

# **CONSTITUTION AND BY LAWS**

## **Chinese Grace Bible Church**

### **Sacramento, California, USA**

**This document contains both the constitution and bylaws of the  
Chinese Grace Bible Church at Sacramento, California, USA**

# **CGBC Constitution**

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## **ARTICLE I. NAME AND AFFILIATIONS**

The name of this organization shall be the "Chinese Grace Bible Church," Sacramento, California, which is referred to as "CGBC" or "**this Church**" or "**the Church**" in this Constitution and Bylaws. CGBC shall be a self-governing body, independent of all ecclesiastical organizations, with the right to voluntarily associate with other church movements at its discretion.

## **ARTICLE II. AUTHORITIES**

All actions of this Church shall be in accordance with the organizational structure as established by the Articles of Incorporation and this Constitution and Bylaws. This organization shall have the authority to perform the following activities:

1. Purchase, sell, lease, trade and/or mortgage personal and real property, and borrow and receive funds for and on behalf of the purposes of said corporation.
2. Receive and hold funds, real properties, and personal properties coming into its hands in stocks, bonds, and securities as the Executive Board and corporation members see fit at their discretion.
3. Establish, operate, direct, and control other corporations, businesses, activities and organizations as desirable to carry out its purposes.
4. Publish and distribute gospel literature.
5. Ordain ministers, send out missionaries, and preach the gospel of the Lord Jesus Christ as outlined in the purposes of said corporation in any way available.

## **ARTICLE III. STATEMENT OF FAITH**

1. We believe in the Scriptures consisting of the Old and New Testaments as being the verbally inspired Word of God, completely inerrant in the original writings, and of supreme and final authority in faith and life. (II Timothy 3:16-17; II Peter 1:20-21)
2. We believe in one God, existing eternally in three persons: the Father, the Son, and the Holy Spirit. (Deuteronomy 6:4; Matthew 28:19-20)
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. (Luke 1:35; Philippians 2:6-8)
4. We believe that God created man in His image and likeness, but through Adam's sin, man inherited a sinful nature, is completely alienated from God, and is utterly unable to remedy his lost condition. (Romans 5:12, 15; Ephesians 2:1)
5. We believe that Jesus Christ died for sins according to the Scriptures, as a representative and substitutionary sacrifice, and on the grounds of His shed blood, all who believe in Him are justified. (Romans 3:23-24, 28; II Corinthians 5:19; I John 2:2)
6. We believe in the bodily resurrection of our Lord Jesus Christ, His ascension into heaven, and His present ministry as High Priest and Advocate. (I Corinthians 15:1, 3-5; John 2:19-22; I John 2:2)
7. We believe that the Holy Spirit, the third person of the Godhead, in the present age indwells all believers, baptizes them into the Body of Christ, seals them to the day of redemption, and gives spiritual gifts to the Body of Christ. (Acts 5:3-4; I Corinthians 6:19-20; 12:1-13; Ephesians 4:30; Romans 12:6-8)
8. We believe that all who receive by faith the Lord Jesus Christ are regenerated by the Holy Spirit and become children of God, a relationship in which they are eternally secure. (John 3:5-7; 10:27-29)

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9. We believe that the Church, which is the Body and the espoused Bride of Christ, is a spiritual organism made up of all regenerated people of this age. (Ephesians 3:6, 10; Ephesians 5:32)
10. We believe that Satan is a person, the author of sin and the cause of the Fall, that he is an active enemy of God and His children, and he shall be eternally punished in the Lake of Fire. (Genesis 3; Ephesians 6:10-18)
11. We believe in the personal, pre-millennial and imminent return of our Lord and Savior Jesus Christ, our blessed hope. (Acts 1:9-11; I Thessalonians 4:13-18; Titus 2:13)
12. We believe in the bodily resurrection of the saved and unsaved, the everlasting blessedness of the saved, and the everlasting conscious punishment of the Lost. (John 5:28-29; Revelation 20:11-15)
13. We believe that baptism by immersion best exemplifies a believer's faith in the crucified and risen Savior, his or her death to sin, and his or her resurrection to a new life in Christ.
14. We believe marriage has been ordained by God. We define "marriage" as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by this church only to the extent that it is consistent with the definition of "marriage" found in these Articles. We believe that legitimate sexual relations are exercised solely within marriage. Sexual activities outside of marriage (referred to in the New Testament as "porneia") including but not limited to adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teachings of the Bible and this church. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography are inconsistent with the biblical witness. (Genesis 2:21-25; Leviticus 18:22; Matthew 19:4-6)

## **ARTICLE IV. STATEMENT OF PURPOSES**

### **A. General Purposes**

1. To grow together as the body of Christ in a Christian fellowship of prayer, worship, teaching, sharing, witnessing, and service. (Ephesians 4:7-16; Acts 2:42)
2. To proclaim Christ and to minister to all attendees in the Church, the community, and the world. (Ephesians 4:1-6; Matthew 28:18-20; John 17:18)

### **B. Concern for All Members in the Church**

1. CGBC seeks to stimulate each member to grow spiritually, to love God and one another, to promote fellowship and caring, and to encourage the involvement of each member in the life and mission of the Church by using his or her gifts, time, and financial resources. (John 13:34; Romans 12:1-21; I Corinthians 12:27-31; II Corinthians 9:6-9; Philippians 2:1-5; Hebrews 10:24-25)

### **C. Concern for the Community**

1. CGBC seeks to stimulate each member to share the Gospel in a spirit of love and humility, and to bear witness to Christ through love for one another. (Matthew 28:18-20; John 13:35; I John 4:12)
2. CGBC collectively serves the community through the proclamation of Christ and the demonstration of Christian love. (Romans 13:1-10)

### **D. Concern for the World**

1. CGBC takes part in world missions through intercessory prayers, financial support, and the sending of church members who have been called to do God's work in the mission field. (I Timothy 2:1; Acts 13:3)

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2. CGBC encourages the concern and involvement of her members in world missions through different missionary activities such as prayers, visitations, meetings, and conferences. (Matthew 28:18-20; Acts 1:8)

**ARTICLE V. BYLAWS**

CGBC shall establish bylaws in accordance with the Constitution as standards for the administration of the ministry of CGBC.

**ARTICLE VI. EFFECTIVE DATE**

The Constitution and Bylaws shall become effective immediately upon their adoption by the membership, except as stipulated otherwise in the Bylaws or by membership approval in business meetings.

**\*\*\*END OF SECTION\*\*\***

# **CGBC Bylaws**

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## **ARTICLE I. MEMBERSHIP**

### **A. Qualifications and Requirements for Admission**

1. Must be born again through personal acceptance of the Lord Jesus as Savior.
2. Must be baptized by immersion as a public testimony of the believer's profession of faith in Jesus Christ.
3. Must abstain from worldly habits, amusements, and associations as commanded in the Word of God.
4. Must accept and subscribe fully to the CGBC Constitution and Bylaws.
5. Must indicate by writing in the membership application form that the applicant has "informed consent" about the entire church discipline process.
6. Must agree that the applicant will not withdraw his or her membership while he or she is under the Church's disciplinary proceedings.
7. Must agree that the Church can disclose relevant church disciplinary information including his or her name to other churches at the discretion of church officers.
8. Must desire to unite in the worship, fellowship, and testimony of that portion of Christ's Spiritual Body known as Chinese Grace Bible Church.
9. Must have read Article III Statement of Faith in the Constitution and accepted it to be the basis of our belief and teaching.

### **B. Admission Procedure**

1. An applicant for church membership should fill out a membership application form and submit it to the church office.
2. The pastor and at least one (1) deacon or deaconess in the applicant's respective congregation shall review the application, interview the applicant, and make a recommendation to the Executive Board for final approval of the application. During the interview process, the church discipline process shall be fully explained to the applicant.
3. The approved applicant shall be received in public in the respective congregation.
4. The confirmed member shall be presented to the membership at the next church business meeting.

### **C. Duties**

All church members shall perform the following:

1. Walk in Christian love and holiness.
2. Exercise Christian care and watchfulness over one another.
3. Pray with and for one another, sharing our burdens, sorrows and joys.
4. Be thoughtful and courteous to one another, be slow to take offense, and be quick to forgive and seek forgiveness.
5. Guard the spiritual and scriptural purity, peace and prosperity of this Church and its growth in scriptural knowledge and godliness.

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6. Sustain the Church's worship, ordinances, disciplines, and doctrines.
7. Assist in the work of the Church and to promote its usefulness as a witness to the saving grace of God in Christ Jesus.
8. Contribute to the financial support of this Church, the relief of the needy, and the evangelization of all peoples.
9. Accept one's responsibility as a member in the administrative affairs of this Church.
10. Uphold the leadership of this Church.
11. Engage regularly in personal and family Bible reading and prayer.
12. Bring up children as may be entrusted to one's care in the nurture and admonition of the Lord.
13. Walk circumspectly in the world, provide things honest in the sight of all, be faithful in engagements and exemplary in citizenship, and deny ungodliness and worldly lusts.
14. Endeavor by example, by word, and by prayer to win others to an acceptance of Jesus Christ as Savior and Lord, and if absent from this Church, will unite with another church of like stand where the spirit of this agreement and the principles of God's Word can be carried out.
15. Attend church membership classes provided by the Church.
16. Maintain and update one's understanding of the church discipline process through membership classes, Sunday sermons, and/or member meetings.
17. Refrain from withdrawing his or her membership when the member is under the Church's disciplinary proceedings. (Article I.A.6)
18. Church members, who have been admitted to membership before the effective date of Articles I.A.5, I.A.6, I.A.7, I.C.15, I.C.16, and I.C.17, are considered to have agreed to the above-mentioned Articles if they do not resign from membership.

### **D. Classifications**

#### 1. Active members

Members are assumed to be active until transferred to the inactive member list.

#### 2. Inactive Members

- i. When a member has been absent from Sunday worship service for a period of six (6) consecutive months or more, the pastor in the member's congregation shall request the Executive Board to formally contact the member and inquire about the member's absence.
- ii. If the Executive Board does not receive a satisfactory explanation within two months or cannot reach the member after two (2) contact attempts in good faith, the member shall be transferred to the inactive member list.
- iii. The Church Clerk shall notify a member within ten (10) business days when the member is placed on the inactive list.
- iv. An inactive member can be transferred back to the active membership status if the member has shown observable behavior of renewed interest in the Church, submits such a request in writing to the Executive Board, and is approved by the Executive Board.

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- v. After a member has remained on the inactive list for one (1) year, the member shall be automatically removed from church membership.
- vi. The Church Clerk shall notify a member in writing within ten (10) business days after the member has been removed from the church membership.

### **3. Associate Members**

Members who enter full time vocational Christian work involving other organizations shall upon engagement with said organizations surrender all voting membership rights and shall be relegated to the status of associate membership, unless they are able to maintain their status as active members.

### **4. Membership Updates**

The Church Clerk shall perform membership updates including additions, deletions, and classification changes by requesting membership information from the Executive Board and/or pastors who are responsible for the different congregations. Five months before an annual business meeting, the Church Clerk shall certify a complete list of the membership. (Article IV.D.3.ii)

## **E. Benefits**

1. All active members aged 18 or above shall have the right to vote at all annual business meetings and special business meetings convened by the Executive Board.
2. Except for confidential records, members can access any official church records by submitting such requests to the church office or the Executive Board. To access confidential records, members must obtain approval from the Executive Board.

## **F. Discipline**

1. If a member of this Church finds himself or herself at any time out of accord with the Statement of Faith or the purposes of this Church, as stated in this Constitution, or unable for any reason to live at peace among the other members, he or she shall quietly withdraw from the church membership. If he or she does not voluntarily withdraw, he or she shall be dealt with according to Article I.F.2.
2. If a member walks in a manner unworthy of a Christian, he or she should first be lovingly admonished in accordance with Matthew 18:15-17. If repentance does not follow or the case is not settled, it shall be reported to a pastor or to the Chairman of the Elder Board. The Elder Board shall call the member to account in an effort toward correction. If any member, following such action, persists in following his or her sinful course or persistently disobeys the rules or Leadership of this Church, it shall be within the province of the Elder Board to discipline this member up to and including undertaking the action to remove his or her name from the membership roll. The Church Clerk shall thus notify him or her in writing within ten (10) business days after the member has been removed from the church membership.

No one shall be dropped from the roll without a fair and impartial hearing before the Elder Board. If a member refuses to meet with the Elder Board for such consideration, the Elder Board may, after the third written notification to appear, take action as if he or she were present. In case accusations are made against another member, both the accused and accuser shall appear before the Elder Board for an impartial hearing and resolution.

Non-members exhibiting disruptive, non-respectful, or offensive behavior shall be asked to cease participation in the activities and fellowship of this Church.

3. If we have a legal dispute with or within our church and cannot resolve it internally through the steps given above, we will obey God's command not go into the civil court (1 Corinthians 6:1-8). Instead, we will submit the matter to mediation and, if necessary, legally binding arbitration, in accordance with a Christian reconciliation ministry.

**G. Restoration**

1. A person may be restored to membership by a vote of the Executive Board on recommendation of the pastor in his or her congregation and the Elder Board after said person has given satisfactory evidence of renewed interest and spiritual restoration.
2. In the absence of a standing Elder Board, a person may be restored to membership by a vote of the Executive Board upon the recommendation of a pastor and deacon(s)/deaconess(es).

**H. Termination**

1. Termination by death. A member shall cease to be a member upon his or her passing away.
2. Termination by letter. Any member in good standing who desires a letter of dismissal and recommendation to another church is entitled to receive it upon request. The name of the church to which membership is to be transferred must be indicated in the request letter, and the request letter shall be sent to the member's pastor or the Church Clerk.
3. Termination by disciplinary ruling per Article I.F.

**I. Membership Classes**

1. The Church will schedule membership classes every Spring and Fall and as necessary.
2. All membership applicants must attend the membership class.
3. The membership class "core content" shall be ARTICLE I. MEMBERSHIP with added emphasis on ARTICLE I, Section F Discipline.

**\*\*\* END OF SECTION \*\*\***

## **ARTICLE II. GOVERNMENT**

### **A. Executive Board**

1. **Governing Power.** The government of this Church is vested in its membership and executed through the Executive Board.
2. **Constituents.**
  - i. The Executive Board shall consist of the Senior Pastor, selected pastors, the Elders, the Deacons, and the Deaconesses.
  - ii. Up to one-half of the Executive Board may be comprised of the Senior Pastor and other pastors selected by the Senior Pastor.
  - iii. Other pastors selected serve at the pleasure of the Senior Pastor and may be removed by the Senior Pastor at any time.
  - iv. In addition, pastoral members are removed by virtue of leaving the position of a pastor in the church.
  - v. Non-pastoral members may be removed by the Executive Board by a two-thirds (2/3) vote of the Executive Board.
3. **Financial Authorities.** The Executive Board shall have supervision over the business transactions and general work of the Church, and has the authority to expend designated funds of the Church. The Executive Board may authorize one annual expenditure of up to one (1) percent of the general church budget in that year for a non-budgeted expense. This expense may not include salaries or items of a recurring nature. Concurrence of the Treasurer is required for this expenditure.
4. **Chairperson.** The Executive Board shall elect a Chairperson annually from among the lay members of the Board. The Chairperson is responsible for: scheduling all Executive Board meetings, setting and conducting the agenda of each Executive Board meeting, ensuring that Executive Board meetings are conducted in a manner that allows all members to be fairly heard, ensuring that meetings follow the latest edition of Robert's Rules of Order unless otherwise stipulated in the Bylaws, and ensuring that Board decisions are made within the definitions provided by this Bylaws. It is expected that the Chairperson will work together with the Chairman of the Elder Board, the Elder Board members, and Executive Board members in setting Executive Board meeting agendas.
5. **Non-pastoral members of the Executive Board**
  - i. Shall perform an annual review of the performance of the Senior Pastor.
  - ii. Shall determine the salary and benefits of the Senior Pastor.
6. **Meetings.** Executive Board meetings cannot be called without the knowledge of the Chairperson. Announcement of the Executive Board meeting will be in the church bulletin the Sunday prior to the meeting. Where an emergency meeting is required and no Sunday falls before the meeting, all members must be notified by telephone or mail.
7. **Voting.** The Executive Board shall not transact business without a quorum. A majority of its members shall constitute a quorum. The deciding factor in any vote taken in an Executive Board meeting shall be a majority vote of the members present, unless otherwise indicated in the ByLaws. Abstained votes and no-voting by members present are considered as negative votes and are counted toward the voting base. Tie votes are considered as motion failure.

The Senior Pastor can veto a decision of the Executive Board. The Senior Pastor cannot veto the same decision twice.

For a motion that is passed by the Executive Board with a simple majority vote but vetoed by the Senior Pastor, if that same motion is approved the second time by the Executive Board with two-thirds approval vote, that motion passes.

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For a motion that is passed by the Executive Board with two-thirds approval vote but vetoed by the Senior Pastor, if that same motion is approved the second time by the Executive Board with three-fourths approval vote, that motion passes.

8. **Property Transaction.** The Executive Board shall have the management and control of all property belonging to the Church. All property of the Church shall be vested in the name of "Chinese Grace Bible Church." No real property of the Church shall be sold, leased, transferred, purchased, loaned, mortgaged, or disposed of without first having been authorized by at least two-thirds approval vote of the voting members who are in attendance at a regular meeting or a special meeting of the assembly which has been called for the consideration of the proposal. The chairman of the Executive Board and the Church Clerk shall certify in such conveyance, lease, mortgage, or others that the same has been duly authorized by a vote of the Church. Such certificate shall be held conclusive evidence thereof.
9. **Conflict Resolution.** The Executive Board shall handle and consider suggestions, recommendations, and grievances upon the part of any members or organization affiliated with the Church.
10. **Senior Pastor Search.** When there is a Senior Pastor vacancy or about to be one, the Executive Board shall appoint a Pulpit Committee to seek out candidates and to make recommendations to the Executive Board.
11. **Surrogate Power.** In case that no church member fills the position of Church Clerk, Church Treasurer, or Church Financial Secretary, the Executive Board shall assume all the duties of the vacant church officer including delegating the duties to contractors. Contractors for accounting and financial functions, who work under the supervision of the Executive Board, need not be church members.

### **B. Elder Board**

1. **Constituents.** The Elder Board shall consist of all pastors appointed by the Executive Board, the lay elders, and the Senior Pastor (when and if called). The lay elders shall consist of three or more members. The Elder Board shall serve under the discretion of the Executive Board.
2. **Functions.** The Elder Board shall superintend all ministries of the Church. They shall jealously guard the spiritual interests of the Church and shall decide what activities shall be held in the Church. They shall provide and assist in the ordinance of baptism, attend to the necessities of the needy and sick, aid the Pastors in their visitations, and shall serve the Church in such Scriptural capacities as may be deemed desirable and advisable for the spiritual benefit of the congregation.
3. **Chairman.** The Chairman shall be appointed by the Senior Pastor with the consent of the Elder Board. In the absence of a Senior Pastor, the Chairman shall be elected by the Elders.

### **C. Business Meetings**

1. **Annual Business Meeting.** The fiscal year of the Church shall be the same as the calendar year, and the annual congregational meeting shall be held within the first month after the beginning of the new fiscal year. The purpose of the meeting shall be to elect officers, hear reports from officers and committees, and to transact any other needful business. All reports are to be oral and written.
2. **Special Business Meetings.** A special business meeting may be called with the approval of the Executive Board. Notice of the special business meeting and the items to be discussed shall be made by mail to the membership at least 14 days prior to the meeting, and by oral and written announcement of the meeting to the Church two consecutive Sundays preceding the meeting.
3. **Quorum.** One third of active members shall be present to constitute a quorum.
4. **Voting.** In all business matters and the election of church officers, a simple majority vote of the active members present shall be decisive. A two-thirds majority vote shall be decisive for: the calling of a senior pastor, the sale of real church property, and Constitutional amendments.

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5. Ruling. Meetings described in Article II.C.1 through Article II.C.4 will be conducted based upon the latest edition of Robert's Rules of Order unless stipulated otherwise in the Bylaws or by membership approval in the meetings, to ensure that all opinions and issues are properly recognized.

**D. Elections**

1. Voting. All officers of the Church shall be elected by a majority vote, in secret ballot, of the voting members at the annual business meeting and shall serve according to Article IV.B.
2. Nominating Committee. The Executive Board shall appoint the nominating committee by the end of September. The nominating committee shall have at least five (5) members, two (2) members from the Executive Board, at least one (1) member from each congregation, and all shall be active church members and in high spiritual standing. The nominating committee shall thoroughly investigate the qualifications and capabilities of every person considered for office, and shall present the names of the nominees to the Executive Board for approval at least six (6) weeks prior to the annual business meeting.
3. Nomination. There shall be no nominations from the floor at the annual business meeting. Active members may submit names for consideration to the nominating committee no later than the deadline set by the nominating committee.

**\*\*\* END OF SECTION \*\*\***

### **ARTICLE III. PASTORS AND CHRISTIAN WORKERS**

#### **A. The Senior Pastor**

1. Qualifications. The Senior Pastor shall be a spiritual man called of God, able to oversee and feed the flock of God and lead them by teaching and example in the way of the Lord according to I Peter 5:2-3. He shall be a man of God, who meets the qualifications in Article IV.C.
2. Shepherd Agreement.
  - i. The Senior Pastor shall be called for an indefinite term and by a two-thirds (2/3) vote of the congregation at a properly called business meeting.
  - ii. The non-pastoral members of the Executive Board shall have the authority to dismiss the Senior Pastor by a three-quarter (3/4) vote.
3. Functions. The Senior Pastor shall be the leader of the Church in all its activities and advance the religious interests of the Church. He shall be an ex-officio member of all committees or boards and shall preside at all congregational meetings when possible. In the absence of the Senior Pastor, the chairman of the Elder Board shall preside.
4. Supervising Staff.
  - i. The Senior Pastor shall have the authority to hire and dismiss all paid staff. In the absence of a Senior Pastor, the non-pastoral members of the Executive Board shall have the authority by a vote of 2/3 to hire and dismiss all paid staff. The Senior Pastor, and the Executive Board in the absence of a Senior Pastor, may delegate this authority in whole or in part.
  - ii. The Senior Pastor shall have the authority to determine the salary and benefits of all paid staff except for himself. In the absence of a Senior Pastor, the non-pastoral members of the Executive Board shall have the authority to determine the salary and benefits of all paid staff.

#### **B. Associate and Assistant Pastors**

The call and qualifications of associate or assistant pastors shall be the same as Article III.A, except those specifically relate to the position of the Senior Pastor and his duties. Their duties shall be to complement and assist the Senior Pastor in carrying out the ministry of the Church.

**\*\*\* END OF SECTION \*\*\***

## **ARTICLE IV. CHURCH OFFICERS**

### **A. Constituents**

Church officers shall consist of elders, deacons, deaconesses, Church Clerk, Church Treasurer, and Church Financial Secretary.

### **B. Term Limits**

The term of office for each officer shall be two years as the maximum. After serving two consecutive terms with two years for each term, a church officer shall not be eligible for renomination for a minimum period of one year during which he or she shall not serve as a church officer. In order not to have all new church officers in a year, the term of church officers may be staggered so that some church officers (but not all) shall retire each year to be replaced by new officers. Church officers shall decide among themselves the order of retirement and length of service for each officer.

### **C. Qualifications**

1. All officers shall be active members of this Church in good standing.
2. All officers shall be men and women of honest report. They shall be exemplary in their life and deportment and abstain from all worldliness and associations which will hurt their influence and thereby hinder the work of the Lord.
3. Board members shall possess the qualifications described in I Timothy 3:1-12, I Timothy 5:22; II Timothy 2:2; Titus 1:5-9; I Peter 5:1-3; Acts 6:3-5; Galatians 5:22-23; James 1:19.

### **D. Duties**

1. Elders:

Elders shall provide and assist in the ordinance of baptism, attend to the necessities of the needy and sick, aid the Senior Pastor in his visitations, and superintend all affairs of the Church which have not been charged to the other church officers. They shall jealously guard the spiritual interest of the Church and shall decide what shall be held in the Church.

2. Deacons/Deaconesses:

The deacons and deaconesses are the trustees of the Church. They shall have the care and custody of the physical properties of the Church, shall make all ordinary repairs and improvements, and shall recommend any extraordinary expense to the Executive Board for its approval. They shall also arrange for the care of the Church and provide ordinary supplies.

3. Church Clerk:

The Church Clerk shall be responsible for the following activities:

- i. Record the minutes of all business meetings of the Church.
- ii. Perform membership updates including additions, deletions, and classification changes at least once a year by requesting membership information from associate pastors and the Executive Board. Five months before the annual business meeting date, the Church Clerk shall certify a complete list of the membership.
- iii. Carry on the correspondence of the Church.
- iv. Supervise church office staff for maintenance of church members' application forms for membership, including members' informed consents of their understanding of the Church's disciplinary process.

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- v. Supervise church office staff for maintenance of periodic reminders regarding schedules of membership classes, Sunday sermons, and meetings for explaining the church discipline process.
- vi. Supervise church office staff in the maintenance of official church records and documents such as membership rolls, minutes, and ballots of business meetings.

4. Church Treasurer:

The Church Treasurer shall be responsible for the following activities:

- i. Keep a full and faithful account of all funds received and disbursed, including the purpose of expenditures and income, and maintain all books and records of the financial status of the Church.
- ii. Disburse designated funds within the limits of the annual budget unless amended by a vote of the membership.
- iii. Disburse non-budgeted funds according to appropriate provisions in the Bylaws.
- iv. Submit a monthly, quarterly, and annual financial report in writing with explanations of significant variances from the budget to the Executive Board for review.
- v. Present annual financial reports to the membership at annual business meetings.
- vi. Prepare the annual budget and submit it to the Executive Board and membership for approval.
- vii. Supervise church office staff in bookkeeping and other relevant financial activities.
- viii. Submit financial reports within five (5) working days to the Executive Board as requested by the Executive Board except for a deadline specified otherwise.
- ix. Arrange loans according to the appropriate provisions in the Bylaws.
- x. Perform other financial activities at the Executive Board's requests per appropriate provisions in the Bylaws.
- xi. Ensure that all Corporate, Federal, State, and Local reporting requirements are met.

5. Church Financial Secretary:

The Church Financial Secretary shall be responsible for the following activities:

- i. Maintain receipts, cash receipts journal, and all reports regarding offerings of the Church.
- ii. Deposit all offerings or funds received within five (5) working days.
- iii. Recruit, supervise, and train church counters to handle weekly cash receipts.
- iv. Provide weekly receipts of offerings with pertinent information to pastors, office manager, Church Treasurer, and Finance Committee.
- v. Issue donation receipts to donors according to IRS requirements.
- vi. Assist Church Treasurer in reviewing and approving expenditures by co-signing checks.

**\*\*\* END OF SECTION \*\*\***

## **ARTICLE V. CHRISTIAN EDUCATION**

1. All who teach regularly in the Sunday School or who are sponsors of the youth programs must be members of the Church. All teachers and sponsors must be loyal in attendance and faithful supporters of the total church program. Teachers or sponsors must set a good Christian example and testimony.
2. This Church shall provide membership classes to both membership applicants and members. The content of membership classes must include the church discipline process.

## **ARTICLE VI. MISSIONS**

### **A. Mission Committees**

1. The missionary program of the Church shall be conducted by the three Congregational Missions Committees (Cantonese, English and Mandarin).
2. The members of the three Congregational Missions Committees shall be appointed annually by their respective congregational pastor. The pastors shall inform the Executive Board of the names of the members and the chairperson of each respective Congregational Missions Committee at the first Executive Board meeting after the Annual Business Meeting.
3. It shall be the duty of each Congregational Missions Committee to promote missions in the Church and to keep the Church up to date with regard to her missionary affiliations. Accordingly, the three Congregational Missions Committees are required to meet jointly twice a year, in the Spring and in the Fall, to share their progress and to update one another about the details of all missionaries officially adopted/supported by the Church and to report on upcoming missionary calendar events.
4. The three chairpersons of the Congregational Missions Committees shall be responsible for issuing a written report to the Executive Board and to the Church regarding the missionaries supported, their boards, literature, services, etc., complete with the amount and type of support committed to each missionary at the Annual Business Meeting and as required by the Executive Board.

### **B. Expenditure of Funds**

1. All appropriations for missionary support must be approved by the Executive Board before being placed before the Church for approval at the Annual Business Meeting. Each Congregational Missions Committee shall prepare a budget for expenditures for approval by the Executive Board prior to the Annual Business Meeting.
2. Additional mission expenditures of a congregational missions committee in the amount of more than 10% of its annual mission budget in a year shall be submitted to the Executive Board for review and approval.

## **ARTICLE VII. AUXILIARY ORGANIZATIONS**

All auxiliary organizations (young people's clubs, women's society, etc.) shall be subject to the Church in their doctrine and activities. The presidents of all such organizations must be active members of the Church, meeting the qualifications for church officers given in Article IV.C.

## **ARTICLE VIII. FINANCE**

This Church shall be supported by the willing gifts and tithes of God's people. No sales, bazaars, or unscriptural methods of money raising projects shall be engaged in by the Church or auxiliary organizations.

## **ARTICLE IX. AMENDMENTS**

The Constitution and Bylaws of this Church may be amended by a two-thirds approval vote of the voting members present at any regular or called meeting of the Church with the notice of such amendment having been given in all regular services for two weeks preceding the meeting.

## **ARTICLE X. ORDINATIONS**

### **A. Qualifications of Candidate**

1. He must be a born again believer in the Lord Jesus Christ, having been baptized by immersion, and must fully accept the Statement of Faith of this Church.
2. He must be able to give a clear testimony of his being called to full time Christian service. He must not be a novice, and must have proved his calling by actual ministry for at least one year.
3. His life must be blameless before the world, free from worldly habits. He must be an example to the believers in word and deed.

### **B. Church Action**

A candidate who meets the above qualifications may be ordained to the gospel ministry, consent being given by a two-thirds vote of the voting members present at any business meeting of the Church, provided that the Senior Pastor and the Elder Board are of the unanimous opinion that he fulfills the required qualifications. The Church shall then call an examining council to examine the candidate for ordination.

### **C. Discipline**

In the event that any minister ordained by this Church should fall into sin or apostasy, and depart from the above qualifications, it shall be within the power of the Elder Board to discipline such, even to the revoking of his ordination credentials, after an impartial trial conducted in the spirit of I Corinthians 13. The minister under trial shall have the privilege of appealing his case to the congregation within thirty (30) days after the decision of the Elders.

In the absence of a standing Elder Board, disciplinary action shall be conducted by the Executive Board.

## **ARTICLE XI. GOVERNING LAW**

This church is organized for religious purposes as specified in Section 501(c)(3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE XII. DISSOLUTION**

All of the property of this corporation is irrevocably dedicated to religious purposes, and upon liquidation, dissolution, or abandonment of any of the property of the corporation, in whole or in part, said property will not inure to the benefit of any private individual, but will be distributed to one or more organizations recognized by the Internal Revenue Service as one organized exclusively for religious purposes. Said recipient corporation will be selected by the existing Executive Board at the time of liquidation, dissolution, or abandonment.

**ARTICLE XIII. MISCELLANEOUS**

1. Severability. In case any one or more of the provisions contained herein shall be invalid, illegal or unenforceable in any respect, the remaining provisions shall be construed in order to effectuate the purposes hereof, and the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
2. Translation. The English version of the CGBC Constitution and Bylaws shall be the official version. In case of any discrepancy between the English and the Chinese version of the Constitution and Bylaws, the English version shall be the governing document.

**\*\*\* END OF DOCUMENT \*\*\***