



(Since 1953)

The Kuwait Town Malayalee Christian Congregation

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(Since 1953)

The National Evangelical Church in Kuwait
The Kuwait Town Malayalee Christian Congregation



Constitution

The Covenant.

We, who are now assembled in the presence of God in the name of Jesus Christ, affirm our faith in God the Father, the Son and the Holy Spirit, made known to us in the Holy Scriptures, the infallible rule of faith and practice. We covenant to walk together to become a body of disciples of Jesus Christ, whom we confess as God and Saviour, the only Sovereign Head of His Church and by the Holy Spirit we will seek to be faithful in His worship, witness and work in order to build up His church, to share His Gospel with all people and to grow in grace and in knowledge of wisdom, power and glory of the one God, the Father, the Son and the Holy Spirit, Amen.

ARTICLE - I : NAME OF THE CONGREGATION.

The name of this Congregation shall be **'The Kuwait Town Malayalee Christian Congregation' (KTMCC)**.

KTMCC was established on Friday, 2nd January 1953.

ARTICLE - II : PURPOSE.

The purpose of this Congregation is to carry on the Christian works as a part of the total mission of the National Evangelical Church in Kuwait (NECK) and the Universal Church of Christ by providing for and engaging in Christian worship and witness, thereby affirming faith in God the Father, the Son and the Holy Spirit, made known to us in the Holy Scriptures.

ARTICLE - III : ECCLESIASTICAL AFFILIATION.

This Congregation is a constituent part of the National Evangelical Church in Kuwait (NECK). All members of this Congregation shall be responsible to the ecclesiastical government and discipline of their home church. Ecumenical relationship with other Christian bodies in the Universal Church of Christ shall be through the home church.

ARTICLE - IV : CONSTITUENT CHURCHES AND MEMBERSHIP.

- (a) Membership is open to members of the five (5) Constituent Churches listed below in alphabetical order:
- **Brethren Assembly**
 - **Church of South India**
 - **Mar Thoma Syrian Church of Malabar**
 - **Pentecostal Church**
 - **St. Thomas Evangelical Church of India**
- (b) Members must be prepared to attend KTMCC services regularly and support all the Congregational activities and pay the annual subscription regularly.
- (c) Application Form: Membership application should be submitted in the prescribed application form duly signed by the applicant, along with the annual subscription and a passport size photograph of the applicant, duly countersigned by the respective Vicars / Pastors / Elders of the respective Church. Any application, which does not fulfill the conditions, will be rejected. All new applications will be verified in the Executive Committee and if approved, the applicant will be intimated.
- (d) The eligibility to get KTMCC membership is 18 years of age and above.
- (e) Subscription: Every member shall contribute to the Congregation a minimum of KD 3/- per year and a family shall contribute minimum of KD 5/- per year. The Executive Committee shall recommend to the General Body to increase/change the annual subscription as and when necessary.
- (f) Associate membership may be granted to applicants of other Churches who are willing to abide with the KTMCC constitution and the mode of Worship Services. Such members shall enjoy all fellowship, except General Body meetings.

- (g) (i) Members who have not paid subscriptions for three (3) consecutive years shall automatically lapse their membership.
- (ii) Membership may be cancelled by resignation and/or departure from Kuwait for good.
- (iii) The Executive Committee shall terminate the membership of any member(s), who in the opinion of the Executive Committee, act against the covenant and purpose of the Congregation and/or deviate from the Christian testimony. The same should be reported to the member and the respective congregation by the Executive Committee in writing.

ARTICLE - IV (h) : RULES – RIGHT FOR VOTING AND HOLDING OFFICE.

- (i) Minimum three (3) months from the date of enrolment as member, to become eligible for voting in the General Body.
- (ii) Minimum 1 year from the date of enrolment as member, to become eligible for Executive Committee member.
- (iii) Minimum 3 years' membership and 2 years' Executive Committee membership are required to become eligible for holding the office of the President, the Secretary, the Treasurer, and NECK Common Council members. Whereas a minimum of three years' KTMCC membership is the only requirement to hold the office of the Vice President and the Joint Secretary.

ARTICLE - V : CHRISTIAN STEWARDSHIP AND FINANCE.

1. Members are expected to support the work of the Congregation as good stewards of the God's blessings as 'Christian stewardship is the systematic and proportionate giving of time, abilities and material possessions based on the conviction that these are a trust from God, to be used in His service for the benefit of all mankind in grateful acknowledgement of Christ's redeeming love'.

2. Finance:
 - (a) All Subscriptions and contributions to the treasury of the Congregation shall be used to sustain the work of the local Congregation and Christian endeavours in Kuwait, India and those Christian causes of common interest to all.
 - (b) Members are free to contribute to the work of their home/local churches.
 - (c) Offerings taken at all regular Worship Services of the Congregation shall go to the treasury of the Congregation. Other collections such as Mission Fund, Benevolent Fund and any other collections shall also go to the treasury and be set apart for the same purpose.

ARTICLE - VI : WORSHIP SERVICES.

1. The Worship Service shall be usually conducted in Malayalam.
2. Regular Worship Service shall be conducted once a week, on all Wednesdays, according to the following 'Order of Worship'. Additional service or prayer meetings or Mission Day service etc. shall be arranged at the discretion of the Executive Committee as and when deem necessary.

Order of Worship Service

- Call to Worship and Prayer
- Hymn
- Psalm – responsive reading
- The Scripture reading
- Hymn
- Prayer of Thanksgiving and Intercession
- Announcement
- Hymn - The Offering
- The Sermon or Meditation or Testimony
- Prayer
- Benediction

3. The Executive Committee may at its discretion welcome visiting Clergymen/Evangelists/Lay leaders to minister the 'Word of God' during the Service, upon written request by Constituent Church/ Group.
4. The Executive Committee shall have the responsibility for the arrangements of all the Worship Services.

ARTICLE - VII : GENERAL BODY MEETINGS.

1. There shall be an Annual General Body of the Congregation during the month of January each year. Business to be conducted at this meeting shall include:
 - (a) Presentation of the Annual Report, Financial Statement and Auditor's report, if any.
 - (b) Election of the fifteen (15) members of the Executive Committee, three (3) each from five constituent churches and three (3) Auditors from three different constituent churches.
 - (c) Consideration of other relevant matters decided by the Executive Committee at least 15 days prior to the General Body meeting.

ARTICLE - VII (A) : GENERAL BODY AND ELECTION PROCEDURE.

1. Appointment of Returning Officers: Prior to the Annual General Body Meeting (AGM), the Executive Committee will appoint a five (5) member Returning Officers (ROs), from KTMCC members, representing 5 constituent Churches. One among them will be nominated as the Chief Returning Officer (CRO).
2. Duties of Returning Officers:
 - (a) To conduct a free and fair election.
 - (b) Issue of election notification on time.
 - (c) Accept and scrutinize nominations and publish the names of short listed candidates.
 - (d) Prepare Entry Passes, Ballot Papers and other required documents.
 - (e) Verify the identity of the eligible voters.

- (f) Give final count of attendees to the Presiding Officer of the Annual General Body Meeting.
- (g) Decision of the Returning Officers will be final, in case of any dispute.
- (h) Returning Officers' assigned responsibilities will come to an end when the whole election process is completed.

2. **Nomination Procedure:**

- (a) The candidates, who are contesting for the post of Executive Committee, should file the nomination paper in advance, as per the time limit fixed by the Returning Officers.
- (b) The nomination of a candidate should be proposed by a member and supported by another member; all the three persons (candidate, proposer and the supporter) should be from the same constituent Church and should have voting right.
- (c) The preliminary list of candidates will be published by the Returning Officers after their scrutiny.
- (d) The time for withdrawal will be granted and the final list will be published minimum seven (7) days prior to the Annual General Body meeting.

ARTICLE - VII (B) : GENERAL BODY MEETING PROCEDURES.

- 1. The Executive Committee may call special General Body meeting of the Congregation to consider matters of interest of the Congregation.
- 2. Extraordinary General Body Meeting of the Congregation may be called for, by written applications to the Executive Committee by not less than 1/3 of the total members eligible to vote. Such applications must state full particulars including the purpose. For such meetings, a four weeks' notice should be given. If a quorum of 25% is not present, meeting shall be cancelled. Another meeting on the same subject shall be called only after three months.

3. A quorum for all meetings of the General Body except Extraordinary General Body of the Congregation shall be a minimum of 10% of the members who are eligible to vote. Should a meeting lack a quorum, the meeting shall be adjourned for a period not exceeding four weeks. Notice of this adjourned meeting may be given at least once during regular Worship Service, and such meetings shall be transacted by the members present.
4. If any Annual General Body Meeting is terminated without completing the agenda, the current Executive Committee will continue for a period of three (3) months, from the date of termination. Within that period a new Annual General Body Meeting should be called, to elect the new Executive Committee and Auditors.
5. In case of any constituent Church fails to elect their representative to the Executive Committee, the remaining elected Executive Committee members will nominate three (3) representatives from the respective constituent Church, at the first Executive Committee meeting itself.
6. All meetings of the General Body of the Congregation shall be called by action of the Executive Committee. Notice of the meetings shall be announced at three (3) regular Worship Services other than the Extraordinary General Body meetings. The general purpose of each meeting shall be included in the notice. Time, place, agenda of all meetings of the General Body of the Congregation shall be determined by the Executive Committee.
7. Persons eligible to speak and vote regarding matters before a meeting of the General Body of the Congregation are those who have paid their subscription for the preceding year as per ARTICLE - IV (h) i.
8. Any other relevant matters to be included as per ARTICLE - VII (1.c) shall be given to the Executive Committee, twenty one (21) days prior to the Annual General Body Meeting.

ARTICLE - VIII : EXECUTIVE COMMITTEE.

1. The Executive Committee shall be responsible for the overall spiritual and temporal affairs of the Congregation.
2. The Executive Committee shall consist of fifteen (15) members.
3. The Executive Committee members shall be elected at the Annual General Body Meeting of the Congregation.
 - (a) In case election is required for any constituent Church, all the members present in the Annual General Body Meeting shall elect them through secret ballot as per the arrangements done by the Chief Returning Officer.
 - (b) A nominated candidate may withdraw his candidature, even at the time of election, by giving his decision in writing to the Chief Returning Officer. The nominee receiving the highest number of votes shall be duly elected. The term of office of elected members shall be one (1) year.
 - (c) If a vacancy occurs by death/departure/resignation, the Executive Committee is empowered to select a replacement from the tradition represented; who will serve for the remainder of the term. The vacancy of an Office Bearer of the Executive Committee shall be filled by the Executive Committee from its own members as per Article IV(h) iii; such actions shall be announced to the Congregation at the following Worship Service.

ARTICLE VIII (A) : EXECUTIVE COMMITTEE AND ITS DUTIES.

1. The composition of the Executive Committee shall be on the following alphabetical order.
 - (a) Three from members of the Brethren Assembly.
 - (b) Three from members of the Church of South India.
 - (c) Three from members of the Mar Thoma Syrian Church of Malabar.
 - (d) Three from members of the Pentecostal Church.
 - (e) Three from members of the St. Thomas Evangelical Church of India.

2. A majority of the Executive Committee shall be the quorum for the transaction of business.
3. Specific duties of the Executive Committee:
 - (a) The Executive Committee shall assist the Office Bearers in the spiritual interests of the Congregation and its services as required. The Executive Committee shall be responsible for arranging services of Worship.
 - (b) The Executive Committee shall supervise the maintenance of adequate records, which include minutes of the General Body Meetings of the Congregation and Executive Committee Meetings, membership rolls, financial records and other records that deem necessary.
 - (c) The Executive Committee shall manage all the assets including finances of the Congregation.
 - (d) The Executive Committee shall co-operate with the Common Council of the National Evangelical Church in Kuwait (NECK), so that all Church properties are used in a manner consistent with the total life and mission of the Church.
 - (e) The Executive Committee shall determine the need for and may assist in the establishment of various organizations of the Congregation. All organizations and groups of the Congregation including any charitable trusts formed in Kuwait or in any other part of the world shall be accountable to the Executive Committee.
 - (f) The Executive Committee shall perform other duties as established in the Constitution. The Executive Committee may adopt necessary guidelines for the conduct of its organizations.
 - (g) The Executive Committee shall nominate standing and temporary sub-committees it deems necessary to facilitate the proper conduct of its business.

- (h) The Executive Committee shall pray and work for the spiritual edification of all the members of the Congregation and for the unity of all Christians in this place and the salvation of all citizens of the land.
- (i) Executive Committee members who become absent in three (3) Executive Committee meetings consecutively without genuine and/or valid reasons, shall automatically cease their position in the Executive Committee.
- (j) The Executive Committee shall meet once in a month for regular business in normal situation, and special meetings shall be called by the Secretary in case of any urgent matters.

ARTICLE - IX : THE OFFICE BEARERS, NECK COMMON COUNCIL MEMBERS & AUDITORS.

The Office Bearers, NECK Common Council Members:

1. The President, The Secretary, The Treasurer, The Vice President, The Joint Secretary, Joint Treasurer and the Common Council Members shall be elected at the first Executive Committee meeting, provided all the 15 Executive Committee members have been elected in the Annual General Body Meeting. The Office Bearers are: The President, The Secretary, The Treasurer, The Vice President, The Joint Secretary shall be from five (5) different constituent Churches. (ARTICLE - IV (h) iii. The Office Bearers shall be elected by voting within the Executive Committee Members. Voting method shall be at the discretion of the Chief Returning Officer. The nominee receiving the highest number of votes shall be duly elected.
 - (a) The first Executive Committee meeting shall be conducted during the first week of February every year, in two sessions. The appointment of Office Bearers and Common Council members will be done in the first session from the elected.

- (b) The previous year's Office Bearers and Chief Returning Officer shall attend the first session of this meeting and the Chief Returning Officer will be the Presiding Officer. However, they will not have any voting rights.
2. The constituent Church which gets the post of an Office Bearer during the first year as per the constitution is eligible to get the same post only after four years. Proper records to follow this constitutional directive should be maintained by the Congregation.
 - (a) If any constituent church is declining or not willing to take up their assigned post on the fifth year, that post will be the right of that constituent church which held the post four years before.
 - (b) The Executive Committee shall appoint other Officers such as the Joint Treasurer from among the Executive Committee members. Joint Treasurer must be from any other constituent church except the church from which the Treasurer is already elected.
 - (c) Once the appointments are completed, then the handing over (documents, finance and duties by the previous year's Office Bearers to the new Office Bearers) will be done and thus ends the first session.
 - (d) The second session will continue with the regular business of Executive Committee under the Chairmanship of the newly elected President.

ARTICLE - X : TENURE, DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS.

1. **The Office Bearers, NECK Common Council Members and Auditors.**
 - (a) **President:** The President shall be elected at the meeting from the eligible Executive Committee members, for a period of one year. He shall be the temporal and Administrative Head of the Congregation and preside over the Executive Committee meetings and all General Body meetings.

- (b) **Secretary:** The Secretary shall be elected at the first Executive Committee meeting from the eligible Executive Committee members, for a period of one year. He shall record and maintain the minutes of all the General Body and Executive Committee meetings and responsible for all the official communications. He shall give notices for any Congregational meetings, prepare and present the annual report of the Congregation in the Annual General Body Meeting on behalf of the Executive Committee. He shall be the custodian of all the KTMCC assets including KTMCC Hall and Office.
- (c) **Treasurer:** The Treasurer shall be elected at the first Executive Committee meeting from the eligible Executive Committee members, for a period of one year. He shall receive, disburse and account for the general and specified fund of the Congregation, subject to the approval of the Executive Committee. However, the Treasurer is authorized to spend KD 250/- (Kuwaiti Dinars Two Hundred and Fifty Only) per month for the routine expenses which has to be ratified in the next Executive Committee Meeting. He shall present the monthly audited statement of the accounts in the Executive Committee, maintain inventory of KTMCC assets jointly with the Secretary, prepare and present the audited Annual Statement of the Accounts.
- (d) **NECK Common Council Members:** The Secretary of the KTMCC, with two elected members by the Executive Committee shall serve as the NECK Common Council Members. All the three (3) members shall be from different Constituent Churches and from the newly elected Executive Committee. They shall serve for a term of one (1) year and are eligible for re-election. They shall act as liaison officers by reporting to the Executive Committee and voicing its opinion and vote in the NECK Common Council.
- (e) **Auditors:** The General Body shall elect three (3) Auditors to examine the accounts annually. The Auditors shall be from three (3) different constituent Churches. They shall serve for a term of one (1) year and are eligible for re-election. The signature of any two of the Auditors shall be acceptable. The auditor's report, if any, will be presented in the Annual General Body Meeting, on request.

2. Other Officers:

- (a) The Executive Committee shall appoint the following Officers from the Executive Committee to assist the Office Bearers:
- i. The Vice President
 - ii. The Joint Secretary
 - iii. The Joint Treasurer

They shall assist the Office Bearers in the normal circumstances, and assume responsibilities during their absence.

- (b) The Executive Committee shall appoint Leaders and Officers for the organizations of the Congregation which are as follows:
- i. Mission Fields Coordinator,
 - ii. Sunday School Headmaster,
 - iii. Sunday School Assistant Headmaster-cum-treasurer,
 - iv. Choir Master,
 - v. Prayer Group Leader,
 - vi. Ladies' Prayer Group Leader,
 - vii. Librarian,
 - viii. Two Internal Auditors,
 - ix. Webmaster and any other position as needed.

3. Three Internal Auditor (s) may be appointed from the Executive Committee to check the accounts on a monthly basis from three different constituent Churches, preferably not from the church of the Treasurer and Joint Treasurer.

ARTICLE - XI : KTMCC TRUST.

The Executive Committee has the right to establish Charitable Trust (s) for the sole benefit of KTMCC, with the approval of General Body, as per the rules and regulations prevail in the land of Trust establishment.

The appropriation of Congregation's fund will be spent only with the approval and guidance of the Executive Committee.

The Electoral College which consists of all the fifteen (15) Executive Committee members of each year will be the decision making body of the Trust(s).

The bye-law of such Trust (s) shall be approved by the General Body of KTMCC.

ARTICLE - XII : ASSETS.

The Executive Committee is responsible for all the assets of KTMCC and an inventory list should be maintained by the Treasurer. KTMCC is the sole owner of all the assets thereof.

ARTICLE - XIII : AMENDMENT.

This Constitution can be altered or amended at a special meeting of the General Body of the Congregation by a majority vote of eligible members. See ARTICLE - IV(h) i.

The proposal of the amendment can be initiated by either one of the following clauses:

- i. The Executive Committee.
- ii. Request for amendment in writing, specifying the proposed amendment and signed by a minimum of 25% of the total members of the Congregation eligible to vote, shall have been forwarded to the Executive Committee and the Executive Committee shall give notice specifying the time of the meeting and the substance of the proposed amendment from the pulpit, at least two (2) regular Worship Services prior to the day of the meeting.

This amended Constitution of KTMCC is presented in the General Body meeting held on 13th December 2017 at the NECK Church and Parish Hall. The General Body accepted and approved the same and decided to enforce the amended constitution with effect from 1st January 2018.

*Approved by the Special General Body Meeting held on
13th December 2017*