

TORONTO IMMANUEL CHINESE BAPTIST CHURCH
CHURCH CONSTITUTION AND BYLAWS
August 10, 1991



CONSTITUTION

ARTICLE I NAME

This Church shall be known as the "Toronto Immanuel Chinese Baptist Church."

ARTICLE II PURPOSE AND OBJECTIVES

The purpose of this church is to glorify God by conducting a Baptist church in accordance with the Word of God as revealed in the sixty-six books of the Old and New Testaments. This church shall seek to accomplish the purpose by the following objectives:

1. The maintenance of public worship of God.
2. The maintenance of fellowship among believers of this church and with those of other evangelical churches.
3. The preaching of the Word of God, the administering of the ordinances of baptism and the Lord's Supper, and the practice of biblical church discipline.
4. The advancement of the Great Commission of the Lord Jesus Christ as stated in the Gospel of Matthew 28:18-20. In this respect, this church shall seek to carry out a two-fold ministry:
 - (1) the ministry of evangelism which seeks to share the biblical faith to the non-Christians through the local mission and world mission programs.
 - (2) the ministry of edification which seeks to build up the believers to grow in the grace and knowledge of the Lord Jesus Christ and to equip them to serve God through the Christian education programs.
5. The witnessing of God's grace and love by ministering to persons in the community and the world in Jesus' name.

ARTICLE III STATEMENT OF FAITH

The "Affirmation of Faith" as stated in the second article of the bylaws of the Fellowship of Evangelical Baptist Churches in Canada shall be the official statement of faith of this church.

3.1 BIBLE

We believe the Bible to be the complete Word of God; that the sixty-six Books, as originally written, comprising the Old and New Testaments were verbally inspired by the Spirit of God and were entirely free from error; that the Bible is the final authority in all matters of faith and practice and the true basis of Christian union.

3.2 GOD

We believe in one God, Creator of all, holy, sovereign, eternal, existing in three equal Persons, the Father, the Son and the Holy Spirit.

3.3 CHRIST

We believe in the absolute and essential deity of Jesus Christ, in His eternal existence with the Father in pre-incarnate glory, in His virgin birth, sinless life, substitutionary death, bodily resurrection, triumphant ascension, mediatorial ministry and personal return.

3.4 THE HOLY SPIRIT

We believe in the absolute and essential deity and personality of the Holy Spirit Who convicts of sin, of righteousness and of judgment; Who regenerates, sanctifies, illuminates and comforts those who believe in Jesus Christ.

3.5 SATAN

We believe that Satan exists as an evil personality, the originator of sin, the arch-enemy of God and man.

3.6 MAN

We believe that man was divinely created in the image of God; that he sinned, becoming guilty before God, resulting in total depravity, thereby incurring physical and spiritual death.



3.7 **SALVATION**

We believe that salvation is by the sovereign, electing grace of God; that by the appointment of the Father, Christ voluntarily suffered a vicarious, expiatory and propitiatory death; that justification is by faith alone in the all sufficient sacrifice and resurrection of the Lord Jesus Christ and that those whom God has effectually called shall be divinely preserved and finally perfected in the image of the Lord.

3.8 **FUTURE THINGS**

We believe in the personal, bodily and glorious return of the Lord Jesus Christ; in the bodily resurrection of the just and the unjust; in the eternal blessedness of the redeemed and in the judgment and conscious, eternal punishment of the wicked.

3.9 **THE LOCAL CHURCH**

We believe that a church is a company of immersed believers, called out from the world, separated into the Lord Jesus, voluntarily associated for the ministry of the Word, the mutual edification of its members, the propagation of the faith and the observance of the ordinances. We believe it is a sovereign, independent body, exercising its own divinely awarded gifts, precepts and privileges under the Lordship of Christ, the Great Head of the church. We believe that its officers are pastors and deacons.

3.10 **ORDINANCES**

We believe that there are only two ordinances for the church regularly observed in the New Testament in the following order:

- (1) Baptism which is the immersion of the believer in water, whereby he obeys Christ's command and sets forth his identification with Christ in His death, burial and resurrection.
- (2) The Lord's Supper which is the memorial wherein the believer partakes of the two elements, bread and wine, which symbolize the Lord's body and shed blood, proclaiming His death until He come.

3.11 **THE CHURCH AND STATE**

We believe in the entire separation of church and state.

3.12 **RELIGIOUS LIBERTY**

We believe in religious liberty; that every man has the right to practise and propagate his beliefs.

3.13 **THE LORD'S DAY**

We believe that the first day of the week is the Lord's day and that, in a special sense, it is the divinely appointed day for worship and spiritual exercise.

3.14 **CIVIL GOVERNMENT**

We believe that civil government is of divine appointment for the interest and good order of society; that magistrates are to be prayed for, conscientiously honoured and obeyed, except only in the things opposed to the will of our Lord Jesus Christ, Who is the only Lord of the conscience and Prince of the kings of the earth.

ARTICLE IV ORDINANCES

This church observes the two ordinances in accordance to the teachings of the New Testament.

4.1 **THE ORDINANCE OF BAPTISM**

The ordinance of baptism shall be administered by the senior pastor of this church, hereafter referred to as the pastor, or by an ordained Baptist minister approved by the board of deacons. Baptism shall be by immersion and shall be administered to candidates who have publicly professed faith in Jesus Christ and have shown evidence of Christian character and conduct, and who have been duly accepted by this church for baptism and church membership on the recommendation of the pastor and the board of deacons. The deacons shall be responsible for the preparation of baptismal, and shall assist the minister in the observance of baptism.

4.2 **THE ORDINANCE OF THE LORD'S SUPPER**

The ordinance of the Lord's Supper shall be observed regularly once a month, usually at the first Sunday worship of each month. The pastor of this church, or an ordained Baptist minister or an ordained deacon of this church approved by the board of deacons, shall preside. The deacons shall be responsible for the physical preparations and shall assist the minister in administering. This church shall invite born-again Christians who are members of this church or are members of other evangelical churches to partake the bread and the cup in this ordinance.

ARTICLE V POLITY, RELATION AND AFFILIATION



5.1 CHURCH POLITY

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified in this constitution and bylaws or by church action.

5.2 CHURCH RELATION

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among evangelical Baptist churches and evangelical churches of other denominations. There shall be no cooperation with any group that permits the presence of apostasy of the Christian faith or unbiblical practice.

5.3 CHURCH AFFILIATION

This church shall affiliate with the Fellowship of Evangelical Baptist Churches in Canada and with its Ontario Region and Toronto Association, and shall cooperate with and support their ministry. This church shall stay as a member church of the Fellowship of Evangelical Baptist Churches in Canada as long as the said denomination holds to its present Biblical position; otherwise, this church shall take appropriate action to withdraw from its fellowship.

BYLAWS

ARTICLE VI MEMBERSHIP

6.1 ADMISSION OF MEMBERS

Christians may be received into membership of this church by any of the following methods, subject in each case to the recommendation of the pastor, the board of deacons and the vote of the church:

6.1.1 By Baptism

Any person who confesses Jesus Christ as Lord and Saviour and who is in essential agreement with the faith and practice of this church may be received into the fellowship of this church following his or her baptism by immersion administered by this church.

6.1.2 By Letter

A person who has been baptised by immersion and is in substantial accord with the faith and practice of this church may be received by letter of commendation from an evangelical church.

6.1.3 By Experience

A person who has been baptised by immersion and has demonstrated character worthy of the faith and who has been a member of an evangelical church and who, for a sufficient reason, cannot present a letter from that church but who is in substantial accord with the faith and practice of this church may be received upon statement of his Christian experience and recommendation of two active members of this church.

6.2 DISMISSAL OF MEMBERS

Members of this church may be dismissed from membership of this church by any of the following methods:

6.2.1 By Death

The death of members shall of course dissolve their membership of this church.

6.2.2 By Letter

Any member of this church in good standing may receive a letter of dismissal and recommendation to any other evangelical church, following the recommendation of the pastor and the board of deacons. The name of the church to which membership is being transferred shall be named in the request and the letter shall be sent to the pastor or clerk of that church. Such letter shall be valid for only six months after its date, unless renewed, and this restriction shall be stated in the letter.

6.2.3 By Erasure

The board of deacons should prepare annually, a list of members who have for a period of six months or more failed to participate in the public worship, the educational program, or the financial support of the church without valid reasons. If they are convinced that such persons cannot be reclaimed, they shall present to the church a recommendation that the names of these delinquent members be erased from the membership roll. Upon such action being taken by the church, said members shall thereafter cease to be members of this church.



6.2.4 **By Exclusion**

Should any member become an offense to the church and to its good name by reason of un-Christian character and conduct, or by persistent breach to the teaching of the Bible, and the faith and practice of this church, this church may take disciplinary action and terminate his or her membership. Only after due notice and a hearing before the board of deacons, and after faithful efforts have been made to bring about repentance and amendment should such action be taken.

6.3 **RESTORATION OF FORMER MEMBERS**

Any person who has been a member of this church but has lost his membership for any reason may be restored to membership upon recommendation of the pastor, the board of deacons and the vote of the church.

6.4 **CATEGORY OF MEMBERS**

The membership roll of this church shall be reviewed semi-annually by the pastor and the board of deacons who shall maintain an accurate record of Active, Non-active, Non-resident members, and Associate members, and who shall report their decisions to the church.

6.4.1 **Active Member**

A member who attends the meetings of this church regularly and is in constant support to promote the ministry of this church is an active member.

6.4.2 **Inactive Member**

A member who is a local resident but does not participate the public worship of this church for a period of three months without valid reasons shall automatically become an inactive member.

6.4.3 **Non-resident Member**

A member who has resided in another city so far away that he or she is not able to attend meetings of this church regularly but has not joined membership of the local church for valid reasons or has shown continual support to this church shall be a non-resident member.

6.4.4 **Associate Member**

A Christian who is a member of an evangelical church resides in this city but will not stay more than two years and would like to maintain his or her own church membership may be accepted as an associate member of this church if he or she has demonstrated Christian character and conduct worthy of the faith. An associate member may be an active or inactive member.

6.5 **PRIVILEGE AND RESPONSIBILITY**

Members of this church are entitled to the following privileges and responsibilities.

Members are privileged and responsible for constant support and promotion of the ministry of this church (1) by regularly attending worship and meetings, (2) by participating in various ministries according to his or her spiritual gifts and talents, (3) by prayer, and (4) by regular financial support.

Members should comply to the Statement of Faith as shown in this constitution and observe the biblical principles of Christian faith and practice so as to witness Christ and bring glory to God. Members who fail in such compliance and have shown un-Christian conduct may subject to disciplinary action and exclusion of membership.

All active members are entitled to have full participation in congregational business meetings, but only active members who are eighteen years of age and over may vote or be elected to office according to the guidelines of this constitution and bylaws.

ARTICLE VII ORGANIZATION AND FUNCTIONAL STRUCTURE

In order to carry out its mission as stated in the purpose and objectives in this constitution, this church functions by the organization of various meetings and boards. This includes the congregational business meeting, the council of church ministry, the board of pastoral staffs, the board of deacons, and the board of departmental ministry. Under certain circumstances, a board may not be organized due to stages of development or situation of this church; yet this church will still function without a fully organized structure.

7.1 **CONGREGATIONAL BUSINESS MEETING**

The congregational business meeting will meet according to the guidelines set in this constitution and bylaws. This meeting has the final decision on all matters concerning the business of this church. Only active members of this church are the voting members.

In usual practice, only major issues that are related to the welfare and ministry of this church, and acceptance of baptismal candidates and new members will be brought to this meeting; other minor matters or matters of regular church ministry should be dealt with by the appropriate boards and committees whenever possible.

7.2 COUNCIL OF CHURCH MINISTRY

The council of church ministry is accountable to the church congregational meeting and its main function is to oversee the ministry of this church. This includes preparation of the annual church goals and calendar of activities, and periodic review of the progress of various ministries in this church. The council shall coordinate the ministry of various boards and departments so as to eliminate confusion and overlapping and to promote unity in the work of ministry to reach the goals. Moreover, the council shall try to set appropriate directions and guidelines to promote growth of this church in this changing world. Whenever a new direction constitutes a major change, the council shall work with appropriate boards and have the motion passed in the congregational business meeting of this church.

The council shall serve the function of a pulpit committee when the church is in need of calling a pastor, or other pastoral staffs. The council shall also serve the function of a personnel committee to review annually the salaries schedule and benefit provisions for all church salaried personnel.

The council shall be the official representative of the church to other churches, organizations, and governments. The pastor, or the chairman and the clerk of the council shall represent the church to sign all correspondence.

7.2.1 Number of Members

The number of members of the council of church ministry shall be five when the regular Sunday attendance is fewer than one hundred. When the attendance reaches one hundred, one member will be added to the council and thereafter a member will be added for each additional hundred up to a maximum of ten council members.

7.2.2 Qualifications of Members

A member of the council of church ministry must be a baptised Christian for at least five years and have been an active member of this church for at least three full years and have served in the board of departmental ministry for at least one full year.

As this council plays a very important role in the direction of this church, a council member must maintain an attendance of at least eighty per cent of the council meetings during his or her term of service in order to be qualified to stay in office; otherwise, the church will elect a member for replacement.

7.2.3 Terms of Service

Council members are to serve by rotation. At the initial election, one member will be elected for a term of one year and another one for a term of two years while the rest for a term of three years. For the subsequent elections, all council members are elected for a term of three years. After serving for a term of three years, no council member shall be eligible for re-election until the lapse of at least one year.

At least one member from the board of deacons and one from the board of departmental ministry must be present as council members for any given year.

The pastor of this church shall be a council member as long as he is active in office. All other pastoral staffs are not eligible to be council members but are to attend council meetings for consultation.

7.2.4 Officers and Duties

The council of church ministry consists of a chairman, a clerk, and council members. The chairman and the clerk shall be elected by the council for a term of one year and are eligible for re-election. No council members are qualified to be the chairman or clerk in their first year of three year term service.

The chairman shall be the moderator of all council meetings and is responsible to lead the council to carry out its function.

The clerk of this council is also the clerk of this church. He or she shall serve as the secretary of all council meetings and congregational business meetings. The clerk shall keep an accurate membership roll, records of all members, and records of all church meetings, motions, etc. The clerk shall also manage all correspondence relative to the membership and such other matters as the church may direct.

All council members shall work together as a team to carry out the function of the council and to serve as liaison to other boards, committees, and personnel of this church.

7.3 BOARD OF PASTORAL STAFFS

The board of pastoral staffs is formed by the pastor and his supporting pastoral staffs. The board shall meet once a week to ensure the ministry of the church is in order. The board shall oversee the spirituality of the church and work with the council of church ministry and other boards to promote the growth of church ministry.

The pastor, that is the senior pastor, is responsible for the church to proclaim the gospel of the Lord Jesus Christ, to preach and teach the biblical revelation, to administer the ordinances, to equip the members for the work of ministry, to work with the deacons and supporting pastoral staffs to coordinate the pastoral care ministries, to provide administrative leadership in all areas of church life, to supervise interns, and to act as the chief administrator of the paid staffs.

The pastor shall be a member of the council of church ministry, a member of the board of deacons, a member of the board of departmental ministry. He shall be the ex officio member of all committees of this church.

Other supporting pastoral staffs shall be accountable to the pastor and shall work under his direction and supervision. A supporting pastoral staff is not eligible to be a member of the council of church ministry, a member of the board of deacons, or a member of the departmental ministry; but he or she shall attend the meetings for consultation. A supporting pastoral staff may be appointed or elected to serve in a committee.

7.4 **BOARD OF DEACONS**

The board of deacons works with the board of pastoral staffs to care for both the spiritual and physical need of the members and friends of this church. This board also relates with the council of church ministry to promote the spirituality and the growth of this church. The term deacon or deacons in this document is used in a generic sense that it includes deaconess or deaconesses.

7.4.1 **Number of deacons**

There shall be four deacons for the first one hundred members, and one additional deacon for each additional fifty members.

7.4.2 **Qualifications of Deacons**

To be qualified to serve as deacon in this church, a candidate must be a baptised Christian for at least seven years and must have been an active member of this church for at least three full years and have served in the board of departmental ministry for at least one full year. A candidate must also be spiritually mature and should meet the biblical qualification for deacons as set out in the third chapter of First Timothy in the New Testament.

All deacons of this church must continue to be active members and should set good examples in church lives.

There is no obligation to constitute as deacon any one who comes to this church from another church where he or she has served or ordained as deacon.

7.4.3 **Terms of Service**

Deacons are elected to serve by rotation. At the initial election, one member will be elected for a term of one year and another one for a term of two years while the rest for a term of three years. For the subsequent elections, all deacons are elected for a term of three years. After serving for a term of three years, no deacon shall be eligible for re-election until the lapse of at least one year.

A deacon after serving two full three-year terms is eligible for consideration for ordination as deacon of this church. The procedure of ordination of deacons shall be followed in the manual of the ministry of deacons of this church. An ordained deacon shall be eligible to serve, not by election, in the board of deacons by rotation. The terms of service shall be the same as other elected deacons.

The pastor of this church shall be a member of the board of deacons as long as he is active in office. All other pastoral staffs are not eligible to be board members but are to attend board meetings for consultation.

In case of death or removal or incapacity to serve as deacon, the deacon's position shall be elected by the church to fill the unexpired term.

7.4.4 **Officers and Duties**

The chairman of the board of deacons must be currently a member of the council of church ministry and is accountable to the council. He shall be the moderator of all meetings of the board of deacons and is responsible to lead the board to carry out its function. He shall represent the board of deacons in the council of church ministry.

The secretary of this board shall keep an accurate and up-to-date membership roll, records of all members, baptismal records and provide such information to the church clerk. He or she shall keep records of the board meetings, motions, etc. The secretary shall also manage all correspondence relative to the membership and such other matters as the board may direct.

All members shall work together as a team to carry out the function of the board. As deacons are ministers, the function of the board includes working with the pastor and the pastoral staffs and other boards and committees in the ministry of visitation, spiritual care of members, evangelism, discipleship, baptism, the Lord's Supper, funerals, weddings, charities, etc.

7.5 **BOARD OF DEPARTMENTAL MINISTRY**

The board of departmental ministry relates to and works with the council of church ministry and with other boards to achieve the purpose and objectives of this church by carrying out the regular ministries of the church under different departments.

To be qualified to serve in the board, a member must be a baptised Christian for at least three years and must have been an active member of the church for at least two years. Members of the board are elected to serve for a term of one year. All board members should attend board meetings regularly. There shall be a chairman, a vice-chairman, a secretary, and department heads of various ministries of the church in this board. A member in the board may be responsible for more than one post or department. The number of members of the board for any given year shall be determined by the council of church ministry. Positions of the newly elected members are to be arranged by the new board members themselves in a session during the October board meeting with the pastor as

moderator.

Standing committees or select committees may be organized by the board or by a department to promote the work of ministry; however, the organization of any committee and the installation of any committee member must be subject to the approval of the council of church ministry in order to ensure proper cooperation and harmony in the church. The secretary of each committee shall send a copy of all documents and correspondence relative to the committee to the church clerk for record.

Whenever a speaker outside the church or any person who is not a member of this church is to be invited or appointed to take part in any of the ministries of this church, such invitation or appointment shall be subject to the approval of the pastor and the board of deacons in order to preserve and uphold the faith and practice of this church.

7.5.1 **Chairman**

The chairman of the board of departmental ministry must be currently a member of the council of church ministry and is accountable to the council. He shall be the moderator of all meetings of the board of departmental ministry and is responsible to lead the board to carry out its function. He shall represent the board of departmental ministry in the council of church ministry. He shall work with the pastor and the deacons to coordinate and to oversee the work of each department. No person can hold the position of the chairman more than two consecutive terms.

7.5.2 **Vice-chairman**

The vice-chairman is accountable to the chairman and shall assist him to lead the board to carry out its function. After each meeting, he shall follow up all actions and ensure things are done as planned. He shall assume the role of chairman in his absence.

7.5.3 **Secretary**

The secretary shall keep minutes of all meetings of the board. He or she shall prepare meeting agenda according to the chairman's direction and notify all members of meeting dates. The secretary shall manage all correspondence relative to the board and such other matters as the board may direct. The secretary shall send a copy of all documents and correspondence relative to the board to the church clerk for record.

7.5.4 **Department of Finances**

The member of the board serves in this department must be currently a member of the council of church ministry and shall be the treasurer of the church.

The treasurer shall represent the finance committee in all boards, in all other committees and in meetings to advise about budgeted funds, available funds and the current financial condition of the church.

The department shall manage the finances of the church according to the guidelines in article nine of this constitution and bylaws.

7.5.5 **Department of Missions**

The Department of mission shall cover two basic mission ministries of the church, namely, the local mission ministry and the world mission ministry. This department shall be responsible to work with the pastor and the deacons to provide members of this church an ongoing mission education and to plan and execute the mission ministries.

7.5.5.1 **Local Mission Ministry**

The local mission ministry is to carry out the Great Commission of the Lord Jesus Christ in this metropolitan city. This includes the work of evangelism, the follow up work of new believers, and the training of believers of the church to be evangelists.

7.5.5.2 **World Mission Ministry**

The world mission ministry is to extend the work of the Great Commission of the Lord Jesus Christ to all parts of the world. This includes a mission program that provides both spiritual and physical supports to qualified missionaries, Christian Evangelical organizations or churches that are actively promoting or involving in the work of evangelism, edification of believers, or starting new mission churches.

This ministry also provides pastoral and missionary internship programs for qualified seminarians of other evangelical churches and members of this church with adequate practical training. All interns are to be approved by the department and the pastor.

7.5.6 **Department of Worship Services**

The department of worship shall be responsible for the management of all the regular and special service meetings and activities that are scheduled for the entire church by the council of church ministry. Such work includes the arrangement for the setting and necessities of each meeting, the taking of attendance for the worship services and the weekly prayer meeting,

and the recruiting, training and arrangement of ushers.

7.5.7 Department of Christian Education

The department of the Christian education shall be responsible for the organization and management of the entire educational program of the church. This department shall cover three ministries of the church, namely, the Sunday school ministry, the discipleship and theological training ministry, and the library and literature ministry.

7.5.7.1 Sunday School Ministry

A standing committee shall be organized to carry out the Sunday school ministry of the church. The committee shall be responsible for the organization and management of the educational programs on regular Sundays, or occasionally on other time subject to the approval of the council of church ministry. Such work includes the planning of Sunday school classes for both adults and children of various age groups and needs, Sunday children worship and nursery program, church vacation Bible school, recruitment and training of teachers, and other activities that relate to and promote the educational ministry of the church.

7.5.7.2 Discipleship and Theological Training Ministry

A standing committee shall be organized to carry out the ministry of making disciples for the Lord Jesus Christ, and training mature believers to be disciple makers. This ministry also provides basic theological training for believers.

7.5.7.3 Library and Literature Ministry

A standing committee shall be organized to carry out the library and literature ministry of the church. The committee shall be responsible for the organization and management of the church library, and the church literature and publication, such as newsletters, annual reports, promotion materials, etc. The committee shall also work with the church clerk to up-date the history of the church by gathering and preserving church records, documents, pictures, video tapes, and articles of historical importance.

7.5.8 Department of Fellowship

The department of fellowship shall be responsible for the ministry of fellowship groups for various age groups and interests of the members and friends of this church. All fellowship groups are organized with the objectives of evangelism, edification, and the caring of the members and friends of the individual groups. All new fellowship groups are organized with the approval of the council of church ministry. The ministry of each fellowship shall be managed by an executive committee and the members of which are both members of that fellowship and of the church. All fellowship executive committees are accountable to the department head.

7.5.9 Department of Church Music

The department of church music shall be responsible for the music ministry of the church and shall be managed by a music committee which is accountable to the department head. This ministry includes the organization of church choirs, the arrangement of adequate musical programs in worship services and meetings, the planning of musical meetings and carolling, and the provision of music educational program for the training of children and members to serve in the music ministry.

7.5.10 Department of Caring Ministry

The department of caring ministry shall work closely with the pastoral staffs and the deacons to carry out the church caring ministry which consists of two programs: liaison and visitation. The department shall help the deacons to recruit active members to participate in the caring ministry of the church and provide adequate training.

7.5.10.1 Liaison

The liaison program is to assist the pastor and the deacons to welcome newcomers at a deeper level by providing church introduction materials and sending welcome cards, to keep in contact with members and friends who have been absent from the Sunday Services or who are non-residents by sending them Sunday bulletins and church newsletters.

7.5.10.2 Visitation

The visitation program is to assist the pastor and the deacons in providing a systematic and regular visitation of newcomers, members and friends of the church, and all the new members. The program also provides a plan of immediate visitation to members and friends of the church at special times of crises such as sickness, death, tragedies, or accidents.

7.5.11 Department of General Management

The department of general management shall work with the trustees and be responsible for the record keeping and maintenance of all properties and equipment of the church. The department shall purchase the regular necessities for the



church. The department shall be also responsible for the management and control of the use of space by groups of this church and those from outside.

7.6 TRUSTEES

There shall be three trustees who shall act as the legal representative of this church. All candidates of trustees must have been active members of this church for at least four full years and have served as members of council of church ministry for one year. Once elected, trustees shall remain in office until such time as they fail to be active members of this church, resign, decease or are dismissed by the church.

Under the direction, authority and approval of the council of church ministry and the congregational business meeting with approval letter from the church, any two of the three trustees shall be to sign legal documents on behalf of the church. The trustees shall deposit all legal documents and valuable items in a safe for the church. They shall also work with the department of general management of this church to make recommendations to the council concerning church property, insurance, etc.

ARTICLE VIII CHURCH MEETINGS

This church shall have two types of meetings, the service meetings and the administrative meetings.

8.1 SERVICE MEETINGS

The service meetings are meetings for the whole church that relate to the worship of God, the nurture of believers in the grace and knowledge of God, and the sharing of our faith in the Lord Jesus Christ.

8.1.1 Worship Service

A regular worship service shall be held every Lord's Day. Additional regular worship services on the Lord's Day or on other day of the week may be arranged according to needs and situations. Other special worship services and meetings that are essential to the advancement of the church's objectives shall be placed on the church calendar.

8.1.2 The Lord's Supper

The Lord's Supper shall be regularly observed monthly, normally on the first Lord's Day of each month in the worship service, unless otherwise scheduled by the board of deacons. Additional observance of the Lord's Supper may be held in worship service of special occasion.

8.1.3 Prayer Meeting

A weekly prayer meeting shall be held, which members, especially those who are in leadership positions, are expected to attend.

8.2 ADMINISTRATIVE MEETINGS

The administrative meetings are meetings that relate to the work of administration which promotes the growth of church ministry or relate to the business of the church.

8.2.1 Congregational Business Meetings

The moderator of the congregational business meeting will be appointed by the council of church ministry. In normal situation, the chairman of the council of church ministry will be the moderator. If he is not available to take the post, the pastor, the chairman of the board of deacons, or the board of departmental ministry will be the moderator in that respective order.

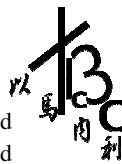
The church clerk will be the secretary of all congregational business meetings. If the church clerk is not available, the secretary of the board of deacons, or the board of departmental ministry will be the secretary in that respective order.

8.2.1.1 Regular Congregational Business Meetings

There are two kinds of regular congregational business meetings: the annual congregational business meeting and the quarterly congregational meeting. These regular meetings shall be called by the council of church ministry and be announced from the pulpit at least one Sunday in advance of such meetings.

8.2.1.1.1 Annual congregational business meeting

The annual congregational business meeting shall be held in the month of January, and at which time the annual reports of the previous year and the planning of the coming year shall be presented. Other business shall be transacted according to the guideline of this constitution.



8.2.1.1.2 Quarterly congregational business meeting

Quarterly congregational business meetings shall be held, whenever possible and necessary, in the month of April, July, and October; and at which time reports of the progress of church ministry shall be presented and other business shall be transacted according to the guideline of this constitution.

8.2.1.2 Special Congregational Business Meeting

Special congregational business meetings may be called by the council of church ministry from the pulpit stating clearly the particular object of such meetings. Such special meetings may also be called by the church clerk upon the written application of at least ten per cent of any of the active members of this church specifying with signatures the object thereof, which notice shall be read at the Sunday service. These special congregational business meetings shall be announced from the pulpit at least two Sundays preceding the day fixed for such meetings.

At any of the regular meetings for worship, the church may, without special notice, act upon the reception of believers for baptism or of membership, or upon the dismissal of members transferred to other churches, and upon the appointment of delegates to councils, but not upon other business.

8.2.2 **Board Meetings**

The council and various boards of this church shall meet to plan and evaluate their ministry so as to manage business and to promote growth of this church.

8.2.2.1 Regular Board Meetings

Each board shall meet on a regular basis at fixed day and time. Occasionally, a regular board meeting may be rescheduled to another date and time for the benefit of the ministry of this church.

8.2.2.2 Special Board Meetings

Whenever a board has urgent business to be dealt with between regular meetings, the chairman of the board may call a special board meeting with all the board members informed on the particular object, and the date and time of the special meeting.

8.2.3 **Quorum**

The quorum of all congregational business meetings that involve transaction of business shall be the majority of the active members who are known to be in the province of Ontario and are not in any shut-in situations at the time of meeting. Active members who are under eighteen years of age are not voting members and are not entitled to second any motions or to make any motions except main motions.

The quorum of all council meetings, board meetings and committee meetings that involve transaction of business shall be a majority of their voting members. The quorum of any administrative meeting that does not involve business transaction shall be the voting members present in that meeting.

If an administrative meeting which needs to transact business lacks a quorum after fifteen minutes of the announced time, the meeting shall stand adjourned, and it shall adjourn to meet in another day at a specific time determined by the active members present. However, the decision must be announced in a Sunday Service before the meeting reconvenes. When such adjourned meeting reconvenes, it may then transact business even without a quorum present.

8.2.4 **Rules of Order and Standing Rules**

All main motions must require a two-thirds vote for adoption. The subsidiary motions to lay a question on the table and to postpone a question indefinitely must require a two-thirds vote for adoption. The counting of any types of vote shall be the eligible votes cast, not counting blanks and abstentions. Other rules of order and standing rules shall be found in the manual of church ministry. Unless stated otherwise in this constitution and bylaws, and in the manual of church ministry, the rules of order in the latest edition of Robert's Rules of Order shall be the authority.

ARTICLE IX FINANCES

9.1 **SOURCE**

The source of finances of this church shall come through the regular weekly offerings of its members. Special offerings from other organizations and individuals may be taken in the church with the authorization of the pastor and the board of deacons.

9.2 **MANAGEMENT OF FINANCE**

There shall be a finance committee organized to manage the finance of the church.

The treasurer shall be the chairman of the finance committee and shall lead the committee to work with other departments and boards to plan and promote stewardship education and to lead the church in budget planning, finance management, and submission of accurate monthly and annual financial reports. The treasurer shall have custody of all funds received by the church and deposit them in



bank account under the name of the church. All checks drawn from the bank are for the church, and shall be signed by any two of the three designated check signing officers. All disbursements shall be recorded by the accountant of the church.

There shall also be a financial secretary, an accountant and other members in the finance committee to help carry out its function. The financial secretary shall be responsible for counting all incoming funds and delivering them to the treasurer for bank deposit, for maintaining accurate records of individual contributions, and other incoming offerings and revenue. The financial secretary shall also provide monthly and annual statement of contributions and prepare official contribution receipts to be issued by the treasurer at the end of each fiscal year. The accountant shall be responsible for maintaining accurate records of all disbursements of church funds.

Both the financial secretary and the accountant shall assist the treasurer to prepare and submit accurate monthly and annual itemized financial statements for audit which shall be done by a person or a group outside the committee.

9.3 **AUDITING**

At each annual election, a person or a group who has no relations with any member of the finance committee shall be elected for a term of one year to serve as finance auditor of the church.

9.4 **FISCAL YEAR**

The fiscal year of this church shall be the calendar year.

ARTICLE X CALLING OF PASTOR AND SUPPORTING PASTORAL STAFFS

10.1 **PASTOR**

When the church is in need of a pastor, the council of church ministry shall act as a pulpit committee and its duty shall be to seek out a suitable and qualified candidate who must have at least earned a seminary degree of Master of Divinity or its equivalent, have at least three years of pastoral experience, be an ordained minister, and fully comply with the faith and practice of this church. The council shall present its recommendation with only one candidate at a time for the church to consider and its recommendation will constitute a nomination. The nomination needs to be seconded and have received a majority vote from the active members present in order for the church to further consider the candidate. Whenever possible, the council shall arrange the candidate and his spouse to meet the members and invite him to minister in the church for at least three days.

After the visit of the candidate, the council shall call a congregational meeting for the election of the candidate with at least one week's public notice. The quorum of such meeting shall be three-fourths of the active members. Election shall be by ballot. An affirmative three-fourths vote shall be necessary for the calling of the candidate to be the pastor of the church. The calling shall be extended by the church.

The pastor, thus elected, shall serve until the relationship is terminated by either the pastor, or by the church with a majority vote; such termination shall require the giving of three month's notice by either party or at a time mutually agreeable to both. Whenever the pastor finds himself to be no longer in agreement with the faith and practice of this church, he should by his conscience terminate his position as the pastor and a member of this church, and his resignation shall be immediate. If, in the judgment of the council and the board of deacons, the teaching or conduct of the pastor justifies immediate termination of his ministry, the church may declare the pulpit vacant and pay two months salary beyond that date.

10.2 **SUPPORTING PASTORAL STAFFS**

When the church is in need of a supporting pastoral staff, such as an assistant pastor or pastor of Christian education, the procedure of calling and termination shall be the same as that stated in section 10.1 with the following exceptions. All candidates must have adequate seminary training and must be individually fully approved by the pastor before recommending to the church for consideration. A two-thirds vote shall be necessary for the calling. All supporting pastoral staffs are to work under the direction and supervision of the pastor and shall be accountable to him. The first pastor, or any of his successors who have been serving in the church for five years shall have the right to terminate any staffs with three month's notice.

10.3 **ORDINATION**

A supporting pastoral staff may be eligible for the consideration of ordination to the Christian ministry if he meets the following conditions: (1) he must have at least earned a seminary degree of Master of Divinity or its equivalent, and (2) he must have at least three years of pastoral experience and at least one of which must be in this church.

ARTICLE XI ANNUAL ELECTIONS

11.1 **TIME**

In the month of September, there shall be an annual election of members of the board of departmental ministry, and an auditor. At the annual election, members of the council of church ministry and members of the board of deacons shall also be elected to fill the upcoming expiring members.



11.2 PROCEDURE

A select committee shall be organized each year in the month of August for the purpose of nominating candidates for the annual election. This committee shall be the nomination committee and it shall be dissolved when the annual election is completed.

The nomination committee shall consist of five members when the church membership is less than one hundred; one committee member shall be added for each additional hundred church members up to a maximum of seven nomination committee members. The appointment of committee members shall be as follows. The pastor shall be a member and he shall also serve as the chairman of the committee. The council of church ministry shall appoint one of its member to represent the council and serve in the committee. Both the board of deacons and the board of departmental ministry shall appoint one of their members and the two shall represent the boards and serve in the committee. The rest of the member or members shall be elected from the active members of the church and the elected shall represent the congregation in the committee.

The committee shall meet and prepare a list of those qualified active members to be the candidates for election. If there is no qualified candidate for a certain position or board, the committee may make recommendation to the church to have the position left vacant instead of nominating unqualified people. Before posting the nominations, the committee shall approach each nominee and secure consent to serve in harmony with the pastor and with other members, and to serve in accordance with the constitution and bylaws of the church, if elected.

The committee shall present the list of candidates to the church at least three weeks before the annual election. The committee shall also designate a group of tellers to assist the distribution and counting of the ballots.

The form of voting shall be by ballot. At the time of election, the nomination committee shall prepare the ballots for each qualified voting member. Voting by proxy shall not be allowed under any situations.

Candidates are elected to office by plurality vote. However, a candidate must obtain at least a majority vote in order to be qualified in office.

11.3 QUALIFICATION OF VOTERS

Only active members eighteen years of age and above shall be eligible to vote.

11.4 VACANCIES

Vacancies of any office of the board of departmental ministry occurring during the year shall be managed as follows. If the unexpired term is less than six months, the vacant office shall be appointed by the council of church ministry; if the unexpired term is more than six months, the council of church ministry shall nominate a candidate for the vote of the church.

Vacancies of any office of the board of council of church ministry and the board of deacons shall be managed as follows. If the unexpired term is less than six months, the vacant office shall be appointed by the council of church ministry and the board of deacons; if the unexpired term is more than six months, the council and the board shall nominate a candidate for the vote of the church.

In all of the above cases of vacancies, the pastor shall chair the meetings for appointment or nomination.

ARTICLE XII MANUAL OF CHURCH MINISTRY

A manual of church ministry which lists in details the rules of order, the operations and responsibilities of the council, all boards and all committees shall be developed under the supervision of the council of church ministry. All items in the manual should be in harmony with this constitution and bylaws. Once completed and approved by the vote of the church, the manual shall become official and shall be reviewed by the council at least bi-annually. The council shall have the authority to recommend changes for the church to consider.

Any active member or organized group of this church may initiate suggested changes in the manual. Any such suggested changes must be made in writing and be submitted to the group which the changes relate for discussion.

Any addition, deletion, or revision of the manual shall require: (1) the recommendation of the organized group to whose areas of assignment the changes relate, (2) discussion and approval of the council, and (3) approval by the church.

ARTICLE XIII AMENDMENTS

The Constitution, Articles one to five, may be amended by a three-fourths vote and the accompanying Bylaws, Articles six to thirteen, may be amended by a two-thirds vote of at least seventy-five percent of the voting members present at any regular congregational business meeting or at a meeting specially called for that purpose, provided that the proposed amendments have been presented to the congregation and written notice of such change has been distributed to all active members at least four weeks previous.

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