

By-Laws of Clearwater Chinese Christian Church (CCCC)

(Rev 6.2d 7/16/2021)

Chapter I Member

Article 1 Introduction

Clearwater Chinese Christian Church is a church established with Jesus Christ as the head, following the principles of the Bible and following the guidance of the Holy Spirit.

Anyone who repents and believes in the Lord to be saved by His grace, confesses in front of the congregation that Jesus Christ is their personal savior and Lord of their life, and accepts baptism, can join this church as a member.

Article 2 Membership

Members cannot hold membership with this church and other churches at the same time. Those who apply to join the church can apply in the following ways:

A. By Baptism

Members who believe in Jesus Christ as the Savior and Lord of their life and are willing to abide by the creed and by-laws of this church and are baptized will be accepted into the church. (Mark 1:9-10; Mark 16:16; Matt 3:16)

B. By Reference Letter

Those who wish to transfer to this church, who have been baptized at another church and are willing to abide by the creed and by-laws of this church, shall obtain a reference letter from their original churches to be accepted as a member by this church.

C. By Declaration Statement

Christians who have been baptized in other churches, who are willing to abide by the creed and by-laws of this church and want to transfer to this church but cannot obtain a letter of recommendation from the original church, shall submit their own statement. The case will be reviewed by the pastor and Church Council of the church to verify acceptability.

Article 3 Procedures for new members to join the church

- A. Submit the membership application form to the pastor of this church
- B. Pastor and elders inquire about the faith of applicants
- C. Receive baptism

D. Those who are accepted by the letter of recommendation or declaration do not need to be baptized again. They will be introduced to the congregation by the pastor or elders and accepted by the congregation during Sunday worship.

Article 4 Age of Membership

A. Anyone over the age of 18 is an adult member.

B. Anyone under the age of eighteen is a juvenile member and becomes an adult member when he reaches the age of 18. However, persons under the age of eighteen cannot vote in the general meeting.

Article 5 Rights and Obligations of Members

A. All members should be loyal to Jesus Christ, lead people to the Lord, and participate in church worship, testimony, group fellowship, service, dedication, and participate in church meetings.

B. All adult members shall attend the church general meeting and can exercise the right to vote.

C. Adult members who are absent from Sunday worship services for three consecutive months shall not have the right to vote in the general assembly.

Article 6 Discipline of members

A. If members of this church violate the main principles or cause problems, the pastor and elders will admonish them. It is better to teach with love than harshness (Matthew 18:15-20; Gal 6:1; Romans 16:17-20) ; 2 Timothy 2:24-26; 2 Thessalonians 3:6; Titus 3:10-11).

B. If members of this church have serious apostasy that affects the church, the pastor and elders must restore him with spiritual tenderness. If the person fails to change after repeated admonitions, their membership may be cancelled by a two-thirds resolution by a special meeting of the general assembly.

C. Those who have their membership cancelled and want restoration must sincerely repent to the Lord in front of the congregation, and membership will be restored by a two-thirds resolution of the general assembly.

Article 7 Termination of membership

A. Death

B. Recommendation

C. Withdrawal (see Article 6 of Chapter I).

Chapter II Church Organization

Article 1 Introduction

The pastor, Church Council, and Deacon Board jointly handle the affairs of the church, and the general assembly has the right to make the final decision.

Article 2 Pastor

The pastor is the shepherd of the congregation and assists the Church Council and Deacon Board to jointly lead the church to grow into a sound New Testament church.

A. Qualifications

- (1) Accepting Jesus Christ as his personal savior and the Lord of his life.
- (2) Called by God to engage in preaching service.
- (3) Trained and graduated from a theological seminary (or equivalent) and was an ordained pastor.
- (4) Candidate must have no less than three years of pastoral experience, confirmed authoritative knowledge of the Bible, must possess pastoral character requirements outlined in the Bible (1 Timothy 3:1-7; Titus 1:6-9); pastor and spouse must not be divorcees, and is willing to tithe and use his body as the temple of the Holy Spirit (1 Corinthians 6:18-20).

B. Responsibilities

- (1) Preach the gospel to nonbelievers.
- (2) Leading the church in prayer, preaching, worship, ministry, group fellowship, education and various ministries.
- (3) Caring for the needs of the members of the church and other people in the community.
- (4) Presiding over the work of church etiquette and baptism.
- (5) Presiding over wedding and funeral ceremonies for members in accordance with biblical principles.

C. Recruitment

If there are any vacancies for the pastor of the church, a pastoral appointment committee must be established. Its members are as follows:

- (1) Council of elders and deacons (see Article 4, A).
- (2) Two members proposed by the Deacon Board and approved by the general meeting. The chairman of the Deacon Board serves as the chairman of the committee. The committee may review the candidate's qualifications and experience, arrange sermons, communicate with

the congregation, and negotiate wages and benefits. The association can only recommend one pastor at a time and submit it to a two-thirds vote of the general meeting.

D. The term of the pastor

The new pastor and the church signed a three-year contract. After the contract expires, two-thirds of the general meeting will decide whether to extend employment. Each renewal term shall not exceed two years.

E. Resignation/Termination procedures

(1) If the pastor wants to resign, he must notify the church two months in advance.

(2) If a member or members have a major complaint(s) against the pastor at least three or more members should submit a statement in writing with the details to the Deacon Board for review. If the Deacon Board determines unanimously that pastoral termination is justified, the Deacon Board must notify all members of this two weeks in advance to convene a general meeting. The resolution of termination must be passed by two-thirds of the general meeting's vote. After the resolution of termination is passed, the church should give the pastor 30 days' notice of termination. The pastor will be given a one-month termination subsidy when he is terminated.

(3) If the elders and deacons agree to require the pastor to leave the office immediately, the church must give a two-month severance allowance to the pastor.

F. When the pastor's position becomes vacant, the elders and deacons will have the responsibility to continue the church ministry.

Article 3 The Church Council and the Elders

A. The composition and function of the Church Council

The Church Council is comprised of the pastor, elders and the chairperson of the Deacon Board. The chairman of the Church Council is selected by the Church Council. The Church Council meeting is convened by the chairman of Church Council. The Church Council should hold regular and timely meetings and understand the spiritual status of the members in order to give appropriate pastoral feedback on the members' spiritual needs. The Church Council will study and analyze the church's short-term and long-term commitments and direction. The Church Council will discuss and handle various church affairs and come to consensus of opinions. The Church Council's decisions will be discussed and implemented by the Deacon Board.

B. Qualifications of Elders

The elders must be people of God, living and serving according to God's will. They must have served in the congregation for many years, and be recognized, accepted and respected by the congregation. The gift of wisdom and blessings are valuable assets for an elder; however, being a moral living testimony, having spiritual maturity, and walking in the spirit of sacrifice in service to the Lord and His people are more important.

(1) Must comply with the Bible teachings (1 Timothy 3:8-13, Titus 1:6-9); The elder and the spouse have never been divorced, and the family is in harmony. The elder would like to tithe and use the body as the temple of the Holy Spirit (1 Corinthians 6:18- 20).

(2) Must be a member of the church for more than five years and must be over forty years old.

C. Responsibilities of Elders

The duty of the elders is to assist the pastor. Pastors and elders are spiritual co-workers who work together to shepherd the church. The church may ordain a few elders to assist the pastor according to needs. Elders—

- (1) Assist the pastor in shepherding the church.
- (2) Preach the gospel to unbelievers.
- (3) Are on the Church Council.
- (4) Assist in church gatherings, preside over ceremonies, evangelism, preaching, testimony, Sunday school, baptism, etc.
- (5) Participate in Deacon Board meetings and church affairs.
- (6) Care for the needs of members and other people in the community.

D. Selection procedure

- (1) Candidates are submitted in writing by the signature of the pastor and two-thirds of the Church Council.
- (2) The pastor should introduce candidates to the congregation five weeks before the general assembly meeting.
- (3) Candidates for elders must be approved by two-thirds of the general assembly.
- (4) Newly appointed elders should be ordained by at least three pastors.
- (5) The elders ordained by this church are regular members of the Church Council.
- (6) See "E" for the suspension procedure.
- (7) "Elder" is a lifetime title, no matter if the person is holding a position or not.

E. Suspension procedures

If elders fail to perform their duties, the pastor and the Church Council will investigate, and then proceed in accordance with Article 6 of Chapter 1. If the elder does not return to his duties, the pastor and the Church Council will propose to dismiss the elder from the church positions in the general meeting. The elder's dismissal must be approved by two-thirds of the general meeting attendees.

If an elder no longer serves for personal reasons or they move to another place and cannot serve in the church, the pastor and the council will report to the congregation.

Article 4 The Deacon Board and Deacons of the Church

A. Composition of the Deacon Board

The church Deacon Board includes the following members:

- (1) Pastor
- (2) Elders
- (3) All deacons

The chairman of the Deacon Board is elected by the deacons. The work of a secretary shall be carried out by the church clerk.

B. Qualifications of a Deacon

- (1) A deacon's life must conform to the teachings of the Bible (1 Timothy 3:8-13).
- (2) Must be born again, saved and baptized for two years, and be a member of the church for more than two years, and over 30 years of age.
- (3) Willing to grow in Spirit with a humble heart. They must serve faithfully, dedicate willingly, and enthusiastically spread the gospel; be an active participant in Sunday school, prayer meetings, group fellowships, etc.

C. Selection Procedures of Deacons

The nomination committee is established to nominate candidates for deacons of various departments. The nomination committee is composed of the Church Council and two members nominated by the Deacon Board and is convened by the chairman of the Deacon Board. Deacon candidacy process follows the procedures of the By-laws and requires two-thirds of the votes of the general assembly to pass.

D. Term Length of Deacons

The term length of deacons is two years, and they can be re-elected.

E. Responsibilities of the deacon

The church Deacon Board serves the church congregation and plans all of the following affairs:

- (1) Discuss and agree on the goals of the church.
- (2) Draft and propose plans for the church to achieve its goals.
- (3) Carry out matters specially entrusted by the general meeting.
- (4) Review and coordinate all plans and suggestions put forward by church departments and members; and promote good communication between departments and members.

- (5) Review and report on the resources required for church ministry.
- (6) Evaluate the effectiveness of the church's related ministries and report to the congregation.
- (7) Deal with temporary important affairs. If necessary, report matters to a general meeting of members and offer for referenda.
- (8) Schedule the agenda of the general meeting.

F. Deacon Board Meeting

The church Deacon Board shall meet monthly.

Article 5 Church Legal Representatives

The chairman of the church Deacon Board, the financial and clerical deacon is the representative who is registered with the government on behalf of the church that year.

Chapter III General Meeting of Members

Article 1 Introduction

The general meeting is held for all members to decide important matters of the church, and only members have the right to vote. The general meeting of members shall follow proper procedure.

Article 2 Meeting

A. Meetings are held twice a year, in May and November and are chaired by the chairman of the Deacon Board who reports on the progress of the ministry during the general meeting.

B. The November meeting is the annual meeting. The chairman of the Deacon Board will report on the ministry for the current year on behalf of the Deacon Board in the annual meeting and submit the plan and budget for the coming year to the members for vote and approval. The general meeting of members can still question and veto all decisions of the Deacon Board.

C. A special general meeting shall be convened by the chairman of the Deacon Board. The agenda shall be published in the Sunday report two weeks before the meeting.

Article 3 Procedure

A. At the general meeting, one-half of the number of members with voting rights shall be a quorum of attendance.

B. The general meeting is presided over by the chairman of the Deacon Board. When the chairman is absent, the Deacon Board will decide which deacon will preside over the general meeting.

C. Proposals for the meeting should be drafted by the Deacon Board two weeks before the meeting and published in the Sunday Worship Weekly Bulletin. Proposals must be passed as resolutions by two-thirds of the voting members present.

D. Participants can submit a temporary proposal, and it can be seconded by more than one person. It shall be discussed after all the preplanned proposals have been voted on. Temporary proposals shall be voted on by members with voting rights present at the general meeting. Two-thirds of the votes are required to make a proposal become a resolution.

E. The minutes of the general meeting and the financial report must be announced within one month after the meeting.

F. In special circumstances, the decision to hold earlier, delay or cancel the general meeting of members may be fully approved by the Deacon Board and reported to the congregation.

Chapter IV Church Ministry

Article 1 Introduction

The church has various departments to promote church ministry. Each department has at least one overseeing deacon. The departments are as follows: worship department, education department, general affairs department, finance department, clerical department, mission and caring department, worship and praise department, etc. Other deacons are nominated by deacons of various departments and approved by the Deacon Board.

Article 2 Departments

A. Worship Department

- (1) Responsible for venues, audiovisual and materials required for worship and gatherings.
- (2) Organizes the receptionists of the weekly church Sunday worship service and other gatherings. Prepare Sunday worship service weekly bulletins.
- (3) Coordinates worship and hosts, interpreting, worship leader, reception, etc.
- (4) Prepares the Holy Communion.
- (5) Prepare for baptism.
- (6) Records the number of people attending the worship service on Sunday.
- (7) Promotes a godly atmosphere during worship and gatherings.

B. Education Department

- (1) Organizes Sunday school, arranges teachers, trains teachers, and provides training goals.
- (2) Introduces and supplies Christian education and training materials.
- (3) Plans and organizes whole church training conferences and retreats.
- (4) Cooperates with the church's vision and plan and is responsible for the promotion of Sunday school.
- (5) Organizes and guides youth and children's worship, baby room care and vacation Bible school etc.

C. General Affairs Department

- (1) Manages and repairs church buildings, including regular cleaning and daily use equipment.
- (2) Responsible for the food and other needs of Sunday worship and special gatherings, and related staff arrangements.

(3) Responsible for purchasing all the needs of the church.

D. Finance Department

(1) Handles the church's finances, donations, receipts, and taxes.

(2) Prepares financial budgets, accounting, and financial reports, and submit them to the Deacon Board for review.

E. Clerical Department

(1) Arranges and records church ministries.

(2) Responsible for meeting minutes.

(3) Manages church books and other media.

(4) Encourages members to use spiritual books and multimedia to increase their spirituality.

(5) Supplies related books and multimedia needs of various departments.

(6) Organizes the roster of church members.

F. Mission and Mission Department

(1) Publishes gospel leaflets and testimony collections.

(2) Plans evangelistic meetings, annual missions, and short-term preaching.

(3) Supports missionary organizations.

(4) Manages and edits the church website.

G. Fellowship and Care Department

(1) Manages small group fellowship activities

(2) Conducts outreach to care about members' current situations.

(3) Cooperates with the pastor to implement the whole church visit plan.

H. Worship and Praise Department

(1) Responsible for worship, hymns, praise on Sunday service and other special gatherings.

(2) Promotes and arranges church music activities.

(3) Invites conductors, song leaders, and instrument players, and requests approval for such arrangements from the Deacon Board.

(4) Manages audio-visual equipment.

Chapter V Worship

- A. Sunday worship should be held every Sunday at an agreed time.
- B. Prayer and other gatherings are proposed by the pastor or elders and approved by the Deacon Board.
- C. Holy Communion is held monthly, and other needs shall be ordered by the pastor and the Church Council.
- D. Baptism shall be arranged by the pastor or elders.

Chapter VI Creed and By-laws

A. If necessary, any suggestion to revise the creed or the by-laws must be discussed thoroughly and approved by the Deacon Board then reported to the members on a Sunday, for the record.

B. To revise the creed or the by-laws, an amendment committee shall be established, which is proposed by the church Deacon Board every five years. The amendment committee is composed of the Church Council, two deacons, and two members proposed by the Deacon Board. An Amendment Committee shall be approved by a vote of the general meeting.

C. Any suggestion to amend the creed or the by-laws proposed by the amendment committee shall be discussed in detail by the Deacon Board; after approval, it shall be formally proposed to the general assembly.

D. The proposal to amend the creed or by-laws must be announced in the church for two consecutive weeks.

E. The proposal to amend the by-laws must be offered for vote and shall pass by two-thirds of the general meeting attendees. Proxy voting is not accepted.

F. The proposal to amend the creed must be approved by all general meeting members with voting rights for the amendment to pass. Proxy voting is not accepted.