



GUIDE TO CHANGING YOUR CHURCH NAME

The decision to change your church name is a big one. There can be many positive reasons for making a change, but for some churches it is a difficult process and lots of people will have an opinion on what it should be. Once you have done the hard work and decided what you would like to call your church, there are certain procedures that need to be followed to make it official.

Changing your Church Constitution:

Your church constitution is the document that dictates what your official name is, so to change your church name, you have to make an alteration to your church constitution.

The exact requirements for making alterations to your constitution should be stated in your constitution but at a minimum you will need to pass a resolution at a church members meeting about it.

Suggested wording: Sample Baptist Church resolves to change item 1.1 of the Church Constitution to 'The name of the church is Example Baptist Church'.

It is recommended that a review of your constitution's continuing suitability be undertaken at least once every 5 years, and a church meeting be asked to either reaffirm or revise it. You might like to do this at the same time as changing your church name, but be wary of the review holding up the name change for a long period of time.

You must send a copy of the updated constitution and a copy of the minutes from the church members meeting where the resolution was passed to change the church constitution to the BUV. In certain instances the BUV will have to approve constitutional changes (e.g. when the Church has a debt with the BUV).

Stationary and website:

Once you have changed your church name you will need to update your website and stationary. All official documents must show the registered name, registered address and ABN.

Telling others about the change:

Once you have changed your church name you will need to update the following organisations:

- Australian Charities & Not-for-profits Commission (ACNC)
- ASIC (where applicable)
- Australian Business Register
- Australian Tax Office (to update ABN details)
- Insurance (Australian Baptist Insurance Scheme and WorkCover)
- Banks with whom you have an account
- Baptist Union of Victoria
- CCLI and any other Copyright Licence providers you purchase from
- Consumer Affairs Victoria (where applicable)
- Utilities companies for all your church properties
- Australia Post accounts, particularly where PO Box or mail redirections are in place
- Any other organisations or company with whom you are registered, have written agreements, contracts or have an account.

For more info please contact the BUV Finance & Administration Dept on 03 9880 6177.