

Our Constitution

Forest Hill Community Church ("FHCC" or "Church") – is a local Christian faith community where people from all walks of life can enter into a relationship with God, follow the teachings of Jesus, and together make a difference in the world.

FHCC has and uses a number of entities, groups, appointments and structures to operate and pursue its objectives. These include

The Members: The individuals forming part of FHCC that fulfil the criteria in section 1.1 of this Constitution

The Leadership Team: The group of Members appointed in accordance with this Constitution to exercise Godly leadership and pastoral care of the Church in accordance with section 2 of this Constitution

The Church Leader: The senior member and leader of the Leadership Team

The Charitable Company: The Forest Hill Community Church Private Limited Company (no. 5022460) – a charitable company limited by guarantee and registered with the Charities Commission

The Trustees: The trustee directors duly appointed to the board of the Charitable Company

The Staff: Employees of the Charitable Company engaged to assist with or manage the Church's activities and objectives

1. Membership of Forest Hill Community Church

1.1 FHCC has established membership of the Church so that Members may participate in certain activities and processes set out in this Constitution to facilitate the life of the Church. A Member is a person who meets the following criteria

1.1.1 is 14 years of age or over

1.1.2 regularly attends FHCC Sunday Services or a Housegroup or other discipleship group

1.1.3 generally supports the activities of FHCC and is in agreement with the Statement of Faith (Appendix A) and the ancient and modern Christian Creeds (Appendix B)

1.1.4 participates in the life of the Church, supports its work in prayer and contributes to the needs of the Church and its ministries through financial giving.

1.2 Members have the following rights, powers and authority

1.2.1 by a consensus vote of not less than 70% of those present and eligible to vote at a meeting convened for the purpose, to define the criteria for membership of FHCC

1.2.2 by a consensus vote of not less than 70% of those present and eligible to vote at a meeting convened for the purpose to appoint and, subject to the terms of any employment agreement between such person and the Charitable Company, remove the Church Leader of FHCC in accordance with this Constitution

1.2.3 by a consensus vote of not less than 70% of those present and eligible to vote at a meeting convened for the purpose to amend this Constitution, subject to section 6 of this Constitution

1.2.4 to receive notice of and attend Church consultations and meetings of Members and to vote or participate in any other agreed decision making process on all matters in which a Members' decision is invited by the Leadership Team or required by this Constitution>

1.2.5 to nominate people for the Leadership Team in accordance with this Constitution

1.2.6 to devolve authority to the Leadership Team to decide whether someone can become a Member

1.2.7 to receive notice of and attend but not vote at meetings of members of the Charitable Company

2. Leadership Team

2.1. Leadership Team's Structure

The Leadership Team shall consist of seven to twelve persons. The Church Leader shall be a member and the leader of the Leadership Team. At all times there shall be a combination of Staff and volunteer Members serving on the Leadership Team with the volunteers being in the majority. The Church Leader and the Leadership Team shall appoint all other Staff members of the Leadership Team which shall at all times, other than during any casual vacancy for a non-Staff member, constitute a minority of the members of the team.

The Church Leader is the person that is recognised in and appointed to this role by the Trustees, the Leadership Team and the Members. The Church Leader may be the senior member of Staff but this is not a requirement. No Member shall be on the Leadership Team and a Trustee at the same time. However, any Trustee may attend any Leadership Meeting at any time by invitation or otherwise provided that such meeting is not considering a matter concerning such Trustee's personal issues or interests.

2.2. Leadership Team's Role

The role of the Leadership Team is to provide leadership, direction and management for the Church in accordance with biblical principles consistent with (Appendix A), the ancient and modern Christian Creeds (Appendix B) and the principles of leadership (Appendix C), and to take responsibility for Sunday services and other FHCC meetings, teaching, evangelism and pastoral care either directly or via subgroups. In all such matters and activities the Leadership Team shall liaise regularly and closely with the Trustees and take into account views of the Members. Each member of the Leadership Team is expected to conduct themselves in line with Biblical principles of leadership (Appendix C).

The Leadership Team shall meet on a regular basis, at least 10 times each calendar year.

2.3. Leadership Team's volunteer member nomination process

Not less than three months before the date for holding the annual general meeting of Members of the Church ("AGM"), the Leadership Team will invite nominations from eligible nominators by response form to fill actual or anticipated non-Staff vacancies on the team from the date of the AGM.

All nominees must be Members. The nominator may optionally give reasons for each nomination(s). Anonymous nominations will not be accepted. Eligible nominators may not nominate their spouses, parents or children or other members of their immediate family.

Members eligible to be nominated for Leadership Team

- 18 years old or over
- character consistent with Biblical teaching on leadership (See Appendix C)
- must not be a current Trustee

Members who have been nominated by two or more nominators will be approached by the existing Leadership Team to be asked if they are willing to be considered to serve on the team. Those nominees that indicate that they are so willing shall form a pool of people available to the Leadership Team for the following interview phase. Nominees may withdraw their names from the nomination process at any time. An interview panel of three persons shall convene (the "Interview Panel"), constituted by

- the Church Leader or his or her nominee (representing the Leadership Team)
- a Trustee (chosen by the other Trustees) and
- a FHCC housegroup or other Church group leader not currently on the Leadership Team or a Trustee (chosen by all then acting housegroup leaders)

The Interview Panel shall not be all of one gender and should not contain a close family member of any nominee being interviewed.

The Interview Panel shall then interview all continuing nominees and select such number of nominees as is required to fill all actual or anticipated vacancies and publish the names of such nominees to the Church not less than one month prior to the date fixed for the AGM.

During the period between publication of the names of the selected nominees and the AGM Members may provide in confidence (in writing or by email) to the Interview Panel any evidence of ineligibility of or any commendations for any such nominee. During such period should any initially selected nominee ask for his or her name to be removed from the list of selected nominees the Interview Panel shall expeditiously select and publish the name of a replacement nominee.

At the AGM the Chairperson, who shall be the Church Leader or in his or her absence or at his or her invitation another member of the Leadership Team or a Trustee shall propose the appointment of the selected nominees to the Leadership Team with effect from the date of the AGM and the Members shall be asked to vote to ratify such appointment in accordance with section 1.2 of this Constitution. In the event that the Members fail to so ratify such appointment, this aspect of the AGM shall be adjourned for a period of not more than three months and the Leadership Team and the Interview Panel shall repeat such of their respective procedures set out in this section 2.3 as they shall deem appropriate so the Members may again be asked to vote to ratify selected nominees to fill actual or anticipated non-Staff vacancies on the Leadership Team at such adjournment. Pending such ratification, if practicable, members of the Leadership Team due for retirement at the AGM shall continue to serve on the team.

Non-Staff members of the Leadership Team will be appointed for approximately a three year term ending on the AGM nearest to the date being three years from the date of their appointment at which time they shall be required to and shall automatically retire. After one such term, a non-Staff member is eligible to be re-nominated to serve for a further three year term, but then shall be required to retire from the Leadership Team for at least one year. If for any reason at any time the number of non-Staff members serving on the Leadership Team drops below a majority, the Leadership Team and the Trustees may appoint an eligible and suitable non-Staff Member to serve on the team until the next AGM at which such casual appointee shall retire but be eligible for re-appointment in accordance with the procedures set out in this section 2.3

2.4. Leadership Team's Accountability

All Members of the Church are ultimately accountable to God for their service in His name at FHCC.

The Church Leader and other Staff are accountable to the Trustees under their respective terms of employment with the Charitable Company. All members of the Leadership Team are also accountable to each other and to the Church under biblical principles of accountability in accordance with section 5 and shall report on and be accountable for their respective activities as leaders to the Church from time to time at consultation meetings and at the Annual General Meeting.

2.5. Leadership Team's Resignation

Any member of the Leadership Team (other than the Church Leader) may resign from the Leadership Team at any time, in writing to the Church Leader. The Church Leader shall give notice of his or her intention to resign from the Leadership Team to the team and the Trustees (if applicable, at the same time as notice of termination of his or her employment agreement is required).

The Leadership Team will be entitled to require a member of the Leadership Team to resign if he or she no longer meets the eligibility criteria. If the member concerned is the Church Leader then such notice shall not be given without prior consultation with and the consent of the Trustees and then only in accordance with section 5.

2.6. Appointment of a new Church Leader

In the event that the Church needs to appoint a new Church Leader the Leadership Team and the Trustees shall convene a committee for the purposes of this section 2.6 (the "Appointment Committee"). The Appointment Committee shall consist of two members of the Leadership Team, two Trustees and between three and five Members chosen by the Leadership Team and Trustees together. A Trustee shall be the Chairperson of and appointed by the Appointment Committee.

As soon as practicable after the Church Leader gives notice of termination of his or her employment agreement or upon such termination for any other reason, the Trustees and the Leadership Team will convene independently and together as required with a view to constituting the Appointment Committee within four (4) weeks of the date of such notice or termination (whichever is the earlier date). The make up of the Appointment Committee should reflect the diversity of the Members by gender, ethnicity and age.

Upon constituting the Appointment Committee the Trustees shall promptly notify the Church of its membership. Members may provide in confidence (in writing or by email) to the Trustees any evidence of ineligibility of any Member appointed to the Appointment Committee within two weeks of such notification. In the event that the Trustees receive any such evidence, they shall discuss any issues they have with the Member concerned and within a further period of two weeks make any changes to the Members constituting the Appointment Committee that they and the Leadership Team may agree.

The Appointment Committee shall meet as often as required and organise their activities in such manner as they deem fit to achieve the presentation of a new Church Leader to FHCC in a general meeting/consultation as soon as practicable. The Appointment Committee shall prepare a profile of the Church, a profile of the experience and skills of and a job description for the person it is seeking to recruit and advertisements shall be placed in appropriate media and channels with an application form designed to assist the Committee to prepare a short list of appropriate candidates for the interview phase. The Appointment Committee will process all applications and draw up a short list of candidates for the interview phase.

The Appointment Committee will form from time to time as required an interview panel of three or four of its members including not less than one Leadership Team member and one Trustee to arrange and conduct interviews of all short listed candidates that are willing to and do attend such interviews. The interview panel shall meet regularly with and report to the Appointment Committee on all such interviews and in consultation with the Committee shall identify and seek the consent of the candidate the Appointment Committee considers most suitable to have his or her name presented to the Church at a general meeting convened for such purpose for ratification as Church Leader in accordance with section 1.2 of this Constitution.

In the event that the Church does so ratify the Appointment Committee's recommended candidate, the Trustees shall consider and if thought appropriate make a formal offer of employment to such person with the Charitable Company. In the event that the Church does not ratify the appointment of the Committee's recommended candidate or for any reason the foregoing processes set out in this section 2.6 do not result in the appointment of a new Church Leader, the Appointment Committee, the Leadership Team and the Trustees shall repeat such of their respective procedures set out in this section 2.6 as they each shall deem appropriate so the Members may

again be asked to vote to ratify the appointment of a candidate recommended by the Appointment Committee for the position of Church Leader as soon as practicable.

3. Trustees

Each Trustee is a director of the Charitable Company duly appointed and retiring in accordance with the company's articles of association and this Constitution. They each have all the duties and responsibilities of directors under the English law relating to corporations. As the Charitable Company is also registered as a charity with the Charities Commission the directors also have duties and responsibilities under English charities law. As the Charitable Company holds and manages most of the material assets of FHCC, each Trustee must be a mature Christian and fulfil the criteria in Appendix E2.

Trustees are also accountable to each other and to the Church under biblical principles of accountability in accordance with section 5 and shall report on and be accountable for their respective activities as Trustees to the Church from time to time at consultation meetings and to members of the Charitable Company at the Annual General Meetings of the company.

More information on the Trustees is set out in Appendix E

4. Church consultations/meetings

A minimum of two Church consultations will be held each calendar year, one of which shall be the Annual General Meeting. Not less than two months notice shall be given to the Church at a regular Sunday meeting and in the Church circular of the date for the AGM.

At the AGM, members of the Leadership Team will present a review of the previous year and plans for the future and be available for questions from Members. At the AGM all matters required by this Constitution to be dealt with at the AGM shall be on the agenda. The AGM or any Church consultation shall consider any other agenda items as deemed appropriate by the Leadership Team or Trustees or requested by not less than 10 Members in writing. Generally the Church will endeavour to hold the FHCC AGM and the annual general meeting for the Charitable Company sequentially on the same day so that the Trustees shall also present to the Church a review of the previous year of the Charitable Company and its plans for the future and be available for questions from Members.

5. Guarding against error and resolving serious conflict within the Church

5.1 It is the responsibility of all members of the Leadership Team, the Trustees and all Members

5.1.1 to maintain accurate biblical teaching and to demonstrate and encourage righteous behaviour, consistent with that teaching, the Statement of Faith (Appendix A) and the Creeds (Appendix B)

to guard the Church against theological error and challenge serious or persistent ungodly behaviour in Members to act continually with the aim of bringing or restoring individuals to faith in Jesus Christ and to fellowship with the Church in a loving and sensitive way and consistent with applicable biblical patterns

5.2 Where any Member (the “first Member”) genuinely believes that there has been any serious error in biblical teaching or serious or persistent unrighteous behaviour on the part of any other Member (the “second Member”) the first Member should approach the second Member concerned privately and confidentially and discuss the matter in issue. Where, following such discussions, the matter remains unresolved the following steps should be taken

5.2.1 where the second Member is a member of the Leadership Team (other than the Church Leader), the first Member shall inform the Church Leader and if requested provide a written statement of the issues together with any supporting evidence

5.2.2 where the second Member is a member of the Board of Trustees, the first Member shall inform the Chair of the Trustees and if requested provide a written statement of the issues together with any supporting evidence

5.2.3 where the second Member is the Church Leader, the first Member shall inform the Chair of Trustees and if requested provide a written statement of the issues together with any supporting evidence

5.2.4 where the second Member is the Chair of Trustees, the first Member shall inform the Church Leader and if requested provide a written statement of the issues together with any supporting evidence

5.2.5 where the second Member(s) are the Leadership Team as a whole, the first Member shall inform the Trustees and if requested provide a written statement of the issues together with any supporting evidence

5.2.6 where the second Member(s) are the Trustees as a whole, the first Member shall inform the Leadership Team and if requested provide a written statement of the issues together with any supporting evidence.

5.3 In seeking to resolve any conflict, address and correct any unbiblical teaching or unrighteous behaviour the person(s) reported to in section 5.2 shall

5.3.1 take all reasonable steps to guard against unwarranted, unsubstantiated, or malicious accusations

5.3.2 conduct any investigations, meetings or discussions and establish any processes or guidelines for resolution of any issues or restoration of any person fairly, expeditiously and consistently with the principles and objectives set out in section 5.1

5.3.3 where the second Member is a member of Staff, take no actions inconsistent with the terms and conditions of and allow the Trustees to manage and conduct any disciplinary processes under and in accordance with such Staff member's employment contract

5.4 Where it is found that any first Member has made unwarranted, unsubstantiated, or malicious accusations against any person, such Member shall be subject to the resolution and restoration processes set out in this section 5. Where a leader is found to have made such accusations or any serious error in biblical teaching or behaved in a serious or persistent unrighteous manner such person shall not continue to act in any leadership position during any period established for restoration.

5.5 Where there are very serious or major issues affecting the Church as a whole the Leadership Team or Trustees may

5.5.1 present a report to members of the Charitable Company, or a general Church meeting/consultation as appropriate to obtain such meeting's views or seek ratification of any proposal for resolution of the matter under review

5.5.2 seek the wisdom and advice of leaders of Transform Network, CIC, and/or the Evangelical Alliance to assist in resolving any difficult or sensitive issues

5.5.3 call the Church to a season of prayer and/or fasting until issues are resolved and the peace, order and unity of the Spirit are restored in the Church.

6. Amendments to this Constitution

All amendments to this Constitution shall only be proposed by a majority of the Leadership Team and the Trustees or by not less than 10 Members after consultation with the Leadership Team and Trustees for consideration by the Church in a general meeting.

7. Membership of the Charitable Company

Each member of the Charitable Company is duly appointed and retires in accordance with the company's articles of association. They each have all the duties and responsibilities of a member of a company limited by guarantee under English law relating to corporations. Under this Constitution additional qualifications are required of any member of the Charitable Company in that

7.1 they must be at least 18 years of age and

7.2 they must either

7.2.1 also currently hold or previously have held the position of Trustee and from time to time the Trustees will invite a qualifying Member to be appointed as a member of the Charitable Company, or

7.2.2 at all times during the term of appointment be a senior leader in the Christian community (for instance, a senior team leader or pastor of another Transform Network church) willing to so serve and both the Leadership Team and the Trustees recommend to the members of the Charitable Company that such person be appointed as a member of the company.

The Memorandum and Articles of the Charitable Company are available for inspection from the Church office.

8. Document History

IC – Ian Crichlow, ND – Nigel Desborough, SG – Simon Gray, LJJ – Lew Jackson,
KM – Kathy Maguire, BMO – Beatrice Osborn, NP = Nigel Pocock

Date	Issue	Comments
27 January 2007	Draft 0.1	First draft based on current working practices
11 February 2007	Draft 0.2	Second draft following meeting on 11 February 2007 – SG, IC, NP, ND, BMO.
11 March 2007	Draft 0.3	Third draft following meeting on 11 March 2007 – NP, ND, BMO Main additions – Section 8 Guarding against error and resolving serious conflict; Section 3.6 Appointment of a new Church Leader; Section 9 Amendments to this Constitution
22 April 2007	Draft 0.4	Church consultation at Here for Good
8 May 2007	Draft 0.5	Updates based on feedback from the Church consultation and other comments received – ND, KM, IC, SG, BMO
27 May 2007	Draft 0.6	Minor updates from SG; restructuring and rewording from ND.
3 June 2007	Draft 0.7	Minor rephrasing of 1.1 and 2.3
8 August 2007	Draft 0.8	Annotated with comments from LJJ at a review meeting on 8 August 2007 – ND, KM, BMO.
21 August 2007	Draft 0.9	Rewording to address some of the points made by LJJ – ND, KM, BMO, IC.

30 August 2007	Draft 0.10	Minor changes – LJJ, ND, BMO
13 February 2008	Draft 0.11	Reworked by LJJ to realise our intentions in legal language. Minor changes – LJJ, ND, BMO
12 April 2008	Draft 0.12	Minor clarifications of wording following Church consultation held 30 March 2008

The Evangelical Alliance Basis of Faith

We believe in...

- The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
- The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
- The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
- The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
- The incarnation of God's eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.
- The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
- The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
- The justification of sinners solely by the grace of God through faith in Christ.
- The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
- The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

Apostles' Creed

I BELIEVE in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only Son, our Lord; who was conceived by the Holy Spirit, born of the virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; he descended into hell; the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father Almighty; from there he shall come to judge the living and the dead. I believe in the Holy Spirit; the holy catholic church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen

Nicene Creed

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.
We believe in one Lord, Jesus Christ,
the only son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one being with the Father.
Through him all things were made.
For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.
For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory
to judge the living and the dead,
and his kingdom will have no end.
We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son
he is worshipped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come. AMEN.

Graham Kendrick – Creedal Song

We Believe in God the Father,
Maker of the universe,
And in Christ His Son our Saviour,
Come to us by virgin birth.
We believe He died to save us,
Bore our sins, was crucified.
Then from death he rose victorious,
Ascended to the Father's side.
We believe He sends His Spirit,
On His church with gifts of power.
God His word of truth affirming,
Sends us to the nations now.
He will come again in glory,
Judge the living and the dead.
Every knee shall bow before Him,
Then must every tongue confess.
"Jesus, Lord of all".

Appendix C: Criteria for Leaders

1 Timothy 3:1-13

Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgement as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus. (NIV)

Titus 1:6-9

An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless – not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. (NIV)

Appendix D: Relationship to other Churches and Organisations

The organisations that FHCC currently has relationships with are detailed in this section.

FHCC is a member church of the Evangelical Alliance of Great Britain.

FHCC is member of Transform Network: a group of other like minded churches involving mutual support and activities (such as celebrations) but with each congregation free to act independently. It is a relational network with voluntary mutual accountability.

FHCC is an affiliate of Churches in Communities (CIC) which is part of the Free Church Council, part of Churches Together in Britain and Ireland.

Appendix E: Trustees of the Charitable Company

E.1 Trustees' Role

The articles of the Charitable Company require there to be a minimum number of three Trustees.

The Trustees are responsible for ensuring that the financial and other material resources of FHCC that are held by the Charitable Company are managed and applied in a way that is consistent with the law and the spiritual objectives of the Church. They are also responsible for the employment of Staff and ensuring that proper supervision and support is provided for them.

In relation to financial matters the Trustees are responsible to ensure the Charitable Company remains solvent and that its finances are used wisely, consistent with the law and the spiritual objectives of the Church and that proper financial information is provided to the members of the Charitable Company to whom they are directly accountable.

A list of current Trustees is available at the church office and is published at the Annual General Meeting.

E.2 Trustees' Nomination Process

In the event that the Trustees anticipate that there will be a vacancy on the board of Trustees to be filled at the next annual general meeting of the Charitable Company ("Company AGM") then, if practicable, not less than three months before the date for holding such Company AGM, the Trustees and Church Leader will invite nominations from eligible nominators by response form to fill actual or anticipated vacancies on the board of Trustees from the date of the Company AGM.

All nominators and nominees must be Members. The nominator may optionally give reasons for each nomination(s). Anonymous nominations will not be accepted. Eligible nominators may not nominate their spouses, parents or children or other members of their immediate family.

Members eligible to be nominated for board of Trustees

Nominators are encouraged to consider as nominees those who may bring experience and gifting related to managing charitable organisations, finances and assets and human resources.

Members who have been nominated by two or more nominators will be approached by the Church Leader and the existing Trustees to be asked if they are willing to be considered to serve on the board of Trustees. Those nominees that indicate that they are so willing shall form a pool of people available to the Church Leader and the Trustees for the following interview phase. Nominees may withdraw their names from the nomination process at any time.

The Church Leader and the Trustees shall then interview all continuing nominees and select such number of nominees as is required to fill all actual or anticipated Trustee vacancies at the next Company AGM. The Church Leader and the Trustees shall notify all members of the Charitable Company of their joint recommendations for such new appointees not less than one month prior to the date fixed for such AGM.

At the Company AGM the Chairperson, who shall be a Trustee shall propose the appointment of the selected nominees to the board of Trustees with effect from the date of such AGM and the members of the Charitable Company present at such meeting shall be asked to vote to ratify such appointments in accordance with the Charitable Company articles. In the event that such members fail to so ratify such appointments, this aspect of the Company AGM shall be adjourned for a period of not more than three months and the Trustees and the Church Leader shall repeat such of their respective procedures set out in this Appendix E2 as they shall deem appropriate so those members may again be asked to vote to ratify selected nominees to fill actual or anticipated vacancies on the board of Trustees at such adjournment. Pending such ratification, if practicable, Trustees due for retirement at the relevant Company AGM shall continue to serve on the board.

If for any reason at any time the number of Trustees serving on the board is less than three, the Trustees shall appoint an eligible and suitable person to serve on the board until the next Company AGM at which such casual appointee shall retire but be eligible for re-appointment in accordance with the procedures set out in this Appendix E2 and the Charitable Company articles.

The Trustees have power to appoint any person who meets the eligibility criteria set out in the Company articles and this Constitution to the board of Trustees to meet a casual vacancy. That person shall serve on the board

until the next Company AGM at which such casual appointee shall retire but be eligible for re-appointment in accordance with the procedures set out in this Appendix E2 and the Charitable Company articles.

E.3 Trustees' Resignation

A Trustee may resign at any time, in accordance with the articles of the Charitable Company.

The Trustees will be entitled to require a Trustee to resign if he/she no longer meets the eligibility criteria.