

RMBC Bylaws and Constitution

(V. 2.1, December 11, 2013)

THE BYLAWS OF RIVERSIDE MANDARIN BAPTIST CHURCH (RMBC)

ARTICLE I – NAME

This corporation shall be known as the Riverside Mandarin Baptist Church.

ARTICLE II – PURPOSES

The purposes of this corporation shall be as follows:

1. The special and basic purpose is to worship God, teach the Biblical truth, fellowship with fellow believers, serve and witness for our Lord Jesus Christ.
2. The general purpose is to use the rights entitled by the laws and regulations of the State of California regarding non-profit religious corporation, including signing contracts, renting or selling personal property or real estate.
3. This corporation, however, will not conduct any activities against the foresaid basic purpose, and will not use any rights contrary to the promotion of the basic purpose.

ARTICLE III – STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The Church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 1963, and revised during the Convention in the year of 2000.

ARTICLE IV – CHURCH COVENANT (See CONSTITUTION of RIVERSIDE MANDARIN BAPTIST CHURCH)

ARTICLE V – ORGANIZATION

This corporation was founded in accordance with the California State laws on non-profit corporations. As a nonprofit entity, it does not intend to make any profit or financial gains for any of its members.

ARTICLE VI – MAIN OFFICE

This corporation has its main office, worship and meeting sites located in the County of Riverside, California. Address: 4889 TYLER STREET, RIVERSIDE, CALIFORNIA 92503.

ARTICLE VII – BOARD OF TRUSTEES

1. The Board of Trustees consists of three members. This size of the Board will remain as it is until the general church members vote to revise the Church Constitution or to amend this item.
2. The qualifications for the trustees can be found in Item 2, Chapter 4 of the Church Constitution.
3. You may find the current list of Trustees by referring to the Annual Statement of Information filed with the California Secretary of State.

ARTICLE VIII –MEMBER RIGHTS AND RESPONSIBILITIES

The number and qualifications of the Church members, their voting rights and other privileges, responsibilities and duties including giving and receiving donations are described in the Details of this Constitution.

ARTICLE IX – FOUNDING AND DISSOLEMENT

The assets of this corporation come from the donations for charitable purposes; therefore, legally these assets cannot be altered. The income or property of this Church must not be utilized for profits to benefit its trustees, staff or any individual. If and when the corporation is dissolved, the Church assets will be handled exclusively by the Southern Baptist Convention after all its debts or obligations are paid in full based on the tax-exemption status obtained through Section 3, 501 (c) of the Internal Revenue Code. These assets will be distributed in accordance with the Superior Court's verdict following the local Chief Prosecutor's filing of a lawsuit. The litigation may be initiated by any party involved in the debt handling process but the Chief Prosecutor must be a member of the parties.

ARTICLE X – LIMITATIONS

This corporation must not conduct any activity in the promotion, propaganda or advertisement for an individual running for office, in an attempt to influence the outcome of a political or legislative campaign.

The following signees including the trustees hereby establish the Constitution on this day of December 29, 2013.

Peter Leung

Xinyu Li

Daniel Roan

CONSTITUTION of RIVERSIDE MANDARIN BAPTIST CHURCH

(a California non-profit religious corporation)

PREAMBLE

We declare and establish this Constitution to preserve and secure the principles of our faith, and to govern this Church in an orderly manner. This Constitution shall preserve the liberty of each individual church member and the freedom of action of this body in its relation to other churches.

ARTICLE I NAME And Principal Office

This corporation shall be known as the Riverside Mandarin Baptist Church, further referred to in the Constitution as “the Church.” The Church maintains its main office at 4889 Tyler Street, Riverside, California. The Church reserves the right to move the main office from one location to another. Any relocation will be recorded by the Secretary of the Church.

ARTICLE II PURPOSE

The purpose of the Riverside Mandarin Baptist Church is to worship God, teach the Biblical truth, fellowship with fellow believers, serve and witness for our Lord Jesus Christ.

Matthew 28:18-20 “All authority in heaven and on earth has been given to me (Jesus). Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I (Jesus) commanded you; and lo, I (Jesus) am with you always, even to the end of the age.”

ARTICLE III STATEMENT OF FAITH

The Holy Bible is the inspired Word by God and is the basis for any statement of faith. The Church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist convention in 1963, and revised during the Convention in the year of 2000.

ARTICLE IV RELATIONSHIPS

The governance of this Church is vested in the entire body of its qualified members whose qualifications are specified in the Bylaws. It is not subject to the control of any other ecclesiastical bodies, whereas this Church recognizes and sustains the obligations of mutual counsel and cooperation with other Baptist churches. Insofar as it is practical, this Church shall cooperate with and support the Southern Baptist Convention, State Convention, and regional associations.

ARTICLE V CHURCH COVENANT

Having been led, as we believe, by the Holy Spirit of God, to receiving the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and of this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage, to abide by the Biblical teaching of the institution of marriage, of monogamy of “one man and one woman”; to maintain family and personal devotions; to teach our children the Word; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid any tattling, backbiting, and excessive anger; to abstain from the excessive use of intoxicating beverages, or any activities that may be a stumbling block to any other individual(s); to be zealous in our efforts to advance the kingdom of our Savior.

We further engage, to watch over one another in brotherly love; to remember one another in prayers; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation; to keep in mind the rules of our Savior to secure it without delay.

Finally we engage, to unite with a local church if we relocate, with a church that can carry out the spirit of this Covenant and the principles of God’s Word.

This is the Covenant we enter to abide by and to practice.

ARTICLE VI AMENDMENTS

Amendments to, or revision of , the Constitution may be proposed by the Deacon Council, or by the petition of at least 20% of the voting members at a Church business meeting to the Deacon Council for consideration. The amendments to or revision of the Constitution may be adopted at a general business meeting with a two-thirds vote.

ENFORCEMENT:**CHAPTER I: CHURCH GOVERNANCE AND RELATIONSHIPS****CHAPTER II: MEMBERSHIP****CHAPTER III: BUSINESS MEETING****CHAPTER IV: TRUSTEES AND OTHER CORPORATE OFFICERS****CHAPTER V: DEACONS****CHAPTER VI: CHURCH MINISTRY COUNCIL****CHAPTER VII: SENIOR PASTOR****CHAPTER VIII: OTHER SALARIED STAFF****CHAPTER IX: COMMITTEES****CHAPTER X: CHURCH ORDINANCES****CHAPTER XI: RECORDS AND REPORTS****CHAPTER XII: SUPPLEMENTARIES****CHAPTER I CHURCH GOVERNANCE AND RELATIONSHIPS**

The governance of this Church is vested in the entire body of its qualified members whose qualifications are specified in the Bylaws. It is not subject to the control of any other ecclesiastical bodies, whereas this Church recognizes and sustains the obligations of mutual counsel and cooperation with other Baptist churches. Insofar as it is practical, this Church shall cooperate with and support the Southern Baptist Convention, State Convention, and regional associations.

CHAPTER II MEMBERSHIP***2.01General***

This is a sovereign and democratic Baptist church under the leadership of Jesus Christ. All the members of the Church must meet the qualifications as described in Article Two (2.02) of this Constitution. The qualified members will be received by the Church and listed on the Church's membership roster. All the members have the right of self-governance in their spiritual and personal life at the Church. The Church reserves the right to determine who can be a member of this Church and the qualifications for such membership.

2.02 Membership Qualifications

1. Public profession and commitment of faith in Jesus Christ as personal Savior and Lord.
2. Baptism by total immersion as a testimony of salvation in accordance with the Scripture.
3. Complete agreement with the Purpose and Statement of Faith as set forth in Article II and Article III of the Bylaws of Riverside Mandarin Baptist Church.
4. Membership into the Church is by either of the two methods:
 - a. A person makes a public profession of faith in Jesus Christ before the Church, or before a designated person in charge of the Church ordinance. This person must give testimony through immersion baptism in accordance with the Scripture, and complete a new-membership class. Sprinkle baptism may be an option only if immersion is restricted due to the person's special health condition, and only if it is approved by the Pastoral Staff.
 - b. A person transfers membership to this Church from another church of the same faith and order. After being verified by the Pastoral Staff in view of Article I, II and III of the Constitution, this person fills out an application for the membership and, upon the approval by this Church, becomes a new member. The Pastoral Staff will also determine if an immersion baptism or new-membership class will be necessary in the process of transfer.

2.03 Duties of Church Members

1. New church members are required to participate in the Church's new-membership class.
2. It shall be the duty of every member to make a contribution to the church budget, preferably through the provided envelopes for better book-keeping and stewardship.
3. All members are encouraged to participate in one small group fellowship
4. All members are encouraged to participate in at least one church ministry.

Malachi 3:10 " Bring the whole tithe into the storehouse, so that there may be food in My house, and test Me now in this," says the Lord of Hosts, " if I will not open for you the windows of heaven, and pour out for you a blessing until there is no more need."

2.04 Formal Recognition of Members

Prospective members may be welcomed into the fellowship at any Worship Service, thereby starting church fellowship.

2.05 Voting Rights of Members

Every member is eligible and entitled to one vote at any election and on any item submitted to the Church Business Meeting. Voting by proxy or absentee ballot is not permitted.

2.06 Termination of Membership

Membership may be removed from the Church for the following reasons:

1. death of a member;
2. a request from another church of the same faith and order for membership transfer;
3. a verbal or written request by the member;
4. an official dismissal from the Church based on a member's life style that is deemed against biblical principles and moral standards in such a manner that the member's conduct is hindering the ministry and influence of the Church in the community. The steps of dismissal are as follows:

- a. The basic principle of the Church will be to emphasize to its members that every reasonable measure shall be taken to assist any troubled member. The attitude of members toward one another shall be for reconciliation rather than punishment. The Senior Pastor, his appointed minister, a trustee, a deacon or a Ministry Council member will be available for counseling and guidance.
- b. The Senior Pastor or the appointed minister will take every reasonable measure to resolve any serious issue, in accordance with Matthew 18:15~17, Galatians 6:1, I Corinthians 5:11~12, and James 5:16, 19~20. If the member should fail to correct the problem despite the counsel of the Senior Pastor or the assigned minister, the Church or Ministry Council may, by a majority vote in a regular or special Business Meeting, declare the member to be “out of fellowship with the Church.” The member in question will receive an advance notice at least seven (7) calendar days prior to the business meeting where such action will be taken.
- c. If a member makes no attempt to correct his or her action within sixty (60) calendar days of being voted “out of fellowship,” the Church may declare that he or she is no longer in membership of the Church. No further action by the Church is required.

5. Inactive membership:

- a. The unexplained absences of a member from all meetings of the Church, especially from Sunday Worships, for more than six months will be sufficient reason for the Church to place that member’s name on the inactive membership roll. The Deacon Council will try to notify that member of such action.
- b. An inactive member shall lose his or her right to vote in the business of the Church.

2.07 Restoration of Members Dismissed by the Church

In light of the biblical principles found in 2 Corinthians 2:7~8, any member dismissed by the Church may have his (her) membership restored by the Church through reapplication for membership according to Section 2.02 (Qualifications for Membership). Upon the Church’s approval, the lost membership will be officially restored.

2.08 Membership Roll

The Church membership roll will be reviewed annually in November by the Deacon Council to determine if any member should be removed from the Active Role and placed on the Inactive Role. The updated Church Membership Rolls will be presented to the Church at the Annual Business Meeting in January of each year for approval.

CHAPTER III BUSINESS MEETING

3.01 General

The Business Meeting is the general meeting of all Church members, which holds the supreme power for final approval or disapproval of the Church affairs.

3.02 Regular Business Meeting

Regular business meeting will be held annually on Sunday mornings either during or immediately after the worship service. The congregation will be notified no less than two weeks in advance of the meeting.

3.03 Special Business Meeting

Special Business Meetings may be called by the Chairman of Deacons or the Chairman of the Trustees. Special

Business Meetings will be conducted in the same manner as the regular Business Meeting. The purpose of the meeting, along with the date and time, will be announced clearly to the congregation no less than two weeks in advance of the meeting. Notice of a specially called business meeting may be given by any of the following methods:

1. Distribution of a written notice in advance to the congregation at two regular worship services; or
2. Mailing of a written notice to the active members of whom the Church has current mailing addresses; or
3. Oral announcement to the congregation at two consecutive regular worship services (for example, at morning as well as evening worships, but if both services are in the morning or evening only, the announcement would be counted only as once.)

3.04 Quorum

All Business Meetings require the presence of more than one half (1/2) of the eligible members.

3.05 Procedure

All business meetings will be conducted in accordance with the process as described in the most current edition of Robert's Rules of Order.

3.06 Moderator

All business meetings will be moderated by the Church leaders in the following order: Chair of Deacons, Chair of the Trustees, Vice-chair of Deacons, and Vice-chair of the Trustees. In the absence of the aforementioned, one of the Deacon Council members will be elected to act as a substitute moderator for the business meeting.

3.07 Church Secretary

The Church Ministry Council Secretary will serve as the Church Secretary. The Church Secretary will record the minutes of the Business Meetings and present them for approval at the next Business Meeting. In the absence of the Church Secretary, a substitute may be elected for that meeting.

3.08 Resolutions

Unless otherwise stipulated, resolution of all motions requires the votes of no less than one half of the eligible members, excluding invalidated votes.

CHAPTER IV TRUSTEES AND OTHER COROPORATE OFFICERS

4.01 Official Title of Trustees

The "Trustees" are defined the same as the "Directors," as referred to in the California Code for Non-profit Corporations.

4.02 Qualifications

A Trustee must be a member of the Church in good standing, at least 21 years of age, baptized by immersion, and maintaining a Christian testimony which is beyond reproach. He/she should be a good steward of God, tithing income, and giving time and talents to the Lord. He/she must be a supporter of all the ministries of the Church.

4.03 Officers of the Legal Staff

Three eligible members will serve as the Officers of the Legal Staff:

1. The Chair of Trustees will serve as Statutory Chair.
2. The Secretary of the Trustees will serve as Legal Secretary.
3. The Church Treasurer will serve as the legal Chief Financial Officer.

4.04 Responsibilities of Trustees

All the Officers serve as volunteers and will not receive monetary compensation for their services. They are delegated the following responsibilities:

1. Review monthly financial reports and act on all financial matters of the budget.
2. Collaborate with the Church Ministry Council and pastoral staff in developing and proposing the annual budget to the Church.
3. Serve as Agents for the Church in all legal matters.
4. Oversee all property management, maintenance and safety matters.
5. Oversee all Church Personnel Policy matters.

4.05 Election and Term of Trustees

1. The Trustees will be nominated by the Nomination Committee and elected by the Church at the annual Business Meeting.
2. The Board of Trustees shall consist of no less than three eligible church members.
3. Each Trustee serves a term of three years.
4. Each year the Church will replace one –third of the Trustees, making one third of the Board anew. In order to guarantee the Church operation without pause or interruption and to facilitate reelection, no Trustee can stay in the position beyond the term.
5. A retired Trustee may be reelected after one-year retirement from the Board.
6. No paid staff member of the Church, such as Senior Pastor, ministerial staff, and other church staff, is eligible to serve as Trustee.
7. The Officers of the Board will be elected to serve for a one year term by the majority vote of the Trustees at the last meeting of the year and may serve two consecutive terms.

4.06 Vacancies of Trustees

1. A vacancy of a Trustee may be caused by the following reasons:
 - a. The death or resignation of a Trustee.
 - b. The need to increase the authorized number of Trustees.
 - c. Dismissal from the Board of Trustees due to the failure of the member to fulfill the responsibilities as described in 4.04.
 - d. the dismissal of a member of the Board of Trustees will require a majority vote of the Trustees at a duly called Trustee meeting followed by a majority vote of a quorum at a duly called Church Business meeting.
2. When a trustee resigns, a written resignation must be submitted to the Senior Pastor, Chairperson of the Trustees or the Secretary of the Trustees specifying the effective date of the resignation.
3. When vacancy is caused by the death or resignation, a replacement should be nominated immediately by the Nomination Committee and elected formally by the Church at a business meeting.
4. The term of the successor will be the same as the remaining term of the predecessor.

4.07 Board Meeting of Trustees

1. Regular or special meetings should be held as needed in order to carry out the delegated responsibilities of the Board.
2. Formal proposals cannot be discussed or resolved without the presence of more than one half (1/2) of the elected trustees. No official action can be taken without the presence of more than one half (1/2) of the elected board members.
3. The minutes of each meeting must be recorded and maintained in the Church's files.
4. If all the trustees agree to not hold a meeting but instead vote on a proposal in writing, a decision made through such voting shall carry the same weight as those made at meetings.
5. Any meeting can be adjourned by the majority of the members present.

CHAPTER V DEACONS

5.01 General

Every Deacon must be a member of the Church, ready to assist at any time pastors, ministers, and the Council of Deacons in promoting the ministries of Lord's kingdom. The Deacon Council will consist of Deacons elected by the Church. The Deacon Council will meet on a regular basis for the ministries of the Church and for its own fellowship, mutual encouragement, and sharing of information with regards to the Church and its programs. Special meetings may be held to meet the immediate needs of the Church. Senior Pastor and other pastoral staff shall be present to guide the meetings and use their rights to vote on proposals. When necessary, the Council may invite people outside of the Council to be present although the invited participants will not have voting rights.

5.02 Qualifications

A Deacon must be a member of the Church in good standing, at least 21 years of age, baptized by immersion, and maintaining a Christian testimony which is beyond reproach. He/she should be a good steward of God, tithing their income, and devoting their time and talents to the Lord. He/she must be a supporter of all the ministries of the Church, and meeting the biblical requirements for Deacons as set forth in I Timothy 3: 1~13. Both males and females are eligible to be deacons of the Church.

5.03 Term of Deacons

A Deacon will serve a term of three years. The Church shall reelect its Deacons every year on a rotating basis so that approximately one third (1/3) of the Council of Deacons will be replaced each year. In order to guarantee the Church operation without pause or interruption and to facilitate re-election, no Deacon shall stay beyond the three year term. A retired Deacon may be reelected after at least one year retirement from the Deacon Council. A Deacon may not serve as a Trustee or on the Ministry Council while serving on the Deacon Council.

5.04 Election of Deacons

1. During the month of July all church members will be allowed to nominate candidates for the office of Deacon. Only active members in good standing will be eligible for nomination.
2. In August the pastoral staff and active Deacons will screen those who have been nominated against the biblical requirements of a deacon found in 1Timothy 3:1-13 to determine those who are biblically qualified.
3. In September the pastoral staff and Deacon Council will contact qualified candidates to determine those who are willing to accept the responsibilities of Deacons as set forth in Article 5.05 of this chapter.

4. No later than the first Sunday of November the list of qualified candidates will be submitted to the Ministry Council for review and approval.
5. Those candidates approved by the Ministry Council will be submitted to the Church for final approval at a Church Business Meeting no later than the second Sunday of December.
6. Newly appointed Deacons will be commissioned and begin serving the Church in January.

5.05 Responsibilities of Deacons

All the Deacons are volunteers and will receive no compensation for their services as follow:

1. To assist the Ministers in the spiritual ministry and caring for the church families.
2. To be especially mindful of the need for effective evangelistic outreach into the local community and to continually seek ways to accomplish the same.
3. To fulfill the responsibility of collecting and distributing the Church's love offerings as a means to bring ministry to those who are in need within the community.
4. To assist the pastors in the preparation of the ordinances, such as Baptism and the Lord's Supper.

5.06 Vacancies of Deacons

1. Vacancies of Deacons may be caused by the following reasons:
 - a. death or resignation
 - b. Dismissal from the Deacon Board due to the failure of the member to fulfill the responsibilities as described in 5.05; a dismissal will require a majority vote of the Deacon Council and of the Church at a Church Business Meeting.
2. When a Deacon resigns, a written resignation, including the effective date of the resignation, must be submitted to the Senior Pastor, the Chairperson or Secretary of the Deacons.
3. When a vacancy is caused by the death or resignation, a replacement should be nominated immediately by the Nomination Committee, approved by the pastoral staff and Deacon Council and formally elected by the Church at a Church Business Meeting.
4. The term of the successor will be the same as the remaining term of the predecessor.
5. The pastoral staff and Deacon Council will determine when additional Deacons are to be added to the Deacon Council.

5.07 Organization

The Council of Deacons includes the Chair, Vice-Chair, and Secretary. These council officers will serve a one-year term after being elected by the majority of the Council, but may serve a second year consecutively.

5.08 The Council Meeting of Deacons

1. Regular or special meetings should be held to meet the needs of the Church and to carry out the delegated responsibilities.
2. Official proposals cannot be discussed or resolved without the presence of more than one half (1/2) of the Deacons. Official actions cannot be taken without a simple majority of those present.
3. Minutes of each meeting shall be maintained by the Secretary and maintained as a part of the official Church records.
4. If all the Deacons agree to not hold a formal meeting but instead vote on a proposal in writing, a decision made through such voting shall carry the same weight as those made at formal meetings.
5. Any meeting can be adjourned with an agreement of the majority of the Deacons.

CHAPTER VI: CHURCH MINISTRY COUNCIL

6.01 General

The Church Ministry Council shall consist of six (6) ministry leaders; Prayer, Worship, Evangelism, Discipleship, Fellowship, and General Affairs and three (3) Ministry Council Officers, Moderator, Secretary, and Treasurer. These officers are elected for a one year term of office by a majority vote of the Council and may serve two (2) consecutive years.

As new individual ministries are begun they will be assigned to one of these six (6) Ministry Teams. New Church ministries may be formed when a group of church members come together, under the leadership of the Holy Spirit, with a desire to serve the church or the community in a special way. The founding group of the new ministry should request the approval of the Church Ministry Council by submitting a Ministry Plan that documents the definition, purpose, and scope, of the ministry. The plan must identify a ministry leader, assistant leader and secretary in order to be considered for approval by the Ministry Council.

6.02 Qualifications

Church Ministry Council members must be members of the Church in good standing who are willing to devote their time to promoting the Ministries of the church. The Council will meet regularly for the purpose of its own fellowship, mutual inspiration and the sharing of information with regards to the Church and its program. Special meetings may be held as needed to meet the needs of the Church.

Ministry Council members must be Church members in good standing, at least 21 years of age, baptized by immersion, and maintaining a Christian testimony which is beyond reproach. Should be a good steward of God, tithing income, and giving time and talents to the Lord. Must support all Church ministries and fulfill the biblical requirements as set forth in 1 Timothy 3:1~13 for church leaders. Both male and female members are eligible to serve on the Church Ministry Council.

6.03 Term of Church Ministry Council Members

Ministry Council members will serve a term of three years. One third (1/3) of the Ministry Council will be replaced each year in order to guarantee the Church operation without pause or interruption. No Council member shall serve beyond the three-year term. Retired Council members may be reelected after a one year retirement. A Council member may not serve on the Deacon Council while serving on the Ministry Council.

6.04 Selection of Church Ministry Council Members

1. During the month of July the Nomination Committee will meet to consider replacement candidates for those members who will be rotating off the Ministry Council in the coming year. Only active members in good standing will be eligible for nomination.
2. In August, after due deliberation, the Nomination Committee will present a list of appropriately qualified nominees to the pastoral staff and deacon council for approval.
3. The pastoral staff and deacon council will screen those who have been nominated against the biblical requirements of church leaders found in 1Timothy 3:1-13 to determine those who are biblically qualified.
4. In September the pastoral staff and Deacon Council will contact qualified candidates to determine those who are willing to accept the responsibilities of Ministry Council as set forth in Article 6.05 of this chapter.
5. No later than the first Sunday of November the list of qualified candidates will be submitted to the Ministry Council for review and approval.

6. Those candidates approved by the Church Council will be submitted to the Church for final approval at a Church Business Meeting no later than the second Sunday of December.
7. Newly appointed Ministry Council members will begin serving the Church in January.

6.05 Responsibilities of The Ministry Council

All Council members are volunteers and therefore shall receive no compensation for their services. They will:

1. Collaborate with the Trustees and pastoral staff in developing and proposing the annual budget to the Church.
2. Meet on a regular basis with Senior Pastor and paid pastoral staff according to their schedule.
3. Comply with the current Church Council statement of responsibilities as found in the “Leadership Requirements and Job Description” section of the Personnel Policies.
4. Develop and maintain a ministry team consisting of no less than an assistant ministry leader, a secretary, and other members who will oversee the functions of the Ministry.

6.06 Ministry Council Meetings

1. Regular and special meetings should be held to meet the needs of the Church and to carry out the delegated responsibilities.
2. Formal proposals cannot be discussed or resolved without the presence of more than one half (1/2) of the Council members. No official action can be taken without the presence of more than one half (1/2) of the Council members.
3. The minutes of each meeting must be documented and placed in the Church’s files.
4. If all the Council members agree not to hold a meeting but instead to vote on a proposal in writing, a decision made through such voting shall carry the same weight as those made at meetings.
5. Pastors and other church members may attend Council meetings but will have no voting rights.
6. Any meeting can be adjourned by the majority of the Council members present.

CHAPTER VII SENIOR PASTOR

7.01 Qualifications

1. The Senior Pastor of the Church must be a person of genuine Christian faith based on the Bible.
2. The Senior Pastor of the Church must have been called by the Lord and willing to accept the Constitution and the Bylaws of the Church. He must have been baptized by immersion.
3. The Senior Pastor of the Church must have the gift of leadership and profound spiritual training, willing to sacrifice for the Lord and shepherd the Church with zeal and set a good example for the congregation. During his service, he shall fully coordinate and cooperate with the Church, unite the Church with love, and lead the Church to grow in faith.
4. The Senior Pastor shall have completed his study in an Evangelical Seminary with a higher than baccalaureate degree.

7.02 Responsibilities

1. The Senior Pastor is the spiritual leader of the Church and is responsible for leading and equipping the Church through sermons, instruction and pastoring the Church so that the Church may function as a New Testament church.
2. The Senior Pastor, as the Overseer of the Church, shall work together with the Church Council to promote and carry out all church administrative services.

3. The Senior Pastor is a full-time minister of the Church. He should not take any employment position elsewhere or run any private business without the approval by the Deacon Council.

7.03 Appointment of Senior Pastor

A Senior Pastor will be immediately searched for and appointed by the Church whenever a vacancy occurs. The process of search and appointment is as follows:

1. A Pastor Search Committee will be formed to be responsible for the search and appointment of the Senior Pastor. This committee shall consist of five (5) church members nominated by the Deacon Council and the Church Ministry Council, and approved by the Church at a special Business Meeting. Advanced notice for the Business Meeting must be provided to the congregation two weeks prior to the meeting time.
2. The Pastor Search Committee presents to the Deacon Council and the Church Ministry Council the recommended nominee for consideration, one at a time.
3. The proposed candidate for the position of Senior Pastor must be approved unanimously by the Deacon Council and the Church Ministry Council.
4. The candidate will then be presented to the Church at a Business Meeting for the final approval. The candidate, upon approval by the Church with a three-fourth (3/4) majority vote cast by all the church members present, will begin service as Senior Pastor.
5. The Senior Pastor's appointment, starting date, salary, benefits, and other related matters should be clearly stated in a formal letter of employment.

7.04 Termination or Dismissal of Senior Pastor

1. Either the Church or the Senior Pastor may request employment termination if the two parties are unable to serve together to the extent that the Church is unable to exercise its due functions.
2. Termination of the appointment must be approved by a majority vote of no less than one half (1/2) of the Deacon Council and Church Ministry Council before it is presented to the Church Business Meeting for final vote.
3. The resolution for dismissal will require no less than one quarter (1/4) of the total votes present at a duly called Business Meeting. The vote will be taken by secret ballot.
4. Once the dismissal approved, the Board of Trustees, Deacon Council and Church Ministry Council will determine jointly the date of termination. Based on the actual circumstances, an optional severance fee of no more than one month salary maximum may be provided to Senior Pastor by the Church.

7.05 Salary and Benefits of Senior Pastor

Salary and Benefits of the Senior Pastor will be maintained in the Church Personnel Manual.

CHAPTER VIII OTHER SALARIED STAFF

8.01 General

In order to develop its ministries, the Church may employ one or more ministerial staff to assist the Senior Pastor.

8.02 Employment of Ministerial Staff

The guidelines regulating the hiring and benefits of Ministerial and Non-Ministerial Staff, both part-time and full-time, will be maintained in the Church Personnel Manual.

CHAPTER IX: COMMITTEES

9.01 *Classifications*

Committees are classified as either standing or temporary.

9.03 *Standing Committees*

1. Nomination Committee – consisting of five (5) eligible members with membership of no less than two years in the Church, will be formed following these guidelines:
 - a. The Senior Pastor or salaried associate pastor or minister.
 - b. Two retired Ministry or Deacon Council members.
 - c. Two church members who have never served on either the Ministry or Deacon Councils, selected by the Church at a Business Meeting
2. Selection Process is as follows:
 - a. The Ministry Council will nominate two (2) retired Ministry Council members and two (2) regular church members.
 - b. The Deacon Council will nominate two (2) retired Deacon Council members and two (2) regular church members.
 - c. Pastoral Staff will approve the nominees and submit the names to the Church at least two (2) weeks prior to a duly called Church Business Meeting.
 - d. The Church will elect two (2) Council members and two (2) regular member from the names submitted by the Pastoral staff who will serve on the Nomination Committees for three (3) years beginning in the following January.

9.04 *Temporary Committees*

The temporary committees, unless otherwise noted, are formed without a term of service; committee members are elected by the Church, upon nomination by the Nomination Committee. These committees will be dissolved after their missions are completed.

CHAPTER X: CHURCH ORDINANCES

10.01 *Ordinance of Baptism*

A person who receives Jesus Christ as personal Savior by faith and who makes a commitment to follow Christ as Lord shall be received for baptism.

1. Baptism will take place by total immersion in water.
2. Baptism will be administered by the Pastor or whomever the Church authorizes for the purpose. The Council of Deacons will assist in the preparation for and the observance of the baptism.
3. Baptism may be administered at any time that is agreeable with the pastor and candidate.

10.02 *Ordinance of Lord's Supper*

The Lord's Supper is a symbolic act of obedience whereby members of the Church, through the partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

1. The Lord's Supper shall be observed monthly.
2. The Lord's Supper shall be observed in the Sunday worship service.
3. The Lord's Supper shall be administered by the Pastor and the Deacons.

ARTICLE XI: RECORDS AND REPORTS

11.01 The Church will keep the following records and reports:

1. Financial books and records, to be kept for a minimum of seven years, in accordance with the standard accounting practices for religious non-profit organizations.
2. All the donation records, to be kept for a minimum of seven years for the contributors' tax purposes.
3. Minutes of the proceedings of all Business Meetings.
4. Minutes of the proceedings of the Board of the Trustees, the Deacon Council, and the Church Ministry Council.
5. A record of the Church members with names and addresses.

ARTICLE XII: SUPPLIMENTARIES

12.01 *Adoption*

This Constitution and the Bylaws will become effective upon their adoption by the Church at a Business Meeting.

12.02 *Amendments*

1. The establishment of this Constitution and the Bylaws is based on the current needs of the Church. If in the future the Church expands its ministries to such an extent that the existing organizations and staff positions cannot meet the growing needs, the Board of Trustees, Church Ministry Council, the Council of Deacons and the Pastoral Staff shall together consider and propose amendments or revision which, if approved and adopted by the Church at a Business Meeting, will instantly become effective.
2. This Constitution along with any details in it, if found inadequate or no longer valid, can be amended or repealed after one-third (1/3) of the eligible members of the Church makes such a proposal, and after the Deacon Council carefully studies the proposal and makes a recommendation, followed by a majority approval by more than one half (1/2) of voting Church members present at a Church Business Meeting.

12.03 *Release and Waiver*

By applying and agreeing to become a member of this Church, each member shall waive any legal rights in litigation against the Church, its Senior Pastor, ministerial staff, non-ministerial staff, Councils, Deacons, Trustees or properties.