



列治文華恩浸信會  
*Grace Chinese Baptist Church  
of Richmond*

憲章  
*Constitution*

Constitution of  
**Grace Chinese Baptist Church of Richmond**  
列治文華恩浸信會憲章

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**Constitution of  
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**Article I. Name**  
第一章 名稱

The name of this Church shall be the Grace Chinese Baptist Church of Richmond.  
本教會名稱爲“列治文華恩浸信會”。

**Article II. Doctrine**  
第二章 信仰

We believe the Holy Scriptures to be the inspired Word of God, which is pure and inerrant, the Word of life, the way of salvation, full of power and authority, and it is our guide to faith and practice.

我們相信全部新舊約聖經都是神所默示的,純潔而且沒有謬誤.它記述生命的道和救恩的路,充滿能力和權柄,是我們生活與信仰的指南.

We believe in one God, existing in three persons, the Father, the Son and the Holy Spirit, eternal in being, identical in nature, equal in power and glory and having the same attributes and perfection.

我們相信聖父,聖子,聖靈,是三位一體的獨一真神,永遠長存,有同樣的本質,有同等權柄及榮耀,有相同的屬性和完整性.

We believe in the self-existing and eternal God, who is omniscient, omnipotent, loving, merciful, holy, and righteous. God created the universe as recorded in the Genesis account, and He is sovereign over all things.

我們相信神是自有,永有,全知,全能,慈愛,憐憫,聖潔,公義的.神創造宇宙 正如創世記所記載的,神統管萬有.

We believe that the Lord Jesus Christ, the eternal Son of God, in order to reveal God and redeem sinful man, became a Man, being conceived by the Holy Spirit and born of Virgin Mary. We believe that He is fully God and fully man and He accomplished our redemption through His death on the cross, and that He secured

that redemption forever by His bodily resurrection from the dead. We further believe that our Lord Jesus Christ is now in heaven, whereas the High Priest, He intercedes for us. We believe in the personal coming of the Lord Jesus Christ, to judge the world and to be the King forever, which is our glorious hope.

我們相信聖子耶穌基督是永生神的兒子,爲要將神啓示給人和救贖罪人而道成肉身,從聖靈受孕,籍童貞女馬利亞而生.我們相信祂有完全的神性及完全的人性.爲救贖我們的罪被釘死在十字架上,並且已從死裡復活升天而完成永遠的救贖.我們確信,如今耶穌基督在天上,做我們尊榮的大祭司,爲我們代求.我們相信祂必按聖經所記,再來世上審判世人並作王直到永遠,這是我們榮耀的盼望.

We believe that the Holy Spirit is the third person of the Trinity. He dwells in every believer, active in salvation. We believe that the Holy Spirit helps us in communing with God, teaches us in knowing Christ, and leads us in living out Christ's likeness.

我們相信聖靈是三位一體的神的第三位格.聖靈住在我們裏面,領我們得救,是我們得救的確據.我們相信聖靈幫助我們與神交往,教導我們認識基督,並指導我們活出基督的樣式.

We believe that man was created in the image and likeness of God, but is alienated from God because of his own sin. We believe that salvation is the gift of God brought to man by grace and received by faith in the Lord Jesus Christ. Man can have his sins forgiven, be reconciled with God, and becomes a new man with eternal life through personal confession and repentance of sins and personal commitment to Jesus Christ as his Lord and Savior. Man also needs to depend on the Holy Spirit to grow to spiritual maturity.

我們相信人是神照祂的形象造的.但因犯罪墮落而遠離了神.我們相信救恩是神的恩典賜給人的禮物,這救恩是憑在主耶穌基督裡的信心而得著.人只有通過認罪悔改,憑信心接受耶穌基督爲個人的救贖主,才能使罪得赦免,與神和好,成爲有永生的新人,並靠著聖靈使新生命長大成熟.

We believe that the church is a fellowship composed of born again persons called out from the world by God, and is organized according to the teaching of the New Testament to worship and serve God. The church is the body of Christ, which is led by the Holy Spirit.

我們相信教會是神從世界中呼召出來分別爲聖重生得救的人,照新約聖經的教訓所組織的一個敬拜和事奉神的團契.教會在聖靈聯絡下成爲基督的身體.

### **Article III. Purpose**

#### 第三章 宗旨

1. The Church shall be organized to glorify the Triune God through worship, teaching, testimony and mutual love of the congregation.  
本教會藉敬拜,教導,見證和會眾彼此相愛來榮耀三位一體的獨一真神
2. The Church shall be a non-political and non-profit organization. No church activities and disbursement of church properties shall be in conflict with the purpose and doctrine of the Church.  
本教會是非政治性和非盈利性的組織,所有活動和所有財產的使用都不能與教會目標和上述宗旨有任何衝突.

### **Article IV. Ministry**

#### 第四章 使命

1. Worship God: The core of the Church ministries shall be the worship of the Triune God.  
敬拜神:敬拜我們所信仰的三位一體真神是本教會事工的中心.
2. Equip Believers: The Church shall proclaim the teaching of the Scripture, according to the leading of the Holy Spirit, to instruct the believers in sanctified living, and attaining to the whole measure of the fullness of Christ.  
裝備信徒:本教會順從聖靈的引領高舉聖經的教導,使信徒生活聖潔,長成滿有基督的身量.
3. Fellowship of Believers: Believers shall live out the Command of Jesus Christ to love and support one another and together build-up the Body of Christ.  
信徒團契:信徒執行耶穌基督叫我們彼此相愛的命令,互相扶持,同心合一建立基督的身體.
4. Spread the Gospel: The Church shall fulfill the Great Commission by preaching the Gospel, loving its neighbors, saving lost souls, and making disciples of all nations.  
廣傳福音:宣揚福音,關愛鄰舍,拯救失喪的靈魂,完成萬民作主耶穌的門徒的大使命.

## **Article V. Ordinances**

### 第五章 禮儀

1. The Church shall baptize born-again believers in the name of the Father, and the Son, and the Holy Spirit, in setting forth the essential facts in redemption – the death, burial and resurrection of Christ, and also the essential facts in the experience of the believer – death to sin and resurrection to newness of life.  
本教會奉聖父,聖子,聖靈的名為重生得救的信徒施行浸(洗)禮,這禮儀表明救贖的重要意義,乃是見證信徒與主耶穌同死,同埋葬,同復活.並且見證信徒向罪死,活出新生命.
2. The Church shall commemorate the redemptive work of Jesus Christ with the Lord's Supper, using unleavened bread and grape juice to signify the broken body and shed blood of Jesus Christ on the cross. The Church shall welcome all baptized and born-again believers to take part in the Lord's Supper.  
本教會歡迎所有重生得救,並受過浸(洗)禮的基督徒參與同吃無酵餅和喝葡萄汁所代表的聖餐來紀念主耶穌為救贖我們的罪在十字架上捨身流寶血.

## **Article VI. Affiliation**

### 第六章 隸屬

1. Jesus Christ shall be the head of the Church, and the Church shall be the body of Christ.  
耶穌基督是本教會的元首,本教會是基督的身體.
2. The Church shall be a local assembly conforming to the teaching of the New Testament, and has total autonomy, responsible directly to God's authority.  
本教會是新約中的地方性教會,有完全的獨立自主權,直接向神負責.

## **Article VII. Organization**

### 第七章 組織

1. The Congregation that is composed of active members of the Church shall have the ultimate authority for the government of the Church. Any major decision,

including but not limited to, amendment and addendum of the Constitution, calling/dismissing of Pastor(s) and Elder(s), election of Deacons and Trustees, purchase and transfer of church real estate, is to be approved by the Congregational Meeting.

由活躍會員組成的會員大會是本教會行政的最高決定權。教會重大決定包括,但不限於:修定教會憲章和其附加條款,任免會牧/長老,選舉執事和財團法人,購置或轉移本教會的不動產等重大事項,均須經過會員大會批准。

2. The Board of Elders, including Pastoral staffs and Elder(s), shall be responsible for the adherence of doctrine, shepherding of the flock, prayer and the ministry of the Word. The Pastoral staff shall comprise of one Senior Pastor and any number of Assistant and/or Associate Pastors. The Senior Pastor shall have the administrative responsibility to oversee other staff.

長老團包括教牧人員及長老,負責監督信仰,牧養會眾,祈禱和傳道工作。教牧人員由一位主任牧師和其助理牧師,副牧師組成。主任牧師有督導其他教會職員的行政職責。

3. The Board of Elders and Board of Deacons shall conduct the business affair of the Church. It shall be the duty of the Board of Elders and the Board of Deacons to interpret the Constitution of the Church, and organize co-workers to promote the various ministries of the Church. The Board of Elders and the Board of Deacons shall be jointly accountable to the Congregation.

長老團及執事會執行本教會行政工作,解釋教會憲章,組織同工會,以推動本教會的各項事工。長老團及執事會應共同對會眾負責。

4. The Trustees shall act as legal representatives of the Church to execute real estate and property transactions upon the direction of the Church.

財團法人代表本教會負責法律交涉及財產轉移。

## **Article VIII. Membership**

### **第八章 會籍**

1. Any person who has accepted the Lord Jesus as his/her savior, given testimony of having been born again, received the ordinance of water baptism, desires to live a growing Christian life by following the leadership of the Holy Spirit, and who is in agreement with the Constitution of the Church, may, by making an application and receiving the joint affirmative vote of the Board of Elders and the Board of Deacons, be admitted into membership of the Church. Active members



shall have the right to vote and be eligible for election.

凡接受主耶穌為救贖主,有重生得救的見證,已受過浸(洗)禮,決心順服聖靈帶領過榮神益人的生活,願意遵守本教會憲章的基督徒;經過申請,由長老團及執事會共同通過,即可獲得本教會的會籍. 活躍會員享有投票權和當選 權

2. Any Christian coming from other church, who has regularly attended Sunday Worship at this Church for at least three months and is in keeping with the aforementioned section, may apply and be admitted into membership of the Church upon joint approval by the Board of Elders and the Board of Deacons.  
凡由其他教會,轉至本教會的基督徒,除符合上一節要求以外,並需定期參加本教會主日崇拜三個月以上,經申請,由長老團及執事會共同通過即可成為本教會的會員.

3. All members of the Church shall affirm, by the leading of the Holy Spirit to uphold the truth and strengthen their faith in Jesus Christ; according to the gift of the Holy Spirit, to faithfully involve in all kinds of ministry and to be faithful stewards in their giving; according to the truth of the Holy Spirit, to live their lives and teach their children with the help of the Holy Spirit; according to the great love of Jesus Christ to love, care, and pray for one another; and obeying the great commission of Jesus Christ, to be faithful witnesses in leading others to Christ. All members of the Church shall not cause division of the Church, but be humble before one another.

凡持有本教會會籍的基督徒需竭力靠聖靈的引導,堅持真理,不斷堅固對主耶穌的信心.以聖靈所賜的恩賜熱心參與各項事奉,樂意奉獻.按聖靈的真理行事為人,靠聖靈的幫助教導子女,在主耶穌的大愛中,彼此相愛,彼此代禱,彼此照顧,順服主耶穌基督的大使命,為真理做見證,領人歸主.信徒在教會生活中,不可結黨,倒要彼此心存謙卑.

4. All members shall be equal before God.  
本教會會友在神面前一律平等.

5. When an active member fails to attend church Sunday worship at least 6 times in six (6) months period, and fails to notify any of the Pastors, Elders or Deacons of reasonable cause, he/she shall, with joint approval of the Board of Elders and the Board of Deacons, be categorized as inactive member. Inactive member shall have no voting right and shall not be eligible for election.

凡持有本教會活躍會籍的基督徒在六個月期間未能至少參加六次本教會的主日崇拜,且未向會牧、長老或執事提出適當理由,經長老團及執事會共同

通過,可被列入暫休會員.暫休會員沒有表決權和被選舉權.

Inactive member may apply for reinstatement if he/she attends church Sunday worship at least 3 times in three (3) months, and upon the acceptance, may have his/her voting right and election eligibility reinstated.

暫休會員在三個月至少參加本教會的主日崇拜后三次后可向執事會提出申請,經執事會同意後,可以恢復活躍會員權利.

6. Membership to the Church shall be terminated upon a member's death, transference to another church, or request for membership withdrawal once submitted and jointly approved by the Board of Elders and the Board of Deacons. 會員死亡,或轉入其他教會,其會籍自動終止.會員也可以向長老團及執事會申請終止其會籍.

7. Any member, whose behavior violates the doctrines of the Church and the teaching of Scripture, and refuses to repent after the counsel of the body of Christ, shall have his/her membership revoked upon the joint approval of the Board of Elders and the Board of Deacons. Anyone who had his/her membership revoked may apply for reinstatement, after clear demonstration of repentance and joint approval of the Board of Elders and the Board of Deacons.

會員如果違背本教會的信仰和聖經的教導,在主內肢體規勸和挽救後,仍拒絕悔改,由長老團及執事會共同討論通過後,其會籍即被終止.任何被終止會籍的人,有確實認罪悔改的證據後,向長老團及執事會共同提出複籍申請,經同意後,即可恢復會籍.

## **Article IX. Congregational Meeting**

### 第九章 會員大會

1. The Board of Deacons shall call the Congregational Meeting at least once a year, and the agenda of the meeting shall be announced at least two (2) weeks in advance. In addition to the annual meeting, special meetings may be called by the Board of Elders or the Board of Deacons when such are deemed necessary to discuss and transact church business, or when signed petition by two thirds of Church membership is submitted to the Board of Elders and Board of Deacons. 會員大會由執事會召集主持,並至少於會議前兩週公佈會議議程.除每年的例會外,長老團及執事會可以召集臨時會員大會討論和決定本教會的具體工作.若有三分之二本教會會員聯署的提案,長老團及執事會亦應召開會員大會.

2. Members under the age of eighteen (18), inactive members, and non-members shall not be eligible to vote, but may express their opinions at the Congregational Meeting.

持有本教會會籍,但年齡在十八歲以下的會員,暫休會員,和非會員,在會員大會上有發言權但沒有表決權。

3. For the calling and dismissal of Pastor(s) and Elder(s), amendment of the Constitution, dissolution of the church, or major building projects of the Church, the quorum of Congregational Meeting shall be two thirds of all eligible voting members of the Church and all decisions are to be approved by three fourths of valid cast votes. For all other proposals, including but not limited to, annual budget, addendum of the Constitution and election of offices, the quorum shall be one half and all decisions are to be approved by two thirds, except in the case of election of Deacons, which is to be approved by three fourths.

任免會牧及長老,修改憲章,解散教會或重大教會建築計劃等的決定,會員大會的法定人數至少需要有三分之二具有本教會表決權的會員參與及四分之三投票的人同意,才成立.此外其他的決定,包括但不限於,年度預算,憲章的附加條款 和選舉職員.會眾議事會的法定人數至少需要有二分之一具有本教會表決權的會員參與及三分之二投票的人同意,即可成立.但執事選舉須要四分之三 投票人的同意.

## **Article X. Pastor(s)** 第十章 會牧

1. Pastor(s) of the Church must receive a clear calling from God. He must be a devoted and born again Christian, with a deep knowledge of Christ and Bible, and demonstrate spiritual maturity and pastoral gift. He must be in agreement with the Constitution of the Church.

本教會的會牧必須是有從神而來的呼召,願意委身及重生得救的基督徒,對基督和聖經真理有深切的認識,並在生活與行為上表現出屬靈的成熟.有牧養的恩賜,並願意遵行本教會的憲章.

2. It shall be the duty of the Pastor(s) to oversee the spiritual interest of the Church, to shepherd the flock, and to spread the Gospel. The Pastor(s) shall have the authority in spiritual teaching, exhortations, and ordinances.

會牧的職責是持守真道,牧養會眾,帶領教會,廣傳福音.會牧有屬靈的教導,勸戒和禮儀的權柄.

3. Pastor(s) shall be ex officio member(s) of the Board of Deacons, but shall have no voting rights.

會牧列席執事會,但沒有表決權.

4. The termination of Pastor(s) service may be executed at any time with three months' notice upon the approval of the Congregational Meeting. The Pastor(s) may resign from his position at any time with three months' notice to the Board of Elders and the Board of Deacons.

會員大會有權退聘會牧但必須至少於三個月以前通知會牧.會牧也有權自動辭職,但亦應至少於三個月以前通知長老團及執事會.

## **Article XI. Elders(s)**

### 第十一章 長老

1. The Elder must be a voting male member of the church. He must be a mature believer. This is seen in being “above reproach”, providing godly leadership in “his own family (if married)”, being knowledgeable of Scripture and capable to apply Scripture to decisions and situations, showing gentleness and hospitality. An Elder must not be a new believer, womanizer, lover of money, divorced or be addicted to sinful or controlling substances or behavior. (1 Timothy 3:1-7 & Titus 1:5-9)

長老必須是教會有投票權的男性成員。他必須是一位成熟的信徒。被視為“無可指責”，在“他自己的家庭（如果是已婚）”提供敬虔的領導，熟悉聖經並且能夠將聖經應用於決策和不同情境，溫和，樂意接待遠人。長老不能是初入教的，風流成性的，貪愛錢財的，離婚的，或者是沉溺於罪惡或控制物質或行為不能自拔的。（提摩太前書 3:1-7；提多書 1:5-9）

2. Primary role of the Elders is to lead the church according to the Word of God (1 Timothy 3:2; 2 Timothy 4:2; Titus 1:9). This puts the study, teaching, preaching and application of the Word of God and the shepherding of the people as the main priorities of the Elders. The goal of the Elders is the spiritual maturity of God's people under his care.

長老的主要作用是按照神的話引導教會（提摩太前書 3：2;提摩太后書 4：2;提多書 1：9）。對神的話語的研究，教導，傳道和應用以及對眾人

的牧养是长老的主要优先任务。长老的目标是在他照顾下的神子民的属灵上的成熟。

3. The non-staff Elder's will serve a 5 years term, at the end of five years, they may be approved by the congregation for another 5 years term. At the end of two consecutive terms, an active elder must step down from the elder board for one year. The non-staff Elder may be removed by the recommendation of the Board of Elder and the confirmation of congregation according to Article IX, item 3.

非受薪长老服务期为 5 年。在五年结束时，他们可以会被会众批准再服务 5 年。在连续两个服务期结束时，在任的长老必须离开长老团一年时间。根据第九章第 3 项，经长老团提议和会众同意可以免除非受薪长老。

4. The termination of an Elder's service may be executed at any time with three months' notice upon the approval of the Congregational Meeting. The Elder may resign from his position at any time with three months' notice to the Board of Elders and Board of Deacons.

在会众大会批准和提前三个月通知后，对非受薪长老任期终止可以在任何时间执行。非受薪长老在提前三个月通知长老团和执事会以后可以辞职。

## **Article XII. Deacons**

### **第十二章 執事**

1. Deacon must be voting member of the Church, who has a personal faith in Jesus Christ, has demonstrated his/her faith and spiritual maturity with testimonies, humility, faithfulness and cooperative spirit as described in 1 Timothy 3:8-13, and has actively served in the Church for at least one year as a member.  
執事必須是對主耶穌的信心堅定,生活有信心和靈命成熟的見證,謙卑忠心,善於與人合作,誠如提摩太前書 3 章 8 至 13 節所描述,具有本教會的表決權,並已積極參與本教會事奉一年以上,靈性成熟的基督徒.
2. It shall be the duty of the Deacons, having called by God and entrusted by the believers of the Church, in dependence to the power and wisdom of the Holy Spirit, to administer the responsibilities assigned by the Board of Deacons and to

serve the Congregation. It shall also be the duty of the Deacons to assist, encourage, protect and exhort the Pastor(s) and Elder(s) and to one another, in order to build up the Church and maintain unity in Christ.

執事因神之恩召和弟兄姊妹之信託,要依靠聖靈的能力和智慧,承擔執事會所分配的工作.執事要幫助,鼓勵,維護和勸勉會牧及長老,並且要彼此分享與分担, 為了達到合力建造教會和保守在基督裏的合一的目的.

3. The election of new Deacon(s) shall be recommended by active congregational member to the Board of Deacons which then submits final nomination to the Congregational Meeting to seek approval. The number of Deacons that are to be elected into office shall be in proportion to the needs of the Church ministries, as determined jointly by the Board of Elders and the Board of Deacons.

新執事由活動性會員向執事會推荐, 經長老團及執事會共同提名,會員大會表決通過. 執事人數,視教會事工須要,由執事會決定.

4. The term of the Deacon shall be three (3) years and the term shall begin on the first day of January in the year following the election. A Deacon, at the end of his/her first term, may be recommended jointly by the Board of Elders and the Board of Deacons, as well as approved by the Congregational Meeting to serve a second three-year term. Upon completion of two consecutive terms, the person shall not be eligible for election of Deacons for at least one year.

執事任期是從選舉後下年的一月一日開始, 為期三年. 現任執事在任期最後一年時可由長老團及執事會共同推薦, 經會員大會通過後, 可連任一次. 第二任執事完畢後, 一年內不得再被提名為執事.

5. If a Deacon resigns or can not perform the full function of the duty due to illness or other reasons, the Board of Elders and the Board of Deacons may jointly appoint a voting member of the Church as an interim Deacon to perform the same duty for a period up to the next annual Congregation Meeting, but no longer than one year. The interim Deacon shall be elected as a new Deacon by the approval of the Congregation Meeting in order to continue to serve for a three-year term.

如有執事辭職,生病或其他原因而不能繼續執行所有職務, 長老團及執事會共同可以指定一會員為臨時執事來執行原執事的職務,其任期是到下次會員大會年會止, 但不得超過一年.如願連任,可經會員大會投票通過後連任三年.

6. Deacons shall not conduct business on behalf of the Church unless jointly authorized specifically by the Board of Elders and the Board of Deacons, and shall not receive remuneration from the Church.

除經本教會長老團及執事會共同授權外,執事無權代表教會行事.執事不在本教會受薪.

7. Deacon may be removed from office upon the joint recommendation of the Board of Elders and the Board of Deacons and approval of the Congregational Meeting. A Deacon may resign from office by notice to the Board of Elders and the Board of Deacons.

現任執事,可由長老團及執事會共同提議,會員大會表決通過後罷免.執事有權向長老團及執事會提出辭呈.

### **Article XIII. Board of Elders**

#### **第十三章 長老團**

1. Board of Elders shall consist of active term non-staff Elder(s) and Pastor(s)

長老團由現任**非受薪**長老和牧師組成。

2. Board of Elders shall conduct spiritual and ministry oversight of the church. This includes adherence and interpretation of all church doctrines as layout in Article II, III, IV and V.

長老團應實施對教會的屬靈和事工的監督。包括遵守和解釋在第 2, 3, 4, 5 章中列出的所有教會教義。

3. Board of Elders can initiate and propose any revision or addition to the Constitution of the church after consultation with the Board of Deacons.

在與執事會協商後,長老團可以啟動並提議對教會憲法進行修訂或補充。

4. Board of Elders should regularly review the ministries of the church to see if they continue in line with the mission and core value of the church.

長老團應定期審查教會的各項事工,看他們是否還與教會的使命和核心價值觀一致。

5. Board of Elders and Board of Deacon should jointly perform the final approval

of the budget as proposed by the Board of Deacons before present it to the congregation at the annual meeting.

长老团和执事会应共同执行对执事会提出的预算的最终批准，然后在年度会员大会上向会众提交。

6. Board of Elders is also responsible for lovingly and biblically overseeing any necessary discipline process of church members and should be accountable to each other.

长老团还负责以爱心和从圣经出发监督任何对教会成员必要的纪律程序，并对彼此负责。

7. Board of Elders should hold regular elder business meetings and record all proceedings of official meetings and special Elder meetings.

长老团应定期举行长老会，并记录正式会议和特别长老会议的所有议程。

8. The Board of Elders can override any decision made by the Board of Deacons if the decision is deemed spiritually unsound. There should be at least one member from the Board of Elders attending each Deacon's meeting as a liaison with no voting privilege.

如果执事会的任何决定被认为在属灵上不合适，则长老会可以推翻该决定。每次执事会议中至少应有一名长老团成员作为没有投票权的联络人出席。

9. All members in the Board of Elders are equal in authority.

长老团的所有成员都有同等的权力。

10. Board of Elders shall elect a chairman. The chairman will call the business meetings, set discussion agenda, after consulting with fellow elders, and guide the discussion at the meeting.

长老团应选举一名主席。在与长老们协商后，主席宣召会议，设定讨论议程，并在会议上带领讨论。



11. Minimum number of elders, including the Sr. Pastor should be three. Board of Elders may also appoint interim elders to replace or supplement the current elders. However, the term for the interim elders cannot exceed one year. The interim elders would have to be approved by the congregation at the next congregational meeting to continue as members of the Board of Elders

长老人数最少（包括主任牧师）应为三人。长老团亦可委任临时长老代替或补充现任长老。但是，临时长老的任期不能超过一年。临时长老必须在下一次会众大会上得到会众的批准才能继续作为长老团的成员。

12. Board of Elders will have two semi-annual meetings with the Board of Deacons. The meeting agenda shall be determined by the chairs of both boards.

长老团将与执事会举行两次半年度会议。会议议程由团会的两位主席决定

13. Board of Elders will nominate the potential Elders of the church. The Board should seek input from members in the church in this selection process. There shall be a formal “interviewing” and a “mentoring” process. Board of Elders should discuss topics of the nature of the church, overview of Scripture, and a biblical understanding of Eldership with the candidate. At the end of this process, Board of Elder will decide if to nominate the candidate.

长老团提名教会的长老候选人。在甄选过程中，长老团应征求教会成员的意见。应该有一个正式的“面试”和一个“师徒带领”的过程。长老团应该与候选人讨论教会的本质，圣经的概论和从圣经角度对长老制度的理解这些主题。在此过程结束时，长老团将决定是否提名候选人。

14. Board of Elders will nominate the candidate(s) for inclusion on the Board and seek feedback from the membership of the church for at least 28 calendar days. Then, the church members will vote by ballot for each individual elder candidate. Election shall be according to Article IX item 3

长老团将提名候选人加入长老团，并向教会成员征求反馈意见，征询时间不少于 28 天。然后，教会成员对每个长老候选人进行投票选举。选举应依照第九章第 3 项。

## **Article XIV. Board of Deacons**

### 第十四章 執事會

1. The Board of Deacons shall be composed of elected Deacons. The Deacons shall elect a Chairperson of Deacons among themselves to serve a one-year term. The Chairperson may be re-elected to serve in successive terms.  
本教會執事會由當選執事組成.在執事中推選主席一人.執事會主席任期一年,可被推選連任.
2. The Board of Deacons shall convene monthly meetings. The Chairperson may call for special meetings when such events shall be deemed necessary.  
執事會每月召開一次常會.執事會主席可以因特別事項召集臨時會議.
3. The Board of Deacons shall record and maintain all proceedings of official monthly and special Deacons meetings.  
執事會每月常會和特別會議的決議均須整理成文件保存.
4. All members of the Church shall have the right to attend and speak in the Board of Deacons meetings with the approval of the Chairperson of the Board of Deacons.  
凡具有本教會會籍的信徒可以在獲得執事會主席同意後,列席執事會,並可發表意見.
5. The Board of Deacons shall convene functional Committees with Deacons to administrate and conduct the work of various Church ministries. Church ministries shall include, but not be limited to, Worship, Education, Fellowship, Mission, Finance, and General Affairs.  
執事會組成工作委員會,由執事負責執行教會各項事工,教會事工包括,但不限於:崇拜,教育,團契,宣教,財政和總務.

## **Article XV. Trustees**

### 第十五章 財團法人

1. The Church shall be represented by three (3) Trustees. The election of new Trustees shall be recommended jointly by the Board of Elders and the Board of Deacons, and approved by the Congregational Meeting.  
本教會設有財團法人三人.財團法人的任免由長老團及執事會共同提名,會員大會表決通過.
2. Trustees shall be voting members of the Church and the term of the Trustee shall

be unlimited.

本教會的財團法人必須是具有本教會表決權的會員,其任期不限.

3. Trustees shall not conduct business on behalf of the Church unless jointly authorized specifically by the Board of Elders and the Board of Deacons, and shall not receive remuneration from the Church.

除經本教會長老團及執事會共同授權外,財團法人無權代表教會行事.財團法人不在本教會受薪.

4. Trustee may be removed from office upon the joint recommendation of the Board of Elders and the Board of Deacons and approval of the Congregational Meeting. Trustee may resign from office by notice to the Board of Elders and the Board of Deacons.

現任財團法人,可由長老團及執事會共同提議,會員大會表決通過後罷免.財團法人有權向長老團及執事會共同提出辭呈.

## **Article XVI. Dissolution**

### **第十六章 解散**

Upon dissolution of the Church, all properties shall be transferred to evangelical organizations of like faith, selected jointly by the Board of Elders and the Board of Deacons and approved by the Congregation Meeting.

本教會解散時,全部教會財產將轉移給長老團及執事會共同所提議,並經會員大會通過的,與 本教會持相同信仰的福音團體.

## **Article XVII. Amendments and Addenda of the Constitution**

### **第十七章 修改憲章和其附加條款**

1. Addenda to the Constitution such as Bylaws and Policies, which are for the government of the Church and prudence in the management of its affairs, shall be proposed whenever the Board of Elders, the Board of Deacons or two thirds of the Congregation shall deem it necessary. The addenda shall be adopted upon the approval of the Congregational Meeting.

當長老團及執事會或三分之二會員認為有需要時,可提議增訂憲章的附加條款,諸如附屬章程和政策.這些條款是用來監督教會和管理教會日常事務.這些條款在會員大會通過後即生效.

2. Amendments to this Constitution and addenda shall be proposed whenever the Board of Elders, the Board of Deacons or two thirds of the Congregation shall deem it necessary. The amendments shall be valid to all intents and purposes as part of this Constitution and addenda upon approval of the Congregational Meeting.

當長老團及執事會或三分二的會眾認為有所需要,此憲章和其附加條款便會被提議 進行修改.修改後的憲章和其附加條款在會員大會通過後便會被歸納於此 憲章.

3. The Constitution, including its amendments and addenda, and the interpretation thereof, shall be in agreement with the doctrine of the Church.  
本憲章, 包括修訂條文及附加條款及相關的解釋, 都必須符合本教會的信仰.

### **Article XVIII. Adoption of Constitution**

#### 第十八章 生效

1. The English version of the Constitution, including its amendments and addenda, shall be the official document for adoption and interpretation.  
本憲章, 包括修訂條文和附加條款的執行和解釋, 以英文版本為主.
2. The approval of the Congregational Meeting shall be sufficient for the adoption of this Constitution of the Church  
教會憲章在會員大會通過後生效.
3. Approved and adopted by the Congregation Meeting on the 19th day of May , in the year of our Lord two thousand and nineteen.  
本教會憲章於二零一九年五月十九日由會員大會通過生效.

# Grace Chinese Baptist Church of Richmond

列治文華恩浸信會

## Addenda

附加條款

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# **Grace Chinese Baptist Church of Richmond**

## **Policy of Hiring and Termination of Church Staff**

### **Procedure for Hiring**

1. The Board of Elder and the Board of Deacons shall jointly define the need and budget estimation for the staff position.
2. The Board of Elder or the Board of Deacons shall jointly present the need and budget to the Congregation and seek their approval.
3. The Board of Elder and the Board of Deacons shall jointly begin the recruiting and interviewing processes for suitable candidates upon receiving congregational approval on budget.
4. (A) For Pastor – The Board of Elder and The Board of Deacons shall jointly present the final candidate for congregational approval according to the Constitution of the Church.  
  
(B) For administrative staff and intern – The Board of Deacons shall make the final decision to offer the position to the most suitable candidate. Administrative staff may include, but not be limited to, secretary, office assistant, and custodian.
5. The Board of Elder or the Board of Deacons shall notify the successful candidate by issuing an official letter of job offering that shall detail the job title, salary, benefits (if any), term and conditions of employment.

### **Termination**

Pastor(s) – Termination of pastoral position shall follow the specific process stipulated in the Constitution of the Church.

Administrative staff and Intern – The Board of Deacons shall make the final decision on termination of a staff position upon receiving recommendation from any Pastor, Elder or Deacon.

### **Policy Modification**

Modifications to this policy shall be proposed whenever the Board of Elder, the Board of Deacons or two thirds of the Congregation shall deem it necessary. The modified policy shall be adopted upon approval of the Congregational Meeting.

This policy was approved and adopted by the Congregational Meeting on the 28th day of October in the year two thousand and eighteen.

# 列治文華恩浸信會 教會職員任聘與解聘政策

## 任聘的程序

1. 長老團及執事會共同將對欲增聘的職位,作出需要性的審定和預算的評估.
2. 長老團及執事會共同將向會眾發表增聘職位的需要和預算,藉而尋求會眾的通過.
3. 在得到會眾對預算的通過後,長老團及執事會共同將著手進行招募與面試適當人選的程序.
4. (A)會牧的聘請 -- 長老團及執事會共同將向會眾發表最終的入選者,並依據教會憲章的規定來獲取會眾的通過.  
  
(B)行政管理職員或實習生的聘請 -- 執事會將會自行作出最後決定,提供職位給最適當的人選. 行政職員包括(但不限於): 秘書, 辦公室助理及清理員.
5. 長老團及執事會將以正式公文向獲得聘任者發出聘用通知. 聘用通知書中將會詳細例明職位名稱(頭銜), 薪金, 福利 (如此職位包括此項), 僱用規則與條件.

## 解聘

會牧 -- 將會依據教會憲章中的特定會章而進行解聘會牧職位程序.

行政管理職位與實習生 -- 執事會將會接受任何牧師、長老或執事的建議而自行在解聘職位上作出最後決定.

## 政策的修訂

當長老團及執事會或三分之二的會眾認為有所需要, 此政策便會被提議進行修改. 修訂後的政策將會在得到會員大會的通過後入案..

此政策已在二零一八年十月二十八日獲得會員大會通過及入案.

# **Grace Chinese Baptist Church of Richmond**

## **Budgetary Management Policy**

### **Definitions**

**Shortfall** – Budgetary shortfall occurs when expenditure exceeds the existing budgeted fund or when unforeseen, but necessary expenses are to be incurred on non-budgeted items.

**Surplus** – Budgetary surplus occurs when annual offering to the general fund has exceeded the total expenditure at the end of the fiscal year (January 1 - December 31).

### **Dealing with budgetary shortfall**

1. The Board of Elder and the Board of Deacons shall jointly decide how to allocate resources to cover the shortfall.
2. The Board of Elder and the Board of Deacons shall jointly revise or add on recurring expenses in the budget for the next fiscal year, if necessary, before the annual Congregation Meeting.

### **Dealing with budgetary surplus**

1. The Finance Deacon shall issue an annual surplus report to The Board of Elder and the Board of Deacons in January.
2. The Board of Elder and the Board of Deacons shall jointly authorize the allocation of the surplus fund into the Church's investment portfolio in February of the same year.
3. The Finance Deacon shall implement the allocations of surplus fund by March of the same year.

### **Policy Modification**

Modifications to this policy shall be proposed whenever the Board of Elder, Board of Deacons or two thirds of the Congregation shall deem it necessary. The modified policy shall be adopted upon approval of the Congregational Meeting.

This policy was approved and adopted by the Congregational Meeting on the 28th day of October in the year two thousand and eighteen.



# 列治文華恩浸信會 財政預算管理政策

## 定義

短缺 -- 財政預算短缺發生於支出超於預算, 或是遇到有無法預料的必需支出, 便會產生非預算內的支出項目.

盈餘 -- 財政盈餘發生於財政年度 (一月一日至十二月三十一日) 年末結算時, 全年經常費的奉獻超於教會的全年總支出.

## 財政預算短缺的處理

1. 長老團及執事會共同將會決定如何調動資源來填補短缺之數.
2. 長老團及執事會共同將會在舉行年度會員大會之前, 修正或增加下一財政年度的支出預算 (若有需要).

## 財政盈餘的處理

1. 財政執事將會在一月向長老團及執事會提交盈餘報告.
2. 長老團及執事會共同將會在同年的二月決定如何將盈餘分配至教會的投資組合庫存.
3. 財政執事將會在同年的三月份, 執行及完成分配盈餘的事項.

## 政策的修訂

當長老團及執事會或三分之二的會眾認為有所需要, 此政策便會被提議進行修改. 修訂後的政策將會在得到會員大會的通過後入案.

此政策已在二零一八年十月二十八日獲得會員大會通過及入案.

# **Grace Chinese Baptist Church of Richmond**

## **Investment Management Policy**

Investment refers to a sum of money or other financial assets that are purposely put aside as Church's savings and reserves for the benefits of growth, security, and preservation of principals. Examples of investment instruments may include certificates of deposit, interest-bearing accounts, mutual funds, stocks, bonds, real estates, and other tangible assets.

1. The Board of Elder and the Board of Deacons shall jointly appoint the Finance Deacon and two active members of the Church to manage the Church investment.
2. The three-member Investment Management Team shall be responsible to maintain a balanced investment portfolio by choosing the most secure, low-risk investment instruments. Members shall serve a three-year term in the Investment Management Team.
3. The Investment Management Team shall conduct periodic reviews on the Church investment portfolio to ensure meeting investment objectives.
4. The Finance Deacon shall issue semi-annual summary reports on all investment activities and results to the Board of Elder and the Board of Deacons.

### **Policy Modification**

Modifications to this policy shall be proposed whenever the Board of Elder, the Board of Deacons or two thirds of the Congregation shall deem it necessary. The modified policy shall be adopted upon approval of the Congregational Meeting.

This policy was approved and adopted by the Congregational Meeting on the 28th day of October in the year two thousand and eighteen.

# 列治文華恩浸信會

## 投資管理政策

投資的定義是指把某一數目的金錢或其他財政資產有目的地移開, 以作為教會的儲蓄和利於教會發展成長的儲備金, 保障教會財政的穩定, 和本金的保存等之用. 投資於媒介如定期存款, 有息帳戶, 共同基金, 股票, 債券, 地產(不動產), 和其他的有形資產.

1. 長老團及執事會共同將任命財政部執事與其他兩位活躍會員負責管理教會的投資事項.
2. 三位投資管理小組的成員將需負責於管理一個平衡的投資組合庫存. 庫存的内容乃為投資小組所選擇的最高度安全, 低風險的投資媒介. 投資小組成員的事奉任期為三年.
3. 投資管理小組需對教會的投資組合庫存作出定期性的回顧與檢討, 以確保能符合投資的目標.
4. 財政執事需向長老團及執事會共同提交有關全部投資活動與所得成果的半年度摘要報告.

### 政策的修訂

當長老團及執事會或三分之二的會眾認為有所需要, 此政策便會被提議進行修改. 修訂後的政策將會在得到會員大會的通過後入案..

此政策已在二零一八年十月二十八日獲得會員大會通過及入案.

# **Grace Chinese Baptist Church of Richmond**

## **Policy for Leave of Pastors**

1. Pastor(s) in active service shall be entitled to four (4) weeks of vacation with pay and eleven (11) holidays every calendar year. Vacation days that remain unused by the end of each calendar year shall not be accumulated and claimed for use in ensuing years, unless approved otherwise by the Board of Deacons. The eleven (11) holidays shall assign to New Year Day, Monday after Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and two (2) floating holidays.
2. Upon completion of six (6) continual years of service, Pastor(s) may request for a sabbatical leave with full insurance and pension benefits for a period up to one year. The sabbatical leave is to be used by the Pastor(s) for spiritual renewal, continued education, and rest.
3. Pastor(s) shall present the request and plan for sabbatical leave to the Board of Elder and the Board of Deacons at least six (6) months in advance. The extent of compensation for the Pastor(s) during the sabbatical leave shall be recommended by the Board of Elder or the Board of Deacons and approved by the Congregation Meeting.

## **Policy Modification**

Modifications to this policy shall be proposed whenever the Board of Elder, the Board of Deacons or two thirds of the Congregation shall deem it necessary. The modified policy shall be adopted upon approval of the Congregational Meeting.

This policy was approved and adopted by the Congregational Meeting on the 28th day of October in the year two thousand and eighteen.

# 列治文華恩浸信會

## 牧師休假政策

1. 任內的牧師將可獲得每年四週的有薪假期及十一天的假日。在年底前未有用取的假期不可累積及取用於下年，除非得到執事會的額外批准。十一天的假日為新年，復活節後的週一，國殤紀念日，美國獨立紀念日，勞工節，感恩節的次日，聖誕前夕，聖誕日，和兩天的不定假日。
2. 在連續牧會六年後，牧師可要求為期最長達一年的附有全部保險及退休金福利的安息假期，安息假期是為了牧師的靈命更新，繼續深造，和休息之用。
3. 牧師將要在最少六個月前，預先向長老團及執事會提交安息假期的請求和計劃。長老團及執事會共同將為牧師在安息假期中應得的薪資作出提議，而由會眾議事會通過。

### 政策的修訂

當長老團及執事會或三分之二的會眾認為有所需要，此政策便會被提議進行修改。修訂後的政策將會在得到會員大會的通過後入案。

此政策已在二零一八年十月二十八日獲得會員大會通過及入案。

# **Grace Chinese Baptist Church of Richmond**

## **Ordination Policy**

The Church may ordain qualified persons as Pastors or Elders by the following procedure:

1. An ordination request shall need the joint approval of the Board of Elder and the Board of Deacons.
2. The Board of Elder shall convene an Ordination Committee upon approving the ordination request. The Ordination Committee shall be composed of active members of the Church.
3. The Ordination Committee shall have the responsibility to convene an Interviewing Council to examine thoroughly the qualification of the candidate for ordination. The Interviewing Council shall be composed of experienced spiritual leaders, Pastors or Elders of good standings from other organizations or churches of like faith.
4. After reviewing the candidate's qualification and consulting with the Ordination Committee, the Interviewing Council shall make recommendation concerning the ordination of the candidate to the Ordination Committee. All decisions from the Interviewing Council shall be final.
5. Upon approval by the Interviewing Council, the Ordination Committee shall make necessary preparations for an ordination service.

## **Policy Modification**

Modifications to this policy shall be proposed whenever the Board of Elders, the Board of Deacons or two thirds of the Congregation shall deem it necessary. The modified policy shall be adopted upon approval of the Congregational Meeting.

This policy was approved and adopted by the Congregational Meeting on the 28th day of October in the year two thousand and eighteen.

# 列治文華恩浸信會 按立牧師政策

教會可跟據以下的程序來按立合乎資格者為牧者及長老:

1. 按牧請求需要先得到長老團及執事會共同的通過.
2. 長老團應在接納按牧請求後成立一個按牧委員會. 按牧委員會的成員們乃為教會的活躍會員.
3. 按牧委員會將負責召集面談評議會來徹底地考察按牧候選人的資格. 面談評議會將由同等信仰的組織或教會而來的資歷深厚的屬靈領袖們或有良好聲望的牧師們及長老所組成.
4. 在審察候選人的按立資格和與按牧委員會商討後, 面談評議會將向按牧委員會建議有關為候選人按立之事. 所有面談評議會的決定將會成為最後定議.
5. 在得到面談評議會的同意後, 按牧委員會將會為按牧儀式作出必需的準備.

## 政策的修訂

當長老團及執事會或三分之二的會眾認為有所需要, 此政策便會被提議進行修改. 修訂後的政策將會在得到會員大會的通過後入案..

此政策已在二零一八年十月二十八日獲得會員大會通過及入案.

## **Grace Chinese Baptist Church of Richmond**

### **Policy of Wedding and Funeral Service at Church**

1. Members of the Church may use the church facility for wedding or funeral services. Requests shall be submitted to the Board of Deacons for joint approval by the Board of Elder and the Board of Deacons. Requests for use by non- members shall be decided on a case-by-case basis.
2. According to the biblical principle, the Church only acknowledges “one man, one woman, one husband and one wife” marriage.
3. Wedding ceremonies conducted at church shall be spiritual, joyous and solemn occasions. The themes, music, decorations and all other things or matters involved shall not be in conflict with the purpose and doctrine of the Church.
4. The bridal party shall make detailed arrangements directly with the Pastor in charge.
5. Funeral and memorial services conducted at church shall be spiritual, solemn and respectful occasions. No burning of incense, sacrificial offering, or any other forms of rituals that are in conflict with the purpose and doctrine of the Church shall be allowed.
6. The kin of the deceased shall make detailed arrangements directly with the Pastor in charge.
7. Our Stand on same sex marriage:

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one’s birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5).

### **Policy Modification**

Modifications to this policy shall be proposed whenever the Board of Elder, the Board of Deacons or two thirds of the Congregation shall deem it necessary. The modified policy shall be adopted upon approval of the Congregational Meeting.

This policy was approved and adopted by the Congregational Meeting on the 28th day of October in the year two thousand and eighteen.



# 列治文華恩浸信會 在教會舉行婚禮與喪禮的政策

1. 教會的會員可利用教會的設施來舉行婚禮或喪禮. 但需要事先向執事會提出借用的請求而獲得長老團及執事會共同批准. 非會員的借用請求, 需要視情況而決定是否批准.
2. 根据圣经原则, 教会只承认一男一女, 一夫一妻的婚姻。
3. 在教會舉行的婚禮是屬靈, 喜樂及莊嚴的時刻. 婚禮的主題, 音樂, 裝飾, 及其他所有的東西或參與事項, 不能與教會的目的與信仰教義有所抵觸.
4. 婚禮新人或負責人要直接與負責的牧師作詳細的安排.
5. 喪禮與追思禮拜是屬靈, 莊嚴及敬重的時刻. 不可有燒香, 獻祭或其他與教會目的及信仰教義有所抵觸的任何儀式.
6. 死亡者的親屬要直接與負責的牧師作詳細的安排.
7. 我們對於同性婚姻的立場：

我們相信神所創立的婚姻為一男一女之間一生一世的獨占性關係。任何在婚姻關係之外的性行為，無論是異性之間的，同性之間的或者是其他類型的，都是不道德的，也因此是罪。（創世紀 2:24-25; 出埃及記 20 : 14, 17, 22 : 19 ; 利未記 18:22-23, 20:13, 15-16; 馬太福音 19:4-6,9; 羅馬書 1:18-31; 哥林多前書 6:9-10, 15-20; 提摩太前書 1:8-11; 猶大書 7）. 我們相信神創造了人類男性和女性，所有有意將自己的天生性別改為其他性別的行為，都是不道德的，也因此是罪。（創世紀 1:27; 申命記 22 : 5）

## 政策的修訂

當長老團及執事會或三分之二的會眾認為有所需要, 此政策便會被提議進行修改. 修訂後的政策將會在得到會員大會的通過後入案.

此政策已在二零一八年十月二十八日獲得會員大會通過及入案.

# **Grace Chinese Baptist Church of Richmond**

## **Policy of Church Property Usage**

Do not give usage permit for following cases

1. Any activities for profit purposes
2. Any long term usages such as continuously using for more than a week (Exception can be made on case by case basis if approved by the Deacon Board)
3. Any activities reaching 80% of church capacity ( no more than 250 people)
4. Any activities not conforming to our Church by laws
5. Any activities violating Federal, State and County laws/regulations
6. Any activities conflicting with Church activities

The fees for janitor cleaning: Total Amount = # of rooms X # of days X \$20

AV System: \$50/hour

Auditorium (exclude AV): \$100/usage

### **Policy Modification**

Modifications to this policy shall be proposed whenever the Board of Elder, the Board of Deacons or two thirds of the Congregation shall deem it necessary. The modified policy shall be adopted upon approval of the Congregational Meeting.

This policy was approved and adopted by the Congregational Meeting on the 28th day of October in the year two thousand and eighteen.

# 列治文華恩浸信會

## 教會場所使用政策

以下情况不允许使用教會場所：

1. 任何盈利性活動
2. 任何長時間使用，比如連續使用超過一個星期 (如果執事會一致同意，容許對個案進行例外處理)
3. 任何達到教會 80%容率的活動 (不得超過 250 人)
4. 任何違背教會憲章的活動
5. 任何違反聯邦，州和县法律/規定的活動
6. 任何與教會活動相衝突的活動

使用教會場所需要繳付清潔費用。清潔費用=使用的房間數 X 使用天數 X \$20

使用 AV 系統費用：\$50/小時

使用大堂費用 (不包括 AV) :\$100 /次

### 政策的修訂

當長老團及執事會或三分之二的會眾認為有所需要, 此政策便會被提議進行修改. 修訂後的政策將會在得到會員大會的通過後入案.

此政策已在二零一八年十月二十八日獲得會員大會通過及入案.