

CINCINNATI CHINESE CHURCH
TENURE BY-LAWS
(Approved February 25, 2001)

A. Introduction

1. These are the By-Laws under the Articles of Organization of the congregation identifying itself as the Cincinnati Chinese Church.
2. The Cincinnati Chinese Church is first and foremost a New Testament body of believers in the Lord Jesus Christ. It is recognized as a not-for-profit corporation by the Secretary of the State of Ohio (Corporation number 394333) and by the Internal Revenue Service of the United States of America (Employer Identification Number 23-7088339). Members of the Deacons Group also act as the church Trustees.
3. The By-Laws are divided into the following sections:
 - A. Introduction
 - B. Accountability and Control
 - C. Meetings and Voting
 - D. Bookkeeping and Funds

B. Accountability and Control

4. These By-Laws shall simply articulate the fiscal and legal practices of the Cincinnati Chinese Church. The Church and its Trustees firmly believe that the Holy Bible is the divine and final authority for all its doctrine and duty.
5. The Cincinnati Chinese Church organization consists of the Elders/Ministers Group, the Deacons Group, the Workers Meeting and the various Committees and working groups. The trustees believe that all workers are members of one body in Christ, and are baptized by one spirit (I Corinthians 12). While the members perform different functions, each member has the same importance under God. There should be no schism in the body and members should have the same care for one another.
6. The Elders/Ministers Group is responsible for pasturing pulpit preaching/teaching, setting church overall direction, and overseeing all church spiritual matters: The Trustees acknowledge the full authority of the Elders and Ministers of the Church to expound the Word of God and to teach its applications. While ministers are considered church employees for legal purposes under the state or federal laws, they are not considered employees spiritually but are considered as servants of God who are accountable to Him.
7. The Deacons Group coordinates all church committee activities and administrative functions, and ensures these function properly. The Group assists the Elders/Ministers Group in carrying out church ministries and helps to recruit new workers. As such, the deacons shall be held individually and directly accountable for the compliance of the Church with these By-Laws.
8. The Workers Meeting is the final body for all major decisions in the church. The Workers Meeting is open to anyone from the church congregation who has professed to be a believer in Jesus Christ. By-laws shall not be amended without the approval of the Deacons Group and the Workers Meeting.

C. Meetings and Voting

9. The deacons shall be selected from among all the workers of the Cincinnati Chinese Church. They are selected based on qualifications as stated in the Bible (Acts 6:1-7; I Timothy 3:8-13) and other factors, e.g., broad representation. After gaining broad input from the congregation, the Elders/Ministers Group recommend to the Workers Meeting and announce to the congregation a list of new deacons. If there are no objections from the Workers Meeting after a

reasonable period (usually 1-3 months after announcement) the new deacons can be confirmed. New deacons are usually recommended in October and confirmed in January of the following year. However, new deacons may be selected during the year using the above process to fill vacant positions. There are no fixed numbers of deacons and the numbers are determined by the availability of qualified workers and growth of the Church. However, at no time should the number of deacons be less than five.

10. The Deacons Group would select among themselves a chairperson, a vice chairperson, and a secretary. The Elder/Ministers Group shall nominate the chairperson of the Deacons Group for consideration by the Deacons Group. A consensus agreement from the group is required for approval of this position. The chairperson is responsible for calling and conducting the Deacons and the Workers Meetings. The vice chairperson assists the chairperson and carries out the chairperson's functions during the chairperson's absence. The secretary records the Deacon and the Workers Meetings and keeps the church's official files.
11. Deacons serve a two year term starting in January. A deacon can be reaffirmed for an additional two, 2-year terms. After serving three terms, a deacon needs to leave the group for at least a year before reconsideration as a deacon. The terms of the deacon are staggered so that less than half the deacons can be changed at one time. Normally the chairperson shall serve a three-year term, unless there are special exceptions. The chairperson shall begin his/her term at any time during his/her deaconship or at the end of his/her deaconship. His/her chairperson tenure can last beyond the deaconship.
12. The Deacons Group shall meet approximately once a month and shall meet with the Elders/Ministers Group at least once every three months. The Workers Meeting is usually held once every three months, although additional meetings can be called by the Chairperson of the Deacons Group or the Elders/Ministers Group, as needed. Key agenda of the Workers Meeting shall be well publicized to the congregation, e.g., announcements on Sunday orally or via church bulletin before each meeting. Those present at the Workers Meeting shall constitute a quorum, and a simple majority shall be sufficient for the passage of any resolutions. (By tradition, however, we prefer consensus agreements on all major decisions. Further prayer is recommended if a consensus is not reached, at least for a few months. After this time, a simple majority decision may suffice.) .

D. Bookkeeping and Funds

13. The church shall meet all applicable federal and state laws regarding its funds. The trustees shall ensure that church funds are collected and used according to biblical teachings and are accountable to God and the congregation.
14. The church treasurer shall make available to the congregation a written or printed report of each accounting period, usually monthly. Such reports are due during the next similar accounting period; for example, one month's report is due the next month. An annual report shall be prepared by March of each year. The annual accounting period shall run in concert with the calendar year.
15. Donations cannot be accepted or transferred to named recipients except those that have been approved or designated for support by the Workers Meeting or the Elders/Ministers Group. All recipients of contributions shall be identified by name unless requested by the Elders/Ministers Group due to sensitivity to the feelings of some recipients or other valid reasons. These contributions shall be reported to the congregation by some accurate category broad enough to protect such sensitive recipient's identity, such as "special donation" or "refugee".