

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.

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 judgment.
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 redemptive death 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 ministry 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 apostasy, all worldly and sinful pleasures, practices and associations under the control of Satan.

ARTICLEIV - ORDINANCESANDPRACTICES

1. The ordinances of baptism and the Lord's Supper shall be administered and regularly observed as directed in the Holy Scripture.

2. Christian marriages and Christian burial of the dead shall be administered according to the Christian practices.

ARTICLEV - MEMBERSHIP

The membership will be extended to those who give credible profession of faith in the Lord Jesus Christ as Saviour, who are in essential agreement with the Statement of

Faith as set forth in this Constitution, and who are at least eighteen (18) years of age and have attended the church regularly for at least a period of six (6) months and have registered to become a member.

Section 1 - Members' Responsibilities and Rights

1. The responsibilities of a member include:
 - a) His/her personal spiritual growth
 - b) Participating in regular worship services
 - c) Actively participating in evangelism, church activities, fellowship and operations of the church.
 - d) Observing and respecting the church constitution

2. The rights of a member include:
 - a) The right to attend the annual general congregational meetings and special congregational meetings
 - b) The right to cast a vote at the annual and special congregational meetings

ARTICLE VI - CHURCH OFFICERS

The officers of this church shall be a Senior Pastor, an Associate Pastor, an Assistant Pastor, Elders, Deacons, Kwonsas, Associate Elders, and Associate Kwonsas.

Section 1 - The Senior Pastor

1. Qualifications
 - a) The Senior Pastor shall have the necessary Scriptural qualifications as per I Timothy 3:1-7, Titus 1: 5-9, I Peter 5:1-4, II Timothy 2:15, 4:1-5.
 - b) The Senior Pastor shall have been ordained in an evangelical church.

2. Duties and Responsibilities
 - a) The Senior Pastor shall be the spiritual overseer of the Church, responsible for all regular and special services and ministrations of the ordinances and practices of the Church.

b) As the spiritual overseer, he shall be responsible for the following: Preaching, teaching, discipleship training, pastoral care (visitation, prayer for the sick, pastoral counseling, etc.), administration, planning, and guiding the church to grow and fulfill its purposes. No person shall be invited to speak or preach without his approval.

c) He shall lead the church, the organizations, and all leaders of the church in performing their tasks in worship, proclamation, education, and evangelism.

d) He shall be a member of the Council of Elders and the Board of Deacons.

Section 2 – The Associate Pastor

1. Qualifications

a) The Associate Pastor shall have the necessary Scriptural qualifications as per I Timothy 3:1-7, Titus 1: 5-9, I Peter 5:1-4, II Timothy 2:15, 4:1-5.

b) The Associate Pastor shall have been ordained in an evangelical church.

2. Duties and Responsibilities

The Associate Pastor shall assist the Senior Pastor in his duties and responsibilities as outlined above in addition to the duties described in the job description attached to the letter of calling.

Section 3 - The Assistant Pastor

1. Qualifications

The Assistant Pastor shall have the necessary Scriptural qualifications as per I Timothy 3:1-7, Titus 1: 5-9, I Peter 5:1-4, II Timothy 2:15, 4:1-5.

2. Duties and Responsibilities

The duties and responsibilities of the Assistant Pastor shall be as per the job description attached to the offer of calling.

Section 4 - Elder

1. Qualifications

An Elder shall be a baptized member of the Church for a period of at least one (1) year and shall have the Scriptural qualifications of Elders as per Acts 6:3, I Timothy 3:1-7, Titus 1:5-9.

2. Duties

An Elder, as a member of the Council of Elders, shall assist the Pastor with the Lord's Supper and Baptismal Services, pastoral care (visitation, prayer for the sick, welcoming church visitors and newcomers, etc.) and other such duties related to the spiritual welfare of the Church. An Elder cannot hold the offices of the Council and the Board of Deacons concurrently.

Section 5 - Deacon

1. Qualifications

A Deacon shall be a baptized member of the Church for at least six (6) months and have the Scriptural qualifications of Deacons as per Acts 6:3, I Timothy 3: 8-13.

2. Duties

A Deacon, as a member of the Board of Deacons, shall be responsible for the administrative affairs of the Church.

⁽²⁾Section 6 - Kwonsa

1. Qualifications

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

2. Duties

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

Section 7 – Associate Elder

1. Qualifications

An Associate Elder shall have the Scriptural qualifications of Elders as per Acts 6:3; I Tim. 3:1-7; Titus 1:5-9. The Council of Elders may appoint persons who have been members of the Church for at least six months and are previously-ordained Elders, as Associate Elders.

2. Duties

An Associate Elder shall assist the Council of Elders with the Lord's Supper and Baptismal Services, visitation, prayer for the sick, welcoming church visitors.

Section 8 – Associate Kwonsa

1. Qualifications

Qualifications of Associate Kwonsa shall be equivalent to that of Associate Elder. The Council of Elders may appoint persons who have been members of the Church for at least six months and previously-elected/appointed Kwonsas as Associate Kwonsas.

2. Duties

An Associate Kwonsa shall assist the Kwonsas in their duties of edifying the Body of Christ by participating in the pastoral leadership by visiting and praying to encourage church members.

ARTICLE VII - ORGANIZATION

Section 1 – Council of Elders

⁽²⁾The Council of Elders is responsible for Spiritual affairs of the Church. The Council consists of the Senior Pastor, Associate Pastor and a number of Elders. The number of members shall be determined based on the church's current needs or on the basis of one per every thirty (30) membership of the Church. The Senior Pastor shall serve as Chairman of the Council. The term of Council members shall be three (3) years.

Section 2 – 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, a Committee Head, a Head and a Deputy Head of each Department, and Committee members and the Senior Pastor. The Board of Deacons is recomposed every year.

The Board shall meet at least four (4) times a year. Any ten 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 3 – Executive of the Board of Deacons

⁽²⁾The executive of the Board of Deacons shall consist of the Chairman, the Secretary, and the Treasurer.

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 and a member of the Finance Department 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.

Custody of Church Funds

The Chairman and the Treasurer 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. Prior to each disbursement of the Church funds, the Department Head or Deputy Head shall sign and submit a disbursement request form. All disbursements are subject to the approval of the Chairman.

Section 4-Committees

The committees of this Church may include the Worship Committee, the Mission Committee, the Fellowship Committee, the Christian Education Committee and the Administration Committee. Each Committee shall consist of a Committee Head, a Department Head and Deputy Heads, and Committee members as needed. The Board of Deacons has the authority to institute such other Committees and Departments of this Church as deemed necessary, subject to approval of the Council of Elders.

⁽²⁾Subsection a - Worship Committee

The Worship Committee shall be responsible for:

- Regular Sunday worship program and all special worship programs
- Choirs, Praise teams and all church music programs
- Taking care of the sanctuary

Subsection b - Fellowship Committee

The Fellowship Committee shall be responsible for:

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

Subsection c - Christian Education Committee

The Christian Education Committee shall be responsible for:

- Planning, coordinating, and implementing overall education programs of the Church
- Providing a nursery for babies for Church events
- Taking care of the educational rooms

⁽²⁾Subsection d - Missions Committee

The Missions Committee shall be responsible for:

- Taking active part of propagating the gospel of Jesus Christ

Subsection—Administration Committee

The Administration Committee shall be responsible for:

- Maintaining Finance
- Maintaining Property
- Maintaining Documentation

Section5 - The Board of Trustees

The Board of Trustees shall consist of three (3) members elected for five (5) years by the congregations and shall be eligible for re-election. They shall be directly responsible for the Church property.

Section6—Joint Council of Elders and Board of Deacons

A special joint meeting of the Council of Elders and the Board of Deacons may be called by the Council of Elders or the Board of Deacons as necessary. The Joint Council of Elders and Board of Deacons may establish special committees as necessary.

(2) ARTICLE VIII - ELECTION AND CONGREGATIONAL MEETINGS

Section 1 - The Annual Congregational General Meeting

⁽⁵⁾The General Congregational Meeting will be held twice a year. The General Congregational Meeting for election and approval of the Church Officers shall be held prior to Dec. 31st each year, and for fiscal closing and budget shall be held prior to March 1st each year. Each of the Meetings shall be announced one month prior to the said general congregational meetings.

Section 2 - Special Congregational Meeting

Special Congregational Meeting may be called by:

1. The Senior 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.

Section 3

No congregational meetings shall be held in the absence of the Senior Pastor unless he is excused by his own reasons.

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 objectives.

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 made 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 two-thirds majority vote where minimum 50%+1 of members are in attendance.

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 by the Council of Elders on the following grounds:

- Voluntary withdrawal from membership.
- Continuous absence for at least one year without notice.
- An extreme case of immoral action, when there is no evidence of repentance, after full investigation of the evidence.
- The propagation of doctrines contrary to those set forth in the Statement of Faith that causes discord or dissension with malicious intent, after full investigation according to Biblical principles.

2. Discipline

a) A member may face disciplinary action by the Council of Elders where his/her conduct has a detrimental effect on the Ottawa Korean Community Church, its congregation, its property, or the Church of Jesus Christ.

b) Disciplinary action can include suspension of membership for a definite period, deposition from office, and excommunication.

c) Any member facing discipline has the right to appeal to the Senior Pastor or the Council of Elders, who will proceed according to Biblical principles.

d) 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 - Senior Pastor

1. Nomination and Call

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

According to nomination submitted by the Council of Elders and the Board of Deacons, a call shall be extended to a Senior Pastor when he receives a two-thirds majority vote of the members present at a congregational meeting called for that purpose by the Church Officers where minimum 50% +1 of members are in attendance.

Within three years after the call, a confidence vote for a Senior Pastor shall be taken. A Senior Pastor receives a vote of confidence when he receives a two-thirds majority vote of the members present at a congregational meeting where minimum 50% +1 of members are in attendance.

2. Remuneration

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

3. Retirement

The Senior Pastor shall retire from his position at the age of 65.

4. Evaluation

There shall be a periodic evaluation of the Senior Pastor.

5. Resignation

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

6. Vacancy

When the pastorate become vacant, the Associate Pastor, the Council of Elders and the Board of Deacons together shall be empowered to act in the full constitutional capacity of the Senior Pastor. The Council of Elders shall arrange to provide suitable pulpit ministry until such time as a new Senior Pastor has been duly installed. The council may designate one of its members as Interim Chairman during the vacancy of the Senior Pastor.

7. Removal

The Senior Pastor may be removed, on the ground of his personal immorality or where his personal belief, preaching or teaching are not in full accord with the doctrinal standard and Statement of Faith of this Church, by a two-thirds majority vote of the members present at a congregational meeting called for that purpose by the Church Officers where minimum 50% +1 of members are in attendance; however, in such an event, the Senior Pastor shall be given a minimum of one month's salary.

⁴⁾8. Right of appeal

- a. The senior pastor has the right of appeal against formal action of a congregational meeting, including removal.
- b. Should the senior pastor wish to appeal he/she must do so, in writing, to the

Secretary of the Council of Elders within ten (10) days of being informed in writing of the formal action.

- c. A notice to appeal must specify the grounds of the appeal.
- d. The appellant has the right to request a meeting with the Council of Elders to state his/her case.
- e. The appellant has the right to bring a representative to such a meeting.
- f. The Council of Elders must hold at least one meeting at such request of appellant.
- g. The Council of Elders shall review the appeal.
- h. The Council of Elders shall deliver its decision to the appellant in writing within thirty (30) days of the receipt of the notice to appeal.
- i. The decision of the Council of Elders shall be final where it upholds the formal action of a congregational meeting.
- j. Where the decision of the Council of Elders overturns the formal action of a congregational meeting, it calls a congregational meeting that will make the final decision on the appeal.
- k. The appellant's status with the church during the appeal period will be that of the initial formal action.
- l. Any changes to the appellant's status as a result of the appeal will be retroactive to the date of the initial formal action.

Section 2 - Associate Pastor

1. Nomination and Call

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

According to nomination submitted by the Council of Elders and the Board of Deacons, a call shall be extended to an Associate Pastor when he receives a two-thirds majority vote of the members present at a congregational meeting called for that purpose by the Church Officers where minimum 50% +1 of members are in attendance.

2. Remuneration

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

3. Retirement

The Associate Pastor shall retire from his position at the age of 65.

4. Evaluation

There shall be a periodic evaluation of the Associate Pastor.

5. Resignation

The Associate Pastor may resign by giving two month's written notice to the congregation by a letter addressed to the Council of Elders and the Board of Deacons. Separation allowance shall be at the discretion of the Council and the Board.

6. Removal

The associate Pastor may be removed, on the ground of his personal immorality or that his personal belief, preaching or teaching are not in full accord with the doctrinal standard and Statement of Faith of this Church, by a two-thirds majority vote of the members present at a congregational meeting called for that purpose by the Church Officers where minimum 50% +1 of members are in attendance; however, in such an event, the Associate Pastor shall be given a minimum of one month's salary.

⁴⁾7. Right of appeal

- a. The associate pastor has the right of appeal against formal action of a congregational meeting, including removal.
- b. Should the associate pastor wish to appeal he/she must do so, in writing, to the Secretary of the Council of Elders within ten (10) days of being informed in writing of the formal action.
- c. A notice to appeal must specify the grounds of the appeal.
- d. The appellant has the right to request a meeting with the Council of Elders to state his/her case.

- e. The appellant has the right to bring a representative to such a meeting.
- f. The Council of Elders must hold at least one meeting at such request of appellant.
- g. The Council of Elders shall review the appeal.
- h. The Council of Elders shall deliver its decision to the appellant in writing within thirty (30) days of the receipt of the notice to appeal.
- i. The decision of the Council of Elders shall be final where it upholds the formal action of a congregational meeting.
- j. Where the decision of the Council of Elders overturns the formal action of a congregational meeting, it calls a congregational meeting that will make the final decision on the appeal.
- k. The appellant's status with the church during the appeal period will be that of the initial formal action.
- l. Any changes to the appellant's status as a result of the appeal will be retroactive to the date of the initial formal action.

Section 3 – Assistant Pastor

1. Nomination and Call

The Assistant Pastor shall be nominated by the Council of Elders to be approved by both the Council of Elders and the Board of Deacons. According to nomination submitted by the Council of Elders, a call shall be extended to an Assistant Pastor when he/she receives a two-thirds majority of the ballots cast at a joint meeting of the Council of Elders and the Board of Deacons.

2. Remuneration

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

3. Retirement

The Assistant Pastor shall retire from his position at the age of 65.

4. Evaluation

There shall be a periodic evaluation of the Assistant Pastor.

5. Resignation

The Assistant Pastor may resign by giving two month's written notice by a letter addressed to the Council of Elders and the Board of Deacons. Separation allowance shall be at the discretion of the Council and the Board.

6. Removal

The Assistant Pastor may be removed, on the ground of his/her personal immorality or that his/her personal belief, preaching or teaching are not in full accord with the doctrinal standard and Statement of Faith of this Church, by a two-thirds majority vote of the members present at a joint Council of Elders and Board of Deacons meeting called for that purpose by the Church Officers where minimum 50% +1 of members are in attendance; however, in such an event, the Assistant Pastor shall be given a minimum of one month's salary.

⁴⁾7. Right of appeal

- a. The assistant pastor has the right of appeal against formal action of a congregational meeting, including removal.
- b. Should the assistant pastor wish to appeal he/she must do so, in writing, to the Secretary of the Council of Elders within ten (10) days of being informed in writing of the formal action.
- c. A notice to appeal must specify the grounds of the appeal.
- d. The appellant has the right to request a meeting with the Council of Elders to state his/her case.
- e. The appellant has the right to bring a representative to such a meeting.
- f. The Council of Elders must hold at least one meeting at such request of appellant.
- g. The Council of Elders shall review the appeal.
- h. The Council of Elders shall deliver its decision to the appellant in writing within thirty (30) days of the receipt of the notice to appeal.
- i. The decision of the Council of Elders shall be final where it upholds the formal action of a congregational meeting.

- j. Where the decision of the Council of Elders overturns the formal action of a congregational meeting, it calls a congregational meeting that will make the final decision on the appeal.
- k. The appellant's status with the church during the appeal period will be that of the initial formal action.
- l. Any changes to the appellant's status as a result of the appeal will be retroactive to the date of the initial formal action.

Section 4 - Council of Elders

The following by-laws do not apply to the Senior Pastor and the Associate Pastor.

1. Nomination and Approval

The Board of Deacons shall recommend member(s) of the Council, and their names shall be submitted for election at the ⁽⁵⁾ General Congregational Meeting. Members of the Council shall receive the approval of two-thirds of majority of the ballots cast at the ⁽⁵⁾ General Congregational Meeting.

2. ⁽²⁾ Retirement

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

Section 5 - Board of Deacons

1. Nomination and Approval

Members of the Board of Deacons shall be nominated by the Council of Elders and shall receive the approval of the majority (50%+1) of the ballots cast at the ⁽⁵⁾ General Congregational Meeting.

Section 6 - Kwonsa

1. Nomination and Approval

A Kwonsa shall be nominated by the Council of Elders and shall receive the approval of two-thirds of the majority of the ballots cast at the ⁽⁵⁾ General Congregational Meeting.

GENERALREMARKS

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.

Remarks of the third amendments

(3) – Above remarked version of the Constitution and By-law has been amended and was accepted at the special congregational meeting held on the 1st day of March 2009.

Remarks of the fourth amendments

(4) – Above remarked sections in By-law has been amended and was accepted at the special congregational meeting held on the 14th day of December 2014.

Remarks of the fifth amendments

(5) – Above remarked version of the Constitution and By-law has been amended

and was accepted at the special congregational meeting held on the 24th day of September 2017.