

# Chinese Bible Church of Greater Boston

## BYLAWS

(Approved on 10/19/2014, effective on 10/19/2014)

### Article 1: Name

The name of this church is “Chinese Bible Church of Greater Boston” (CBCGB).

### 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 Greater Boston and beyond.

CBCGB 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 accepts our bylaws, including the Statement of Faith, and shows evidence of being a Christian to join us as members.
- 4.1.2. Members of CBCGB have the right to vote on matters concerning this church. A member can be reclassified as inactive member; inactive member may not vote on any church matters.

##### **4.2. Admission of Members**

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

- 4.2.1. recommendation by a member of the Church Council or by two active church members who can testify that the candidate regularly participates in worship, fellowship, and service;
- 4.2.2. baptism at CBCGB, 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 CBCGB are expected to have completed this requirement prior to the baptism); and
- 4.2.4 approval from an ad hoc committee formed at the beginning of each calendar year appointed by the Board of Elders from members of the Church Council.

##### **4.3. Active Members**

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

##### **4.4. Inactive Members**

The Membership Committee may designate as inactive any member who does not satisfy the conditions in Item 4.3 and has not voted for two consecutive years.

##### **4.5. Termination by Separation**

The Membership Committee, after consultation with a member, may recommend the termination of his/her membership to the Board of Elders by submitting a written request.

#### 4.6. Termination by Removal

By petition of at least two church members or by recommendation of the Membership Committee, and after review and admonition by the Board of Elders with due process, any member found guilty of gross misconduct and not evidencing genuine repentance shall be removed from membership. 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 resuming an active relationship with CBCGB.
- 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. Should a member be terminated by separation due to membership in a church outside of CBCGB's immediate geographic area that does not recognize dual memberships, the member shall be considered an inactive member for reactivation purposes.

### **Article 5: Governance Structure**

Under the general oversight of the Board of Elders, CBCGB ministries shall be implemented by members of the Church Council and committees authorized according to the bylaws.

#### 5.1. Board of Elders

- 5.1.1. Responsibilities: The Board of Elders shall be responsible for the spiritual welfare, shepherding and teaching of the church and its members; shall oversee all aspects of the church, shall prayerfully seek God's vision for the church, and shall deal with such church business as cannot be delegated. (1Pe 5:1-3; 1Ti 5:17; Ac 20:28)
  - 5.1.1.1. The Board of Elders is responsible to the congregation.
  - 5.1.1.2. The Board of Elders shall be responsible for the spiritual oversight and administration of the total ministry of the church. It shall assure biblical administration of the ordinances of the church (i.e., communion, baptism), shall assure that the ministry conforms to the teachings of Scripture and the bylaws, and shall review the major ministries annually.
  - 5.1.1.3. The Board of Elders may establish such ministries and committees as it deems appropriate. These committees may assist in planning, coordinating, and implementing ministry activities.
  - 5.1.1.4. The Board of Elders shall have sole responsibility to enter into all employment contracts on behalf of the church.
  - 5.1.1.5. The Board of Elders shall approve all guidelines, policies, and statements developed by all functional teams in Church Council, ministries, and committees;
  - 5.1.1.6. The Board of Elders shall annually review the service of all its members including the Senior Pastor. The Board shall assist the Senior Pastor in the review of other members of the pastoral staff.
- 5.1.2. Each elder shall possess the qualifications described in 1Ti 3:1-7 and Tit 1:6-9. Except for the Senior Pastor, each elder shall have served a minimum of four years in the Church Council.
- 5.1.3. Membership: The Board of Elders shall consist of the Senior Pastor and up to nine elected elders.
- 5.1.4. Term and Election/Confirmation
  - 5.1.4.1. The Senior Pastor serves in the Board of Elders without term limit.

- 5.1.4.2. Elected elders serve on one three-year term, and are eligible for nomination for a second consecutive three-year term. After completing two consecutive terms, or leaving the Board of Elders for any reason, a person may not be nominated for membership on the Board of Elders until one year has expired.
- 5.1.4.3. Candidates for elder shall be recommended by active members of the church to the Board of Elders through any member of the Church Council. The Board of Elders will finalize the list of nominees, to be confirmed at the Annual Membership Meeting by at least two-thirds of the votes cast. If the number of confirmed candidates is greater than the number of vacancies, the vacancies shall be filled in the order of the number of votes received. In the unlikely case of a tie for the last available vacancy, the sitting Board of Elders will determine the candidate to fill the last available vacancy.
- 5.1.4.4. The Board of Elders shall publish their final, approved list of nominees at least six weeks prior to the Annual Membership Meeting.
- 5.1.4.5. An elder may be removed by agreement of at least two-thirds of the Board of Elders, and at least two-thirds of the votes cast at a Special Membership Meeting called for the purpose of voting on this issue.

#### 5.1.5. Organization

- 5.1.5.1. The Board of Elders shall elect an elder as Chairman for a one-year term. The Chairman may serve up to two consecutive terms. If the church has only one elder, the Chairman may serve additional terms.
- 5.1.5.2. Should the Chairman be unable to fulfill the designated duties, the Board of Elders shall appoint or elect an Acting Chairman from the elders until a successor is elected, or until the Chairman resumes the responsibility.
- 5.1.5.3. The Chairman of the Board of Elders shall preside at the Board of Elders meetings, Church Council meetings, the Annual Membership Meeting, and any Special Membership Meetings.
- 5.1.5.4. The Board of Elders shall elect an elder as Secretary for a one-year term. The Secretary may serve up to two consecutive terms. If the church has only one elder, the Secretary may serve additional terms.

## 5.2. Board of Deacons

5.2.1. Responsibilities: The Board of Deacons shall be responsible for

- 5.2.1.1. church operations, such as finance, property, and stewardship; and
- 5.2.1.2. ministries designated by the Board of Elders.

5.2.2. Qualifications: Deacons shall be church members in good standing and shall meet the qualifications set forth in such Scripture as Ac 6:1-6 and 1Ti 3:8-13.

5.2.3. Membership: The Board of Deacons shall consist of eight to twelve members elected from the general membership. The Church Council shall decide on the number of deacons to be elected each year.

5.2.4. Term and Election/Confirmation

- 5.2.4.1. 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 Board of Elders may appoint another church member to serve the remaining term.
- 5.2.4.2. Candidates for deacon shall be selected by the Deacon Nomination Committee, chaired by an elected elder and consisting of at least one deacon and several additional church members appointed by the Board of Elders. The Deacon Nomination Committee shall submit the final list of candidates for

deacons to the Church Council four weeks before the Annual Membership Meeting. Upon recommendation from the Church Council, nominees shall be elected/confirmed at the Annual Membership Meeting. If the number of candidates is 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.

5.2.4.3. A deacon may be removed from office by agreement of at least two-thirds of the Board of Deacons, followed by at least two-thirds of the votes confirming the removal cast at a Membership Meeting called for this issue.

### 5.2.5. Organization

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

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

5.2.5.3. The Secretary shall be elected to a one-year term and shall be eligible for election to consecutive terms. The Secretary shall serve both as Secretary of the Board of Deacons and as Secretary of the Church Council. In the absence of the Head Deacon, the Secretary shall serve as acting Head Deacon.

5.2.5.4. The Secretary shall record minutes of all Church Council, 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 post the minutes of the Annual and Special Membership Meetings.

5.2.5.5. The Treasurer shall be elected to a one-year term and shall be eligible for election to consecutive terms. The Treasurer shall also serve as Chairman of the Finance Committee. The Treasurer of the Board of Deacons shall oversee all funds belonging to CBCGB.

5.2.5.6. The Treasurer shall prepare the church budget and shall provide monthly financial reports to the general membership. The Treasurer shall also submit an annual written report of church finances at the Annual Membership Meeting.

## 5.3. Church Council

5.3.1. Responsibilities; The Church Council is the body where the activities of the Board of Elders, the Board of Deacons, and the pastoral staff are coordinated.

5.3.1.1. The Church Council shall coordinate all motions that need to be approved by the church membership.

5.3.1.2. The Church Council shall approve the annual budget of the church.

5.3.1.3. Church Council meetings shall be called by the Chairman.

5.3.1.4. Special meetings of the Church Council may be called by at least five members of the Church Council.

### 5.3.2. Membership

5.3.2.1. The Church Council shall consist of all members of the Board of Elders, the Board of Deacons, and the pastoral staff.

5.3.2.2. The Chairman of the Board of Elders shall serve as Chairman of the Church Council.

- 5.3.2.3. The Secretary and Treasurer of the Board of Deacons shall serve respectively as the Secretary and Treasurer of the Church Council.
- 5.3.2.4. If the church has no elected elder, the Head Deacon shall serve as Chairman of the Council.
- 5.3.2.5. Paid staff of the church, with the exception of the Senior Pastor who is a member of the Board of Elders, are not eligible for any elected office. No person shall serve simultaneously both as an elder and a deacon.

#### **5.4. Church Officers**

The Senior Pastor, the Chairman of the Board of Elders, the Secretary of the Board of Deacons, and the Treasurer of the Board of Deacons are the church officers.

### **Article 6: Pastors and Ministers**

#### **6.1. Responsibilities**

Pastors and ministers are under the leadership of the Senior Pastor. They are responsible for shepherding, preaching, and teaching.

#### **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 become members.

#### **6.3. Senior Pastor**

##### **6.3.1. Responsibilities**

- 6.3.1.1. The Senior Pastor, responsible to the Board of Elders, is the spiritual leader of the church and serves primarily as shepherd, preacher, and teacher.
- 6.3.1.2. The Senior Pastor is responsible for giving spiritual encouragement and for leading the ministries of the church.
- 6.3.1.3. The Senior Pastor shall supervise the pastoral and administrative staff.
- 6.3.1.4. Except for nomination committees and the finance committee, the Senior Pastor shall be *ex officio* member of all boards, committees, and coworker teams of all ministries and fellowship groups.

##### **6.3.2. Confirmation**

- 6.3.2.1. When the position of Senior Pastor shall become vacant, the Board of Elders shall appoint a Senior Pastor Search Committee, consisting of seven members and chaired by an elected elder with representation from the general church membership.
- 6.3.2.2. The recommendation of the Senior Pastor Search Committee shall be submitted to the Board of Elders. To be approved as a Senior Pastor Candidate, a recommendation must receive at least 'unanimity minus one' positive approval by the Board of Elders. The Acting Senior Pastor shall not vote upon the recommendation of a Senior Pastor.
- 6.3.2.3. The Senior Pastor Candidate shall be submitted to the Church Council for coordination of confirmation. The Chairman of the Church Council shall call a Membership Meeting to vote on the Senior Pastor Candidate. Confirmation by at least two-thirds of the votes cast at this meeting shall be required to appoint the Senior Pastor Candidate as Senior Pastor.
- 6.3.2.4. The Senior Pastor shall enter into an initial contract for employment of one year, renewable with subsequent terms of one to five years.

6.3.2.5. The employment of the Senior Pastor may be terminated by the vote of at least two thirds of the elected Elders, followed by at least two-thirds of the votes confirming this removal cast at a Special Membership Meeting called for this matter.

#### **6.4. Pastors and Ministers**

6.4.1. With the approval of the Board of Elders, the Senior Pastor may appoint one or more Pastors and Ministers as required. All Pastors and Ministers shall be under the supervision of the Senior Pastor.

6.4.2. A Pastor or Minister shall enter into a contract for employment with the terms of the office not less than one year or more than five years. A Pastor or Minister may terminate the contract with six months' written notice. The employment of a Pastor or Minister may be terminated or not renewed upon the recommendation of the Senior Pastor with the approval of the Board of Elders.

6.4.3. A Pastor or Minister shall assist the Senior Pastor, at his direction, in carrying out pastoral responsibilities.

#### **6.5. Acting Senior Pastor**

6.5.1. When the Senior Pastor is absent for a limited time, he may designate a Pastor to be Acting Senior Pastor.

6.5.2. When the position of Senior Pastor is vacant, the Board of Elders shall designate an Acting Senior Pastor. The maximum term of an Acting Senior Pastor shall be two years.

### **Article 7: Committees**

The Board of Elders may establish and organize committees to assist in the implementation of church ministries.

Unless otherwise specified, committees are responsible to the Board of Elders, the respective committee chairs are appointed by the Board of Elder for a two-year term and may be reappointed for one additional term, and all committee members are recommended by the respective chair and confirmed by the Board of Elders. The committees shall administer in accordance with established policies, develop new policies as subject to the approval from the Board of Elders and submit ministry reports, including changed and/or new policies, as mandated by the Board of Elders for review.

Standing committees of CBCGB are:

#### **7.1. Stewardship Committee**

The Stewardship Committee, responsible to the Board of Deacons, 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, food service, information and telecommunications, etc. Sub-committees shall operate under the Stewardship Committee. The chairman shall be a deacon appointed by the Board of Deacons.

#### **7.2. Finance Committee**

The Finance Committee, as chaired by the Treasurer and responsible to the Board of Deacons, shall oversee the financial matters of the Church and shall ensure compliance with IRS rules in all matters, such as all bank accounts using the name of CBCGB. The Committee shall also monitor, and has authority to audit, any church accounts.

#### **7.3. Missions Committee**

The Missions Committee shall be responsible for the implementation of the missionary program of CBCGB 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 Board of Elders in an advisory, non-voting role.

#### **7.4. Membership Committee**

The Membership Committee shall administer all membership related tasks. The Committee should consist of at least one member of the Board of Elders in an advisory, non-voting role.

#### **7.5. Human Resources Committee**

The Human Resources Committee shall have the overall responsibility 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 Charter. The committee shall review the Personnel and Benefit Policy and practices to ensure regulatory compliance.

#### **7.6. Social Concerns Committee**

The Social Concerns Ministry (SCM) Committee shall be responsible for the implementation of social justice and mercy ministries of CBCGB and the allocation of the SCM Fund in accordance with the SCM Fund Policy of the church. The Committee should consist of at least one member of the Board of Elders in an advisory, non-voting role.

#### **7.7. Elder Nomination Committee (Article 5.1.4)**

#### **7.8. Deacon Nomination Committee (Article 5.2.4)**

### **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 the Senior Pastor, election/confirmation of elders 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 October 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 Chairman, by at least one quarter of the Church Council, or by members numbering at least 15% of the quorum of the last membership meeting. The Secretary shall post notice and the Chairman shall convene the meeting. In case of emergency as approved by the Board of Elders, 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 church council two (2) months before the meeting in the form of a resolution; and signed by the Chairman, by the Senior Pastor, by 5 members of the Church Council, 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.



8.1.4. Meetings of the Board of Elders, the Board of Deacons, and the Church Council: The Board of Elders, the Board of Deacons and the Church Council shall meet regularly – not less than once each quarter – to attend to church business.

## **8.2. Parliamentary Procedure**

The Robert’s Rules of Order Newly Revised, as may be amended from time to time, shall govern the meetings of members insofar as such rules are not inconsistent with the bylaws and any special rules of order CBCGB may adopt.

## **8.3. Quorum**

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

## **8.4. Voting**

8.4.1. Only members 18 years of age or older shall be eligible to vote at Membership Meetings.

8.4.2. A simple majority of votes cast shall be required to pass all resolutions, except as otherwise specified in the bylaws.

8.4.3. 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 CBCGB 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.

8.4.4. 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.

## **8.5. 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 Elders, Board of Deacons, Church Council, 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.