

CCC Constitution as agreed September 2013

Ser.	<u>GOVERNANCE</u>
1.	The Lord Jesus Christ is the Head of the church and He gives gifts to His church to enable it to be effective in His service. Leadership is one of these gifts, and, led by the Holy Spirit, the Church Meeting recognises those that He has called to be leaders of Chinnor Congregational Church. With appointment comes authority for running Church activities and exercising spiritual leadership, along with responsibility to report regularly to the Church Meeting. The Church Meeting comes before the Lord to review activities and plans, expecting always that the Lord will lead the Church body to consensus. The Trustees will ensure that all activities fall within the objects of the Church's Trust(s).
	<u>A. The Church Meeting</u>
2.	The function of the Church Meeting is to inform Church Members about Church activities and consider issues put before the meeting by either Church Members or the Church Leadership Team and, where necessary, vote.
3.	Only Church Members and those with special dispensation from the Church Leadership Team or Church Meeting are allowed to attend Church Meetings. Only Church Members present from the outset of the agenda item being voted on are allowed to vote on that matter.
4.	The Annual General Meeting (AGM) is a public meeting open to all, but only Church Members attending may vote.
5.	Church Meetings shall be held at least four times a year.
6.	Special Church Meetings may be called as deemed necessary by the Church Leadership; or by not less than ten per cent of Church Members. At least two Sundays' notice must have been given. Normal Church Meeting processes will then apply.
7.	At least 18 Church Members are required to form a quorum at all Church Meetings. <i>[The objective of this small change is to ensure that Church business can proceed at Church Members Meetings, which has not been the case on a couple of occasions in recent years, where not even the minutes of the previous meeting could be passed due to the lack of a Quorum. It was felt that 18 members {a figure derived from the current Quorum number} would ensure due consideration of any issue raised. It would also encourage all members to participate in Church Members Meetings to ensure that decisions are not always made by a select few, but represent the God's leading of the whole body.]</i>
8.	Church Members are asked to respect the personal and sensitive nature of some items on the Agenda in Church Meetings and agree they will not share such information with non-members. Items which are deemed to be sensitive will be decided by the Church Meeting.
9.	Except where otherwise specified in this Constitution, in all matters put to a vote, approval requires a two thirds majority of those participating in the vote. Abstentions do not count as a vote. <i>[So that it will be obvious who is actually participating in the vote, abstentions will be taken before a vote.]</i>
10.	All matters not explicitly covered by the Constitution shall be brought to the Church Leadership Team for consideration.
11.	For the purpose of altering or adding to the Constitution, the Basis of Faith or the Covenant of Membership, a special quorum shall be defined as one third of the membership. No motion shall be deemed passed without a three quarters majority.

	<u>B. MEMBERSHIP</u>
	<u>Becoming a Church Member</u>
12.	Candidates applying to become Church Members shall be interviewed by one of the Church Leadership Team (normally the Pastor) and, separately, by two Church Members as directed by the Church Leadership. Once there is a unanimous recommendation from those who carried out the interviews and the candidate has completed a membership induction, has signed both the Basis of Faith and the Covenant of Membership, the application for membership shall be put to the Church Meeting for approval. Successful candidates become Church Members immediately and shall be formally welcomed into membership at the first convenient Sunday morning service. Signed copies of the Basis of Faith and Covenant of Membership documents are to be held by both the Church Member and the Church.
	<u>Maintaining Membership and Church discipline</u>
13.	Church Members must be in agreement with the Basis of Faith.
14.	Termination of Church Membership is subject to a two-thirds majority vote of those participating in the vote, but must be preceded by a Biblical disciplinary process overseen by the Church Leadership Team.
15.	Church Membership is subject to annual renewal, normally at the Annual General Meeting. <i>[The idea behind this clause is twofold: a) To encourage members to refresh their commitment and participation in CCC, and thus reaffirming our commitment will become part of a more celebratory AGM meeting in October. The housebound and those ill or away and unable to attend the AGM will each be contacted separately b) The measure will assist in the administration of the church by ensuring our membership list is reasonably up to date and current. In that way written communications such as this document will go to those who still wish to be included in the activities of CCC and not to those who are no longer really a part of the body. (Those away from us at college or university, or on the mission field and those no longer fit enough to attend, can still be counted as active members through their interest and prayer. The rest of the membership needs to make efforts to help them feel included.)]</i>
	<u>C. LEADERSHIP</u>
	<u>Pastor(s)</u>
16.	The Church Leadership Team consists of Pastor(s) and Deacons functioning together by consensus under God's guidance, with the Pastor(s) acting in the role of elder as defined by Scripture. They shall meet at least once a month and to be quorate at least 50% of the Church Leadership Team shall be present. Other Church Members may be invited to attend Church Leadership Team meetings.
17.	For a Pastor to be appointed there shall be a period of appropriate process involving both Church Members and the Church Leadership. The selection process shall include, but not necessarily be limited to, a formal application, following up of references, sufficient time spent in observation of ministry, plus formal and informal interaction. If all those are satisfactory and confirmed by a two thirds majority vote at a Church Meeting (if necessary one specially convened), a formal invitation shall be offered.
18.	Any pastoral appointment shall be subject to agreement on the terms of a contract including a job description as appropriate.
19.	The Pastor shall also be subject to the conditions of Church Membership.
20.	In the absence of a Pastor the Church Leadership Team shall continue to lead the Church.

21.	The Church Leadership Team may propose one or more Church Members to share in leadership for an agreed period but such appointments shall be subject to approval by the Church Meeting.
22.	A Pastor of the Church shall be entitled to attend and, if necessary, chair meetings of any of the intra-fellowship groups of the Church.
	<u>Deacons and Officers</u>
23.	Deacons and Officers must be at least twenty-one years of age, and must have been Church Members for at least twelve months. Deacons and Officers shall be subject to the conditions of Church Membership.
24.	The number of Deacons shall be a minimum of four and a maximum of eight. Election of Deacons will normally occur at the Annual General Meeting.
25.	A Deacon's term of office shall not exceed three years. At the end of that period they may stand for re-election for another term, up to a maximum of three consecutive terms. After a one year's break, the person shall be eligible for re-election.
26.	The Secretary and Treasurer shall be elected annually, normally at the Annual General Meeting. The resigning Secretary and Treasurer may stand for re-election immediately. A Deacon may also serve as an Officer.
27.	Should unresolved conflicts arise within the Church Leadership Team external mediation must be sought and the Church Meeting informed as necessary.
	<u>Other employees</u>
28.	The selection process of any employee other than the Pastor will be commensurate with the scope of the role envisaged. Any such appointment shall be subject to agreement on the terms of a contract including a job description as appropriate.
	<u>D. FINANCE</u>
29.	Church funds shall be managed by the Church Leadership Team in strict accordance with the Annual Budget agreed in May each year by the Trustees and Church Members.
30.	In the event of an emergency need arising, the Church Leadership Team may approach the Trustees for additional expenditure to be authorised.
31.	The Church accounts shall be certified by an independent reporting accountant being a member of a recognised accounting body, or as required by Charity Commission or other legislation.
32.	Each intra-fellowship group of the Church shall manage its own financial affairs subject to the accounts being properly kept, and checked at any time, at least annually, by the Church Leadership. If the group lapses, all its equipment and monies shall remain the property of the Church.
33.	In the event of an intra-fellowship group asking for financial help from the Church, the Church Leadership Team and the Trustees shall have the right to inspect the accounts of the group and may take appropriate action to protect the Church.