



東區華人浸信會 2023 年 3 月 2 日教會議會會議記錄
PCBC MINUTES OF CHURCH COUNCIL MEETING ON
2nd MARCH, 2023

開會日期
(Date) : 02-03-2023

地點 : 教會太陽房
(Venue): Church sun room

時間
(Time) : 7:35PM – 10:24PM

主席 : 歐陽偉邦執事
Chairperson : Deacon Vincent Au Yeung

代書記 : 藍港強
Acting Secretary : Kenneth Lam

出席 : 鄧錦材牧師
Present : Pastor Albert Tang

歐陽偉邦執事, 葉詩廷執事, 高施樂執事, 劉林愛珊執事, 甘鴻泰執事, 代書記(藍港強), 司庫(禰美兒)
Deacon Vincent Au Yeung, Deacon Peter Ip, Deacon Isaac Ko, Deacon Cindy Lau, Deacon Anthony Kam, Acting Secretary (Kenneth Lam), Treasurer (Eling Wong)

關懷部(黃婉儀), 教育部(黃詠詩), 傳道部(葉詩廷代), 總務部(林漳皓), 崇拜部(蕭紋翠)
Caring Dept. (Pinky Wong), Education Dept. (Cindy Wong), Evangelism Dept. (by Peter Ip), General Maintenance Dept. (Rio Lam), Worship Dept. (Jennifer Siu,)

列席 : 黎少安牧師, 張威廉牧師, 劉梓晴, 鄧穎曦
In Attendance: Pastor Andrew Lai, Pastor William HC, Joyce Lau, Karis Lam

請假 : 冼文軒, 高少基
Apologies: Frank Sin, Ben Ko

1. 主席開會祈禱
Prayer by Chairperson

2. 教牧同工分享
Sharing by Church Ministries

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鄧錦材牧師

1. 上週與鄧師母一起休假期間，我作了一些反思。
2. 我們也參加了澳洲黃金海岸一間華人教會的崇拜。
3. 不管該教會的內部問題如何，目睹他們一對年輕夫婦自願參加去日本北海道為期 3 年的宣教之旅，令人感動。上帝感動人心的作工得到了充分的顯示。

Pastor Albert Tang

1. I did some reflection during my holiday leave last week with Janice Tang.
2. We also attended the worship service of a Chinese church in Gold Coast, Australia.
3. Irrespective of their internal problems, it was moving to witness a young couple in that church volunteering to join a 3-year evangelistic mission in Hokkaido, Japan. God's working in moving peoples' hearts was in full display.

來年靈命護理計劃（參附件 1）

備註：

1. 這不是一個已確定的計劃，但可以在諮詢後進行微調。
2. 關鍵要素應包括：反思，悔改，診斷/問題識別，輔導，治療。
3. 這些過程將透過小組完成，例如工作坊。雖然可能不會以專業的方式進行，但會考慮保密問題。
4. 那些提供幫助的人可以充當屬靈伙伴。
5. 我們可以考慮配對牧師和/或領袖來提供協助。
6. 我們的目標是儘早幫助有需要的人，避免情況惡化。
7. 因此，我們需要確定自身的能力與資源。超出我們能力範圍的事項將轉介予合適的專業人士。
8. 某種形式的輔導培訓似乎是必要的。
9. 這將是一個持續進行的項目，若可能，各部皆應參與。
10. 鑒於我們之前缺乏經驗，在將計劃推廣到整個教會之前，我們可能需要一個基於現有關係的試點小組。這將減輕推行時的風險。
11. 第一階段包括三月和四月。
12. 謹慎起見，建議由部長會與執事會進一步考慮此計劃。

Spiritual Care Plan (see Appendix 1) for coming year.

Notes:

1. This is not a definitive plan but can be fine-tuned following consultation.

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2. The key elements shall comprise: reflection, repent, diagnose/problem identification, counseling, treatment.
3. These processes will be done via a small group setting, such as a workshop. While it may not be conducted in a professional manner, the issue of confidentiality will be considered.
4. Those offering assistance may act as soul mates.
5. We may consider pairing up pastors and/or leaders to provide assistance.
6. Our aim is to help those in need at an early stage and to avoid worsening of the situation.
7. Therefore, we will need to determine our capabilities and resources. Matters beyond our abilities will be referred to appropriate professionals.
8. Some form of training in counseling seems necessary.
9. This will be an ongoing project and should be participated by all departments if possible.
10. Owing to our lack of prior experience, we may need a pilot group based on existing relationship before rolling out the scheme to the entire Church. This will alleviate the implementation risk.
11. First stage covers March and April.
12. It may be prudent to further consider the plan at DLM and DBM.

教牧人員職位概述

備註: 見 5.3 下的備註

Pastoral staff job description

Notes: See discussion notes under 5.3

3. 教會領袖分享/反思
Leaders' sharing/reflection

沒有分享

Nil

4. 各部綜合報告
Consolidated departmental report

(參附件 2)

(see Appendix 2)

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5. 商討事項

Discussion items

- 5.1 通過本次會議的議程
To approve the agenda for this meeting

決議: 眾通過
Resolution: All agreed

- 5.2 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 2)
To approve (1) the engagement of the accounting services provided by CATAS Limited and (2) their quotation dated 24th February, 2023 (see Appendix 2)

決議: 眾通過
Resolution: All agreed

備註:

- 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
- 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。
- 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。
- 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。
- 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。
- 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。

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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，已反映在今晚批准的教會 2023-2024 預算案中（見下文 5.15）。

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 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

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Church 2023 –2024 budget for approval tonight (see 5.15 below).

5.3 通過 (1) 教牧招聘廣告及 (2) 職位概述 (參附件 3)

To approve (1) the advertisement for pastor hiring and (2) pastoral job description (“JD”) (see Appendix 3)

決議： 眾通過 但須作以下修正：

- 招聘廣告 - 在“你是誰” - 刪除“會說廣東話和英語”
- 職位概述 - 在“個人技能與品質”下 - 將“能講及書寫流利的廣東話，能聽懂英語和溝通”替換為“可以用粵語和英語理解和交流”。

Resolution: All agreed, subject to the following amendments:

Advertisement – Under “Who are You” - to remove “Able to speak both Cantonese and English”

JD – Under “Personal Skills and Attributes” – substitute “Fluent in written and spoken Cantonese, can understand and communicate in English” by “Can understand and communicate in Cantonese and English”.

備註：

1. 與西方的教會不同，紐西蘭的華人教會期望他們的牧師有多種職能，即能同時兼顧不同崗位。
2. 職位描述已經過人事委員會及執事會的審查/討論。若在本次會議上獲得批准，則 招聘廣告將不會在下次季會上提交，但職位描述則會提交。
3. 語言能力要求似乎過於嚴格，可能令感興趣的候選人卻步。
4. 經上述修訂後，我們可以細心選擇。
5. 關於問卷調查，截至目前共收到 29 份回饋。

Notes:

1. Unlike churches of Western origin, Chinese churches in New Zealand expect their pastors to be all-rounders, i.e. multi-tasks capable.
2. The Job Description (“JD”) has been reviewed/discussed among the Personnel Committee and the Deacons’ Board. If approved at this meeting, the Advertisement will not be tabled at the next QMM, but the JD will be tabled.
3. The language competency requirement seems too restrictive and may deter interested candidates.
4. But with the above changes, we can make an informed selection. Regarding

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the survey, there have been 29 returns received to date.

5.4 商議投票中“簡單多數”之定義

To define the meaning of “Simple majority” in voting

決議：通過“B”選項 Resolution: Agreed to Option “B”

選項 Option	“簡單多數”的擬議定義 Proposed definition of “Simple Majority”	此 CCM 的“贊成”票數 No. of “Yes” votes at this CCM
A	包括棄權票在內的所有投票的 51% 51% of all votes cast including abstention votes	3
B	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)	9

備註：

1. 有人憂慮會友對所提出的某些商討事項的細節/用意缺乏理解。
2. 這種情況反映在 2022 年會友大會期間出現的眾多棄權票。
3. 針對此情況，我們已作出了以下安排：
 - (1) 提前分發議程文件，及
 - (2) 邀請會友在每次會友大會之前參加祈禱會，就即將商討的事項進行答問環節。
4. 棄權票，顧名思義，代表會友放棄投票權，故應排除在有效選票之外。

Notes:

1. There have been concerns about members' lack of understanding of the details/intent of certain discussion items tabled.
2. The situation was reflected in the high number of abstention votes during the members' meetings in 2022.
3. To address these, the following arrangements have been made:
 - (1) advance distribution of the agenda package, and
 - (2) members are invited to join prayer meetings prior to each members' meeting for Question and Answer sessions on items to be tabled.
4. Abstention votes, by definition, represent members' relinquishment of their voting rights and should be excluded from the valid votes casted.

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- 5.5 通過關懷部 2023 至 2024 年度預算案（參附件 4）
To approve the 2023 – 2024 budget of the Caring Department (see Appendix 4)
- 決議: 眾通過
Resolution: All agreed
- 5.6 通過教育部 2023 至 2024 年度預算案（參附件 5）
To approve the 2023 – 2024 budget of the Education Department (see Appendix 5)
- 決議: 眾通過
Resolution: All agreed
- 5.7 通過傳道部 2023 至 2024 年度預算案（參附件 6）
To approve the 2023 – 2024 budget of the Evangelism Department (see Appendix 6)
- 決議: 眾通過
Resolution: All agreed
- 5.8 通過總務部 2023 至 2024 年度預算案。參附件 7）
To approve the 2023 – 2024 budget of the General Maintenance Department (see Appendix 7)
- 決議: 眾通過
Resolution: All agreed
- 5.9 通過崇拜部 2023 至 2024 年度預算案（參附件 8）
To approve the 2023 – 2024 budget of the Worship Department (see Appendix 8)
- 決議: 眾通過
Resolution: All agreed
- 5.10 通過關懷慈惠基金 2023 至 2024 年度預算案（參附件 9）
To approve the 2023– 2024 Caring Fund Budget (see Appendix 9)
- 決議: 眾通過
Resolution: All agreed

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備註:

1. 新冠病毒支援金應更具包容性, 以便英語崇拜的青年人也能從中受益。
2. 建議將新冠病毒支援金與關懷慈惠基金通知英語崇拜的會眾。
3. 牧師之間一直保持定期溝通, 以分享有關任何有需要會眾的信息。還詢問了會眾以便了解他們目前的財務需求。
4. 尤為重要的是要妥善保存關懷慈惠基金所有支出的記錄。
5. 據報, 關懷慈惠基金資助的申請人已接受面談。

Notes:

1. The COVID-19 Support Fund should be more inclusive so that the youth in English Service will also benefit from it.
2. It was suggested that congregation of the English Service should be informed of the COVID-19 Support Fund and the Caring Fund.
3. Regular communication between the pastors has been maintained to share information about any known needy members. Enquiries have also been made with members for their current financial needs.
4. Of particular importance is the proper maintenance of documentary records on all disbursements under the Caring Fund.
5. Reportedly, the applicant for Caring Fund support had undergone an interview process.

- 5.11 通過社區事工基金 2023 至 2024 年度預算案 (參附件 10)
To approve the 2023 – 2024 Community Ministry Fund Budget (see Appendix 10)

決議: 眾通過
Resolution: All agreed

- 5.12 通過差傳事工基金 2023 至 2024 年度預算案 (參附件 11)
To approve the 2023 – 2024 Mission Fund Budget (see Appendix 11)

決議: 眾通過, 但需作調整 (參下面備註 9 與 10)
Resolution: All agreed, subject to adjustment (see Notes 9 and 10 below)

備註:

1. 有人詢問分配與外來宣教士的奉獻是如何設定及按何依據, 例如基督教海外使團(“海外使團”)的馬燕文獲分配的金額比其他人更高。
2. 最初, 我們向海外使團奉獻以支持林小海的宣教事工, 因為他是我們的

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- 長期會友。在他離開海外使團後，我們將奉獻轉給了同樣是會友的馬燕文。
3. 我們承諾支持宣教事工，原則是支持已知和/或與我們有聯繫的宣教士。
 4. 建議在將該預算提交會友通過時，在議程包中包含更多背景訊息和理由。
 5. Enoch Chan 在基督城的學生生活中服務，是我們所熟知的陳偉明牧師的兒子。
 6. 除了列出的那些之外，我們還將透過海外使團支持鈴木啟明。
 7. 我們可以考慮在這個預算中只顯示一筆款項，實際分配由差傳事工委員會決定。
 8. 差傳事工委員會將召開會議重新評估奉獻分配，包括分配給馬燕文的資金。
 9. 對傳宣士的總撥款應為 16,000 元，並應反映在修訂後的預算中。

Notes:

1. Enquiries have been raised as to the basis for and the extent of allocated donations to external missionaries, e.g. a higher amount to Angela Ma of Overseas Missionary Fellowship (“OMF”) comparing to the others.
2. Originally, we donated to OMF in support of Jonathan Lam’s missionary efforts as he has been our long standing member. Following his departure from OMF, our donation was re-directed to Angela Ma, also our member.
3. We are committed to support missionaries, and our principle is to back up those who are known and/or has had connection to us.
4. It was suggested to include more background information and the rationale in the agenda package when presenting this budget to members for approval.
5. Enoch Chan, who serves in Student Life in Christchurch, is the son of Pastor Gary Chan. Pastor Chan is known to us.
6. In addition to those outlined, we shall also support Keimei Suzuki via OMF.
7. We may consider just showing one lump sum in this budget, with actual allocation to be decided by the Mission Fund Committee.
8. The Mission Fund Committee will hold a meeting to re-assess fund allocation, including those to Angela Ma.
9. Total allocation to missionaries shall amount to \$16,000, and shall be reflected in the revised budget.

- 5.13 通過神學培才基金 2023 至 2024 年度預算案（參附件 12）
To approve the 2023 – 2024 Theological Training Fund Budget (see Appendix 12)

決議: 眾通過
Resolution: All agreed

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- 5.14 通過青少年事工基金 2023 至 2024 年度最終預算案 (參附件 13)
To approve the 2023 – 2024 Youth Ministry Fund Budget (see Appendix 13)

決議: 眾通過
Resolution: All agreed

備註:

1. “幫手” 一項包括志願在青年營的廚房協助的義工。
2. 在註 1 下, 中文金額應與英文金額相同, 即 35 元。

Notes:

1. The item “Helper” include kitchen hands volunteering at youth camp.
2. Under Note 1, the amount in Chinese should be the same as the English version, i.e. \$35.

- 5.15 通過教會 2023 至 2024 年度常費支出/收入預算表 (參附件 14)
To approve the 2023 – 2024 Church Operational Budget (see Appendix 14)

決議: 眾通過
Resolution: All agreed

附加備注:

上一次於 2022 年 9 月 1 日舉行的教會議會暨 9 月部長會聯合會議會議記錄在會議結束後不久已由領袖們透過電子郵件通過了。因此, 無需在本次教會議會正式確認。

Additional Notes:

Minutes for the previous CCM dated 1st September, 2022 and the September Departmental Leaders' Meeting had been approved by the leaders via emails shortly after the meeting. Therefore, formal confirmation by this CCM is not required.

5. 其他事項
Any other business

6. 閉會祈禱
Closing prayers

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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

日期 (Date):

藍港強

Kenneth Lam

日期 (Date):

附件 Appendices

1. 靈命護理計劃
Spiritual Care Plan
2. 各部綜合報告
Consolidated departmental report
3. (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
(1) the engagement of the accounting services provided by CATAS Limited and (2) their quotation dated 24th February, 2023
4. (1) 教牧招聘廣告及 (2) 教牧職位概述
(1) the advertisement for pastor hiring and (2) pastoral job description (see Appendix 3)
5. 關懷部 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the Caring Department
6. 教育部 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the Education Department
7. 傳道部 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the Evangelism Department
8. 總務部 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the General Maintenance Department

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(Minutes for CCM 02/03/2023)

9. 崇拜部 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the Worship Department
10. 關懷慈惠基金 2023 至 2024 年度預算案
The 2023– 2024 Caring Fund Budget
11. 社區事工委員會 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the Community Ministry Committee
12. 差傳事工委員會 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the Mission Committee
13. 神學培才委員會 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the Theological Training Committee
14. 青少年事工委員會 2023 至 2024 年度最終預算案
The finalized 2023 – 2024 budget of the Youth Ministry Committee
15. 教會 2023 至 2024 年度常費支出/收入預算案
The 2023 – 2024 Church Operational Budget

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附件 1 Appendix 1

*靈命護理計劃 Spiritual Care Plan

Sub-theme	目的 Purpose	方法 Methods	何時實踐 Implementations
檢視 Self examination	像身體檢查, 看有沒有不健康症狀 To health check our spiritual condition, identify any 'unhealthy' signs	*受難節崇拜 Good Friday prayer *靈修資料 Materials for Daily devotion *與禱伴分享 Share with a soul mate *靈程日誌 spiritual journal	3-4 月 March to April 由受難節默想開始反思 Introduction of topic at Easter In the light of the cross(reflection)
診治 Diagnosis/ Treatment	診斷到不健康屬靈問題後, 如何安排醫治. To find out the cause of the symptoms of spiritual problems and endeavour to treat them	*工作坊 workshop/seminars *問答 Q & A *面談 Interviews/sessions	7 月 July what's next after identification of issues 查到問題後, 切法找到方圖去處理
互助 Shared goal of care	開始醫治過程, 悔改, 並願意接受改變 To begin the healing plan by repentance and to be opened for transformation	*個人悔改 Personal repentance *小組 groups *與禱伴, 彼此問責 accountability with soul mate *督導 mentorship *彼此醫治 wounded healer	10 月 Oct Implantation of 'discipleship' groups For those who do not have groups already 門訓小組

*requirements: leaders ready for caring and sharing(maturity and confidentiality)

*risks: leaders need to be ready to differentiate matters whether be beyond their scope.

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附件 2 Appendix 2

教育部報告: 03-2023

1. 東浸網上圖書館借閱或續借自助服務系統於二月下旬啟用。

Education Department Report: 03-2023

1. PCBC's online library self-service system for borrowing, or renewing books will start in late February.

神學培才委員會報告: 03-2023

1. 神學培才委員會接納甯強兄弟在克理神學院修讀的神學學士後文憑課程資助申請 (50%)。待執事會確認和會友大會通過。資助金額\$837

Theological Training Committee Report: 03-2023

1. TTC accepted Tommy Ning theological study subsidy application for studying Graduate Diploma in Applied Theology at Carey Bible College (50%). Pending approval by Deacons' Board and members' meeting. The subsidy amount is \$837.

總務部報告

我們於 2 月 21 日完成了太陽房外兩個涼亭的安裝。

GM Department Report

We had finished the installation of the two gazebos outside the sunroom on 21st February.

附件 3 Appendix 3

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CATAS

Quote

Quote No Q000526
Date 24 February 2023
Valid To 25 April 2023

CATAS Limited
PO Box 21145
Christchurch 8140
New Zealand

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.

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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.

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附件 4 Appendix 4

教牧招聘廣告 Advertisement for Pastoral staff

在基督裡 - 我們渴望看到充滿活力的多語言會眾激發生命, 拓展多元, 祝福社區, 延伸海外。

我們是誰?

東區華人浸信會在過去的 30 年裏一直愛神並忠心地服事東奧克蘭社區。東浸最初由遍佈香港和中國的家庭創立, 現已發展為透過 3 堂崇拜以多種語言向 300 多名會友分享耶穌基督的福音。我們正在尋找一位助理牧師來協助教會成長和教導, 激勵我們朝著我們的使命和異象邁進。

你是誰?

- 可能是最近從公認的神學院畢業並獲得神學培訓資格
- 熱衷於透過地方教會事工推進神的國度, 包括釋經講道, 青年/兒童事工, 領導力培訓, 教牧關懷及門徒訓練
- 有經驗或願意了解跨文化教會的複雜性。(了解中國文化將是一個優勢, 但不是必需的!)
- 在像家庭般的教會環境中尋找兼職工作(可能有全職職位)
- 遵守正確的聖經教導和浸聯會的政策(我們熱愛上帝的話語和祂的教會!)
- 符合聖經要求領袖的品格和技能(例如提摩太前書 3:1-7)
- 能說廣東話及英語

我們的承諾:

- 教牧及領袖團隊將給予您指導, 協助您學習發展您的教牧位份
- 一群忠實的同工將努力支持您和您的工作
- 您將有機會探索宣教工作, 傳福音及屬靈成長的不同方法以接觸不斷變化的世界
- 參與一系列不同的事工, 包括快速發展的兒童事工, 已建立的粵語和英語事工以及一些週內定期聚會的小組

若這聽起來像您, 請發送電子郵件至 _____ 進行保密面談並查閱職位描述。我們很想認識您, 並探討東浸如何成為您追求神呼召您在祂國度事奉的好地方。我們期待著向您介紹我們的家庭!

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*In Christ, we long to see vibrant multi-lingual congregations,
blessing our local communities and beyond.*

Who are we?

Pakuranga Chinese Baptist Church has been loving God and faithfully serving the East Auckland community for the last 30 years. Originally founded by families all over Hong Kong and China, PCBC has grown to share the gospel of Jesus Christ to over 300 members across 3 different services and in multiple languages. We are looking for a new assistant pastor(s) to help grow and teach the church, spurring us towards our mission and vision.

Who are you?

- May be recently graduated with a theological training qualification from a recognised theological institute
- Passionate about advancing the Kingdom of God through local church ministry, including expository preaching, youth/children ministry, leadership training, pastoral care and discipleship
- Experience, or a willingness to learn about the intricacies of a cross-cultural church. (Understanding of the Chinese culture would be a bonus, but not needed!)
- Looking for part time work (full time positions may be available) in a family church setting
- Adherence to sound biblical teaching and the policies of the Baptist Union (we love the Word of God and His church!)
- Meets the biblical character and skill requirements of a leader (e.g 1 Timothy 3:1-7)
- Able to speak both Cantonese and English

What we promise:

- Guidance from the pastoral and leadership team as you learn to develop your pastoral identity
- A faithful group of volunteers committed across the range of serving groups to support you and your work
- Opportunities to explore different methods of mission work, evangelism and spiritual growth to reach a changing world
- A range of different ministries to be a part of, including a quickly growing children's ministry, established Cantonese speaking and English speaking services and a number of intra-week groups that meet regularly

If this sounds like you, please email _____ for a confidential chat and to see the job descriptions. We would love to get to know you and to explore how Pakuranga Chinese Baptist Church would be a good place to pursue your calling of Kingdom Ministry. We look forward to introducing our family to you!

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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

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）
- 能講及書寫流利的廣東話，能聽懂英語和溝通。

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- 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

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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

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 Cantonese, can understand and communicate in English.
- Demonstrates 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

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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 recognised theological institute
- Sound knowledge of the Baptist ethos in a New Zealand setting
- Experience in growing church environments is desired

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附件 5 Appendix 5

關懷部 2023 年 4 月至 2024 年 3 月年度財政算案 CARING DEPARTMENT APRIL 2023– MARCH 2024 BUDGET

編號 Item	項目分類 Description	04/2023- 03/2024 預算金額 (Amount \$)	04/2022 – 03/2023 預算金額 (Amount \$)	Actual Expenses as at 02/2023 已使用金額 (Amount \$)
1	浸禮禮物 – 中文/英文版本 聖經 Gift for Baptism Chines/English Bible	600	600	395.99
2	文具 (Stationery)	100	100	0.00
*3	探訪費用/關懷事工津貼 (Expenditure/subsidy for visiting/caring) (CS \$200/ES \$200)	400	400	0.00
**4	年度月曆 Calendars	1,100	n/a For 30 th Anniversary	0.00
5	紅白二事 (Congratulation and condolence expenses)	1,300	1,300	601.06
6	母親節 (Mothers' Day)	1,200	1,200	856.80
7	父親節 (Fathers' Day)	700	700	117.24
8	其他節期和活動事項 (Other activities)	400	400	200.00
9	長者日午餐聚會 (Elders' luncheon gathering)	1,400	n/a	0.00
**10	愛筵 (Love Feast)	1,600	n/a For 30 th Anniversary	0.00
11	團契支出費用 (Fellowship expenses)	500	500	202.63
**12	迎賓禮品包 Welcome Pack	150(ES)	150	0.00
**13	服務社區項目 Community Project	200(ES)	200	0.00
	計 算 總 額 (TOTAL)	9,650.00	5,550.00	2,373.72

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備註 Noted :-

* Item 3 英語崇拜 English Service (ES) / 華語崇拜 Cantonese Service (CS)

**增加 Increase: Item 4 + Item 10

於 2022 年教會 30 週年委員會已完成這兩個項目，項目 10 以晚宴取代愛筵，並且已由他們的委員負責了費用。故 2023-2024 年度的預算重新計劃預算之內。 In 2022, the 30th anniversary committee of the church completed these two projects, Item 10 replace a love feast with a banquet and they were responsible for those expenses. Therefore, those budget for 2023-2024 are included again in the budget.

**Item 12 & Item 13 僅英語崇拜的費用 Expenses for English Services only

**Item 11 團契報銷上限 \$125 Fellowship reimbursement is capped at \$125

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附件 6 Appendix 6

Pakuranga Chinese Baptist Church 東區華人浸信會			
Education Department 教育部			
Budget for 01 Apr 2023 - 31 Mar 2024 預算案			
			Apr 22 to Feb 23
			(11 Months 月)
	2023/2024	2022/2023	2022/2023
Ministry 事工	Budget (\$)	Budget (\$)	Actual Exp (\$)
	預算金額	預算金額	已使用金額
Bible Class Resources 聖經課程資源 (Note 備註 A)			
1A: Materials for teachers (any class) 任何級別主日學老師的教材	480	400	113.02
1B: Materials for bible study group leaders (book or topical) / 查經組組長教材 (經卷式或主題式)	240	-	
1C: ES Resources for preachers or teachers 英崇聖經講師/老師	200	200	88.27
1D: Subsidy for textbook 10% (Sunday School students or Bible Study Group members) 課本資助 10% (主日學學生或查經小組組員)	300	-	-
Total for Bible Class Resources 聖經課程資源小計	1,220	600	201.29
Children Ministry 兒童事工			
2A: Teaching materials, stationery, rewards, library books 教材/文具/獎品/圖書	1,200	1,000	775.23
2B: Birthday party 生日會	500	300	98.80
2C: Activity 兒童活動	600	500	
2D: Mathew Group (Toddlers) toys 馬太幼兒組玩具	-	-	
2E: ES: Kids Activity packs 英崇兒童活動	200	-	
Total for Children Ministry 兒童事工小計	2,500	1,800	874.03

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Library 圖書館			
3A:Books, DVD, Stationery 書籍/影音/文具	800	800	884.37
Total for Library 圖書館小計	800	800	884.37

Subsidy for internal training: books 內部培訓資助:書籍 (Note 備註 B)			
4A:Sat youth group (leadership & discipleship training) 週六青年組(領袖和門徒訓練)	200	400	253.33
4B:ES cell group (leadership training) / 英崇小組領袖訓練	300	300	100.74
Total for Internal Resources Subsidy 內部資源資助小計	500	700	354.07

Subsidy for external training 外部培訓資助 (Note 備註 C)			
5A:Children's Bible Ministries CBM 兒童聖經(CBM) 培訓課程	300	300	
5B: Education Department Ministry related training course or conference 教育部侍奉相關的培訓課程或講座	1,500	-	
5C:ES: External bible conference or training event: Equip/Next Gen/TGCA Asia 英崇: 外部聖經講座或培訓活動	2,100	2,000	-
Total for Subsidy for external training 外部培訓資助小計	3,900	2,300	-

Seminar 講座			
6A: CS seminar: guest speaker fees 中文崇拜講座: 講員費	500	-	-
6B:ES members training ministry: guest speaker fees 英崇成員訓練: 講員費	400	600	120.00
Total for Seminar 講座小計	900	600	120.00

Activities 活動 (Note 備註 D)			
7A: Department Activities 部門活動	300	700	-
7B: ES leader's retreat 英崇領袖退修			

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	300	300	300.00
7C:ES: Next Gen subscription fee for training 教材訓練訂閱費	110	-	-
Total for Activities 活動小計	600	1,000	300.00

Total Budgeted Expenses for Education Dept.	10,420	7,800	2,733.76
教育部總預算費用			

<u>Note 備註:</u>								
A: 1A: Subsidy for PCBC Sunday School teachers.								
The subsidy may be up to \$60 per class for each term. A PCBC salaried pastor is not subsidized.								
東浸主日學老師資助								
每學期每班均獲不超過 NZ\$60 的補貼, 資助是不包括東浸的受薪牧師/傳道								
1B: A bible study group leader may be subsidized the book up to \$60. A bible study group must be recognized by education department and Pastor /查經組組長獲不超過\$60 的書本補貼, 查經小組必須得到教育部部門和牧師認可								
B:4A: Saturday cell group youth leaders may be subsidized the book up to \$60. Cell group members may be subsidized up to 10% / 週六青年小組領袖可獲得不超過 NZ\$60 的書本補貼, 組員可獲得 10% 書本補貼								
C: 5A, 5B & 5C								
Bible course, conferences and training events may be offered upon a pastor's recommendation and approval of the education department 根據牧師的推薦和部門的認可聖經課程/講座/培訓。								
Subsidy approval is subject to change based on the agreement of Department and Pastor.								
Reference to the meeting minutes of DLM 4th Feb 2021 & 5th May 2022, and the meeting minutes of CCM 4th Mar 2021: Subsidize up to \$100 per person or 50% of the cost of the program or conference, whichever amount is the lower. Subsidy shall be dealt with on a "first come first served" basis. A related department member is eligible to take subsidy.								
資助批准是根據部門和牧師的協議。依據 4/2/2021 和 5/5/2022 部長會會議記錄和 3 月 4 日教會會議記錄, 資助均以 "先到先得", 及上限為紐元 NZ\$100, 或費用的 50%, 以較低為準, 相關部員可以申請								
5B: First priority for department member and then open to church member if we have spare budget left.								
部員優先獲得資助, 若有餘款便資助給會友								

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5C: ES: First priority for leaders who can speak English and then open to church member if we have spare budget left. 能說英語的領袖優先獲得資助, 若有餘款便資助給會友									
D:									
7A (i): Department members gathering 部員聚會									
7A (ii) Ad hoc children activities 特備兒童活動									
7C: Subscription fee for once and can use it forever 一次性的訂閱費, 可以永久使用訓練材料									

附件 7 Appendix 7

PCBC Evangelism Department Budget 傳道部財政預算: 2023-2024

Ministry 事工	2023/2024 Budget (\$) 預算金額	2022/2023 Budget (\$) 預算金額	2022/2023 Actual Exp (\$) 已使用金額
E1. Christmas Outreach 聖誕外展	1,500	2,000	789.64
E2. Department Activities 部門活動	300	300	-
書籍贈送給未信者	400	400	224.07
E4. Evangelistic Rally 福音佈道會	800	500	643.85
E5. Evangelizing in Eastern District 遍傳東區	See E9	2,000	-
E6. Life Testimony 生命見證	50	-	-
E7. Seekers Course 尋找生命課程	500	600	-
E8. Miscellaneous 文具	-	100	-
E9. Evangelistic Outreach 福音外展	3,000	500	-
E10. ES English pew Bibles / giveaway Bibles 書籍贈送給初信/需要者	200	-	-
E11. PCBC English Invitation Card 邀請人參加 PCBC	200	-	-
Total Budgeted Expenses for Evan Dept. 傳道部總預算費用	\$6,950.00	\$6,400.00	\$1,657.56
1: E1: To reserve \$500 for English service as Christmas Outreach Event. 2: E3: For Cantonese service (\$200) and English Service (\$200) 3: E7: For Cantonese service (\$300) and English service (\$300) 4: E5 now included in E9			

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附件 8 Appendix 8

Pakuranga Chinese Baptist Church 東區華人浸信會			
General Maintenance Department 總務部			
Budget for 01 Apr 2023 - 31 Mar 2024 預算案			
			<u>1 Apr to</u> <u>Jan 29</u>
			<u>(10 Months</u> <u>月)</u>
	<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
General Expenses 經常費			
Carpet cleaning & pest control 清潔地氈 及殺蟲	1,600	1,500	-
Lawn mowing 剪草	1,200	1,560	880
Maintenance 維修雜費	4,000	2,000	4,007
Sundries 雜費	800	500	671
Total for General Expenses 經常費小計	7,600	5,560	5,558
Improvements & Upgrades 持續進行或 改善			
Female toilet ceiling maintenance 維修女 廁所天花	2,500		
Replace Stage carpet 更換講台地氈	6,000		
Replace 2x Signage-Ti Rakau Dr and entrance 翻新 2 個招牌	-		3,441

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Main building maintenance (Note 1) 維修教會建築物 (備注 1)	-	10,000	9,105
Gate for area outside conservatory 太陽房外空地加設閘門	800		
Gazebos for area outside conservatory 太陽房外空地遮太陽帳蓬	-	2,500	2,394
Garden shed 花園儲物屋	1,200	1,000	-
Renovating the Baptism pool 翻新浸禮水池	3,800	2,500	-
Total for Improvements & Upgrades 持續進行或改善小計	14,300	16,000	14,940
New Projects 新計劃			
Exterior Security Camera 室外防盜攝錄系統	3,000	4,500	-
Total for New Projects 新計劃小計	3,000	4,500	-
IT Committee 科技委員會			
Files back up or Cloud storage fee 檔案備份或雲端存儲	-	300	-
Sundries 雜費	5,000	5,000	1,269
Website Hosting and tools 網站托管及其相關費用	1,000	1,000	181
Total for IT Committee 科技委員會小計	6,000	6,300	1,450
Total Budgeted Expenses for GM Dept 總務部總預算費用	30,900	32,360	21,949
Note 備注			
1) "Main building maintenance" includes the Cracks			

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<i>on exterior walls and Painting</i>				
"維修教會建築物" 包括外牆裂縫及油漆				

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附件 9 Appendix 9

WORSHIP DEPARTMENT 2023 – 2024 BUDGET

		DRAFT Budget	APPROVED Budget	Actuals
		2023-2024	2022-2023	2022- 2023
Worship service	崇拜	12,770	11,760	7,264
1 Speakers' Fees	講員	6,720	5,760	3,480
1.1 Sunday service	主日崇拜	2,520	2,160	3,480
1.2 Saturday service	週六崇拜	2,520	2,160	0
1.3 English service	英語崇拜	1,680	1,440	0
2 Licences and Copyright for Hymns	詩歌版權	2,650	2,600	1,119
2.1 CCLI	國際版權	1,200	1,200	711
2.2 CCLI Live Stream	直播版權	400	400	0
2.3 Sunday	主日詩歌	500	500	0
2.4 Choir	詩班	100	100	0
2.5 Sermon Sharing Platforms (Youtube + Soundcloud)	講道分享平台	180	400	408
2.6 WorshipTools Subscription (ES worship planning tool)	崇拜計劃工具	270	0	0
3 Venue hiring (Sat service and other activities)	場租	3,400	3,400	2,665
Worship leading	敬拜領導	1,700	1,700	0
4 Training	訓練	1,000	1,000	0
5 Choir	詩班	700	700	0
AV & Equipments	影音及設備	5,300	5,300	1,738
6 Audio and Visual Group	影音組	3,300	3,300	129
7 Musical Equipment Repair and Maintenance	樂器維修及保養	2,000	2,000	1,609
General Expenses	基本支出	4,600	4,600	1,512

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8	Flower Decoration	插花	1,500	1,500	591
9	Communion Services	聖餐	600	600	664
10	Refreshments	茶點	1,800	1,800	257
11	Stationery	文具	100	100	0
12	Annual Department Gathering	年度聚會	600	600	0
	TOTAL BUDGETED EXPENSES		24,370	23,360	10,514

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附件 10 Appendix 10

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

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附件 11 Appendix 11

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

	<u>2023/2024</u>	<u>2022/2023</u>	<u>Apr 22 to Jan 23</u>
	<u>Budget (\$)</u>	<u>Budget (\$)</u>	<u>(10 Months 月)</u>
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 安老院敬拜服務	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}

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附件 12 Appendix 12

Mission Committee Budget (2023-2024)

Ministry 事工	<u>2023/2024</u> Budget (\$) 預算金額	<u>2022/2023</u> Budget (\$) 預算金額	<u>2022/2023</u> Actual Exp (\$) 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
6-8 team members	\$8,000.00	\$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	\$1,000.00	\$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	\$38,000.00	\$35,500.00	\$18,697.59

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附件 13 Appendix 13

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)
Ministry 事工	2023/2024 Budget (\$) 預算金額	2022/2023 Budget (\$) 預算金額	2022/2023 Actual Exp (\$) 已使用金額
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
Note 備註:			
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			

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附件 14 Appendix 14

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)
	2023/2024	2022/2023	2022/2023
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			

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附件 15 Appendix 15

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	10,420	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	441,890	362,670	276,485
預算常費盈餘/(赤字) Surplus / (Deficit)	(23,790)	28,430	49,013

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