

Leeds Chinese Christian Church

Constitution

Chapter 1

Preamble

The history of the church and its evolution shall be according to the LCCF handbook, which forms a permanent record of the church. This handbook shall be freely available to members for their consultation

1.1 Name

- 1) The name of the church shall be “**Leeds Chinese Christian Church**” hereafter referred to as LCCC. The name of the church in Chinese is 利茲華人基督教會.
- 2) LCCC identifies itself with the aims and doctrinal basis of the Chinese Overseas Christian Mission (COCM) and is in partnership with the COCM in their mission.
- 3) LCCC shall be interdenominational.

1.2 The Aim

- 1) To the advancement of Christian religion primarily for all Chinese Christians regardless of denominational differences.
- 2) To witness Jesus Christ as Saviour and Lord, and to seek to lead primarily the Chinese to a personal faith in Him.
- 3) To promote earnest Christian living among their members and to make disciples of them in serving the Lord.

1.3 Doctrinal Basis

The doctrinal basis is the fundamental truth of Christianity, including the following:

- 1) The divine inspiration and infallibility of the Holy Scriptures as originally given and its supreme authority in all matters of faith and conduct.
- 2) The Unity of the Father, the Son and the Holy Spirit in the Godhead.
- 3) The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
- 4) Redemption from the guilt, penalty and power of sin only through the sacrificial death of Christ, the incarnate Son of God.
- 5) The resurrection of Jesus Christ from the dead.
- 6) The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting him repentance towards God and faith in Jesus Christ.
- 7) The indwelling and work of the Holy Spirit in the believer.
- 8) The expectation of the personal return of the lord Jesus Christ.

- 1.4 No change in doctrinal basis of the LCCC shall be considered.

Chapter 2

The LCCC Administrative Structure

- 2.1 The LCCC administrative Structure shall consists of The Church Council and Departmental Committees, which shall be responsible for a specific area of the Church's work. The Church Council shall provide an administrative structural lay out of the church to the membership each year listing the responsibilities of the Church Council Members.
- 2.2 The Church Council shall oversee the Church and Departmental Committees shall be subordinate thereto.

- 2.3 The Departmental Committees shall have equal status and each shall be responsible for the running of its own activities subjected to the approval of the Church Council provided that all acts and proceedings of such committees shall be fully and promptly reported back to the Church Council.
- 2.4 Each LCCC department such as the English Section or Chinese Section shall have the following ministries :
- 1) Worship Ministries
 - 2) Prayer Ministries
 - 3) Evangelism and Missions
 - 4) Training and Teaching Ministries
 - 5) Pastoral care Ministries

The Church Council

- 2.5 The Church Council shall have
- 1) The Pastor
 - 2) Assistant Pastor
 - 3) Church Pastoral Worker
 - 4) Elders
 - 5) Deacons
- 2.6 The Church Council shall have the following posts:
- a) The Chairperson (appointed normally among the Elders by the Church Council before the Annual General Meeting)
 - b) The Secretary – a role taken up by a Deacon.
 - c) The Treasurer – a role taken up by a Deacon.
 - d) Departmental Co-ordinators such as English Section, Chinese section.
- In the event of some of the above posts being vacant, the Church Council will continue to fulfil their functions.
- 2.7 The Church Council shall be responsible for audition of the accounts at the end of the calendar year and the annual audited financial statements shall be presented to the members at the AGM.
- 2.8 The Church Council shall be appointed at the Annual General Meeting except the Pastor, Assistant Pastor, the Church Pastoral Worker, Chairperson, and Elders.
- 2.9 Only members of LCCC shall be eligible for office in the Church Council and the Departmental Committees.
- 2.10 There shall be no less than two thirds of the Council members present at all Council meetings.
- 2.11 In Council meetings a ballot should be taken in matters Council Members cannot agree upon and the majority decision shall be taken. Paid Church Ministers and Workers have no voting right but are ex-official members of the Church Council (in accordance with the guidelines of the Charity Commission).

The Departmental Committees

- 2.12 Church Council members will automatically be ex-officiate committee members of the Departmental committees.
- 2.13 The Departmental committee members can be co-opted by the Church Council to carry out functions that are not fulfilled by the Church Council members.

- 2.14 There shall be no more than nine committee members in each Departmental Committee.
- 2.15 A ballot should be taken in matters committee members cannot agree upon and the majority decision shall be taken. All decisions made in the departmental committees should be submitted to the Chairperson of the Church Council within two weeks. The Church Council have the power to overrule decisions made in the Departmental Committees.
- 2.16 Only Committee members shall have the right of vote at committee meetings.
- 2.17 All Departmental Committee Meetings shall have at least one Pastoral Member of the Church Council present. Pastoral Members of the Church include the Pastor, Assistant Pastor, Church Pastoral Worker and Elders.

Chapter 3

Membership

- 3.1 Membership, subject to Chapter 2, shall be open to all who have experienced the New Birth through repentance of sins and faith in the Lord Jesus Christ and who abide with the doctrinal basis and subscribe to the aims of the LCCC, regardless of their denominational affiliation.
- 3.2 Membership shall be by invitation of the Church Council which reserves the right to review the membership of any member at any time. If the Church Council, for good and sufficient reason, deems it necessary to terminate the membership of any person, such person shall have the right to be heard before a final decision is made.
- 3.3 Membership implies the right :
- To vote at all General Meetings.
 - To hold office.
 - To submit proposals in writing at any time for consideration by the Church Council.
- 3.4 Membership does not imply the right to act on behalf of the LCCC without the consent of the Church Council.
- 3.5 Members are expected to :
- 3.5.1 To seek personal growth in Scriptural Holiness
 - 3.5.2 To promote one another's well-being through mutual care, love and concern.
 - 3.5.3 To attend and vote at General Meetings.
 - 3.5.4 To support the Church by:
 - a) meeting regularly for corporate worship, prayer and the Lord's Supper;
 - b) prayerful stewardship of time, talents and money in the life and work of the Church.
- 3.6 If a member is found to live or teach contrary to biblical principles or depart from the aims or doctrinal basis of the Church, he or she shall be admonished in love. If there is no repentance, he or she shall be further disciplined or the membership shall be terminated by the Church Council.
- 3.7 Members who have left Leeds or have not attended church activities for 6 months will automatically forfeit their membership but on application to the Secretary, can be kept on the roll as corresponding members. Members who have not fulfilled the functions of being a member of the Church as listed in 3.5 shall have their membership reviewed by the Church Council and their membership may be terminated. Members have the right to be heard before a final decision is made. Members shall be informed of their termination of membership by letter within a month.

- 3.8 LCCC members are not required to relinquish their membership to other church groups or Christian organisations provided that the objectives and doctrinal basis of the other church or organisations do not differ significantly from ours. .

Chapter 4

Deacons

- 4.1 The term Deacon applies to both male and female genders. Deacons are those who are acknowledged by the Church as having spiritual leadership. They must have the biblical requirements as listed in I Timothy Chapter 3 and Titus Chapter 1.
- 4.2 The Deacon(s) shall be recommended by the Church Council and appointed by the membership as in the procedures listed in 4.4 :
- 4.3 There shall be a maximum of seven Deacons in the Church Council each year.
- 4.4 The Appointment of Deacons at the AGM :
- 1) All Candidates for appointment shall be by recommendation of the Church Council.
 - 2) Members may put forward a candidate for consideration by the Church Council.
 - 3) A list of candidates for appointment shall be displayed in the church four weeks before the Annual General Meeting.
 - 4) Members are asked to pray and concerns can be raised if necessary in writing at least two weeks before the AGM. A final list of the Candidates to be appointed will be given to the membership one week before the Annual General Meeting.
 - 5) Appointment of Deacons shall be by ballot of all members present.
 - 6) A majority show of support will be required by ballot for the candidate to be appointed into the Church Council.
 - 7) The returning officer shall be appointed by the Church Council.
 - 8) The term of service of a Deacon is a minimum of one year and is reviewable annually. They must seek reappointment after two years of service from the membership at the AGM.
- 4.5 The terms of service of a Deacon may be reviewed or terminated at any time following the consent of not less than two thirds of the Church Council.
- 4.6 A Deacon will be disqualified if he or she departs from the doctrinal basis of the LCCC, fail to live according to biblical principles, or for various reasons he or she could not take an active part in the life of the Church.

Chapter 5

Elders

- 5.1 Elders are those who are acknowledged by the Church as having Spiritual Leadership. They must have the biblical requirements as listed in I Timothy Chapter 3 and Titus Chapter 1.
- 5.2 They shall have pastoral and/or administrative oversight of the Church and are in the position to advise, teach and lead the Church.
- 5.3 The Elders shall normally be long standing members of the Church, recognised for their spirituality and contributions to the Church.
- 5.4 Appointments

The Elders shall be appointed with an agreement of a majority of the Church Council members and with the consent of the majority of the church members at an AGM. The appointment may be reviewed annually by the Church Council.

5.5 Disqualification

An Elder will be disqualified if he or she departs from the doctrinal basis of the LCCC, fail to live according to biblical principles, or for various reasons he or she could not take an active part in the life of the Church.

5.6 The Elders are open to appointment by the Church Council to be Chairperson of the Church.

Chapter 6

Pastor / Assistant Pastor / Church Pastoral Worker

6.1 Job Description and Contract:

The job description and contract of the Pastor / Assistant Pastor / Church Pastoral Worker shall be negotiated between the Church Council and them.

6.2 The Pastor / Assistant Pastor / Church Pastoral Worker shall be a member of the Church Council

6.3 Appointment

The Pastor / Assistant Pastor / Church Pastoral Worker shall be appointed with an agreement of a majority of the Church Council members and with the consent of the majority of the church members at an AGM or SGM. The appointment may be reviewed annually by the Church Council.

6.4 Termination of the contract of the Pastor/ Assistant Pastor / Church Pastoral Worker shall be agreed by at least two thirds of the Church Council.

6.5 Disqualification and Termination of contract

The Pastor / Assistant Pastor / Church Worker will be disqualified and the contract of employment terminated if he or she departs from the doctrinal basis of the LCCC, fail to live according to Biblical principles, or for various reasons he or she could not take an active part in the life of the Church.

Chapter 7

Property Trustees

7.1 Any freehold or leasehold property of the Church may be held:

a) in the names of not less than four Holding Trustees for the Church (and if the number shall at any time fall below four the Church shall as soon as reasonably practicable appoint further Holding Trustees), or

b) by a Trust Corporation acting as Custodian Trustee for the Church

7.2 Holding Trustees shall be Christians in fellowship with the Church or another Christian church who signify in writing that they are in agreement with the Doctrinal Basis of the Church .

7.3 The appointment and removal of individual Holding Trustees or of a Trust Corporation shall be by resolution of church members in a General Meeting, notice of which and the proposed resolution shall have been given as required by this constitution.

- 7.4 Any Holding Trustees or Trust Corporation shall be entitled to be indemnified by the Church:
- a) in the exercise of their duties to the extent that that they act lawfully and take reasonable care
 - b) in respect of all costs liabilities taxes of any kind insurance premiums and other outgoings including maintenance and repair relating to the church premises vested in them whether or not the same relate directly to the occupation of the Church premises by the Church and shall not be liable for any failure to insure or want of repair or any consequence of failure to insure or repair the premises
 - c) in respect of any fees and expenses reasonably incurred by them in the exercise of their lawful duties
- 7.5 The Church may by resolution of the church members in a General Meeting, notice of and the proposed resolution has been given in accordance with this constitution, direct the Holding Trustees or Trust Corporation to sell purchase mortgage lease or exchange the whole or any part of the church property.

Chapter 8

Annual General Meeting (AGM)

- 8.1 There shall be an Annual General Meeting in March/April each year.
- 8.2 Appointment of the Church Council for the new session shall be carried out at this meeting according to article 4.4 of the Constitution.
- 8.3 Reports from the Church Council shall be available at this meeting.
- 8.4 Copies of the agenda for the meeting shall be available at the AGM.

Chapter 9

Special General Meeting (SGM)

- 9.1 A Special General Meeting can be called by a majority of the Church Council members.
- 9.2 The Church Council shall call a SGM within four weeks on receiving a signed petition of a majority of the Church Members.
- 9.3 The Secretary shall give notice of the meeting to the Church Members.
- 9.4 There shall be at least two-thirds of the Church Members present for all AGM and SGM meetings to be valid or the meeting shall be declared void.

Chapter 10

Changes in the Constitution

Alterations in this Constitution shall receive the assent of two-thirds of the members present and voting at an Annual or Special General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of the LCCC at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice of such a meeting must be given by the Secretary to the

membership and must include notice of the alteration proposed. Provided that no alteration to clause 2 (Objects), clause 12 (dissolution) or this clause, shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing the LCCC to cease to be a charity in law.

Chapter 11

Finance and Audit

- 11.1 Annual accounts shall be presented to the members at the AGM.
- 11.2 An accountant should be appointed annually by the Church Council to undertake the preparation of the accounts and where appropriate provide the Council with an independent examination report on those accounts. The type of report required is dependant on the reporting requirements set by Charity legislation.
- 11.3 If the Church's income is in excess of that required for an independent examination, an auditor should be appointed annually by the Church Council to audit the accounts and provide the Council with an audit report on those accounts. The type of report required is dependant on the reporting requirements set by Charity legislation.
- 11.4 All sums collected by or on behalf of LCCC shall be handed over to the Treasurer who shall pay the same into the bank account at the University branch of the Yorkshire Bank or at such other bank as the Church Council may from time to time determine. Cheques shall be signed by any two of the Church Council members preferably being the Treasurer, upon the instructions of the Church Council.

Chapter 12

Dissolution

- 12.1 The LCCC may be dissolved by a resolution passed by two-thirds majority of those members present and voting at a Special General Meeting convened for the purpose of which 21 days notice shall have been given to the members.
- 12.2 Such a resolution may give instructions for the disposal of any assets held by or in the name of the Church provided that if any property remains after the satisfaction of the debts and liabilities, such property shall not be paid or distributed among the members of the Church but shall be given or transferred to the Chinese Overseas Christian Mission and if in so far as effect cannot be given to this provision then to some other organisation of the same aim and purpose.

Chapter 13

Miscellaneous

- 13.1 The name of this organisation was formally known as the Leeds Chinese Christian Fellowship until resolution was passed by the membership at the AGM of the 4th March 1990 to change its name to Leeds Chinese Christian Church.
- 13.2 All matters not covered by the Constitution shall be resolved according to the spiritual principles laid down in the Holy Bible.
- 13.3 This Constitution was adopted by the resolution carried out at the Special General Meeting on the 6 February 2011.

13.4 A Chinese copy of this constitution will be available. Where the sense of the wording differs from the English version, the latter will be adhered to.