

# GUIDE TO THE WORDING OF RESOLUTIONS

This guide is designed to help churches word resolutions for church meeting. The key to writing a good resolution is to keep it clear and simple. This helps to keep projects moving along and provides clear records of decisions. We have also included some sample wording for the more commonly used resolutions.

## **BE SPECIFIC!**

When wording a resolution, don't assume that everyone else will know what you are talking about! If the resolution can only be understood in a wider context (i.e. by reading other minutes and reports) then it isn't clear enough. A common mistake is not using proper names or addresses.

### ***Wrong:***

*Resolution: Sample Baptist Church resolves to sell the manse.*

*Resolution: Sample Baptist Church appoints Helen to the diaconate.*

### ***Right:***

*Resolution: Sample Baptist Church resolves to sell the manse at 123 Church St, Baptistland Victoria 3777.*

*Resolution: Sample Baptist Church appoints Helen Smith to the role of deacon for a period of three years starting 1 October 2012.*

## **ONE THING AT A TIME!**

A resolution should be succinct and should only contain one decision. If there are multiple decisions to be made, you should have multiple resolutions. For example:

### ***Wrong:***

*Resolution: Sample Baptist Church resolves to sell the property at 123 Church St, Baptistland Victoria 377 and purchase 777 Union St, Baptistland Victoria 3777.*

### ***Right:***

*Resolution 1: Sample Baptist Church resolves to sell the property at 123 Church St, Baptistland Victoria 3777.*

*Resolution 2: Sample Baptist Church resolves to purchase 777 Union St, Baptistland Victoria 3777.*

If you put multiple decisions into the one resolution, anyone who disagrees with any of the detail is forced to vote against the entire resolution, which may result in unnecessary delays.

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## NAME NAMES!

When authorising people to act on behalf of the church, include the individual names of the people plus the way in which they are authorised to act.

This is particularly relevant when people are negotiating property or financial transactions.

The Baptist Union, financial institutions and solicitors generally need to see the names of the people whom the church has approved to sign on their behalf, not just their role.

### **Wrong:**

*Resolution: Sample Baptist Church authorises the Leadership Team to negotiate the sale of 123 Church St, Baptistland Victoria 3777.*

### **Right:**

*Resolution: Sample Baptist Church authorises Alan Smith, Lorna Jones and Tom Brown to negotiate the sale of 123 Church St, Baptistland Victoria 3777 and to jointly sign any Contracts of Sale on behalf of Sample Baptist Church.*

## COMMONLY USED RESOLUTIONS:

### **Recommended wording for resolutions to purchase property:**

1. The Members of Sample Baptist Church resolve to purchase Certificate of Title Volume 12345 Folio 123 known as 777 Church Road, Baptistland, Victoria.
2. The Members of Sample Baptist Church authorise any two of Person 1, Person 2 & Person 3 to jointly sign any Contract of Sale for the purchase of 777 Church Road, Baptistland, Victoria up to a sum of \$\_\_\_\_.
3. The members of Sample Baptist Church resolve to borrow the sum of \$\_\_\_\_ from Baptist Financial Services Ltd for the purpose of purchasing 777 Church Road, Baptistland, Victoria.
4. The members of Sample Baptist Church request the Union Council of The Baptist Union of Victoria to sign and seal the Baptist Financial Services Ltd Loan Contract for the sum of \$\_\_\_\_ and the Mortgage of Land documentation for the property to be used as security for this loan, known as Certificate of Title Volume 12345 Folio 123.
5. The members of Sample Baptist Church request the Union Council of The Baptist Union of Victoria to sign and seal the Trust Deed for the property at 777 Church Road, Baptistland, Victoria known as Certificate of Title Volume 12345 Folio 123.

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## **Closing a church:**

When the members of a church decide to close the church down, there are certain decisions that need to be made by resolution at a Special Church Meeting.

It is important not to agree to close the existing church without strict understandings that other things need to have been decided upon first – otherwise those subsequent resolutions have no authority.

Once you pass that resolution to close, no further decision can be made, so you need to leave this resolution to the very end.

These include the transfer of any property held in Trust by the Baptist Union of Victoria for the church.

So there is absolutely no confusion regarding ownership now or in the future, it is beneficial to pass a resolution as follows:

### *When closing down a church:*

Resolution: The Members of Sample Baptist Church resolve to transfer the ownership of Certificate of Title Volume 12345 Folio 123 known as 777 Church Road, Baptistland, Victoria, to The Baptist Union of Victoria.

### *When merging with another church:*

Resolution: The Members of Sample Baptist Church resolve that property held in the name of the Baptist Union of Victoria in Trust for Sample Baptist Church is to be held in Trust for the new from the time of its formation, and that a Trust Deed is to be sealed by the Baptist Union of Victoria upon formation of the new church.

**For more information on how to word a specific resolution, please contact the BUV Administration Dept on 9880 6113 or [admin@buy.com.au](mailto:admin@buy.com.au)**