

AMENDMENT/UPDATE OF SCAC BYLAWS 2021

Contact scac@scacsettle.org for Zoom link to attend Q&A Information Session on Nov 7, 2021.

Reasons for Amendment/Update

- 5 1. C&MA instructed all local churches to amend their bylaws in 2005, which we have not completed then. The main change at that time was with the structure of the Governing Board. C&MA has moved towards elder-led churches and wanted the Governing Boards to have at least a majority of elders in its composition. The old option of having a “Minority of Elders” structure for the Governing Board was no longer allowed. (Note: even though we have to choose the “Majority of Elders,” SCAC has obtained
10 permission from the District office to have a Governing Board with less than the majority of elders, given that it is much harder to ordain elders in the Asian culture.)
2. C&MA again instructed all local churches to amend their bylaws in 2016 in order to establish, in our bylaws and incorporation registration documents, a closer relationship with the denomination so that the local church can be better covered under the legal umbrella of the denomination in case of lawsuits brought against the local church on theological and practice issues.
- 15 3. We are also taking the occasion to add/change items to reflect the unique structure and operation of SCAC.

Key Changes

- 20 1. Incorporating the Preamble and General Bylaws from C&MA to better establish our relationship with the denomination.
2. Clarifying the definition of the different categories of membership.
3. Defining the structure of the Governing Board to be “a single board system with a majority of elders.”
- 25 4. Updating some clauses that were not properly updated during the amendment in 2010, which changed the Governing Board term to two years.
5. We are incorporating the language of the C&MA Accredited Churches Constitution, hereinafter called the “Constitution,” (in BLACK regular fonts) into our updated bylaws (in **YELLOW highlighted italics**) to make the SCAC bylaws clearer as the clauses are related to the Constitution. One example is the reference to a Senior Pastor in the Constitution; since we do not have a senior pastor, bylaws are
30 written to describe how that role is replaced in our church.

Guidance to read where and how updates are made

1. Pages 2-3 are the [Old SCAC Bylaws](#) that were last amended in 2010. Each of the old clauses has a pointer to the section where that clause is in the new one.
- 35 2. Pages 4-7 are the [Preamble](#) and District [General Bylaws](#) that we adopted and incorporated to our bylaws. These are not subject to our change.
3. Pages 8-17 are the Constitution (in BLACK regular font; given by the denomination and not subject to our change) and the updated SCAC bylaws (in **YELLOW highlighted italics**).
4. Pages 18-19, [Appendix A](#), is the simplified version of the *Robert’s Rules of order* that we adopt as
40 guidance to our meeting proceedings.
5. In the new bylaws, the clauses where they are brought over from the old, either unchanged or with minimal modifications are in **RED italic font** in the new bylaws.
6. The rest of the new bylaws (in *black italic letters*) are either new additions that better reflect how SCAC is currently organized and operated or items from the denomination’s sample bylaws that we are
45 adopting.
7. The English version is the official version of our bylaws.
8. The [Chinese translation](#) of just the updated SCAC bylaws (in **YELLOW highlighted italics**) are attached in pages 20-24 for reference only.

CONGREGATION VOTE WILL BE DONE ON THE SAME DAY AS THE GOVERNING BOARD ELECTION
(NOV 14, 2021)

**OLD BY-LAWS
SEATTLE CHINESE ALLIANCE CHURCH
(Last updated in July 11, 2010)**

5 **Yellow highlights** in pages 2-3 are parts unchanged and adopted in the updated bylaws
Blue highlights are parts that are included in the new bylaws with some changes.

CHURCH MEMBERSHIP (Replaced by [Bylaw Article III](#))

- 10 1. The Governing Board, or their representative, shall be responsible to interview all applicants for membership whether received on confession of faith or by letter of transfer. They shall assure themselves that the applicants satisfy the qualifications for membership as stated in Article III of the constitution. (Adopted in [Bylaw Article III Section A.1](#))
- 15 2. The membership roll shall be reviewed at least six weeks before the Bi-Annual Elections by the Governing Board and brought up to date. A list of all members shall be posted annually. For procedure of discipline see C&MA manual, ~~pp. 166-176. (1989 Edition)~~ (Replaced by [Bylaw Article III Section A.2](#))
- 20 3. Members who have been absent for a period of one year shall be placed on the inactive membership roll. Only active members of the church shall be eligible to hold office in the church or to vote at the Annual Elections or any other church business meetings. (Replaced by [Bylaw Article III Section B](#))

GOVERNING BOARD (Replaced by [Bylaw Article VI, IX, and XIV](#))

- 25 4. The Governing Board shall hold its regular meeting once a month whenever possible. (Adopted in [Bylaw Article VI Section D](#))
- 30 5. The quorum of the Governing Board shall consist of a simple majority of its members. (Replaced by [Bylaw Article VI Section I](#))
- 35 6. The Governing Board shall consist of at least five members including the senior pastor, secretary and treasurer. Any additional number may be added and decided by the Governing Board when it is deemed necessary. The same number of board members shall remain during the current year. (Replaced by [Bylaw Article VI Section E](#)) The treasurer and missionary treasurer shall be one office (Manual p. 52, 1st line) (Adopted in [Bylaw Article IX Section D](#))
- 40 7. The Governing Board shall annually, at the first regular meeting, elect a vice-chairman from their own number. (Adopted in [Bylaw Article VI Section H](#))
- 45 8. The Governing Board shall fill by appointment any unexpired term or vacancies of church officers between annual meetings. (Replaced by [Bylaw Article XIV Section D.2](#))
9. The Chairman of the Governing Board, the Secretary and the Treasurer shall be appointed as trustees for a period of one year. (Adopted in [Bylaw Article X Section B](#))

ANNUAL MEETING (Replaced by [Bylaw Article V](#))

- 50 10. The Annual meeting shall be held in two portions, by having the church elections held the second Sunday of November, with the rest of the church business meeting being held on the last Sunday in January. (Replaced by [Bylaw Article V Section A.1](#))
11. The members present at any congregational meeting shall constitute a quorum and may officially transact all the business before it for consideration. (Adopted in [Bylaw Article V Section D](#)) Except for

required by the constitution or bylaw, a simple majority is sufficient for any motion to carry in a congregational meeting. (Replaced by Bylaw Article V Section C and Appendix A Section IV.5)

FINANCIAL MATTERS (Replaced by Bylaw Article XIII)

12. The accounts in all departments of the church shall be carefully examined by appointed auditors on an annual basis or whenever required by the Governing Board or by a majority vote of the congregation. (Replaced by Constitution Article XIII Section 13:3)

13. No offerings shall be solicited in the name of the church or any department of the church, except by permission of the Governing Board. (Adopted in Bylaw Article XIII Section A)

14. Receipts for tithes and offerings shall be issued only when there has been proper identification of the same by the name of the donor and the amount given for the Treasurer's records. (Adopted in Bylaw Article XIII Section B)

ELECTION OF OFFICERS (Replaced by Bylaw Article XV)

15. The Nominating Committee shall place in nomination at least one name for each office to be filled one month prior to the Annual Elections. Other nominations may be made from the floor in written form to the pastor, by two church members, ten full days before the opening of the Annual Elections. Only church members of good standing shall be nominated with their consent. (Adopted in Bylaw Article XV Section B except the change of Annual to Biennial Election)

16. Members of the Church Governing Board, other than pastors, will be elected by ballot and plurality vote, at the time of the Annual Elections. (Adopted in Bylaw Article XV Section C except the change of Annual to Biennial Election)

17. The term of office for all elected officers shall be two years and shall begin on the first day of January following the Bi-Annual Elections. (Adopted in Bylaw Article XV Section D.1 new wording)

18. The tenure of office for each elective office shall be for no more than two consecutive two-year terms. One term out of office or in a different office will be deemed sufficient to qualify for re-election to an office in which a nominee has previously served two consecutive terms. (Adopted in Bylaw Article XV Section D.1 new wording)

AMENDMENTS (Replaced by Bylaw Articles V and XVIII)

19. These By-laws may be amended from time to time at a meeting of the membership especially called for such a purpose, notice of which shall be given in writing one month prior to the meeting. (Replaced by Bylaw Article V) A two-thirds majority of the members present is necessary to amend. Fifty one percent of the active membership shall constitute a quorum for such a meeting. (Replaced by Bylaw Article XVIII)

- 11/30/1974 First Draft
- 12/06/1974 Second Draft, passed at First Annual Meeting
- 04/15/1982 Updated
- 12/11/1992 Updated and revised, passed at Annual Meeting
- 11/14/2004 Updated and revised; passed at Annual Election Meeting
- 07/11/2010 Revised; passed at all three services

GENERAL BYLAWS

ARTICLE I ECCLESIASTICAL AUTHORITY

5 The ecclesiastical *authority of the C&MA* shall be exercised through the district of the C&MA having jurisdiction over the Church, as such district may be determined from time to time by the C&MA (the "District"). Without limiting the foregoing, the District shall at all times have the responsibility to determine the status of the Church as either a "Developing Church" or an "Accredited Church" in accordance with and subject to the requirements of the Manual.

ARTICLE II MEMBERSHIP

15 **Section 2.1. Members.** The Church shall have an Ecclesiastical Member and General Members. Subject to the rights granted to the Ecclesiastical Member in these bylaws, the qualifications, rights, and manner of admission for the General Members shall be set forth in these bylaws.

20 **Section 2.2. Ecclesiastical Member.** The District shall be the Ecclesiastical Member of the Church. The voting rights of the Ecclesiastical Member and the ecclesiastical authority of the District may be exercised by such person or committee as the bylaws, constitution or other governing instrument of the District may prescribe or, in the absence of such provision, as the executive committee of the District may determine.

25 **Section 2.3. General Members.** The Committee on Membership shall approve an individual as a General Member upon a determination that the individual satisfies the following:

- Confession of faith in Jesus Christ and evidence of regeneration.
- Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.
- 30 • Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King as defined in relevant C&MA materials.
- Full sympathy with the mission and core values of The Christian and Missionary Alliance, and cooperation by systematic support of its work.
- 35 • A personal commitment to this fellowship which shall be demonstrated by such outward signs as regular attendance at its functions, regular giving of tithes and offerings in support of the local program as well as C&MA Missions, availability for local ministry assignments, and maintaining unity through the practice of speaking well of the Church and its leaders as well as that of settling differences quickly in the spirit of Matthew 5:23-24 and 6:14-15.
- 40 • Agreement to abide by the *Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance (see Manual)*.

Section 2.4. Removal. General Members may be removed from membership by the Committee on Membership under one or more of the following circumstances:

- Submission of a written letter of resignation to the elders of the Church.
- 45 • Failure to meet the qualifications of membership as stated above as determined by the governance authority (in consultation with the Committee on Membership, if any).
- Disciplinary action taken under the Uniform Policy on Discipline, Restoration and Appeal of The Christian and Missionary Alliance.

50 An appeal of decisions made to remove a person from membership for reasons of qualification or a disciplinary action may be submitted to the district superintendent within 30 days of the action.

ARTICLE III ORDINANCES

5 Baptism and the Lord's Supper are recognized as the two ordinances of the Church.

Believers' baptism by immersion is taught and practiced as the scriptural mode. The pastor or other elders shall oversee baptism. They shall provide the instruction about baptism and shall administer the baptisms themselves or choose other spiritually respected people to do these ministries.

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The Lord's Supper is administered regularly. The pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

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ARTICLE IV BIBLICAL CHARACTER AND STANDARDS

Section 4.1. Exercise and Expression of the Church's Biblical Beliefs. As described in the Preamble, the Church is a Christian community of faith that exists to exercise and express its biblical beliefs within the broader community of the C&MA. These beliefs are grounded in a shared understanding of Holy Scripture including those beliefs and standards specifically addressed in the Manual. The Church exercises and expresses its biblical beliefs and standards in the following ways:

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- a. *As a Community.* The Church understands that the local church is the visible organized expression of the Body of Christ and that the local church finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination. In addition, those who participate in the life of the Church, including the Church's members and employees, are following the biblical command to live out their faith in community and association with other believers. Accordingly, the Church community is itself an exercise and expression of the Church's biblical beliefs and standards.
- b. *Through its Activities.* The Church believes that all Church activities, including the responsibilities of every Church member and employee, should be rendered in service to God as a form of worship. Therefore, the Church as a community of faith exercises and expresses its biblical beliefs and standards in every activity, action, and responsibility.

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Section 4.2. Standards for Church Activities and Facilities. The Church shall engage in activities and use its facilities solely to exercise and express the biblical beliefs of the Church and the C&MA and to further the mission of both. In furtherance of this mission, the Church may provide services or goods to, and may allow use of its facilities by, other groups and persons who are not members of the Church. But no Church activity, nor any use of Church facilities by another group or person, may be conducted or permitted if the Church determines that such activity or use expresses a message of support by the Church for any view contrary to the biblical beliefs of the Church and the C&MA. The determination as to whether any particular activity or use of Church facilities is not permitted requires both spiritual discernment and an understanding of C&MA beliefs and standards which are applied to each particular circumstance. Such determination shall be made in conformance with this discernment and these beliefs and standards in the sole discretion of the spiritual leaders of the Church designated by either the governance authority of the Church or the lead pastors and elders. With respect to uses by other groups or persons, the Church may consider without limitation both the content of the proposed activities and whether the group or person is generally perceived as advocating views contrary to the biblical beliefs of the Church and the C&MA.

**ARTICLE V
OTHER GENERAL BYLAWS**

5 **Section 5.1. Governance Authority.** Subject to these Bylaws, the governance authority of the Church shall with respect to the Church have the corporate authority of the board of directors (or trustees) under applicable nonprofit corporation law.

10 **Section 5.2. District Support.** The Church shall from inception give to the District budget in accordance with the established formula as established in the District bylaws or else beginning with one percent and increasing 1 percent each following calendar year up to the full percentage unless as otherwise determined by the District.

15 **Section 5.3. Severability.** The invalidity of any provision of these Bylaws shall not affect the other provisions hereof, and in such event these Bylaws shall be construed in all respects as if such invalid provision were omitted.

**ARTICLE VI
AMENDMENTS**

20 **Section 6.1. Constitution:** The Uniform Constitution for Accredited Churches (the "Constitution") may be amended only in accordance with the applicable provisions set forth in the Manual. The Constitution as amended from time to time shall take priority over any inconsistent provision in the Preamble and Parts 1 and 3 of these Bylaws at any time in which this Church is an Accredited Church. Upon any amendment of the Constitution, the Ecclesiastical Member shall be deemed to have made the same amendment to these
25 Bylaws.

30 **Section 6.2. Policy.** The Policy for the Governance of a Developing Church (the "Policy") may be amended only by the C&MA. The Policy as amended from time to time shall take priority over any inconsistent provision in the Preamble and Parts 1 and 2 of these Bylaws at any time in which this Church is a Developing Church. Upon any amendment of the Policy, the Ecclesiastical Member shall be deemed to have made the same amendment to these Bylaws.

35 **Section 6.3. Preamble and General Bylaws.** The Preamble and Part 1 of these Bylaws may be amended only by the Ecclesiastical Member, provided that no such amendment may be inconsistent with any provision of the Manual applicable to member churches of the C&MA or with any provision of the Policy.

40 **Section 6.4. Developing Church Bylaws.** Part 2 of these Bylaws (Developing Church Bylaws), other than the Policy, may be amended only by the Ecclesiastical Member, provided that no such amendment may be inconsistent with any provision of the Manual applicable to developing churches of the C&MA or with any provision of the Policy.

45 **Section 6.5. Accredited Church Bylaws.** Part 3 of these Bylaws (Accredited Church Bylaws), other than the Constitution, may be amended by a two-thirds majority of the votes cast at any official business meeting of the General Members, provided that no such amendment may be inconsistent with any provision of the Manual (including the Constitution) applicable to accredited churches of the C&MA. A copy of any amendments to Part 3 shall be provided to the Ecclesiastical Member. In addition, the Ecclesiastical Member may amend Part 3, but only to incorporate amendments to the Constitution pursuant to Section 5.1.

ACCREDITED CHURCH BYLAWS

ARTICLE I NAME

5 The official name under which this church is incorporated or organized is Seattle Chinese Alliance Church of the Christian and Missionary Alliance.

BYLAW ARTICLE I – MISSION STATEMENT

10 *The Seattle Chinese Alliance Church seeks to bring people to faith in Jesus Christ and to build them up in a spiritual family to worship God, grow in Christlikeness, love one another, and help carry out the Great Commission.*

ARTICLE II RELATIONSHIP

15 This church is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Colorado nonprofit corporation. In consideration of the mutual benefits generated and derived from this relationship, and understanding that The Christian and Missionary Alliance is relying hereon in agreeing to initiate or continue such relationship, this church agrees to be subject to and abide by the terms and conditions of Article XVI hereof relating to the reversion of property of accredited churches.

BYLAW ARTICLE II – RELATIONSHIP

25 *The Uniform Constitution for Accredited Churches (the "Constitution") set forth in the C&MA Manual is adopted as part of these Bylaws.*

ARTICLE III MEMBERSHIP

Section 3.1. Qualifications.

1. Confession of faith in Jesus Christ and evidence of regeneration.
- 35 2. Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.
3. Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King.
- 40 4. Full sympathy with the principles and objectives of The Christian and Missionary Alliance and cooperation by systematic support of its work.
5. Such other qualifications for membership as may be stated in the bylaws.

BYLAW ARTICLE III – MEMBERSHIP

A. APPLICATION FOR MEMBERSHIP.

- 45 1. *The Governing Board, or their representative, shall be responsible to interview all applicants for membership whether received on confession of faith or by letter of transfer. They shall assure themselves that the applicants satisfy the qualifications for membership as stated in Article III of the constitution.*

2. The membership roll shall be reviewed at least six weeks before the Annual Congregation Meeting or Biennial Elections by the Governing Board and brought up to date. A list of all members shall be posted annually. For the procedure of discipline see the current C&MA manual.

3. Children 15 and above may be accepted into membership of the church upon approval by the lead pastor of the respective congregation and the other elders with the consent of their parents or guardian, provided they meet all qualifications stated herein. Children cannot be voting members until legal age as defined by State law.

4. All applicants will be provided with a copy of, and be required to read and consent to, this Constitution, and these Bylaws. Such consent and affirmation exist when applicants place their signature on the application for membership.

B. TYPES OF MEMBERSHIP.

1. Active Membership. Active members shall consist of those members who adhere to the conditions stated in the Constitution and Bylaws and are regularly attending this church.

2. Inactive Membership.

i) Those who have permanently moved from the community but have not transferred their membership to another church shall be placed on the inactive membership list. A letter shall be sent informing them of this action.

ii) Those, who for any cause, except physical disability or who are temporarily absent from the community, have absented themselves from the regular services of this church for one year or more, shall be placed on the inactive membership list. A letter shall be sent informing them of this action.

iii) An inactive member may be placed on the active membership list again by request to and approval of the lead pastors and the other elders.

iv) Inactive members shall not be eligible to vote on any Motion.

Section 3.2. Removal. Persons may be removed from membership under one or more of the following circumstances:

1. Submission of a written letter of resignation to the elders of the church.
2. Failure to meet the qualifications of membership as stated above.
3. Disciplinary action taken under the Uniform Policy for Discipline, Restoration and Appeal of The Christian and Missionary Alliance.

An appeal of decisions made to remove a person from membership for reasons of qualification or a disciplinary action may be submitted to the district superintendent within 30 days of the action.

ARTICLE IV ORDINANCES

Baptism and the Lord's Supper are recognized as the two ordinances of the church.

Believers' baptism by immersion is taught and practiced as the scriptural mode. The pastor or other elders shall oversee baptism. They shall provide the instruction about baptism and shall administer the baptisms themselves or choose other spiritually respected people to do these ministries.

The Lord's Supper is administered regularly. The pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

BYLAW ARTICLE IV - INFANT DEDICATION

5 *Infants shall not be received for Baptism but shall be publicly dedicated to the Lord when desired by the parents, according to scriptural principle (Mark 10:13-16).*

**ARTICLE V
GOVERNMENT**

10 There shall be an annual meeting of the members of this church to be held at a time specified in the bylaws at which time the members shall receive reports of ministries, including audited reports of the treasurers, and shall elect church officers, elders, and members of the governance authority. Additional ministry positions shall be filled as specified in the local church bylaws. The governance authority, as specified in the local church bylaws, shall conduct the affairs of the church between annual meetings and shall be amenable to the membership and the district superintendent as constitutionally defined. Other meetings of the members may be called by proper notice to the membership as specified in the bylaws. On general church matters in which no legal questions are involved, it is understood that all members in good and regular standing who have reached the age of 16 years are entitled to vote, but in matters involving titles of property or legal procedure, the laws of the state determine the age at which members are eligible to vote.

BYLAW ARTICLE V - GOVERNMENT

A. ANNUAL CONGREGATIONAL MEETING.

25 *1. The annual congregational meeting shall be held in two sessions: the church elections on the second Sunday of November, and the church business meeting in late January or early February of each year. The governance authority shall determine the actual time and location. The governance authority also shall have the authority to change this in a given year when necessary.*

30 *2. Annual reports are to be submitted by the lead pastor of each language congregation, governance authority, treasurer, and others deemed necessary by the governance authority. The governance authority shall also determine the method of reporting.*

35 **B. SPECIAL CONGREGATIONAL MEETINGS.** *When determined appropriate by the governance authority, special congregational meetings may be called. Notice of it shall be placed in the bulletin for at least two consecutive weeks prior to the date of the meeting.*

40 **C. AUTHORITY.** *Roberts Rules of Order (Appendix A) shall guide how church business meetings are conducted.*

D. QUORUM. *A quorum of any properly called congregational business meeting shall consist of those members who are present.*

45 **E. CHURCH ORGANIZATION.** *The church shall be organized as such distinct, yet closely related, language ministries for the English and Chinese speaking Congregations and other language ministries in the future as deemed necessary. The ministries of each Congregation will be led by its own Deacons Board. The Governance Authority will oversee and has final authority over all the ministries of the various congregations.*

**ARTICLE VI
GOVERNANCE AUTHORITY**

Section 6.1. General. Each local church shall structure its governance authority in accordance with the governing documents of The Christian and Missionary Alliance, the definition of elder authority, the bylaws of the district, and the laws of the state in which the church is located. The members of the governance authority shall satisfy the scriptural standards for church leadership and shall be members of this church.

The senior pastor shall be chairman, or, at his request, the governance authority shall elect an elder as chairman. An elder also shall be elected as vice chairman. Meetings shall be held for prayer and business, and abbreviated minutes shall be reported to the church as the church may decide. Special meetings may be called by the chairman or by written request of one-half of the governance authority membership. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders.

Section 6.2. Removal. In consultation with the district superintendent and the senior pastor, any officer or auxiliary official, except licensed pastoral staff, of this church, whether elected at the church annual meeting or appointed by the governance authority, or any individual member of the governance authority, may be removed by a two-thirds majority vote of the governance authority and the approval of the district superintendent if, in the judgment of the governance authority, the best interests of this church will be served thereby.

BYLAW ARTICLE VI – GOVERNANCE AUTHORITY

A. *The governance authority of the Seattle Chinese Alliance Church shall be a single board system with a majority of elders.*

B. NAME. *The governance authority of the Seattle Chinese Alliance Church shall be known as the Governing Board.*

C. *In the absence of a senior pastor, the governance authority shall elect a Lead Pastor as chairman or, at the request of the Lead Pastor, the governance authority shall elect an elder as chairman.*

D. FREQUENCY OF MEETINGS. *Meetings of the governance authority shall be held monthly whenever possible.*

E. COMPOSITION & NUMBER. *The Governing Board shall consist of the lead pastor of the English and Chinese congregations, Secretary, Treasurer, and at least two members at large.*

F. QUALIFICATIONS. *The qualifications for elders are set out in I Timothy 3:1-13 and Titus 1:6-9. Other members of the Governing Board are expected to maintain a lifestyle in keeping with the spirit and intent of these same references. Further, each must be an active member of this church.*

G. DUTIES. *The duties of leaders are set forth in the Constitution, these Bylaws, and position descriptions adopted by the Governing Board.*

H. *The Governing Board shall annually, at the first regular meeting, elect a vice-chairman from their own number.*

I. QUORUM. *A quorum for the legal conduct of business shall be two-thirds of the board membership.*

J. DECISION. *A simple majority is required for any decision.*

K. **REMOVAL.** *In the absence of a senior pastor, the Lead Pastors of both language congregations shall take the place of the senior pastor in regard to the removal as stated in Section 6.2.*

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**ARTICLE VII
OFFICERS**

The officers shall be members of this church and shall satisfy the scriptural standards for church leadership. They shall consist of the following who, with the exception of the senior pastor, shall be elected at the annual meeting of the church: senior pastor, secretary, treasurer, assistant treasurer, and such other officers as may be designated in the church bylaws or in the state law.

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BYLAW ARTICLE VII - OFFICERS

The Missions Chair shall be an officer elected at the church election.

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**ARTICLE VIII
PASTORAL STAFF**

The governance authority shall not give consideration to any candidate for the pastoral staff without the approval of the district superintendent. Pastoral staff members shall be called by the governance authority and appointed by the district superintendent. The district superintendent shall suggest to the governance authority the names of such workers as in his judgment have proper qualifications for pastoral staff. Upon appointment by the district superintendent, a pastoral staff member and spouse become members of this church. Pastoral staff include all those whose position calls for licensing as an "official worker," as defined in the General Regulations in the *Manual of The Christian and Missionary Alliance*.

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Any member of the pastoral staff may resign from this church by giving due notice of this intention to the district superintendent and the governance authority. The governance authority may, in conjunction with the district superintendent, ask for the resignation of any member of the pastoral staff. Before such action is taken, the governance authority and that member shall follow the guidelines as prescribed by the district superintendent. The district superintendent, with the approval of the District Executive Committee, shall have the authority to remove or transfer a member of the pastoral staff when the governance authority is in disagreement or whenever circumstances make such removal or transfer advisable.

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BYLAW ARTICLE VIII - PASTORAL STAFF

LEAD PASTOR. Each language congregation shall be led by a lead pastor.

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**ARTICLE IX
DUTIES OF CHURCH OFFICERS**

Section 9.1. Senior Pastor. The senior pastor shall have oversight of this church. He shall be chairman of the governance authority except as he may choose to proceed according to the provisions in Article VI. He shall preside at all regular or special meetings of the church membership. He is a member ex officio of all church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the governance authority shall have oversight of the church in conjunction with the district superintendent. The senior pastor shall be the president of this church where such office is required by law.

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Section 9.2. Secretary. The secretary shall keep the minutes of membership meetings and conduct the correspondence of this church as directed by the governance authority. The secretary shall attend and keep minutes of other meetings as specified in the local church bylaws.

5 **Section 9.3. Treasurer.** The treasurer shall receive all monies of this church and shall be responsible for the payment of all bills on the order of the governance authority as specified by the local church bylaws, keeping proper book records of all transactions, and filing canceled vouchers and receipts for payments made. The governance authority shall determine where funds of this church shall be kept. No offerings shall be solicited from the membership except upon approval of the governance authority.

10 **Section 9.4. Missionary Treasurer.** When required by local church bylaws, the missionary treasurer shall account for all missionary monies and oversee the forwarding of the same to the treasurer of The Christian and Missionary Alliance on or before the tenth of the following month.

15 **Section 9.5. Assistant Treasurer.** The assistant treasurer shall, with another person or persons appointed by the governance authority, be responsible to count all monies and keep a separate record of all receipts. The assistant treasurer may be empowered to issue receipts to the donors.

BYLAW ARTICLE IX - DUTIES OF CHURCH OFFICERS

20 **A. LEAD PASTOR.** *The lead pastor of each language congregation shall have oversight of his congregation. He shall be chairman of the Deacons Board except as he may choose to proceed according to the provisions in Bylaw Article X.*

25 **B. SECRETARY.** *The elected secretary shall attend and keep the minutes of all congregational meetings and governance authority meetings.*

C. MISSIONS CHAIR. *The Missions Chair shall preside at Missions Committee meetings, appoint subcommittees, coordinate with pastoral staff, and represent the Missions Committee to the Governing Board*

30 **D. MISSIONS TREASURER.** *The treasurer and missionary treasurer shall be one office.*

ARTICLE X COMMITTEES AND ORGANIZATIONS

35 **Section 10.1. Elders.** The elders shall be male members of this church and shall be elected as specified in the church bylaws. With authority from Christ the Chief Shepherd and confirmed by the church membership, the pastor and the other elders are the highest level of servant leadership in the local church. As undershepherds, elders shall serve with the senior pastor to oversee the local church and its ministries to accomplish Christ's mission. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders through the governance authority.

45 **Section 10.2. Deacons.** The deacons shall be members of this church and shall be appointed or elected as specified in the local church bylaws. The deacons shall have charge of those ministries and charities of the church as specified in the bylaws, receive offerings for such purposes and dispense the same, and make monthly reports as directed. Where there are no deacons, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

50 **Section 10.3. Deaconesses.** Deaconesses shall be members of this church and shall be appointed or elected as specified in the local church bylaws. The deaconesses shall have charge of those ministries as

specified in the bylaws. Where there are no deaconesses, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

Section 10.4. Trustees. The trustees shall be members of this church and may be appointed or elected as specified in the local church bylaws. Trustees shall have charge of those ministries and duties as specified in the bylaws, or the laws of the state in which the church is located. Where there are no trustees, the governance authority shall assume responsibility for those ministries and duties until such are elected or appointed.

Section 10.5. Missions Committee. A Missions Committee shall be appointed by the governance authority as specified in the local church bylaws. The purpose of the Missions Committee is to assist the pastor in administering the year-round missions program, planning and promoting the annual Missions Conference, recruiting candidates, and promoting the financial and prayer support of the worldwide ministry of The Christian and Missionary Alliance.

Section 10.8. Alliance Women Ministries. Local church Alliance Women Ministries may be established. They shall be organized according to the Alliance Women policies as contained in the *CM Handbook*.

BYLAW ARTICLE X - COMMITTEES AND ORGANIZATIONS

A. DEACONS and DEACONESSES:

1. *The Seattle Chinese Alliance church shall have a DEACONS BOARD, consisting of both Deacons and Deaconesses, for each language congregation. They shall provide leadership to the ministry departments in the respective congregations. Deacons and Deaconesses shall be elected or appointed to the Deacons Boards in accordance to the guidelines developed by each congregation.*

2. *The lead pastor shall be chairman or, at his request, the Deacons Board shall elect one of their members as chairperson.*

B. TRUSTEES. *The Seattle Chinese Alliance church shall have three trustees: The Chairman, the Secretary, and the Treasurer of the governance authority.*

C. MISSIONS COMMITTEE: *The Missions Committee shall comprise of the Missions Chair, a pastor, an elder, the heads of the Missions Department of each language congregation, and the Missions Treasurer.*

ARTICLE XI MISSIONS MOBILIZATION

The church shall participate in the worldwide missions and church planting ministries of The Christian and Missionary Alliance, and the support of the Great Commission Fund. The Governance Authority shall specify the means by which it purposes to mobilize members' involvement, including prayer, recruitment of men and women for vocational ministry both at home and abroad. A Missions Conference or congregation-wide event for missions mobilization shall be held each year. Great Commission Fund gifts shall each month be forwarded to the Treasurer of The Christian and Missionary Alliance at the National Office.

**ARTICLE XII
DISCIPLEMAKING MINISTRIES**

5 A major ministry of this church shall be making disciples of Jesus Christ. The discipling process includes evangelism, building up believers, equipping workers, and multiplying leaders, among adults, youth, and children. The Governance Authority shall specify how discipling is to be pursued. The purpose of discipling ministries is to bring people to a saving knowledge of Christ, teach biblical principles emphasizing missions and the centrality of Christ as Savior, Sanctifier, Healer, and Coming King, and equip people for evangelism and Christian service.

BYLAW ARTICLE XII - DISCIPLEMAKING MINISTRIES

15 *The discipling ministries of this Church are led by a Children's Pastor/ Coordinator, Youth Pastor/Coordinator, and an Adult Ministries Pastor/Coordinator, each of whom oversee the discipling ministries of their assigned age levels. They coordinate with each other as needed or directed, and are amenable to the pastor (or other designated member of the pastoral staff) and the Church governance authority.*

**ARTICLE XIII
PROPERTY AND RECORDS**

20 **Section 13.1. Property.** This church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated.

25 Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the governance authority in consultation with the district superintendent. In states where trustees are required, the order of the membership shall proceed through them.

30 **Section 13.2. Records.** The official records of all officers of the church and all its departments are the property of the church. In the event of the death or resignation of the incumbent or upon the election of his successor, the current records of the office shall be passed on to the newly elected officer. All records other than current shall be kept in a secure repository selected by the governance authority.

35 **Section 13.3. Audit.** All financial records shall be examined annually or at more frequent intervals on order of the governance authority. At least three persons, none of whom is a financial officer or a church staff member, shall be appointed by the governance authority to conduct the examination. They shall follow procedures set forth in the current edition of the *Manual for Alliance Church Treasurers (and Pastors)*. The governance authority shall authorize actions to conform with additional audit standards that may be required by the jurisdiction in which the church is located.

BYLAW ARTICLE XIII - FINANCIAL MATTERS

45 *A. No offerings shall be solicited in the name of the church or any department of the church, except by permission of the governance authority.*

B. Receipts for tithes and offerings shall be issued only when there has been proper identification of the same by the name of the donor and the amount given for the Treasurer's records.

**ARTICLE XIV
NOMINATING COMMITTEE**

A Nominating Committee shall consist of the senior pastor, two elected by but not necessarily from the governance authority, and two elected from the church membership-at-large, as stipulated by the local church bylaws, at least one month prior to the annual meeting. Members of the Nominating Committee shall be members of this church.

BYLAW ARTICLE XIV - NOMINATING COMMITTEE

- A. The Nominating Committee shall be organized in July of the election year.*
- B. In the absence of a senior pastor, the Lead Pastors of both language congregations shall serve on the Nominating Committee.*
- C. The Nominating Committee shall prepare a written report of its work and publish it at least one month prior to the annual meeting.*

**ARTICLE XV
ELECTIONS**

In consideration of elections, the Nominating Committee shall present at least one name for each office to be filled. Other nominations may be made from the membership. The officers shall be elected by ballot at the annual meeting. Where only one name is presented, the ballot may be waived by unanimous vote.

BYLAW ARTICLE XV – ELECTIONS

- A. THOSE TO BE ELECTED. Those to be elected at the Biennial Elections shall be the Governing Board, the Assistant Treasurer, and the Missions Chair.*
- B. NOMINATIONS. The Nominating Committee shall place in nomination at least one name for each office to be filled one month prior to the Biennial Elections. Other nominations may be made from the floor in written form to the pastor, by two church members, ten full days before the opening of the Biennial Elections. Only church members of good standing shall be nominated with their consent.*
- C. PLURALITY. Members of the Church Governing Board, other than pastors, will be elected by ballot and plurality vote, at the time of the Biennial Elections.*
- D. TERM OF OFFICE.*
 - 1. The term of office for the Secretary and Treasurer shall be two years and shall begin on the first day of January following the Biennial Elections. They may not serve more than two two-year terms in succession.*
 - 2. The governance authority shall have the authority to appoint qualified persons to fulfill unexpired terms of those elected persons as necessary.*
- E. GENERAL COUNCIL LAY DELEGATES.*

In accordance with the Amended and Restated Constitution and Bylaws of The Christian and Missionary Alliance, an accredited church may send two lay delegates to represent the Church during the biennial General Council of The Christian and Missionary Alliance. Should the Church have 150 or more in voting membership (as reported in the most recent annual report of the church), the Church may send an additional delegate for

each additional 100 voting members or fraction thereof. Lay delegates shall be appointed and certified by the governance authority.

F. DISTRICT CONFERENCE LAY DELEGATES.

In accordance with the Uniform Constitution for Districts of The Christian and Missionary Alliance, an accredited church shall be entitled to send two lay delegates to represent the Church during the District Conference. Should the Church have 150 or more in voting membership (as reported in the most recent annual report of the church), the Church may send an additional delegate for each additional 100 voting members or fraction thereof. Lay delegates shall be appointed and certified by the governance authority.

**ARTICLE XVI
REVERSION OF PROPERTY**

All of the corporation's real and personal property shall be subject to the applicable property reversion provisions in the Manual.

**ARTICLE XVII
BYLAWS**

Church bylaws not in conflict with the provisions of the Bylaws of The Christian and Missionary Alliance or the laws of the state are required and will be adopted by a duly called meeting of the Church. As a minimum, the church bylaws will include provisions for the composition and name of its governance authority that is in keeping with Article VI above. A copy of such bylaws shall be filed with the district superintendent.

**ARTICLE XVIII
AMENDMENTS**

This Constitution may be amended only by the General Council of The Christian and Missionary Alliance in accordance with the provisions of Section 10.2 of the Amended and Restated Constitution and Bylaws of The Christian and Missionary Alliance as applied to the Uniform Constitution for Accredited Churches.

BYLAW ARTICLE XVIII - AMENDMENTS

BYLAW AMENDMENTS. *These Bylaws may be amended by a two-thirds majority of the votes cast at any official congregational meeting of the church.*

**ARTICLE XIX
CONFORMANCE WITH APPLICABLE LAW**

In cases where any provision of this Constitution may not conform to state laws, the district concerned shall be authorized to make such adjustments as necessary in counsel with the vice president for National Church Ministries of The Christian and Missionary Alliance so as to conform to such laws.

APPENDIX A SUMMARY OF ROBERT'S RULES OF ORDER

Robert's Rules of Order is a book of rules for presiding over a meeting. It was written by Henry M. Martin in 1876 and subsequently updated through many editions. The following is a summary of *Robert's Rules of Order Newly Revised* (10th ed., 2000). For clarification on any item, please refer to the full text.

I. Parliamentary Procedure

Parliamentary procedure – obeying the “rules of order” – provides a uniform process for conducting meetings in a fair, orderly, and expeditious manner.

II. General Principles of Parliamentary Procedure

- All members have equal rights, privileges, and obligations; rules must be administered impartially.
- All members, majority or minority, have the right to full and free discussion of all motions, reports, and other items of business.
- In doing business, the simplest and most direct procedure should be used.
- Logical precedence governs introduction and disposition of motions.
- Only one question can be considered at a time.
- Members must be recognized by the chair before making a motion or speaking in debate.
- No one may speak more than twice on the same question on the same day without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

III. Standard Agenda

If an organization's established rules do not specify an order of business, parliamentary law provides the following standard agenda for a meeting:

1. Call to order / Establish quorum
2. Reading of minutes of last meeting
3. Reports of officers and committees
4. Special orders – important business previously designated for consideration at this meeting
5. Unfinished business
6. New business
7. Announcements
8. Adjournment

IV. Business Order

Members conduct business in the form of moving motions. There are four basic types of motions:

- Main motions – the purpose of a main motion is to introduce items to the membership for consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- Subsidiary Motions: the purpose is to change or affect how a main motion is handled, and is voted on before a main motion. They have the effect of hastening action upon, delaying action upon, or modifying the main motion. Examples include motions to lay a pending question aside *temporarily* when something more urgent has arisen; end debate and order an immediate vote; limit or extend debate; amend a main motion; refer a motion to a committee; or postpone the question.
- Privileged Motions: the purpose is to bring up items that are urgent about special or important matters unrelated to pending business. Examples include motions to adjourn the meeting, recess, call for the agenda or order of business be followed
- Incidental Motions: the purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion. Examples include “point of

information”, which inquires as to the facts affecting the business at hand, “division of a question”, which permits a motion to be divided into two or more parts in order that they may be considered separately, withdrawal of motions, or suspension of rules.

5 Procedures for presenting motions are as follows:

1. Obtain the Floor

Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the chair as having the exclusive right to be heard at that time. If two or more members rise to seek recognition at the same time, the member who rose and addressed the chair first after the floor was yielded is usually entitled to be recognized.

2. Make motion

Business may be introduced by an individual member or by a committee. Business is always introduced in the form of a motion.

3. Second Motion:

After a motion has been made, another member, without rising and obtaining the floor, may second the motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he or she necessarily favors the motion. A motion made by a committee requires no second, since its introduction into the assembly has been approved by a majority of the committee. The purpose of a second is to prevent time from being consumed by the assembly having to dispose of a motion that only one person wants to see introduced.

4. Debate Motion

After a motion has been made and seconded, the chair repeats the motion verbatim, thus placing it before the assembly for debate and action. Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon; this right cannot be interfered with except by a motion to limit debate. All discussion must be confined to the immediately pending question and to whether or not it should be adopted. While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly. In an organization that has no special rule relating to the length of speeches, a member can speak no longer than 10 minutes unless he or she obtains the consent of the assembly; such permission can be given by unanimous consent or by means of a motion to extend debate. Likewise, debate may be curtailed by a motion to limit debate.

5. Vote on Motion

The method of vote on any motion is determined by the bylaws of this organization. Unless special rules apply, a majority of persons legally entitled to vote decides.

教會認可章程

第一章 名稱

5

本教會以 Seattle Chinese Alliance Church (西雅圖華人宣道會) 為其法定名稱，並隸屬於美國宣道會總會 (以下簡稱本會)。

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章程第一條 — 使命宣言

西雅圖華人宣道會致力於使萬民歸向耶穌基督，並在這個屬靈家庭中成長，同心敬拜上帝、效法基督、彼此相愛，並同心完成大使命。

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章程第二條 — 與總會關係

部分章程採納《宣道會總會手冊》中規定的《認可教會之統一憲章》(以下簡稱憲章)。

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章程第三條 — 會籍

A. 申請會籍

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1. 凡申請成為本會會友者，無論是申請接受水禮或轉會，執委會或其代表必須與申請者進行面談，並須按宣道會憲章第三條，確認申請者符合成為會友的資格。
2. 全體會友名單，須在周年會友大會前或每兩年在改選舉行前最少六星期由執委會審核、更新，及公佈。實施紀律程序的細則請參閱現行《宣道會總會手冊》。
3. 十五歲及以上的孩子，若符合章程所列會友資格，經主任牧師、其他長老通過，並獲得其家長或監護人同意後，可接納成為教會會友。孩童須達到華盛頓州法定年齡方可有投票權。
4. 所有申請者均須閱讀並同意宣道會的《認可教會之統一憲章》和本會章程，並在申請會籍表格上簽署以表同意和確認。

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B. 會友類別

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1. 「經常聚會會友」：「經常聚會會友」乃指那些遵守宣道《認可教會之統一憲章》和本會章程，並恆常出席本教會聚會的會友。

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2. 「非經常聚會會友」：
 - a. 那些已長久遷離此社區，但仍未轉移會籍至其他教會的會友，其姓名須列於「非經常聚會會友」的名單上，教會會發信通知他們。
 - b. 那些基於任何原因，除身體殘疾或暫時離開此社區，而無法恆常聚會一年或以上的會友，其姓名須列於「非經常聚會會友」名單上，教會會發信通知他們。
 - c. 「非經常聚會會友」須向主任牧師和其他長老提出申請，獲批准後，姓名可再列於「經常聚會會友」的名單上。

- d. 「非經常聚會會友」無權參與任何投票。

章程第四條 — 嬰兒奉獻

- 5 本會不會施行嬰兒浸禮，但可按其父母的意願，依據聖經原則（馬可福音十章 13-16 節）公開將嬰兒奉獻給主。

章程第五條 — 行政架構

10 A. 周年會友大會：

1. 周年會友大會須分兩次舉行：教會選舉於十一月第二個星期日舉行，而會友年會則於每年一月底或二月初舉行。執委會決定舉行時間及地點。必要時，執委會有權因應當時情況而作出更改。

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2. 年報將由各堂主任牧師、執委會、司庫及其他執委會認為必要的部門提交。執委會亦會決定報告的方式。

- 20 B. 特別會友大會：當執委會認為有需要時，可召開特別會友大會。會議日期必須在大會前至少連續兩周刊登在主日崇拜程序表上。

- C. 運作規則：教會會友大會的運作應根據「羅伯特議事規則」(附件一)進行。

- D. 法定人數：任何正式召開的教會會友大會之法定人數，應以出席會友計算。

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- E. 教會架構：教會的中、英文堂、或未來有需要時設立其他語言的堂會事工，應組織分明，但彼此緊密連繫。各堂會事工由其執事會帶領。執委會將監察各堂會事工，並擁有最終決策權。

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章程第六條 — 監管會

- A. 西雅圖華人宣道會的監管會是一個以長老為多數的委員會。

- B. 名稱：西雅圖華人宣道會的監管會名稱為執委會。

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- C. 在沒有教會主任牧師的情況下，執委會應推選一名堂主任牧師擔任主席，或可應堂主任牧師的要求推選一名長老擔任主席。

- D. 會議次數：執委會應盡可能每月舉行會議一次。

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- E. 成員及人數：執委會應包括中文堂及英文堂的主任牧師、秘書、司庫，和不少於兩名普通委員。

F. 資格：長老的資格建基於提摩太前書三章 1-13 節及提多書一章 6-9 節，其他執委會成員亦應持守與經文相符的生活方式和心志；再者，每名成員必須為本教會的「經常聚會會友」。

5 G. 職責：領袖的職責由宣道會憲章、西宣的章程、和執委會所採納的職位說明來確定。

H. 執委會於每年第一次常會時，須從委員中推選一名副主席。

I. 法定人數：會務得以合法進行的法定人數為執委會成員的三分之二。

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J. 決定：任何決定都須以簡單大多數方為通過。

K. 免職：在沒有教會主任牧師的情況下，兩堂主任牧師可共同行使教會主任牧師關於《認可教會之統一憲章》第 6.2 條所述的職權。

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章程第七條 — 職員

宣教部部長應在教會選舉時選出。

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章程第八條 — 教牧同工

堂主任牧師：各堂會分別由一名堂主任牧師帶領。

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章程第九條 — 職員的職責

1. 堂主任牧師：各堂的堂主任牧師應監督其堂會事工。他應擔任執事會之主席，除非他按照章程第十條的相關規定執行。

2. 執委會秘書：所選出的秘書須出席所有會友大會及執委會會議，並負責記錄。

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3. 宣教部部長：宣教部部長應主持宣教部會議、任命小組委員、與教牧同工協調，並代表宣教部出席執委會會議。

4. 宣教部司庫：教會司庫與宣教部司庫須為同一人擔任。

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章程第十條 — 委員會與架構

D. 執事會：

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3. 西雅圖華人宣道會轄下各堂會應各有個別的執事會，當中包括男、女執事。各執事須領導所屬堂會之事工。所有男、女執事應根據每個堂會所訂立的指引而選出或委任。

4. 各堂會之堂主任牧師應擔任主席，或在其請求下於執事會選出其中一成員擔任主席。

- E. 受託人：西雅圖華人宣道會應有三名受託人，包括執委會之主席、秘書和司庫。
- F. 宣教部： 宣教部應包括部長、一名牧者、一名長老、每個不同堂會差傳部的負責人，和宣教部司庫。

章程第十二條 門徒培訓事工

本會門徒培訓事工應由一名兒童事工牧師/幹事、一名青年事工牧師/幹事及一名成人事工牧師/幹事領導。他們負責監督其下所屬年齡組別之門徒培訓事宜。他們根據需要或指示互相協調，並服從於牧師(或一名指定的教牧同工)及本會執委會。

章程第十三條 — 財政事務

- C. 除經執委會核准外，不得以教會或任何教會部門的名義索取任何奉獻。
- D. 奉獻收據，必須在奉獻者姓名及數目與司庫記錄相符的情況下才可簽發。

章程第十四條 提名委員會

1. 提名委員會應在選舉年的七月成立。
2. 在沒有教會主任牧師的情況下，兩堂之主任牧師需參與提名委員會之運作。
3. 提名委員會應至少於教會兩年一屆的選舉舉行前一個月，提交書面工作匯報。

章程第十五條 — 選舉

- G. 被選職位：被選職位包括執委會委員、助理司庫和宣教部部长。
- H. 提名：提名委員會應在每兩年一屆的選舉前一個月，為每個候選職位提交至少一名候選人。會友提名其他候選人，應由兩位會友填寫表格提名，並在選舉舉行十天前呈交牧師。唯有具好名聲的會友，在他們本人同意下才可被提名。
- I. 多數制選舉：除教牧外，執委會委員將會在每兩年一屆的選舉期間，以選票和多數制選舉形式選出。
- J. 職位任期：
3. 當選的秘書和司庫任期應為兩年一屆，任期在每兩年一屆的選舉後的一月一日開始，並且不得連任超過兩屆。
 4. 如有必要，執委會有權委任合資格的人出任任期未滿的空缺。

5 K. 總議會會友代表：根據現行宣道會之憲章及章程，獲認可之地區教會可選派兩名會友為其代表，出席宣道會總會兩年一度的總議會。教會若有 150 名或以上具投票資格之會友(以最近一期年報數據為準)，額外每 100 名具投票資格之會友，可增派一名代表，並可按比例增派。所有會友代表應由執委會委任及確認。

10 L. 區議會會友代表：根據現行宣道會之憲章及章程，獲認可之地區教會可選派兩名會友為其代表，出席宣道會區議會。教會若有 150 名或以上具投票資格之會友(以最近一期年報數據為準)，額外每 100 名具投票資格之會友，可增派一名代表，並可按比例增派。所有會友代表應由執委會委任及確認。

章程第十六條 財產歸還

15 本會的所有物業和財產，均受《宣道總會手冊》中適用財產歸還的規定所約束。

章程第十八條—修訂條款

20 章程修訂條款：以上章程可在任何正式會友大會中，由三分二大多數出席會友投票修正。