

Chinese Church of Metro South Boston

BYLAWS

Article 1: Name

The name of this church is “Chinese Church of MetroSouth Boston” (CCMSB).

Article 2: Purpose

Our purpose is to glorify God by advancing the kingdom of Christ. Together we worship Him; nurture His people to be Christ-like according to the Bible; and share His love to all peoples, in Metro South Boston and beyond.

CCMSB does this through:

2.1. Worship and Prayer: to participate in worship as a corporate expression of our passion for the supremacy of God in all things to the joy of all peoples; and to seek that God’s will be done, through prayer. (Jn 4:24; Rev 4:8-11; Eph 2:21; Mk 11:17)

2.2. Spiritual Formation: to grow in the knowledge and application of God’s Word in order to develop God’s people toward full Christian maturity and to train them for effective ministry. (Eph 4:11-13; 2Ti 2:2; 1Ti 3:15)

2.3. Community Fellowship: to love and care for one another as the family of God by encouraging, supporting and praying for each other. (Ac 2:44-47; Heb 10:23-25; Jn 13:34-35; Eph 3:15)

2.4. Ministry and Service: to demonstrate the love of Christ to those in our church, in our community, and in the world. (Mt 25:34-40; Gal 5:13; 2Co 9:11-12; Ro 12:4-8; Eph 4:12)

2.5. Evangelism and Missions: to extend the Kingdom of God by advancing the gospel through evangelism in our community and through missionary endeavors throughout the world. (Ac 1:8; 2Co 5:20; Mt 28:18-20; 2Pe 3:9)

Article 3: Statement of Faith

- 3.1.** We believe that all Scripture – consisting of sixty-six books in the Old and New Testaments – is the only divinely inspired and infallible Word of God. Scripture is the supreme authority in all matters of faith and conduct. (2Ti 3:16-17; 1Th 2:13; 2Pe 1:19-21; 1Ti 4:12-13; Jas 1:21-25)
- 3.2.** We believe that there is one living and true God, eternally existing as three persons – the Father, the Son, and the Holy Spirit – who are equal in power and glory. This Triune God created all, upholds all, and governs all. (Dt 6:4; Mt 28:19; Eph 2:18)
- 3.3.** We believe that Jesus Christ our Lord is the Son of God – both fully God and fully man – and the Savior of the world. Through his life, death, and resurrection, he atoned for sin and made provision for the redemption of mankind. (Mt 1:18-25; Jn 1:14; 3:16; Ro 3:25; 1Ti 3:16; Heb 2:9; 1Pe 3:18)
- 3.4.** We believe that the Holy Spirit, the third person of the blessed Trinity, brings people into a saving relation with God, and that he is the Comforter, Sanctifier, and Guide of all who receive Jesus Christ as personal Savior. (Jn 3:3-8; 14:16-18,26; 16:8-11,13,15; Tit 3:5; Ro 15:16; 2Th 2:13)
- 3.5.** We believe that man was created in the image of God, for the purpose of glorifying God. We believe that as a result of the Fall, sin entered into the human race as a universal condition, and that sin condemned the whole human race to death. (Ge 1:27; 3:1-6; Ro 5:12,18; 3:10-12,23)
- 3.6.** We believe that repentance for sin and reception of Jesus Christ as personal Savior is the one and only way whereby sinful man may be reconciled with God. (Ac 4:12; 1Jn 5:12)
- 3.7.** We believe that the Church is the body of believers united in Christ with him as the head. The Church invisible and universal is composed of the redeemed of all ages. The local church is the visible manifestation of the invisible Church. (Ac 2:46-47; Mt 16:18; Eph 4:4-6,11-16; 5:23)
- 3.8.** We believe that baptism by water is the public confession of Christ as Savior and Lord. It is a symbol of one's union, by faith, with Christ in death, burial, and resurrection. (Mt 28:19; Ac 2:38-41; Ro 6:3-5). We believe that the Lord's Supper should be observed by all believers. It consists of partaking corporately of the bread and cup, in remembrance of the death of Christ for the remission of sins. (1Co 11:23-34; Lk 22:19-20)
- 3.9.** We believe that at the end of the age, the Lord Jesus Christ shall descend from heaven to redeem his people into eternal life, and to judge the wicked into eternal death. (1Pe 4:7; Ac 1:11; 24:15; Mt 25:31-46; 1Th 4:14-17)

Article 4: Membership

4.1. Basis for Membership

4.1.1. We welcome any person who shows evidence of being a Christian and accepts our bylaws, including the Statement of Faith to join us as members.

4.1.2. Members of CCMSB have the right to vote on matters concerning this church. A member can be reclassified as inactive member after review by CAB (Church Advisory Board, defined in Article 5); inactive members may not vote on any church matters.

4.2. Admission of Members

A person may become a member of CCMSB after fulfilling all of the following conditions:

4.2.1. recommendation by a member of the CAB or BOD, or by two active church members who can testify that the candidate regularly participates in worship, fellowship, and service.

4.2.2. baptism at CCMSB, previous baptism in another church as a believer, or confirmation of infant baptism.

4.2.3. completion of the New Members Class and signed the Membership Commitment (persons baptized at CCMSB are expected to have completed this requirement prior to baptism).

4.3. Active Members

An active member is a member who regularly attends church worship and supports church activities.

4.4. Inactive Members

A member can be designated as inactive member, which is proposed by Membership Committee and approved by CAB, if the member does not satisfy the conditions in Item 4.3 and has not voted for one year or not attending regular Church services for 6 months.

In the case that a member has joined another church outside of CCMSB's immediate geographic area where dual membership is not recognized, the member shall be considered an inactive member and the membership can be reactivated later.

4.5. Termination by Separation

The Membership Committee, after consultation with the member, may recommend the termination of his/her membership to CAB by submitting a written request. Once approved, that person is no longer the member of CCSMB.

In the case if the member can't be reached, upon approval by CAB, the membership can be revoked from CCMSB.

4.6. Termination by Removal

By petition of at least two church members or by recommendation of the Membership Committee, and after review by and approval of CAB with due process, any member found guilty of gross misconduct and not evidencing genuine repentance shall be removed from membership. The removal is confirmed by majority vote among members of the CAB. The principles described in Mt 18:15-17 shall be followed.

4.7. Reactivation of Membership

4.7.1. An inactive member may be reinstated by the Membership Committee after approval of CAB to resume an active relationship with CCMSB.

4.7.2. A member terminated by separation may be reinstated by the Membership Committee upon new completion of all conditions for admission to membership.

Article 5: Governance Structure

The ministries of CCMSB shall be governed and implemented by members of the Church Advisory Board, Board of Deacons, and committees authorized according to these bylaws.

5.1. Church Advisory Board (CAB)

5.1.1. Purpose: To provide overall governance and leadership of the church.

5.1.2. Membership: The CAB shall be composed of the Senior Pastor, up to three Pastoral Staff, and up to four elected trustees. The maximum number of members can be increased to reflect the size of the congregation.

5.1.2.1. The Senior Pastor is automatically a member of the CAB. An acting Senior Pastor may not be considered a member of the CAB.

5.1.2.2. Pastoral Staff (Associate, Assistant Pastors and Ministers) can be invited by Senior Pastor and approved by CAB to join the CAB, after a minimum period of six months church employment. A pastor or minister may choose to accept or decline the invitation depending on his or her specific ministry giftings and responsibilities.

5.1.2.3. Trustee eligibility, election, and selection are below (5.2.4 and 5.2.7).

5.1.2.4. Each member will serve together and be governed by the following values:

5.1.2.4.1. Spiritual formation into Christ-likeness, as individuals and as a governing body

5.1.2.4.2. Accountability, mutual trust, and care for one another

5.1.2.4.3. Effective ministry and administration

5.1.3. Responsibilities: The CAB shall do the following:

5.1.3.1. Provide vision, direction and mission for the church.

5.1.3.2. Provide short-term and long-term church goals and objectives that will be reviewed annually.

5.1.3.3. Oversee the spiritual formation of the church by promoting and defending solid biblical teaching and development of church life and church members in accordance with the statement of faith, and vision and values as set forth in the bylaws and as set forth by annual review.

5.1.3.4. Oversee the implementation of the church ministries; ensure that the ministries conform to the teachings of Scripture and the bylaws; ensure that the ministries align with the vision, direction and mission of the church; and review the major ministries annually.

5.1.3.5. Oversee the operations of the Board of Deacons.

5.1.3.6. Set, approve, and review the Annual Budget.

5.1.3.7. Provide resolution for sensitive issues between church members, including mediation, referral to outside counseling, and/or disciplinary action.

5.1.4 Church Advisory Board (CAB) meetings:

5.1.4.1. Church Advisory Board Meeting: The CAB members shall meet regularly

to fulfill the responsibilities outlined in 5.1.3, with a primary focus on discussing overall vision, direction, and spiritual needs of the church. Goals and objectives of the church shall also be discussed and reviewed.

5.1.4.2. Church General Leadership Meeting: The CAB shall meet regularly with

all Pastors/Pastoral Staff, Ministers/Ministry Leaders, and Deacons for communication, update, fellowship and exchange of information, and prayer. See Church General Leadership Meeting below in 5.4.

5.1.5. Organization: The CAB shall be chaired by the Church Advisory Board Chair (who will also be a trustee (see below in 5.2.6)).

5.1.5.1 Organizational operation shall be decided within this board. Each member carries an equal weight and responsibility within this board. By design the CAB Chair is responsible for calling meetings, but other members may suggest for meetings as necessary.

5.1.6. Governance: If a particular issue requires a timely decision in which unanimity cannot be reached or before unanimity can be reached, a decision shall be made via a voting process. Each member carries a single vote, and all members must vote. *In absentia* votes are accepted. The majority vote wins. In the case of a tie, the CAB chair shall make the final decision.

5.1.6.1 Once a final decision is made, the entire CAB shall present a united front.

5.1.6.2. The preference is for unity in agreement.

5.2. Trustees

The trustees are elected leaders of the church to serve alongside the Senior Pastor and Pastoral Staff on the Church Advisory Board. They can be considered the non-pastoral members and lay members of the Church Advisory Board.

5.2.1. Purpose: To serve as lay leaders (non-pastoral staff) of the Church Advisory Board.

5.2.2. Membership: There will be 2 to 4 trustees.

5.2.3. Responsibilities: The trustees will serve on the Church Advisory Board to provide

all of the functions as described in 5.1.3. In particular, the trustees are to:

5.2.3.1. Work with the Senior Pastor to define and develop the church's vision, mission and direction, as well as short and long-term goals and objectives.

5.2.3.2. Support the Senior Pastor and church ministries.

5.2.3.3. Provide annual review of the Senior Pastor. The review should be conducted carefully with two trustees based on the feedback from the congregation for the purpose of encouragement and suggested areas for improvement.

5.2.3.4. Enter into all employment contracts of pastoral or other staff on behalf of the church, in coordination with designated Search Committees and the Human Resource Committee.

5.2.3.5. In the absence of a Senior Pastor, the remaining CAB members (Trustees and other Pastoral staff on the CAB) will provisionally serve all the functions of the Church Advisory Board. The Trustees will be responsible for appointing a Pastoral Search Committee.

5.2.4. Qualifications: Trustees shall be active church members in good standing and shall

meet the following requirements. To be considered for nomination, a candidate must:

5.2.4.1. Meet the biblical requirements per 1 Ti 3:1-7 and Tit 1:6-9.

5.2.4.2. Have at least 4 years of active church membership.

5.2.4.3. Have at least 4 years of ministry and recognized church leadership experience, such as deacon or ministry leader.

5.2.4.4. Be able to give a clear written explanation of the gospel.

5.2.4.5. Be able to provide a written testimony.

5.2.4.6. Be able to provide 3 character references.

5.2.4.7. Fully agree with the church's statement of faith (Article 3) and provide a signed agreement form.

5.2.4.8. Fully agree and understand the church's bylaws and government structure as given in this document; understand and accept the responsibilities and expectations of a Trustee as defined in the bylaws.

5.2.4.9. Be able to teach and disciple others, such as teaching in Sunday school or baptism class.

5.2.4.10. Note: Cannot serve concurrently as a deacon.

5.2.5. Term: The term length for a trustee shall be four years. A trustee can be re-elected for two consecutive terms, but cannot be re-elected for an additional consecutive term until one year has expired.

5.2.5.1. Re-election for trustees will follow the selection and confirmation process in 5.2.7.

5.2.5.2. A trustee may resign by notifying the CAB with 3 months advanced notice.

5.2.5.3. A trustee may step down mid-term due to unforeseen employment change, family emergency, or other circumstance. If a trustee is not active in the church for a period of 3 months, during his or her term, the trustee should step down.

5.2.6. A Church Advisory Board Chair will be selected from among the trustees (also 5.1.5).

5.2.6.1. The CAB will select the chair from among the trustees by internal agreement.

5.2.6.2. The term length for the chair will be two years and can be re-elected for two terms.

5.2.7. Selection and Confirmation Process:

5.2.7.1. The CAB will nominate candidates for new trustees whenever there is a vacancy or a need arises to add a new trustee; the congregation is welcome to submit names of candidates to the Church Secretary (who is also the deacon secretary) for consideration. Note: For the initial selection, the current Church Council will stand in place for CAB.

5.2.7.2. A screening Process (Reference and materials check, Interview, Face-to-Face Meetings for mutual communication of what is expected) is conducted by the CAB. At this point candidates may also remove themselves from the election process, if so desired.

5.2.7.3. The CAB will select and approve candidates to be sent to the congregation for congregational vote. The CAB provides a list of all approved candidates to the Church Secretary.

5.2.7.4. The Church Secretary announces the approved candidates to the congregation along with a bio, qualifications and picture one month in advance of a congregational vote.

5.2.7.5. Candidates receiving lesser than 10% no votes from voting members are elected as trustees. If no candidates match this criteria, the seat can be left vacant.

5.2.7.5.1. Participation of two thirds of active congregation members is required for the vote.

5.2.8. Removal: A trustee may be removed from office if he or she is determined to have committed misconduct, thereby becoming biblically unqualified and no longer meeting the criteria of 5.2.4.1. The process will follow the principles of Matt 18:15-17. A trustee will be removed from office with a unanimous vote among the remaining members of the CAB.

5.2.8.1. In the case the trustee opposes this decision, he or she can request for an independent committee to be formed following the procedure as outlined in 6.5.1.4.

5.3. Board of Deacons

5.3.1. Purpose: To provide operational and logistical execution of church ministries.

5.3.2. Membership: The Board of Deacons shall be composed of all active deacons who are elected from the general membership. The CAB shall decide on the number of deacons to be elected each year, of at least six members. The Board of Deacons may request the CAB to approve additional numbers of deacons as the need arises.

5.3.3. Responsibilities: The Board of Deacons shall be responsible for church operations, such as finance, building, stewardship; and logistical execution of church activities.

5.3.4. Qualifications: Deacons shall be active church members in good standing and shall meet the following requirements. To be considered for nomination, a person must:

5.3.4.1. Meet the biblical requirements per Acts 6:1-6 and 1 Ti 3:8-13.

5.3.4.2. Have at least 2 year active church membership at CCMSB.

5.3.4.3. Have at least 1 year active church involvement at CCMSB (for example, attending Sunday worship, fellowship group, serving and tithing).

5.3.5 Term and Election:

5.3.5.1. The term of a deacon shall be two years. Deacons are eligible for nomination for a consecutive two-year term. After two consecutive terms, a person may not be nominated again for membership on the Board of Deacons until at least one year has expired. If a deacon cannot serve the full two-year term, the CAB may appoint another church member to serve the remaining term.

5.3.5.2. Candidates for deacon shall be selected by the Deacon Nomination Committee, chaired by an elected deacon with several additional church members appointed by the CAB, and including one trustee from the CAB. The Deacon Nomination Committee shall submit the final list of candidates for deacons to the CAB four weeks before the Annual Membership Meeting. Upon recommendation from the CAB, nominees shall be elected/confirmed at a Congregation Meeting. If the number of candidates are equal to or less

than the number of vacancies, a candidate shall be confirmed by at least two-thirds of the votes cast. Otherwise, a candidate shall be elected by a simple majority of the votes and the vacancies shall be filled in the order of the number of votes received.

5.3.5.3. A deacon may be removed from office if he or she is determined to have committed misconduct, thereby becoming biblically unqualified and no longer meeting the criteria of 5.3.4.1. A deacon may be removed from office by agreement of at least two-thirds vote of the CAB.

5.3.6. Organization:

5.3.6.1. The Board of Deacons shall elect a Chair Deacon, a Secretary, and a Treasurer from its members.

5.3.6.2 The Chair Deacon shall be elected to a two-year term and shall be eligible for election to consecutive terms. The Chair Deacon shall preside over the meetings of the Board of Deacons.

5.3.6.3 The Secretary shall be elected to a two-year term and shall be eligible for election to consecutive terms. In the absence of the Deacon Chair, the Secretary shall serve as acting Chair Deacon.

5.3.6.4 The Secretary shall record minutes for all Board of Deacons meetings and Membership Meetings and shall distribute them to the general membership. The Secretary shall post notice of the Annual Membership Meeting and any Special Membership Meetings, and shall be responsible for balloting. The Secretary shall also post the minutes of the Annual and Special Membership Meetings.

5.3.6.5 The Treasurer shall be elected to a two-year term and shall be eligible for election to consecutive terms. The Treasurer shall also serve as Chair of the Finance Committee. The Treasurer of the Board of Deacons shall oversee all funds belonging to CCMSB.

5.3.6.6 The Treasurer shall prepare the church budget and shall provide monthly financial reports to the CAB. The Treasurer shall also provide financial reports at the Church Leadership Meetings and an annual report at the Annual Membership Meeting. He or she will also provide updates to the congregation upon request.

5.3.7 Board of Deacon Meetings:

5.3.7.1 Board of Deacon meetings shall be called by the Chair.

5.3.7.2 Deacons shall meet once every 2 months, or as needed.

5.3.7.3 Meeting minutes shall be recorded and distributed by the Church Secretary.

5.3.8. Governance: If there is a need to vote on issues, a decision shall be made by a majority vote.

5.3.8.1 A majority two-third vote is needed to confirm key decisions.

5.3.8.2 Once a final decision is made, the entire BOD shall present a united front.

5.3.8.3 The preference is for unity in agreement.

5.3.8.4. Key issues beyond the responsibilities of the BOD shall be elevated through the Chair Deacon to the CAB for resolution.

5.4. Ministry Leaders

Ministry leaders are lay leaders designated by the CAB. Ministry leaders serve a crucial role in the church, particularly in the area of spiritual formation. The guidelines provided here serve merely as guidelines, but the actual execution and direction of each ministry will be arranged within each ministry under the direct supervision of the Church Advisory Board or designated Pastor. While ministry leaders do not specifically have a “governing” role within church leadership, the expectations placed upon them are no less stringent. Ministry leaders are expected to be active members of the church, in good standing, and willing to adhere to the church’s governing policies as set forth in these bylaws.

5.5. Ministries (Spiritual Formation Ministries)

5.5.1. Definition: The ministries detailed within this category are those that directly relate to ministry of the Word and spiritual formation. These include preaching, adult Sunday school, Sunday worship, fellowships, Bible study, youth program, children’s program, prayer, and missions and are categorized as Spiritual Formation Ministries (See Figure 1). Therefore these ministries are under the direct supervision of the Church Advisory Board.

5.5.2. Organization: Each ministry will have either a designated Ministry Coordinator, Minister, or Pastor. When a lay Ministry Coordinator is in charge, he or she will be directly responsible to a member of the Church Advisory Board. This member of the Church Advisory Board is also responsible to provide support as needed. When a minister or pastor is the designated leader, he or she will follow the practices as described in Ch.6, but which are not dissimilar to that described here for the Ministry Leaders.

5.5.3. Ministry Leaders: Ministry coordinators are designated by the Church Advisory Board. Ministry coordinators are responsible to the Church Advisory Board. Also see 5.4.

5.5.4. Meetings: Each ministry will be responsible for recruiting, training, and supporting the co-workers needed within that particular ministry. Ministry coordinators must attend the bi-annual Church Council Meeting to provide a review and update of his/her ministry.

5.5.5. Missions Committee: The Missions Committee shall be responsible for the implementation of the Missions program of CCMSB and the allocation of the Missions Fund in accordance with the Mission Policy of the church. The Committee should consist of at least one member of the Church Advisory Board in an advisory role. The Missions Chair shall report to the CAB.

5.6. Church General Leadership Session: Church leadership meetings will be held regularly (biannually) for review and update of all ministries and sharing of vision and direction from the CAB.

5.6.1. Purpose: For coordination among CAB, Board of Deacons and other church ministry leaders. The purpose of the meetings are as follows:

5.6.1.1. To discuss the mission, vision, and direction of the church: The CAB will share their mission, vision, and direction for the church, and also receive feedback from ministry leaders and deacons.

5.6.1.2. To present and review annual goals: The CAB will share annual church goals. The BOD, ministry leaders, and relevant committee chairs will also share their respective goals for approval by CAB.

5.6.1.3. To review and update all ministries: Ministry leaders will provide an update of their ministries and share needs with the CAB and deacons.

5.6.1.4. To review ministry budgets and overall church budget: Ministry leaders will provide review of the ministry budget and present budget proposals. The Treasurer will also provide an update on the church's overall financial status.

5.6.2. Meetings: All pastors, pastoral and ministerial staff, CAB members, BOD members, and ministry leaders are expected to attend.

5.7. Church Officers

The Senior Pastor, the Chair of the Church Advisory Board (trustee), the Chair of the Deacons, the Church Treasurer (deacon), and the Church Secretary (deacon) are the church officers.

5.7.1. Responsibilities:

5.7.2.1. Communicate with the government and legal entities as needed: ex, signing legal documents.

5.7.2.2. Secretary will update the state government annually when new church officers are appointed.

5.8. Note on Bylaws: As any and all documents possess inherent limitations, the church recognizes that only the grace of God at work within the church and within church members will protect the church from unnecessary division and controversy. Therefore, the bylaws are not an all-encompassing safeguard against any and every circumstance that the church may come up against. Rather, by prayer, humility, and obedience to the Word, the church recognizes its dependence upon the Lord, from whom all blessings flow.

Figure 1. Overview of Church Governance Structure

CCMSB Governance Structure

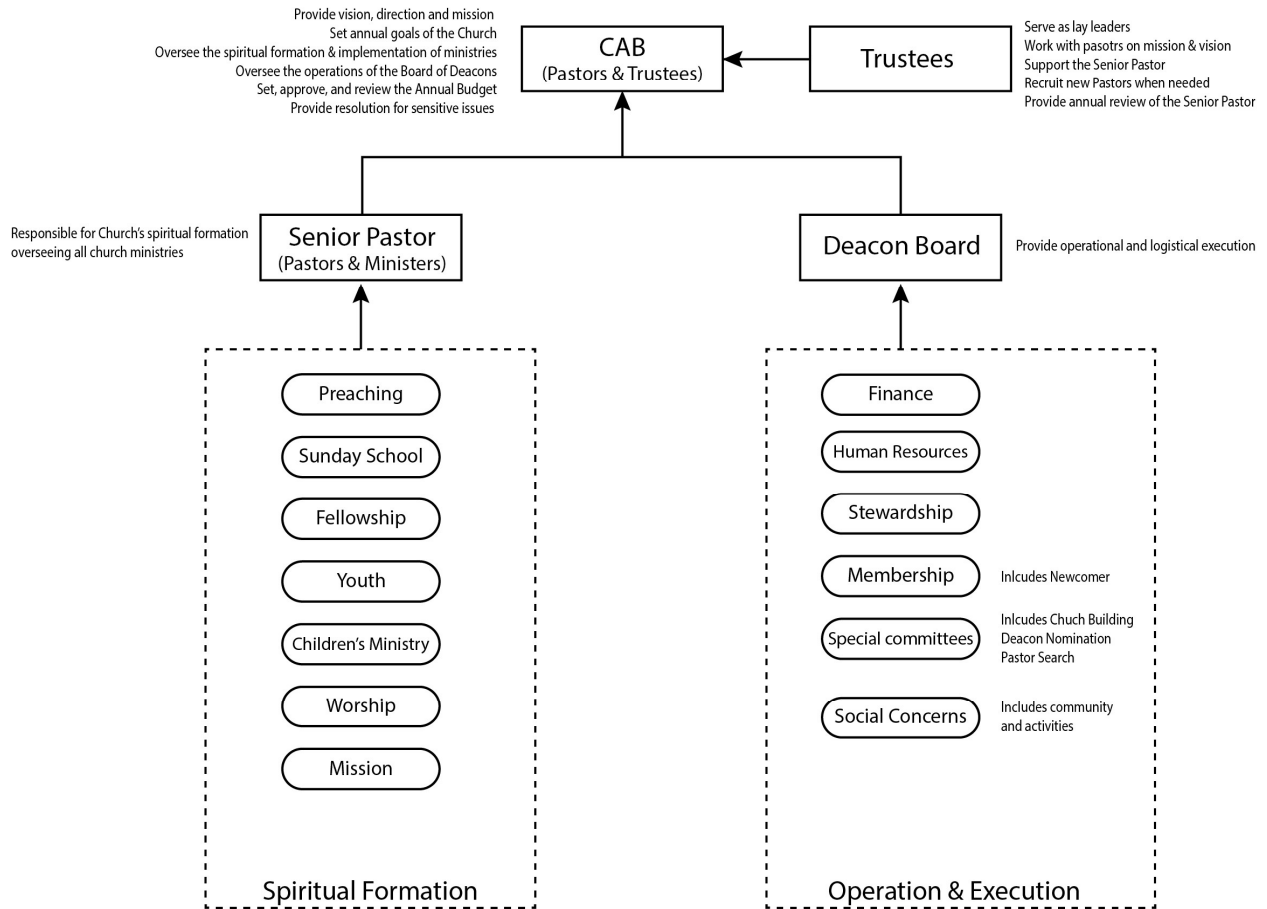
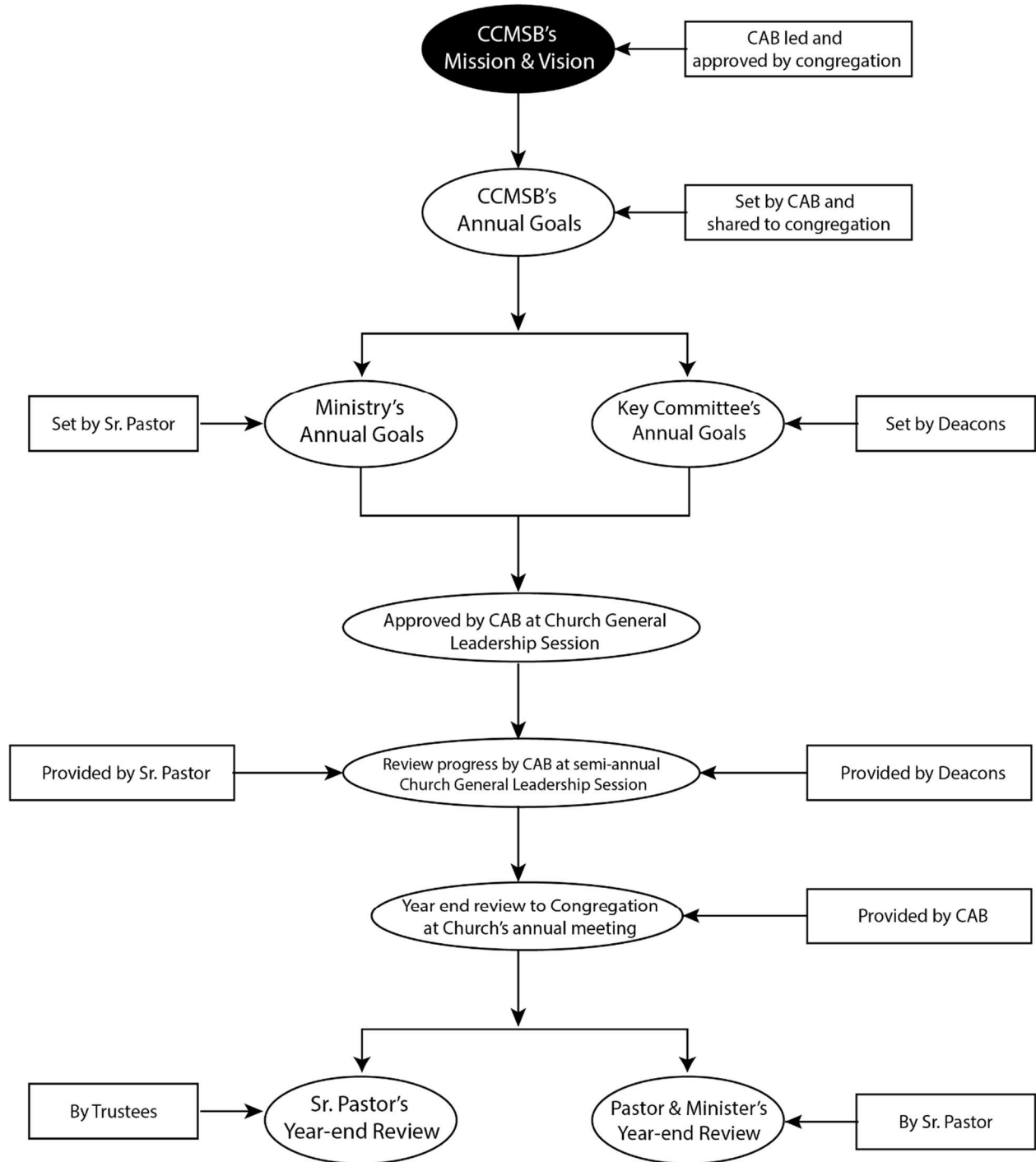


Figure 2. Overview of Church Workflow

CCMSB Work Structure



Article 6: Senior Pastor, Pastors and Ministers

6.1. Responsibilities:

Pastor(s) and minister(s) are under the leadership of the Church Advisory Board (CAB). They are responsible for the spiritual formation of the church through solid spiritual teaching, shepherding, preaching and overseeing all church ministries. Pastors may include an associate and/or assistant pastors and/or ministers.

In the capacity of serving in CAB, Pastor(s) shall work closely with other trustee members to take responsibilities as defined in 5.1.3. In addition, Senior Pastor takes the leadership in building the Church's spiritual foundation by leading other Pastor(s) and Minister(s) to execute activities (defined by but not limited to figure 1 of Ch.5) toward the Church's vision.

6.2. Pastoral Qualifications:

All pastors and ministers shall meet the qualifications for office as set forth in such Scripture as 1Ti 3:1-7 and are members of CCMSB.

6.3. Selection and Confirmation Process:

6.3.1. When the position of a Pastor/Senior Pastor/Minister shall become vacant, CAB shall appoint a Pastoral Search Committee, consisting of four members selected from Deacons, ministry members, and including one trustee who also serves as the chair of the committee. All committee members are appointed by CAB.

6.3.2. Job descriptions of pastor(s) are drafted, maintained, and updated by HR committee and approved by CAB (see HR committee in Article 7)

6.3.3. A screening process (reference check, basic qualification check, interviews or face to face meetings for mutual communication of what is expected) is conducted by Pastor Search Committee.

6.3.4. The recommendation of qualified candidates shall be submitted to CAB by Pastoral Search Committee. CAB shall conduct additional interviews with candidates, and Pastoral Search Committee can seek further inputs from the Congregation if needed.

6.3.5. Recommendation of one final candidate to the congregation will be made jointly by Pastoral Search Committee and CAB.

6.3.6. CAB chair announces the approved final pastoral candidate to the Congregation along with bio and picture one month in advance to a congregation vote.

6.3.7. Participation of two thirds active members of the congregation is required for the vote. If this minimum number of participating members is not achieved, then CAB chair will call for another vote.

6.3.8. Less than 10% negative votes from voting members are required to approve the candidate to serve as Pastor/Senior Pastor.

6.3.9. CAB will announce the result to the congregation

6.3.10. The approved Pastor/Senior Pastor candidate shall enter an employment contract with job descriptions for the first term of one year.

6.3.11. For ministers and asst. pastor, similar process can be followed upon future modification based on specific roles.

6.4. Employment Contract:

6.4.1. Every year, Trustees will work with the HR committee on adjustment of Pastoral staff's annual compensation. The final plan shall be communicated to Senior Pastor by CAB chair.

6.4.2. After the first term of one year, the subsequent contract terms are three years each.

6.4.3. At the end of each contract term, Trustees shall collect feedback from church members and make decisions on whether to renew the contract. CAB chair will communicate to the Pastor(s) the decision.

6.4.4. In the case of renewal, HR committee will provide renewed contract along with updated job descriptions if there is an update.

6.4.5. There is no limit on total number of terms a pastor can serve.

6.4.6. In the case that the Pastor(s) has served more than three terms (or 7 years), then the Pastor can be considered for tenure, which can be awarded after confirmation voting by congregation.

6.5. Termination:

6.5.1. In the case that a pastor or minister is questioned to have become biblically unqualified due to gross misconduct, negligence because of moral or doctrinal failures, the following steps shall be followed:

6.5.1.1. A written statement needs to be submitted to CAB for consideration of potential actions.

6.5.1.2. CAB can review the complaint and decide whether to pursue further actions.

6.5.1.3. If it is determined to further actions are necessary, then CAB shall conduct a formal review with the Pastor. If Pastor recognizes the misbehavior or moral/doctrinal failure and desires to rectify, CAB can specify a certain period of time for the pastor to rectify and review again for final decision. Alternatively, he/she can choose to voluntarily resign.

6.5.1.4. If the Pastor or Minister disagrees, then an independent committee shall be formed to conduct due diligence. If the recommendation from the independent committee is to remove the Pastor involved, then CAB shall then conduct a vote. A unanimous approval is required for CAB's recommendation of removal of the Pastor. Final approval of removal will be voted and confirmed at congregational meeting based on the CAB's recommendation.

6.5.1.5. If the Pastor or Minister is proven to be biblically qualified, then CAB will notify the congregation to affirm and re-establish his or her credibility with a formal written statement.

6.5.2. A Pastor or Minister may resign by notifying the Trustee or CAB with three months' advanced notice.

6.6. Senior Pastor:

6.6.1. Oversees and coordinates the development and implementation of activities related to Spiritual Formation of the Church (defined in Fig 1 in Chapter 5).

Works as a key team member alongside other CAB members to develop the vision, mission, core values and strategic plan for the church and make key decisions as defined by 5.1.3 in Chapter 5.

6.6.2. Oversees and leads the pastoral staff and ministry leaders related to Spiritual Formation

6.6.3. Oversees and leads the preaching and teaching ministries of the Church

6.6.4. Guides and administers the core ministries of the church – worship, teaching, evangelism, fellowship / Pastoral care, administration

6.6.5. Leads and energizes the outreach ministries of the church including evangelism and mission

6.6.6. Trains and develops lay leaders for effective ministry

6.7. Pastors and Ministers

6.7.1. All Pastors and Ministers shall be under the supervision of the Senior Pastor.

6.7.2. A Pastor or Minister shall assist the Senior Pastor, at his/her direction, in carrying out the following pastoral responsibilities:

6.7.2.1. Provide counsel or support to church members

6.7.2.2. Leads specific ministries assigned by Senior Pastor

6.7.2.3. Preach to the church when assigned by Senior Pastor or serve as Acting Senior Pastor when assigned by Trustees on interim basis

6.8. Acting Senior Pastor

6.8.1. When the Senior Pastor is absent for a limited time, the Senior Pastor may designate a Pastor or minister to be the Acting Senior Pastor.

6.8.2. When the position of Senior Pastor is vacant, CAB shall designate an Acting Senior Pastor until the Senior Pastor role is fulfilled.

Article 7: Committees

The Board of Deacons (BOD) may establish and organize committees to assist in the implementation of church operations. Unless otherwise specified, committees are responsible to the BOD. The respective committee chairs are appointed by the BOD for a two-year term and may be reappointed for one additional term. All committee members are recommended by the respective chair and confirmed by the BOD. The committees shall operate in accordance with established policies, develop new policies as subject to the approval from the BOD and submit ministry reports, including changed and/or new policies, as mandated by the BOD for review. A temporary committee may be organized on a need basis as decided by the BOD. Once the need has been met, the committee will be disassembled. The CAB may also ask the BOD to establish committees in accordance with the vision, mission, and direction of the church and/or annual goals set by the CAB.

Standing committees of CCMSB will include the following:

7.1. Finance Committee

The Finance Committee, chaired by the Treasurer and responsible to the BOD, shall oversee and/or manage the financial matters, including benevolent, all funds and members' loans of the Church and shall ensure compliance with IRS rules in all matters, such as all bank accounts using the name of CCMSB. The Committee shall also monitor, and has authority to audit any church accounts. The Committee should consist of at least one member of the Church Advisory Board in an advisory role. The Treasurer shall report to the CAB.

7.2. Stewardship Committee

The Stewardship Committee shall be in charge of the operations and maintenance of all church properties, and shall provide logistical support to designated church functions, such as property, transportation, property maintenance, food service, information and telecommunications. The Stewardship Chair shall report to the BOD.

7.3. Human Resources Committee

The Human Resources Committee shall be overall responsible for the administration of the church's Personnel and Benefit Policy for pastoral and administrative staff as well as other typical Human Resources functions as defined by the committee. The Committee shall review the Personnel and Benefit Policy and practices to ensure regulatory compliance. The Committee may consist of at least one non-pastoral member of the Church Advisory Board in an advisory role. The Human Resource Chair shall work closely with the CAB to discuss annual reviews of pastoral and administrative staff.

7.4. Membership Committee

The Membership Committee shall administer all membership related tasks. The Committee should oversee and manage the application and processing and approving of new church members. The Membership Committee is under the direction of the BOD.

7.5. Social Concerns Committee

The social concerns committee shall be responsible for the Church's social concerns and community outreach programs to engage the local community. The social activities include but are not limited to Father's Day outing, Thanksgiving and Chinese New Year activities etc.

7.6. Special Committees (such as Deacon Nomination Committee, and Church Building Committee which might be a temporary instead of standing committee)

The Deacon Nomination Committee will be responsible to manage deacon candidate nomination and processing. Refer to Article 5.3.5.2.

Article 8: Meetings

8.1. Business Meetings

8.1.1. Membership Meetings: The purpose of Membership Meetings includes, but is not limited to, the following: announcement and consideration of motions for bylaws revisions, appointment/termination of a Pastor, election/confirmation of trustees and deacons, and major construction projects and real property transactions, and announcement of policy/procedure implementations.

8.1.1.1. Annual Membership Meeting: The Annual Membership Meeting shall be held in March for the purpose of presenting reports, holding elections, and conducting any other business that may properly come before the meeting. Written notice shall be posted at least two weeks prior to the meeting.

8.1.1.2. Special Membership Meeting: With at least two-week's notice, a special membership meeting may be called by the Chair of CAB, by at least one quarter of the CAB members, or by members numbering at least 15% of the quorum of the last membership meeting. The Secretary shall post notice and the Chair shall convene the meeting. In case of emergency as approved by the CAB, such meetings may be held with less than two-week's written notice or posting. All resolutions passed concurrent with a Special Membership Meeting and in accordance with the bylaws shall be binding.

8.1.2. To be introduced and considered in a membership meeting, an original main motion shall be offered to the CAB one (1) months before the meeting in the form of a resolution; and signed by the majority of CAB members, or by the originator(s) with ten or more member signature seconds.

8.1.3. Original main motions from the floor in a Membership Meeting may be accepted for voting only at a future Membership Meeting.

8.2. Quorum

8.2.1. A simple majority of a group or committee meeting, outside of membership meetings, shall constitute a quorum for that meeting.

8.3. Voting

- 8.3.1. Only members 18 years of age or older shall be eligible to vote at Membership Meetings.
- 8.3.2. A simple majority of votes cast shall be required to pass all resolutions, except as otherwise specified in the bylaws.
- 8.3.3. Unless otherwise specified, voting in election and/or confirmation, adoption of bylaws revisions, approval of major construction projects and real property transactions, and all other motions shall be by written ballot at CCMSB campuses on the same day as a membership meeting. Binding congregational decisions shall require that votes be cast by church members numerically equal to at least seventy-five percent (75%) of the average number of valid votes cast in the preceding two Annual Membership Meetings.
- 8.3.4. Absentee ballots may be cast for matters presented on printed ballots distributed to members before the meeting. Absentee ballots must be delivered to the Secretary prior to the meeting.

8.4. Conflict of Interest

The principle of 'avoiding conflict of interest' shall be the norm and be observed in all decisions made in the Board of Deacons, CAB, and all ministries.

Article 9: Amendments

The bylaws may be amended, altered, waived, or replaced at any Annual or Special Membership Meeting by at least two-thirds of the votes cast, provided there is a quorum. Notice of any meeting for such purpose shall include the subject matter of the proposed amendment.

Article 10: Dissolution

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.