



CONSTITUTION

(Revised November 1999)

BY-LAWS

MEMBERSHIP APPLICATION

Version Control: 17th March 2020

(Reformatted: 20 April 2018)

Alice Springs Baptist Church

CONSTITUTION

RECITALS

MAJORITY

Unless otherwise specified, a majority will be greater than fifty percent of votes.

REVIEW

The review of Church Leaders will include personal and leadership assessment of the role, ministry duties and spiritual and personal life.

PREAMBLE

Christ is the head of the Church and leads the church through the working of the Holy Spirit. All leadership and decisions are to be led by the prompting of the Holy Spirit.

A THE CHURCH

1 THE NAME

The name of the church shall be the Alice Springs Baptist Church, hereinafter called “the church”.

2 PURPOSE

The Purpose of the church shall be the advancement of the Lord’s Kingdom by promoting the spread of the Gospel, the fellowship of believers and the study and understanding of God’s Word.

3 DOCTRINAL BASIS

The church subscribes to the following doctrinal basis;

3.1 The Divine inspiration and supreme authority of the Scriptures of the Old and New Testaments.

3.2 The existence of one God in three persons - the Father, the Son and the Holy Spirit.

3.3 The Deity and Incarnation of the Lord Jesus Christ, the second person in the Holy Trinity, the Son of God.

3.4 The fallen, sinful and lost condition of all people.

3.5 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.

3.6 The immediate work of the Holy Spirit in the regeneration of people, adoption into the family of God, and in their preservation to the heavenly kingdom of the Lord Jesus Christ.

3.7 God, through the Holy Spirit, gives spiritual gifts as he chooses to each believer to be used for the building up of the church.

3.8 The necessity, in order to be saved, of repentance towards God, and of faith in the Lord Jesus Christ.

3.9 The expectation of the return to earth of our Lord Jesus Christ, the resurrection of the dead, and the final judgement of all people by the Lord Jesus Christ.

3.10 The two ordinances of the Lord Jesus Christ are Baptism; being the immersion of believers upon their profession of faith in the Lord Jesus Christ as a symbol of the fellowship of the believers in his death, burial and resurrection and the Lord's Supper, being a memorial, until He comes, of the sacrifice of the body and blood of the Lord Jesus Christ.

B CHURCH MEMBERSHIP

4 ADMISSION TO MEMBERSHIP

4.1 All applications for church membership shall be made on a duly completed application form and presented to the Deacon for Administration.

4.2 Persons previously baptised as believers in the name of Christ who give evidence of their faith in daily life, and who subscribe to this constitution may apply for membership.

4.3 The church leadership will undertake to consider all applications and make recommendations to the membership.

4.4 The church membership shall consider the recommendations of the leadership, and shall decide what course of action shall be taken in each case.

4.5 Official membership will commence from the date the applicant receives acceptance by the church members at a church members meeting.

4.6 Dual Membership

Members of a church elsewhere in Australia working as missionaries in Alice Springs, and overseas citizens, who have qualified to become members of the church, may be accepted as members without transferring from their home church. The names of such persons shall automatically be removed from the church roll when they leave Alice Springs permanently.

5 RESPONSIBILITY OF MEMBERS

Each member is expected to read and abide by the Constitution of the church, to attend the services and the meetings of the church, to contribute to the funds of the church according to their

ability, to encourage the development and use of spiritual gifts within the fellowship and to do everything possible to advance the kingdom of God.

6 DISCIPLINE

6.1 The aim of any disciplinary action shall be the restoration of a member to full participation in the life of the Church.

6.2 A member who appears to behave persistently in a non-biblical manner shall be visited by two church leaders, who will seek an account of the member's behaviour. If the member fails to respond appropriately, the matter will be brought to account at a meeting of the church leadership. If the member remains unrepentant the leadership shall recommend to the membership that the member be removed from the church roll.

7 CHURCH ROLLS

The church shall have a roll containing the names and addresses of its members. This roll shall be maintained on an ongoing basis by the Deacon for Administration, but no names shall be removed without careful inquiry concerning the member. In addition, the church shall have an absentee roll to contain the names of members who have left the district, but have not linked up with another church of like faith and order. Only members on the resident roll are eligible to vote at church meetings or hold positions of leadership.

C ORDINANCES OF THE CHURCH

8 BAPTISM

Baptism shall be practised in this church by the immersion of believers, in the Triune name, following their profession of faith in the Lord Jesus Christ. Consideration shall be given by the church leaders where a person is unable to be baptised by immersion, due to physical disabilities.

9 THE LORD'S SUPPER

The Lord's Supper shall be observed a minimum of twice a month, usually on the 1st Sunday of the month in the morning and the 3rd Sunday of the month in the evening. All believers in the Lord Jesus Christ as Saviour shall be welcomed to the Lord's Table. A church leader shall normally preside.

D CHURCH LEADERSHIP

10 CHURCH LEADERS

10.1 The leadership of the church will be made up of people who, as presented in Scripture, are appropriately gifted to meet the needs of the Alice Springs Baptist Church. There will be a minimum of five and a maximum of twenty church leaders. These may include paid positions.

10.2 The church leaders' primary role will be to assist the church to meet its vision in the areas of ministry chosen by the church. A number of the church leaders will have the specific responsibilities of shepherding, pastoring, teaching and spiritual oversight. Critical roles that must be filled are Finance, Administration and Pastoral Care.

10.3 Only members shall be eligible for appointment as church leaders.

11 THE PASTOR

11.1 The Pastor, along with other church leaders, will have the specific responsibility of shepherding, pastoring, teaching and spiritual oversight.

11.2 The Pastor will have the authority to represent the church on a day-to-day basis, and will be accountable to the church leaders, and ultimately the church members for the performance of the Pastor's role in the church.

11.3 The Pastor shall be elected or removed upon a seventy five percent majority of voting members. The vote to be taken at a special meeting of which three weeks written notice has been given to all members.

11.4 The Pastor shall be an accredited minister of a Baptist Union affiliated with the Baptist Union of Australia, or a kindred union, but the church shall have the right to appoint a competent person, not being an accredited minister, as Pastor for an interim period

12 ELECTION OF OTHER LEADERS

12.1 Nominations shall be received by the church leaders. Recommendations for each position shall be presented to the church members.

12.2 The nominee(s) shall be elected by a seventy five percent majority of the voting members at the meeting.

12.3 Casual vacancies in unpaid positions may be filled at a general meeting. A leader so elected shall, however, only hold office until the next AGM.

12.4 All members above the age of twenty one years are eligible for nomination and election to the church leaders' positions, provided they have been in membership for six months at the time of election.

13 TENURE AND REVIEW

13.1 All elected church leaders shall be appointed for terms of two years and may be available for re-nomination.

13.2 All paid leaders will be subject to a contract of tenure, which shall include a mechanism for review.

13.3 All contracts for paid church leaders' positions must be signed by the Deacon for Administration with the authority of seventy five percent majority of the voting members at the meeting.

13.4 A church leader can only be removed at a special meeting.

E CHURCH BUSINESS

14 MEETINGS

14.1 All meetings shall be based upon accepted business meeting procedures and protocols.

14.2 Church members meetings shall be held at least four times each calendar year exclusive of the AGM. Notices of the time and place of such meetings shall be given at both services for the preceding three Sundays.

14.3 An extra ordinary meeting may be called at the discretion of the Deacon for Administration.

15 SPECIAL MEETINGS

15.1 Matters of significance not able to be held in abeyance until the next members meeting and which are outside the realm of ordinary business shall be dealt with at special meetings.

15.2 Three weeks written notice, which sets out and describes the purpose of the meeting, shall be given to all members.

15.3 A quorum of seventy five percent of resident members eligible to vote is required for a special meeting.

15.4 A motion shall be passed by a seventy five percent majority.

15.5 Special meetings will not exceed two hour duration unless agreement to extend is reached by a majority.

15.6 A special meeting shall ordinarily be called by the leadership or may be called by a minimum of twenty five percent of the members.

16 ANNUAL GENERAL MEETING (AGM)

16.1 An annual church members meeting shall be held in September, of which three Sundays notice, including reports and all relevant details on voting matters, shall have been given.

16.2 Meeting Procedures:

16.2.1 Annual reports shall be submitted by the Deacon for Administration, and leaders of all organisations of the church, and audited balance sheets by the Deacon for Finance and treasurers of all organisations of the church. The Deacon for Administration shall coordinate the reports for presentation and circulate them prior to the meeting.

16.2.2 Church leaders are elected at the AGM by ballot. Each nominee must obtain at least seventy five percent of the votes to be elected.

16.2.3 An auditor shall be appointed to act until the next AGM. He shall be empowered to audit accounts for all church organisations.

17 CHAIRPERSON

The Chairperson shall be the Deacon for Administration or his designate.

18 QUORUMS

A quorum for general meetings shall be at least twenty five percent of the resident membership eligible to vote. Where a quorum is not established, another meeting will be called until a quorum is met.

19 VOTING

19.1 Voting shall be restricted to those who have reached the age of sixteen years.

19.2 Voting on ordinary business shall be by show of hands. A motion shall be carried by a seventy five percent majority. Neither absentee nor proxy voting shall be permitted.

20 NEW BUSINESS

Except for business brought forward by the leaders, no business other than that listed in the agenda shall be discussed at any church meeting, except by majority vote of the meeting.

21 FINANCE

All monies given or raised in the name of the church shall be under the direction of the church leaders except that the church leaders may allow organisations connected with the church to operate their own bank accounts, and hold monies for specific purposes.

F MINISTRIES

22 ORGANISATIONS

No organisation may represent itself to be part of the church without the approval of the church leaders. In all matters of dispute the church shall be the final authority.

23 PROPERTY

Property received or purchased by any organisation of the church shall be deemed the property of the church.

24 PROGRAMMES ETC

All programmes, policies, syllabi and rules of Society, club or other organisations connected with the church shall be subject to approval by the church leaders before being published, circulated or performed.

G GENERAL

25 BY LAWS

The church at a general meeting may establish, rescind or modify by-laws, governing day-to-day matters of the church, by majority vote.

26 DISTRIBUTION

A copy of this constitution shall be available to all members and presented to all persons applying for membership.

27 ALTERATION OF CONSTITUTION

This constitution may not be cancelled or amended, except at a Special Meeting.

Alice Springs Baptist Church

BY-LAWS

1. USE OF THE CHURCH FACILITIES AND EQUIPMENT

(Endorsed at Members Meeting 07-06-2010 for immediate enactment)

1.1 Applications for the use of any Church facilities and equipment by Church ministry groups must be made to the Deacon for Administration, Church Office Secretary or Deacon for Church Building & Resources.

1.2 Applications for the use of any Church facility or resource by an individual or outside agency must be on the duly completed application form and follow the procedures set out in the Church document, “Use of Church Facilities and Resources by Outside Agencies”, available through the Church office.

2. SECURITY

The issuing of keys for accessing Church buildings or facilities shall be administered according to the Church procedures set out in the Church document, “Key Register & System”, available through the Church office.

3. EMERGENCY EVACUATION

3.1 Emergency Evacuation Posters shall be prominently displayed throughout the Church buildings.

3.2 Emergency Evacuation Procedures shall be administered according to the Church procedures set out in the Church document, “Emergency Procedures”, available through the Church office.

4. HUMAN RESOURCES PROCEDURES

4.1 A Human Resources Procedures document shall be maintained by the Deacon for Administration and held in the Church office.

4.2 This document shall contain all duly signed contracts of employment, role profiles of paid and elected leaders and staff, descriptors of relevant employment awards, stipend and salary information, conditions of employment, and leave details. In addition the document shall contain application forms for Sick, Annual and Long Service leave, and will detail the keeping of employment records.

5. TEAM MINISTRY LEADERS

All team ministry leaders shall be appointed by the Church leadership after considering the recommendation of the portfolio Deacon.

6. OFFERINGS and Electronic Giving Procedures

(Revised and endorsed at Members Meeting 16-03-2020 for immediate enactment)

- 6.1** The lead participant on the weekly Duty Member Roster shall be either an elected Church Leader or a Church Member endorsed by the Church Leadership. Assistant helpers may be any responsible regular member of the congregation.
- 6.2** Prior to the conclusion of each worship service, the rostered Church Duty Member will be responsible for depositing offerings into the church safe and will keep the safe combination confidential.
- 6.3** With the exception of electronically paid offerings; all offering amounts will be counted during office hours by a team of at least 2 responsible adults organised by the office secretary and finance assistant.
- 6.4** With the exception of electronically paid offerings; all offering amounts will be recorded and initialled by the church office secretary and finance assistant in the church Offering Record Book.
- 6.5** The church Offering Record Book shall be maintained by the church office secretary and finance assistant.
- 6.6** Electronic offerings will be managed by the church office secretary and finance assistant and recorded, together with other offerings, on the monthly Financial Reports.

7. RECOMMENDATIONS

When recommendations to nominate Church leaders are made to the Church members, such recommendations shall contain a brief overview of the person and position being filled.

8. PROCESS FOR NOMINATIONS

Nominations should be made on a duly completed nomination form for verification by the leadership and will address the particular ministry's profile.

9. PROCESS FOR WHEN MULTIPLE NOMINATIONS FOR A POSITION ARE RECEIVED

(Endorsed at Members Meeting 15-08-2016 for immediate enactment)

If more than one nomination is received for a position, all names will be put to the members for voting. If none of the nominees receive the required 75% vote of voting members, then the following process will be followed:

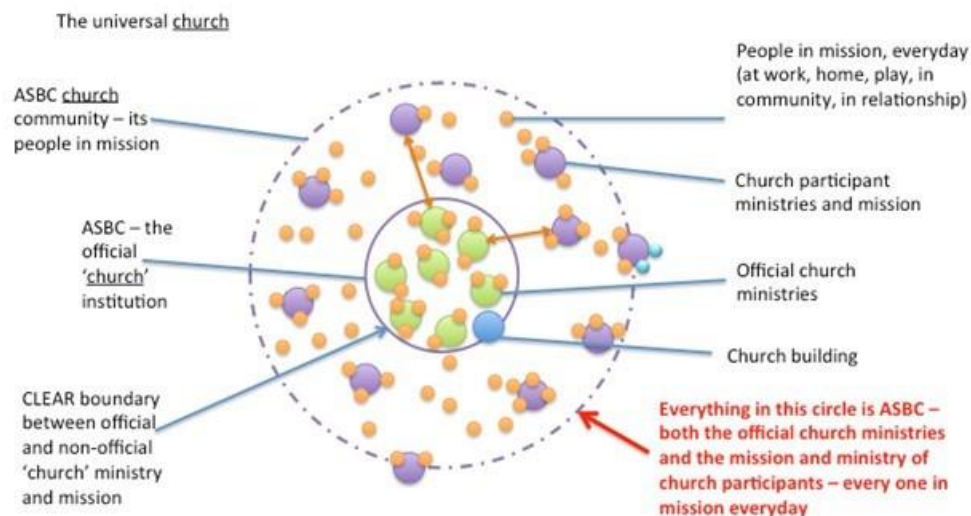
- Nominees with lower percentage vote stand aside
- Nominee with highest percentage vote is put to the members, if they receive the required 75% vote of voting members then they are appointed to the position.
- If they do not receive the 75% vote, the nominee with the next highest percentage of the vote is put to the members. If they receive the required 75% vote of voting members then they are appointed to the position, if not then repeat the process with any remaining nominees.
- If no nominee receives 75% yes vote, then the position remains vacant

A nominee may choose to withdraw their nomination at any stage of this process, in which case their name would not be put to the vote.

10. CHURCH LEADERSHIP STRUCTURE

10.1 Purpose Overview (at July 2017)

- 10.1.1 We are a church that is on a journey: We recognise that we cannot and should not be static. Over the year 2015-16 the ASBC undertook a focussed review that took the form of a ‘pilgrimage’, a facilitated process to more fully understand God’s calling to us, through celebrating and understanding our history, working towards a shared understanding of the particular challenges and opportunities we have, developing a shared understanding of our purpose, and how we need to work together in partnership with God and each other. We expect that journey to continue and be refined and contributed to by in-coming church community members and staff.
- 10.1.2 We recognise that ASBC is not just the ‘official’ church ministries and activities: ASBC is the people of the church community (not the institution). Its mission and ministry happens in our daily lives – ‘everyone in mission, everyday’, at our home, our paid or unpaid work or study, in our social life, in our community activities and in our church community.



- 10.1.3 The purpose and focus of the Official Leadership at the ASBC is to empower, support, and equip the church community to do its work – wherever that is. The ‘official’ ASBC is there to support the mission of the whole.

Official ASBC Church Ministry and Mission

10.2 Flexibility

The Church leadership structure will reflect the current Church vision and ministry needs.

10.3 Duty Statements

Each position depicted in the structure will have a duty statement prepared by the Church leaders and ratified by the membership.

10.4 Current Leadership Structure

(Endorsed at Members Meeting 10/07/2017 for enactment from 2017/2018 AGM)

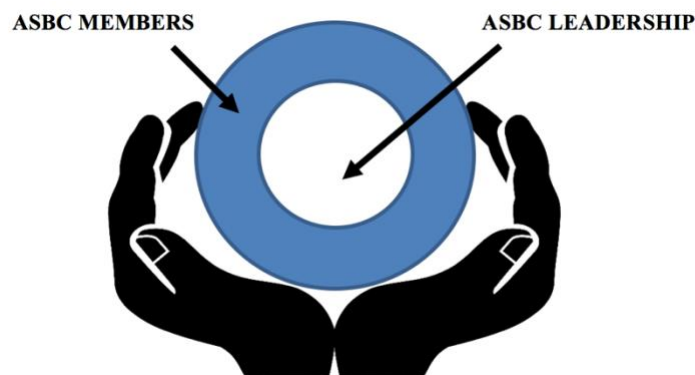
10.4.1 Christ is the Head of this Church. In everything we do, we do it in consultation with Him. We allow Him to hold His ASBC in His hands. As a Christian Church of the Baptist denomination, we believe in the Priesthood of all believers and Member Governance.

10.4.1.1 Member Governance simply means the collective Church Membership discerns the will of Christ and no individual has more access to Christ and His direction for the ASBC than another; ultimate governance authority rests with the collective and no individual.

10.4.1.2 The Membership select or bring in appropriately gifted leaders to the body to represent, mentor, grow, equip and walk alongside the members of the Church and her congregation.

10.4.1.3 The Membership provides the Leaders with the delegation and responsibility to lead according to their role.

10.4.2 The Alice Springs Baptist Church Official Leadership Structure



10.4.2.1 Current Leadership Positions

(Endorsed at Members Meeting 10/07/2017 for enactment from 2017/2018 AGM)

- Lead Pastor
- Associate Pastor
- Associate Pastor
- Elected Elders (up to 5 positions)
- Enabling Deacons (up to 6 positions)
- Operational Deacons (up to 4 positions)

10.4.3 Leadership Functions

- 10.4.3.1 **Pastors** are employed by the ASBC to fill specific roles and Ministries. Currently (June 2017) the ASBC employs 3 Pastors;
- **Lead Pastor:** the Lead Pastor is the holder of the ‘big picture’ and works on behalf of the Membership to facilitate the development and implementation of the vision God has placed upon the heart of the ASBC. The Lead Pastor works with Pastors, Elders and Enabling Deacons to facilitate the Spiritual Growth of the Church. The Lead Pastor works with the Operational Deacons to ensure the ASBC remains compliant with its obligations to current legislation
 - **Associate Pastor** (Worship, Creative and Outreach Ministries): provides strategic leadership in the area of Creative Ministries and Indigenous Ministries, and works with Pastors, Elders and Enabling Deacons to facilitate the Spiritual Growth of the Church.
 - **Associate Pastor** (Generations): provides strategic leadership and oversight for the Children’s, Youth and Young Adults (shared) ministry teams and programs, and works with Pastors, Elders and Enabling Deacons to facilitate the Spiritual Growth of the Church.
- 10.4.3.2 **Elders** are elected to work alongside Pastors and Ministry Teams to provide for the Pastoral Care needs of the congregation and to ensure the Spiritual oversight and growth of the Church remains within the Biblical doctrines and purposes of the ASBC. The Church may elect up to 5 Elders.
- 10.4.3.3 **Enabling Deacons** are elected to grow, mentor and equip Ministry Leaders and have a pivotal role in training and guiding emerging ministry leaders and team members. The Church may elect up to 6 Enabling Deacons.
- 10.4.3.4 **Operational Deacons** are elected for the specific roles of ensuring the Church meets its obligations to employees, governments, suppliers, the safety and wellbeing of the congregation, physical assets and financial diligence. The Church may elect up to 4 Operational Deacons. Currently (June 2017) the ASBC has the following Operational Deacons;
- **Deacon for Administration** (Acts as the Executive Officer). The Deacon for Administration works closely with the Lead Pastor to ensure the full interests of the Membership (spiritual and legal) are always prioritised in the activities and functions of the ASBC.
 - **Deacon for Finance**
 - **Deacon for Building Management and Compliance**

10.5 Leadership Organisation

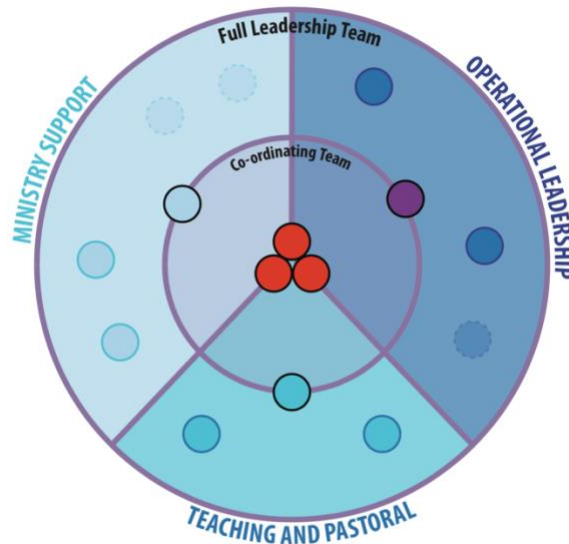
- 10.5.1 The Leadership will operate with 3 distinct teams to facilitate functions in this most efficient and responsive manner possible.
- **Elders**

- **Enabling Deacons**
- **Operational Deacons**

- 10.5.1.2 Each Leadership Team will meet as often as is required to enable functions to be performed.
- 10.5.1.3 A representative from each of the 3 Teams will meet or correspond with each other to facilitate communication across teams at least monthly. (Communications Team)
- 10.5.1.4 All Teams will come together as the Full Leadership at least quarterly.
- 10.5.1.5 The Lead Pastor will be an automatic member of all 3 teams. Other Pastors may be included in teams as deemed appropriate.

The ASBC LEADERSHIP Organisation Team Structure

Pastors: Sit within and across the 3 sectors of Church Leadership Structure according to role and gifting.



10.6 Tenure of Elected Leaders

All paid Leadership positions are subject to the requirements of the Constitution for paid staff. Pastors have additional requirements for selection and employment. The following applies for elected leaders;

- 10.6.1 **Elders** shall be appointed according to the constitutional requirements for the appointment of Church leaders. Elders shall hold office for two years and may seek renomination for further appointment.
- 10.6.2 **Enabling Deacons** shall be appointed according to the constitutional requirements for the appointment of Church leaders. Enabling Deacons shall hold office for two years and may seek renomination for further appointment.
- 10.6.3 **Deacons** shall be appointed according to the constitutional requirements for the appointment of Church leaders. Operational Deacons shall hold office for two years and may seek renomination for further appointment.

11. PAID LEADERSHIP STAFF REVIEWS

- All paid leaders shall participate in an annual performance and personal development review.
- The annual review panel shall consist of representation from the Eldership and Diaconate.
- A succinct report of the review will be provided to the Church membership at the first member meeting following the review.

12. ALCOHOL AT ASBC SANCTIONED ACTIVITIES OR ON ASBC PROPERTY

The ASBC members meeting of 7th June, 2010 formally endorsed the established position to exclude alcohol from all functions and activities conducted in or on ASBC property or facilities and at any event being conducted under the name of the Alice Springs Baptist Church.

13. VACANT SENIOR PASTOR POSITION - MANAGEMENT

During periods when the Senior Pastor position may be vacant the following shall apply;

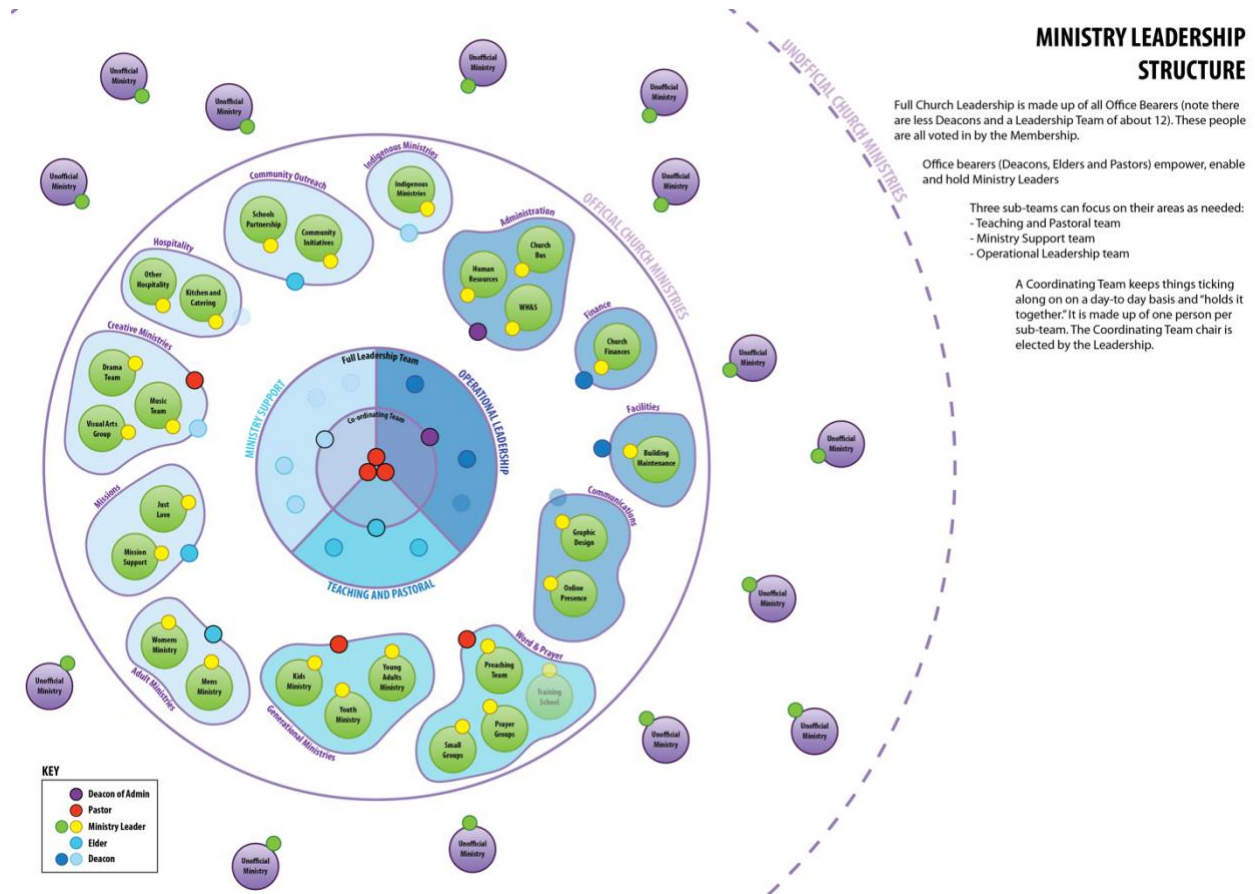
- 13.1** The Deacon for Church Administration will seek the assistance of the Baptist Churches of South Australia (BCSA) to assist with moderating a Pastoral Search Process.
- 13.2** The Full Leadership will recommend a Pastoral Search Team (PST) to the Members that shall include representation from the elected Elders, elected Deacons and Church Membership.
- 13.3** The Full Leadership will form a representative group of elected Elders and Deacons to formulate strategies that ensure the continued performance of the church ministries and to present these strategies to the Full Leadership for implementation.
 - 13.3.1** Strategies that involve employing temporary staff, interim Pastors or other additional costs to budgetary lines must be endorsed by the Full Leadership and accepted by the Church Membership prior to implementation.
 - 13.3.2** The Deacon for Church Administration will act as Chair of the Leadership representative group and will liaise with BCSA for appropriate support and guidance.

14. ABSTENTIONS

- 14.1** Members may abstain from the vote prior to the vote being taken. Abstentions will not be counted in the total number of votes cast.
- 14.2** Informal votes will not be counted in the total number of votes cast.

The ASBC Ministry Model

(Endorsed at Members Meeting 10/07/2017 for enactment from 2017/2018 AGM)





MEMBERSHIP APPLICATION

Thank you for your interest in formal membership of the Alice Springs Baptist Church. In order to complete this application you will require the current version of the “Constitution and By-Laws” of the Alice Springs Baptist Church. The latest version is available through the Church Office Secretary or the Deacon for Church Administration.

Please note: All specific and personal information you provide is only for use within the Full Leadership. The information you have provided will be summarised and used to formulate a recommendation to the Church Members.

Applicant Name: _____

Date of Birth: _____

Address: _____

Home Phone: _____ Mobile: _____

Email: _____

Last Church Attended: _____
(If any)

Have you read the Alice Springs Baptist Church Constitution? YES / NO

Did you understand all parts of ‘Section B – Church Membership’? YES / NO

Have you been Baptised as a believer in Jesus Christ? YES / NO

If ‘Yes’ was this by total immersion? YES / NO

How do you wish to come into Church Membership? (Please select)

- By Baptism: _____
- By Letter of Transfer: _____
- By Testimony: _____
- Dual with current Church: _____

Are you prepared to participate in the Alice Springs Baptist Church family life and subscribe to the Constitution?

YES / NO

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please return your completed application to the Church Office for attention of the Full Leadership.

Revised: November 1999