

# **CONSTITUTION**

**and**

# **BY LAWS**

2008 Edition

# **Blockhouse Bay Community Church**



**A Member of the  
Christian & Missionary Alliance of New Zealand**

## **OPENING STATEMENT**

As a member Church of the Christian and Missionary Alliance of New Zealand (herein after known as the CMA), Blockhouse Bay Community Church is governed by the Constitution and By Laws of The Christian and Missionary Alliance of New Zealand.

## **OUR CALLING**

As a local Christian church, we exist to serve God in our community, and have influence throughout our nation and around the world. We believe we have a calling which explains God's purposes for us in general terms:

*We're called by God to be a tangible expression of Jesus to the world, empowered by the Spirit to proclaim the Gospel, reconcile lost people back to God, and transform them into fully devoted followers of Christ*

## **Article 1 - NAME**

This Church shall be known as Blockhouse Bay Community Church, a Church of the CMA.

## **Article 2 - MEMBERSHIP AND DOCTRINE**

- A. Qualifications for Membership
  - 1. Membership & Doctrine
    - a. Satisfactory evidence of regeneration
    - b. Acceptance of "The Doctrinal Statement of the CMA"
    - c. Acceptance of the doctrines of the Lord Jesus Christ as Saviour, Sanctifier, Healer and Coming King.
    - d. Full sympathy with the principles and objects of the CMA and co-operation by contributing to its work.
- B. Membership applicants must have experienced the "new birth" through Jesus Christ, and have made a public confession of faith through water baptism.

- C. Membership applicants shall be committed to the Calling, Culture and ministries of Blockhouse Bay Community Church, and will endeavour to support them by regular attendance, by submitting to its Leadership as unto the Lord, and by the stewardship of their finances, time and giftings.
- D. Applications for membership in Blockhouse Bay Community Church shall be examined by the Elders Board and upon a unanimous affirmative vote membership will be extended to the applicant. The congregation shall be notified of the receipt of membership as soon as possible.
- E. Applicants must have attained the age of sixteen (16) years before being eligible for Membership.
- F. Members, whose conduct or beliefs are contrary to the membership qualifications, shall be dealt with by the Elders Board according to scriptural principals. Such a member may be suspended or dismissed from membership and/or office upon a unanimous decision of the Elders Board. If said member is also a member of the Elders Board, a unanimous decision shall be constituted by the remaining members of the Elders Board. They shall be notified in writing of the termination of their membership. Members having forfeited their membership, upon evidence of sincere repentance and their personal testimony in word and action, may be reinstated upon the unanimous affirmative vote of the Elders Board.
- G. Members who are absent for three (3) months or longer without satisfactory reason, during which time reasonable efforts have been made to encourage their attendance and cooperation, may have their names removed from the members roll or placed on the inactive Members Roll (non-voting members). They shall be notified in writing of the termination of their active membership. Recommendations concerning these matters are to be made by a unanimous affirmative vote of the Elders Board. Members may be returned to the Active Member Roll by the same voting process as reception.

- H. The Elders Board shall review and update the Members Rolls annually, prior to the Annual General Meeting.
- I. Members in good standing on terminating their membership in Blockhouse Bay Community Church may request letters of recommendation to be sent to other churches with which they may desire to unite.

### **Article 3 - ORDINANCES AND MINISTRATIONS**

- A. Baptism is by immersion and is recognised as a Scriptural ordinance.
- B. Communion shall be celebrated regularly.
- C. The Senior Pastor and Elders shall anoint and pray for the sick, and/or shall administer Communion to those who are confined, on request.
- D. Parents may arrange with the Senior Pastor for public dedication of their children to the Lord.

### **Article 4 - ELDERS BOARD**

#### A. Formation

The Elders Board shall consist of at least four members including the Pastor who shall satisfy the scriptural requirements for church leadership as set forth in 1Timothy 3 and Titus 1. It shall meet at least monthly for prayer and business. All Officers, Committees, Ministries except the Nominating Committee are amenable to the Elders Board. If an Elder is considered by his fellow Elders to be living contrary to scriptural standards of Eldership, the Elders Board may, by a unanimous vote of the remaining members, call for the resignation of that Elder. The Elders Board is accountable to the local church membership.

## B. Function

The spiritual work and leadership of the church shall be in the care of the Elders Board. The Board is responsible:

1. To oversee preaching and teaching
2. To make decisions on matters of doctrine and practice affecting the church.
3. For the overseeing of pastoral care, including visitation, counselling, anointing and prayer for the sick, and support of the Leadership Team.
4. For interviewing people for membership, baptism, and disciplinary issues, and for keeping the Membership rolls accurate.
5. To oversee the churches programmes to ensure their harmony and contribution to the purposes of the church.
6. For appointing people to non-elected positions and for filling existing staff positions becoming vacant between annual meetings.
7. To issue calls to Senior Pastoral candidates with the approval of the church membership and the National Director of the CMA. All other new church positions to be approved by the Eldership and ratified by the Church Membership.
8. To appoint a Secretary who shall keep the minutes of all Elder's Board meetings.
9. To appoint a Chairman to oversee the functions of the Elders Board.

C. In the absence of an Elders Board, refer Article 5 – Leadership Team

## **Article 5 - LEADERSHIP TEAM**

### A. Formation

1. The Leadership Team shall consist of the Senior Pastor, the Elders, the Ministry Team Leaders (with responsibilities including Administration, Children, Communication, Connection, Equipping, Hospitality, Outreach, Pastoral Care, Prayer, Property, Special Events, Youth, and Worship) and Members at Large. It shall meet at least

monthly for prayer and business. The chairman of the Leadership Team shall be the Senior Pastor or a member of the Leadership Team he delegates.

2. In the absence of an Elders Board:

- a. All officers, committees, and ministries, except the nominating committee, are accountable to the Leadership Team.
- b. The Leadership Team, with the attendance of the Elders, shall be empowered to carry out the functions of the Elders Board but delegate the specific Eldership Functions (as referred to in Article 4, B) to the remaining Elders.

B. Function

1. The financial and property matters of the church shall be in the care of the Leadership Team. These responsibilities shall include an annual audit of the church accounts, made available to the Church Membership within six months of the closing balance date.
2. No offerings shall be solicited from the congregation except by order of the Leadership Team.

C. The Leadership Team shall be required to meet the standards given in 1 Timothy 3:8-13.

D. The Leadership Team shall not incur expenditure on any single item (excluding employees) on behalf of the Church in excess of ten thousand dollars (\$10,000) without the prior approval of the congregation.

E. A majority of the Leadership Team shall constitute a quorum.

## **Article 6 - OFFICERS**

### **A. Pastor**

The Pastor will be the leading Elder of the church. He is a member ex-officio of all committees. He shall be called by the Elders Board upon approval by the church membership and the National Director. The Elders Board shall not negotiate with any candidate without the approval of the National Director and the Elders Board. The Pastor may resign from the church by giving due notice of his intention to both the National Director and the Elders Board. The Elders Board may, in conjunction with the National Director ask for the resignation of the Pastor.

### **B. Election of Officers**

The officers of the church, specifically the Elders and other members\* of the Leadership Team shall be elected at the Annual General Meeting of the church members.

*\*Staff members employed to serve in specific Ministry Team leadership positions are elected to the Leadership Team by the Elders.*

### **C. Trustees**

Where required, Trustees shall be elected by the Leadership Team. Their duties and ministries shall be determined by the Leadership Team at the time of their election.

### **D. Non Elected Officers**

All Church ministry appointments, other than elected positions, shall be made as deemed necessary by the Leadership Team.

### **E. Tenure**

The tenure of all appointments and elected positions terminate with the first Leadership Team meeting following the Annual General Meeting or as soon as new appointments are made.

## **Article 7 - RELATIONSHIP**

The parent body of this church is the CMA. The church is subordinate to the constitution of that body. The church shall contribute financially towards the work of the CMA as determined by the CMA Council.

## **Article 8 - GOVERNMENT**

### **A. Annual General Meetings**

1. There shall be an Annual General Meeting of all members held at a time fixed by the local church By-Laws where reports from elected officers and departments, including a full financial report and budget shall be received. It shall elect church officers and members of the Leadership Team.
2. On General church matters in which no legal questions are involved, it is understood that all members in good and regular standing who have reached the age of 16 years are entitled to vote. In matters involving the title to property of legal procedures, the law of New Zealand shall determine the age at which members are eligible to vote.
3. Elections shall be by secret ballot
4. The statistical and financial year shall be from 1<sup>st</sup> January – 31<sup>st</sup> December.
5. The AGM shall be held by the end of March.
6. A quorum shall be one half of the active church membership.
7. All officers shall be elected for a term of one (1) year. Elders shall be elected by a minimum of eighty percent (80%) and all other officers by a majority of the votes cast.

8. Offices vacated before the term is ended may be filled by the Elders Board until the elections at the next AGM.
9. The terms of office for all elected persons shall begin immediately after their election at the AGM.
10. Notice of the AGM and nominations for elections shall be announced in the Sunday Bulletin and/or posted in the Church foyer for at least two Sundays immediately preceding the scheduled meeting date.
11. The Annual Report Package as determined by the Leadership Team shall be printed and distributed at least two (2) Sundays preceding the AGM.
12. Each Church ministry which operates a bank account must present a financial report as part of their annual report. This financial report must include details of receipts, payments and the closing balance of the account.

#### B. Special Members Meetings

Special Membership meetings may be called by a majority vote of the Leadership Team. Announcement of such meetings must be made two (2) consecutive Sundays preceding the meeting.

### **Article 9 - NOMINATING COMMITTEE**

A. The Nominating Committee shall consist of the Senior Pastor, two church members elected by the Elders Board and two members elected by the membership at least one month prior to the Annual General Meeting. The Nominating Committee shall place in nomination one name for each office to be elected at the Annual General Meeting. Where no suitable candidate is available for a particular office, the Nominating Committee shall record this in their report as "No Nomination". Other nominations may be made from the floor, except for the position of Elder. Nominations for Elders may be submitted in writing to the Nominating Committee for their approval at least three weeks prior to the Annual General Meeting.

## **Article 10 - MISSIONARY CONVENTION**

A Missionary Convention shall be held annually as scheduled by the National Leadership Team.

## **Article 11 - PROPERTY**

### **A. Real Property**

The title to all real property shall be held by the CMA. The National Leadership Team shall provide a declaration of trust indicating that the property is held in trust for the church. The church may acquire, sell, convey, exchange or encumber real property by order of the church membership through the Leadership Team. Where trustees are required, the order of membership shall proceed through them.

### **B. Personal Property**

The church may acquire, sell, improve, encumber and convey personal property for church purposes.

### **C. Dissolution**

Should the church cease to exist or cease to be subject to the constitution of the CMA, then all of its property appurtenances and effects then owned or held by it shall enure to the benefit of, and then become the property of, the CMA.

## **Article 12 – RECORDS**

A. The official records of all officers of the church and all of their departments are the property of the church. All financial records shall be audited annually or at any time on order of the Leadership Team. In the event of the death or resignation of the incumbent, or upon the election of his successor, the current records necessary for fulfilling the obligations of the office shall be passed on to the newly elected officer. All records, other than current records, shall be kept in a safe repository selected by the Leadership Team.

- B. All records and correspondence of secretaries and other officers shall be given to the Administration Ministry Team Leader when such books and records have been completed, and shall be the property of the Church, and be preserved as permanent records of the work of the Church. Records considered as having passed any further legal requirements (at present ten (10) years) and usefulness, may be ordered destroyed by the Leadership Team

**Article 13 – AMENDMENTS  
to the CONSTITUTION and BY-LAWS**

- A. The Leadership Team may propose amendment(s) to the Constitution and By Laws to the Congregation at the Annual General Meeting or Special Members Meeting, accompanied by the recommendation to adopt, amend or reject the amendment(s). This notification is to be given at least two weeks before the meeting.
- B. Any member may present proposed amendment(s) to the Constitution and By Laws to the Leadership Team. Such proposed amendment(s) are to be submitted to the Leadership Team in writing at least sixty (60) days before the submission to the Congregation for action. The Leadership Team shall then present the proposed amendment(s) to the Annual General Meeting or a Special Members Meeting at least two weeks before the meeting accompanied by a recommendation to adopt, amend or reject the amendment(s).
- C. A two thirds majority vote at the Annual General Meeting or Special Members Meeting is required for adoption of proposed amendment(s) to these By-Laws.

## **Article 14 - BY-LAWS**

Local By-Laws not in conflict with the provisions of the constitution may be adopted by the annual meeting of the church. A copy of such a By-Law shall be filed with the *National Leadership Team*. Any By-Law in conflict is null and void. The CMA Committee on Rules shall determine if any local By-Law is in conflict with the constitution.

## **Article 15 – GENERAL**

- A. Distribution of Church keys shall be at the discretion of the Leadership Team who shall keep a record of all key holders.
- B. All delegates to the Annual General Council shall be elected by the Leadership Team. In the event for any delegate elected by the church being later unable to attend Council then the Leadership Team has the power to appoint a replacement.
- C. All bank accounts operated by ministries of the Church must have three signatories, two of which are necessary to sign payment methods.
- D. The current rules of order as deemed by the CMA shall be used to determine all matters of procedure not covered by the Constitution and By-Laws.