

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*