

Liverpool Chinese Gospel Church

BYE LAWS

利物浦華人福音教會 — 附例

This Bye Laws, mentioned in Article 26 of the Constitution, is to be read in conjunction with The Church Constitution. 本附例為本教會憲章第二十六條提到的規則，並須與本教會憲章一併閱讀。

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1. THE CHURCH MEMBERSHIP 教會會籍

1. Application for Membership shall be open to all who fulfil the following criteria: 會籍申請將開放給所有符合以下條件之人士：

- Must be born-again Christians, having experienced the New Birth through repentance of sins and faith in the Lord Jesus Christ (John 3:5-6) 必須為通過認罪悔改，並認信主耶穌基督而得救重生的基督徒；
- Must be baptised Christians 必須為已受浸的基督徒；
- Must be in agreement with the aims and doctrinal basis of The Church 必須符合教會的宗旨和基本信條；
- Must agree to abide by the constitution of The Church 必須同意遵守本教會憲章；
- Must submit a written application to the Church Secretary 必須向本教會秘書提交書面申請；
- Must have their application approved by the Board of Trustees, upon recommendation by the leadership committee of the respective congregation. 必須在所屬堂委會推薦下得到信託委員會批准其申請。

2. Members are entitled to 會員有權:-

- Hold office；可擔任事奉崗位；
- Submit proposal in writing at any time for consideration of the Board of Trustees and such a proposal shall be considered if it has the signed support of no less than ten church members；可隨時以書面形式提交建議予信託委員會考慮，但該建議需獲至少 10 名教會會員簽名支持方獲考慮；
- Request the Board of Trustees to convene an Emergency General Meeting for stated purposes and such request shall be honoured when it is presented in writing bearing the signature of no less than one third (1/3) of the total church membership.
可要求信託委員會因特定的目的召開「緊急會員大會」，而該要求須獲教會會員總人數至少三份之一簽名支持，方能生效。

3. Members are obliged to 會員有義務:

- Attend the vote at General Meetings；出席常務會議的表決；
- Support The Church by：透過以下行動支持教會:-
 - (a) meeting regularly for corporate worship, prayer and the Lord's Supper;
恆常參加集體崇拜、祈禱及領聖餐；
 - (b) prayerful stewardship of time, talents and money in the life and work of The Church;
以敬虔態度管理在生活及教會事工上的時間、才能和金錢；
 - (c) abiding by decisions made at general meetings
遵守於常務會議通過的決策。

4. Membership shall continue until it is terminated upon：會員在下列情況下會被撤銷會籍:

- The individual being absent from two consecutive general meetings without submitting apologies in writing to the Church Secretary; or
該會員連續兩次於未向教會秘書提交書面致歉的情況下而缺席教會常務會議；或
- The individual consistently engaging in ways or teachings that are contrary to the Bible and/or the doctrinal basis of The Church；or
該會員一直作出違背聖經教導及/或本教會的基本信條的事情；或
- The individual consistently engaging in ways or teachings that risk causing serious detriment to the reputation of The Church.
該會員一直參與或作出任何可嚴重損害教會聲譽的事情。

- The individual being absent from regular corporate worship for four months, unless this is due to health reasons or temporarily away from the district.
該會員，於非因健康問題或暫時離開本區的原因，而連續 4 個月缺席教會定期集體崇拜。
5. Decision over the termination of church membership shall be vested in the Board of Trustees, upon the recommendation of the leadership committee of the congregation he/she usually attends. The church member concerned shall have an opportunity to present his/her case verbally or in writing, but the decision of the Board of Trustees shall be final.
信託委員會可根據該會員所屬堂委會的建議決定中止會員會籍事宜。該會員有權利作出口頭或書面申述，但信託委員會有最終決定權。
 6. The Board of Trustees may re-instate church membership to any individual who has had his/her membership terminated if, in the opinion of the Board of Trustees, the individual concerned has repented and returned to a life that is consistent with the Scriptures and doctrinal basis of The Church and accepts The Church constitution.
若信託委員會同意該人已悔改並返回按照聖經真理及教會的基本信條生活，且接納本教會憲章者，信託委員會可恢復被終止會籍者的會籍。
 7. A non-member of the Church may take part in all aspects of church life including the worship services, Sunday School classes, cell groups, prayer meetings, and congregational meetings of the Church.
教會的非會員可以參加教會任何活動，包括崇拜、主日學、團契小組、祈禱會及堂會各項聚會。
 8. A non-member of The Church may partake in any of the ministries of the Church subject to the approval and authority of the pastoral staff and subject to being in agreement with the doctrinal basis of The Church and constitution. This includes preaching, leading bible study, teaching or assisting in all ministries.
教會的非會員可參與教會任何事工，但必須得到教牧人員的同意和授權，並須符合教會的基本信條和憲章。這包括講道、帶領查經小組，教授或輔助各種不同事工。
 9. A non-member of The Church may not take part in any formal decision making process but may be a member of a committee subject to the approval of the Board of Trustees and the Sub-Committee Chairperson. This also excludes them chairing any committee of The Church or serve as a Church Officer.
教會的非會員不得參與任何正式的決策過程，但可在信託委員會及小組委員會主席同意下出任委員會成員。這並不包括主領委員會或擔任教會長執同工。
 10. A non-member of The Church who wishes to take part in any of the activities of the Church shall submit to church authority and shall maintain the standards required for discipline as if they were a normal member.
教會的非會員人士若希望參與教會任何活動，須遵從教會管轄，並如正式會員一樣保持紀律。
 11. Dealing with grievances 處理申訴
Grievances may relate to 申訴可涉及:
 - Building maintenance 建築物維修
 - Interpersonal (with church members) 人際關係 (針對教會會員)
 - Interpersonal (with pastoral staff or church officers) 人際關係 (針對教牧人員或長執同工)
 12. General grievances and complaints should go through the respective Leadership Committees that the complainant attends. If needed the LC Chairperson may refer the matter to the Trustee Board.
一般性申訴或投訴應透過申訴人所屬的堂委會自行處理。如有需要，該堂委會主席可將個案轉介到信託委員會處理。

13. Serious matters (e.g. criminal/doctrinal issues/financial impropriety) should be referred directly to the Trustee Board and the Pastoral Team (for doctrinal issues) but the Trustee board will be the arbiters of any final decision made.

嚴重事項 (例如刑事犯罪/教義問題/財務不當行為) 應直接轉交到信託委員會及教牧組處理 (教義問題)，但信託委員會將作為任何最終決策的仲裁者。

2. PASTORAL TEAM (PT) or such other name identified by the Board of Trustees
教牧組(或其他由信託委員會確認的稱謂)

1. This sub-committee shall consist of all Church Elders and Pastoral staff of The Church.
這個小組委員會須由教會的所有長老及教牧職員組成。
2. Pastoral Team shall assist the Board of Trustees in the matter of maintaining church discipline.
教牧組應協助信託委員會維持教會紀律。
3. All other aspects of the Pastoral Team shall be determined by the Board of Trustees.
教牧組的其他事宜將由信託委員會決定。
4. The purpose of the group shall include 教牧組的目的應包括:
 - Prayer support 禱告支援
 - Pastoral sharing 牧靈分享
 - Pastoral practice with biblical contexts 牧靈實踐與聖經詮釋
 - To plan activities for the whole church 計劃整個教會的活動

3. MANAGEMENT TEAM (MT) or such other name identified by the Board of Trustees
管理組 (或其他由信託委員會確認的稱謂)

1. This sub-committee shall consist of 這個小組委員會將由以下人士組成:
 - A representative of the Board of Trustees 信託委員會一名代表
 - The Church Treasurer and/or Finance Officer(s) 教會財務主任及/或財務幹事
 - A representative from each Leadership Committee 各堂委會一名代表
 - Further individuals appointed by the core Management Team. 其他由管理組核心任命的人士
2. The chair of this sub-committee may be the Trustee representative of the Board of Trustees or a person appointed from within the Management Team, as determined by the Board of Trustees.
這小組委員會的主席可以是信託委員會代表，或是一位於管理組內所任命並得信託委員會確認的人士。
3. This group shall report to the Board of Trustees.
這小組委員會須向信託委員會匯報
4. The main areas of responsibility are as follows 主要責任範圍如下:
 - **POLICY COMPLIANCE** - advise and assist TB on policy research, formulation, execution and training. 政策法規：向信託委員會在政策研究、制定、執行及培訓方面提供建議及協助。
 - **BUILDING MANAGEMENT**– to oversee all aspects of building management (including service contracts, etc) 物業管理：監督建築物管理的各個範疇 (包括維修保養合約等)。
 - **HUMAN RESOURCE MANAGEMENT**– full time staff and volunteer skills bank. Managing all aspects of staff contracts, discipline, policy · 人力資源管理：管理全職員工及提供義工的技能備用訓練。管理員工合約、紀律並政策的各個範疇。
 - **SKILLS BANK**– to establish a set of skills from within church membership that is available on a voluntary basis that The Church may need from time to time. Eg: Translation, DIY,

IT. 技能備用庫：在教會會員的自願情況下建立隨時需用的技能義工名單。例如：翻譯、家居維修、資訊科技。

- **FINANCIAL POLICY AND MATTERS 財務政策及有關事宜**

- The Management Team will be responsible for the management of matters relating to Offerings. However, if a particular LC would like to have a Fundraising event which may affect other congregations, then it should be discussed with the Pastoral Team. Otherwise, it can be decided and managed by the respective LC. (For definitions of Offering and Fundraising, see Appendix A – Definition of Terms)

管理組將負責管理所有與奉獻相關的事宜。但若某堂委會想舉辦的籌款活動會影響其他堂會，則該事項需與教牧組相討。否則，該事項可由個別堂委會自行決定及籌劃其籌款事宜。（關於奉獻和籌款的定義，請參閱附錄 A — 名詞定義）

5. TB may remove or limit any delegated powers of the MT at any time following a decision taken at TB meeting.
信託委員會可在委員會會議作出決定後隨時解除或限制任何賦予管理組的授權。
6. It is recommended that the MT shall not exceed 12 members
建議管理組不宜超過 12 名成員。
7. Quorum – there should be 50% of committee members present for committee meetings.
法定人數：委員會會議需有全體人數百分之五十出席。
8. There shall be a minimum of 5 meetings a year.
每年至少須有五次會議。
9. If the chairperson cannot make the meeting, he or she will appoint the acting chairperson.
若主席未能出席會議，他或她可任命代理主席。
10. The MT Secretary may be appointed by the chairperson, with the approval of the majority of the committee. 管理組秘書可在委員會的多數成員同意下，由主席任命。
- MT Secretary should circulate the agenda and meeting minutes to all TB members, pastoral workers and committee chairpersons. 管理組秘書應向所有信託委員會成員、教牧人員及各委員會主席分發議程和會議紀錄。
11. It is important that LC representative at the MT meeting communicate all decisions made at the meeting to their respective congregational LC.
出席管理組會議的堂委會代表將會議內所有決議案向其所屬的堂委會匯報至為重要。
12. Committee members may serve until they resign or step down.
委員會成員可以任職至其辭職或退位。
13. Any committee member may be removed by the decision of majority of committee members.
任何委員會成員可在多數成員同意決定而被罷免。
14. Decision-Making 決策
 - If there is a problem with decision-making, the casting vote goes to the Chairperson who may make the final decision or may take the matter up to the TB for a final trustee decision.
若於決策時有問題，主席有決定性一票去作最終決定或將該事宜提交信託委員會作最終決定。
 - The method of voting which may be by show of hands or paper ballots will be decided by the chairperson according to sensitivity of the matter.
投票方式可通過舉手或選票，但方式將由主席因應事宜的敏感度而決定。

- 4. LEADERSHIP COMMITTEES (LC) or such other name identified by the Board of Trustees**
堂委會（或其他由信託委員會確認的稱謂）
1. Each church congregation shall, where possible, be represented by a Leadership Committee.
各個堂會應盡可能由堂委會代表。
 2. Each Leadership Committee shall consist of：各堂委會應由以下人士組成：
 - Pastoral staff of each congregation；
各堂會的教牧職員；
 - Church leaders who may include Elders, Deacons and ministry leaders；
教會領袖，可包括長老、執事或事工領袖；
 - Other volunteers appointed by the Leadership Committee。
其他由堂委會任命的志願人士。
 3. Each Leadership Committee shall report to the Trustee Board.
各堂委會應向信託委員會匯報。
 4. All other aspects of the Leadership Committees shall be determined by the Board of Trustees.
堂委會的其他事宜將由信託委員會決定。
 5. Individual LCs to provide TB with the purpose of the group, goals and objectives for the next 1 year.
各個堂委會需向信託委員會提交未來一年的動向、目標和目的。
 6. Roles and Responsibilities 角色和責任
 - A platform for discussing and making decisions relating to matters of ministry within respective congregations；
作為所屬堂會內各事工討論和決策的平台；
 - To deal with discipline matters, grievances and complaints relating to members in the respective congregations；
處理所屬堂會成員的紀律、不滿及投訴事宜；
 - To mentor and build up members with spiritual gifts or talents to be used within church ministries.
指導及發展有恩賜或才華的成員以用於教會各項事工上。
 7. The Leadership Committees includes the following:
堂委會包括以下：
 - Mandarin Committee (MC) – the Leadership Committee representing the Mandarin Congregation 國語堂堂委會：代表國語堂會
 - Cantonese Committee (CC) – the Leadership Committee representing the Cantonese Congregation 廣東話堂堂委會：代表廣東話堂會
 - English Committee (EC) – the Leadership Committee representing the English Congregation 英語堂堂委會：代表英語堂會
 8. TB may remove or limit any delegated powers of the LC at any time following a decision taken at TB meeting.
信託委員會可在委員會會議作出決定後隨時解除或限制任何賦予領袖團的授權。
 9. It is recommended that each LC shall not exceed 12 members.
建議各堂委會不宜超過 12 名成員。
 10. Quorum – there should be 50% of committee members present for committee meetings.
法定人數：委員會會議需有全體人數百分之五十出席。

11. There shall be a minimum of 5 meetings a year.
每年至少須有五次會議。
12. The Chairperson may be appointed by committee members by majority vote.
主席可由委員以多數票方式委任。
13. If the chairperson cannot make the meeting, he or she will appoint the acting chairperson.
若主席未能出席會議，他或她可任命代理主席。
14. The congregational LC Secretary may be appointed by the Chairperson, with the approval of the majority of the committee members. The appointments of the LC Secretaries have to be minuted in LC meeting.
各堂堂委會秘書可在堂委會多數成員同意下，由主席任命。堂委會秘書的任命必須在堂委會會議中記錄在案。

- Each LC Secretary should circulate the agenda and meeting minutes to all TB members, pastoral workers and committee chairpersons.
各堂委會秘書應向所有信託委員會成員、教牧人員及各委員會主席分發議程和會議紀錄。
15. It is important that LC representative at the MT meetings communicate all decisions made at the meeting to their respective congregational LC.
出席管理組會議的堂委會代表將會議內所有決議案向其所屬的堂委會匯報至為重要。
16. It is important that representatives of MT who attend LC meetings communicate all decisions made at and MT meetings.
出席堂委會會議的管理組代表將會議內所有決議案向管理組匯報至為重要。
17. Potential new committee members may be nominated by any committee members, and agreed by a joint decision of the whole committee. The final decision lies with the Pastoral worker, and in the absence of a Pastoral Worker in the committee, this role may be delegated by the Chairperson of the committee.
有潛質的新委員可由任何委員提名，並經全體委員同意。最終決定權屬教牧同工，若委員會內缺乏教牧同工，則由委員會主席代表作最終決定。
18. Committee members may serve until they resign or step down.
委員會成員可以任職至其辭職或退位。
19. Any committee member may be removed by the decision of majority of committee members.
任何委員會成員可在多數成員同意決定而被罷免。
20. Decision-Making 決策
 - If there is a problem with decision-making, the casting vote goes to the Chairperson who may make the final decision or may take the matter up to the TB for a final decision.
若於決策時有問題，主席有決定性一票去作最終決定或將該事宜提交信託委員會作最終決定。
 - The method of voting which may be by show of hands or paper ballots will be decided by the chairperson according to sensitivity of the matter.
投票方式可通過舉手或選票，但方式將由主席因應事宜的敏感度而決定

5. CHURCH OFFICERS 教會同工

ELDERS 長老

1. Elders shall be individual members who are appointed to assist the Pastoral staff in the areas of faith, teaching and spiritual guidance.
長老乃個別的會員獲委任在信仰、教導與靈命指導上協助教牧人員。
2. The duties of Elders are to 長老的職責是:
 - Lead The Church by making themselves available to serve on the Board of Trustees.
透過於信託委員會事奉去領導教會
 - Act as custodians of the Faith (Acts 6:2-4)
作信仰的捍衛者 (使徒行傳 6:2-4)
 - Watch for the spiritual life of The Church (He 13:17)
守望教會的屬靈生命 (希伯來書 13:17)
 - Assist the Pastoral staff in their pastoral responsibilities and in their absence, ensure that these responsibilities are discharged accordingly. (Acts 6:2-4)
協助教牧人員履行教牧職責，及於教牧人員缺席時，確保該些職責得遵照履行。
(使徒行傳 6:2-4)
 - Assist in decision making for The Church
協助教會決策
 - Assist in settling disputes. (Acts 15:1-2)
協助解決糾紛 (使徒行傳 15:1-2)
 - Pray for the sick (James 5:14)
為病者禱告 (雅各書 5:14)
 - Protect The Church from doctrinal error (1 Peter 5:1-4)
保護教會免於犯上信條上的錯誤 (彼得前書 5:1-4)
 - Such other duties as stipulated by the Board of Trustees.
履行信託委員會制定的其他職責。
3. Elders shall be appointed by following election process 長老將透過以下選舉方式受任命:
 - Eligible candidates will be nominated by the Leadership Committee, and seconded by a member of the Board of Trustees
合資格候選人將由堂委會提名，並得到一名信託委員和議。
 - Their nomination must be received by the Church Secretary at least twenty eight (28) days before any general meeting.
所有提名必須在任何常務會議前至少 28 天遞交教會秘書
 - Appointment is confirmed when approval is granted by vote at a general meeting by The Church Members, following the support of two thirds (2/3) of the members present and voting in person or through other means permitted under the constitution.
於常務會議中有至少三分之二的出席會員支持，及透過投票或由憲章所准許的其他方式表決承認同意後，方可確認有關委任。
4. Elders shall serve a term of up to three (3) years and shall retire from office together at every Church Elections Annual General Meeting after the date on which they came into office but they may be re-elected.
長老事奉期限最長為三（3）年，並須在其任職後的「教會選舉-週年會員大會」上退任，但可被選連任。
5. If an Elder wishes to resign, he or she shall notify the Board of Trustees in writing (but only if at least three members of the Board of Trustees will remain in office when the notice of resignation is to take effect). The period of notice to resign will be six months or in a time frame that has been mutually agreed between the Elder who is resigning and the Board of Trustees.
若長老希望辭任，他或她必須以書面通知信託委員會 (但只有在至少三名信託委員仍然

在職，該辭任通知才能生效)。辭呈通知期限為六個月，或由該長老及信託委員會協議的離任期限。

6. Elders may be removed by a resolution passed by a majority of the Board of Trustees either in person or in writing including electronic means, or the presence of at least three trustees at the meeting voting in support on the matter in question, whichever is greater. The Board of Trustees shall convene a general meeting to inform the membership of the removal of any Elder within four (4) weeks of the decision being made.
罷免長老可在信託委員會以個人或電子方式以多數同意通過決議下，或至少三位出席信託委員於會議投票支持有關事項下，以數目較大者為準，而被免職。信託委員會作決定後應在四 (4) 星期內，召開常務會議向會員報告罷免事宜。
7. All other aspects of the role of Elders shall be determined by the Board of Trustees.
長老角色的其他事宜應由信託委員會決定。
8. Elders and trustees 長老及信託委員:
 - At anytime, there shall not be more than two Trustees who are Elders from each congregation.
在任何時候，每堂會不得有超過兩名信託委員同時擔任長老。
 - Where a congregation has fewer than three Elders, all Elders from that congregation shall automatically become members of the Board of Trustees.
若堂會少於三位長老，則該堂會所有長老自動成為信託委員會成員。
 - For congregations with three or more Elders, two of the Elders from that congregation will be elected by **The Church** Membership at the general meeting to become trustees.
若個別堂會會有三位或超過三位長老，其當中的兩名長老將由教會會員於常務會議內選為信託委員。
 - Elders, shall be eligible for trustee election or re-election when the Church Secretary receives a nomination by any member of the Leadership Committee, seconded by a member of the Trustee Board, at least twenty eight (28) days before the general meeting.
長老的信託委員遴選，可於常務會議召開二十八 (28) 天前，由任何堂委會委員提名，並得到一名信託委員和議，即有資格參加委員會選舉或重選。
 - Where a congregation has two Elders appointed as Trustees, any subsequently appointed Elders shall not become eligible for election as a Trustee until the next CE-AGM.
當堂會已有兩名長老被委任信託委員後，任何後來任命的長老需留待下一屆「教會選舉-週年會員大會」時才得參與信託委員遴選。
 - Where a congregation has two Elders as Trustees and one or both have their trusteeship determined,
當堂會有兩名長老擔任信託委員，則於以下情況，其中一人或該兩人的信託委員身份可被確定：
 - If the number of Elders remaining in that congregation (excluding those individuals who have had their trusteeship determined) is equal or fewer than the number of vacated Trustee seats, all of the remaining Elders shall automatically become members of the Board of Trustees.
若於該堂會餘下的長老數目 (不包括已被確認信託委員身份的人) 等同或少於信託委員席位的空缺數目，則餘下的長老將自動成為信託委員會成員。
 - If the number of Elders remaining in that congregation (excluding those individuals who have had their trusteeship determined) is greater than the number of vacated trustee seats, additional Elders may be co-opted onto the Board by the Board of Trustees. All such co-opted Elders shall retire as Trustees at the first general meeting following their co-option but may have their appointment approved by election.
若於該堂會餘下的長老數目 (不包括已被確認信託委員身份的人) 大過信託委員席位的空缺數目，其他的長老可由信託委員會以暫委方式加入信託委員會。所有暫委長老須在其第一個常務會議上退任信託委員，但可以通過選舉獲得委任。
9. All Elders co-opted as a Trustee are eligible for election following the receipt by the Church Secretary of a nomination by any member of the Leadership Committee, seconded by a member of the Trustee Board at least twenty eight (28) days before the general meeting at

which the election shall take place.

所有被暫委信託委員的長老在教會秘書於常務會議召開二十八天前收到由堂委會成員提名，並得到一名信託委員和議，即有資格參加信託委員遴選。

DEACONS 執事

10. The duties of Deacons shall be to 執事的職責是:
 - Assist the pastoral staff with practical duties of managing **The Church**.
協助教牧人員管理教會的實際工作。
 - Such other duties as stipulated by the Board of Trustees.
執行其他由信託委員會制定的職責。

11. Deacons shall be appointed by the following election process:
委任執事應循下列遴選程序：
 - Eligible candidates will be nominated by the Leadership Committee, and seconded by a member of the Board of Trustees;
由堂委會提名合資格候選人，並得到一名信託委員會成員和議；
 - Their nomination must be received by the Church Secretary at least twenty eight (28) days before any general meeting.
所有提名必需在常務會議舉行前二十八（28）天呈達教會秘書。
 - Appointment is confirmed when approval is granted by vote at a general meeting by **The Church Members**, following the support of two thirds (2/3) of the members present and voting in person or through other means permitted under the constitution.
於常務會議中有至少三分之二的出席會員支持，及透過投票或由憲章所准許的其他方式表決承認同意後，方可確認委任。

12. Deacons shall serve a term of up to three (3) years and shall retire from office together at every Church Elections Annual General Meeting after the date on which they came into office but they may be re-elected.
執事事奉期限為三（3）年，並須於在其就任後的「教會選舉-週年會員大會」上退任，但可被選連任。

13. If a Deacon wishes to resign, he or she should notify the Board of Trustees in writing. The period of notice to resign will be six months or in time frame that has been mutually agreed between the Deacon who is resigning and the Board of Trustees.
若執事希望辭任，他或她必須以書面通知信託委員會。辭呈通知期限為六個月，或在該執事與信託委員會協議下的離任期限。

14. Deacons may be removed by a resolution passed by a majority of the Board of Trustees either in person or in writing including electronic means, or the presence of at least three trustees at the meeting voting in support on the matter in question, whichever is greater. The Board of Trustees shall convene a general meeting to inform the membership of the removal of any Deacon within four (4) weeks of the decision being made.
罷免執事議決需經信託委員會以個人或電子方式以多數同意通過決議下、或至少三位出席信託委員於會議投票支持有關事項下，以數目較大者為準，而被免職。信託委員會應在免職決議通過後四（4）星期，召開常務會議以通知會員有關任何執事的免職事宜。

CHURCH SECRETARY / COMMITTEE SECRETARIES 教會秘書/委員會秘書

15. The duties of the Church Secretary shall be to 教會秘書的職責是:
 - Ensure the proper maintenance of membership and baptismal records ;
確保適當的維護會員及浸禮紀錄；
 - Keep a record of all decisions of The Church made at general meetings ;
記錄教會於常務會議上作出的所有決定；

- To keep on file all communications and written reports of The Church ;
保存教會所有的通訊及文書紀錄；
 - Give notice of all meetings where such notice is necessary ;
按所有會議的需要，發出會議通知；
 - Such other duties as stipulated by the Board of Trustees.
執行由信託委員會制定的其他職責。
16. The Church Secretary shall be appointed by the Board of Trustees.
教會秘書由信託委員會任命。
 17. The Church Secretary shall be presented and formally received at a General Meeting following his or her appointment.
教會秘書於被委任後，將會於下一個常務會議上被介紹及正式承認。
 18. The Church Secretary shall serve a term of up to five (5) years and shall retire from office at every Church Elections Annual General Meeting after the date on which he or she came into office but they may be re-appointed by the Board of Trustees.
教會秘書事奉期限為五（5）年，並須於在其任職後的「教會選舉-週年會員大會」上退任，但可被信託委員會重新委任。
 19. If the Church Secretary wishes to resign, he or she should notify the Board of Trustees in writing. The period of notice to resign will be six months or in a time frame that has been mutually agreed between the Church Secretary and the Board of Trustees.
若教會秘書希望辭任，他或她必須以書面通知信託委員會。辭呈通知期限為六個月，或在該秘書及信託委員會協議下的期限。
 20. The Church Secretary shall, upon relinquishing his or her position whether through resignation, appointment of his/her successor or otherwise, promptly deliver to the elected successor or, if none, to the chairperson of the Board of Trustees, all books and records he/she is relinquishing as well as all copies thereof.
教會秘書於放棄其職位後，無論是透過辭呈或任命其繼任人或其他，應儘快將其所保管的所有簿冊及紀錄，以及其所有副本，交付繼任人，若未有繼任人則送交信託委員會主席。
 21. The Church Secretary may be removed by a resolution passed by a majority of the Board of Trustees either in person or in writing including electronic means, or the presence of at least three trustees at the meeting voting in support on the matter in question, whichever is greater.
罷免教會秘書可在信託委員會以個人或電子方式以多數同意通過決議下、或至少三位出席信託委員於會議投票支持有關事項下，以數目較大者為準，而被免職。
 22. The Board of Trustees may convene a general meeting to inform the membership of the removal of the Church Secretary within four (4) weeks of the decision being made. The Church Secretary, if removed in this manner may be re-instated by a resolution passed by a two thirds (2/3) majority of the membership.
信託委員會應在免職決議通過後 4 星期內，召開常務會議以通知會員有關任何教會秘書的免職事宜。教會秘書，若由此方式被免任，可以在通過三分之二多數會員通過的決議下恢復原職。
 23. The Committee Secretary should circulate the agenda and the meeting minutes (within 2 weeks of the meeting) to all TB, pastoral workers and committee chairpersons.
委員會秘書應將議程及會議紀錄（於會議後兩星期內）分發給所有信託委員、教牧人員及委員會主席。
 24. Maintenance of Membership and Baptism Records:
維護會員及浸禮紀錄：
 - Each LC Secretary must ensure that the Church Secretary is updated with any additions or changes to the Membership and Baptism records through timely communication.

每位堂委會秘書必須確保於適當時間內通知教會秘書有關任何會員及浸禮紀錄的增補及修改。

- LC Secretaries will work with the Church Secretary to ensure that database details relating to each respective congregation are up to date.
堂委會秘書會與教會秘書合作確保各個堂會資料庫的資料為最新的。
- There shall be an annual review of the Members' register carried out by the Church Secretary. This shall commence 1 month prior to the AGM. The update shall require existing members to verify their personal particulars and for the removal from the register of names of persons whose membership have been terminated or who are no longer contactable.
教會秘書將每年對會員登記冊進行審核。該審核將於教會「週年會員大會」舉行前一個月進行。該更新應要求現有會員核實其個人資料，並從登記冊中刪除被中止會籍的會員或其他無法聯絡的人的名字。
- See Appendix D.1 and D.2 (Communication Flow for the maintenance of new membership and baptism database)
參看附錄 D.1 及 D.2 (維護新會員及浸禮資料庫之通訊流程)

CHURCH TREASURER 教會財務主任

25. The duties of the Church Treasurer shall be to:
教會財務主任的職責是：
 - Ensure the financial stability of The Church ;
確保教會財政穩定；
 - Protect and manage the property of The Church and to ensure the proper investment of The Church's funds ;
保護及管理教會物業，並確保教會基金的恰當投資；
 - Make a formal presentation of the accounts at the General Meetings ;
在常務會議中公開發表帳目；
 - Assist the Board of Trustees in reaching sound decisions by providing any specific skills, knowledge or experience that he or she may possess ;
透過提供他或她可能擁有的特殊技能、知識或經驗去協助信託委員會作出穩妥的決定；
 - Keep the Board of Trustees informed about its financial duties and responsibilities ;
持續向信託委員會匯報其財政職務及責任；
 - Supervise the duties of the Finance Officer(s)
監督財務幹事的職責
 - Such other duties as stipulated by the Board of Trustees.
執行由信託委員會制定的其他職責。
26. The duties of the Finance Officer shall be determined by the Board of Trustees in consultation with the Church Treasurer.
財務幹事的職責由信託委員會與教會財務主任協商確定。
27. The Church Treasurer shall be appointed by the Board of Trustees.
教會財務主任將由信託委員會任命。
28. The Church Treasurer shall be presented and formally received at a General Meeting following his or her appointment.
教會財務主任於被委任後，將會於常務會議上被介紹及正式承認。
29. The Church Treasurer shall serve a term of up to five (5) years and shall retire from office at every Church Elections Annual General Meeting after the date on which he or she came into office but they may be re-appointed by the new Board of Trustees.
教會財務主任奉事期限為五（5）年，並須於在其任職後的「教會選舉-週年會員大會」上退任，但可被信託委員會重新委任。

30. All books, records and accounts kept by the Church Treasurer shall be the property of **The Church** and may be audited as directed by the Board of Trustees.
教會財務主任保存的所有簿冊、紀錄及帳目均為教會的財產，並可按照信託委員會的指示進行審查。
31. If the Church Treasurer wishes to resign, he or she should notify the Board of Trustees in writing. The period of notice to resign will be six months or in a time frame that has been mutually agreed between the Church Treasurer and the Board of Trustees.
若教會財務主任希望辭任，他或她必須以書面通知信託委員會。辭呈通知期限為六個月，或在該財務主任及信託委員會協議下的期限。
32. The Church Treasurer shall, upon relinquishing his or her position whether through resignation, appointment of his/her successor or otherwise, promptly deliver to the elected successor or, if none, to the chairperson of the Board of Trustees, all books, records and accounts he/she is relinquishing as well as all copies thereof.
教會財務主任於放棄其職位後，無論是透過辭呈或任命其繼任人或其他，應儘快將其所保管的所有簿冊、紀錄及帳目，以及其所有副本，交付繼任人，若未有繼任人則送交信託委員會主席。
33. The Church Treasurer may be removed by a resolution passed by a majority of the Board of Trustees either in person or in writing including electronic means, or the presence of at least three trustees at the meeting voting in support on the matter in question, whichever is greater. The Board of Trustees may convene a general meeting to inform the membership of the removal of the Church Treasurer within four (4) weeks of the decision being made. The Church Treasurer, if removed in this manner may be re-instated by a resolution passed by a two thirds (2/3) majority of the membership.
罷免教會財務主任可在信託委員會以個人或電子方式以多數同意通過決議下、或至少三位出席信託委員於會議投票支持有關事項下，以數目較大者為準，而被免職。信託委員會應在免職決議通過後四（4）星期內，召開常務會議以通知會員有關任何教會財務主任的免職事宜。教會財務主任，若由此方式被免職，可以在通過三分之二多數會員通過的決議下恢復原職。

CHURCH ADVISOR 教會顧問

34. One or more Church advisors may be appointed from time to time to assist the Trustee board in a particular aspect of church governance eg theological / pastoral / finance. This person shall possess skills and expertise that complement the existing church leadership.
一名或多名的教會顧問可被隨時委任去輔助信託委員會，特別是於教會管治的某些特殊範疇，例如神學、教牧、財政等。此顧問應具備可補足現有教會領袖所擁有的技能及專長。
35. The role of a church advisor is to advise the trustees on specific matters related to this person's area of expertise.
教會顧問的角色是就與其領域專長有關的具體事宜向信託委員提供意見。
36. More than one advisor may be appointed at any one time.
任何時候都可以任命一位或以上的顧問。
37. Church advisors may be persons who are not members of the church congregation.
教會顧問可以不是教會會員。
38. No advisor should have any conflict of interest concerning the area on which he/she is advising.
顧問不能在提供意見的範圍內與他/她有任何利益衝突。

39. Advisors may be invited to attend the trustee board meeting as non-voting members as the need arises.
顧問可因應需要而被邀請出席信託委員會的會議，但並不授予投票權。
40. Advisors shall be appointed by the Board of Trustees as the need arises for as long as necessary.
顧問由信託委員會任命，任期因需要而定。
41. The appointment of the advisors may be terminated at any time by the board of trustees.
顧問的任命可以隨時由信託委員會終止。

6. CHURCH GENERAL MEETINGS 教會常務會議

ANNUAL GENERAL MEETING (A.G.M.) 週年會員大會

1. An AGM shall be held in every calendar year usually in October
「週年會員大會」通常於每年十月召開。
2. Every third AGM shall be a CE-AGM at which all members of the Elders and Deacons must retire, but may be re-elected in accordance with Bye Law 5.
每逢第三次的「週年會員大會」訂為「教會選舉-週年會員大會」，所有在任的長老及執事均須退任，但根據《附例》第 5 條可被重選。
3. Schedule of CE-AGM, commencing in Oct: 2018, 2021, 2024, 2027, 2030
「教會選舉-週年會員大會」的編排，由明年開始，訂在每年的十月舉行：2018，2021，2024，2027，2030。
4. The functions of the AGM shall be to 「週年會員大會」的作用如下:-
 - Receive annual reports;
各堂會及主要事工年度報告；
 - Approve the budget for the Current Financial year ;
通過本財政年度的預算案；
 - Accept the retirement of those Church officers who wish to retire or who are retiring in accordance with Bye Law 5.
接受教會同工的退任或根據《附例》第 5 條的退任；
 - Approve the appointment of Church Officer to fill the vacancies arising ;
通過填補教會同工空缺的委任；
 - Fulfil any other additional functions as determined by the Board of Trustees .
履行由信託委員會制定的其他任何職能。

GENERAL MEETING(S) (G.M.) 常務會議

5. A General Meeting may be held every year around March.
常務會議於每年的三月份左右召開。
6. The functions of the GM shall be to : 常務會議的作用是向會員:
 - Sharing and update of church ministries ;
分享及提供教會各個小組的最新資訊；
 - Opportunities for corporate prayer ;
提供集體禱告的機會；
 - Review the progress of **The Church** activities and budget ;
回顧教會的活動及財政預算的進展情況；

- Approve the appointment of Church Officers ;
通過教會長執同工的委任；
- Vote upon any motions duly submitted in accordance with the constitution ;
表決任何根據憲章正式提交的動議；
- Fulfil any other additional functions as determined by the Board of Trustees.
履行由信託委員會規定的其他任何職能。

EMERGENCY GENERAL MEETING(S) (E.G.M.) 緊急常務會議

7. An EGM shall be called by the Board of Trustees for consideration of urgent church matters at other times of the year.
緊急常務會議可由信託委員會因應處理教會的緊急事項而隨時召開。
8. An EGM shall also be called according to the constitution.
緊急常務會議可根據《憲章》而召開。
9. The functions of the EGM may be to 緊急常務會議的作用如下：
 - Approve the appointment of Church Officers ;
通過教會長執同工的委任；
 - Vote upon any motions duly submitted in accordance with the constitution ;
表決任何根據憲章正式提交的動議；
 - Fulfil any other functions as determined by the Board of Trustees.
履行由信託委員會規定的其他任何職能。

7. FINANCE AND AUDIT 財務及審計

1. THE CHURCH financial year starts on 1 September of each year and ends on the following 31 August.
教會的財政年度自每年九月一日起至接下來的八月三十一日止。

8. APPENDICES 附錄

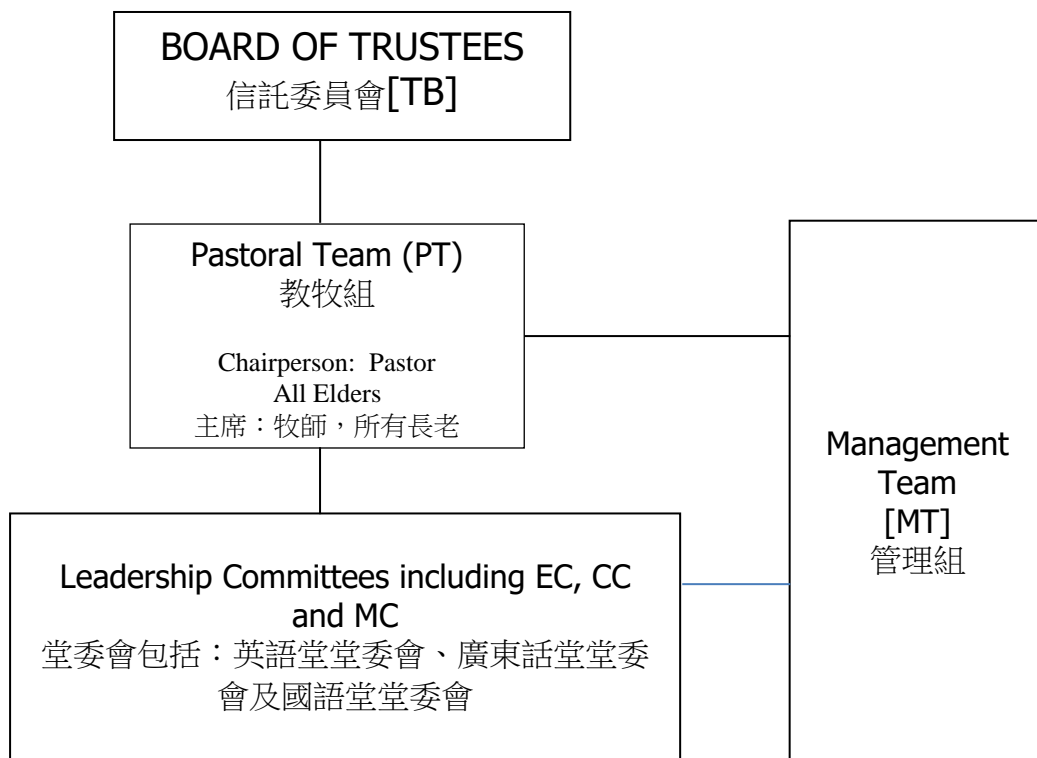
Appendix A 附錄 A

Definition of Terms 名詞定義

Baptism 浸禮	<p>A ceremony whereby a believer is sprinkled or immersed in water in accordance with that commanded in the Bible (Matthew 28:19, Mark 16:16, Acts 2:38)</p> <p>根據聖經所指示的，信徒被灑水或浸於水中的一項儀式 (太 28:19, 可 16:16, 使 2:38)</p>
CE-AGM 教會選舉-週年會員大會	<p>Church Election Annual General Meeting. This special Annual General Meeting happens every three years when the Church Members elect Trustees and Church Officers. At this AGM, all existing Trustees and Church Officers stand down but may be re-elected. The schedule of CEAGM is found in the Bye-Laws.</p> <p>教會選舉-週年會員大會每三年舉行一次，由教會會員選舉信託委員及教會幹事。於該年席常務會議，所有在任的信託委員及教會幹事均須退任，但可被重選。教會選舉年度常務會議的時間表可於《附例》內找到。</p>
Congregation 堂會	<p>A specific group of people defined by their main language of communication at Sunday Service or defined otherwise by the Board of Trustees.</p> <p>以主日崇拜的主要溝通語言而定的群組，或由信託委員會定義。</p>
Fundraising 籌募	<p>The raising of funds through the provision of goods and services and through freewill donations.</p> <p>基金籌募透過提供貨物和服務，以及通過自願捐獻。</p>
Ministry 事工	<p>Programme that is run by a specific congregation. May also be called Fellowship or Group. (e.g. Youth Group, Friday Fellowship, Cell Ministry, Worship Ministry, etc)</p> <p>由特定堂會運作的活動。也可以稱為團契或小組 (例如：青少年團契，星期五團契、查經組、詩歌班等)</p>
Objects 宗旨	<p>The legally defined purposes or aims of the organisation. (<i>Note for readers: Outcomes that the organisation is trying to achieve rather than how outcomes are to be achieved.</i>)</p> <p>組織的法定宗旨或目標。(讀者注意：組織嘗試達成的結果，而非如何實踐目標。)</p>
Offering 奉獻	<p>Charitable giving without any expectation of service.</p> <p>沒有任何服務期望的慈善捐獻。</p>
Pastoral Staff 教牧人員	<p>Staff with pastoral responsibilities who are employed by the Church</p> <p>教牧人員</p>
Bye Laws 附例	<p>This document further describes how the scope of the Board of Trustees' responsibilities will be developed and carried out. The Bye Laws also provides a documented basis for making future decisions and for confirming or developing a common understanding of the scope among Church Members. The Bye Laws will be presented to the Church Members at general meetings on a scheduled frequency.</p> <p>本文件進一步說明如何制定和實施信託委員會的附例。《附例》也為日後的決策及確認或發展一個於教會會員範圍內共識，而提供一個文件化的依據。《附例》將按預定的頻率於常務會議上向教會會員公布。</p>

Appendix B 附錄 B

LCGC Leadership Structure 利物浦華人福音教會領導架構



**FORM
A**

Appendix C: Guideline for creating a new committee

NAME OF NEW COMMITTEE / SUB-GROUP

Purpose of group	
Who are on the group?	
How are they elected or appointed?	
Re-election/Re-appointment process?	
How long do they serve?	
How are they removed?	
How often the group meets.	
Who services the group? (eg. calls the meetings, draws up the agenda and takes minutes, manages dept funds, etc)	Committee Chairperson Committee Secretary Committee Treasurer Terms of service
Decisions/actions the group can take on its own (delegated powers)	
How are decisions made?	
Who is the group accountable to?	
How often does the group report to this body?	
Duration of the group/body (permanent/fixed term)	
How is the group dissolved?	
Additional Information	

Appendix C: Guideline for creating a new committee
 附錄 C：建立新委員會的準則

FORM
A

NAME OF NEW COMMITTEE / SUB-GROUP
 新委員會/小組的名稱

Purpose of group 小組目的	
Who are on the group? 成員	
How are they elected or appointed? 如何選定/任命成員? Re-election/Re-appointment process? 重選/重新委任過程?	
How long do they serve? 服務年期	
How are they removed? 如何免職	
How often the group meets. 會議頻率	
Who services the group? 小組事奉人員 (eg. calls the meetings, draws up the agenda and takes minutes, manages dept funds, etc) (例如：召開會議、制定議程及會議紀錄、管理部門資金等)	Committee Chairperson 委員會主席 Committee Secretary 委員會秘書 Committee Treasurer 委員會財務主任 Terms of service 事奉年期
Decisions/actions the group can take on its own (delegated powers) 小組可自行採取的決定/行動(授權)	
How are decisions made? 如何作出決定?	
Who is the group accountable to? 小組對何人負責?	
How often does the group report to this body? 多久向負責人報告	
Duration of the group/body (permanent/fixed term) 小組的期限(永久/固定期限)	
How is the group dissolved? 如何解散小組	
Additional Information 附加信息	

Appendix D.1: Maintenance of Church Membership New Records

附錄 D.1: 維護教會會員新紀錄

COMMUNICATION FLOW

From Membership Applicant

To Membership confirmation

通信流程

由會員申請人

到會籍確認

Filename 檔案名稱

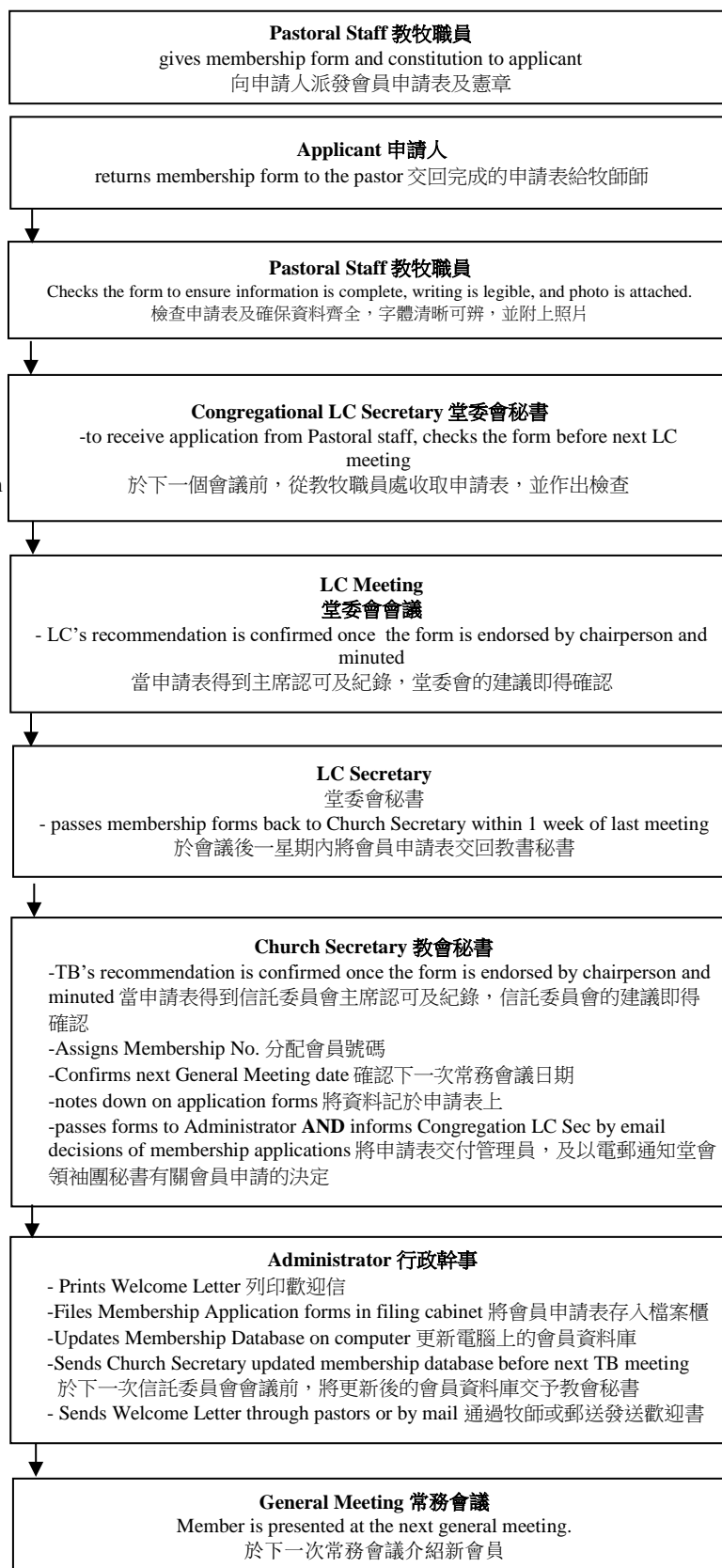
Communication Flow

通信流程

Other related documents

其他相關文件

1. Membership Application Form
會員申請表
2. Welcome Letter
歡迎信
3. Membership Database
會員資料庫



Appendix D.2: Maintenance of Baptism New Record
 附錄 D.2 維護浸禮新紀錄

COMMUNICATION FLOW 通信流程

From Baptism Applicant 由浸禮申請人
 To Baptism 到浸禮

Other related documents 其他相關文件:

1. Baptism Application Form
浸禮申請表
2. Baptism Certificate
浸禮證書
3. Baptism Database
浸禮資料庫

