

東區華人浸信會 2023 年 4 月 23 日季會會議記錄 MINUTES OF PCBC QUARTERLY MEETING ON 5th FEBRUARY, 2023

開會日期 (Date) : 23-04-2023 地點 : 教會正堂 (Venue): Church main hall 時間 (Time) : 12:15PM – 02:20PM

主席 : 歐陽偉邦執事 代書記 : 藍港強
Chairperson : Deacon Vincent Au Yeung Acting Secretary: Kenneth Lam

出席會友: 91 位, 0 位透過網上視頻; 共計: 91 位
Members present : 91 in person, 0 via online Zoom; Total : 91 persons

一、 開會祈禱 歐陽偉邦執事
Prayer by Chairperson Deacon Vincent Au Yeung

二、 教牧 / 主席分享
Pastor/Chairperson sharing

主席分享
Chairperson's sharing

- 2023 年 3 月 2 日教會議會會議通過“簡單多數”的定義如下:
Definition of “Simple Majority” as approved at the 2nd March, 2023 Church Council Meeting is as follows:

“剔除棄權票後，以“贊成”或“反對”票中較高者為準（唯不得少於 10 票）”
“The higher of “Yes” or “No” votes shall prevail after exclusion of abstention votes (subject to a minimum of 10 votes)”
- 2023 年 3 月當選的執事, 教會書記及教會司庫名單如下:
The Deacon, Church Secretary and Church Treasurer elected in March are as follows:

事奉職位	Position	姓名	Name	任期	Term of Office
執事	Deacon	葉詩廷	Peter Ip	2023 – 2026 (3-year term)	
書記	Secretary	鄧穎曦	Karis Lam	2023 – 2025 (2-year term)	
司庫	Treasurer	雷善恆	Matthew Lui	同上 ditto	

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

3. 2023 - 2025 各部的正、副部長，職員會成員名單如下：
Leaders, Deputy Leaders and the Staff Committee of each department for 2023 – 2025 are as follows:

關懷部 Caring Department

顧問 Advisor	正部長 Leader	副部長 Deputy Leader	文書 Secretary	財政 Bookkeeper	職員 Staff
黎少安牧師 Pastor Andrew Lai	黃婉儀 Pinky Wong	石劉玉娥 Yoko Shek	范詩琪 Suki Fan	王秀芳 Adela Lee	江慧如, 李凱欣, 許健明 Judy Kwok, Cherrie Li, Vera Hui

教育部 Education Department

顧問 Advisors	正部長 Leader	副部長 Deputy Leader	文書 Secretary	財政 Bookkeeper	職員 Staff
李麗珍 Janice Tang 張威廉牧師 Pastor William HC	黃詠詩 Cindy Wong	湯進 Marco Tong	唐敏瑄 Angel Tong	龍曉璿 Francesca Long	黃嘉妮 Jan Huang

傳道部 Evangelism Department

顧問 Advisor	正部長 Leader	副部長 Deputy Leader	文書 Secretary	財政 Bookkeeper	職員 Staff
鄧錦材牧師 Pastor Albert Tang	林曉薇 Mona Lam	藍逸芝 Letitia Lam	麥智勇 Alex Mak	文優越 Cecilia Man	葉詩廷, 湛家強, 雷朗恆, 唐本利 Peter Ip, Dennis Cham, Ron Lui, Eric Tong

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

總務部 General Maintenance Department

未確定 (參商討事項 4.16)

Pending (see Discussion Item 4.16)

崇拜部 Worship Department

顧問 Advisor	正部長 Leader	副部長 Deputy Leader	文書 Secretary	財政 Bookkeeper	職員 Staff
鄧錦材牧師 Pastor Albert Tang	何嘉恩 Jennie Ho	王梓茵 Julianne Wong	宋恩琳 Irene Sung	麥曉柔 Terence Mak	林漳皓, 李榮耀, 洪家耀 Rio Lam, Raymond Lee, Samuel Hung

三、各部 / 委員會分享

Sharing by respective Departments/Committees

教育部符合條件的部員名單在 2023 年 2 月 5 日舉行的季會之後進行了修訂，
修訂內容：卞陳淑卿姊妹不符合條件被提名為部長因她不曾在該部的職員會事奉。
Revision was made to the qualified members' list of the Education Department after the
5th February, 2023 QMM

Amendment: Sister Joanna Bin is not eligible to be nominated as a leader because she has
not served on the staff committee of that department.

四、商討事項

Discussion Items

4.1 通過本次會議的議程

To approve the agenda for this meeting

議決： Resolution:	贊成： 78 Consent: 78	不贊成： 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

- 4.2 通過上次(2023 年 2 月 5 日)會友季會會議文字記錄 (參附件 1)
To approve the (5th February, 2023) minutes of the previous Quarterly Members' Meeting (see Appendix 1)

議決: Resolution:	贊成: 76 Consent: 76	不贊成: 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.3 通過教牧職位概述中文版 (參附件 2)
To approve the Chinese version of the pastoral job description. (see Appendix 2)

備註:

- 1) 此議案需出席人數三份之二或以上同意,方可通過
- 2) 三份之二多數 (66.7%) = 六十人
- 3) 經討論,對中文版進行了修訂,並即提交會友審議。
- 4) 一擬獲得通過,我們將正式啟動招聘程序並在選定的媒體上投放廣告。

Notes:

- 1) This motion is subject to the consent of 66% or above of members present
- 2) 2/3 majority (66.7%) = 60 persons
- 3) Following discussion, revisions were made to the Chinese version which was forthwith tabled for members' approval.
- 4) Once approved, an advertisement will be placed on selected media as our formal launch of the recruitment process.

議決: Resolution:	贊成: 77 Consent: 77	不贊成: 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.4 通過關懷慈惠基金 2023 至 2024 年度預算案 (參附件 3)
To approve the 2023– 2024 Caring Fund Budget (see Appendix 3)

議決: Resolution:	贊成: 70 Consent: 70	不贊成: 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.5 通過社區事工基金 2023 至 2024 年度預算案 (參附件 4)
To approve the 2023 – 2024 Community Ministry Fund Budget (see Appendix 4)

議決: Resolution:	贊成: 70 Consent: 70	不贊成: 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

- 4.6 通過差傳事工基金 2023 至 2024 年度預算案（參附件 5）
To approve the 2023 – 2024 Mission Fund Budget (see Appendix 5)

議決： Resolution:	贊成： 71 Consent: 71	不贊成： 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.7 通過神學培才基金 2023 至 2024 年度預算案（參附件 6）
To approve the 2023 – 2024 Theological Training Fund Budget (see Appendix 6)

議決： Resolution:	贊成： 73 Consent: 73	不贊成： 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.8 通過青少年事工基金 2023 至 2024 年度預算案（參附件 7）
To approve the 2023 – 2024 Youth Ministry Fund Budget (see Appendix 7)

議決： Resolution:	贊成： 74 Consent: 74	不贊成： 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.9 通過 (1) 聘用 CATAS Limited 提供的會計服務和 (2) 其日期為 2023 年 2 月 24 日的報價單（參附件 8）
To approve (1) the engagement of the accounting services provided by CATAS Limited and (2) their quotation dated 24th February, 2023 (see Appendix 8)

議決： Resolution:	贊成： 74 Consent: 74	不贊成： 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.10 確認從 2023 年 4 月 1 日起，教會辦公室行政管理員王耿宇姊妹的工資從每小時 21.50 元增加到 23.00 元。
To confirm that effective from 1st April, 2023, the hourly wages of Church Administrator, sister Grace Wang, be increased from \$21.50 to \$23.00.

議決： Resolution:	贊成： 72 Consent: 72	不贊成： 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.11 通過教會 2023 至 2024 年度常費支出/收入預算表（參附件 9）
To approve the 2023 – 2024 Church Operational Budget (see Appendix 9)

議決： Resolution:	贊成： 72 Consent: 72	不贊成： 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

4.12 通過正式解散東區華人浸信會成立 30 週年籌備委員會

To approve the formal dissolution of the PCBC 30th Anniversary Preparatory Committee

議決:	贊成: 71	不贊成: 0	通過
Resolution:	Consent: 71	Objection: 0	Resolution Passed

4.13 通過各特別委員會委員名單 (參附件 10)

To approve the members list of all ad hoc committees (see Appendix 10)

備註: 麥智勇弟兄和蔡瑋靖姊妹在這次會議上宣布退出青年事工委員會。

Note: Brother Alex Mak and sister Ingrid Tsoi announced at this meeting their withdrawal from the Youth Ministry Committee.

議決:	贊成: 74	不贊成: 0	通過
Resolution:	Consent: 74	Objection: 0	Resolution Passed

4.14 通過韋思莊姊妹申請恢復活躍會友會籍。

To approve the application of sister Cindy Wai Sze Chong for reinstatement of active membership.

議決:	贊成: 66	不贊成: 0	通過
Resolution:	Consent: 66	Objection: 0	Resolution Passed

4.15 通過宋德明弟兄申請恢復活躍會友會籍。

To approve the application of brother Esmond Sung for reinstatement of active membership.

議決:	贊成: 72	不贊成: 0	通過
Resolution:	Consent: 72	Objection: 0	Resolution Passed

4.16 通過劉然弟兄, 冼文軒弟兄及蕭紋翠姊妹加入總務部符合職員會 2023 選舉資格部員名單, 因為他們不在 2023 年 2 月 5 日季會批准的該部部員名單中。(參附件 11 - 此前通過的該部部員名單)

To approve the addition of brothers Desmond Lau, Frank Sin and sister Jennifer Siu to the eligible members' list for Committee election 2023 of the General Maintenance ("GM") Department as they were not part of the list approved at the 5th February, 2023 QMM. (see Appendix 11 for the previously approved list)

議決:	贊成: 72	不贊成: 0	通過
Resolution:	Consent: 72	Objection: 0	Resolution Passed

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

- 4.17 通過麥曉柔姊妹加入崇拜部符合職員會 2023 選舉資格部員名單, 因為她不在 2023 年 2 月 5 日季會批准的該部部員名單中。(參附件 13 - 此前通過的該部部員名單)

To approve the addition of sister Terence Mak to the eligible members' list for Committee election 2023 of the to the Worship Department as she was not part of the list approved at the 5th February, 2023 QMM. (see Appendix 13 for the previously approved list)

議決: Resolution:	贊成: 71 Consent: 71	不贊成: 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.18 通過雷善恆弟兄(教會司庫)及鄧穎曦姊妹(教會書記)自 2023 至 2025 年度任期內擔任教會在 ASB 銀行的戶口授權簽字人。

To approve brother Matthew Lui (Church Treasurer) and sister Karis Lam (Church Secretary) as the authorized signers of the Church's account with ASB Bank for their term of office from 2023 to 2025.

議決: Resolution:	贊成: 74 Consent: 74	不贊成: 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

- 4.19 通過額外發送兩個月的工資給已在 2022 年 12 月退休的卞國興牧師以表謝意。
To approve disbursement to Pastor James Bin, who had retired in December 2022, of an extra sum equivalent to 2 months salary in appreciation of his loyal service.

議決: Resolution:	贊成: 71 Consent: 71	不贊成: 0 Objection: 0	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

備註:

現在建議的金額是\$5,767.32 (稅前), 而之前在 2022 年 10 月 23 日季會上提議的金額是 \$2,883.66 per month (稅前)。

Note:

The amount now recommended is \$5,767.32 (pre tax) as opposed to the \$2,883.66 (pre tax) tabled previously at the QMM on 23rd October, 2022.

- 4.20 通過蘇德馨姊妹轉會申請加入本教會。
To approve the application of sister Connie So for the transfer of membership to PCBC.

議決: Resolution:	贊成: 70 Consent: 70	不贊成: 1 Objection: 1	通過 Resolution Passed
--------------------	-----------------------	------------------------	-------------------------

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

最近受浸的新會友申請

Applications of recently baptized new members

2023 年 4 月 9 日有 3 位弟兄姊妹接受浸禮, 由於當時無法安排會友大會通過, 因此只能以口頭徵詢 3 堂崇拜會眾之意向。現將其姓名列出以供正式確認。

3 brother and sisters were baptized on 17th April, 2022 at which time only verbal preference was sought from congregations of all 3 worship services as a members' meeting could not be arranged. Their names are now tabled for formal confirmation purposes.

4.21 通過周延政弟兄接受浸禮加入本教會。

To approve brother Tony Chau's acceptance of baptism to become a member of PCBC.

議決:	贊成: 71	不贊成: 0	通過
Resolution:	Consent: 71	Objection: 0	Resolution Passed

4.22 通過吳浩恩姊妹接受浸禮加入本教會。

To approve sister Avis Ng's acceptance of baptism to become a member of PCBC.

議決:	贊成: 72	不贊成: 0	通過
Resolution:	Consent: 72	Objection: 0	Resolution Passed

4.23 通過陳惠芳姊妹接受浸禮加入本教會。

To approve sister Amy Chan's acceptance of baptism to become a member of PCBC.

議決:	贊成: 71	不贊成: 1	通過
Resolution:	Consent: 71	Objection: 1	Resolution Passed

4.24 通過甯強兒弟兄申請資助其在克理神學院修讀的神學學士後文憑課程 50% 之學費, 資助金額: \$837。

To approve brother Tommy Ning's application for 50% subsidy of tuition fee relating to his study of Graduate Diploma in Applied Theology at Carey Bible College. The subsidised amount is \$837.

議決:	贊成: 61	不贊成: 0	通過
Resolution:	Consent: 61	Objection: 0	Resolution Passed

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

五、 其他事項：（需要有效簡單多數票贊成方可接納討論）

Any Other Business (To be discussed subjected to agreement by a simple majority of valid votes)

備註：

1. 有人提出，根據會章第 5.1 條款，在教會議會會議上就“簡單多數”的定義作出的決定需得會友通過。
2. 教會議會乃經會章授權管理教會事務，其所作出的決定均符合會章。
3. 對於棄權票，需要考慮會友選擇的理由。也有人提到，一些會友投棄權票，是因為他們樂於接受投票結果。
4. 有人建議終止對上述問題的討論，即時對“簡單多數”的定義進行表決。
5. 鑒於代書記任期已屆滿，有人要求在本次會議上正式通過讓其暫時繼續擔任該職務。

Notes:

1. It was raised that under Cl.5.1 of the Constitution, decision made at the Church Council Meeting on the definition of “Simple Majority” requires members’ approval.
2. The Church Council Meeting is authorized by the Church Constitution to manage the church operations and the decisions it made are in compliance with the Constitution.
3. For abstention votes, it is necessary to consider the reasons behind the members’ choice. It was also mentioned that some members abstained as they are happy to accept the outcome of voting.
4. Someone suggested to terminate discussion of the above issues and immediately proceed to vote on the definition of “Simple Majority”.
5. A request was made to formally approve the Acting Secretary’s temporary continuance of his role given expiry of his term of service.

提出之動議議案 Motions moved

1. 通過“簡單多數”之定義為 “剔除棄權票後，以“贊成”或“反對”票中較高者為準（唯不得少於 10 票）”

To approve the definition of “Simple Majority” to read “*The higher of “Yes” or “No” votes shall prevail after exclusion of abstention votes (subject to a minimum of 10 votes)*”

動議 Move	和議 Second	贊成 Agreed	不贊成 Objection	議決： Resolution:
麥智勇 Alex Mak	洪家耀 Samuel Hung	63	3	動議通過 Motion approved

議決： Resolution:	贊成： Consent:	59	不贊成： Objection:	15	通過 Resolution Passed
--------------------	-----------------	----	--------------------	----	-------------------------

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

2. 通過藍港強弟兄和禰美兒姊妹暫時繼續各自的崗位, 直到他們的繼任者接任 (預期 2023 年 5 月)。

To approve both brother Kenneth Lam and sister Eling Wong continue with their respective roles temporarily until their successors take over (expected in May 2023).

動議 Move	和議 Second	贊成 Agreed	不贊成 Objection	議決: Resolution:
林漳皓 Rio Lam	黃詠詩 Cindy Wong	79	0	動議通過 Motion approved

議決: Resolution:	贊成 : Consent:	不贊成 : Objection:	通過 Resolution Passed
	81 81	0 0	

六、 書記宣讀是次議決事項

Secretary to announce resolutions passed in this meeting

本次季會各商討事項, 即 4.1 至 4.24 以及其他事項之動議議案 1 及 2 經出席會友審議後以大多數贊成通過。

Following consideration by members present in today's Quarterly Members' Meeting, all the discussion items, i.e. 4.1 up to 4.24 and motions 1 and 2 under Any Other Business tabled were passed by majority vote.

- 七、 下次季會日期: 2023 年 7 月 23 日
Date of next meeting: 23rd July, 2023

- 八、 閉會祈禱 鄧錦材牧師
Closing prayers Pastor Albert Tang

主席簽署:
Signature of Chairperson:

代書記簽署:
Signature of Acting Secretary:

歐陽偉邦執事
Deacon Vincent Au Yeung

藍港強
Kenneth Lam

日期 Date:
Make disciples of all nations for Jesus

日期 Date :

使萬民作耶穌的門徒

(2023 年 4 月 23 日季會會議記錄 Minutes QMM 23/04/2023)

附件 Appendices:

1. 上次(2023 年 2 月 5 日)會友季會會議文字記錄
The minutes of the previous Quarterly Members' Meeting (dated 5th February, 2023)
2. 教牧職位概述 (中, 英文版)
The pastoral job description (in both Chinese and English)
3. 關懷慈惠基金 2023 至 2024 年度預算案
The 2023– 2024 Caring Fund Budget
4. 社區事工基金 2023 至 2024 年度預算案
The 2023 – 2024 Community Ministry Fund Budget
5. 差傳事工基金 2023 至 2024 年度預算案
The 2023 – 2024 Mission Fund Budget
6. 神學培才基金 2023 至 2024 年度預算案
The 2023 – 2024 Theological Training Fund Budget
7. 青少年事工基金 2023 至 2024 年度最終預算案
The 2023 – 2024 Youth Ministry Fund Budget
8. CATAS Limited 提供日期為 2023 年 2 月 24 日的報價單
The quotation dated 24th February, 2023 provided by CATAS Limited
9. 教會 2023 至 2024 年度常費支出/收入預算表
The 2023 – 2024 Church Operational Budget
10. 各特別委員會 2023 至 2025 年度委員名單
The members list of all ad hoc committees for 2023 -2025
11. 於 2023 年 2 月 5 日季會通過的總務部符合職員會 2023 選舉資格部員名單
The eligible members' list for Committee election 2023 of the General Maintenance Department as approved at the 5th February, 2023 QMM.
12. 會章附則 3 的相關條款
Relevant clauses of Church Constitution Supplement 3
13. 於 2023 年 2 月 5 日季會通過的崇拜部符合職員會 2023 選舉資格部員名單
The eligible members' list for Committee election 2023 of the Worship Department as approved at the 5th February, 2023 QMM.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 1 Appendix 1
東區華人浸信會 2023 年 2 月 5 日季會會議記錄
PCBC QUARTERLY MEETING ON 5th FEBRUARY, 2023

開會日期 (Date) : 05-02-2023	地點 : 教會正堂 (Venue): Church main hall	時間 (Time) : 12:15PM – 02:16PM
-----------------------------	---	----------------------------------

主席: 劉林愛珊執事
Chairperson : Deacon Cindy Lau

代書記: 藍港強
Acting Secretary : Kenneth Lam

出席會友: 99 位在場, 9 位透過網上視頻; 共計 108 位
Members present : 99 in person, 9 via online Zoom; total : 108 persons

1. 主席開會祈禱 – 劉林愛珊執事
Prayers by Chairperson -- Deacon Cindy Lau

2. 教牧 / 主席分享
Pastor/Chairperson sharing

鄧錦材牧師分享
Sharing by Pastor Albert Tang

很高興看到今天的高出席率。這不只是一個機構的會議，更像是一次家庭聚會。我們不僅要考慮教會的行政問題，還要關顧充滿愛和聖靈的基督聖殿。因此，讓我們在思考我們的責任時，從更高的靈性角度來看待它。雖然我們都是罪人，不配上帝的恩典，但我們很榮幸成為上帝所揀選的僕人，正如彼得前書 2:9 教導我們的那樣“*惟有你們是被揀選的族類，是有君尊的祭司，是聖潔的國度，是屬神的子民，要叫你們宣揚那召你們出黑暗入奇妙光明者的美德。*”在上帝的指引下，願我們不在黑暗中，而是在祂的光明中合一。

Happy to see a large attendance today. This is not a meeting of a mere organization, but more like a family gathering. Not only are we considering church administrative issues, we are looking after the love- and spirit-filled temple of Christ. Let us, therefore, view it from a higher level of spiritual perspective as we ponder on our responsibilities. While we all are sinners not worthy of God's grace, we are honoured to be God's chosen servants as 1 Peter 2:9 teaches us that "*But you are a chosen people, a royal priesthood, a holy nation, God's special possession, that you may declare the praises of him who called you out of darkness into his wonderful light.*" With God's guidance, may we unite not in darkness but in his light.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 2 月 5 日季會會議記錄 Minutes QMM 05/02/2023)

主席分享

1. 自本次會友大會起, 我們將在會議期間提供茶點。
2. 同時, 我們還將在會議期間提供托兒服務。
3. 輪值會議主席將提前一週向會眾介紹議程商討事項。
4. 張威廉牧師將暫代已退休的卞國興牧師擔任神學培才委員會和教育部的顧問。
5. 執事會同意部長會在 2023 年 1 月 5 日達成的共識, 即以公佈形式廢除教會會章附則 5 第 5.1.d vi) 條款及教會會章附則 7 第 7.1.c v) 條款。(參附件 1)

Chairperson's sharing

1. From now on, we will provide snacks and tea during members' meetings.
2. Concurrently, we will also provide childcare during the meetings.
3. The Chairperson on duty will present the agenda items to the congregations one week in advance.
4. Ps William HC will temporarily succeed the retired Pastor James Bin as Advisor of the Theological Training Committee and the Education Department.
5. The Deacons' Board agreed with the consensus of Department Leaders' Meeting reached on 5th January, 2023 that it is best to announce abolishing Cl. 5.1.d vi) in Supplement 5 and Cl.7.1.c v) in Supplement 7. (see Appendix 1)

3. 各部 / 委員會分享

Sharing by respective Departments/Committees

神學培才委員會 2022 年 12 月報告:

1. 唐千嵐姊妹已於 2022 年 5 月完成神學學士課程
2. 李萬基弟兄已於 2022 年 11 月完成神學學士後文憑課程
3. 黃嘉妮姊妹已於 2022 年 11 月完成神學證書課程

Theological Training Committee Report December 2022:

1. Eunice Tong completed a Bachelor of Theology in May 2022.
2. Barry Lee completed a Graduate Diploma in theology in November 2022.
3. Jan Huang completed a Certificate in theology in November 2022.

4. 商討事項

Discussion items

(備註: 下列數字表示投票結果)

(Note: Numbers below denote results of the votes casted)

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 2 月 5 日季會會議記錄 Minutes QMM 05/02/2023)

4.1 通過本次會議的議程

To approve the agenda for this meeting

議決: Resolution:	贊成: 96 Consent: 96	不贊成: 0 Objection: 0	棄權: 12 Abstention: 12	通過 Resolution Passed
--------------------	-----------------------	------------------------	--------------------------	----------------------------

4.2 通過上次(2022 年 10 月 23 日)季會會議文字記錄 (參附件 2)

To approve the (23rd October, 2022) minutes of the previous quarterly meeting (see Appendix 2)

議決: Resolution:	贊成: 95 Consent: 95	不贊成: 0 Objection: 0	棄權: 13 Abstention: 13	通過 Resolution Passed
--------------------	-----------------------	------------------------	--------------------------	----------------------------

4.3 通過執事會建議招聘教會牧者基於 1.5 全職員工。(參附件 3 - 人事委會編輯的 PowerPoint 演示文稿摘錄)

To approve 1.5 FTE (Full Time Employee) pastoral recruitment as recommended by the Deacons Board. (See Appendix 3 - An excerpt of a PowerPoint presentation compiled by the Personnel Committee)

備註: 此議案需出席人數三份之二或以上同意, 方可通過

Notes: This motion is subject to the consent of 66% or above of members present

議決: Resolution:	贊成: 96 Consent: 96	不贊成: 0 Objection: 0	棄權: 12 Abstention: 12	通過 Resolution Passed
--------------------	-----------------------	------------------------	--------------------------	----------------------------

備註: 請參閱第14頁的附件3

Notes: See Appendix 3 on page 14

4.4 通過關懷部符合職員會 2023 選舉資格部員名單。(參附件 4)

To approve the Caring Department eligible members' list for Committee election 2023. (See Appendix 4)

議決: Resolution:	贊成: 101 Consent: 101	不贊成: 0 Objection: 0	棄權: 7 Abstention: 7	通過 Resolution Passed
--------------------	-------------------------	------------------------	------------------------	----------------------------

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 2 月 5 日季會會議記錄 Minutes QMM 05/02/2023)

備註:

因各部符合職員會 2023 選舉資格部員名單的提交已經截止，因此這次選舉不再增加部員。但是，若任何部員決定從這些名單中撤回他/她的名字，可以與出席本次會議的各部部长商討。

Notes:

As submission of the department eligible members' list for Committee election 2023 lists has been closed, no further addition of members shall be made for this election. Nevertheless, in case any member who decides to withdraw his/her name from any of those lists may discuss with the respective department leaders present at this meeting.

- 4.5 通過教育部符合職員會 2023 選舉資格部員名單。(參附件 5)
To approve the Education Department eligible members' list for Committee election 2023. (See Appendix 5)

議決: Resolution:	贊成: 100 Consent: 100	不贊成: 0 Objection: 0	棄權: 8 Abstention: 8	通過 Resolution Passed
--------------------	-------------------------	------------------------	------------------------	----------------------------

- 4.6 通過傳道部符合職員會 2023 選舉資格部員名單。(參附件 6)
To approve the Evangelism Department eligible members' list for Committee election 2023.

議決: Resolution:	贊成: 99 Consent: 99	不贊成: 0 Objection: 0	棄權: 9 Abstention: 9	通過 Resolution Passed
--------------------	-----------------------	------------------------	------------------------	----------------------------

- 4.7 通過總務部符合職員會 2023 選舉資格部員名單。(參附件 7)
To approve the General Maintenance Department eligible members' list for Committee election 2023. (See Appendix 7)

議決: Resolution:	贊成: 103 Consent: 103	不贊成: 0 Objection: 0	棄權: 5 Abstention: 5	通過 Resolution Passed
--------------------	-------------------------	------------------------	------------------------	----------------------------

- 4.8 通過崇拜部符合職員會 2023 選舉資格部員名單。(參附件 8)
To approve the Worship Department eligible members' list for Committee election 2023. (See Appendix 8)

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 2 月 5 日季會會議記錄 Minutes QMM 05/02/2023)

議決: Resolution:	贊成: 101 Consent: 101	不贊成: 0 Objection: 0	棄權: 7 Abstention: 7	通過 Resolution Passed
--------------------	-------------------------	------------------------	------------------------	----------------------------

4.9 通過 Billy Davis 弟兄申請加入本教會。

To approve the membership application of brother Billy Davis.

議決: Resolution:	贊成: 99 Consent: 99	不贊成: 1 Objection: 1	棄權: 8 Abstention: 8	通過 Resolution Passed
--------------------	-----------------------	------------------------	------------------------	----------------------------

備註: 會友意見與張威廉牧師的介紹, 參附件 9。

Notes: For a member's comment and the introduction made by Pastor William HC, see Appendix 9.

5. 其他事項 (按出席會友的簡單多數同意, 方可接納討論)

Any Other Business (To be discussed subject to simple majority agreement of those members present)

備註:

1. 有人認為, 選舉執事的適當程序尚未向會友提出並獲得會友通過。因此, 應該在啟動 2023 年執事選舉之前解決這個問題。
2. 另一方面, 教會書記和教會司庫的選舉已在附則 3 – 義務職員 (資格, 工作內容和選舉細則) 的 Cl.7.2.3 和 Cl.7.2.4 條款中得到正式授權。

Notes:

6. It was raised that proper process for the election of Deacons has not been proposed to and approved by members. Therefore, this issue should be addressed before launching the 2023 election of Deacons.
7. Conversely, the election of Church Secretary and Church Treasurer has been duly authorized in Cl.7.2.3 and Cl.7.2.4 of Supplement 3 – Voluntary Staff (qualification, job duties and election details).

提出之動議議案 Motions moved

1. 甯強兒弟兄動議成立特別委員會, 目的是確立(i) 執事選舉的準則和(ii)執事選舉委員會以供會友通過。

Brother Tommy Ning moved to establish a special committee for the purposes of (i) setting guidelines for Deacons election and (ii) selecting Deacons election committee members for approval.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 2 月 5 日季會會議記錄 Minutes QMM 05/02/2023)

動議 Move	和議 Second	同意 Agreed	議決: Resolution:
甯強兒 Tommy Ning	麥智勇 Alex Mak	4	不通過 Disapproved

2. 黃詠詩姊妹動議通過授權下面顯示之選舉小組成員處理 2023 – 2026 執事選舉事宜
Sister Cindy Wong moved to approve mandating the following members of the Election Team to be in charge of the 2023 – 2026 Deacons election.

名稱 Name	當然成員 Ex-officio Member	組員 Members
選舉小組 Election Team	鄧錦材牧師 Pastor Albert Tang	甘鴻泰執事, 鍾穎康, 黃志華, 王梓茵及藍港強 Deacon Anthony Kam, Vincent Chung, Victor Wong, Julianne Wong, Kenneth Lam

動議 Move	和議 Second	同意 Agreed	議決: Resolution:
黃詠詩 Cindy Wong	許健明 Vera Hui	77	動議通過 Motion approved

議決: Resolution:	贊成: 82 Consent: 82	不贊成: 0 Objection: 0	棄權: 26 Abstention: 26	通過 Resolution Passed
--------------------	-----------------------	------------------------	--------------------------	-------------------------

6. 書記宣讀是次議決事項

Secretary announces resolutions passed in this meeting

本次季會各商討事項 4.1 至及 4.9 經出席會友審議後以大多數贊成通過。「其他事項」之動議議案 2 經表決後亦以大多數贊成通過。

Following consideration by members present in today's Quarterly Members' Meeting, all but discussion items, namely 4.1 to 4.9 were approved by majority vote. Motion 2 moved under 「Any Other Business」 was also approved by majority consent.

7. 下次季會日期 : 2023 年 4 月 23 日
Date of next meeting : 23rd April, 2023

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

(2023 年 2 月 5 日季會會議記錄 Minutes QMM 05/02/2023)

8. 閉會祈禱 - 鄧錦材牧師
Closing prayers - Pastor Albert Tang

主席簽署：
Signature of Chairperson:

代書記簽署：
Signature of Acting Secretary:

劉林愛珊執事
Deacon Cindy Lau

藍港強
Kenneth Lam

日期：
Date:

日期：
Date :

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 2 Appendix 2

教牧職位概述

東區華人浸信會

職位/銜頭:	助理牧師
事工:	為兒童,青少年及家庭提供牧養關懷與教導
負責人:	主任牧師
待遇:	可考慮兼職或全職 (每人每週 20 至 40 小時)

崗位的主要職能

(在主任牧師的支持下) 發揮關鍵的領袖作用以實現教會的使命與異象。主要關注領域如下所列 (可能在眾助理牧師之間分配)

家庭與兒童

- 家庭/配偶/兒童範疇的牧養關顧
- 指導及培訓家長
- 提供關顧與輔導
- 領導關顧兒童之同工及志願者

青年和年輕人

- 領導青年事工
- 為年輕人制定培訓與教育計劃
- 促進門徒培訓與聖經教育的實施
- 牧養關顧、輔導及探訪

教學

- 為教會編寫基督教教育課程
- 培訓和裝備教師及領袖
- 促進更廣義教會的門徒訓練與聖經教育的實施

一般性事務

- 需要時參與教牧職責
- 需要時的一般講道

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

個人技能與品質

- 符合聖經對領袖的品格和技能要求（例如提摩太前書 3:1-7）
- 能講及書寫流利中文, 能聽懂英語和溝通
- 展示專業與個人誠信, 願意持續追求知識及培訓
- 優異的按聖經為基礎的教學和講道技巧
- 具有僕人式領導意識並願意以團隊的一員工作
- 願意跨越文化界限並接受現狀的差異

事工技能與品質

- 接受並遵守東區華人浸信會的信仰, 政策與禮儀
- 從公認的神學院畢業並獲得神學資格
- 充分了解紐西蘭環境中的浸信會精神
- 有成長中教會環境的經驗

Pakuranga Chinese Baptist Church

Position/Title: Assistant Pastor

Ministry: Pastoral care and teaching for children, young adults and families

Responsible to: Senior Pastor

Status: Part-time or full-time considered (20 hours to 40 hours per week considered)

Primary Purpose of the Role

To provide a key leadership role (with the support of the Senior Pastor) to achieve the church's mission and vision. The main areas of focus are listed below (may be distributed between multiple Assistant Pastors)

Family and Children

- Pastoral care for family/spousal/children's areas
- Guidance and training for parents
- Provide care and counselling
- Leadership of children workers and volunteers

Youth and Young Adults

- Lead youth service
- Develop training and education programs for the youths
- Facilitate implementations of discipleship training and biblical education
- Pastoral care, counselling and visitation

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

Teaching

- Writing the curriculum of Christian Education for the church
- Training and equipping teachers and leaders
- Facilitate implementations of discipleship and biblical education for the wider church

General

- Participate in pastoral duties when needed
- General preaching when needed

Personal Skills and Attributes

- Meets the biblical character and skill requirements of a leader (e.g. 1 Timothy 3:1-7)
- Fluent in written and spoken Chinese, can understand and communicate in English
- Demonstrate professional and personal integrity, willing to pursue ongoing knowledge and training
- Sound bible-based teaching and preaching skills
- Servant-leadership minded and willing to work as part of a team
- Willingness to cross cultural boundaries and accept differences in status quo

Ministry Skills and Attributes

- Accepting and abiding by the articles of faith, policies and protocols of the Pakuranga Chinese Baptist Church
- Graduated with a theological qualification from a recognized theological institute
- Sound knowledge of the Baptist ethos in a New Zealand setting
- Experience in growing church environment is desired

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 3 Appendix 3

關懷慈惠基金 2023 年 4 月至 2024 年 3 月年度財政預算

CARING FUND ANNUAL BUDGET FROM APRIL 2023 - MARCH 2024

編號 Item	項目分類 Description	04/2023- 03/2024 預算金額 Amounts \$	04/2022- 03/2023 預算金額 Amounts \$	Actual Expenses as at 28/2/2023 已使用金額 Amount \$
1	慈惠金 Caring Fund \$6000 (\$2000×3)	18000	18000	4000
2	COVID-19 支援金 Covid-19 Support Fund	15000	15000	4931.30
	計算總額 (Total)	33000	33000	8,931.30

備註:

項目 Item 1 :

- 預計每年 3 個的個人或家庭申請

Estimated 3 individual or family application a year \$6000 (\$2000×3) = \$18000

- 每\$2000 發放一次, 是按個人或 家庭申請

Disbursed once every \$2000, by individual or family application

- 申請人只可以在一年內申請三次的慈惠金

Applicants can only apply for the Fund up to three times within one year

項目 Item2 :

- 每次發放金額不超過 \$500/次(不發放現金)

- 包括禮卷 /防疫物資
- 包括日用物資 ;
- 也會根據實際情況, 作供應給被支援者的.

The amount of each payment shall not exceed \$500/time (no cash will be issued)

- Including gift vouchers/anti-epidemic materials
- Includes daily necessities;
- According to the actual situation, it will also be provided to the supporter.

- 若某確診者重複感染, 是可以再次接受援助的

If a confirmed person is re-infected, they can be assisted again

- 需要單據作跟據 Documents are required for follow-up

- 相關指引是 The relevant guidelines are

- 被接納支援者 : 是受感染者或其直系家屬的同居住者
Admitted Supporters: Those living with the infected person or their immediate family members

- 基於私隱, 所有申請者全交由委員會批核准的

For privacy reasons, all applicants are approved by the committee

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 4 Appendix 4

Pakuranga Chinese Baptist Church 東區華人浸信會
Community Ministry Fund 社區事工基金
Budget for 01 Apr 2023 - 31 Mar 2024 預算案

	2023/2024	2022/2023	Apr 22 to Jan 23
	Budget (\$)	Budget (\$)	(10 Months 月)
Ministry 事工	預算金額	預算金額	2022/2023
			Actual Exp (\$)
			已使用金額
English Class 英文班			
Marketing (Poster printing) 宣傳 (印刷海報)	100	80	51
Lesson Morning Tea 上課茶點	400	400	-
End of Term Student gathering 學期末學生聚會	100	120	-
Resource Material 課程材料	300	300	-
Stationery 文具	100	100	21
Total for English Class 英文班小計	1,000	1,000	72
Elderly Service 長者事工			
Monthly gathering cost 每月社區長者日	2,000	2,000	196
Sylvia Park Rest Home Worship Service 安老院敬拜服侍	500	500	-
Total for Elderly Service 長者事工小計	2,500	2,500	196
Sport Ministry 體育事工			
Venue Hire 租用場地	3,750	3,750	2,217
Total for Sport Ministry 體育事工小計	3,750	3,750	2,217
Prison Ministry 監獄事工			
Gift: Bible & Christian books 禮物：聖經和基督教書籍	100	100	-
Total for Prison Ministry 監獄事工小計	100	100	-
Car Wash for Community 社區洗車			
Car Wash Materials 洗車材料	-	-	118
Total Car Wash for Community 社區洗車小計	-	-	118
Sending Warmth Ministry 送暖行動			
Gift 禮物	200	200	-
Total for Sending Warmth Ministry 送暖行動小計	200	200	-
CAP (Christians Against Poverty) Money Course			
CAP 理財課程	-	-	-
Total Budgeted Expenses for CMC			
社區事工總預算費用	7,550	7,550	2,603

(Prepared on 7/2/2023 based on the information up to 31/1/2023)
(根據截至 2023 年 1 月 31 日的資料於 2023 年 2 月 7 日編制)

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 5 Appendix 5

Mission Committee Budget (2023-2024)			
	<u>2023/2024</u>	<u>2022/2023</u>	<u>2022/2023</u>
Ministry 事工	Budget (\$)	Budget (\$)	Actual Exp (\$)
	預算金額	預算金額	已使用金額
Short term mission (10Th TWCBM 芭堤雅宣教大會)			
1 team leaders	\$3,000.00	\$3,000.00	\$0.00
3-5 team members ***	\$5,000.00	\$10,000.00	\$0.00
Support to Other Mission Efforts			
Support to Open Doors (local NZ ministry)	\$2,000.00	\$2,000.00	\$2,000.00
Support to OMF	\$3,000.00	\$3,000.00	\$3,000.00
Support to CCMNZ	\$2,000.00	\$2,000.00	\$2,000.00
Support to Missionary Angela Ma	\$4,000.00	\$8,500.00	\$8,500.00
Bro/Sis Mission Initiative	\$3,000.00	\$3,000.00	\$197.59
Internal Admin and Training	\$2,000.00	\$1,000.00	\$0.00
Support to KC	\$4,000.00	\$3,000.00	\$3,000.00
Enoch Chan (Student Life)	\$4,000.00	\$0.00	-
啟明宣教士	\$4,000.00	\$0.00	-
Total Budgeted Expenses for Mission Committee			
	\$36,000.00	\$35,500.00	\$18,697.59

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 6 Appendix 6

Pakuranga Chinese Baptist Church 東區華人浸信會			
Theological Training Fund 神學培才基金			
Budget for 01 Apr 2023 - 31 Mar 2024 預算案			
			Apr 22 to Mar 23 (12 Months 月)
	2023/2024 Budget (\$) 預算金額	2022/2023 Budget (\$) 預算金額	2022/2023 Actual Exp (\$) 已使用金額
Ministry 事工			
Fully-funded 全資助: \$8000 x 1	8,000	14,000	2,448
Total for Fully-funded 全資助小計	8,000	14,000	2,448
Partially-funded 50%: 部分資助 (\$6000 x 2) x 50%	6,000	2,000	1,632
Total for Partially-funded 部分資助小計	6,000	2,000	1,632
Audit: 旁聽 (\$350 x 5) x 20%	350	700	-
Total for Audit 旁聽小計	350	700	-
Total Budgeted Expenses for TTF 神學培才總預算費用	14,350	16,700	4,080
<u>Note 備註:</u>			
1. The 1st semester fee of Carey or Laidlaw is belonged to the current financial year. But if applicants who are approved by QMM in April, the 1st semester fee may be attributed to a new year budget 第一學期的克理或 Laidlaw 神學完學費屬於該財政年度。若申請人是在四月季會通過, 第一學期的學費便屬於新年度預算。			
2. The 2nd semester fee of Carey or Laidlaw is attributed to a new year budget. 第二學期的克理或 Laidlaw 神學完學費屬於新年度預算			

Make disciples of all nations for Jesus

使萬民作耶穌的門徒


附件 7 Appendix 7

Pakuranga Chinese Baptist Church 東區華人浸信會			
Youth Fund 青少年事工基金			
Budget for 01 Apr 2023 - 31 Mar 2024 預算案			
			Apr 22 to Feb 23 (11 Months 月)
	<u>2023/2024</u>	<u>2022/2023</u>	<u>2022/2023</u>
Ministry 事工	Budget (\$) 預算金額	Budget (\$) 預算金額	Actual Exp (\$) 已使用金額
Youth Camp 青少營			
Camp Site 營地	6,500	7,155	4,962
Meal 食材	3,000	3,000	2,647
Bus Transportation 巴士交通	1,700	700	1,944
Helper 幫手	500	-	-
Guest Speaker Fee 演講嘉賓費用	250	200	256
Hygiene 衛生	200	150	100
Games 遊戲	500	400	297
Design 設計	500	550	251
Miscellaneous 雜費	200	200	93
Total for Youth Camp 青少營小計	13,350	12,355	10,549
Activities 活動			
Youth Fellowship 青年團契	420	360	394
Training material/Supplies 培訓材料/用品	240	240	-
Total for Activities 活動小計	660	600	394
Total Budgeted Expenses for YF 青少年事工總預算費用	14,010	12,955	10,943
Note 備注			
1. "Youth Fellowship": \$35 per month "青年團契": 每月\$35			
2. "Training material/Supplies": \$20 per month "培訓材料/用品": 每月 \$20			
Note: training program on hold, have yet to use budget and still planning			

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 8 Appendix 8



Quote

Quote No	Q000526	CATAS Limited PO Box 21145 Christchurch 8140 New Zealand
Date	24 February 2023	
Valid To	25 April 2023	

Pakuranga Chinese Baptist Church
PO Box 51844
Pakuranga
Auckland 2140
Attention: Albert Tang

Accounting, Bookkeeping & Payroll Packages

CATAS provides a range of Accounting packages based on a fixed monthly charge billing structure. This sets a fixed annual accounting charge, that is spread out over 12 equal monthly payments and paid by direct debit. This provides a known figure in advance that an organisation can budget for and assists with cash flow by avoiding one-off annual bills.

Annual Accounts, GST Returns & Advice

For a fixed price of \$220 per month (+gst) CATAS can provide:

- Annual Financial Performance Reports ready for audit and filing with Charities Services
- Correspondence and assistance provided to the auditor
- Preparation, checking, and filing of GST returns
- Ongoing accounting help, support, and advice throughout the year

Bookkeeping Services

In addition to monthly & annual financial reporting, CATAS can offer a bookkeeping service for a fixed price of \$250 per month (+gst).

Tasks included in the Bookkeeping service:

- Reconciling and coding of transactions, keeping Xero up to date
- Entering accounting journals
- Documenting transactions using the Xero file feature
- Adding new account codes and bank accounts in Xero as required
- Ongoing accounting help, support and advice throughout the year

Key tasks the Church would need to continue covering:

- Depositing cash
- Invoicing
- Making bill and other bank payments
- Scanning and/or emailing invoices, receipts, bills etc to the CATAS bookkeeper for documenting

Payroll Services

Four people on the payroll, paid monthly, would cost on average \$42 (+gst) per month. This covers the processing of pays and monthly software subscription.

CATAS will process and calculate the payroll, direct debit the funds from the organisation's bank account & pay the staff members, file the payday returns with IRD, make payments due to IRD, payments to the Baptist Superannuation Scheme, deal with any correspondence from IRD, and maintain annual & sick leave records.

There is a one-off charge of \$100 (+gst) to cover the set-up time for the payroll system.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒



Quote

All prices above exclude GST.

About CATAS:

CATAS Limited is an independent not-for-profit charitable Company established in 2005 by the Baptist Union of NZ. CATAS's mission is to prepare and administer the financial administration and compliance requirements of churches and church based-trusts. Our commitment is to utilise our gifts of administration to provide a cost-effective service to churches and church-based trusts throughout New Zealand, thereby enabling their people resource to be directed towards the fulfilment of their mission.

備註:

1. 根據我們的教會章程, 我們需要有一名司庫 (義務的) 來處理所有財務和會計職務。司庫需要具備專業的會計知識和相關背景。我們可以預見繼任風險, 難以找到能夠並願意擔任此職位的合適人選。另一個重要的問題是合規風險, 它包括:
 - 遵守稅務局的要求和規則
 - 遵守慈善團體法例, 包括財務報表和報告標準
 - 遵守其他政府法規和更新
 - 審計要求
2. 為盡量減少合規風險和繼任風險的後果, 建議聘請專業的會計師事務所幫助完成未來的合規工作。
3. 經諮詢 Baptist Union (紐西蘭浸聯會) 後得知, CATAS Ltd ("CATAS") 是一家獨立的非營利組織, 專門為教會和慈善機構提供專業, 高性價比的會計服務。CATAS 由浸聯會於 2005 年成立, 旨在解決他們在教會和相關慈善信託基金中看到的需求。CATAS 的使命是幫助紐西蘭教會和教會信託的財務管理和合規要求。
4. 在現階段, 建議委託他們在以下領域提供服務, 即: (1) 年度賬目, GST 申報和諮詢服務; (2) 薪資服務。
5. 至於簿記服務, 由司庫處理為宜, 因我們可更準確地紀錄會友的奉獻, 並每週報告一次。
6. 儘管如此, 我們的司庫應該了解整個教會的財務報表是如何編制的。
7. 將薪資服務外包給 CATAS 的原因之一是他們的費用比我們付費採用在線薪資軟件更具競爭力。目前我們是人手計算工資和 PAYE 申報, 在薪資軟件的幫助下, 我們只需要提供員工的時間表給 CATAS, 他們便會按照勞工法規處理每個員工的工資, PAYE 和休假記錄。
8. CATAS 服務的預計費用為 4,000 元, 已反映在教會 2023 - 2024 預算案中(參附件 9)。

Notes:

1. According to our Church Constitution, we need to have a Treasurer (voluntary based so far) to handle all finance and accounting roles. The Treasurer needs to have professional accounting knowledge and related background. We can foresee the succession risk to find a suitable person who is able and is willing to serve in this role. Another important issue is the

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

compliance risk, it includes:

- to comply with IRD requirements and rules
 - to comply with Charities Act, including financial statements and reporting standard
 - to comply with other Government regulations and updating
 - audit requirements
2. To minimise the consequence of the compliance risk and succession risk, suggest engaging the professional accounting firms helping to fulfil the compliance in the future.
 3. After consulting Baptist Union (the Baptist Churches of New Zealand), knowing that CATAS Ltd (“CATAS”) is an independent not-for-profit organisation specialising in professional, cost-effective accounting services to churches and charities. CATAS was set up in 2005 by Baptist Union to address a need they saw in their churches and related charitable trusts. CATAS's mission is to prepare and administer the financial administration and compliance requirements of NZ churches and church-based trusts.
 4. At this stage, commissioning of their services in the following areas is recommended, namely: (1) Annual Accounts, GST Returns and Advice; and (2) Payroll Services.
 5. As regards Bookkeeping Services, these are better handled in-house by our Treasurer because we are better placed to record members' offerings accurately and reported weekly.
 6. Nevertheless, our Treasurer should have knowledge of how the entire Church financial statements are compiled.
 7. One of the reasons for outsourcing Payroll Services to CATAS is that their fees are more competitive than subscribing our own online payroll software. Currently we calculate salary and file PAYE manually, with the assistance of a payroll software, we just need to provide the timesheet of employees, each employee's salary, PAYE and Leave records will be processed and generated in compliance with the Employment legislations.
 8. The projected costs for CATAS' services, \$4,000, have been reflected in the Church 2023 – 2024 budget (see Appendix 9).

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 9 Appendix 9

東區華人浸信會 Pakuranga Chinese Baptist Church 2023 至 2024 年度常費支出/收入預算表 2023-2024 Operational Budget

項目 Items	2023-2024 預算金額 Budget Amount	2022-2023 預算金額 Budget Amount	Apr 2022- Jan 2023 實際金額 (10 Months) Actuals
主日崇拜常費奉獻 General Offering - Sunday	202,000	183,100	168,373
週六崇拜奉獻 General Offering - Saturday	72,900	87,200	60,749
英語崇拜奉獻 General Offering - English	77,200	89,200	64,324
三十週年特別奉獻 30th Anniversary Special Offering	-	5,000	2,540
租金收入(輔導中心) Rent Received (Counselling Centre)	-	2,500	2,692
股息收入 Dividend Received	300	300	303
銀行利息 Interest Received	65,700	23,800	26,517
收入總計 Total Expenses/Income	418,100	391,100	325,498
薪金 Staff Salary	290,800	214,800	181,891
意外保險費 ACC Levies	800	600	382
保險金 Insurance	14,200	9,300	10,170
電費 Electricity	4,600	4,400	2,715
差餉及水費 Rates & Water	2,200	1,800	1,069
電話費 Telephone	2,200	2,200	1,105
文具, 影印, 郵費 Stationery & Printing & Postage	5,000	5,000	2,780
會計費用 Accounting Fees	4,000	-	-
清潔, 建築物定期檢查 Cleaning & Building WOF	20,000	19,000	15,848
雜項費 General Expenses	3,300	3,300	1,600
華語團契 PBC Mandarin Fellowship	5,000	5,000	5,000
浸聯會奉獻 Baptist Union Offering	7,500	7,500	7,500
三十週年會慶 30th Anniversary	-	11,800	9,128
教育部 Education Department	10,530	7,800	2,216
傳道部 Evangelism Department	6,950	6,400	1,328
總務部 General Maintenance Department	30,900	32,360	19,553
關懷部 Pastoral Care Department	9,650	5,550	2,093
崇拜部 Worship Department	24,370	23,360	9,415
租金支出(輔導中心) Rent Expense (Counselling Centre)	-	2,500	2,692
支出總計 Total Expenses	442,000	362,670	276,485
預算常費盈餘/(赤字) Surplus / (Deficit)	(23,900)	28,430	49,013

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 10 Appendix 10

東浸各特別委員會 2023 - 2025 成員名單

PCBC members of ad hoc committees for 2023 - 2025

備註 Notes:

- 1) 名字下劃線的是召集人 Name underlined is the Convener;
2) ** : 當然成員 Ex-officio member;

	名稱 Name	委員 Members
1	關懷慈惠委員會 Caring Fund	黎少安牧師, 黃婉儀, 王秀芳, 唐千嵐 Pastor Andrew Lai, <u>Pinky Wong</u> , Adela Lee, Eunice Tong
2	會章覆核委員會 Church Constitution Review	鄧錦材牧師**, 鄧穎曦, 黃詠詩, 陳穎怡, 藍港強 Pastor Albert Tang**, <u>Karis Lam</u> , Cindy Wong, Judy Chan, Kenneth Lam
3	堂所發展委員會 Church Development	鄧錦材牧師**, 甘鴻泰執事, 高少基, 唐本利, 文優越, 陳錦熙 Pastor Albert Tang**, Deacon Anthony Kam, <u>Ben Ko</u> , Eric Tong, Cecilia Man, Gary Chan
4	社區事工委員會 Community Ministry	鄧錦材牧師**, 黎少安牧師, 葉詩廷執事, 黃紹昌, 黃希舜, 文優越 Pastor Albert Tang**, Pastor Andrew Lai, <u>Deacon Peter Ip</u> , Raymond Wong, Chris Wong, Cecilia Man
5	選舉委員會 Election	鄧錦材牧師**, 甘鴻泰執事, 鍾穎康, 黃志華, 王梓茵, 藍港強 Pastor Albert Tang**, <u>Deacon Anthony Kam</u> , Vincent Chung, Victor Wong, Julianne Wong, Kenneth Lam
6	差傳事工委員會 Mission	鄧錦材牧師**, 歐陽偉邦執事, 葉詩廷執事, 林曉薇, 唐本利, 湯進, 湛家強 Pastor Albert Tang**, Deacon Vincent Au Yeung, Deacon Peter Ip, <u>Mona Lam</u> , Eric Tong, Marco Tong, Dennis Cham

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

7	人事委員會 Personnel	鄧錦材牧師**, 黃紹昌, 雷善恒, 呂詠霞, 洪家耀 Pastor Albert Tang**, Raymond Wong, <u>Matthew Lui</u> , Helen Lui, Samuel Hung
8	神學培才委員會 Theological Training	張威廉牧師, 黃詠詩, 趙蕊華, 卞凌毅, 唐千嵐, 湯進 Pastor William HC, <u>Cindy Wong</u> , Eva Chiu, David Bin, Eunice Tong, Marco Tong
9#	青少年事工委員會 Youth Ministry	張威廉牧師, 高施樂, 高哲, 湯進, 龍曉瑋, 羅君諾 Pastor William HC, Isaac Ko, <u>Ivan Ko</u> , Marco Tong, Francesca Long, Noah Law

已調整，參商討事項 4.13。 Adjusted, see Discussion Item 4.13.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 11 Appendix 11

GM Department Eligible Members List for Staff Committee Election 2023

總務部符合職員會 2023 選舉資格部員名單

English Name 英文姓名	Chinese Name 中文姓名	*Can vote (可投票) (Yes/No)	**Eligible to be nominated 符合資格被提名 (Yes/No)	***Eligible to be Leader/ Deputy-Leader 符合資格成為正/副部長 (Yes/No)
Alex Mak	麥智勇	Yes	Yes	Yes
Aric Man	文志恒	Yes	No	No
Ben Ko	高少基	Yes	Yes	Yes
Donald Leung	梁 元	Yes	Yes	Yes
Eric Tong	唐本利	Yes	Yes	Yes
Henry Tong	唐本春	Yes	Yes	Yes
Ingrid Tsoi	蔡瑋靖	Yes	No	No
Rio Lam	林漳皓	Yes	Yes	Yes

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 12 Appendix 12

會章附則 3 的相關條款 Relevant clauses of Church Constitution Supplement 3

(bilingual version approved at 24.01.2021 QMM)

- 7.2.2.1.4 「部會」內設「部內職員會」，由至少 5 名本會活躍會友組成，負責決策和管理。
- 7.2.2.1.4 There within each department meeting shall be a “Department Staff Committee”, which is composed of no less than 5 active Church Members and is responsible for decision-making and management.
- 7.2.2.5.3: 若因職員會人數不足或由於職員尚未符合資格或其他原因而無法達到按 7.2.2.1.4 規定的 5 人門檻，應通知該部的所有會友，進行補選。如果這些職位仍然無法填補，則應交由執事會委任臨時職員，暫時負責該部運作。
- 7.2.2.5.3: If, for various reasons, the number of qualified staff falls below the minimum threshold of 5 persons, all members shall be notified for a by-election. If, upon the by-election, the vacant positions are still not filled, then the matter shall be referred to the Deacons’ Board for appointment of temporary staff to handle the department’s operations.

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

附件 13 Appendix 13

Worship Department Eligible Members List for Staff Committee Election 2023 崇拜部符合職員會 2023 選舉資格部員名單					
	English Name 英文姓名	Chinese Name 中文姓名	*Can vote (可投票) (Yes/No)	**Eligible to be nominated 符合資格被提名 (Yes/No)	***Eligible to be Leader/ Deputy-Leader 符合資格成為正/副部長 (Yes/No)
1	Adele Ma	馬新穗	Yes	Yes	No
2	Alexis Zhang	張琴	Yes	Yes	Yes
3	Andrew Lai	黎少安	Yes	Yes	No
4	Andy Tan	譚耀明	Yes	Yes	No
5	Angel Tong	唐敏瑄	Yes	Yes	No
6	Anna Ip	鮑惠玲	Yes	Yes	No
7	Anny Fung	畢桂娣	Yes	Yes	Yes
8	Anthony Fung	馮智強	Yes	Yes	No
9	Anthony Kam	甘鴻泰	Yes	Yes	Yes
10	Barry Lee	李萬基	Yes	Yes	Yes
11	Ben Ko	高少基	Yes	Yes	Yes
12	Cecilia Man	文優越	Yes	Yes	No
13	Charlotte Ko	高靜	Yes	Yes	No
14	Cherry Ann Tin	田國英	Yes	Yes	No
15	Cheryl Chong	甯曉欣	Yes	Yes	No
16	Chris Lam	林峰	Yes	Yes	No
17	Chris Wong	黃希舜	Yes	Yes	No
18	Christopher Long	龍子謙	Yes	Yes	No
19	Cindy Lam	林愛珊	Yes	Yes	No
20	Cissy Wong	黃肖予	Yes	Yes	No
21	David Bin	卞凌毅	Yes	Yes	Yes
22	Donald Leung	梁元	Yes	Yes	No
23	Dormani Nam	藍沐恩	Yes	Yes	No

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

24	Elaine Lau	曾燕玲	Yes	Yes	No
25	Eliane Kam	蔡宙金	Yes	Yes	No
26	Eleana Tam	談李月桂	Yes	Yes	No
27	Elsa Cheung	張鳳仙	Yes	Yes	No
28	Francesca Long	龍曉滢	Yes	Yes	No
29	Frank Sin	冼文軒	Yes	Yes	No
30	Gary Chan	陳錦熙	Yes	Yes	No
31	Geoffrey Lam	藍逸暉	Yes	Yes	No
32	Geoffrey Wong	黃俊傑	Yes	Yes	No
33	Hak Kan Lai	黎克勤	Yes	Yes	No
34	Helen Lui	呂詠霞	Yes	Yes	Yes
35	Henry Tong	唐本春	Yes	Yes	No
36	Ingrid Tsoi	蔡瑋靖	Yes	Yes	No
37	Irene Sung	宋恩琳	Yes	Yes	No
38	Isaac Ko	高施樂	Yes	Yes	No
39	Ivan Ko	高哲	Yes	Yes	No
40	Ivy Lam	陳林小惠	Yes	Yes	No
41	James Bin	卞國興	Yes	Yes	No
42	Janet Xu	徐咏婷	Yes	Yes	No
43	Jennie Lee	何嘉恩	Yes	Yes	Yes
44	Jennifer Siu	蕭紋翠	Yes	Yes	Yes
45	Jessica Kam	易境紅	Yes	Yes	Yes
46	Johnson Cheung	張文傲	Yes	Yes	No
47	Jolie Chang	鄭文睿	Yes	Yes	No
48	Judy Chan	陳穎怡	Yes	Yes	Yes
49	Julianne Wong	王梓茵	Yes	Yes	Yes
50	Karis Lam	鄧穎曦	Yes	Yes	Yes
51	Ken Leung	梁偉強	Yes	Yes	Yes
52	Koye Chung	鍾光令	Yes	Yes	No

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

53	Kristy Lam	林穎怡	Yes	Yes	No
54	Leo Lai	黎力元	Yes	Yes	No
55	Magdalene Leung	梁惠玲	Yes	Yes	No
56	Marco Tong	湯進	Yes	Yes	Yes
57	Matthew Lui	雷善恆	Yes	Yes	Yes
58	Mona Lam	林曉薇	Yes	Yes	No
59	Nila Chung	鍾琍娜	Yes	Yes	No
60	Noah Law	羅君諾	Yes	Yes	No
61	Peter Ching	程宇軒	Yes	Yes	Yes
62	Raymond Lee	李榮耀	Yes	Yes	Yes
63	Raymond Sun	孫毅標	Yes	Yes	Yes
64	Rio Lam	林漳皓	Yes	Yes	Yes
65	Ron Ip	葉煥章	Yes	Yes	No
66	Ron Lui	雷朗恒	Yes	Yes	No
67	Ruth Lai	黃麗嫦	Yes	Yes	No
68	Sammy Lau	劉子英	Yes	Yes	No
69	Samuel Hung	洪家耀	Yes	Yes	No
70	Sandra Chin	何賽容	Yes	Yes	No
71	Serena Lau	劉梓穎	Yes	Yes	No
72	Shewa Luk	陸姝樺	Yes	Yes	Yes
73	Shirlina Sin	冼潔珍	Yes	Yes	No
74	Shirlina Sun	林楚端	Yes	Yes	No
75	Simon Haw	何建豪	Yes	Yes	No
76	Song Yang Khoo	邱松陽	Yes	Yes	No
77	Stella Ching	黎詠珊	Yes	Yes	No
78	Sylvia Chan	陳映菲	Yes	Yes	No
79	Tiffany Lam	林美玲	Yes	Yes	No
80	Ting Ting	黎李庭婷	Yes	Yes	No
81	Tony Cheung	張冠標	Yes	Yes	No

Make disciples of all nations for Jesus

使萬民作耶穌的門徒

82	Vincent Au Yeung	歐陽偉邦	Yes	Yes	Yes
83	Vincent Wong	黃瑋樂	Yes	Yes	No
84	Viola Sung	宋恩琪	Yes	Yes	No
85	Weldon Chiu	趙瑋	Yes	Yes	No
86	Wendy Chan	陳穎恬	Yes	Yes	Yes
87	William HC	張威廉	Yes	Yes	No
88	Yoko Lau	劉玉娥	Yes	Yes	No

Make disciples of all nations for Jesus

使萬民作耶穌的門徒