

**BAPTIST CHURCHES OF NEW SOUTH WALES PROPERTY TRUST  
CONVENING A CHURCH MEETING**

A Statutory Declaration and the various notices and resolutions which need to be passed by your church pursuant to Baptist Churches of New South Wales Property Trust Act 1984, in order to enable Baptist Churches of New South Wales Property Trust to act as Trustee for your church is available on the website [nswactbaptists.org.au](http://nswactbaptists.org.au) (in the admin section). Please check the terms of the proposed resolutions to ensure that they cover all the necessary transactions. If in any doubt, please discuss the matter with your solicitors.

The Notice marked "A" should be placed on the door or notice board of the building which is used for public worship by your church on at least two successive Sundays immediately preceding the day appointed for the meeting. The notice marked "B" must be read out during each of the church services held on those two successive Sundays, or alternatively the notice marked "A" must be delivered or sent by prepaid post to each member entitled to vote, in which case the notice must be received not less than five nor more than 21 days prior to the day appointed for the meeting. If you post the notices, they must be sent by prepaid post and shall be deemed to have been received on the second day following the date of posting.

The notice marked "A" must be signed by the Secretary of the church.

The meeting called by the notice must be held on the date notified. Please note that the date of the meeting must be in the week following the last of the two announcements mentioned above. The meeting cannot be held on the same date as the second announcement. Any quorum stipulated by your Church constitution must be observed.

A majority of not less than three-quarters of such church members as are personally present and vote at the meeting must pass the resolution, a copy of which is to be marked annexure "C". Voting members must be 18 years of age or over. Where the Church constitution allows "Open Membership" please note that only those members who subscribe to the doctrines in Schedule A to Baptist Union Incorporation Act 1919 (and who have been baptised as believers by immersion) are eligible to vote.

The Chairman of the meeting is to be a person chosen by the majority of the votes of the members who are of or above the age of 18 years and personally present and voting at the meeting. The Chairman is not entitled to a casting vote but (provided he or she is a member of the congregation) shall have a deliberative vote.

After the resolutions have been passed, the Church Secretary should sign the enclosed Statutory Declaration as indicated and return it to the Church's solicitor or to Church & Grace (solicitors to the Property Trust).

Once the resolutions have been passed, the Property Trust can sign the relevant documents. Please note that members of the Property Trust generally meet for the purpose of signing documents at weekly intervals. Accordingly, the signed statutory declaration and all necessary documents will need to be in our Solicitor's hands for approval as soon as possible after the resolutions have been passed.

It will assist the efficient conduct of the transaction if the Church appoints one person only to handle correspondence and other communication with solicitors and the Property Trust. Please ensure that you advise as soon as possible the name, address, telephone number, email address and facsimile number (if applicable) of the person with whom the solicitors and the Property Trust should deal.

**Church & Grace**  
Solicitors  
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**(Mr Jim Creech)**