

**THE BY-LAWS  
OF  
GREENSBORO CHINESE CHRISTIAN CHURCH**

**ARTICLE I : CHURCH MEETINGS**

***Section 1. Business Meetings***

The government of the Church is vested in the body of believers who compose it, operating under the Lordship of Jesus Christ. Therefore the Church's Business Meeting, consisting of all Church members, should carry the final voting authority of the whole Church. The Business Meeting shall be led by the chairperson of the Deacon board. Only regular members have the right to vote in the Church Business Meeting.

1. A General Business Meeting of the Church shall take place each year in the month of January. At this meeting the annual report and financial statement shall be presented. The Pastor shall also outline plans and goals for the year ahead. Other items of business may also be voted upon.
2. The election of Deacon board members (deacons) shall be held at the Church annually in a General Business Meeting.
3. Special Business Meetings may be called by the chairperson of the Deacon board when needed or upon the written request of more than twenty percent of the membership of the Church. Such special meetings must be announced at least one week in advanced from the Church pulpit except otherwise specified in the By-laws.

***Section 2. Meetings for Worship and Fellowship***

1. Unless otherwise provided, the Church shall meet each Sunday Morning for worship. Special services, such as revival meetings, evangelistic meetings, missionary conferences may be scheduled as deemed necessary by the Pastor or the Deacon board.
2. The Church's various fellowship groups shall meet regularly at specific time decided by the fellowship coordinator.

**ARTICLE II : PASTORATE**

***Section 1. Calling a Pastor***

1. The Deacon board will nominate a representative Pulpit Committee composed of deacons.
2. The Pulpit Committee will make a recommendation to the Deacon board for consideration. At least three-fourths of the Deacon board members must be present to constitute a quorum for this session of the meeting. The recommendation has to be

approved by at least three-fourths of those present and voting. Only one candidate shall be presented to the Church at a time.

### ***Section 2. Qualifications of the Pastor***

1. The Pastor is the servant of God and the spiritual leader of the Church, he should have all the qualities described in I Timothy 3:1-7, Titus 1:6-9 and I Peter 5:1-3.
2. In addition, he should subscribe to the Constitution and By-laws of the Church.

### ***Section 3. Missions of the Pastor***

The missions of the Pastor will be as follows:

1. To proclaim the Word of God in all its fullness.
2. To organize Sunday worship services, including sermon, holy communion and baptism.
3. To lead in the sacramental life of our congregation.
4. To supervise and to assist in various functions of the Church.
5. To show concern for the congregation by visitation and counseling.
6. To conduct systematic discipleship training.
7. To be an ex-officio member of all committees (except the Pulpit Committee).
8. To select and approve speakers for regular and special Church features and for meetings.

### ***Section 4. Tenure of Pastor***

1. The first term of the pastor will be three years and evaluation should be made at least three months before the tenure ends. With three-four vote of the regular members in a church business meeting, a formal employment letter of another three-year tenure will be sent to the pastor as an official record.
2. The subsequent tenure after the second one will be decided based on the decision of the deacon board.

### ***Section 5. Dismissal of Pastor***

1. The Pastor may be dismissed upon a two-thirds vote of regular members at a duly announced business meeting of the Church, upon three month's written notice to the Pastor.
2. Should the reasons for the Church's seeking dismissal involve a flagrant violation of good conduct standards as those standards are presented in I Timothy 3:1-7 and Titus 1:7-9 for Pastors and if the alleged misconduct could cause extreme embarrassment to the Church, then upon determination that reasonable cause exists to believe that pastor may have engaged in such conduct, the Pastor can be put on leave immediately until a final expeditious determination can be made by the Church.

## **ARTICLE III : MINISTER AND STAFF**

### ***Section 1. Selection of Minister and Staff***

1. Based on the needs of the Church, a deacon or the Pastor can make recommendation to the Deacon board for a candidate to be the minister or church staff.
2. A formal written letter of acceptance will be prepared for the candidate with two-third vote from the Deacon board.

### ***Section 2. Qualifications of the minister and Staff***

1. The minister is the servant of God and the future spiritual leader of a church, he should have all the qualities described in I Timothy 3:1-7, Titus 1:6-9 and I Peter 5:1-3.
2. Persons recommended for employment as church staff shall be baptized Christian of high moral and ideals with a demonstrated interest in church administration work to support the Pastor.  
(Timothy 3:1-12; Titus 1:6-9)
2. In addition, both the minister and the staff should subscribe to the Constitution and By-laws of the Church.

### ***Section 3. Tenure of Minister and Staff***

1. The tenure of the Minister and staff will be two years and evaluation should be made at least three months before the tenure ends. With three-four vote of the deacons in Deacon board meeting, a formal employment letter of another two-year tenure will be sent to the minister or staff as an official record.
2. The subsequent tenure will also be on a two-year basis.

### ***Section 4. Dismissal of Minister and Staff***

1. The minister or staff may be dismissed upon a two-thirds vote of the deacons at a Deacon board meeting, upon one month's written notice.
2. If the minister or the staff cannot continue the service at Church, a one-month notification needs to be sent to the Deacon board for approval.

## **ARTICLE IV : DEACON BOARD**

### ***Section 1. Organization***

1. The Deacon board shall consist of all deacons and the Pastor.
2. The Chair of the Deacon board shall be elected among the deacons and shall be designated as the director.
3. The Pastor shall be an ex-officio member of the Deacon board.
4. In the absence of a pastor, the chairperson of the deacon board shall be in charge of all church business.

## ***Section 2. Regular Deacon board Meetings***

Deacon board meeting is the meeting of all deacons and the pastor. Unless circumstances forbid, the Deacon board meeting shall meet monthly. At this meeting, there shall be oral or written reports from the chair of each department. Other matters of business as deemed necessary may be acted upon by the Council.

## **ARTICLE V : DEACONS**

### ***Section 1. Qualifications for Deacons***

1. Persons recommended for election or appointment to the Deacon board shall be baptized Christians and Church members of high moral and ideals with a demonstrated interest in Church activities.  
(Timothy 3:1-12; Titus 1:6-9)
2. They shall be in full agreement with the Church's Constitution and By-laws.
3. The candidate must have attended the Church for at least a year.

### ***Section 2. Nomination and Election of Deacons***

1. Candidates shall be nominated either by a Nomination Committee or by any member during the election meeting. The Pastor of the Church shall assume the responsibility as the chair of the Nomination Committee.
2. An annual election of the deacons shall be held each year.
3. Transfer of responsibilities to the new deacons must be completed smoothly and orderly within one month of the election.

### ***Section 3. Tenure of Deacons***

1. The term of office for all deacons shall be two years except as otherwise provided in the By-laws.

### ***Section 4. Duties of Deacons***

1. The duty of a deacon is to promote and execute all kinds of ministries of the church.
2. The deacons should also represent the church in dealing with church asset and legal matters.

### ***Section 5. Termination of Deacons***

1. A deacon can make resignation request with reason relating to health problem, relocation, and personal reason. Request will be granted upon a two-thirds vote of all deacons.
2. If a deacon has failed to keep up with deacon qualifications, his/her tenure will be terminated without the need to be approved in the church business meeting.

3. If a deacon has to resign from his/her role, a substitute will be nominated by the Pastor and the deacon board. The rest of the tenure left from the previous deacon will start immediately after a two-thirds vote of all deacons.

## **ARTICLE VI : MEMBERSHIP**

### ***Section 1. Types of Member***

#### **A. Active Member:**

1. Regular member - The regular members must be at least sixteen years of age. Only regular members have the right to vote in the Church Business Meeting.
2. Affiliated member - An affiliated member is a member under sixteen years of age.
3. Associate member - Any Christian who wants to be our Church member without dismissing their former membership may be accepted as associate member.

#### **B. Inactive Member:**

Any regular member of the Church that has been absent from the Church for three months in succession shall be regarded as inactive member and shall lose the right to vote in the Church Business Meeting until the person becomes actively involved in the Church again.

#### **C. Honorary Member:**

Missionaries sent/supported by the Church, and those who have tremendous contribution to the Church and Christianity may be honored by the Church as Honorary Member.

### ***Section 2. Qualifications of Member***

A person qualified for membership in the Greensboro Chinese Christian Church must be one who :

1. Confesses Jesus Christ to be his/her personal Savior and Lord and has shown evidence of the new life in Christ in his/her daily life;
2. Has been baptized in the Name of the Father, the Son and the Holy Spirit;
3. Has attended the Sunday worship and service of the Church regularly;
4. Has regularly contributed to the support of the Church and subscribe to the Constitution and By-laws of the Church.
5. The Pastor of the Church is automatically a member.
6. Has attended the membership class of the Church.

### ***Section 3. Application Procedure***

1. Names of membership candidates shall be submitted to the Deacon board for consideration and approval.
2. The candidate shall meet with the Pastor of the Church to affirm his/her faith in Christ and the desire to join the Church.

3. The membership shall be approved by the Deacon board. If the applicant is found to be fully qualified except that he/she has not been baptized, he shall become a regular member immediately after his/her baptism.
4. Attend membership class.

#### ***Section 4. Rights of Member***

1. Members can request help and support in the following areas:
  - a. Spiritual needs of the member, his/her relatives and friends
  - b. Prayers and visitation for the member, his/her relatives and friends
  - c. Marriage matrimony and memorial service for the member
  - d. Use of the Church facility

#### ***Section 5. Duties of Member***

1. Members in good standing should strive to keep the Church Commitment obligations.
2. They should respect their Pastor, pray for him and assist him in carrying out the ministry and program of the Church.
3. They should endeavor to preserve the unity of the Church and be in harmony with others.

#### ***Section 6. Termination and Restoration of Membership***

1. A member may withdraw his/her membership voluntarily by submitting a letter of intent to the Deacon board.
2. If a member has failed to keep up with membership qualifications, his/her membership may be terminated. With the consent of the Pastor and a majority of the Church members, the Deacon board can terminate the membership of such a member.
3. However, absenteeism alone (even for a somewhat extended duration) shall not be considered as sufficient ground for termination of church membership if a legitimate excuse can be provided to the Deacon board.
4. Any person whose membership has been terminated for any offense may be restored to full membership by vote of the Church, upon evidence of his/her repentance and reformation.
5. The death of a member will terminate his/her Church membership.

#### ***Section 7. Change and Transfer of Membership***

1. Affiliated members in good standing and upon becoming sixteen years of age may become regular members by notifying the Deacon board.
2. Christians from other Christian churches can transfer their membership to this Church by going through the same application procedure as mentioned above.

## **ARTICLE VII : WORSHIP DEPARTMENT**

### ***Section 1. Prayer Meeting***

1. The prayer meeting coordinator shall keep a record of all the prayer items and present it at the beginning of the prayer meeting.
2. He shall schedule leaders to lead the prayer meeting.

### ***Section 2. Sunday Worship***

1. The Sunday worship coordinator shall schedule the chairperson, ushers, and people who assist in serving Holy Communion.
2. He, together with the general affairs coordinator, shall assist the Pastor in matters pertaining to Sunday worship.
3. He shall prepare the bulletin, and other matters that are necessary for the Sunday worship.
5. He shall take attendance of the Church service for membership record.
6. He shall schedule interpreters for the Sunday worship if interpretation is needed.
7. He shall prepare all things pertaining to Holy Communion.

### ***Section 3. Music***

1. The music coordinator shall organize choir and schedule the anthem for Sunday worship.
2. He shall promote the work of the choir and encourage members to serve God through music.
3. He shall provide training to members who are interested in serving the Lord with music.
4. He, together with the Sunday worship coordinator, shall schedule pianists for Sunday worship.

## **ARTICLE VIII : FELLOWSHIP DEPARTMENT**

### ***Section 1. Fellowship***

1. The fellowship coordinator shall be responsible for organizing and scheduling the weekly fellowship.
2. He shall concern about the spiritual needs and spiritual growth of brothers and sisters in the fellowship.

### ***Section 2. Special Events***

1. The special events coordinator, together with the worship coordinator, shall arrange for topics, co-workers, and speakers for special meetings.
2. He shall be responsible for special events such as celebrations for Thanksgiving, Christmas, Easter, Father's and Mother's day, Welcome, and Farewell.
3. He shall organize retreats or make arrangements for brothers and sisters to attend other retreats or conferences.

4. He shall organize Church picnics, recreational and sport activities.
5. He shall take care of the recreational and sport equipment.

## **ARTICLE IX : EDUCATION DEPARTMENT**

### ***Section 1. Sunday School***

1. The Sunday school superintendent shall have general supervision of the Adult, Youth, and Beginner Sunday School classes.
2. He shall keep accurate records of attendance and shall work with the Pastor in promoting the attendance of Sunday School.
3. He shall secure teachers and staff who have been approved by the Deacon board.
4. He shall be responsible for selecting and ordering all Sunday School curriculum and supplies.

### ***Section 2. Children Sunday School***

1. The children Sunday School coordinator shall be responsible for the planning and scheduling of the various children Sunday School classes as well as the nursery.
2. He shall be in charge of purchasing and organizing the teaching materials.

### ***Section 3. Library***

1. The librarian shall be responsible for organizing and maintaining the books, Bibles, hymnals, and the audio and videocassettes of the Church.
2. He shall be responsible for selecting and purchasing books and cassettes for the Church, possibly with the recommendation of the Pastor.
3. He shall introduce new books to members and shall encourage them to use the library.

### ***Section 4. Edification***

1. The training coordinator shall organize various training courses and publish materials to enhance the general spiritual growth and knowledge of Christian living of the Church members.
2. He, together with the Pastor, shall organize the pre-baptism course for new Christians prior to baptism.

## **ARTICLE X : EVANGELISM AND MISSION DEPARTMENT**

### ***Section 1. Outreach***

1. The outreach coordinator shall organize and promote special activities designed to familiarize others with the Gospel message. These may include evangelistic meetings, cell groups, basic Christianity groups, etc.



2. He, together with the special events coordinator and the training coordinator, shall organize all the preparation and follow-up works pertaining to evangelistic meetings.
3. He shall show concern for non-Christian friends within or outside the Church.
4. He shall provide or arrange training programs for personal evangelism, possibly with the help of the Pastor and the Education department.

### ***Section 2. Visitation***

1. The visitation coordinator shall systematically promote visitation.
2. He shall show concern to those members who have not attended Church service for a long period of time, those who are sick, those who are in need, and those who have good news.
3. He shall also organize follow-up visitations to those who attend the evangelistic meeting.

### ***Section 3. Mission***

1. The mission coordinator shall plan and promote the mission work of the entire Church and involve members in the mission work.
2. He shall seek out missionaries, seminary students, and Christian organizations that are appropriate to receive the supports of our Church and to share their needs with Church members.

## **ARTICLE XI : GENERAL AFFAIRS DEPARTMENT**

### ***Section 1. Facilities***

1. The general affairs coordinator shall be responsible for taking care of the places used for Sunday worship, Fellowship, Luncheon, and Sunday School. This may include reserving, arranging, and cleaning up of these places.
2. He shall be responsible for arranging all the audio and visual equipment needed for Church meetings.
3. He shall work cooperatively with other departments in works pertaining to this department.

### ***Section 2. Finance***

1. The church Treasurer is the custodian of all funds and is authorized to sign all checks and to pay all bills for the Church with the amount less than two thousand dollars. If the amount is more than two thousand dollars, Deacon board approval is needed.
2. He should be responsible for counting and depositing all Church offerings from the congregation.
3. He should promote a Biblical pattern of financial support of the Church from individuals.

### ***Section 3. History and Records***

1. The church secretary shall keep a clear record of all processions of the Church.

2. He shall also keep a record of the members, financial reports, and bank accounts of the Church.

#### ***Section 4. General***

1. The general affairs coordinator shall assume the responsibilities of different affairs which do not belong to other departments.
2. He shall arrange accommodation and transportation for visiting pastors, speakers, and new comers.

### **ARTICLE XII : CARE AND SUPPORT DEPARTMENT**

#### ***Section 1. Internal***

1. Assist the Pastor in caring for the needed.
2. Provide Pastor with information for caring needs at church.
3. Promote a caring atmosphere and encourage brothers and sister to care for each other.
4. Prepare farewell gifts to members who are relocating to other areas.
5. Prepare gifts for baptism and other special occasions.

#### ***Section 2. Charity***

1. Evaluate the need and make recommendation to the Deacon board for providing financial support to the poor or the ones in need.

#### ***Section 3. Welcome***

1. Proactively welcome new comers in every worship and fellowship gathering.
2. Send welcome letter to new comers.

### **ARTICLE XIII : COMMITTEES**

#### ***Section 1. Purpose and Functions of a Committee***

1. The purpose of forming a committee is to gather a small group of members of the Church delegated to perform a particular function or task in a certain period of time.
2. The members of the committee will use their expertise and make recommendation or proposal to the Deacon Board on that particular subject.

#### ***Section 2. Forming a Committee***

1. A committee can be formed when two-third of the members in the Deacon Board agree that there is such a need to form the committee.
2. The pastor shall be the ex officio member of all committees except the Pulpit Committee.

### ***Section 3. Types of Committee***

1. Pulpit Committee - to handle all pastoral issues in a neutral and unbiased manner. Make recommendation to the Deacon board and communicate decision adequately and efficiently to the pastor, deacons, coworkers, and the congregation. Members of the pulpit committee must be a member of the Deacon board.
2. Pulpit Committee will automatically become the Pastoral Search Committee when a vacancy exists in the pastorate.
3. Other ad hoc committees can be formed when situation requires such a committee.

## **ARTICLE XIV : SPECIAL SERVICES**

### ***Section 1. Lord's Supper***

1. The Lord's Supper is observed when believers break bread and drink from the cup in remembrance of Jesus Christ dying on the cross for the sins of man. (Matthew 26:26-29; I Corinthians 11:23-29)
2. Unless circumstances forbid, the Ordinance of the Lord's Supper will be observed on the first Sunday of the month. The Pastor or the Deacon board may change the schedule if it is deemed necessary.

### ***Section 2. Baptism***

1. Baptism signifies that the believer's old self has undergone death, burial, and resurrection in union with Christ and that the believer has given himself to God. Baptism is by immersion of the whole body in water; baptism by sprinkling may be used only if necessary. (Romans 6:3-11; Matthew 28:19; Mark 16:16; Acts 2:38-41)
2. Baptism service should be carried out whenever the need arises. The schedule of the baptism service should be announced sufficiently early so that those who want to be baptized can sign up and go through the pre-baptism course before they get baptized.

## **ARTICLE XV : WELCOME POLICY**

Although membership shall be confined to only those who subscribe to the Church Constitution and By-laws, all others shall be welcome to attend our Sunday worship services, fellowships, and other special meetings or gatherings.

## **ARTICLE XVI : AMENDMENTS TO THE BY-LAWS**

Amendments to the By-laws may be proposed at any Deacon board meeting with at least two-thirds of the Council members present, provided such amendment has been previously presented at least two weeks ago at a Deacon board meeting (regular or special). The proposed amendment has to be approved by at least two-thirds of the voting members of the Deacon board. The first announcement of the amendment is made at the next Sunday

worship service followed by the second announcement a week later from the Church pulpit. The By-laws may then be amended at a specially called business meeting of the church membership one week following the second announcement by a two-thirds majority of those present and voting.

\*\*\* Version 2.1 - Revision approved by the Deacon board on Jan 31, 2002 \*\*\*