

# 满地可华人宣道会恩光堂治理章程

## **Verdun Chinese Alliance Church Bylaw**

### **前言 PREAMBLE**

满地可华人宣道会恩光堂是区会和加拿大宣道会的组成成员之一。因此，它由加拿大宣道会大会通过的地方教会宪章管理。

Verdun Chinese Alliance Church is a constituent member of the district and national organizations of The Christian and Missionary Alliance in Canada. As such, it is governed by the Local Church Constitution adopted by the General Assembly of The Christian and Missionary Alliance in Canada.

这些章程是地方教会宪章的补充，仅概述了地方教会宪章未提及的事项。地方教会宪章中相关条文的来源请参看括弧中的标示。

These Bylaws are supplementary to the Local Church Constitution and outline only those matters not already provided for in the Local Church Constitution. The related article of the Local Church Constitution is identified in parenthesis.

## 章程 1：名称和宗旨 (條文1, 2)

### Bylaw 1: Name and Purpose (Article 1, 2)

#### 1. 名称 Name :

本堂会之名称为加拿大宣道会属下之 “ 满地可华人宣道会恩光堂 ” 。

This church shall bear the corporate name of the Verdun Chinese Alliance Church of The Christian and Missionary Alliance in Canada.

#### 2. 宗旨 Purpose :

宣扬主耶稣基督的福音，劝万民作主的门徒并成为基督教会忠实的会友，来荣耀神！  
To glorify God by proclaiming the Good News of Jesus Christ and persuading men and women to become His disciples and dependable members of His Church.

## 章程 2：会籍 (條文 6)

### Bylaw 2: Membership (Article 6)

#### 1. 新会友加入程序 Procedure of receiving / admitting NEW member

##### 入会程序

- 须固定出席主日崇拜并参加其他活动至少六个月(包括团契, 小组, 查经班, 主日学等等),

Must regularly attend Sunday services and other church activities for at least 6 months (including fellowship, small group, Bible studies, Sunday School, etc.),

- 必须完成「会员班」课程。

Must have completed the Membership Class.

- 需签署及递交「入会申请书」予本教会, 并经以下程序审批：该等人士须通过本教会之牧师/传道人或长老之信仰查考, 被认定与本教会之信仰相符, 及获长议会审核通过, 方可核准入会。

Must sign and submit a membership application to the church, and undergo the following procedures: the applicant must be interviewed by the reverend, pastor or elder regarding their faith to ascertain conformity to the church's statement of faith and receive approval from the Elder's Board.

## 转会会友加入程序

### **Procedure of accepting the Transfer of Membership from other church**

本教会欢迎所有接受本教会章程，包括信仰宣言的基督徒，成为宣道会恩光堂会友。

-The church welcomes all Christians who accept the church's constitution and statement of faith to apply for membership at Verdun Chinese Alliance Church.

- 必须由本人申请。

Requests for transfer of membership must be made in person.

- 由两位正式会员推荐，证实申请人经常参加教会主日崇拜及各类聚会/活动至少六个月(包括主日学，团契，小组，查经，或事奉，等等)。

Must be recommended by at least two official members and must fulfill all the above requirements for official membership.

- 提交申请表，由长议会审核通过。

The application form must be submitted to the Elder's Board to be reviewed and approved.

- 完成会员登记。

Must complete the membership information record form.

## **2. 会友分类Classification of Membership**

### **正式会友 ( Official Member )**

- 18岁以上(含18岁)，受洗的基督徒（在本教会或者其他教会），固定参加教会主日崇拜/聚会/活动至少半年。

Must be 18 years and older, baptized, and regularly attending Sunday church services/gatherings/activities for at least half a year.

### **青少年会友 ( Youth Member )**

- 18岁以下，受洗的基督徒。

Any Christian who is under 18 years old and baptized at VCAC

- 除了没有投票权之外，可享有正式会友所有的权利和义务。

Excepting the right to vote, youth members enjoy all the rights and responsibilities of an official member.

- 青少年会友没有被选举权。

Youth members are not eligible for elected office.

### **非正式会友 ( Informal Member )**

- 凡连续缺席教会主日崇拜/活动达一年或以上, 并且没有合理之解释的会友, 自动转为非正式会友.

Anyone who does not regularly attend Sunday service for more than a year, automatically becomes an informal member.

- 无投票权, 不能担当任何职务.

Informal members do not have voting rights, nor can they be nominated or elected into an official serving role.

### **3. 会友资格、权利与义务:Qualifications, Rights and Obligations of a Member 资格(Qualifications)**

- 同意并且接受本教会各项圣工的目标, 原则, 异象, 信仰宣言, 以及教会治理章程.

Must agree with and accept the church's various ministry objectives, principles, vision, and statement of faith, as well as the church's structure of governance.

- 同意, 接受并且愿意履行本教会会友的基本权利和义务。

Must agree with and accept the church's membership rights and membership responsibilities.

### **权利 ( Rights )**

- 唯有正式会友在会友大会上享有投票权.

Only official Members are permitted to vote in the General Assembly.

- 可被选举担任教会各类同工职务.

Can be elected to serve as a church co-worker in various responsibilities

- 使用教会各项设施.

Can utilize the church's various facilities

- 享用教会各种资源.

Can benefit from the church's various resources.

- 参与教会各项活动.

Can attend the church's various activities.

### **义务 ( Obligations )**

- 支持教会各项圣工,奉献人力, 物力及金钱.

Must support the church's various ministries physically, materially, and financially.

- 帮助别人及彼此相爱, 全心全意协助传扬福音.

Must help and love one another, and be fully committed to supporting evangelism

- 协助本教会之事工, 拓展神的国度.

Must support the church's ministries to expand God's kingdom.

- 定期出席本教会之会友大会, 崇拜及团契聚会.

Must attend the church's general assembly, worship services, as well as fellowship gatherings.

### **4. 终止会籍 Membership Termination**

会籍终止可经由下列三种方式之一 :

Termination of membership can occur in one of three ways:

#### **自愿终止 ( Voluntary Termination )**

会友可要求终止会籍, 必须以书面通知教会.

A member can request the termination of one's membership through a written request.

#### **自动终止 ( Automatic Termination )**

- 任何已去世之会友。

Upon the death of a member.

- 任何会友如缺席主日崇拜, 团契或其他类似之聚会两年, 而没有任何合理原因, 将从会友名册中除名。

Any member that is absent from Sunday services, fellowships or other church activities for more than 2 years without reasonable excuse will be removed from the membership list.

-任何轉到其他教會的會友

Any member that has become other church's member.

#### **惩戒终止 ( Disciplinary Termination )**

若有会友其生活言行 做出与本教会所秉持的信仰宣言, 各项圣工的目标, 原则, 异象所抵触, 违背圣经道德教训的行为, 令基督和教会之名蒙羞, 而在经过合宜劝告后, 仍未见有确实悔改回转者, 经长议会至少四份之三票数通过, 可撤销其

会友资格。(詳細解釋, 可參照「加拿大宣道会地方教会会友纪律与挽回之方针」)

Membership is terminated when a member acts against the church's statement of faith, objectives, and vision, the moral principles of the Bible, bringing shame upon Christ and the church, and showing no sign of repentance even after appropriate warning has been given. Membership is revoked when 75% of the Elder's Board vote for the revocation of said member's rights. (For detail explanations, refers to "Discipline and restoration policy for members of the local churches of the Christian and Missionary Alliance in Canada")

## 章程 3：治理 (條文 7)

### Bylaw 3: Government (Article 7)

1. 教会的组织管理结构請參閱“附錄 1”  
Please see “Appendix 1” for Chart of the Church Organization and Governance
  
2. 會友大會 General Assembly  
教會每年召開一次會友大會。日期、時間及地點由長議會決定。每一位會友皆可出席會友大會。  
General Assembly will be held by the church annually. The date, time and location will be decided by the Board. Every member is qualified to attend.  
  
會友大會之目的 Purposes of General Assembly :
  - 選舉長老和執事  
Election of Elders and Deacons
  - 長議會向會友作出年度報告(教會之發展與事工現況)  
The annual report will be provided by the Board to members. (Church Development and Current Ministries Status)
  - 報告解釋教會年度帳目  
Report and explain the Annual Finance of the Church
  - 報告解釋通過下一年年度預算  
Report and explain the review for next year’s annual budget
  - 通過重要工程議案  
Pass the proposal of important building project
  - 修改章程  
Bylaw Amendments
  
3. 臨時會友大會 Special Meetings of the Membership  
當有緊急問題需要處理時，長議會可照著議會的決定或教會會員至少四分之一的請求，召開臨時會友大會。  
When there are urgent matters at hand, the Board may call a special meeting by its decision or by the request of at least 25% of the official members.
  
4. 大會通告 Notice of the General Assembly  
需於大會召開至少三週前通知會友。通告應列明開會日期、時間、地點及議程。通告也將在教會內佈告板上張貼，在崇拜聚會中宣佈並在周報中刊登。

Notice shall be provided to the members at least 3 weeks before the Assembly. It should list the date, time, location and agenda of the Meeting. It will also be posted on the bulletin board in the church, announced in the worship services and printed on the weekly bulletins.

5. 法定人數 Quorum

當召開會友大會時，會友必須有足夠法定人數，否則議決的項目不能成立。會友大會之法定人數為不少於當時正式會友之50%。如在大會指定開始時間30分鐘內還未達到法定人數，大會將延期尽快召开。延期召開的大會將不受法定人數要求的限制，決議既將成立。

When the General Assembly is held, the number of the official members must reach the quorum or the discussions of the meeting are not valid. The quorum of the General Assembly is no less than 50% of the present official members. If the quorum is not reached within the 30 minutes period after the appointed time, the Assembly will be postponed and held in the next available date as soon as possible. The postponed meeting will not be restricted by the quorum requirement, and the resolution will be established.

6. 決議 Resolution

在任何會友大會中，表決議案必須得到在場正式會友不少於簡單多數贊成才可通過。另外，除了長老執事的選舉，其他決議必須由會友親自投票，不能經由代投的方式執行。若遇动议或提案事关重大，则必须得到在冊的正式会友简单多数赞同，方可通过。

In any General Assembly, the voting motion must be approved by no less than a simple majority of the official members present. In addition, besides the election of elders/deacons, other resolutions must be voted in person by the members and cannot be executed by proxy. In the event of a crucial motion or proposal, it is considered passing only when a simple majority of affirmative votes is obtained from the officially registered members.

## 章程 4：長議會 (條文 8)

### Bylaw 4: Board (Article 8)

1. 長議會的任務 Role of the Board :
  - 負責教會的靈性與行政管理事工。  
Be responsible for the spiritual growth and administration of the church.
  - 負責堅守教會的目標和方向。  
Be responsible for holding the goal and direction of the church.
  - 領導及致力執行教會憲章及章程。  
Lead and devote for executing the Local Church Constitution and Church Bylaw
2. 長議會的成員人數，除了主任牧師/主任傳道以外，不應少於三人或多過五人。  
The number of Board members, besides the Lead Pastor/Reverend, shall be no less than 3 and no more than 5.
3. 長議會會議每月最少開會一次，有關日期，地點，時間，會議議程必須七天前通知各長老。  
The meeting of the Board is held at least once a month. The elders must be notified with the related date, location, time and agenda seven days in advance.
4. 任何長議會中之足夠法定人數為不少於四分之三。若未能達到法定人數，主席將暫休會，再另定開會日期，時間及地點。  
Quorum for the meeting of the Board is 75% presence. If the quorum is not reached, the Chair will adjourn and set a new date, time and location.
5. 在會議中，議案如需要投票決定，須得到不少於簡單多數與會成員贊成，才可通過。  
If the motion is required of voting in the meeting, it must be approved by no less than a simple majority of the members present.
6. 長老任期为二年一任，经会友大会投票通过可再续任二年，之后需要暂停一年。  
Elder serves for a term of two years, can be elected by the General Assembly for two consecutive terms, followed by a mandatory cessation of service for at least one year.

7. 长老资格与职责請參閱 “附錄”

Please see “Appendix ” for Elder’s Qualifications and Duties

8. 对长老和执事的监督

Regarding the Oversight of the Elders and Deacons

如果会友对在任长老和执事之资格有挑战和疑问，可以以书面的方式，至少五位联署签名，提交给教会长议会主席（主任牧师/传道或者主任牧师/传道委任之同工），作为上诉之渠道。

If there are any objections or reservations regarding an active elder or deacon, any member may submit an appeal in writing with at least five signatures of other members, to the chair of the Elders’ Board (the senior pastor/reverend or anyone that is appointed by him).

9. 對主任牧師/传道的工作職責的評估，由長議會向區會提出，區會帶領長議會共同進行。

The review of the work responsibilities of the Senior Pastor/Reverend should be initiated by the Board and carried forward under the guidance of the District.

10. 對其他传道和授薪同工的工作職責的評估，由主任牧师/传道负责進行，并报备长议会。

The review of the work responsibilities of other Pastors and paid staffs should be carried forward by the Senior Pastor/Reverend and then reported to the Board.

## 章程 5：长老和执事的提名委員會 (條文 13)

### **Bylaw 5: Nomination Committee of Elders and Deacons (Article 13)**

1. 提名委员会成员 The members of the nomination committee

提名委员包括现任长议会中的两位长老（由现任长议会选举产生）和教会正式会友中的两位（由三位正式会友联署提名某一正式会友成为提名委员会委员候选人，以正式书面的形式提交主任牧師/传道，最后透过会友大会选举产生。一位正式會友不能同時是推薦人又是候選人，而每三位正式會友只能提名一位候選人。）如果某位弟兄姐妹是潜在的长老和执事候选人，不应该被提名进入提名委员会。现任执事不可以进入提名委员会。

The committee is consisted of two currently serving elders (That are elected by the elder's board) and two church members (By the formal recommendation of three official members, the names of the candidates are submitted to the senior pastor/reverend in writing. Finally, they are to be elected through the General Assembly. An official member cannot be both a recommender and a candidate at the same time, and every three official members can nominate only one candidate.) If a brother or sister is a potential candidate for eldership or deacon hood, he or she should not be nominated into the nomination committee. Current deacons cannot join the nomination committee.

2. 提名委员会的职责与守则請參閱“附錄”

Please see “Appendix ” for the duties and the rules of the nomination committee

## 章程 6：长老和执事的选举 (條文 14)

### Bylaw 6: Election of Elders and Deacons (Article 14)

#### 1. 选举日期和方式 **Date & Method of Election**

- 每年11-12月之间, 通过「会友大会」选举投票产生。

Votes are carried through an annual “General Assembly” between November to December.

- 会友大会采用不记名投票方式, 以票数不少于当时出席会友大会正式会友的简单多数(50%+1), 方可当选。

The general assembly election will be conducted through an anonymous vote, whereby the nominee, with the vote of a simple majority among those official members present at the General Assembly, will be elected.

- 關於無法出席會友大會參與選舉的正式會友可以經由代投的方式。這樣的會友必須填寫簽名“代投表格”。

Regarding official members who cannot be present to vote for positions on the Board of Elders at the General Assembly may do so by proxy. These members must fill out and sign the “Voting by Proxy Form”.

#### 2. 长老和执事附加提名方式 **The additional nomination of elders and deacons**

长老和执事的候选人名单由提名委员会提出。另外，正式会友也可以透过三名会友联署提名候选人，以书面提交提名委员会。截止的時間是會友大會前一个月的主日。根據提名委员会的判斷，若被提議的候選人符合這個職位的資格，主席將把此候選人加入最後的名單中。

The nominees are nominated by the nomination committee. In addition, official members could nominate a candidate by providing a formal recommendation of at least 3 members, submitted in writing to the nomination committee. The deadline for nomination by church members is the Sundays one month before the General Assembly. If, in the judgment of the nomination committee, the proposed candidate meets the requirements for the position, then the Chair will add this candidate's name to the final list of nominees.

#### 3. 长老和执事候选人的选举 **The election of elders and deacons candidates**

被提名的长老和执事候选人，在会友大会选举当天，需要向会友大会做简要地口头介绍和陈述。

On the day of the General Assembly, the elders and deacons candidates must present a concise verbal self-introduction.