



Padstow Chinese Congregational Church

基督教百思道華人公理會

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This church adopted the Chinese name 「基督教百思道華人公理會」 in December 25, 2005

Padstow Chinese Congregational Church Constitution and Rules

Article I – Church History

The name of this church shall be Padstow Chinese Congregational Church (PCCC). This church was accepted into the Fellowship of Congregational Churches as an affiliated church in October 1991 at the Fifteenth FCC Annual Assembly.

Article II – FCC Confession of Faith

We accept the Apostles' Creeds as the summary of the doctrinal understanding of PCCC.

Article III – Principles of the FCC Constitution

1. Jesus Christ is the Head of the Church
2. Each church, guided by Christ, manages internal administration, organisation and general affairs. The FCC is not to be considered a court of appeal.
3. The purpose of the FCC is to maintain the spiritual relationship among affiliated churches and promote common ministries and programs.

Article IV – The Relationship between PCCC and FCC

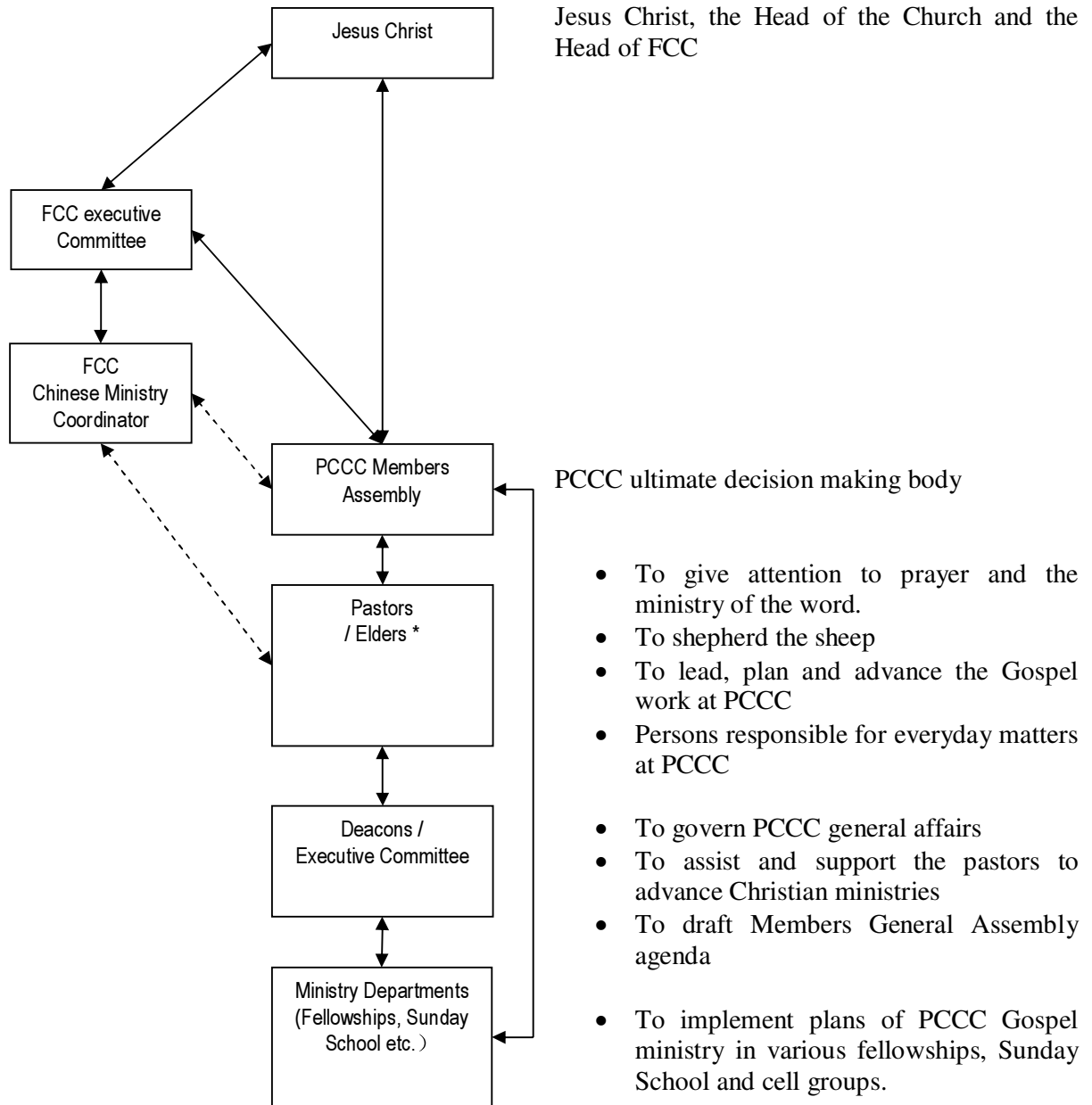
1. PCCC is an affiliated church of FCC. The FCC Chinese Ministry* Coordinator assists the FCC in maintaining a relationship with and caring for PCCC.
2. All ministries and programs conducted by the FCC and the FCC Chinese Ministry, as long as they are in accord with the biblical truth, shall receive full cooperation from PCCC.
3. Matters at PCCC which contradict the FCC statement of faith, or where discipline issue arises, shall be dealt with by the FCC in conjunction with PCCC according to the situation.
(* FCC Chinese Ministry Department – to be established)

Article V – Purpose of PCCC

1. By the Great Commission from Jesus Christ, to proclaim the Gospel both near and far, to lead lost souls to the Lord.

2. Uniting Christians, to worship corporately, to serve one another, to build up believers in the Truth, to serve the One True God.

Article VI – PCCC Organisational and Administrative Structure



Legend:Caring, consulting, coordinating — Report line * To be established

Article VII – Membership

1. Any person who is baptised at PCCC shall be received as a church member.

2. Any Christian, regardless of denomination, baptised in the name of the Lord by profession of personal faith in Christ by the teaching of the Bible, who has been regularly attending services at PCCC for at least six months and is willing to become a church member, may be commended by the church minister to the Executive Committee or Council of Deacons, and once approved by the Executive Committee or Council of Deacons and announced to the congregation, shall receive church membership.
3. Church members who stop attending Sunday services at PCCC for a continuous period of three months or above shall be considered to have voluntarily abandoned their church membership, except under special circumstances, for example, due to travelling abroad or illness.
4. Church members shall diligently devote themselves to participate in and support the church's ministries according to the functions of the different parts of the body.
5. Church membership rolls shall be filed and stored in the church's filing cabinet and ready for inspection.
6. Any church member who disagrees with the confession of faith of FCC, or is guilty of conduct that is unbecoming of a Christian, testified against by two witnesses, confirmed through the investigation by the Executive Committee or the Council of Deacons, admonished but still unrepentant, shall be subject to discipline by the church in accordance with the Bible:
 - A. Suspension from receiving Holy Communion.
 - B. Suspension from serving in church ministries. For an Executive Committee member or deacon, this would mean suspension of his or her office, with an announcement made to the congregation.
 - C. Barred from attending Members General Assembly
 - D. A serious offender, who is still unrepentant after repeated admonitions, shall be removed from the membership rolls.

Discipline A-D shall be exercised jointly by the Pastors and Executive Committee or Council of Deacons according to the situation.

After six months of observation, upon the evidence of thorough and genuine repentance of the offender, as proven through the investigation of the Executive Committee or Council of Deacons, the offender may be returned to serving in the church's ministries and membership rights may be restored.

Article VIII – Executive Committee or Council of Deacons

1. The duties of the Executive Committee or Council of Deacons are to govern the general affairs of the church and to assist and support the pastors in advancing the ministry of the Gospel. The number of Executive Committee members or Deacons required, and the offices they hold shall be decided by the incumbent Executive Committee or Council of Deacons, according to the church's needs. However, by default there shall be the three offices of Chairperson, Secretary and Treasurer.
2. An Executive Committee or Council of Deacons election shall be held in April once every two years. The process is as follows:
 - a. There shall be a one-month period for candidate nomination.
 - b. The incumbent Executive Committee or Council of Deacons shall confirm the eligibility of the nominees.

- c. The list of nominees shall be announced three weeks before the election.
 - d. Church members who question the eligibility of any nominee shall raise their concerns in writing with the Executive Committee or Council of Deacons within one week of the nomination.
3. A nominee for the Executive Committee must be:
 - a. a believer in the Lord who has been baptised for at least two years,
 - b. of the age of twenty-one years or older,
 - c. a church member of PCCC,
 - d. a regular attendee of the services of this church, and
 - e. not the spouse of another nominee.
4. A nominee for Deacon must:
 - a. satisfy the requirements of 1 Timothy 3:8-13,
 - b. have obtained PCCC church membership for at least two years,
 - c. have attained the age of twenty-one years or older,
 - d. be a current church member of PCCC,
 - e. attend the services of this church regularly, and
 - f. not be the spouse of another nominee.
5. Particulars of nomination process:
 - a. A nominator must be a church member of PCCC and have attained the age of eighteen or older
 - b. A nominator shall fill in a nomination form
 - c. The nominee must agree to the nomination and sign the nomination form
 - d. The nomination must be seconded and the nomination form signed by another church member.
6. The person elected must receive half of the ballot or more. The ___* nominees who received the most votes will be elected. Those remaining nominees who receive half of the ballot or more shall be considered reserves. (* depending on the number required for the Executive Committee or Council of Deacons for the term concerned.)
7. Each term of Executive Committee membership or Deaconship shall be two years.
8. The elected Executive Committee members or Deacons shall allocate offices internally within two weeks, followed by an announcement to the congregation.
9. Should an Executive Committee member or Deacon wish to resign before his or her term is completed, he or she shall render a resignation letter in writing to the Executive Committee or Council of Deacons two weeks prior to the resignation becoming effective. The resignation will have to be approved by the Executive Committee or Council of Deacons before considered effective. The Executive Committee or Council of Deacons shall make an announcement to the congregation.
10. The Executive Committee or Council of Deacons shall arrange for a reserve to fill the vacant position following the resignation. If there are no reserves, the Executive Committee or Council of Deacons may hold another election, or choose a candidate from the church membership to fill the position. An announcement shall be made to the congregation and it shall be considered effective if the proposal receives no objections within fourteen days.

11. Executive Committee members or Deacons must attend church services and the Executive Committee meetings or Council meetings regularly, and do their utmost to perform the function of an Executive Committee member or a Deacon.

Article IX – Pastors

1. This church shall provide for the living and ministry costs for those brothers and sisters from this church who are raised up by God, gifted to serve on a full-time capacity, regardless of whether they serve at this church, or commissioned to serve in other places, once confirmed and recognised by the Church’s Members Assembly.
2. If necessary, this church may employ ministers, pastors or called workers from outside this church. The employed worker must hold sound doctrinal belief, pursue with enthusiasm and be willing to dedicate his or her service at this church. The selection, details of employment agreement, and provisioning shall be determined by the Executive Committee or Council of Deacons according to the guidelines from the FCC.
3. Employment of pastors must be approved by at least two thirds of the members present at the Members Assembly.
4. Dismissal of pastors must be approved by at least two thirds of the members present at the Members Assembly.
5. All resignations or dismissals shall be given a three-month notice in writing from the initiating party.
6. Full-time pastors and called workers must “give attention to prayer and the ministry of the word.”
7. Ordination of a pastor must be proposed by the Executive Committee or Council of Deacons to the Members Assembly, and must receive at least two thirds of the members present at the Members Assembly. The proposal shall then be commended to the FCC, and the ordination shall be conducted according to the FCC’s pastor ordination procedures.
8. A full-time pastor may conduct services outside of this church. As a guiding principle such undertakings should not hamper the ministries at this church, and there should not be more than six such occasions per year. Remuneration received for conducting services outside of this church should be reported to and recorded by the Treasurer of this church.
9. The ministers and Executive Committee or Council of Deacons shall jointly decide whether a training theology student is to be received as a training co-worker at this church. Remuneration during such internship shall be decided by the Executive Committee or Council of Deacons.
10. Duties:
 - A. Senior Minister
 - 1) To direct all Gospel ministries at this church.
 - 2) To allocate work for pastors and co-workers
 - 3) To coordinate and instruct training theology students on details of work
 - 4) To take responsibility of everyday executive affairs of the church
 - 5) To safekeep all church documents

6) To chair the Executive Committee meetings, Council meetings, or Members Assemblies.

B. Assistant Minister/Pastor

1) To assist the senior minister in managing daily general affairs.

2) To be appointed as a delegate by the senior minister, subject to approval by the Executive Committee or Council of Deacons, in the event where the senior minister is absent

Article X – Members Assemblies

1. This church shall hold the Members Assembly at least once a year. Impromptu Members Assemblies may also be called should the need arise. The purpose of the Members Assemblies is to discuss and make decision on significant matters. Members of this church are by default invitees to these Assemblies. Failure to attend the Member Assemblies shall be considered abstention from voting. Delegation is not accepted.
2. If at least one thirds of church members request, in writing, a Members Assembly, the Executive Committee or Council of Deacon must hold the meeting within one month.
3. Members of this church alone shall be allowed to attend the Members Assemblies. Any other persons are not allowed to be present at the Assemblies, except for the full-time pastors and guests of honour on special invitation.
4. In emergency, if an ad hoc Members Assembly is required, the church members need to be informed by telephone before the Assembly is held.
5. At least half of the church members on the membership roll must be present at the Members Assembly to form a quorum for decision making.
6. The Executive Committee or Council of Deacons shall prepare the agenda and proposals for the Members Assembly and inform church members in writing two weeks prior to the Assembly.
7. Church members attending the Members Assemblies must sign-in on the meeting record.
8. The Secretary of the church shall take minutes of the Members Assemblies. If the Secretary is absent, one of the Executive Committee members or Deacons shall take the responsibility of minute taking.
9. Minutes of the Members Assemblies shall be signed by the Senior Minister or Chairperson of the Executive Committee, and the Secretary. Decisions shall be announced to the church members.
10. Only church members of the age of eighteen or above may cast votes at the Members Assemblies.

Article XI – Executive Committee Meetings or Deacons Council Meetings

1. The duties of the Executive Committee or Council of Deacons are to govern the general affairs of the church, to assist and support the pastors to advance the ministry of the Gospel.

2. Executive Committee or Council of Deacons shall meet once every two months to discuss church ministries. In emergency, the Senior Minister or Chairperson of Executive Committee may call for ad hoc meetings.
3. If the Senior Minister is absence, or when discussing the remuneration or benefits for a co-worker, the co-worker concerned shall be excused from the meeting to avoid a conflict of interest, the Chairperson of the Executive Committee or Council of Deacons shall become the moderator of the meeting.
4. At least half of the Executive Committee members or Deacons are required at each Executive Committee meeting or Deacons Council meeting to form a quorum. All decisions shall be made with approval from at least half of the Executive Committee members or Deacons present at the meeting.
5. Full-time pastors are entitled to vote at the Executive Committee meetings.
6. Church members may submit suggestions in writing to the Executive Committee or Council of Deacons. The Executive Committee or Council of Deacons must discuss the submission within two months and take appropriate action.

Article XII – Church Planting

1. Should God so bless this church that it is able to plant another church, the daughter church shall administer its executive and financial management independently. The mother church shall provide assistance at the early stage of the church planting. The Senior Pastor shall be responsible for work allocation to the full-time pastors.
2. The daughter church may apply for affiliation with FCC after one year.
3. All branches of this church shall collaborate in advancing common ministries in the spirit of unity, for God’s glory and the welfare of His people.
4. The constitution of the mother church shall automatically become the constitution of the daughter church.

Article XIII – Financial Year

A Financial Year of this church shall start on the first day of July and end on the thirtieth day of June of the following calendar year.

Article XIV – Financing

1. All funding of this church shall be provided by the freewill offering of the church members.
2. This church shall also accept the offering of those who love the Lord but are not members of this church.

Article XV – Financial Management

1. The church's financial management shall be conducted according to the legislations of this country and be completely open internally. Those co-workers charged with the offices of Treasurer and General Affairs shall give their best effort in managing the finances of this church, and give an account duly to the congregation, so that the entire congregation may understand the true financial situation.
2. A summary of the financial report shall be published quarterly.
3. A detailed income and expenditure report of the church shall be published half-yearly. January to June report shall be published in July. July to December report shall be published in January of the following year.
4. The Treasurer shall be responsible for keeping a record of all the expenditures of this church and all the receipts.
5. All cheques shall be written by the Treasurer, and signed by any two of the following signatories: the Chairperson, the Secretary, and one Executive Committee member or Deacon designated by the Executive Committee or Council of Deacons.
6. If at any time, dissolution of this church should take place, all real estate, bank savings and properties shall belong to the FCC, and the FCC shall decide the handling of such belongings.

Article XVI – Weddings

1. For any wedding to take place at this church, both man and woman to be united must be baptised Christians. A minister from this church shall preside over the wedding.
2. Brothers and sisters from this church may use the church for weddings free of charge. This church shall accept freewill offering from Christians from affiliated churches who wish to use the premises for weddings.

Article XVII – Funerals

1. If the deceased is a member of this church, the family may use this church for the funeral service free of charge.
2. If the deceased is a Christian from affiliated churches, the family should seek permission from the Senior Minister to hold the funeral service at this church.

Article XVIII – This Constitution was effected after approval from the Members Assembly in October 1991. Amendment to this Constitution, except for Article II – Confession of Faith and Article V – Purpose of PCCC, may be adopted provided that the proposed amendment is submitted by the Executive Committee or Council of Deacons to the Members Assembly, and the proposed amendment is approved by three fourths of the members present.

Article II – Confession of Faith and Article V – Purpose of PCCC shall be unalterable and irrevocable.