

**CONSTITUTION OF
JURONG CHRISTIAN CHURCH
OF THE LUTHERAN CHURCH IN SINGAPORE**

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

Since God in His gracious activity has prospered us to become members of the Church of Christ, we, therefore, desire to be blessed together with Word and Sacrament, and to unite as a congregation in the common confession, defense and propagation of our faith in Jesus Christ our Saviour. To this end we, therefore, adopt this constitution and solemnly pledge ourselves to be governed by its provisions.

**ARTICLE I
NAME AND ADDRESS**

- Section 1 The name of this congregation shall be JURONG CHRISTIAN CHURCH.
- Section 2 The registered office of this Church shall be 2 Tah Ching Road, Singapore 618744.

**ARTICLE II
CONFESSION OF FAITH**

- Section 1 We confess Jesus Christ as Lord of the Church. The Holy Spirit creates and sustains the Church through the Gospel and thereby unites believers with their Lord, and with one another in the fellowship of faith.
- Section 2 We hold that the Gospel is the revelation of God's sovereign will and saving grace in Jesus Christ. In Him, the Word Incarnate, God imparts Himself to man.
- Section 3 This church believes in the necessity for all people to obtain salvation through faith in Jesus Christ, repentance of past sins, renunciation of Satan and all his works, the pomp and vanity of this world, and the turning to a new life in Jesus Christ through baptism.
- Section 4 We acknowledge the Holy Scriptures as the norm for the faith and life of the Church. The Holy Scriptures are the divinely inspired record of God's redemptive act in Christ, for which the Old Testament prepared the way and which the New Testament proclaims. In the continuation of this proclamation in the Church, God still speaks through the Holy Scriptures and realizes His redemptive purposes generation after generation.
- Section 5 We accept the Apostles', the Nicene, and the Athanasian creeds as true declarations of the faith of the Church.
- Section 6 We accept the unaltered Augsburg Confession and Luther's Small Catechism as true witnesses to the Gospel, and acknowledge as one with us in faith and doctrine all churches that likewise accept the teachings of these symbols.

- Section 7 We accept other symbolic books of the evangelical Lutheran Church, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large Catechism, and the Formula of Concord, as further valid interpretations of the Confession of the Church.
- Section 8 We affirm that the Gospel transmitted by the Holy Scripture, to which the creeds and confession bear witness, is the true treasure of the Church, the substance of its proclamation, and the basis of its unity and continuity. The Holy Spirit uses the proclamation of the Gospel and the administration of the Sacraments to create and sustain Christian faith and fellowship. As this occurs, the Church fulfils its divine mission and purpose.

ARTICLE III RELATION TO THE LUTHERAN CHURCH IN SINGAPORE

- Section 1 This congregation is a member of the Lutheran Church in Singapore, and shall remain a member of this organization or its successor. This congregation will be represented in the meetings of the Lutheran Church in Singapore as prescribed in its constitution.
- Section 2 This congregation claims for itself all the rights and privileges and accepts all the duties and responsibilities connected with such membership. In so doing, this congregation recognizes the constitution, by-laws, and constitutional enactments of the Lutheran Church in Singapore to which it belongs as having governing force in its life.
- Section 3 This congregation covenants to support faithfully with prayer, personal service and offerings, the common work of the Church for the Kingdom of God.
- Section 4 This constitution, and all amendments thereof, shall be transmitted to the Lutheran Church in Singapore for review to ascertain that none of its provisions is in conflict with the constitution and by-laws of that Church. Any conflicting parts shall be subject to correction.
- Section 5 The Bishop of the Lutheran Church in Singapore, or his appointed representative, shall have the right to be present at, and shall receive minutes of, all meetings of the congregation and of the Church Council. He shall personally attend a regular meeting of the Church Council at least once a year.
- Section 6 This congregation shall be responsible for the use and maintenance of the land and buildings assigned to it.

ARTICLE IV MEMBERSHIP

- Section 1 This congregation shall consist of all baptised persons within its fellowship.
- a) **CHILD MEMBERS** are those who have been baptized, but who have not yet been confirmed. (Confirmation will normally take place at age 12.)
 - b) **ADULT MEMBERS** are those who have been duly received into communicant membership of the congregation by adult baptism, or if previously baptized, by confirmation, by certificate of transfer from another congregation, or by re-affirmation of faith. Each applicant for adult membership shall have been properly instructed in the Word of God and the faith of the Lutheran Church, and prior to his reception, shall be examined by the pastor responsible for work in that area. The name of each applicant shall be submitted to the Church Council for its approval.
 - c) **ASSOCIATE MEMBERS** are those members of other Lutheran Churches outside Singapore who reside in Singapore, while remaining members of their own churches, associate themselves with this congregation with Church Council approval, and thereby have the same privileges and duties as other members.

- Section 2 In fulfilling their duties members shall carefully observe the following:
- a) To avail themselves faithfully of the means of grace, members shall:
 - i) Regularly hear and read the Word of God, privately at family devotions and at worship services of the congregation, according to age and ability.
 - ii) Bring their children for Holy Baptism in early infancy and provide for their nurture in the Christian faith in the home and in the congregation.
 - iii) Frequently participate in the Holy Communion to renew their faith and spiritual life.
 - b) To lead a Christian life and bear witness to Christ, members shall show forth the fruit of faith by living in love, humility and peace and by responding to God's call to serve Him in their daily work and in all of life's relationships.
 - c) To promote the unity and welfare of the Church, members shall endeavour to edify one another, participate in the activities of the congregation in fulfilment of the aim of the Church and faithfully obey its rules and orders.
 - d) To support the work of the Church, members shall regularly and in proportion to their ability contribute to the Church, and thus express their gratitude to God in acknowledgment that all they have are all good gifts from Him.

- Section 3 If any member moves permanently to another locality he/she should be encouraged to continue his membership in the Church. However if he/she finds it inconvenient, he/she should be urged to transfer his/her membership to a Lutheran Church near his/her place of residence.
- Section 4 In so far as regular use of the means of grace is essential to Christian life (Large Catechism Part V, paragraph 45ff), if a member is regularly absent from worship services of the congregation, and does not receive the Lord's Supper for a period of six months, every effort shall be made by the pastor and the congregational Council to restore the member to active participation.
- Section 5 If the member does not respond after a lapse of one additional year, he shall be declared inactive by action of the congregational Council. Such actions shall be indicated on the congregational Register.
- Inactive members will no longer be included in the Active Members Roll. Inactive members may be reinstated by action of the congregational Council as Active Members after six months of regular participation in the Worship Services and partaking of the Lord's Supper.
- Section 6 A roll of **VOTING MEMBERS** of this congregation shall be maintained consisting of adult members, regular or associate, who have attained the age of 18 years, who participate in the worship services and life of the congregation, and who regularly receive the Sacrament of the Lord's Supper.

ARTICLE V THE WORKER IN-CHARGE

- Section 1 A pastor, evangelist, or deacon who is assigned and properly installed by the Lutheran Church in Singapore shall be the Worker-In-Charge.
- Section 2 The Worker-In-Charge shall be either a pastor, evangelist, or a deacon commissioned by the Lutheran Church in Singapore to function as the Worker-In-Charge in the station or stations to which he is assigned. In either case he shall bear the responsibility to proclaim the Word of God through preaching and administration of the Sacraments, to conduct services of worship in accordance with the faith and practices of the Lutheran Church, to provide for catechetical instruction, to visit the members of the congregation regularly, and together with the Church Council, to supervise all activities and organizations of this congregation and to administer discipline.
- Section 3 The Worker-In-Charge shall seek out and encourage qualified young men and women to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the homeland, and abroad. He shall impart knowledge of the Church and its wider ministry through distribution of its periodicals and other publications and shall endeavor to increase the liberality of this congregation in support of the work of the Lutheran Church in Singapore.
- Section 4 The Worker-In-Charge shall keep the membership rolls of the congregation, reporting them periodically to the Church Council and to the Lutheran Church in Singapore. He shall be responsible for maintaining an accurate record of all baptisms, confirmations, communions and attendance at various

services, classes and meetings sponsored by this congregation. All necessary records shall be maintained in the Church Register, which shall be and remain the property of the congregation.

Section 5 The Worker-In-Charge shall submit a written report to the Annual General Meeting of the congregation and to the General Meeting of the Lutheran Church in Singapore.

ARTICLE VI CHURCH COUNCIL

Section 1 The Church Council shall consist of the pastors assigned to the congregation by the Executive Council of the Lutheran Church In Singapore and ordinarily not less than six other members. If the congregation consists of more than one language section there should be adequate provision for all sections to be represented as determined by the Church Council with a minimum of two elected members per language section. The Church Council members from the different language sections shall be nominated and elected by their respective sections. Any voting member of the congregation who has attained the age of 21 years, and has been a member of the congregation for at least one year, may be elected to this Council.

Section 2 The regular term of office shall be for two years. A member may be re-elected for additional terms. Following three successive full terms there must be a lapse of one year before re-election. Should the member fail to fulfil the duties of a voting member of the congregation during his tenure, or fail to attend three successive meetings of the Council without valid excuse, his place shall be declared vacant.

Section 3 All members of the Church Council shall be properly installed at a regular worship service soon after their election.

Section 4 The Church Council shall meet regularly, not less than six times each year. Special meetings may be called by the Chairperson, and shall be called at the request of at least one half of its members. Notice of all meetings of this Council shall be given to all who are entitled to be present.

Section 5 If more than one language section is represented on the Church Council there shall be adequate provision for the use of the respective languages in the meetings and in the official records of such meetings.

Section 6 The duties of the Church Council shall include the following;

- a) To guide the spiritual life and activities of the congregation, including all organizations related to it, and to ensure that everything is done in accordance with the Word of God and the faith and practices of the Lutheran Church.
- b) To ensure that an effective program of Christian education for all ages is conducted within the congregation.
- c) To encourage and develop the practice of Christian stewardship by all members of the congregation including active participation in the affairs of the congregation and grateful financial support of the work of

the congregation and of the Lutheran Church in Singapore. It shall promote the spirit of free-will offerings by all members and permit no funds to be raised by methods not in harmony with the New Testament.

- d) To encourage and in a helpful way to support the pastor in fulfilling his duties and in so doing to visit the sick and those who have become indifferent, to assist the poor and distressed, and to maintain a vigorous program of outreach into the community.
- e) To be concerned about the spirit of harmony within the congregation, and if differences arise to seek to restore harmony and goodwill.
- f) To arrange with the Bishop for proper leadership during the sickness or absence of the pastor.
- g) To be responsible for the use of all properties, facilities and equipment, and in no case to permit their use for programs or activities not in harmony with the principles of Christian witness.

Section 7 The Church Council shall exercise proper care of all properties, facilities and equipment assigned to it, but shall not authorize any alterations, relocations or new building programs or purchases of land without the written permission of the Finance and Development Committee of the Lutheran Church in Singapore, which is the legal owner of all church properties.

Section 8 The Church Council shall annually elect from the roll of voting members of the congregation who have attained the age of 21 years, representatives in the permitted numbers to the general meetings of the Lutheran Church in Singapore, as prescribed in its constitution.

Section 9 The Church Council, through its Chairperson, shall submit a full report to the congregation at the annual meeting, and to the Lutheran Church in Singapore at its general meeting.

Section 10 A quorum for the transaction of business at all regular or special meetings shall be 51% of the members of the Church Council.

ARTICLES VII OFFICERS

Section 1 At its first meeting following the Annual General Meeting of the congregation, the Church Council shall elect from the Council members a Chairperson, a Vice Chairperson, a Secretary (one person may serve as both Vice Chairperson and Secretary), a Treasurer who will serve both this Council and the congregation. The Vice Chairperson and Secretary shall be chosen from the membership of this Council. The Treasurer, if not a member of this Council, shall be given the privilege of voice and vote in its meetings; he shall be a voting member of the congregation and shall share in the responsibilities of the elected members of this Council.

Section 2 The Chairperson shall be the presiding officer at all meetings of the Church Council and of the congregation. In the event of the Chairperson's inability to perform his duties the Vice Chairperson shall serve in his stead.

- Section 3 The Secretary shall keep accurate minutes of all meetings of the congregation and of this Council in a volume provided by the congregation, and shall see to it that all necessary records are properly maintained and permanently stored, with copies of minutes of all congregation and council meetings being sent to the Lutheran Church in Singapore.
- Section 4 The Treasurer shall keep all accounts of the congregation in a book-keeping form approved by the Lutheran Church in Singapore. He shall receive funds of the congregation, maintain a proper record of their receipt, and disburse them on proper orders. Benevolence funds shall be forwarded monthly. All funds received and disbursed shall be verified and counter-signed by the Chairperson. The Treasurer shall make an annual written report to the congregation and to the Lutheran Church in Singapore of all funds received and disbursed, and such other reports as may be ordered from time to time by the Church Council.
- Section 5 If an officer should fail to meet the requirement of his office, or of a voting member of the congregation, the office shall be declared vacant by action of the Church Council, which shall fill the vacancy from its membership for the unexpired term.

ARTICLE VIII CONGREGATION MEETINGS

- Section 1 All voting members shall be eligible to vote in all congregational meetings.
- Section 2 An Annual General Meeting of the congregation shall be held within the first six months of each calendar year, on a date set by the Church Council.
- Section 3 At the annual general meeting, the pastor and the treasurer of the congregation shall each submit a written report. Each committee within the congregation shall also submit a written report.
- Section 4 Special congregational meetings may be called by the Church Council, at the written request of one-fourth of the voting members. The call for each special meeting shall specify the purpose for which it is held, and no other business shall be transacted there at.
- Section 5 Notice of all congregational meetings shall be given at the services of worship held at least two weeks in advance of the date of the meeting.
- Section 6 51% of the voting members shall be a quorum for all meetings of the congregation.
- Section 7 If the congregation consists of more than one language section, there shall be adequate provision for the use of the respective languages in the meetings and in the official records of such meetings.

ARTICLE IX ELECTIONS

- Section 1 At any regular meeting of the Church Council at least two months prior to the Annual General Meeting of the congregation, a nomination committee of not less than three voting members of the congregation shall be appointed by the Chairperson with the approval of this Council. This committee shall prepare a ballot of at least one nominee for each vacancy to be filled by the congregation at its Annual General Meeting. In addition to these nominees there shall be opportunity for additional nominations from the floor at the time of the election. In either case no one shall be nominated without his consent.
- Section 2 Church Council members shall be elected by their respective language section for a term of two years by a majority vote at the Annual General Meeting.
- Section 3 All elections shall be by written ballot and the results recorded in full by the Secretary.
- Section 4 The Church Council shall appoint amongst its Church members to fill any vacancy when it arises. The appointee shall serve until the next Annual General Meeting.

ARTICLE X STANDING COMMITTEES

- Section 1 At the first meeting of the Church Council after the annual general meeting of the congregation, the Chairperson shall appoint, with the approval of this Council, as many standing committees as the local and wider concerns of the congregation shall require. Each such committee shall be composed of at least one member of this Council, and in addition may include other voting members of the congregation. Although appointed by, and responsible to the Church Council, these committees shall be recognized as representative of the interests of, and performing essential services for the congregation as a whole. The Chairperson shall have voice and vote in all committees.
- Section 2 The duties of all committees shall be assigned by the Church Council, along with such instructions as in its judgment are in the best interests of the congregation. All Standing Committees shall function in close cooperation with the respective Standing Committees of the Lutheran Church in Singapore. All actions of committees shall be subject to review by the Church Council.
- Section 3 Christian Education Committee : This committee, in association with the pastors, shall supervise and co-ordinate all Church education activities of the congregation.
- Section 4 Church Property and Development Committee: This committee shall see to the proper maintenance, and protection and development of all property entrusted to the congregation. The Treasurer shall be an ex-officio member of this Committee.
- Section 5 Evangelism / Mission Committee: This committee shall stimulate and lead all

members of the congregation in both personal and congregational outreach with the Gospel to those yet unwon.

Section 6 Finance Committee: This committee shall prepare a draft budget for the succeeding year including this congregation's full indicated share in support of the wider ministry being carried on in its behalf by the Lutheran Church in Singapore. The committee will exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, providing also for annual audits of the accounts of the treasurer as well as the accounts of committees within the congregation. The treasurers of both language sections shall be members of this committee.

Section 7 Stewardship Committee: It shall be the function of this committee to evoke and promote the expression of Christian faith in daily living, and to assist and encourage all members of the congregation in extending Christian compassion and helpfulness to persons of all ages in need of material and spiritual aid.

ARTICLE XI DISCIPLINE OF MEMBERS

Section 1 The authority for discipline is given by Christ to His Church (Matthew 18:15-17). Discipline shall be observed in the Church to keep it pure and firm in the faith delivered to it by the Lord Jesus Christ, thereby enabling it to grow in His Grace.

Section 2 The offences for which an adult member of this congregation shall be subject to discipline are: denial of the Christian faith; immoral or scandalous conduct; persistent trouble making, especially within the congregation; and in general, behaviour that is grossly unbecoming a member of the Church of Christ. Any offences shall be thoroughly investigated by the Pastor.

Section 3 The procedure of discipline which Christ instructed His disciples to follow (Matthew 18:15-17) shall be adhered to in every case, proceeding through these successive steps:

- i) Private admonition by the Pastor;
- ii) Admonition by the Pastor in the presence of two or three members, at least one of whom shall be a member of the Church Council; and
- iii) Citation to appear before the Church Council. Persons cited to appear before the Church Council shall be served with a written notice at least two weeks before the hearing. In addition to notifying the accused of the time and place to appear, the notice shall specify the exact charges that have been made against him. If the accused fails to appear at the appointed hour without valid excuse, the Church Council may proceed with the hearing and may pass judgment in his absence.

Section 4 The execution of discipline shall be subject to the Church Council on behalf of the congregation. In all cases of serious difficulty, the counsel and instruction of the Bishop of the Lutheran Church in Singapore shall be sought and respectfully considered. Should the accused be found guilty by the vote

of at least a majority of the members of the Church Council, and renewed admonition prove ineffectual, the Church Council shall impose one of the following penalties:

- i) Censure before the Church Council or the congregation;
- ii) Suspension from membership and exclusion from communion until proof is given of sufficient repentance and amendment;
- iii) Excommunication. A resolution of the Church Council suspending or excommunicating a member of this congregation shall be delivered to him in writing. In the case of excommunication, the congregation shall be thoroughly instructed as to the broken relationship which exists between the congregation and person excommunicated.

Acts of discipline may be reconsidered and revoked by the Church Council upon receipt of evidence that injustice has been done.

Section 5 The restoration of membership from excommunication is based upon the instruction of Christ (Matthew 18:18-22). The person excommunicated shall be given and restored to membership by reaffirmation of faith when there is sufficient evidence of:

- i) Repentance and amendment;
- ii) Faith in Christ;
- iii) A desire to be reinstated as a member of this congregation.

ARTICLE XII AMENDMENTS

Section 1 Amendments to this constitution may be made at any annual general meeting provided that such amendments have been proposed in writing by at least five voting members at meeting of the congregation held at least thirty days earlier, or provided that they have been approved by the Church Council and submitted to all voting members of the congregation at least thirty days prior to the meeting at which final action is to be taken.

Section 2 In order to amend this constitution, approval by three-fourth of the members present at any congregation meeting shall be required.

Section 3 When an amendment has been adopted, the Secretary shall forward a copy of it to the Bishop of the Lutheran Church in Singapore.

Section 4 All amendments shall go into effect only when official approval has been given by the Lutheran Church in Singapore.

ARTICLE XIII
ARTICLE ON DISSOLUTION

- Section 1 In the event of the Church being dissolved, all debts and liabilities legally incurred on behalf of the Church shall be fully discharged and the remaining funds shall be given to the Lutheran Church In Singapore which is registered under the Charities Act 1982.
- Section 2 Notice of Dissolution shall be given to the Commissioner of Charities within 7 days of the resolution passed to dissolve the Church.

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