

## **ARTICLE 1 - THE NAME**

- 1.1 The name of the Church shall be "The Cambridge Chinese Christian Church" (hereinafter referred to as "The Church ") or, in Chinese characters, 劍橋華人基督教會

## **ARTICLE 2 - CHURCH OBJECTIVE**

- 2.1 To advance the Christian religion in accordance with the statement of beliefs set out in article 4 of this constitution.

## **ARTICLE 3 - POWERS**

- 3.1 To preach the gospel of Jesus Christ and to teach the doctrines of the Christian faith as set forth in the Holy Scriptures, primarily but not exclusively, to the Chinese in Cambridge and the surrounding areas.
- 3.2 To be a spiritual home for Chinese Christians to worship and serve the Triune God, and to have fellowship in the context of their special needs.
- 3.3 To co-operate with other churches and societies whose doctrinal position agrees with our Statement of Faith.
- 3.4 To promote the world wide mission of Jesus Christ in evangelism and the relief of poverty.

## **ARTICLE 4 - STATEMENT OF FAITH**

### 4.1 Preamble

The Church accepts the Christian faith as set forth in the Old and New Testaments and as summarized in the Apostles' Creed. It is at the same time aware that because of the present state of the church at large, denominational differences do exist, and for this reason it is stressed that the Church is interdenominational in character.

### 4.2 The doctrinal basis of the Church shall be the fundamental truths of Christianity including:

- 4.2.1 The sovereignty and grace of God the Father, God the Son and God the Holy Spirit in creation, providence, revelation, redemption and final judgement.
- 4.2.2 The divine inspiration of the Holy Scripture and its consequent entire trustworthiness and supreme authority in all matters of faith and conduct.
- 4.2.3 The universal sinfulness and guilt of fallen man, making him subject to God's wrath and condemnation.
- 4.2.4 The substitutionary sacrifice of the incarnate Son of God as the sole all sufficient ground of redemption from the guilt and power of sin and from its eternal consequences.
- 4.2.5 The justification of the sinner solely by the grace of God through faith in Christ crucified and risen from the dead.
- 4.2.6 The illuminating, regenerating, indwelling and sanctifying work of God the Holy Spirit.
- 4.2.7 The priesthood of all believers, who form the universal Church, the Body of which Christ is the Head and which is committed by His command to the proclamation of the Gospel throughout the world.
- 4.2.8 The expectation of the personal, visible return of the Lord Jesus Christ in power and glory.

## **ARTICLE 5 - MEMBERSHIP**

- 5.1 Membership shall be open to all who have experienced the new birth through repentance toward God and commitment of life in faith to Jesus Christ as Saviour and Lord, having declared this in baptism, and who fully subscribe to the objectives and doctrinal basis of the Church.
- 5.2 Members shall not be required to relinquish their membership in any denomination or church whose objectives and doctrinal basis do not conflict with those of the Church.
- 5.3 Applications for membership shall be made in writing to the Church.
- 5.4 Candidates for membership shall be interviewed by two representatives approved by the Church Council, who shall inquire into the reality of their Christian faith and character, as well as their intention to belong to the Church; the report and recommendation shall be submitted to the Church Members, and the applications approved or otherwise.
- 5.5 Members shall have collective responsibility to support the Church especially in
  - 5.5.1 witnessing in words and living according to the teachings of the Scripture;
  - 5.5.2 meeting regularly for corporate worship, prayer and Communion;
  - 5.5.3 promoting one another's well-being through mutual care, love and concern.
- 5.6 Church Discipline
  - 5.6.1 Any member found to be living or teaching contrary to the Scripture and the doctrinal basis of the Church shall be visited initially by the Principal Pastor and lovingly counselled.
  - 5.6.2 If such conduct is continued, further visit shall be made together with one or more members of the Pastoral Team for further counselling.
  - 5.6.3 Alternatively matters of disciplinary concern can be referred directly to the Pastoral Team.
  - 5.6.4 Subsequently and if necessary, the matter will be taken to the Church Members for consideration of membership suspension after the manner outlined in Matthew 18 :15-17.
  - 5.6.5 The Pastoral team will continue to care for the suspended members and, should any member express and exhibit genuine repentance, it should ask the Church Members to terminate the suspension.
- 5.7 Special Members
  - 5.7.1 The Church Council may propose for approval by the Church Members to designate Church Members in any of the following categories as "Special Members" : those who
    1. are under 18 years old,
    2. have moved away from Cambridge and the surrounding areas permanently,
    3. have not attended any function of the Church for more than six months, or
    4. volunteer so to do
  - 5.7.2 Special members shall be cared for by the Church, but do not have the right to vote at Church Members Meetings.
  - 5.7.3 Special members can ask the Church Council to reinstate normal Church Membership, and the Church Council will inform the Church Members about their decision.

## **ARTICLE 6 - THE CHURCH COUNCIL**

- 6.1 The Church Council shall be the main governing body of the Church, but they shall be responsible and subservient to the Church Members, and important decisions made in Church Council meetings shall be approved by the Church Members.
- 6.2 The Church Council has special duties in ministering of the Word of God, teaching and applying the teachings of the Scripture for the upbuilding of the Church as the local body of Christ, and in waiting upon the Lord in prayers as leaders for His people to discern His good and acceptable will.
- 6.3 The Church Council consists of the Pastoral Team and the Executive Team.
  - 6.3.1 The Pastoral Team consists of the Principal Pastor, other Pastors and Pastoral workers, the Elders, and co-opted members. They shall act as shepherds, elders and overseers of God's flock in the Church in accordance to Acts 6:4; Acts 20:28-32; 1 Peter 5:1-6; 1 Timothy 3:1-7, etc., guarding, taking care and feeding them and being examples in the imitation of Christ Jesus.
  - 6.3.2 The Executive Team consists of the Church Secretary, the Church Treasurer, the Church Missionary Secretary, and other members with designated duties.
- 6.4 The total number in the Church Council shall be no less than three and no more than one third of the total Church Membership.
- 6.5 The Church Council has responsibilities in
  - 6.5.1 the overall management of the Church affairs,
  - 6.5.2 the overall direction and planning of Church programs.
- 6.6 The Pastoral Team of the Church Council has further responsibilities in
  - 6.6.1 the formulation of Church policies,
  - 6.6.2 the maintenance of Church discipline,
  - 6.6.3 the pastoral care of the Church members and dealing with personal matters.
- 6.7 The Executive Team has further responsibilities in
  - 6.7.1 the administration of Church finance,
  - 6.7.2 the convening of and the preparation of the agendas for Church Meetings, and the presentation of reports, including annual reports, at such meetings.
  - 6.7.3 overseeing the day-to-day functions of all the ministries and departments of the Church.
- 6.8 The Church Council shall, in the discharge of their responsibilities, be assisted in the implementation of policies and decisions by departments, standing committees and ad hoc committees, all of which shall be appointed by the Church Council and reported to the Church Members; the Principal Pastor shall be deemed an ex-officio member of all these committees, unless decided otherwise by the Church Council.
- 6.9 Appointment of Church Council members
  - 6.9.1 Consideration to appoint, engage, suspend or terminate any members of the Pastoral Team shall be initiated by the Pastoral Team, and referred to the whole Church Council for recommendation to the Church Members for approval; any such appointments must be approved by votes of not less than two-thirds of the total Church Membership supporting the motion, and subject to the terms of service agreed between the appointee and the Executive Team.
  - 6.9.2 Members of the Executive Team shall be nominated by the Church Council and approved by the Church members by simple majority; they shall serve for a term of one year and shall be eligible for re-appointments. The new Church

Council shall decide on the posts and report to the Church members; Executive Team members should, generally speaking, not serve in the same post for more than three consecutive terms.

- 6.9.3 The Church Council can appoint Church Advisers as requested by the Pastoral Team and approved by the Church Members to help in the development of the Church as a whole, or in the development of a ministry or ministries of the Church. Any Church Adviser who are not members of the Church must indicate that he accepts the objectives and doctrinal basis of the Church, and that he is willing to be bound by the Constitution of the Church in the execution of his duties for the Church. Church Advisers may attend Church Council and Pastoral Team meetings but do not have a vote.
- 6.10 The quorum at all meetings of the Church Council, Pastoral Team, Executive Team or any committee appointed by the Church Council shall be two thirds of their membership.
- 6.11 The Principal Pastor shall normally chair the Church Council and Pastoral Team meetings, or nominates someone approved by the Pastoral Team to do so on his behalf; the chairperson of the Executive Team is nominated by the Church Council.
- 6.12 Decisions at meetings of the Church Council, Pastoral Team, Executive Team and committees appointed by the Church Council shall be the decision of the majority of their members, unless decided otherwise by the Church Council, although the general aim should be unanimity.
- 6.13 The Church Council may invite, as appropriate, others not in the Church Council to be present for questions and advice for part or the whole of one or more Church Council meetings, such persons do not have a vote. Members of the Pastoral team who are not in the Executive Team may, unless decided otherwise by the Church Council, attend Executive Team meetings, but do not have a vote.
- 6.14 The Pastor, other Pastoral workers and others may receive return any reasonable remuneration paid to him in respect of his employment by the Church notwithstanding that he is a member of the Pastoral team or Church Council, provided that he withdraws from any meeting whilst his appointment, remuneration or other terms of employment, or the employment, remuneration or other terms of employment of any other employee or employees which might affect him is being discussed. Decisions on such matters are valid only where there is a majority of Council Members who do not receive such benefit.

## **ARTICLE 7 - CHURCH OFFICERS**

### **7.1 The Principal Pastor**

- 7.1.1 The Principal Pastor has the special responsibilities of overseeing the preaching and teaching of the Scripture and the spiritual care of Church members, arrangements of the Sunday and other Worship Services and the administering of the Sacraments, as well as guiding the Church Council and the committees appointed by the Church Council.
- 7.1.2 The Principal Pastor shall be deemed a Church Member during his appointment.
- 7.1.3 Should the post of the Principal Pastor be vacant,
- 7.1.3.1 his responsibilities shall be deputized as decided by the Church Council;
- 7.1.3.2 a deputy Pastor can be appointed by the Church Council and approved by the Church Members to co-ordinate the execution of these

responsibilities;

7.1.3.3 at least one ordained minister nominated by the Church Council and approved by the Church Members should be invited to be Pastoral Church Advisers to help in guiding the Church Council and the Pastoral Team and in the appointment of the Principal Pastor; their office shall be terminated within three months of the inauguration of the new Principal Pastor.

## 7.2 Other Pastors and Pastoral Workers

7.2.1 The responsibilities of the other Pastors and Pastoral workers shall be decided by the Principal Pastor and approved by the Pastoral Team, with reference to requests from the Executive Team.

7.2.2 The other Pastors and Pastoral workers shall be deemed Church Members during their appointments.

## 7.3 The Elders

7.3.1 They shall have a clear calling to serve in the Church as a life priority.

7.3.2 Their responsibilities are similar to those of a lay pastoral worker.

7.3.3 They shall serve in the Pastoral Team until they retired from such, although they can ask the Church Council to grant them leave of absence.

## 7.4 The Church Secretary

7.4.1 He shall promote harmonious relationship and effective communication in the Church through encouraging Church members to speak the truth in love to the Principal Pastor and other members of the Pastoral team and the Church Council, as well as with one another, and through the collection and circulation of minutes of the Church Council, committee and Church Meetings;

7.4.2 He shall also represent the Church in dealings with outside organizations.

## 7.5 The Church Treasurer

7.5.1 The Church Treasurer shall encourage the Church members to be faithful in tithing and zealous in offering, prepare the annual budget, oversee Church expenditures, ensure that proper books of accounts are maintained, and issue regular financial statements to the Church Council and the Church Members.

7.5.2 He shall appoint a Financial Team of members approved by the Church Council to assist him in the execution of his duties. No one employed by the Church can be in this team.

## 7.6 The Church Missionary Secretary

7.6.1 The Church Missionary Secretary shall prepare and actively promote and monitor the missionary program of the Church, maintain contacts on behalf of the Church with missionaries and missionary societies supported by the Church, deepen the concern of the Church as a whole, as well as the fellowships and groups in the Church and individual Church members for them and their needs, as well as the special needs and challenges of the world-wide mission field.

## **ARTICLE 8 - CHURCH MEETINGS**

8.1 The Church meetings shall be held for Christian fellowship, discussion of important issues and transactions of business of the Church, preferably at least once a quarter.

8.2 An Annual General Meeting shall normally be held in March to receive annual reports and to resolve other duly submitted motions.

- 8.3 An Extraordinary Church Meeting may be called at the discretion of the Principal Pastor or the Church Council, or at the written request of at least ten members for a stated purpose.
- 8.4 Procedures at the Church Meetings:
- 8.4.1 At least fourteen days' notice must be given for the Church Meeting.
- 8.4.2 The agenda for the Church Meeting shall be prepared by the Executive Team and due notice of such be given normally at a Sunday Service at least five days before the meeting.
- 8.4.3 All motions shall be resolved by postal ballot with one half of the total Church membership constituting a quorum; this ballot may or may not be preceded by a corresponding Church Meeting.
- 8.4.4 The Chairman of the Church Meeting and the Returning Officer who supervises the counting of votes shall be decided by the Executive Team; such a person does not have a casting vote.
- 8.4.5 Resolutions by the Church Members' ballots shall be by a simple majority of those voting except where stated otherwise in this Constitution, or as requested by the Church Council

## **ARTICLE 9 - PROPERTIES**

- 9.1 Subject to the provisions of article 9.2 of this clause, the Executive Team with approval by the Church Members shall cause the title to:
- all land held by or in trust for the Church which is not vested in the Official Custodian for Charities; and
  - all investments held by or on behalf of the Church
- to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Team at their pleasure and shall act in accordance with the lawful directions of the Executive Team, the holding trustees shall not be liable for the acts and defaults of its members.
- 9.2 If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Church, the Executive Team may permit any investments held in the name of a clearing bank, building society, or trust corporation as nominee for the Church Council, and may pay such a nominee reasonable and proper remuneration for acting as such.

## **ARTICLE 10 - FINANCE AND AUDIT**

- 10.1 The Church financial year shall be the Calendar year, which is also the Church year.
- 10.2 The annual budget shall be presented to the Church members for approval.
- 10.3 Annual audited financial statements shall be presented at a Church Meeting and to the Church members for approval.
- 10.4 The auditor(s) shall be appointed annually by the Church Members.
- 10.5 Cheques and authorizations shall be signed by at least two of those appointed by the Church Members for this chore.
- 10.6 Any employee of the Church shall not be entitled to vote on anything which affects his financial benefit or position.

## **ARTICLE 11 - DISSOLUTION**

- 11.1 If the Church Council decides that it is necessary or advisable to dissolve the Church, they shall call a meeting of all the Church Members, of which not less than twenty-one days' notice shall be given, stating the terms of the resolution to be proposed.
- 11.2 If the proposal is confirmed in a ballot of Church Members by not less than eighty percent (80%) of the members present and voting in favour at a church meeting, with one half of the total Church membership constituting the quorum, the Church Council shall remain in office and be responsible for winding up the affairs of the Church in accordance with this article.
- 11.3 The Executive Team shall have power to realize any assets held by or on behalf of the Church and make provision for all the liabilities of the Church.
- 11.4 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Church as the Church Members may determine, or failing that shall be applied for some other charitable purpose, subject to the approval of the Charity Commissioners for England and Wales ("the Commission").
- 11.5 Under no circumstances shall the assets of the Church be paid to or distributed among the members (except to a member that is itself a charity).
- 11.6 The Church Council must notify the Commission promptly upon the dissolution of the Church and send the final accounts to the Commission.

## **ARTICLE 12 - AMENDMENT TO THE CONSTITUTION**

- 12.1 Motions to amend this Constitution shall only be considered if either
- 12.1.1 put in writing and signed by ten members or by one-third of the Church membership, whichever is greater,
  - 12.1.2 or decided with the unanimous support of all the members of the Church Council.
- 12.2 Any amendment to this Constitution shall be adopted by the Church Members by not less than eighty percent (80%) of the members present and voting in favour at a church meeting, with one half of the total Church membership constituting the quorum.
- 12.3 No part of Articles 2, 3, 4 and 12 shall be amended in any respect unless the amendment is supported by all the Church Council members without exception.
- 12.4 No part of Articles 2, 6.14, 11 and 12 shall be amended without the prior written consent of the Commission.
- 12.5 This Constitution may be translated into Chinese, but the original English is the only official document.
- 12.6 The Church shall at all times remained constituted for the advancement of the Christian religion and no alteration shall be made to this Constitution which causes this to change, or cause the Church to cease to be constituted for charitable purposes.

## **HISTORICAL NOTES**

The following notes are intended to record the progressive changes in the constitution for the sake of future reference. These notes do not form part of the constitution.

1. Articles 1 to 4 of the constitution were accepted at a general meeting held on 20 April 1997.
2. Article 4.7 was added and articles 5 to 10 were accepted at a general meeting held on 14 September 1997.
3. Redrafted constitution was accepted at a general meeting held on 30<sup>th</sup> June 2002. The main changes were articles 5 & 6 and the addition of 4.7.2 & 4.7.3. Subsequent minor corrections (mainly typological and grammatical errors) were made.
4. July 2005 - Redrafted constitution for the charity status application. Accepted at a general meeting on 4<sup>th</sup> September 2005
  - a. Insertion of the current Article 2 caused a renumbering of all subsequent clauses. Previous Article 2 – Church Objectives renamed as Powers.
  - b. Addition of majority clause in 6.14
  - c. Addition of dissolution clause 11, from expansion of previous 9.7
  - d. Addition of Charity Commission clause 12.4