

# NARELLAN COMMUNITY CONGREGATIONAL CHURCH

## CONGREGATIONAL RULES and PROCEDURES

These Congregational Rules and Procedures acknowledge the provisions of the *Hunters Hill Congregational Church Property Trust Act 2013 No 67*, and cannot be inconsistent with the Act.

### 1. PASTOR

1. In the event of a vacancy in the Pastorate, the nomination of a candidate will be entrusted to the Elders' Team and to such members of the church as they may request to act with them.
2. The selection process shall include a written application addressing the requirements of the Narellan Community Congregational Church (NCCC), the provision of appropriate references, at least one interview, and then sermons and interaction at three worship services or as arranged by agreement.
3. The Elders, having agreed upon a candidate, will provide notice of an extraordinary meeting for the purpose of calling a Pastor. This will be communicated at the worship services for 3 weeks prior to the meeting taking place. The election will be by secret ballot. The quorum will include absentee votes and consist of no fewer than 67% of members on the roll. 75% of the votes in favour of the nomination will be required to secure election. The final decision of the church respecting any one candidate will be made before another is introduced.
4. Absentee voting is permitted, provided the vote is submitted on a form which contains the text to be voted on and delivered to the chairperson of the meeting or emailed to the church office, 24 hours prior to the commencement of the meeting. An absentee vote is one cast by someone who is unable to attend the congregational meeting but is familiar with the content of the vote.
5. The key responsibilities for the Pastor are the implementation of vision, leadership and teaching. A comprehensive description is given in the separate '**Qualities and Responsibilities**' document.
6. The accountability structure for the Pastor is the Elders' Team but also includes external supervision.
7. The Pastor's performance is reviewed by the Elders and such members of the church as they may request to act with them, after

the first 6 months and then every 3 years from the date of initial employment. The standard review process involves an interview and opportunity for two-way feedback. The Elders will then take any necessary feedback to the congregational meeting.

8. The Pastor may resign by giving 1 to 3 months' notice in writing.

9. After consultation with the church at a congregational meeting, the Pastor's term of office may also be terminated by 1 to 3 months' notice, given in writing by the Elders Team (excluding the Pastor).

10. In the case where the Pastor has to step down due to moral failure or inability to perform the role, the Elders and Deacons will exercise discretion in determining the date of closure of ministry. This would include dispensing with the requirement of 1.9.

## 2. ELDERS

1. The Elders' Team will consist of the Pastor and voting members of the congregation who are recognised as having calling, character, and capacity for pastoral and leadership ministry. Together they will have primary responsibility for the pastoral care and spiritual leadership of the congregation. There should be a minimum of 3 Elders.

2. In the event that the position of the Pastor is vacant, the primary responsibility for leadership will continue with the Elders' Team.

3. The key responsibility of the Elders' Team is the discernment of God's leading. They will direct the congregation in fulfilling its Vision and Mission. They will discern the spiritual condition and pastoral needs of the church. A complementary description is given in the separate '**Qualities and Responsibilities**' document.

4. The Elders will engage the Deacons, when needed, in decision-making.

5. The term of election is 3 years. Subsequent terms will be nominated on a rotating schedule. If re-election is desired, the Elders will re-assess the candidate's calling, character, and capacity.

6. The election of voting members to the Elders' Team will take place at a congregational meeting or at an extraordinary meeting specifically called for that purpose. Nominations for the Elders' Team will be by the existing members of the team. Nominations will be communicated at worship services for 3 weeks prior to the meeting taking place. The election will be by secret ballot. The quorum will include absentee votes and consist of no fewer than 67% of members on the roll. 75% of the votes in favour of the nomination will be required to secure election. The final decision of the church respecting the nominated candidate will be made before others are introduced.

7. Absentee voting is permitted, provided the vote is submitted on a form which contains the text to be voted on and delivered to the

chairperson of the meeting or emailed to the church office 24 hours prior to the commencement of the meeting. An absentee vote is one cast by someone who is unable to attend the congregational meeting but is familiar with the content of the vote.

8. Recommendations for the Elders' Team given in writing to the Elders' Team will be welcomed from members of the congregation.

9. An Elder may rescind their office with up to 1 month's notice in writing.

10. In the case where an Elder demonstrates moral failure or an inability to perform the role, the Elders' Team will give notice of dismissal in writing. This would be reported to the congregation either at a congregational meeting or a worship service.

### 3. DEACONS

1. The Deacons will consist of the Pastor and voting members of the congregation who are recognised as having calling, character, and capacity for the facilitation and administration of the various organisations, regular programs and occasional activities of the church. They are responsible for budget, property, safety, Standard Operating Procedures, administration, Child Protection and other issues as required. There should be a minimum of 6 members of the team. Elders may attend Deacons meetings to assist the minimum attendance.

2. The Deacons is not a representative team. The members of the Deacons will nominate a Chairperson, Secretary and Treasurer from Team members. The chairperson will have a vote on any issue. The Deacons will have the ability to co-opt people into teams that report to the Deacons (eg. a finance team or a property team). The Deacons is able to invite other people to meetings as needed. A complementary description of the various roles is given in the separate '**Qualities and Responsibilities**' document.

3. The Deacons will engage with the Elders, when needed, in decision-making. The Elders may attend and vote at Deacons meetings.

4. The Chairperson will not be the Pastor.

5. All Deacons actions are to be carried through with open communication, with reports to the congregation, as appropriate.

6. The term of election is 3 years. Subsequent terms will be nominated on a rotating schedule, ideally with at least 2 Ministry positions being reviewed each year. If re-election is desired, the elders will re-assess the candidate's calling, character, and capacity.

7. The election of voting members to the Deacons will take place at a congregational meeting or at an extraordinary meeting specifically called for that purpose. Nominations for the Deacons will be by the

Elders' team. Nominations will be communicated at the worship services for 3 weeks prior to the meeting taking place. The election will be by secret ballot. The quorum will include absentee votes and consist of no fewer than 60% of the members on the roll. 75% of the votes in favour of the nomination will be required to secure election.

8. Absentee voting is permitted, provided the vote is submitted on a form which contains the text to be voted on and delivered to the chairperson of the meeting or emailed to the church office 24 hours prior to the commencement of the meeting. An absentee vote is one cast by someone who is unable to attend the congregational meeting but is familiar with the content of the vote.

9. Recommendations for the Deacons given in writing to the Elders' Team will be welcomed from members of the congregation.

10. A Deacons member may rescind their office with up to 1 month's notice in writing.

11. In the case where a Deacons member demonstrates moral failure or an inability to perform the role, the Elders' Team will give notice of dismissal, in writing. This would be reported to the congregation either at a congregational meeting or a worship service.

#### 4. MINISTRY LEADERS

1. Ministry Leaders are those persons who lead or conduct any ministry within the church. Ministry Leaders will be supported by, report to, and be accountable to the Pastor.

#### 5. CONGREGATIONAL REPRESENTATIVES ON THE PROPERTY TRUST

1. Congregational Representatives are those persons elected to represent the congregation on the Property Trust (PT), according to the provisions of the *Hunters Hill Congregational Church Property Trust Act 2013 No 67*. Congregational Representatives are required to be voting members of the congregation.

2. The term of election is for 1 year. Subsequent terms will be allowed. If re-election is desired, the elders will re-assess the candidates calling, character, and capacity.

3. The election of voting members for Congregational Representatives will take place at the Annual General Meeting or other congregational meeting as required. Nominations will be communicated at the worship services for 3 weeks prior to the meeting taking place. The election will be by secret ballot.

4. Absentee voting is permitted, provided the vote is submitted on a form which contains the text to be voted on and delivered to the chairperson of the meeting or emailed to the church office 24 hours

prior to the commencement of the meeting. An absentee vote is one cast by someone who is unable to attend the congregational meeting but is familiar with the content of the vote.

## 6. MINISTRIES AND ORGANISATIONS

1. All property belonging to the ministries and organisations will be deemed church property.
2. All ministries and organisations of the church, or anyone bearing its name by agreement, will be directly accountable to it.
3. An audited annual financial report will be provided at the second congregational meeting each year. The budget for the forthcoming year will be presented at the Annual General Meeting.
4. The Pastor, or his nominee, will be an ex-officio member of all organisations and ministries connected with the church.
5. The assets and income of the Narellan Community Congregational Church shall be applied solely to the furtherance of its mission and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
6. In the event of the Narellan Community Congregational Church being dissolved, the amount that remains, after such dissolution and the satisfaction of all debts and liabilities, shall be transferred to the Hunters Hill Congregational Church Property Trust Board (PT), which likewise, is not carried on for the profit or gain of its individual members.

## 7. MEMBERSHIP

1. Membership of Narellan Community Congregational Church is open to all persons, at least 16 years of age, who are able to share their testimony in an appropriate way for them. They must believe in Jesus Christ, acknowledging him as their Lord and Saviour and profess to beliefs in harmony with the Narellan Community Congregational Church 'Statement of Faith' and 'Values' documents. Water baptism by full immersion is encouraged as a further outcome.
2. Accepting the 'Membership Commitment' confirms the commitment by the individual to the church in the areas of worship, service, fellowship and giving.

## 8. CANDIDATES

1. Candidates for membership apply to the Elders' Team. Candidates

will be subject to an interview and/or a waiting period as deemed necessary by the Elders' Team.

2. Candidates will be required to meet with the Elders' Team and accept the Membership Commitment by signing.

3. New voting members will be formally welcomed into membership at the next congregational meeting.

## 9. CHURCH ROLL

1. The names of all church members will be recorded on the Narellan Community Congregational Church roll. Applying for membership indicates acceptance of this condition. The Elders will amend the church roll with additions and deletions as necessary and once per year in September, or another suitable time for the Annual General Meeting.

2. As part of the church roll, a supplement will record church members who remain in membership without the ability to fulfill all membership responsibilities. The church members recorded in the supplement will not have voting privileges nor be included in quorum calculations.

3. A member may remain on the supplement roll for 12 months. They may then be removed at the Elders' discretion.

## 10. RESIGNATION

1. A resignation from membership will be provided to the Elders' Team, where possible, in writing. The member's name will be deleted from the church roll.

2. Should a member not provide a letter within a year, that person will be removed from the Church Roll.

## 11. DISCIPLINE

1. Should any case of breach of membership responsibilities occur, the matter will be investigated by the Elders' Team, seeking to restore the member by the application of Matthew 18:15-17 and Galatians 6:1.

2. If this fails, the Elders' Team will remove the member from membership. This will be communicated to the congregational meeting. The member's name will then be deleted from the church roll.

## 12. CONGREGATIONAL MEETINGS

1. The church members will meet together as the gathered body of Christ in a spirit of prayerfulness to determine the mind of Christ in

matters appertaining to the work, worship and welfare of the church. Regular worshippers may also attend and observe proceedings.

2. The Annual General Meeting shall be held each year within the 2 month period directly preceding the Annual General Meeting of the PT. This meeting shall conduct the election of congregational representatives to the PT in addition to ordinary business.

3. The Ordinary congregational meetings shall be held quarterly or as otherwise arranged.

4. Notice of the Annual General Meeting and Ordinary congregational meetings will be communicated at the worship services for 3 weeks prior to the meeting taking place.

5. Unless otherwise stated in these congregational rules, the congregational meeting can only transact church business with a quorum that will include absentee votes **for nominated issues** and consist of no fewer than 50% of the members on the roll.

6. Unless otherwise stated in these congregational rules, a motion can only be passed if it gains at least 51% of the votes received.

7. Unless otherwise stated in these congregational rules, voting may be by the voices or by show of hands.

8. All fractions of whole numbers to be taken 'UP' to the next whole number.

9. Absentee voting is permitted, provided the vote is submitted on a form which contains the text to be voted on and delivered to the chairperson of the meeting or emailed to the church office 24 hours prior to the commencement of the meeting. An absentee vote is one cast by someone who is unable to attend the congregational meeting but is familiar with the content of the vote.

## 13. EXTRAORDINARY CONGREGATIONAL MEETINGS

1. The Elders' Team may call an extraordinary congregational meeting at any time. No other business other than that stated shall be dealt with.

2. An extraordinary congregational meeting may be similarly called at the request of at least 4 voting members after stating the nature of the business in writing to the Elders, with no fewer than 3 weeks' notice.

## 14. BUSINESS TO BE DISCUSSED

1. A representative of the Elders or Deacons shall introduce the business to the congregational meeting.

2. Should members wish to introduce new business, they must give the Elders' Team no less than 7 day's notice prior to the commencement of the meeting. Should any members at the meeting object to the member's business being discussed, eg. business of a controversial

nature, it may, on vote, be held over till the next congregational meeting.

3. If a member of the congregation has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, that member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest to the Elders. After disclosure, the member must not be present during any deliberations with respect to the matter, or take part in any decision or vote at the congregational meeting.

4. Minutes are to be kept of the proceedings of each meeting and must include at least; all motions put to the meeting; amendments to such motions; the names of the movers and seconders of those motions and amendments; and the resolutions passed by the meeting. Minutes may be released prior to request or will be issued on request.

## 15. ALTERATIONS TO THIS DOCUMENT

1. Alterations or additions to congregational rules can only be made at a congregational meeting.

2. Notice of any proposed change to congregational rules will be communicated at the worship services for 3 weeks prior to the meeting taking place. The quorum will include absentee votes and consist of no fewer than 67% of members on the roll. 75% of the votes in favour of the nomination will be required to secure acceptance.

## 16. ACCESS TO CONGREGATIONAL RULES

A copy of these Congregational Rules is to be available on the church website, according to the provision of section 47 of the HHCCPT Act.

*47 (2) Without limiting the manner in which congregational rules must be made publicly available, a copy of the rules must be published on the website of the Church (see section 30 (g)).*