

塔城華人基督教會憲章及教會條例

I. 教會憲章

1. 名稱

1.1 本教會定名為“塔城華人基督教會”，以下稱“本教會”。

1.2 本教會為一非營利性、無宗派之組織團體，依照佛羅里達州法律規章而設立。

2. 信仰宣言

聖經：我們相信全部新約及舊約共計六十六卷書的聖經，皆是神所默示的話語，原本毫無謬誤，啟示了上帝的屬性，真理，生命之道及救恩的道路，且為基督徒信心，事奉及生活的最高權威及準則。

獨一真神：我們相信永在之聖父、聖子、聖靈為三位一体的獨一真神，是創造萬物，扶持及統管萬有的主宰。

耶穌基督：我們相信耶穌基督，為完全的神，亦為完全的人，受聖靈感孕為童貞女馬利亞所生，道成肉身，為拯救世人，祂從來沒有犯罪，被釘死於十字架上，被埋葬；第三天從死裡復活，升天，坐在全能者父神的右邊，是我們永遠的大祭司，為我們代求。

聖靈：我們相信聖靈是三位一體神的第三個位格，祂的工作有見證基督，使人知罪、悔改、重生、受洗成為信徒，祂並且內住在信徒心裡成為印記、引導、教訓並且安慰與保守信徒，為我們代禱，同時賜下屬靈的恩賜，使信徒結出聖靈的果子，也得著事奉的能力，得靠聖靈過敬虔的生活，忠心服事，為主作見證，榮神益人。

人與罪：我們相信人乃照神的形象所造，在亞當裏墮落成為罪人，人們都偏離正路，一同變為污穢。因為世人都犯了罪，虧缺了神的榮耀，罪的工價乃是死，所以人需要神的救恩，唯有經由聖靈的重生，並因信稱義，就藉著我們的主耶穌基督，得與神相和。

救贖：我們相信耶穌基督在十字架上的流血、代死及復活是我們被稱義與被救贖的唯一根基，相信並接受耶穌基督為他個人救主的人，罪得赦免，與神和好，成為神的兒女。我們相信得救是本乎恩，也因著信，這並不是出於自己，及是神所賜的，也不是出於行為，免得有人自誇。

聖禮：我們相信洗禮與聖餐是主耶穌的命令，是信徒順服主的行為見證，所以是教會應當遵守的聖禮。

教會：我們相信教會為基督的身體，基督為元首，蒙恩得救的信徒同為肢體，彼此相愛，合而為一，並且聯合所有信徒，經由崇拜、聖禮、團契、服事、見證、傳揚，教導、成全信徒，並完成所託付的福音大使命。我們相信教會是神的家，聖靈的殿，是基督的新婦，要在世上成為金燈台，為主發光，榮耀神。

主再來，被提及最後的審判：我們相信耶穌基督在末日必親自有形體的再來，信徒將復活被提到雲裡，在空中與主相遇，然後要和主永遠同在。我們相信祂最後將審判活人與死人。

永生與天國：我們相信神是信實、公義、可靠的，叫一切信耶穌基督的人，不致滅亡，反得永生，祂總不撇下我們，也不丟棄我們。在末日，信徒復活，並將進入新天新地 神永遠的國度裡，不信者，沒有永生，在末日復活後，受審判進入永刑裡。

天使與撒但：我們相信天使的存在，他們是一群被造為服役的靈體，是神的使者。我們相信撒但為一群墮落天使的首領，是與神為敵的，將來他們都要被扔到硫磺的火湖裡。

3. 教會宗旨

本教會的宗旨是讓重生受洗的基督徒建立一個以神為中心，以聖經教導為根基並宣揚福音的教會團契。藉著敬拜，教導，禱告，查經，見證，相互鼓勵與扶持，得以成全，滿有基督長成的身量。

4. 教會特別準則與立場

4.1 塔城華人基督教會對婚姻及婚禮儀式設有具體準則（附件一）。

4.2 塔城華人基督教會對靈恩派持有具體立場（附件二）。

4.3 塔城華人基督教會群體敬拜服裝規範（附件三）。

5. 教會憲章條例修改

憲章（及附件）修改方案，須由至少十分之一會員向長老團聯名提出，經長老團審核全票認可後在會員大會召開兩週前向全體成員以書面形式建議，並由參加會議的三分之二多數確認後兩週內在教會主日敬拜時宣布。

II. 塔城華人基督教會條例

1. 會員制度

會員之接納必須經由長老團指定的會員委員會按制度審核並由長老團批准同意。會員委員會應保持、訂正並公佈教會會員名單。

1.1 教會會員資格

1.1.1 必須是蒙恩得救的基督徒，經歷重生、相信、並接受耶穌基督為他（她）個人生命的主宰。

1.1.2 受本教會的洗禮，或接受過本教會所認可的其他教會的洗禮。

1.1.3 願意接受本教會信仰宣言，並且遵守本教會的憲章及條例的規定，同時也願意不斷的認罪及悔改。

1.1.4 在申請入會之前，至少有六個月，正常地連續參加本教會主日的敬拜聚會及教會的主要查經聚會（例如主日學或小組查經）。

1.1.5 依照規定，完成會員的申請手續，會員委員會按制度審核並由長老團批准同意，正式成為教會會員。

1.1.6 成為本教會的牧師及傳道者，經長老團批准直接成為教會會員。

1.2 會員的申請手續

符合教會會員資格的基督徒，必須填寫會員申請表（附件四），將填妥之申請表交給會員委員會按制度審核。

1.3 會員權利

1.3.1 建議表決權：凡年滿 18 歲的會員，在教會會員大會中，針對各項事務性議案俱有發言權，及向長老團與執事會提供建議的權力。在決定重大事項時（包括教會憲章條例修改，教會房產買賣，植堂，聘牧，以及長老與執事的確認），有投票表決權。除聘牧以及長老與執事確認以外的重大事項，會員大會在當日出席的會員中，須有三分之二贊成才可以通過。會員有權查閱大會的會議記錄。

1.3.2 成為各項事工的帶領人及講台服事同工：凡年滿 18 歲的會員，按照個人的恩賜，被推薦成為各項事奉工作的帶領人，例如教師、執事、傳道、牧師及長老等。同時按照個人的恩賜及各項服事崗位的需要，可以擔任講台服事工人，例如講道、領會、司琴、及翻譯等。

1.3.3 獲得幫助權：教會會員及其直系家屬可向教會尋求各項幫助，例如探訪、安慰、勸導、輔導、幫補、及代禱等，及按照教會相關的規定在婚喪喜慶方面可獲得幫助。

1.3.4 會員每月從執事會獲得一次財務報告並在會員大會對執事會的年度財務報告進行審核。

1.3.5 可旁聽長老團、執事會及長執聯合會議的公開部分。

1.4 會員的責任及義務

1.4.1 按照聖經的教導，按時讀經，禱告，並參與奉獻，每天過委身的基督徒生活，努力追求屬靈的成長；按時參加主日學，主日崇拜及各項查經，禱告及擘餅聚會，並且擔負耶穌基督的大使命，傳福音，榮耀神。教會會員如因搬家到外地而不能正常地連續參加本教會主日的敬拜聚會，會員資格自動取消。如沒有正當的理由，經常不參加教會聚會，經長老團確認暫停或取消會員資格。

1.4.2 熱心參加或贊助教會事工及各項教會活動，彼此服事，彼此相愛，互相勉勵，同得造就。

1.4.3 尊重並順服長老、牧師、執事及各項事工帶領同工的相應權柄，追求教會的合一。

1.4.4 參加教會會員大會。

1.5 教會的懲戒

教會對以下犯罪或違反教會憲章條例實施懲戒：

1.5.1 凡違背聖經真理，傳講異端邪說，做假見證，玷辱主名，做損壞或攻擊教會的事。

1.5.2 違反教會憲章條例的規定，布散紛爭。

1.5.3 沒有過基督徒聖潔生活，與世人一樣，經常犯罪，如羅馬書 1:21-32 所列舉的犯罪行為。

教會的懲戒由長老團（或長老團委任的特別委員會）依照馬太福音 18: 15-17 進行調查、確認後依據事實與當事人的悔改情況決定懲戒的程度，包括(1)停止有教導，帶領或敬拜性質的侍奉（如教導、講道、帶領小組/團契、詩班、司琴），(2)停止領聖餐，(3)甚至暫停或取消會員資格。

2. 長老團

長老團由長老與牧師組成。長老團為本教會的法定代表，亦是法律所要求的領導團，領導教會憲章條例與事工製度的制定與修改，監管教會的事工和資源，負責教會屬靈方向，建立基督的身體。依據使徒行傳 6:1-6 和彼得前書 5:1-4 的原則，長老要以禱告、教導、與牧養神的群羊為事奉重心。

2.1 長老團的職責包括但不限於如下：

- 定期召開長老會議，並保存會議記錄。
- 依照相關章程召開會員大會，並選定一位長老或執事擔任會員大會主持人。
- 負責憲章條例的解釋。
- 主持憲章條例的修改。
- 查驗、教導及預備會員。
- 查驗及向教會建議新任的長老與執事。
- 查驗及向教會建議終止不適任的長老與執事。
- 查驗及選立與教牧事工相關的事工負責人、副牧師、傳道、以及實習生。
- 監督執事會提交的教會預算草案以及教會預算調整草案。
- 監督（專職牧師除外）執事會提交的受薪人員的薪資。
- 監督執事、教會職員和各委員會的工作。
- 帶領敬拜服事，施行洗禮和主餐。
- 為了教會事工而裝備會眾。
- 教導純正的教義並指導實踐。
- 勸誡及糾正在教會活動中觀察到的錯誤。
- 監督與執行教會中的懲戒。
- 監督教會各項事工的協調及推進。
- 動員教會參與普世宣教。
- 選定教會教導服事的人選，包括外請講員。
- 設立事工崗位或委員會來推動屬靈事工。

2.2 長老應當滿足提摩太前書 3:1-7 和提多書 1:5-9 中提出的對長老職分的資格要求，凡事作群羊的榜樣，熱心奉獻。已婚長老配偶須為本教會會員。本教會所有長老均為弟兄。長老不兼任執事。

2.3 第一屆長老團由執事會推舉，以後的新長老應由長老團考核全票薦舉，經會員大會確認後按立。候選人需要在會員大會過半數出席會員投票確認，方可按立。

2.4 長老沒有任期期限，每六年長老（包括牧師）需經參加會員大會會員過半數投票再次確認。

2.5 終止不適任的長老須由長老團其他成員全票通過，並向會員大會建議，經會員大會過半數出席會員投票通過。

2.6 長老因故不能執行職務時，可向長老團申請辭職，經長老團同意後生效。

2.7 憲章條例等制度的修改與制定，長老增選和牧師聘任須長老團全票通過。長老團其他的決定要過半數通過。

2.8 長老團每月至少開會一次。副牧師與傳道可以參加長老團會議，但不參與表決。

3. 執事會

執事會的事工側重滿足教會的物質需要，為屬靈事工提供保障支持。

3.1 執事會應承擔如下職責：

- 推舉一位執事作為執事會的主席。
- 定期召開執事會議，並保存會議記錄。
- 照顧會眾的需要。
- 保管教會的重要文件。
- 負責教會常規運作的後勤事務。
- 負責教會產物的維護與管理。
- 負責接收、保管和支付善款。
- 向教會匯報收支情況。
- 視實際需要，在徵得長老團同意後，負責推選成立各項同工組，例如：財務組，總務組，飯食組等，以便推展教會各項支持保障事工。
- 在徵得長老團同意後，確立與執事事工相關的同工組負責人。
- 建議受薪人員的薪資。
- 諮詢事工負責人的意見，提交下一年度的教會預算草案以及在需要時提交本年度的預算調整草案。
- 在長老團的監督下，負責其它日常事工協調與聯繫的工作。

3.2 執事的職分應符合提摩太前書 3:8-13 和使徒行傳 6:1-7 中的要求，凡事作群羊的榜樣，熱心奉獻。已婚執事配偶須為本教會會員。教會應選出願意將自己奉獻給教會服事、並且具有特殊服事恩賜的成員作為執事。

3.3 新執事應由教會會員提名，經執事會薦舉，由長老團核准，並由會員大會過半數確認。

3.4 執事的任期為三年。卸任後須至少過一年才能再度被提名。

3.5 執事會主席由執事推舉并長老團确认而產生，任期為一年，可以連任。執事會主席負責主持執事會議，協調各執事間的配搭，推展執事會一切事工。

3.6 终止不适任的執事經由長老團與執事會溝通後通過，並向會員大會建議，經會員大會過半數出席會員投票通過。

3.7 執事因故不能執行職務時，可向長老團申請辭職，經長老團與執事會溝通同意後生效。

3.8 新執事可按照執事產生程序進行遞補。

3.9 執事會按事工需要由主席召集開會。長執會由長老團按需要召集。副牧師與傳道可以參加長執會會議，但不參與表決。

4. 牧師

神的僕人, 與其他長老共為教會的屬靈領袖。

4.1 牧師依照教會憲章, 是推動屬靈的全職事工者, 包括

- 組織敬拜, 講臺分享。
- 從事輔導, 慰問及探訪, 牧養群羊。
- 教導聖言, 裝備聖徒。
- 傳揚福音, 主持聖禮。
- 並與長老執事同工, 執行教會事工。
- 堅守教會純正信仰, 建立基督的身體。

4.2 聘牧: 聘牧委員會由長老團召集, 成員應有五至七名, 其中至少有一名長老。聘牧委員會依本教會憲章及條例, 視教會之實際需求, 擬定聘牧程序書, 包括牧師資格, 徵選方式, 審核手續等。聘牧程序書經長老團同意後, 向會員宣佈, 並正式實施。聘牧委員會依照聘牧程序書, 進行聘牧工作, 並向長老團推薦候選人。候選牧師經長老團全票認可, 由長老團召集的特別會員大會過半數確認, 始得正式聘請, 並向全體會員宣佈。牧師與教會之間所訂的合約由長老團擬訂。

4.3 牧師去職與解約: 教會與牧師雙方均有權解約。牧師若有解約意願, 應以書面信函提交長老團, 方可離職。教會單方面的解約則必須由長老團其他成員一致同意後召開特別會員大會並經大會過半數出席會員投票通過, 便可解約並解離長老團。

5. 副牧師與傳道

本教會設立副牧師與傳道是為了協助長老團在教導與牧養事工上的推動。

5.1 副牧師與傳道由長老團制定聘任程序, 審核選立。

5.2 任職期間，長老團亦可因教會整體或個人因素而進行人事調整。

5.3 副牧師與傳道在長老團的委派下參與教會的各樣服侍，並且直接向長老團負責。

5.4 本教會的副牧師與傳道可受薪。

6. 會員大會

教會每年至少舉行一次全體會員大會。長老團可依照需要，在滿足相關章程規定的前提下召開特別會員大會。會員大會應有多於一半會員參加。會員大會召開的日期、時間和目的應在會議召開兩週前在教會主日敬拜時宣布。

7. 財務政策

本教會鼓勵會眾憑信心十一奉獻。教會財務收支報告每月公佈一次。具體財務過程應嚴格按照教會財務制度（附件五）執行。教會財務制度由執事會制定修改，並報長老團批准。

8. 教會解散

本教會之解散應得到長老團全票同意，並在召開會員大會時由五分之四多數會員贊成決定。當本教會必須解散時，本教會之產業將捐贈給基督教會或基督教慈善機構，該機構應先由長老團推薦，並在會員大會中由三分之二會員核準。本教會之財產或金錢不得分給本教會任何會員及相關利益人。

CONSTITUTION AND BY-LAWS OF TALLAHASSEE CHINESE CHRISTIAN CHURCH

I. CONSTITUTION

1. Name

1.1 The name of this organization shall be “Tallahassee Chinese Christian Church” (TCCC), hereafter referred to as “the Church”.

1.2 The Church is a nonprofit, non-denominational institution, legally incorporated in the State of Florida.

2. Statement of Faith

The Bible: We believe that the Bible, comprised of the 66 books of the Old and New Testaments, is the Word of God, inspired by God and is infallible in its original manuscripts. The Bible reveals the attributes of God, the truths, Word of life and the way of salvation. The Bible is the supreme authority and standard of faith, service, and Christian living.

The One True God: We believe in the everlasting triune God: God the Father, God the Son, and God the Holy Spirit, who is the creator and sovereign over all things.

Jesus Christ: We believe that He is fully God and fully Man, conceived by the Holy Spirit and born of the Virgin Mary. The Word became flesh to save the world. He was without sin, but was crucified, buried, and on the third day He rose from the dead and ascended into heaven, and is seated at the right hand of the Father Almighty. He is the everlasting High Priest and makes intercession for us.

The Holy Spirit: We believe that the Holy Spirit is equal with God. The work of Holy Spirit is to testify about Christ and to convict us of sin, and to lead man to repent, be born again and receive baptism as proof of becoming a believer. As a seal, He also dwells in the heart of the believer, to guide, instruct, comfort, and watch over the believer. He makes intercession for us, is the giver of spiritual gifts and enables the believer to bear the fruit of the Spirit, to have the strength to serve God faithfully, to live a godly life, and to be a witness for God; to glorify Him and benefit others.

Man and Sin: We believe that man was created by God in His own image, and became degenerate because of the first sin committed by Adam. All human beings have turned away and have together become corrupt. For all have sinned and fall short of the glory of God and the wages of sin is death. Therefore, people need God’s salvation and can only be born again by the Holy Spirit. Since we have been justified through faith, we have peace with God through our Lord Jesus Christ.

Redemption: We believe that the shedding of the blood of Jesus Christ on the cross, His substitutional death, and His resurrection are the only foundation for us to be justified and to be redeemed. Anyone who believes and accepts Jesus Christ as his personal Savior will have his sins forgiven; and he will reconcile with God and become a child of God. We believe that it is by grace we have been saved, through faith - and this is not from ourselves; it is the gift of God - not by works, so that no one can boast.

Ordinances: We believe that baptism and communion are ordinances instituted by our Lord Jesus. They are the demonstration of a believer's faith and obedience. Therefore, the church shall observe these ordinances.

Church: We believe that the church is the body of Christ and that He is the head of the church. Believers saved by grace are members of the body and shall love each other and be bonded into one. They shall be joined together through worship, ordinances, fellowship, service, witnessing, preaching, and teaching to edify believers while fulfilling the Great Commission. We believe that church is the house of God, the temple of the Holy Spirit, the bride of Christ and shall be the golden lampstand that shines for the Lord and glorifies God.

The Second Coming of Lord, Rapture and Final Judgment: We believe in the bodily return of Jesus Christ in the end. All believers will rise again and will be caught up together in the clouds to meet the Lord in the air. Then, we will be with the Lord forever. We believe that He will judge both the living and the dead.

Eternal Life and Kingdom of Heaven: We believe that God is faithful, righteous, and reliable, that whoever believes in Him shall not perish but have eternal life. He will never leave us nor forsake us. In the end, believers will rise and enter the new heaven and new earth, God's everlasting Kingdom. The nonbelievers will not have eternal life and, in the end, will be judged and sent to eternal punishment.

Angels and Satan: We believe in the existence of angels and that they are all created as ministering spirits to act as God's messengers. We believe that Satan is the head of the fallen angels and is at enmity with God. Satan and his fallen angels will all be thrown into the lake of burning sulfur.

3. Purpose of the Church

The purpose of the Church is to bring born-again and baptized Christians together to establish a fellowship centered upon God for spreading the gospel and teaching the Bible. In such, Christians may be built up and become mature, attaining to the whole measure of the fullness of Christ, through prayer, worship, Bible study, sharing, testimony, encouragement, and support of one another.

4. Special Principles and Positions of the Church

4.1 TCCC has set marriage and wedding ceremony guidelines, as in Appendix I.

4.2 TCCC holds a specific position on charismatic Christianity, as in Appendix II.

4.3 TCCC has set dress code for congregational worship, as in Appendix III.

5. Amendment of the Constitution and By-laws

The constitution (including appendices) and by-laws may be amended by a two-thirds confirmation vote of a written proposal offered to all members two weeks prior to the members' meeting, provided that the amendment has been proposed by at least one-tenth of the members and

unanimously agreed upon by the elders. The amendment should be announced in a Sunday service within two weeks after the confirmation.

II. TCCC BY-LAWS

1. Membership

New member applicants shall be reviewed by the elders-appointed membership committee and further approved by the elders. The membership committee shall maintain, revise, and publish the list of Church members.

1.1 Church Membership Qualifications

- 1.1.1 Must be a Christian who has been saved by grace through faith, been born again, and believed and accepted Jesus Christ as his/her personal Lord.
- 1.1.2 Has received the Church's baptism or baptism from another church that can be recognized as acceptable to the Church.
- 1.1.3 Be willing to accept the Church's Statement of Faith, obey the Church's Constitutions and By-Laws, and continually confess and repent from sin.
- 1.1.4 Has regularly attended the Church's Sunday worship services and major Bible study gatherings for at least six months.
- 1.1.5 Must complete the membership application process according to 1.2 and after review by the membership committee and approval by the elders, becomes a member.
- 1.1.6 A pastor, an associate pastor, or a minister automatically becomes a church member after the completion of position confirmation.

1.2 Membership Application Procedures

A Christian who meets Church membership qualifications needs to fill out the Membership Application Form (Appendix IV) and submit it to the membership committee for review.

1.3 Membership Rights

- 1.3.1 Right to express opinions and vote: A member, who is 18 years old or older, has the right to make suggestions to the elders and the board of deacons (BOD). In members' meetings, a member, who is 18 years old or older, has the right to speak and vote on major decisions including constitution and by-laws amendment, church property buying or selling, church planting, pastor hiring, and elder or deacon confirmation. The passing of a major-decision motion (except for pastor hiring and elder or deacon confirmation) requires minimally a two-thirds majority vote by attending members. Members have right to review members' meeting minutes.
- 1.3.2 Right to become a ministry leader and a pulpit co-worker: A member who is 18 years old or older, based on the individual's spiritual gifts, can be nominated to be a ministry leader, such as teacher, deacon, preacher, pastor and elder, etc. In accordance with the individual's spiritual gifts and the ministry needs, a member can serve as a pulpit co-worker, such as preacher, worship leader, pianist, and translator etc.
- 1.3.3 Right to gain assistance: A member and his (her) immediate families can request and receive help from the church, such as visitation, consolation, encouragement, counseling, support, and prayer, and can receive assistance, in accordance with related guidance, in wedding ceremonies, memorials/funerals, and other special observances.
- 1.3.4 A member has right to receive monthly financial reports from the BOD and review and approve yearly financial reports in members' meetings.

1.3.5 A member has right to attend the open-session part of an Elders, BOD, or joint Elders-BOD meeting.

1.4 Membership Responsibilities and Obligations

1.4.1 In accordance with Biblical teaching, a member should regularly read the Bible, pray, give tithes and offerings, live a committed Christian life, and strive to pursue spiritual growth. A member should regularly attend Sunday school, Sunday worship, various Bible studies, prayer meeting, and Communion service. A member should accept the burden of the Great Commission of Jesus Christ, to spread the gospel, and to glorify God. If, due to relocation, a member cannot regularly participate in Church Sunday worship service, the membership shall be cancelled automatically. If, with no proper reason, a member does not regularly attend church gatherings, the membership shall be subject to decision by the elders of being either put on-hold or terminated.

1.4.2 Members should enthusiastically participate in or sponsor church ministries and activities, serve each other, love each other, encourage each other, and grow together.

1.4.3 A member should respect and obey the authority of Elders, Pastors, Deacons, and ministry coworker leaders and pursue Church unity.

1.4.4 A member should participate in members' meetings.

1.5 Church Disciplines

Disciplinary actions are to be taken on the following sinful actions or violations of the Church's Constitutions and By-Laws.

1.5.1 Disobeying the truth of the Bible, spreading heresy, witnessing falsely, dishonoring the name of our Lord, or damaging/attacking the Church.

1.5.2 Violating the Church's Constitutions and By-Laws and sowing disorder.

1.5.3 Not living a holy Christian life and, like those in the world, committing sins as enumerated in Romans 1:21-32.

Investigation shall be conducted based on Matthew 18:15-17 by the elders (or a special committee designated by the elders). The level of Church discipline depends on verified facts as well as the degree of repentance. Church discipline may include (1) removal from ministry which involves a teaching or leadership role or is associated with worship (such as Bible teaching, preaching, small group/fellowship leading, being a choir member, and being a pianist etc.), (2) being denied communion (3) and even having membership placed on-hold or terminated.

2. Elders

The elders shall be comprised of elders and the pastor. The elders shall be the legal representatives of the Church, as stipulated by the law of the State of Florida to be the leadership group. They shall lead the implementation and amendment of the Constitution and By-laws and other ministry regulations, oversee church ministries and resources, be responsible for spiritual guidance, and build the body of Christ. In keeping with the principles set forth in Acts 6:1-6 and I Peter 5:1-4, the elders shall devote their time to prayer, the ministry of the Word, and the shepherding of God's flock.

2.1 The elders shall take responsibilities as, but not limited to, the following:

- Conducting elders' meetings on a regular basis and keep meeting minutes.
- Conducting members' meetings according to related By-Laws terms and designating an elder or a deacon as the moderator for each meeting.
- Being responsible for the interpretation of the Church Constitution and By-Laws.
- Leading the implementation and amendment of the Church Constitution and By-laws.
- Examining, instructing, and preparing prospective members.
- Examining and proposing new elder and deacon candidates to the church.
- Examining and proposing the termination of an elder or a deacon to the church.
- Examining and selecting leaders for ministries related to the elder ministry, associate pastors(s), minister(s), and intern(s).
- Overseeing the drafting and amending of the church budget by the BOD.
- Overseeing salary proposals and adjustments for church salaried staff. (The salaried pastor shall not be involved.)
- Overseeing the work of the deacons and appointed church agents and committees.
- Conducting worship services and administering the ordinances of baptism and communion.
- Equipping the congregation for the work of the ministry.
- Teaching sound doctrine and guiding practices.
- Admonishing and correcting errors observed in church activities.
- Overseeing the process of church discipline.
- Coordinating and promoting the ministries of the church.
- Mobilizing the church for world missions.
- Selecting all who minister the Word to the congregation, including outside speakers.
- Establishing ministry positions or committees to assist them in fulfilling their spiritual responsibilities.

2.2 The elders shall satisfy the qualifications for the office of elder set forth in I Timothy 3:1-7 and Titus 1:6-9, always being a role model to the flock and enthusiastically serving. All elders should be male. The wife of a married elder shall be a church member. No elder shall hold the office of deacon during his tenure.

2.3 Inaugural elder candidates shall be proposed by the BOD and non-inaugural elder candidates shall be recommended unanimously by the elders. A new elder shall be ordained after members' meeting confirmation, which requires a simple majority of votes by attending members.

2.4 There is no term limit for an elder. Every six years, an elder (including a pastor) needs to be reconfirmed at members' meeting to continue.

2.5 Termination of an unsuitable elder requires an unanimous vote by the remaining elders to be proposed to members' meeting. Termination shall be effective with a simple majority of votes by attending members.

2.6 Being unable to perform duties with certain cause, an elder can submit his resignation to the elders. Resignation shall be effective upon approval from the elders.

2.7 Decisions related to implementing or amending the Constitution and By-laws, adding new elders, or appointing a pastor require unanimous votes by the elders. Other decisions require a simple majority of votes by the elders.

2.8 Elders meeting shall be held at least once per month. Associate pastor(s) and minister(s) can participate in Elders meeting but not participate in decision making.

3. Deacons

The board of deacons focuses on fulfilling the Church's material needs, providing resources and support for spiritual ministries.

3.1 The major responsibilities of the board of deacons are:

- Electing a chairman of deacons.
- Conducting deacons' meetings on a regular basis and keeping meeting minutes.
- Caring for the needs of members.
- Managing important church documents.
- Taking charge of church general affairs.
- Maintaining and managing church properties.
- Receiving, holding, and disbursing funds.
- Reporting financial incomes and expenses.
- Establishing, with the agreement of the elders, unpaid administrative positions, or member committees, such as treasury committee, general affair committee, and meal committee etc., to assist in fulfilling deacons' responsibilities.
- Examining and selecting, with the agreement of the elders, leaders for ministries related to the deacon ministry.
- Proposing budget for paid positions.
- Consulting with ministry leaders to develop a church budget proposal for the following year and budget amendment proposals for the current year when needed.
- Under the oversight of the elders, coordinating church daily operations.

3.2 The deacons shall satisfy the qualifications for the office of deacon set forth in I Timothy 3: 8–13 and Acts 6: 1–7, always being a role model to the flock and enthusiastically serving. The spouse of a married deacon shall be a church member. The church shall recognize members who are giving of themselves in service to the church according to their respective gifts of service and set them apart as deacons.

3.3 A deacon candidate shall be nominated by church members, recommended by the BOD, approved by the elders, and confirmed by members' meeting with a simple majority of votes.

3.4 One term for a deacon position lasts three years. A deacon candidate can only be nominated again at least one year after the end of the previous term.

3.5 The BOD chair shall be recommended by the BOD and confirmed by the elders. The BOD chair serves on a one year per term basis and upon reconfirmation can continue into the next year. The BOD chair shall preside over BOD meetings, coordinate deacons, and further develop BOD ministries.

3.6 Termination of an unsuitable deacon requires a proposal by the elders to members' meeting after communication with the BOD. Termination shall be effective with a simple majority of votes by attending members.

3.7 Being unable to perform duties with certain cause, a deacon can submit resignation to the elders. Following communication between the elders and the BOD, resignation shall be effective upon approval.

3.8 BOD meetings shall be organized by the BOD chair according to ministry need. Joint Elders-BOD meeting shall be organized by the elders as needed. Associate pastor(s) and minister(s) can participate in Joint Elders-BOD meeting but not participate in decision making.

4. Pastor

The Pastor is a servant of God and together with other elders, a spiritual leader of the Church.

4.1 In accordance with the Constitution of the Church, he shall be a full-time minister who shall be responsible for the spiritual growth of the Church with duties, including:

- Organizing worship service and preaching.
- Counseling, comforting and caring visitation, and shepherding and feeding the flock.
- Teaching the Word of God and equipping the Christians.
- Preaching the gospel and officiating at special services and events.
- Co-working with other elders and the deacons to carry out the ministries of the Church.
- Upholding and defending Christian doctrine and building up the body of Christ.

4.2 Pastor Search: The Pastor Search Committee shall be organized by the elders. The committee shall be comprised of five to seven members, at least one of whom must be an elder. The committee shall, in conformance with the stipulations of the Church Constitution and By-Laws and consistent with the current needs of the Church, draft a pastor search procedure including the pastor's qualifications, selection method, and evaluation process etc. This procedure shall be reviewed and approved by the elders prior to being announced to members for implementation. The search committee shall commence, in accordance with the procedure, to seek qualified candidate(s) and make recommendations to the elders. A pastor candidate shall be unanimously approved by the elders, confirmed, with a simple majority of votes by attending members at a special members' meeting organized by the elders, and then appointed as the Pastor. The contract between the Church and the Pastor shall be drawn up by the elders.

4.3 Pastor Resignation and Contract Termination: Both the Church and the Pastor have the right to terminate the contract. If the Pastor has a willingness to terminate the contract, he shall submit a written resignation letter to the elders and leave the position. A termination proposal from the Church shall be unanimously approved by all the other elders and confirmed with a simple majority of votes by attending members, at a special members' meeting organized by the elders; then the contract shall be terminated, and the Pastor shall leave the office of elder.

5. Associate Pastor(s) and Minister(s)

Associate pastor(s) or minister(s) of the Church are to assist the elders to teach and nurture the flock.

5.1 An associate pastor or minister is appointed through review and election by the elders. The contract with the Church shall be drawn up by the elders.

5.2 During a term of an associate pastor or minister, the elders can, according to either the Church overall situation or personal situations, make related position adjustments.

5.3 Associate pastor(s) or minister(s) of the Church are assigned to various ministries and held accountable by the elders.

5.4 Associate pastor(s) or minister(s) of the Church may receive regular pay from the church.

6. Members' Meeting

Members' Meeting shall be held at least once a year. Special members' meetings may be initiated by the elders with the premise of satisfying related stipulations in the Constitution and By-laws. Members' Meeting shall meet the quorum requirement of at least half of all the members. Two weeks before a Members' Meeting, the location, date, time, and purpose shall be announced at Sunday services of the Church.

7. Financial Policy

The Church encourages Christian believers to tithe by faith. The Church financial report shall be published monthly. Specific financial processes shall strictly follow church financial guidelines (Appendix V). Church financial guideline amendments shall be proposed by the BOD and approved by the elders.

8. Church Dissolution

Church dissolution shall be unanimously approved by the elders and confirmed by a four-fifths majority of votes by members attending a special members' meeting. If the Church is dissolved, the estate of the Church shall be donated to a Christian church or Christian charitable organization(s), recommended unanimously by the elders, and approved by a two-thirds majority at the same special members meeting. No property or monies shall be dispersed to any member of the Church or any associated stakeholder.

TCCC Marriage and Wedding Ceremony Guidelines (Appendix I) **塔城華人基督教會婚姻及婚禮儀式準則 (附件一)**

A. Requirements of Marriage

婚姻的必要條件

1. Must be the union of a man and a woman only

Marriage established by GOD is the special relationship between a man and a woman who will live together for their whole lives after marriage. Jesus said “But at the beginning of the creation, God made them male and female. For this reason, a man shall leave his father and mother and be joined to his wife and the two shall become one flesh; so, then they are no longer two, but one”.

(Mark 10:6-8)

必需只是一男與一女的結合

婚姻是神在一男與一女之間所設立的特殊關係，他們在結婚之後要一輩子生活在一起。耶穌說：“但從起初創造的時候，神造人是造男造女。因此，人要離開父母，與妻子連合，二人成為一體。既然如此，夫妻不再是兩個人，乃是一體的了。”（馬可福音 10:6-8）

2. The couple must meet the government legal qualification requirements, for example age, etc.

結婚的二人，必須要符合政府法律的要求資格，例如年齡等。

3. The couple must be Christians

Marriage is based on shared spiritual and moral values. It is a God centered family life. Therefore, they must be a believer in Jesus Christ with a similar spiritual orientation. (2 Cor. 6:14-18)

結婚的二人必須都是基督徒

婚姻是以共享屬靈及道德價值為根本。婚姻是以神做為家庭生活的中心。因此，他們必須都是耶穌基督裡的信徒俱備有一個相同的靈性歸屬。（哥林多後書 6:14-18）

4. Must not be cohabitation before marriage

Christian marriage is based on biblical morality. It is vital that a Christian should know how to possess their own vessel in sanctification and honor as a firm foundation for a lasting relationship in marriage. (Acts 15:29; Ephesians 5:3; 1 Thessalonians 4:3-5; Hebrews 13:4)

結婚前必須不可同居

基督徒的婚姻是以聖經的道德倫理為根據。那是非常要緊的；就是一個基督徒必需要曉得怎樣用聖潔、尊貴，守著自己的身體，它要成為婚姻長存的堅固根基。（使徒行傳 15:29；以弗所書 5:3；帖撒羅尼迦前書 4:3-5；希伯來書 13:4）

5. It would be better for the couple to seek parents and family members' blessings before marriage
Marriage unites not only individuals, but also families. Much grief can be avoided if careful steps are taken to gain the extended family's approval of a marriage beforehand. Exceptions of this item can be made upon evaluating the motives of dissenting parents/family members and their reasons for resisting the marriage. It also needs to consider if couple is old enough to make their own decisions. (Exodus 20:12; Proverbs 6:20; 23:22, 30:17; Genesis 2:24).

結婚的二人最好在婚前求得雙親及家屬的祝福

婚姻不只是兩個人的結合，也是家庭的結合。如果預先能夠細心地採取步驟去求得雙方家庭的同意，許多難處當可避免。但在評估雙親/家屬成員反對的動機及他們抵制婚姻的理由之後，本項條文可以有例外。那也必須考慮是否二人已足夠成熟做他們自己的決定。(出埃及記 20:12; 箴言 6:20, 23:22, 30:17; 創世記 2:24)

6. Remarriage

Death breaks the marriage bond, so remarriage is permissible without question for a believing widow or widower (Romans 7:2-3; 1 Corinthians 7:39).

再婚

死亡斷絕了婚姻的結合，因此一位信主的寡婦或鰥夫是無異議的准許再婚。(羅馬書 7:2-3; 哥林多前書 7:39)

7. Remarriage after divorce

If the previous divorce is because of other party's unfaithfulness, sexual immorality, or legally-proven physical/psychological abuse, then remarriage is permissible.

離婚後再婚

如果離婚是因為配偶的不忠實、淫亂或者是因為有法律證明受到身體/心理上的虐待，那再婚是許可的。

8. Premarital consultation

Before marriage, the couple shall attend the premarital consultation given by TCCC church minister or other church minister approved by TCCC.

婚前輔導

在結婚之前，二人必須參加塔城華人基督教會所給予的婚前輔導或塔城華人基督教會認可的其他教會所給予的婚前輔導。

9. Marriage ceremony process must be approved by TCCC.

結婚議式的程序必須由塔城華人基督教會認可。

B. Church Facilities Usage

教會設施的使用

1. If the couple meet the above requirements and at least one of them is a TCCC Member or the member's immediate family, then they can use the Church facilities for the wedding.

當結婚二人符合了上述的結婚條件，並且至少一位是塔城華人基督教會的會員，或著是會員的直系親屬，他們則可以使用教會的設施舉行婚禮。

2. In accordance with the Provisions of United States Immigration Law, if there are brother and sister in Christ outside the United States of America who must secure the official marriage certificate prior to applying immigration and working permit as a couple. Under this circumstance, they can have a Christian wedding ceremony in the Church to experience the grace and consecration of God and benedictions from brothers and sisters, after entering America and attending the TCCC approved premarital consultation.

依照美國移民法的規定，如果在國外的主內弟兄姊妹，他們必須要先行獲得法律上認證的結婚證書，方可用夫妻身份辦理入境美國及申請綠卡與工作許可證之手續。在這種情況之下，他們在進入美國後，參加了合乎規定的婚前輔導，則可以在本教會舉行一次基督教的結婚儀式，讓神的恩惠及弟兄姊妹的祝福一同臨到他們。

3. Attendees should not use flash photography to disturb the message during the sermon of wedding ceremony.

在婚禮証道時，賓客不應使用閃光燈的照像形式干擾信息。

4. Alcoholic beverages are strictly prohibited in the Church.

教會裡是嚴格禁止含有酒精的飲料。

5. Only sacred music is allowed in the Church.

在教會裡只准許神聖的音樂。

6. All the details of decoration in the church shall be approved by TCCC before the wedding.

在婚禮前，所有在教會裡的佈置與裝飾細節必須被塔城華人基督教會認可。

7. The church wedding coordinator, or church deacon(s) can stop anything that is deemed inappropriate.

教會的婚禮聯絡人或教會的執事可以對認為不適當的任何事物加以阻止。

8. Official photographer should dress for the occasion.

攝影人員應當穿著得體。

9. A reasonable fee for use of Church facilities will be determined by the Board of Deacons before the wedding.

在婚禮前，使用教會所有設施的合理費用將由執事會決定。

10. After the wedding ceremony is over, the couple or their assigned team shall be responsible to clean up the sanctuary and other Church facilities and to restore them to their original conditions. If any item is damaged, the couple shall be responsible for the restitution thereof.

當婚禮過後，結婚的二人或他們指派的團隊應該負責清理教堂/教會設施，並且要恢復所有使用的設施到它們原來的狀況。如果有任何損壞的項目，結婚的二人應當負責賠償。

11. If there is any case not covered by this Guidelines, the Board of Deacons will hold a meeting to discuss the case and make a final resolution.

如果有任何不被本準則所涵蓋的案件，則由執事會召開會議討論做最後的裁決。

TCCC Statement on Charismatics (Appendix II)
塔城華人基督教會對靈恩的立場（附件二）

塔城華人基督教會不支持靈恩運動的立場，不讚同其禱告形式，也禁止有關靈恩觀點在教會中的教導，分享，與傳揚。

Tallahassee Chinese Christian Church does not support any positions arising from Charismatic Movement, does not agree with charismatic prayer form, and forbids Charismatics from being taught, shared, or spread in Church.

塔城華人基督教會群體敬拜服裝規範（附件三）

Dress Code for Congregational Worship（Appendix III）

教會群體敬拜時，著裝需端莊嚴肅得體。

During church congregational worship, dress appropriately with dignity and seriousness.

1. 除講道，領會，與翻譯等講台服事需要，弟兄無需一定穿西裝打領帶穿皮鞋，姐妹不需一定穿禮服套裝。

Except for those serving on the pulpit, such as preaching, worship leading, and interpreting, brothers are not required to wear suits with ties and leather shoes. Sisters are not required to wear formal dresses.

2. 會眾穿著要乾淨整齊。上衣不要完全裸露上臂，或袒胸露背。不要穿短褲，窄裙，不要穿拖鞋。

Congregants should dress in clean and neat attire. Avoid completely exposing the upper arms or chest, or wearing shorts, tight skirts, or flip-flops.

3. 弟兄上衣不要無領，不要穿涼鞋。

Brothers should not wear collarless shirts or sandals.

塔城華人基督教會會員申請表 (附件四)
Tallahassee Chinese Christian Church
Application Form for Membership (Appendix IV)

Name 姓名 (English 英文) _____ (Chinese 中文) _____

Sex 性別 : Male 男 ___ Female 女 ___ DOB 出生日期 _____

POB 出生地 : _____ Occupation 職業 : _____

婚姻狀況: 未婚 ___ 已婚 ___ 離婚 ___ 鰥寡 ___ 慣用語言: 國 ___ 粵 ___ 其他: _____

Marital Status: Single ___ Married ___ Divorced ___ Widow/Widower ___ Language: English ___ Others ___

Address 住址 : _____

Telephone 電話 : _____ Email 電郵: _____

Former Church Membership 以前所屬教會 : _____

Date/Place of Baptism 洗禮時間/地點: _____

Baptism Officiated by Minister (name) 實行施洗的牧者姓名: _____

Do you have a baptismal certificate or a membership transfer letter from your former church?

你有以前所屬教會給你的洗禮證或轉會介紹信嗎? 有 ___ 沒有 ___ Yes ___ No ___

How long have you been with our church? _____

參加塔城華人基督教會聚會有多久? _____

Are you attending our church's fellowship now? (if yes, please name the fellowship) _____

你現在有參加本教會的團契嗎? 如有, 請列出團契名稱: _____

會員宣言 Membership Statement

I am a born again Christian, pursuit to glorify God, live a life that is pleasing to God and willing to join the Tallahassee Chinese Christian Church (TCCC) as a spiritual member of the church family. I accept and follow the faith statement and the Constitution and Bylaws of TCCC. I will walk together with the brothers and sisters of TCCC in the love of Christ. I will give cheerfully, attend church meetings regularly, pray for the church unceasingly, and actively participate in church ministries. I will respect and honor the church leadership, make a good testimony in my life, serve the Lord together to spread the Gospel, and help the church grow.

本人已經是重生得救的基督徒，追求榮耀神，討神喜悅而活，現誠心願意參加塔城基督教會，成為教會屬靈大家庭中之一員，我願意接受並遵從塔城華人基督教會的信仰宣言、憲章與條例細則，在基督的愛裡與弟兄姊妹同心同行，樂意奉獻，不停止聚會，經常為教會禱告，積極參與教會事奉工作，尊重並服從教會領袖的領導，在生活上作美好的見證，同心協力傳揚福音，興旺教會。

The TCCC reserves the right not to grant the church membership to anyone, with no explanation or reasons.

塔城華人基督教會保留權利不發會員給任何人，並且不需要給予任何解釋或原因。

Applicant's Signature 申請人簽名: _____ Date: 日期 _____

Interviewed By 面試審查人簽名: _____ Date: 日期 _____

塔城華人基督教會財務條例 (附件五)

1. 教會財務年度開始於一月一日，結束於十二月三十一日。教會一切財物事工由執事會管理，向長老團負責。執事會具體負責制定年度預算。財務執事領導財務小組，對財務事務包括收入、支出和教會資金做日常管理。每項財務事工，需至少兩位經手人：財務執事與教會出納。長老團對一切財務事務包括預算、收入、支出和教會資金管理等有最終決定權。
2. 長老對一切財務事務包括預算、收入、支出，和教會資金管理等具體情況有知情權。當執事需要了解具體的收入，支出與資金管理情況時（除個人奉獻情況），可以通過執事會知情。執事會需要對會員做財務報告，每月一次。執事會的年度財務報告，需要會員大會審核。
3. 教會預算內支出的細節，應先由各分管執事負責審批，然後再由財務執事對各項做審核，最終由教會出納，遵照最後審核的結果，負責相應的支出。除牧師薪津及教會認可的受薪職員薪水，以及對宣教與神學院支助奉獻等，在預算中已經通過的專款項目，其他凡是超出\$500 的支出項目，必須先行執事會報告並備案，該項採購並需經執事會批准後，再進行購買。當財務執事，對分管執事審批通過的支出，有異議時，應向執事會報告，並由執事會做最後決定。
4. 教會設備與工具購買，應事先得到產物執事批准，並由產物執事制定最高價格標準，並將此價格標準向執事會報告，該項採購案，並需先經執事會批准後，再進行購買。關懷事工相關探訪與關懷的購買項目，如花籃與禮品等，應先由關懷執事制定最高價格標準，並將此價格標準向執事會報告通過後，再行購買。
5. 一切報銷憑據應清楚明瞭。對物品購買的報銷，應使用正式收據。對餐飲的報銷，除正式收據，還應提供具體事工目的與參與者名單。對探訪與關懷事工的費用（如花籃，禮品與車程等）報銷，應提供被探訪者名字，如有可能儘量提供探訪目的。
6. 教會支出與報銷遵從時效性原則。對具體事工的支出，儘量在事工完成後三十天內完成。一切年度內的非報銷支出，要在十二月三十一日前完成，一切年度內的報銷，要在該年度聖誕節前提交。如有特殊情況時，需由執事會批准，方可延緩報銷。
7. 超過預算或預算外的支出，應先向執事會報告，然後由執事會調整或追加預算後進行。

Tallahassee Chinese Christian Church Financial Guidelines (Appendix V)

1. Church fiscal year starts on January 1st and ends on December 31st. The board of deacons (BOD) manages, and the Elders take ultimate charge of all the financial activities. The BOD is directly responsible for making yearly budget. The treasurer deacon leads the treasury group and administers the church financial ministry, including daily expenditure and fund management etc. Each treasury process requires at least two coworkers, the treasurer deacon, and the church cashier, to execute. The right of final decision on every financial affair including budget, spending, and fund management etc. belongs to the Elders.
2. Elder has right to obtain information on all the financial activities including budget, income, spending, and fund management etc. When a deacon needs to discern specific financial activity (expect for personal offering), related information can be requested through the BOD. The BOD needs to provide monthly financial report to church members. Yearly financial report of the BOD needs to be reviewed by the annual church member meeting.
3. Each expense item within the yearly budget needs to first be reviewed by the deacon in charge of the corresponding ministry, then be further reviewed by the treasurer deacon, and finally based on review outcome, processed for payment by the church cashier. Except for earmark items including pastor and other church approved staff salaries, missionary supports, and seminary supports, which are specifically designated in the yearly budget, expense item beyond \$500 needs to be reported to, documented by, and approved by the BOD before being purchased. When the treasurer deacon declines a ministry-deacon-approved expense item, the treasurer deacon needs to report the case to the BOD for final decision.
4. Church equipment and tool purchasing requires preview by the deacon in charge of property, who should set the maximum price standard for the purchasing and report this standard to the BOD. The purchasing can only be made after BOD approval. Caring ministry and visit related purchasing, such as flower and gift etc., requires preview by the deacon in charge of caring, who should set the maximum price standard for the purchasing and report this standard to the BOD. The purchasing can only be made after BOD approval.
5. Each reimbursement proof should be clearly presented. For regular purchasing, official receipt is required. For meal expense, beside official receipt, specific ministry purpose and participant list should also be provided. For caring ministry and visit expense (such as flower and gift purchasing and mileage), it is required to provide name(s) of caring subject (s) and, if possible, caring purpose.
6. Church payment and reimbursement should follow the principle of timeliness. Each payment should be completed, if possible, within 30 days of the finalization of the corresponding ministry activity. All the non-reimbursable spending within the yearly budget should be completed before December 31st of the fiscal year, and all the reimbursements should be submitted before December 25th of the fiscal year. Special situation that may cause late processing requires approval from the BOD.

7. Any expenditure either over the budget of the corresponding category or outside the budget scope should be first reported to the BOD and then can be allowed only after the BOD adjusts or supplements the budget.