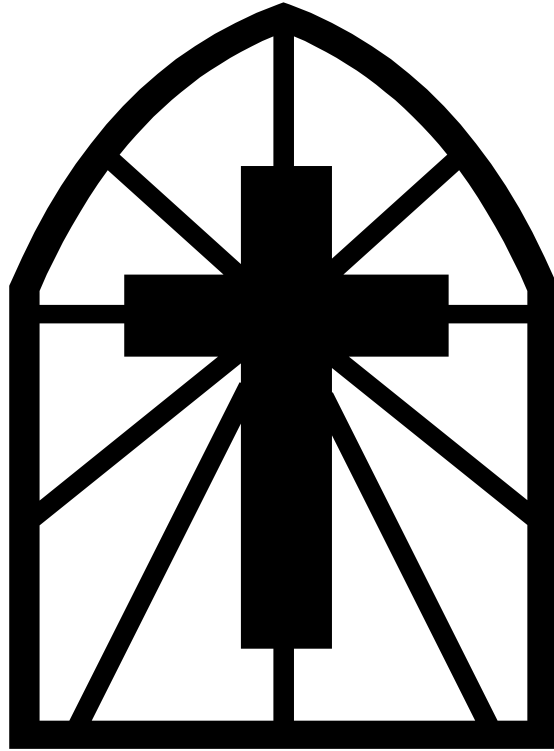


奧克蘭東區華人浸信會
PAKURANGA CHINESE BAPTIST CHURCH



「凡勞苦擔重擔的人，可以到我這裡來，我就使你們得安息」太 11:28

奧克蘭東區華人浸信會
會章

會 址：209 Ti Rakau Drive, Pakuranga, Auckland.

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1. 總綱

- 1.1 本會定名為「奧克蘭東區華人浸信會」，以下簡稱「本會」成立於一九九二年十二月六日。
- 1.2 本會奉行主耶穌基督所託付之大使命，以傳揚福音，領人歸主，牧養信徒，保守真理，聯絡會友，服事真神，實踐新約教會之精神為宗旨。
- 1.3 除特別註明外，本會章英文版和中文版之意思有差異時，則以中文版的意思為準。

2. 信仰

本會基要信仰如下：

- 2.1 全部聖經六十六卷均為神所默示，當無謬誤，是為信徒信仰與生活之南針。
- 2.2 神乃同尊同榮，聖父聖子聖靈三位合一之主宰。
- 2.3 耶穌基督為童女瑪利亞由聖靈懷孕而生，雖經試誘而不犯罪釘身十字架為救贖世人而死，死後三日復活，然後升天！將於榮耀威嚴中再臨，審判並掌管世界，義人與惡人均將復活，惟義人得生，而惡人定罪。
- 2.4 聖靈具有位格，使人知罪，啟迪人心，並引導信徒，使人成聖。
- 2.5 人自始祖墮落後，具有罪性！與神相違，與撒旦為友，無法自救，然神仍賜在宗教生上之自由。
- 2.6 人之得救，乃本乎恩也因著信。恩者，神將其獨生子賜與世人，使其釘身於十字架而擔當世人罪孽。信者，人受聖靈感化，認罪悔改，甘願接納耶穌基督為其個人救主，並將一己之生命委付與基督，一次得救永遠得救。
- 2.7 信徒應有得救重生之經歷，作祭司之責任，並殷勤查考聖經及祈禱。
- 2.8 教會乃按照新約規範而設立者，故稱為新約教會。教會乃地區上重生信徒自動組成之屬靈團體，尊基督為元首，會友權位平等。

3. 禮儀

- 3.1 本會照新約經訓設立兩項禮儀，均為象徵式，並無救恩之作用，主持禮儀者為本會牧師或執事(如無牧師時，可由義務牧師 或浸信會牧師擔任之) 襄禮者為執事或理事。
- 3.2 浸禮：乃全身浸入水中而後復起之禮儀，並無洗滌罪污之作用及含意，凡信主與得救者，接受此禮是表明與基督同死，同埋 葬，同復活，並且藉此加入本會為會友。
- 3.3 主餐禮：乃會友在神家中共同記念主基督捨身流血，贖罪大恩之禮儀。餅乃象徵基督之身體，杯乃象徵基督之寶血。會友格 守此禮應先自己省察，然後領受。

4. 教會的目標與功能

- 4.1 恆常聚會，包括敬拜、禱告、教導、鼓勵和團契。
- 4.2 藉著傳講福音訊息和對社區的關心，表揚神的愛。
- 4.3 在任何情況下，盡心建立造就信徒，引領人加入教會。
- 4.4 參與宣教事工，在本國，也到海外，傳揚天國福音。
- 4.5 透過實際行動，給與有需要人仕適當的幫助。

5. 組織

- 5.1 本會以全體會友為主，奉主耶穌基督為元首。憑神引導，會友大會決定一切會務之措施，因此會友大會為本會最高決策權力機構。
- 5.2 本會是浸聯會一成員組織，須與浸聯會保持密切聯絡，由會友所管理的自治團體，是主耶穌基督身體裡眾多教會之一。
- 5.3 本會領袖乃「教會議會」，成員包括：
執事會 部長會 教會書記 教會司庫
同心在教會的運作和發展上，向會友負責。
- 5.4 教牧同工會：可包括本教會教牧同工，並可邀請其他退休或不在任資深牧者參與，惟須會友大會確認。
- 5.5 執事會：

執事會由執事組成，負責監察及協助教牧同工牧養會眾，及制定事教會發展大方向。教會議會及會友大會之當然「會議主席」由執事會代表擔任。(職責及資格，參閱會章附則 4)

- 5.6 部長會：
部長會由各部部長組成，負責管理各部行政及執行會務。(舉凡本會章提及有關「理事」之處，乃指「部長」而言)
- 5.7 教會書記：
書記由「活躍會友」投票選出，負責教會文書工作。
- 5.8 教會司庫：
司庫由「活躍會友」投票選出，負責管理及執行教會財務工作。
- 5.9 本會可按實際需要設立各種特別委員會！辦理特殊會務。特別委員會並非「教會議會」一部份。
- 5.10 本會不與任何政治組織聯盟。

6. 會籍

- 6.1 會友情況分兩類：
 - 6.1.1 「活躍會友」乃記錄在「活躍會友」名冊上之會友；
 - 6.1.2 「不活躍會友」乃記錄在「不活躍會友」名冊上之會友。
 - 6.1.3 「不活躍會友」無投票權。
 - 6.1.4 教會需要記存會友名冊，並須要每年更新整理一次。
- 6.2 凡欲加入本會成為會友，應依循以下任何一項途徑進行：
 - 6.2.1 凡已經決志信主者，經由牧師或執事查察其信仰及品德，認可後推薦給會友大會接納，為其施浸。
(未有牧師或執事時之安排，參看會章附則 1)
 - 6.2.2 其他各教會會友欲轉入本會，而其信仰及浸禮與本會相同
(參看條款 2 信仰及條款 3 禮儀)，須經以下任何一項程序進行：
 - 6.2.2.1 提交原屬教會薦書；或
 - 6.2.2.2 需要兩位本會會友推薦；或
 - 6.2.2.3 需要一位浸信會牧師推薦。
經牧師及執事審查，然後推薦於會友大會接納成為會友。
(未有牧師或執事時之安排，參看會章附則 1)
 - 6.2.3 其他非浸禮宗派之基督徒，如欲加入本會，而又不願接受浸禮者，可以不須在本會受浸，但須經以下任何一項程序進行：

- 6.2.3.1 提交原屬教會薦書；或
- 6.2.3.2 需要兩位本會會友推薦；或
- 6.2.3.3 需要一位浸信會牧師推薦；由主任牧師及兩位執事會成員審查 信德，然後推薦於會友大會接納成為會友，享有同等會友權利，惟沒有執事被選權。本會創會之 25 位基本會友可括免以上規限，有執事被選權。(基本會友姓名，參看會章附則 1)
(未有牧師或執事時之安排，參看會章附則 1)
- 6.3 薦出：本會會友均為自願加入者，如欲轉往其他教會，可向本會申請薦書，經會友大會通過後，隨即發給。
- 6.4 轉入「不活躍會友」會籍：
 - 6.4.1 本會會友，凡在剛過去兩年或以上：
 - 6.4.1.1 沒有恆常參與本會崇拜；或
 - 6.4.1.2 有消息不明；或
 - 6.4.1.3 實際上沒有負會友責任，本會可建議將其名轉入「不活躍會友」名冊。經會友大會通過後，隨即生效。
(會友責任，參看會章附則 1)
 - 6.4.2 本會會友，因移居海外或其他原因，無法恆常參與崇拜或實祭上不能負會友責任，會友本人可以申請將其名字轉入「不活躍 會友」名冊，經會友大會通過後，隨即生效。
(會友責任，參看會章附則 1)
- 6.5 革除會籍：本會會友如有違犯下列任何一種情況，經執事會成員照聖經教訓勸誡該會友仍屢次不改，得由執事會於會友大會提出革除會籍，經會友大會通過後，發出公函通知被革除之會友。
 - 6.5.1 隨從異教或異端，違背本會信仰；或
 - 6.5.2 玷辱主名；或
 - 6.5.3 沒有持守基督教信仰；或
 - 6.5.4 蓄意損害本會聲譽；或
 - 6.5.5 蓄意損害本會利益。
(未有牧師或執事時之安排，參看會章附則 1)
- 6.6 恢復會籍
 - 6.6.1 「不活躍會友」名冊上之會友如欲將其名轉入「活躍會友」名冊上，必須經以下途徑申請：
 - 6.6.1.1 向本會申述理由；及

- 6.6.1.2 由執事會審查及確認申請者今後對教會委身之意向；經執事會成員提出建議並會友大會通過後，即可將其名轉入「活躍會友」名冊。(未有牧師或執事時之安排，參看會章附則 1)
- 6.6.2 被革除會籍之會友欲申請恢復其會籍，必須經以下途徑申請：
 - 6.6.2.1 向本會申述理由，及
 - 6.6.2.2 由執事會審查及確認申請者今後對主耶穌基督及教會委身之意向；及
 - 6.6.2.3 於會友大會中，在眾人面前承認過錯，並表示願意悔改，由會友大會決定是否恢復其會籍。
(未有牧師或執事時之安排，參看會章附則 1)

7. 職員

- 7.1 本會可聘請下列受薪職員(資格，工作內容和聘請章則，參閱會章附則 2)
 - 7.1.1 主任牧師:主任牧師乃本會所委託統領教會一切屬靈工作之領袖，舉凡本會一切聚會之講壇，均由其管理及負責，並是執事會、部長會及教會各委員會的當然成員。
 - 7.1.2 牧師、傳道及其他教牧職員：牧師、傳道及其他教牧職員乃本會所委託協助牧養工作。
 - 7.1.3 幹事：幹事乃本會所委託協助辦理教會內事務性的工作。
 - 7.1.4 其他：本會可按實際需要，提出聘任其他職員，協助會務。
- 7.2 本會可聘任以下義務職員。(資格，工作內容和選舉細則，參閱會章附則 3)
 - 7.2.1 執事：執事乃本會所委託負責監察及協助教牧同工牧養會眾，及制定教會發展大方向之屬靈領袖。
 - 7.2.2 部長：部長乃各部之領袖，負責管理及執行各部內事務性的工作。
 - 7.2.3 教會書記：書記由「活躍會友」投票選出，負責教會文書工作。書記乃文書部當然部長。
 - 7.2.4 教會司庫：司庫由「活躍會友」投票選出，負責管理及執行教會財務工作。司庫乃財務部當然部長。

8. 會議

- 8.1 目的：會議目的乃是要尋求和印證神在教會所作一切事上的心意。
- 8.2 本會以全體會友為主體，奉主耶穌基督為元首。憑神引導，會友大會決定一切會務之措施，會友大會為本會最高決策權力機構。
- 8.3 本會之會友大會分為：
 - 例會 年會 特別會友大會
- 8.3.1 例會：商討教會事工，定期舉行。
(例會舉行日期，次數及程序，參閱會章附則 5)
- 8.3.2 年會：年會在特定的日期每年舉行一次。議程包括年報、聘請核數師、財政報告，財政預算及其他提案。(年會舉行日期及程序，參閱會章附則 5)
- 8.3.3 特別會友大會：特別會友大會由執事會召開，處理特殊會務，如有需要亦可由指定人數之「活躍會友」聯署要求執事會召開，須七日前通知各會友和前一主日崇拜時宣佈，如不能時，亦應設法通知各會友。(指定人數，參閱會章附則 5)
(未有牧師或執事時之安排，參看會章附則 5)
- 8.4 本會會友大會採用民主制度，「活躍會友」均有平等投票權利。會議應在預定之日期舉行，凡本會會友均應出席，法定人數為全體「活躍會友」之四分之一。
- 8.5 本會友大會中除指定之特別提案外，會議提案在取得簡單多數票後，均被接納通過，但不得少於十票。
- 8.5.1 若十分之一或以上的出席「活躍會友」要求用不記名票方式投票時，該提案須要用不記名票方式進行投票。
(特別提案之例子及票數規定，參看會章附則 5)
- 8.6 執事會代表為各項會議之當然召集人。教會議會及會友大會之當然「會議主席」由執事會代表擔任，當屆書記為會友大會書記。如主席或書記缺席時，則由出席「活躍會友」推舉及擔任。(未有執事時之安排，參看會章附則 5)

9. 聚會

- 9.1 教會聚會包括崇拜、主日學、祈禱會、團契、查經班等。凡本會會友均應參加，在適當情況下，亦應該邀請親友參加。

- 9.2 本會應積極籌備各樣培靈及福音性聚會/活動，目的在培育會友靈性及向末信主親友講解救恩真道。凡本會會友均應參加，亦應該邀請親友參加。

10. 財政

- 10.1 本會一切會務經費，均由會眾自由奉獻；非經由會友大會通過，本會概不接納任何機構之捐獻。
- 10.2 本會會友，按照聖經教訓，均有履行十一奉獻的責任。
- 10.3 本會財政收支賬目，絕對公開，並定期刊印財務報表，報告或分發會眾，凡記名奉獻者可索回收據
- 10.4 本會財務管理採用統一制度。凡本會各部門收支應統一歸入教會財務報表內。
- 10.5 本會銀行戶口：
- 10.5.1 銀行戶口 之各項操作必須由指定的三位受權人(執事或部長) 之兩位一同監管。
- 10.5.2 銀行支票必須由指定三位受權人(執事或部長) 之兩位一同監管及簽發方為有效。
- 10.6 不可在金錢上獲取私人利益。
- 10.6.1 除在下列情況下教會或其領導層不能作出任何決定致使其會友在金錢上獲取私人的利益：
- 10.6.1.1 會友當執行有關教會事務時的所有正常開支可獲補償；
- 10.6.1.2 教會可按其受薪及義務職員為教會所作的實際工作而支付合理和適當的報酬；
- 10.6.1.3 教會可支付任何會友為教會所作一切專業服務上的工務費用；
- 10.6.1.4 任何會友可保留一切因著其在該工程上的參與而正當地獲取的報酬。此等報酬並不因該會友與教會的關係受影響。
- 10.6.1.5 本會章不能阻止教會按條款 4「教會的目標與功能」所表達的任何目的而向任何人仕付款，不論該人仕是否本會會友。
- 10.6.2 教會領袖或其會友，在決定支付所有補償、報酬和各樣開支 時，應絕對遵守 10.6.3 條款的規定。
- 10.6.3 無論在任何情況下，會友不可影響教會有關支付某會友所得 收益的任何決定。

- 10.7 本會章之第 10.1 至 10.6 條款之英文版乃直接採用浸聯會之建議，目的為乎合「慈善團體法案」(2005) 之要求。若英文版和中文版的意思有差異，則以英文版的意思為準。

11. 物業信託人

- 11.1 紐西蘭浸聯會為本會物業既定受託人，依據浸聯會團體組織的章程，第六條(1923 年)，並在本會同意與指示下，為本會代管物業。
- 11.2 結束運作依據紐西蘭浸聯會團體組織法例(1923) 第六章，第十七，十八，十九條規定，結束本會運作的提案，須獲得最少 85% 全體「活躍會友」多數票通過贊成，才可結束運作。清盤後的剩餘財產，將捐贈給本會或浸聯會預先所擬定之慈善團體。在沒有預先擬定之慈善團體時，則由紐西蘭高等法院擬定。清盤後的剩餘財產，絕對不能分配給本會會友。
(清盤程序，參閱會章附則 6)
- 11.3 有關條款 11.2，若英文版和中文版有翻譯上的差異，則以英文版的意思為準。

12. 會章

- 12.1 本會章有關本會慈善團體性質的各項條款，包括條款 10.6 (不可在金錢上獲取私人利益) 及條款 11.2(結束運作)，除本會議決放棄其慈善團體之課稅地位及稅項優惠權利，不得更改。
- 12.2 本會會章如需要修訂，得由指定「活躍會友」人數聯署向執事會提出建議書，提議召開會友大會討論修訂。執事會須於收到建議書後一個月以書面內召開特別會友大會。(特別會友大會開會程序及指定人數，參閱會章附則 7)
- 12.3 本會會章之任何修訂須經最少三分之二全體「活躍會友」多數票通過接納。
- 12.4 惟條款 2 之「信仰」及條款 3 之「禮儀」，如要修改，必須由執事會推薦，並百分之八十五全體「活躍會友」多數票通過接納方為有效。(未有執事時之安排，參看會章附則 7)
- 12.5 會章附則：

- 12.5.1 本會同時制訂會章附則，以便推展教會各項事工。
- 12.5.2 本會可因實際需要對會章附則作出修改。
- 12.5.3 修改會章附則，須經會友大會以多數票通過才可進行。
- 12.5.4 如附則與會章有衝突之處，則以會章為準。
- 12.5.5 附目錄：

1. 附則 1 - 會籍	4. 附則 4 - 執事會
2. 附則 2 - 受薪職員	〔職責及資格〕
〔資格，工作內容和聘請章則〕	5. 附則 5 - 教會會議
3. 附則 3 - 義務職員	6. 附則 6 - 物業信託人
〔資格，工作內容和選舉細則〕	7. 附則 7 - 會章

會章附則 1 - 會籍

1. 未有牧師或執事時之安排

6.2.1 決志信主者，查察其信仰及品德，認可施浸。

6.2.2 轉會(浸禮宗)

6.2.3 轉會(非浸禮宗)

2. 6.2.3.3 基本會友姓名

3. 6.4.1 會友責任

4. 6.5 革除會籍

5. 6.6 恢復會籍

附則 2 - 受薪職員 【資格，工作內容和聘請章則】

1. 7.1.1 主任牧師

2. 7.1.2 牧師！傳道及其他教牧職員

3. 7.1.3 幹事

4. 7.1.4 其他

附則 3 - 義務職員 【資格，工作內容和選舉細則】

1. 7.2.1 執事

2. 7.2.2 部長

3. 7.2.3 教會書記

4. 7.2.4 教會司庫

附則 4 - 執事會(5.5) 【職責及資格】

附則 5 -教會會議

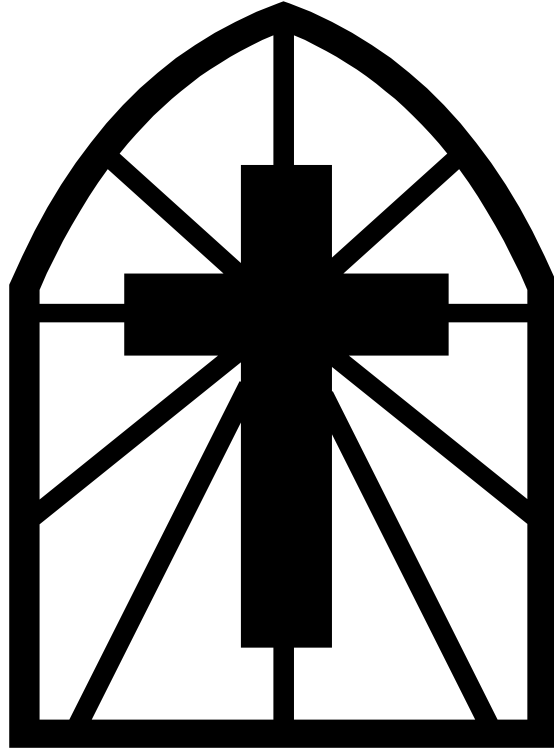
1. 8.3.1 例會
2. 8.3.2 年會
3. 8.3.3 特別會友大會
4. 8.3.3 & 8.6 未有牧師或執事時之安排
5. 8.5 特別提案之例子及票數規定
6. 12.2 會章修訂：特別會友大會開會程序及指定人數

附則 6 -物業信託人

1. 11.2 清盤程序

附則 7 -會章

1. 12.2 會章修訂：特別會友大會開會程序及指定人數
2. 12.4 修改條款 2 之「信仰」及條款 3 之「禮儀」未有執事時之安排



**“Come to me, all you who are weary and burdened,
and I will give you rest.” - Matthew 11:28**

PAKURANGA CHINESE BAPTIST CHURCH

Constitution

Address : 209 Ti Rakau Drive, Pakuranga, Auckland

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1. PREAMBLE

- 1.1 The “Pakuranga Chinese Baptist Church” was established on 6th Dec. 1992, and hereafter will be referred to as “the Church.**
- 1.2 The Church is dedicated to the fulfilment of the Great Commission as given by the Lord Jesus Christ, to spreading the gospel, to leading people to Christ, to shepherding believers, to upholding the biblical Truth, to promoting fellowship among members and in serving God in accordance with the spirit of the principle of the New Testament Church.**
- 1.3 Unless stated otherwise, where the meaning in the English version and the Chinese version differs, the meaning in the Chinese version shall take precedence.**

2. THE ARTICLES OF FAITH

The faith fundamentals of the Church is :

- 2.1 That the Holy Bible, completed with its sixty-six Scriptures, all being Infallible inspiration of God, is without error, and serves as the utmost guidelines in all aspects in life and living of believers. °**
- 2.2 That there is only one God and in the Godhead there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine essence and glory.**
- 2.3 That Lord Jesus Christ conceived by the Holy Spirit, born of Virgin Mary, tempted but did not sin, crucified and died on the cross for the salvation of all mankind, has risen from the dead after three days and ascended into Heaven. He shall come again in full glory to rule and judge the world. The righteous and the sinners will rise together but only the righteous will be saved whilst the sinners shall be condemned.**
- 2.4 That the Holy Spirit is a person, who convicts man of sin, show salvation of Christ to the unsaved, and who guides and sanctifies the believers.**
- 2.5 The fall of our original parents has plunged the whole human race into eternal condemnation. Since then, all men are sinful by nature, disobeying God and befriending Satan. By themselves, they cannot be saved without help. However man is still permitted to turn to God by volition.**
- 2.6 That justification is by Grace through faith in Jesus Christ. Grace wise: God sent His only begotten Son to the world to be crucified as atonement for the sin of all mankind. Faith wise, when a person is convicted by the Holy Spirit to confess of his/her sin and willingly accepts Jesus Christ as his/her personal saviour and commits his/her life to Jesus. Once saved, always saved.**

- 2.7** That believers should have the experience of being born again and should exercise the responsibilities of being a royal priest. Each believer also should examine the Scriptures studiously and pray to God fervently.
- 2.8** That the Church was established in accordance with the provision given within the Principle of Church in the New Testament. It is hence referred to as a ‘New Testament Church’, who is a spiritual body initiated and organised by a local group of regenerated believers in a given community. Christ is worshipped as the Head, and the members is the Body, in which everyone is equal in all aspects of rights and responsibilities.

3. THE ORDINANCES

- 3.1** In accordance with the Scriptural teachings of New Testament, the Church has established two ordinances of which both are only symbolic in nature and are not conducive to Salvation. These are to be administered either by the Pastor or a deacon of the Church, and in their absence, a volunteer pastor from another Baptist Church. Assistance to observing these ordinances may come from the deacons or church committee members.
- 3.2** Baptism Baptism is observed by raising the person after the total immersion of him/her into water and this action has no implication whatsoever on effecting the cleansing of sin. This Believer’s Baptism is symbolic in essence. For all who believed and are saved and then received Baptism, such witnessing shows that each of the baptised is now united with Christ in His death, His burial and His resurrection. Through the observance of Believer’s Baptism he/she becomes a member of the Church
- 3.3** The Lord’s Supper This is an ordinance for the members of the Church to commemorate together the sacrifice of Christ and His Redeeming Grace. The bread is symbolic of the body of Christ and the cup, symbolic of the precious blood of Christ. Members should observe this strictly and always examine themselves carefully before partaking in the Lord’s Supper.

4. AIMS AND FUNCTIONS OF THE CHURCH

- 4.1** To meet regularly for worship, prayer, teaching, encouragement and fellowship
- 4.2** To promote the love of God via the ministry of gospel preaching and the practical care for the community.
- 4.3** To lead people to join our church and build them up as disciples in accordance with biblical teachings in all circumstances.

- 4.4 To engage in the local and overseas mission to spread the good news of the Kingdom of Heaven.
- 4.5 To provide appropriate assistance to the needy through practical actions.

5. ORGANIZATION STRUCTURE

- 5.1 The Structural Organisation of the Church is basically ‘Congregational’, with the Lord Jesus Christ as the supreme head. The Members’ Meeting makes ultimately the decisions for all church affairs in the guidance of God. As such, the Members Meeting is vested with all the utmost decision-making powers of the Church.
- 5.2 While working closely with the Baptist Churches of New Zealand, the Church is an independent body governed through her own members, recognising that the Church is but one of the members of the wider body of Christ.
- 5.3 The leadership refers to the “Church Council” which is made up of
 - *the Deacons’ Board
 - *the Departmental Leaders’ Board
 - *the Church Secretary
 - *the Church TreasurerAll reporting to all the members for the functioning and development of the Church in one mind.
- 5.4 The Pastor’s Board:
A Pastors’ Board may be set up to include all the serving pastors of the Church, and may as well invite other retired pastors or those pastors not serving other churches to become members, so long as this is endorsed by the Members’ Meeting of the Church.
- 5.5 The Deacons’ Board:
The Deacons’ Board is made up of deacons who shall be responsible both for the supervision of, and providing assistance to the pastors in shepherding of the flock, and for the setting out the Church’s broad objectives and directions of the Church. The representatives from the Deacons’ Board are the ex-officio chairman in both the Church Council Meetings and Members’ Meeting (Please refer to the Constitution Supplement 4 for detailed qualifications and duties of Deacons.
- 5.6 The Department Leaders’ Board:
The Department Leaders’ Board is made up of department leaders, who shall be responsible for the daily operations and administration of the church in accordance with their respective departments. (Any references to “Church Committee Members” in

this Constitution are to be taken as synonymous to “Department Leaders”.)

5.7 Church Secretary:

The Secretary elected by the “Active Members” oversees all secretarial duties of the Church.

5.8 Church Treasurer:

The Treasurer elected by the “Active Members” oversees all financial matters of the Church.

5.9 Depending upon the needs of the situation, ‘ad hoc committees’ may be set up to handle tasks of a specific nature. Such ad hoc committees do not constitute part of the “Church Council”.

5.10 The Church does not align itself with any political organization.

6. MEMBERSHIP

6.1 There are two conditions of Memberships.

6.1.1 The “Active Members” are members whose names are recorded in the “Active Membership Roll”.

6.1.2 The “Inactive Members” are members whose names are recorded in the “Inactive Membership Roll”.

6.1.3 Inactive Members do not have voting rights.

6.1.4 The Membership Rolls shall be kept and reviewed annually.

6.2 A person who wishes to become a member of the Church must satisfy any one of the following requirements:

6.2.1 As a believer, who receives Believer’s Baptism, after he/she has made a decision to commit to following Christ, such baptism is performed under the endorsement of the Members’ Meeting upon the recommendation of, either a pastor and/or a deacon, who have examined and are assured of the respective application’s faith and walk of life in accordance with the salvation requirements of Bible. (For interim arrangement in the absence of pastors or deacons, see Constitution Supplement 1)

6.2.2 A Member of other [Baptist] churches, whose faith and baptism are equivalent to those of the Church (please refer to clause 2 “The Articles of Faith” & clause 3 “The Ordinances”), who wishes to become a member shall:

6.2.2.1 submit a letter of recommendation from the original church; or

6.2.2.2 be recommended by 2 members of the Church; or

6.2.2.3 be recommended by pastor of a Baptist Church. After being examined and are assured of his/her faith and walk of life by either a pastor and/or a deacon, the respective applicant will be recommended to the Members’ Meeting for acceptance into membership.

(For interim arrangement in the absence of pastors or deacons, see the Constitution Supplement 1)

6.2.3 A member of any other non-Baptist churches, who wishes to become a member but do not intend to be baptised again in this Church, may do so given the fulfilment of any one of the following requirements:

6.2.3.1 submit a letter of recommendation from the original church; or

6.2.3.2 be recommended 2 members of the Church; or

6.2.3.3 be recommended by a pastor of a Baptist Church.

The Principle Pastor and two members of the Deacons Board shall assess the person jointly, after which, the applicant may be recommended to the Members' Meeting for acceptance into membership. The person will enjoy equal rights as the other Church Member, but cannot be selected for deacon appointments. The 25 Founding Members of the Church are exempted from the above restrictions and can be appointed deacons.

(For names of the 25 Founding Members, see the Constitution Supplement 1)

(For interim arrangement in the absence of pastors or deacons, see the Constitution Supplement 1)

6.3 Transferring Membership to another church; As membership of the Church are taken up voluntarily, any member wishing to be transferred to another church may apply for a letter of recommendation, which will be issued upon endorsement at the Members' Meeting.

6.4 Transferring to "Inactive Membership Roll":

6.4.1 Any member, for the past 2 years or more, who:

6.4.1.1 has not participated regularly in the Church's worship services; or

6.4.1.2 cannot be contacted; or

6.4.1.3 has not fulfilled the Members' duties, The Church may suggest to transfer their names to the "Inactive membership Roll" upon the endorsement at the Members' Meeting.

(For Members' Duties, see the Constitution Supplement 1)

6.4.2 Any member who, due to emigration or other reasons, will not be able to participate regularly in the worship services or will not be able to fulfil the Members' duties, may apply to have his/her name transferred to the "Inactive Membership Roll". This takes effect upon endorsement at the Members' Meeting.

(For Members' duties, see the Constitution Supplement 1)

6.5 Cancellation of membership:

If any member who is found to have violated in any one of the following situations, in spite of repeated admonishments from members of the Pastors' Board and/or the Deacons' Board

according to the teachings of the Bible, fails to repent, the Pastors Board and Deacons Board shall recommend to the Members' Meeting to have the member's membership cancelled. Upon endorsement at the Members' Meeting, the member will be notified of the cancellations in writing, These situation include:

- 6.5.1 Participating in cults or heresy violating " The Articles of Faith" of the Church; or
- 6.5.2 Bringing shame unto the name of the Lord; or
- 6.5.3 Failure to uphold the Christian faith; or
- 6.5.4 Deliberately harming the reputation of the Church; or
- 6.5.5 Deliberately harming the interests of the Church.
(For interim arrangement in the absence of pastors or deacons, see the Constitution Supplement 1)
- 6.6 Restoration of Membership
 - 6.6.1 An " inactive Member" may apply to have his/her name transferred to the "Active Membership Roll", in the following ways:
 - 6.6.1.1 give reason for the request
 - 6.6.1.2 the Pastors Board and Deacons Board will assess the application. In light of a satisfactory assurance of the intention for continued commitment in the future, the applicant will be recommended to the Members' Meeting for restoration of 'Active Membership'
(For interim arrangement in the absence of pastors or deacons, see the Constitution Supplement 1)
 - 6.6.2 An ex-member, whose membership has been cancelled, wishes to re-join the Church must fulfil the following requirements:
 - 6.6.2.1 give reason for the request; and
 - 6.6.2.2 the Pastors Board and Deacons Board will assess the application. In light of a satisfactory assurance of the intention for continued commitment in the future, the applicant will be recommended to Members' Meeting for restoration of 'Active Membership' ; and
 - 6.6.2.3 the applicant has to give a public confession to show genuine repentance at a Members' Meeting. The Members' Meeting shall then decide whether the Membership shall be reinstated.
(For interim arrangement in the absence of pastors or deacons, see the Constitution Supplement 1)

7. MINISTERS AND OFFICER

- 7.1 The Church may employ the following salaried staff (For job description and employment criteria, see the Constitution Supplement)
 - 7.1.1 The Principal Pastor
The Principal Pastor, who Being an ex-officio member of all committees of the church, is entrusted with the spiritual oversight

of the church. The Principal Pastor shall oversee the preaching of the Word in all meetings.

7.1.2 Pastors, Assistant Pastors and Other ministers: Pastors: Assistant Pastors and other ministers may be employed to assist with the pastoral duties of the Church.

7.1.3 Church Clerks: Church Clerks may be employed to assist with operational duties of the church.

7.1.4 Others

Additional staff may be employed from time to time to facilitate the work of the Church as required.

7.2 The church may appoint the following volunteers (For job description and election criteria, see the Constitution Supplement 3)

7.2.1 Deacons : Deacons are spiritual leaders who are entrusted with the duties for the supervision of and providing for assistance to the pastors in shepherding of the flock, and for the setting out of the Church's Broad objectives and directions of the Church.

7.2.2 Department Leaders: Department Leaders are leaders of the departments, elected to manage and implement operational duties of respective departments.

7.2.3 Church Secretary: The Secretary is to be elected by the "Active Members". The Secretary shall oversee all secretarial duties of the Church. The Secretary is the Leader of the Secretarial Department.

7.2.4 Church Treasurer: The Church treasurer is to be elected by the "Active Members" The treasurer shall oversee all financial matters of the Church. The Treasurer is the Leader of the Finance Department.

8. MEETING

8.1 Purpose

The purpose of meeting shall be to discern and confirm the will of the Lord on all matters of the Church.

8.2 The Structural Organisation of the Church is basically 'Congregational' with the Lord Jesus Christ as the supreme head. The Members' Meeting makes ultimately the decisions for all church affairs in the guidance of God. As such, the Members Meeting is vested with all the utmost decision-making powers of the church.

8.3 Members Meetings consist of:

*** Regular Meetings**

*** Annual General Meetings**

*** Special Members' Meetings**

8.3.1 Regular Meetings:

The Regular Meetings shall be held regularly, to discuss church business.

(For the dates, frequency and procedure of Regular Meetings, see the Constitution Supplement 5)

8.3.2 Annual General Meetings:

The Annual Meetings shall be held once a year on a scheduled date. The agenda shall include annual reports, appointment of auditor, financial reports, financial budgets and any other business.

(For date and procedure of the Annual General Meetings. See the Constitution Supplement 5)

8.3.3 Special Meetings:

The Special Meetings are to be called by the Deacons Board to deal with special matters raised. If need be, this may also be initiated through a request to the deacons' board by a designated number of "Active members". Notices of special meetings shall be given to the members at least 7 days prior to the meeting date and at the Worship Service preceding the Special Meeting. Where this is not possible, every attempt shall be made to notify the members.

(For the designated number, see the Constitution Supplement 5)

(For interim arrangement in the absence of pastors or deacons, see the Constitution Supplement 5)

8.4 All Members' Meeting shall be conducted democratically based on established parliamentary procedures. Each Active Member shall have equal voting rights. Meetings shall be held on pre-scheduled dates. All members of the Church should attend the meetings. The generally required quorum is 25% of all members on the "Active Membership Roll".

8.5 Resolutions of the Members' Meeting shall be decided by a simple majority vote but shall not be less than 10 votes cast, except in matters requiring special voting decision rule.

8.5.1 Secret ballot may be used when requested by 10% or more of the "Active Members" present at the meeting. (For example and voting criteria of Special Resolutions, see the Constitution Supplement 5)

8.6 A representative of the Deacons' Board is responsible for the calling of all meetings. A representative from the Deacons' Board shall chair both the Church Council Meetings and the Members' Meetings. The Secretary shall be secretary of the Members' Meetings. In the absence of the Chairman or Secretary, an attending "Active Member" shall be appointed to take up this position. (For interim arrangement in the absence of deacons, see the Constitution Supplement 5)

9. CHURCH GATHERING

- 9.1 Church Gatherings include Worship Services, Sunday School, Prayer Meetings, Fellowship Meetings, Bible Study classes, etc. Members should participate in these gatherings and encourage family and friends to join in.**
- 9.2 The church should actively organise evangelistic events to promote both spiritual growth and outreach work, and to teach the Biblical Truth of Salvation to the non-believing friends and family. Members should participate in these events themselves and should also encourage family and friends to join in.**

10. FINANCE AND ACCOUNTS

- 10.1 The finance of the Church will be derived exclusively from offerings made by members of the Church on a voluntary basis. Any donation from any other organizations shall not be accepted unless endorsed at the Members' Meeting,**
- 10.2 It is responsibility of the members to practise tithe offering in accordance with the teaching of the Scriptures.**
- 10.3 Proper financial records shall be kept and be ready for open inspection. Financial reports shall be prepared on a timely basis and these shall be published or distributed regularly to the congregation. Receipts shall be available for registered donors on request.**
- 10.4 Financial records are managed under a unified accounting system. Receipts and expenditure of each department shall be managed under the Church Accounts.**
- 10.5 The Church Bank Account.**
- 10.5.1 The operation of the Church Account must be supervised by two out of three appointed Deacons or Department Leaders.**
- 10.5.2 Every Bank cheque must be signed by two out of three appointed Deacons or Department Leaders.**
- 10.6 No private pecuniary profit for any individual is allowed.**
- 10.6.1 No Decision of the church or its leadership shall be made which would allow a member or members to receive any private pecuniary profit provided that;**
 - 10.6.1.1 A member may receive reimbursement for all expenses properly incurred by that member in connection with the affairs of the church;**
 - 10.6.1.2 The church may pay reasonable and proper remuneration to any officer or employee of the church in return for services actually rendered to the church;**

- 10.6.1.3** Any member of the church may be paid for all usual professional business or trade charges for services rendered, time expended and all acts done by that member or by any firm or entity of which that member is a partner, employee or associate, in connection with the affairs of the church;
- 10.6.1.4** Any Member may retain any remuneration properly payable to the member by any company or undertaking with which the member may in any way be concerned or involved for which that member has acted in any capacity whatsoever notwithstanding that member's connection with that company or undertaking is in any way attributable to that member's connection with the church.
- 10.6.1.5** Nothing shall prevent the church from making payments to any individual (whether a member of the church or not) in fulfilling any of the purposes expressed in Section 4 (Aims and Functions of the Church) hereof. 10
- 10.6.2** Members or leaders of the church, in determining all reimbursements, remuneration and charges payable in the terms of this clause, shall ensure that the restrictions imposed by the following clause(ie 10.6.3) are strictly observed.
- 10.6.3** Notwithstanding anything contained or implied in this constitution, no member of the church or any person associated with that member shall participate in, or materially influence, any decision made by the church in respect to the payment to or on behalf of that member or associated person of any income benefit or advantage whatsoever.
- 10.7** Sections 10.1 to 10.6 are recommended by the {Baptist Union in accordance with the requirement of the "Charities Act"(2005). Where the meaning differs in the English wording and in the Chinese wording, the meaning in the English version takes precedence.

11. TRUSTEE

- 11.1** Any land or any property including church buildings and manses shall be vested in the Baptist Union as Trustee, which shall hold them for and on behalf of the church and shall deal with the property by consent and direction of the church in accordance with the trusts declared in the Sixth Schedule to the Baptist Union Incorporation Act (1923)
- 11.2** Winding up provisions In reference to Section17, 18, 19 of the Sixth Schedule to the Baptist Union Incorporation Act 1923, if the members resolve at a properly constituted procedure of the church adopted by a majority of at least 85% of all the "Active Members" that the church should be wound up then the net proceeds arising

from such winding up shall be applied with the prior approval of the church members and the prior approval of the Baptist Union of NZ to such charitable purposes within NZ as the members may determine or, in default of such determination, as may be determined by a Judge of the High Court of NZ on application by the members, and such proceeds shall not be paid or distributed amongst the members of the church (For winding procedures, see Constitution Supplement 6)

- 11.3 With reference to Section 11.2 where the meaning in the English version and the Chinese version differs the meaning in English version shall take precedence.

12. THE CHURCH CONSTITUTION

- 12.1 Unless the church agrees to forgo its charitable status and income exemption, no alteration shall be made to this constitution which would in any way detract from the exclusively charitable nature of the church and in particular shall not alter the provisions of section 10.6 (No private pecuniary profit for any individual) and section 11.2 (winding up provisions) hereof.
- 12.2 Amendments to this Constitution may be initiated by a written request to the Deacons Board, signed by designated number of “Active Members”. Upon receipt of the request, the Deacons Board shall call a Special Members’ Meeting within a month to discuss the proposed amendment. (For requirement of a Special Members’ Meeting and designated number of Active Members, see the constitution Supplement 7)
- 12.3 Amendments to the Constitution require a majority of at least two-thirds votes of all “Active Members”.
- 12.4 However, no change shall be made to Section 2 “The Articles of Faith” and Section 3 “The Ordinances” without recommendation from the Deacons Board, in which case, a majority of at least 85% votes of all “Active Members” is required) (For interim arrangement in the absence of pastors or deacons, see the Constitution Supplement 7)

會章附則 1 - 會籍

1. 如本會出現未有牧師或執事時，可由理事會(即部長會)聯同義務牧師或浸信會牧師按下列會章處理相關事務。

會章 6.2.1 受浸加入本會成為會友。

會章 6.2.2 其他各教會會友欲轉入本會，而其信仰及浸禮與本會相同。

會章 6.2.3 其他非浸禮宗派之基督徒，如欲加入本會，而又不願接受浸禮者。

2. 按會章 6.2.3 下列 25 位基本會友可豁免所列規限，有執事被選權。

3. 按會章 6.4.1 會友應盡下列責任

- a) 會友須恪守主訓，謹慎言行，常赴敘會，樂意奉獻，服務本會。
- b) 如因事未能出席敘會或遷居，應通知本會以便關顧及聯絡。
- c) 會友應盡所有會務投票權利。

4. 按會章 6.5 如本會出現未有牧師或執事時，可由理事會(即部長會)聯同義務牧師或浸信會牧師按會章處理革除會籍事務。

5. 按會章 6.6 如本會出現未有牧師或執事時，可由理事會(即部長會)聯同義務牧師或浸信會牧師按會章處理恢復會籍事務。

Constitution Supplement 1 - Membership

1. In the event of no Pastor or Deacon serving the Church, the Church Council (i.e. the Departmental Leaders) together with voluntary pastor or pastor from the Baptist Churches shall administer the church affairs in accordance with the following clauses of the Constitution:

6.2.1: To be baptised and become a member of the Church.

6.2.2: Members of other churches who wish to have their membership transferred to our Church, while their faith and baptism are the same as ours.

6.2.3: Other non-Baptist Christians who wish to join our Church but are unwilling to be baptised.

2. Pursuant to Constitution Clause 6.2.3, the following 25 basic members shall be exempted from the listed stipulations and shall have the right to be elected as deacons.

3. Pursuant to Clause 6.4.1 of the Constitution, members are required to fulfil the following duties:
 - a) Members must be abide by God's teachings, be cautious in words and deeds, regularly attend Church gatherings, readily make offerings, willing to serve this Church.
 - b) If unable to attend a gathering or in case of relocation, the member shall notify the Church to facilitate care and contact.
 - c) Members shall fulfil all their Church duties and exercise their voting rights.
4. Pursuant to Constitution Clause 6.5, in the event of no Pastor or Deacon serving the Church, the Church Council (i.e. the Departmental Leaders' Board) together with voluntary Pastor or the Pastor from Baptist Church shall deal with the removal of a person's membership in accordance with the Constitution.
5. Pursuant to Constitution Clause 6.6, in the event of no Pastor or Deacon serving the Church, the Church Council (i.e. the Departmental Leaders' Board) together with voluntary Pastor or the Pastor from Baptist Church shall deal with reinstatement of a person's membership in accordance with the Constitution.

會章附則 2 - 受薪職員

按會章 7.1 本會可聘請下列受薪職員。

- a) 主任牧師 [見會章 7.1.1]
- b) 牧師、傳道及其他教牧職員 [見會章 7.1.2]
- c) 幹事 [見會章 7.1.3]
- d) 其他 [見會章 7.1.4]

1. 資格:

1.1 主任牧師及牧師的資格，可參照 2001 年教會通過的聘牧選拔指引而執行。

[現附錄如下]

奧克東區華人浸信會 聘牧選拔指引

東區華人浸信會, 參考下列指引來甄選主任會牧

- 1. 必須清楚神的呼召. 如年齡三十五歲以上及已婚者更佳.
- 2. 最好有五年以上牧會經驗及有確實的重生見證, 受浸禮歸主. 浸信會會友更佳.
- 3. 從信仰純正的正統神學院畢業, 有道學碩士 (M. DIV) 以上的學歷, 浸信會神學院畢業更佳.
- 4. 能用流利粵語講道, 如能用英語更佳.
- 5. 過去有美好的人際關係記錄, 如樂於與教會同工配搭事奉, 能定期作牧會報告於執事和理事會中...等等.
- 6. 善於牧養全教會男, 女, 老, 少 (特別是發展青少年事工).
- 7. 忠於講壇事奉, 傳講純正的基要福音信息, 善於教導及栽培.
- 8. 身心靈健康, 重生後有美滿的家庭生活, 作信徒的榜樣.
- 9. 善用神所賜的各種恩賜.
- 10. 有相當的屬靈鑑別能力, 處事精明負責, 不偏不依, 大公無私.

1.2 傳道、幹事及其他職員的資格，由主任牧師按其職位及工作的要求提議給『教會議會』，最後由會友大會接納通過。

2. 聘請章則：

所有教牧職員的聘用條件是參照紐西蘭浸聯會教牧同工聘用合約文件。

3. 工作內容：

- a) 主任牧師：『教會議會』按教會需要定立工作大綱，而每年的工作細則由主任牧師與『教會議會』協商定立及執行。

- b) 其他教牧同工：由主任牧師按教會需要定立工作大綱，而每年的工作細則由主任牧師與『教會議會』及教牧同工協商定立及執行。

4. 考勤及工作評估：

由主任牧師與『教會議會』執行並向會友大會報告。人事委員會要確保所有教牧同工是被公平對待。

Constitution Supplement 2 - Paid Staff

Pursuant to Clause 7.1, the Church shall appoint the following paid staff:

- a) Senior Pastor [refer to Clause 7.1.1]
- b) Pastors and other pastoral staff [refer to Clause 7.1.2]
- c) Church Clerk [refer to Clause 7.1.3]
- d) others [refer to Clause 7.1.4]

1. Qualification:

- 1.1 The qualification of the Senior Pastor and Pastors shall be subject to the guidelines for the selection and appointment of pastors as adopted in 2001 by the Church.

[The aforesaid guidelines are quoted below]

PAKURANGA CHINESE BAPTIST CHURCH
Guidelines for selection and appointment of Pastors

Pakuranga Chinese Baptist Church - Refer to the following guidelines for selection of Senior Pastor

- 1. Must be clear about God's calling. Preferably of age thirty five (35) or above and married.
- 2. Best to have more than five (5) years of pastoral experience, has a genuine rebirth testimony, has been baptized and preferably a member of the Baptist Church
- 3. Graduated from a faithful orthodox seminary with a master's degree (M. DIV) in theology or above, and preferably a graduate of a Baptist Theological Seminary.
- 4. Speaks fluent Cantonese, preferably an English speaker as well.
- 5. Has a good track record of interpersonal relationships, such as being willing and able to work with members of the church, and being able to report regularly to the Deacons and the Church Council...etc.
- 6. Highly competent at shepherding the whole church congregation, male, female, elderly, and young (especially developing youth ministry).
- 7. Loyal to the service of the congregation, preaching the pure basic messages of the gospel, good at teaching and cultivation
- 8. Physically and spiritually healthy, having a happy family life after rebirth, being a role model for believers.
- 9. Makes good use of the gifts given by God.

- | | |
|-----|---|
| 10. | Highly capable in spiritual discernment, savvy and responsible, unbiased and unselfish. |
|-----|---|

- 1.2 The Senior Pastor shall make recommendations to the Church Council with regard to the qualifications of Pastors, Church Clerk and other staff members according to their respective position and work requirement for eventual acceptance by the Members' Meeting.
2. Stipulations for employment:
The terms and conditions of employment for all pastoral staff shall be Subject to the contractual documentation of the Baptist Churches of New Zealand.
3. Work content:
 - a) Senior Pastor: The Church Council shall establish the master plan of the Church according to its needs, while detail rules shall be determined and executed by the Senior Pastor in conjunction with the Church Council annually following consultation among the two parties.
 - b) Other Pastoral Staff: The Senior Pastor shall establish the master plan of the Church according to its needs, while detail rules shall be determined and executed by the Senior Pastor, the Church Council and the Pastoral Staff annually following consultation among the related parties.
4. Attendance and performance assessment:
This shall be conducted by the Senior Pastor and the Church Council and reported to the Members' Meeting. The Personnel Committee must ensure all pastoral staff are treated with fairness.

會章附則 3 - 義務職員

按會章 7.2 本會可聘請下列義務職員。

- a. 執事 [見會章 7.2.1]
- b. 部長 [見會章 7.2.2]
- c. 教會書記 [見會章 7.2.3]
- d. 教會司庫 [見會章 7.2.4]。

1. 資格:

- a) 執事必需是本會會友之屬靈長者，經常出席本會聚會及參與教會事奉不少於五年，並為神呼招及受正統神學訓練
- b) 部長必需是本會會友，經常出席本會聚會及參與教會事奉不少於三年，並必需為所屬部員兩年。
- c) 教會書記及教會司庫必需是本會會友，並經常出席本會聚會及參與教會事奉不少於三年。

2. 工作:

- a) 執事乃本會所委託負責監察及協助教牧同工牧養會眾，及制定教會發展大方。[見會章 7.2.1] 並可代會牧主持浸禮及主餐禮。[見會章 3]
- b) 部長乃各部之領袖，負責管理及執行各部內事務性的工作。[見會章 7.2.2]
- c) 教會書記負責教會文書工作並為文書部當然部長。[見會章 7.2.3]
- d) 教會司庫負責管理及執行教會所有財務工作並為財務部當然部長。[見會章 7.2.4]

3. 選舉日期:

- a) 執事選舉可按實際需要舉行，不需定時。
- b) 其他職位選舉於每年年底舉行，上任期是下一財政年度之始。

4. 選舉方式:

- a) 本會可按實際需要選執事若干人，先由執事會提名並經『活躍會友』推選由特別會友大會通過，並邀請牧師團查問心事，認可後按立。
- b) 部長是每年由各部部員互選，任期一年。
- c) 教會書記及教會司庫由『活躍會友』提名並推選由特別會友大會通過，任期一年。

5. 當選條件:

- a) 執事當選票數：不能少於『活躍會友』總人數三之二。
- b) 部長當選票數：不能少於部員總人數三之二。

- c) 教會書記及教會司庫當選票數：不能少於『活躍會友』總人數三分之一。

Constitution Supplement 3 - Voluntary Staff

Pursuant to Clause 7.2 of the Church Constitution, the Church may appoint the following Voluntary Staff.

- | | | |
|----|---------------------|-------------------------|
| a. | Deacon | [refer to Clause 7.2.1] |
| b. | Departmental Leader | [refer to Clause 7.2.2] |
| c. | Church Secretary | [refer to Clause 7.2.3] |
| d. | Church Treasurer | [refer to Clause 7.2.4] |

1. Qualification:

- a) Deacons must be spiritual elders of this Church, regularly attend Church gatherings and having participated in church ministries for no less than five (5) years, and is called by God and has received orthodox theological training.。
- b) The Departmental Leaders must be a member of the Church, regularly attend Church gatherings and having served in Church ministries for no less than three (3) years and must be a member of that department for two (2) years.
- c) The Church Secretary and the Church Treasurer must be members of the Church, regularly attend the Church gatherings and having participated Church ministries for no less than three (3) years.

2. Duties:

- a) The Deacons are entrusted by this Church to supervise and assist the Pastoral Staff to shepherd the congregation and to formulate the master plan for church development. [see Clause 7.2.1] and shall host the baptism ceremony and the communion on behalf of the Pastor. [refer to Clause 3]
- b) The Departmental Leaders are Leaders of each Department and are responsible for conducting and managing the internal affairs of the Departments. [refer to Clause 7.2.2]
- c) The Church Secretary is responsible for the church paperwork and is the Leader of the Secretariat Department. [refer to Clause 7.2.3]
- d) The Church Treasurer is responsible for handling and managing all financial matters of the Church and is the Leader of the Department of Finance. [refer to Clause 7.2.4]

3. Election Dates:

- a) Election of Deacons can be held as and when it is deemed necessary.
- b) Election of other staff shall be held at the end of each year, so that the tenure shall commence from the beginning of the next financial year.

4. The mode of election:

- a) The Church may select a certain number of Deacons depending on actual needs. The Deacons Board shall first make the nomination, with candidates to be selected by Active Members who shall then submit their recommendation to a Special Members' Meeting for approval. The Pastoral Board shall be invited to conduct an assessment of the elected Deacons and, subject to this being satisfactory, ordination of the elected Deacons shall be arranged.
- b) The Departmental Leaders shall be elected each year by members of the respective departments. The tenure of office shall be one (1) year.
- c) The Church Secretary and the Church Treasurer shall be nominated by the Active Members and shall be approved by a Special Members' Meeting.

5. Conditions for Election:

- a) To be elected as Deacon, the number of votes shall be no less than two-thirds ($\frac{2}{3}$) of the total number of Active Members.
- b) To be elected as Departmental Leader, the number of votes shall be no less than two-thirds ($\frac{2}{3}$) of the total number of members of the respective departments.
- c) To be elected as Church Secretary and as Church Treasurer, the number of votes shall be no less than one-third ($\frac{1}{3}$) of the total number of Active Members.

附件(3)：於 2021 年 1 月 24 日季會中通過修訂之會章「附則 3」

會章附則 3—義務職員（資格，工作內容和選舉細則）

7.2.1 執事（仍在草擬中）

7.2.2 部長：部長乃各部之領袖，負責管理及執行各部內事務性的工作。

7.2.2.1 部長部員制架構概述、有關要求及其相關的選舉細則

7.2.2.1.1 「部長會」乃「教會議會」成員之一（請參閱會章 5.3 和 5.6 條款）。

7.2.2.1.2 各部所建立之組織稱為「部會」。

7.2.2.1.3 各「部會」內的事奉人員統稱為「部員」，包括：職員、會友、非會友。

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。

7.2.2.1.5 「部內職員會」內有四個基本的職位：正部長、副部長、文書、財政，其餘為職員。

7.2.2.1.6 每兩年一次，每個部應在 1 月編制一份名單，名單上的人需屬部員並有資格在當年 3 月舉行的部內選舉中選舉或被推選為部內職員會成員，包括部長和副部長（請參閱下述 7.2.2.2 節）。該名單應先送交執事會後再提交 1 月舉行的會友季會通過。

7.2.2.1.7 上述四個職位應由部內職員會的成員選舉產生。當選的部長和副部長將在 4 月舉行的會友季會宣佈。[請參閱 7.2.2.5 條款部內選舉]

7.2.2.1.8 在各自的任職期內，任何部長和/或副部長均不得在同一部門同時擔任文書或財政的職位。

7.2.2.1.9 「部內職員會」任期為兩年。

7.2.2.2 正 / 副部長的要求：

7.2.2.2.1 必須為本會「活躍」會友已兩年 **，恆常出席東區華人浸信會（“東浸”）崇拜*** 不少於兩年 **，及

*備註： ** 為此類崗位的選舉而計算到當年 3 月 31 日為止。*

**** 請參閱底部的備註*

7.2.2.2.2 參與該部事奉不少於兩年**，並於該部職員會曾服侍不少於一年的經驗**。若沒有在該部職員會的服侍經驗而又願意服侍當中者，應先與執事會商討。

*備註： ** 為此類崗位的選舉而計算到當年 3 月 31 日為止。*

7.2.2.2.3 年齡不少於二十一歲。

- 7.2.2.2.4 夫妻不可同時同部擔任正/副部長或不可同時擔任不同「部會」正部長。

7.2.2.3 文書、財政和職員的要求：

- 7.2.2.3.1 必須為本會「活躍」會友。
7.2.2.3.2 恆常出席東浸崇拜*** 不少於一年**。

*備註: ** 為此類崗位的選舉而計算到當年3月31日為止。*

**** 請參閱底部的備註*

7.2.2.4 部員的要求

- 7.2.2.4.1 已決志信主
7.2.2.4.2 恆常參與東浸崇拜***

**** 請參閱底部的備註*

- 7.2.2.4.3 可自由參與多於一部的事奉。

7.2.2.5 「部內選舉」細則

- 7.2.2.5.1 有關會友有平等投票權(會章 8.4), 可理解為: 一人一票的權利, 或通過授權的方式由另一位活躍會友代為投票。
7.2.2.5.2 所以在「部會」內的推選工作, 大眾會友將授權該部的部員(會友)以簡單多數票的方法推選出「部內職員會」的職員。職員會內部互選各職位。根據上述 7.2.2.1.6 和 7.2.2.1.7 條款, 當選的正部長和副部長名單需先送交執事會後再在會友大會上宣佈。

7.2.3 「教會書記」的選舉細則

- 7.2.3.1 「教會書記」的要求:
7.2.3.1.1 必須為本會「活躍」會友已兩年, 並恆常參與東浸崇拜***不少於兩年**。

*備註: ** 為此類崗位的選舉而計算到當年3月31日為止。*

**** 請參閱底部的備註*

- 7.2.3.1.2 參與本會任何事奉不少於兩年**。

*備註: ** 為此類崗位的選舉而計算到當年3月31日為止。*

- 7.2.3.1.3 年齡不少於二十一歲。
7.2.3.2 被提名者必須中英文書寫流暢及懂基本電腦操作。
7.2.3.3 任期為兩年一任, 連任次數不設限制

- 7.2.3.4 選舉形式：執事會將授權三位或以上會友成立選舉小組，籌劃提名 / 選舉事宜。合適會友將按提名 / 選舉指引，依程序填寫提名表，並需得到最少十位會友的簽名推薦，成為候選人。當選舉委員會確立候選人名單後，將通告所有會友，要求在指定時間前投交選票。最高得票者為當選。

7.2.4 「教會司庫」的選舉細則

7.2.4.1 「教會司庫」的要求：

- 7.2.4.1.1 必須為本會「活躍」會友已兩年，並恆常參與東浸崇拜***不少於兩年**。

*備註：** 為此類崗位的選舉而計算到當年3月31日為止。*

**** 請參閱底部的備註*

- 7.2.4.1.2 參與本會任何事奉不少於兩年**。

*備註：** 為此類崗位的選舉而計算到當年3月31日為止。*

- 7.2.4.1.3 年齡不少於二十一歲。

- 7.2.4.2 被提名者必須對財務工作有認識或有相關經驗以及懂基本電腦操作。

- 7.2.4.3 任期為兩年一任，最多可連任多兩次。(即最多可連續事奉此崗位六年，停任一屆後，可再參選事奉此崗位。)

- 7.2.4.4 選舉形式：同上 (7.2.3.4)。

7.3 修改

本附則內容，「教會議會」可按實際需要作出修改提議，交由會友大會商討及通過。(參會章 12.5.3)

備註：“恆常出席東浸崇拜”是指在規定的期限內“參加教會每周崇拜的總數不少於50%”

(Approved in Quarterly Members' Meeting on 24-01-2021)

Constitution Supplement 3 – Voluntary Staff (qualification, job duties and election details)

7.2.1 Deacons (being drafted)

7.2.2 Department Leaders: The Department Leaders are leaders of each department and are responsible for conducting and managing the internal affairs of the departments.

7.2.2.1 Overview of the department staff structure, requirement and related rules for election

- 7. 2. 2. 1. 1 The "Department Leaders Board" is one of the members of the "Church Council" [please refer to Clauses 5.3 and 5.6 of the Church Constitution].
- 7. 2. 2. 1. 2 The organization established by each department is called the "Department Meeting".
- 7. 2. 2. 1. 3 People serving in each Department Meeting are collectively referred to as "Members", including: Staff, Church Members, non-members.
- 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. 1. 5 There are four basic positions in the Department Staff Committee: Leader, Deputy Leader, Secretary, Bookkeeper. Others shall be staff.
- 7. 2. 2. 1. 6 Every 2 years, each department shall compile in January a list of members who will be qualified for electing and being elected Department Staff Committee members, including the Department Leader and Deputy Leader (please refer to Section 7. 2. 2 .2 below) , in the March department election. These lists shall first be forwarded to the Deacons Board ("DB") and then submitted to the Quarterly Members' Meeting in January for approval.
- 7. 2. 2. 1. 7 Each of the above four positions shall be elected by the staff of the Department Staff Committee. The elected Department Leaders and Deputy Leaders shall be announced at the Quarterly Members' Meeting in April. [please refer to Cl. 7.2.2.5 Department Elections]
- 7. 2. 2. 1. 8 At no time shall any Leader and/or Deputy Leader concurrently assume the Secretary or the Bookkeeper role in the same department during their respective term of office.
- 7. 2. 2. 1. 9 The term of office for the Department Staff Committee shall be 2 years.

7.2.2.2 Requirements for Leaders and Deputy Leaders:

- 7. 2. 2. 2. 1 Must be an Active Member of the Church for two (2) years **, regularly attend Pakuranga Chinese Baptist Church ("PCBC") worship services *** for no less than two (2) years **, and

*Note: ** calculated up to 31st March of the year for election of such roles.*

**** see Note at the bottom*

7. 2. 2. 2. 2 Participate in the ministry of that department for no less than two (2) years**, and have served in the Department Staff Committee before for no less than 1 year**. In case of no experience serving in the Department Staff Committee but the person is willing to serve, then he/she shall first discuss it with the DB.

*Note: ** calculated up to 31st March of the year for election of such roles.*

7. 2. 2. 2. 3 Be of age no less than twenty one
7. 2. 2. 2. 4 Husband and wife must not serve in the same department as the Leader/Deputy Leader simultaneously nor shall they serve as Leaders at different departments concurrently.

7.2.2.3 Requirements for Secretary, Bookkeeper and Staff:

7. 2. 2. 3. 1 Must be “active” members of the Church
7. 2. 2. 3. 2 Regularly attend PCBC worship services *** for no less than one (1) year
**

*Note: ** calculated up to 31st March of the year for election of such roles*

**** see Note at the bottom*

7.2.2.4 Requirements for department members:

7. 2. 2. 4. 1 Have committed to God
7. 2. 2. 4. 2 Regularly attend PCBC worship services ***.

**** see Note at the bottom*

7. 2. 2. 4. 3 Free to take part in ministries of more than one (1) department.

7.2.2.5 Rules for "Department Election"

7. 2. 2. 5. 1 Members shall have equal voting rights [refer to Clause 8.4]. This shall be interpreted as: the right of one person, one vote; or that person may authorize another active Church Member to cast the vote on his/her behalf via a proxy.
7. 2. 2. 5. 2 Thus, for the election process in Departmental Meeting, the general members of the Church shall authorize members of the department (Church Members) to elect “Department Staff Committee” in the Intra-departmental Election based on a simple majority vote. Staff so elected shall vote among themselves to fill the respective positions. The names of the Department Leader and Deputy Leader elected shall first be forwarded

to the DB and then announced at the Members' Meeting pursuant to Cl. 7.2.2.1.6 and Cl. 7.2.2.1.7 above.

7.2.3 Election details of “Church Secretary”

7. 2. 3. 1 Requirements for “Church Secretary”

7. 2. 3. 1. 1 Must be an Active Member for two (2) years, and regularly attends PCBC worship services *** for no less than two (2) years **.

*Note: ** calculated up to 31st March of the year for election of such roles.*

*** see Note at the bottom

7. 2. 3. 1. 2 Having served in Church ministries for no less than two (2) years**.

*Note: ** calculated up to 31st March of the year for election of such roles.*

7. 2. 3. 1. 3 Age no less than twenty one (21).

7. 2. 3. 2 The nominee must be fluent in both Chinese and English and understands basic computer operations.

7. 2. 3. 3 The term of office shall be two (2) years, and the number of re-election shall be without restriction.

7. 2. 3. 4 Method of election: The Deacons Board will authorize three (3) or more Members to set up an election team (“Election Committee”) to plan for nomination/election. Appropriate Members will fill out the nomination form according to the nomination/election guidelines, and must be recommended by at least ten (10) Members as signified by their respective signatures to become a candidate. Upon establishment of a list of candidates, the Election Committee shall publish such list and shall notify all Members to cast their ballot within a prescribed time frame. The candidate who receives the highest vote shall be elected.

7.2.4 Election details of “Church Treasurer”

7. 2. 4. 1 Requirements for “Church Treasurer”

7. 2. 4. 1. 1 Must be an Active Member for two (2) years, and regularly attends PCBC worship services *** for no less than two (2) years **.

*Note: ** calculated up to 31st March of the year for election of such roles.*

*** see Note at the bottom

7. 2. 4. 1. 2 Having served in Church ministries for no less than two (2) years**.

*Note: ** calculated up to 31st March of the year for election of such roles.*

7. 2. 4. 1. 3 Age no less than twenty one (21).

- 7. 2. 4. 2 The nominees must have knowledge or experience in finance and understands basic computer operations.
- 7. 2. 4. 3 The term of office shall be two (2) years and can be renewed for up to two (2) times. (i.e. The person can serve in this position for up to six (6) consecutive years. After stopping for one term, the person is eligible for re-election again.).
- 7. 2. 4. 4 Form of election: same as above 7.2.3.4.

7.3

Amendment

The Church Council may make amendments to the contents of this Supplement in accordance with the actual needs and submit them to the Members' Meeting for discussion and approval.

Note: “regularly attend(s) PCBC worship services” shall mean “no less than 50% attendance of the Church ’ s weekly worship services ” within the prescribed

會章附則 4 – 執事會

按會章 5.5 本會設立執事會

1. 組織：執事會人數可按實際需要而定，但最少是四人。
2. 資格：執事必需是本會會友之屬靈長者，經常出席本會聚會及參與教會事奉不少於五年，並為神呼招及受正統神學訓練。
3. 職責：
 - a) 負責監察及協助教牧同工牧養會眾，及制定教會發展大方。[見會章 7.2.1]
 - b) 可代會牧主持浸禮及主餐禮。[見會章 3]
 - c) 與主任牧師及其他『教會議會』執行教牧同工考勤及工作評估。

Constitution Supplement 4 – Deacons Board

Pursuant to Clause 5.5 of the Constitution, a Deacons Board is established by this Church

1. Organization: The number of Deacons in a Deacons Board may vary as situation dictates, but shall be no less than four (4) persons.
2. Qualification: Deacons must be spiritual elders of this Church, regularly attend church gatherings and having participated in church ministries for no less than five (5) years, and is called by God and has received orthodox theological training. 3.
3. Duties:
 - a) The Deacons are tasked to supervise and assist the Pastoral Staff to shepherd the congregation and to formulate strategies for Church development. [refer to Clause 7.2.1]
 - b) Deacons shall host the baptism ceremony and the communion on behalf of the Pastor. [refer to Clause 3]
 - c) Together with the Senior Pastor and the Church Council, the Deacons shall conduct performance assessment of Pastoral Staff.

5.1 例會（參會章 8.3.1）

5.1.a 每季一次，一年四次

5.1.b 會議程序必需有以下事項：

- i) 教牧同工、各部 / 委員會、主席工作報告
- ii) 決策性商討事項
- iii) 其他事項 (鼓勵弟兄姊妹盡早將商討事項交於「教會議會」商討以便提出執行方案交由大會通過；倘若有臨時會議則需要於會前通知會議主席)

5.1.c 主席由「教會議會」安排輪流當值並於會議議程中公佈

5.1.d 點票方式

- i) 按照東區華人浸信會的傳統，當商討事項涉及僱用牧師時，將採用以 2/3 多數贊成為通過的規則。
- ii) 點票者 - 2 人，由部長和/或執事負責
- iii) 點算票包括贊成 / 反對 / 棄權票，總數應與出席人數相符
- iv) 棄權票乃中立票，不計算在反對票內
- v) 若出席者在會議當中因事故離開，沒有作出相應投票，該票則當作棄權票論
- vi) 棄權票不可超過全票數的三分之一；若超過的話，該提案則作廢，按需要從新處理。

5.2 年會（參會章 8.3.2）

5.2.a 每年一次，於財政年度終結後三個月內召開

5.2.b 會議程序必需有以下事項：

- i) 年報
- ii) 聘請核數師
- iii) 決策性商討事項
- iv) 其他事項：同上 (參附則 5.1.b.iii)

5.2.c 主席：同上 (參附則 5.1.c)

5.2.d 點票方式：同上(參附則 5.1.d)

5.3 特別會友大會（參會章 8.3.3）

5.3.a 召開會議的指定人數為活躍會友的 10%

5.3.b 點票方式：同上(參附則 5.1.d)

5.4 未有牧師和執事會時之安排（參會章 8.3.3 及 8.6）

5.4.a 主席由執事會代表擔任，如果未有牧師和執事會就由部長會的代表擔任(參會章 5.5)

5.5 特別提案之例子及票數規定（參會章 8.5）

5.5.a 召開會議的指定人數為活躍會友的 10%：同上(參附則 5.3.a)

5.5.b 主席由執事會代表擔任，如果未有牧師和執事會就由部長會的代表擔任(參會章 5.5)

5.5.c 點票方式：同上(參附則 5.1.d)

5.6 會章修訂：特別會友大會開會程序及指定人數（參會章 12.2）

5.6.a 召開會議的指定人數為活躍會友的 10%：同上(參附則 5.3.a)

5.6.b 主席由執事會代表擔任，如果未有牧師和執事會就由部長會的代表擔任(參會章 5.5)

5.6.c 點票方式：同上(參附則 5.1.d)

5.7 修改

本附則內容，「教會議會」可按實際需要作出修改提議，交由會友大會會商討及通過。(參會章 12.5.4)

Constitution Supplement 5 – Meetings of the Church (confirmed at the Quarterly Members' Meeting on 25th April, 2021)

5.1 Regular meetings [refer to Clause 8.3.1]

5.1.a Once every quarter, four (4) times per year

5.1.b The meeting proceedings must include the following items:

- i) Reports of Pastors, Departments, individual committee and the chair
- ii) Decision-making matters
- iii) Any Other Business (brothers and sisters are encouraged to submit discussion items to the Church Council as soon as possible so that the implementation plan can be submitted to the meeting for approval. In case of an ad hoc meeting, prior notification to the Chair about such a meeting is required.)

5.1.c The Church Council shall make arrangements for the Chair to be appointed on a rotation basis and shall be announced in the agenda of the Meeting.

5.1.d Mode of vote counting

- i) In keeping with the tradition of PCBC, a 2/3 majority approval rule will apply when the agenda item relates to the hiring of pastor(s).
- ii) Persons performing vote counting shall be two (2), being the Department Leaders and/or the Deacons
- iii) Votes counted shall include consent/objection/abstention, and the total number
- iv) The abstention vote is a neutral vote and shall not be counted as objection votes.
- v) In the event of an attendee leaving the meeting for some reasons and did not cast his vote, it shall be treated as an abstained vote.
- vi) The number of abstention votes shall not exceed one third (1/3) of the total number of votes casted; if exceeded, the motion shall be treated as null and void, and shall be reconsidered as required.

5.2 Annual General Meeting

5.2.a Once every year, to be held within three (3) months after the end of the financial year.

5.2.b The meeting proceedings must include the following items:

- i) Annual report

- ii) Confirm the service of an auditor
 - iii) Matters requiring decisions to be made
 - iv) Any Other Business: Same as above [refer to Supplement 5.1.b.iii]
- 5.2.c Chairperson: Same as above [refer to Supplement 5.1.c]
- 5.2.d Mode of vote counting: Same as above [refer to Supplement 5.1.d]

- 5.3 Special Members' Meeting [refer to Clause 8.3.3 of Church Constitution]**
 - 5.3.a The required quorum shall be 10% of the number of Active Members.
 - 5.3.b Mode of vote counting: Same as above [refer to Supplement 5.1.d]

- 5.4 Arrangements applicable in the absence of Pastor or Deacon [refer to Clause 8.3.3 and Clause 8.6 of the Church Constitution]**
 - 5.4.a The Chair shall be assumed by a representative of the Deacons Board. A representative of the Departmental Leaders' Board shall be appointed as the Chair. [refer to Clause 5.5]

- 5.5 Examples of Special Motion and stipulations on the number of votes [refer to Clause 8.5 of the Church Constitution]**
 - 5.5.a The required quorum for a meeting shall be 10% of Active Members: same as above. [refer to Supplement 5.3.a]
 - 5.5.b The meeting shall be chaired by a representative of the Deacons Board. In the absence of Pastor or Deacon, a representative of the Departmental Leaders' Committee shall be the chairperson. [refer to Clause 5.5]
 - 5.5.c Mode of vote counting: Same as above [refer to Supplement 5.1.d]

- 5.6 Revision of the Church Constitution: Procedures for the Special Members' Meetings and the required Quorum [refer to Clause 12.2]**
 - 5.6.a The required quorum for a meeting shall be 10% of Active Members: same as above. [refer to Supplement 5.3.a]
 - 5.6.b The meeting shall be chaired by a representative of the Deacons Board. In the absence of Pastor or Deacon, a representative of the Departmental Leaders' Committee shall be the chairperson. [refer to Clause 5.5]
 - 5.6.c Mode of vote counting: Same as above [refer to Supplement 5.1.d]

- 5.7 Modification**

The Church Council may, as it deems necessary, move a resolution at a Members' Meeting for modification of the contents of this Supplement so that the said resolution may be discussed and approved. [refer to Clause 12.5.4]

會章附則 6 - 物業信託人

按會章 11.2 本會之清盤程序如下。

1. 清盤程序

Constitution Supplement 6 - Trustee of Property

The winding up procedure of this Church is as follows.

1. Liquidation procedure

會章附則 07 - 會章

- 7.1 會章修訂：特別會友大會開會程序及指定人數。(參會章 12.2)
- 7.1a 召開會議的指定人數為活躍會友的 10%。(參附則 5.3.a)
- 7.1b 主席由執事會代表擔任，如果未有牧師和執事會就由部長會的代表擔任。(參會章 5.5)
- 7.1c 點票方式
- i) 點票者—2 人，由幹事及一位當值部長負責。
 - ii) 點算票包括贊成 / 反對 / 棄權票，總數應與出席人數相符。
 - iii) 棄權票乃中立票，不計算在反對票內。
 - iv) 若出席者在會議當中因事故離開，沒有作出相應投票，該票則當作棄權票論。
 - v) 棄權票不可超過全票數的三分之一；若超過的話，該提案則作廢，按需要從新處理。(參附則 5.1.d)
- 7.2 修改條款 2 之「信仰」及條款 3 之「禮儀」：未有執事時之安排。如未有執事會，所有修改提議應停止討論，直至執事會成立後才恢復進行。

Constitution Supplement 7 - Church Constitution

- 7.1 Amendment – Proceedings for Special Members' Meeting and quorum [refer to Clause 12.2]
- 7.1a The quorum for Members' Meeting shall be 10% of the number of Active Members. [refer to Clause 5.3.a]
- 7.1b A representative of the Deacons Board shall be appointed as the Chair. In the absence of a Pastor or the Deacons Board, a representative of the Departmental Leaders' Board shall be elected Chair. [refer to Clause 5.5]
- 7.1c Mode of vote counting
- i) Persons performing voting counting: two (2) who shall include the Church Clerk and on Departmental Leader on duty.
 - ii) Votes counted shall include: consent/objection/abstention, and the total number of votes shall agree with the number of attendees.
 - iii) The abstention vote is a neutral vote and shall not be counted as objection votes.
 - iv) In the event of an attendee leaving the meeting for some reasons and did not cast his vote, it shall be treated as an abstained vote.
 - v) The number of abstention votes shall not exceed one third (1/3) of the total number of votes casted; if exceeded, the motion shall be treated as null and void, and shall be reconsidered as required. [refer to Clause 5.1.d]
- 7.2 Amendment to Clause 2 The Articles of Faith and Clause 3 The Ordinances:
The proceedings in the absence of Deacons
In the absence of a Deacons Board, all motions for amendment to the Constitution shall be terminated and shall be resumed after establishment of the Deacons Board.。

委員會成員之基本資格及守則（修訂）

2017-01-22 季會通過

根據會章 5.9—『本會可按實際需要設立各種特別委員會，辦理特殊會務，特別委員會並非『教會議會』一部份』。

但需向執事會報告或通過。

現有的委員會包括：

1. 差傳事工委員會	2. 長者事工委員會	3. 人事委員會	4. 會章覆核委員會
5. 神學培才委員會	6. 青少年事工委員會	7. 堂所發展委員會	8. 關懷慈惠委員會
9. 堂所發展基金委員會	10. 東浸銀禧紀念籌委會		

1. 委員會成員包括：

- 1.1 教牧 / 執事同工 1 位—負責諮詢及監管
- 1.2 部長 / 副部長 1 位—該部長與該委員會的事工可能有關連，但不是必須
- 1.3 其他成員不少於 2 位：
 - 1.3.1 必須為會友
 - 1.3.2 恆常出席本教會崇拜及其他聚會兩年或以上
 - 1.3.3 由該委員會成員建議或由執事會推薦，並經過其本人同意，各成員要在執事會及會友大會中通過
 - 1.3.4 召集人由該委員會推選出來
- 1.4 除教牧 / 執事同工外，成員皆有投票權
- 1.5 除教牧 / 執事同工外，成員任期為兩年一任，連任次數可按個別委員會需要而定

2. 權責：

- 2.1 當中成員有一位教牧 / 執事同工擔當監管的職責
- 2.2 按個別委員會的需要去設定，但必須在執事會及會友大會中通過

- 2.3 舉凡委員會的籌劃，行政決策、推廣活動、人事變更等等會務；都必須在執事會及會友大會中報告或通過（因關懷慈惠基金使用的保密問題，可豁免公佈受惠者名單）

3. 備註

- 3.1 若在委員會的投票當中發生和票，則由該教牧 / 執事同工作最後決定
- 3.2 若該委員會已完成原先設定的功能，而日後不會再繼續運作，可協商解散，在執事會及會友大會中通過
- 3.3 為鼓勵更多肢體參與事奉，建議每人最多參與兩個委員會（教牧 / 執事同工除外）
- 3.4 以上的資格及守則的改動，必須在執事會及會友大會中通過
- 3.5 各委員會的會議記錄都要知會教牧同工及執事會

Basic qualifications and codes of conduct of committee members (revised)

(approved at the 22nd January, 2017 Quarterly Members' Meeting)

Pursuant to Clause 5.9 of the Church Constitution - “Depending on the needs of the situation, ‘ad hoc committees’ may be set up to handle tasks of a specific nature. Such ad hoc committees do not constitute part of the “Church Council”. But it has to be approved by the Deacons Board.

The existing committee comprise:

1. Mission Committee	2. Elders Ministry Committee	3. Personnel Committee	4. Church Constitution Review Committee
5. Theological Training Committee	6. Youth Ministry Committee	7. Church Development Committee	8. Caring Fund Committee
9. Church Development Fund Committee	10. Silver Jubilee Committee		

1. Committee members include

- 1.1 One (1) Pastor/Deacon – responsible for consultation and monitoring
- 1.2 One (1) Departmental Leader/Deputy Leader – The ministry of the committee may be related to the Leader minister, but is not mandatory.
- 1.3 No less than two (2) other members who:
 - 1.3.1 must be a Church member
 - 1.3.2 must regularly attend Church worship services and other activities for no less than two (2) years.
 - 1.3.3 personally agree and be recommended by member(s) of the committee or by a Deacon. All members must be approved by the Deacons Board and by the Members' Meeting.
 - 1.3.4 The convener shall be elected by members of the committee
- 1.4 Except for the Pastor/Deacon, all members shall have voting rights
- 1.5 Except for the Pastor/Deacon, all members shall have a term of two (2) years, and the number of re-elections may vary based on the need of individual committees.

2. Authority and responsibilities

- 2.1 One of the members shall be a Pastor/Deacon as an overseer
- 2.2 Authority and responsibilities shall be determined based on the need of individual committees. Such must be approved by the Deacons Board and by the Members' Meeting.
- 2.3 All committee meetings, administrative decisions, promotion activities, personnel changes etc. must be reported to or approved by the Deacons Board and Members' Meetings (For the sake of confidentiality, the name(s) of the beneficiaries of the Caring Fund may be exempted from publication.)

3. Notes:

- 3.1 In the event of equal votes during an election of members, the decision of the Pastor/Dacons Board shall be final.

- 3.2 Upon fulfilment of the committee's missions as originally set and its continued existence is no longer warranted, it can be dissolved following consultation and shall be confirmed by the Deacons Board and the Members' Meeting.
- 3.3 To encourage participation in ministries, commitment up to two (2) committees by each member is recommended (except for Pastors/Deacons)
- 3.4 Any and all changes to the above qualifications and codes of conduct must be approved by the Deacons Board and by the Members' Meeting.
- 3.5 Minutes of each committee meeting must be presented to the Pastoral Board and the Deacons Board.