

CONSTITUTION AND BY-LAW
OF
THE OTTAWA KOREAN COMMUNITY CHURCH

CONSTITUTION

ARTICLE I - NAME

This Church shall be known as “THE OTTAWA KOREAN COMMUNITY CHURCH”.

ARTICLE II - PURPOSE AND ACTIVITIES

The purpose and activities of this Church are to worship our God, the heavenly Father, ⁽¹⁾to teach the Holy Bible and to train believers for the work of the ministry of Christ; to provide for Christian fellowship; to assume responsibility in propagating the gospel of Lord Jesus Christ both at home and in foreign lands; to submit ourselves for Christian services to social needs; ⁽¹⁾and to provide financial support to the students in accordance with the spirit of the educational activities of this church.

ARTICLE III - STATEMENT OF FAITH

The Ottawa Korean Community Church is an independent body, formed by interdenominational congregations, and stands firmly in the biblical Christian faith as stated in the following Statement of Faith:

We believe in:

1. The unity of the Father, Son and Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration and entire trust-worthiness of Holy Scripture, as originally given and its supreme authority in all matters of faith and conduct.
4. The deity of our Lord Jesus Christ, His virgin birth, His sinless human life, His miracles, His sacrificial death on the cross, His bodily resurrection, His ascension to the right hand of our Heavenly Father, and His personal and bodily return on the Day of the Lord.
5. The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.
6. Redemption from the guilt, dominion and pollution of sin, solely through the sacrificial death (as our Representative and Substitute) of the Lord Jesus Christ, the incarnate Son of God.
7. The justification of the sinners by the grace of God through faith alone.
8. The ministries of the Holy Spirit who regenerates, seals, sanctifies, fills and empowers the believers to baptize them into the one Body of Christ, equip them with spiritual gifts, and enable them to manifest the fruits of the Spirit.
9. The one holy Universal Church which is the Body of Christ and to which all believers belong.
10. The commandment given to the believers to be in separation from the world as essential directive in leading in Christian activities; i.e. separation from all religious apostacy, all worldly and sinful pleasures, practices and associations under the control of Satan.

ARTICLE IV - ORDINANCES AND PRACTICES

The ordinances of baptism and the Lord's Supper shall be administered and regularly observed as directed in the Holy Scripture. Christian Marriages and Christian Burial of the Dead shall be administered according to the Christian practices.

ARTICLE V - MEMBERSHIP

The membership will be extended to those who give credible profession of faith in the Lord Jesus Christ as Saviour and who are in essential agreement with the Statement of Faith as set forth in this Constitution. Members must be at least eighteen (18) years of age and must have attended the Church regularly for a period of at least six (6) months.

ARTICLE VI - CHURCH OFFICERS

Section 1 - the Officers:

The officers of this church shall be a Pastor, a Council of Elders, a Board of Deacons and a Board of Trustees.

Section 2 - The Pastor:

⁽²⁾Both the Council of Elders and the Board of Deacons shall appoint the Search Committee and submit nominations for Pastor to the Church congregation based upon the information provided by the Search Committee.

Section 3 - The Council of Elders:

⁽²⁾The Council of Elders is responsible for Spiritual affairs of the Church. The Council consists of a Pastor and a number of members. The number of members shall be determined by the Board of Deacons based on the church's current needs or on the basis of one per every thirty (30) membership of the Church. The Board of Deacons shall recommend members of the Council, and their names shall be submitted for election at the annual congregational general meeting. The pastor shall serve as Chairman of the Council. The term of Council members shall be three (3) years.

Section 4 - The Board of Deacons:

⁽²⁾The Board of Deacons is responsible for administrative affairs of the Church. The Board consists of a Chairman, a Secretary, a Treasurer, Head and Deputy Head of each Committee and a Pastor. The members of the Board shall be nominated by the Council of Elders to be approved by congregations at the annual congregational general meeting. The Board members shall serve for one (1) year.

Section 5 - The Board of Trustees:

The Board of Trustees shall consist of three (3) members elected for ten (10) years by the congregations and shall be eligible for re-election. They shall be directly responsible for the Church property.

ARTICLE VII - COMMITTEES

⁽²⁾The committees of this Church may include the Worship Committee, the Mission Committee, the Fellowship Committee, and the Christian Education Committee. The Board of Deacons has the authority to institute such other Committees of this Church as deemed necessary from time to time, subject to approval of the Council of Elders.

Each Committee shall consist of a Head, a Deputy Head, and additional members as needed. Nominations of members of the various committees shall be made by the Board of Deacons. Committee members shall serve for one (1) year.

⁽²⁾Section 1 - Worship Committee:

This Committee shall be responsible for:

- An annual regular worship program and proceed,
- Visiting the Church members,
- Taking care of the sanctuary,

Section 2 - Fellowship Committee:

This Committee shall be responsible for:

- Promoting programs for encouraging the fellowship among the Church members and others,
- Taking care of the fellowship room.

Section 3 - Christian Education Committee:

This Committee shall be responsible for:

- Planning, co-ordinating, and implementing overall education programs of the Church: Sunday School, prayer meetings or bible classes, etc.,
- Providing a nursery for babies for Church events,
- Taking care of the educational rooms.

⁽²⁾Section 4 – Mission Committee:

This Committee shall be responsible for:

- Taking active part of propagating the gospel of Jesus Christ.

(2)ARTICLE VIII - ELECTION AND CONGREGATIONAL MEETINGS

Section 1 - The Annual Congregational General Meeting:

The annual congregational general meeting shall be held in February each year. This meeting shall be announced one month prior to the said congregational general meeting.

Section 2 - Special Congregational Meeting:

Special Congregational Meeting may be called by:

1. The Pastor with consent of the Council of Elders or the Board of Deacons.
2. The Chairman of the Board of Deacons upon written order of a majority of the Board, or
3. A written request of no less than one-third of the regular members of the congregation.

Notice of such meetings shall be announced two (2) weeks in advance.

ARTICLE IX - PROPERTY

The Church shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purpose, all in accordance with its constitution and by-law or as the same may be hereafter modified or amended.

ARTICLE X - DECLARATION OF NON-PROFIT STATUS

The Church shall be carried on without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objects.

ARTICLE XI - AMENDMENTS

⁽²⁾This constitution and by-law may be amended at any annual congregational general meeting of this Church, or at any special congregational meeting duly called for that specific purpose, provided that a copy of the proposed amendment has been presented in writing to the Board of Deacons and the Council of Elders at least thirty days before the date of the meeting, and the notice of said proposed amendment shall have been given in the announcements of the said meeting.

A copy of the proposed amendment or amendments shall be available to any voting members between the time of the announcement and the time of the congregational meeting, on application to the Chairman of the Board of Deacons.

An amendment to be adopted shall require a three-quarter majority vote of the two-thirds of registered members present and voting at the meeting.

BY-LAW

BY-LAW I - MEMBERSHIP

Section 1 - Membership Applications:

The Council of Elders shall receive applications for membership, shall make investigation relating thereto as it deems appropriate, and shall approve the admission into the Church those applicants who meet membership requirements.

Section 2 - Procedures for Application:

1. Application for membership shall be received on a standard application form.
2. Applications who have been approved by the Council of Elders shall be publicly received into the Church.

Section 3 - Termination of Membership:

1. Termination:

Membership in this Church shall be terminated on the following grounds:

- Voluntary withdrawal from membership,
- An extreme case of immoral action, when there is no evidence of repentance, after full investigation of the evidence by the Council of Elders,
- The propagation of doctrines contrary to those set forth in the Statement of Faith which cause discord or dissension with malicious intent, after full investigation of the Council of Elders according to Biblical principles.

2. Discipline:

In the event of a serious difference arising between members of the congregations, if reconciliation cannot be affected by the parties involved, they shall have the right to appeal to the Pastor or the Council of Elders, who will proceed according to Biblical

principles. Whenever any disciplinary action has been taken it should be considered remedial and every effort is to be made to restore the offender.

BY-LAW II - OFFICERS

Section 1 - Pastor:

1. Nomination and Call:

According to nomination submitted by the Council of Elders and the Board of Deacons, a call shall be extended to a Pastor when he receives a two-third majority of the ballots cast at a congregational meeting duly convened for that purpose.

2. Duties:

The Pastor shall be the spiritual overseer of the Church, responsible for all regular and special services and ministration of the ordinances and practices of the Church, and shall be a member of the Council of Elders and the Board of Deacons. No person shall be invited to speak or preach without his approval. No congregational meetings shall be held in his absence unless he is notified in advance or excused by his own reasons.

3. Remuneration:

All congregational members are responsible for the remuneration for the pastoral services rendered by the Pastor to the Church. The remuneration shall be administered by the Board of Deacons in consultation with the Council of Elders.

4. Resignation:

⁽²⁾The Pastor may resign by giving two month's written notice to the congregation after having duly notified the Council of Elders and the Board of Deacons by a letter addressed to the Chairman of the Board. Separation allowance shall be at the discretion of the Council and the Board.

5. Vacancy:

When the pastorate become vacant, the Council of Elders and the Board of Deacons together shall be empowered to act in the full constitutional capacity of the Pastor, and shall arrange to provide suitable pulpit ministry until such time as a new Pastor has been duly installed.

6. Removal:

The Pastor may be removed, on the ground of his personal immorality or that his personal belief, preaching or teaching shall not be in full accord with the doctrinal standard and Statement of Faith of this Church, by a three-quarter majority vote of the two-thirds of registered members present and voting at a congregational meeting called for that purpose by the Church Officers; however, in such an event, the Pastor shall be given a minimum of one month's salary.

Section 2 - Council of Elders:

1. Qualifications:

Members of the Council shall be members of the Church for a period of at least one (1) year and shall have the necessary Scriptural qualifications of Deacons. (Acts 6:1; I Tim. 3)

2. Duties:

Members of the Council shall assist the Pastor with the Lord's Supper and Baptismal Services, visitation, prayer for the sick, welcoming church visitors and other such duties related to the spiritual welfare of the Church. The Council shall have right of refusal for any political or social engagement.

A member of the Council cannot hold the offices of the Council and the Board of Deacons concurrently.

3. ⁽²⁾Retirement:

Members of the Council shall retire from the active duty at the age of seventy (70).

Section 3 - Board of Deacons:

1. Qualifications:

The Board of Deacons shall be composed of persons who have been members of the Church for at least one (1) year and have the necessary Scriptural qualifications of Deacons. (Acts 6:1; I Tim.3)

2. Duties:

The Board shall serve the Church by acting in matters pertaining to the administrative affairs of the Church. The Board shall meet at least four (4) times a year. Any four members of the Board shall have the right to call for a Board meeting. A majority in any meeting of the Board shall constitute a quorum providing that all members have been notified of the meeting.

Section 4 - Executive Officers of the Board of Deacons:

1. Duties:

⁽²⁾An executive officer of the Board, the Chairman shall call the annual and special congregational meetings and the regular and special meetings of the Board of Deacons and shall represent the Board in the Church administrative affairs. The Secretary shall take charge of the Chairman's duties in his absence and be custodian of the records of the various meetings of the Church and prepares reports as directed by the Board.

The Treasurer shall disburse such funds as authorized by the Board; shall keep an accurate record of accounts; shall present a financial statement at the annual congregational general meeting and at any other times when requested to do so by the Board; shall arrange to have the books audited before the annual congregational general meeting by an auditor or auditors appointed by the Council of Elders; and shall be responsible for the issuance of official receipts.

2. Custody of Church Funds:

⁽²⁾At least two delegated Board members shall be custodians of all Church funds. Any of them shall deposit them in a designated financial institution in the name of the Church and shall sign all cheques.

⁽²⁾Section 5 – Kwonsa

1. Qualifications:

The Council of Elders may nominate exemplary Christians for Kwonsa candidates to be approved by the congregation at the annual general meeting. Qualifications of Kwonsa shall be equivalent to that of Elders.

2. Duties:

For edifying the Body of Christ, they will aid in the pastoral leadership by visiting and praying to encourage church members.

GENERAL REMARKS

Draft of this Constitution and By-law was prepared and submitted by the Church Officers at the special congregational meeting called for the constitutional amendment and held on the 26th day of December, 1982. It was reviewed, revised and adopted as set forth as above by the congregation.

It was decided at the congregational meeting that this English version is the original of the Church Constitution and shall govern, should any difference arise in interpretation of the constitution translated into Korean.

Remarks of the first amendment

⁽¹⁾ - Insertion of above two phrases in the ARTICLE II - PURPOSE AND ACTIVITIES section was accepted at the general meeting held on the 19th day of January 1997.

Remarks of the second amendments

⁽²⁾ – Above remarked sections and sub-sections have been amended accordingly and were accepted at the congregational general meeting held on the 12th day of December, 1999.