

COFFS HARBOUR CHURCH OF CHRIST GUIDELINES FOR CHURCH OVERSIGHT

NAME

1. The church shall be known as “Coffs Harbour Church of Christ”, or shall at least contain the words “Church of Christ” within its advertising.

MEMBERSHIP

2. The Church membership shall consist of those people who confess faith in Jesus Christ as their Lord and Saviour, and who have asked to be, and been accepted and welcomed by the elders into membership. They will be encouraged to fulfill the call of God in every area of their lives.
3. A person shall be removed from the roll of members if he/she ceases to be actively involved in the life of the church, if they have their membership revoked by the elders, or should they die.
4. Active membership is determined by the elders in regard to worship service attendance, being at least two times per month, serving in some capacity, and being involved in a small group.

ELIGIBLE VOTING MEMBERS

5. All members aged 18 years or older, and who have attended Church at least 6 times in the previous 3 months prior to a Church meeting are eligible to vote. A member with a less frequent attendance record may be deemed eligible to vote, if the elders believe there are acceptable reasons for such infrequent attendance.

AUTHORITY

6. Under the authority of God, the direction of His Word the Bible, and the leading of the Holy Spirit, authority in Church matters lies with the eldership. No individual elder can assume individual or separate authority unless that authority is delegated to him by the entire eldership.
7. The senior minister is automatically an elder and holds equal authority with the other elders, although their delegated areas of responsibility may be greater than the other elders due to their training and availability for ministry.
8. No auxiliary or group shall be formed, or leader appointed, or function held in the name of the Church without the approval of elders.

DUTIES OF ELDERS

9. The elders shall act as overseers of the total work and life of the Church in a servant role. This will involve having oversight of, and ultimate authority in such areas as worship, pastoral care, teaching, mission, prayer, bible study, and the function and operation of all groups. They also have ultimate authority over the “practical” concerns of the Church (such as finance and property).

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LEADERSHIP TEAM

10. A leadership team shall be appointed by the elders, generally those who oversee ministry areas, and shall meet at least eight times per year and as deemed necessary at other times, to ensure communication, synergy and focus are maximised. The Church Treasurer shall attend at least once per school term, and the Church Administrator shall attend. A member of the team shall take minutes and pass these on to the eldership. The minister will lead this team or shall delegate that responsibility to a suitable person.

DUTIES OF ADMINISTRATIVE BOARD

11. The Administrative Board will be under the authority of the elders.
12. The Administrative Board will consist of members gifted in areas of Administration e.g. Management, Financial, Secretarial.
13. Duties of the Administrative Board will involve those practical concerns of the administration and operation of the Church. Each administrative board member will hold a position with specific responsibility and delegated authority, as determined and outlined by the elders.
14. Administrative Board members must meet periodically to co-ordinate their areas of responsibility and to facilitate better decision making on issues that are beyond the ability and/or responsibility of any one individual.

APPOINTMENT OF ELDERS

15. Nominations for elders may be made at any time by any member who is eligible to vote. Those so nominated must first agree to stand before that nomination is taken to the church.
16. Any eligible voting member has the right to nominate any members who are willing to serve in the position of elder.
17. The current elders will assess the suitability of each nomination in the light of scriptural qualifications for such positions (1 Timothy 3:1-13; Titus 1:5-9) and meet with those nominated to outline all expectations and responsibilities. If the elders believe those nominated are scripturally qualified, able to fulfill responsibilities and are suitable for the position they will submit their names in writing to the Church.
18. If, during the discernment period of three weeks, the elders are made aware that a candidate fails to meet the scriptural requirements, or is otherwise unsuitable for the position, they will withdraw the candidate's name from the proposed appointments.
19. For the nomination of people for the eldership; if after three weeks, no objections are raised against the candidates, their names shall be presented to the church body by the elders to be voted upon by secret ballot. They will require 70% approval of votes cast. A minimum of 60% of members must vote for the motion to be carried.
20. Leaders (Ministry Coordinators, home group leaders etc) will be appointed with the approval of the elders.

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21. The eldership may, at any time, remove any person in leadership, including other elders, if they believe he/she is no longer scripturally qualified or suitable for the position.

ADDITIONAL GUIDELINES

22. Elders may remain in their roles for a period of three years, following which they may be re-appointed following the above process. Following the two terms of the role, elders must stand down for a sabbatical year. Such elders may be re-appointed following a 12 month break, following the above nomination appointment process.
23. Elders may resign at any time, and may be removed from their role on the agreement of the rest of the eldership.
24. If during the term of an elder, he/she steps down, the elders remaining shall take action to have another elder appointed. Should such a resignation occur within six months of an AGM, the elders may appoint an interim elder, until the next AGM, following consultation with other church leaders and members. Should a resignation occur more than 6 months from an AGM, the normal process of nomination and appointment shall apply.

APPONTMENT OF MINISTER(S)

25. The elders will seek out and recommend to the Church the invitation to a minister together with the initial term of service. This will then be brought to the church for approval.
26. The minister shall agree to function under all policies and procedures agreed upon by the church leadership. These will include an employment agreement, a pastor's role statement and job description, pastoral care guidelines and church grievance resolution policy etc.

CHURCH BUSINESS MEETINGS

27. The Church shall meet at least once per year for the conduct of Church business and the hearing of reports from the leadership. At least two weeks notice in the Church newsletter must be given before such a meeting.
28. Special meetings of the Church may be summoned by the elders or called following a written request to the elders, signed by at least 25% of eligible voting members. The request for such a meeting must state the exact nature of the business, and the meeting must be held no sooner than two weeks and no later than six weeks from the date of presentation. At least two weeks notice in the Church newsletter must be given before such a meeting.
29. Unless required by any other law binding of the Church, or unless requested elsewhere in these regulations, a resolution is accepted by a two-thirds majority of eligible voting members present.
30. The elders shall appoint a chairman for all meetings.

AMENDMENTS

31. Amendments to these guidelines need to be submitted to and approved by the eldership and presented to the church for approval.
32. Any amendments made should be for the more effective functioning of the church to the glory of God.

This edition of the Church Guidelines was approved by the church at the 2008 AGM and now supersedes all previous editions.