



c3
church

C3 CHURCH GLOBAL

POLICY DOCUMENT

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1. C3 CHURCH GLOBAL EXECUTIVE / DIRECTORS

1.1 Correspondence to the Executive

All correspondence that comes to members of the Board regarding C3 Church matters must be sent to the Administrative Secretary, to be circulated to all members of the Board at least one month prior to a Board meeting (local or distant).

1.2 Executive Meetings

An Executive meeting cannot be called without Phil Pringle's (Chairman) authorisation, except in case of emergency and the Chairman's unavailability.

An Executive member, in consultation with the Secretary, may choose a person to attend as an observer at an Executive meeting.

1.3 C3 Church Global Directors - Roles and Responsibilities

Directors:

1. A Director has a responsibility to the Company over and above the responsibility he feels for his own Church. This shows itself in a number of ways:

a) The information gained at the Executive levels ought to be treated confidentially. It should not be used for any other purpose than it was originally revealed.

b) There is a responsibility to know or obtain whatever information is necessary to decide and act wisely.

2. The Directors are the representatives of the movement and should bear the interests of the movement in decision making to the Executive level. The Director's obligation is to see that those decisions are carried out.

3. A Director is authorised to act spontaneously for the Executive in local church matters, which in his opinion call for immediate action. In such a case the Secretary or President needs to be kept informed and up to date with the situation.

4. The legal obligations upon Directors are equal, there being no discrimination (distinction) between any ordinary Directors and the Chairman or President.

5. The increased power of President/Chairman is given by the Articles (and Memorandum of Association). Those can include such things as a double vote, power of veto, casting vote, etc. and there is no limit to his power by law.

6. In the case of bankruptcy or where similar legal action is taken against the company, responsibility is placed equally on all Members of the degree allowed in the Articles and Memorandum of Association (\$5). If, however, there is a case of negligence or malpractice to answer, the courts decide the limits of accountability. This accountability is usually limited to Directors but can be extended to the Company Secretary, to Executive Officers, to other employees etc. as they see fit. In these cases they review the function not simply the title of those involved.

7. The Chairman and Secretary will set the Agenda for Executive meetings upon receiving requests from the Directors. A meeting can be called by any two Directors or by the President alone.

8. Each Regional Director is required to have a team of at least two people to make decisions relevant to their Region.

9. A Regional Director will receive a wage of no more than 2 days per week unless reviewed by the C3 Church Executive. No more than 30% of the Regional Budget should be used for Administration costs.

10. Regional Directors must ensure there is a security plan put in place for the safety of the people in their Region.

Secretary:

1. The law demands that there be a minimum of 3 Directors and a Secretary. A Secretary must always reside in the State of registration and be able to receive correspondence at a registered office.

2. The Secretary's responsibilities are:

- a) To receive and dispatch information to the Directors. He is responsible to the President particularly, then respectively to the Directors.
- b) To check that decisions made by the Executive are carried out and perform any work proceeding from Executive meetings.
- c) To organise Conferences at the request of the Executive.
- d) To keep the Executive informed of the financial standing of the Company and to submit an annual budget.
- e) To view and approve, in consultation with the President all C3 Church Budgets (Area, Regional and Global).

1.4 Appointment of Directors

Any Board member must be a Senior Minister, or of the opinion of the Board, a person of equal skill and experience.

2. NEW CHURCHES AND C3 CHURCH CREDENTIALS

2.1 Church Plants

The sponsoring church is to advise the Regional Director and the C3 Church Global Office of all prospective church plants.

The planting of a church by a C3 Church should be presented to the local overseer for their approval regarding the location, financial arrangements and suitability of the proposed pastor and their family. The local overseer is to discuss the proposed plant with the Area Overseer and the Regional Director before giving approval.

Status of New Church Plants during first 12 months:

- The new church relates directly to the sponsoring church.
- Credentials for the pastors are issued by the sponsoring church, and signed by the board of the sponsoring church.
- C3 Church Levy is paid from time of commencement of church plant.

Procedure at the end of 12 months:

If, at the end of 12 months a church has reached a membership of 75 or over, the overseer of the church can recommend that the church be recognised as a full-member church with C3 Church. At this point the pastor(s) of the church is required to sign the C3 Church Constitution and complete a Minister's Credential Application Form. If the application is approved by the C3 Church Global Secretary, the pastor(s) will receive a C3 Church credential signed by the President and Secretary.

If, at the end of the first year, the church remains under 75, the church and the pastor(s) of the church will remain on probation and the pastor(s) will continue to be credentialed through their overseeing church.

2.2 Joining Churches

Upon the recommendation of a C3 Church Minister, and upon payment of a fee of \$250AUD, a church wishing to join can be admitted to a one-year probationary relationship, giving them access to Conferences as a guest. This arrangement gives no access to the C3 Church name, neither does it indicate or infer in any way that they are already in association with C3 Church.

The Regional Director will assign an overseer to the joining church, and within the year of probation, the overseer will observe various issues in the life of the pastor wishing to join. These issues are to include:

- i) Their willingness to submit to their contact/overseer within the movement;
- ii) General fruitfulness;
- ii) Private financial status;
- iv) Current marital status;
- v) Their attendance at 2 Conferences
- vi) Theological training;
- vii) And whatever else is deemed appropriate.

At the completion of one year, the following requirements must be satisfied for the church to be recognised as a full-member church and the pastor(s) to be credentialed as C3 Church Minister(s):

- i) The church must have a membership of 75.
- ii) The overseer of the church must meet with the pastor and any board members/elders. The Constitution is to be signed by the pastor(s) and the board members.
- iii) A Minister's Credential Application Form must be completed and forwarded to the C3 Church Global Office.
- iv) Two external references attesting to the character of the pastor(s) must be submitted to the C3 Church Global Office with the Minister's Credential Application Form.
- v) The church is to begin paying levy to the C3 Church Office in its region.
- vi) The Pastors have attended 2 C3 Church Conferences

If a church has not reached a membership of 75 at the end of the probationary year, the church and pastor(s) will remain on probation with the movement under the oversight of the assigned overseeing Minister. If the church chooses to remain on probation with the movement, they will be required to start paying levy at the end of the first year of probation.

2.3 C3 Church Name

If a church is planted from a C3 Church, it automatically has the right to use the name C3 Church.

However, if it comes from outside the movement, the church needs permission to use the name C3 Church. This is granted after the probationary period, provided the joining church meets with the criteria of point 2.2.

2.4 Qualification for Marriage Licences

Marriage licences amongst C3 Church ministers should only be made available to the senior minister and pastoral staff of C3 Church churches if the pastoral staff are employed on a full time basis and have been for a period of 12 months, and are carrying full credentials, where applicable. There are occasionally special exceptions made to these requirements.

2.5 Ordination of Local Pastors

The ordination of local pastors is the responsibility and the privilege of the local church.

2.6 Certificates for Ministers and Senior Ministers

The C3 Church Global office will provide Senior Minister Certificates to all senior ministers and Minister Certificates to those ministers who are not yet senior ministers (see definitions). It is the responsibility of each church to provide it's ordained pastors with ordination certificates.

2.7 Request for Renewal of Credentials

The Minister or Senior Minister of a C3 Church must apply to have their credentials renewed at the start of each year.

C3 Church Global also asks the Senior Minister to endorse the lifestyle and ministry of locally ordained pastors at the same time as they request renewal of their own credentials each year.

2.8 Itinerate Ministers

Itinerate Ministers are to be credentialed by the local church at which they are based. All itinerate ministers are to be a member of a local church and accountable to their local pastor. C3 Church Global does not ordain or recognise itinerate ministers that are not under the authority of a local church ministry. We anticipate they will be personally and financially accountable to their own church.

CONFERENCES

3.1 Attendance

C3 Church credentialed ministers are to attend their annual Regional Conference and Pastor's Days convened by the Area Overseer/Regional Director. The prime motivation for these Conferences is that the pastors in our movement get together for inspiration, fellowship, empowerment and fun.

3.2 Conference Subsidy

Where possible a percentage of the levy paid by a church in the year prior to the Regional Conference will be used to subsidise the Regional Conference Fees for that church.

If a church has not paid the levy in full, they will not be subsidised to attend the conference.

3.3 Offerings at Conferences

Offerings are to be taken up at conferences primarily for church planting and, where appropriate, for guest speakers. The allocation of offerings is to be made in consultation with the Regional Director, or in the case of Regional Conferences, with the Global Office. The offerings should be held at the night meetings.

The Global Office should be advised of the amount of money raised in church planting offerings and of how the funds are intended to be distributed.

3.4 Costs for Executive to attend Conferences

Conferences which Ps Phil and Chris Pringle attend are responsible for the conference costs, accommodation and a predetermined portion of their business class airfares.

Where possible, conferences should also cover the costs (travel, accommodation and conference fees) of any C3 Church Global Executive Members attending the conference.

4 DISCIPLINE OF CHURCH LEADERS

Areas that require discipline are sexual misconduct, doctrinal error, financial misconduct, violating overseer's advice and violating the spirit and intent of the constitution or policy handbook.

4.1 Minister's Salary

The C3 Church Global Executive suggest pastors should refrain from taking a full or inappropriate salary in a small church where taking that salary will jeopardise the church's health. It is the overseer's responsibility to look at the church's figures and gauge whether the church can cope financially with the pastor taking a salary.

4.2 Outstanding Bills

If a pastor sees that the church is not meeting its bills over an eight week period, the balance must be made up from his own salary - i.e.: take a salary cut by the amount of the bills not being met. This also implies the principle of the shepherd laying down his life for the flock.

If the Pastor continues to draw a wage when the church has outstanding debts, in full knowledge of this policy, then the overseer must become involved.

We strongly recommend that spouses should also be made aware of the both church's and their own personal financial status.

Where a church's rent or mortgage is four weeks in arrears, the pastor must notify their overseer.

4.3 Overdraft

For normal operations we strongly advise that a church does not go into overdraft. Where overdraft facilities are to be used, the overseer of the church should be consulted.

4.4 Personal bankruptcy

In the case of personal bankruptcy, a pastor's access to the finances of the church is to be limited until the bankruptcy is discharged.

4.5 Church Liquidation

In the case of a church going into liquidation:

- i) The pastor is unable to sign cheques for a 1-2 year period and two other people need to be appointed to sign cheques (they would relate to a board regarding all financial decisions - whether it be a local board or the pastor's overseer);
- ii) The pastor or spouse are to be removed from any financial control of church finances until bankruptcy is discharged;
- iii) The church are to work at repaying all outstanding debts (left to the direction of the pastor – whether they wittingly or unwittingly went into the bankruptcy);

iv) There is to be a veto on spending and a monthly financial report to be sent to the overseer.

If these terms of discipline are violated, the pastor is on probation for not heeding the advice of the Executive. If violated one more time, they lose their credentials and the use of the name C3 Church.

Discretionary areas would include the pastor's salary (whether they should take money from a church that has unpaid debts) and counselling (whether it be marital, financial etc.)

4.6 Alcohol

The standard of how much a pastor can drink is that, at any time of the day or night, they must be able to get in their car and drive legally in order to answer a pastoral call i.e.: stay under the legal alcohol limit in each jurisdiction. In the light of Scripture, consideration should be given to not consuming alcohol if for cultural reasons it will bring the church into disrepute or will undermine the good conscience of believers.

4.7 Restoration of Ministers

In the case of immoral failure of people leading a church, the Australian Pentecostal Ministers Fellowship (APMF), in the case of Australia, will be notified as part of our agreement as members of that group. If a person in ministry has fallen, and refuses discipline from within the movement there is a commitment to inform other fellowships (through the APMF), particularly in light of the possibility of the person going across denominations seeking ordination.

Restoration is possible if a person is repentant toward God. If a person voluntarily confesses and repents, then they can be restored. If they are forced into admission without repentance, then they cannot be restored so quickly, if at all. Restoration to the status of Minister/Pastor is dependant upon humility of heart, change of lifestyle etc and the consideration of the Area Overseer in consultation with the Regional Director.

4.8 Appointing External Board Members

If a Senior Minister desires to appoint a person outside C3 Church for an interim period on his Church Board, he/she is required to consult their Regional Overseer.

5 FINANCES

5.1 C3 Church Global and Regional Budgets

C3 Church Regional and Global Budgets are to be used for the following:

- Running of the Office – Wages and general administrative expenses
- Travel and Accommodation expenses of Directors and Overseers
- Conference Subsidy

Pre-set decisions and policy will govern how money is spent, and budgets should be set according to normal accounting practices. Regional Budgets are to be submitted each year to the Global Office.

5.2 C3 Church Financial Accounts

At the end of each financial year a copy of the audited financial accounts of every region will be sent to the C3 Church Global Executive and to the Minister of each full member church within that Region. A page will be added as an explanation to the churches regarding particulars of the accounts, i.e.: levy, profit etc.

The audited accounts of the C3 Church Global Office will be sent to the C3 Church Executive.

5.3 Financial Policy for Churches

We strongly advise that members of a church should not be asked to take out personal loans for the church nor should they be asked to go guarantor for a loan taken out by the church. We understand that the pastor/minister of church may be required to go guarantor, but again we advise against it.

Each church must submit to their Regional Director (or their representative eg: an area overseer) an independent audit i.e.: an audit not performed by with a member of the church. Any financial problem (past or present), bankruptcy, personal, moral or pending legal problem must be made known to the Regional Director immediately.

Company credit checks can be made on churches that we suspect may be in financial difficulty.

6 LEVIES

6.1 C3 Church Levies

a) A levy of 3% (currently 2.5% for General Levy and 0.5% for Technology Levy) is to be financed from tithes and offerings (excluding any designated income or sales), not including special offerings.

b) The General Levy is used to fund the C3 Church Budgets. The Technology Levy is used to finance the development of Media & Technology in C3 Church on a Global level.

6.2 Non-Payment of Levies

Should the levy be in arrears for more than three months the Regional Director would make contact to see why this was the case.

Where a church has not paid levy for six months they will be sent a letter from their overseer requesting an explanation of non-payment. If there is a "non-compliant" attitude, the overseer is to write to the appropriate church board, stating what is required by C3 Church (full payment of levies as outlined in the Constitution). If a church cannot pay and they have approached the overseer and requested official deferment of payment, this is acceptable.

7 OVERSEERS

7.1 *The Role of the Overseer*

The Board members of C3 Church and other pastors in the movement nominated by the Regional Directors are given responsibility for pastoring a designated group of Senior Ministers (and their Associates). These people will be known as overseers of the Movement. The basis of this role is to provide a structure that lends support and encouragement to the ministry of the local pastor/spouse.

The maintenance of C3 Church credentials is based on each individual holding credentials maintaining a sound lifestyle and doctrine, as set out in the Movement's Constitution and Doctrinal Basis.

If the Overseer finds questions relating to the individual Minister's soundness in these areas, and the Minister does not receive acceptable correction, these matters shall be presented to the Regional Director.

The Regional Director may then choose to place the Minister on probation for a set period. If there is no significant change in the Minister's doctrine or lifestyle after this period of time, then another C3 Church Overseer (can be chosen by the Minister in question) shall attempt, over a set period of time, to resolve the problems. If at the end of this period the problems remain unresolved, then the Regional Director shall have power, at the recommendation of the two Overseers, to remove the Minister's credentials.

Should the local Board of the Church agree with the decision of the Regional Director, the Regional Director, in association with the local Board, has responsibility for locating and installing a new minister. Should the local Board of the church disagree with the decision of the Regional Director, and wish to maintain the minister then the Regional Director shall have power to remove the name C3 Church and C3 Church membership from the local church. This would be done in consultation with the C3 Church Executive and/or the Global Office.

7.2 *Overseer Contact*

Each Overseer shall be in personal and regular contact with the minister and spouse of each church they oversee.

7.3 *Overseer Meeting With Church Board*

The Overseer should meet with a probationary church board (at least once) during the probationary period.

7.4 *Financial Decisions*

The Minister must submit to the Overseer any substantial financial decisions in relation to buildings or other activities.

7.5 *Record Keeping by Overseers*

The Area Overseer/Regional Directors are to collect church statistics from churches within their area/region on a monthly basis. Monthly statistics should include average weekly church attendance, membership and salvations. The Area/Regional Director will compile a report based on these statistics to submit to the Global Office. From this the C3 Church Global Office can produce a total graph to plot the health and growth of the movement.

8 MISCELLANEOUS

8.1 Mailing List

- C3 Church Global does not provide mailing lists of churches to anybody requesting it.
- A C3 Church Directory listing of the location and times of C3 Church services and an office contact phone number is available on the website – www.c3churchglobal.com
- A confidential extensive contacts list will be provided to each Minister/Senior Minister as an excel spreadsheet.

Joining Churches, whilst on probation, will not be included in the C3 Church Directory that is available to the public.

9 DEFINITIONS

9.1 Minister

A Minister in C3 Church is defined as someone who has spiritual oversight and leadership of a local church – the primary church leader. To qualify for this term, the Minister must lead a church that is a full-member church with C3 Church Global.

9.2 Senior Minister

In order to qualify for the term ‘Senior Minister’ the following criteria must be realised.

- i) A church should have a membership of 150 plus (including children).
- ii) That church must also have at least one other recognised, (local or C3 Church card) ordained Minister. This reflects the fact that the term Senior Minister applies to a Minister who is a senior among other ministers, in their own church.

9.3 Satellite Church

During the probationary year, and until the church reaches a stable membership of at least 75 people, the church is termed a “Satellite” church. This church will be in close connection with another, for the purpose of oversight, encouragement and direction.

9.4 Regional Director

Regional Directors are members of the C3 Church Global Executive Board who have oversight and responsibility for specific regions of the world. This position will often refer to more than just one nation, eg: Europe. Regional Directors are directly responsible to the President.

9.5 Area Overseer

An Area Overseer is responsible for overseeing a particular area within a region, eg: NSW, Australia. The Area Overseer is directly responsible to the Regional Director.

9.6 Local Overseer

A local Overseer is responsible for overseeing a small locality within an area, eg: Northern NSW. A Local Overseer is directly responsible to the Area Overseer.