

# **CHURCH CONSTITUTION**

## **CONTENTS**

- I. NAME
- II. PREAMBLE
- III. PLACE OF WORSHIP
- IV. OBJECTS
- V. CHURCH COVENANT
- VI. ARTICLES OF FAITH
- VII. MEMBERSHIP
- VIII. OFFICE-BEARERS
- IX. FINANCE
- X. MEETINGS
- XI. PARLIAMENTARY PROCEDURE
- XII. BIBLE INSTITUTE
- XIII. MISSION
- XIV. PROHIBITIONS
- XV. AMENDMENTS TO THE CONSTITUTION
- XVI. INTERPRETATION
- XVII. DISSOLUTION

## **I. NAME**

The name of this church shall be “Shalom Baptist Church”.

## **II. PREAMBLE**

The Shalom Baptist Church shall be an independent, fundamental, and evangelical church; self-supporting, self-governing, and self-propagating. It shall be an independent body in all matters pertaining to its teachings, affiliations, policies, government, and properties, and is sovereign and responsible only to Jesus Christ, its only recognized Head.

## **III. PLACE OF WORSHIP**

The place of worship and business shall be 170 Upper Bukit Timah Road, #17-03, Singapore 588179 or such other address as may subsequently be decided upon by the church and approved by the Registrar of Societies. The church shall carry out its activities only in places and premises which have prior written approval from the relevant authorities.

## **IV. OBJECTS**

The objects of the church are:

- A. To evangelize the world with the Gospel of Jesus Christ;

- B. To baptize converts in the name of the Father, of the Son, and of the Holy Ghost;
- C. To teach them the whole counsel of God; and
- D. To provide approved social services whenever and wherever possible.

## **V. CHURCH COVENANT**

Having been led, as we believe, by the Holy Spirit of God, to receive the Lord Jesus Christ as our personal Savior, and, upon the profession of our faith having been baptized in the name of the Father, and in the name of the Son, and in the name of the Holy Spirit, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of this church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully, regularly and liberally to the support of the ministry, the expenses of the church, the missionary work thereof and when necessarily, the relief of the poor.

We also most solemnly pledge to maintain family and secret devotion; to spiritually train our children; to seek diligently and untiringly the salvation of our kindred and acquaintances; to walk circumspectly in

the world; to be exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and use of all intoxicating drinks as a beverage, and to be zealous in our efforts to advance the whole cause of our Lord Jesus Christ in every sphere of our lives.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech, to be slow to take offence, but always ready for reconciliation, and mindful of the rules of our Savior, to secure it without delay.

We, moreover engage, that when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Holy Word. And all the people say . . . "Amen".

## **VI. ARTICLES OF FAITH**

### **A. THE HOLY BIBLE**

We believe that the Holy Bible (the sixty-six books from Genesis to Revelation) was written by men supernaturally inspired; that it has truth without any admixture of errors for its matter; and therefore is, and shall remain to the end of age, the only complete and final revelation of the will of God to man; the true centre of Christian union and the supreme standard by which all

human conduct, creeds, and opinions should be tried. Mat 5:18; 24:35; 1 Cor 13:8-10; 2 Tim 3:16, 17; 2 Pet 1:20, 21.

We believe that God preserved His Word in the Traditional Masoretic and Traditional Greek Text (the Textus Receptus) and we hold the King James Version which is based on these texts as the best English translation of the Bible.

## B. THE TRUE GOD

We believe that there is only one true and living God; the Creator of the universe and mankind; Omnipotent; Omnipresent, Omniscient and eternally existing in three Persons: the Father, the Son and the Holy Spirit. Gen 1:1; Is 9:6; 43:10; Acts 5:3, 4; 1 Tim 1:17.

## C. JESUS CHRIST

We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin, and that He is both the Son of God and God, the Son. Gen 3:15; Is 7:14; Mat 1:18-25; John 10:30; 20:28.

## D. THE HOLY SPIRIT

We believe that the Holy Spirit is a divine Person; equal with God the Father and God the Son and is of the same nature. John 14:16, 17, 26; Acts 3:4.

## E. SATAN

We believe that Satan was once holy, and enjoyed heavenly honors; but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; that he is now the malignant prince of the power of the air, the unholy god of this world, and is destined to be cast into the lake of fire. Is 14:12-15; Ezek 28:14-17; Rev 20:10.

## F. THE CREATION

We believe in the literal account of creation as stated in the book of Genesis and repudiate the theory of evolution. Gen 1; 2; John 1:3; Col 1:16, 17.

## G. MAN AND SIN

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state, in consequence of which all men are now sinners, not by compulsion, but by choice; and therefore under condemnation without defense or excuse. Gen 3:1-6; Rom 3:10-18, 23; 5:12.

## H. SALVATION

We believe that sinners are saved by grace through faith in the redeeming work of our Lord Jesus Christ and not by any good works which

we have done. Rom 3:20-22; 4:1-8; Gal 5:4; Eph 2:8, 9.

## I. THE CHURCH

We believe that a church is a local, visible, independent, autonomous, covenanted body of baptized believers with definite organization, ordained by Christ to fulfill the Great Commission. Mat 16:18; 18:17, 18; 28:18-20; Acts 2:41, 47; 1 Cor 12:27.

## J. BAPTISM AND THE LORD'S SUPPER

We believe that Christian baptism is the immersion in water of a believer in the name of the Father, the Son and the Holy Ghost, with the authority of the local church to show forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Savior Jesus Christ, portraying our death to sin and resurrection to a new life; and that it is a pre-requisite to the privileges of church membership and the Lord's Supper. Acts 2:41, 42; 16:30-33.

We believe that in the Lord's Supper the members and only the members of the local church by the sacred use of bread and the cup containing the fruit of the vine, are to commemorate together the sacrifice of Jesus Christ for us; and preceded always by solemn self-examination. 1 Cor 11:23-30.

## K. THE SECURITY AND PERSEVERANCE OF THE SAINTS

We believe that all who are truly born again are eternally secured since they have been sealed by the Holy Spirit, and are kept by the power of God unto salvation; that such only are true believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors. John 8:31; 10:27-29; Phil 1:6; Col 1:21, 22; 1 Pet 1:5.

## L. THE GRACE OF GIVING

We believe that scriptural giving is one of the fundamentals of the faith and that believers are commanded to bring their tithes and offerings into the storehouse (common treasury of the church) on the first day of the week. We give with love under grace and not under the Old Testament Law. Mal 3:10; Mat 23:23; 1 Cor 16:1, 2; 2 Cor 8:1-15; Heb 7:2, 9, 10.

## M. THE ABSOLUTE SEPARATION OF THE CHURCH AND STATE

We believe that the Church and the State are two different institutions ordained by God for different purposes and as such they should remain separate during this present world. Mat 22:15-21.



## N. CIVIL GOVERNMENT

We believe that the civil government is of divine appointment, for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored and obeyed; except only in the things opposed to the will of our Lord Jesus Christ who is the only Lord of the conscience. Rom 13:7; Phil 2:10, 11; 1 Pet 2:13, 14.

## O. THE GIFT OF TONGUES

We believe that the divine gift of tongues which was used primarily as a sign to the unbelieving Jews and secondarily for edification in the church in the absence of the complete Scriptures, was terminated and never to reappear when its uses were over as can be seen in the scattering of the nation of Israel in AD 70 and in the completion of the Canon. 1 Cor 1:22; 13:8-10; 14:20-22, 26, 27.

## P. ECUMENISM

We believe that it is unscriptural for churches of unlike faith to cooperate with one another to perpetuate the Lord's work as unity without doctrinal agreement is gross disobedience in the sight of God Almighty. Mat 7:15; 15:8, 9; Rom 16:17; Gal 1:8, 9; 1 Tim 6:3-5.

## Q. THE MILLENNIUM

We believe that as our Lord Jesus rose bodily and visibly from the grave and ascended into heaven to be enthroned on the right hand of the Father, He will likewise return to this earth after the Tribulation to set up a literal millennium kingdom in which He will rule as the King of kings and the Lord of lords for a thousand years after which He will deliver up the kingdom to the Father. Acts 1:9-11; 1 Cor 15:24; Rev 20:4, 6.

## VII. MEMBERSHIP

- A. The membership of this church shall be composed of persons who have satisfied any one of the following conditions:
1. By baptism. Those professing saving faith in Jesus Christ as their personal Savior shall be examined by the Senior Pastor, Pastorate or the Diaconate and have been recommended for church membership, he shall then be presented to the church for acceptance or rejection. If accepted, the candidate shall be baptized into the church.
  2. By a letter of transfer from a church of like faith and practice and upon the acceptance by the church.

3. By a statement of Christian experience and having been scripturally baptized and upon the acceptance by the church.
  4. By restoration.
- B. Those below twenty-one years of age will not be accepted as members without their parents' written consent.
- C. An inactive member is one who has been or will be away from church with valid reason(s), such as overseas studies, for a period of one year. He/she will be restored to active membership upon his/her return to the church.
- D. A voting member of a particular year shall be an active member of the age of eighteen years or above as from the first of January.
- E. Membership may be terminated by any one of the following conditions:
1. By transfer of membership to another church of like faith and practice.
  2. By expulsion due to open un-repenting sin(s).
  3. By being absent from church services for a period of one year without valid reason(s).
  4. By death.

F. The restoration of membership.

1. In the event of expulsion, the person concerned shall present a public apology at a church business meeting and upon the approval of the church be restored to active membership.
2. In the event of being absent from the church services for a period of one year, the person concerned shall either attend the services regularly for a period of three months or present a satisfactory statement of repentance to the Pastorate and Diaconate in order to be restored to active membership.

## **VIII. OFFICE-BEARERS**

A. The officers of the church shall be the Senior Pastor, Associate Pastor(s), Assistant Pastor(s), Deacons, Church Clerk, and Treasurer, who shall hold office for a term of two years except those in the Pastorate.

### **B. THE PASTORATE**

1. The composition and duties.
  - a. **SENIOR PASTOR:** The Senior Pastor shall be the leader of the church in all her activities and organization; the moderator of all church meetings; the ex-officio member of all committees

whether elected or appointed; and he shall faithfully administer the ordinances; consistently preach the Gospel and tenderly watch over the spiritual welfare of the membership to develop their strength for the best possible growth and service.

- b. ASSOCIATE PASTOR(S): There shall be as many Associate Pastors as the church may need. They shall operate under the direction of the Pastor and shall share the Pastor's responsibilities in the programs of the church.
- c. ASSISTANT PASTOR(S): There shall be as many Assistant Pastors as the church may need. They shall operate under the direction of the Senior Pastor and the Associate Pastor(s) in the programs of the church.

## 2. Election

- a. SENIOR PASTOR:  
The candidate for the post of the Senior Pastor shall be recommended by the Pastorate and the Diaconate or in their absence by a Pulpit Committee elected by the church. The candidate shall be elected into office based upon the pastoral qualifications laid down in 1 Tim 3:1-7 and Tit 1:6-9, and upon a

three-fourth majority vote of the church.  
In addition, he must not be a divorcee.

b. ASSOCIATE AND ASSISTANT  
PASTOR(S):

The Associate or Assistant Pastor(s) shall be recommended by the Senior Pastor with the majority support of the Pastorate and Diaconate. The candidate shall then be called into office upon a three-fourth majority vote of the church.

3. Termination.

a. SENIOR PASTOR:

The Senior Pastor may resign by giving a thirty-day notice or the church may terminate his service by a sixty percent majority vote of no confidence.

b. ASSOCIATE AND ASSISTANT  
PASTOR(S):

The Associate or Assistant Pastor(s), like all elected officers of the church, may be terminated by the Senior Pastor in agreement with the Pastorate and the Diaconate, or they may resign by giving a thirty-day notice of their intention.

C. THE DEACONS

1. The qualifications for the Deacons are laid down in 1 Tim 3:8-12.

2. The Deacons shall be elected to office upon a two-third majority vote of the church and shall remain as such for a term of two years.
3. The Deacons shall assist the Pastorate especially in areas pertaining to the administration of the church.
4. The church may have a Deacon for every twenty-five members of the church roll.

#### D. THE CHURCH CLERK

1. The Church Clerk shall be elected to office upon a majority vote of the church and shall remain as such for a period of two years.
2. The Church Clerk shall keep an accurate record on all the business of the church except finance; record minutes of every regular or special business meeting; and keep a current register of all the members of the church.

#### E. THE CHURCH TREASURER

1. The Church Treasurer shall be elected to office upon a majority vote of the church and shall remain as such for a period of two years, after which he shall not be eligible for nomination for the following year.

2. The Church Treasurer shall receive and count all monies received by the church in the company of a Deacon; pay all orders drawn on him by order of the church or authorized personnel (Pastors or Deacons); keep a true and fair book of accounts; and post a financial report each month.

## **IX. FINANCE**

### **A. AUDIT**

1. The church shall elect an Honorary Auditor (who should not hold any elective office) at the Annual General Meeting and his term of office shall be two years; after which he shall not be eligible for the said appointment the following year.
2. The Honorary Auditor shall be required to audit the year's accounts and present a report upon them at the Annual General Meeting.
3. The financial year shall be from first of January to thirty-first of December.

### **B. TRUSTEES**

1. The Trustees (not less than two and more than five) shall be elected at the Annual General Meeting and shall continue as such for a period of two years.



2. Among the duties of the Trustees are:
  - a. They shall transact all business and sign all papers pertinent to real property upon the approval of the church.
  - b. They shall be responsible for the care, welfare, maintenance, repairs and improvements of the church property.
  - c. They shall have no authority to buy, sell or otherwise transact business concerning the church's real property without the approval of the church.
  - d. Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by affixing in the premises of the church a document containing such proposal at least two weeks before the meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies. The address of immovable properties, names of trustees and any subsequent changes must be notified to the Registrar of Societies.

## C. THE CHURCH BUDGET

1. The Diaconate and the Pastorate, upon the advice of the Senior Pastor, shall present a

projected budget for the coming year to the church for approval.

#### D. AUTHORISATION FOR EXPENDITURE OF CHURCH FUNDS

1. The Senior Pastor shall be authorized to spend up to \$1,000 on things pertinent to the church ministry.
2. All expenditure above the authorized amount of \$1,000 shall require the approval of the Pastorate and the Diaconate.
3. The Senior Pastor, one Associate or Assistant Pastor, two Deacons and the Church Treasurer shall be the authorized signatories for all church funds. Every cheque must have two authorized signatures, one of whom must be the Church Treasurer.
4. All expenditures exceeding 30% of the church budget shall be brought to the church for her approval.
5. The Pastorate and Diaconate shall be empowered to decide on the allowances and benefits to all full-time and part-time staff. However, all paid staff shall not be involved in the discussion and decisions on their allowances.

#### X. MEETINGS

- A. All proposals concerning matters of business shall be brought forth to the church by either the Senior Pastor with the Pastorate and Diaconate or any three active members of voting age at least one week before the business meeting.
- B. The management of the church is vested in a general meeting of the members presided over by the Senior Pastor.
- C. All decisions shall be made by simple majority vote of the eligible members present at the meeting unless otherwise stipulated in this Constitution.
  - 1. A simple majority means more than 50% of the votes cast.
  - 2. Those who abstain from voting shall not be considered in the total number of votes cast.
  - 3. Voting shall be by a show of hands unless the church decided otherwise by a simple majority vote. Secret balloting shall then be applied.
  - 4. In the event of a split vote with regard to the election of an office-bearer, the moderator shall have the right to two votes.
- D. The quorum for any meeting is one-quarter of the total number of active members of voting age.

1. If a meeting is adjourned because of a lack of quorum or other considerations, the subsequent meeting requires no quorum. However, they shall have no power to alter, amend or make additions to any of the existing rules.

## E. THE ANNUAL GENERAL MEETING

1. The Annual General Meeting (AGM) shall be held in March each year.
2. A letter of notification of the AGM together with the agenda shall be sent to each voting member not later than two weeks prior to the meeting.
3. Additional items to the agenda must be submitted in writing to the Church Clerk together with the signatures of two other voting members not later than ten days before the AGM.
4. The Nomination Committee shall consist of the Pastorate and the Diaconate. A list of all nominees shall be submitted to the church members not later than three weeks prior to the Annual General Meeting.
  - a. Members who wish to nominate candidates outside the list of nominees submitted by the Nomination Committee must submit their recommended

nominee(s) to the Church Clerk at least two weeks prior to the Annual General Meeting. The nominees as such must receive at least 5% of the voting membership to be considered for nomination.

5. No member shall hold more than one elective office at any one time unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies.
6. All committee members shall be either Singapore citizens or Singapore Permanent Residents.
7. The Senior Pastor, though a paid staff of the church, will be permitted to hold the office of the President of the society.

## **XI. PARLIAMENTARY PROCEDURE**

- A. All motions (including amendments) must have a proposer and a seconder. No discussion shall be allowed on a motion until it has been seconded.
- B. After the moving and seconding of a motion, the proposer shall have the right to speak on the motion. The motion shall then be open for discussion and amendments.

- C. An amendment, like a main motion, must be moved, seconded and discussed in accordance with the procedure for motions outlined above.
- D. Debate must be limited to the immediately pending question, that is, the pending question as stated by the Chair. The Chairman should rule out of order any speaker failing to adhere to the subject of discussion.
- E. When an amendment has been moved and seconded, no other amendment to the original motion may be discussed until the amendment under consideration has been decided upon. It is, however, permissible for notice of further amendments to the original amendment, although there can be no discussion of these future amendments until the original amendment has been put to the vote.
- F. The mover of an original motion shall have the right to reply at the close of the debate upon this motion. When an amendment is moved he shall be entitled to speak thereon in accordance with the procedure for equalization of debate, under which procedure the mover of an amendment also shall be allowed to reply at the close of the debate upon his amendment. No further discussion of the question shall be allowed once the question has been put from the Chair.

- G. Discussion of a motion (including amendments) may be curtailed in time by a procedural motion from the floor or by the Chair, with the approval of the session. If the Chair intends to curtail the discussion, however, he shall make it clear how much time will be allowed.
- H. Any motion or amendment which has been stated by the Chair can be withdrawn by the proposer.
- I. During discussion of a motion or an amendment, the following motions are in order and can be accepted in the following order of precedence:
1. Motion of no confidence in the Chair.
  2. Withdrawal of a motion.
  3. Motion to adjourn.
  4. Motion to recess.
  5. Motion to reverse a decision of the Chair.
  6. Motion to close debate.
  7. Motion that the motion be now voted upon.
  8. Motion that the motion be not put.
  9. Motion to the limit or extend the limits of debate.

10. Motion to postpone consideration of a motion to a definite time.

11. Motion to refer to committee.

The above procedural motions must be moved and seconded like an ordinary motion. The Chairman can limit the debate on any procedural motion, provided the mover and one speaker against shall in all cases have the right to speak if wishing to do so.

J. The Chair shall recognize those requesting the floor by the following order of precedence:

1. Point of order.
2. Personal privilege.
3. Point of information.
4. Other intervention.

K. A point of order which must be heard at all times except during the act of voting, must deal with the conduct of procedure of the meeting and concern only such matters as indecorum, transgression of the Standing Orders, transgression of the Constitution and calling attention to the introduction of the matter not relevant to the question under consideration.



- L. If information is desired from or offered to a person holding the floor, he may decide whether or not he wishes to be interrupted at that time.
- M. Should any procedural motion be defeated, twenty minutes shall elapse before such a motion can be accepted again by the Chair, unless the Chair is of the opinion that the circumstances have materially altered in the meantime.

## **XII. BIBLE INSTITUTE**

- A. In accordance with the objects of this church, we shall set up Bible Institutes in the Republic of Singapore to train pastors, missionaries, church workers, etc., for the furtherance of the Gospel of Jesus Christ.

## **XIII. MISSION**

- A. In accordance with the object of this church, the church can set up missions (branches) in the Republic of Singapore subject to the approval of the Registrar of Societies. The missions of the church are not autonomous or independent but are under the authority and jurisdiction of the church in all matters.
- B. All decisions of the mission are subjected to the review and approval of the church and the extent of the liberty of the mission in the day-to-day administration is completely determined by the church.

- C. All members of the mission are members of the church.

#### **XIV. PROHIBITIONS**

- A. Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, drug abuse, consumption of liquor and alcoholic drinks, smoking all other forms of immoral activities are strictly prohibited in the church premises.
- B. The church shall not hold or organize any game of chance, or lottery, whether confined to its members or not, in its own name or in the name of the church, its office-bearers or members.
- C. The funds of the church shall not be used to pay the fine of members who have been convicted by a Court of Law.
- D. The church shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- E. The church shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- F. The church shall not raise funds from the public for whatever purpose without prior approval in

writing of the Registrar of Societies and other relevant authorities.

## **XV. AMENDMENTS TO THE CONSTITUTION**

- A. No alterations or additions to the Constitution shall be made except during a business meeting with the stated quorum of one-fourth of the active voting membership.
- B. The Constitution shall be amended upon a two-third majority and shall not come into force without prior sanction of the Registrar of Societies.

## **XVI. INTERPRETATION**

- A. In the event of any question or matter arising out of any point which is not expressly provided for in the Constitution, the Pastor and the Board of Deacons shall have the prerogative to use their discretion. However, in the event of controversy, the church shall make the final decision.

## **XVII. DISSOLUTION**

- A. The church shall not be dissolved except with the consent of not less than three-fifth of the members of the church present in person or by proxy at a business meeting convened for that particular purpose.

- B. 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 either be given to another church of like faith and practice, which is registered under the Charities Act 1982, as determined by the church, donated to charitable organizations.
  
- C. Notice of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.