

# Calgary Chinese Pentecostal Church

## Constitution and By-laws

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# **Calgary Chinese Pentecostal Church Constitution and By-laws**

## **Preamble**

The Calgary Chinese Pentecostal Church is a local self-governed assembly affiliated with The Pentecostal Assemblies of Canada. Its purpose is to establish and maintain a place for worshipping the Almighty God, our Heavenly Father. The church provides for Christian Fellowship for those of the like precious faith where the Holy Trinity may be honoured according to our distinctive testimony. We, as members of the assembly, assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands.

Conforming to the principles of the Holy Scriptures, The Calgary Chinese Pentecostal Church (“this church”) shall have the right to govern itself in all church affairs according to the constitution and by-laws adopted by the registered members of the assembly. This church shall maintain a close relationship with The Pentecostal Assemblies of Canada and its affiliated Alberta district office.

## **Chapter I Constitution**

### **Article I Name**

This church shall be known as the Calgary Chinese Pentecostal Church.

### **Article II Prerogatives**

**Section 1** This assembly shall have the right to self-govern itself according to the standards of the New Testament Scriptures, “endeavouring to keep the unity of the Spirit in the bond of peace...till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ” (Ephesians 4:3,13).

**Section 2** This assembly shall have the right to govern itself; recognizing the constitution and by-laws of the Pentecostal Assemblies of Canada and district constitution and by-laws in force by order of general and district conferences.

**Section 3** In connection therewith, or incidental thereto, this self-governing assembly shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purpose; all in accordance with its constitution and by-laws or as the same may be hereafter modified or amended.

### **Article III Purpose & Mission Statement**

#### **Purpose:**

The purpose of this self-governed assembly is to worship the Almighty God, The assembly provides for Christian Fellowship to those of like precious faith.. We, as members of the assembly, assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands.

#### **Mission Statement:**

The Calgary Chinese Pentecostal Church exists to be a caring community where people can be discipled to be followers of Jesus to the glory of God through teaching, fellowship, worship and evangelism.

## **Chapter II Doctrine**

**Article I** All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work. (2 Timothy 3:16,17).

**Article II** There is only one true God, existing eternally in three persons: Father, Son, and the Holy Spirit. (Matthew 3:16,17).

**Article III** The Lord Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary, and by His sinless life, miracles and teaching, gave full revelation of the Father. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice. He rose from the dead. He is now at the right hand of the majesty on high as our great High Priest. He will come again to establish His Kingdom in righteousness and peace. (Luke 1:26-35; John 1: 1,14; 10:30; 12:49; Philippians 2:6,7; Hebrew 1:8; 7:26; 8:1; Acts 1:9-11; 2:22,23; Romans 5:6,8; Matthew 25:31; 28:6; 1 Corinthians 15:3,4; 2 Corinthians 5:21).

**Article IV** The Holy Spirit has personal characteristics and that individuals may relate to Him as a person. The Holy Spirit is the Counselor who guides, teaches, and empowers the salvation of reborn believers. The believers will bear the fruit of the spirit and glorify God in their daily life. Believers must repent and seek forgiveness according to the command of our Lord Jesus Christ. (John 16:13-15; Matthew 3:11; Luke 24:49; Acts 1:4-5,8; 2:1-4; 8:12-17; 10:44-46; I Corinthians 12:4-11).

**Article V** Men have sinned and are separated from God since Adam and Eve. Man can only be saved through faith in Jesus Christ. (Isaiah 53:5; 1 Peter 1:3,25; 2:24; 1 John 5:10-13; Ephesians 2:8; Galatians 3:22,26).

**Article VI** All who are born again are members of the church. The Lord Jesus Christ is the Head of the church, which is the Body of Christ. Obey the Lord's command to evangelize the whole world. (1 Corinthians 12:13,27; Ephesians 5:25b; Colossians 1:18; 1 Timothy 3:15; Matthew 28:19-20). The local church is a body of believers who have joined together to function as a part of the universal church. The local church is ordained by God and provides a context in which believers corporately worship God, observe the ordinances of this church, are instructed in the faith and are equipped for the evangelization of the world. (John 4:23; Acts 1:8; 2 Timothy 2:2; 1 Peter 5:2).

**Article VII** There will be a bodily resurrection of the just and of the unjust: for the former, a resurrection unto life, for the latter a resurrection unto judgement. The Second Coming of the Lord Jesus Christ is imminent. As the believer's blessed hope, this important truth is an incentive to holy living and faithful service. (1 Corinthians 15:20-23; 2 Thessalonians 1:7-10; 1 Thessalonians 4:13-17; Acts 2:7-10; 1 Corinthians 1:7; Titus 2:11-14).

## **Chapter III      Ceremonies and Ordinances**

### **Article I      Ordinance**

- A. The ordinance of baptism by immersion in water (Matthew 28:19) shall be administered to all those who have repented of their sins, and have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation (Romans 6:3-5; Colossians 2:12).
- B. The ordinance of the Lord's Supper shall be regularly observed as enjoined in the Scriptures (Luke 22:19-20; 1 Corinthians 11:23-26).

### **Bylaw 1      Baptism**

- 1) The Elders & Deacons Board ("The Board") shall determine the number of baptism held each year.
- 2) The church shall administer baptism to all who repent and seek forgiveness and believe in salvation through the faith in Jesus Christ; and who are accredited to receive baptism in accordance to Matthew 28:19.
- 3) The Pastor and the Board review candidate's qualification for baptism. The Pastor may conduct baptism only on approved candidates.

### **Bylaw 2      Holy Communion**

- 1) Any person who is born again and is baptized may partake in the Holy Communion.
- 2) The Holy Communion shall be observed at least once a month.

### **Article II      Ceremonies**

- A. Christian marriage
- B. Christian burial of the dead
- C. Dedication of children

### **By Law 1      Marriage**

- 1) The ceremony should comply with local church ordinances for marriage
- 2) The teaching of the Scriptures is the foundation for all marriage of church members. (Genesis 2:24; Matthew 19:6).
- 3) This church recognizes only monogamous, heterosexual marriage. (Genesis 2:18; 1 Corinthians 7:2-5; Hebrews 13:4).

### **By Law 2      Funeral**

- 1) The ceremony should comply with local church ordinances for funeral matters. The service shall not include any superstitious ritual.

### **By Law 3      Baby Dedication**

The church shall hold baby dedication whenever is required.

## **Chapter IV Church Membership**

### **Article I Eligibility for Membership**

#### **Section 1 Membership Requirements**

1. Give credible profession of faith in the Lord Jesus Christ as Saviour and receive the ordinance of Baptism. Comply with the biblical teachings and manifest spiritual growth by giving evidence of the fruit of the Spirit. (Galatians 5:22-23).
2. Refrain from acts of sinful nature. (Galatians 5:19-21; I Corinthians 6:15-18; 7:1-2; Thessalonians 4:3-8; Hebrews 13:4; Romans 1:26-2:11).
3. Accept the doctrinal beliefs and the constitution and by-laws of this church. Live in harmony with fellow believers. Provide financial support to the church regularly. Participate in ministering to the non-believers.
4. The membership application must be recommended by the Senior Pastor and 2 Board members, and submitted to the Board for the approval.

#### **Section 2 Types of Membership**

##### **1 , Junior Members**

Persons between the age of 10 and 17 who fulfil the requirements of Section I may be eligible for junior membership. Such membership does not have voting privileges at Annual General Meetings.

##### **2 . Members**

Persons 18 years of age and over who fulfil the requirements of Article IV, section I shall be known as members. Such membership has the voting privileges at Annual General Meetings.

##### **3 . Inactive Members**

Members who are absent from church services regularly over six months. Such membership does not have voting privileges nor be nominated to hold office at Annual General Meetings.

##### **Bylaw 1 Reactivation of membership**

Inactive member(s) must regularly attend services for at least 3 months (not missing more than one service per month) and must submit in writing the wish to be reactivated as active member(s) to the Board for approval.

### **Article II Membership Roll**

Names of the junior members, members, and associate members are recorded in the membership roll categorized by types.

### **Article III Membership Privilege**

- (a) Church members can participate in all services, programs, and fellowship and the free- use of the church facilities provided prior approval is obtained from church official.
- (b) Members who attend church services regularly shall have the right to vote.
- (c) Members who are over 21 of age and regularly attend church services for over three years shall have the right to hold office.

### **Article IV Member Responsibility and Duty**

- (a) Attend church services and fellowship regularly and actively participate in church activities. Spread the gospel and lead non-believers to The Truth.
- (b) Comply with the church constitution and by-laws as approved by the Annual General Meeting, and accept the Board's resolutions.
- (c) Pray and study Bible regularly; obey doctrines teaching; glorify God in daily life; support fellow believers spiritually through fellowship.
- (d) Offer financial support, talents, and time in God's work wholeheartedly.
- (e) Take good care of all church properties.
- (f) Regular members have the responsibility to attend Annual General Meetings.

### **Article V Member Conduct**

- (a) Baptized members shall obey God's words, glorify God with good Christian conduct in daily life, and partake in Lord's Supper.
- (b) Members must obey the Bible teaching in marriage. Polygamy is strictly prohibited. Pre-marital and extra marital sex are also not permissible in the Bible teaching.
- (c) Refrain from participating in superstitious ritual or cults.
- (d) Forsake all spiritually harmful entertainment and habits.
- (e) Observe and obey all local government laws.
- (f) Follow doctrinal teaching and live a Christian life.

**Article VI Member Discipline**

**Section 1** Senior Pastor and Elder(s) shall handle any disputes between church members with reference to Mathew 18:15-17.

**Section 2 Disciplinary Action**

If a member:

- practices beliefs that are contrary to this church doctrinal teachings;
- conducts himself/herself in unchristian moral standards;
- brings disrepute to God's name;
- brings disrepute to the reputation of this church.

The Board will take the following actions:

- Counsel or refer to professional counselling;
- Warn;
- Suspend all membership privileges or remove from the membership roll.



## **Chapter V Pastoral Staff**

### **Article I All Pastoral Staff**

#### **Section 1 Qualifications**

Pastor must meet the Bible's well-defined requirements as an overseer and an elder of this church. (1Timothy 3:1-7; 1 Corinthians 1:6-9) His faith must match this church's constitution basic belief, and \*must be one who holds credentials with The Pentecostal Assemblies of Canada or one whom the district executive officers of The Pentecostal Assemblies of Canada approve. (\*such credentials should be applied to the PAOC after employment)

**Bylaw 1** Pastor must possess the following:

- Unadulterated belief;
- Church Ministry experience; and
- Graduated from a recognized Seminary or Bible College.

#### **Section 2 Employment Procedures**

##### **Pastoral Search Committee**

A Pastoral Search Committee shall be formed to seek a suitable pastoral candidate. The Pastoral Search Committee members shall be comprised of the Senior Pastor, Elder(s), Deacons, and church member(s) recommended by The Board.

The Board corporately set the duties and responsibilities for the Committee.. Areas of responsibilities include: collect and compile applicant information, screening, and submit all applicant information for the board to review. This committee SHALL NOT have the authority to select or reject any applicant.

#### **Section 3 Term of Employment**

The Chairman and Vice Chair of the Board shall sign the letter of employment. The letter of employment shall list terms of employment including salary, vacation, benefits, further studies, and duties etc. The letter shall be delivered to the pastor-elect before the commencement of employment.

#### **Section 4 Pastoral Duties**

- 1) Pastor is responsible for the Sunday sermons, spreading the Gospel, ministering to this church, and performing ordinances and ceremonies. He/she assists senior and associate pastors in carrying out and promoting church ministries; and leads education groups and fellowships.

- 2) Outside of this church, Pastor represents this church and is responsible for all Gospel work and activities.
- 3) Pastor's main functions are the teaching of Scriptures and the ministry of this church. Any work outside of church, whether paid position or not, undertaken by the pastor shall have the prior approval from the Board.

## **Section 5 Termination of Contract**

If the Pastor conducted in any unchristian behaviour, or advocated heresies, or created conflict within the church or for whatever reasons that he could not carry out the duties as a pastor, the Board shall handle the situation accordingly. The Board requires two-third (2/3) of the votes at the Board meeting to recommend termination of the employment contract.

### **Bylaw 1 Pastor/Congregation Relationship**

When difficulties have arisen between the pastor and the assembly which do not involve the credentials of the pastor, but only the position as pastor, and which apparently cannot be resolved at the local level, the pastor, the church board or a quorum consisting of not fewer than one-third of the regular members of the assembly shall have the right to appeal to the district executive.

The refusal of a pastor to call a meeting of the church board shall constitute the board's right to appeal to the district executive.

If a satisfactory settlement cannot be reached, the district superintendent shall call a congregational meeting, to be presided over by the district superintendent or the authorized representative of the district superintendent. The chair may call for a vote of confidence in the pastor. The roster for the vote shall include only those members who held membership 60 (sixty) days prior to the vote of confidence and shall exclude the pastor and members of the pastoral staff, as identified in the minutes of the church board, and their spouses, who shall not be included in the quorum necessary to have a congregational meeting. The vote shall require a simple majority in support of the pastor, for the pastor to retain the position as pastor. If such is not achieved, the pastor's duties shall be terminated immediately, and the pastor shall be given a minimum of one month's salary but not more than three month's salary with benefits and the use of the parsonage during that period, or the regular housing allowance if the pastor is not living in the church parsonage. If the pastor has served for a period of a minimum of 2 (two) years and has failed to receive the required majority in the confidence vote, or has complied with a request from the board to resign, the pastor shall be given a maximum of 3 (three) month's salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if the pastor is not living in the church parsonage.

## **Bylaw 2 Charges involving Credentials**

Charges in matters involving the pastor's right to hold credentials with The Pentecostal Assemblies of Canada, his or her morality, integrity or doctrinal soundness must be made to the district executive in writing, and properly signed by one who is willing to appear in person and give testimony concerning the charges. Charges thus preferred against a credential holder shall be dealt with according to provisions made in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

## **Article II Senior Pastor**

### **Bylaw 1 Employment Procedures**

Upon review of the candidate's qualifications by the Board and the Pastoral Search Committee, a public announcement of the selected candidate shall be made to the church members. Announcements shall be made on three consecutive Sunday services. Approval requires two thirds (2/3) of the votes cast by the voting members present at the general meeting. The Board may approve advance absentee vote due to sickness, conflicting work schedule or out of town on voting date.

### **Bylaw 2 Termination of Contract**

If the Pastor conducted in any unchristian behaviour, or advocated heresies, or created conflict within the church or for whatever reasons that he could not carry out the duties as a pastor, the Board shall handle the situation accordingly. A General Meeting shall then be called and two-third (2/3) of the votes is required to effect the termination. The Pastor shall then be relieved of his duties immediately.

### **Bylaw 3 Vacancy**

During the period when the senior pastor position has not been filled, the district superintendent and the Board shall have the authority to carry on the duties normally performed by the senior pastor, including arranging speakers, until a replacement is found.

### **Bylaw 4 Senior Pastoral Duties**

- 1) Senior pastor is responsible for the Sunday sermons, spreading the Gospel, ministering to this church, and performing ordinances and ceremonies.
- 2) Senior pastor administers all church affairs in conjunction with the Board.
- 3) Outside of this church, Pastor represents this church and is responsible for all Gospel work and activities.
- 4) Pastor's main functions are the teaching of Scriptures and the ministry of this church. Any work outside of church, whether paid position or not, undertaken by the pastor shall have the prior approval from the Board.

## **Chapter VI      Other Paid Staff**

The Board shall be responsible for hiring other paid staff to assist in church administration according to the needs of the church.

### **Article I      Qualification**

The candidate is a Christian and possesses appropriate education and qualifications for the job.

### **Article II      Employment Procedure**

The Board prepares the letter of employment. The letter of employment contains details of salary, vacation, benefits, training, term, and job descriptions.

### **Article III      Term of Employment**

After the three-month probationary period, a one-year contract shall be offered to new employees. Subsequent contract extensions may be up to two years. Contract extension notification must be forwarded to the employee three months prior to the term expires.

### **Article IV      Duties**

The Board shall assign other paid staff job duties.

### **Article V      Termination of Contract**

The Board reserves the right to terminate the contract of other paid staffs who cannot fulfil the job duties as per the letter of employment. Resignation must be submitted to Board in writing two months prior to the contract expiry date.

## **Chapter VII Elder(s)**

### **Article I Qualification**

Any member of this church who is a Christian of good conduct and meets the scriptural standards (Romans 12; 1 Corinthians 12; Acts 6:3; 14:23; 20:28; I Thessalonians 3:1-7; Titus 1:5-9).; attends church regularly; possesses the God-given gift of leadership and teaching; and meets one of the following criteria, may hold the office of an Elder if elected:

- 1) Served as an Elder of this church in the past.
- 2) Served as a Deacon of this church and being member of this church over seven years.

### **Article II Duties**

The Elder(s) and the senior pastor oversee the spiritual functions of the church; maintain the doctrinal belief of the church; plan and undertake the tasks necessary to minister the church. ( 1 Timothy 4:14; James 5:14; 1 Peter 5:1-3).

The Elder(s) shall attend Elders & Deacons Board Meeting and have the right to address and vote in all Board meetings.

### **Article III Number of Elder(s)**

The Board shall determine the number of Elders depending on the need of the church.

### **Article IV Term of Office**

The Elder(s) term of office is five years. .

### **Article V Election of Elder(s)**

#### **Section 1 Nomination Procedure**

- 1) The Board shall call a nomination meeting two months before the election to nominate qualified candidates for Elder office in reference to Chapt. VII Sect. 1.
- 2) The Board shall vote anonymously the candidates for nomination. The candidates who received the most votes shall be nominated.
- 3) The official list of Elder nominee(s) shall be announced to the members four Lord's days prior to the election. All members shall cast their ballots to elect an elder on the Election Day.

## **Section 2 Election Rules**

- (a) **Voting Right:** All members who attend church meetings regularly (refer to Chapter IV Section 2(b)).
- (b) **Ballot:** The printing of ballots, quantity, custody, distribution and tabulation are the responsibilities of the Board or its designates (excluding candidates.)
- (c) **Voting:** All eligible voters must cast the ballots in person. No proxies are permitted.
- (d) **Elected:** If a candidate(s) receives a majority votes, he/she shall be declared elected Elder(s).

## **Section 3 Appointment and Termination of Office**

- 1) The elected Elder(s) shall take office on the first Sunday after the New Year in an official ceremony. The Senior Pastor and representative from the PAOC shall officiate the ceremony.
- 2) The Board shall investigate any violation to the constitution of this church and wrongdoings on unchristian conduct committed by any Elder(s). If proven to be true, the Elder(s) who committed the offence shall be terminated immediately with a public announcement to church members.

## **Section 4 Honorary Elder(s)**

- 1) Elder(s) who has turned seventy years of age shall become an honorary Elder(s).
- 2) Honorary Elder(s) shall have the right to address in all Board meetings without voting right.
- 3) Honorary Elder(s) shall not serve on the Board sub-committees (except for the search committee). The Elder(s) shall serve as a consultant to the church members and fellowships.
- 4) Honorary Elder(s) has the prerogative to attend any Board meetings; his attendance shall not be counted in the official Board records.

## **Chapter VIII      Deacon**

### **Article I      Qualification**

1. The qualifications for service on the board shall be determined and approved in accordance with the policy of this assembly, as guided by such scriptural provisions for deacons as are cited in Acts 6:3 and I Timothy 3:8-13. The official board shall be comprised of members who are of good report and sound judgement, examples to the congregation in matters of stewardship, church attendance, and spiritual maturity, and seeking constantly, as sanctified vessels, to be filled with the Holy Spirit (Acts 2:4; Ephesians 5:18).
2. Members over 21 years old with good standing (Acts 6:2-3, 1 Timothy 3:8-13), who received baptism and have attended this church regularly over three years.

### **Article II      Deacon Duties**

1. Deacons administer the church business by functionality.
2. The Board prepares the agenda for voting at the Annual General Meetings and is responsible for forming various committees for ministering gospel and church business.
3. The Board is responsible for forming committees in searching and hiring senior and/or assistant pastors, and any paid church positions.
4. Deacons ought to support The Board's majority decision.

### **Article III      Number of Deacons**

The current Board according to the needs of the church shall determine the number of deacons elected by members.

### **Article IV      Term of Office**

- (a) The term of office is two years, up to a maximum of four years consecutively.
- (b) Deacons who have served four years consecutively cannot seek re-election for one term.

**Article V      Deacon Election**  
**Section 1      Nomination Procedure**

- (a) Every member has the right to nominate a deacon. Members must submit names for nomination to the election committee at least four weeks prior to the Election Day. Any nominated member receiving a minimum of five nomination will be submitted to the Board for review. The Board then compiles a list of candidates for voting in the Annual General Meeting. The Board can also nominate candidate(s).
- (b) Except under special circumstances or after serving four years consecutively in the Board, all deacons by default are candidates for re-election. During the term of office, except for business reasons, sick leave, or travel with advance notice to the Board, a deacon cannot be nominated for re-election if he or she is absent more than four times per year from the Board meetings.
- (c) If there are disagreements on nominee(s) in reference to section 1(a), Deacon Board will vote anonymously. A nominee must receive more than one-half of these anonymous votes before becoming an official candidate for election.
- (d) If more than one person in an immediate family is nominated; the person with more votes in the Board will be selected as the candidate for election.
- (e) Official deacon nominees' list will be announced to all church members on two consecutive Sundays prior to the day of election. All active regular members will vote for the deacons in the Annual General Meeting on a designated day.

**Section 2      Election Rules**

- 1 Voting Right:** All members who attend church meetings regularly (refer to Chapter IV Section 2(b)).
- 2 Ballot:** The printing of ballots, quantity, custody, distribution and tabulation are the responsibilities of the Board or its designates (excluding candidates.)
- 3 Voting:** All eligible voters must cast the ballots in person. The board may approve advance absentee vote due to sickness, conflicting work schedule or out of town on the voting date.
- 4 Elected:** Candidates who receive the majority votes shall be declared elected deacons.
- 5 By-election:** If a deacon resigns during the term of his/her office. The vacancy may or may not be filled upon Board decision. To fill the vacancy, a by-election may be called, or runner-up candidate from the last election may be appointed.



**6 Election Day:** The election of The Board should be held in the month of October on a suitable date unless otherwise decided by The Board.

**Section 3 Appointed Office**

The elected deacons shall take office on a suitable date in an official ceremony.

**Section 4 Resignation**

Resignation by a Deacon must be in writing to the Board.

**Section 5 Termination**

The Board shall investigate any disobedience of constitution of this church and unchristian conduct committed by any Deacon. If proven to be true, the Deacon who committed the offence shall be terminated immediately with a public announcement to church members.

**Section 6 Conflict of Interest**

Board members shall not place themselves in a position where there is conflict of interest between their duties as board members and personal interests. Every board member who is in any way directly or indirectly interested in, or may become interested in, an existing or proposed contract, transaction, or arrangement with the church or who otherwise has a conflict of interest by virtue of involvement of a family member or the involvement of an employer, partner, business associate, or a corporation that the member is involved with as either a director, shareholder, officer, employee, or agent, then such board member shall declare a conflict of interest fully at a meeting of the board and withdraw from any discussion or vote

## **Chapter IX      The Elders & Deacons Board**

The Elders & Deacons Board shall be comprised of the Senior Pastor, Elder(s) and Deacons. The number of Deacons is dependent on the need of the church. A majority present in any meeting of the church board shall constitute a quorum, provided that all the members have been notified to be present. A majority of the church board shall have the right to ask the pastor to convene an official board meeting. The Board shall meet monthly.

Note:

If the Senior Pastor's position is vacant, the Chair may invite other pastoral staff to attend The Board meeting.

### **Section 1      Organization and Authority**

1) **Chairperson**                      The Senior Pastor shall act as the Chairperson of the Board. If the Senior Pastor decline to accept this position, or in the absence of Senior Pastor ., the chairperson shall be elected by the Board members by majority votes. The chairperson shall represent the Board outside the church, calls and chairs Board meetings, provides leadership in the Board and in General Meetings, and follows up on the resolutions . The Vice-Chairperson(s) shall act as the Chairperson in the absence of the Chairperson.

Note: Re-elect Chairperson – The Board may decide on when & how to re-elect the Chairperson.

2) **Vice-Chairperson(s)**      Elected by the Board members, the Vice-ChairPerson(s) shall assist the Chairperson in handling the Board affairs, prepares Board meeting agenda, captains the sub-committees, and carries out the Chairperson duties if necessary.

3) **Secretary**                      The secretary shall be appointed annually by the church board, and may be one of its own members. The Secretary is responsible for recording meeting minutes, files and keeps custody of the Board documents.

4) **Treasurer**                      The treasurer shall be appointed by the church board, and may be one of its own members. The Treasurer is responsible for the accounting and custody of this church's funds.

### **Section 2      Committee**

The Board shall set up committees according to the needs of this church. The Board monitors and oversees all committees. Approval by The Board is required before hiring any outside consultant. The Board reviews and makes final decisions in relation to all recommendations submitted by committees.

## **Chapter X General Meeting**

### **Article I Definition**

General meeting, comprised of all church members, holds the ultimate highest authority on all business matters of this church.

### **Article II Annual General Meeting**

The Annual General Meeting shall be convened once a year. The purpose of the meeting is to adopt any suggestions put forward by church members regarding any addition/deletion of church affairs for the betterment of the church. The procedures are as follows:

1. Annual General Meeting shall be convened in the month of February on a suitable date unless otherwise decided by the church board
2. The Board shall appoint the Annual General Meeting Chairman.
3. The date, time, location, and agenda of the Annual General Meeting shall be posted on notice boards and public announcements shall be made in two consecutive Sunday services fourteen (14) days prior to the time of the Annual General Meeting.
4. The Board shall prepare the agenda for the Annual general Meeting. Any proposals or suggestions by regular members who wish to discuss them at the Annual General Meeting must submit in writing to the Board fourteen (14) days prior to the Annual General Meeting.
5. Any constitutional changes must be submitted to the Board in writing forty (40) days before the Annual General Meeting. Upon approval by the Board after review, the constitutional change(s) shall be voted on at the Annual General Meeting.

### **Section 1 Quorum**

The quorum shall be one-half (1/2) of the registered active regular members. Fourteen (14) days prior to the Annual General Meeting, the Membership Roll shall be announced in public. The publicly announced membership roll, amended if necessary, shall become the official membership roll.

**By-law 1**

If the number of members present at the Annual General Meeting does not constitute a quorum, no resolution(s) shall be made at that meeting. The Annual general Meeting shall be re-convened fourteen (14) days after the first meeting and no quorum shall be needed to decide on any issues.

**By-law 2**

The number of active regular members who cannot attend the meeting due to health reasons reduces the total needed to form a quorum.

**Bylaw 3**

Advanced votes constitutes as part of quorum.

**Section 2 Resolution Approval**

A quorum must be present in order to vote on a resolution. Ballots must be cast by at least 50% of the members at the meeting. Approval for resolution accepted when at least 50% plus one (50% +1) vote received in favour of the resolution.

**By-law 1**

Any acquisitions, dispositions, transfers, encumbrances of the church real properties shall require approval from two-third (2/3) of the active regular members.

**By-law 2**

If necessary, the Board can arrange an advance poll for persons who will be absent (with reasons) on the Election Day.

**Section 3 Special General Meeting**

Special General Meeting may be called by:

- (a) The Board;
- (b) No less than one-third (1/3) of the regular members of this church petition to the Board. The Board then gives notice of this Special General Meeting.

**By-law 1**

Special General Meeting notices shall be posted on bulletin boards fourteen (14) days prior to the time of the Special General Meeting. Public announcements shall be made on consecutive Sunday services prior to the time of the Special General Meeting. If notices cannot be given fourteen (14) days ahead of time, a minimum of seven (7) days is required to serve such a notice in writing to members.

**By-law 2**

Quorum and voting requirements for the Special General Meeting are the same as the Annual General Meeting.

**Section 4      The follow-up on Annual General Meeting and Special General Meeting**

The Board shall follow up on all suggestions and resolutions at the Annual General Meeting and at the Special General meeting. They shall handle each item in accordance with the constitution of this church.

## **Chapter XI Finance**

### **Article I Objectives**

- 1) Traditionally, since the time of the Acts, all churches should be self-sufficient financially. Encourage church members to give financial support and keep the balance of payments in order to propagate evangelism actively.
- 2) The Board is responsible to monitor all fellowships' financial status.
- 3) The fiscal year of this church is from January 1 to December 31 each year.
- 4) The staff salaries and normal expenditures shall be paid even before the annual budget is approved. But funds will only be released to fellowships and committees after the annual budget is approved.

### **Article II Source of Income and Usage**

#### **1) Offerings and Donations**

General offerings and donations from both the Chinese and English sides shall be used for everyday expenditures and outreach expenses. The offerings from the first Sunday of the month shall be used for overseas missions.

#### **2) Special Donations**

All fund raising campaigns shall require the Board's approval.

#### **3) Special Designated Offerings**

Offering is designed for a particular program or fellowship.

#### **4) Interest Income**

All interest incomes shall be used for church general expenditures.

#### **5) All other incomes**

All other incomes shall be used for church general expenditures.

### **Bylaw**

Any monetary and non-monetary donation must go through the church account in order to receive an official church receipt.

## **Article III Administration**

### **Section 1 Budget**

- 1) The Board shall nominate church members to form a Budget Committee. The Committee is responsible for the preparation of the annual budget.
- 2) All church committees and fellowships shall submit current year financial report and the proposed budget for next year to the Board during the fourth quarter of the fiscal year.
- 3) The Budget Committee shall review all committee and fellowship budgets and presents the annual budget to the Board for approval in November of each year. Care must be taken when preparing the budget, considering the financial status of this church.
- 4) The Board shall call a meeting immediately to discuss the budget upon receipt of the budget. In the budget meeting, more than half (1/2) of the votes is required for budget approval.

### **Section 2 Treasury Function**

The treasury function is the responsibility of the Treasurer and the Comptroller.

#### **Receipts**

- 1) The Treasurer and the Comptroller shall co-sign and jointly issue official receipts for any monetary or non-monetary donations that have been deposited into the church general account.
- 2) All incomes shall be deposited at a designated Bank account approved by the Board.

#### **Expenditures**

- 1) Pay all expenses by cheques.
- 2) All cheques shall require signatures from two persons with signing authority.
- 3) The Treasurer and the Comptroller shall have the authority to co-sign cheques under five hundred (\$500.00) dollars under special circumstances. Any cheque over five hundred (\$500.00) dollars shall require prior approval of the Board.

### **Section 3      Audit**

If required, this church shall retain a chartered accounting firm to perform audits on this church's financial records.

### **Section 4      Financial Reporting**

- 1) The Treasurer and the Comptroller shall report the financial statements to the Board regularly.
- 2) The Board shall report the annual financial statements to the church members after the end of the each fiscal year.
- 3) The Treasurer and the Comptroller shall jointly sign-off the financial statements.

### **Section 5      Property and Records**

- 1) **Property**            Property may be purchased, disposed of, improved or encumbered, with the approval from the general meeting and the Board, and in compliance with the local laws.
- 2) **Buy or Sell**        The acquisition and disposition of real properties shall require the approval of the two-third (2/3) church membership and three-quarter (3/4) of the voting members present in the general meeting.
- 3) **Records**            The official records of all staff of this church and all its departments, financial records and non-financial records are property of this church.

#### **Bylaw 1**

Any rental of this church's properties by non-members shall require prior approval of the General Services Committee.

#### **Bylaw 2**

Any member, who wishes to view this church records, may submit a request in writing specifying the required documentation to the Board for approval. Two Deacons shall be present when viewing is undertaking in this church.