

SAMPLE

**THE
CONSTITUTION
Of
(insert church name here)
CHURCH**

Administration Office:

(Insert Date)

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1. Preamble

- 1.1 The (insert church name here) Church” is a part of a movement of churches in (insert the nation here) known as (insert the name of the CRC in the Nation) (Hereafter known as the CRC). This cooperative fellowship of autonomous churches is based on mutual love, respect, loyalty and recognition of each other, as expressed in the Charter of the CRC Churches International.

2. Name

- 2.1 The name of this organisation entity is (insert church name here) (hereinafter referred to as the “Centre”). The names and logos of CRC are the property of CRC and may only be changed with the approval of the CRC National Executive.
- 2.2 The registered address of the Centre shall be: determined by the Oversight.
- 2.3 Acknowledgement is given that the name CRC Churches & CRC are used under licence from the CRC National Executive (herein after known as “National Executive”).

3. Definitions

In this Constitution, except where the context is inconsistent therewith, the following words shall have the meanings hereby assigned to them.

- 3.1 ‘Centre’ means the name of this entity.
- 3.2 ‘CRC’ means the CRC Churches International Country (insert the nation)
- 3.3 ‘CRC Local Church’ means a local church within the CRC that satisfies the requirements of this constitution and the National constitution and Charter of CRC Missions International.
- 3.4 ‘CRC Missions International’ means the missions department of the CRC Churches International in Australia.
- 3.5 ‘Deacon’ means a person appointed to a responsible practical position and or to lead in such a responsible area.
- 3.6 ‘Elder’ means a person appointed as an example to the church also involved in caring and prayer
- 3.7 ‘Executive’ means the Executive of the CRC Churches International in (insert the nation)
- 3.8 ‘Financial Year’ means the period of one calendar year as defined in this constitution.
- 3.9 ‘General Meeting’ means a ‘Special General Meeting’ or ‘Annual General Meeting’ of Members of the Church convened in accordance with this constitution.
- 3.10 ‘Mother Church’ means a CRC Local Church which is providing the governance of an Outreach Church.
- 3.11 ‘Interdependent’ means mutually responsible and dependent as an affiliate within the common policies and guidelines, but separately governed.
- 3.12 ‘Local Church’ means a localised Christian community of common faith as defined in this constitution.
- 3.13 ‘National Council’ means the governing body of the National organisation of the CRC Churches International in (insert the nation).
- 3.14 ‘National Executive’ means the Executive of the CRC Churches (insert the nation).
- 3.15 ‘Outreach Church’ means a CRC Local Church that has not met the requirements to be affiliated as a CRC Church and is under the governance of another CRC Church.
- 3.16 ‘Oversight’ means the legal governing and overseeing body of this Centre.
- 3.17 ‘Senior Pastor’ means the person appointed to lead the Centre as defined in this constitution and will have a current CRC Credential approved by the National Executive.
- 3.18 Voting is valid when individuals participate in person or electronically, including provisions for virtual meetings and digital records.
- 3.19 Words denoting a specific gender shall be interpreted as inclusive of all genders where the context allows. Similarly, references to the singular shall be understood to include the plural, and vice versa, unless explicitly stated otherwise.

4. Principles and Objectives

- 4.1 The Centre accepts and agrees to abide by the terms and provisions of the following documents:
 - 4.1.1 The Charter of CRC Churches International.
 - 4.1.2 The Constitution of CRC Missions International
 - 4.1.3 The Constitution of the CRC (**insert the nation**).
- 4.2 Vision
 - 4.2.1 Our vision is to help expand the kingdom of Jesus Christ on earth by creating Bible-based, contemporary Churches and Ministries (Acts 1:8)

4.3 Mission

Our mission is to exalt Jesus Christ in all that we think, say and do, and to extend His influence throughout the world by:

- 4.3.1 Proclaiming Christ's Gospel with the expectation that supernatural signs will follow as the normal New Testament pattern (Mark 16:15-20).
- 4.3.2 Planting Christ-centred churches that are autonomous, interdependent and self-propagating (Acts 14:21-28)
- 4.3.3 Promoting Christ-glorifying Christian communities which outwork the miraculous and character transforming ministry of the Holy Spirit (Acts 2:42-47) and who also contribute to caring for people in genuine need, and in community development.
- 4.3.4 Producing Christ-following disciples who seek to obey the Great Commission (Matthew 22:36-40; 28:18-20).
- 4.3.5 To engage in evangelism by all means, such as public meetings, films, radio, television, printed page, electronic media etc, and by other means of communication.
- 4.3.6 To establish other self-governing, self-propagating local churches according to the New Testament pattern, as the opportunity affords inclusive of any other campuses of the Centre.
- 4.3.7 To uphold the Biblical concept of the family as the basic unit of society.
- 4.3.8 To provide Christian Education for all age groups, and to encourage training for active ministry at home and abroad.
- 4.3.9 To release the Divinely bestowed Ministry Gifts of Christ into full operation within the church and the body of Christ.
- 4.3.10 To support and engage in Missionary enterprise in other nations with a view of establishing indigenous local churches.
- 4.3.11 To encourage an attitude of Christian Fellowship toward all believers in Christ, irrespective of doctrinal or denominational differences.
- 4.3.12 To honour all civil governing authorities according to the Scriptures, as a non-political organisation.
- 4.3.13 To co-operate with other self-governing local churches, which are affiliated with the CRC, in achieving the afore-going objectives.
- 4.3.14 To provide vocational training and skills development: Equip individuals with practical skills and knowledge for employment and entrepreneurial opportunities, contributing to personal and community development.
- 4.3.15 To establish welfare and support programs: Offer food, clothing, shelter, and counselling services to individuals and families in need, following the biblical mandate of compassion and care (Matthew 25:35-40).
- 4.3.16 To promote leadership development: Foster the growth of Christian leaders through mentoring, training, and educational programs, preparing them for roles in ministry and community leadership.
- 4.3.17 To encourage the pursuit of higher education: Support the establishment of scholarships, learning programs, and partnerships with Christian educational institutions for academic and spiritual growth.
- 4.3.18 To engage in health and wellness initiatives: Provide support for physical, emotional, and mental well-being through health education, medical outreach, and spiritual care (3 John 1:2).

- 4.3.19** To advocate for social justice and ethical practices: Promote awareness and action on issues of justice, equality, and ethical behaviour in alignment with biblical principles (Micah 6:8).
- 4.3.20** To facilitate addiction recovery programs: Develop Christ-centered support groups and recovery programs for those struggling with addictions, focusing on transformation through the Holy Spirit.
- 4.3.21** To support children and youth programs: Establish dedicated ministries for children and youth, offering education, mentoring, and discipleship to nurture future generations of believers.
- 4.3.22** To create community outreach initiatives: Build bridges between the church and the community through events, services, and programs that meet practical needs and foster relationships.
- 4.3.23** To promote environmental stewardship: Encourage responsible care of God's creation through education and sustainable practices (Genesis 2:15).
- 4.3.24** To foster cultural diversity and inclusion: Celebrate and embrace cultural diversity, promoting unity within the body of Christ as one family (Galatians 3:28).
- 4.3.25** To establish digital evangelism initiatives: Utilize social media, apps, and online platforms to share the Gospel and connect with a global audience.
- 4.3.26** To provide marriage and family counselling: Support strong, Christ-centered marriages and families through workshops, seminars, and one-on-one counselling (Ephesians 5:22-33).

5. Declaration of Faith

The Centre believes in and presents the following basic truths:

- 5.1** The Holy Scriptures - their inspiration and infallibility.
- 5.2** The Godhead - comprising Father, Son and Holy Spirit.
- 5.3** The Lord Jesus Christ - His humanity, deity, virgin birth, sinless life, propitiating death for the sins of the world, resurrection for our justification, ascension to the Father's right hand, and personal return to reign upon earth at the end of this age.
- 5.4** Salvation - by repentance, faith in, and confession of Jesus Christ as Lord, producing an upright and moral life, according to the Bible, leading to good works.
- 5.5** The ordinances - Water Baptism, for all believers by immersion, and the Lord's Supper, celebrated in remembrance of Christ and in accord with His instruction.
- 5.6** Divine Healing - secured for every believer through the reconciliation of Christ; and deliverance from all bondage to the power of Satan.
- 5.7** The Baptism in the Holy Spirit - with the initial evidence of speaking in other tongues.
- 5.8** The Gifts of the Holy Spirit - for the equipment of ministry and the edification of the church: the fruit of the Holy Spirit as the expression of Christian character in believers.
- 5.9** The Church Universal - comprising of born-again believers of all nations and denominations under the headship of the Lord Jesus Christ.
- 5.10** Bible Prophecy - its fulfilment in world events, heralding the climax of this age and return of the Lord Jesus Christ.
- 5.11** The power of prayer and active faith in the life of every believer.

6. The CRC Church

- 6.1** Within the framework of the universal Church, there is the necessity to be associated with a group of local churches of common faith, vision and leadership. This cooperative interdependent fellowship of churches is based on mutual love, respect, loyalty and recognition of each CRC church's self-governance.

The CRC is such a group and believes that association with it should not interfere with our love for and fellowship with the universal Church in whatever contact we may have with it.

7. The Local Church

The Centre accept the New Testament portrayal of the universal Church organised into **autonomous**, **interdependent** and **self-propagating** local churches. Our concept of the local church is that of a loving Christian community that is:

- 7.1 **Autonomous** i.e. self-governing (having full authority to manage its own affairs) and self-ministering (having sufficient ministry gifts to lead its congregation) according to the Ephesians 4:11-16 pattern and described in this constitution;
- 7.2 **Interdependent** i.e. relationally connected, cooperative and accountable to the CRC family as described in this constitution and CRC Policies and Guidelines;
- 7.3 **Self-propagating** i.e. seeing itself as a base for outreach, church planting, and mission activities as expressed in the Vision & Mission of the CRC, conducted either on its own local initiative or in cooperation with other local churches;
- 7.4 **Governed by Elders** (or by whatever title the spiritual Oversight may be known) and served by Pastors, Deacons, and Leaders or any other such Helpers; and
- 7.5 **Composed of Accountable People** who are in submission to the Leadership team and spiritual oversight as they shepherd, disciple and lead the Centre; and this constitution and meet the requirements of Membership as outlined in Clause 8;
- 7.6 **Has Members**
 - 7.6.1 Membership shall be approved according to the provisions of this constitution (Clause 8).
 - 7.6.2 In order to be formally affiliated with the CRC as an autonomous local church, The Centre shall have an attendance of fifty (50) regular adult (those over 18 years of age).

8. Membership: Rights, Obligations and Liabilities

Membership in the Centre is available to those desiring to be formal Members in its vision and values and who therefore express a clear commitment to support others making a similar affirmation. To become a Member of the Centre is to receive spiritual care and formation and therefore to also assist in providing the same for others due to being a joint participant in the Centre family. This happens according to the applicable policies and procedures endorsed by the Oversight for the purpose of consistent application and benefit to all. Membership affirms the privileges and responsibilities of sharing the experience of being church family. Those who are not Members but identify the Centre as their spiritual home will receive similar support but not have a vote in Members meetings.

- 8.1 Applications for Membership in the Centre shall be made in writing on the approved application form (see Appendix 1).
- 8.2 Such application shall be lodged with the Secretary, or delegated representative.
- 8.3 As soon as practicable after the receipt of the application, it shall be referred to the Oversight of the Centre, who shall approve or reject the application based upon any recommendations and advice received from suitable church leaders (as defined in Clause 20.1.1).
- 8.4 There shall be no entrance fee or annual subscription fee.
- 8.5 Membership may be granted to such persons who:
 - 8.5.1 Have publicly confessed their faith in the Lord Jesus Christ as their personal Saviour: John 1:12-13; John 3:3-8; Rom. 10:9-11.
 - 8.5.2 Have been baptised in water by immersion subsequent to confession of faith in Christ: Acts 2:38; Acts 8:36-37; Colossians 2:12.
 - 8.5.3 Have been baptised in the Holy Spirit with the Bible evidence of speaking in other tongues. (Acts 1:5-8, 2:1-4, 38-39; 10:44-47; 19:1-7).
 - 8.5.4 Have been a Christian for a minimum period of 6 months and maintained a personal commitment to active Christian discipleship and practice as required by Scripture, inclusive of personal morality and sound doctrine as described in this constitution.
 - 8.5.5 Maintain a commitment to regularly attend public worship services at the Centre and inform the pastors/oversight of extended leaves of absence or of any other non- attendance that exceeds three (3) months.

- 8.5.6** Undertake to accept and support the policies of the Centre and the leadership of the ministry and Oversight functioning within the Centre, accepting both the privileges and areas of responsibility according to the scriptures: Acts 20:27-30; Hebrews 13:17; James 5:14-16.
- 8.5.7** Contribute regularly to the financial support of the Centre through tithes and offerings: Malachi 3:10 and Luke 6:38.
- 8.5.8** Does not hold membership in any other church.
- 8.5.9** Have attained the age of 18 years.
- 8.5.10** Undertake to accept the regulations and principles of fellowship as detailed in this Constitution, the CRC, and the Charter of CRC Churches International.
- 8.5.11** Have been approved by the Oversight (see Clause 18) of the Centre acting on the advice of relevant leaders.
- 8.5.12** Will respect my fellow Members and uphold the safety of children and vulnerable people.
- 8.5.13** Agree to resign Membership if they fall below the above requirements.
- 8.6** Upon an application being approved by the Oversight, the Senior Pastor or his/her representative shall, as soon as possible, notify the applicant of their approval for Membership in the Centre.
- 8.7** The Oversight, shall officially welcome the new Member into the Centre at the appropriate public meeting of the Centre.
- 8.8** The applicant's name shall be entered into the Register of Members following the official welcome into Membership.

9. Register of Members

- 9.1** The Register of Members shall be maintained by the Centre Secretary, and shall include the full name, address and date of entry of the name of each Member and the Register shall be available for inspection by Members at the church office.
- 9.2** The Register of Members will be updated and checked at least annually.
- 9.3** No subscription fee shall be payable by Members of the Oversight or by any other Members of the Centre.
- 9.4** In the event that Centre Membership falls below fifty (50) adult Members, the National Executive may reclassify the Centre as an Outreach Church under the guidance of a Mother Church or other senior Credentialed CRC Pastor.

10. Discipline of Members

- 10.1** Should the Oversight determine that a Member of the Centre has violated the basic requirements of Scripture or this constitution or anything that is contrary to the unity of the Centre in the areas of personal morality, misuse of Centre finances or doctrine as described in the Charter, or a serious breach of any secular laws, the Member shall:
 - 10.1.1** resign from all areas of leadership in the Centre until the Oversight resolves, as soon as is practicable, either to reverse this action or to terminate membership, notwithstanding the provisions of Clause 11; and
 - 10.1.2** Accept the reasonable counsel of the Oversight with the view to coming to a place of repentance and restoration.
- 10.2** The Oversight reserves the right, to discipline any Member found to have significantly or ongoingly disrupted any public activity of the Centre. That person may be asked to leave the premises at the time of the relevant incident by any the Oversight and will in all cases be considered to have forfeited any leadership responsibilities until the Oversight resolves, as soon as is practicable, either to reverse this action or to terminate Membership. The Oversight may ask the Member to publicly apologise for his/her behaviour or to cease to attend any of the Centre meetings. The Member's right of appeal to such action may be exercised under the terms of Clause 11.

11. Termination of Membership

- 11.1** A Member may, by notice in writing to the Oversight, resign from Membership of the Centre at any time.
- 11.2** Such termination shall take effect immediately from the date of receipt, unless otherwise negotiated with the Oversight.
- 11.3** The Oversight shall have the right to terminate the Membership of any Member of the Centre at any time, should that person be considered to have violated the requirements of Scripture or this Constitution as in Clause 10.
- 11.4** Upon instruction from the Oversight, the Secretary, or a delegated representative, shall make an entry in the Register of Members recording the date on which a person ceased to be a Member.
- 11.5** If a Membership termination follows a protracted dispute, Clause 12 will only apply if not superseded by Clause 11.2 above.
- 11.6** Where a person is continually absent from the normal services of the Centre over a period of more than three (3) months without an explanation that is acceptable to the Oversight, then the Oversight shall have the right to terminate that person's Membership.
- 11.7** Should the Oversight decide to terminate a person's Membership, then the Member concerned shall be notified.
- 11.8** All rights to Centre property, together with any office or position within the Centre and all voting rights shall cease immediately that termination of Membership becomes effective.
- 11.9** Cessation of Membership with the Centre shall not prevent a person from continuing in fellowship with the Centre unless otherwise determined by the Oversight.
- 11.10** Where a Member objects to the termination of his/her Membership, he/she shall have the right to appeal to the Oversight. Such appeal is to be submitted within 14 days of the deemed date of receipt of such notice.
- 11.11** Any Member who has received Notice of Termination of his/her Membership and wishes to appeal against such termination, shall be given opportunity to be heard at a meeting of the Oversight within twenty-eight (28) days of the deemed date of receipt of such notice.
- 11.12** Following the hearing of the appeal, the Oversight shall determine whether the Notice of Termination of Membership shall be withdrawn.

12. Disputes between Members

- 12.1.** All disputes between Members should be resolved on the basis of the following Scriptures: Matthew 18:15-20; Matthew 5:23-26; Galatians 6:1-5; and 1 Corinthians 6:1-11. The Centre will not, however, be required to intervene in matters of property or law.
- 12.2.** Any disputes shall be settled, if possible, between the Members concerned. If this fails, a mutually agreed mediator should be approached to help resolve the conflict. The mediator shall be a person of wisdom and sound judgment who will help to bring the reconciliation process between the offended parties. The mediator is to help in the process of problem solving, NOT to make judgments about the situation. In the absence of agreement by the parties to choose a mediator, the Oversight of the Centre shall appoint a mediator.
- 12.3.** If the Members concerned fail to resolve the dispute by mediation, then the matter shall be discussed before members of the Oversight or persons appointed by them. The decision shall then be final and binding on the disputants, save and except any legal rights or obligations at law.

13. Disputes between Members and the Oversight

- 13.1** Disputes between a Members and the Oversight on any constitutional matter shall be settled, if possible, between the parties. If the matter is unresolved the Oversight may seek to suspend and terminate the Membership of the individual under these rules, and/or the Member may refer the matter to the National Executive to arbitrate on in the manner of the current policies of the National Executive and their decision shall be final, save and except any legal rights or obligations at law.

14. Annual General Meeting

- 14.1** The Centre shall in each calendar year, convene an Annual General Meeting of its Members. At least eight (8) weeks prior to the meeting, final notice of the Meeting must be given to the Members.
- 14.2** The Annual General Meeting shall be held on such day as the Oversight determines.
- 14.3** The Business of the Annual General Meeting shall be:
 - 14.3.1** To confirm the minutes of the previous Annual General Meeting and any other General Meetings held since that Meeting;
 - 14.3.2** To receive and consider an audited statement of income and expenditure and a balance sheet for the previous Financial Year;
 - 14.3.3** To receive reports from the Senior Pastor and other leaders in the Centre on the activities of the past year;
 - 14.3.4** To advise (and confirm with) the Members of all appointments to office for the ensuing year;
 - 14.3.5** To supply information relative to formal questions that may be raised by any Member, such questions being submitted in writing to the Oversight at least two (2) weeks prior to the date of the Annual General Meeting;
 - 14.3.6** To transact any other business of which at least two (2) weeks' notice has been given and which is not in conflict with this Constitution; and
 - 14.3.7** To confirm the written Membership list.
 - 14.3.8** Members shall receive copies of minutes of annual general meetings and financial statements submitted at such meetings.

15. Special General Meetings

- 15.1** In addition to the Annual General Meeting, other Member's meetings may be convened in accordance with this Constitution if the calling of such meetings is considered necessary by the Oversight.
- 15.2** All meetings of Members other than the Annual General Meeting shall be called Special General Meetings.
- 15.3** Members shall receive copies of minutes of Special General Meetings and other documents relevant to the business transacted at such meetings.

16. Notice of Meetings

- 16.1** Formal notice shall be given in writing to the Members of the Centre regarding the Annual General Meeting at least eight (8) weeks prior to the scheduled date of the meeting.
- 16.2** In the case of Special General Meetings, unless otherwise stated in this constitution, at least twenty-eight (28) days' notice in writing, or by electronic means shall be given to the Members of the Centre.
- 16.3** Such notice shall state the date, time and place of the meeting and the nature of the business to be transacted at the meeting.

17. Voting at Meetings

- 17.1** While it is felt consistent with Scripture that there should be total unity in the passing of resolutions and in appointments to office, for the purpose of this constitution, and unless otherwise stated, it shall be deemed sufficient that TWO-THIRDS of the Members present at a meeting concerned shall be agreed.
- 17.2** Only currently registered Members of the Centre shall be eligible to vote at meetings of the Centre. Members with pecuniary interest in a matter shall not vote on that subject.
- 17.3** No Member shall be entitled to an absentee vote nor to appoint a proxy to vote on his behalf at a general meeting of the Centre.
- 17.4** Voting on withdrawal from the National Fellowship and alterations to the Constitution shall comply with Clauses 25.4 and 27 respectively.

- 17.5** A properly convened general meeting of the Centre shall require that a quorum of not less than 25% of the currently registered Members of the Centre, who are eligible to attend, is present.
- 17.6** A quorum for all other committee meetings in the Centre shall be by a simple majority of the members of that committee.
- 17.7** Voting by proxy is not permitted at meetings, however voting at all committee meetings may include Members normally present but not in attendance, via telephone or other electronic means, with the unanimous support of other Members involved in the meeting. Alternatively, normal business may be conducted outside a meeting provided that every member votes on a resolution and that an appropriate minute is recorded and accepted at the next scheduled meeting. This provision shall not apply to general meetings, as indicated in clause 17.3 above.
- 17.8** No item of business is to be transacted at any meeting unless a quorum is present at the meeting.
- 17.9** If within half an hour of the appointed time of the commencement of any meeting, a quorum is not present, the meeting shall be re-convened at another time and date giving proper notice to all Members eligible to attend.
- 17.10** The Senior Pastor has authority to act as chairperson of all Centre meetings but may delegate this role to another person approved by the Oversight.
- 17.11** All Centre business meetings must be conducted according to standard meeting procedures, with a prepared agenda, minutes and attendances recorded.

18. Oversight of the Centre

- 18.1** The Committee of Management or Governing body shall be known as the Oversight and shall be responsible for the management of the affairs of the Centre including its outreaches.
- 18.2** The Oversight shall comprise the Senior Pastor, and such other Members agreed by the exciting Oversight.
- 18.3** The Oversight shall comprise at least five (5) persons, and increase to fifteen (15), if required, having the spiritual and scriptural qualifications of an Elder as enumerated in 1 Timothy 3:1-11; Titus 1:5-16; and 1 Peter 5:1-9, that is, they must reflect a stable and mature Christian lifestyle, have ability to give mature counsel, and take care of the Members of the Centre and show integrity, loyalty and commitment to the Centre.
- 18.4** Appointments to Oversight are for a period of two (2) years with option of reappointment. Approximately half the members of Oversight are to be appointed each year.
- 18.5** The Oversight shall have all such powers and duties as are necessary for the proper management of the Centre.
- 18.6** The Oversight shall meet as often as necessary to manage the affairs of the Centre and, in any case, at least three (3) times in a calendar year.
- 18.7** Appointment to and dismissal from the Oversight shall be as enumerated for Pastors under this constitution. See Clauses 18.18; 18.19; 20.3.4
- 18.8** The chairman of the Oversight shall be the Senior Pastor unless he/she otherwise determines.
- 18.9** The Chairman of the Oversight shall appoint a Minute Secretary to record the Minutes of each Oversight meeting, a copy of which shall be filed in the Centre official records.
- 18.10** The Oversight shall have power to employ such personnel as may be required to handle the affairs of the Centre.
- 18.11** In any such appointment, the terms and conditions of employment remuneration and relevant allowances shall be clearly determined and documented.
- 18.12** The Oversight shall be responsible for complying with all relevant Statutory Authorities having jurisdiction over the employment of personnel.
- 18.13** The Oversight, together with the Senior Pastor shall exercise leadership, discipline, preserve sound doctrine, and initiate the spiritual program and vision of the Centre.
- 18.14** The Oversight shall set salaries, approve budgets, set policy guidelines for operation in regard to the management of property and monies and all secular business of the Centre upon recommendation of any relevant committee and/or personnel, receive a monthly

statement of all income and expenditure for the previous month from the Treasurer, and hold staff accountable to operate within the budget.

- 18.15** The Oversight shall have the authority in accordance with the terms of this Constitution, to terminate the position of any person holding office within the Centre. (Clause 20.1.5).
- 18.16** The Oversight is accountable to report to the Annual General Meeting.
- 18.17** The Oversight, in consultation with the National Executive or its appointed representatives, may terminate the office of any Pastor in the Centre in the event of death, retirement, resignation, forfeiture of his/her Credential with the CRC, or if in the opinion of the Oversight, he/she is by reason of ill health, violation of Scripture or the requirements of this constitution, or non-observance of the objects and principles of CRC, unfit or unsuitable to act as a Pastor in the Centre. The Pastor will be asked to stand down from his duties, until the Oversight and National Executive come to a decision about his/her position or termination of office. In the case of disagreement over termination the Pastor shall have right of appeal as per the CRC Constitution.
- 18.18** Unless due to resignation, criminal negligence, death or incapacity, no member of the Oversight may have their role terminated without confirmation by Two-Thirds of the Members present and eligible to vote at a properly constituted Annual General Meeting or Special General Meeting (see Clauses 14 and 15).

19. Finance Committee

- 19.1** The Oversight shall have power to appoint a Finance Committee to assist in the management of the Centre's financial affairs.
- 19.2** A Finance Committee shall comprise at least five (5) persons.
- 19.3** A Finance Committee shall meet at least quarterly, but up to monthly if so, required by the Centres financial affairs. All such meetings may be attended by members of the Oversight.
- 19.4** All persons appointed to a Finance Committee shall be Members of the Centre of at least one year's standing.
- 19.5** All members appointed to a Finance Committee shall be persons who are scripturally and naturally qualified for the position, who live by Biblical principles of giving (at least tithing) in their personal life, who have acquired a reasonable degree of business acumen, have no history of bankruptcy, and who attend Centre meetings.
- 19.6** All appointments to the Finance Committee shall be reviewed and confirmed annually by the Oversight.
- 19.7** Should a vacancy occur on the Finance Committee, the Oversight may appoint another member to the position, who shall continue until the annual review of officers by the Oversight.
- 19.8** The chairperson of the Finance Committee shall be the Senior Pastor, unless he/she delegates the position to another member of the Oversight or the Finance Committee.
- 19.9** The chairperson shall appoint a minute secretary to record the minutes of each Finance Committee meeting, a copy of which shall be filed in the official Centre records.
- 19.10** At each meeting of the Finance Committee, a statement of income and expenditure for the previous month/s shall be presented by the Treasurer for consideration and acceptance by the Finance Committee.
- 19.11** All payments from the Centre bank account shall be confirmed by the Finance Committee at its meetings.
- 19.12** The Finance Committee may make recommendations to the Oversight regarding the Centres financial affairs at least every quarter.
- 19.13** Financial Statements
 - (1) For each financial year, the Oversight must ensure that the requirements of the law relating to the financial statements of the Centre are met.
 - (2) Without limiting sub rule (1), those requirements include-
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Oversight;

- (d) the submission of the financial statements to the annual general meeting of the Centre;
- (e) the lodgement by the Secretary to any legally required body.

20. Officers of the Centre

20.1 General Requirements

- 20.1.1** Only Members of the Centre may be appointed as Officers. The Officers of the Centre shall comprise, the Senior Pastor, other CRC Credentialed Pastors, Secretary, Oversight, Treasurer and any other officers the Oversight consider necessary to appoint. All appointments to office are made on an annual basis unless defined otherwise by the Oversight. Oversight members are appointed for a two (2) year term.
- 20.1.2** All Officers of the Centre are to reflect a stable and mature Christian lifestyle and reflect the basic qualifications as for an elder or deacon as outlined in 1 Tim 3:1-16, Titus 1:5-9.

The Centre understands that the biblical model of marriage is a lifelong, monogamous legally performed marriage between a man and a woman, in which there is constant love, continual care, mutual respect and submission and sexual intimacy. In such a context children may be born and raised in an atmosphere of loving care, training and discipline. Recognition is also given to the validity of remarriage for a person whose spouse has died or a divorced person who meets the requirements outlined in the Centre's policy statement on these matters.

In the Centre we aim to be inclusive and accepting of all people. However, the standard of biblical holiness needs to apply to Members. Therefore, any sexual relationship outside of marriage is deemed unacceptable for Membership into the Centre. Those persons who continue in, or condone as acceptable, such practices will be disqualified from being a Member of the Centre and they would cause seceding of any Office held.
- 20.1.3** Should a vacancy in any Office occur, the Oversight shall have power to appoint another person to that Office and that person may continue in Office until the vacancy is filled in accordance with the rules of this constitution.
- 20.1.4** All Officers may, by notice in writing to the Oversight, resign their office at any time. Such office shall be considered vacant as from the date of receipt of such notice, unless otherwise determined by the Oversight.
- 20.1.5** The Oversight may, in accordance with this constitution, terminate the appointment of any Officer at any time, should that person be considered by the Oversight to have violated the requirements of Scripture or this constitution, or by reason of non or inadequate performance in the role. (Clause 18.16)
- 20.1.6** An Officer of the Centre, or position of a Member on any committee, becomes vacant if the Officer or Member: ceases to be a Member; or becomes insolvent; or resigns from Office by notice in writing to the Oversight.

20.2. Senior Pastor

- 20.2.1** The position of Senior Pastor of the Centre shall be in recognition of his/her ministerial gift, initiative and teaching and be by agreement of the existing Oversight of the Centre.
- 20.2.2.** All persons appointed to this office must: hold a ministry credential of the CRC and have a "ministry gift" in accordance with Ephesians 4:11; have the spiritual and scriptural qualifications of an elder; and reflect a stable and mature Christian lifestyle.
- 20.2.3** The Senior Pastor shall, in conjunction with the Oversight, exercise leadership and discipline, preserve sound doctrine, teach, and initiate the spiritual program and vision of the Centre.
- 20.2.5** The Senior Pastor shall be the chairman of the Oversight, and all other committees within the Centre unless he/she determines otherwise.

- 20.2.6** The Senior Pastor shall have the same voting rights as each Oversight member, and in addition shall have a casting vote if required, unless he/she is personally involved or has a conflict of interest.
- 20.2.7** The Senior Pastor may be dismissed from office in accordance with Clause 18.18 of this constitution or loses their CRC Credential.
- 20.2.8** If the position of Senior Pastor becomes vacant, then the remaining members of the Oversight shall appoint an acting chairman from their members and shall function as an Oversight in order to continue the normal business affairs of the Centre and shall liaise immediately with the National Executive regarding the appointment of a new pastor to the position.
- 20.2.9** The pay and conditions of a prospective Senior Pastor and other relevant requirements shall be determined prior to his or her appointment and then reviewed annually by the Oversight.

20.3. Assistant Pastors(s)

- 20.3.1** The Senior Pastor in conjunction with the members of the Oversight may appoint such Assistant Pastors as may be required for the effective functioning of the Centre.
- 20.3.2** An Assistant Pastor shall hold a ministry credential with CRC, or actively be pursuing the same, and have a "ministry gift" in accordance with Ephesians 4:11, have the Scriptural qualifications of an elder, and reflect a stable and mature Christian lifestyle.
- 20.3.3** An Assistant Pastor shall assist and co-operate with the Senior Pastor, and exercise leadership and discipline, preserve sound doctrine, teach, minister to the sick and implement the spiritual program and vision of the Centre.
- 20.3.4** An Assistant Pastor may be dismissed from office in accordance with Clause 18.18 of this constitution.
- 20.3.5** An Assistant Pastor's position shall be held provided his credential has been renewed by CRC.
- 20.3.6** An Assistant Pastor may resign in writing from their position in the Centre in accordance with the terms of their engagement (See Clause 18.11).

20.4. Deacons

- 20.4.1** The Senior Pastor in conjunction with the Oversight may appoint persons as Deacons in the Centre.
- 20.4.2** A person appointed to the office of Deacon must have the Scriptural qualifications as enumerated in Acts 6:1-4 and 1 Timothy 3:10-16 and reflect a stable and mature Christian lifestyle.
- 20.4.3** All Deacons shall be required to work in conjunction with the Oversight by devoting themselves to the service of the Centre in facilitating the conduct of meetings, caring for the immediate practical needs of the people in attendance at Centre events and ensuring the smooth running of the various activities of the Centre.
- 20.4.4** Each appointment to the office of Deacon shall be reviewed and confirmed annually by the Oversight.
- 20.4.5** A Deacon may resign from office in accordance with Clause 20.1.4 of this constitution or may be dismissed from office in accordance with Clause 20.1.5 of this constitution.

20.5 Secretary

- 20.5.1** The Senior Pastor may elect to function as the Centre secretary or, in conjunction with the Oversight, shall have power to appoint a suitable and capable person as Secretary of the Centre.
- 20.5.2** The Secretary shall keep minutes of the resolutions and proceedings of each General Meeting and each Oversight meeting in an official Centre file, together with a record of the names of those present at such committee meetings. The Secretary may delegate particular functions as appropriate.
- 20.5.3** The appointment to office of the Secretary shall be reviewed and confirmed annually by the Oversight.

- 20.5.4** The Secretary may resign from office in accordance with Clause 20.1.4 of this constitution or may be terminated in accordance with Clause 20.1.5 of this Constitution.
- 20.5.5** The Secretary shall lodge the documents required by the law in respect of the Annual General Meeting within one (1) month of the date of the meeting.

20.6. Treasurer

- 20.6.1** The Senior Pastor, in conjunction with the members of the Oversight shall appoint a suitable and capable person as Treasurer of the Centre.
- 20.6.2** The Treasurer, or their delegated representative, shall be responsible for the collection and receipt of all monies paid, given or due to the Centre and make all authorised payments for the Centre.
- 20.6.3** The Treasurer, or their delegated representative, shall regularly maintain correct records showing the current financial affairs of the Centre with full details of all receipts and expenditure.
- 20.6.4** The Treasurer is responsible to retain the financial records for seven (7) years after the transactions covered by the records are completed.
- 20.6.5** The financial records shall be available by appointment for inspection by Members of the Centre.
- 20.6.6** The Oversight may refuse to permit a Member to inspect records of the Centre that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Centre.
- 20.6.7** The Treasurer, or their delegated representative, shall prepare and submit a full financial statement of income and expenditure to the Oversight and the Finance Committee, at least every 3 months.
- 20.6.8** The Treasurer, or their delegated representative, shall have the Centre Financial Records reviewed or audited each year, according to any legal Government requirement, and shall prepare a full financial statement of income and expenditure and a list of assets and liabilities as of 31st December each year and shall present a detailed financial report to the Annual General Meeting.
- 20.6.9** The appointment of a member to the office of Treasurer shall be reviewed and confirmed annually by the Oversight.
- 20.6.10** The Treasurer may resign from office in accordance with Clause 20.1.4 of this constitution or be terminated in accordance with Clause 20.1.5 of this constitution.

20.7 Other Officers

- 20.7.1** The Senior Pastor, in conjunction with the Oversight, may appoint any persons who are qualified for duties to any other office such as coach, small group leader, youth leader, Sunday school leader, Outreach Leader etc.
- 20.7.2** Each appointment to such an office shall be reviewed and confirmed annually by the Oversight and may be terminated in accordance with Clause 20.1.5 of this constitution.
- 20.7.3** Any Officer may resign from office in accordance with Clause 20.1.4 of this constitution.

20.8 Disputes between Officers

- 20.8.1** All disputes between Officers should be resolved between the Officers concerned on the basis of the following Scriptures: Matthew 18:15-20; Matthew 5:23-26; Galatians 6:1-3; and 1 Corinthians 6:1-11.
- 20.8.2** If this fails, then the matter shall be discussed before the Oversight with right of referral to the National Executive, whose decision shall be final in matters relevant to the dispute, save for and except any legal rights or obligations at Law.

21. Finance of the Centre

- 21.1** The Centre shall be financed by the tithes, offerings, and gifts of its Members and supporters, and such other sources that the Oversight may determine. Any sum or sums of money borrowed for purposes relevant to the objectives of the Centre may be secured by mortgage or pledge of assets of the Centre as the Oversight sees fit.
- 21.2** All money received by the Centre must be deposited as soon as practicable and without deduction, to the credit of the Centre's Bank Account.
- 21.3** The Centre must, as soon as practicable after receiving any money, issue an appropriate receipt. In the case of tithes and offerings, the monies shall be counted by two unrelated officers appointed by the Oversight or Finance Committee; the amounts entered on to the weekly income sheet and signed by the two Officers.
- 21.4** Wherever possible, all accounts rendered on the Centre shall be paid by cheque or electronic funds transfer, and all cheques, bills of exchange, promissory notes and other negotiable instruments given by the Centre, including electronic funds transfer, shall be signed by any two of the Oversight or Finance Committee, having their names registered with the Bank as signatories to the Centre's account.
- 21.5** As soon as practicable after the end of each month, the Treasurer of the Centre, shall prepare a statement of receipts and payments for that month.
- 21.6** The Oversight shall appoint a qualified person to review or audit the Centre accounts. This appointment shall be reviewed and confirmed annually by the Oversight. The Reviewer/Auditor does not have to be a member of the Centre and must not be part of the Oversight.
- 21.7** A certified statement of Income and Expenditure for the previous Financial Year shall be presented, together with a Balance Sheet to the Members at each Annual General Meeting.

22. Property Ownership

- 22.1** The Centre shall have all power of property ownership and may hold, purchase or take on lease any land, and may sell, exchange, mortgage, lease or build upon the same, (with power to alter and pull-down buildings and again rebuild). They shall deal with the same as fully and effectively as a private person may do.
- 22.2** The Oversight shall have authority and power to make rules and regulations consistent with this Constitution for the administration, management, provision and disposal of all monies, revenues, legacies, donations and documents of every description received by or under the control of the Centre or any Officer of the Centre.
- 22.3** The Oversight will always be accountable to the Members and report regularly and in detail at the AGM.

23. Centre Departments/Committees

- 23.1** The Oversight shall have power to set up and direct the operation of such departments or committees, as it considers necessary and to appoint one or more members to be leader or leaders of such departments or committees.
- 23.2** A leader of a department or committee must be a Member of the Centre.
- 23.3** All appointments shall be reviewed and confirmed annually by the Oversight.
- 23.4** A leader shall be responsible to the Oversight and his/her appointment may be terminated in accordance with Clause 20.1.5 and 20.1.6, or resign in writing in accordance with Clause 20.1.4, of this Constitution.

24. Custody of Records

- 24.1** The custody of all Centre records, books, documents and securities, unless otherwise provided in this Constitution, shall be under the control of the Oversight and kept at the Centre Administration Centre.
- 24.2** Members may inspect the non-private records and books of the Centre by arrangement with the Oversight.

25. Centre Affiliation

25.1 Affiliation of the Centre

- 25.1.1** The Centre has applied to the National Executive for Affiliation with the CRC.
- 25.1.2** The Centre understands the membership of the Centre is conditional upon:
 - 25.1.2.1** a minimum number of fifty (50) adults, being persons 18 years and over;
 - 25.1.2.2** being properly governed as described in these rules; and operates in line with the Charter, the CRC and the input of the Field Liaison;
 - 25.1.2.3** paying all levies and dues required;
 - 25.1.2.4** being led by a CRC Credentialed Pastor.
- 25.1.3** The National Executive have issued to the Centre a “*Certificate of Affiliation*” showing the acceptance of the Centre as a Member of CRC.
- 25.1.4** The Centre understands that if the Centre attendee numbers fall below the required number of fifty (50), eighteen (18) years of age and over, it shall revert to an Outreach status and the National Executive, in discussion with the existing Oversight, may appoint an appropriate ‘Mother Church’ to assist and guide the Centre into growth and development, or rescind the Affiliation.
- 25.1.5** The Centre understands that it should plant new churches and ministries that would apply to become Affiliated Outreaches of CRC.

25.2 Outreach Affiliation with CRC

- 25.2.1** An Outreach that is Affiliated with the CRC is a church that has an appointed Mother Church or National Executive appointed CRC Pastors to help give guidance and encouragement to the church.
- 25.2.2** The Centre may apply for it to be acknowledged as an Outreach Affiliation with the CRC, if requirements of the CRC Church are not yet met.

25.3 Termination of Affiliation with CRC

- 25.3.1** The National Executive shall have the right to terminate the Affiliation of the Centre if the Centre has violated the Charter or the Constitution of the CRC.
- 25.3.2** The Centre understands on such termination:
 - 25.3.2.1** all rights and privileges of membership shall immediately cease, including the right to use the names “CRC” or “CRC Churches” or “Christian Community Revival Church”.
 - 25.3.2.2** any financial or in-kind contribution of external funds, personal funds, property, buildings, equipment, intellectual property, made by an individual for the use of the Centre as a CRC Church cannot be claimed and remains the property of CRC to be administered by the National Executive for the use of a future church or ministry.
 - 25.3.2.3** the Centre acknowledges the CRC has the right to establish a new or future church or ministry at or near to the area of the terminated Centre to fulfil the Great Commission using all or part of the residual funds, property, buildings, equipment, intellectual property as it sees fit.
 - 25.3.2.4** Should any dispute arise with the Termination or assets, then the Field Liaison shall be called and his decision will be final.

25.4 Withdrawal from Affiliation with CRC

The Centre acknowledges that it may withdraw from the CRC provided all the following requirements are met:

- 25.4.1** Notice shall be given in writing to the National Chairman and Field Liaison of the Centres’ intention to withdraw the Centre from the CRC to enable a representative of the National Executive or Field Liaison to meet with the Oversight before a final decision is taken by the Oversight, to discuss the reason for their proposed action. The National Executive and Field Liaison shall be given at least sixty (60) days’ notice of such a meeting of the Centre.
- 25.4.2** Process - If, after a meeting with the National Executive and the Field Liaison, the Oversight decides to pursue their intentions to withdraw their affiliation with the CRC, all the following requirements must be met:
 - 25.4.2.1.** the Oversight must vote unanimously to withdraw from the CRC

- 25.4.2.2** a properly convened General Meeting of the Members of the Centre (Clause 15) must be called to discuss the proposed withdrawal.
- 25.4.2.3** formal notice in writing must be given to the Members regarding the nature, date, time and place of such meeting at least 30 days prior to the scheduled date of the Meeting.
- 25.4.2.4** notification of the nature, date, time and place of such meeting must be given to the National Executive and the field Liaison at least 60 days prior to the scheduled date of the meeting with a summary of the reasons that such a meeting is being convened, so that representatives of the National Executive and the field Liaison or their nominees may be present to express the views of the CRC.
- 25.4.2.5** at such a meeting, a majority of four fifths of all Members of the Centre present at the meeting must agree with the motion to withdraw from the CRC, at that time the Centre will be known as having been terminated from the CRC and all the requirements of Clauses 25.3 will apply. The quorum for this meeting shall be 40% of the Members.

26. Ceasing to Function

- 26.1.** In the event of the winding up or dissolution of the Association, after the satisfaction of all its debts and liabilities, there remain any property or funds whatsoever, the same shall not be paid to, or distributed among the Members of the Association.
- 26.2** The National Executive at the time of wind-up or dissolution, in consultation with the Field Liaison, transfer all monies, and assets, and chattels to the CRC.
- 26.3** The obligation of a Member of the Centre to contribute toward the payment of the debts and liabilities of the Centre or the costs, charges and expenses, of the winding-up or dissolution of the Centre is limited to the amount, if any, unpaid by the Member in respect of any fees, levees, or charges owing to the Centre by that Member.

27. Alterations to this Constitution

- 27.1** All proposed changes to this Constitution shall be approved by the Oversight and endorsed by the National Executive to verify that the proposed changes are consistent with the stated vision, values, ethos of the Centre and the CRC.
- 27.2** Once the proposed changes have been endorsed by the Oversight and the CRC National Executive, the proposed changes shall be made available to all Members at least sixty (60) days before a planned General Meeting (Clause 14 & 15) at which the changes are to be considered
- 27.3** Any amendment to or repeal of the provisions of this Constitution (except for Clause 25) shall be made by a vote carried by a majority of two-Thirds of Members present and voting at a Special General Meeting of the Centre. The quorum for this meeting shall be 40% of the Members.
- 27.4** Any amendment to or repeal of the provision of this Constitution for Clause 25, shall be made by a vote carried by a majority of four fifths of all Members.

28. Date of Effect

- 28.1** This Constitution shall come into effect on the day it is approved by the relevant National authority.

The Oversight

I hereby apply for Membership in the (**Insert name of the church**), and sincerely submit that I

_____ (Name)

Membership may be granted to such persons who:

- Have publicly confessed their faith in the Lord Jesus Christ as their personal Saviour: John 1:12-13; John 3:3-8; Rom. 10:9-11.
- Have been baptised in water by immersion subsequent to confession of faith in Christ: Acts 2:38; Acts 8:36-37; Colossians 2:12.
- Have been baptised in the Holy Spirit with the Bible evidence of speaking in other tongues. (Acts 1:5-8, 2:1-4, 38-39; 10:44-47; 19:1-7).
- Have been a Christian for a minimum period of 6 months and maintained a personal commitment to active Christian discipleship and practice as required by Scripture, inclusive of personal morality and sound doctrine as described in this constitution.
- Maintain a commitment to regularly attend public worship services at the Centre and inform the pastors/oversight of extended leaves of absence or of any other non- attendance that exceeds three (3) months.
- Undertake to accept and support the policies of the Centre and the leadership of the ministry and Oversight functioning within the Centre, accepting both the privileges and areas of responsibility according to the scriptures: Acts 20:27-30; Hebrews 13:17; James 5:14-16.
- Contribute regularly to the financial support of the Centre through tithes and offerings: Malachi 3:10 and Luke 6:38.
- Does not hold membership in any other church.
- Have attained the age of 18 years.
- Undertake to accept the regulations and principles of fellowship as detailed in this Constitution, the CRC, and the Charter of CRC Churches International.
- Have been approved by the Oversight (see Clause 18) of the Centre acting on the advice of relevant leaders.
- Will respect my fellow Members and uphold the safety of children and vulnerable people.
- Agree to resign Membership if they fall below the above requirements.

I understand that:

- My application for Membership will be considered by the Oversight at their next meeting and I will be advised of their decision as soon as possible after that meeting.
- Upon approval of my application for Membership, my name will be entered in the Register of Members of the Centre.
- The Oversight will officially welcome me into Membership at the appropriate Public Meeting and issue me with a Certificate of Membership.

FULL NAME OF APPLICANT: _____

ADDRESS: _____

_____ Postcode _____ Telephone _____

Email Address: _____

SIGNATURE _____ Date of Birth _____

Date of Application was received _____