

Manual

of the

Christian and Missionary Alliance of Australia Incorporated

**Including Constitutions, General Council By-Laws,
National Board Policies and Various Statements**



February 2015 Edition

Welcome to the Manual of the Christian and Missionary Alliance of Australia (herein the Manual). The Manual contains a wide range of legislation directing the purpose, objectives and policies of the denomination. The Manual should be read alongside the Rules of Association (herein the Rules). The Rules is the legal document controlling the operation of the Association.

The Manual is divided into four sections. Section One, Constitutions contains the General Constitution, the Constitution for Local Churches and the Constitution of the Alliance College of Australia. These Constitutions can be amended at any General Council. Changes in the General Constitution, however, must be approved at two successive Councils.

Section Two, General Council By-Laws contains By-Laws covering a number of areas including the conduct of Annual General Council, National financial structures and Licensing of Workers. These By-Laws can be amended at any General Council.

Section Three, National Board Policies contains detailed policies in a range of areas. These policies can be changed at any regular National Board Meeting.

Section Four, Statements include important statements on various issues.

Please note that the term 'man' and 'men' as used in Articles 4, 5 and 6 of the Doctrinal Statement should be interpreted as the human race without reference to gender.

References to the term 'chairman' in both the Manual and the Rules should be interpreted without reference to gender, unless the context requires it.

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Section One - Constitutions

I GENERAL CONSTITUTION

1. NAME

The name and title by which this Society shall be known in law is "The Christian and Missionary Alliance of Australia Incorporated", (hereafter referred to as "The Christian and Missionary Alliance of Australia"). (Council 1994)

2. PURPOSE

The Christian and Missionary Alliance of Australia is called by God to offer Him acceptable worship and to serve Him by establishing disciple making churches that will engage in world evangelisation with the four-fold gospel of Christ as Saviour, Sanctifier, Healer, and coming King.

3. OBJECTIVES

This Society is committed to world missions, stressing the fullness of Christ in personal experience, building the Church and preaching the Gospel to the ends of the earth, to be accomplished through the following objectives:

- 1) To be a part of the worshipping community of God's people, who delight in the redeemed life we experience as individuals and in the fellowship of the church, which by God's abundant grace, is richly endowed with spiritual gifts.
- 2) To proclaim the truth of God's Word and to disciple people of all nations, particularly where Christ has not been named, emphasising the atoning work and Lordship of Jesus Christ, the person and work of the Holy Spirit, and looking for the coming of the Lord
- 3) To establish local churches throughout Australia
- 4) To teach and train believers for the ministries of the Church at home and overseas
- 5) To establish and nurture churches related in fellowship with The Christian and Missionary Alliance around the world, dedicated to evangelism and missions

4. MEMBERSHIP

The condition of membership shall be satisfactory evidence of regeneration, belief in God the Father, Son and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him; recognition of the truths of the Lord Jesus Christ as Saviour, Sanctifier, Healer and Coming King, as taught by The Christian and Missionary Alliance; full sympathy with the Society's principles and objects, and co-operation by contributing to its work.

5. DOCTRINAL STATEMENT

- 1) There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit.
- 2) Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.
- 3) The Holy Spirit is the third person of the Godhead, sent to convict the world of sin, of righteousness, and of judgement. He regenerates, indwells, guides, sanctifies, teaches, illuminates, imparts spiritual gifts and empowers the believer for service.
- 4) The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.
- 5) Man was originally created in the image and likeness of God, he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.
- 6) Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, justified, sanctified, receive the gift of eternal life and become the children of God.
- 7) It is the will of God that each believer should be filled with the Holy Spirit and be totally sanctified, being separated from sin and the world and being fully dedicated to the will of God, thereby receiving power for holy living and effective service. This experience is both a distinct event and a life-long process.
- 8) Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age.
- 9) The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the Gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the Gospel, and observance of the ordinances of baptism and the Lord's Supper.
- 10) There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.
- 11) The Lord Jesus Christ will come again. His second coming is imminent and will be personal and visible. As the believer's blessed hope this vital truth is an incentive to holy living and faithful service toward the completion of Christ's commission.

6. ORGANISATION AND GOVERNMENT

6.1 FEATURES OF ORGANISATION

The following elements constitute the organised work of The Christian and Missionary Alliance of Australia:

- 1) A legislative body, known as the General Council.
- 2) An executive body, known as the National Board. (Council 1994)
- 3) Alliance churches in Australia.
- 4) Alliance ministries overseas.
- 5) Publication and educational ministries.
- 6) Auxiliary ministries.

6.2 LEGISLATIVE BODY

The ultimate power of the Society shall be vested in its entire membership and delegated by them to a General Council, thoroughly representative of the whole constituency, on some agreed basis of selection to be determined from time to time by the General Council. The Council shall meet annually, and shall at each annual meeting either determine the time and place of its next meeting or delegate such powers to the National Board. It shall be the supreme legislative body of The Christian and Missionary Alliance of Australia. It shall not attempt executive work, but shall elect a National Board for this purpose. It shall require full reports from the National Board and its legislation shall limit and direct the line of administration carried out by the National Board.

6.3 EXECUTIVE BODY

The authoritative control and direction of the entire work along administrative lines shall be committed to a National Board, one-half of which shall constitute a quorum. The membership shall be large enough to be representative, but small enough to be effective, the number of members to be determined by the General Council. The composition of the National Board, term of office and method of election shall be set forth in the By-Laws of the Society.

All elections shall be by ballot. The National Board shall have power to fill vacancies caused by death or resignation in its own membership and also to make its own by-laws.

The members of the National Board shall represent The Christian and Missionary Alliance of Australia but will not unilaterally make any decision on behalf of the Society.

7. AMENDMENT CLAUSE

Amendments may be made to the above Constitution when approved by a two thirds majority of the Annual General Council and finally adopted by the next Annual Council. Notice of proposed amendments shall be submitted to the National Board three months before its first reading at the Council. Notice of the meeting for the final adoption of the proposed amendments shall be given by the Secretary of the National Board by an official publication of the Society to be circulated at least three months before the said Council. (Councils 1970, 1971, 1975, 1976)

II CONSTITUTION FOR LOCAL CHURCHES

Definition: A local church shall consist of members of The Christian and Missionary Alliance of Australia in any locality duly organised according to the constitution for local churches as adopted by the General Council. The work of the church shall be in the care of the Board of Elders under the leadership of the pastor.

Unless otherwise stated, the word "Pastor" shall be taken to refer to the Senior Pastor in churches where there are more than one pastor. (Council 1994)

1. NAME

This church shall be known as "The _____ Church of The Christian and Missionary Alliance of Australia." (see b. page 3.24)

2. MEMBERSHIP AND DOCTRINE

Qualifications for membership shall consist of:

- 1) Satisfactory evidence of regeneration
- 2) Belief in God the Father, Son and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him
- 3) Acceptance of the doctrines of the Lord Jesus Christ as Saviour, Sanctifier, Healer and Coming King
- 4) Full sympathy with the Society's principles and objectives and co-operation by contributing to its work
- 5) Any other requirement that may be stated in the By-Laws

3. ORDINANCES

Baptism by immersion is recognised as a Scriptural ordinance. Applicants for membership who have been baptised by another mode may be received on the above conditions of membership. The Lord's Supper shall be administered regularly.

4. BOARD OF ELDERS

The spiritual work and leadership of the church shall be in the care of a Board of Elders. The Board is responsible for the provision of pastoral care including visitation, counselling, anointing and prayer for the sick. It shall also watch over the church's programs to ensure their harmony and contribution to the purposes of the church. The size of the Board shall be set out in the by-laws of the church. Normally the pastor will be the chairman of the Board. The Pastor maintains the right to occupy the chair at any time, but has the option of appointing another elder to the position. The chairman shall facilitate the elders meetings. When the church has no pastor the Board shall elect one of its members to the position of interim chairman pending the calling of another pastor. (Council 1992, 2011)

The Board shall conduct at least monthly meetings for prayer and business. It shall receive reports to aid it in fulfilling its role and shall itself report to the church on matters affecting the congregation each month or as directed by the membership. It shall appoint its own secretary who shall, where appropriate, record the minutes of the Board of Elders and conduct correspondence as directed by the Board.

Pulpit supply shall be the responsibility of the pastor who shall act in consultation with the Board. The Board is responsible for examining candidates for membership, disciplining members and keeping the membership roll up-to-date. It shall be responsible for filling the unexpired term of positions becoming vacant between Annual Meetings and appointing people to non-elected positions. If an elder is considered by his fellow

Elders to be living contrary to the scriptural standards of eldership and the Board of Elders consists of at least three it may by a two-thirds majority vote call for the resignation of that elder. Where there are only two Elders any call by the Board of Elders for resignation shall be in consultation with the National Board.

In all matters involving large expenditures of money the Board shall act in consultation with the Board of Deacons.

Where the church requires the Treasurer to sit on the on Board of Elders, one elder will be designated the Treasurer with the following responsibilities:

- Oversee all the financial matters of the church;
- Supervise the framing of the annual budget and financial report to the annual general meeting (in consultation with the Financial Administrator where such exists);
- Present monthly financial statements to the Board of Elders (as prepared by the Financial Administrator where such exists);
- Be one of the signatories to all church accounts; and
- Be an ex-officio member of the Board of Deacons.

Where the Treasurer sits on the Board of Elders, the church may elect to the Board of Deacons a Financial Administrator to work under the authority of the Treasurer. (Council 2006)

5. BOARD OF DEACONS

This Committee shall under the authority of the Board of Elders be responsible for the financial and property matters of the church and the provision of those ministries designed to meet the physical and material needs of people. In all these matters it shall see itself as working in harmony with the Board of Elders to provide a ministry to the needs of the whole person. Where appropriate it may conduct offerings for specific purposes consistent with its responsibilities. The Board of Deacons will also be responsible for those matters which the Board of Elders may delegate to it.

It shall consist of at least four members, including the Treasurer (or Financial Administrator) and Missionary Treasurer with the maximum number of members established by the By-Laws of the local church. The offices of Treasurer (or Financial Administrator) and Missionary Treasurer may be filled by the one person. (Council 2006)

At its first meeting after the Annual Meeting it shall elect a chairman and a secretary who shall record the minutes of the Board of Deacons and conduct correspondence as directed by the Board.

It shall report at least monthly on its work to the Board of Elders.

5.1 CHURCH FINANCES

* All offerings including Faith Promise monies are to be counted and recorded by two church members. These should preferably be Deacons.

* All monies received are to be deposited as soon as possible in accounts approved by the Board of Deacons.

* All disbursements from church accounts are to be made by a method that transfers funds directly into the account of another financial institution or company. This must result in an auditable record maintained by the bank or financial institution holding the church's account. Examples of such methods include cheque, direct debit, Internet banking and Bpay. Cash withdrawals are permitted only within the operation of a petty cash system which is recommended with a maximum amount of cash held as petty cash determined by the Board of Deacons. All receipts/dockets paid using petty cash should be kept together with the petty cash. The total amount on all receipts and amount of cash left should always add up to the maximum amount of petty cash kept.

The Board of Deacons shall determine the number of signatories for each church account, in accordance with the number required by the bank or financial institution for it to permit operations on the church's accounts. All non-regular payments/transactions on the accounts should be handled by at least two people who are not husband and wife, or close relatives.

The Board of Deacons shall receive a monthly profit and loss statement and balance sheet in accordance with normal accounting practice. The treasurer should be available to explain the financial reports if needed. It is also recommended that a monthly Bank Reconciliation Report which shows the account activity (where bank statements and reconciliation reports for each bank account are compared to the balance sheet) is provided for two members of the Board to sign off on, as evidence that the financial statements reflect the actual activity in the bank accounts. Source documents such as tax invoices, receipts, etc should be kept where legally required and also to keep a good audit trail. (Council 2004, 2014)

* All financial records are to be retained for a minimum period of seven years or longer where State or Federal laws require (Council 2002).

* An auditor with suitable accounting qualifications and external to the Board of Deacons shall be selected by the Board of Deacons. (Council 1990)

6. OFFICERS

The officers shall consist of: the Pastor, Associate Pastor and Assistant Pastor where such may be called; Elders; Deacons, including the Treasurer and Missionary Treasurer, and where required Financial Administrator and Trustees; and such other officers as the membership may elect. (Council 2006)

With the exception of pastors, all of them shall be elected at the Annual Meeting of the church. (Council 1994)

7. PASTOR

In the appointment of pastors, only men licensed by the National Board of The Christian and Missionary Alliance of Australia will be eligible to serve.

Where a church has more than one pastor one shall be called, or designated by the Board of Elders, as the Senior Pastor. The Pastor, Senior Pastor, Associate Pastor, Assistant Pastor, as the case may require, shall be called by the Board of Elders who shall make a recommendation to the church membership and the National Board regarding the person to be called. The Board of Elders shall not negotiate with any candidate without the approval of the National Board. (Council 1994)

A Pastor, Senior Pastor, Associate Pastor or Assistant Pastor may resign from the church by giving due notice of his intention to the National Board and the Board of Elders. The Board of Elders may, in conjunction with the National Board, ask for the resignation of the Pastor, Senior Pastor, Associate Pastor or Assistant Pastor. (Council 1994)

The pastor and all other licensed workers shall be called for a term of up to 5 years under mutually agreed terms and conditions of employment. The ministry relationship will be reviewed at the end of each agreed term by the pastor and the Board of Elders who shall make a recommendation to the church membership and the National Board concerning reappointment. For details see the relevant section of the Legal and Best Practice Manual. (Council 1993, 2012).

8. NOMINATING COMMITTEE

The officers shall be elected at the Annual Meeting. The Nominating Committee shall consist of the pastor, two Elders and two selected by the congregation, and shall be appointed at least one month prior to the Annual Meeting. It shall place in nomination one name for each office to be filled in the Annual Meeting and post its report two Sundays prior to the Annual Meeting. Nominations in addition to those of the Nominating Committee may be made by church members. Such nominations must be given to the Chairman of the Nominating Committee in such time as to allow him to make known to the congregation the additional nominations on the Sunday prior to the Annual Meeting. Such nominations shall be in writing, duly

seconded and contain the consent of the nominee. No nominations to church offices shall be received after the Sunday prior to the Annual Meeting. Where there are insufficient elders, the Board of Elders will select a person to serve on the Nominating Committee. (Amended Council 1985)

9. DUTIES OF OFFICERS

The calling to leadership in the church is a sacred calling and it is expected that all officers of the church shall live lives that conform with scriptural standards. They shall be filled with and bear the fruit of the Holy Spirit.

9.1 PASTOR

(1) Pastor

The Pastor shall in conjunction with the Board of Elders exercise a general oversight of the work of the church. He or his appointee shall be the chairman of the Board of Elders and/or the Board of Deacons. He, or his nominee, shall preside at all regular or special meetings of the church. He is a member ex-officio of all church committees. When the church has no pastor the Board of Elders shall have the oversight of the work in conjunction with the National Board. (Council 1994, 2011)

(2) Associate Pastor

The Associate Pastor is to be responsible for an area of ministry designated by the Board of Elders and may have a title that reflects that ministry such as Pastor of _____. He will be directly accountable to the Senior Pastor. He is a voting member of the Board of Elders.

(3) Assistant Pastor

The Assistant Pastor is under the direction of the Senior Pastor to assist him in the ministry of the church. He is accountable to the Senior Pastor. (Council 1994)

9.2 ELDERS

The oversight of the church shall be vested in the Board of Elders with the Pastor, or his appointee as chairman. Elders shall conform to scriptural standards. They may attend any other meeting of the church but not vote, unless otherwise entitled. Each elder shall serve a term of three years and be eligible for re-election at the end of that term. (Council 2011)

The Secretary to the Board of Elders shall be the Secretary of the Annual General Meeting and other special meetings of the Church, and keep the minutes of such meetings. He may appoint a minutes secretary.

9.3 DEACONS

(1) Treasurer (or Financial Administrator)

The Treasurer (or Financial Administrator) shall keep the financial records of the church. The Treasurer (or Financial Administrator) shall present a current financial statement and the original bank statement to the regular meetings of the Board of Deacons and shall present an audited financial statement of the church's receipts and payments for the financial year just ended to the Annual Meeting. (Council 1990, 2006)

(2) Missionary Treasurer

The Missionary Treasurer shall maintain a record of all Faith Promise monies, forwarding these monies monthly by cheque to the National Treasurer and file the receipts for those payments. Where separate bank accounts exist for Faith Promise monies, original bank statements shall be presented to the regular meetings of the Board of Deacons. The Missionary Treasurer shall present regular statements of the church's Faith Promise giving to the Board of Deacons and to the congregation. (Council 1990)

9.4 CHURCHES WITH MULTIPLE CONGREGATIONS

Where the Board of Elders recognises multiple congregations within the church, consideration should be given to the local church's need for congregational representation within the leadership structures of the church.

In such cases, the local church shall determine in its by-laws how congregational representation is achieved on the following:

- Board of Elders
- Board of Deacons
- Nominating Committee

(1) Nominating Committee

In Multiple Congregation Churches the Board of Elders may add to the membership of the nominating committee to allow for a representative(s) from each congregation. The number and method of election of such additional members of the nominating committee shall be set out in the by-laws of the church.

(2) Congregational Leadership Teams

In Multiple Congregation Churches, the Board of Elders may also consider establishing congregational leadership teams. Such teams would have the day to day responsibility for coordinating the ministry of their given congregation but will always work closely with and remain under the authority of the Board of Elders. The process of appointment or election of such teams shall be detailed in the church by-laws. The pastor or pastoral worker of that congregation or their nominee shall be the chair of the congregational leadership team.

At all times the congregational leadership team will work closely with and under the authority of the Board of Elders.

(3) Calling/Appointing Licensed Workers

For congregations wishing to call a pastor or pastoral worker to serve them, the Board of Elders may appoint a Pastoral Search Committee with representation from that congregation. In such cases the Pastoral Search Committee will make a recommendation of a candidate to the Board of Elders who will consider the person and if appropriate, make a recommendation to the congregation and to the National Board regarding the person to be called. (Council 2015)

9.5 TRUSTEES

Where trustees are required they shall be elected according to the laws of the State or Territory in which the church is located. They shall be custodians of all properties both real and personal. Their work shall be under the direction of the membership and the Board of Deacons.

9.6 RECORDS

The official records of all officers of the church and all of its departments are the property of the church. All financial records shall be audited annually or at any time on order of the church Board of Deacons. In the event of the death or resignation of the incumbent or upon the election of his successor, the current records necessary for fulfilling the obligations of the office shall be passed on to the newly-elected officers. All records other than current shall be kept in a safe repository selected by the church Board of Deacons.

10. RELATIONSHIP

This church is connected with and subordinate to The Christian and Missionary Alliance of Australia, the parent religious Society.

11. GOVERNMENT

There shall be an Annual Meeting held, at a time to be fixed by the By-Laws, at which time it shall receive reports of all departments, including audited reports of the Treasurer and elect church officers. The Board of

Elders shall oversee the affairs of the church between Annual Meetings and is amenable to the membership and the National Board. On general church matters in which no legal questions are involved, it is understood that all members in good and regular standing are entitled to vote who have reached the age of sixteen (16) years, but in matters involving titles to property or legal procedure, the laws of the State or Territory determine the age at which members are eligible to vote. (Council 1992)

12. MISSIONARY CONVENTION

A Missionary Convention shall be held annually. At the conclusion of the missionary convention a Faith Promise for the Great Commission Fund for the next faith promise year shall be received.

13. PROPERTY

The church may acquire, own, dispose of, improve, encumber and convey property, real and personal, for church purposes, in conformity with the laws of the States or Territories where the property is situated and, where Trustees are required, they are to be elected by the membership according to law. Such property may be sold, conveyed, exchanged, or encumbered only by order of the membership through the church Board of Deacons. In States or Territories where Trustees are required, the order of the membership shall proceed through them.

14. NON-PROFIT CLAUSE

The assets and income of the church shall be applied solely in furtherance of the church's objectives to stress the fullness of Christ in personal experience, build the Church and preach the Gospel to the ends of the earth, and no portion shall be distributed directly or indirectly to the members of the church except for charitable gifts or as bona fide compensation for services rendered or expenses incurred on behalf of the church. (Council 2009)

15. CHURCH CLOSURE

15.1 CLOSURE PROCEDURE

There may arise from time to time situations that require the closure of a church.

Before that point is reached the Board will pursue possible ways to assist the church pastorally, and where needed, provide mediation. However where these are not successful the following applies:

- 1) In order to dissolve a church a Special General Meeting called for that purpose may, by a three quarters majority of the members present and voting, resolve to dissolve the church. If such resolution is confirmed by a three quarters majority at a subsequent Special General Meeting held not less than twenty one (21) days nor more than thirty five (35) days thereafter, the church shall be deemed dissolved.
- 2) The notice convening such Special General Meetings shall clearly state that the dissolution of the church is to be proposed.
- 3) The National Board may initiate the closure of a local church under one or more of the following circumstances:
 - a. where the church for a continuous period of three (3) calendar months fails to hold any meetings of the kind that, in the opinion of the National Board, are customarily held by the Local Alliance Churches
 - b. ceases to be a member church of the CMA
 - c. ceases to adhere to and observe those doctrines and practices held by the C&MA of Australia
 - d. maintains, propagates doctrines or practices which, in the opinion of the National Board, are inconsistent with the doctrines and practices of the C&MA of Australia.

15.2 DISSOLUTION CLAUSE

In the event that the members of a church vote to close the church then the assets of the church shall be dealt with in the following way:

- 1) Where the property, appurtenances and effects are held for the church in trust by the C&MA of Australasia Property Trust, the terms of the trust deed shall be followed.
- 2) Where the property, appurtenances and effects are held by a local church which is an incorporated body, and if upon the dissolution of the church there remains after satisfaction of its debts and liabilities any property whatsoever, the same shall not be *paid to or distributed amongst the members. The surplus assets shall be given to* The Christian and Missionary Alliance of Australia Incorporated, the parent religious body, to be used as determined by the National Board; or
if the Christian and Missionary Alliance of Australia Incorporated does not exist the assets must be given to another entity which:
 - a. has objects similar to the church's objects; and
 - b. has rules which prohibit the distribution of the entity's income and assets to its members.These requirements must be set out clearly in the church's Incorporation documents.
- 3) Where the property, appurtenances and effects are held by a local church which is managed by its own trustees, and if upon the dissolution of the church there remains after satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members. The surplus assets shall be given to The Christian and Missionary Alliance of Australia Incorporated, the parent religious body, to be used as determined by the National Board; or
if the Christian and Missionary Alliance of Australia Incorporated does not exist the assets must be given to another entity which:
 - a. has objects similar to the church's objects; and
 - b. rules which prohibit the distribution of the entity's income and assets to its members."

16. INCORPORATION DOCUMENTS

Local Alliance churches that incorporate must ensure that their incorporation documents are consistent with this Constitution for Local Churches. Any inconsistencies between this constitution and the church's documents of incorporation must be rectified in favour of this constitution. Failure to do so in a reasonable time may render the church concerned liable to being not recognised as a church of the Christian and Missionary Alliance of Australia Inc. (Council 2003)

17. AMENDMENT CLAUSE

This Constitution may be amended from time to time by the General Council by a three-quarters majority vote of the members present. (Council 2002)

18. BY-LAWS

Local By-Laws not in conflict with the provisions of the Constitution may be adopted by the Annual Meeting of the church. A copy of such By-Laws shall be filed with the National Board. (Council 1970,1971,1984)

III *CONSTITUTION OF THE ALLIANCE COLLEGE OF AUSTRALIA*

A ministry of the Christian and Missionary Alliance of Australia Inc.

1. NAME

The name and title by which this institution shall be known in law as "The Alliance College of Australia ".
(Council 2004)

2. PURPOSE AND OBJECTIVES

The Alliance College of Australia is a co-educational college sponsored by The Christian and Missionary Alliance of Australia for students who wish to receive an education which develops in the context of the historic and evangelical Christian faith. The primary purpose of the college is to educate men and women for a worldwide ministry of the church as pastors, missionaries, teachers, evangelists and other related Christian ministries. The administrative and teaching staffs of the college subscribe to the doctrines and objectives of The Christian and Missionary Alliance.

Through its curricular and co-curricular program The Alliance College of Australia seeks the following objectives:

- 1) To develop within each student a wholesome spiritual life, consistent with the Word of God
- 2) To foster a spirit of prayer, a missionary vision, and an aggressive spirit of evangelism
- 3) To establish the student in the fundamental doctrines of the Christian faith in accordance with the understanding and usages of The Christian and Missionary Alliance
- 4) To prepare a thoroughly evangelical Christian ministry
- 5) To assist the student in developing wholesome attitudes and Christian character by cultivating an intelligent loyalty to Christian ideals
- 6) To train the student to think logically and to express himself clearly and effectively
- 7) To assist the student in the acquisition of a fund of knowledge; to provide the means for his cultural development
- 8) To stimulate his desire for learning and to encourage him in the discrimination of values and the exercise of sound judgments
- 9) To promote a comprehensive knowledge of the Bible and the skilful use of necessary aids for personal study of the Word

3. GOVERNING COMMITTEE

The National Board of The Christian and Missionary Alliance shall appoint a standing committee (referred to as the Governing Committee for The Alliance College of Australia), in accordance with the Rules of Association, which shall have the responsibility of promoting, administering and controlling the program of the College. The manner of appointment, the authority and the responsibilities of the Governing Committee are designated by the Rules of Association and the By-Laws.

4. DOCTRINAL STATEMENT

- 1) There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit.
- 2) Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.
- 3) The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness and of judgment.
- 4) The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.
- 5) Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer in everlasting joy and bliss.
- 6) Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become children of God.
- 7) It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.
- 8) Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the church in this present age.
- 9) The church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the church, which has been commissioned by Him to go into all the world as a witness, preaching the Gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the Gospel, and observance of the ordinances of baptism and the Lord's Supper.
- 10) There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.
- 11) The Lord Jesus Christ will come again. His second coming is imminent and will be personal and visible. As the believer's blessed hope this vital truth is an incentive to holy living and faithful service toward the completion of Christ's commission.

5. AMENDMENT CLAUSE

This Constitution may be amended by the General Council of The Christian and Missionary Alliance by a two-thirds majority vote of Accredited Delegates present, prior notice having been circulated amongst the constituency not less than three (3) months before the commencement of Council. (Council 1974)

Section Two - General Council By-Laws

1. AMENDMENT CLAUSE

By-Laws of the General Council may be amended by a two-thirds vote at any regular business meeting of the Council, previous notice having been given.

I GENERAL ISSUES

1. THE CONDUCT OF GENERAL COUNCIL

In accordance with the Constitution, a General Council shall be held annually to conduct the business of the Society. General Council shall be held in the first week of February or as close thereto as possible. (Councils 1979, 1986, 1988)

1.1 ADDITIONAL REQUIREMENTS FOR THE NATIONAL BOARD

- 1) The number of non-credentialed persons on the National Board shall not exceed one half of its members.
- 2) The National Board will elect its own chairman.

1.2 DUTIES OF OFFICERS AND COMMITTEES

(1) Recording Secretary

The Secretary of the National Board of The Christian and Missionary Alliance of Australia shall be the Recording Secretary of the Council. It shall be the duty of the Recording Secretary and his assistants to keep a proper record of the proceedings at Council; to keep copies of all reports presented and to preserve in the archives of the Society such minutes and reports, and to perform such other duties as may be required of him by Council.

(2) Committee on Council Arrangements

The Chairman of the Committee on Council Arrangements, two years hence, shall be appointed by the National Board in consultation with the Area Coordinator.

The Chairman shall appoint members to the Committee. The President, Secretary, and Treasurer of the National Board shall be ex officio members.

(3) Committee on Credentials

The Committee on Credentials shall consist of at least two members, one of whom shall be the Personal Assistant from National Office, and the other shall be the Recording Secretary of the Council. It shall present a report to the Council stating that it has examined the credentials of the Accredited Delegates and has found them in proper order and that it has prepared and posted on the bulletin board a list of the Accredited Delegates, together with a list of the Corresponding Delegates. The report of the committee shall contain the number of Accredited and Corresponding Delegates and shall include a resolution to the Council asking for the approval of its report. It shall prepare badges for the identification of official delegates.

(4) Committee on Standing Committees

This committee shall be appointed by the National Board and shall nominate the members of the committees of General Council not otherwise arranged for. It shall prepare typed lists of all committees for distribution as may be needed. The Committee on Nominations will be appointed one year prior to the Council where its report will be considered. (Amended Council 2009)

(5) Committee on Agenda

This committee shall function as a liaison between the Chairman and all reporting officers and committees. It shall prepare an agenda in triplicate for each Council session, giving one copy to the Chairman, one to the Recording Secretary, and retaining one copy.

(6) Committee on General Legislation

This committee shall carefully consider the reports of the President and the Secretary of the National Board and present its findings to the Council with such recommendations as it considers advisable. It shall also have referred to it all legislation that pertains to the General Council or the operation of the National Board or such other legislation that does not come within the scope of other Council committees. All legislation proposed from the floor of Council shall be referred to this committee before being discussed by Council. It shall present its findings to Council with such recommendations as it considers advisable.

(7) Committee on Nominations

This committee shall present to the Society nominations for its officers and members of the National Board.

It shall present its nominations for the officers and members of the National Board, with resumes, to the churches and licensed workers by the 1st September prior to the Council when elections will take place.

Further nominations for officers and members of the National Board from the members of the Society, with resumes, shall be received up until the 1st November, at which time nominations shall close.

The Secretary shall post the full list of nominations for the officers and members of the National Board with resumes to the churches and licensed workers in the Secretary's Annual Report. (Amended Council 1989, 2009)

(8) Committee on Resolutions and Greetings

This committee shall prepare resolutions of thanks to persons or groups whose activities in connection with the work of the Society or General Council warrant such expression. The Chairman shall choose from among these certain individuals or groups to be recognised appropriately in a public service. The Secretary of the National Board shall write an official communication to those who would not hear the report and who, in his opinion, should have such a letter of appreciation.

(9) Committee on Rules

This committee shall consist of at least three members to be appointed by the Committee on Standing Committees and shall hold office until the next Council. The committee shall elect its own chair. (Council 1999)

This committee shall consider all recommendations and proposals relating to the Constitution, By-Laws and Rules that have been referred to it.

When legislation is referred to the Committee on Rules, its power shall be limited only to the question of whether that legislation is in proper form and not in conflict with existing legislation or provisions of the Constitution.

(10) Committee on Finance

This committee shall consider the report of the Treasurer and propose an annual budget to be adopted by Council. All other matters relating to the finances of the Society may be referred to this committee who in turn will propose any necessary action to Council.

The Treasurer shall supply to this committee at Annual General Council written details of the break-up of missionary support to assist the work of this committee. (Council 1980)

(11) Tellers

The Tellers will be responsible to prepare ballots for all elections, to tally the balloting, and to present to Council a report on the results of the voting.

1.3 MISCELLANEOUS PROCEDURES AND REGULATIONS

(1) President's Report

The President shall survey all the work of the Society and shall embody the results of his findings in his annual survey to Council.

(2) Approach to Council

Members of the Society have a right to appear at the committee meetings and present their views on the subject before it, at such reasonable times as, upon request, the committee may appoint; but, during the deliberation of the committee, no one has a right to be present except the members of the committee.

(3) Special Privilege

If any member of Council desires special privilege he shall address the Chair and make known the nature of his request. If in the judgment of the Chair the request seems to be in order, he may assign him the floor for a period not to exceed three minutes. If the Chair feels the speaker should have more time, he may refer it to the body for an extension.

(4) Corresponding Delegates

On recommendation of the Committee on Credentials, any member of The Christian and Missionary Alliance attending the General Council business sessions may be admitted as a corresponding delegate by two-thirds vote of the Council. (Council 1996)

Such representatives of contributing societies as the National Board may invite as corresponding delegates.

Corresponding delegates are granted the privilege of attending all the regular sessions of Council and of contributing to the discussions. They do not enjoy the right of participating in the voting or the enacting of the business of Council. (Councils 1970, 1971, 1983, 1996)

(5) Visitors

Any person may attend the General Council business sessions as a visitor to observe the proceedings. (Council 1996)

(6) Registration Fee

A registration fee determined by the Committee on Council Arrangements be paid by all Accredited and Corresponding Delegates. (Council 1996)

2. OTHER ORGANISATIONS

The Christian and Missionary Alliance of Australia may become member of or withdraw from organisations only upon a two-thirds majority vote of Council. (Council 1974)

The Christian and Missionary Alliance of Australia is a regular member of the Alliance World Fellowship. (Council 1977)

3. CHURCHES APPLYING TO JOIN THE C&MA

Upon receipt of written application to join The Christian and Missionary Alliance of Australia, a careful investigation of the said church shall be made by at least two (2) members of the National Board. The church will be required to comply with the General Constitution and satisfactorily complete the official written FORM OF APPLICATION. Final acceptance will be on the vote of the National Board. (Councils 1970, 1971, 1975, 1976)

4. MARRIAGE CELEBRANTS

4.1 NOMINATING AUTHORITY

The President shall be the nominating authority on behalf of the Society to nominate to the Attorney-General's Department those ministers who should be authorised to become marriage celebrants under the Marriage Act.

4.2 BASIS OF ELIGIBILITY

- 1) All ordained pastors, ordained evangelists and pastoral workers will be nominated as marriage celebrants. Exceptions may be made in the case of unordained personnel at the discretion of the National Board. (Council 2012)
- 2) The President of the Christian and Missionary Alliance of Australia.
- 3) The Principal of the Alliance College of Australia in his role as Chaplain
- 4) Ministers who have been previously authorised but who have been without a pastoral responsibility in excess of one year shall have their sponsorship terminated until such time as they have been reappointed to a pastoral charge.
- 5) Exceptions may be made upon order of the National Board. (Council 1975)

5. PASTORAL SUPPORT

Each church is responsible for the full support of its licensed workers. If a church is unable to fully support its licensed worker then that person shall be released for secular employment on a pro-rata basis, so as to make up a full week's wages. For example, if a church can only pay the equivalent of two days wages then that licensed worker may seek secular employment on the other three. As the church is able to take up further financial responsibility then the licensed worker shall decrease his secular employment accordingly.

Churches should not expect the spouse of a licensed worker to work so that they become the principal means of support for the family. (Council 1988, 2015)

6. PASTORAL AND INTERNATIONAL WORKER CANDIDATES

Theological students who have full intent and desire to engage in ministries with The Christian and Missionary Alliance of Australia may be classified as "Pastoral Candidate" or "International Worker Candidate" after making application to the National Board and upon completing a satisfactory initial interview with the Board. (Councils 1972, 1986, 2015)

7. ETHNIC MINISTRY COMMITTEES

The C&MA delights in and celebrates the God-given ethnic diversity of Australia and rejoices in the ministry opportunities that such diversity provides. To enable focused ministry to various ethnic communities, committees may be established to accomplish some or all of the following objectives.

1. To be in full sympathy with the Society's principles and objectives by contributing to its work.
2. To proclaim the Good News of Jesus Christ.
3. To promote theological education
4. To promote fellowship, ministry, cooperation and communication among member churches.
5. To engage in ministry both home and internationally.

Such ethnic ministry committees shall work closely with and remain under the authority of the National Board. Constitutions and By-Laws will be submitted to the National Board for approval. (Council 2015)

II CLASSIFICATION OF CHURCHES

Churches of The Christian and Missionary Alliance of Australia may be classified as follows:

1. ORGANISED

Churches that fully comply with the General Constitution and Constitution for Local Churches in Section One of this Manual.

2. DEVELOPING

Churches which cannot yet comply organisationally with the Constitution for Local Churches but have every intent to comply. A developing church shall comply with the Constitution for Developing Churches set out in this manual. (Council 1996)

3. CHURCH PLANTS

These are those churches which have been specifically recognised as church plants by the National Board, comply with the criteria set out in Section Three, IV, 2, 2.4, and 2.13 and 2.14, and have been in operation not longer than three years. (After three years such churches are to proceed to developing church status.)

4. FELLOWSHIPS

Those groups which are in sympathy with the aims of The Christian and Missionary Alliance of Australia, but are unable to fulfil the organisational requirements for local churches (1, 2, 3, above). (Council 1996)

5. AFFILIATED CHURCHES

Those churches that desire to be associated formally with the C&MA of Australia and who hold the same values and doctrinal emphases but are not in a position to become full Alliance churches

III EXTRA-PASTORAL RESPONSIBILITIES

1. AREA COORDINATORS

Where two or more churches are established in an area, the Coordinator will be nominated by the licensed personnel in that area and the appointment made by the National Board. In the event of a nomination being unacceptable to the National Board, a further nomination shall be solicited from the licensed personnel in that area. (Council 1978, 1988)

Area Coordinators shall be appointed annually to fulfil the following functions:

- 1) To promote inter-church fellowship and activities by organising joint rallies, training seminars, Bible conferences, evangelistic efforts, etc.
- 2) To serve as a liaison officer between pastors in his region and headquarters.
- 3) To act as a mediator where problems arise in local churches.
- 4) To co-ordinate regular times of fellowship and prayer within the official family in his region, particularly within large city areas where there are several residing workers.
- 5) To act on behalf of the Society in whatsoever capacity upon the request of the President. (BOM 76/15, Council 1979)

2. CONSULTING PASTORS

Any church lacking a pastor shall have a consulting pastor appointed to it by the President in co-operation with the local church, and that consulting pastor, wherever possible, shall be present at the church's Board of Elders meetings and lend assistance. (Council 1980)

IV NATIONAL FINANCES

1. RECEIPT OF FUNDS

All monies designated for The Christian and Missionary Alliance Australian based Missionary Program, and The Christian and Missionary Alliance Australian work, are to be channelled to the Headquarters Official Worker or a nominated person/s who will keep a separate record and issue official receipts. (Councils 1970, 1971, 1996)

2. ANNUAL AUDIT

There will be an Annual Audit of books and a statement published annually. (Names of accredited Auditors must be submitted by the Treasurer to the National Board for approval.)

3. EXPENDITURE

All cheques are to be signed by any two of four authorised persons, i.e. President, Treasurer, Financial Secretary, pastor or elder, or member of the National Board of The Christian and Missionary Alliance located in the same State or Territory as the Treasurer. (Councils 1970, 1971, 1989, 1991)

3.1 DESIGNATED FUNDS FOR BUDGET ITEMS

- 1) When the donor specifies that the donation is to be credited in addition to the budget amount, this donation will be handled in accordance with such intent.
- 2) When the intention of the donor is not specified the donation will be absorbed into the budget amount.
- 3) Where there is any doubt of the donor's intention, the Treasurer should use his own discretion. (Council 1974)

4. MISSIONARY CONVENTIONS AND THE FAITH PROMISE

The Treasurer shall send a formal communication, including graphic illustration, to local churches showing the allocation of pledge monies as a preparation for each local missionary convention. (Council 1977)

Each local church shall take the Faith Promise at the conclusion of its missionary convention, and giving to the new Faith Promise shall commence the first Sunday in November. (Council 1990)

5. THE ANNUAL BUDGET

The Treasurer shall include in his proposed budget to General Council percentage figures alongside the following headings:

FOREIGN
LEADERSHIP
HOME
ADMINISTRATION
(Council 1980).

The maximum amount applied to the Alliance College of Australia from the Great Commission Fund shall be 25 per cent by the year 2010. (Council 2003)

Under the heading HOME shall be included the 'Church Planting and Growth Fund'. The minimum amount applied to this fund from the Great Commission Fund shall be 10 per cent. From the Church Planting and Growth Fund the maximum amount to be applied to church growth each year shall be no more than 15 percent of the fund's expected income for that year. (Council 2006)

6. NATIONAL CONTRIBUTION SCHEME

6.1 NATIONAL ADMINISTRATION

Financial support for NATIONAL ADMINISTRATION shall be provided by each church contributing monthly 3% of its gross income including Building Funds and excluding Great Commission Offerings (Faith Promise) and designated gifts. Applications for exemption of Building Fund Contributions from the calculation of the 3% NCS should be forwarded to the National Board. (Council 2001)

6.2 ALLIANCE COLLEGE OF AUSTRALIA

Financial support for ALLIANCE COLLEGE OF AUSTRALIA shall be provided by each church contributing monthly 2% of its gross income including Building Funds and excluding Great Commission Offering (Faith Promise) and designated gifts. Applications for exemption of Building Fund Contributions from the calculation of the 2% NCS should be forwarded to the National Board. (Councils 2001, 2003)

6.3 NATIONAL YOUTH MINISTRY

Commencing February 2001 financial support for THE NATIONAL YOUTH MINISTRY shall be provided by each church contributing monthly 1% of its gross income including Building Funds and excluding Great Commission Offering (Faith Promise) and designated gifts. Applications for exemption of Building Fund Contributions from the calculation of the 1% NCS should be forwarded to the National Board. (Council 2001)

7. THE GREAT COMMISSION FUND

The fund to which Faith Promise monies are given shall be named "The Great Commission Fund" to indicate that the task of world evangelisation is wider than paying missionary allowances and field costs. It also includes training of future workers at our college, administration and home missions. (Councils 1992, 2003)

8. DISPOSAL OF SURPLUS PROPERTY

The Christian and Missionary Alliance nominates, for the purpose of Rule 41 of the Rules of Association of The Christian and Missionary Alliance of Australia Incorporated, The Christian and Missionary Alliance of Australasia Property Trust to dispose of surplus property.

In the event that The Christian and Missionary Alliance of Australasia Property Trust does not exist, then the nominated body shall be The Christian and Missionary Alliance, currently located in Colorado Springs, Colorado, U.S.A. (Council 1995)

9. JOHN POCOCK CHAIR OF EVANGELISM FUND

(1) Purpose

There shall be established a John Pocock Chair of Evangelism Fund to honour past President John Pocock, who was a gifted evangelist for the C&MA of Australia. This shall be a self-perpetuating Fund and its use shall at all times reflect the original intention of enhancing training and development in the area of evangelism within the C&MA of Australia. To that end, the interest received is to be applied to the Alliance College of Australia for the following purposes:

- A salary or honorarium for a lecturer in Evangelism;
- Evangelism related course and material development;
- The provision of ACA directed workshops, seminars, education and training ministries in Evangelism as may be determined by the Governing Committee from time to time.

(2) Income

Income for the Fund has been and may be raised through a call to C&MA members and friends.

(3) Investment of Fund

The Fund shall be held in the accounts of the Alliance College of Australia and shall be invested in the Alliance Development Fund or other bank or government securities or trustee investment that the National Board shall approve.

(4) Allocation of Funds

The Fund interest shall be allocated by the Governing Committee in accordance with the purpose of the Fund.

(5) Audit

The Fund shall be audited annually by a suitably qualified auditor or accountant.

(6) Reporting

The Board shall report the state of the Fund together with allocations and income annually to the Annual General Meeting of the C&MA of Australia Incorporated.

(7) Variations to Purpose

The purpose of the Fund may only be varied by resolution of the C&MA of Australia Incorporated.

V LICENSING OF WORKERS

1. PASTORS

The National Board will license pastors on the basis of their meeting the required qualifications and application for service according to the following categories:

1.1 ACCREDITED PASTOR'S LICENCE

To be granted to those appointed to pastoral ministries and who have met the requirements for pastors set forth in the By-Laws (See page 3.1). Candidates should have passed at least five subjects with The Alliance College of Australia (or its equivalent) including the subject "The Christian and Missionary Alliance" and will be expected to pass at least two additional subjects per year until qualifying for ordination.

1.2 ORDAINED PASTOR'S LICENCE

To be granted to ordained pastors in The Christian and Missionary Alliance of Australia.

These licences shall be reissued, subject to review, as of the 1st of January each year. (Amended Council 1985)

2. EVANGELISTS

The National Board will license evangelists on the basis of their meeting the required qualifications and application for service according to the following categories:

2.1 ACCREDITED EVANGELIST'S LICENCE

To be granted to those appointed to the ministry of evangelism and who have met the requirements for evangelists set forth in the By-Laws. (See page 3.3) (Council 1997)

2.2 ORDAINED EVANGELIST'S LICENCE

To be granted to ordained evangelists in The Christian and Missionary Alliance of Australia.

These licences shall be reissued, subject to review, as of the 1st of January each year. (Council 1983)

3. WORKERS IN SPECIAL MINISTRIES

3.1 OFFICIAL WORKER'S LICENCE

To be granted to those appointed to ministries who merit recognition due to the quality of their Christian service and who have met the requirements for the Official Worker's Licence set out in the By-Laws of Section Three.

This licence shall be reissued, subject to review, as of the first of January each year. (Councils 1971, 1979, 1982, 1997)

3.2 PASTORAL WORKER'S LICENCE

Whereas the New Testament speaks of the ministry of women as part of the life of the local church, The Christian and Missionary Alliance of Australia recognises the office of Pastoral Worker as a full-time church vocation and offers official credentials for those women who qualify for this ministry. This licence shall be granted to those appointed to ministry as Pastoral Workers, and who have met the requirements as set forth in the By-Laws. (See page 3.9)

(1) Licensing and appointment

Candidates for the ministry of Pastoral Worker shall apply to the President and shall appear before the Ordination Council for an oral examination on doctrine, call, and Christian experience.

Upon being licensed by the National Board the candidate's name shall be presented by the President to interested churches. An interview shall be arranged with the local church. A Pastoral Workers Licence shall be issued to the Pastoral Worker upon appointment to a local church.

The licensed Pastoral Worker shall be a voting delegate to Council.

The Licensed Pastoral Worker shall not be eligible for Ordination.

She shall be able to hold all appointed offices other than that of pastor, associate pastor, assistant pastor or elder.

This licence shall be reissued, subject to review, as of the first of January each year. (Council 1990)

Section Three - National Board Policies

1. AMENDMENT CLAUSE

The By-Laws, Policies and Procedures of the National Board may be amended by a two-thirds vote at any regular business meeting of the Board.

I REQUIREMENTS FOR MINISTRY

1. PASTORAL MINISTRY

(1) Qualifications

The essential qualifications of applicants for appointment as pastors include the following:

a. Spiritual Experience

An applicant must have been genuinely converted and possess a vital religious experience. He should give clear evidence by his life of being wholly consecrated to God and having definitely received the infilling of the Holy Spirit and His endowment of power for service.

b. Statement of Faith

The applicant must be in full accord with evangelical truth and subscribe to the Statement of Faith as stated in the General Constitution.

If the pastor can no longer subscribe to and teach the Statement of Faith, he must immediately inform the National Board and be prepared, if required, to resign his official connection with the Society.

c. Bible Knowledge

The applicant should have a comprehensive knowledge of the Word of God. In addition to being sound in doctrine, he must have a firm grasp of divine truths so as to be able to impart these to others, for the pastor is essentially a teacher.

d. Education

i Pastoral

Candidates must have completed at least the Alliance College of Australia's Diploma of Theology, or its equivalent from an institution approved by the Ordination Council.

It is recommended that wives of pastors complete at least the Certificate III of Biblical Studies from the Alliance College of Australia.

Those who do not meet the above educational requirements may be considered by the National Board on an individual basis.

ii Ordained

Candidates for ordination with The Christian and Missionary Alliance must complete a Bachelor of Theology degree at the Alliance College of Australia or its equivalent from an institution approved by the Ordination Council. (NB 02/18)

Those who do not meet the above educational requirements may be considered by the National Board on an individual basis.

It is recommended that wives of pastors complete the Diploma of Theology course or its equivalent from a recognised institution. (NB 96/77)

e. Assessment

All candidates, on application, shall at their own expense undertake the IDAK Assessment Instrument (NB 96/65)

f. Requirements

People applying for pastoral service with the C&MA be required to undertake the following: "Alliance History and Thought" and the "Cross-Cultural Ministry Seminar" through the nd the "Leaders' Orientation Seminar" through the National Office. (NB 01/71)

(2) Engagement and Marriage

Because pastoral work places special responsibilities upon those involved in it, married candidates will be accepted and appointed only after careful consideration of the suitability of both husband and wife.

Candidates, if engaged to be married, are expected to state that fact and they will be accepted only when both parties have been approved.

Single persons who have been appointed for pastoral service are to consult the National Board before engagement or marriage.

2. EVANGELISTIC MINISTRY

(1) Qualifications

The essential qualifications of applicants for appointment as evangelists include the following:

a. Spiritual Experience

An applicant must have been genuinely converted and possess a vital religious experience. He should give clear evidence by his life of being wholly consecrated to God and having definitely received the infilling of the Holy Spirit and His enduement of power for service.

b. Statement of Faith

The applicant must be in full accord with evangelical truth and subscribe to the Statement of Faith as stated in the General Constitution.

If the pastor can no longer subscribe to and teach the Statement of Faith, he must immediately inform the National Board and be prepared, if required, to resign his official connection with the Society.

c. Bible Knowledge

The applicant should have a comprehensive knowledge of the Word of God. In addition to being sound in doctrine, he must have a firm grasp of divine truths so as to be able to impart these to others.

d. Education

i Evangelist

Candidates must have completed at least the Alliance College of Australia's Diploma of Theology, or its equivalent from an institution approved by the Ordination Council.

It is recommended that wives of evangelists complete at least the Certificate III of Biblical Studies from the Alliance College of Australia.

Those who do not meet the above educational requirements may be considered by the National Board on an individual basis.

ii Ordained

Candidates for ordination with The Christian and Missionary Alliance must complete a Bachelor of Theology degree at the Alliance College of Australia or its equivalent from an institution approved by the Ordination Council. (NB 02/19)

Those who do not meet the above educational requirements may be considered by the National Board on an individual basis.

It is recommended that wives of evangelists complete the Diploma of Theology course or its equivalent from a recognised institution. (NB 96/78)

e. Assessment

Candidates shall, at their own expense, undertake the IDAK assessment instrument. (NB 96/65)

f. Requirements

People applying for pastoral service with the C&MA be required to undertake the following: "Alliance History and Thought" and the "Cross-Cultural Ministry Seminar" through the Alliance College of Australia and the "Leaders' Orientation Seminar" through the National Office. (NB 01/71)

(2) Engagement and Marriage

Because pastoral work places special responsibilities upon those involved in it, married candidates will be accepted and appointed only after careful consideration of the suitability of both husband and wife.

Candidates, if engaged to be married, are expected to state that fact and they will be accepted only when both parties have been approved.

Single persons who have been appointed for pastoral service are to consult the National Board before engagement or marriage.

3. INTERNATIONAL WORKER MINISTRY

(1) General Statement

The selection of applicants for international worker service is a sacred responsibility. Therefore rigid requirements are necessary and the National Board strives to exercise true spiritual discernment in order that the utmost in vital missionary effort may be accomplished in the least possible time and at the lowest possible cost. Persons eligible for permanent residence in Australia may be appointed as international workers.

(2) Qualifications

The essential qualifications of applicants for appointment as international workers include the following:

a. Spiritual Experience

An applicant must have been genuinely converted and possess a vital religious experience. He should give clear evidence by his life of being wholly consecrated to God and having definitely received the infilling of the Holy Spirit and His endowment of power for service.

b. Counting the Cost

The applicant must count the cost and be prepared for a life of privation, of toil, of loneliness, of danger, sometimes far away from the comforts and advantages of civilised society and protection. At times the international worker will have to endure being looked down upon by his own countrymen and being treated with contempt and injustice by national officials and people. He will be required to trust God to meet his needs for spirit, soul, and body. But, if faithful and trustful, he will find in Christ and His Word a fullness, a sweetness, a preciousness, a joy and strength that will far outweigh all that may have been sacrificed for Him.

c. Statement of Faith

The applicant must be in full accord with evangelical truth and subscribe to the Statement of Faith as stated in the General Constitution.

If the pastor can no longer subscribe to and teach the Statement of Faith, he must immediately inform the National Board and be prepared, if required, to resign his official connection with the Society.

d. Bible Knowledge

The applicant should have a comprehensive knowledge of the Word of God. In addition to being sound in doctrine, he must have a firm grasp of divine truths so as to be able to impart these to others, for the international worker is essentially a teacher.

e. Education

An applicant for International Worker Service under The Christian and Missionary Alliance must complete a Bachelor of Theology degree at The Alliance College of Australia or one that is equivalent from an institution approved by the Ordination Council.

In all cases the applicant must spend at least one year at The Alliance College of Australia.

International workers' wives are required to complete the Diploma of Theology course at The Alliance College of Australia as a base minimum, but are encouraged to complete the Bachelor of Theology course.

Those who do not meet the above educational requirements may be considered by the National Board on an individual basis.

Whereas the Division of International Ministries of The C&MA of North America in its Manual of Policies and Procedures recognises nurses' training as being equivalent to tertiary education, and whereas Australian international workers work under the administrative leadership of this Division of International Ministries in the field, we therefore recognise a three-year training course in nursing,

with a minimum of a General Nursing Certificate, as being equivalent to tertiary education as it relates to qualifications for international worker service.

f. Requirements

People applying for pastoral service with the C&MA be required to undertake the following: "Alliance History and Thought" and the "Cross-Cultural Ministry Seminar" through the Alliance College of Australia and the "Leaders' Orientation Seminar" through the National Office. (NB 01/71)

g. Home Service

Except in special circumstances where consideration of age, specialised training or previous experience in other branches of organised Christian work warrant special consideration, it is expected that each applicant, prior to receiving appointment, will have at least two years practical Christian service in Australia.

The pre-appointment work of an applicant should be related to the type of ministry he expects to have on the field.

This work will be carried out under the direction of the National Board and in principle should contribute to the building up of the home constituency of The Christian and Missionary Alliance of Australia.

h. Adaptability

Applicants should be able to adapt themselves to new companions, environments, and modes of living. They will need to realise that methods and habits of life differing from their own are perhaps equal to their own in every respect, and that other people have as strong and as good opinions as they do. They will have to be willing to conform to local customs when these do not cause them to sacrifice any essential Christian standard.

i. Physical Health and Vigour

Only a person with good health and a strong constitution can endure the unavoidable hardships of missionary life and withstand the trying climate of most mission fields. Any form of disease latent in the system is very liable to be developed by the trying climatic conditions and the necessary exposures of missionary life. Therefore, each applicant will be expected to furnish a satisfactory medical certificate of good health.

j. Size of Family

Applicants having more than two children will not ordinarily be considered for appointment to foreign service. Couples with more than two children will be considered if their other qualifications, including maturity, motivation, language-learning aptitude, devotional attachment to Christ, compatibility, and practical experience are above average.

(3) Engagement and Marriage

Married applicants will be accepted and sent out only after careful consideration of the suitability of both husband and wife.

Applicants, if engaged to be married, will not be appointed until they have been married for a minimum of one year prior to overseas departure. Persons who have been appointed for foreign service are to consult the National Board before engagement or marriage.

International worker candidates and international workers not engaged are earnestly advised to be most thoughtful and careful before committing themselves to an engagement. Inasmuch as the National Board sends to the field only such persons who in its judgement possess the requisite qualifications, it may feel compelled, in the event of an unsuitable engagement or marriage, to advise withdrawal from international worker service with the Society and to withdraw their credentials.

(4) Procedure for Processing of Candidates

When the application form and doctrinal questionnaire obtained from the National Board has been completed, a personal interview will be arranged with the members of the National Board to decide qualifications and classifications.

(5) IDAK Assessment

Candidates shall, at their own expense, undertake the IDAK assessment instrument. (NB 96/65)

(6) Medical Examination

Applicants and their children, if any, must take a medical examination as soon as they choose to do so after being regularly classified as Accredited Candidates. These examinations are arranged through the Australian Headquarters office.

The Medical Adviser will give to The Christian and Missionary Alliance of Australia a written statement of the physical condition of each person and his recommendation as to fitness for overseas work. The Christian and Missionary Alliance of Australia will then decide whether or not to appoint the individual on the basis of the medical and other reports.

(7) Cost of Medical Examinations

Examinations are the expense of the applicants involved.

(8) Psychological Test

Applicants before appointment must undertake such psychological tests as the National Board requires at their own expense.

(9) Training and Orientation

Applicants are required to satisfactorily complete further training and orientation as directed by the National Board.¹ Any cost will be borne by the applicant. (NB 04/27)

(10) Classification

International worker candidates will be classified as follows:

- a. Accredited

Those who successfully pass the initial interview of the ordination council, and a subsequent interview with the National Board but whose home service is incomplete and who as yet do not have approval from the body responsible for supervising their work, or health clearance.

¹ As at 2005 candidates must complete the following:

SIL course - "Summer School"

This is a 6-week course dealing with anthropology, language awareness, language and Learning and phonetics.

Missions Interlink course "Transition Training"

This is a 3-week pre-field orientation designed to provide practical competency development for making an effective transition to another cultural setting.

b. Eligible for Appointment

Those who have completed the Oral Doctrinal Examination and the reading reports of the Ordination Council and who have completed the required term of practical experience with approval, also nurses, school teachers, and specialists such as book-keepers and secretaries who have completed their service in their chosen field of endeavour.

At the conclusion of the prescribed home practical service, the National Board will conduct a special examination of the candidate eligible for appointment. After this examination has been made, if the candidate seems to have qualifications satisfactory for international ministry, the National Board will make the appointment in conference with the Division of International Ministries in Colorado Springs and the mission administration of the proposed field of service.

The appointment by the National Board, except for those who study language in Europe, Costa Rica or Brazil, is a complete and full appointment, subject only to the matter of satisfactory physical and spiritual health at the time of departure.

No candidate for foreign service may consider himself appointed until he has been certified for appointment in writing by the proper authorities.

(11) Final Appointment After Language Study

When a person is appointed to a field with the use of French, Spanish, or Portuguese as a requirement, the appointment shall be only for a period of the language study and shall not be made permanent until the National Board is satisfied that an adequate knowledge of the language has been attained.

(12) Special International Worker Service

- a. The candidate is appointed to a special international worker service, such as a secretary, bookkeeper, international worker children's teacher, doctor, teacher, office worker, business man, director of guest homes, skilled technician or relief/worker. Applicants shall give ample evidence in their particular vocation.
- b. Candidates are not required to complete normal home service requirements
- c. Candidates are expected to have the same high spiritual standards of testimony and conduct as regular international workers and give evidence of their full agreement with the doctrines and policies of the C&MA.
- d. Candidates will be required to have a proficient knowledge and use of the Word of God, although theological training may not necessarily be required.
- e. Candidates will be expected to obtain medical clearance and psychological tests as required.
- f. A standard overseas term will be two years, with a three month furlough.

(13) Form of Agreement

Each regularly appointed international worker must sign the following Form of Agreement:

"I, the undersigned, an accepted international worker of The Christian and Missionary Alliance of Australia, under appointment of the National Board, through the solemn call of God and the acceptance of my brethren, am about to proceed to my field, do hereby express:

My cordial and entire agreement with all the principles of The Christian and Missionary Alliance of Australia

My perfect harmony of spirit with the work and workers

My joyfulness at being permitted to endure hardship and self-denial, and to engage in loving service for our dear Lord and a lost world

My willingness to submit myself to the oversight and direction of the authorities of the Society at home and on the field

My readiness to live a life of dependence upon the Lord, to receive with thankfulness and contentment what He is pleased to send me for my outfit, transportation, and support

My assurance that God has opened up this door of opportunity and service for Him abroad

My expectation that I will spend my life in this type of service unless matters beyond my control are permitted by the Lord to close the door to me

My purpose to trust Him for all my needs, whether they shall be supplied by the Society or otherwise

I count it so great an honour and privilege to be permitted to preach the Gospel among the heathen that all consideration of personal convenience and comfort are insignificant in comparison.

I leave for the field in a spirit of true-hearted loyalty to the Master and to The Christian and Missionary Alliance of Australia. I appreciate all that has been done for my personal comfort and am content to trust God for all the future. I will endeavour, God helping me, to work in unity with the National Board and all the international workers, seeking to avoid and to discountenance all criticism and evil speaking and to mention my grievances only to the Chairman or the Committee on the field or to the National Board. If I can no longer work in such accord, I shall feel it my honourable course to ask to be released from the work and to serve the Master in some other connection. I go to my field with the supreme purpose of glorifying Christ through heralding the Gospel in widespread witness, through winning souls, and through building the church according to the New Testament pattern unto the day of Christ's return.

I shall pray constantly for the work and the workers, and for the speedy evangelisation of the world."

(14)International Worker Apprentice

International worker candidates are required to fulfil a minimum of two years 'home service' in a local church prior to deployment to the mission field. The international worker apprentice programme enables suitable people to do these two years of preparation on a mission field working beside other international workers. This will give the candidate experience in a regulated environment.

Requirements

- a. Candidates are expected to have the same high spiritual standards of testimony and conduct as regular international workers and give evidence of their full agreement with the doctrines and policies of the C&MA.
- b. The International Worker Apprentice must provide or raise their own financial support. Funds given to the International Worker Apprentice will be administered via the National Office. The Great Commission Fund will pay for health insurance and a small amount toward other expenses.
- c. Candidates are required to obtain medical clearance and psychological tests as required.
- d. Candidates are required to satisfactorily complete further training and orientation as directed by the National Board. Any cost will be borne by the applicant.
- e. Candidates will be required to enter a mentoring relationship with an international worker during their international worker apprenticeship.

- f. Candidates will be appropriately licensed by the C&MA prior to commencing their international worker apprenticeship.
- g. An international worker candidate can serve up to two years overseas and then may be considered for regular international worker ministry. (NB 04/28)

(15) Short Term Appointment

In addition to accepting persons for a life-time international ministry, others may be considered for a short-term ministry subject to the following regulations:

- a. Applicants are expected to meet the same high spiritual standards of testimony and conduct as the regular applicants. By examination, such applicants for instructional ministry must give evidence of doctrinal agreement with The Christian and Missionary Alliance of Australia.
- b. Teachers should have qualifications required for State or Territory certification with a minimum of two years teaching experience.
- c. They will be appointed for one normal length term only, renewable by mutual consent. If they desire service for less than one normal length term, a proportionate part of the round trip transportation expenses will be their personal responsibility.
- d. They will be required to have medical examinations.
- e. Some of the requirements for a life-time ministry may be waived at the discretion of the National Board

(16) Subscriptions

All regular and retired international workers receive The Alliance Life and the Evangelical Missions Quarterly at Society expense.

(17) Support of Non-C&MA International Workers

The support of non-C&MA international workers already supported by a local church at the time of its entry into The Christian and Missionary Alliance of Australia may be continued until such international workers discontinue their overseas international worker service.

4. OFFICIAL WORKER

(1) Qualifications

i General

Candidates must meet the requirements in the areas of "a. Spiritual Experience", "b. Statement of Faith" and "c. Bible Knowledge" as set out in By-Law I, 1 (1) of this Section.

ii Educational

Candidates must have at least a Certificate III of Biblical Studies from the Alliance College of Australia or its equivalent from a recognised institution. Those who do not meet the above educational requirements may be considered by the National Board on an individual basis. (NB 96/79)

Applicants are required to undertake the subject "Alliance History and Thought" through the Alliance College of Australia. (NB 02/20)

5. PASTORAL WORKER

(1) Responsibilities

The Pastoral Worker is responsible to the Pastor and shall attend the meetings of the Board of Elders to report on her areas of responsibility.

Under the direction of the Pastor and the Board of Elders, the Pastoral Worker shall be an active member of the church's pastoral team and shall engage in public ministries of teaching, pastoral care, worship, evangelism and discipleship. She shall be paid a salary commensurate with the time she is involved in the ministry of the church.

(2) Requirements

- a. An applicant for Pastoral Worker must be genuinely converted, possess a vital faith and give evidence of both the fruit and power of the Holy Spirit in her life.
- b. She must subscribe to the Statement of Faith of the C&MA of Australia.
- c. The applicant must have a comprehensive knowledge of the Word of God.
- d. The Pastoral Worker shall, not later than 12 months after appointment, begin the full doctrinal examination before the Ordination Council. (NB 96/80)
- e. She must have held an Official Worker's License for a minimum of 12 months. (NB 09/30)

(3) Education

The minimum educational requirement is the Diploma of Theology from The Alliance College of Australia, although a Bachelor of Theology degree from this college is preferable. Applicants for this position without these educational requirements may be considered by the National Board on an individual basis.

Applicants are required to complete the following: "Alliance History and Thought" and the "Cross-Cultural Ministry Seminar" through the Alliance College of Australia and the "Leaders' Orientation Seminar" through the National Office.

6. HEADQUARTERS OFFICIAL WORKER

(1) Qualifications and Method of Appointment

The National Board shall appoint a Headquarters Official Worker to assist the President in the operation of the Society and to provide administrative support for the Property Trust. The President shall nominate a candidate for this position to the National Board.

The Headquarters Official Worker shall hold an Official Workers Licence.

(2) Job Description

Assist the President in the overall pastoral care of members and workers of the C&MA and in promoting the teaching and propagation of its beliefs. Within that overall responsibility he is to be responsible to the President for:

- a. Caring for any ministry matter assigned by the President
- b. Caring for any local church matter assigned by the President.
- c. Serving the churches by providing stewardship ministries.
- d. Serving the churches concerning legal, salary, insurance and taxation for the workers of the C&MA.

- e. Handling details for the Pastors retreat, missionary conventions, General Council and other major events.
- f. Establishing and maintaining estate planning and Alliance Development Fund for the C&MA.
- g. Assisting in the planning & handling of the society's resources.
- h. Liaising with the Property Trust on matters dealing with the properties of the C&MA.
- i. Handling any legal details in conjunction with solicitors.

7. CALLING PASTORS

- 1) When a pastor wishes to resign from a charge, or when a church desires to seek a pastor, notice is to be given to the National Board through the President by letter.
- 2) The Elders of a church seeking a pastor should contact the National Board through the President, who will present suggestions and information re pastoral personnel who may be approached by the church.
- 3) It is requested that Boards of Elders send copies of their letters to the President when they communicate with various pastoral prospects.
- 4) It is advised that churches avoid turning the pastor-calling procedure into a contest between pastors and that wherever possible only pastors whom the church leaders feel to be viable possibilities be asked to candidate. In so far as it is possible, each pastor should be considered as to his suitability to meet the demands of the ministry of the church rather than being considered in comparison with other pastors.
- 5) No pastor is obligated to accept a call to any church where he has been asked to candidate.
- 6) No church is obligated to issue a call to any pastor whom they have invited to candidate.
- 7) Candidating pastors are to be granted the opportunity of meeting with the Board of Elders and Board of Deacons so that there can be the full and mutual exchange of questions and information to the satisfaction of all parties. The question of housing and finance should be fully aired and understood at this time. This should include the following basic items:
 - * Removal expenses
 - * Stipend
 - * Car allowance
 - * Housing
 - * Utilities
 - * Policy re annual leave
 - * Number of Sundays pastor may minister elsewhere and who provides honorarium for visiting speakers
 - * Policy of review of stipend and expenses in the light of rising living costs
- 8) It is recommended that a candidate preach at least twice in the hearing of the congregation upon the occasion of his candidating ministry to the church.
- 9) The Board of Elders should vote on each candidate and, if there is a strong vote in favour of a candidate, a congregational meeting will be held at which time the recommendation of the Board of Elders shall be put to the membership for a vote.
- 10) When the membership votes to extend a call to a pastor, the Board of Elders should immediately communicate with the pastor by letter.
- 11) A pastor who receives a call to a church should communicate his response by letter to the Board of Elders as soon as possible, with a copy going to the President.
- 12) When a church has received a positive response to its call to a pastor, the Board of Elders shall communicate by letter with the President who will then seek final approval of the proposed appointment from the National Board. A new pastoral appointment shall not be considered final until it is approved by the National Board.

13) A pastor shall announce his resignation to the Board of Elders first of all, and then in consultation with them give notice to the congregation approximately one month prior to his leaving.

14) With respect to the calling of assistant pastors, the following courtesies and suggestions should be adhered to:

The pastor of the church should have the major voice in the nomination of an assistant.

15) It is strongly recommended that the majority for those voting to call a pastor should be 85%.

8. SECONDED WORKERS

The National Board may upon request second workers to a ministry beyond the denomination. The following conditions apply to such a license:

1) Written report shall be submitted to the board twice per year prior to the May and November National Board meetings.

2) Seconded Workers shall attend Pastors' Forum and/or Council at least once every two years.

II REQUIREMENTS FOR ORDINATION

1. THE ORDINATION COUNCIL

An Ordination Council shall be appointed by the National Board at its first meeting following each Annual General Council.

The Ordination Council shall supervise studies, examine and ordain candidates for the Christian ministry.

Ordination Council members shall be appointed for a term of three years with one third being appointed annually.

2. PREREQUISITE QUALIFICATIONS

(1) Spiritual Experience

An ordination candidate must have been genuinely converted and possess a vital religious experience.

He should give clear evidence by his life of being wholly consecrated to God and having definitely received the infilling of the Holy Spirit and His enduement of power for service. The candidate's call to the ministry needs to be clear and decisive.

(2) Education

Candidates for ordination with The Christian and Missionary Alliance must complete the Bachelor of Theology degree at the Alliance College of Australia or its equivalent from an institution approved by the Ordination Council.

Where a candidate has a degree from an institution other than the Alliance College of Australia, he shall be required to study the subject, Christian and Missionary Alliance History and Thought.

Those who do not meet the above educational requirements for ordination may be considered by the National Board on an individual basis (NB 96/82)

(3) Pastoral Experience

Candidates for ordination must have successfully completed two years of pastoral ministry as a pastor, associate pastor, or assistant pastor. Where the ministry is other than that of pastor, then

this ministry shall be approved by the Ordination Council in consultation with the pastor and Board of Elders of the local church concerned.

(4) Oral Doctrinal Examination

The candidate for ordination will appear before the Ordination Council to be examined by its members concerning the candidate's spiritual experience, call to ministry, doctrines of the faith and Alliance thought and practice. Candidates may be required to complete further assignments in the form of book reports and essays at the discretion of the Ordination Council.

(5) Alliance History and Thought

Candidates for ordination need to complete the subject of "Alliance History and Thought" through the Alliance College of Australia.

3. CREDIT TOWARD ORDINATION

- 1) Men who are serving exclusively as Ministers of Music and/or Youth or Directors of Christian Education do not qualify for ordination.
- 2) Theological students who may be serving a pastorate while still attending school may receive up to one year's credit towards ordination. This does not apply to pastors taking special studies.
- 3) When the ministry of a candidate is interrupted for further theological training, credit may be given at the discretion of the National Board and the Ordination Council.
- 4) When a pastor at the beginning of his ministry finds it necessary to supplement his income by secular work, the matter of full or partial credit toward ordination shall be left to the discretion of the National Board and the Ordination Council.
- 5) Candidates for ordination who are serving independent or denominational churches under the supervision of the National Board must give full proof of their ministry by at least two years' service acceptable to the National Board.
- 6) Unordained ministers coming into our movement from other groups shall fulfil the Ordination Preparation Requirements.
- 7) Ordained ministers of other recognised denominations joining our Society shall complete the required reading course for ordination and read the Manual of The Christian and Missionary Alliance of Australia. Their ordination may be sustained by the Ordination Council and the National Board.
- 8) Men serving as assistant pastors shall be given credit for up to one year toward ordination. Such an assistant shall have one additional year of pastoral responsibility before becoming eligible for ordination.

3.1 FRATERNAL ORGANISATIONS

Requests from fraternal organisations, who do not ordain their pastors, desiring ordination for them by The Christian and Missionary Alliance of Australia shall be directed to the Ordination Council. Each request shall be dealt with on its own merits.

3.2 EXCEPTIONS

The National Board may authorise exceptions to the general rules when it shall be considered wise. When circumstances require it, international worker candidates may be ordained who have not fulfilled the necessary two-year requirement for ordination.

3.3 REQUEST FOR ORDINATION

The candidate's ordination must be requested by either his church or the National Board.

3.4 ORDINATION SERVICE

After the National Board has approved the recommendation of the Ordination Council that the candidate for ordination should be ordained, an ordination service will be scheduled under the leadership and guidance of the Chairman of the Ordination Council in the presence of the members of the Ordination Council, and the candidate's congregation and friends. A Certificate of Ordination will be supplied through the President's office. (NB 96/83).

3.5 AMENDMENT CLAUSE

Amendments to this document may be made by the National Board.

4. TIME OF ORDINATION

Accredited pastors and accredited evangelists will normally complete the requirements for ordination within three years after the completion of their educational requirements. The date for ordination will be determined in conjunction with the local church. Normally this would occur within two to four years after commencing the ordination process.

Generally only ordained pastors will be recommended as Registered Ministers of Religion authorised as marriage celebrants. Under unusual circumstances the National Board may consider recommending someone who is not ordained to become a marriage celebrant.

III DUTIES OF THE SOCIETY'S OFFICERS

1. PRESIDENT

(1) Job Description

i Personnel

- * Responsible to ensure that all official workers receive pastoral care.
- * Oversee and coordinate the activities of all Society officers.
- * Process applications for pastoral candidates.
- * Process pastoral transfers.
- * Process applications for candidates for international worker service.
- * Responsible for all matters of discipline involving pastors.

ii Development of the ongoing vision

- * Responsible to keep before the constituency the reason for our existence.
- * Oversee the promotion of missionary interests throughout the churches.
- * Oversee the promotion of evangelism throughout the constituency.
- * Oversee and coordinate church planting strategies.

iii Inter-entity relations

- * Ex-officio member of all special committees under the National Board.
- * Supervise the activities of the Area Coordinators.
- * Represent the National Board to the local churches.
- * Liaise with the Chairman of the Ordination Council and coordinate the processing of applicants for ministry.

iv Headquarters office

- * Oversee the preparation for Annual General Council.
- * Nominate Marriage Celebrants.
- * Liaise with the Treasurer in the preparation of the Annual Budget.
- * Liaise with the Division of International Ministries in Colorado Springs and the various mission Field Representatives regarding the appointment and ministry of Australian international workers.
- * Oversee the organisation of the annual missionary conventions.
- * Oversee the organisation of Annual Pastors Retreat.
- * Oversee the development and execution of the Christian Training Program.
- * Oversee and coordinate the activities of Headquarters staff.

v Public relations

- * Responsible to ensure that our public image is a true reflection of our mission, motives and methods.

vi Corporate communication

- * Represent the Society to the media, Government and other societies, missions and denominations.
- * Compile and present an Annual Report of the overall work of the Society to the Annual General Council.

vii Society policy

- * Responsible to formulate and propose major policy to the National Board.
- * Responsible to ensure that all agencies are operating according to the policies and procedures of the Manual.

(2) Transition Arrangements

The retiring incumbent is entitled to the salary for up to 3 months after the Council election in which he is not elected.

There will be a hand-over period to the new president of up to 4 weeks as agreed upon.

2. VICE PRESIDENT

He shall perform the duties of the President when the President is on leave or an extended absence overseas as requested by the President. In the case of the resignation or death of the President, he shall ensure the duties of the President are discharged until the next meeting of the General Council when a President shall be elected for the unexpired term.

3. SECRETARY

- * Recording Secretary of the National Board
- * Recording Secretary of the Annual General Council
- * Prepare and present the annual report of the National Board to General Council.

4. TREASURER

- * Oversee the financial records of the Society
- * Oversee the day-to-day financial matters of the Society Superannuation, workers' compensation for Society personnel
- * Recommend the annual budget to the National Board
- * Arrange for an annual audit of the Society's financial records

IV ESTABLISHMENT OF LOCAL CHURCHES

1. NATIONAL CHURCH PLANTING TASK FORCE

This Task Force will be appointed annually by the National Board.

(1) Responsibilities

- * Initiate cold starts.
- * Prepare recommendations for training and equipping of church planters.
- * Other relevant matters delegated by the National Office.

1.2 NATIONAL CHURCH PLANTING COORDINATOR

The National Church Planting Coordinator shall be appointed annually by the National Board.

(1) Job description

- * Chair National Church Planting Task Force
- * Communicate to all levels/churches
- * Recruit church planters
- * Provide coaching/mentoring for planters
- * Provide appropriate resources for planters
- * Oversee/coordinate the national church planting strategy
- * Mobilise intercessors

(2) Selection Criteria:

- * Ability to select/manage personnel
 - * Self-starter
 - * Administrative ability
 - * Leader
 - * Experienced church planter
 - * Ability to mentor/motivate
 - * Ability to communicate cross-culturally
 - * Public relation skills
- (NB 96/93)

1.3 CRITERIA FOR CHURCH PLANTING APPROVAL BY THE NATIONAL BOARD

- 1) Proposal to be prepared in accordance with the Church Planters Toolkit and in conjunction with the C&MA consultant
- 2) The National Church Planting Task Force will attach their comments/recommendations to the proposal
- 3) Church planter to have team of prayer intercessors in place prior to plant
- 4) Church planter to recognise that he will operate with a coach.

1.4 CRITERIA FOR SELECTING CHURCH PLANTERS

(1) Essential personal characteristics

- * evidence of a strong faith (intimacy with God, doctrinal agreement, etc.)
- * consistent character and godly maturity
- * agreement of the spouse

(2) Talents (as identified by the IDAK instrument)

- * "Initiating/developing" gift, except in daughter church situations where a core group already exists - then there should be a strong "managing" or "planning" talent
- * An up-front communication talent: "public speaking", "teaching" or "giving presentations"
- * The "multi-relational" talent is ideal but "familiar-group" is acceptable
(NB 99/24)

1.5 GUIDELINES FOR THE ALLOCATION OF THE CHURCH PLANTING AND GROWTH FUND

- 1) Mother church and/or church planter to be committed to the values and policies of the C&MA of Australia, Inc.
- 2) Church planter to be approved by the National Board.
- 3) The planter/church to prepare a submission re need and submit via the National Church Planting Task Force to the National Board.
- 4) Any monies approved by the National Board will be paid to a church account and not to personal accounts.
- 5) The National Church Planting Coordinator may submit a request for his expected Church Planting related phone and petrol expenses to the National Office for approval.
- 6) Any funds approved will be on a lump sum basis, with a report of the expenditure to the National Board.
- 7) Church plants up to four years old may be considered eligible for support.
- 8) Notwithstanding the above guidelines, the National Board will allocate funds on a need basis.
- 9) Monies shall be used for church development in the following ways:
 - Providing consultants and consultancy teams to work with a church. This will include travel/airfares, consultant fees etc.
 - Provision of a subsidy scheme for the following:
 - Coaching of pastors and church leadership teams
 - Continuing education for our pastors. This will particularly relate to training courses enhancing church development (eg courses and seminars in evangelism, leadership development of pastor and church leaders, church health, church planting etc.)
 - Any other appropriate projects that contribute toward church health as determined by the National Board."

Pastors' salaries will not be paid out of the Growth Fund. To ensure ownership of training or assistance given to the local church, the local church will be expected to contribute to the costs involved.

2. CONSTITUTION FOR DEVELOPING CHURCHES

Preamble

The Christian and Missionary Alliance believes that the local church is the visible organised expression of the Body of Christ and that the local congregation finds broader meaning and ministry in fulfilling its Biblical responsibilities within the life and witness of the larger body of the denomination.

Each Christian and Missionary Alliance church is an integral part of the national and worldwide fellowship of the Alliance and is united in governance, fellowship and service to promote unity of faith in the fullness of Jesus Christ as Saviour, Sanctifier, Healer and Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance of the Holy Spirit.

A developing Alliance church shall consist of a body of believers which has adopted and adheres to the Constitution for Developing Churches, and which meets regularly at an established time and place under the direction of a leader appointed by the National Board for the purpose of worship, evangelism, edification, and fellowship, with the objective of becoming a fully organised church of The Christian and Missionary Alliance.

This Constitution for Developing Churches has been established by the National Board, and each developing church of The Christian and Missionary Alliance shall be governed by this constitution until it is organised under the Constitution for Local Churches as it appears in the Manual of The Christian and Missionary Alliance.

2.1 NAME

This church shall be known as the _____ Church of the Christian and Missionary Alliance of Australia.

2.2 MEMBERSHIP

Qualification for membership shall consist of the following:

- * Confession of faith in Jesus Christ and evidence of regeneration.
- * Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.
- * Acceptance of the doctrines of the Lord Jesus Christ as Saviour, Sanctifier, Healer and Coming King.
- * Full sympathy with the principles and objectives of The Christian and Missionary Alliance of Australia and cooperation by systematic support of its work.

2.3 ORDINANCES

Baptism by immersion is recognised as a Scriptural ordinance.

The Lord's Supper shall be administered regularly.

2.4 ADVISORY COMMITTEE

An advisory committee shall be appointed annually and consist of the pastor, elders (if available), treasurer, missionary treasurer and such other officers as the Pastor with the Area Coordinator may appoint, and shall be amenable to the President. It shall hold monthly meetings for prayer and business and shall report to Headquarters monthly.

2.5 PASTOR

The pastor of the church shall be appointed for a fixed term (Council 1993) by the National Board in consultation with the Area Coordinator. He shall be under the supervision of the Area Coordinator and amenable to the President. The pastor may resign from the church by giving due notice of his intentions to the President. The National Board may ask for the resignation of the pastor in consultation with the Area Coordinator. In consultation with the advisory committee the Area Coordinator shall determine the pastor's support.

2.6 ELDERS

Men meeting the scriptural requirements for eldership may be appointed as elders by the Area Coordinator upon the recommendation of the pastor. Elders shall assist the pastor in leadership and oversight of the spiritual ministries of the church. They shall, with the pastor and Area Coordinator, constitute the committee on membership and discipline.

2.7 DUTIES OF OFFICERS

(1) Pastor

The pastor shall have general oversight of the work of the church in conjunction with the Area Coordinator. He shall be chairman of the advisory committee and member ex-officio of all committees. When the church has no pastor, the Area Coordinator shall have the oversight of the work and shall appoint an interim chairman of the advisory committee who shall preside at the business meetings.

(2) Secretary

The secretary shall keep minutes of advisory committee meetings.

(3) Treasurer

The treasurer shall receive all monies of the church and shall pay all bills on the order of the advisory committee. He shall keep proper records of all transactions. The Area Coordinator/Pastor shall determine where funds of the church shall be kept.

(4) Missionary Treasurer

A missionary treasurer shall be appointed who together with the treasurer shall count all monies. The missionary treasurer shall receive all missionary monies and forward the same to the treasurer of the C&MA at Headquarters fortnightly.

2.8 CHURCH FINANCES

- * All offerings including Faith Promise monies are to be counted and recorded by two church members. These should preferably be advisory committee members.
- * All monies received are to be deposited as soon as possible in accounts approved by the Advisory committee.
- * All disbursements from church accounts are to be made by a method that transfers funds directly into the account of another financial institution or company. This must result in an auditable record maintained by the bank or financial institution holding the church's account. Examples of such methods include cheque, direct debit, Internet banking and Bpay. Cash withdrawals are permitted only within the operation of a petty cash system which is recommended with a maximum amount of cash held as petty cash determined by the Advisory Committee. All receipts/dockets paid using petty cash should be kept together with the petty cash. The total amount on all receipts and amount of cash left should always add up to the maximum amount of petty cash kept.

The Advisory Committee shall determine the number of signatories for each church account, in accordance with the number required by the bank or financial institution for it to permit operations on

the church's accounts. All non-regular payments/transactions on the accounts should be handled by at least two people who are not husband and wife, or close relatives.

The Advisory Committee shall receive a monthly profit and loss statement and balance sheet in accordance with normal accounting practice. The treasurer should be available to explain the financial reports if needed. It is also recommended that a monthly Bank Reconciliation Report which shows the account activity (where bank statements and reconciliation reports for each bank account are compared to the balance sheet) is provided for two members of the Advisory Committee to sign off on, as evidence that the financial statements reflect the actual activity in the bank accounts. Source documents such as tax invoices, receipts, etc should be kept where legally required and also to keep a good audit trail. (NB 04/23, NB 14/30)

* All financial records are to be retained for a minimum period of seven years or longer where State or Federal laws require.

* An auditor with suitable accounting qualifications and external to the Advisory Committee shall be selected by the Advisory Committee. (NB 02/48)

2.9 RECORDS

The official records of the church and all of its departments are the property of the church. All financial records shall be audited annually or at any time on order of the Area Coordinator. In the event of the death or resignation of the incumbent, or upon the appointment of his successor, the current records necessary for fulfilling the obligations of the committee member shall be passed on to the newly appointed member. All records other than current shall be kept in a safe repository selected by the advisory committee.

2.10 PROPERTY

This church is connected with and subordinate to The Christian and Missionary Alliance of Australia Incorporated, the parent religious denomination. It is strongly recommended that titles to property, appurtenances and effects shall be held under a Deed of Trust by The Christian and Missionary Alliance of Australasia Property Trust.

2.11 GOVERNMENT

The advisory committee shall conduct the affairs of the church and is amenable to the Area Coordinator/Pastor. There shall be a general congregational meeting held annually, at which time reports of all departments shall be presented, including audited reports of the treasurer. Notice of appointment of officers and members of the advisory committee shall be given at this meeting, and all actions passed shall be subject to ratification by the Area Coordinator/Pastor.

2.12 MISSIONARY CONVENTION

A missionary convention shall be held annually for the promotion and support of the worldwide work of The Christian and Missionary Alliance. At this time a Faith Promise for The Great Commission Fund shall be received.

2.13 NON-PROFIT CLAUSE

The assets and income of the church shall be applied solely in furtherance of the church's objectives to stress the fullness of Christ in personal experience, build the Church and preach the Gospel to the ends of the earth, and no portion shall be distributed directly or indirectly to the members of the church except for charitable gifts or as bona fide compensation for services rendered or expenses incurred on behalf of the church.

2.14 DISSOLUTION CLAUSE

In the event of the church being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to The Christian and Missionary Alliance of Australia Incorporated, the parent religious body, to be used as determined by the National Board; or if the Christian and Missionary Alliance of Australia Incorporated does not exist the assets must be given to another entity with similar purposes which is not carried on for profit or gain of its individual members.

2.15 AMENDMENT CLAUSE

These regulations may be amended from time to time by the National Board.

2.16 BY-LAWS

Local by-laws not in conflict with the provisions of these regulations may be adopted by the advisory committee and approved by the Area Coordinator. A copy of such by-laws shall be filed with Headquarters.

3. PROCESS TOWARDS AN ORGANISED CHURCH

The following is to give church planters some broad guidelines to assist them in bringing new works to the place where they may receive recognition as Organised Churches of The Christian and Missionary Alliance of Australia.

3.1 CHURCH PLANT TO DEVELOPING CHURCH (NB 02/47)

(1) Receiving Members Prior to Formal Organisation

Pastors are encouraged to seek the commitment of their adherents to membership in The C&MA well before the issue of organisation comes to fruition. The screening of such candidates can be accomplished in one of several ways:

- * By the pastor and Area Coordinator doing the screening of the very first candidates (NB 02/47)
- * By the pastor borrowing a couple of Elders of another C&MA church in the area for the first interview sessions
- * By thereafter the pastor inviting one or more of his more mature, new members to co-operate with him in such interviews of further candidates, or the pastor may ask his advisory committee members to fulfil this function

(2) Recognition of a Developing Church

When a group of believers gets beyond the prayer meeting or home Bible study phase and shows definite promise of developing into a church, at the discretion of the pastor and at the request of the group, application may be made to the National Board that they be recognised as an Developing Church of The C&MA. There must be common agreement within the group that this is the direction in which they should proceed and that they can comply with the Regulations for Developing Churches. Keep in mind that, according to the provisions of our present legislation, Developing Churches are permitted representation at our Annual General Councils.

(3) The Advisory Committee

As soon after the beginning of a work as possible, the pastor with the Area Coordinator should institute an advisory committee in accordance with the Regulations for Developing Churches. One of the very first responsibilities which should be turned over to someone else is the handling of finances. It is recommended that not only two people be appointed to this task - a Treasurer, and a Missionary Treasurer or Assistant Treasurer - but that the pastor keep his name as one of the signatories on account at the bank and that two signatures be required for the issuing of cheques. It is stressed again that members of this advisory committee should serve by the invitation and appointment of the pastor with the Area Coordinator in charge of the work and that it be made clear that this is a temporary appointment which may be terminated at any time and certainly when official organisation takes place.

3.2 DEVELOPING CHURCH TO ORGANISED CHURCH

(1) Requirements For Recognition as an Organised Church

In order to be recognised as an organised church of the C&MA of Australia, a developing church must

- * be able to fulfil the requirements of the Constitution for Local Churches
- * Have at least 20 members
- * Have at least 2 elders who, along with the pastor, constitute a Board of Elders (NB 02/47)

(2) Proceeding Toward Organisation and Recognition

Here are the steps that a pastor and his people may follow to proceed toward official organisation:

- 1) Inform the National Board by letter to the President of the intention to organise. If the pastor foresees any problems at this point he should seek advice and direction from the President.
- 2) Set the date of the inaugural organisational meeting of the congregation and appoint a Nominating Committee of four plus the pastor which should meet at least one month prior to the congregational meeting. The committee will follow the procedure set forth in the Constitution for Local Churches under Article VIII - Nominating Committee, plus any other procedural qualifications they may want to impose through their own by-laws. The pastor shall serve as chairman of this Nominating Committee. (NB 02/47)
- 3) The nominating procedure shall be as follows:
 - a. The Nominating Committee shall present at least one name for each office to be filled, securing the agreement of each nominee before the list is posted.
 - b. The list of nominees should be posted at least three Sundays prior to the congregational meeting either on a bulletin board or in the Sunday bulletin, and the pastor should bring the matter publicly to the attention of the membership in his announcements from the pulpit.
 - c. Only members of The C&MA meeting in that local congregation about to be organised have the right to nominate, to be nominated, and to elect officers or to enact any of the business of the church.
 - d. After the report of the Nominating Committee has been posted on the first of the three Sundays, the membership shall be invited to submit to the Committee any further nominations they may have for any of the offices. Nominations should be submitted in writing with the affixed signatures of both the nominator and the nominee. This may take the following form:

"I hereby present in nomination Mr./Mrs./Miss _____
to serve in the office of _____

(Nominator)

(Nominee)

All further nominations from the membership shall be submitted to the Nominating Committee before the Sunday prior to the inaugural organisational meeting so that nominations may be considered closed and the final slate of nominees posted on that day. No further nominations are to be permitted beyond that final Sunday before the congregational meeting.

4) Actions to be taken by the inaugural, organisational meeting of the congregation:

There may be other issues which you may well want to bring up at this meeting such as the financial needs of the church, the proposed building program, a report of the pastor with his projection for the future of the work, etc., but the following are the minimal requirements for actions which must be taken in order to proceed toward organisation and recognition:

The pastor will chair the meeting, appoint a recording secretary, and then proceed -

- a. The membership must adopt a resolution in which it goes on record as adopting the Constitution for Local Churches of The C&MA of Australia and requesting recognition by the National Board of the Society. The wording of such a resolution may be as follows:

"**Resolved** to adopt the Constitution for Local Churches of The Christian and Missionary Alliance of Australia and to request the National Board to officially recognise our congregation as an Organised Church of The C&MA."

- b. "The name of the church should be established by formal resolution, which becomes part of the Constitution for Local Churches under Article 1 - Name." It would be wise for the advisory committee to previously agree upon and then present its recommendation for a name to the congregational meeting. The resolution may then read:

"**Resolved**, that the name of this Church shall be _____ Church of The Christian and Missionary Alliance of Australia". It is preferable that the word "Alliance" appears in the name. Even though for legal purposes this full name must be used, the congregation can use an abbreviated name for advertising to the public, e.g. "The Forest Alliance Church".

- c. The membership shall elect its officers.

- d. The recording secretary of the meeting should list in the minutes all the names of the foundational membership and this listing should be adopted by resolution:

"**Resolved** that the following persons shall constitute the foundational membership of the _____ (name of church)

- e. The Pastor should then send a copy of the minutes of the congregational meeting to the President with a covering letter requesting the National Board to take the appropriate action in response to the request of the church for recognition as an Organised Church of The C&MA.

- f. The matter of official recognition shall not be considered final until the National Board has been satisfied that all the requirements have been met and indicates its approval by formal resolution in its minutes. (BOM 76/54 addendum)
- 5) It is expected that Developing Churches will proceed to Organised Church status within 5 years.
(NB 02/47)

4. GUIDELINES FOR AFFILIATED CHURCHES

Churches wishing to affiliate with the C&MA must fulfil the following requirements:

1. They fully endorse and accept the doctrinal statement of The Christian and Missionary Alliance.
2. The pastor of an affiliated church must be licensed by the National Board.
3. The church shall hold annually a C&MA missionary convention, or the C&MA be included in its established annual missionary convention and faith promise.
4. The church shall send (where possible) their licensed worker(s) to the General Council with full voting rights and Pastors' Retreat annually.
5. The church shall contribute to the National Contribution Scheme.
6. The church shall sign an 'Affiliated Church Covenant' approved by the National Board.

5. ELDERS AND ELDERSHIP TRAINING

One of the keys to the growth and development of any church is the size and quality of the church's leadership base. A church can only flourish when it has adequate leaders. The key leaders in a local Alliance church are the elders. Therefore ensuring that elders are well trained is vital. The Alliance College of Australia provides training that is suitable for church leaders in general, and for elders specifically. We strongly encourage churches to ensure that elders are trained for the ministry of leading God's church.

To assist in the training and choice of future leaders, the Pastor or the Board of Elders may appoint 'Trainee Elders' for a 12 month period. This position is not required but may be valuable to some churches. If the Pastor chooses to utilise Trainee Elders, they will minister under the supervision of the Chairman of the Board of Elders. If the candidates prove appropriate, they could be available for election the following year as a regular elder for a normal 3-year term.

V THE ALLIANCE COLLEGE OF AUSTRALIA

1. BY-LAWS

1.1 GOVERNING COMMITTEE

(1) Membership

- a. As defined in the Rules of Association.
- b. Members shall be appointed annually by the National Board of The Christian and Missionary Alliance to serve by calendar year.
- c. The Governing Committee shall not be less than six (6) in number.

(2) Authority and Responsibility

The College Governing Committee is responsible to the National Board of The Christian and Missionary Alliance. Its primary responsibility is to carry out the purpose and objectives of The Alliance College of Australia as stated by the Constitution and By-Laws. Within the framework of the stated purposes and objectives of the College, the Governing Committee has delegated to it by the National Board of The Christian and Missionary Alliance the responsibility of framing and executing overall policy which will govern the program of the College. The Governing Committee is responsible for raising funds for the College, property management, appointments to the teaching and administrative staffs, the fixing of charges and fees, curriculum, admission and graduation requirements, and policies affecting student life and activities. Through its Chairman the Governing Committee will submit regular reports to the National Board of The Christian and Missionary Alliance.

(3) Frequency of Meetings

The Governing Committee shall meet not less than twice a year to receive the report of the Principal, deliberate on the business at hand and consider the financial statement prepared by the Business Office.

(4) Quorum

A majority of the membership of the Governing Committee shall constitute a quorum of any business meeting.

(5) Resignations, Dismissals and Filling of Vacancies

- a. In the event of a vacancy being created on the Board through death, resignation or dismissal, the National Board of The Christian and Missionary Alliance shall appoint a replacement who will fulfil the remainder of his predecessor's unexpired term.
- b. The National Board has the power to dismiss any member of the Governing Committee of The Alliance College of Australia.

1.2 PRINCIPAL

- 1) The Principal of The Alliance College of Australia shall be nominated by the Governing Committee and elected by the National Board. The term of service shall be three years.
- 2) He shall be a member of the Governing Committee but not its chairman.
- 3) He shall be responsible to the Governing Committee.
- 4) As the chief administrative officer of the College he shall be responsible for:

- * The general functioning and oversight of the College in accordance with the Constitution and its By-Laws, and directives of the National Board.
 - * Reporting to the Governing Committee at its regular meetings all matters pertinent to the College. He is the representative of the Governing Committee and all official matters between the College and the Governing Committee must pass through his office.
 - * The management of all institutional funds, in accordance with budgetary policies established by the Governing Committee.
- 5) He shall be responsible for promoting spiritual growth and developing leadership qualities in all members of the College community.
 - 6) He shall be responsible for the implementation and management of all non-academic affairs.
 - 7) He shall be responsible for the supervision of Administrative Assistants.

1.3 ACADEMIC DEAN

- 1) The Academic Dean shall be appointed by the Governing Committee. The term of service shall be three years.
- 2) He shall be responsible to the Principal.
- 3) He shall be responsible for:
 - * Implementation and management of all academic policies and programs
 - * The continuing professional development of faculty members
 - * The organisation and development of the library

1.4 ADMINISTRATIVE ASSISTANTS

- 1) Administrative Assistants shall be appointed by the Principal.
- 2) They shall be responsible to the Principal.
- 3) Specific duties shall be assigned by the Principal.

1.5 FACULTY COMMITTEE

- 1) The Faculty Committee shall consist of the Principal, Academic Dean and all full-time lecturers.
- 2) The Principal shall serve as its chairman.
- 3) A majority of the Faculty membership shall constitute a quorum at any business meeting.
- 4) The faculty shall meet regularly and keep a record of its proceedings.
- 5) The Faculty Committee shall be responsible for all matters referred to it by the Principal or Academic Dean.
- 6) The Faculty Committee will serve in an advisory capacity to the Principal and Academic Dean.

1.6 AMENDMENT CLAUSE

These By-Laws may be amended by the National Board of The Christian and Missionary Alliance by a two-thirds majority vote of members present at any regular business meeting, prior notice having been served the members no less than two (2) weeks before the meeting.

The College Governing Committee may adopt its own By-Laws which are not in conflict with the Rules of Association, and the Constitution and By-Laws set forth in this document.

2. STUDENTS

- 1) The National Board shall send a sub-committee of one man or more to the College each year to interview informally those students who anticipate service with The Christian and Missionary Alliance of Australia.
- 2) We recommend to the Canberra C&MA churches that they adopt a By-Law which would grant students who are members of C&MA churches elsewhere the full rights of membership while residing in Canberra without the students being obligated to transfer their membership from their home churches. Persons in this special category will be called "Student Members" and will only be counted in the annual statistical church reports by the home churches from whence the students have come.

VI THE PROPERTY TRUST

1. AIMS AND OBJECTIVES

- 1) To hold, through ownership in its own right, on behalf of the C&MA of Australia, property to be used in connection with the work of The Christian and Missionary Alliance.
- 2) To provide assistance to churches and other ministries within The Christian and Missionary Alliance in the raising of finance for the acquisition of properties.
- 3) To obtain finance and insurance (and any other such service) on attractive terms by the pooling of resources.
- 4) To provide a centralised resource for assisting local churches and other ministries within the C&MA for advice on matters associated with property including construction, finance, insurance and feasibility analyses.
- 5) To administer the allocation of SCOPE funds and to provide such analyses of requests for SCOPE funds as may be requested by the National Board.
- 6) To assist churches and other ministries with funds through the revolving loan fund as approved by the National Board.

2. THE REVOLVING LOAN FUND

- 1) Until otherwise decided by the National Board of The Christian and Missionary Alliance of Australia (herein called "The Board") and The Christian and Missionary Alliance of Australasia Property Trust (herein called "The Trust"), loans from the Revolving Loan Fund (herein called "The Fund") shall be made only for the purpose of providing for church sanctuaries and Sunday school educational facilities.
- 2) Until otherwise decided by the Board and the Trust no gifts of money shall be made from the Fund.
- 3) The Board shall assess and approve all church development programs and loans. Any two members in addition to the President, and any additional experts the Board may decide to co-opt for any specific project, shall make an assessment and report their decision to the Board. In making such assessment such assessors shall have regard in particular to the following matters, namely:
 - * Development site
 - * Potential for present and future outreach and growth
 - * Building plans
 - * Financial capability of the local church including weekly income, prior financial commitments and debts and the like, and
 - * Such other matters which the assessors regard as relevant in all the circumstances of the case.

- 4) All loans from the Fund shall be secured preferably by a first registered Mortgage over the church property on which the building(s) are to be erected, but where there is a first Mortgage in existence the Trust may accept a second registered Mortgage.
- 5) Church buildings on which loans are made must be adequately insured in the names of the owner (i.e. certain Trustees appointed by the local congregation), the Bank as first Mortgagee (where a Bank loan has been obtained on such security), and the Trust as first or second Mortgagee as the case may be. The cost of all such insurance shall be for the account of the local congregation concerned and copies of the insurance policies in the appropriate names and interests shall be held by the respective owner, Bank and Trust.
- 6) The Trustees of the local church which has borrowed from the Fund shall not incur any other indebtedness nor give any other Mortgage without the prior written approval of the Board and the Trust.
- 7) The term of any loan shall be a maximum of seven years. At the end of this period the local church shall refinance its remaining debt to the Trust and pay back to the Trust all money owing. If funds are available, at the discretion of the National Board, the remaining debt may be refinanced by the Trust. The rate of interest charged shall be 10% or such other rate as shall, from time to time, be determined by the Board and the Trust computed annually on the remaining principal. Repayments shall follow the following schedule:

First year	Monthly payments of interest
Second year	Monthly payments of interest
Third year	3% of original principal + interest in monthly instalments
Fourth year	4% of original principal + interest on remaining principal in monthly instalments
Fifth year	5% of original principal + interest on remaining principal in monthly instalments
Sixth year	6% of original principal + interest on remaining principal in monthly instalments
Seventh year	7% of original principal + interest on remaining principal in monthly instalments

(Refinancing during seventh year.)

At any time the church may pay back any amount of money above the designated percentage of the principal, thereby reducing the interest.

- 8) The Board and the Trust approve of the principle of the Trust accepting from members and friends of The Christian and Missionary Alliance of Australia loans of money to the Fund in order to assist the growth of the Fund and the furtherance of its objectives.
- 9) The borrowing church shall provide and maintain 20% equity either in cash or in other assets which can be mortgaged to the Trust, provided however that at the discretion of the Board and the Trust the amount of such equity may be reduced below 20%.
- 10) After the Board has approved of a loan from the Fund to a borrowing church, such church shall take up the loan and proceed with the building project within twelve calendar months of the date of such approval, otherwise such loan shall be cancelled.
- 11) In the event of cancellation of a loan, the church concerned may reapply to the Board and, if so, the Board may reconsider such application for loan.
- 12) The Board shall at its discretion fix a ceiling on each loan applied for by a church.
- 13) Until otherwise decided by the Board and the Trust, the Trust shall maintain a minimum credit balance of \$4,000.00 in the Fund at call for the purpose of covering normal operating expenses and in order to meet potential emergencies.
- 14) Every application by a church for a loan must be accompanied by at least three building quotes provided however that at its discretion the Board may require more than three quotes.
- 15) In the event of a church failing to regularly maintain its repayments of principal and interest, no further loans shall be made to such church until the existing loan, both principal and interest, has been paid.

3. DEED OF COVENANT

DEED OF COVENANT BETWEEN THE NATIONAL BOARD AND THE TRUSTEES

"THIS DEED made the 18th day of May One thousand nine hundred and seventy one BETWEEN ROBERT THOMAS HENRY, WARWICK RICHARD DUNLOP and KENNETH ETTRICK CECIL GILLON, all of Sydney in the State of New South Wales (hereinafter with their respective successors and assigns called "The Trustees") of the one part AND the said ROBERT THOMAS HENRY, and the said WARWICK RICHARD DUNLOP and CHARLES DROPPA all of Sydney in the said State, ROGER JOHN RATTEN and COLIN RIDGEWAY LECOUTEUR both of Melbourne in the State of Victoria and FREDERICK JOHN O'BRIEN of Canberra in the Australian Capital Territory (hereinafter with their respective successors and assigns called "The Board") of the other part:

WHEREAS:

- A. The Trustees are the trustees for the time being of THE CHRISTIAN AND MISSIONARY ALLIANCE OF AUSTRALASIA PROPERTY TRUST(hereinafter called "The Trust") and, as such trustees, are responsible for the management of the Trust subject to the Memorandum and Articles of Association thereof and to the Companies Act, 1961;
- B. The Board constitute the National Board of The Christian and Missionary Alliance in Australia (hereinafter called "The Alliance") and, as such Board, are responsible for the management of the affairs of the Alliance subject to the General Constitution thereof, they being appointed by and responsible to the General Council of the Alliance which meets annually;
- C. The Board in the exercise of its powers and responsibilities is concerned as to the management and control of the affairs of the Trust inasmuch as the assets of the Trust include donations made by members of the Alliance;
- D. The Trustees are responsible to the members of the Trust for their management of the affairs of the Trust, but the members of the Trust comprise only a few members of the Alliance;
- E. The parties hereto have agreed to execute this Deed to enable the Board to determine matters of policy in respect of the assets of the Trust and to account therefore to the members of the Alliance;

NOW in pursuance of the premises and in consideration of the covenants herein contained, THIS DEED WITNESSETH as follows:

- 1) The Trustees covenant and agree with the Board that the Trustees will not purchase or otherwise acquire any interest in real estate without obtaining prior approval of the Board of such purchase or acquisition of interest.
- 2) The Trustees covenant and agree with the Board that the Trustees will not make any gifts or grants of money or other assets nor lend any money nor borrow any money nor mortgage any assets of the Trust without obtaining prior approval by the Board of such gift, grant, loan, borrowing or mortgage.
- 3) Notwithstanding clauses 1 and 2 hereof, normal management expenses of the Trust incurred by the Trustees shall not require prior approval by the Board.
- 4) The Trustees covenant and agree with the Board that the Trustees will, not later than 31st January in any year, deliver to the Treasurer of the Alliance a copy of the audited Balance Sheet and Accounts of the Trust for the calendar year immediately preceding such 31st January for presentation by such Treasurer to the General Council of the Alliance next following such 31st January.

IN WITNESS whereof the parties hereto have set their hands and affixed their seals the day and year first hereinbefore mentioned.

SIGNED SEALED AND DELIVERED by the said)
ROBERT THOMAS HENRY in the presence of:) (Sgd.) ROBERT HENRY
(Sgd.) A.E. HALL

SIGNED SEALED AND DELIVERED by the said)
WARWICK RICHARD DUNLOP in the presence of:) (Sgd.) W. R. DUNLOP
(Sgd.) A.E. HALL

SIGNED SEALED AND DELIVERED by the said)
KENNETH ETTRICK CECIL GILLON in the presence of:) (Sgd.) K.E.C. GILLON
(Sgd.) A.E. HALL

SIGNED SEALED AND DELIVERED by the said)
CHARLES DROPPA in the presence of:) (Sgd.) CHARLES DROPPA
(Sgd.) A.E. HALL

SIGNED SEALED AND DELIVERED by the said)
ROGER JOHN RATTEN in the presence of:) (Sgd.) ROGER J. RATTEN
(Sgd.) S.R. RATTEN

SIGNED SEALED AND DELIVERED by the said)
COLIN RIDGEWAY LECOUTEUR in the presence of:) (Sgd.) COLIN RIDGEWAY LECOUTEUR
(Sgd.) DONALD W. OPP

SIGNED SEALED AND DELIVERED by the said)
FREDERICK JOHN O'BRIEN in the presence of:) (Sgd.) JOHN O'BRIEN
(Sgd.) JOHN A. HARVEY

4. MANAGEMENT

4.1 METHOD OF OWNERSHIP OF PROPERTY

Because local churches are connected with and subordinate to the C&MA, the parent religious denomination, it is highly recommended title to property, appurtenances and effects shall be held by the C&MA of Australasia Property Trust.

4.2 FINANCING

Any borrowings by the Trust entered into to assist with the acquisition or extension or properties shall be entered into in the name of the Trust.

4.3 REPAYMENTS

Borrowings against church properties will be funded through the repayment of loans to the financial institution providing the funds.

4.4 TRUST'S INCOME

The Property Trust, through its pooled resources, is able to arrange finance at advantageous rates. Such benefits will be shared equally between the borrowing church and the Property Trust.

4.5 MAINTENANCE OF CHURCH PROPERTY

Churches whose property is held by the Property Trust shall bear all costs associated with holding and maintaining such properties.

4.6 DANDENONG VALLEY ALLIANCE FUNDS

If any funds are to be called upon from the Dandenong Valley Alliance Funds, there should be at least 90 days notice, if necessary, in order to allow time for funds to be raised from mortgages on the HQ building (NB/PT May 1999)

VII NATIONAL FINANCES

1. GENERAL

The books of Headquarters shall be open for inspection by any member or office of the society.

Major expenditures shall be approved by the National Board. The definition or level of major expenditure shall be set by the National Board.

All financial records shall be held for a period of 7 years.

All records other than current records shall be held in a safe repository selected by the National Board.

1.1 SUPERANNUATION SCHEME

A superannuation scheme has been adopted in conjunction with a death and permanent disability insurance scheme.

1.2 INVESTMENT OF SOCIETY FUNDS

We have established the principle of investing appropriate amounts of Society funds, the amounts to be determined from time to time by the Treasurer in consultation with the Board.

1.3 TRAVEL COSTS FOR NATIONAL BOARD INTERVIEWS

When the National Board requests an interview with a person, the cost of travel will be reimbursed by the Board; when a person requests a meeting with the National Board, that person will bear the cost of travel.

1.4 BANK ACCOUNTS

The National Board shall determine where funds are to be banked and must approve the opening of all accounts in the name of The Christian and Missionary Alliance of Australia.

- 1) All account names and account numbers shall be made available to the National Board.
- 2) Signatories to national accounts shall be approved by the National Board. The President shall obtain verification of the actual bank record of signatories after their submission to the bank.
- 3) All cheques shall be signed by a minimum of two signatories.
- 4) All cheques issued shall be stamped "Not Negotiable". No cash cheques shall be issued.

1.5 BOARD MEETINGS

The Treasurer shall present a current financial statement detailing expenditure and income, and the original bank statements to the regular meetings of the National Board. In addition to the Budget Variance and Balance Sheet, a detailed "Account History", listing all cheques and deposits, should be included.

1.6 BUDGET SUBMISSION

The Treasurer shall provide the national budget to the National Board 3 weeks prior to the budget meeting of the Board. The submission shall contain a comparison of the previous year's budget to actual expenditure listed next to the proposed submission amount. The submission shall detail salaries, benefits, operating costs, capital expenditure, contingencies, etc.

The National Office shall submit a detailed operating budget to the National Treasurer for inclusion in the National Budget submission to Annual Council.

1.7 CHINESE CHURCHES' GREAT COMMISSION FUND

20% of Chinese churches' Great Commission Fund will be distributed in three allocations; 8% for church planting and 8% for the Chinese Theological Training Program and 4% to support the Executive Secretary. (NB 96/107, 06/85).

1.8 CRITERIA FOR EXEMPTION FROM THE NATIONAL CONTRIBUTION SCHEME FOR BUILDING FUNDS

Money given to the following projects will be eligible for a 1 year exemption from the church's calculation of its obligation to the National Contribution Scheme:

- 1) Construction of new buildings for use by the church for any or all of the following: worship, Christian education, youth and/or children's activities, fellowship events.
- 2) Purchase of an existing building for the above purposes.
- 3) Purchase of land to build a building on for the above purposes
- 4) Remodelling or extension of an extension of an existing church facility for the above purposes.

In exceptional circumstances, churches may apply for a further 1 year exemption. (NB 01/26)

2. INTERNATIONAL WORKER SUPPORT

2.1 APPOINTMENT AND SUPPORT OF AUSTRALIAN C&MA INTERNATIONAL WORKERS

- 1) The C&MA of Australia may assign any of its international workers to a North American C&MA field, to be under the administration of that field.
- 2) The allowances, rent and certain field expenses shall be the responsibility of The C&MA of Australia, funds to be channelled through the North American Headquarters to the field.
- 3) The unspecified areas of these actions shall be worked out by the Australian National Board, the Field Executive Committee and the Regional Director.

2.2 LEVEL OF SUPPORT

As God provides, the level of support of Australian international workers is to be the same as that provided for North American international workers of the C&MA.

2.3 ALLOWANCE FOR FURLOUGHING INTERNATIONAL WORKERS

Allowances for Australian international workers on furlough shall be based on the Board's recommended support for Official Workers in Australia.

As furloughing international workers do not have a home church to meet the cost of fares and accommodation for attendances at Council and Pastors' Retreat, such costs shall be met from the national budget.

2.4 BAGGAGE ALLOWANCE

The baggage allowance to be paid by The C&MA of Australia for outgoing first term international workers and for all international workers after the first term is 450 kgs. for an adult and 113 kgs. for a child from home to port of departure; and 1.7 cubic metres for an adult and .70 cubic metres for a child from port to field.

In addition, The C&MA will pay baggage charges for first-term international workers on a refrigerator, a washing machine and required beds for a single person or a family.

2.5 EMERGENCY PROCEDURES RELATING TO AUSTRALIAN SUPPORTED INTERNATIONAL WORKER PERSONNEL IN THE FIELD

- 1) We believe that we should not take unnecessary risks with our personnel by leaving them in areas where there is a high possibility that they would be wounded, captured or killed. We believe that they should be withdrawn into secure areas and in time for such withdrawal.
- 2) We believe that such decisions are to be made by the administrative leadership of the field, and that the individual international workers should be relieved of the responsibility of making these decisions.
- 3) We request that the Division of International Ministries, Nth America, consult with the National Board of Australia, wherever possible when making major decisions affecting Australian supported international worker personnel.

2.6 APPROVED SPECIALS

- 1) All requested Approved Specials are to be approved by the Field Executive before submission to Australia.
- 2) Requests to be submitted in time for the General Meeting of the Field Executive.
- 3) Final approval will be given by the National Board.
- 4) All requests to include an estimated cost.
- 5) Each international worker couple may make one submission per year.
- 6) Funds in response to Approved Specials are to be sent to the National Office for distribution.
- 7) No Approved Specials to be promoted in local churches from August to November each year.
- 8) Approved Specials will be promoted by the National Board, in addition to international worker prayer letters.

2.7 MONIES SENT DIRECTLY TO INTERNATIONAL WORKERS

International workers are to promptly forward to the National Office for deposit in the Great Commission Fund, money received by them in excess of \$500 p.a., other than strictly personal gifts.

VIII ANNUAL CHURCH EVENTS

1. MISSIONARY CONVENTIONS

Missionary Conventions shall be held in the months of September and October, and international workers shall be brought direct from the field mid-term in co-operation with the Division of International Ministries, Nth America.

2. ALLIANCE COLLEGE SUNDAY

One Sunday each year is designated as Alliance College Sunday in each church throughout the constituency for the purpose of promoting the ministry and support of The Alliance College of Australia. The particular Sunday will be determined by consultation between the Board of Elders and the Principal of the College.

IX NATIONAL STAFF ISSUES

1. OCCUPATIONAL HEALTH AND SAFETY

The overall objective of the employers is to prevent injury and work related disease by providing a safe and healthy working environment. Where work related injury or disease occur, arrangements will be made both to rehabilitate the worker and to provide advice on handling claims. This occupational rehabilitation policy is required by Section 15D of the Workers' Compensation Act 1951 to be developed and renewed in consultation with the health and safety committee (or relevant union) and/or the employees of this employer.

(1) Occupational Rehabilitation

When an accident occurs the Workers' Compensation Act 1951 as amended by the Workers' Compensation (Amendment) Act 1994, specifies that an employer shall provide an injured or diseased worker with occupational rehabilitation, at the employer's expense, in any instance where a worker is entitled to compensation for a work related injury or disease.

The purpose of occupational rehabilitation is to provide an early and safe return to work for workers suffering from work related injury or disease by:

- a. ensuring early access to occupational rehabilitation services;
- b. providing for consultation between workers, medical experts and where applicable any appropriate industrial union, to ensure that an occupational rehabilitation plan operates effectively; and
- c. by using the workplace as a necessary component in the occupational rehabilitation process.

This employer will take all reasonable steps to provide suitable duties to a worker returning from injury or illness.

(2) Rehabilitation Coordinator

A rehabilitation coordinator will be appointed by this firm to achieve the above aim. Confidentiality must be maintained over occupational rehabilitation records and interpreter services will be provided on request. It should be noted however, that failure by a worker to participate in occupational rehabilitation may cause compensation payments to be suspended or terminated.

A work related injury or disease should be reported and an accident form completed in the usual manner.

The rehabilitation coordinator will be available to:

- a. provide on request, advice on filling out workers' compensation forms;
- b. explain rights, obligation, benefits and occupational rehabilitation procedures to injured or diseased workers.
- c. ensure that any rehabilitation provided is engaged in consultation with the injured or diseased worker and given reasonable access to the workplace;

- d. assist in the development of an occupational rehabilitation plan where appropriate; and
- e. arrange return to work after consultation with doctors and the provided involved.

(3) Disputes

Disputes arising from implementation of this policy are to be referred to the Director, ACT Work Cover.

Further information on occupational rehabilitation can be obtained by contacting the rehabilitation coordinator. (NB 95/40)

2. FRINGE BENEFITS TAX

Only licensed workers of the Christian and Missionary Alliance of Australia Inc. will qualify as ministers for the purposes of Fringe Benefits Tax (NB 92/97)

3. SICK LEAVE

Sick leave will be allowed at the rate of 7 days per annum, cumulative to 70 days (credit) for all National Employees including the Alliance College of Australia (NB 91/22)

4. PRESIDENTIAL REVIEW

A review of the ministry of the President will be conducted mid-term and near the end of his term. The review will be coordinated by the Chairman of the National Board and will include comment from all National Board members and from other key national ministry leaders as the Chairman determines. Its purpose will be to give feedback and encouragement on the President's ministry.

X OTHER NATIONAL MINISTRIES

1. ETHNIC MINISTRIES IN THE C&MA

Where there are four or more churches of a given ethnic community, a coordinator may be appointed by the National Board to promote fellowship and ministry objectives as detailed in Section Two of the Manual under Ethnic Ministry Committees. Where seven or more churches exist, the given ethnic churches may petition the National Board to establish an ethnic committee.

2. MISSIONS ALIVE NETWORK

2.1 PURPOSE

The Christian and Missionary Alliance believes that on-going financial support for the Great Commission Fund is directly related to missionary education in the local churches. This process of missionary education will be facilitated by the Missions Alive Network.

2.2 ACCOUNTABILITY STRUCTURE

The network will operate at two levels

(1) National

An Executive Committee and Chairman will be appointed annually by the National Board. The executive will be accountable to the National Board, reporting quarterly on the activities of the Network.

(2) Regional

The Executive will appoint Regional Area Coordinators annually. They will be accountable to the Executive and report quarterly on their regional activities.

2.3 ANNUAL WORKSHOP

The Missions Alive Executive and the Area Coordinators will conduct an annual workshop at the time of Council to facilitate:

- * The promotion of missionary education in the local churches
- * The sending of pastors on mission field trips
- * An annual plan for Alliance Partners
- * The design and production of missionary education materials
(NB 98/77)

3. PUBLICITY OFFICER

Appointments to this position shall be made annually by the National Board. The Publicity Officer of the Society shall be directly responsible to the National Board through the President, and his responsibilities will include the development of promotional material, writing of articles and advertisements for various publications, and the promotion of the circulation of The Alliance Life in Australia.

XI WORSHIP SERVICES AND CEREMONIES

1. PASTOR'S HANDBOOK

The Christian Publications Pastor's Handbook is recommended for the guidance of pastors in the conducting of public ceremonies.

2. COMMUNION

The Christian and Missionary Alliance internationally observes Communion on the first Sunday of each month. Therefore it is recommended, where possible, that this be the standard practice in Australia.

XII INTERNATIONAL WORKERS ON HOME SERVICE

1. GUIDELINES

A time of home service is a regular part of the life of an international worker. It is important for a number of reasons including rest and reconnection with the home churches. As a general rule 6 to 12 months home service is taken after four years of overseas international worker service (variations to this may be approved upon application to the National Board). During Home Service, international workers shall report to the President and shall, prior to return, submit a Home Service Plan.

2. EXPECTATIONS

The following are the expectations of our international workers who are on furlough.

- * Take time for physical rest from the previous years of service on their field.
- * Take time for spiritual recuperation and growth.
- * Share the missionary vision with local churches principally through the Missionary Conventions as organised via the National Office. The length of the tour will be about 18 weeks. Reconnect with one's own family.
- * Be actively involved with a local C&MA church and the further promotion of missions in that state where you reside.
- * Undergo extra training/study where appropriate.

These are some broad expectations. A Home Service Plan will be worked out with the President prior to furlough commencement.

During their time at home we strongly encourage them do the following:

- * Undergo a complete physical and dental examination.
- * Attend Council and Pastor's Retreat.
- * Undergo a debriefing weekend to make the transition back into Australian culture. This can be arranged via the National Office.

3. FINANCIAL MATTERS

- *Medical needs – paid for by the international worker.
- *Counselling needs – costs worked out in consultation with the National Board.
- *Council and Pastor's Retreat – paid through the National Budget.
- *Allowance – paid at a rate in line with the National Board's recommended support for licensed workers in Australia.

As international workers are expected to be available for ministry amongst our churches, secular employment will not normally be undertaken. (NB 02/45)

XIII PASTORAL MATTERS

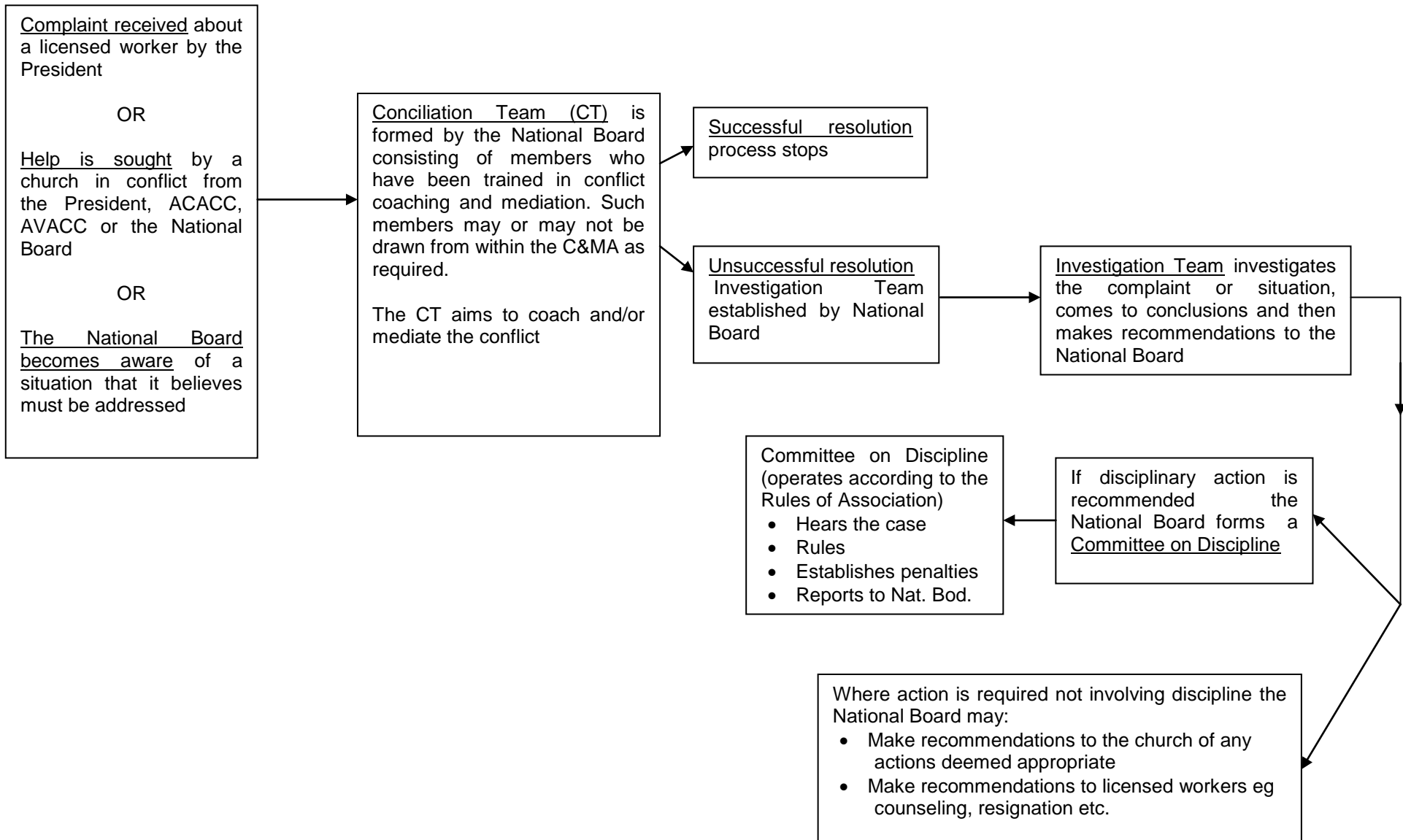
1. DEALING WITH CHURCH CONFLICTS

When substantial conflict occurs within a local church or between churches it is important that the issues be dealt with in such a way that glorifies God and promotes the restoring of relationships while addressing the issues that led to the conflict.

Where the President receives a complaint concerning a licensed worker or, where help is sought of national leadership by a church in conflict or, where the National Board becomes aware of a situation that it believes must be addressed, as a general rule the board will form a Conciliation Team to address the issues. The Conciliation Team will first attempt to coach the parties in the conflict toward reconciliation addressing the substantive issues of the conflict. If need be, they or other suitably qualified persons will serve as mediator(s).

If the issues remain unresolved and more direct action is required, the National Board will appoint an Investigation Team who will examine the situation and make recommendations to the National Board whereupon the board will take action it deems appropriate. If disciplinary action is recommended the National Board will form a Committee on Discipline or direct the church to form such a committee. All disciplinary actions will follow the procedures described in the Rules of Association.

The following chart details the procedures.



2. PASTORAL PROTOCOLS

Preamble

As a principle, it is important that when a pastor resigns his charge, he allows the new pastor room to establish his leadership and own relationships. The outgoing pastor should do all that he can to support the incoming pastor and not cause confusion between his previous leadership and the leadership of the new pastor. In practice this will mean that the outgoing pastor should remove himself from the church he has led. The types of practices below are common to most denominations.

2.1 PROTOCOLS FOR PASTORS LEAVING A CHURCH

When a pastor's leadership in local church concludes, he should leave the church and refrain from close contact or ministry to people within that church for a period of at least 12 months.

This will mean he will be careful not to become involved pastorally with any of the people from his old church. Where pastoral needs become apparent, those in need must be referred to the new pastor / elders.

As a general rule, church relationships will not be pastorally pursued. Further, great wisdom should be exercised in maintaining close friendships with former church members.

In particular, there should be no advice given to church members or any attempt made to become involved in the life of church that the pastor has left. Where issues of concern arise, these should be directed to the current church leadership or national Alliance leadership.

2.2 PROTOCOLS FOR RETURNING INTERNATIONAL WORKERS AND PASTORS

International workers and pastors moving to live in an area where a C&MA church worships must be aware of certain protocols. They need to realise that despite their ministry qualifications, God has already called and entrusted the spiritual leadership of that church to another person. Therefore, they must have no pastoral input to the church or its members without prior approval of the resident pastor (or elders where there is no pastor). The following matters should be discussed with the current pastor.

- 1) Their proposed presence in the area and attendance of the church.
- 2) Advise the pastor of any ministry the returning worker would be willing to conduct under the pastor's oversight and subject to his agreement.
- 3) Confirm with the current pastor that they would like to join that church on the clear understanding that any ministry would be strictly accountable to the leadership of that church and to him as pastor.
- 4) If they have special relationships with any of the people of the church, they need to declare these relationships and come to a clear understanding as to pastoral accountability to avoid any possible misunderstandings. Specifically there should be no advice given to church members or an attempt to become involved in the life of church that the pastor has left. Where issues arise of concern, these should be directed to the current church leadership or national Alliance leadership. (NB 04/26)

3. MARRIAGE CELEBRANTS

Where a licensed worker desires to become a marriage celebrant, an endorsement from their Senior Pastor should be gained prior to application to the National Office to become a celebrant.

Section Four - Statements

I MARRIAGE, DIVORCE, REMARRIAGE

(Adopted Council 1987)

An expositional guideline for The Christian and Missionary Alliance of Australia.

1. INTRODUCTION

The church today must do everything in its power to encourage and maintain the institution of marriage and on God-given grounds. Today more and more marriages are failing; divorces and remarriages are becoming increasingly common. If couples who live together without the benefit of a registered marriage contract and then separate are counted, a large percentage of the marriages that take place today in Australia fail.

Among those who hold to biblical authority there are those who have divergent opinions on the Marriage/Divorce/Remarriage issue and for some this interpretation may be too broad, and for others, too confining. This non-legislative set of guidelines expresses the common understanding reached at the C&MA Australia's Annual Councils of 1978, 1979 and 1986.

2. MARRIAGE

1. The Word of God encourages men and women to be married. The Lord said, "It is not good for the man to be alone." (Gen. 2:18) Hebrews 13:4 declares, "Marriage should be honoured by all." However, God gives grace to some to find fulfilment and usefulness to the Lord in an unmarried state. (Matt. 19:10-12); (1 Cor. 7:7). Most persons will find God's best for their lives to include marriage.
2. God intended marriage to be a lifelong, monogamous union as clearly implied in the words of Genesis 2:24 "For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh." Although polygamy was sometimes practised in Old Testament times, the Bible makes clear that God intended marriage to exist between one man and one woman for as long as both of them remain alive. Jesus quoted the Old Testament (Gen. 2:24) when He said, "For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh." So they are no longer two, but one. Therefore what God has joined together, let man not separate." (Matt.19:5-6) Romans 7:2 reads, "For example, by law a married woman is bound to her husband as long as he is alive, but if her husband dies, she is released from the law of marriage." (see also 1 Cor. 7:39)
3. The strict and lofty terms with which the marriage bond is described in the New Testament has its primary focus on human fellowship and the family. The basis of all marital love is, for the Christian, the love of Christ for the church (see for example Eph. 5:31 ff). The Scriptures stress that marriage is a covenant as well as a physical relationship, a solemn, binding agreement to be entered into before God and man. Malachi, in 2:14, speaks of "the wife of your marriage covenant." Ezekiel, in 16:8, uses marriage to illustrate the relationship between God and Israel and speaks of this relationship as a covenant entered into on the basis of swearing or an oath or a pledge. Therefore, men and women should enter marriage with a legal contract and pledged vows, preferably under the administration of a

Christian minister. Jesus, in John, sanctioned by His presence a marriage being recognised and solemnised by a public celebration.

4. In no case ought any person to enter into any so-called "marriage" with a person of the same sex. Homosexual unions are specifically forbidden and are described in Scripture as manifestations of the basest form of sinful conduct.(see Lev. 20:13; Rom 1:26, 27, 32; 1 Cor. 6:9)
5. A Christian should not marry a person who does not know Christ as personal Saviour. Second Corinthians 6:14 says, "Do not be yoked together with unbelievers." The final few words of 1 Corinthians 7:39 suggest the same standard; widows who remarry are told "he must belong to the Lord."

3. DIVORCE

- 1) Divorce is a departure from the purposes of God. While in the Old Testament divorce was allowed and was apparently rather easily secured, this, like polygamy, was contrary to God's highest intentions for mankind. Malachi 2:16 reads "'I hate divorce' says the Lord God of Israel." Jesus explained that provisions for divorce in the Old Testament were an accommodation to "the hardness" of people's hearts and asserted that "it was not this way from the beginning." (Matt. 19:8) He said "Therefore what God has joined together, let man not separate." (Matt. 19:6; see also Mark 10:6-9). The church, therefore, should seek to discourage divorce. First Corinthians 7:13 teaches that even when a Christian is married to a non-believer the Christian should continue to live with his or her partner if at all possible. The following clauses are a summary of the biblical teaching relating to divorce:
- 2) Jesus said in Matthew 19:9 "I tell you that anyone who divorces his wife, except for marital unfaithfulness (porneia) and marries another woman commits adultery." (see also Matthew 5:32). Porneia, the Greek word used in these verses refers to habitual sexual immorality of any kind but many Bible scholars hold that Jesus was speaking primarily of adultery. When one partner in a marriage, then, is guilty of "porneia", the innocent party, if divorced and remarried, is not guilty of the sin of adultery.
- 3) 1 Corinthians 7:15 says that if an unbelieving partner refuses to continue to live with his or her partner and departs, the believer may agree to this separation. "But if the unbeliever leaves let him do so. A believing man or woman is not bound in such circumstances." Such separation may result in divorce, and in that event the Christian is guilty of no wrong.
- 4) When one partner of a marriage has become involved in porneia the innocent partner is permitted, but not required, to secure a divorce. In the situation of a mixed marriage as described in 1 Corinthians 7, the Christian should not initiate the separation, (1 Cor. 7:13), although in some cases the believer may have to become involved in litigation to protect his/her rights or those of the children.

4. REMARRIAGE

According to Scripture, in the grace of God the remarriage of persons who have been divorced is expressly permitted under the following circumstances:

- 1) If, after being divorced, one of the original marriage partners dies, the remaining partner is free to remarry (Rom 7:2, 1 Cor. 7:39).
- 2) As recorded in 1 Cor. 7:15, when an unbelieving partner of a believer departs (deserts), "a brother or sister is not under bondage in such cases." The word "bondage" is the same word used in verse 39 to indicate the ties of a marriage relationship. We believe therefore that remarriage for the believer under these circumstances is permitted.
- 3) If a person is divorced and his or her former partner remarries that partner by remarrying has, except in the case referred to in 3b (Matt. 5:32 and Matt. 19:9), committed adultery and dissolved the original marriage relationship. The unmarried partner is therefore free to remarry.
- 4) When two unbelievers have been divorced and one is subsequently converted and neither has remarried, the Christian should attempt to restore the marriage. If the unbeliever refuses, this makes the

marriage the same as that referred to in 1 Cor. 7:15 (see 4b above). In addition to the situations above which are explicitly addressed in Scripture, the following principles should also be noted.

- 5) Remarriage is never commanded; it is in some cases only permitted. Divorced persons who have Scriptural grounds for remarriage should enter into such remarriage only with the greatest caution. Seldom is there a marriage failure for any cause in which one of the partners is "completely innocent". The applicant for remarriage should demonstrate an attitude of repentance for any part he may have had in the original failure. He should receive counselling from the church so as to avoid repeating destructive attitudes and action.
- 6) In the light of 2 Cor. 5:17 "if anyone is in Christ, he is a new creation; the old has gone, the new has come!", the Australian Alliance holds that remarriage is to be accepted if the divorce took place prior to conversion.
- 7) Persons who are divorced and remarried prior to conversion should not, after conversion, withdraw from the subsequent marriage. The remarriage that was entered into wrongly constituted an act of adultery that broke the former marriage. With his former marriage, then, having been dissolved, the remarried person is responsible to be faithful to his new contract. The principle laid down in 1 Cor. 7:17-24 is "Let each man remain in that condition in which he was called."
- 8) Persons who are divorced or divorced and remarried according to the above principles are entitled to the full privileges of fellowship and membership in Alliance churches.
- 9) Discretion, however, must be exercised in the choice of divorced and remarried persons for places of leadership in the church. While all believers are equal members of the body of Christ, not all members are qualified equally for every office in the church. National offices, and the offices of elder (spiritual leader) and deacon (business leader) in the local church are to be filled by those of high moral and spiritual qualifications, whose pattern of exemplary life since becoming a Christian is so established that it may be followed.
- 10) A believer who contravenes the Scriptural principles delineated above should be disciplined by the church and only granted the full privileges of Christian fellowship after demonstrating genuine repentance for deliberate departure from Scriptural standards and receiving forgiveness as established in 1 John 1:9.

II HOMOSEXUALITY AND SAME-SEX MARRIAGE

The basis for this statement of The Christian and Missionary Alliance of Australia Inc ("**C&MA**") of Australia is:

- article [4] of its Doctrinal Statement:

The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of his will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.

- its published Objectives; and
- its Purpose Statement.

The purpose of this statement is to avoid the religious susceptibilities of members of the C&MA and the members of churches affiliated with the C&MA being injured and to maintain and provide for adherence to the doctrines of the C&MA.

According to Genesis 2:10-24 God created human beings, male and female, in His own image. In the New Testament, Jesus confirms the heterosexual creation of human beings: "*God made them male and female*" (Matthew 19:4). Throughout Scripture heterosexual families are the norm of society. Through this family unit the human race finds its survival and men, women and children find their home. The New Testament reinforces the teaching of heterosexual love and sexual relations within marriage alone (Ephesians 5:22-23; Hebrews 13:4; I Corinthians 7:1-5).

Alongside this clear biblical teaching on God's design for heterosexual marriage are found specific instructions in Old and New Testaments that prohibit homosexual conduct as out of harmony with the purpose for which God created human beings (e.g. Romans 1:18-27; I Timothy 1:9-11). Homosexual conduct, like all forms of sexual behaviour that violate God's original design, is sin.

Although homosexual conduct is sin, it is one sin among many by which we have been separated from God (Romans 3:23). Further, God has called His Church to be hospitable to those who are different, to the stranger, neither agreeing with behaviour contrary to God's will nor rejecting people created in God's image. The Church has been called therefore to be hospitable toward those of differing sexual orientations and behaviour while not condoning such behaviour.

The C&MA will therefore not tolerate any language of hate toward those who hold to a different view on homosexuality. C&MA churches, pastors, workers and members will treat persons who experience same-sex attraction, those who engage in homosexual conduct and their relatives with respect and compassion. Likewise, those who engage in homosexual conduct should be encouraged to attend Church services or activities in order to hear the good news of repentance, forgiveness and transformation through Jesus Christ which is available to all people. We affirm that "*all have sinned and fall short of the glory of God*" and that each of us is in need of the grace of God. The Scriptures strongly affirm the liberating power of the Christian gospel from all former sinful patterns of life, including homosexual behaviour: "*Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God. And that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God*" (I Corinthians 6:9b-12).

The highest standards of life and conduct are required of those who serve in official and ministerial capacities in the Church of Jesus Christ, including the C&MA, and also of those who are received as members of local churches affiliated with the C&MA ("**C&MA Local Churches**") (Galatians 5:16-26; 1 Corinthians 6:9-10; Ephesians 5:3-12). Homosexual conduct is one example of conduct that is not compatible with the orthodox interpretation of Scripture as set forth in the Doctrinal Statement of the C&MA and cannot be condoned. Therefore, persons who do not accept and adhere to the beliefs and doctrines of,

and the standards and conduct consistent with the beliefs and doctrines of, the C&MA, which include, but are not limited to, persons who engage in, or promote, homosexual conduct and/or relationships shall not be qualified or accepted as candidates for ministry in, or licensing by, or appointment to serve in, the C&MA. Neither shall such persons serve as officers in C&MA Local Churches nor remain as members of, nor be admitted to membership in, a C&MA Local Church (Matthew 18:15-17; 1 Corinthians 5:1-11). On the basis of Genesis 2:18, 2:24, Matthew 19:5-6 and Romans 7:1-3, marriage is the union of a man and a woman to the exclusion of all others, voluntarily entered into for life. Further the C&MA's Statement on Marriage-Divorce-Remarriage, states that "...in no case ought any person to enter into any so-called 'marriage' with a person of the same sex...". Further no licensed worker or staff member in a C&MA ministry or C&MA Local Church shall, bless, or officially participate in, a marriage ceremony otherwise than in accordance with the beliefs and doctrines of the C&MA as set forth in Doctrinal Statement, its Objectives and its Purpose Statement nor are C&MA Church facilities to be used for the conduct of a "marriage" ceremony otherwise than in accordance with those beliefs and doctrines or in a way that would result in a marriage or civil union contrary to those beliefs and doctrines. It is the C&MA's statement that a "marriage" or "civil union" of persons of the same sex is contrary to the beliefs and doctrines of the C&MA.

This statement is to apply in Australia, each state of Australia and each territory of Australia (each a "**jurisdiction**"). To the extent any provision of this statement which in any jurisdiction is unlawful, or requiring compliance with its provisions in any jurisdiction would constitute unlawful behaviour or action in any jurisdiction, the provisions of this statement shall be read down in any such jurisdiction, to the extent necessary, such as to avoid any provision of it being unlawful and/or to avoid any behaviour or action, required to be taken in accordance with it, constituting unlawful, or discriminatory, behaviour or action.

III THE MATTER OF GIFTS OF THE SPIRIT

(Adopted Council 1979)

The following is a definitive statement on the ministry of the gifts of the Holy Spirit in The Christian and Missionary Alliance of Australia.

1. AFFIRMATION

We affirm that all the gifts of the Holy Spirit are still operative in the church today.

2. DEFINITION

We submit the following by way of definition:

- a. In Romans 12:3-8 and I Peter 4:10-11 dealing with the gifts of the Holy Spirit to the individual Christian, to be exercised within the body of Christ, two words are used - the word "charis" (grace) and the word "charismata" (gifts).

We believe the teaching of these Scriptures is that these "charismata" or gifts are received through the grace ("charis") as a sovereign act of God.

- b. All the "charisma" (gifts) are for today and should be exercised according to I Peter 4:10 (NASV): ..."as each one has received a special gift ("charisma") employ it in serving one another as good servants of the grace ("charis") of God".

and Romans 12:3-8 (NASB):

vs.3. "for through the grace given to me I say to every man among you not to think more highly of himself than he ought to think; but to think so as to have sound judgment, as God has allotted to each a measure of faith.

vs.4. "For just as we have many members in one body and all the members do not have the same function,

vs.5. "so we, who are many, are one body in Christ, and individual members one of another.

vs.6. "And since we have gifts that differ according to the grace given to us, let each exercise them accordingly; if prophecy, according to the proportion of his faith;

vs.7. "if service, in his service; or he who teaches, in his teaching;

vs.8. "or he who exhorts, in his exhortation; he who gives, with liberality; he who leads with diligence; he who shows mercy, with cheerfulness."

- c. The emphasis of The Christian and Missionary Alliance is Christ-centred in purpose and task and is evangelistic and missionary. Thus its mission is to make disciples. To the extent that we utilise the gifts of the Holy Spirit in pursuance of this ministry, we are charismatic. We dare not abandon what God has given us simply because of misuse by some.

However, we are not charismatic where that means changing our purpose and distinctive character to become gift centred and experience oriented.

3. EXPERIENCE

- 1) According to Romans 12:3-8, for each believer there is some particular gift or gifts to be bestowed by the already indwelling Holy Spirit to make that believer of direct benefit to the body of Christ. Many Christians have no personal experience of the use of the gifts of the Spirit. Some excuse this ignorance by assuming that these gifts or manifestations of the Spirit are not intended for today, but are relegated to a long past period of church history.

- 2) The Scriptures teach that we must be genuinely Spirit filled people, exhibiting the fruit of the Spirit, and manifesting the gifts of the Spirit in a disciplined manner for the common good.
- 3) We quote from the article issued by the Alliance National Board in North America ("The Gift of Tongues") in 1963, and fully endorse this statement:
 - a. `We believe the scriptural teaching to be that the gift of tongues is one of the gifts of the Spirit, and that it may be present in the normal Christian assembly as a sovereign bestowal of the Holy Spirit upon such as He wills....
 - b. `We do not believe that there is any scriptural evidence for the teaching that speaking in tongues is the sign of having been filled with the Holy Spirit, nor do we believe that it is the plan of God that all Christians should possess the gift of tongues. This gift is one of many gifts and is given to some for the benefit of all.
 - c. `The word of God and Christian history agree to teach that the church is safe only as she follows Christ Himself, and that she is in serious danger when she allows lesser things to hide His face.
 - d. `We urge our people to keep the Person of Christ in full focus in every consideration of the gifts of the Spirit. We should make the Lord Jesus Christ - not gifts - the object of our constant attention.'

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