



**S T . M A T T H E W S**  
*Experience God's Family*

# **ST MATTHEW'S CONSTITUTION**

**The Congregation of St Matthew's Church Table View is a  
Constituent Church of the Church of England in South Africa, and  
has subscribed to the constitution of the said Church of England in  
South Africa.**

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## **1 Legal Status**

- 1.1 St Matthew's Church (hereafter referred to as "this Church") shall, in terms of Secular law, be a voluntary Association with full legal personality, with perpetual succession and the power to hold property vested in the name of the central trustees of the Church of England in South Africa (CESA), distinct from its members, and capable of being sued and suing in its own name.

## **2 The Word of God**

- 2.1 The Constitution shall in its entirety, always and without exception be interpreted, added to, amended or altered with reference to, and in accordance with, the Word of God as taught by the Bible or otherwise known as the Christian Scriptures, in the original languages from which it is translated.
- 2.2 Clause 2.1 above cannot be altered or amended by the Church Council or such ruling body or by any Vestry meeting.

## **3 Aim**

- 3.1 The aim of this Church shall be to provide for the worship of God in terms of the faith and doctrine as laid down in the Constitution of the Church of England in South Africa.

## **4 Membership**

### **4.1 Requirements for Membership**

- 4.1.1 The members of the Church shall be all persons who have applied to the Church Council for membership and who have been admitted as such, provided that the Church shall not admit any person to membership unless he or she:
- 4.1.1.1 has been baptized and made a personal confession of faith in the Lord Jesus Christ;
  - 4.1.1.2 has accepted and continues to accept the Constitution of the Church of England in South Africa;
  - 4.1.1.3 is over eighteen years of age;
  - 4.1.1.4 is not a member of any other Church;
  - 4.1.1.5 has been a regular worshipper at Church for a period of not less than six months, unless he or she is a member of the Church of England in South Africa elsewhere, then he or she shall upon transfer to this Church, be received as a member of this Church;
  - 4.1.1.6 has completed the membership course of this Church, as run by the duly appointed Minister or his appointed delegate.
- 4.1.2 Provided further that the provisions of Clause 4.1.1.4 and 4.1.1.5 may be relaxed where the person concerned is a full-time missionary attached to or affiliated with a recognised missionary society.

## 4.2 Procedures for Membership

- 4.2.1 Any person who wants to become a member of this Church must apply to the Church Council. The Church Council will then determine whether he or she meet the requirements for membership as set out in clause 4.1 above.
- 4.2.2 If any applicant is or was a member of another Church within C.E.S.A., special effort will be made to determine their standing in that Church and their reasons for leaving. If their former Church raises objections which the leaders of this Church consider valid, membership may be denied at the discretion of the Council. Those seeking transfer must also fulfil the requirements of clause 4.1.

## 4.3 Conduct Required of Members

- 4.3.1 As scripture commands Christians not to give up meeting together (Heb. 10:25), so all members are encouraged to attend the stated meetings of this Church, which are:
- 4.3.1.1 Sunday Service (morning & evening)
  - 4.3.1.2 Midweek Home group meetings
  - 4.3.1.3 Annual Vestry Meeting, and
  - 4.3.1.4 any other meetings the leaders may deem necessary to call.
- 4.3.2 As scripture teaches Christians to support the work of the Lord financially through the local Church by systematic and proportionate giving (Malachi 3:10), all members of this Church are urged to use these principles of Scripture as a guide.
- 4.3.3 This Church encourages each of its members to strive for the good of the entire church family, by actively seeking to get to know one another so that they may be better able to encourage and serve one another in their faith. (Romans 12:1-8)
- 4.3.4 It is the duty of every Christian, individually and as a member of the local Church family, to work for the extension of the Kingdom of God, both at home and to the ends of the earth. Therefore, every member of this Church is urged to prayerfully recognise and seize every opportunity to bear witness to their faith in Christ, by consistent Christian conduct and testimony.
- 4.3.5 Each member of this Church should strive to have:
- 4.3.5.1 an earnest desire to walk in the fear of God and to glorify Him in all things;
  - 4.3.5.2 a loving regard for weaker brothers and sisters in not causing them to stumble;
  - 4.3.5.3 a compassion for the lost.

## 5 Indemnification of Members & Office Bearers

- 5.1 No Member or Office Bearer shall be liable to make good to the Church any loss occasioned or sustained by any cause, howsoever arising, except such loss

as may arise from or be occasioned by his or her own personal dishonesty or other wilful misconduct.

- 5.2 In addition no Office Bearer will be held personally liable for any loss suffered by any member or attendee as a result of an act or omission which occurred in good faith while the Office Bearer is performing a function for or on behalf of the Church.

## **6 Termination of Membership**

- 6.1 Membership will be terminated for any one of the following reasons:

- 6.1.1 By death.
- 6.1.2 By transfer. Upon request, the Rector together with Church Council and leadership may grant a departing member in good standing a letter of transfer to the fellowship of another Church.
- 6.1.3 By exclusion. Any member who ceases to regularly attend the stated meetings of this Church without showing just cause, or who upon relocation fails to maintain a vital contact with the Church, may be excluded from membership. In such cases the Church Council or authorised body (comprising not less than 2 members of the Church, each of whom have been members for more than 1 year), will try to contact the person to rectify and resolve the situation. The desired resolution must be the restoration of that member to vital contact with the Church. If those efforts are in vain, as determined by the Church Council after feedback from that body, the person will be informed, if and when feasible, that they are no longer a member. This clause will not apply to a member who has ceased to be a habitual worshipper on account of ill-health or any other similar valid reason as determined by the Church Council.
- 6.1.4 By resignation. A member may voluntarily resign their membership of this Church.
- 6.1.5 By excommunication. Scripture teaches that a congregation must cut off from its fellowship and visible membership any person:
- 6.1.5.1 who teaches or insists on holding false or heretical doctrine, or
- 6.1.5.2 who blatantly and impenitently conducts themselves in a manner inconsistent with their Christian profession, or
- 6.1.5.3 who persists in disturbing the unity and peace of the Church.
- 6.1.6 In all such cases the principles as outlined in Matthew 18:15-19 will be applied.

## **7 Register and Membership Roll**

- 7.1 It shall be the duty of the Church Council to keep at all times a list of members and this shall be known as the Membership Roll.
- 7.2 The Church Council shall from time to time and at least once annually not later than 7 days before the date of the Annual Vestry Meeting, bring the membership roll up to date by deleting the names of persons who have ceased for any reason to be voting members, and adding new member's names.
- 7.3 The membership roll shall be open for inspection by any member of this Church.
- 7.4 Enrolment On Membership Roll
- 7.4.1 All members of this Church shall be enrolled on the Membership Roll as a voting member.
- 7.4.2 The Church Council shall at its first meeting after accepting a person into membership, as stated in clause 4.1.1, enrol the person as a voting member.

## **8 Rights of Members**

- 8.1 All the Members of this Church shall be entitled to attend and speak at Vestry Meetings.
- 8.2 No persons shall be entitled to vote at a Vestry Meeting unless his or her name appears on the Membership Roll as at the date of the Meeting, except in the case of the Annual Easter Vestry Meeting where his or her name must appear on the Membership Roll 7 days before the date of that meeting.
- 8.3 No persons shall be eligible or qualify, to be a Member of the Church Council unless he is a member of the Church.
- 8.4 If a member is not satisfied with any decision of the Church Council concerning themselves, he or she may ask the Executive Committee of Synod to mediate or arbitrate in terms of article X (3) (f) of the Constitution of the Church of England in South Africa. Such arbitration shall be subject to confirmation by the next Synod whose decision shall be final.

## **9 Church Discipline**

- 9.1 Discipline
- 9.1.1 All matters of Church discipline will be dealt with by the Church Council.
- 9.2 Appeals
- 9.2.1 Any member who is not satisfied with the decision of the leaders and/or the Church concerning themselves, may ask the Executive committee of Synod to mediate or arbitrate in terms of Article X (3) (f) of the

constitution of the Church of England in South Africa. Such arbitration shall be subject to confirmation by the next Synod, whose decision will be final.

## **10 Vestry Meetings**

- 10.1 An Annual Vestry Meeting shall be held as soon after Easter as is convenient.
- 10.2 An Interim Vestry Meeting shall be held, as near as possible to, 6 (six) months after the Annual Vestry Meeting.
- 10.3 Other Vestry Meetings may be held from time to time as hereinafter provided for and shall be called Special Vestry Meetings.

## **11 Quorum**

- 11.1 The quorum for any Vestry Meeting shall be 20% of Voting Members. Failing a quorum the meeting shall be adjourned for not more than 30 days, and if there is still no quorum, the meeting shall be abandoned.
- 11.2 Should no quorum be present at the second meeting then those present shall be deemed to constitute a quorum.

## **12 Convening of Vestry Meetings**

- 12.1 The Church council shall determine the date, time and venue of the Annual and Interim Vestry Meetings and shall give notice thereof by announcement on four consecutive Sundays beforehand and by affixing a written notice, signed by the Chairman of the Church Council, at least 15 days beforehand in a prominent place on the Church property.
- 12.2 The Church Council shall convene a Special Vestry Meeting upon receipt of a requisition signed by at least five Voting members, or by the Rector or by the Church Council.
- 12.3 Where a Special Vestry Meeting is brought about as stated in 12.2 , that Special Vestry Meeting shall not occur later than four weeks after the date of requisition.
- 12.4 The notices of Vestry Meetings shall specify the business to be transacted at the Vestry Meetings. No matter shall be dealt with at the Vestry meeting unless notice has been given.
- 12.5 Should any matter to be dealt with at a Vestry Meeting concern any member of this Church, the Church Council shall notify such member in writing at least fourteen days before the date of the meeting of such a matter and the member concerned shall be entitled to attend and speak thereat.

## **13 Business of Vestry Meetings**

- 13.1 The minimum business to be transacted at the Annual Vestry Meeting shall be:

- 13.1.1 The election of Members of the Church Council as per election procedure in Appendix D.
- 13.1.2 Receiving, considering and adopting the Annual Financial Statements and Budget unless such Annual Financial Statements are not ready for approval at the AVM, in which case it will be held over until the next vestry meeting.
- 13.1.3 Any other matter placed on the agenda by the Church Council or of which any Voting Member has given written notice to the Church Council at least two weeks before the meeting.
- 13.2 A Special Vestry Meeting shall only be entitled to deal with any special business set forth in the notice convening such a meeting.

**14 Chairman of Vestry Meetings**

- 14.1 The Rector or his nominee shall preside at all vestry meetings. The Chairman shall be entitled to a casting vote.

**15 Minutes of Proceeding of Vestry Meetings**

- 15.1 The Secretary of the Church shall keep Minutes of the proceedings of Vestry Meetings, which Minutes shall be required to be approved by the next Vestry Meeting and to be signed by the Chairman.

**16 The Church Council**

- 16.1 There shall be a Church Council for the proper administration of the affairs of the Church.

**17 Constitution of Church Councils**

- 17.1 The Church Council shall consist of:
  - 17.1.1 Rector
  - 17.1.2 Rector's Warden (elected by the Rector)
  - 17.1.3 People's Warden (elected according to election procedure in Appendix D)
  - 17.1.4 Four Council Members (elected according to election procedure in Appendix D)
- 17.2 The Council Members shall be especially close to the congregation, and draw the attention of the Rector to any special need or complaint which a member of the congregation may feel unable to make directly to the Rector. Their responsibilities as council members are outlined in Appendix B.
- 17.3 The Rector's Warden will become the confidant and supporter of the Rector or Minister-in-charge especially in prayer, and matters pertaining to the well being of his family.



17.4 The Peoples Warden will always be approachable and aware of the general feeling of the congregation and ensure the well being of the family of St Matthews.

## **18 Qualifications for Membership of Church Council**

18.1 Only Voting Members of this Church shall be entitled to be Members of the Church Council.

18.2 Biblical qualifications required by members for church council are described in Appendix C.

## **19 Chairman and Office Bearers**

19.1 The Rector or his nominee shall be the Chairman of the Church Council.

19.1.1 The Council shall elect from among itself a Secretary and a Treasurer, who shall be empowered to sign cheques and other documents relating to finance. Two signatures are required; one of which shall normally be either the Treasurer or Secretary. Such alternative Council Members with signing powers shall be appointed as Council may decide.

19.1.2 Any Member of the Church Council shall be permitted to hold more than one office, if so elected.

## **20 Period of Office of Elected and Appointed Members**

20.1 The period of office of the Members of the Church Council shall be for a period of two years from date of the Annual Vestry Meeting upon which they have been elected.

## **21 Election of Church Councillors**

21.1 The Church Councillors shall be elected as per the procedure outlined in Appendix D.

21.2 A vacancy in the office of Church Councillor occurring during the year of office may be filled at a Special Vestry Meeting.

## **22 Duties of Church Councillors**

22.1 The Church Council responsibilities and accountabilities are recorded in Appendix B.

## **23 Meetings of the Church Council**

23.1 The Church Council shall meet regularly on a monthly basis, and then at least twice a year for an extended planning meeting.

23.2 All Meetings of the Church Council shall be convened by the Secretary or by announcement from the pulpit.

- 23.3 Special Meetings may be convened on the decision of the Church Council or at the request of the Rector or any three Members of the Council. It shall be the duty of the Secretary to convene the Special Meeting within seven days from the date on which he or she received the Council's instructions or the request of the Rector or three Members.
- 23.4 Since the Holy Spirit is guiding all Members, it should be possible to reach unanimity. It is better to defer a contentious matter for prayer and to a later Meeting before resorting to a vote, in which case a simple majority will decide the issue.
- 23.5 Minutes of all Council meetings shall be maintained by the appointed Secretary.

#### **24 Quorum of Church Council Meetings**

- 24.1 The quorum of the Church Council shall be 50% of the members plus the Chairman.

#### **25 Forfeitures of Seat on Church Council**

- 25.1 If any Member absents himself from three consecutive Ordinary Meetings of the Church Council without leave, the Council may declare that such Member has forfeited his seat on the Church Council.

#### **26 Immovable Property**

- 26.1 No immovable property shall be purchased, sold, exchanged, mortgaged, donated to another party or alienated in any manner, unless:
- 26.1.1 sanctioned by a resolution passed at a properly constituted Vestry Meeting by not less than 75% of those present and entitled to vote, and
- 26.1.2 confirmed by a resolution passed by not less than 75% of the Central Trustees of the Church of England in South Africa.
- 26.2 All immovable property acquired by this Church shall be registered in the name of the Central Trustees of the Church of England in South Africa.
- 26.3 If such property is sold, or is expropriated, the proceeds of such a sale or expropriation shall be held in trust by the Central Trustees until they are used for the sole purpose of this Church. Title Deeds and any other legal documents are to be placed in safe custody with the General Secretary of CESA.

#### **27 Tithing and Non-Profit Control**

- 27.1 Tithing will be voluntary and will be via direct deposit or collection of cash gifts. This collection of cash gifts will be banked directly.
- 27.2 The church income and property shall not be distributable to its members or office bearers, except as reasonable compensation for services rendered.
- 27.3 Members or office bearers shall have no rights in the property or other assets of the organization solely by virtue of their being members or office bearers.

27.4 Provision shall be made to conduct the financial transactions of the church through means of a banking account.

## **28 Declaration of Loyalty of Office Bearers**

28.1 Before entering upon his duties every Member of the Church Council shall solemnly assent to and subscribe his name to the Declaration of Loyalty before two witnesses, as per Appendix A of this constitution.

## **29 Amendments and Adoptions of New Constitution**

29.1 Amendments to this Constitution and the Rules of Procedure shall only be made at a proper Vestry Meeting and shall only be valid if passed by a majority of 75% of those present in person, or by proxy and entitled to vote at such meeting, and if not in conflict with the Constitution of the Church of England in South Africa.

29.2 There shall always be at least 40% of Voting Members present or represented by proxy at the Vestry Meeting.

29.3 This constitution and any subsequent amendments shall take effect only after it has been sent to the Chancellor and approved by the Executive Committee of CESA.

## **30 Closure of Church**

30.1 A Special Vestry Meeting shall be convened for the sole purpose of considering the closure of this church.

30.2 The Church may close down if at least two-thirds of the members are present and voting are in favour of this church closing down.

30.3 Should the Church close down as envisaged in Clause 29.1 and 29.2 above, its first obligation is to pay off all its debts. Should any money or assets remain after discharging its debts they should be given in the first instance to the Central Trustees for the time being of the Church of England in South Africa. Failing this, any such assets should be given to another non-profit organisation that has similar aims and objectives to this Church. The Special Vestry Meeting called to decide on the closure of the Church shall decide which organisation this should be. No money or assets may be paid to any member or Office Bearer of the Church, except in the discharging of debts.

INSERT LOGO

**31 Appendix A - Declaration of Loyalty of Office Bearers**

**Declaration of Loyalty of Office Bearers**

**“I, ..... solemnly promise to adhere to the Constitution of the Church of England in South Africa and to receive as authoritative the standards of Faith and Doctrine, all forms of services, and discipline of the Church in accordance with that constitution and all subsequent amendments thereto.**

**I further solemnly promise to acknowledge the authority of Synod and to carry out the decisions of Synod and the officers of the Church, and to work for the peaceful and Christian fellowship of the Church, its Clergy, Synod members and Constituent Churches.**

**I further solemnly declare that if at any time hereafter, while holding office in the Church, I consent to any agreement or compromise with any other Church, or I admit to their authority or accept the administration of a Bishop or other person who does not hold office in the Church of England in South Africa, I shall resign from the Church of England in South Africa, and any of its Constituent Churches within thirty days of being called upon to do so, by either the Synod or the Bishop or the Vicar-General or the Chancellor or the Registrar or by the majority vote of the Council or congregation of the Constituent Church to which I belong.**

**I shall furthermore vacate and return any property of the Church of England in South Africa or any of its Constituent Churches which I may be occupying or holding whether officially or personally within the aforesaid thirty days.”**

.....  
Full Name

Date: .....

.....  
Witness

.....  
Witness

## **32 Appendix B - Responsibilities of Church Councillors**

The Responsibilities of the Church Councillors are as follows:

- 32.1 Provide general care and oversight of the Church.
- 32.2 Evaluate the teaching ministry of the Church.
- 32.3 Review major ministry decisions and strategic initiatives.
- 32.4 Use wisdom, discernment and shepherding gifts to ensure that St Matthews remains on a true biblical course.
- 32.5 Use wisdom, discernment and shepherding gifts to ensure that any special needs and complaints are dealt with biblically.
- 32.6 To decide on the following special matters, namely:
  - 32.6.1 Allegations of heresy or misconduct against the Rector or Minister or Lay-Minister;
  - 32.6.2 The resignation of the Rector or Minister or Lay-Minister;
  - 32.6.3 Complaints relative to the conduct of any Office-Bearer of this Church;
  - 32.6.4 The interpretation of this Constitution and Rules of Procedure, provided that no resolution on these special matters shall be operative unless passed by a majority vote at a Special Meeting of the Church Council; and confirmed by the members at a Vestry Meeting.
- 32.7 Employ staff to:
  - 32.7.1 Provide the vision for the future direction of the Church and oversee day-to-day operations of ministry,
  - 32.7.2 Build and coordinate volunteer teams so that ministry can happen.
  - 32.7.3 Such employment is a delegation of responsibility not accountability by Council.
- 32.8 Carry the ultimate decision-making authority in the Church as indicated by the Bible.
- 32.9 Ensure the above are all done with due regard to the constitution and Rules of Procedures of the Church of England in South Africa.
- 32.10 Delegate responsibility, but not accountability, to a Standing Committee consisting of at least two council members and people with relevant expertise to oversee the legal & financial aspects of ministry including all matters pertaining to the buildings and facilities. Their decisions are to be reported and minuted at the next Council Meeting – (unanimous decision of committee required).

32.11 The responsibilities of the Standing Committee in this regard shall include but not be limited to:

32.11.1 Buildings and Maintenance

32.11.1.1 The maintenance of the grounds and buildings in good order, expenditure on which must have the prior approval of the Council.

32.11.1.2 The maintenance, replacement of, and additions to moveable property to the scale necessary, expenditure on which must have the prior approval of the Church Council.

32.11.1.3 Subject to the provisions of paragraph 26 hereof, to purchase, sell, mortgage or alienate immovable property.

32.11.2 Finances

32.11.2.1 To open or cause to be opened current banking accounts or savings accounts and to operate such accounts. To raise or borrow money from time to time by means of an overdraft or loans against security or in any other way as the Church Council may deem fit. Documents and cheques are to be signed by two persons.

32.11.2.2 Ensuring that proper arrangements are made for the safe custody of cash and securities.

32.11.2.3 Arranging and promoting the Christian care support finances.

32.11.2.4 To prepare or cause to be prepared an annual Financial Statement covering the financial year ending 28<sup>th</sup> February of each year, including a Revenue and Expenditure Account and Balance sheet certified as correct by the Treasurer and audited by qualified Auditors for submission to the Easter Vestry Meeting.

32.11.2.5 To invest, lend, put out to interest, place on deposit, advance or otherwise deal with monies not immediately required to meet current charges upon this Church. By the entire discretion of the Church Council from time to time, to realise, vary, re-invest, or otherwise deal with such investments and securities, provided that none of the powers contained herein may be exercised unless authorized by a resolution of the Church Council passed by a majority of 60% of those elected and entitled to vote at a proper meeting of the Church Council.

32.11.2.6 To arrange the basis on which Sustentation Funds or other sources of revenue shall be provided.

- 32.11.3 Administration
  - 32.11.3.1 Arranging the roster of Ushers/Sideman.
  - 32.11.3.2 Reporting to the General Secretary the names, addresses, postal codes, telephone codes and numbers of all persons elected to be Churchwardens, secretary, treasurer, Sunday School superintendent, and also similar information regarding all lay preachers, lay readers and Holy Communion assistants whose licenses are still valid immediately after the Annual Vestry Meeting.
  - 32.11.3.3 To keep and maintain the Membership Roll of this Church.
  - 32.11.3.4 To cause proper Minutes and Records of its proceedings and of all Vestry Meetings and transactions of this Church.
  
- 32.11.4 Ensure the following CESA requirements are met within the general running of the Church:
  - 32.11.4.1 Requiring that all services and sacraments be administered in accordance with Canons XI to XVII of the Constitution of the Church of England in South Africa.
  - 32.11.4.2 Preventing the introduction of any ceremony, vestment fitting or ornament, which is not authorised in the Book of Common Prayer 1662 or by the Synod of the Church of England in South Africa.
  - 32.11.4.3 Providing for a replacement preacher during vacations by the Rector or staff and ensuring that no one preaches who is not duly licensed to do so.
  - 32.11.4.4 In particular the Rector's Warden is the confidant and supporter of the Rector/Minister in charge especially in prayer, and in matters pertaining to his general well being.
  - 32.11.4.5 The appointment of Ordained Ministers or duly qualified laymen as Rector or Minister or lay-Minister to the Congregation, and to enter into contracts with persons so appointed relative to their tenure of office and other matters. To terminate such appointments. (See Canon 5 (2), (3), and (5) of the Constitution of the Church of England in South Africa).
  - 32.11.4.6 The remuneration of the minister(s) and other paid Church workers.

### 33 Appendix C - Biblical qualifications for Church Councillors

The following biblical qualifications must be evident in Church Councillors:

- a. Above reproach – they must lead by example and demonstrate a lifestyle free of patterns of sin.
- b. Husband of one wife – they, if married, must be devoted spouses.
- c. Temperate – they must be self-controlled, enslaved to nothing, free from excess.
- d. Prudent – they must be sober, sensible, wise, balanced in judgement, not given to quick, superficial decisions based on immature thinking.
- e. Respectable – they must demonstrate a well-ordered life and honourable behaviour.
- f. Hospitable – they must be unselfish with their personal resources. They must be willing to share blessings with others.
- g. Able to teach – they must be able to communicate truth and sound doctrine in a non-argumentative way.
- h. Not addicted to wine – they must be free from addictions and willing to limit their liberty for the sake of others.
- i. Not pugnacious or quick tempered – they must be gentle, patient, and able to exercise self-control in difficult situations.
- j. Uncontentious – they must not be given to quarrelling or selfish argumentation.
- k. Free from the love of money – they must not be stingy, greedy, out for sordid gain, or preoccupied with amassing material things.
- l. Manage own household – they must have a well-ordered household and a healthy family life.
- m. Not a new convert – they must not be new believers. They must have been Christians long enough to demonstrate the reality of their conversion and depth of their spirituality.
- n. Good reputation with outsiders – they must be well respected by unbelievers and free from hypocrisy.
- o. Not self-willed – they must not be stubborn, prone to force opinions on others or abuse authority. They must be servants.
- p. Loving what is good – they must desire the will of God in every situation.
- q. Just – they must desire to be fair and impartial. Their judgements must be based on biblical principles.
- r. Devout – they must be devoted Christ followers seeking to be conformed to His image. They must be committed to prayer, study of the bible, the gatherings of St Matthew's family and the guarding of their own walk.
- s. Holding fast to the faithful word – they must be stable in the faith, obedient to God's Word, continually seeking His will in their lives.



**34 Appendix D - Procedure for Election of Church Councillors**

The following procedure will be followed for the election of Church Councillors:

- a. Council shall appoint a nominating committee consisting of at least 3 members of St Matthews, none of whom currently serve on Council or currently aspire to be on Council. For the purposes of order, one member of the nominating committee shall be chosen by the committee as chairman of the committee.
- b. The nominating committee will meet with Council to review the qualifications for Council members and determine questions that should be posed to candidates.
- c. The congregation shall be provided with teaching regarding the biblical qualifications for Council members and their biblical role.
- d. With the biblical qualifications in mind, members of the congregation will be given 30 days to submit prayerfully the names of members of St Matthews for consideration as Council members.
- e. Men whose names are submitted shall be informed and they shall be urged to engage in self-appraisal and personal evaluation in the light of the biblical qualifications. Any person may withdraw at this point if he does not aspire to being a Council member (1 Timothy 3: 1) or does not believe that he adequately meets the qualifications.
- f. The nominating committee shall review the names of the nominees and shall conduct interviews with each nominee.
- g. After prayerfully considering each nominee, the nominating committee shall make final recommendations to the Council. Those nominees who have not been recommended to Council shall be informed by the nominating committee as to the reasons for their not being recommended, with reference to whatever qualifications might not have been fulfilled.
- h. The Council shall review the nominees and make a final selection. Nominees not selected at this point shall also be given reasons by the Council as to why they were not selected.
- i. The names of prospective Council members shall be brought before the members of St Matthews, who will be given 30 days to show cause why any one of the prospective Council members would not be qualified to serve. Consistent with Matthew 18: 15 and Matthew 5: 24, any members with such "cause" must first express his or her concern to the prospective Council member and then must also express his or her concern to the Council for consideration.
- j. At the end of the 30-day period, the prospective Council member will be presented to the members of St Matthews for affirmation by majority vote of the members present (a quorum of 20 % of members) and for a service of dedication. Such a time of affirmation and dedication shall occur every two years, whether to affirm new Council members or reaffirm the service of the existing Council members.