

# Chinese Gospel Church

*of*

Toronto

# Constitution

Approved by Membership on June 17, 2000

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### CHARTS FOR REFERENCE ONLY

Officers

Appointment, Eligibility & Office

# LETTERS PATENT CONSTITUTION – PART I

## APPLICATION FOR INCORPORATION FOR A CORPORATION WITHOUT SHARE CAPITAL UNDER PART II OF THE CANADA CORPORATIONS ACT

TO: The Minister of Industry, Science and Technology

### I

The undersigned hereby apply to the Minister of Industry, Science and Technology for the grant of a charter by letters patent under the provisions of Part II of the *Canada Corporations Act* constituting the undersigned, and such others as may become members of the Corporation thereby created, a body corporate and politic under the name of

#### CHINESE GOSPEL CHURCH OF TORONTO

The undersigned have satisfied themselves and are assured that the proposed name under which incorporation is sought is not the same or similar to the name under which any other company, society, association or firm, in existence is carrying on business in Canada or is incorporated under the laws of Canada or any province thereof or so nearly resembles the same as to be calculated to deceive (\* and, where required by the circumstances: "except that of which has signified its consent to the use of the said name") and that it is not a name which is otherwise on public grounds objectionable.

### II

The applicants are individuals of the full age of eighteen years with power under law to contract. The name, the address and the occupation of each of the applicants are as follows:

**STEVE CHU**

17 Daleside Crescent, Toronto, Ontario M4A 2H7

**Occupation**

*Social Worker*

**JAMES LEE**

463 Sutherland Dr., Toronto, Ontario M4G 1K7

*Retired*

**SEUMAS SO**

461 Broadway Avenue, Toronto, Ontario M4G 2R4

*Accountant*

**PING CHE WONG**

195 Olive Ave, Willowdale, Ontario M2N 4P3

*Retired*

**LAVAL YAU**

123 Hanson Street, Toronto, Ontario M4C 5P3

Company President

The said above names, **STEVE CHU, JAMES LEE, SEUMAS SO, PING CHE WONG** and **LAVAL YAU** will be the first directors of the Corporation.

### III

#### **MISSION STATEMENT**

We, a Chinese Congregation of the Associated Gospel Churches of Canada (AGC), are committed to the local and global building of Christ's Kingdom through church planting and a total concern ministry (TCM) as we all grow in Christ to love, reach and disciple people.

The purpose of the church shall be:

- A. To proclaim the Gospel of Jesus Christ at home and abroad; with special attention being given to the Chinese in the Greater Toronto Area and its vicinity who are not being reached by any other means;
- B. To provide worship, fellowship and edification for Christians for the above purpose; and
- C. To build up the believers in the Faith to a life well pleasing to God and in good witness before men.

### IV

The operations of the Corporation may be carried on throughout Canada and elsewhere.

### V

The Statement of Faith that members and directors of the Corporation are required to subscribe to is as follows:

1. **The Divine Authority and Plenary Inspiration of the whole Canonical Scriptures**

We believe that all Scripture is given by inspiration of God, by which we understand that the whole of the book called the Bible is inspired in the sense that the Holy Ghost gave the identical words of the sacred writings of the Holy men of old, chosen by Him to be the channel of His revelation to man.

***II Tim 3:16-17    Mark 12:26-36    Acts 1:16; 2:4***  
***II Pet 1:21        I Cor 2:13***

2. **The Trinity of the Godhead**

We believe that the Godhead eternally exists in three persons: the Father, the Son and the Holy Spirit and that these three are one God, having precisely the same nature, attributes and perfection and are worthy of precisely the same homage, confidence and obedience.

***Gen 1:26; 3:22; 11:6-8                    John 1:1-4                    Heb 1:1-3***  
***Isa 63:8-10                                    Acts 5:3-4                    Mark 12:29***

**Mat 28:19-20**

**II Cor 13:14**

**Rev 1:4-6**

**3. The Deity and the Virgin Birth of our Lord Jesus Christ**

We believe in the essential Deity and the Virgin Birth of our Lord Jesus Christ and that all the Scriptures from first to last centre about Him, His Person and work, His sacrificial death upon the Cross and His coming again.

**Isa 7:14**

**Acts 17:2-3; 18:28**

**John 5:39**

**Acts 1:11**

**Mat 1:18-23**

**Acts 26:22-23; 28:23**

**Luke 1:35**

**4. Doctrine of the Holy Spirit**

We believe that the Holy Spirit is a Divine Personality - The third person of the Trinity, Who is now, throughout this age of Grace, here present in the true Church, having been sent for the expressed purpose of revealing Christ Jesus to the members of the Church that they may be comforted, instructed and built up in their most holy faith and to the world that sinners may be convicted of sin, of righteousness, and of judgment.

**John 7:38-39; 14:16-17; 15:26; 16:13-15**

**Acts 1:8; 2:1-4**

**5. The Fall of Man**

We believe that man, originally created in the image and after the likeness of God, fell from his high and holy estate through disobedience by eating the forbidden fruit and, in consequence, the threatened penalty of death was then and there inflicted, so that he totally lost all spiritual life, becoming dead in trespasses and sins and subject to the power of the devil.

**Gen 1:26; 2:17**

**Eph 2:1-3**

**John 5:40; 6:53**

**Isa 64:6**

**I Tim 5:6**

**I John 3:8**

**6. The Total Depravity of Man**

We believe that this spiritual death or total corruption of human nature has been transmitted to the entire race of man, the man Christ Jesus alone excepted and hence, that every child of Adam is born into the world with a sinful nature.

**Gen 6:5**

**Jer 17:9**

**Rom 5:12-19**

**Psa 14:1-3; 51:5**

**John 3:6**

**7. Salvation by Grace through Faith**

We believe that sinners are saved by Grace through Faith alone and that not of themselves, it is the gift of God, not of works. We further believe that every saved person is justified from all things from which he could not be justified by the law of Moses.

**Acts 13:39**

**Eph 2:8-9**

**Rom 5:1**

**Tit 2:11-14**

**8. The Atonement of the Blood of Christ**

We believe that our redemption has been accomplished solely by the blood of our Lord Jesus Christ, who was made to be sin, and made a curse for us,

dying in our room and stead, a Sacrifice acceptable to God and effectual for every sinner who receives Him.

**Lev 17:11**                      **Gal 3:13**                                      **Mat 26:28**                                      **Eph 1:7**  
**John 1:12**                      **I Pet 1:18-19; 2:24**                      **Rom 5:6-9**                                      **II Cor 5:21**

**9. Regeneration by the Holy Spirit**

We believe that, owing to the universal depravity and death in sin, no one can see or enter the kingdom of God unless born of the Spirit whereby he becomes a new creation, sealed unto the day of Redemption.

**John 3:5-8**                      **I Pet 1:23**                                      **Gal 6:15**                                      **Tit 3:5**  
**I John 5:1**                      **Eph 1:13**                                      **Jas 1:18**

**10. The Believer's Security and Assurance**

We believe in the Eternal Security of all who are actually born again by the Spirit of God through faith in Christ as revealed in the Scriptures and that is the privilege of all such to be assured of their present salvation and eternal safety.

**John 10:28-29**                      **Rom 8:33-39**                                      **Phil 1:6**  
**II Tim 1:12**                      **John 5:24**

**11. Sanctification**

We believe that the members of the body of Christ are sanctified ones; are perfected as to their standing forever by the one offering of the blood of Christ and are one with Christ in sanctification. As to their state, they may be sanctified with the constant washing of water by the Word, by the blood of Christ and by the in-working presence and power of the Holy Spirit.

**Gal 5:16-25** **John 17:17-19**                                      **Eph 4:22-24**                                      **Eph 5:25-27**  
**I John 1:7-9**                      **Heb 2:11; 10:10, 17-19**                      **Jude 1**                                      **Rom 15:16**  
**I Cor 6:11**

**12. The Baptism with the Holy Spirit**

We believe that the Holy Spirit came upon the whole company of believers on the Day of Pentecost and, as promised by Christ, they were collectively baptized into one body, which was the formation of the Church, the Body of Christ. Since that time this baptism occurs individually at the moment of salvation, at which time the believer is also in-dwelt by the Spirit. We believe that the New Testament distinguishes between being in-dwelt by the Spirit, which is true of all believers, and being filled with the Spirit, which is the believer's privilege and duty, (compare Acts 2:4 with 4:8-31; Eph 1:13-14 with 5:18) producing power in Christian witness. There is one baptism with the Spirit, and it is into the Body of Christ, but there are many fillings. Pentecost is an historical event and is not repeated.

**John 14:15-18**                      **Eph 5:18**                                      **1 Cor 3:16**                                      **Mat 3:11**  
**Rom 8:9**                      **Acts 2:4; 4:8-31**                                      **I Cor 12:13**                                      **Eph 1:13-14**

### 13. The Gifts of the Holy Spirit

We believe that the Holy Spirit administers spiritual gifts to the Church to glorify Christ in the building of His body.

We believe that God, the Holy Spirit, is sovereign in the bestowing of his gifts for the perfecting of the saints for the work of their ministry and that it is not God's will that any one gift should be given to all believers, although all believers have at least one gift. We further believe that whenever spiritual gifts are exercised, they will always be within the limits expressly given in the Scriptures (e.g. **I Cor 14:23-40**).

We believe that speaking in tongues and the working of miracles were sign gifts demonstrated in the early church to authenticate God's revelation through the apostles and to authenticate the baptism of the Holy Spirit, but no such signs give evidence of the baptism today, nor do they appear as a mark of spiritual maturity or of the filling of the Spirit.

We believe that special Divine revelation for authoritative Scripture ceased with the Apostolic age.

**I Cor 12:4-11**

**II Cor 3:18**

**Rom 12:3-8**

**John 14:26**

**I Cor 12:18-21,29,30**

**I Cor 14:6-15**

**Acts 2:11**

**Heb 2:3-4**

**I Cor 14:22**

**Acts 10:44-48**

**II Cor 12:12**

**Rev 22:18-19**

**I Cor 12:13**

**Gal 1:8-9**

**Eph 2:20**

### 14. The Unity of the True Church in the Mystical Body of Christ

We believe that the Church is composed of all who are united by the Holy Spirit to the risen and ascended Son of God and that by the same Spirit, we are all baptized into one body, whether we be Jews or Gentiles, thus being members one of another and knit together in love.

**Rom 12:5**

**Eph 4:3-10**

**I Cor 12:12-27**

**Col 2:19**

### 15. The Pre-Millennial Coming of our Lord

We believe that this present age will end with the coming of our Lord Jesus Christ, first to receive His Church unto Himself and then to establish the throne of David upon the earth and to reign in righteousness over it for a thousand years.

**II Sam 7:16**

**John 14:1-3**

**Psa 72:7-8**

**Acts 1:10-11**

**Isa 9:6-7**

**I Thess 4:13-18**

**Micah 5:2**

**Heb 9:28**

**Luke 1:32-33**

**Tit 2:13**

### 16. The Resurrection of the Body

We believe that Jesus Christ rose from the dead, according to the Scriptures, in bodily form and thus became the firstfruits of them that sleep; that upon His return, He will raise out from the dead those that have died in Christ, this being the first resurrection and that, after the thousand years, He will raise them that have died in unbelief from their graves to receive their sentence.

**Psa 90:3-4**  
**Rev 20:5-6**

**John 5:28-29**  
**Rom 1:4; 8:23**

**Dan 12:2**

**I Cor 15**

**17. The Eternal Blessedness of the Saved, and the Eternal Punishment of the Lost**

We believe that the attitude either of reconciliation or enmity towards God is fixed eternally at death and that the saints of all the ages will be forever with the Lord and will become joint heirs with Him as their Redeemer in His inheritance. We further believe that there is an appointed day for the judgment of the wicked when they will be cast into the Lake of Fire, there to remain forever and ever, in varying degrees of torment according to their works.

**Daniel 12:3; 7:22-27**      **I Thess 4:17**      **Rom 8:17**      **II Pet 2:9**  
**Rev 20: 11-15; 21:8; 22:11**

**18. The Personality of Satan**

We believe that Satan is a person, the Father of lies, a murderer from the beginning and the great deceiver of all the nations; that he will be overcome by the Lord Jesus Christ as the seed of the woman and cast into the bottomless pit for a thousand years, and finally committed to the Lake of Fire with all his angels to be tormented forever and ever.

**Job 1:6-12**      **II Cor 11:13-15**      **John 8:44**      **Eph 6:12-16**  
**Rev 20:1-3; 7-10**      **Gen 3:15**

**19. Divine Healing of the Body**

We believe that Divine healing of the body is not in the Atonement in the sense that Salvation and forgiveness of sins are in the atonement. The suffering and death of Christ according to the New Testament was substitutionary, penal and vicarious. It is nowhere taught in Scripture that Christ died for the effects of sin but for sin and sickness is directly or indirectly the effect of sin.

**Rom 4:25**      **I Cor 15:3**      **II Cor 5:21**      **I Pet 2:24; 3:18**

## **VI**

The place within Canada where the head office of the corporation is to be situated is Toronto, Ontario.

## **VII**

### **DISSOLUTION**

#### **A. Meeting**

Should at any time the church be dissolved it will be done by a three-quarters (3/4) vote of the membership at a duly called Membership Meeting.

**B. Asset Disposal**

Should at any time the church be dissolved the net assets of the church, after payment of all legal liabilities, will be transferred to the Associated Gospel Churches of Canada, operating under a charter granted by the Federal Government in 1925, for the expressed purpose of using the proceeds of the net assets towards the planting of a new church of the Association for the Chinese community.

**VIII**

The by-laws of the corporation shall be those filed with the application for letters patent until repealed, amended, altered or added to.

**IX**

The corporation is to carry on its operations without pecuniary gain to its members and any profits or other accretions to the corporation are to be used in promoting its objects.

DATED at the City of Toronto in the Province of Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

Steve Chu \_\_\_\_\_

James Lee \_\_\_\_\_

Seumas So \_\_\_\_\_

Ping Che Wong \_\_\_\_\_

Laval Yau \_\_\_\_\_

## **BY-LAWS CONSTITUTION – PART II**

BE IT ENACTED as a By-Law of Chinese Gospel Church of Toronto (herein referred to as the “church”) as follows:

We declare and establish the aforementioned Letters Patent and the following by-laws to preserve and secure the principles of our faith and to govern the body in an orderly manner. These documents will preserve the liberties of each individual church member and the freedom of action of this church in relation to other churches. However, clear scriptural teachings and principles shall take precedence over this constitution.

### **I. DEFINITIONS**

In this by-law and all other by-laws and Resolutions of the church unless the context otherwise requires, the following definitions shall apply:

- (a) “Act” means the Canada Corporations Act R.S.C. 1970, c. C.32 as amended from time to time and any statute enacted in substitution thereof, and in the case of such substitution, any references in the by-law of the Corporation to provisions of the Act shall be read as references to the substituted provisions thereof in the new statute or statutes;
- (b) “By-law” means any by-law of the Corporation from time to time in force and effect;
- (c) “church” means the legal entity incorporated as a Corporation without share capital under the Act by Letters Patent dated .----- and named Chinese Gospel Church of Toronto, through which its Members may fellowship together as a New Testament church.;
- (d) “Church” means the universal church of Jesus Christ;
- (e) “Director” means an Elder who is on the Board of Directors;
- (f) “Constitution” means the Letters Patent and By-laws ;
- (g) “Elder” means an Elder of the church appointed pursuant to the By-laws and who shall be deemed to be a Director pursuant to the Act;
- (h) “Deacon” means a member of a Congregational Board appointed pursuant to the By-laws;
- (i) “Discipline” means the action taken towards members with the aim of reconciling them to one another through mutual forgiveness and restoring offenders to fellowship with God and the church;
- (j) “Letters Patent” means the Letters Patent incorporating the church, as from time to time amended or supplemented by Supplementary Letters Patent;
- (k) “Member” means a Member of the church;
- (l) “Statement of Faith” means the Statement of Faith of the church set out in the Letters Patent;
- (m) “AGC” means Associated Gospel Churches of Canada;
- (n) “*Pastoral Staff*” means any full-time permanent salaried person pastoring a congregation or congregations. The Council shall decide who qualifies as a Pastoral Staff member.

## II. INTERPRETATION

In this Constitution and these By-laws and in all other By-laws of the church hereafter passed unless the context requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be.

In the event of any dispute arising as to the intent or meaning of any section of this Constitution, the interpretation thereof by the Board of Directors from its English version shall be final and conclusive. If any such dispute cannot be resolved, a mediator from AGC will be invited to help reach a binding resolution.

## ARTICLE 1 MEMBERSHIP

The church membership shall consist of such persons as are admitted as members by the church.

### 1.1. Eligibility for Membership

Any person who meets all of the following criteria may be received upon approval by the Membership Committee into the membership of the church:

- i) Has personally accepted and confessed Jesus Christ as Lord and Saviour and been baptised;
- ii) Has shown satisfactory evidence of regeneration;
- iii) Has attended the church's services of public worship for at least twelve (12) weeks out of a consecutive six (6) months' period;
- iv) Has adopted the articles of faith, doctrine and practice held by the church;
- v) Will work for harmony and joyous fellowship with the pastoral staff, Council, Deacons, Elders and fellow Christians at all times;
- vi) Desires to be committed to the church as a local body of believers, thus to personally engage in and financially support the work of the church; and
- vii) Agrees to accept the discipline of the church.

### 1.2. Categories of Membership

The membership of the church shall be divided into the following three categories:

#### a) **Regular Full Membership**

- i) Any person who has attained the full age of eighteen (18) and who meets all of the criteria given in Article 1.1, may upon baptism and satisfactory attendance of a Membership class and successful interview by the membership committee be received as a Regular Full member.
- ii) Baptised members from other evangelical churches holding the same faith, may be received by letters of recommendation and transfer from their respective churches after having given

satisfactory evidence to the Membership committee of regeneration, Christian conduct and adopting the articles of faith, doctrine and practice held by the church.

- (iii) Regular Full members shall have the right to vote at all membership meetings.

**b) Junior Membership**

- i) Persons of the age between twelve (12) and seventeen (17) meeting all the criteria in Article 1.1 above may be received into membership upon baptism.
- ii) The Junior member can become a Regular Full member after he has reached the full age of eighteen (18) upon written application and will be processed as per Sec. 2 a) i) of this Article.
- iii) Junior membership expires when the Junior member reaches the age of eighteen (18).
- iv) A Junior member may attend but shall not have the right to vote at any membership meeting.

**c) Associate Membership**

- i) Any person, from other evangelical churches holding the same faith who fulfills the requirements for regular full membership and cannot for one reason or another become a Regular full member may apply as an Associate member.
- ii) Any regular full member who moves out of the community for an indefinite period in excess of three (3) years but wishes to retain his membership must change his membership to that of an Associate member.
- iii) Any person, wishing for one reason or another to retain his membership in another evangelical church can apply to become an Associate member.
- iv) Associate members are encouraged to become Regular Full members as soon as their situation permits.
- v) Associate members have the same privileges and duties as the regular full members with the exception of voting rights.

**1.3. The Membership Committee**

The Membership committee shall be responsible for all matters pertaining to the membership of the church. Its members shall be appointed by the Council and it shall consist of a pastor and two (2) elders or Congregational Board members. The role of the Membership Committee is to promote the privileges and duties of membership. Its duty shall include but is not limited to the following:

- 1) Invitation of eligible persons to join the membership.
- 2) Initiation of baptismal and membership classes.
- 3) Arrangement of the interview of those candidates who have successfully concluded baptismal or membership classes.
- 4) Organization of baptismal services.

#### 1.4. **Procedure for Receiving Members**

- i) All candidates for membership or baptism must have been attending the church over a period of six (6) months prior to their application (see exception in Article 1.2(c) above). They shall indicate their desire to join the church by submitting their application forms to the Membership committee and shall be subjected to examination of faith by the same committee.
- ii) After having been approved by the Membership committee the names of the candidates shall be announced from the pulpit and posted at least two (2) weeks prior to a meeting for receiving of the same in their respective category of membership.
- iii) No person shall be received into the church for any membership category if there are more than five (5) members in good standing objecting to his acceptance. All objections shall be in writing, citing the reasons for the action and shall be referred to the Membership committee, who will then consider the appropriate action.
- iv) The new members shall be welcomed into church fellowship at a congregational service. A membership certificate will be given to the new member.

#### 1.5. **Revision of the Membership Roll**

- i) The name of any resident Regular Full member or Junior Member who shall be absent from the services of the church for a period of twelve (12) months without giving a satisfactory reason for such absence, will be deleted, after investigation, from the Membership Roll.
- ii) In cases of disciplinary action having been taken (Article 2.3(b)), the name of any member so implicated will be removed from the Membership Roll.
- iii) Associate members who do not communicate with the church over a period longer than one (1) year will also be deleted from the Roll.
- iv) All deletions shall be preceded by an investigation, and an interview if possible, by representatives of the Council and after pastoral care has been administered where appropriate.
- v) The Regular Full members who shall move out of the community for a period of not over three (3) years, may have their names retained in the Roll by informing the Membership committee, providing they shall continue to communicate with the church and support the church financially and prayerfully.
- vi) The Junior members, who shall move out of the community for a period of over one (1) year, may have their names retained on the Roll by informing the Membership committee.
- vii) The Council may, at any time, upon the recommendation of the Membership committee, restore a person to his former membership status.
- viii) This revision of the Roll shall be done on an on-going basis. The secretary of the Council shall, after consulting the Membership committee, revise the Membership Roll and distribute it to all members at least once a year.

### 1.6. **Termination of Membership**

A person shall cease to be member of the church upon:

- i) His death;
- ii) His delivery to the Secretary of the Council of his written resignation as a member;
- iii) The deletion of his name from the Membership Roll, on the recommendation of the Council (See Article 2.3(b)).
- iv) The attainment of the full age of eighteen (18) of a Junior member.
- v) His voluntary withdrawal of membership.
- vi) His transfer of membership to another church.

### 1.7. **Privileges of Membership**

- i) Members shall have the privilege to serve the Lord together with other members of the church.
- ii) Members may seek the help of the church for the ceremonies of wedding or funeral and such other help as may be needed.
- iii) Members in good standing may be elected as officers of the church.
- iv) The church's financial reports are available upon request by members.
- v) The names, addresses and phone numbers of members are published annually in a church directory.
- vi) Regular Full members can vote at all duly constituted membership meetings
- vii) Regular Full members can exercise the privilege of electing pastors, Elders and Deacons.

### 1.8. **Ordinances**

#### 1. **Baptism**

We believe that our Lord and Saviour clearly prescribed for His believing disciples the simple rite of Baptism by immersion as a symbol and proclamation of the sinner's death to sin and his resurrection in newness of life in Christ Jesus.

***Mat 28:19-20***

***Acts 2:38, 8:12***

Persons desiring baptism must fulfill the membership eligibility requirements given in Article 1.1. of the by-laws.

Under special circumstances to be investigated and supervised by the Membership committee, baptism by modes other than immersion may be administered, provided approval by the Council of the church has been obtained.

#### 2. **The Lord's Supper**

We believe that our Lord and Saviour clearly prescribed for His believing disciples the solemn rite of the Lord's Supper as a memorial of the Lord's death to be kept by His disciples until He comes again, according to His promise and the Father's revealed plan.

**Luke 22: 19-20**  
**I Cor 11: 23-27**

Only baptised members of the church and of other evangelical churches holding the same faith are invited to partake in the Lord's Supper.

1.9. **Duties of Membership**

- i) The duties of members to themselves are: the acquisition of Scriptural knowledge; constant progress in spirituality (**Col 2:6-7**); consistency of external conduct; and observance of the Constitution, procedures and practices of the church.
- ii) It is the duty of each member to cultivate and cherish brotherly love (**I Pet 1:22**) for all other members of the church; and to show this love by using all proper measures to promote their spiritual benefits and prosperity, to remember each other in prayer and to aid each other in sickness and distress.
- iii) The members shall participate whenever possible in all congregational meetings sponsored by the church (**Heb 10:25**).
- iv) The members must glorify our Lord Jesus Christ at all times (**Rom 15:5-6**)  
It is the duty of members not to engage in any business or activity such as gambling, use of excessive liquor, smoking, substance abuse among others, that may let other people have any doubt concerning their faithfulness and dedication to our Lord.
- v) It is the duty of members to share their faith and the gospel of Christ unto the unbelievers as opportunity and ability enable them (**I Thess 2:8**).
- vi) Each member shall live a Christian life in truth and justice, be a good citizen, and observe the laws of God and of local or federal governments (**Rom 13:1-6**).
- vii) It is the duty of members to support the ministry of the church financially and prayerfully, offering time as well as talent to the best of their ability (**Mal 3:10**).

1.10. **Covenant of Membership**

- i) We do, in the presence of men, confess Jesus Christ as our Saviour and Lord; and do give ourselves heartily to His Service and take His Word as the rule of our life. And having been united by faith to Him, we do now, as a Church of Christ, unite with one another in this Covenant.
- ii) We shall observe habitual worship services, prayer and the reading of the Scriptures, earnestly seeking therein the help of the Holy Spirit.
- iii) We, who are the heads of families, shall maintain the worship of God in our homes and shall endeavour to lead our children or others committed to our charge, to faith in Christ and to the Christian life.
- iv) We shall attend regularly, as far as Providence permits, the public worship of God on the Lord's Day and such other meetings of worship as the church may appoint and we shall observe together the ordinance of

- the Lord's Supper.
- v) We shall walk together in brotherly love, with Christian sympathy and kindness and shall admonish and help one another as may be needful. We shall not bring to the Church a complaint against any member for personal trespass or offense until we have taken the first and second steps pointed out by Christ (**Mat 18: 15-17**), thus endeavouring to settle all private offenses without publicity.
  - vi) We shall aid as the Lord shall prosper us, in supporting a faithful Christian ministry among us and in sending the Gospel to the whole human family; and, as we have opportunity, we shall seek by example and word to lead men to Christ.
  - vii) We shall endeavour to live soberly and righteously and godly in this present world, abstaining from whatever is unbecoming to the Christian conduct and character; and as baptism signifies death to sin and resurrection to holiness, so we shall seek to walk in newness of life.

## **ARTICLE 2**

### **DISCIPLINE**

- 2.1. Members failing to observe the basic principles of Christian faith as outlined in Article 1.9 to such a degree as to bring reproach upon the name of Christ and of the church and her ministry, shall be interviewed by the Membership committee which, in turn, will make recommendation to the Council as to what measures of discipline are to be taken.
- 2.2. The church is governed by the following Scriptures in the disciplining of offending members:
  - a) Self-discipline (**Mat 5: 23-26; I Cor 11: 31**)
  - b) Trespass against a brother (**Mat 18: 15-17**)
  - c) Disorderly persons (**II Thess 3: 6,7, 11-14**)
  - d) Factious persons and heretics (**Rom 16: 17,18; Tit 3: 10-11**)
  - e) Those seeking divorce (**Mat 19: 3-9; Mark 10: 2-12**)
  - f) Wicked persons (**I Cor 5: 9-13**)
  - g) One overtaken in a fault (**Gal 6: 1**)
  - h) Offending Elders (**I Tim 5: 19-20**)
- 2.3. The discipline of the church shall be exercised by the Council according to the following principles:
  - a) Suspension - In any case of offence not calling for instant excommunication, the offender will be summoned before the Membership committee and dealt with according to the Word of God and, if after full enquiry and prayer and counsel together, the offender does not repent and do works meet for repentance, the Membership committee may

suspend him from the privileges of membership including the sacred ordinance of the Lord's Supper for such time as they shall be led to fix.

- b) Expulsion - If the offence be such as calls for removal from the Roll of membership or if the offender refuses to comply with the provisions of the Word of God in such case, the matter may be brought by the Membership committee before the Council, and the said Council by a two-thirds (2/3) vote shall have power to strike the offender's name from the Roll of Membership.

2.4. Only after due notice and a hearing before the Council or after faithful efforts have been made to bring repentance and amendment should discipline be taken. A person upon discipline may be restored to membership upon confession of his errors and giving satisfactory evidence of repentance to the Membership committee, which, in turn, will recommend to the Council as to the appropriate restorative actions.

## 2.5. Waiver and Mediation

2.5.1. Notwithstanding anything else contained herein, Membership in the church is given upon the strict condition that disciplinary proceedings or any other proceedings or matters arising out of the church Constitution shall not give a Member cause for any legal action against either the church, the Pastoral Staff of the church, any Deacon, any Elder, any Officer, or any Member of the church, and the acceptance of Member in the church shall constitute conclusive and absolute evidence of a waiver by the Member of all rights of actions, causes of action, and all claims and demands against the church, the Pastoral Staff of the church, any Deacon, any Elder, any Officer, or any Member of the church in relation to disciplinary proceedings or any other proceedings or matters arising out of the church Constitution or involving the church in any manner whatsoever and this provision may be pleaded as a complete estoppel (i.e. the prevention of an action) in the event that such action is commenced in violation thereof.

2.5.2. In the event that a Member of the church is dissatisfied with any matters of procedure involving that Member and the church as set out in the church Constitution, then if that Member does not violate or circumvent the waiver contained in (a) above or attempt to do so, then that Member may seek to have his concerns resolved through a process of Christian mediation whereby a mediator is requested from AGC. The mediator would then meet with the Council and the Member to mediate a binding resolution.

## **ARTICLE 3**

### **GOVERNMENT**

According to the Scriptural teaching, the church adopts the Elders and Deacons system in the administration of its affairs.

The governing body of the church shall be the Board of Directors, which shall delegate its operational powers to the Church Council and the Congregational Boards.

#### **3.1. Board of Directors**

The Board of Directors shall consist of all Directors who are also Elders (Article 4.1.) It shall be chaired by the Chairman of the Council.

- i) The Board of Directors shall approve all issues that have been decided by the Council. Any one of the Directors or the Chair of the Council shall call the meeting. If the Board of Directors rejects an issue, it shall be recommended to the Council for reconsideration and discussion between the Council and the Board of Directors shall continue until agreement is reached.
- ii) The Board of Directors shall approve all issues relating to the following five areas: hiring of church staff (pastoral and non-pastoral), all legal matters; property purchase or sale; church constitution and church financing equal to or greater than the current year's operational budget.
- iii) Whenever an Elder is elected, he shall be included in the Board of Directors.
- iv) It shall require the agreement of at least three-quarters (3/4) of the members of the Board of Directors to approve any issue that is brought before them.
- v) The members of the Board of Directors shall hold office according to the Articles 4.1. but are not subject to Sabbatical leave of absence.

#### **3.2. Church Council**

- i) The Council (abbreviation for Church Council) shall consist of a minimum of three (3) Elders, the pastoral staff and the Chairmanship (Chairman and Vice-Chairman) of all the Congregational Boards.
- ii) Elders are officers of the church (see Article 4) and are the elected members of the Council.
- iii) Pastors are *de facto* members of the Council.
- iv) The Council is to shepherd the church, taking care through prayer and some administration of its major ministry functions, giving the overall vision and leadership in its strategic planning. The Council will resolve inter-congregational issues.  
In addition, matters of common concern for the whole church shall be under the supervision of the Council through an appointed Council member. Examples of such matters are but not limited to Materiel Stewardship (Building, Equipment, Printing, Publishing), Constitution, Policies, Church Finance / Budget and Missions.
- v) The Chairman and Vice-chairman of all the Congregational Boards are *de facto* members of the Council whether they are Elders or not.

- vi) In the event that the Chairman and/or the Vice-chairman of the Congregational Boards are Elders, they shall not be deemed as elected members of the Council.
- vii) The members of the Council shall choose the Executive Officers of the Council on an annual basis. The chairmanship of the Council must be Elders.
- viii) Meetings of the Council shall be held at intervals decided at the beginning of each year by the Council and special meetings shall be called by its Chairman, or in his absence, the Vice-Chairman or Secretary.
- ix) It shall require the agreement of over fifty percent (50%) of the members of the Council to approve any issue that is brought before them. Higher percentages for individual issues are to be worked out as the members desire.
- x) Elected members of the Council shall hold office for a term of five (5) years and be confirmed for an additional term. They shall not remain in office for more than two (2) consecutive terms but are eligible for election after a sabbatical year.
- xi) The Council members, except for the Pastoral Staff, shall serve as such without remuneration and no member shall directly or indirectly receive any material or monetary profit from his position as such.
- xii) In the event that the minimum number of Elders cannot be attained, Deacons, having the qualifications of an elder, may be elected (as per Article 4) to the Council until such time as the full complement of Elders is duly elected.
- xiii) If at any time the number of elected members, Elders, in the Council falls below three (3) (those on leave not being counted), a special Board of Directors' meeting shall be summoned forthwith for the purpose of nominating suitable candidates. They shall after approval by the Board of Directors be approved by the membership with a three-quarters (3/4) majority vote at a duly called Membership meeting.

### 3.3. **Congregational Boards**

- i) There shall be one Congregational Board to represent each congregation. In 2000 there were five congregations:
  - (1) Agapé Gospel Church
  - (2) Cantonese-speaking Congregation
  - (3) English-speaking congregation
  - (4) Hosanna Gospel Church
  - (5) Mandarin-speaking congregation.
- ii) Each Congregational Board shall be composed of at least five (5) members, called Board members, of whom three (3) shall be Elders and/or Deacons.

It is desirable that the Chairman of the Board be the Pastor of the Congregation provided that this leadership role meets his confirmed call, gifts, burden, ability and experience.

The Chairman and Vice-Chairman of Congregational Boards shall be

- Elders or have the qualifications to be Elders.
- iii) Each Congregational Board shall exercise executive authority and supervision over the entire work of its congregation for all its administrative, business and ministry aspects. However, there will be one unified budget (consolidated from the budgets of the various congregations) and cheques will be only issued by the Treasurer of the Council.
  - iv) Any decision made by a Congregational Board which the Council chooses to question shall be subject to discussion between the Council and the respective Congregational Board. In the event of non-resolution, the Council has the right of veto on all decisions of the Congregational Boards.
  - v) Meetings of the Congregational Boards shall be held regularly and special meetings at the call of the Chairman, or in his absence, the Vice-Chairman or Secretary.
  - vi) The Congregational Boards shall report at least once a year to the members of the church/congregation, or and at whatever time a need may arise; the former being called the Annual meeting in conjunction with other Congregational Boards and the latter Membership meeting at their own instigation.  
No member of one congregation can vote in a meeting held by another congregation.
  - vii) Responsibilities for various ministries including Congregational Finance, Sunday school, Congregational Ministry and Music committees and any other ministry as deemed fit by the Congregational Boards shall be distributed among its Board members.
  - viii) All committee Chairmen shall be appointed from within the membership of the Congregational Boards. The Congregational Boards may at their discretion delegate the Chairmanship of any committee to other members of the church who are outside the Board.
  - ix) The Executive Officers (Chairman, Vice-Chairman, Treasurer and Secretary) to hold various offices shall be elected by the Congregational Boards at the Board meeting immediately following the Annual meeting.
  - x) The Executive Officers shall hold their offices for one (1) year and may be re-appointed upon the expiry of their terms. However, no person shall hold the same executive office for more than three (3) consecutive terms.
  - xi) An Executive Officer can at the discretion or direction of the respective Board resign or change office at any time during his tenure.
  - xii) In order to promote continuity and under normal circumstances, it is desirable that at least three-quarters (3/4) of the previous year's members be part of the new year's Congregational Boards.
  - xiii) Members of the pastoral staff of each congregation are voting members of their Congregational Boards.
  - xiv) Guests can be invited to be observers and make presentations at any and all Congregational Boards meetings.

## **ARTICLE 4**

### **OFFICERS**

According to the Scriptural teaching, the church adopts the Elders and Deacons system in the administration of its affairs.

#### **4.1. Elders**

- i) Elders shall constitute the Board of Directors and assume the overall responsibilities of the church overseeing her spiritual interests and all work and functions. Their special concern shall be the spiritual growth of the church and of each individual member; they shall see that spiritual gifts and ministries are exercised and maintained in good order (**1 Pet 5:1-3; Acts 20:28**).
- ii) The Elders shall be proven men of God, having a good testimony in and out of the church, possessing the gift of teaching the Word of God and the burden of prayer and meeting the qualifications set forth in the Word of God (**1 Tim 3:1-13; Tit 1:5-9**).
- iii) An Elder may resign from his office if he moves out of the locality, for other personal reasons like ill-health or if his behaviour becomes contrary to the Word of God (**1 Tim 5:19-20**) or if he is not fulfilling his duties on the Board of Directors or Church Council; and shall be dismissed through the three-quarters (3/4) majority vote of both the governing body of the church and the membership.
- iv) An Elder shall hold an executive office for no more than two (2) consecutive terms of five (5) years, being eligible for election after a sabbatical year (see Article 3.2.x).
- v) An Elder shall hold his title for life, even if he is not active on the Council or acting as a Director, unless dismissed by the membership as per Article 4.1. iii.
- vi) If at any time the total number of Elders (including those on sabbatical leave) falls below five (5), a special Board of Directors' meeting shall be summoned forthwith for the purpose of nominating suitable candidates. They shall after approval by the Board of Directors be approved by the membership with a three-quarters (3/4) majority vote at a duly called Membership meeting.
- vii) Not more than half of the existing Elders shall take their sabbatical leave at the same time.

#### **4.1.1. Election of Directors/Elders**

- i) Elders shall be nominated by the Board of Directors in consultation with the Council and the Congregational Boards according to their qualifications. They must have acquired Regular Full membership in the church over a period of five (5) years, have been baptised Christians for a period of ten (10) years and have served on a Congregational Board over a period of two (2) years.
- ii) The list of nominees shall be posted for at least one month prior to a Membership meeting duly called for the purpose. An introduction of each

- nominee to include spiritual background and aspiration to serve as an Elder shall be made available to the membership.
- iii) Any three (3) members in good standing can object to any nominee at least two (2) weeks before the Membership meeting by approaching the Council which upon due consideration may revise the list.
  - iv) The membership approval shall be carried out in the manner described for Congregational Boards' members in Article 4.4.2. (v) but by a three-quarters (3/4) majority.
  - v) Upon approval by the Board of Directors and the membership, the pastors, together with the existing Elders, shall follow the guidance of the Holy Spirit, appointing them in a pre-arranged meeting attended by the membership.
  - vi) Whenever an Elder is elected, he shall be included in the Board of Directors and in the Church Council.

#### 4.2. **Deacons & Congregational Board Members**

- i) Deacons and Congregational Board Members are nominated by the Congregational Boards in consultation with the Council and are elected annually by the members to the Congregational Boards and the membership at its Annual meetings to take up various responsibilities and ministries in the church.
- ii) A Deacon must be an active Regular Full member of the church over a period of three (3) years, a Congregational Board Member for a period of one (1) year, be spiritually-minded, reputable in and out of the church and qualified as in **1 Tim 3:1-13**.
- iii) A Deacon or Congregational Board Member may be dismissed by the three-quarters (3/4) majority decision of both the respective Congregational Boards and the membership if his conduct becomes contrary to the Word of God and the accepted policy of the church.
- iv) A Deacon shall hold an executive office for three (3) years and a Congregational Board Member for one (1) year. A Deacon may be re-elected upon the expiry of their term for no more than two consecutive terms, being eligible for election after a sabbatical year.
- v) The Congregational Board member shall serve no more than five (5) consecutive terms of one (1) year each, being eligible for election after a sabbatical year
- vi) Not more than half of the existing Deacons and Congregational Board Members shall take their sabbatical leave at the same time.

##### 4.2.1. **Election of Deacons and Congregational Board Members**

Deacons and Congregational Board members shall be elected at the Annual meeting of the church, having been first nominated, in the following manner:

- i) A Nominating committee shall be selected and appointed by each Congregational Board not less than two (2) months before the Annual meeting, to consist of at least three (3) members from the

- Congregational Board and at its discretion, one or more representative from the congregation.
- ii) A list of the nominations made by this Committee, upon approval by the Congregational Boards and Council shall be posted for at least two (2) weeks prior to the Annual meeting.
  - iii) After the list is posted, further nominations may be made in writing, each such nomination to be signed by three (3) members in good standing and left with the Secretary of the Church not later than seven (7) days prior to the Annual meeting and, if the persons so nominated are found to be eligible, their names shall be added by the Nominating committee to the nominations already posted.
  - iv) Any three (3) members in good standing can object to the nomination of any candidate on the list by doing so to the Nominating committee at least one week before the Annual meeting. The Nominating committee may upon due consideration revise the list of candidates.
  - v) Deacons and Congregational Board members shall be elected by ballot on an individual basis at the Annual meeting. The Secretary shall prepare the ballots with the names of all candidates, in both Chinese and English. All candidates shall be elected with a simple majority vote, abstention votes not being counted in the total. In accordance with Article 7.2.1.ix, two (2) scrutineers shall be appointed to count the votes. The chairman of the meeting shall be privy to the individual counts but will only make known the final verdict on each nominee.

#### 4.3. **Pastors**

- i) Pastors shall give themselves consistently to the ministry of the church. They shall also tenderly watch over the spiritual interests of the church and organise and develop its strength for the best possible service. They must accept the responsibility as from the Lord God to equip the believers through preaching, teaching and shepherding for the work of the Gospel ministry and for the edification and building-up of the Body of Christ (***Eph 4:11-16***).
- ii) Pastors must meet the qualifications of an Elder as stated in ***1 Tim 3:2-7***, and ***Tit 1:5-9***; they must be firm believers and faithful teachers of the Word of God by words and deeds; and they must know how to commit the sound doctrine to faithful men who shall, in turn, be able to teach others also (***II Tim 2:2, Mat 28:18-20***).
- iii) Pastors shall serve their office when they have been assessed by the Associated Gospel Churches of Canada (AGC) and are accepted by their respective membership in a two-thirds (2/3) majority manner and at the same meeting by a simple majority of the rest of the membership.
- iv) Pastors shall serve as long as they are willing and available but they shall be confirmed at the Annual Membership meeting after approximately one (1), (the first) year of ministry, then after three (3) years and after every five (5) years thereafter. Two months before such confirmation, the

- Council Chairman shall request the respective Congregational Board to make a ministry assessment report for discussion at the Council. Pastors are reviewed annually by their respective Congregational Boards according to the Appraisal Guidelines of the Associated Gospel Churches of Canada or other recognized body agreed upon by the Boards.
- v) At any time during the Pastor's ministry, a pastoral change can be effected according to the following procedure:  
The respective Congregational Board in accordance with *I Tim 5:19* will lovingly investigate the desire for such a change. After thorough review, the Board should then inform the Council of its desire for a pastoral change. Such recommendation must be approved by the Council and be brought to the membership in a duly called meeting. The recommendation must be accepted by the respective membership in a three-quarters (3/4) majority manner and at the same meeting by a simple majority of the rest of the membership.
  - vi) All Pastors shall give the Council at least three (3) months' notice before resignation, unless they are asked to resign. In such case, they may be given a reasonable length of time of up to three (3) months to vacate their office, as decided by the Council.
  - vii) When a call for a Pastor is needed, a Pastoral Search Committee shall be established. This Committee shall be constituted by members of the respective Congregational Board and shall also include two (2) members from the general membership as the Board sees fit. This committee shall report to both the Council and the Congregational Boards.
  - viii) When a suitable person who meets the qualifications as mentioned in Article 4.3(ii) above is found and having been approved by the Council, the Congregational Board then presents its choice to the members of the church in a meeting duly called for this special purpose for prayer and confirmation. A formal official call can then be extended to the selected Pastor.
  - ix) At the discretion of the governing body of the church, as the specific circumstance may dictate, the pastoral candidates may be presented to the membership for a period of time for the purposes of meeting and getting to know the pastoral candidates prior to the membership's confirmation.
  - x) After their first year confirmation, the pastors shall become Regular Full members of the church.
  - xi) The ordination of pastors is a recommendation of the respective Congregational Board to be approved by the Council and finally accepted by their respective membership in a two-thirds (2/3) majority manner and at the same duly constituted Membership Meeting by a simple majority of the rest of the membership.
  - xii) Pastors are voting members of their respective Congregational Boards and the Council but *ex-officio* members of all committees.

#### 4.4. **Executive Officers**

#### 4.4.1. Duties of the Executive Officers

##### 4.4.1.1. BOARD OF DIRECTORS & COUNCIL

- i) Chairman of the Board of Directors & Council  
The Chair of Board of Directors shall also be the chair of the Council. He shall be externally the representative of the church and presides over the Annual and all Membership Meetings and at all regular meetings of the Board of Directors and Council. During the absence or inability to act of the Chairman, his powers and duties shall devolve upon the Vice-chairman.
- ii) Vice-chairman of the Board of Directors & Council  
The Vice-chairman shall assist the Chairman and in the absence or disability of that Chairman, perform the duties and exercise the powers of the Chairman and shall perform such other duties as shall from time to time be imposed upon him by the Board of Directors or the Council.
- iii) Secretary of the Board of Directors & Council  
He keeps all church records and is in charge of correspondence for the church. The Secretary shall give or cause to be given all notices and shall receive from the membership any communication destined for the Board of Directors and Council. He shall enter or cause to be entered in books kept for that purpose, minutes of all proceedings at such meetings.  
He shall also be the custodian of the Corporate Seal.
- iv) Treasurer of the Church  
He is in charge of the receipts, disbursements and financial affairs for the whole church. He is the sole issuer of cheques for the whole church. He shall issue one single set of consolidated financial statements for the whole church as required but usually at least once a month.

##### 4.4.1.2. CONGREGATIONAL BOARDS

- i) Chairman of a Congregational Board  
He shall be the representative of his Congregational Board and presides at his Congregational Board meetings and exercise the powers and duties assigned to him by his Congregational Board. During the absence or inability to act of the Chairman, his powers and duties shall devolve upon the Vice-chairman.
- ii) Vice-chairman of a Congregational Board  
The Vice-chairman shall assist the Board Chairman and in the absence or disability of that Chairman, perform the duties and exercise the powers of the Chairman and shall perform such other duties as shall from time to time be imposed upon him by the Congregational Boards.
- iii) Secretary of a Congregational Board  
He keeps all congregational records and is in charge of correspondence for his congregation. The Secretary shall give, or

cause to be given, all notices to congregational members and Congregational Boards members. He shall enter or cause to be entered in books kept for that purpose, minutes of all proceedings at such meetings.

iv) Treasurer of a Congregational Board

He shall work under the Church Treasurer and have access to all receipts, disbursements and financial data that relate to his congregation but will not issue cheques.

**4.5. Indemnity to Elders, Deacons, Officers and others**

Every officer and pastoral staff member of the church or other person who has undertaken or is about to undertake any liability on behalf of the church shall, from time to time and at all times, be indemnified and saved harmless out of the funds of the church from and against: All costs, charges and expenses whatsoever which such officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for, or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or about the execution of duties of his office or in respect of any such liability; except such costs, charges or expenses as are occasioned by his own malice, wilful neglect or default; such decisions being made by the Board of Directors or Arbitrator thus appointed.

**4.6. Misconduct or Ineligibility of Officers & Pastors**

Any three (3) members of the church may present the misconduct or ineligibility of any elected Officer of the Church or any Pastor to the Chairmanship of any one of the Congregational Boards or Council. An appropriate delegate or delegation appointed by the Council shall review the Officer or Pastor respective regarding his misbehaviour or ineligibility and report to the Council for appropriate action.

**4.7. Conflict of Interest**

To preserve the integrity of the church, any member involved in real or potential conflict of interest situations is required to abstain from discussion and voting on these issues. Business relating to hiring and termination, remuneration, benefits, performance evaluation and other personnel matters, are considered conflict of interest matters, as well as other matters deemed so by the Board of Directors.

## **ARTICLE 5**

### **SUBSIDIARY ORGANIZATIONS**

5.1. Subsidiary organisations are organisations, which by nature of their ministry operate independently of the church. They may be formed for different groups in the church when needed, for the furtherance of the aim and ministry of the

Gospel. These must be in accord with the principles and practice of the church and have their Constitution approved by the Council. A member of the Council, mutually agreed upon by the officers of the organisation, shall serve as advisor or counsellor. All officers of the subsidiary organisations should preferably be members of the church.

- 5.2. All Chairmen of various committees and advisers of the subsidiary organisations shall report regularly to either the Council or the Congregational Boards, as appropriate, at their regular meetings.

## **ARTICLE 6**

### **FINANCE**

- 6.1. The one and only source of revenue of this church is the voluntary offerings of its members and those led to contribute as God has prospered them. No other commercial methods of solicitation will be permitted. In this connection, the tithing system is recommended as a basis of proportionate giving on the part of each member of the church. Envelopes will be provided for those who wish to use them for this purpose.  
Other sources of revenue which may accrue as a result of the rental of equipment, facilities or other assets will be used to defray the maintenance and depreciation costs of such.
- 6.2. The Treasurer of the church shall prepare a consolidated monthly financial report. It shall consist of a monthly statement of receipts and disbursements of all congregations. The report shall be presented to the Council for acceptance and it shall be made available to those members who request it. Summary financial reports are available upon request to all members on a quarterly basis.
- 6.3. Each year the membership shall appoint at its Annual meeting an Auditor to investigate and verify the financial statements and accounts of the current year. Whenever possible, the Auditor shall report to the Membership at its Annual Meeting.
- 6.4. The appropriate Congregational Board member or department head in accordance with his departmental approved budget must approve all budgeted expenditures.
- 6.5. All unbudgeted expenditures must be approved in accordance with the approval limits set below. The approval limits shall be adjusted annually based on the Consumer Price Index of the following year. For example, the 1998 fiscal year, the approval limits are as follows:
- i) Expenditures not exceeding \$500 may be rendered upon the approval of the Congregational Boards with the knowledge of the Treasurer;
  - ii) Expenditures not exceeding \$2,000 may be rendered upon approval of the Council Chairman and the Treasurer;
  - iii) Expenditures not exceeding \$4,000 may be rendered upon the approval of the Council;
  - iv) Expenditures exceeding \$4,000 must be rendered upon the approval of the Council and the Membership;

- v) Any financing equal to or greater than the current year's operating budget and property purchase or sale shall require the approval of the Board of Directors, the Church Council and then the membership.

Each level (i-iv) of unbudgeted expenditures can only be exercised a maximum of three times a year.

## **ARTICLE 7** **MEETINGS**

### **7.1. MINISTRY MEETINGS**

#### **7.1.1. Worship**

Each congregation shall hold its public services in the language that is appropriate and peculiar to its constituency.

#### **7.1.2. Prayer Meetings**

Prayer meetings and Bible studies shall be held on a regular basis at such time and place as each Congregational Board may determine.

#### **7.1.3. Other Meetings**

The appropriate Ministry committee shall initiate other meetings such as fellowship and cell group meetings.

### **7.2. BUSINESS MEETINGS**

#### **7.2.1. Annual and church Membership Meetings**

- i) The Annual meeting for the receiving of annual reports, the election of officers and the transaction of general business shall be held in the months of February or March (The exact date is to be set by the Council at its December meeting)
- ii) Meeting of the church membership may be called by the Council and shall be duly constituted, provided notice of the meeting and of the business to be dealt with has been given from the pulpit on each of the two (2) preceding Sundays. 10% of the Membership can request a special meeting.
- iii) An agenda will be distributed at least one week before the due date of the Annual meeting with attachments pertaining to items under discussion. The agenda can include a motion.
- iv) No teleconference or other electronic means will be allowed for Membership meetings.
- v) The quorum for business at a duly called church membership meeting will be sixty (60) members. If a quorum is not present within thirty (30) minutes after the time appointed for the meeting, a new meeting shall be called or the members present may adjourn the meeting to a fixed time and place but may not transact any other business unless otherwise stated.

A quorum must be present at the opening of the meeting for transaction of business but does not have to be sustained throughout the meeting. In the event that a quorum has not been reached at a meeting duly called; the requirement for that quorum is waived when the meeting is reconvened, provided that a period of no less than two weeks (2) has elapsed between the first and the second meeting and announcements have been made from the pulpit on two consecutive Sundays and that the agenda for the meeting has not been altered.

- vi) All Members are encouraged to participate in all Membership Meetings and have equal time and access to all information. For this reason, translation into languages other than English will be provided at all meetings that will enable participation. During the question and discussion period, any language can be used as long as translation into English is available.
- vii) Over fifty percent (50%) majority votes will be required for all motions to be passed. Motions requiring amendments to the Constitution (Article 9) and where indicated in these by-laws, will require three-quarters (3/4) or more than three-quarters (3/4)-majority vote while calling and confirmation of Pastors will require two-thirds (2/3) majority (Abstention votes are not counted in the total). In the event of an equality of votes, the Chairman of any such meeting shall be entitled to either a casting vote or postpone the voting on the motion to the next Membership meeting.
- viii) Unless the by-laws otherwise provide, voting at a meeting of members shall be by show of hands except where a ballot is demanded by a member entitled to vote at the meeting. No voting by proxy is allowed at any membership meeting.
- ix) At each meeting of the membership two (2) or more scrutineers may be appointed by the Chairman with the consensus of the membership to count the ballots.
- x) Recommendations by the Council, when submitted in a positive manner to the membership in the form of a motion at duly constituted meetings, can only be accepted or rejected and when duly passed are final and irrevocable.  
In the event that such a motion from the Council is defeated, the membership can only make recommendations for amendments but cannot amend the motion, such amendments being the prerogative of the initiating body.

#### 7.2.2. Congregational Meetings

- (i) Congregational membership meetings are called in the same manner as the church membership meetings but by the respective Congregational Boards.
- (ii) All the rules, given in 7.2.1. above, apply except for the following: The Quorum shall consist of one-half (2) of the membership if the membership of that congregation consists of fifty (50) members or less and one-third (1/3) of the membership if the membership of that

congregation is made up of over 50 members.

## **ARTICLE 8**

### **RULES AND MANNER OF CONDUCTING BUSINESS MEETINGS**

#### **8.1. Membership Meetings for both the church and congregations**

- i) Every meeting shall be opened and closed in prayer.
- ii) It shall be the duty of the Chairman to keep order and to state and explain propositions:
  - a) He shall follow the parliamentary procedures to conduct the meeting, details of which are to be found in a short version of the original (1893) Manual of Parliamentary Procedure called the Robert's Rules of Order.
  - b) He shall suffer no second motion to be entertained until the one under consideration has been disposed of, except motions to amend, postpone, adjourn or put the main question.
  - c) He shall call to order any member who, while speaking, introduces any subject foreign to the one under discussion.
  - d) He shall call to order any member who uses discourteous language or whose remarks are adapted to injure the reputation or feeling of any member.
  - e) He shall acknowledge any member who raises his hand, signifying his desire to speak.
- iii) Every member who wishes to speak shall rise and respectfully address the Chair.
- iv) Every proposition presented for the action of the church must be introduced verbally during the meeting by the motion of one member (in writing, if requested by the Chair) and seconded by another.
- v) All questions shall be decided by the vote of a simple majority, except in the cases mentioned in other sections of these by-laws.
- vi) If at all possible, significant motions must have been distributed to the membership in the meeting agenda prior to the meeting.
- vii) The order of procedure of the Annual meeting shall be as follows:
  - a) Reading, correcting and adopting minutes of previous meeting.
  - b) Presentation of financial reports by the Treasurer.
  - c) Auditor's report if available
  - d) Reading and considering church correspondence, if any.
  - e) Reading and considering reports from various committees and departments, if available.
  - f) Amendments or additions to by-laws.
  - g) Appointment of an Auditor.
  - h) General business.

#### **8.2. Board of Directors, Council & Congregational Board Meetings**

The following apply to the Board of Directors, Council and the Congregational Boards:

- i) A quorum shall consist of fifty percent (50%) of the members. For Council meeting a minimum of two (2) Elders and for Congregational Board members two (2) Elders or Deacons must be present.
- ii) No teleconference or other electronic means will be allowed for all meetings.
- iii) The Secretary shall have the minutes of the previous meeting sent to each member at least one (1) week prior to the meeting date.
- iv) The Board of Directors must meet a minimum of once (1) a calendar year. The Council shall meet a minimum of six (6) times a calendar year while the Congregational Boards will meet a minimum of twelve (12) times a year.
- v) Meetings shall be held from time to time, at such place, on such day and at such time as the Chairman, the Vice-chairman or any three (3) members may determine and the Secretary shall call meetings when directed.
- vi) Notice of any special meeting so called shall be given to each member not less than forty-eight (48) hours (excluding Saturday, Sunday and holiday) before the time when the meeting is to be held, save that no notice of a meeting shall be necessary if all the members are present or if those absent waive notice of, or otherwise signify their consent to the holding of such meeting.
- vii) A day or days in a month or months for regular meetings at a place and hour are to be named. A copy of any resolution fixing the place and time of regular meetings shall be sent to each member forthwith after being passed, and no other notice shall be required for any such regular meeting.
- viii) If the minutes of the previous meeting are found to be incorrectly recorded, they may be corrected upon approval of the members who were present at that meeting.
- ix) If a motion is proposed and passed at the same meeting, it may be brought up for reconsideration at the following meeting, providing that it is moved by one member who had previously voted in favour of the said motion.
- x) All the minutes of each meeting shall, after they have been read and approved, require the signature of the Chairman to become the official church record.

## **ARTICLE 9** **AMENDMENTS**

### **9.1. Amendments to the Constitution**

1. Amendments to the Constitution shall be made by recommendation of the

Council or no less than twenty-five (25) members and agreed by the Board of Directors. These are then voted by members at a meeting specially called for this purpose for which notice of the proposed new by-law or proposed amendment to the existing Constitution has been given in accordance with Article 7.2 above.

2. A 95% majority vote (abstention not being counted in the total) by the membership will be required for any proposed changes to the Letters Patent (Part 1) while a three-quarter (3/4) majority vote by the membership will be required for any proposed changes to the By-laws (Part II).

## 9.2. Process

Any amendments to the existing Constitution shall be effected:

- i) A request for an amendment to the Constitution may be proposed by the Council or by no less than twenty-five (25) members can be submitted at any time to the Secretary of the Church. The request shall be in writing and shall state the exact form of the proposed amendment to the Constitution. The Secretary upon receipt of such request shall without undue delay advise the Board of Directors.
- ii) The Board of Directors shall consider the request and enter into dialogue with the submitters until an agreement is reached.
- iii) The proposed amendment to the Constitution shall be approved by the Board of Directors before notice is given to the membership.
- iv) A copy of such notice of proposed amendment to the existing Constitution shall be given from the pulpit on each of the two (2) preceding Sundays before the meeting called for the purpose.
- v) Any proposed amendment to the Constitution relating to the requirements of subsection 155(2) of the Act shall not be enforced or acted upon until the approval of the Minister has been obtained.

IN WITNESS WHEREOF, we the provisional members of the Board of Directors have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

Steve Chu \_\_\_\_\_

James Lee \_\_\_\_\_

Seumas So \_\_\_\_\_

Ping Che Wong \_\_\_\_\_

Laval Yau \_\_\_\_\_

CONFIRMED by the Members of the church on this 17<sup>th</sup> day of June, 2000

Per: \_\_\_\_\_  
Albert Lee  
Church Secretary

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