Constitution of The Chinese Christian Church at Clemson South Carolina

ARTICLE I: NAME

The name of this church shall be the Chinese Christian Church at Clemson.

ARTICLE II: PURPOSE

The purpose of this church is to glorify God. To this end it exists for: the worship and service of God; the teaching of His Word; the proclamation of His saving grace; the building up, fellowship, and discipline of those who believe the Son; the practice of holiness without which no one shall see God; and the rendering of compassionate service to all regardless of social class or race.

ARTICLE III: STATEMENT OF FAITH

1. We believe in the Scriptures of the Old and New Testaments, and that they are inspired of God, inerrant in the original writings, and of supreme and final authority in faith and life (II Tim. 3:16; II Peter 1:21; Psalms 119:89; John 12:47-48; Rev. 22:19).

2. We believe in one God existing in three persons: Father, Son, and Holy Spirit, coequal and eternal (Gen. 1:1, 26-27; Isa. 44:6; Matt. 28:19; II Cor. 13:14; Deut. 6:4).

3. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility, show themselves to be sinners in thought, word, and deed (Gen. 1:27; Rom. 1:18, 3:23, 5:12; Psalms 51:5).

4. We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary, and is true God and true Man (Matt. 1:18, 22-23; John 1:14; Phil. 2:6-7).

5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in Him are justified on the ground of His shed blood (Rom. 5:8, 6:23; Eph. 2:8-9).

6. We believe in the resurrection of the crucified body of our Lord, in His Ascension in the heavens and in His present life there for us as High Priest and Advocate (I Cor. 15:1-4; Acts 1:9; Heb. 7:22-25).

7. We believe in the blessed hope, the personal and visible return of our Lord and Savior Jesus Christ to reign (Acts 1:11; I Thess. 3:13, 4:14-17; Rev. 19:7, 20:15).

8. We believe that all who are born again of the Holy Spirit receive by faith the Lord Jesus Christ, and thereby become children of God (John 1:12-13, 3:3, 5, 7).

9. We believe in the eternal security and everlasting blessedness of the saved, and the eternal conscious punishment of the lost (John 3:16-18; I John 5:11-13; Rev. 20:15; Mark 9:48).

10. We believe that Christ instituted the ordinance of Baptism and the Lord's Supper, to be observed until He comes (Matt. 26:26-29; I Cor. 11:23-26; Matt. 28:19-20).

ARTICLE IV: MEMBERSHIP

Membership in this church shall be based upon an individual personal acceptance of the Lord Jesus Christ as Savior. Each candidate for membership should be able to give a testimony of faith in Christ and a desire to live a consistent Christian life. The candidate should be baptized, if not baptized previously. Such persons show evidence of a satisfactory attitude toward the doctrinal standards of this church and its

Constitution, and are willing to be in submission to the church. The church through its officers shall examine and receive candidates for membership upon affirmation of their faith.

ARTICLE V: GOVERNMENT

This church recognizes Jesus Christ as the Head and supreme authority for all its actions and functions. Under Christ the government of this church shall be vested in its members acting through an Executive Board which consists of pastor, elders and deacons. In all matters, the goal shall be to function by consensus of opinion and in unity, seeking to know and follow the mind of Christ.

ARTICLE VI: AFFILIATION

This church shall be organizationally unaffiliated with any denomination. However, fellowship and cooperation with other churches and groups of like faith and purpose shall be encouraged.

ARTICLE VII: DISSOLUTION

This church is organized exclusively for religious, educational, and charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. If this organization is ever dissolved, all the assets thereof shall be transferred to an organization or organizations, chosen by the members, organized exclusively for religious, educational, and charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code as it now exists, or as it may be amended. The provisions of this article shall remain irrevocable.

ARTICLE VIII: AMENDMENTS

This Constitution may be amended only by three quarters (3/4) of the members present and voting at a meeting duly called and announced at least 4 weeks before, provided that the subject for change is announced in writing.

By-Laws of The Chinese Christian Church at Clemson
South Carolina

The by-laws are established in accordance with the Constitution of the Chinese Christian Church at Clemson as standards for the administration of the ministry of the church.

ARTICLE I: CHURCH MEMBERSHIP

1.1 Qualifications

Church membership is an expression of a believer's loyalty to a church in a particular locality. A person qualified for membership in the Chinese Christian Church at Clemson must be one who:

(1) confesses Jesus Christ to be his / her Savior and Lord and has shown satisfactory evidence of the new life in Christ in his / her daily life;
(2) has been baptized in the name of the Father, the Son and the Holy Spirit;
(3) has attended the church regularly for the past three (3) months;
(4) is in general agreement with the constitution, purpose, direction, administration, and discipline of the church; and
(5) is of age sixteen (16) or older.

1.2 Responsibilities of Members

Each member should:

(1) Desire to share the responsibility of maintaining and developing of the church through regular attendance and frequent prayer, financial giving, and whatever ministries the Lord enables;
(2) Maintain a regular daily devotional time in Bible reading and prayer to seek God's will and blessings both for his / her individual life and for the church and its leaders;
(3) Regularly ask the Lord to help him / her and all members to grow in obedience in all areas of life, especially in the love for one another and fulfillment of the Great Commission; and
(4) Actively participate in the decision-making process in membership meetings.

1.3 Procedure of Application for Membership

One who desires membership in the church must complete an application form from the church for this purpose. The Executive Board will approve the application in a timely fashion, and notify the applicant of the results. Membership privileges will be effective immediately following the approval.

1.4 Church Discipline

If the life or conduct of a member is contrary to the Word of God, he / she may be asked by the Elders Board for explanation, and disciplinary action in accordance with the principles set forth in the Bible may be taken.

1.5 Termination of Membership

A member may withdraw his / her membership voluntarily by giving notice to the Executive Board.

If a member has moved permanently out of this locality, his / her membership will be terminated. Such person is encouraged to affiliate himself with a church of like faith and practice in his / her new locality.

If a member is absent from the worship service of the church for one year in succession, or has failed to keep up with the membership qualifications, his / her membership shall be terminated.

1.6 Types of Church Membership

Church membership at the Chinese Christian Church at Clemson shall be either Full Membership or Associate Membership. Full Membership is given those who desire membership at the Chinese Christian Church at Clemson. Associate Membership is reserved for individuals with all of the following conditions: 1) one who is to stay locally for a short-term, 2) one whose home church is outside the local area, 3) one whose desire is to be a member in the ministry of the Chinese Christian Church at Clemson, and 4) one whose home church does not allow membership in any other church, with the exception being an Associate Membership. Full Members and Associate Members have the same membership privileges.

ARTICLE II : ORDINANCES

2.1 Baptism

Baptism by immersion, or sprinkling, or pouring is recognized as a scriptural ordinance to signify the union with Christ in His death, burial and resurrection. However, baptism by immersion is to be practiced in this church whenever possible. Those who are baptized in this church and meet the qualifications in Article I.1.1 of the By-Laws will become members. Those with circumstances that would not allow participation as a member of the church may receive exemption from membership as approved by the Executive Board.

2.2 The Lord's Supper (Communion)

The ordinance of the Lord's Supper (Communion) shall be observed regularly. Everyone who is redeemed by the blood of Christ and has received baptism is welcome, but believers should be advised to participate after self-examination.

ARTICLE III: MEMBERSHIP MEETINGS

3.1 Annual Meeting

A membership meeting should be conducted on the third or fourth Sunday of December every year, to elect officers, to approve annual budget, to receive ministerial and financial reports from the boards, and to pray, to seek the will of the Lord and consider matters concerning the church as a whole, such as the calling of a pastor, the securing of a new church building, etc.

The date, the agenda, and the proposals should be announced and posted by the Executive Board three weeks before the meeting. Other proposals and amendments must be submitted to the Board at least two weeks before the meeting by two or more members. These proposals shall be posted by the Board, along with whatever counter-proposals or amendments the Board may have, at least one week before the meeting.

3.2 Special Meetings

Special membership meetings may be called by the Executive Board whenever the Board considers it necessary and should be announced at least two weeks before the meeting. In case of an emergency, the Board may call a meeting in less than two weeks.

3.3 Quorum & Voting

A Quorum shall be a simple majority of the church membership. If a quorum is not met, the meeting may adjourn to a stated time at least two weeks later. Notice of the adjournment shall be announced and posted on the intervening Sunday(s). If a quorum cannot be met after three trials, the proposal will be dropped.

ARTICLE IV: GOVERNMENT

4.1 Executive Board

The Executive Board shall consist of the pastor, the elders and the deacons with one of the deacons acting as the chairperson. The chairperson will assist the pastor in planning and execution of church ministries. The chairperson will also call and conduct board meetings. In case that the chairperson cannot perform his or her functions, he or she should appoint another board member to call and to conduct board meetings.

The Board shall encourage the Deacons to recruit other coworkers and form their ministry committee, and work together with the committee members to promote church ministry. The Board shall hold monthly meetings for prayer and business. The monthly meeting shall also include the coworkers that are involved in the discussed church business. The Board shall report the meeting results to the members of the church annually and at whatever time the need may arise.

The quorum of the regular monthly Executive Board meeting shall be three quarters of active Board members. The term active Board member refers to those who were duly elected to serve on the Board and are expected to be able and willing to continue in their duties as Board members without impairment. The quorum of any Executive Board meeting including special meetings called for special discussions shall also be three quarters of active Board members. A special Board meeting requires three days advanced notice to be legitimate.

Decisions made during the Executive Board meeting need to be approved by at least three quarters (3/4) of the participating Board members.

Emergency Board meetings may be called without advanced notification when there is an emergency situation. Examples of emergency situations include high likelihood of severe impairment to church interest upon inaction, such impairment may include high probability of harm or danger to life or safety of individuals, or high probability of significant loss in value or substantial damages to properties, or other significant adverse events. Emergency meetings can be held over telephone or other reasonable means of communication.

Quorum for emergency meeting is: three Board members with one of them being either a pastor, an elder, or chairperson of the Board.

Decisions made during emergency meeting need to be unanimous. Active Board members who did not participate in the emergency meeting are to be informed about the called emergency meeting and any decision(s) made, such information may be conveyed by any reasonable means of communication, e.g. e-mail or telephone, if practically possible, within a reasonable time period. Decisions made during emergency meetings are to be ratified during next regular Board meeting if possible. Decisions made during emergency meeting may also be modified during subsequent regular Board meeting as situation changes or there are differing opinions.

4.2 Pastor

The pastor is to oversee the complete ministry of the church. He is an ex-officio member of all Boards and Committees. He must accept the responsibility as from the Lord to equip the believers through preaching, teaching, training and shepherding for the work of the Gospel ministry and for the edification and building up of the Body of Christ. He must meet the qualifications of an elder as stated in I Timothy 3:1-7. The Executive Board shall provide feedback to the pastor regarding his ministry every year.

In case of a vacancy, the Executive Board shall appoint a Pastoral Search Committee to search for prospective candidates who are called to the ministry, meet the scriptural qualifications of an elder, and be able to carry out the stated purpose of the church. The Pastoral Search Committee should consist of representatives from the present Executive Board and from the congregation. One half affirmative votes in a membership meeting are required for this Pastoral Search Committee. The choice of the pastoral candidate should be confirmed by three quarters (3/4) votes in a membership meeting, provided that the total affirmative votes exceed half (50%) of the membership. A special period of prayer by the whole church shall be conducted before that special meeting.

A renewable contract shall be entered between the pastor and the church specifying the terms of office for two to five years. The contract shall be recommended by the Executive Board and confirmed by at least three quarters (3/4) affirmative votes in a membership meeting.

Resignation of the pastor requires at least a six month notice to the Executive Board, unless he is asked to resign by the Executive Board and three quarters (3/4) votes of all members due to heretical teaching, or life and testimony contrary to the Word of God. In case that the Executive Board intends to recommend the removal of a pastor, it should pray fervently to seek God's will, and actively consult with experienced pastors and elders to seek their help.

The church may ordain the pastor if such a need arises. The candidate must have served in the church for at least one year, have the recommendation of the Executive Board, and affirmative votes of at least three quarters (3/4) of quorum provided that the total affirmative votes exceed half (50%) of membership. The Executive Board shall then invite at least three pastors or elders to form an examination committee to examine the candidate's faith and gifts. After the examination committee has given its approval, the Executive Board shall arrange for the ordination.

4.3 Elders

Elders shall meet the qualifications set forth in I Timothy 3:1-7 and I Peter 5:1-4. Elders and the pastor shall faithfully share their responsibilities as overseers of the church and shepherds of the congregation. Elders should prayerfully seek the direction of the ministry, and provide biblical and spiritual guidance for doctrinal clarification and disciplinary actions should such actions are needed.

Candidacy to Elders includes recommendation of the Executive Board and individually confirmed by a three-quarters (3/4) vote in a membership meeting, provided that the total affirmative votes are cast by more than half (50%) of the membership. The Executive Board shall invite at least three pastors or elders to further examine the qualifications and gifts of the candidate. Once the invited pastors and elders confirm the qualifications and gifts of the candidate, the Executive Board shall arrange for the ordination.

Owing to ill health, moving out of the locality or other personal reasons, an elder may resign from active service.

It shall be within the power of the Executive Board to recommend to the congregation to revoke the ordination credentials of any elder found guilty of doctrinal heresy or immoral conduct. Such a recommendation shall be confirmed by three quarters (3/4) votes of a membership meeting. In case the Executive Board intends to revoke the ordination of an elder, it should pray fervently for the guidance from God, and actively seek the unity of the church.

4.4 Deacons

A minimum of five deacons are individually confirmed according to qualifications in I Timothy 3:8-13. They shall be assigned to specific offices in order to assist the pastor or elder(s) in the administration of church ministries. The nomination of deacons shall be determined by a Nomination Committee which consists of the pastor, an elder, a deacon and at least a church- member-at-large who is approved by a simple majority in a membership meeting. The Nomination Committee shall pray for God's will to find faithful servants for Christ's body, and seek inputs from church members. Nominated candidates are individually confirmed by three quarters (3/4) vote in a membership meeting.

Deacons serve for one year, and may be re-elected consecutively. Pastor and Elders shall keep in touch with Deacons to communicate and promote the church ministry.

4.5 General Guidelines

In the event that the number of elders has fallen below the minimum required, or that the pastor's position is vacant, special committee(s) shall be created by the Executive Board to temporarily take up the needed responsibilities.

ARTICLE V: OFFICES & OFFICERS

The main responsibilities of the various offices are listed in below. The officers are to be elected among the members of the Executive Board. An officer may assume more than one office if needed.

5.1 Chairperson

The Executive Board shall appoint a chairperson among the deacons. The chairperson is responsible for convening and presiding over the meetings of the Executive Board. The individual, together with the Executive Board, will draw up the agenda for such meetings and coordinates the efforts of all the offices. In the event that the pastor's position is vacant, the chairperson shall work with the Executive Board to take up the needed responsibilities of the church.

5.2 Education

This office is responsible for all the planning and activities pertaining to Christian Education, including, Sunday Worship speakers, Sunday School, Prayer Meetings, Retreats, Special Meetings, Church Bible Reading plan, and Bible Study Groups, etc.

5.3 Worship

This office is responsible for all matters pertaining to worship programs such as schedules for Sunday worship, music, choir, and sacraments.

5.4 Mission

This office is responsible for all mission policy, mission effort, missionary training, missionary support, administration of mission education, and promotion of missions locally (e.g. Gospel Camp), regionally and internationally. It is also in charge of communication with coworkers of the children's program and youth program and report back to the Board.

5.5 Caring

This office is responsible for arranging caring, visitations, contacts, and church activities aiming at reaching out to church members. It is also in charge of preparing newcomers' cards and welcome parties for new members, as well as other activities.

5.6 Secretary

This office is responsible for writing the minutes of the general meetings and the meetings of the Executive Board, keeping the records of the membership of the whole church, registering newcomers, the publication of the church directory, the sending of church circulars and letters to members notifying them to attend meetings, updating and maintaining the church website, managing the church literature, and the safekeeping of the relevant documents belonging to the church and contacting the guest preachers.

5.7 Treasurer

This office keeps the accounts of the church, takes care of the offering from the congregation, publishes monthly statements of income and expenditure and draws up the church budget. When the year is over, the treasurer must publish a clear account of the amount of offering and expenditure of the whole year in a timely manner.

5.8 Activity

This office is responsible for planning the regular church annual activities, preparing meals, transportation and programs for each activity, such as special holidays (e.g. Chinese New Year, Easter, Thanksgiving, Christmas), new students welcome activities, outing activities and local cook outs, etc.

5.9 Fellowship

This office is responsible for organizing church fellowship activities, cell groups, and planning for the Friday night church programs.

5.10 Facility

This office is responsible for managing the usage of church properties, and their maintenance and janitorial services, coordinating the purchasing of church supplies.

ARTICLE VI: FINANCE

The church ministry shall be supported by the tithes and the free-will offerings to the Lord. Regular tithing and cheerful giving as unto the Lord are encouraged. There shall be no solicitation of money from non-believers (Prov. 15:8). God's work, done in God's way, shall never lack God's supply (2 Cor. 9:8; Phil 4:19).

ARTICLE VII: CHURCH PROPERTIES

Church properties include all the real estate and possessions which are legally owned by the church.

Church properties shall be used for church purposes and activities, and shall not be loaned to any person or organization for any other purpose without the approval of the Executive Board. Use of church properties and their maintenance are administered by the officer of Facility.

Any purchase or sale of church real estate requires a recommendation from the Executive Board and a three-quarters (3/4) vote approval in a membership meeting provided that the total affirmative votes exceed half (50%) of the membership.

ARTICLE VIII: SPECIAL PROVISION

The Executive Board has the final authority to address special situations not stated in the by-laws.

ARTICLE IX: AMENDMENTS TO BY-LAWS

All proposals are to be posted two (2) weeks before the membership meeting for such purpose. Proposals from church members consisting of at least three (3) voting members from different families should be presented to the Executive Board in writing four (4) weeks before the membership meeting. Any amendment requires a three-quarters (3/4) vote of approval in a membership meeting.

(Revision 5, January 2020)