

# JAPAN EVANGELICAL MISSIONARY ASSOCIATION CONSTITUTION

## 1. NAME

The name of this organization is Japan Evangelical Missionary Association, abbreviated JEMA.

## 2. ADDRESS

The office of JEMA is located at OCC Building, 2-1 Kanda Surugadai, Chiyoda-ku, Tokyo 101-0062 Japan.

## 3. FOUNDATION

JEMA was founded on October 24, 1947.

## 4. PURPOSE

JEMA exists to network and equip its members to make disciples for Christ.

## 5. STATEMENT OF FAITH<sup>1</sup>

We believe in:

1. The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct. II Tim. 3:16; II Peter 1:21.
2. One God, eternally existent in three persons, Father, Son, and Holy Spirit. Deut. 6:4; Isa. 43:10,11; I Tim. 2:5; I Cor. 8:4; Matt. 28:19.
3. Our Lord Jesus Christ, God manifest in the flesh, his virgin birth, his sinless human life, his divine miracles, his vicarious and atoning death, his bodily resurrection, his ascension, his mediatorial work, and his personal return in power and glory. Jn. 1:1; Jn. 1:18; Heb. 1:8; Tit. 2:13; I Jn. 5:20; I Cor. 15:3, 4.
4. The salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit. Rom. 3:23; Jn. 3:7; Luke 24: 46, 47; Jn. 1:12, 13; I Pet. 1:18, 19, 23; Rom. 10:9, 10.
5. The Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ. Tit. 3:5; Gal. 5:22, 23; I Thess. 5:23, 24.
6. The unity of the Spirit of all true believers, the church, the body of Christ. Rom. 12:5; I Cor. 10:17; Gal. 3:28; Jn. 17:21; Eph. 4:13.
7. The resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation. Jn. 5:28, 29; Rev. 14:11.

## 6. MEMBERSHIP

### 6.1 MEMBERSHIP CATEGORIES

Mission and associate memberships are available.

#### 1. MISSION MEMBERSHIP

Mission membership is open to mission agencies operating in Japan.

#### 2. ASSOCIATE MEMBERSHIP

Associate membership is open to:

- Christians in Japan (singles or married couples) not associated with a JEMA member mission.
- Christians outside Japan (singles or married couples).

<sup>1</sup>World Evangelical Alliance statement of faith (<https://worldea.org/who-we-are/statement-of-faith/>) with Scripture texts from former JEMA Constitution.

- Other applicants (such as Christian organizations operating outside Japan) on a case-by-case basis.

## 6.2 MEMBERSHIP BENEFITS

Benefits include:

### 1. Subscription(s) to Japan Harvest magazine.

- Mission agency memberships: the number of subscriptions equal to the total number of declared missionary member households.
- Associate memberships: one subscription.

### 2. Annual JEMA directory.

- Mission agency memberships: the number of directories equal to the total number of declared missionary member households.
- Associate memberships: one directory.

### 3. Access to the member areas of JEMA websites.

### 4. Reduced fees for JEMA Ministries events and other services.

### 5. Networking through events, relationships, and technologies, including:

- JEMA meetings, retreats, and conferences.
- JEMA connections to the Japan Evangelical Association (JEA) and other Japanese organizations.
- JEMA-supported social media sites and other digital platforms.

## 6.3 MEMBERSHIP APPLICATIONS

All prospective members must agree to the provisions of this JEMA Constitution.

### 1. MISSION AGENCY APPLICANTS

Mission agencies are accepted by a minimum three-fourths vote.

#### 1.1 PROCESS FOR MISSION AGENCY MEMBERSHIP

1. The mission submits a completed mission application.
2. A representative of the mission is interviewed by the JEMA Leadership Team.
3. The JEMA Leadership Team recommends the mission for membership.
4. A vote for acceptance is held at the Annual Meeting.

Alternate step 4:

4. When an application is received between Annual Meetings, an email poll is taken of member missions. If three-fourths of the total potential polled vote is favorable and no dissenting vote is received within thirty days after notice of the poll, the application will be accepted. Any dissenting vote defers the application until the next Annual Meeting.

#### 1.2 EFFECTIVE DATE

Mission agency membership takes effect immediately upon acceptance. Annual membership fees are due by March 31. Missions with fees unpaid from the previous year forfeit their right to vote at the Annual Meeting.

### 2. ASSOCIATE MEMBERSHIP APPLICANTS

Associate members are accepted by a minimum three-fourths vote of the Leadership Team.

#### 2.1 PROCESS FOR ASSOCIATE MEMBERSHIP:

1. Singles, married couples, or other applicants submit a completed associate member application.
2. A current JEMA member provides an endorsement of the prospective member.
3. All members of the JEMA Leadership Team review the application and submit their vote.
4. Any dissenting vote defers the application to the next Leadership Team meeting.

#### 2.2 EFFECTIVE DATE

Associate membership takes effect when dues are paid.

## 6.4 MEMBERSHIP WITHDRAWAL PROCESS

### 1. MISSION MEMBERSHIP

- Voluntary withdrawal of mission membership takes effect immediately upon receipt of notification in writing.

- Termination of membership may also be effected by a three-fourths vote at an Annual Meeting or when membership fees are in arrears for one year.

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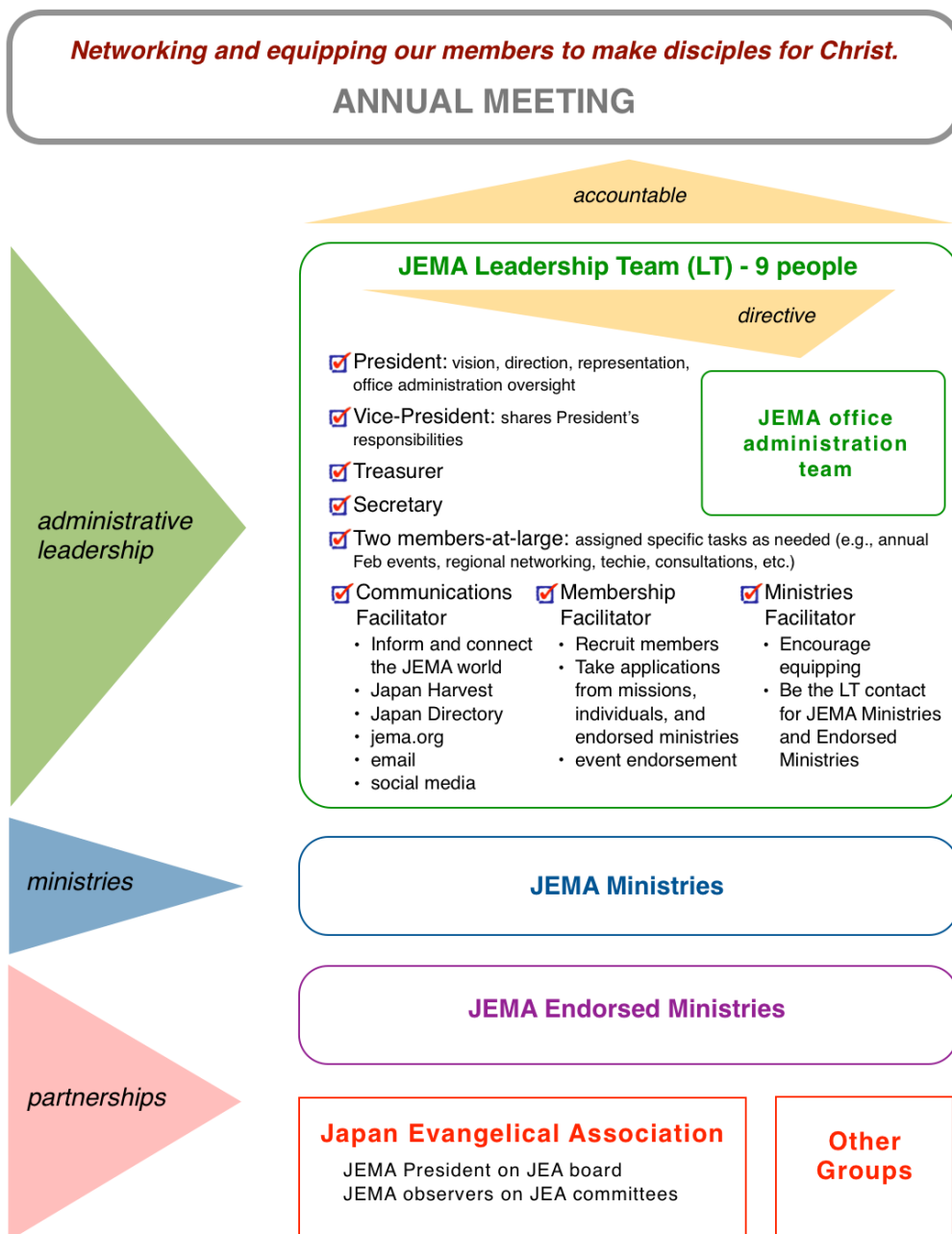
## 2. ASSOCIATE MEMBERSHIP

- Voluntary withdrawal of associate membership takes effect immediately upon verified notification of the Leadership Team.
- Termination of membership may also be effected by a three-fourths vote of the Leadership Team or when membership fees are in arrears.

## 7. LEADERSHIP STRUCTURE

Leadership decisions are made by delegates to the Annual Meeting and the Leadership Team with a view to equipping and networking JEMA members through JEMA Ministries and JEMA Partnerships.

### JEMA Organizational Chart



## 8. ANNUAL MEETING

Annual Meeting activities include: reception of reports, approval of the annual budget, election of Leadership Team members, and providing direction to the Leadership Team.

A quorum must be present to convene the Annual Meeting. A quorum exists when a simple majority of the total possible number of member mission votes that may be cast is represented by delegates present at the meeting.

### 8.1 AUTHORITY

Member missions, through their delegates, are the ultimate decision-makers of JEMA.

Delegates elect the JEMA Leadership Team as defined in 9.1.

Delegates may establish or disband JEMA Ministries as needed.

### 8.2 PROCESSES

#### 1. Agenda

The President prepares a proposed agenda and leads the Annual Meeting, guided by the Annual Report assembled by the Leadership Team.

#### 2. Participation

All JEMA members have a voice at the Annual Meeting. However, only designated delegates may vote.

#### 3. Voting

Each member mission provides one designated delegate to the Annual Meeting. The delegate casts the mission's total number of votes as listed on the most recently approved vote distribution schedule.

Decisions are made on the basis of a simple majority vote of the quorum unless otherwise specified in this document.

#### 4. Elections

The President, Secretary, Communications Facilitator, Ministries Facilitator and one Member-at-Large are elected for two-year terms in even-numbered years.

The Vice-President, Treasurer, Membership Facilitator, and one Member-at-Large are elected for two-year terms in odd-numbered years.

### 8.3 SCHEDULE

The Annual Meeting convenes on a Monday in February as proposed by the Leadership Team and approved at the previous Annual Meeting. The Leadership Team may change the date of the Annual Meeting or call an Extraordinary Meeting at their discretion, and must notify its membership in writing at least 30 days before the meeting is to take place.

## 9. LEADERSHIP TEAM

### 9.1 COMPOSITION

The Leadership Team consists of nine members elected at Annual Meetings for two-year terms: President, Vice-President, Secretary, Treasurer, Communications Facilitator, Membership Facilitator, Ministries Facilitator, and two Members-at-Large.

#### 1. President

The President develops vision and direction for JEMA, represents JEMA in broader contexts and provides oversight for JEMA office administrators. The President prepares agendas and presides at Annual Meeting sessions and Leadership Team meetings.

#### 2. Vice-President

The Vice-President assists the President in mutually agreeable ways, and carries out leadership responsibilities in the absence or inability of the President.

#### 3. Secretary

The Secretary records minutes of Annual Meeting sessions and Leadership Team meetings, making them available in a timely manner to regular mission agency members.

#### 4. Treasurer

The Treasurer receives and disburses funds and keeps an account of all financial matters of this organization, solicits and/or expends funds that are the property of this organization, as authorized at the Annual Meeting or by the Leadership Team, and prepares a Statement of Financial Condition and a Statement of Financial Operation for presentation at the Annual Meeting.

#### 5. Communications Facilitator

The Communications Facilitator oversees the personnel and process involved in developing and maintaining the JEMA website, the publication of print materials such as *Japan Harvest* magazine and the JEMA Directory, and in the production of any other media resources deemed necessary by JEMA.

#### 6. Membership Facilitator

The Membership Facilitator oversees all membership processes.

#### 7. Ministries Facilitator

The Ministries Facilitator is the main point of contact between the Leadership Team and JEMA Ministries and endorsed ministries.

### 9.2 FUNCTION

The Leadership Team administers and carries out the program outlined by the delegates to the Annual Meeting. It initiates action that is in accordance with the desires of the Annual Meeting delegates.

It appoints members to serve out the remainder of terms left vacant due to the inability of a member to complete a term.

It hires office administrators to facilitate the carrying out of JEMA activities.

It selects observers from among JEMA membership as available to attend such JEA committees as: women, missions, youth, relief, social, and theological.

It makes decisions by a minimum three-fourths vote.

## 10. MINISTRIES

JEMA Ministries and JEMA Endorsed Ministries network and equip JEMA members to make disciples for Christ.

### 10.1 JEMA MINISTRIES

All members of JEMA Ministries leadership teams must be JEMA members.

JEMA Ministries chairpersons present a report at the Annual Meeting. They are welcome to observe and contribute to Leadership Team meetings.

Any addition or subtraction of JEMA Ministries shall be approved by the Annual Meeting delegates upon recommendation by the Leadership Team.

See appendix for a current list of JEMA Ministries (updated annually).

### 10.2 JEMA ENDORSED MINISTRIES

JEMA Endorsed Ministries provide JEMA with a broader channel to network and resource its members, giving those ministries legitimacy to the Japanese Christian world, and providing them with the opportunity to make their ministries known within the JEMA world.

#### 1. Requirements

An Endorsed Ministry must have a purpose that aligns with the purpose of JEMA. It may be based outside Japan.

An Endorsed Ministry must have at least one JEMA member on its leadership team.

## 2. Application Process

1. An organization submits a completed endorsed ministry application.
2. A representative of the organization is interviewed by the JEMA Leadership Team.
3. All members of the JEMA Leadership Team review the application and vote on it.
4. Endorsed Ministries are accepted when fees are paid.

## 3. Renewal

Endorsement is reviewed every three years.

See appendix for a current list of JEMA Endorsed Ministries (updated annually).

# 11. FINANCES

## 11.1 FINANCIAL SOURCES

JEMA is a non-profit organization with the following sources of income: annual membership fees, income from services rendered, publications, and special contributions from members and friends.

## 11.2 BUDGET

The Leadership Team presents a budget at the Annual Meeting, compiled by the Treasurer.

## 11.3 MEMBERSHIP FEES

Annual membership fees for mission agencies are set according to the current vote distribution chart. Any changes in the chart shall be approved at the Annual Meeting upon recommendation by the Leadership Team.

Annual membership fees for mission agencies are due March 31. Mission agency members with dues unpaid from the previous March 31 forfeit their right to vote.

Associate members with overdue fees are subject to termination of membership.

## 11.4 FISCAL YEAR

The fiscal year runs January 1 to December 31.

# 12. AMENDMENTS

This document (sections 1-12) may be amended at the Annual Meeting by a two-thirds majority vote of the quorum, provided notice of any proposed amendment is submitted to all regular mission agency members at least thirty days prior to the Annual Meeting.

Ratified on February 20, 2017

Amended on February 15, 2021

Amended on February 14, 2022

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The Japan Evangelical Missionary Association Constitution ends here.

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### **The appendix following should not be considered a part of the JEMA Constitution.**

It will be updated on an annual basis with listings of current ministries, fee schedules, explanations, procedures, and guidelines as the needs and activities of JEMA change.





## APPENDIX – 2021

### 1. JEMA FEES

Membership fee schedules differ according to JEMA membership classification.

There are two classifications: member missions (which includes voting privileges) and associate members.

#### 1.1 MEMBERSHIP FEES

##### 1. Member Missions

The annual fee for each member mission is calculated by multiplying the number of votes a mission is entitled to by the current rate per vote. Delegates to the 2010 Annual Meeting set the rate at 16,000 yen per vote and the number of missionaries for each vote level according to the chart below. The rate remains in effect until modified at an Annual Meeting.

VOTES AND FEES BY MEMBER MISSION SIZE			
RANGE Number of Missionaries		ENTITLED VOTES	ANNUAL FEE
4	5	1	16,000
6	10	2	32,000
11	15	3	48,000
16	20	4	64,000
21	25	5	80,000
26	30	6	96,000
31	40	7	112,000
41	50	8	128,000
51	60	9	144,000
61	70	10	160,000
71	85	11	176,000
86	100	12	192,000
101	125	13	208,000
126	150	14	224,000
151	175	15	240,000
176	+	16	256,000

##### 2. Associate Members

- The annual rate for single associate members in Japan is ¥6300.
- The annual rate for married couple associate members in Japan is ¥7500.
- The annual rate for associate members outside Japan is US\$75.00.

#### 1.2 ENDORSED MINISTRY FEES

The annual rate for endorsed ministries is ¥10,000.

## 2. JEMA MINISTRIES

Current JEMA Ministries include Women In Ministry, Prayer, and Member Care.

### 2.1 WOMEN IN MINISTRY

This ministry seeks to equip, empower and encourage missionary women in their privileged roles by providing resource materials, workshops, seminars, retreats, and a forum for communication.

### 2.2 PRAYER

This ministry seeks to motivate a vital prayer movement in the evangelical missionary community. It shall accomplish this by distribution of praise and prayer items and mobilizing the missionary community to prayer.

### 2.3 MEMBER CARE

This ministry seeks to provide resource materials, workshops, seminars, retreats, counseling, and referrals in order to fill missing gaps in meeting the emotional and spiritual needs of the missionary community.

## 3. JEMA ENDORSED MINISTRIES

Current JEMA Endorsed Ministries include the followings:

- 7MEDIA
- Barnabas International
- Camp Raphayada
- Christian Academy in Japan
- Christian Relief, Assistance, Support, and Hope Japan
- Church Planting Institute
- Community Arts Tokyo
- Connect Mission Support Center
- Family Forum Japan
- Fellowship of Christian Athletes Japan
- Grace House
- Japan International Sports Partnership
- Kyoto International University
- Northstar
- Okinawa Christian School International
- OneHope Japan
- Reaching Japanese for Christ
- The Well International
- Torchbearers Yamanakako
- Wheaton College
- Yokohama Christian School
- ZOE Japan