

满地可华人宣道会恩典堂治理章程

Montreal Chinese Alliance Grace Church Bylaw

前言 PREAMBLE

满地可华人宣道会恩典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。

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.

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 (条文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 :

「培训门徒, 迈向成熟, 参与事奉, 委身宣教, 建立一间充满赞美, 有神同在的教会。」

“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: 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, 成为宣道会恩典堂会友。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 MCAGC

- 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 Obligation 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.

-任何转到其他教会的会友。

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。(详细解释, 可参照「加拿大宣道会地方教会会友纪律与挽回之指引」)

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. 会友大会 **General Assembly**
教会每年召开一次会友大会。日期、时间及地点由长议会决定。每一位会友皆可出席会友大会。
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.

会友大会之目的 Purposes of General Assembly:

- 选举长老和执事
Election of Elders and Deacons
- 长议会向会友作出年度报告(教会之发展与事工现况)
The annual report will be provided by the Board to members. (Church Development and Current Ministries Status)
- 报告解释教会年度帐目
Report and explain the Annual Finance of the Church
- 报告解释通过下一年度预算
Report and explain the review for next year’s annual budget
- 通过重要工程议案
Pass the proposal of important building project
- 修改章程
Bylaw Amendments

3. 临时会友大会 **Special Meetings of the Membership**
当有紧急问题需要处理时，长议会可照着议会的决定或教会会员至少四分之一的请求，召开临时会友大会。
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. 大会通告 **Notice of the General Assembly**
需于大会召开至少三周前通知会友。通告应列明开会日期、时间、地点及议程。通告也将在教会内布告板上张贴，在崇拜聚会中宣布并在周报中刊登。
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. 法定人数 **Quorum**
当召开会友大会时，会友必须有足够法定人数，否则议决的项目不能成立。会友大会之法定人数为不少于当时正式会友之50%。如在大会指定开始时间30分钟内还未达到法定人数，大会将延期尽快召开。延期召开的大会将不受法定人数要求的限制，决议既将成立。
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. 决议 Resolution

在任何会友大会中，表决议案必须得到在场正式会友不少于简单多数赞成才可。通过。另外，除了长老执事的选举，其他决议必须由会友亲自投票，不能经由代投的方式执行。若遇动议或提案事关重大，则必须得到在册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: 长议会 (條文 8)

Bylaw 4: Board (Article 8)

1. 长议会的任务 Role of the Board:
 - 负责教会的灵性与行政管理事工。
Be responsible for the spiritual growth and administration of the church.
 - 负责坚守教会的目标和方向。
Be responsible for holding the goal and direction of the church.
 - 领导及致力执行教会宪章及章程。
Lead and devote for executing the Local Church Constitution and Church Bylaw.
2. 长议会的长老人数, 除了主任牧师以外, 不应少于五人或多过九人。
The number of elders on the Board, besides the Lead Pastor, shall be no less than 5 and no more than 9.
3. 长议会会议每月最少开会一次, 有关日期, 地点, 时间, 会议议程必须七天前通知各长老。
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. 任何长议会中之足够法定人数为不少于四分之三。若未能达到法定人数, 主席将暂休会, 再另定开会日期, 时间及地点。
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. 在会议中, 议案如需要投票决定, 须得到不少于简单多数与会成员赞成, 才可
通过。
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. 长老任期为三年一任, 之后需要暂停一年。
Elder serves for a term of three years, 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 2”
Please see “Appendix 2” for Elder’s Qualifications and Duties
8. 从历史和圣经的模式中, 我们知道教会长老一职一直是由男人担任, 这事实支持我们沿用此一贯的模式。
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. 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 (主任牧师或者主任牧师委任之同工), 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 or anyone that is appointed by him).

章程 5: 牧师传道和授薪同工 (條文 9)

Bylaw 5: Pastors and Paid Staffs (Article 9)

1. 对主任牧师的工作职责的评估，由长议会向区会提出，区会带领长议会共同进行。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. 對其他传道和授薪同工的工作职责的評估，由主任牧师负责進行，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 and then reported to the Board.

章程 6: 长老和执事的提名委員會 (條文 13)

Bylaw 6: 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三位长老（由现任长议会选举产生）和教会正式会友中的三位（由五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，最后透过会友大会选举产生。一位正式会友不能同时是推荐人又是候选人，而每五位正式会友只能提名一位候选人。）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 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. 提名委员会的职责与守则請參閱“附錄 3”
Please see “Appendix 3” for the duties and the rules of the nomination committee

章程 7: 长老和执事的选举 (条文 14)

Bylaw 7: 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.

- 关于无法出席会友大会参与选举的正式会友可以经由代投的方式。这样的会友必须填写签名“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五名会友联署提名候选人, 以书面提交提名委员会。每五位正式会友最多可以提名一位长老, 一位执事。截止的时间是会友大会前一个月的主日。根据提名委员会的判断, 若被提议的候选人符合这个职位的资格, 主席将把此候选人加入最后的名单中。

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. 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称述。

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

附錄 1: 教会的组织管理结构

Appendix 1: Chart of the Church Organization and Governance



Number of Elders 长老的人数 : 6位(中文堂)+ 2-3位(英文堂)

Chinese Congregation Elders' Offices 中文堂长老职位分工:

Administration 行政
Finance 财务
Education 教育
Worship 崇拜
Caring 关顾
Mission/ Development 拓展

English Congregation Elders' Offices 英文堂长老职位分工

Education 教育
Worship 崇拜
Caring 关顾

Number of Deacons 执事的人数 :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

按照圣经基础: (提前3:2-7 ; 提多书1:6-9 ; 徒20:20-31 ; 提前5:7 ; 提后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)

- 已成为会友超过3年。
- Must be a church member for more than 3 years.
- 持续及规律地出席每主日崇拜。
- Attends weekly Sunday worship service on a regular basis.
- 曾当过执事或长老至少一任 (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.
- 必须得家人支持。
- Have the approval of his family.
- 有十一的奉献。
- Tithe regularly.

恩典堂(包括英文/中文堂) 均属同一教会, 在长老或执事行列中, 不适宜有二位有血缘或婚姻关系. 为要避免有利益冲突或利益输送的可能性. 为界定此条文, 有血缘或婚姻关系者, 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:

- 配偶或任何亲生儿女或继儿女 ,
- Spouse, child, or stepchild.
- 父母或继父母,
- Parents or step-parents.
- 兄弟, 姊妹, 继兄弟或继姊妹,
- Siblings, or stepsiblings.
- 姻亲。
- In laws.

長老并不是终身制.

Eldership is not a position for life.

2. 長老的职责 Duties of ELDERS

- “治理”和“教导”.
- To “manage” and to “teach”
- 要有主仆的心志带领教会.

- Must possess a servant-leader's heart
- 以纯正的教义装备信徒.
- To equip believers in pure doctrine.
- 保护会友免受异端的侵扰.
- To protect members from the harassment and misleading of false teachings.
- 保护教会不受任意妄为, 制造纷争的人之影响.
- To protect the church from conflicts and divisions.
- 必须出席每月定期的长老议会.
- To participate in the monthly elder's board meeting.
- 须定时与所属的执事和同工开会, 商讨并了解事务/事工的推动和进度.
- To meet and communicate regularly with the related deacon and coworkers, in order to understand the issues and works in progress.
- 栽培会友成为教会中的属灵领袖.
- To continue to train and grow church members in spiritual leadership.
- 竭力促进长老议会中的和谐与彼此了解.
- To promote harmony and mutual understandings with fellow elders.

3. 执事资格 DEACONS Qualification

按照圣经基础: 徒6:2-3 ; 提前3:8-12. 与长老资格一致.

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

4. 执事的职责 Duties of DEACONS

- 主要协助执行长老议会决定的事务,
- Principally to help execute the works decided by the elder's board.
- 定时与所属的长老开会,
- To meet with the related elders regularly.
- 商讨并报告一切有关推动的事务和事工。
- To discuss and report all related services and works.

附錄 3: 提名委员会的职责与守则

Appendix 3: Duties and Rules of the Nomination Committee

1. 提名委员会的职责 The duties of the nomination committee

- 代表教会慎重地提名候选长老和执事的名单, 同心祷告, 寻求圣灵的感动和指引, 完成任务后提名委员会自动解散。
- 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.
- 必须充分认识被选领袖的责任和条件. 按照圣经中对长老/执事的职责, 灵命, 生活的要求. 以圣经为基础: (参阅长老/执事资格), 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)
- 主任牧师或者主任牧师指派的提名委员会成员需约见长老和执事候选人, 确认候选人是否最终接受提名。
- The senior pastor or the person he appointed must meet with the elder/deacon candidates to determine if they have accepted the nomination.
- 提名委员会的成员需要特别考虑长老和执事候选人的下列方面: 个人的读经, 祷告的生活; 个人属灵的经历、恩赐, 和负担; 个人的家庭关系: 父母, 配偶, 儿女; 被提名的长老执事的家人必须支持他们的服侍; 个人十一的金钱奉献; 个人的性格特点, 以及与同工及他人的关系; 在三年内有无迁徙的计划。
- 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. 提名委员会的守则 The rules for the nomination committee

- 承担会友对我们的信任和信托, 全力尽忠办妥这项事奉。
- Bear the trust of the church members, fully perform this service faithfully.
- 谦卑, 谨慎, 坦诚, 客观提出意见, 绝不是批评论断.(不是我们比其他会友有资格)
- Humbly, prudently, openly, and objectively give their opinions, never criticizing, (They are not more qualified than the other members)
- 要绝对保密:(包括你的家人, 候选人或考虑中的人)
- Must maintain strict confidentiality: (including to family members, candidates, or the person in consideration.)
- 不可与任何人交谈候选人名单及会议讨论的内容
- Never discuss the candidates list or the contents of the meetings with anyone outside the committee.

- 不可与任何人交谈委员会其他人的意见和看法。
- Never discuss the opinion and point of views of other committee members with anyone.
- 在考虑哪一位会友是否适合作长老/执事时, 必须放下你个人的偏见和成见。
- To avoid his personal prejudice and preconceived notions when considering a candidate.