

KawanaLife Constitution – Adopted 6th February, 2011
Addition to Section 11, Property, 19th February, 2012
Addition to Section 8 & 9, Leadership, 17th February 2013
Addition to Section 8, Leadership, 22nd February 2015

CONSTITUTION

KAWANALIFE CHURCH

“Belong – Believe - Become”

1 Name

The name of this church is KAWANALIFE a Ministry of Queensland Baptists.

2 Our Vision

KAWANALIFE aims to become a dynamic church community, through prayer empowered by the Holy Spirit, who are:

- a) authentic, friendly people whose ministry and lifestyle are a positive force within our community;
- b) preaching and sharing the gospel message;
- c) searching God’s Word regularly to know Him and understand His will and ways;
- d) equipping and supporting leaders for local and global mission;
- e) Impact our community through Evangelism, planting multiple congregations and providing practical Christian care; and
- f) giving sacrificially of our talents and resources for our ministry.

3 Our Purpose and Practices

The church is called by God to enjoy, love, obey and serve Him. By doing so we also fulfill a priestly function by representing Him to others and others to Him (1 Peter 2:5, 9, 10), as we live out the gospel message of reconciliation to God and to one another. All believers are gifted by the Holy Spirit for ministry as together we nurture the growth of Christian faith, hope and love. In joyful recognition of God’s grace toward us, we will seek to live grace-filled lives to the glory of His name.

As in the early church, described in *Acts 2:37-47*, we will...

- encourage repentance toward God and faith in Jesus Christ so that people shall receive the gift of the Holy Spirit and the forgiveness of their sins (vs37)
- baptize into the name of the Father, the Son and the Holy Spirit those who have evidenced repentance toward God and faith in Jesus Christ (vs38, 40)
- devote ourselves to biblical teaching and practices (vs42)
- meet together regularly for encouragement, hospitality and prayer (vs42, 46)
- expect God to be at work in our midst through answered prayer, wonders and signs (vs43)
- share our resources and care for the poor and needy in practical ways (vs44, 45)
- live a life of worship (vs46, 47)
- relate well to the community around us (vs47)

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- see effective evangelism as the outcome of our lives (vs47)

4 Our Belief

- a) The existence of One God in Three Persons – the Father, the Son and the Holy Spirit
- b) The Deity and Humanity of Jesus Christ, who lived a sinless life and who, by his death, resurrection and ascension is the way of salvation for all people from the consequences and power of sin.
- c) The Holy Spirit lives in all who come in repentance to the Father and faith in Jesus Christ. The Holy Spirit gives new life, empowers for service and gives spiritual gifts for the building of the church.
- d) The Bible is inspired by God and is without error in its original form. It is our primary authority in all matters of faith and conduct.
- e) The desire of God is for all people to live in relationship with Him. This relationship is broken through the rebellion and self-dependence of people and is restored when, by the grace of God, we turn in repentance to God and place our faith in Jesus Christ as Saviour and Lord.
- f) Believers Baptism by immersion is a person's public declaration of their faith in Jesus Christ as Saviour and Lord.
- g) The celebration of the Lord's supper commemorates our Lord's death in our place and declares our thanks for His sacrifice.
- h) We believe that Jesus Christ will return and gather His people to live eternally with Him.

5 Partnership

- a) Partnership is open to all whom by the grace of God, in repentance from sin and faith in the Lord Jesus Christ, are born again, having been forgiven their sin and become members of His family.
- b) Partners need to be in agreement with this constitution and be committed to the KawanaLife Church Partnership Covenant (See Appendix 1.)
- c) Partners will normally be those whose repentance and faith have been evidenced through Believer Baptism by immersion, and are actively living a Christian life. However, believers who are firmly committed to another baptismal doctrine that differs from our practice will not be denied admission as partners because of this belief, but will have the basis for our understanding of Believer Baptism by immersion explained during Partnership Preparation, and in response have agreed to be open to God for further leading in this matter.
- d) All applicants for Partnership are expected to attend Partnership Preparation where matters such as Constitution, Covenant, Vision, Values and Ministries will be addressed.
- e) Approval by the unanimous agreement of the Leadership Team, present and voting at a Leadership Team Meeting, will enable an applicant to become a Partner.
- f) People will be partners from the time of their approval by the Leadership Team and they will be welcomed into Partnership at a convenient church service.

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- g) The Leadership Team Secretary will maintain a Roll of Partners which will be reviewed and updated annually at a Leadership Team Meeting.
- h) Partners may be removed from the Roll of Partners:
 - i. if a Partner declares themselves no longer wishing to be, or able to be, a KawanaLife Partner;
 - ii. by reason of death;
 - iii. by unexplained absence for more than 6 months; or
 - iv. if a Partner is shown to have acted in repeated contravention to the beliefs and undertakings contained in this constitution and, subsequent to counseling by the Pastor and one other appropriate member of the Leadership Team, continues to act in this manner, the Leadership Team may, by a unanimous vote only, remove a person from Partnership.
 - v. The Leadership Team will report annually to the Partnership Conference on any changes to the Partnership Roll.

6 Partnership Conferences

- a) The church, through the Partnership Conference, has final authority in deciding every matter that affects the life of the church.
- b) Partnership Conferences shall be called at least twice annually and as required. The Leadership Team will set Partnership Conference dates, with the Secretary, or another nominated member of the Leadership Team, giving notice to Partners by means of verbal announcement on the two Sundays prior to the date set at all Church services, inclusion in the Church Newsletter and posting on the Church webpage.
- c) The chairperson of the Leadership Team, or in their absence another member, will chair Partnership Conferences.
- d) Matters that require the approval of a Partnership Conference include:
 - a. The calling of Pastor(s) based on the recommendations of the Leadership Team and/or such committees specifically set up for managing the nomination process.
 - b. Strategic plans for KawanaLife ministry.
 - c. The annual church budget and the Annual Financial Report.
 - d. The acquisition and disposal of land & property.
 - e. Major financial decisions (10% or greater) outside the Partnership approved overall church budget.
 - f. The appointment of people to the Leadership Team.
 - g. Changes to the Constitution and/or Church Partnership Covenant.
 - h. Endorsement of the appointment of the auditor
- e) 20% of Partners on the Roll, who are age 16 or over, shall comprise a quorum at Partnership Conferences and be eligible to vote.
- f) Absentee and Proxy votes are not permitted.
- g) If a quorum is not achieved then a new date for the Partnership Conference must be immediately set, no later than 4 weeks subsequent, at which no minimum quorum will be required.
- h) A special Partnership Conference may be scheduled by the Leadership Team or organized at the written request of 20% or greater of enrolled Partners.

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- i) Every Conference will have an Agenda prepared by the Leadership Team and available, from the Church Office, to Partners at least one week prior to the Partnership Conference
- j) Audited financial statements (for prior years) will be presented by the Treasurer to the Partnership Conference as soon as they are available, and matters raised by the auditor drawn to the attention of the Partners.
- k) A simple majority, 50% of those in attendance and eligible to vote plus one, will decide all motions, except for amendments to this Constitution and appointment of Pastors and Leadership Team members which will require a 65% majority of those present and eligible to vote.
- l) All matters related to the call or termination of Pastors and other matters of importance, as nominated by either the Leadership Team or requested by a majority of Partners, will be conducted by secret ballot.

7 Pastor(s)

- a) The Senior Pastor must be eligible for accreditation with the Queensland Baptists and actively seek accreditation as soon as possible after being offered a position at KawanaLife.
- b) The Pastor(s) of the Church will be a person or persons whom the church believes to have been called and gifted by God to fulfill a ministry of pastoral leadership within the church.
- c) The Senior Pastor is the spiritual leader in the life and ministry of the church
- d) The Senior Pastor is normally Chairperson of all its organizational committees and other management structures, with the exception of the Leadership Team who will elect a Chairperson from within their own numbers.
- e) The duration of calls and extensions of calls shall be determined by the Partnership Conference on the recommendation of the Leadership Team.
- f) Calls will normally be for a minimum 3 year period (renewable).
- g) Any extension/renewal of call requires a 65% majority at a Partnership Conference.
- h) Any motion of termination of call for a Pastor must be advised by the Leadership Team through the Secretary to all Partners in writing by post at least two Sundays prior to the Partnership Conference receiving the motion, giving the names of the mover and seconder of the motion, and shall be decided by a 65% majority of those present and eligible to vote.
- i) The Leadership Team may, by unanimous decision, suspend a Pastor from duties subject to taking its action to a Partner's Conference for further attention within one month and immediately advising the Queensland Baptists of the circumstances of such action.
- j) Employment conditions for the Senior Pastor will, at a minimum, align with those recommended by the Queensland Baptists.
- k) The Partnership Conference may, on the recommendation of the Senior Pastor and the Leadership Team, call one or more Associate Pastors to assist the Senior Pastor in specified duties. The procedure for appointing or

removing an Associate Pastor will be the same as for the Senior Pastor. The terms and conditions of the appointment will be determined by the Leadership Team under the authority of the Partnership.

- l) A Pastor, upon reaching sixty-five years of age, shall be able to retire from the pastorate except, however, if by mutual agreement with the Leadership Team an extension past this age is agreed upon.

8 Leadership Team

- a) The Leadership Team consists of the Senior Pastor and up to six members elected from the KawanaLife Partnership.
- b) The Senior Pastor will automatically be a member of the Leadership Team and does not need to stand for election.
- c) Remunerated staff may not stand for election to the Leadership Team but may, on a year to year basis, be co-opted by the Chairperson and Senior Pastor to non-voting membership of the Leadership Team.
- d) All remunerated staff are excluded from holding the positions of Chairperson, Secretary or Treasurer on the Leadership Team.
- e) The Leadership Team is responsible for achieving the strategic intent of KawanaLife for ministry outcomes.
- f) Members of the Leadership Team hold their position for a two-year term before being required to stand-down. Having stood down they will be able to nominate for a subsequent two-year term at a Partnership Conference.
- g) Nominations for the Leadership Team must be on the appropriate form, signed by two church Partners and the person nominated.
- h) Nominations must be received by the Secretary at least 2 weeks prior to the Partnership Conference.
- i) The Leadership Team is always accountable to the Partnership Conference and will exercise oversight of all areas of the life and ministry of KawanaLife on their behalf.
- j) If less than 6 Partners are elected by the Partnership Conference, or a later vacancy occurs, the Leadership Team may appoint up to 2 Partners to fill such vacancies until the next Partnership Conference at which time they will stand down. Such Partners are free to nominate in the normal manner for election at this time.
- k) At the first meeting of the Leadership Team following their election at a Partnership Conference, the Senior Pastor will facilitate the elections of Leadership Team members to fulfill the following positions and associated functions:
 - i. Chairperson:**
 - Leads and facilitates through the Leadership Team.
 - Chairs Partnership Conferences and Leadership Team meetings.
 - Organises the agenda for Leadership Team in consultation with the Senior Pastor.
 - ii. Secretary:**
 - Distributes notices and agendas for all Leadership Team Meetings and Partnership Conferences.

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- Records and provides minutes of Leadership Team Meetings and Partnership Conferences.
 - Ensures all decisions of the Leadership team are communicated to the relevant people.
 - Presents relevant Incoming correspondences.
 - Sends out relevant outgoing correspondences.
 - Maintains Roll of Partners
- iii. Treasurer:**
- Monitors accounts
 - Provides financial reports to the Leadership Team and Partnership Conferences
 - Provides analyses for the long term financial viability of KawanaLife
 - Facilitates relevant administrative requirements in relation to KawanaLife finances (bank account signature, appointment of auditor etc).
- iv. Auditor:** The Leadership Team will appoint an Auditor to audit the Church finances and will seek endorsement for such appointments from the Partnership Conference.
- v. Other positions:** The Leadership may, from time to time, create additional positions on a temporary basis, to fulfill the needs of the Church.

9 Leadership Team Meetings

- a) The Leadership Team will normally meet monthly.
- b) The Chairperson, or in their absence another member, will chair each meeting.
- c) Agendas for and minutes of each meeting must be maintained.
- d) Whenever possible the following reports will be available at each meeting:
 - Correspondence Report
 - Finance Update Report
 - Senior Pastor's Report
- e) A quorum will be 50% of those eligible to attend.
- f) A simple majority will decide all motions, except in relation to the termination of Partnerships and the appointment of staff to paid positions where a unanimous vote, less one, is required.
- g) Should an issue fail to be resolved by a Leadership Team vote after prayerful consideration, such a vote will be deemed to be resolved in the negative and a Special Partnership Conference may be called by a simple majority within 4 weeks to resolve outstanding issues.
- h) If any member of the Leadership Team has a personal conflict of interest, they will declare it at the meeting and a vote will be taken on whether they should excuse themselves from the meeting until such a time as the issue has been addressed by the remaining members.

10 Staff

- a) All staff positions requiring significant remuneration need to be approved by a Partnership Conference.
- b) The selection of persons for such positions is the responsibility of the Leadership Team.
- c) All staff and volunteers, who undertake a ministry to children, will be holders of a Queensland Suitability Card “Blue Card” to ensure their suitability. A record of their registration, and undertaking of suitable awareness training in this area, will be kept by the Secretary.
- d) The appointment of all voluntary Leadership positions will be at the discretion of the Senior Pastor with the approval of the Leadership Team. Holders of voluntary Leadership positions will be Partners of KawanaLife who are called to, and fulfill the requirements of, each position.
- e) Disputes with and/or between Partners will be handled by the Senior Pastor and Chairperson in the first instance, if no resolution is achieved then a recommendation will be put to the full Leadership Team
- f) Disputes arising with a Senior Pastor and the Leadership Team will be referred first to a special Partnership Conference. If no resolution comes from this forum the matter will be referred to the Queensland Baptists for consideration by a Panel of Arbitrators set up by the Assembly. The decision of the Panel will be final.

11 Property

- a) The Leadership Team is authorized to acquire and maintain assets necessary to facilitate the church’s ministries. The Leadership Team is also authorized to arrange contracts for the lease or acquisition of property in the name of “Queensland Baptists” as trustee for KAWANALIFE.
- b) If a church group ceases to function, or a dispute arises concerning the ownership of any property purchased or money held by that group, the church becomes the owner of any property purchased or owned by that group and any money in its possession.
- c) The activities of any church group or external group that is using the church’s name, property, buildings or equipment, are subject to the approval and supervision of the Leadership Team.
- d) Should the church cease to operate, or have fewer than 20 Partners, all property shall be left in the hands of the Queensland Baptists.

12 Designated Donations

- a) Until the Leadership Team approves otherwise, all gifts, whether designated for a particular purpose or not, will be treated as available for use in the activities of the church. While the intent of the donor will be taken into account by the Leadership Team in their deliberations, they will be free of any obligation to use or apply the gift in a particular manner or for a particular purpose.

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13 Amendments

- a) This Constitution may be amended at a Partnership Conference by a vote of at least 65% of church partners present and eligible to vote.
- b) At least four weeks notice will be given, setting out the proposed amendments and the date of the Partnership Conference at which it will be discussed.

14 Reviews

- a) A Ministries' Review, including a review of the Pastor(s) ministry, should be conducted at least once every three years.
- b) A review of this Constitution's continuing suitability should be undertaken at least once every five years, and a Partnership Conference asked to reaffirm or revise it.

Date of Original Constitution Adoption:

Date Adopted:

Signed (Chairperson):

Signed (Secretary):

Signed (Senior Pastor):

Date for Review: