

Bylaw 1997

**Table of Contents**

I. Beliefs of the Church..... 3

II. Characteristics of Local Churches..... 3

III. Organization of The Home of Christ..... 4

IV. Board of Directors ..... 5

V. Administrative Structure of the Church 6

VI. Church Members ..... 8

VII. Elders.....**1010**

VIII. Board of Elders .....**1313**

IX. Deacons .....**1717**

X. Salaried Ministerial Staffs .....**2020**

XI. The Joint Board of Elders and Deacons  
.....**2424**

XII. Vacations and Retirement.....28

XIII. Annual Congregation Meeting.....28

XIV. Supplementary Articles .....**3030**

Appendix I: The Apostles’ Creed .....**3131**

Appendix II: Principal Articles of The Home  
of Christ .....**3131**

Appendix III: The Beliefs of The Home of  
Christ.....**3333**

Bylaw Revision Proposal 2020

**The Home of Christ Church in Fremont**

**Bylaws**

Table of Contents

Foreword ..... 2

I. Beliefs of the Church ..... 3

II. Characteristics of Local Churches..... 3

III. Organization ..... 4

IV. Board of Directors..... 5

V. Administrative Structure ..... 6

VI. Church Members ..... 8

VII. Elders.....10

VIII. Board of Elders.....13

IX. Deacons .....17

X. Salaried Ministerial Staffs .....20

XI. Joint Board of Elders and Deacons .....24

XII. Vacations and Retirement.....28

XIII. Annual Congregation Meeting .....28

XIV. Supplementary Articles .....30

Appendix I The Apostles’ Creed .....31

Appendix II Principal Articles .....31

Appendix III Our Beliefs .....33

## Foreword

The following three items are the fundamental spirit of the establishment of the Home of Christ. They must be adhered to forever, so as not to lose direction:

1. The Home of Christ began with a vision (1 Timothy 3:15). The church is a home, not a secular community organization. The family pays attention to one another; community organizations focus on self and personal interests. Therefore, as a family, we must care for each other, do nothing out of selfishness, embrace each other in love and kindness, and make visitors feel at home.
2. The church must facilitate five functions: preach the Word, worship God, know the Spirit, experience grace, and serve one another.
3. The church must establish one goal: grow with stability, and progress in development, until the Lord comes.

## I. Beliefs of the Church

The Home of Christ was founded by a group of Christians who believe Jesus Christ is their savior. It is a local church independent of any denomination. Our beliefs (Appendix III), our ways of living, and our services in the church are all founded on biblical teachings. We are also willing to abide by the Apostle Creed (Appendix I) and the Principle Articles of The Home of Christ (Appendix II). Within the church, we receive each other with love, and learn to support each other in services. Outside the church, we strive to spread the words of Gospels, so that the Kingdom of Lord will flourish and prosper.

## II. Characteristics of Local Churches

Since the founding of the first church in San Francisco Bay Area in 1978, by the grace of Lord, five churches have been established since then. These five churches are the First Home (The Home of Christ Church in Menlo Park), the Second Home (The Home of Christ Church in San Francisco), the Third Home (The Home of Christ Church in Fremont), the Fourth Home (The Home of Christ Church in San Jose), and the Fifth Home (The Home of Christ Church in Cupertino).

Each church operates in accordance with the principles of the local churches the Bible has inspired. The church attracts new members from local communities to serve in the church. The church members in turn provide with the church needed operation funds. The administration and operation of the church are also tailored to fit the needs of local communities.

With Lord's blessing, new evangelical strongholds that we develop will be gradually turned into another Home.

## I. Beliefs of the Church

The Home of Christ Church was founded by a group of Christians who believe Jesus Christ is their savior. It is a local church independent of any denomination. Our beliefs (Appendix III), our ways of living, and our services in the church are all founded on biblical teachings. We are also willing to abide by the Apostle Creed (Appendix I) and the Principle Articles of The Home of Christ (Appendix II). Within the church, we receive each other with love, and learn to support each other in services. Outside the church, we strive to spread the words of Gospels, so that the Kingdom of Lord will flourish and prosper.

## II. Characteristics of Home of Christ Churches

Since the founding of the first Home of Christ Church in the San Francisco Bay Area in 1978, by the grace of the Lord, several Home of Christ churches have been established. The Home of Christ Church in Fremont was established in November, 1979.

Each Home of Christ Church operates in accordance with the principles of the local churches the Bible has inspired. The church attracts new members from local communities to serve in the church. The church members in turn provide with the church needed operation funds. The administration and operation of the church are also tailored to fit the needs of local communities.

With the Lord's blessing, new evangelical strongholds that we develop will be gradually turned into another Home of Christ Church.

### III. Organization of the Home of Christ

Figure 1 shows the overview of the organization structure of The Third Home, The Home of Christ in Fremont (abbreviated henceforth as The Church or The Home).

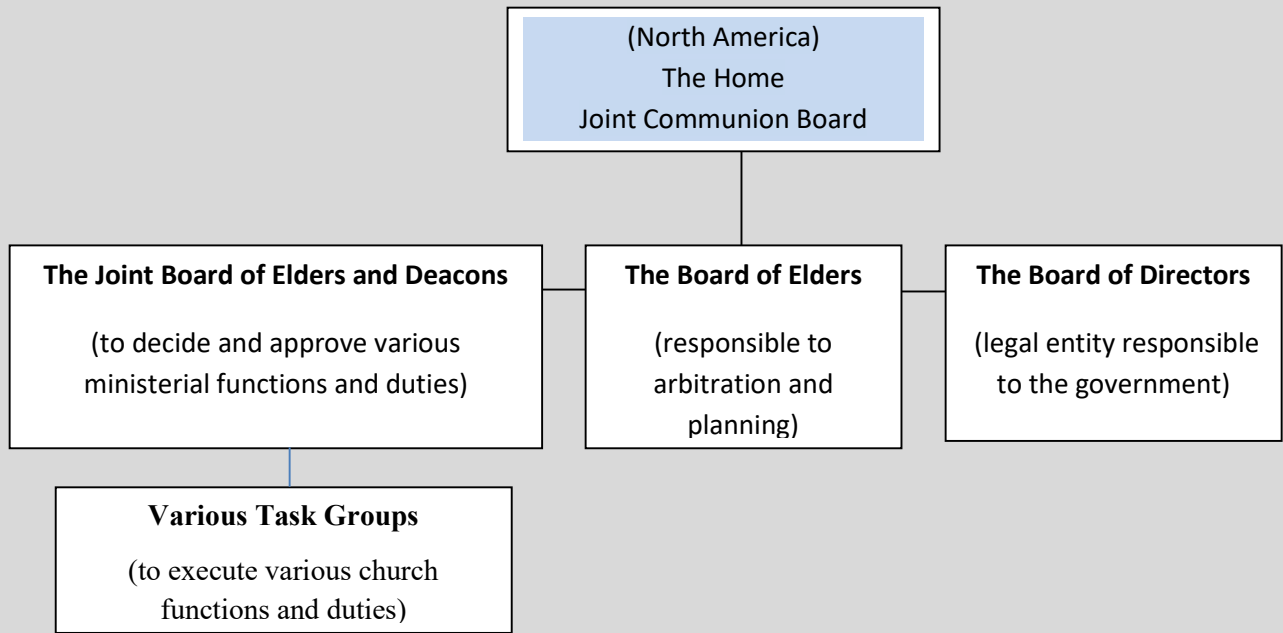


Figure 1: The Organization Structure of The Church

### III. Organization of the Home of Christ

Figure 1 shows the overview of the organization structure of The Home of Christ Church in Fremont (abbreviated henceforth as The Church).

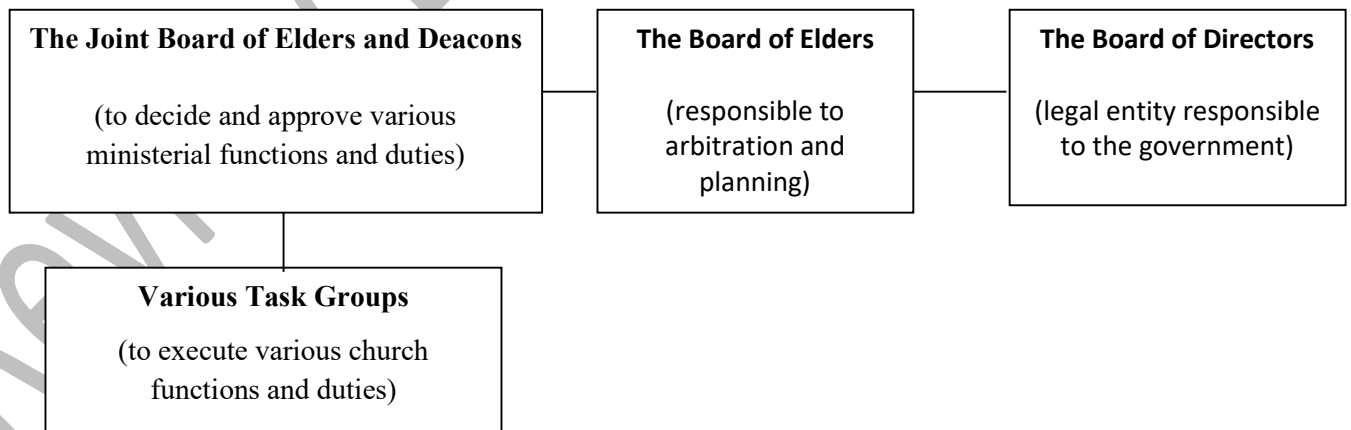


Figure 1: The Organization Structure of The Church

The fundamental organization structure of The Church includes the Board of Directors, the Board of Elders, the Joint Board of Elders and Deacons, and various ministerial task groups as shown in Figure 1. The constituent members of each group, their job responsibility and authority, and their relationship are described below.

The fundamental organization structure of The Church includes the Board of Directors, the Board of Elders, the Joint Board of Elders and Deacons, and various ministerial task groups. The constituent members of each group, their job responsibility and authority, and their relationship are described below.

#### IV.

#### IV. Board of Directors

- A. This church is a non-profit religious organization legally recognized by the government. On behalf of the church, the Board of Directors manages all matters that have relevant concern with the government, such as incorporation of the church, and filing taxes, etc.
- B. The board members comprise of members of the Board of Elders. If the situation requires, it may invite other people with relevant interests to join the board. Those invited must be either brothers or sisters in Christ, and their total number may not exceed that of the elders. The chairman of the Board of Elders also chairs the Board of Directors.
- C. The chairman of the Board of Directors calls the board meeting. Depending on the needs of the church, the meeting may or may not be regularly scheduled. The chairman shall notify each director of the time and place of the meeting.
- D. Reaching a quorum requires the attendance of at least half of the directors. Any decision made by the board requires the approval of at least two-thirds of the directors attending the meeting.
- E. All decisions made by the Board of Directors needs endorsement of the Joint Board of Elders and Deacons.
- F. Due to health problem, relocation or other personal reasons, the member of the Board of Directors may request for relief of duty before his/her term end. The Board of Directors should

V.

elect another member to fulfill the vacancy as required.

### V. Administrative Structure of the Church

All the church members, elders, deacons, and shepherds, should collaborate together and support each other to drive the church's ministerial works. Figure 2 illustrates an organizational structure for administrative reference.

The Church establishes a Board of Elders and a Joint Board of Elders and Deacons. The two boards collaborate with each other to manage all ministerial functions of the church. The organization, members, authority, term of service, and meeting guidelines are described below.

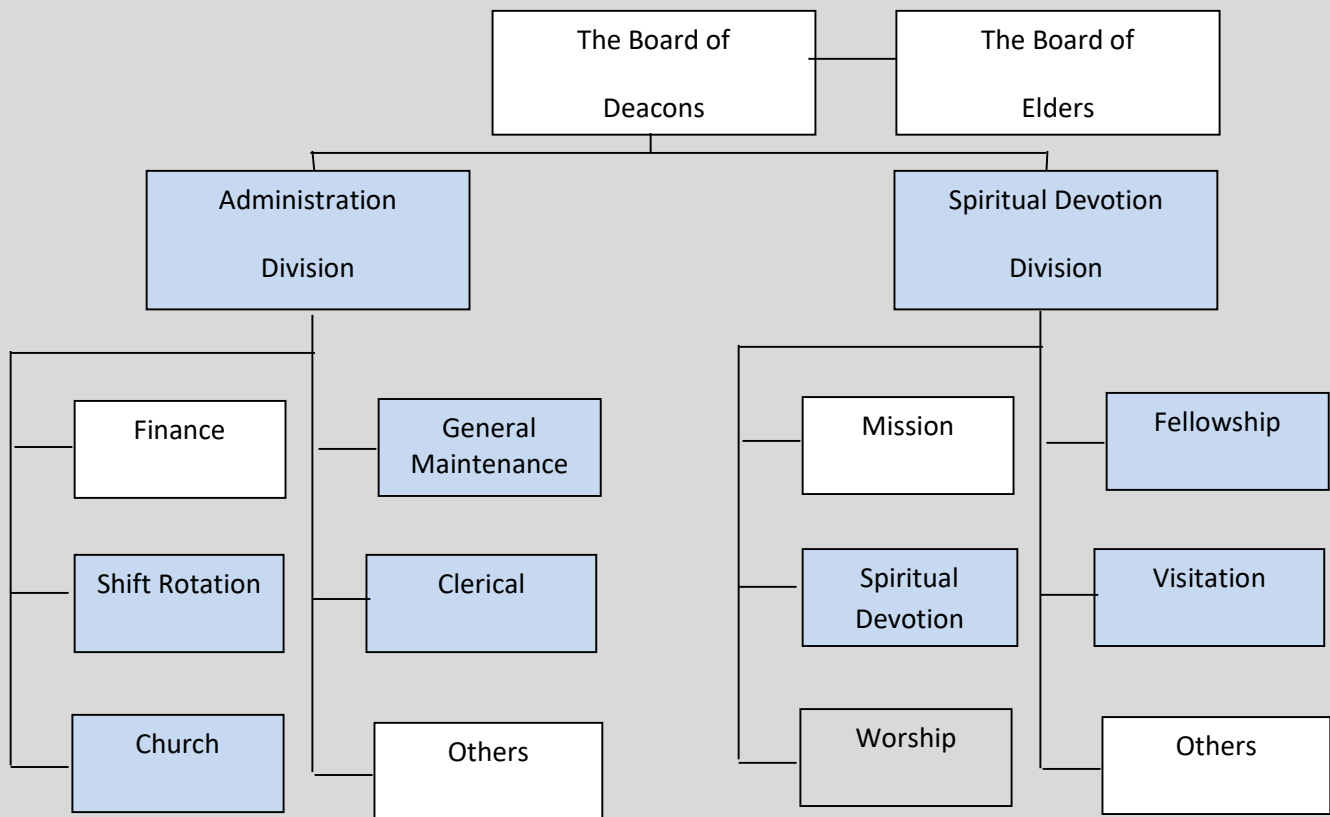


Figure 2: Administrative Structure

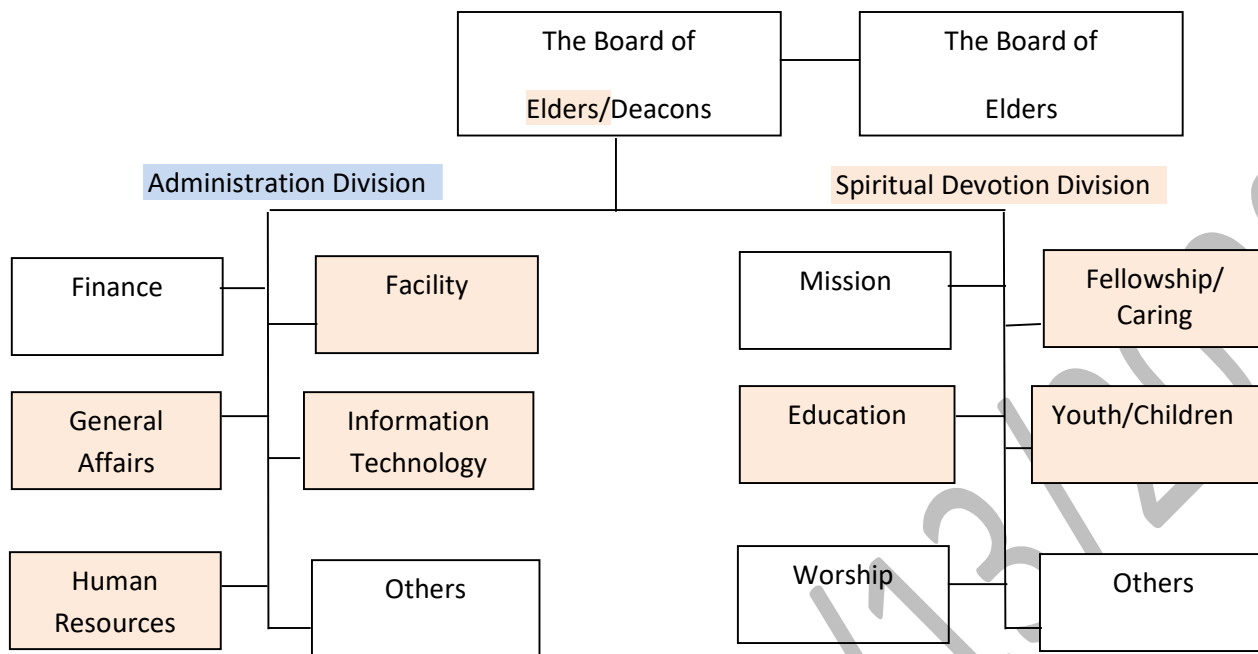


Figure 2: Administrative Structure

## VI. Church Members

Members are fundamental building blocks of the church (Acts 4:23).

### (A) Qualification

- (1) Those who have accepted Jesus Christ as their savior, and were baptized in this church (by immersion or sprinkling).
- (2) Those who were baptized (by immersion or sprinkling) in churches that embrace unadulterated beliefs, have attended the gathering in this church regularly, and are willing to apply transferring to this church as members.

Those who meet the requirements as stated in (1) or (2) above may apply for membership with this church. The applicant becomes a member of this church after the Membership Committee has validated the qualification and the Joint Board of Elders and Deacons has accepted the application.

### (B) Authority and obligation of members

1. They may participate in services and various ministerial works of the church.
2. They have the privilege to hold wedding or funeral in the church and request the church to officiate the events in Christian ceremony.
3. Members of age 18 or above have the right to vote in the church.
4. Following the teaching of the Bible,

## VI. Church Members

Members are fundamental building blocks of the church.

### (A) Qualification

- (1) Those who have accepted Jesus Christ as their savior, and were baptized in this church (by immersion or sprinkling).
- (2) Those who were baptized (by immersion or sprinkling) in churches that embrace unadulterated beliefs (refer to Appendix 3), have attended the gathering in this church regularly, and are willing to apply to join this church as members.

Those who meet the requirements as stated in (1) or (2) above may apply for membership with this church. The applicant becomes a member of this church after the Membership Committee has validated the qualification and the Joint Board of Elders and Deacons has accepted the application.

### (B) Authority and obligation of members

1. They may participate in services and various ministerial works of the church.
2. They may request the church to officiate the events in Christian ceremony for wedding or funeral in the church.
3. Members of age 18 or above have the right to vote in the church.
4. Following the teaching of the Bible,



members have the obligation to donate to the church. The donation is to make the church sufficient, enabling it to perform various ministerial works. (Malachi 3:10).

5. Members must realize that they have the obligation to bring friends and relatives to God, teach their children the real truths, and build a Christian family.
6. Members agree to obey the bylaws of the church, and abide by the resolutions the Board of Elders or the Joint Board of Elders and Deacons has adopted.
7. Members who have moved away, or unable to regularly attend the church gathering for more than six months are not entitled to vote.
8. Members should recognize the church as the spiritual home of God, and therefore take great care of it. Members should also support and participate in activities and ministerial functions of the church.

**(C) Termination of membership**

1. Members who have withdrawn membership from this church or transferred to other churches effectively terminate their membership with this church. When such situations arise, the Membership Committee will review the cases, and records the cases with the Board of Elders.

members have the obligation to contribute to the church as God has enabled and directed them.

5. Members have the obligation to be a witness of God, such as introducing friends and relatives to God, teaching their children Biblical truth, and building a Christian family.
6. Members agree to obey the bylaws of the church, and abide by the resolutions the Board of Elders or the Joint Board of Elders and Deacons has adopted.
7. Members should participate in the Annual Congregation Meeting.

**(C) Termination of membership**

When one of the following situations arises, the membership will be terminated. The Membership Committee will confirm and record the case with the Joint Board of Elders and Deacons.

1. Members who have withdrawn from this church and notified the church.
2. Members who have moved away, or are unable to regularly attend the church gathering for more than twelve months.

2. If it is clear that excommunication will not work with members who have flagrantly violated the teaching of Bibles, the bylaws or practice of this church, the Board of Elders, after prudent deliberation, may terminate their membership (Matthew 18:15-17). The cases should be recorded with the Membership Committee.

## VII. Elders

Elders, who are kernels of the church, provide leadership for various ministerial functions of the church.

Elders and Pastors support each other to drive various ministerial functions of the church. It is their role to care for members' spiritual well-being and behavior, and ensure the practice of unadulterated beliefs in the church. They devise plans and carry out tasks essential to the growth, development and changes of this church.

### (A) Selection of the elder

1. The Board of Elders would nominate a potential candidate. The acceptance is by unanimous votes of all elders. After the nomination is affirmed, the Board of Elders shall notify the nominee. Both parties should pray for each other. If the nominee accepts the nomination, the Board of Elders shall announce its nomination to the Joint Board of Elders and Deacons, and requests its confirmation. Once the nomination is confirmed, the Board of Elders shall announce the nomination to the congregation. If there is clear

3. Members with severe violations of Biblical teaching or causing disturbance to this church. The termination process needs at least two members of the Joint Board of Elders and Deacons to file a motion in writing, and after investigation by the Board of Elders, to be approved by at least two-third of members attending the meeting for the Joint Board of Elders and Deacons to terminate their memberships.

## VII. Elders

Elders, who are foundational to the church, provide leadership for various ministerial functions of the church. Elders and Pastors support each other to drive various ministerial functions of the church. It is their role to care for members' spiritual well-being and behavior, and ensure the practice of unadulterated beliefs in the church. They devise plans and carry out tasks essential to the growth, development and changes of this church.

### (A) Selection of Elders

1. The Board of Elders would nominate a potential candidate. The acceptance is by at least two thirds of the votes of the elder board. Both parties should pray for each other. If the nominee accepts the nomination, the Board of Elders shall propose its nomination to the Joint Board of Elders and Deacons, and requests its confirmation by at least two thirds of the votes of the Joint Board of Elders and Deacons. Once the nomination is confirmed, the Board of Elders shall announce the nomination to the congregation. If there is clear blessing from God with at least two third of the votes of the congregation

blessing from God, the Board of Elders shall proceed to ordain the new member.

2. If for whatever reason, an incumbent elder is unable to carry out the duty, or when the total number of members has increased by fifty, the Board of Elders shall ordain new members to join the board (Titus 1:5 and Acts: 14:23).

**(B) Qualification of elders**

1. The candidate must be a member of this church. His beliefs and conduct must meet the criteria of the Bible (1 Timothy 3:2-4; Titus 1:6-9 and 1 Peter 5:1-3).
2. The candidate must be a baptized Christian (by immersion or sprinkling) for more than 7 years, and has served in this church for more than five years. He must be at least 35 years in age, and is blessed with the ability to shepherd, to teach and manage the church. He must be willing to accept the ministerial duty and submit to each another, and has won adoration and trust of church members.

meeting, the Board of Elders shall proceed to ordain the new elder.

2. If for whatever reason, an incumbent elder is unable to carry out the duty, or when the average number of total Sunday service attendees has increased by fifty, the Board of Elders should propose new elder candidates to the Joint Board of Elders and Deacons

**(B) Qualification of Elders**

1. The candidate must be a member of this church. His beliefs and conduct must meet the criteria of the Bible (1 Timothy 3:2-4; Titus 1:6-9 and 1 Peter 5:1-3).
2. The candidate must be a baptized Christian (by immersion or sprinkling) for more than 7 years, and has served in this church for more than five years. He must be at least 35 years in age, and is blessed with the ability to shepherd, to teach and manage the church. He must be willing to accept the ministerial duty and submit to each other, and has won the adoration and trust of church members.
3. In addition to the directly responsible ministries, the candidates should actively participate and support joint meetings, e.g. prayer meetings, evangelistic meetings, revival meetings and retreats.

(C) Elder position is permanent. When reaching the age of 70, the elder will be promoted to honorable elder. An honorable elder has the right to speak in Elder Board meetings but cannot vote. Also, he will not carry actual responsibility in the Joint Board of Elders and Deacons.

(D) Tithing is the duty that will receive God's blessing. Elders should set a good example of leadership by fulfilling this obligation.

(E) Due to health problem, relocation or other personal reasons, the elder may request the Board of Elders for relief of duty.

(F) If the beliefs, or the acts or behavior of an elder has flagrantly violated the teaching of the Bible, the Board of Elders may file a motion with the Joint Board of Elders and Deacons for his removal. With the approval of two-third of members attending the meeting, the Joint Board of Elders and Deacons shall relief his duty.

### (C) Service of Elders

1. Elder is a spiritual position called by God to serve church for life. Elders and pastoral staff are essential members of the Joint Board of Elders and Deacons.
2. When reaching the age of 70, the elder will be promoted to Honorary Elder, and will not hold active duty on the Joint Board of Elders and Deacons or the Board of Elders. With service experience, Honorary Elders continue their servings at church by raising and supporting coworkers, and respect decisions of incumbent coworkers.

(D) Serving and offering are the ways of receiving God's blessing. Elders should set a good example of leadership.

(E) Due to health problem, relocation or other personal reasons, the elder may request the Board of Elders for relief of duty.

(F) If the beliefs, or the acts or behavior of an elder has flagrantly violated the teaching of the Bible, a discipline process is initiated. This process needs at least two members of the Joint Board of Elders and Deacons to file a motion in writing, and after investigation by the Board of Elders, to be approved by at least two-third of members attending the meeting for the Joint Board of Elders and Deacons to make correction, suspend, or relieve his/her duty.

If the concerns regarding the elder are resolved, the Elder Board can propose to reinstate the elder. The elder can resume his position if at least two thirds of the Joint Board of Elders and Deacons agrees.

- (G) While serving on shepherding, managing, maintaining or other ministries according to the needs of the church, the elder can be compensated reasonably through the proposal by the Board of Elders and confirmation by the Joint Board of Elders and Deacons.

## VIII. Board of Elders

It devises plans and arbitrates, and resolves major issues of the church through meetings.

### (A) Members

- (1) Members comprise of Elders and the lead Pastor. Honorable Elders may also participate in the meetings (1 Timothy 5:17-18).
- (2) *If the situation requires, the Board of Elders may invite associate pastors to join the board.*

## VIII. Board of Elders

The Board of Elders is the highest decision-making unit of the church. It devises plans and arbitrates, and resolves major issues of the church through meetings.

### (A) Members

- (1) Member of the Elder Board are selected from the elders and pastors by the Joint Board of Elders and Deacons. As the need arises for new Elder Board members, the Elder Board will verify the eligibility and availability of the Elder Board candidates and provide the list of Elder Board candidates to the E/D Board for affirmation. The candidate who is affirmed by at least two thirds of the attending members of the Joint Board of Elders and Deacons will be elected as a new member.

If the number of the members of the Board of Elders is not able to meet the minimum requirement (per VIII(A)(4)), the Board of Elders needs

**(B) Organization**

A chairman is selected to preside over the Board of Elders. The appointment of the chairman is by mutual nomination among elders. The length of service of the chairman is one year. The board members will nominate the chairman for the current term and the next term.

The chairman of the Board of Elders also presides over the Joint Board of Elders and Deacons. During the absence of the chairman, the elected chairman of the next term will temporarily preside over.

to nominate other candidates from the Joint Board of Elders and Deacons, and go through the affirmation process by the Joint Board of Elders and Deacons to fill the deficiency.

(2) Pastors are eligible for becoming members of the elder board.

(3) The Elder Board will have no fewer than 5 members and no more than 7 members.

**(B) Organization**

(1) A chairman is selected to preside over the Board of Elders. The appointment of the chairman is by mutual nomination among elders. The length of service of the chairman is one year.

The elected chairman appoints another elder board member as the acting chairman of the Board of Elders in the case of absence.

(2) Members of the Board of Elders are limited to two consecutive terms. Each term is up to three years.

(2) If any member leaves without completing the term and the resulting number of members of the Elder Board not meeting the minimum requirement, the Board of Elders should initiate the process to resolve the deficiency of the Board of Elders (per VIII (A)(1)).

**(C) Roles and responsibilities of Elders**

- (1) Uphold the purity of true gospel beliefs, and supervise ministerial works in all divisions so that nobody will deviate from the true path.
- (2) Ordain new elders.
- (3) Oversee the faith of employed ministerial personnel, review their job performance, adjust their compensation, consider their job promotion, make arrangement to ordain shepherds, and prepare job offer letter, etc.
- (4) To arrange and recommend the hiring of shepherds to serve in the church. The appointment requires the approval in secret ballot of two-third of members attending the Joint Board of Elders and Deacons meeting.
- (5) In the absence of the lead pastor, the Board of Elders will assume the roles of the pastor to arrange sermons and shepherd the congregation.
- (6) To adjudicate important issues that the Joint Board of Elders and

**(C) Roles and responsibilities of the Board of Elders**

- (1) Devise church direction and goals for next 3 years and long term. Regularly report to the Joint Board of Elder and Deacons their progress and status.
- (2) Uphold the purity of true gospel beliefs, and supervise ministerial works in all divisions so that nobody will deviate from the true path.
- (3) Ordain new elders.
- (4) Oversee the faith of employed ministerial personnel, review their job performance, adjust their compensation, consider their job promotion, make arrangement to ordain shepherds, and prepare job offer letter, etc.
- (5) To search and recommend the hiring of shepherds to serve in the church.
- (6) In the absence of the senior pastor, the Board of Elders will assume the role of the senior pastor to arrange sermons and shepherd the congregation.
- (7) To adjudicate important issues that the Joint Board of Elders and Deacons cannot resolve.

Deacons cannot resolve. Once the Joint Board of Elders and Deacons has submitted the request for adjudication, the decision of the Board of Elders will be final.

(7) When there is an emergent issue that requires immediate resolution, but there is not enough time to call for a meeting with the Joint Board of Elders and Deacons, the Board of Elders will act on its behalf. Once the issue has been resolved, the Board of Elders shall notify the Joint Board of Elders and Deacons of the result and record the case with the Joint Board of Elders and Deacons.

(8) To interpret the bylaws of this church when question arises, and put the case on record.

**(D) Meeting practice**

(1) Depending on the needs, the meeting may or may not be regularly scheduled. The chairman of the Board of Elders will call the meeting. Reaching the quorum requires the attendance of more than two-third of elders. Passing a resolution requires the approval of more than two-third of attending members.

(2) One week before the meeting, the chairman shall notify each member of the Board of Elders the time and place of the meeting.

Once the Joint Board of Elders and Deacons has submitted the request for adjudication, the decision of the Board of Elders will be final.

(8) When there is an emergent issue that requires immediate resolution, but there is not enough time to call for a meeting with the Joint Board of Elders and Deacons, the Board of Elders will act on its behalf. Once the issue has been resolved, the Board of Elders shall notify the Joint Board of Elders and Deacons of the result and record the case with the Joint Board of Elders and Deacons.

(9) To interpret the bylaws of this church when question arises, set church positions on specific issues, and put the cases on record.

**(D) Meeting practice**

(1) Depending on the needs, the meeting may or may not be regularly scheduled. The chairman of the Board of Elders will call the meeting. Reaching the quorum requires the attendance of at least two-third of elders. Passing a resolution requires the approval of at least two-third of attending members.



- (3) If the subject to be discussed involves one of the attending members, the member involved should excuse himself/herself from the meeting and does not participate in voting.
- (4) Depending on the practical needs, the Board of Elders may invite other relevant people to attend the meeting.

- (2) If the subject matter under discussion involves a particular member, that member should be able to make a statement, but should withdraw from the discussion and abstain from voting.
- (3) Depending on the practical needs, the Board of Elders may invite other relevant people to attend the meeting.

## IX. Deacons

Deacons are key co-workers who carry out various ministerial functions of the church.

### (A) Qualification

- (1) The deacon must be a member of this church. His/her faith and conduct must **fundamentally** meet the criteria set by the Bible (1 Timothy 3:8-13 and Acts 6:3).
- (2) Regardless of gender, he/she who is between 25 to 70, inclusive, has been baptized (by immersion or sprinkling) for at least five years, and has attended this church for more than two years, is eligible.

(B) Tithing is the duty that will receive God's blessing. Deacons should set a good example for the congregation to follow by fulfilling this obligation.

(C) In addition to the ministerial function he/she is responsible for, a deacon should actively participate and support church's group meetings, such as prayers meeting, evangelistic meeting,

## IX. Deacons

Deacons are key co-workers who carry out various ministerial functions of the church.

### (A) Qualification

- (1) The deacon must be a member of this church. His/her faith and conduct must fundamentally meet the criteria set by the Bible (1 Timothy 3:8-13 and Acts 6:3).
- (2) Regardless of gender, he/she who is between 25 to 70, inclusive, has been baptized (by immersion or sprinkling) for at least five years, and has attended this church for more than two years, is eligible.

(3) In addition to the directly responsible ministries, the deacons should actively participate and support joint meetings, e.g. prayer meetings, evangelistic meetings,

revival meeting and retreat, etc.

revival meetings and retreats

(D) Authority

With the assistance of elders and shepherds, the deacons shall carry out various ministerial works the Joint Board of Elders and Deacons has approved.

(E) Number of deacons

The Board of Elders shall decide the total number of deacons based on the amount of ministerial works needed to be conducted.

(F) Term

The length of each term is two years.

(G) Election of deacons

(1) Each year, the Board of Elders shall nominate a list of candidates for the Joint Board of Elders and Deacons to approve.

(2) Nomination of new deacons takes place each year. Deacons who are already serving in the board but are nominated again have the obligation to continue for another term. It is important to have new and old members to serve concurrently in the board to ensure continuity of all ministerial works.

(3) Excepting special reasons, deacons whose terms are expiring automatically become candidates for next term. However, those

**(B) Election of deacons**

The Board of Elders shall decide the total number of deacons based on the amount of ministerial works needed to be conducted.

(1) Each year, the Board of Elders shall propose a list of recommended candidates for the Joint Board of Elders and Deacons to approve.

(2) Excepting special reasons, deacons whose terms are expiring automatically become candidates for the next term. However, those who have been absent from the Joint Board of Elders and Deacons meetings without any justifiable reason four times or more will not be considered.

(3) Nomination of new deacons takes place each year. It is important to have new and old members to serve concurrently in the board to

who have been absent from the Joint Board of Elders and Deacons meetings without justifiable reason four times or more will not be considered.

- (4) The names of candidates shall be publicly announced to the congregation in four consecutive Sunday worship gatherings before the annual congregation meeting. The congregation will make the final commendation in the annual meeting.

- (5) Before the term has expired, if for whatever reason, a deacon cannot perform his/her duty, he/she may submit his/her resignation to the Joint Board of Elders and Deacons. The Board of Elders shall appoint another new deacon to assume the responsibility.

- (6) If the beliefs or acts of a deacon have flagrantly violated the teachings of the Bible, the Joint Board of Elders and Deacons, with two-third of votes approving, shall relieve his/her responsibilities.

ensure continuity of all ministerial works.

- (4) The names of candidates shall be publicly announced to the congregation in four consecutive Sunday worship gatherings before the Annual Congregation Meeting. The congregation will make the final approval in the Annual Congregation Meeting by at least two thirds of the votes of the members who are attending.

**(C) Authority**

With the assistance of elders and shepherds, the deacons shall carry out various ministerial works that the Joint Board of Elders and Deacons has approved.

- (1) The length of each term is two years. There is no limit on the number of consecutive terms.
- (2) Before the term has expired, if for whatever reason, a deacon cannot perform his/her duty, he/she may submit his/her resignation to the Joint Board of Elders and Deacons.
- (3) If the beliefs or acts of a deacon have flagrantly violated the teachings of the Bible, a discipline process is initiated. This process needs at least two members of the Joint Board of Elders and Deacons to file a motion in writing, and

after investigation by the Board of Elders, to be approved by at least two-third of members attending the meeting for the Joint Board of Elders and Deacons to make correction or relieve his/her duty.

- (D) Serving and offering are the ways of receiving God's blessing. Deacons should set a good example for the congregation.

## X. Salaried Ministerial Staffs

- (A) Regulations regarding employment of shepherds
  - (1) This church appoints only one lead pastor. Depending on the needs, the church may also appoint associated pastors, assistant pastors, ministers or assistant ministers. They are collectively called shepherds. They are to jointly oversee the spiritual devotion programs and collaborate on general administrative functions of the church.
  - (2) The candidate may be a member of the church who is spiritually equipped and clearly sees the call of God. The church may also appoint the positions to pastors, ministers or seminary students outside the church who have the burden of becoming a shepherd.
  - (3) A shepherd must possess the fundamental and unadulterated evangelical belief that all

## X. Salaried Ministerial Staffs

- (A) **Regulations regarding employment of shepherds**

This church has only one senior pastor. Depending on the needs, the church may also have additional pastors and ministers. Collectively, they are called shepherds. Shepherds' main responsibilities are praying, preaching and shepherding. They are to jointly oversee the spiritual devotion programs and collaborate on general administrative functions of the church.

  - (1) The shepherd candidate may be a member of the church, or the church may also fill the positions with pastors or ministers from outside the church.
  - (2) A shepherd must possess the fundamental and unadulterated evangelical belief that all Scripture is God-breathed. He/she must hold in

Scripture is God-breathed. He/she must hold in steadfastness the fundamental evangelical truths, in unison with that of this church (Appendices I, II and III). With respect to the ways of carrying out the ministerial works, he/she shall also respect the current system of this church and the resolutions of the Joint Board of Elders and Deacons.

(4) The Board of Elders is responsible for contacting and nominating candidates for shepherd position. The appointment becomes effective upon receiving approval of two-third of members attending the meeting of the Joint Board and Deacons.

(5) Once the Joint Board of Elders and Deacons has approved the appointment of the shepherd, the Board of Elders shall represent the church to sign a contract with the shepherd. The contract describes the nature of works, compensation and benefits, etc. The term of the contract is three years for pastors and two years for ministers. Four months before expiration of the contract, by the consent of two-third of members attending the meeting, the Joint Board of Elders and Deacons shall extend the contract. The extended contract should be delivered to the shepherd three months before the expiration of the term.

(6) Before the expiration of the term, if the shepherd decides to resign

steadfastness the fundamental evangelical truths, that are consistent with the beliefs of this church (Appendices I, II and III). With respect to the ways of carrying out the ministerial works, he/she shall also respect the organizational system of this church and the resolutions of the Board of Elders and the Joint Board of Elders and Deacons.

(3) The Board of Elders is responsible for contacting and nominating candidates for shepherd positions. The employment authorization becomes effective upon receiving approval of two-thirds of members attending the meeting of the Joint Board and Deacons.

(4) Once the employment authorization is approved, the Board of Elders shall represent the church to sign a contract with the shepherd. The contract describes the duties, compensation, and benefits, etc. The term of the contract is three years for pastors and two years for ministers. The retirement age for shepherds is 70.

(5) If the Board of Elders intends to extend the contract with the shepherd, the proposal should be made four months before the expiration of the contract. By the consent of at least two-third of

for whatever reason, or is reluctant to continue the appointment with the church, he/she should notify the Joint Board of Elders and Deacons in writing four months before the expiration of the term.

(7) During the term of a shepherd, if the Board of Elders, after investigation, has confirmed that the shepherd has committed serious violations, such as having distorted beliefs (like preaching heretical beliefs), acting improperly or breaking up the family, it shall terminate the contract with the shepherd upon the consent of two-third of members attending the meeting of the Joint Board and Deacons.

(B) The roles and responsibilities of the lead pastor, or associated pastors whom the Board of Elders has empowered:

To arrange sermons, proclaim the Gospels, shepherd the congregation, conduct ministerial ceremonies (communion and baptism) or ceremonial services (wedding and funeral), coordinate the works among shepherds, and direct the execution of ministerial works the Joint Board of Elders and Deacons has approved.

members attending the meeting, the Joint Board of Elders and Deacons shall approve the extension of the contract. The decision should be communicated in writing to the shepherd three months before the expiration of the term.

(6) Before the expiration of the term, if the shepherd decides to resign, he/she should notify the Board of Elders in writing.

(7) If the shepherd has committed serious violations, such as having distorted beliefs (like preaching heretical beliefs), acting improperly, causing family to break up, or disturbing the church, a discipline process is initiated. This process needs at least two members of the Joint Board of Elders and Deacons to file a motion in writing, and after investigation by the Board of Elders, to be approved by at least two-third of members attending the meeting for the Joint Board of Elders and Deacons to make correction or terminate his/her contract.

**(B) Senior Pastor**

The senior pastor is responsible for leading the shepherd team and is an essential member of the Board of Elders. The roles and responsibilities of the senior pastor are:

To arrange sermons, proclaim the Gospel, shepherd the congregation, conduct ministerial ceremonies (communion and baptism) or ceremonial services (wedding and funeral), coordinate the work among shepherds, and oversee the ministerial work that the Board of Elders or the

(C) Depending on the needs of the church, the Joint Board of Elders and Deacons may employ other salaried workers such as administrative assistant, secretary or staff, collectively called ministerial staffs, to perform administrative and maintenance duties. The candidate must be a re-born Christian and a witness of God. The term of the ministerial staffs is one year. The Joint Board of Elders and Deacons may extend the term of employment. The extension requires the approval of more than half of the members attending the meeting of the Joint Board and Deacons.

Joint Board of Elders and Deacons have approved.

**(C) Staff**

Depending on the needs of the church, the Joint Board of Elders and Deacons may employ other salaried workers such as administrative assistant, secretary or staff, collectively called ministerial staff, to perform administrative and maintenance duties. The candidate must be a re-born Christian and a witness of God. The candidates should be nominated by the Board of Elders and approved by at least two thirds of the members attending the meeting of the Joint Board of Elders and Deacons. The extension also requires the approval of at least two thirds of the members attending the meeting of the Joint Board and Deacons.

(D) All salaried ministry leaders (e.g. pastors, elders, and ministers) must report to the Joint Board of Elders and Deacons their ministries directions, progress, needs and obstacles annually in writing. Other church leaders should assist and support their ministries.

## XI. The Joint Board of Elders and Deacons

It is the institute that decides and carries out various ministerial functions of the church.

### (A) Members

Members include elders, incumbent deacons and shepherds. Each member is entitled to vote. Allocation is one vote per person.

### (B) Organization

(1) The chairman of the Board of Elders also chairs the Joint Board of Elders and Deacons. The responsibility of the chairman is to conduct the meeting and supervise the ministerial works of Spiritual Devotion and Administrative Divisions.

(2) The Board of Elders appoints a head in each of Spiritual Devotion and Administrative Divisions to coordinate the operation of ministerial task groups. The candidates are selected from the members of the Board of Elders or the Joint Board of Elders and Deacons.

(3) The Board of Elders appoints members of the Joint Board of Elders and Deacons as team leaders of ministerial task groups. Under special circumstances, the Board of Elders may invite other church members to take on the assignment.

## XI. Joint Board of Elders and Deacons

The Joint Board of Elders and Deacons directly faces and represents the congregation. The board plans, decides, and carries out various ministerial functions of the church and makes periodical reassignments based on the needs of the church.

### (A) Members

Members include elders, deacons and shepherds. Each member is entitled to vote. Allocation is one vote per member.

### (B) Organization

(1) The chairman of the Joint Board of Elders and Deacons is the chairman of the Board of Elders or his/her delegate from the members of the Board of Elders. The length of the service of the chairman is one year.

(2) At the beginning of each year, the Joint Board of Elders and Deacons should affirm the leaders of ministerial task groups of that year (refer to the Handbook of Ministry Operation Guidelines). The Board of the Elders recommends the leaders from the members of the



- (4) Each member of the Joint Board of Elders and Deacons participates in one task group. Except under special occasion, each member cannot be appointed as the team leader of more than one task group. Also, unless the nature of the job requires special professional skills, a team leader cannot serve in the same task group for more than two years.

**(C) Roles and responsibilities**

- (1) To define the role and responsibility of each task group and coordinate the execution of various ministerial works.

Joint Board of Elders and Deacons. The assignment needs approval of at least two thirds of the attending members of the Joint Board of Elders and Deacons. Under special circumstances, the Board of Elders may invite other church members to take on the assignment.

- (3) Except under special circumstances, each member cannot be assigned as the leader of more than one task group. Also, unless the nature of the job requires special professional skills, a member cannot lead the same task group for more than four years.

- (4) Members of the Joint Board of Elders and Deacons should respect and submit to the decisions of the Board of Elders and the Joint Board of Elders and Deacons. For severe violations of an elder causing disturbance in the church, a discipline process is initiated. This process needs at least two members of the Joint Board of Elders and Deacons to file a motion in writing, and after investigation by the Board of Elders, to be approved by at least two-third of members attending the meeting for the Joint Board of Elders and Deacons to make correction or relieve his/her duty.

**(C) Roles and responsibilities**

- (1) To define the role and responsibility of each ministerial task group and coordinate the execution of various ministerial works.

- (2) To audit the financial balance of the church.
- (3) To approval the appointment and contract extension of salaried ministerial staffs.
- (4) To promote the spiritual devotion in the church and carry out various administrative functions.
- (5) To approve the resolution a task group has adopted before its implementation. All resolutions should be recorded with the church.
- (6) To maintain and manage properties of the church.
- (7) To approve the slate of new deacons.
- (8) The leader of a task group may nominate the leaders of work units from members within the group. The appointment requires the endorsement of the Board of Elders.
- (9) The leaders of the work units are responsible for recruiting their team members.

**(D) Meeting practice**

- (1) The Joint Board of Elders and Deacons shall meet once a month. A suitable meeting date should be fixed. The meeting notice should be published on the Sunday bulletin one week before the scheduled meeting.

- (2) To audit the financial reports of the church.
- (3) To approve the employment and contract extension of salaried ministerial staffs.
- (4) To promote the spiritual devotion in the church and carry out various administrative functions.
- (5) To approve resolutions proposed by task groups.
- (6) To maintain and manage properties of the church.
- (7) To approve the slate of new deacons proposed by the Board of Elders.

**(D) Meeting Practice**

- (1) The Joint Board of Elders and Deacons shall meet once a month with additional meetings as needed. The meeting notice should be communicated to the members of the board one week before the scheduled meeting. If a member of the board has something to report or discuss, he/she should notify the chairman one week before the meeting.

(2) Reaching the quorum requires attendance of two-third of the total board members. Unless explicitly specified in the bylaws, all resolutions require approval of more than half of the board members attending the meeting.

(3) If for whatever reason, a deacon is unable to attend the meeting, he/she should give the chairman an advanced notification, and arrange a delegate to attend the meeting. The delegate may make a progress report, but is not entitled to vote.

(4) One week before the meeting, the chairman should confer with elders and shepherds to put together an agenda. If a deacon would like to make a report or to discuss an issue, he/she should notify the chairman one week before the meeting.

(5) If the subject matter under discussion involves a particular person, he/she should withdraw from the discussion and abstain from voting.

(6) The chairman may choose the voting method (by raising hand or using secret ballot). For important resolution, fervent prayers should be conducted before the ballot. Issues that cannot be resolved in the Joint Board of Elders and Deacons should be turned over to the Board of Elders for disposition.

(7) Depending on the necessity,

(2) Reaching the quorum requires attendance of at least two-third of the total board members. Unless explicitly specified in the bylaws, all resolutions require approval of at least two thirds of the board members attending the meeting.

(3) If for whatever reason, a board member is unable to attend the meeting, he/she should give the chairman an advanced notification, and arrange a delegate to attend the meeting. The delegate may make a progress report, but is not entitled to vote.

(4) If the subject matter under discussion involves a particular member, he/she should be able to make a statement, but should withdraw from the discussion and abstain from voting.

(5) The chairman may choose the voting method (by raising hand or using secret ballot). For critical issues that cannot be resolved in the Joint Board of Elders and Deacons should be turned over to the Board of Elders for disposition.

(6) Depending on the necessity,

relevant co-workers may be invited to attend the meeting.

**(E) Responsibilities of work units**

Refer to the Handbook of Ministerial Works.

**(1) Spiritual Devotion Division:**

Emphasize on prayer and ministerial activities.

**(2) Administrative Division:**

Emphasize on administrative, personnel and finance activities.

**XII. Vacations and Retirement**

Refer to the Handbook of Ministerial Works.

**XIII. Annual Congregation Meeting**

- (A) The annual meeting is held on a fixed date before the end of the year. The meeting notice should be published on the Sunday bulletin weekly one month before the meeting.
- (B) Reaching the quorum requires the attendance of one-third of the total members with voting right.
- (B) Members of this church are eligible to attend the meeting.
- (C) The chairman of the Joint Board of Elders and Deacons is responsible for calling the annual meeting.
- (D) In the annual meeting, new deacons will be officially appointed. The progress of the ministerial work of past year, the financial report and direction

relevant co-workers may be invited to attend the meeting.

**(E) Rules of motion, vote and count**

Refer to the Handbook of Ministry Operation Guidelines

**XII. Vacations and Retirement**

Refer to the Handbook of Ministry Operation Guidelines.

**XIII. Annual Congregation Meeting**

- (A) The Annual Congregation Meeting is held before the end of the year. The meeting should be announced and a notice published to the congregation one month before the meeting.
- (B) Reaching the quorum requires the attendance of one-third of the total members with voting right.
- (C) of this church are eligible to attend the meeting.
- (D) The chairman of the Joint Board of Elders and Deacons is responsible for calling the Annual Congregation Meeting.
- (E) In the Annual Congregation Meeting, new deacons will be officially approved after voted by the congregation. The

of ministerial works in the coming year will also be presented.

progress of the ministerial work of the past year, the financial report and direction of ministerial works in the coming year will also be presented.

Review Draft 09/13/2020

#### XIV. Supplementary Articles

- (A) To reach the quorum of amending this bylaw, one-third of the church members is required to attend the meeting.
- (B) Three years after the adoption of the bylaws, if deficiency is found, the chairman of the Joint Board of Elders and Deacons may call for the amendment meeting. However, the change of the bylaws requires the approval of more than two-thirds of attending members.
- (C) To ensure stability, successive callings of the amendment meeting must not take place within three years.
- (D) The amendment of this bylaws shall not contradict the fundamental beliefs and the organization structure of this church, which are described in Paragraphs I to III of this bylaws.
- (E) The Joint Board of Elders and Deacons must approve the contents of amendments, and publicize the proposed amendments two months before the amendment meeting to allow time to collect members' opinions. The Joint Board of Elders and Deacons, after approval, shall submit the opinions to the amendment committee.
- (F) This bylaws will be submitted to relevant department of the United State Government for approval and

#### XIV. Supplementary Articles

- (A) To reach the quorum of amending this bylaw, at least one-third of the church members are required to attend the meeting.
- (B) Three years after the adoption of the bylaws, if deficiency is found, the chairman of the Joint Board of Elders and Deacons may call for the amendment meeting. However, the change of the bylaws requires the approval of at least two-thirds of attending members.
- (C) To ensure stability, successive callings of the amendment meeting must not take place within three years.
- (D) The amendment of the bylaws shall not contradict the fundamental beliefs and the organization structure of this church, which are described in Paragraphs I to III of the bylaws.
- (E) The Joint Board of Elders and Deacons must approve the contents of amendments with at least two thirds of the attending members, and publicize the proposed amendments at least two months before the amendment meeting to allow time to collect members' opinions. The Joint Board of Elders and Deacons should adjust the bylaw revision to reflect any approved opinions. The final version should then be submitted to the amendment meeting for approval.
- (F) Upon the completion of the amendments, the bylaws shall be submitted to relevant government agencies as required by government regulations.

record keeping. Any changes or amendments are still subject to relevant government regulations.

Amended in December of 1997

## Appendix I: The Apostles' Creed

I believe in God the Father Almighty, maker of heaven and earth; And in Jesus Christ His only Son, our Lord; Who was conceived by the Holy Spirit, born of Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried; He descended into Hades; the third day, He rose again from the dead; He ascended into Heaven, and sitteth on the right hand of God, the Father Almighty; from thence He shall come to judge the quick and dead. I believe in the Holy Spirit, the Holy Christian Church, the communion of saints, for forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

## Appendix II: Principal Articles of The Home of Christ (TBD)

Amended in December of 2020

## Appendix I: The Apostles' Creed

I believe in God, the Father Almighty, the Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord; Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried.

He descended to the dead. The third day he arose again from the dead. He ascended into heaven and is seated at the right hand of God the Father Almighty, whence he shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Christian church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen

## Appendix II: Principal Articles of The Home of Christ

1. We believe that the Bible is inspired by God's revelation, it is inerrant and infallible, and it is the criteria for our words and deeds, our thoughts, our lives, and our works.
2. We firmly believe that this church is the Church of the living God, and we must always let the Lord be the head and let Him show the body how to function. Everyone who is purchased by the Lord's blood is in the family.

Everyone in the family should serve the Lord.

3. We measure the rise and fall of the church by not only looking at the number of people in attendance, but also the number of people who serve the Lord. We serve the weak limbs, not only by looking after and caring for them, but also giving them proper responsibility. Everyone should participate in the Lord's work so that we can all enjoy the Lord's blessing.

4. We hold the concept of a local church, based on the principle of self-government, self-propagation, and self-supporting. We are directly accountable to God for everything.

5. Whether in season or not, we must preach the gospel, take the divine nature (spiritual life) as the warp, and humanity (daily life) as the weft, interweaving the two in a way that achieves harmony between man and nature, making spiritual life impact daily life, so that our daily life reflects the spiritual life. The two mutually confirm each other.

6. Our heart respects the Lord, and honors the supremacy of God, making Him first. Every move, every word, every deed, and in every circumstance, we do not think how we can gain anything personally, but are afraid that we may fall short of something of the Lord.

7. We view others as more significant than ourselves, always appreciate their strengths, bear with their shortcomings, acknowledge their benefits, share their difficulties, so that each person's gift is respected for the Lord's purpose. But never overly exalt people, so others will not stumble. We should not be judgmental so that we do not suffer loss.

8. We believe that it is more blessed to give than to receive. All our possessions are given by God. We should share with others. The more I give to others, the more God blesses me. To give to others is to be kind to myself.

9. We must break down the dividing walls that separates people, by regularly maintaining spiritual fellowship, accept each other, serving each other, and not leaving room for the evil one. We should forgive personal disputes and grievances, but will not compromise with false doctrines.

10. Our church is open to everyone, that is, we are not



biased to anyone. Whoever seeks the heart of Christ and is mindful of the Father's works has the right to worship with us, and mutually serve as part of the church to glorify God and edify others.

### **Appendix III: The Beliefs of The Home of Christ** (TBD)

### **Appendix III: The Beliefs of The Home of Christ Church**

The Home of Christ Church in Fremont consists of a group of Christians who believe in the Savior Jesus Christ and the Gospel. This local church is not part of any denomination. Our beliefs, lives and ministries are based on the Bible. We abide by the Apostles' Creed and the Principal Articles of the Home of Christ (see Appendix I and II). The principal beliefs of this church are as follows:

1. We believe in the Father, the Son, and the Holy Spirit. The Holy Trinity is the only God who is the master of the universe, the creator of all things in heaven and earth. (2 Cor. 13:14, Genesis 1:1)
2. We believe that Jesus Christ is the only begotten Son of God. He was conceived by the Holy Spirit, born of the Virgin Mary, crucified, resurrected three days after death, ascended to heaven, and will come again according to the promise. He is the only mediator between God and man, the Redeemer of the world, and the head of the church. (Luke 1:35, John 1:1-2, 14, and 1 Peter 1:3-5)
3. We believe that the Holy Spirit is the Comforter sent by God. The Holy Spirit causes people to confess and repent, dwells always in the hearts of believers, guides them to enter and obey the Truth. (Titus 3:5, John 14:16, John 16:12-13)
4. We believe that all sixty-six books of the Old and New Testaments are the Word of God, inspired by the Holy Spirit, the highest standard of faith and life, and absolutely inerrant and infallible. (2 Tim. 3:16-17)
5. We believe that people are created according to the image and likeness of God. Humanity is fallen into sin with Adam and can only be justified and saved by faith in Jesus Christ. Salvation is by grace through faith, not by works. (Romans 3:22-23, Ephesians 2:1-3, 8-10)

6. We believe that those who are followers of Jesus Christ will be resurrected in their bodies and will enjoy eternal life. Those who do not believe will be resurrected to eternal punishment. (John 5:29)

7. We believe that Christ is the head of the church. The church is the body of Christ and the home of the eternal God. The church is also the place where all who are redeemed by the precious blood of Jesus Christ and born again by the Holy Spirit, worship and serve together, and fellowship with one another. (Eph. 1:23, Eph. 2:18, 19, 1 Peter 3:15)

Review Draft 09/13/2020