



# CORNERSTONE CHURCH OF CHRIST INCORPORATED

# CONSTITUTION

# PREAMBLE

This Constitution of Cornerstone Church of Christ Incorporated (otherwise referred to as “the Church”) is provided to meet the needs of the Church and is prepared as a guide in matters relating to the conduct of the business of, and the determination of, the membership and the government of the Church. It is in no way a creedal statement and notwithstanding anything contained herein it shall not take precedence over the authority of the Scriptures.

It is intended that the Church shall be affiliated as an autonomous church in fellowship with the Association of Churches of Christ in Western Australia Incorporated and that it should be incorporated under the provisions of the Associations Incorporation Act 2015.

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# RULES

## CORNERSTONE CHURCH OF CHRIST INCORPORATED

### Section 1 – Preliminary

#### 1. NAME

The name of the Association is "**Cornerstone Church of Christ Incorporated**", in this constitution, hereafter called "the Church".

#### 2. DEFINITIONS

In these Rules, unless the contrary intention appears:

"**Act**" means the Associations Incorporations Act 2015 (WA) as amended or substituted.

"**Affirmation**" means nominated by the Eldership Team and affirmed by the vote of the members.

"**Association**" means the Churches of Christ in Western Australia Incorporated

"**Eldership Team**" means the governing body of the Church.

"**Church of Christ**" means a church affiliated with the Association of Churches of Christ in Western Australia.

"**General Meeting**" means a General Meeting of members of the Church convened in accordance with this constitution.

"**Member**" means a member of the Church with full voting rights.

"**Member of the Eldership Team**" means any member of the Eldership Team, whether elected or appointed.

"**Motion on Notice**" means a formal notification (in writing) of items of business to be raised within a meeting.

"**Senior Pastor**" the person who leads and manages the ministry and operations of the Church.

"**Ordinary Resolution**" is a resolution of the Church which is not a Special Resolution.

"**Poll**" means the method of voting using a secret ballot on a motion in writing.

"**Prescribed**" means as from "time to time as prescribed by the Eldership Team".

"**Special Resolution**" includes a resolution required for the alteration of this constitution or voluntary winding-up and distribution of assets. To be passed, it requires a majority vote of not less than 75% of the members present at a general meeting, of which prior written notice of the special resolution has been given.

#### 3. OBJECTS

The objects of the Church are:

To glorify God by building the church according to the Bible and the Commission of Christ.

To faithfully adhere to our biblical values and beliefs (see Appendix 1 – Statement of Faith).

To do all things related to the promotion and expression of the Christian Faith, including charitable and educational strategies.

To maintain membership with Churches of Christ in Western Australia Inc.

#### 4. POWERS

**4.1** The Church has the powers conferred by the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Church may do all things necessary or convenient for carrying out its objects, and in particular, may:

- acquire, hold, deal with and dispose of any real property (land) or personal property (goods, shares, etc.);
- open and operate bank accounts;
- invest its money;

- invest trust funds under Part III of the Trustees Act 1962; or in any other manner authorised by the rules of the Church;
- borrow money upon such terms and conditions as the Church thinks fit;
- give such security for liabilities incurred by the Church as the Church thinks fit (e.g. a mortgage);
- appoint agents to transact any business of the Church on its behalf;
- to initiate and defend all and any legal actions or proceedings by or on behalf of the Church as are considered necessary or desirable; and
- enter into any other contract or agreement it considers necessary or desirable.

## **5. NOT FOR PROFIT**

**5.1** The property and income of the Church shall be applied solely towards the promotion of the objects of the Church and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

## Section 2 – Members

### **6. MEMBERSHIP**

Members shall be those who:

- 6.1** Declare their faith in Jesus Christ as Lord and have been baptised;
- 6.2** Are in agreement with the vision, goals and beliefs of Cornerstone Church of Christ Inc.;
- 6.3** Are eighteen (18) years of age or older;
- 6.4** Are willing to demonstrate active commitment in attending, serving and relationships within the church;
- 6.5** Are committed to regular financial giving through tithes and offerings; and
- 6.6** Following a written request for membership, have been accepted into membership by the Eldership Team.

### **7. MEMBERSHIP REGISTER**

#### **7.1 Register of members**

**7.1.1** The Eldership Team shall undertake for a register of members and their contact details to be kept and maintained with the Church Office, in compliance with the Act.

**7.1.2** The Eldership Team will regularly review and update the membership register, removing members as deemed necessary.

#### **7.2 Membership Fees**

The Eldership Team have determined that no membership fees will be payable.

#### **7.3 Removal of members**

Before a member is removed from membership, other than at their own request, the member must be offered an opportunity to be heard and the Eldership Team must advise the person of their decision.

Members will be removed from membership:

- 7.3.1** On their own request.
- 7.3.2** By the Eldership Team if absent for an extended period.
- 7.3.3** By the Eldership Team if they are deemed to be, without good reason, failing to demonstrate active commitment to the church.
- 7.3.4** By the Eldership Team in cases where the Elders deem the member's conduct has been harmful to the Church body and / or contrary to the Bible's clear instruction on Christian conduct.
- 7.3.5** If the member dies.

#### **7.4 Continuing obligations after Resignation or Termination**

After resignation or termination of membership, the former member remains liable to pay the amount of any unpaid fees and to discharge any other obligation under any loan, contract, trust or other agreement.

## Section 3 – General Meetings

### 8. MEETINGS OF MEMBERS

**8.1** The Church shall in each calendar year convene an Annual General Meeting (AGM) of its members as required by the Act, but before the end of April in any given year.

**8.2** The Eldership Team may call a members meeting at any time.

**8.3** At least three (3) week's notice shall be given for each members meeting. Notice is to be given by:

- publication within newsletter.
- email to all members.

**8.4** Twenty-five percent (25%) of the members is a quorum.

#### 8.5 Conducting Business

**8.5.1** The business of a members Meeting may only be conducted and decided by Motions on Notice given in writing to the Eldership Team at least two (2) weeks prior to the meeting. Procedural motions may be moved without notice.

**8.5.2** The Eldership Team will give at least one (1) week's notice to all members of Motions on Notice.

**8.5.3** The Eldership Team Chairperson or Senior Pastor will ordinarily chair meetings. If they are unable or unwilling, the Eldership Team will appoint a suitable person to chair the meeting.

**8.5.4** The proceedings of the meeting are to be conducted in such a manner as the Chairperson thinks fit and unless the Chairperson rules otherwise, shall be conducted in accordance with the rules of debate.

#### 8.6 Voting

**8.6.1** Each member is entitled to one vote.

**8.6.2** Members shall only vote in person.

**8.6.3** Voting shall generally be via a Poll. Polls shall be conducted using voting slips. If a poll is called for it shall be held at that meeting and the Chairperson shall announce the result before the completion of the meeting.

#### 8.7 Minutes of Meetings of the Church

**8.7.1** The Chairperson shall undertake for proper minutes of the proceedings of all General Meetings and Eldership Team Meetings to be taken and then to be recorded as formal and approved minutes within 30 days after each meeting, according to Cornerstone Church of Christ record keeping procedures.

**8.7.2** The Chairperson must ensure that the minutes taken of a meeting are checked and signed as correct by the person chairing the meeting to which those minutes relate, or by the person chairing the next succeeding meeting, as the case requires.

### 9. SPECIAL GENERAL MEETINGS

**9.1** Special General Meetings are:

- Meetings called by the Eldership Team other than the AGM; and,
- Meetings requisitioned by members.

**9.2** Ten percent (10%) of the members may together, in writing, requisition the Eldership Team to call a Special General Meeting.

**9.3** Requisitions shall clearly define the business of the proposed meeting and any proposed motions as Motions on Notice. Only the business set out in the requisition may be conducted at a Special General Meeting.

**9.4** The Eldership Team shall consider the business of any Special General Meeting and may make a recommendation to the Meeting on any item of business.

## Section 4 – Leadership

### 10. ELDERSHIP TEAM

#### 10.1 Responsibility and Powers

The Eldership Team shall have the responsibility for the governance of the church (as distinct from the management). In particular, it will serve the Church by:

- a) overseeing the spiritual health and direction of the Church;
- b) exercising leadership in accordance with the principles listed in 1 Peter 5:1-4 and Acts 6:2;
- c) providing for pastoral care to the members of the Church;
- d) producing or approving written governance policies;
- e) communicating information to the church on significant governance actions and decisions;
- f) ensuring legal compliance and fiscal accountability for the Church;
- g) protecting the public image of the Church;
- h) determining the vision, mission, values and goals of the Church, in conjunction with the Senior Pastor;
- i) selecting and appointing the Senior Pastor, who is given responsibility and authority to lead and manage the ministries and operations of the Church;
- j) providing support and accountability to the Senior Pastor, including, but not limited to, the implementation of a clear role description and completing an annual review of the performance of the Senior Pastor;
- k) identifying and developing potential Eldership Team members; and
- l) providing guidance on the interpretation of the constitution;

#### 10.2 Composition

**10.2.1** The Eldership Team shall comprise of no less than three (3) members (whether affirmed or co-opted) together with the Senior Pastor.

**10.2.2** The Eldership Team has the power to co-opt members to the team, as required, for a term which does not extend beyond the date of the next Annual General Meeting (AGM).

#### 10.3 Qualifications

**10.3.1** Members of the Eldership Team shall be members of the Church in good standing for a minimum period of one (1) year;

**10.3.2** Members of the Eldership Team shall possess the character qualities listed in 1 Timothy 3:1-7 and Titus 1:6-9, and meet the requirements outlined in the Cornerstone Church Leadership Requirements document.

#### 10.4 Chairperson

**10.4.1** The Eldership Team at its first meeting shall appoint a Chairperson, Vice Chairperson, Secretary, Treasurer and Public Officer for the ensuing year.

**10.4.2** The Chairperson's role is to run the meetings in an orderly fashion and to ensure appropriate records are kept of the meetings.

**10.4.3** The Vice Chairperson, Secretary and Treasurer will act as directed by the Eldership Team.

**10.4.4** Unless otherwise determined by the Eldership Team, the Finance and Property Manager will fulfil the responsibilities of Public Officer of the Church.

#### 10.5 Quorum and Procedure

**10.5.1** The quorum for any Eldership Team meeting shall be not less than fifty percent (50%) of the members of the Eldership Team.

**10.5.2** The members of the Eldership Team, including the Senior Pastor and co-opted members, shall be entitled to one vote on motions arising in a meeting.

**10.5.3** Meetings of the Eldership Team will be held monthly or more frequently as determined by the Eldership Team.

**10.5.4** At least three (3) days' notice of meetings are to be given to team members.

**10.5.5** All correspondences, notices and meetings may be given or conducted using available technology.

**10.5.6** Voting shall be by simple majority with the Chair holding a casting vote. If requested, voting can be by secret ballot or may be conducted using available technology.

## **10.6 Term of Office**

**10.6.1** Elected members of the Eldership Team shall be appointed for a term of three years.

**10.6.2** Members of the Eldership Team may be re-affirmed provided that no member of the Eldership Team, other than the Senior Pastor, may serve for more than three successive terms.

**10.6.3** A person who has served for three successive terms is required to take a minimum one year break before being eligible to serve additional terms.

## **10.7 Vacancy of Office**

**10.7.1** For the purposes of this constitution, the office of a member of the Eldership Team becomes vacant if that person:

- (a) Ceases to be a member of the Church.
- (b) Resigns from office by notice in writing given to the Chairperson.
- (c) Is deemed by the Eldership Team to have failed to possess the character qualities listed in 1 Timothy 3:1-7 and Titus 1:6-9 or meet the requirements outlined in the Cornerstone Church Leadership Requirements document.

Where 10.7.1.(c) applies, the process will include the following steps:

- (i) The Chair of the Eldership Team will give written notice of the reason, and will seek a meeting with the person.
- (ii) The person will have opportunity to respond to this notice.
- (iii) A resolution for termination of Eldership Team membership is passed at an Eldership Team meeting.
- (iv) Notification of the outcome of the resolution is made to the person within fourteen (14) days.

**10.7.2** The Eldership Team may appoint a member to fill any vacant position on the Team, and the appointed member shall hold office until the conclusion of the AGM following the date of the appointment.

## **10.8 Payments to Eldership Team members**

An Eldership Team member is entitled to be paid out of the funds of the Church for any out of pocket expenses properly incurred in connection with the Church's activities.

## **11. ELECTION TO ELDERSHIP TEAM**

**11.1** The Eldership Team will nominate a member of the Church for a position on the Eldership Team.

**11.2** A nominee shall only be appointed after affirmation by the church members by means of a Poll which affirms the appointment by at least seventy-five percent (75%) of the valid votes cast by the members.

## **12. SENIOR PASTOR**

### **12.1 Appointment**

**12.1.1** The calling and appointment of the Senior Pastor shall be made by the Eldership Team.

**12.1.2** The appointment shall only occur after affirmation by the church members by means of a Poll which affirms the appointment by at least seventy-five percent (75%) of the valid votes cast by the members.

**12.1.3** The calling and appointment of all other staff and leaders shall be entrusted to the oversight of the Senior Pastor with accountability to the Eldership Team.

### **12.2 Accountability**

**12.2.1** The Senior Pastor shall be accountable to the Eldership Team for the leadership and management of the ministry and operations of the Church.

**12.2.2** All other staff and leaders will be accountable to the Senior Pastor or their appointed staff and leaders.

**12.2.3** Termination of any staff member (apart from emergent circumstances) can only be completed as per the contractual requirements of the role, by either party. If the Eldership Team or Senior Pastor determines that immediate vacation of the position is required, other than for reason of misconduct, they shall have the obligation to pay out the notice period.

**12.2.4** To terminate the Senior Pastor, the Eldership Team must:

- (a) Reach a consensus that termination is required.
- (b) Comply with the contractual requirements of Cornerstone Church as identified in staff contractual documentation.
- (c) If requested, involve a person nominated by Churches of Christ in Western Australia Incorporated to give advice to both parties or mediate between the parties to ensure natural justice is exercised.

**12.2.5** Following advice that termination is proposed, the Senior Pastor may be suspended at the discretion of the Eldership Team pending termination.

## Section 5 – Education Ministry

### 13. CORNERSTONE COLLEGE

**13.1** As a ministry of the Church, Cornerstone Christian College (herein referred to as the College) operates under the spiritual direction of the Church. The College is accountable to the Church, through the company (Cornerstone Christian College Ltd.), to operate in a way that is consistent with the vision and direction of the Church.

**13.2** The Church and the College are committed to working together, and both will seek to be sensitive to their respective needs in ministry. In doing so, both acknowledge that relationships are more important than structures.

**13.3** Should conflicts arise they are to be resolved according to the procedure set out in the Cornerstone Church Grievance Policy.

#### **13.4 Administration of the College**

**13.4.1** The College shall be administered by the College Board under the direction of the College's Constitution. The College Board shall be accountable to the Eldership Team of the Church who are the company members.

**13.4.2** The Eldership Team shall appoint College Board members as described within the College Constitution.

**13.4.3** The Senior Pastor of the Church, or their proxy, shall be included on the College Board.

**13.4.4** In the event of any dispute that the College Board cannot resolve, the matter will be referred to the Eldership Team for resolution.

#### **13.5 Income and Property of the College**

The College's income and property is to be applied solely towards the promotion of the College's objects as set out within the College's Constitution. No part of the College's income and property may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the College unless otherwise exempted within the College Constitution.

#### **13.6 Dissolution of the College**

**13.6.1** Dissolution of the College shall be called at a Special General Meeting of the Church as a Motion on Notice raised by the Eldership Team.

**13.6.2** If the dissolution of the College is passed at that meeting then all property and assets of the College shall be distributed as per the College's constitution.

## Section 6 – Financial

### 14. FINANCE AND PROPERTY

#### 14.1 Financial Year

The financial year of the Church is based on a calendar year and runs from 1<sup>st</sup> January to 31<sup>st</sup> December inclusive in each year.

#### **14.2 Loans and Property**

**14.2.1** The Eldership Team is responsible for all church properties.

**14.2.2** No property is to be acquired or sold without the affirmation of the members as per Special General Meeting requirements.

#### **14.3 Funds of the Church**

**14.3.1** The funds of the Church shall be derived from offerings, gifts, interest, loans and such other sources as the Eldership Team determines.

**14.3.2** The control of the Church funds shall be overseen by the Eldership Team.

**14.3.3** The signatories for the Church bank account(s) shall be at least two (2) appropriate members appointed by the Eldership Team for that purpose.

**14.3.4** Two signatures of approved persons shall be required to validate each payment.

**14.3.5** All financial books shall be reviewed or audited as required and a financial report shall be available to members at the Annual General Meeting.

#### **14.4 Custody of Books and Securities**

**14.4.1** All books and securities of the Church must be kept in the custody of the Treasurer or under the Treasurer's control unless otherwise determined by the Eldership Team.

## **Section 7 – General**

### **15. DISPUTES AND DISCIPLINE**

**15.1** All disputes that may arise shall be resolved according to the procedure set out in the Cornerstone Church Grievance Policy. This applies to disputes -

- a) between members; or
- b) between one or more members and the Church.

**15.2** A member subject to discipline by the Church may request a person or persons nominated by Churches of Christ in Western Australia Incorporated to mediate between the parties to ensure natural justice is exercised.

**15.3** Notwithstanding the existence of a dispute or difference each party shall continue to perform any Contract they have between them.

### **16. INSPECTION OF RECORDS**

**16.1** The Eldership Team is responsible for the custody of all records, books, documents and securities, all of which shall be kept at the office of the Church unless in secure storage elsewhere.

**16.2** A member may at any reasonable time inspect without charge the minutes of any General Meeting, the Membership Register, the Constitution, the financial reports and any report presented at any General Meeting of the Church.

### **17. RULES**

**17.1** These Rules may be amended by special resolution in accordance with the Act.

**17.2** Upon adoption, these Rules revoke any previous Rules and revoke any standing motion inconsistent with these Rules.

### **18. DISSOLUTION**

**18.1** The Church shall only be dissolved in accordance with the Act.

**18.2** If upon winding up or dissolution of the Church there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Church, but shall be transferred or distributed or given to Churches of Christ in Western Australia Inc.

# APPENDIX ONE: CORNERSTONE CHURCH STATEMENT OF FAITH

## **GOD**

We believe in one God in three persons: the Father, Son and Holy Spirit (Dt 6:4, Mt 28:19, 1 Pet 1:2). He is the Sovereign Lord, Creator and Sustainer of the universe (Gen 1:1, Rom 11:36), who Himself is without beginning or end (Col 1:16, Rev 1:8).

## **CHRIST**

We believe that Jesus Christ is the only Son of God (Mt 3:17, Jn 3:16) who being fully God, took on the role of a servant as a man (Phil 2: 6-8, Col 2:9) in order to become the mediator between ourselves and the Father (Jn 14:6, 2 Cor 5:20-21).

## **GOSPEL**

We believe that Jesus Christ was crucified, buried and raised bodily on the third day (1 Cor 15: 3-4), substantiating His claims as the Messiah (Jn 2:19-21) and making provision for the forgiveness of sins based upon His atoning sacrifice for our sakes (2 Cor 5:21).

## **BIBLE**

We believe the Bible is the inspired Word of God (2 Pet 1: 19-21). God's Word exists as our sole authority for faith and practice, being without error and accurate in its original record and relevant in its application to our daily lives (2 Tim 3:16-17).

## **PEOPLE**

We believe that people, both male and female, are created in God's own image and therefore matter to God (Gen 1:26-27), (as spiritual beings). All people possess personality, moral discernment, and the capacity to know the Creator God. Sin, however, is a barrier to our relationship with God (Gen 3:1-8, Rom 3:10-12) and impairs our capacity to know Him and lead God honouring lives (through Jesus Christ).

## **SALVATION**

We believe that no one can obtain forgiveness of sins except through the atoning work of Jesus (Rom 3:23, Jn 1:12). Leading a good life does not merit God's grace (Eph 2:9, Titus 3:5-6) but it is only through Christ's perfection that we are made right with the Father (Heb 10:14, Phil 3:7-9).

## **HOLY SPIRIT**

We believe that all who have received Christ are united into one body through the Holy Spirit (1Cor 12:12-13). Upon receiving Christ by faith, we receive the Holy Spirit, who acts to seal us in the family of God (Eph 1:13-14) and to empower us toward Christlike character (Gal 5:22-23) and loving service to one another (Phil 2:3-4, Eph 2:10).

## **END TIMES**

We believe the return of Jesus Christ may happen at any time. He will come to gather together those who love Him (1 Thess 4: 15-18), and to judge all evil (Mt 24: 27-31, Rev 1:7). He will restore all of creation and establish His Kingdom (Rev 19-21, Dan 7:27).

## **CHURCH LIFE**

We believe that as Christians we belong to each other, joined together, one body with Christ as the Head (1 Cor 12:12). It is our practice in coming together on Sunday, the day of our Lord's resurrection, to worship the risen Christ (Phil 2:9-11), to proclaim the good news (Acts 1:8, Mt 28:19-20), to encourage one another to love and do good deeds (Heb 10:24-25), and to receive training in right living (2 Tim 3:16-17). In obedience to Christ's commands, we embrace the teachings of baptism and communion.

- Communion. We remember His substitutionary death and bodily resurrection in the sharing of the Lord's Supper, signifying the redemptive work of Christ accomplished on the cross (1 Cor 11:23-26).
- Baptism. We encourage people to follow their commitment to Jesus by expressing their faith through baptism by immersion as an act of identification with Him and the new life He brings. (Rom 6:1-3).

## **UNITY**

We believe that God has given to each individual the understanding and responsibility to do God's will. Therefore, being accountable to God, Christians are not to despise their fellow believers but to accept one another as Christ's servants, allowing each other freedom of conscience. (Rom 14).

***In essentials - unity, in non-essentials - liberty, in everything - grace & love.***