

# 滿地可華人宣道會恩典堂治理章程

## Montreal Chinese Alliance Grace Church Bylaw

### 前言 PREAMBLE

滿地可華人宣道會恩典堂是區會和加拿大宣道會的組成成員之一。因此，它由加拿大宣道會大會通過的地方教會憲章管理。

Montreal Chinese Alliance Grace 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.

這些章程是地方教會憲章的補充，僅概述了地方教會憲章未提及的事項。地方教會憲章中相關條文的來源請參看括弧中的標示。

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: 名稱和宗旨 (條文1, 2)

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

##### 1. 名稱 Name :

本堂會之名稱為加拿大宣道會屬下之 “滿地可華人宣道會恩典堂”。

This church shall bear the corporate name of the Montreal Chinese Alliance Grace Church of The Christian and Missionary Alliance in Canada. (ÉGLISE CHINOISE GRACE DE L'ALLIANCE DE MONTRÉAL)

##### 2. 宗旨 Purpose :

「培訓門徒，邁向成熟，參與事奉，委身宣教，建立一間充滿讚美，有神同在的教會。」

“Training disciples, moving towards maturity, participating in ministry, mission-focused, and building a church full of the praise and presence of God.”

## 章程 2: 會籍 (條文 6)

### Bylaw 2: Membership (Article 6)

#### 1. 新會友加入程序 Procedure of receiving / admitting NEW member

##### 入會程序

- 須固定出席主日崇拜並參加其他活動至少六個月(包括團契, 小組, 查經班, 主日學等等),

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

- 必須完成「會員班」課程。

Must have completed the Membership Class.

- 需簽署及遞交「入會申請書」予本教會, 並經以下程序審批: 該等人士須通過本教會之牧師/傳道人或長老之信仰查考, 被認定與本教會之信仰相符, 及獲長議會審核通過, 方可核准入會。

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.

##### 轉會會友加入程序 Procedure of accepting the Transfer of Membership from other church

本教會歡迎所有接受本教會章程, 包括信仰宣言的基督徒, 成為宣道會恩典堂會友。The church welcomes all Christians who accept the church's constitution and statement of faith to apply for membership at Montreal Chinese Alliance Grace Church.

- 必須由本人申請。

Requests for transfer of membership must be made in person.

- 由兩位正式會員推薦, 證實申請人經常參加教會主日崇拜及各類聚會/活動至少六個月(包括主日學, 團契, 小組, 查經, 或事奉, 等等)。

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

- 提交申請表, 由長議會審核通過。

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

- 完成會員登記。

Must complete the membership information record form.

#### 2. 會友分類 Classification of Membership

##### 正式會友 ( Official Member )

- 18歲以上(含18歲), 受洗的基督徒 (在本教會或者其他教會), 固定參加教會主日崇拜/聚會/活動至少半年。

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

##### 青少年會友 ( Youth Member )

- 18歲以下, 受洗的基督徒。

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

- 除了沒有投票權之外, 可享有正式會友所有的權利和義務。

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

- 青少年會友沒有被選舉權。

Youth members are not eligible for elected office.

**非正式會友 ( Informal Member )**

- 凡連續缺席教會主日崇拜/活動達一年或以上, 並且沒有合理之解釋的會友, 自動轉為非正式會友。

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

- 無投票權, 不能擔當任何職務。

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

### **3. 會友資格、權利與義務: Qualifications, Rights and Obligations of a Member**

#### **資格(Qualifications)**

- 同意並且接受本教會各項聖工的目標, 原則, 異象, 信仰宣言, 以及教會治理章程。

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, 接受並且願意履行本教會會友的基本權利和義務。

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

#### **權利 ( Rights )**

- 唯有正式會友在會友大會上享有投票權。

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

- 可被選舉擔任教會各類同工職務。

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

- 使用教會各項設施。

Can utilize the church's various facilities

- 享用教會各種資源。

Can benefit from the church's various resources.

- 參與教會各項活動。

Can attend the church's various activities.

#### **義務 ( Obligations )**

- 支持教會各項聖工, 奉獻人力, 物力及金錢。

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

- 幫助別人及彼此相愛, 全心全意協助傳揚福音。

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

- 協助本教會之事工, 拓展神的國度。

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

- 定期出席本教會之會友大會, 崇拜及團契聚會。

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

#### 4. 終止會籍 Membership Termination

會籍終止可經由下列三種方式之一：

Termination of membership can occur in one of three ways:

##### 自願終止 (Voluntary Termination)

會友可要求終止會籍, 必須以書面通知教會。

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

##### 自動終止 (Automatic Termination)

- 任何已去世之會友。

Upon the death of a member.

- 任何會友如缺席主日崇拜, 團契或其他類似之聚會兩年, 而沒有任何合理原因, 將從會友名冊中除名。

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.

##### 懲戒終止 (Disciplinary Termination)

若有會友其生活言行做出與本教會所秉持的信仰宣言, 各項聖工的目標, 原則, 異象所抵觸, 違背聖經道德教訓的行為, 令基督和教會之名蒙羞, 而在經過合宜勸告後, 仍未見有確實悔改回轉者, 經長議會至少四份之三票數通過, 可撤銷其會友資格。(詳細解釋, 可參照「加拿大宣道會地方教會會友紀律與挽回之指引」)

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 detailed explanations, refer 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. 教會的組織管理結構請參閱“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，大會將延期盡快召開。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。若遇動議或提案事關重大，則必須得到在冊的正式會友簡單多數贊同，方可通過。

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. 長議會的長老人數, 除了主任牧師以外, 不應少於五人或多過九人。  
The number of elders on the Board, besides the Lead Pastor, shall be no less than 5 and no more than 9.
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. 長老任期為三年一任, 之後需要暫停一年。  
Elder serves for a term of three years, followed by a mandatory cessation of service for at least one year
7. 長老資格與職責請參閱“附錄 2”  
Please see “Appendix 2” for Elder’s Qualifications and Duties
8. 從歷史和聖經的模式中, 我們知道教會長老一職一直是由男人擔任, 這事實支持我們沿用此一貫的模式。  
Historically and biblically, we know that the office of eldership has always been held by men. This supports our continuing of this church practice.
9. 對長老和執事的監督 Regarding the Oversight of the Elders and Deacons  
如果會友對在任長老和執事之資格有挑戰和疑問, 可以以書面的方式, 至少五位的聯署簽名, 提交給教會長議會主席(主任牧師或者主任牧師委任之同工), 作為上訴之渠道。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 or anyone that is appointed by him).

## 章程 5: 牧師傳道和授薪同工 (條文 9)

### **Bylaw 5: Pastors and Paid Staffs (Article 9)**

1. 對主任牧師的工作職責的評估, 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 should be initiated by the Board and carried forward under the guidance of the District.
2. 對其他傳道和授薪同工的工作職責的評估, 由主任牧師負責進行, 並報備長議會。The review of the work responsibilities of other Pastors and paid staffs should be carried forward by the Senior Pastor and then reported to the Board.

## 章程 6: 長老和執事的提名委員會 (條文 13)

### **Bylaw 6: Nomination Committee of Elders and Deacons (Article 13)**

1. 提名委員會成員 **The members of the nomination committee**  
提名委員包括現任長議會中的三位長老(由現任長議會選舉產生)和教會正式會友中的三位(由五位正式會友聯署提名某一正式會友成為提名委員會委員候選人, 以正式書面的形式提交主任牧師, 最後透過會友大會選舉產生。一位正式會友不能同時是推薦人又是候選人, 而每五位正式會友只能提名一位候選人。)如果某位弟兄姐妹是潛在的長老和執事候選人, 不應該被提名進入提名委員會。現任執事不可以進入提名委員會。

The committee is consisted of three currently serving elders (That are elected by the elder's board) and three church members (By the formal recommendation of five official members, the names of the candidates are submitted to the senior pastor 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 five 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. 提名委員會的職責與守則請參閱“附錄 3”  
Please see “Appendix 3” for the duties and the rules of the nomination committee

## 章程 7:長老和執事的選舉 (條文 14)

### Bylaw 7: Election of Elders and Deacons (Article 14)

#### 1. 選舉日期和方式 **Date & Method of Election**

- 每年11-12月之間, 通過「會友大會」選舉投票產生。

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

- 會友大會採用不記名投票方式, 以票數不少於當時出席會友大會正式會友的簡單多數(50%+1), 方可當選。

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. 長老和執事附加提名方式 **The additional nomination of elders and deacons**

長老和執事的候選人名單由提名委員會提出。另外, 正式會友也可以透過五名會友聯署提名候選人, 以書面提交提名委員會。每五位正式會友最多可以提名一位長老, 一位執事。截止的時間是會友大會前一個月的主日。根據提名委員會的判斷, 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 5 members, submitted in writing to the nomination committee. Every five official members can nominate at most one elder and one deacon. The deadline for nomination by church members is the Sunday 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. 長老和執事候選人的選舉 **The election of elders and deacons candidates**

被提名的長老和執事候選人, 在會友大會選舉當天, 需要向會友大會做簡要地口頭介紹和稱述。On the day of the General Assembly, the elders and deacons candidates must present a concise verbal self-introduction.

## 附錄 1: 教會的組織管理結構

### Appendix 1: Chart of the Church Organization and Governance



**Number of Elders**長老的人數 : 6位(中文堂)+ 2-3位(英文堂)

**Chinese Congregation Elders' Offices** 中文堂長老職位分工:

Administration 行政  
Finance 財務  
Education 教育  
Worship 崇拜  
Caring 關顧  
Mission/ Development 拓展

**English Congregation Elders' Offices** 英文堂長老職位分工:

Education 教育  
Worship 崇拜  
Caring 關顧

**Number of Deacons**執事的人數 :6位(中文堂) + 3位(英文堂)

## 附錄 2: 長老和執事

### Appendix 2: Elders and Deacons

#### 1. 長老資格 ELDER Qualification

按照聖經基礎: ( 提前3:2-7 ; 提多書1:6-9 ; 徒20:20-31 ; 提前5:7 ; 提後2:24 ; 彼前5:1-2 ; 雅5: 14 )

According to Biblical standards: (1 Tim 3:2-7; Titus 1:6-9; Acts 20:20-31; 1 Tim 5:7; 2 Tim 2:24; 1 Pet 5:1-2; James 5:14)

- 已成為會友超過3年。
- Must be a church member for more than 3 years.
- 持續及規律地出席每主日崇拜。
- Attends weekly Sunday worship service on a regular basis.
- 曾當過執事或長老至少一任(三年)
- Have been a deacon or elder for at least one term (3 years)
- 有委身的心志。
- Have commitment to serve.
- 必須得家人支持。
- Have the approval of his family.
- 有十一的奉獻。
- Tithe regularly.

恩典堂(包括英文/中文堂) 均屬同一教會, 在長老或執事行列中, 不適宜有二位有血緣或婚姻關係. 為要避免有利益衝突或利益輸送的可能性. 為界定此條文, 有血緣或婚姻關係者, 包括以下所指:

Grace Church (including English and Chinese services) is one church. To avoid conflict of interest or corruptions, it is therefore inappropriate to have two members of deacons or elders that are related, be that through direct or marital relations. To clarify, it includes the following relationships:

- 配偶或任何親生兒女或繼兒女,
- Spouse, child, or stepchild.
- 父母或繼父母,
- Parents or step-parents.
- 兄弟, 姊妹, 繼兄弟或繼姊妹,
- Siblings, or stepsiblings.
- 姻親。
- In laws.

長老並不是終身制。

Eldership is not a position for life.

#### 2. 長老的職責 Duties of ELDERS

- “治理”和“教導”。
- To “manage” and to “teach”
- 要有主僕的心志帶領教會。

- Must possess a servant-leader's heart
- 以純正的教義裝備信徒.
- To equip believers in pure doctrine.
- 保護會友免受異端的侵擾.
- To protect members from the harassment and misleading of false teachings.
- 保護教會不受任意妄為, 製造紛爭的人之影響.
- To protect the church from conflicts and divisions.
- 必須出席每月定期的長老議會.
- To participate in the monthly elder's board meeting.
- 須定時與所屬的執事和同工開會, 商討並了解事務/事工的推動和進度.
- To meet and communicate regularly with the related deacon and coworkers, in order to understand the issues and works in progress.
- 栽培會友成為教會中的屬靈領袖.
- To continue to train and grow church members in spiritual leadership.
- 竭力促進長老議會中的和諧與彼此了解.
- To promote harmony and mutual understandings with fellow elders.

### **3. 執事資格 DEACONS Qualification**

按照聖經基礎: 徒6:2-3 ; 提前3:8-12. 與長老資格一致.

Based on the Biblical principles: Acts 6:2-3; 1 Timothy 3:8-12. On par with elder qualifications.

### **4. 執事的職責 Duties of DEACONS**

- 主要協助執行長老議會決定的事務,
- Principally to help execute the works decided by the elder's board.
- 定時與所屬的長老開會,
- To meet with the related elders regularly.
- 商討並報告一切有關推動的事務和事工。
- To discuss and report all related services and works.

## 附錄 3: 提名委員會的職責與守則

### Appendix 3: Duties and Rules of the Nomination Committee

#### 1. 提名委員會的職責 The duties of the nomination committee

- 代表教會慎重地提名候選長老和執事的名單, 同心禱告, 尋求聖靈的感動和指引, 完成任務後提名委員會自動解散。
- To pray together, to seek the guidance of the Holy Spirit, thereby carefully nominate the list of elders and deacons candidates. At the completion of their task the committee will dissolve automatically.
- 必須充分認識被選領袖的責任和條件. 按照聖經中對長老/執事的職責, 靈命, 生活的要求. 以聖經為基礎: (參閱長老/執事資格), 作出提名。
- Must nominated based on a full understanding of the biblical principles of leadership, responsibility, spiritual maturity, and life testimony of elders and deacons. (see elder/deacon's qualifications)
- 主任牧師或者主任牧師指派的提名委員會成員需約見長老和執事候選人, 確認候選人是否最終接受提名。
- The senior pastor or the person he appointed must meet with the elder/deacon candidates to determine if they have accepted the nomination.
- 提名委員會的成員需要特別考慮長老和執事候選人的下列方面: 個人的讀經, 禱告的生活; 個人屬靈的經歷、恩賜, 和負擔; 個人的家庭關係: 父母, 配偶, 兒女; 被提名的長老執事的家人必須支持他們的服侍; 個人十一的金錢奉獻; 個人的性格特點, 以及與同工及他人的關係; 在三年內有無遷徙的計劃。
- The nomination committee must consider the following qualifications for the elder or deacon nominee: personal Bible reading and prayer life, personal spiritual experience, spiritual gifts, and calling; personal relationship with his family: parents, spouse, and children; the elder and deacon nominee must have the support of his family in their service; must tithe; their unique character, and their relationship with other and coworkers; their plan to move in the following three years.

#### 2. 提名委員會的守則 The rules for the nomination committee

- 承擔會友對我們的信任和信託, 全力盡忠辦妥這項事奉。
- Bear the trust of the church members, fully perform this service faithfully.
- 謙卑, 謹慎, 坦誠, 客觀提出意見, 絕不是批評論斷.(不是我們比其他會友有資格)
- Humbly, prudently, openly, and objectively give their opinions, never criticizing, (They are not more qualified than the other members)
- 要絕對保密:(包括你的家人, 候選人或考慮中的人)
- Must maintain strict confidentiality: (including to family members, candidates, or the person in consideration.)
- 不可與任何人交談候選人名單及會議討論的內容
- Never discuss the candidates list or the contents of the meetings with anyone outside the committee.

- 不可與任何人交談委員會其他人的意見和看法
- Never discuss the opinion and point of views of other committee members with anyone.
- 在考慮哪一位會友是否適合作長老/執事時, 必須放下你個人的偏見和成見。
- To avoid his personal prejudice and preconceived notions when considering a candidate.