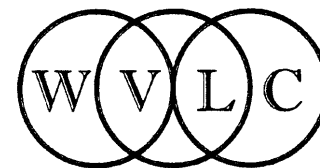
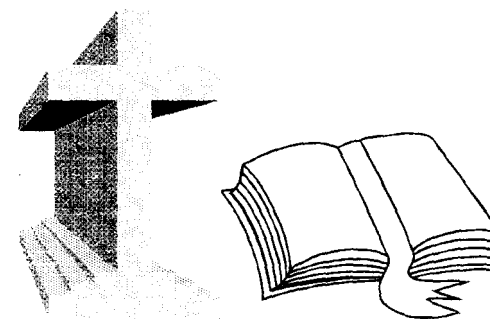




WIMMERA  
VICTORIOUS  
LIFE  
CONVENTION



## **Council Members' Handbook**



*Sixth Revision 2010*

WIMMERA  
VICTORIOUS  
LIFE  
CONVENTION

Foreword

Objectives

Doctrinal Statement

Constitution

Council Members

Nomination Proforma (sample)

Sub - Committees

Collect completed Nomination papers 2 weeks prior to Annual Meeting.  
Correspondence

**Assistant Secretary:**

Write letters and make phone calls at request of Secretary  
Accommodation - motel, hotel, Bed & Breakfast  
Check with 'Venue Committee' that all venues are booked  
Request reports and check they are available for May meeting  
Crèche - discuss roster with Crèche supervisor  
Write to Play Group President to request hiring of toys  
Check accounts passed to Treasurer

**Treasurer:**

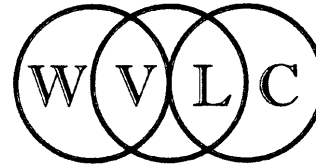
Financial reports for meetings, Have books independently audited  
Reports for Incorporation

**Personnel Convener:**

Negotiates with music team regarding their responsibilities  
Announcements printed or prepared for electronic display  
Book Reviews  
Program for each meeting  
Timetables for Notice Board  
Brief each participant in meetings as to requirements

**Chairman:**

Collect Order of Service from Personnel Committee Convenor  
Brief each person participating in meeting and ensure they know when they are on and how long they have (eg 5 min talk, brief introductions, speaker - 40 minutes etc)  
Organise any special requirements - Lights on/off, Power Point presentations, props needed, etc  
Open and close meeting  
Make sure meeting runs to time and order  
Introduce each participant



## FOREWORD

The Wimmera Victorious Life Convention was founded in 1937.

Throughout the history of the Convention, there have been people dedicated to providing the opportunity for the teaching of the Word of God and desirous to see people, young and old, come to know Jesus Christ as their Lord and Saviour.

To enable this vision to be on-going, the Convention Council has established the Objectives of the Convention and the Constitution which allows effective management of the Organisation.

Each Council member is integrated into the Organisation through membership of a Sub-Committee and is encouraged to fully participate in all the responsibilities of that Committee and the broad responsibilities of the Council.

This booklet has incorporated the vision, goals and procedures of the Convention to enable each Council member to fully serve the Lord in this area of His work.

# WIMMERA VICTORIOUS LIFE CONVENTION

## OBJECTIVES

- ♦ Unity and Fellowship of the people of God
- ♦ Deepening of the Spiritual Life
- ♦ Effective Christian Witness
- ♦ To Win Others for the Lord Jesus Christ

## Responsibilities

**President:** Overall view of arrangements  
Check all conveners are appointed for the sub committees  
Consult with Secretary on progress throughout year  
Input into selection of speakers  
Reads reports and check that suggestions adopted by Council are followed through on, prior to Easter

**Vice President:**  
Copy of the Handbook to each council member  
Current Office Bearers & Personnel sheet to each member  
Nomination papers for new members

**Secretary:** Record the minutes at meetings  
Write up minutes  
Prepare the next agenda following the meeting to record inward and outward correspondence  
Write required letters  
Consult with President re speakers to be invited  
Write letters inviting speakers, missionary guests, soloist/music team, noting their respective responsibilities  
With acceptances, follow up regarding photos & profiles for Public Relations Committee  
Follow up with phone calls if answers not forthcoming  
Keep President informed of replies and developments  
Consult with President - write to potential speakers, July through to November  
Check all conveners have met the requirements as in minutes  
Send out minutes and agenda a week before meetings  
Check with Public Relations Convener as to when and if all personnel are in place by December.  
Prepare church service timetable  
Data Base print out  
Arrange a welcome from Minister Fraternal or community personnel e.g. Shire President

### Annual Meeting

Minutes and Agenda - Annual and General Meeting  
Banners - with names of council members, ladies auxiliary and renominations.  
Voting papers - renominations, nominations

## Reporting Committee

### ***Duties and Responsibilities:-***

Name tags for all invited personnel.

Name tags for all council members.

Name tags at doors.

Welcoming personnel at doors.

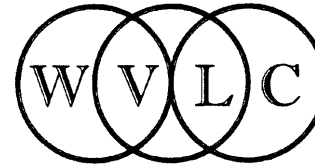
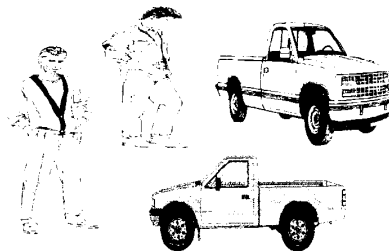
Registration of attending people at door (for insurance)

Database.

Compiling survey forms.

Reporting and collating survey results.

Possible recommendations/trends from the surveys...(appropriate committees to pursue solutions and discussion about trends)



## DOCTRINAL STATEMENT

**Belief In** - The Divine Inspiration and Supreme Authority of the Holy Scriptures of the Old and New Testaments

**Belief In** - One God in Three Persons - Father, Son and Holy Spirit

**Belief In** - The Deity and Incarnation of Jesus Christ the Son of God

**Belief In** - The Fallen and Sinful State of all Mankind and of Salvation through the Atoning Death, Resurrection and Ascension of Jesus Christ to the Right Hand of the Father and in His Coming Again.

**Belief In** - The necessity of Repentance and Faith by every Individual; the Regeneration of Man by the Holy Spirit and the Sanctification of the Believer through the Fullness of the Holy Spirit who is received by Faith in Jesus Christ.

**Belief In** - The Resurrection of the Dead, both of the Just and the Unjust; and of the Life Eternal for every Believer, and of the Eternal Judgement of God for every Unbeliever.

# WIMMERA VICTORIOUS LIFE CONVENTION

## Constitution

### 1. Objectives:

The Objectives of the convention shall be:-

1. The Unity and fellowship of the people of God
2. The deepening of Spiritual Life
3. An effective Christian witness
4. To win others for the Lord Jesus Christ

### 2. Purpose

To conduct a 'Not For Profit' Convention and associated camps each Easter, and Evangelistic Rallies as determined.

### 3. Annual General Meeting

An Annual General Meeting of council members and interested persons attending the Convention shall be held within six (6) weeks following the Convention, with notification of Meeting Time and Place announced at the Convention

### 4. Council

The Council shall consist of:-

- a) Life Members
- b) Ministers and other full-time Christian Workers who are nominated to the Annual Meeting as willing to serve on the Council
- c) Up to twenty-Eight(28) members elected at the Annual Meeting  
Election shall be for a period of four (4) years. Up to Seven (7) members shall retire each year  
Members are eligible for re-election

All Council Members must agree with the Doctrinal Statement of the Convention and with the Requirements for Council Members

### 5. Council Meeting

The Council shall meet as required and a quorum shall consist of ten (10) members.

## Technical Committee

### *Duties and Responsibilities:-*

Sound System setup and operation.

Video projectors and operation.

Stage Lighting requirements.

Recording of meetings.

Production of master Cd's and Dvd's etc required.

Maintaining database and web page operation.

Assist in any technical manners as required by other committees.

Assist musicians as required in production of their music.



## Catering Committee

### ***Duties and Responsibilities:-***

Catering at main Venue and three Camp venues

Catering at venue and camps.

Planning all meals..

Menus.

Ordering food.

Appointing Cooks and assistants

Rosters.

Kitchen equipment.

Setting up kitchens.

Packing away of equipment.

Liaise with cooks re: menus, requirements, etc.

Supper/hot drinks after meetings.



### **Constitution (cont.)**

#### **6. Officers**

From the members of the Council, the annual Meeting shall appoint the following Officers:-

- |                        |                        |
|------------------------|------------------------|
| a. President           | f. Treasurer           |
| b. Vice President      | g. Assistant Treasurer |
| c. Ass. Vice President | h. Auditor             |
| d. Secretary           |                        |
| e. Assistant Secretary |                        |

#### **7. Sub-Committees**

Sub-Committees shall be set up to attend to specific responsibilities of the Council and to bring recommendations to the Council.

Convenors for Sub-Committees may be appointed by the Annual Meeting or by a Council Meeting.

#### **8. Executive Committee**

Executive Committee shall be appointed with power to act on behalf of the Council on matters of urgency

The Executive shall be:

- |                     |               |
|---------------------|---------------|
| President           | Secretary     |
| Vice- President     | Ass Secretary |
| Ass. Vice President | Treasurer     |
| Ass Treasurer       |               |

A quorum shall consist of four (4) members

#### **9. Council Nominations**

Nominations of persons to be considered for election to the Council shall be submitted by two (2) persons, one of whom shall be a Council Member

Those who are nominated shall assent to and sign the Doctrinal Statement of the Convention and Requirements for Council Members and agree to serve on the Council

Nominations must be made on the approved Nomination Form and must be in the hands of a member of the Executive Committee two (2) weeks prior to the Annual Meeting

## **Constitution (cont.)**

### **10. Speakers and Leaders**

All prospective Speakers and Leaders invited to the Convention shall be given a copy of the Doctrinal Statement of the Convention and a copy of the 'Requirements for Council Members and Invited Personnel.' They will be required to indicate their assent when they formally accept their invitation to be a participant at the convention.

### **11. Life Members**

The Annual Meeting shall have the right to appoint Life Members to the Council

### **12. Bank Accounts**

The Wimmera Victorious Life Convention is to be run as a not for profit organization. Two (2) Bank Accounts shall be held with a recognised Savings Bank. One shall be for the General Fund and one shall be for the Missionary Fund. Bank signatories shall be any two of the Treasurer, President and two other members of the Council appointed by the Council from time to time.

### **13. Rules of Debate**

The usual Parliamentary Rules of Debate shall be observed at all Annual, Council and Executive Meetings

### **14. Amendments**

This Constitution may be amended only by a two-thirds majority at an Annual Meeting

Notice of Motion is to be given at a previous Council Meeting

## **Public Relations Committee**

### ***Duties and Responsibilities:-***

Phamplet.

Advertising (all aspects).

Media Reports (all aspects and forms).

Photographs/Images (approvals also)

Banners.

Web page content/display etc.

Data Base

Distrubution of media sales.

Announcements (non meeting)

Display boards required from convention.

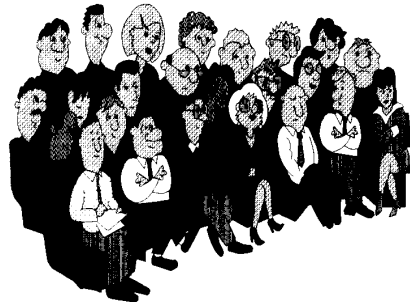




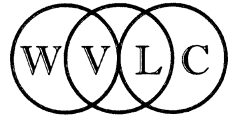
## Venue Committee

### ***Duties and Responsibilities:-***

Chair and Tables (obtaining and setup).  
Ushers.  
Appropriate hall lighting (non stage tho).  
Emergency lighting and equipment.  
Liaise with caretaker  
Preparation of venues.  
Cleaning of all venues.  
Working bee duties.  
Utilities.  
BBQ hire.  
BBQ preparation (consulting with ladies aux. and cooks).  
Rubbish removal.  
Booking of venues.  
Keys for all venues.



## WIMMERA VICTORIOUS LIFE CONVENTION



### **Requirements For Council Members and Invited Personnel**

**Persons Nominated for Election to, or Invited to Participate in the Wimmera Victorious Life Convention Council shall be:-**

1. Persons in good standing in both their local church and community
2.
  - a) Persons who are able to work harmoniously with others
  - b) Persons who are able to keep confidences
3. Persons who are prepared to give assurance they will not propagate any particular divisive teaching or make such teaching an issue as to hinder fellowship with other Council members or other persons attending the Convention.
4. Required to agree to abstain from overt proselytising for any group or denomination

**Additionally Persons Nominated for Election to the Wimmera Victorious Life Convention Council shall be:-**

- a) Residing within the district covered by the Convention
- b) Persons who indicate a willingness to become involved in the activities of the Council
- c) expected to attend council meetings or tender an apology

## Nomination

We hereby nominate

\_\_\_\_\_

for membership on the Wimmera Victorious Life Convention Council

Signature \_\_\_\_\_  
(signature of a Council Member)

Signature \_\_\_\_\_

## Acceptance of Nomination

I have read the Doctrinal Statement and the 'Requirements for Council Members' and by my signature indicate that I am in agreement with them and accept nomination to the Council.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

Email: \_\_\_\_\_

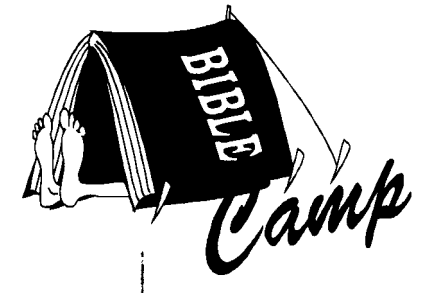
Date:        /        /

## Camp Committee

### ***Duties and Responsibilities:-***

Recommend personnel for Camp Directors  
Assist with the engaging of Camp & Study Leaders  
Distribution of Convention Profile and Requirements to Camp  
personnel  
Camp programs  
Name Tags for Campers  
Camp Application details to November Meeting for PR  
Committee

Sports Centre - care/cleaning  
Sports Equipment  
Tents  
Bus Hire  
Bus Drivers



***In addition to the above, the Camp Committee shall contact and extend hospitality to :***

Camp Parents  
Camp leaders

***and shall also accept responsibility for the supervision and enforcement of :***

Camp guidelines  
Camp discipline and rules  
Camp activities

***Note: The Council will appoint Camp Directors and Leaders and set and approve Camp Guidelines, rules and activities***

## Prayer and Counselling Committee

### ***Duties and Responsibilities:-***

Counselling Training.  
Counselling Kits.  
Counselling follow up.  
Convenors for prayer meetings.  
Prayer Meeting times and venues (to go to P.R. committee for publicizing)  
Communion leader and stewards to assist.  
Bookstalls and material content.

**PRAYER**

## WIMMERA VICTORIOUS LIFE CONVENTION

### **SUB - COMMITTEES**

**Personnel**

**Prayer and Counselling**

**Camp**

**Venue**

**Public Relations**

**Catering**

**Technical**

**Reporting**

# WIMMERA VICTORIOUS LIFE CONVENTION

## Council Sub-Committees

The Convention Council has established Sub-Committees to facilitate the efficient and effective management of all aspects of the organisation of the Convention.

The Council reserves the right to make any alteration or addition of members to any Committee at any time or to add or delete any Committee.

It should be understood that any Committee has the power to co-opt additional personnel (either from the Council membership or otherwise) in order to ensure a satisfactory execution of duties and responsibilities assigned to that Committee.

## Recommendations and Constructive Ideas

### Put it in writing .....

Through effective administration, the Council aims to conduct a Convention that meets the needs of all who attend, both the need for spiritual teaching and friendly fellowship. These needs can best be met by Council members putting forward constructive ideas and recommendations. If you have any ideas or solutions to problems, may we suggest you ***Put Your Idea in Writing*** and hand it to the Convener of the appropriate Sub-Committee or have a copy for each member of Council

It is much less likely to be forgotten  
More likely to be understood

## Personnel Committee

### Duties and Responsibilities:-

(incorporating treasurer and secretary jobs)

Draft Convention Program .

Convention meeting structure (along with meeting leader).

Accommodation for speakers/missionaries/song leader/guest artists.

Extend hospitality to all invited guests and families.

Extend hospitality to all invited guests and families.

Speakers & Missionaries weekend programs.

Offer to Churches speakers....Sunday morning.

Leader for Youth Night.

Missionary Liaison Person.

Crèche co-ordinator.

Offerings.

Insurance + copy of policy  
available for booking hall.

Remuneration of speakers,  
convention personnel,  
accounts, etc.

Recommendation for Camp fees,  
Meal price, BBQ price, etc

Collecting camp fees from camp  
committee.

Change.

Banking.

Incorporation annual fee.

Annual reporting to consumer affairs.

Maintain adequate and accurate records.

All financial affairs (treasurers role).

All secretarial work required.

Speakers Register



***Convention personnel shall be appointed by the whole Council***