

## 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.

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

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| 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 25<sup>th</sup> 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/Deacons 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.