

# Constitution of Holy Fire Fellowship

## *Article I—The Name*

The name of this incorporated association/church is Holy Fire Fellowship.

## *Article II—Objects*

### *Chief Object*

The chief object of this church is to glorify God by prayer, sharing the Word of God, making disciples of the Lord Jesus, and spreading the fire of the Holy Spirit around the world.

### *Specific Objectives*

- 1) To hold religious services with the expressed purpose of ministering to God and man;
- 2) To provide a fellowship by which other believers may gather together in spiritual unity (encouraging one another and promoting one another to good works) and unbelievers may come and be shown the love of Jesus Christ;
- 3) To speak, teach, and preach the Word of God (the Christian Bible) not only with words but with demonstration of power and our life;
- 4) To heal the sick, raise the dead, cast out demons, and cleanse the leper;
- 5) To provide godly counsel;
- 6) To engage in prayer in order to worship God, intercede for the saved and the lost, petition, and beseech God;
- 7) To hold Bible studies to teach the Word of God, discuss the Scriptures, and put them into practice;
- 8) To save the lost (unbelievers) through the Gospel of Jesus Christ, sharing with them the hope and salvation that can only be found in Jesus;
- 9) To help out the poor and needy, providing for their physical, emotional, and spiritual needs;
- 10) To support missions by giving financially and taking part in training and sending out laborers;
- 11) To equip the saints to do the work of ministry and to raise up leaders and full-time ministers.

*Article III—Statement of Faith*

- 1) We believe the Bible to be the only inspired, infallible, and authoritative Word of God (John 16:13; 2 Tim. 3:15-17; 2 Peter 1:21; 1 Thes. 2:13).
- 2) We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Deut. 6:4; Isa. 43:10-11; Matt. 28:18; Luke 3:22; John 14:16).
- 3) We believe in the deity of our Lord Jesus Christ (John 1:1, 14, 20:28-29; Phil. 2:6-11; Isa. 9:6; Col. 2:9), His virgin birth (Matt. 1:8; Luke 1:34-35; Isa. 7:14), His sinless life (2 Cor. 5:21; Heb 4:15, 7:26-27; 1 John 3:5; 1 Peter 2:22), His miracles (Matthew 4:23, Luke 6:17-19, John 3:2), His vicarious and atoning death through His shed blood (Col. 1:14,20; Romans 5:8-9; Eph. 1:7), His bodily resurrection (1 Cor. 15:3-4; Luke 24:4-7, 36-48; Rev. 1:17-18), His ascension to the right hand of the Father (Acts 2:23, 5:30-31; 1 Peter 3:22), His personal return in power and in glory (Acts 1:11; Phil. 2:9-11; 1 Thes. 1:10, 4:13-18; John 14:1-3).
- 4) We believe that justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit are absolutely essential for salvation of lost and sinful man (Rom. 3:24-25; John 3:3-7; 1 John 5:11-13; Eph. 2:1-16; Rev. 5:9; Acts 4:23; 1 Cor. 6:11).
- 5) We believe that the prime agency for the work of God's Kingdom is the local church functioning under the sovereignty of our Lord Jesus Christ. To the church have been entrusted the ordinances of Believer's Baptism and the Lord's Supper (Acts 2:41-47, 16:4-5; Matt. 16:18, 28:18-20; Eph. 1:22-23; 1 Cor. 11:23-26).
- 6) We believe in the present ministry of the Holy Spirit; which includes: baptism in the Holy Spirit as a distinct experience from regeneration; His indwelling whereby the Christian is enabled to live a godly life; His supernatural gifting and empowering of the church for its work, life, and worship (Luke 24:49; Acts 1:4-8, 2:1-4, 10:44-46; 1 Cor. 12, 14).
- 7) We believe in the return of Jesus Christ, to consummate His Kingdom in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation (John 5:28-29; Mark 14:62; 2 Thes. 1:2-10; Rev. 1:5-7; Rev. 20:4-5, 11-12).
- 8) We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:11, 21-23, Rom. 12:4-5, Eph. 4:11-16).

*Article IV—Nonprofit and Dissolution Clauses*

Section 1

The assets and income of this church shall be applied exclusively to the promotion of its objects. No portion shall be paid or distributed directly or indirectly to its members except for bona fide remuneration for services, expenses incurred on behalf of the organisation, or that which promotes its objectives.

Section 2

In the event of the church being dissolved, the amount which remains after dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the church in accordance with its powers to any church or organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its members.

*Article V—Powers*

- 1) The church has the powers of an individual
- 2) The church may, for example—
  - a) enter into contracts; and
  - b) acquire, hold, deal with and dispose of property; and
  - c) make charges for services and facilities it supplies; and
  - d) do other things necessary or convenient to be done in carrying out its affairs.

*Article VI—Government of the Church*

Section 1

This fellowship shall have the rights to govern itself according to the Word of God. It will maintain fellowship with other like minded churches and believers to keep itself from going astray from its original intention and the pureness of the Scriptures.

Section 2

The governmental leadership for spiritual affairs of the church shall be made up of Elders. Of the Elders, one will be head elder, known as the Senior Pastor (President). The Senior Pastor and Elders (who are under the Senior Pastor) will have spiritual oversight over the entire life of the fellowship as well as manage the affairs of the church.

Elders shall be selected by the Senior Pastor (under the guidance of the Holy Spirit) and must meet the Scriptural requirements (Acts 6:3; 1 Tim. 3:1-7; Titus 1:5-9). The Elders are to assist the Senior Pastor in pastoral ministry such as the ministry of prayer and the Word, administration, visitation, discipline, missionary and outreach ministry, fellowship growth, and finances. They are to be shepherds of the flock and may be referred to as pastors themselves (Acts 20:17, 28).

church must first consult the Senior Pastor to get his approval.

For secular affairs there will be a management committee. This management committee will be made up of the President (the Senior Pastor), Secretary, and Treasurer, as well as any other members the association members elect or appoint in a general meeting.

The members of the management committee shall be elected at the annual general meeting or any general meeting of the incorporated association in accordance with its rules.

### Section 3

An Elder may be tried if there are at least two or three witnesses against him (1 Tim 5:19). An Elder may only be tried for not fulfilling Scriptural standards (sin) and his duty as an Elder. An Elder will be removed from his office based on the Senior Pastor's judgment or the unanimous judgment of all the Elders (in case of the Pastor's trying). If the removing of an Elder is due to sin, he must be rebuked before the whole fellowship (1 Tim. 5:20).

An Elder will not be brought back into the Eldership until he has gone through a process of restoration. The time and process of this restoration shall be determined by the other Elders.

There is no right of appeal for the Elder once he is removed from office.

### Section 4

The nature of an Elder's leadership is based on the Word of God:

Peter writes: "To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed: Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away" (1 Peter 5:1-4).

"Jesus called them together and said, 'You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with

you. Instead, whoever wants to be great among you must be your servant, and whoever wants to be first must be your slave—just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many” (Matt. 20:25-28).

### Section 5

An Elder may resign at his own will and with the consensus of the other Elders.

If an Elder resigns or is removed, and his position is needed, he must be replaced by another (Acts 1:15-26). The Elders must seek God together and be led by the Spirit about who should replace him. If there is nobody worthy they must wait until there is. Under no circumstances should a man be exalted as an Elder who is not worthy of such a call.

If the Senior Pastor in good standing terminates his position, he is to appoint another to take his place. This appointing should be affirmed by the other Elders.

If the Senior Pastor is removed for any reason the Elders should seek God about who should take the Senior Pastor’s place. They must arrive at a mutual decision. As soon as possible his position should be filled.

### Section 6

Deacons will be appointed by the Elders. Prospective deacons will be men or women from the fellowship who manifest a desire to be servants of the body of Christ. Deacons are considered leaders under the Elders, though they do not have authority in all leadership decisions.

Deacons must fulfill the Scriptural qualifications given in 1 Timothy 3:8-13.

Deacons will be given individual responsibility in the body of Christ. They will function in capacities of both practical and spiritual character in order to release the Elders to devote themselves to prayer and the Word of God. Their function is found in Acts 6:3-8.

Deacons may resign or be removed from office in the same matter as an Elder.

### Section 7

The terms of the Senior Pastor, Elders, and Deacons are life-long, or until the resignation or removal of one from his/her position.

## Section 1

There are two classes of membership in the fellowship: 1) Standard and 2) Provisional.

Members (standard) will be admitted to the church based on these conditions:

- 1) They are committed to the vision, beliefs, and regular meetings of the fellowship.
- 2) They are willing to submit to the spiritual leadership of the fellowship as is fitting in the Lord.
- 3) They have been baptized in the name of the Lord Jesus as a repentant believer or are planning to be baptized in the near future.
- 4) They are willing to give in tithes and offerings to the fellowship.
- 5) They have a desire to serve the Lord and the church in any way they can.

The acceptance of members is based on verbal agreement and acceptance of the membership.

(Provisional members are those who are members of the church but because of various reasons they are not able to meet all the conditions for regular membership. (This may be because they are missionaries sent out from our church. Or, maybe they are part of another home church but attend our meetings regularly.) Provisional members will be admitted as such based on the decision of the Elders.)

Standard members should attend the general meetings. They have the right to vote and to hold office.

Provisional members may attend the general meetings but they do not have the right to vote or hold office.

Membership in any class is unlimited in numbers.

## Section 2

Membership to Holy Fire Fellowship may be rejected or terminated because of serious and public unrepentant sin. This is a decision for the Elders who must come to a consensus on the determined action (the Senior Pastor having the final authority). The decision must be prayerfully based on 1 Corinthians 5:1-13. There is no right to appeal. There will be acceptance back into the fellowship once this former member repents and brings forth fruit keeping with repentance.

Membership may also be rejected or terminated because the member is not fulfilling the conditions of membership. The member first must be spoken to and be made aware of the problem. If the problem persists, the termination of that membership will be decided by the Elders (with the Senior Pastor having the final authority).

There is no right to appeal, but the member may be accepted back into the fellowship if they are willing to fulfill the membership conditions again.

At any time a member may terminate their membership to the fellowship for any reason. They are advised to speak to the Senior Pastor <sup>and</sup> ~~or~~ Elder before their decision is made (in order to respect spiritual authority) but they are not bound to. They should let the church know why they are leaving. If they do not speak to any of the Elders personally, they should write a letter to the church explaining their reason for termination.

### Section 3

The fellowship should keep a record or register of the members.

This record should include:

- 1) the full name, residential address, phone number, and date of birth of member;
- 2) the date of admission of the member;
- 3) the date of death or resignation of the member;
- 4) details about the termination or reinstatement of membership;
- 5) any other particulars the elders decide.

## *Article VIII—Meetings*

### Section 1

Meetings will be held for public worship on the Lord's day (Sunday) each week as well as during the week as the Senior Pastor and Elders decide.

### Section 2

Annual general meetings will be held based on the time of the first general meeting.

### Section 3

Special general meetings of the fellowship may be called when necessary by the Elders.

### Section 4

The Senior Pastor and Elders will meet for the transaction of routine business for the fellowship as is necessary (termed the Elders Meeting). These meetings may be called by anyone of the Elders by contacting in word or writing the other Elders. The time and place of the meeting will be decided and announced by the Senior Pastor through word or writing.

*Article IX--Minutes*

Section 1

The secretary must ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each Elders meeting and general meeting are entered in a minute book; and the secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any member who previously applies to the secretary for the inspection.

Section 2

To ensure the accuracy of the minutes recorded under the section above

- 1) the minutes of each Elders meeting must be signed by the chairperson of the meeting, or the chairperson of the next Elders meeting, verifying their accuracy; and
- 2) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
- 3) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the church that is a general meeting or annual general meeting, verifying accuracy.

*Article X--General Meetings*

Section 1

Annual general meetings and special general meetings will be called by the Elders.

Section 2

A request for an annual general meeting or a special general meeting must state:

- 1) why the meeting is being called; and
- 2) the business to be conducted at the meeting.

Section 3

The notice of an annual general meeting or a special general meeting must state in word or writing:

- 1) the day, time, and place of the meeting; and
- 2) the business to be conducted at the meeting.

#### Section 4

The following business will be conducted at an annual general meeting:

- 1) Receiving the statement of income and expenditures, assets, liabilities and mortgages, charges and securities affecting the property of the church for the last financial year;
- 2) receiving the auditor's report on the financial affairs of the church for the last financial year;
- 3) presenting the audited statement to the meeting for adoption;
- 4) appointing Elders and Deacons;
- 5) appointing an auditor.

#### *Article XI--General Meeting Procedure*

##### Section 1

The Senior Pastor or who he appoints is the chairperson of the general meeting

##### Section 2

The general meeting will adjourn to another time if the Senior Pastor or somebody he has appointed in his place is not present.

##### Section 3

The chairperson must conduct the meeting in a proper and orderly way.

##### Section 4

Each question, matter, or resolution must be decided by a majority of votes of the members present with the Elders having the final decision; and

each member present and entitled to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has the casting vote as well as a primary vote; and

voting may be by a show of hands or a division of members.

##### Section 5

The size of the quorum at a general meeting must be at least 3 people. If there are not at least 3 people the meeting is to be adjourned until further notice.

#### *Article XII--The Elders Meeting*

### Section 1

A request for an Elders meeting must state:

- 1) why the meeting is being called; and
- 2) the business to be conducted at the meeting.

### Section 2

The notice of an Elders Meeting must state in word or writing:

- 1) the day, time, and place of the meeting; and
- 2) the business to be conducted at the meeting.

### Section 3

More than 50% of the Elders with the Senior Pastor being present or giving approval to the meeting makes a quorum.

### Section 4

A problem or disagreement at a meeting should be solved through seeking the Lord's will in prayer and searching what the Word of God states. Elders should arrive at a consensus on decision, but the Senior Pastor is the final judge.

### Section 5

The Senior Pastor presides over the Elders meeting unless he appoints somebody else. If he is absent the meeting is to be adjourned till another time.

### Section 6

A casual vacancy in the Elders meeting is not to be filled.

### *Article XII—Secular Affairs and Management committee*

For secular affairs there will be appointed a President, Secretary, and Treasurer.

The President, Secretary, and Treasurer will make up the management committee as well as the Elders and any other members the association members elect or appoint at a general meeting.

### Section 1

The President will be the Senior Pastor.

### Section 2

The Secretary will be appointed by the church. He or she will serve for at least one year. After such time a decision will be made to renew the Secretary or to appoint a new one at the annual general meeting.

The Secretary will be in charge of:

- 1) Keeping minutes at business meetings;
- 2) Keeping a record of all meetings and what went on during the meetings;
- 3) Keeping a record of the members and prospective members of the church.

### Section 3

The Treasurer will be appointed by the church. He or she will serve for at least one year. After such time a decision will be made to renew the Treasurer or to appoint a new one at the annual general meeting

The Treasurer will be in charge of:

- 1) Keeping a record of the finances;
- 2) The accounting of finances to the government at the end of the fiscal year;
- 3) Other financial duties.

### Section 4

Any additional members of the management committee beside the Elders will serve for at least one year. After that time a decision will be made to renew the person or to appoint a new one at the annual general meeting

#### *Article XIII—Electing the Management Committee and Elders*

A member of the management committee or Elder may only be elected as follows

- 1) a nomination is made by one of the Elders and approved of by the President (Senior Pastor).
- 2) the nomination must be:
  - a) in writing; and
  - b) signed by the candidate, the nominating Elder, and the President (Senior Pastor); and
  - c) given to the Secretary at least 7 days before a general meeting at which the election will be held
- 3) each member present must vote at the meeting for the candidates nominated

- 4) an Elder or management committee member is elected when the majority of members vote in favor of the candidate.
- 5) As for the first election, the Elders and management committee are nominated by at least one other member and elected by the majority vote of the members.

*Article XIV—Common Seal*

The management committee must ensure the association has a common seal.

The seal must be:

- 1) kept securely by the management committee; and
- 2) used only under the authority of the management committee

Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by:

- 1) the secretary; or
- 2) another member of the management committee; or
- 3) someone appointed by the management committee.

*Article XV—Funds and Accounts*

Section 1

The Funds of the fellowship must be kept in an account in the name of the church in a financial institution decided by the management committee.

Section 2

Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the fellowship.

Section 3

All amounts must be deposited in the financial institution account as soon as practicable after receipt.

Section 4

Cheques other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable.'

Section 5

Cheques may be signed by the President (Senior Pastor), Secretary, or Treasurer.

#### Section 6

A petty cash account must be kept and the management committee and Elders must decide the amount of petty cash to be kept in the account.

#### Section 7

The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared:

- 1) the income and expenditure for the financial year just ended;
- 2) the church's assets and liabilities at the close of the year;
- 3) the mortgages, charges, and securities affecting the property of the church at the close of the year.

#### Section 8

The auditor must examine the statement prepared under Section 7 and present a report about it to the secretary before the next annual general business meeting following the financial year for which the audit was made.

#### Section 9

The income and property of the church must be used solely in promoting the church's objects and exercising the association's powers.

#### *Article XVI—Financial Year*

The financial year of Holy Fire Fellowship closes on June 30 in each year.

#### *Article XVII—Documents*

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the church.

#### *Article XVIII—Amendments*

#### Section 1

The Elders and management committee may make, amend, or repeal by-laws, not inconsistent with these rules, for the internal management of the church.

#### Section 2

A by-law must be accepted or set aside by the majority vote of members at a general meeting.

### Section 3

Subject to the Association Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

However, an amendment, repeal or addition is valid only if it is registered by the chief executive.