior Pastor;
  - (vii) to approve and recommend to the Church major policy matters such as finance, property, and doctrine and also to consider other items as may be referred to or requested by the Board from the Church.
  - (viii) to determine the date, time and place of Church Members meeting and instruct the Secretary to send notice of meeting to Church Members.
- (d) The Board shall consist of:
- (i) the Senior Pastor;
  - (ii) not more than six lay members of the Church nominated by the Nominating Committee and elected as herein provided;
  - (iii) not more than two staff members nominated at the discretion of the Senior Pastor and otherwise elected as herein provided;
  - (iv) the DOA shall act as secretary to the Board;
  - (v) any five members of the Board constitute a quorum for the conduct of the business of a meeting of the Board.
- (e) The nomination of the lay Board members will be done by a Nominating Committee:
- (i) The Nominating Committee will comprise two (2) elected members, together with one (1) member appointed by the Board from among its number who will act as Chair of the Committee, and the Senior Pastor (ex officio). The elected members shall be elected for a term of two years. Each year, the member who has completed the two year term shall retire at the annual Church Members' meeting and is eligible for re-election. The member appointed by the Board shall serve for a term of one year.

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- (ii) The DOA will, not later than two Sundays before the annual Church Members' meeting, advise the Church Members of the name of the member, nominated by the Board, for appointment to the Nominating Committee.
  - (iii) The name of the person standing for election to the Nominating Committee will be put before the annual Church Members' meeting. The person will be elected if he receives the vote of a simple majority of the voting members personally present.
- (f) The election of the lay Board members shall take place in the following manner:
- (i) The Nominating Committee will be responsible for receiving names from church members, identifying and considering potential members to serve on the Board. The Nominating Committee will use the period between Annual Church members' meetings prayerfully to identify, consider and nominate members taking into consideration the Scriptural requirements for a pastor, elder or overseer e.g. 1 Timothy 3, Titus 1:5-9 (the number of names nominated will be equal to the number of vacancies) at the annual Church Members' meeting.
  - (ii) The DOA will, not later than two Sundays before the annual Church Members' meeting, advise the Church Members of the names of the lay members, nominated by the Nominating Committee.
- (g) Ballot lists shall be prepared containing the names of the nominees in alphabetical order and identifying the endorsed nominees and separately identifying the additional nominee(s) nominated by the Senior Pastor.
- (h) The nominees must receive the vote of at least two-thirds of the voting members personally present to be eligible to take office as a Board member.
- (i) All Board members shall be elected for a term of two years. Each year, the members who have completed their two year term shall retire and an election shall be held as herein provided to fill the positions vacated.

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- (j) No lay Board member shall be eligible to serve more than three consecutive terms, but will be eligible for re-election after standing down for at least one year.
- (k) The office of a Board member becomes vacant if the Board member:
  - (i) ceases to be a Member of the Church; or
  - (ii) becomes an insolvent under administration within the meaning of the Corporations Law; or
  - (iii) resigns from office by notice in writing given to the Secretary; or
  - (iv) has their membership on the Board terminated for disciplinary reasons.
- (l) In the event of a casual vacancy occurring on the Board:
  - (i) it shall be filled by the nominee nominated by the Nominating Committee;
  - (ii) an election will be held as herein provided at the next ordinary members' meeting.
- (m) Any person elected to fill a casual vacancy on the Board shall hold office for the residue of the term of the Board member who vacated the office.
- (n) The Board shall appoint its Chairperson from amongst its own members and advise the Church of such appointment.
- (o) The Board shall determine its own procedures for the conduct of its meetings.

### **22. Deacons**

The function of the Deacons as described in Schedule B to the Baptist Union Incorporation Act 1930 shall be exercised by members of the Board.

### **23. The Senior Pastor**

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- (a) The Board shall select and recommend to the Church the person the Board considers should be appointed as Senior Pastor of the Church.
- (b) The Church members shall vote by secret ballot on such recommendation at a special Church members' meeting as required by Schedule B of the Baptist Union Incorporation Act 1930.
- (c) Only such person who hold, preach, teach and maintain the doctrines and practices stated in the Baptist Union Incorporation Act 1930 shall be eligible for appointment as Senior Pastor.
- (d) The Senior Pastor will have the following roles and responsibilities:
  - (i) to develop and to keep the Church faithful to its vision and values;
  - (ii) to teach, preach and to be responsible for the Church's doctrine, mission and practice;
  - (iii) to plan strategically and set goals for the Church;
  - (iv) to allocate the resources of the Church;
  - (v) to generate and implement appropriate policy, staffing and ministry initiatives which will be referred to the Board and the Church, where appropriate; and
  - (vi) to lead the Church.

### **24. Ministry Groups**

For the purpose of extending or facilitating the ministry of the Church, ministry groups shall be instituted and grouped into departments accountable to the Senior Pastor.

### **25. Administration**

- (a) The administration group shall comprise the chairpersons of the board and committees appointed by the Board to be responsible for the utilisation and

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maintenance of the Church's resources of personnel, finance, materials and plant. The group will be accountable to the Board.

- (b) DOA appointed to the staff shall be responsible, under the direction of the Senior Pastor, for the administrative organisation of the Church in conjunction with members of the administration group.
- (c) The administration group shall report to the Church through the Board on matters relating to the budget, income and expenditure and changes in property utilisation where considered appropriate by the Board.
- (d) The person appointed as DOA will also carry out the functions of secretary to the Board and Church secretary.

### **26. Management of Funds**

- (a) All funds of the Church shall be managed in accordance with current accounting standards applicable to an Incorporated Association.
- (b) The Board shall be responsible for approving Internal Control Guidelines for the receipt and expenditure of all Church funds.
- (c) All Church cheques and authorisations to use Church funds shall be signed by any two of the Senior Pastor, the DOA, the Finance Manager, the Accountant.
- (d) The funds of the Church shall be derived mainly from donations.

### **27. Statement of Purposes**

The purpose of the Church as expressed in these Rules, specifically Rule 5 Beliefs, Rule 6 Mission and Rule 7 Principles, is to share the Christian message of Jesus Christ with others in order to make followers of Jesus Christ who are obedient to God's Word.

The Church is inclusive of people from diverse ethnic and cultural origins, age groups, family and educational backgrounds and teaches and encourages people to live responsibly, ethically and honestly, in accordance with Jesus Christ's example, respecting God and other people.

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The Church seeks to assist people mostly in the suburbs of Melbourne and offers a wide range of ministries to children, youth, young adults, families and the aged and provides reliable biblical teaching and relevant contemporary Christian worship.

The Church provides Christian counselling services, Pre-School activities, Primary School Religious Education, lifestyle courses and resources for welfare and aid programs in Australia and overseas.

### **28. Alteration to the Statement of Purposes**

- (a) No alteration shall be made to the Statement of Purposes except by a vote of not less than three quarters of those members present and voting.
- (b) No motion for alteration of the Statement of Purposes shall be considered by the meeting of members referred to in sub-paragraph (a) above which has not been considered by the Board and approved by it in the three months immediately prior to such meeting of Church members.
- (c) Not less than one month's notice in writing shall be given to the church of any meeting called to alter the Statement of Purposes of the Church and of the intention to deal with any proposed resolution as a special resolution.

### **28A. Church's Powers**

Solely for carrying out the Church's purposes, the Church may, with no limitation but including:

- (a) invest and deal with moneys of the Church not immediately required;
- (b) raise or borrow money upon such terms and in such manner as it thinks fit;
- (c) secure the repayment of moneys so raised or borrowed or the payment of a debt or liability of the Church by giving mortgages, charges or securities upon or over all or any of the property of the Church;
- (d) establish fund(s) and trust(s) upon such terms and in such manner as it thinks fit; and

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- (e) do all such other things as are incident or conducive to the attainment of the purposes stipulated above.

### **29. Custody of Documents**

- (a) All documents evidencing title to real property owned by the Church shall be deposited for safe keeping with the Church's bankers or by other similar, secure means.
- (b) All Church financial and staff records shall be held in the custody of the administration in accordance with the provisions of the relevant State or Commonwealth legislation.

### **30. Inspection of Typed Documents**

Members may make a request in writing to the DOA to inspect relevant Church documents accompanied by a reason for the request. Inspection, if granted, and within the provisions of the privacy policy of the Church, will take place within 28 days of the receipt of such request in the presence of the DOA.

### **31. Disciplinary Procedures**

- (a) The Board shall have power to investigate and, if thought appropriate, to terminate the employment of any paid employee of the Church.
- (b) The Board shall also have power to investigate and, if thought appropriate, to terminate the membership on the Board of any of its members.

### **32. Grievance Procedure**

- (a) If any issue, grievance or dispute ("the dispute") arises between members of the Church, it shall be dealt with in accordance with the teaching of Jesus in Matthew 18:15-20 and elsewhere in the Holy Scriptures.

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- (b) The matter must first be discussed by the members between whom the dispute exists. If the dispute is not resolved between the two members involved, then one or two other members are to be asked to help resolve the dispute.
- (c) If after the second phase the dispute is not resolved, then the dispute must be discussed with a Pastor of the Church. The Senior Pastor or another representative of the Church appointed for the purpose of this process may be asked to help resolve the dispute.
- (d) If the dispute is not resolved, it may be submitted to an agreed mediator for the purpose of conciliation or mediation. At this stage, either the aggrieved member or members of the Church may be represented by a legally qualified representative.

### **33. Auditors**

The Church shall annually appoint an auditor or auditors at the annual members' meeting on the recommendation of the Board. The auditor shall report to the members on the accounts of the Church as required from time to time, but in any event not less than once in each year.

### **34. Constitutions**

No organisation of the Church, or bearing the name of the Church, shall bring into effect or amend its constitution without prior approval of the Board.

### **35. Use of Church Property**

Application for the use of any Church property shall be made to the Property Bookings Officer and approval first obtained.

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### **36. Rules**

- (a) A copy of these Rules shall be presented to every person following that person's application for membership of the Church.
- (b) No alteration shall be made to these Rules except by a vote of not less than three-quarters of those members present and voting.
- (c) No motion for alteration of the Rules shall be considered by the meeting of members referred to in sub-paragraph (b) above which has not been considered by the Board and approved by it in the three months immediately prior to such meeting of Church members.
- (d) Not less than one month's notice in writing shall be given to the Church of any meeting called to alter these Rules. Any resolution to change these Rules shall be treated as a special resolution.
- (e) In altering these Rules, some or all of the current Rules may be suspended in their operation and effect on a provisional or trial basis.

### **37. Seal**

- (a) The common seal of the Church must be kept in the custody of the DOA.
- (b) The common seal must not be affixed to any instrument except by the authority of the Board and the affixing of the common seal must be attended by the signatures of two members of the Board or of one member of the Board and the DOA.

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### **38. Winding Up**

- (a) If any endorsed Deductible Gifts Recipient (DGR) fund of the Church is wound up or if the endorsement (if any) of the Church as a DGR for operation of the fund is revoked, any surplus assets of that DGR fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund to which income tax deductible gifts can be made.
  
- (b) In the event of the winding up or the cancellation of the incorporation of the Church, the assets of the Church must be disposed of in accordance with the Schedule B to The Baptist Union Incorporation Act 1930 and the provisions of the Act.