

CONSTITUTION

LIFEWAY LUTHERAN CHURCH INC.

Under the Associations Incorporation Act 2009

ARTICLE 1. NAME AND INTERPRETATION

- 1.1 The name of this Congregation is LIFEWAY LUTHERAN CHURCH INC.
- 1.2 In this Constitution, unless the context or subject matter otherwise requires:
 - 1.2.1 'the Church' means the Lutheran Church of Australia Inc;
 - 1.2.2 'the District' means the Lutheran Church of Australia, New South Wales District;
 - 1.2.3 'the Congregation' means LifeWay Lutheran Church Inc;
 - 1.2.4 'pastor' means any individual who is on the roll of pastors of the Church as defined in Article 5 of the Constitution of the Church;
 - 1.2.5 'Lead Pastor' means the Pastor of the Congregation called to give leadership and oversight to the vision and mission of the Congregation, the Staff and pastoral team;
 - 1.2.6 'local pastor' means the pastor of the Congregation who is responsible for local ministry at a particular site;
 - 1.2.7 'local sites' means satellite sites of LifeWay Lutheran Church Inc.;
 - 1.2.8 'the Hub Office' refers to the main office of LifeWay Lutheran Church;
 - 1.2.9 'Leadership Team' means the elected team called to administer the affairs of the Congregation;
 - 1.2.10 'Ministry Team' means the local site team responsible for overseeing the mission and ministry at the local site;
 - 1.2.11 'the Act' means the Associations Incorporation Act, 2009 as amended from time to time and includes any replacement of that Act or any provisions substituted for, and all regulations and statutory instruments issued under that Act;
 - 1.2.12 'financial year' means the year ending September 30;
 - 1.2.13 words importing the singular number shall be deemed to include the plural number and vice versa where appropriate;
 - 1.2.14 words importing the masculine gender shall be deemed to include the feminine gender where appropriate; and
 - 1.2.15 'auditor' means a person having appropriate qualifications to examine and verify financial accounts and records.

ARTICLE 2. CONFESSION

- 2.1 The Congregation declares that it
 - 2.1.1 accepts without reservation the Holy Scriptures of the Old and New Testaments, as a whole and in all their parts, as the divinely inspired, written and inerrant Word of God, and as the only infallible source and norm for all matters of faith, doctrine and life; and
 - 2.1.2 acknowledges and accepts as true expositions of the Word of God and as its own confession all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord of 1580, namely, the three Ecumenical Creeds: the Apostles' Creed, the Nicene Creed, and the Athanasian Creed; the Unaltered Augsburg Confession; the Apology of the Augsburg Confession; the Smalcald Articles; the Small Catechism of Luther; the Large Catechism of Luther; and the Formula of Concord.
- 2.2 The Congregation requires that all instruction and practice shall conform to the doctrinal basis laid down in the preceding Article 2.1 of this constitution.

ARTICLE 3. RELATIONSHIP TO THE CHURCH AND THE DISTRICT

- 3.1 The Congregation, as a member of the Church and of the District,
 - 3.1.1 accepts the Constitution and By-laws of the Church and of the District;
 - 3.1.2 undertakes to participate in the work of the Church and of the District and to promote their Objects;
 - 3.1.3 agrees that where it cannot reach an amicable settlement on a question of ownership or control of any of its property, it shall in keeping with 1 Corinthians 6 make every effort to avoid action in the civil courts by first seriously seeking to settle any differences through the mediation and adjudication of the judicial system of the Church; and
 - 3.1.4 agrees to submit to the Bishop of the District any amendment, alteration, addition, or repeal which it may make from time to time to its Constitution for determination by the Church Council of the District that the amended Constitution remain in conformity with Article 4.1 of the Constitution of the Church.
- 3.2 In common with the Church, the Congregation regards unity in doctrine and its application in practice as the necessary prerequisite for church fellowship, and it rejects all forms of religious syncretism or unionism which are not in accord with the confessional position of the Church. It therefore adheres to the following principles:
 - 3.2.1 Lutheran pulpits are for Lutheran pastors only and in determining any exception the consent of the Bishop of the Church must be obtained.
 - 3.2.2 Lutheran altars are for Lutheran communicants only and in determining any exceptions the Pastor shall exercise conscientious judgment consistent with the confession of the Church and its pastoral guidelines.
- 3.3 In common with the Church, the Congregation regards as anti-christian any organisation or society, secret or open, which while practising forms of religion does not confess faith in the Triune God and in the Lord Jesus Christ as the only Saviour from sin, and which in teaching or in practice substitutes salvation by works for salvation in Christ.

ARTICLE 4. OBJECTS

- 4.1 The Objects of the Congregation are to
- 4.1.1 glorify the Triune God in its worship and in its work;
 - 4.1.2 bear witness to the Lord Jesus Christ through the proclamation of the Gospel in accordance with the Confession and practice of the Church;
 - 4.1.3 gather into the Congregation such persons as are, or desire to become members of the Church for their edification through the Word and the Sacraments;
 - 4.1.4 help members to dedicate their God-given spiritual, material and physical gifts to the service of their Lord;
 - 4.1.5 enable members to reach out into the community in their daily lives and through their congregational activities as bearers of the Gospel;
 - 4.1.6 exercise discipline over its members in conformity with the Scriptures and the Confession of the Church;
 - 4.1.7 join with the Church and the District in building and extending the Kingdom of God; and
 - 4.1.8 acquire, dispose of or otherwise deal with real and personal property in the interest of the work of the Church and the Congregation.

ARTICLE 5. MEMBERSHIP

- 5.1 The Congregation shall consist of baptised, confirmed, communing, guest and voting members.
- 5.1.1 BAPTISED MEMBERS are all those who
- 5.1.1.1 have been baptised in the Congregation; or
 - 5.1.1.2 have been received as baptised members by transfer from another congregation of the Church; or
 - 5.1.1.3 have been baptised in accordance with the institution of Christ and have placed themselves or have been placed under the spiritual care of the Congregation; or
 - 5.1.1.4 after instruction in the Christian faith and acceptance of it have been received into the Congregation by adult reception according to the rites and practice of the Evangelical Lutheran Church.
- Towards these the Congregation recognises a continuing spiritual ministry so long as they remain in the community of the Congregation.
- 5.1.2 CONFIRMED MEMBERS are all those baptised members who
- 5.1.2.1 have been confirmed in the Congregation; or
 - 5.1.2.2 have been received as confirmed members by transfer from another congregation of the Church; or
 - 5.1.2.3 after instruction in the Christian faith and acceptance of it have been received into the Congregation by adult reception according to the rites and practice of the Evangelical Lutheran Church.
- 5.1.3 COMMUNING MEMBERS are all those baptised members who
- 5.1.3.1 are defined as confirmed members in the preceding Article 5.1.2 and who commune at least two [2] times a year; or
 - 5.1.3.2 after instruction in the Sacrament of Holy Communion have been admitted to communion prior to confirmation and who commune at least two [2] times a year.
- 5.1.4 GUEST MEMBERS are those who, while absent from their home congregation, regularly worship in the Congregation.
- 5.1.5 VOTING MEMBERS shall be persons who
- 5.1.5.1 are both confirmed and communing members; and
 - 5.1.5.2 accept the Constitution of the Congregation; and
 - 5.1.5.3 have reached the age of 18 years.

It shall be the duty of voting members to attend the meetings of the Congregation, and there shall be no voting by proxy. Any voting member whose right to partake of the Lord's Supper has been suspended by the Congregation as an act of church discipline is not entitled to exercise the right to vote while under such suspension.

- 5.1.6 The Congregation shall maintain a register of members and retain such records for preservation as the property of the Congregation and the Church.
- 5.2 UNDER SPIRITUAL CARE PEOPLE are those people with whom the Congregation is in contact and who are not defined in any of the above categories. Towards these, the Congregation recognises a duty of spiritual care.
- 5.3 The duties of members shall be to
- 5.3.1 strive to remain true to their baptismal covenant;
 - 5.3.2 make diligent use of the Means of Grace, joining regularly in hearing the Word of God and partaking of the Lord's Supper;
 - 5.3.3 lead a Christian life in love, humility and peace, endeavouring through admonition, consolation, encouragement and the investment of personal spiritual gifts, to edify one another;
 - 5.3.4 present their children for Holy Baptism in early infancy and diligently nurture them in the Christian faith;
 - 5.3.5 pray devotedly;
 - 5.3.6 grow in the grace and knowledge of the Lord through reading and studying the Scriptures individually, in the family, and together with other members of the Congregation;
 - 5.3.7 promote the unity and welfare of the Congregation as a family of God;
 - 5.3.8 serve in, through and beyond the Congregation as they carry out their mission and minister to human need in the name of Jesus Christ;
 - 5.3.9 embody Christ-like generosity by contributing willingly, cheerfully and regularly towards the financial support of the Congregation and of the Church as the Lord has blessed them;
 - 5.3.10 support the Pastors and staff in all work in the Congregation and in the community, through prayer and personal concern for their spiritual and material welfare; and
 - 5.3.11 avoid participating in anti-Christian activities or organisations.
- 5.4 Membership in the Congregation shall terminate when
- 5.4.1 persons are received into membership in another congregation of the Evangelical Lutheran Church after having obtained a Letter of Transfer from the Congregation;
 - 5.4.2 persons join another congregation outside the fellowship of the Evangelical Lutheran Church;
 - 5.4.3 the whereabouts of persons are unknown and cannot be established, in which case the names of such persons shall be removed from the list of members by action of a congregational meeting;
 - 5.4.4 persons are excommunicated or exclude themselves.
- 5.5 Any action involving excommunication shall be determined according to the principles of Scripture contained in Matthew 18:15-20 and related passages. Persons who refuse to accept Christian admonition and to discuss their case with the Congregation or its representatives thereby exclude themselves.
- 5.6 Upon termination of membership such members right, title, interest or claim in, to, and upon any property of the Congregation shall cease and they shall have no claim to compensation for contributions made by them.
- 5.7 Responsibilities and Rights of Members
- 5.7.1 Notwithstanding the responsibilities of members referred to in Article 5.3, members also have responsibilities as required by the Act.
 - 5.7.2 Membership of the Congregation does not confer on a member any right, title or interest in any real or personal property of the Congregation.

ARTICLE 6. THE MINISTRY

- 6.1 The Congregation recognises and upholds the Office of the Ministry as the office divinely instituted for the public administration of the Means of Grace.
- 6.2 The Pastors of the Congregation shall be persons whose soundness in faith, aptness to teach, and other qualifications for office have been examined and approved by the Church in accordance with the Scriptures and Confessions of the Church regarding the public office of the ministry.
- 6.3 Unless otherwise stated, the duties of the Pastors shall be as contained in the Letter of Call and shall include the duty to
 - 6.3.1 preach the Word of God and administer the Holy Sacraments according to the Confession of the Congregation as prescribed in Article 2;
 - 6.3.2 oversee all teaching in the Congregation and ensure that it is in harmony with the Confession of the Congregation as prescribed in Article 2;
 - 6.3.3 comfort, instruct, reprove, admonish, and warn, both publicly and privately, the members of the Congregation as the Word of God directs in 2 Timothy 4:1-5;
 - 6.3.4 live an exemplary life;
 - 6.3.5 embrace the God-given mission, vision and core values of the Congregation, acknowledge these as the direction and focus for ministry in the Congregation and aspire to communicate and practice these through their ministry;
 - 6.3.6 develop and exercise a genuine passion for the lost and the desire to help them experience the life-transforming grace of Jesus Christ in their lives;
 - 6.3.7 equip, empower and support members of all ages in carrying out their ministry and calling as God has gifted them in accordance with Ephesians 4:11-16;
 - 6.3.8 arrange pastoral care for all member of the Congregation, especially for the sick, the infirm, the destitute and the afflicted;
 - 6.3.9 oversee the keeping and preservation of accurate congregational records; and
 - 6.3.10 submit a written pastoral report to the Annual General Meeting of the Congregation.
- 6.4 The right of the Congregation to call a pastor shall be exercised
 - 6.4.1 in consultation with the Bishop of the District or the Bishop's deputy, and with regard to the regulations of the Church and of the District; and
 - 6.4.2 only at a meeting duly convened for this purpose and conducted according to the rules of the Church concerning calls and transfers.
- 6.5 All calls shall be in writing, signed by at least two [2] representatives duly appointed by the Congregation, and attested by the Bishop of the District. Notification of the call and the forwarding of the Letter of Call are the responsibility of the Bishop of the District.
- 6.6 The Pastors shall provide overall leadership, direction and pastoral oversight of all teams or organisation within the Congregation.

ARTICLE 7. AUTHORITY AND POWERS

7. The Congregation as a body shall have power, as conferred by Sections 19-22 of the Act, to administer and manage all its affairs by a majority of those voting members casting a vote unless otherwise specified by the Constitution.
- 7.1.1 These powers shall include without limitation, the power to
- 7.1.1.1 acquire, hold, deal with and dispose of any real or personal property;
 - 7.1.1.2 administer any property on trust;
 - 7.1.1.3 open and operate bank accounts;
 - 7.1.1.4 invest its monies in any security in which trust monies may, by Act of Parliament, be invested, or in any other manner approved by the Congregation;
 - 7.1.1.5 borrow money upon such terms and conditions as the Congregation shall think fit;
 - 7.1.1.6 give such security for the discharge of liabilities incurred by the Congregation as the Congregation shall think fit;
 - 7.1.1.7 appoint agents to transact any business of the Congregation on its behalf, and
 - 7.1.1.8 enter into any other contract, arrangement or understanding it considers necessary or desirable.
- 7.1.2 The Congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confession of the Congregation in Article 2, and any such decision shall be null and void. In matters of doctrine a decision shall be made only after careful study of the Word of God in accordance with Article 2.1.
- 7.2 The Congregation shall have the right to appoint teachers and other helpers and employ staff. It shall exercise this right, where applicable, in association with other congregations, in accordance with the regulations of the Church and of the District.
- 7.3 Officers or teams, whether elected or appointed by the Congregation, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be varied or revoked by the Congregation.
- 7.4 Any pastor, teacher or officer may be removed from office by the Congregation in Christian and lawful order in accordance with the rules of the Church, for any one [1] of the following causes:
- 7.4.1 persistent adherence to false doctrine; or
 - 7.4.2 scandalous life; or
 - 7.4.3 wilful and persistent neglect of official duties.
- In any such procedure voting shall be by ballot.
- 7.5 A staff member employed under the conditions of a particular employment arrangement may only be dismissed in accordance with the terms and conditions of that arrangement.
- 7.6 The establishment and conduct of all institutions and societies within the Congregation shall at all times be subject to the approval and supervision of the Congregation.

ARTICLE 8. MEETINGS

- 8.1 Annual General Meeting
- 8.1.1 The Annual General Meeting of the Congregation shall be held within five [5] months after the end of the financial year.
- 8.1.2 The business to be conducted at the meeting shall include
- 8.1.2.1 the presentation and receipt of the Chairperson's report;
- 8.1.2.2 the presentation and receipt of the Pastors' reports;
- 8.1.2.3 the presentation and receipt of reports of any teams and auxiliaries of the Congregation;
- 8.1.2.4 the presentation and adoption of the audited financial statements of the Congregation for the previous financial year;
- 8.1.2.5 the election of the officers and teams of the Congregation for the following year;
- 8.1.2.6 the presentation and adoption of the budget for the next financial year; and
- 8.1.2.7 any other matters listed on the Agenda.
- 8.2 General Meetings
- 8.2.1 The Congregation may conduct other general meetings as determined by the Congregation from time to time.
- 8.3 Special Meetings
- 8.3.1 Special meetings may be called by
- 8.3.1.1 the Pastor(s); or
- 8.3.1.2 the Leadership Team.
- 8.3.2 A special meeting shall be called by the Chairperson upon the written request of any ten [10] voting member disciples.
- 8.3.3 Details of the reason for the request for a Special Meeting must be made available in writing to the Chairperson of the Congregation.
- 8.4 Notice of Meetings
- 8.4.1 Subject to any other provisions in this Constitution, notice of a meeting of the Congregation shall be given at any duly convened meeting of the Congregation, or by spoken, printed or electronic announcement to the Congregation at two [2] divine services preceding the meeting, the first announcement being at least one [1] week before the date of the meeting.
- 8.4.2 The chief business to come before the meeting shall be announced at the same time that notice of such meeting is given.
- 8.4.3 The scheduling of a special meeting shall not exceed one [1] calendar month from the date on which the initial request was received by the Chairperson.
- 8.5 Quorums
- In addition to any other specific provisions concerning a quorum laid down in the Constitution, the following provisions shall apply:
- 8.5.1 A quorum of one-seventh [1/7] of all voting members, as per the Church Statistical Return on December 31 of the previous year, shall be required for the transaction of ordinary business.
- 8.5.2 A quorum of one-quarter [1/4] of all voting members as per the Church Statistical Return on December 31 of the previous year, shall be required for the
- 8.5.2.1 calling of a pastor;
- 8.5.2.2 removal from office of a pastor, or officer;
- 8.5.2.3 buying or selling of property; or
- 8.5.2.4 undertaking of an unbudgeted financial commitment by the Congregation in excess of ten percent [10%] of the annual budget.
- 8.5.3 In the event of there not being a quorum within thirty [30] minutes of the appointed starting time of a meeting of the Congregation, the meeting shall lapse and be rescheduled to occur within one [1] calendar month at a day, time and a venue decided upon by the voting members present.

- 8.5.4 If within thirty [30] minutes of the time appointed for the rescheduled meeting a quorum is not present, the members who are present may proceed only with the business on the agenda of that general meeting as if a quorum were present.

8.6 Voting at meetings

- 8.6.1 The Chairperson may determine when a vote is to be taken.
- 8.6.1.1 During a debate the Chairperson may seek an indication of readiness to vote. If there is an indication of a significant or high number of possible abstentions from voting by reason of indecision or by absence from the meeting, the Chairperson may decide to continue the discussion or defer the motion.
- 8.6.1.2 Unless otherwise stipulated a majority of those voting members casting a vote shall decide the motion and, in the event of an equality of votes, the Chairperson shall in addition to a deliberative vote have a casting vote, or refer the motion for further discussion.
- 8.6.2 Unless otherwise stipulated, the Chairperson shall ordinarily decide the manner of voting, whether by show of hands or by ballot, but the meeting may itself decide by special resolution the manner of voting to be adopted.
- 8.6.3 It shall be the duty of every member entitled to vote to attend the meetings of the Congregation unless unable to do so.
- 8.6.4 There shall be no voting by proxy at any meeting of the Congregation.
- 8.6.5 All resolutions carried at a duly convened meeting of the Congregation shall be binding upon all members of the Congregation, whether present or absent, or refraining from voting, provided always that the required quorum was present.
- 8.6.6 The conduct of the meetings shall, where applicable, be in accordance with the rules for transacting business adopted by the Church.

8.7 Agenda

- 8.7.1 Items may be placed on the Agenda of any regular meeting of the Congregation by
- 8.7.1.1 any voting member;
- 8.7.1.2 any team appointed by the Congregation;
- 8.7.1.3 any organisation of the Congregation; and
- 8.7.1.4 the Pastors.

8.8 Minutes of Meetings

- 8.8.1 The Chairperson shall ensure that minutes of all resolutions and proceedings of any general meeting of the Congregation are kept and signed as a true and correct record of the meeting.
- 8.8.2 All minute books, records, and correspondence of the Congregation, its officers and teams shall remain the property of the Congregation.

ARTICLE 9. OFFICERS AND ADMINISTRATION

9.1 Officers of the Congregation

- 9.1.1 The Congregation shall elect for a two year term:
- 9.1.1.1 a Chairperson;
- 9.1.1.2 a Vice-Chairperson;
- 9.1.1.3 a Secretary; and
- 9.1.1.4 a Finance Director
- and such other officers and teams as it may from time to time determine.
- 9.1.2 The members of the Leadership Team shall have been communing members of the Congregation for at least one [1] year prior to assuming a position on the Leadership Team, shall not be employees of the Congregation, will endeavour to grow in practising personal spiritual disciplines for the development of their own faith life and strive to lead Gospel-centred lives.
- 9.1.3 The Congregation shall elect Synod Delegates according to the rules of the Church and the District who shall serve at the convention of the Synod of the Church and the District and for the period of the synodical term.

- 9.2 Duties
- 9.2.1 The Chairperson shall
- 9.2.1.1 preside at meetings of the Leadership Team and the Congregation;
 - 9.2.1.2 ensure that all elected and appointed officers and teams effectively carry out their assigned duties and generally encourage and cooperate with all office bearers in fulfilling the vision and mission of the Congregation;
 - 9.2.1.3 work with the Lead Pastor to establish agenda items and ensure an agenda is prepared for all the meetings of the Leadership Team and the Congregation; and
 - 9.2.1.4 submit a report to the Annual General Meeting of the Congregation.
- 9.2.2 The Vice-Chairperson shall
- 9.2.2.1 serve as Chairperson in the absence or inability of the Chairperson to act, or at the request of the Chairperson; and
 - 9.2.2.2 assume the office of Chairperson, when a vacancy occurs.
- 9.2.3 The Secretary shall
- 9.2.3.1 keep an accurate record of all proceedings of the Leadership Team and the Congregation;
 - 9.2.3.2 attend to all correspondence unless it be delegated to another person;
 - 9.2.3.3 receive all items and motions for the Agenda from the teams, auxiliaries and members of the Congregation at least two (2) weeks before any general meeting of the Congregation;
 - 9.2.3.4 prepare an agenda for each meeting of the Congregation and the Leadership Team and ensure it is distributed in time for the meeting;
 - 9.2.3.5 ensure that a notice signifying the purpose and date of any special meeting is given to the Congregation in accordance with the requirement in Article 8.4.1; and
 - 9.2.3.6 ensure that officers and teams are informed of any resolutions which affect their functions.
- 9.2.4 The Finance Director shall ensure that
- 9.2.4.1 an accurate record of receipts and payments is kept in the form required by the Congregation;
 - 9.2.4.2 all accounts authorised by the Leadership Team or the Congregation are paid promptly;
 - 9.2.4.3 all monies for the Congregation purposes are remitted regularly;
 - 9.2.4.4 progress reports on the finances of the Congregation for meetings of the Leadership Team and the Congregation are prepared;
 - 9.2.4.5 a budget is prepared for the following financial year for presentation to the Congregation for adoption; and
 - 9.2.4.6 financial records of the Congregation are submitted for audit as required by the Congregation.
- 9.3 Leadership Team
- 9.3.1 The Congregation shall appoint a Leadership Team which shall consist of
- 9.3.1.1 the Chairperson of the Congregation;
 - 9.3.1.2 the Vice-Chairperson of the Congregation;
 - 9.3.1.3 the Secretary of the Congregation;
 - 9.3.1.4 the Finance Director of the Congregation;
 - 9.3.1.5 the Ministry Team Chairperson(s) from the local sites; and
 - 9.3.1.6 representatives as determined from time to time, from other teams, auxiliaries and other organisations of the Congregation.
- The Lead Pastor, by virtue of his office, shall attend all meetings of the Leadership Team.

- 9.4 Duties and Term of the Leadership Team
- 9.4.1 The Leadership Team shall
- 9.4.1.1 generally meet at least every three [3] months or more regularly as required;
 - 9.4.1.2 give leadership to the strategic mission and vision of the Congregation and ensure everything done is consistent with the mission, vision and core values of the Congregation;
 - 9.4.1.3 be pro-active in planning for the future;
 - 9.4.1.4 provide an environment and infrastructure
 - 9.4.1.4.1 for communal worship;
 - 9.4.1.4.2 for effective team ministry;
 - 9.4.1.4.3 for ministry empowerment, freedom and accountability;
 - 9.4.1.4.4 for mission growth; and
 - 9.4.1.4.5 where individuals and ministry teams can live out their spiritual gifts;
 - 9.4.1.5 ensure appropriate policy requirements and procedures for carrying out the mission are documented and in place for all teams, personnel and members;
 - 9.4.1.6 formulate a Strategic Plan;
 - 9.4.1.7 establish a process whereby
 - 9.4.1.7.1 the Strategic Plan is reviewed on a yearly basis and shall be updated as appropriate;
 - 9.4.1.7.2 the Strategic Plan provides guidance and direction to the utilization and allocation of all available resources for an effective pursuit of the Congregation's mission and vision; and
 - 9.4.1.7.3 the Strategic Plan shall not fail to consider long-range observations in its Strategic Planning process;
 - 9.4.1.8 monitor and evaluate the following support services
 - 9.4.1.8.1 financial management; and
 - 9.4.1.8.2 facilities development and property management;
 - 9.4.1.9 act between meetings of the Congregation in cases of emergency;
 - 9.4.1.10 fill casual vacancies until the next Annual General Meeting;
 - 9.4.1.11 be responsible for the appointment of all paid and volunteer church workers in consultation with the Lead Pastor, and in line with the approved budgets; and
 - 9.4.1.12 be responsible for the removal of all paid and volunteer church workers in consultation with the Lead Pastor.
- 9.4.2 The term of service of a Leadership Team member shall normally be two [2] years.
- 9.4.2.1 Leadership Team members may not serve more than two [2] consecutive terms and if appointed to fill a vacancy, may not stand for re-election if another term extends their service to more than five [5] years.
 - 9.4.2.2 Approximately one-half [1/2] of the Leadership Team shall be elected each year to ensure continuity of service and experience on the Leadership Team.
- 9.5 Auditor
- 9.5.1 The Congregation shall elect an Auditor annually who shall examine thoroughly the books of the Finance Director and vouch for their correctness or otherwise and advise on aspects of the Congregation's finances.
- 9.6 Public Officer and Sealholders
- 9.6.1 The Finance Director shall serve as the Public Officer of the Congregation for such time as the Congregation decides.
 - 9.6.2 The Public Officer shall not be eligible for the position of auditor of the Congregation.
 - 9.6.3 The Congregation shall appoint three [3] voting members to be the Sealholders of the Congregation.
 - 9.6.4 The Seal may only be affixed to a document by resolution of the Congregation.
 - 9.6.5 All documents requiring the affixing of the Seal shall be signed by
 - 9.6.5.1 the Chairperson and one [1] Sealholder; or
 - 9.6.5.2 two [2] Sealholders.
 - 9.6.6 The Seal shall be kept in the Hub Office.

9.7 Officers and Teams

The election of officers and teams shall be undertaken in the following manner:

- 9.7.1 The Congregation shall appoint a Nominations Team which shall consist of the Lead Pastor, the Vice-Chairperson of the Congregation, and one [1] other person appointed by the Leadership Team.
- 9.7.2 The Nominations Team shall:
 - 9.7.2.1 consult all teams in good time to learn of possible vacancies and to solicit from the respective teams their nominations;
 - 9.7.2.2 receive from officers intending to decline re-election an indication of such intention in good time;
 - 9.7.2.3 seek and receive nominations from members of the Congregation for all offices and teams of the Congregation;
 - 9.7.2.4 ensure that nominees have a passion for the Congregation's mission;
 - 9.7.2.5 ensure that nominees have the relevant and appropriate competencies for the nominated position;
 - 9.7.2.6 nominate such persons as it considers suitable for the various offices and teams in addition to the nominations received but without the necessity of nominating more candidates than positions to be filled;
 - 9.7.2.7 ensure that all nominees are willing to accept office; and
 - 9.7.2.8 present a list of candidates for all positions to the Annual General Meeting of the Congregation.
- 9.7.3 Additional nominations may be made by any voting member disciple at the meeting, provided that the consent of the person nominated has been obtained.
- 9.7.4 Where there are more nominations for any position than the required number to fill such position(s), an election shall be conducted.
- 9.7.5 The newly elected officers and team members shall assume their duties at the next regular meeting following the Annual General Meeting of the Congregation which will be a handover meeting with the previous officers.
- 9.7.6 All voting member disciples of the Congregation shall be eligible for positions on all elected teams and auxiliaries.
- 9.7.7 All members shall be eligible for appointment to such other teams and special duties as the Congregation may determine from time to time.
- 9.7.8 The Congregation shall appoint such other officers, teams and persons and establish auxiliaries as need and occasion require, for the proper conduct of its worship and the management of its affairs as prescribed or as determined from time to time by resolution of the Congregation.
- 9.7.9 All minute books, records, and correspondence of the Congregation, its officers and teams, shall remain the property of the Congregation.
- 9.7.10 The Pastors, by virtue of their office, shall have the right to attend all meetings of the teams.

9.8 Local Sites

- 9.8.1** Each local site will appoint a Ministry Team which shall
- 9.8.1.1** elect a Chairperson to be ratified by the Annual General Meeting;
 - 9.8.1.2** report back to the Congregation Leadership Team;
 - 9.8.1.3** uphold, protect and grow the mission, vision and core values of the Congregation through the life and ministry of the local site;
 - 9.8.1.4** accept leadership and direction from the Lead Pastor and the local Pastor;
 - 9.8.1.5** support the local Pastor in planning, implementing and reviewing ministry that advances the kingdom and equips disciples of all ages in the local area;
 - 9.8.1.6** grow in living out the core values of the Congregation in their own lives;
 - 9.8.1.7** manage the ministry budget that is approved each year at the Congregation's Annual General Meeting;
 - 9.8.1.8** formulate a yearly Strategic Plan to develop local ministry plans in consultation with the Lead Pastor and the local Pastor;
 - 9.8.1.9** develop teams as necessary to carry out the ministry of the local site;
 - 9.8.1.10** ensure that all legislative requirements such as the Congregation's safe policies are undertaken and met; and
 - 9.8.1.11** provide support for the local Pastor and his family.

ARTICLE 10. CHURCH DISCIPLINE

- 10.1** The Congregation shall exercise church discipline in an evangelical manner in accordance with the procedure laid down in Matthew 18:15-17 and related passages.
- 10.2** The stages of discipline are:
- 10.2.1** In an endeavour to convince the erring member at fault, there shall be
 - 10.2.1.1** personal admonition; and, if necessary,
 - 10.2.1.2** admonition in the presence of witnesses; and, if necessary,
 - 10.2.1.3** admonition by the Congregation.
 - 10.2.2** Any member who is evidently impenitent and unheeding of the admonition, shall be excluded from membership at the Congregation, through excommunication, pronounced by the Pastor as the called and ordained servant of the Word.
- 10.3** The purpose of all church discipline is to achieve reconciliation and restoration. This purpose is to be observed at all stages of the procedure.
- 10.4** If the stages of discipline cannot be carried out because the erring member refuses to submit to the discipline of the Congregation, self-exclusion shall be declared to have taken place.
- 10.5** The exercise of the church discipline shall give due regard to the procedure adopted by the Church in its regulations in the Constitution of the Church under Article 10. Discipline, Adjudication and Appeals.

ARTICLE 11. DISSOLUTION

- 11.1** Any resolution for dissolution shall be made according to the following procedure:
- 11.1.1** Notice of a motion to dissolve the Congregation shall be given to the members of the Congregation.
 - 11.1.2** The motion shall be presented to the Congregation only after the Bishop of the District has been consulted.
 - 11.1.3** At least thirty (30) days written notice of a meeting, specifying the intention to dissolve as a special motion, shall be given to all the voting member disciples of the Congregation.
 - 11.1.4** The motion shall require a majority of three-quarters of all the voting members of the Congregation.

- 11.1.5 The decision shall only become operative after the sanction of the District Church Council has been obtained.
- 11.1.6 Once the decision has been made to dissolve the Congregation according to the above procedure, a date for dissolution shall be set contingent upon all matters pertaining to dissolution and the transference of all titles and other assets of the Congregation being effected according to law.
- 11.2 In the event of such dissolution, the Congregation may give indication regarding the use of its assets by the District and/or the Church. Where no such indication is given, if any surplus remains following the winding up of the Congregation, the surplus shall not be paid to or distributed amongst members, but be transferred to the District absolutely.

ARTICLE 12. ALTERATIONS TO THE CONSTITUTION

- 12.1 The Congregation shall have power by a two-thirds majority of those voting members present at a duly convened meeting, to amend, alter, add to or repeal these rules, except as hereinafter provided in Article 12.4, and subject to the preceding Article 3.1.4.
- 12.2 Notice of the proposed amendment, alteration, addition or repeal shall be presented in writing and shall be read to the Congregation at a duly called meeting of the Congregation held at least fourteen [14] days earlier or be published to the Congregation on the two [2] immediately preceding Sundays.
- 12.3 The quorum for such a meeting shall be one-quarter [1/4] of member disciples entitled to vote, as recorded in the Church Statistical Return on December 31 of the previous year and the result of such a ballot shall be recorded in the minutes.
- 12.4 Article 2. and Article 12.4 of this Constitution shall be considered fundamental and shall not be amended, altered, added to or repealed so as to alter their intent and meaning.

Accepted by the Congregation on: 27 November 2016

Signed:  Chairperson
 Secretary

Accepted by the Lutheran Church of Australia, New South Wales District
 on 25 November 2016

Signed:  Bishop
 Secretary

