

Jesus Loves You

密城華人(國語)基督教會
Mississauga Chinese Christian Church

Constitution and Bylaws

**255 Brunel Road
Mississauga, Ontario
L4Z 1X3
Tel: (905) 507-6805
Website: www.mcccweb.org**

Table of Contents

ARTICLE 1 - CONSTITUTION	3
A.1. CHAPTER 1 - NAME.....	3
A.2 CHAPTER 2 - VISION.....	3
A.3 CHAPTER 3 - PROCLAMATION OF FAITH.....	4
A.4 CHAPTER 4 - PROPERTY RIGHTS	6
ARTICLE 2 - BY-LAWS	7
B.1 CHAPTER1 - MEMBERSHIP.....	7
B.2 CHAPTER 2 - CHURCH GENERAL ASSEMBLY	8
B.3 CHAPTER 3 - PASTORAL AND ADMINISTRATIVE STAFF	9
B.4 CHAPTER 4 - ELDERS	13
B.5 CHAPTER 5 - PASTOR-ELDER BOARD	15
B.6 CHAPTER 6 - DEACON BOARD	16
B.7 CHAPTER 7 - ELDER-DEACON BOARD.....	19
B.8 CHAPTER 8 - LEGAL REPRESENTATION.....	20
B.9 CHAPTER 9 - AMENDMENT OF CONSTITUTION/BYLAWS AND EFFECTIVE DATE.....	20
C PART III ANNEXES	22
C.1 ANNEX I: THE FUNCTIONAL DEPARTMENT OF THE SESSION	22

ARTICLE 1 - CONSTITUTION

A.1. Chapter 1 - NAME

- The Church's name is "Chinese Christian Church." ("The Church"), or "Mississauga Chinese Christian Church" with location information added ("MCCC").

A.2 Chapter 2 - VISION

- The Church's vision is "Jesus Christ and The Church, which is a profound mystery". (Eph 5:32 – "A profound mystery")
- The Church's burden is to live a life of Christ in The Church community. (Colossians 3:4 – "Christ is our life")
- The Church's goal is to glorify God, to expand His Kingdom through Gospel mission of the gospel; to build discipleship through spiritual growth and church service; to build fellowship with God through worship and prayer; and to strengthen fellowship among church brothers and sisters through care and support out of Christ' love; And through all of these, to fulfill God's purpose in our lives. (1 Peter 4:11; John 17:1 – "Glorify your Son, that you Son may glorify you"; Matthew 6:9-13)

A.2.1 ONE Great Commission

- Through Gospel mission, expand God's kingdom firstly within the communities The Church live in, followed by building up churches in the neighborhood towns/cities, and ultimately to the ends of the earth. (Acts 1:8 – "Be my witness"; 2 Corinthians 5:20 – "Christ's ambassadors"; Matthew 28:18-20 – "Great Commission"; 2 Peter 3:9 – "Everyone to come to repentance")

A.2.2 TWO-Purposes Discipleship Training:

- Through studying and application of God's word, support the God's people to grow and become mature as they follow Christ in their daily lives (Eph 4:15-16 – "We will grow to become in every respect the mature body of him who is the head, that is, Christ"; 2 Peter 3:18 – "Grow in the grace and knowledge of our Lord and Savior Jesus Christ"; Philippians 1:25 – "for your progress and joy in the faith")
- Through preparation and edification of the saints to become effective priests in service of The Church, in order to build up the body of Christ. (Ephesians 4:12-13 – "To equip his people for works of service"; 1 Peter 2:9 – "But you are a chosen people, a royal priesthood"; Revelation 5:10 – "You have made them to be a kingdom and priests to serve our God")

A.2.3 THREE Important Value Statements:

- Great commandment: Love God and love one another in The Church community (Mark 12:29-31 – “Love the Lord your God.... Love your neighbor as yourselves”; Luke 10:27).
- Great commission: Commit to serve together the Lord’s house. (1 Timothy 3:15; Ephesians 4:16; Romans 12: 5-8)
- Great commission: Bear the witness of the Lord to the ends of the earth. (Acts 1:8; Mark 16:20).

A.2.4 FOUR Levels of Service Goals:

- Bear with one another in love. (Philippians 2:1-2; Ephesians 4:2-3)
- Nurture and discipleship. (1 Thessalonians 2:7; 2 Timothy 2:2)
- Evangelism and church planting. (Acts 14:21-23)
- Community outreach. (Galatians 2:10, Acts 20:35)

A.2.5 FIVE Motivations for Spiritual Growth:

- To have a clear vision of the great commission: to GO (action) and make disciples of all nations (Gospel) to GO to teach disciples to obey God’s commands (equipping and caring). (Matthew 28:19).
- To have a strong servant-leadership: (Matthew 20:25-28)
- To equip and challenge His disciples to become good soldiers of Jesus Christ. (2 Timothy 2:3)
- To provide community care and outreach following biblical principles. 2 Timothy 2:15)
- To support vibrant fellowship of family groups. (Acts 5:42)

A.3 Chapter 3 - PROCLAMATION OF FAITH

A.3.1 Bible

- The Church believe in the Bible in its entirety, including all 66 books of the old and new testaments, as the only and flawless Word inspired by God. This includes ALL 66 books of both the Old and New Testaments in the Bible; The Bible is the highest authority for all Christian faith and actions. (2 Timothy 3:16-17; 1 Thessalonians 2:13; 2 Peter 1:19-21; 1 Timothy 4:12-13; James 1:21-25)

A.3.2 God the Father

- The Church believe in the existence of a real and living God. He exists eternally as Father, the Holy Son, and the Holy Spirit, and the trinity shares equal authority and glorification.

- This triune God, created, sustain and control the whole universe. (Deuteronomy 6:4; Matthew 28:19; Ephesians 2:18)

A.3.3 Jesus Christ

- The Church believe our Lord Jesus Christ is the son of God, holistic as God and as a man, is the savior of mankind.
- By His birth, His death, His resurrection, He redeemed our sins in order to provide salvation for His people. (Matthew 1:18-25; John 1:14, 3:16; Romans 3:25; 1 Timothy 3:16; Hebrew 2:9; 1 Peter 3:18)

A.3.4 Holy Spirit

- The Church believe in the Holy Spirit, the third aspect of the blessed triune God, leads men into a salvation relationship with God.
- He is the counselor for all those who accept Jesus Christ as their personal savior. The Holy Spirit is the one who sanctifies and guides. (John 3:3-8, 14:16-18, 26, 16:8-11, 13, 15; Titus 3:5; Romans 15:16; 2 Thessalonians 2:13)

A.3.5 Mankind

- The Church believe mankind was created in the image of God, and for the purpose of His glorification.
- The Church believe the consequence of the falling of mankind is the entry of sin to all men and subsequently and the verdict of death. (Genesis 1:27, 3:1-6; Romans 5:12, 18, 3:10-12, 23)

A.3.6 Salvation

- The Church believe repentance and the acceptance of Jesus Christ as a sinner's personal savior is the only way to eternal life. (Acts 4:12; John 5:12)

A.3.7 The Church

- The Church believes a church consists of believers united in Christ with Jesus Christ as its head.
- The invisible universal church consists of all who were saved through the ages; and the local church community is the visible revelation of the universal church. (Acts 2:46-47; Matthew 16:18; Ephesians 4:4-6, 11-16, 5:23)

A.3.8 The End of the World

- The Church believe that at the end of the world, Lord Jesus Christ will descend from heaven to save His people to eternity and set judgment upon evil doers into eternal damnation. (1 Peter 4:7, Acts 1:11, 24:15; Matthew 25:31-46; 1 Thessalonians 4:14-17)

A.3.9 Baptism

- The Church believe baptism by water is a public proclamation and witness that Jesus Christ is Savior.
- This is the reflection of a believer, by his faith, being united with Christ's death, burial and His resurrection. (Matthew 28:19; Acts 2:38-41; Romans 6:3-5).
- The Church believe all believers must partake of the Lord's supper. This includes partaking of the Lord's cup and bread as a group, to remember Christ's death for man's redemption. (1 Corinthians 11:23-24; Luke 22:19-20)

A.4 Chapter 4 - PROPERTY RIGHTS

A.4.1 Property Rights

- The Church has the right to buy or sell property in the name of MCCC.
- If dissension arise within The Church for any reason, all real property rights will be determined by Church General Assembly as per "Constitution and Bylaw".
- If for any reason The Church is disintegrated or its gathering is stopped, The Church real property cannot be sold. Instead, to continue expanding God's kingdom, the Elder-Deacon Board authorized by this constitution will donates the real property to an evangelical Chinese Christian church in the greater Toronto area that has a history of 20 years (at least).

A.4.2 Permanent Provision of Property Right

- All contents of items in A.4 regarding property rights, once accepted and passed by The Church General Assembly, will become a permanent clause and cannot be amended or removed.

Article 2 - BY-LAWS

B.1 Chapter1 - MEMBERSHIP

B.1.1 Qualification

- A person who satisfies one of the following requirements can become a member of MCCC:
 - B.1.1.1 A person over the age of 16 years-old and baptized at MCCC
 - B.1.1.2 A person over the age of 16 years-old and baptized at another church and has continuously attended church service at MCCC for a minimum of 6 months

B.1.2 Membership application

- Fill MCCC membership application form, and attach the certification of baptism and personal testimony
- Submit to the Pastor-Elder Board and the Deacon Board for review and approval
- Once approved, notification will be published on MCCC weekly bulletin; and the published date on MCCC bulletin is the membership commencement date

B.1.3 Membership rights

- B.1.3.1 Attend Church General Assembly; Nominate or being nominated to be a candidate of MCCC Elder or Deacon, and vote in The Church General Assembly.

B.1.4 Member obligations

- B.1.4.1 Attend The Church services without cease, tithing, strive for spiritual growth, upholding church unity, live in a holy life and strive to fulfill the Great Commission by our Lord Jesus Christ.
- B.1.4.2 Abide all rules and regulations in this constitution.

B.1.5 Temporary suspension of membership

- B.1.5.1 If a church member needs to stop attending The Church for a period exceed 3 months, he/she may apply for retention of membership by completing the application form, and submit to The Church's Deacon Board. Once his/her attendance is resumed, he/she should notify The Church and his/her membership will be reinstated immediately.
- B.1.5.2 If a church member is absent from attendance without any reasons for a continuous period over 6 months, his/her church membership will be suspended temporarily. His/her membership will be reinstated after the member resumes attendance at MCCC for a continuous period of 3 months. MCCC Deacons Board will notify the Elder-Deacon Board accordingly.

B.1.6 Termination of membership

- MCCC membership will be terminated for any of the following reasons:
 - B.1.6.1 Death of a member
 - B.1.6.2 A member moves away and can't continue attending MCCC service
 - B.1.6.3 A member transfers his/her membership to another church
 - B.1.6.4 A member has not attended MCCC regular service for more than a year without any reasons
 - B.1.6.5 A member has seriously damaged the unity of The Church. The Elder-Deacon Board has the authority to terminate the member's MCCC membership after an investigation by the Pastor-Elder Board
 - B.1.6.6 If a member has committed immorality according to 1 Cor. 5:11 the Elder-Deacon Board has the authority to terminate the member's MCCC membership after investigation by the Pastor-Elder Board

B.2 Chapter 2 - CHURCH GENERAL ASSEMBLY

- B.2.1 Church General Assembly consists of all MCCC members
- B.2.2 The meeting of Church General Assembly is held during a Sunday worship service
- B.2.3 The Church's fiscal year begins on January 1st and ends on December 31st
- B.2.4 The elected Chairman of the Elder-Deacon Board is the chairman of the Church General Assembly
- B.2.5 The Church shall have at least one meeting of Church General Assembly annually, with the date to be determined by the Elder-Deacon Board. A recommended date is a Sunday in December of each year. Once determined, the board shall post the date in the church's weekly bulletin for at least four weeks. The agenda should include an annual report from MCCC pastors, a report from one of the elders, report from the Chairman of the Deacon Board, MCCC financial statement, and voting of elders and deacons for the new term (year)
- B.2.6 Any major motions need to be voted in Church General Assembly before proceeding. These include selling or purchasing of real property for The Church, hiring and renewing of pastoral staffs, voting elders and deacons, making amendment of The Church constitution
- B.2.7 Quorum is formed by the attendance of two-third of all registered members ("Present Members"), excluding any suspended members. All motions or resolutions require passage by three-quarter of attending members. If the quorum is not met, a 2nd meeting will be called as per Chapter 9; if the quorum is still not met, a 3rd meeting will be called, but the actual attendance will be considered to meet the quorum, and the assembly can proceed

- B.2.8 In order to vote, The Church members need to attend the meeting of Church General Assembly in person. Voting through any representative is not permitted
- B.2.9 A special meeting of Church General Assembly for any special motions/resolutions will be held only when at least two third of the members of the Elder-Deacon Board agree, and The Church members need to be notified at least four weeks (Sundays) prior to commence of the meeting
- B.2.10 For urgent motions/resolutions matters, an urgent meeting of Church General Assembly may be held after approved by three quarters of the Elder-Deacon Board members, with public notifications on church bulletin for at least one week (Sunday). A written notification must be sent to all members at least five days prior to the date of the meeting
- B.2.11 During a meeting of Church General Assembly, motions/resolutions that is not specifically listed in this constitution will not be voted on, with the exception that the members have been notified of the motions/resolutions. All passed motions/resolutions shall be executed by the Elder-Deacon Board
- B.2.12 The chairman of Church General Assembly, with the consent of more than half of the Present Members, may postpone the meeting to a future date. The new date will be determined by the Elder-Deacon Board. The agenda planned for the original meeting can be proceeded in the rescheduled meeting
- B.2.13 The Church shall build its members directory. The members directory shall be published and posted annually after revised by the Pastor-Elder Board and the designated deacons

B.3 Chapter 3 – PASTORAL AND ADMINISTRATIVE STAFF

B.3.1 Senior pastor qualifications

- A born-again Christian; his/her character and behavior meet the requirements which set out in 1 Timothy 3:1-7
- Has sound doctrinal faith and believes in the Bible as the Word of God
- Has a diploma from a credited theological Bible seminary, and has minimum of two years' experience in church pastoral services
- Agrees to abide by this constitution and its bylaws

B.3.2 The senior pastor and his/her spouse automatically become members of The Church, upon work commencement

B.3.3 Senior pastor responsibilities

- B.3.3.1 Nurtures the Church member's spiritual growth, preaches in Sunday services; teaches biblical truths, builds up members' spiritual life and cares of members spiritual life needs
- B.3.3.2 Establishes church vision and communication as spiritual leader, actively guides and participates in the planning and execution of church services.
- B.3.3.3 Leads the Pastor-Elder Board to build up spiritual life of church members and helps church growth
- B.3.3.4 Leads and supervises all other pastoral staffs' service and cooperation among the pastoral staffs
- B.3.3.5 After evaluated by Elder-Deacon Board annually, reports the church spiritual service and progress to the annual meeting of the Church General Assembly

B.3.4 Pastor Qualification

- A born-again Christian; character and behavior meet the requirements in 1 Timothy 3:1-7.
- Has sound doctrinal faith and believes in the Bible as the word of God.
- Has a diploma from a credited theological Bible seminary and has minimum of two years' experience in church pastoral services
- Willing to abide by this constitution and its bylaws.

B.3.5 The pastor and his/her spouse automatically become members of The Church, upon work commencement

B.3.6 Pastor's Responsibilities

- B.3.6.1 Nurtures The Church member's spiritual growth, preaches in Sunday services; teaches biblical truths, builds up members' spiritual life and cares of members spiritual life needs
- B.3.6.2 Assists the Senior Pastor to establish church vision and communication as spiritual leader. Actively guides and participates in the planning and execution of church services
- B.3.6.3 Under the leadership of the Pastor-Elder Board, builds up spiritual life of church members and helps church growth
- B.3.6.4 Be accountable to the Church General Assembly through the annual evaluation by Elder-Deacon Board

- B.3.6.5 Pastor becomes a member of the Elder Deacons Board through a unanimous vote by Elder-Deacon Board

B.3.7 Assistant Pastor qualifications

- A born-again Christian, character and behavior meet the requirements set out in 1 Timothy 3:1-7
- Has sound doctrinal faith, believes in the Bible as the word of God
- Has a diploma from a credited theological Bible seminary, has a minimum of two years' experience in church pastoral services
- Willing to abide by this constitution and its bylaws

B.3.8 Upon work commencement, the Assistant Pastor and his/her spouse automatically become members of The Church; the Assistant Pastor becomes a member of the Deacon Board

B.3.9 Assistant Pastor's responsibilities

- B.3.9.1 Nurtures The Church member's spiritual growth, preaches in Sunday services; teaching biblical truths, builds up members' spiritual life and care of members spiritual life needs
- B.3.9.2 Teams up with the Deacons in the planning and execution of The Church services
- B.3.9.3 Under the leadership of the Pastor-Elder Board, builds up spiritual life of church members and helps church growth
- B.3.9.4 Be accountable to the Church General Assembly through the annual evaluation by Elder-Deacon Board

B.3.10 Administrative staff

- Administrative staff may be hired for specific administrative needs in The Church, upon recommendation by the Senior Pastor and elders on required qualification and numbers needed
- Be nominated and approved by Elder-Deacon Board, including salary and office hours. The staff will be on contract basis and doesn't need to be approved through Church General Assembly

B.3.11 Dismissal of Pastoral staff

- The Pastor-Elder Board should conduct investigation, if a pastoral staff defies biblical truths and teachings, or has conduct that put the Lord's name in shame, or maliciously destroys the unity of The Church, or teaches in contrary to biblical truth

- During the investigation, the pastoral staff shall temporarily cease all services in The Church. Normal pay and benefit continue during this period
- Upon confirmation of wrong-doing, elders shall propose an action of dismissal to the Elder-Deacon Board. Once it is approved by the Elder-Deacon Board, a vote through Church General Assembly shall be held on the dismissal proposal, after explanation provided by the Elder-Deacon Board
- Upon providing the dismissal notice to the pastoral staff by the Elder-Deacon Board, the contractual relationship between the pastoral staff and The Church will be terminated immediately

B.3.12 Salary and benefit of pastoral staff

- B.3.12.1 The salary and benefit package of all full-time pastoral staff shall be prepared by the elders with loving heart. Details of the salary and the benefit package shall be itemized and recorded to form the basis of employment contract
- B.3.12.2 All pastoral staff must sign the employment contracts prepared by the elders for full time employment to be in effect. The term of the contract is a minimum of 1 year, maximum 5 years
- B.3.12.3 If deciding to terminate the contract, pastor needs notify the Elder-Deacon Board in writing with minimum 90 days. The salary and benefits of the pastor ceases on the termination date
- B.3.12.4 Renewal of a pastor's contract will be determined by the active elders. If renewal is proposed, it will be approved by voting at the meeting of Church General Assembly. The elders must prepare a new contract at least 90 days before the expiration date of the current contract. The content of the new contract shall be approved by the Elder-Deacon Board and delivered to the pastor
- B.3.12.5 When the contract expires, Elders will provide a renewal proposal. If a renewal is not proposed, it shall be approved by three-quarters of the Elder-Deacon Board members. If the vote doesn't reach three quarters, the not-renewal proposal will be submitted to The Church General Assembly for vote. If not-renewal proposal is approved in the vote, the elders must notify the pastor in writing at least 90 days before the contract expires. The contract will be terminated at the expiration date, and the salary and benefits of the pastor will stop at the same time

B.3.13 Hiring

- The following procedure shall be followed in hiring of a pastoral staff:
 - B.3.13.1 Elder-Deacon Board sets requirements for the qualification of pastoral staff
 - B.3.13.2 The elders is responsible to form a hiring committee which consists of elders, deacons, and church member representatives

- B.3.13.3 The hiring committee is responsible to search any appropriate candidates. Once selected, a recommendation will be submitted to the Elder-Deacon Board. A vote will be required through Church General Assembly.
- B.3.13.4 Once approved by The Church General Assembly, the elders shall prepare a contract with salary and benefits. The contract must be submitted to the Elder-Deacon Board for approval before hiring

B.3.14 The ordination of assistant pastor

- After served in The Church for over two years, an assistant pastor may be ordained as a pastor nominated by the pastor-elder board. After approved by the Elder-Deacon Board, a vote will be needed in a meeting of Church General Assembly. Once approved, a selected group of pastors shall be invited to form an ordination committee to facilitate the ceremony

B.3.15 Retirement plan for pastors

- B.3.15.1 Upon reaching age of 65 years-old or after having served at the church for 25 years, a pastor may apply for retirement to the Elder-Deacon Board, 6 months in advance.
- B.3.15.2 The elders may, according to the financial and physical needs of the retiring pastor, prepare a proposal of retirement package. The proposal will be in effects once approved by the Elder-Deacon Board. This package could be reviewed every 3 years.

B.4 Chapter 4 - ELDERS

B.4.1 Elder qualifications

- Inspired to do good work for God, has reputable morals and spiritual life as described in 1 Timothy 3:1-7 and Titus 1:6-9.
- Over 40 years-old, an active member of The Church for at least 7 years, and served at least 1 term as a Deacon.

B.4.2 Elder responsibilities

- The position of elder is permanent
- Elders can be active or inactive, depending on whether the elder has responsibility in carry out annul ministry activities

B.4.3 Active elders are responsible for carrying out the work for the year

B.4.4 The number of active elders shall not exceed 2% of the numbers of the average attendants of Sunday worship services

B.4.5 Election of active elder

- B.4.5.1 On annual basis, Pastor-Elder Board decides, according to actual need at The Church, the number of elders required that year.
- B.4.5.2 Nomination of candidate is made by the Pastor-Elder Board or a minimum 30 members signed nomination. At the Pastor-Elder board, three quarter majority vote is required to accept each nomination petition. With the consent by the nominated candidate, the candidate will be recommended to the Elder-Deacon Board. Once approved, 30-day notification needs to be provided to all members before a vote is held through Church General Assembly. Once passed, the nominated person becomes an active elder for the subsequent annual term. An ordination committee shall be formed by the Pastor-Elder Board to organize an ordination ceremony.
- B.4.5.3 When the total number of active elders and inactive elders under age of 75 reaches 4% of the average Sunday attendance, the inactive elders are given priority to be nominated for the active elders.

B.4.6 During the year if for any reason, an active elder position is vacated, the Pastor-Elder Board may call a special meeting of Church General Assembly to select another elder. The new term shall be for three years, ending on December 31 of the 3rd year. Alternatively, the Elder-Deacon Board may invite an inactive elder to fill in the position until next annual Church General Assembly is held.

B.4.7 Active elder: term of duty

- B.4.7.1 Shall serve one term of 3 years. The term may be renewed once through the election process. After 2 consecutive terms, an active elder should take sabbatical of minimum of 1 year.
- B.4.7.2 Inactive elders, after one year of sabbatical, may be selected to resume active duty through the normal voting procedure, but without another ordination ceremony.

B.4.8 Duties of active elders

- B.4.8.1 In cooperation and coordination with the pastoral staff, elders shall shepherd The Church, uphold The Church unity and be discerning of truth and doctrine.
- B.4.8.2 With compassion, elders shall look after the wellbeing of the pastoral staff, active as a bridge of communication between the Elder-Deacon Board and the pastoral staff, establish the metrics and method for annual performance of pastoral staff, submit such performance report to the Elder-Deacon Board for further discussion. And submit the performance reports to the pastoral staff.
- B.4.8.3 In the absence of the pastors, the elders shall be responsible for shepherding the congregations as a pastor.

B.4.9 Resignation of active elder position

- If an active elder cannot fulfill his obligation as an elder due to personal or health reason, the active elder may hand in written resignation with 30 days' notice.
- Once approved by the Elder-Deacon Board, the active elder can become an inactive elder. This person may be re-elected to become an active elder through the election process.

B.4.10 Permanent resignation of elder

- If an active or inactive elder is no longer able to perform his duties as an elder or is no longer suited to serve as an elder due to personal or health reasons, a written resignation for permanent retirement may be submitted with 30 days' notice.
- After the resignation is approved by the Elder-Deacon Board, the resignation shall become effective. A permanent retired elder may not become an elder again.

B.4.11 Termination of elder position

- An elder who acts in contradiction to biblical teachings, or humiliates the Lord's name, or maliciously destroys The Church unity, or teaches falsify biblical doctrine, the members of the Pastor-Elder Board need to investigate this matter immediately.
- During the investigation, the elder's servicing will be suspended. If the investigation findings are validated, the elders shall submit a motion of termination to the Elder-Deacon Board. After approved by the Elder-Deacon Board, the investigation outcome shall be made at The Church General Assembly to terminate the active/inactive elder position.
- The terminated elder shall no longer be permitted to serve as elder or deacon in future.

B.5 Chapter 5 - PASTOR-ELDER BOARD

B.5.1 Member of Pastor-Elder Board

- B.5.1.1 Senior pastor, pastors and active elders
- B.5.1.2 Senior pastor is the chairman
- B.5.1.3 If the number of active elders is fewer than three, the Pastor-Elder Board shall be integrated to the Elder-Deacon Board

B.5.2 Responsibilities of Pastor-Elder Board

- B.5.2.1 Meets at least once every 3 months, before the quarterly Elder-Deacon Board meeting. Minutes of pastor-elder board meeting are to be recorded and provided to the Elder-Deacon Board
- B.5.2.2 By cooperation, supervises the directions and progress of all levels of The Church work, and cares and looks after the daily spiritual living needs of the

congregation. As needed, provides deacons and staffs with spiritual and practical support and help

- B.5.2.3 Leads The Church to seek God's guidance in spiritual growth and The Church growth, and understands God's will
- B.5.2.4 Communicates the vision of the spiritual growth of The Church to the deacons and the Elder-Deacon Board
- B.5.2.5 Discovers and cultivate various spiritual talents for the growth of The Church
- B.5.2.6 Explains the significance of the articles at the Church General Assembly and to the Elder-Deacon Board.
- B.5.2.7 Helps clarify on spiritual questions from The Church members; resolves conflicts within The Church
- B.5.2.8 Submits to each other, serve humbly, and maintains The Church unity
- B.5.2.9 When proposing important decision-making plans of The Church, they shall be fully approved by the Pastor-Elder Board and notify the members of the Elder-Deacon Board in writing
- B.5.2.10 If the elders have any suggestions or opinions on the work of the Deacons Board, they shall notify the Deacon Board in writing
- B.5.2.11 For general bills, they shall be passed by at least three quarters of The Church members

B.6 Chapter 6 - DEACON BOARD

B.6.1 Deacon Qualifications

- Has been active member of The Church for at least 2 years, and has been baptized for at least 5 years.
- Attends The Church's Sunday worship as well as other services regularly; and has faith and character standards according to 1 Timothy 3:8-13.

B.6.2 Election of deacons

- B.6.2.1 The Elder-Deacon Board decides the number of deacons needed and recommends nomination committee.
- B.6.2.2 The nomination committee shall consist of elders, deacons and The Church member representatives

- B.6.2.3 Every member of the Elder-Deacon Board can nominate up to 3 candidates for deacons; Deacon candidate can also be nominated through at least 10 members in writing and the nominations to be submitted to the Elder-Deacon Board. The Elder-Deacon Board determines the final candidate list after reviewing their qualifications.

B.6.3 Election of deacons:

- B.6.3.1 List of deacon candidates is published 2 weeks prior to The Church General Assembly for approval.
- B.6.3.2 The assignment of responsibilities among deacons shall take the individual deacon's spiritual gift into consideration.
- B.6.3.3 The chairman and deputy chairman of the Deacons Board for the year is voted by the deacons of the year, with all board members attending and the nomination should be approved by more than half of the Deacon Board members.
- B.6.3.4 The replacement of deacons shall not exceed one half of the total number of deacons.

B.6.4 The total number of deacons shall not be more than 5% of the average attendants of Sunday worship services.

B.6.5 Deacons responsibilities

- B.6.5.1 Responsible for pushing forward of the annual ministry tasks according to the Bylaw.
- B.6.5.2 Assisting the Pastor-Elder Board on spiritual growth of The Church.
- B.6.5.3 Attend monthly deacons board meetings to review, to discuss and to make decisions on The Church ministry matters.
- B.6.5.4 Report to Elder-Deacon board on plans, progress and budget for assigned ministry responsibilities.

B.6.6 Deacons' term of duty

- B.6.6.1 Deacons shall serve one term of 2 years. The term may be renewal for one more term. After two consecutive terms, a deacon can't be re-elected and needs to wait for minimum 1 year.
- B.6.6.2 In the event that a deacon cannot continue to serve due to personal or other reasons, the Elder-Deacon Board may nominate and recommend a suitable replacement; a majority vote of approval by the Elder-Deacon Board is required. The servicing term shall end on December 31 of that calendar year.

B.6.7 Deacon's resignation

- If for personal or health reasons, a deacon can no longer fulfill his/her responsibilities, he/she shall submit a written resignation with 30 days' notice. The approval by Elder-Deacon Board is required. A resigned deacon may be re-elected at a later date via the normal election process.

B.6.8 Dismissal of Deacons

- If a deacon violates the teachings of the Bible, humiliates the name of the Lord, maliciously disrupts the unity of The Church, or preaches teachings that violate the Bible, the pastor-elder board shall take an immediate investigation. During the investigation, the deacon's service shall be suspended. If all facts are true, the pastor-elder board should submit a dismissal proposal to the Elder-Deacon Board. After approved by the Elder-Deacon Board, the proposal shall be submitted to the Church General Assembly for voting. Furthermore, the Elder-Deacon Board shall provide explanations at the Assembly of the dismissal. The dismissed personnel may no longer be elected to be deacon or elder in future.

B.6.9 The functional departments and responsibilities of the Deacon Board refer to Annex C.1.

B.7 Chapter 7 - ELDER-DEACON BOARD

B.7.1 Form of Elder-Deacon Board

- B.7.1.1 Consists of the Pastor-Elder Board and Deacon Board. It is the final decision-making unit of The Church matters.
- B.7.1.2 The chairman and deputy chairman of the Board for the year shall be elected among the active elders and the chairman of the Deacon Board of the year. The election principle shall be full attendance of the Board, and the candidates shall be nominated and approved by more than half of the attendants.

B.7.2 Members of the Elder-Deacon Board, namely pastoral staff, active elders or deacons shall not be related.

B.7.3 Elder-Deacon Board responsibilities

- B.7.3.1 Responsible for conducting Church General Assembly and associated tasks.
- B.7.3.2 Meets at least once every 3 months. Agenda should include the reports of Pastor-Elder Board and Deacon Board and discussion of important motions and resolutions.
- B.7.3.3 A quorum of two third in attendance is required. General resolutions and policies may be passed with three quarter majority votes. Key resolutions affect The Church's long-term function or planning such as property expansion, church planting, revision of constitution/bylaws or disposition of real property require 90% votes for approval.
- B.7.3.4 As the case may require, formulate special committee for the purposes of The Church property expansion, church planting, etc. Such committee shall report to the Elder-Deacon Board and be responsible for that resolution.
- B.7.3.5 Discusses and develops annual work proposals and financial budgets of the Pastor-Elder Board and the Deacon Board.
- B.7.3.6 Discusses and decides on all proposed motions. All motions shall be submitted to the chairman and vice chairman of the Elder-Deacon Board 1 week before a scheduled meeting.
- B.7.3.7 Discusses and votes on the annual performance reports of pastoral staff formulated by the elders. Pastoral staff should not attend such discussions or related voting.
- B.7.3.8 Discusses and decides on special motions affecting The Church human resources, including resignation/termination of elders/deacons, member disciplinary issues. The affected individuals shall not attend such discussions and related voting.

B.8 Chapter 8 - LEGAL REPRESENTATION

B.8.1 The Church is legally incorporated as a non-profit organization with Government of Canada and Provincial Government of Ontario (Together “Government”) in according with the Corporation Act of Canada. The Church has Registered Director(s) and Executive Director(s) as The Church’s legal representatives.

B.8.2 The Registered Director shall be The Church member who incorporated The Church with the Government.

B.8.3 The following members of the Elder-Deacon Board serve as the corresponding member of the Executive Director’s Board of The Church: Executive Chairman, Vice-Chairman, Executive Secretary and Executive Treasurer.

B.8.4 The Executive Treasurer is responsible for all financial issues of The Church, such as banking, accounting and budgetary execution, reporting and management.

B.8.5 The Executive Secretary is responsible for processing, signing and processing all The Church documents.

B.8.6 For resolutions from the Church General Assembly, all required documents or agreements can be signed by:

- B.8.6.1 Executive Chairman or Executive Vice-Chairman together with Executive Secretary or Executive Accountant; OR
- B.8.6.2 Two of the Registered Directors; OR
- B.8.6.3 One of the Registered Directors together with Executive Chairman or Executive Vice-Chairman or Executive Secretary or Executive Accountant.

B.8.7 The resolutions from Church General Assembly or from Elder-Deacon Board are also considered as the resolutions of the Executive Director’s Board.

B.9 Chapter 9 - AMENDMENT OF CONSTITUTION/BYLAWS AND EFFECTIVE DATE

B.9.1 Any amendment of the constitution/bylaws cannot conflict with The Church’s faith and purpose.

B.9.2 Amendment schedule

- Within the first 4 years after initial passage of the constitution/bylaws, biennial discussion for revising should be held. The decision for revision shall be made in the Elder-Deacon Board through a voting process within the Board.

B.9.3 Amendment processing procedure

- B.9.3.1 Elder-Deacon Board of that scheduled revision year shall solicit input from its Board members.
- B.9.3.2 Alternatively, a 30-church member signed petition may make suggestions regarding particular constitution clauses or bylaws, such revision suggestions must not involve more than a whole chapter. The Elder-Deacon Board shall evaluate the suggestion and decide upon whether or not to proceed with the revision process.
- B.9.3.3 Upon deciding to proceed with a revision, the Elder-Deacon Board shall form a constitution/bylaws revision committee consisting of 2 elders, 2 deacons and 2 church members, this committee shall formulate and make a proposal regarding the revision to the Elder-Deacon Board, once the revision shall be decided by the all members' assembly through a voting process.

B.9.4 Effective date

- This constitution and set of bylaws and any amendments thereof are in effect on the same day upon the approval at The Church General Assembly.

- Department of General Affairs: Maintenance Team
General Affairs Team
Purchasing Team

- Department of Clerical Publicity: Publicity and Arrangement Team
Computer Network Team
Book Team
Secretary Team

- Department of Junior Worship Service

- Deacon of English Church:

C.1.2 At least one deacon is in charge of each functional department, who is responsible for overall planning and coordinating the actual work content and direction of the department, responding to the Session.

C1.3 In each functional department, there is a ministry team to be responsible for various specific church work. Each ministry team should have 1-2 co-workers responsible for the specific implementation of the work. For practical needs, the Session can increase or decrease the number of ministry teams and adjust the division of the work content to achieve the most appropriate match of service. For the work content and adjustment example of the ministry teams, please refer to the attached table.

Responsibilities of each functional department:

Group name	Service content
Etiquette Coordination Team	Responsible for the front desk work during the worship service, such as the arrangements of the chairman of the meeting, reading and singing
Business Coordination Team	Responsible for the distribution of the program for the Sunday, the sacrament and the offering usher; the kitchen ministry team is responsible for the preparation of the sacrament
Worship Service Team	Responsible for the selection and progress of teaching materials for the Sunday school for adults and children; the selection and training of teachers
Youth Team	Responsible for various activities, and fellowship transportation of the junior Sunday school
Sunday School for children	Responsible for organizing children's activities during Sunday worship; fellowship transportation; programs for children during other church activities; the management and organization of the nursery
Spiritual Baptism Team	Responsible for various etiquette of The Church; interview with the responsible person; various work of baptism classes; follow-up tutoring before the baptism; follow-up of the new Baptists, the preparation and allocation of baptism certificate
Holy Music Training Team	Responsible for choir training and singing, and the arrangement of the pianist of the Sunday
Holy Music Writing Team	Responsible for the production and management of the holy music documents
Holy Music Activity Team	Responsible for the arrangement and coordination of The Church
Fellowship Team	Responsible for formulating the organization and activity content of parent-child, husband and wife, evergreens, sisterhood fellowship; selecting the responsible person for each fellowship; the implementation and coordination of fellowship activities; and inviting new friends to work on Gospel Sunday
Family Affairs Team:	Responsible for leading, planning, establishing, and developing the family members of The Church; the division and group work of The Church, including the deployment of the team leaders; coordinating and leading family group activities, parties, holiday outings, etc., and the training and development of the team leaders of districts
Visiting Team:	Responsible for church visits; arranging regular visits and systems, liaising with pastors and district leaders; visits for brothers and sisters with special needs; promoting understanding and reconciliation between brothers and sisters, understanding personal needs and family conditions; and visiting brothers and sisters who have not attended the meeting for a long time
Transportation Team	Responsible for coordinating the transportation network in church; calling for brothers and sisters who are willing to provide pick-up and drop-off; helping brothers and sisters in need; and the transportation during church meetings

Newcomer Liaison Team	Responsible for new friend reception every Sunday; talking to new friends after every Sunday; and promoting contact between new friends and family groups
Accounting Team:	Responsible for registering the income and expenditure of The Church; completing financial reports of The Church; managing financial supervision matters of The Church; inventory and custody of donations; and preparing the annual budget of The Church
Cashier Team	Responsible for deposit and withdrawal of Sunday donations; issuance of church checks; various expenses of The Church; and the registration and insurance of church property
Maintenance Team	Responsible for the maintenance of various properties, management and updating of equipment
General Affairs Team	Responsible for the management and security of various daily properties of The Church (lighting, temperature, tables and chairs); arranging the cleaning of the auditorium; arranging outdoor mowing and snow removal; and photography and video affairs of The Church
Purchasing Team	Responsible for the implementation of the centralized procurement of The Church; the procurement of office supplies, daily and kitchen supplies; unified procurement of various needs of functional departments; ordering and charging for lunch on Sunday
Publicity and Arrangement Team	Responsible for text publicity, and special needs arrangement
Book Team	Responsible for the management and purchase of church books and various audiovisual materials; the lending and collection of church books and various audiovisual materials; the purchase and storage of various spiritual publications; and the inspection and publication of church advertisements
Secretary Team	Responsible for Sunday program, member roaster and group list; and the production and management of other church documents
Computer Network Team	Responsible for computer operation and text image production during Sunday worship; and church network update and file production
Event Preparation Team	Responsible for the planning and coordination of major events throughout The Church; the organization and implementation of the summer retirement, outings, orientation, and Christmas party of The Church; and venue coordination and arrangement of group activities
Member Service Team	Responsible for coordinating the mutual love between members; helping and caring for new immigrants; special needs of members and arranging various assistance
Deacon of the English Church	Responsible for communicating and serving with the English Church