

**KENMORE CHURCH OF CHRIST LTD**

**ABN 90 648 902 596**

**Members and Elders' Regulation**

**Adopted by the Board on 10 / 07 / 2023  
as a Regulation of the Church pursuant to clause 8.2 of the Constitution**

**Scheduled review date in July 2024**

**1. Introduction**

**1.1 Purpose**

- 1.1.1 The purpose of this Regulation is to ensure that the temporal running of the Church is carried out with order, accountability, and transparency and that the persons chosen to lead, possess the competence, character and integrity consistent with values described in the Scriptures.
- 1.1.2 This Regulation is not in any way meant to restrict the movement or leading of the Holy Spirit, whose guidance the leaders are compelled to seek to faithfully fulfil their responsibilities within the Body of Christ expressed through the local Church.

**1.2 Guiding Principles**

- 1.2.1 From the 16th to the 21st Century, Christians have had a kingdom desire to restore simple New Testament Christianity, beyond denominations and with minimal excluding statements. Simply called Christian Churches or Churches of Christ, we are a post-denominational movement.
- 1.2.2 The Church adheres to the following guiding principles:
  - (a) We are Christians only, not the only Christians.
  - (b) No creed but Christ, no book but the Bible, no name but Christian.
  - (c) In matters of faith, unity. In matters of opinion, freedom. In all things, love.
  - (d) Where the Scriptures speak, we speak. Where the Scriptures are silent, we are silent.
- 1.2.3 Our Church practises:
  - (a) The Bible as the only rule of faith and practice;
  - (b) Baptism through immersion of repentant believers;
  - (c) Freedom of participation in ministry by all members in accordance with the grace given by God and their qualification through character and competence.

## 1.3 Scope

This Regulation applies to the Members, Senior Minister, Board, and Administrator (if any) of the Church.

## 1.4 Definitions

In this Regulation, unless there be something in the subject or context inconsistent therewith:

- 1.4.1 **Administrator** means the person appointed to the role of Administrator (if any) of the Church.
- 1.4.2 **Board** means the directors of the Church, being the body of Elders, including the Senior Minister.
- 1.4.3 **Church** means Kenmore Church of Christ Ltd ABN 90 648 902 596.
- 1.4.4 **Elder** means a director of the Church.
- 1.4.5 **Elders' Charter** means an appendix of the Leadership Manual that provides clarity around the expectations and responsibilities of the role of Elder.
- 1.4.6 **Leadership Manual** means a document promulgated by the Board defining various aspects of the Church's leadership structure, expectations, values, and other definitions.
- 1.4.7 **Member** means a member of the Church.
- 1.4.8 **Ministry** means any activity that is established and operated under the auspices of the Church.

## 2. Members

### 2.1 Eligibility for membership

- 2.1.1 Members are admitted in accordance with the constitution of the Church. In addition to meeting the requirements in the constitution, to be eligible for membership of the Church a person must:
  - (a) Have publicly confessed faith in Jesus Christ as their Saviour, Lord, Son of God and are endeavouring to live a life of conformity with the commands and teachings of the Bible.
  - (b) Have the desire to serve the Lord wholeheartedly in and through the Church, having indicated this commitment and accepted the Church constitution in writing;
  - (c) Attend Members' meetings unless it is impractical to do so in the discretion of the Board;
  - (d) Attend Church services regularly (this would typically be at least monthly throughout the year) and contribute to the Church's activities as God leads with their time, talent and resources;
  - (e) Seek to uphold peace and unity in the Church by:

- (1) Not taking part in subversive or divisive behaviour that seeks to promote their own position, ideology, beliefs or theology, and in doing so destabilises the Church.
- (2) Honouring each person as valuable unto God, and living in biblical submission to leadership, peers and family.
- (3) Following biblical process for any dispute resolution (Matthew 18:15-17).

### **3. Senior Minister**

#### **3.1 Role of Senior Minister**

- 3.1.1 The Senior Minister is responsible to the Board for the provision of oversight and leadership of the ministry and staff team and to implement the spiritual direction and development of the Church as established by the Board. The Senior Minister is an ex-officio member of the Board.
- 3.1.2 The Senior Minister is responsible to the Board to provide spiritual and pastoral leadership to the congregation of Kenmore Church of Christ. The Senior Minister serves as the primary leader of the congregation so that the Church might fulfil its mission and purpose as the body of Christ. The Senior Minister will preach, teach and provide leadership across all ministries of the Church.
- 3.1.3 The Senior Minister is responsible for leading the development of the vision in collaboration with the Elders and other key stakeholders, and to lead the implementation of the vision once endorsed by the Elders.
- 3.1.4 The Senior Minister is responsible for the appointment, supervision, evaluation and dismissal of all Church staff, in accordance with governing workplace legislation, regulations, Church policies and resolutions of the Board.
- 3.1.5 The Senior Minister is responsible for formulating an annual budget in consultation with the Administrator (if any).

#### **3.2 Call and Appointment**

- 3.2.1 The Board in consultation with the appropriate Churches of Christ in Queensland advisory body shall conduct a selection process to arrive at a recommended applicant for the position of Senior Minister. If the applicant is approved by a Special Resolution conducted via a private ballot an invitation will be given by the Board.
- 3.2.2 The appointment of a Senior Minister shall be for an initial period of up to five (5) years. A re-appointment shall be considered at least six (6) months prior to the completion of the current term through the recommendation of the Board. A Special Resolution conducted via a private ballot is required for re-appointment.
- 3.2.3 All appointments, re-appointments, or terminations of appointment shall be communicated as soon as possible to the appropriate Churches of Christ in Queensland advisory body.
- 3.2.4 The Senior Minister shall perform the duties described in the Position Description and be employed as per the relevant guidelines issued by the Churches of Christ in Queensland from time to time.
- 3.2.5 The Board have the authority to terminate the employment of the Senior Minister on the basis of misconduct or diminished performance as defined in the Senior Minister's Position Description.

## **4. Elders**

### **4.1 Role and Qualifications of Elders**

- 4.1.1 Elders must have a sense of calling and character as outlined in the Elders' Charter.
- 4.1.2 An Elder is a person appointed for a fixed term by the Church membership to provide governance, spiritual oversight, and pastoral care of the Church, both collectively and individually.
- 4.1.3 The Board have the delegated authority from the Church membership to provide governance and spiritual oversight consistent with the Church's mission and values. The Board provides management oversight and direction in areas of regulatory compliance, finance and risk management.
- 4.1.4 Biblically, Elders are shepherds who oversee the Church. As shepherds<sup>1</sup>, their leadership role includes feeding the Church spiritually<sup>2</sup>; ensuring the people are cared for, especially the sick<sup>3</sup>; guiding the Church in godly directions as outlined in the Bible<sup>4</sup>; guarding the Church from dangers<sup>5</sup>; and watching<sup>6</sup> over the Church to be aware of their health and potential risks. Elders are also overseers<sup>7</sup> who watch over four groups<sup>8</sup>: themselves as individuals, the Elders together as a group<sup>9</sup>, the leaders who report to them<sup>10</sup>, and the Church as a whole<sup>11</sup>. Their overall purpose is to lead believers to participate in the mission of God.

- 1. Acts 20:28, 1 Peter 5:1-4
- 2. 1 Tim 3:2, 5:17, John 21:15-17, Titus 1:9
- 3. James 5:14, Acts 20:35
- 4. Psalm 78:72, 1 Samuel 17:34-35
- 5. Titus 1:9, Acts 20:29-31
- 6. Acts 20:28, 31, Jer 31:10
- 7. 1 Peter 5:2, Titus 1:5-9, 1 Tim 3:1-7, 5:17, Acts 20:28
- 8. Acts 20:28
- 9. Acts 20:28a
- 10. Acts 15:2-16:4
- 11. 1 Timothy 3:5, Ezekiel 34:2,8

- 4.1.5 The Elders are individually and collectively accountable for the Church and ministry activities. Elders are required to perform their responsibilities in accordance with this document and the Elders' Charter, specifically in areas of spiritual oversight and pastoral care.

### **4.2 Nomination and Induction of Elders**

- 4.2.1 The directors of the Church from time to time shall be the Elders.
- 4.2.2 Members will be asked to submit the names of potential Elders as vacancies exist or are imminent.
- 4.2.3 The existing Board will prayerfully consider the nominations and choose candidates to be submitted to the Members for their approval based upon biblical guidelines for Eldership and discussion about the functions and requirements of Eldership with the candidate.
- 4.2.4 The Members will vote on the appointment of each Elder in accordance with the Constitution.

- 4.2.5 The Chair of Elders will be responsible for the induction of new Elders appointed, to ensure they are adequately acquainted with their responsibilities and the operations of the Church structure. The induction will include an introduction to the necessary Church systems and processes, which the Elder will utilise in carrying out their responsibilities.

### **4.3 Eldership Principles**

- 4.3.1 Duty to act in good faith for a proper purpose. Elders must act in good faith in the interests of the Church as a whole according to the purpose of the Church. They must exercise their authority with appropriate care, honesty and diligence that is reasonable in all of the circumstances.
- 4.3.2 Duty to exercise discretion. Elders must not place themselves in a position that renders them unable to exercise their discretion in the best interests of the Church. They should not allow a conflict of duty and interest to arise. Elders are under a duty to avoid a conflict of interest or perception of a conflict of interest.
- 4.3.3 At times there may be a separate agreement between the Church and an Elder (or staff) that permits the production of resources or services, and the retention of intellectual property and profit. This should be declared when considering any potential conflict of interest, with the Chair of Elders to determine whether that person should abstain from decisions pertaining to that.
- 4.3.4 Duty to not misuse their position for their own or a third party's possible advantage.
- 4.3.5 Duty to not misuse knowledge. Elders must not improperly use their position or knowledge resulting from their position to gain advantage for themselves or someone else or cause detriment to the Church. They must not use information obtained by them in their capacity as an Elder improperly.
- 4.3.6 Duty to resolve differences of opinion in a confidential, professional and mature manner.
- 4.3.7 Duty to ensure that their statutory obligations are met.
- 4.3.8 Duty to participate in Board meetings and Committee meetings (if any).

## **5. Board of Elders**

### **5.1 Role of the Board of Elders**

- 5.1.1 The Church is governed by a Board, who have all necessary authority, to act on behalf of the Church for all purposes connected with the spiritual and temporal running of the Church.
- 5.1.2 The Board must direct its activities towards the achievement of the purpose of the Church as set out in this document and in manner consistent with the Elders' Charter.
- 5.1.3 The Board is responsible for the overall governance, pastoral care and spiritual direction of the Church, including:
- (a) defining and supporting the mission and direction of the Church community;
  - (b) developing and monitoring policies and processes of the Church;

- (c) monitoring the effectiveness of the Board and the Church's development towards the mission;
  - (d) ensuring control and accountability systems are implemented and managed; and
  - (e) ensuring the Church carries appropriate insurance coverage.
- 5.1.4 The Board must accept responsibility for its own development and take initiative in growing its governance competence.
- 5.1.5 At all meetings of the Board, the Elders shall behave in a manner that is consistent with generally accepted procedures for the conduct of meetings, as set out in the Elder's Charter.

## **5.2 Defining the Mission and Direction**

This includes:

- 5.2.1 appointing and empowering the Senior Minister to lead the activities and growth of the Church and the individual Members and attendees;
- 5.2.2 ensuring there is a clear statement of the Church's vision and plans for the future of the Church;
- 5.2.3 prayerfully considering and endorsing the Church's annual Ministry plan;
- 5.2.4 prayerfully considering and endorsing the plan for the good stewardship of Church resources; and
- 5.2.5 ensuring that all Board decisions are consistent with the ethos, vision and agreed direction of the Church.

## **5.3 Developing and Monitoring Policies and Procedures**

This includes:

- 5.3.1 reviewing financial performance;
- 5.3.2 approving and monitoring the progress of major capital expenditure, capital management and acquisitions and divestitures;
- 5.3.3 approving and monitoring financial and other reporting;
- 5.3.4 ensuring the development of and monitoring the effective administration of the Church's risk management systems;
- 5.3.5 assessing compliance with external laws and regulations;
- 5.3.6 ensuring the risk management systems are reviewed and updated with appropriate control strategies developed and managed to address identified risks; and
- 5.3.7 conducting formal annual evaluation of the performance of the Board, the Senior Minister; conducting interim evaluations throughout the year if required.

## **5.4 Ensuring Control and Accountability Systems are Implemented and Managed**

This includes:

- 5.4.1 Ensuring internal and external financial audits are conducted;
- 5.4.2 Ensuring proper, efficient and lawful management of the financial affairs and physical assets of the Church;
- 5.4.3 Ensuring the Church's continuing financial viability; and
- 5.4.4 Ensuring conflicts of interest are openly declared and recorded in writing.

## **6. Chair of Elders**

### **6.1 Role of the Chair of Elders**

- 6.1.1 The Board will appoint one of their number as the Chair of Elders and may do so from time to time as required. In this regard:
  - (a) The Senior Minister cannot be appointed as Chair of Elders.
  - (b) Continuity of the Elder in the role of the Chair is desirable where appropriate.
  - (c) The Board must consider the appointment of the Chair when the Elder in the role of Chair retires.
- 6.1.2 The Chair is responsible for the performance of the Board as a whole and each member of it and has the primary responsibility for selecting matters and documents to be brought to the Board's attention.
- 6.1.3 The Chair is primarily responsible for ensuring that the Board accomplishes its role as set out in section 5 and the Elder's Charter.
- 6.1.4 In addition to the major duty of chairing Board meetings, the Chair has the responsibility to ensure:
  - (a) that the Board has the information required for effective decision making;
  - (b) administrative tasks such as the circulation of Board papers are carried out in a timely and appropriate manner;
  - (c) a close working relationship with the Senior Minister and the Administrator (if any) is developed;
  - (d) the ongoing development of the Board as a whole and of the Elders individually;
  - (e) that healthy relationships are formed within the Eldership; and
  - (f) that a humble atmosphere of watching over fellow Elders spiritually is present.

- 6.1.5 The Elders may appoint a Deputy Chair to assist the Chair and to act as Chair in the Chair's absence.

## **7. Administrator**

### **7.1 Role of the Administrator**

- 7.1.1 The Administrator (if any) is appointed by the Board and shall be accountable to the Senior Minister for day-to-day matters and shall otherwise be accountable to the Board.
- 7.1.2 The Administrator is responsible to ensure that all office, administration, and financial management functions are completed for the effective operation of the Church, including:
- (a) ensuring the maintenance of the Church's statutory records which must be maintained for at least 7 years;
  - (b) ensuring the Church meets all statutory requirements;
  - (c) ensuring compliance with the Church's Constitution;
  - (d) ensuring the preparation and submission of reports to statutory bodies;
  - (e) ensuring the preparation of formal Church correspondence;
  - (f) attending Board meetings where appropriate and ensuring that suitable minutes are prepared;
  - (g) providing documentation for board meetings as requested by the Chair; and
  - (h) correctly recording and explaining the Church's transactions and financial performance and enable true and fair financial statements that will be required to be prepared and audited.
- 7.1.3 Duties of the Administrator may from time to time be delegated to others subject to the approval of the Board.
- 7.1.4 The Administrator (and those approved to perform such duties) shall abide by the principles described in section 4.3.