

| Version | Updated by | Status | Update Timestamp | Notes |
|---------|-------------------|----------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0 | 2008 Deacon Board | Approved | 09/2008 | Initial version |
| 2.0 | 2019 Deacon Board | Approved | 03/09/2019 | <ol style="list-style-type: none"> 1. Unanimous vote appeared in Articles 9a, 10a, and 14 was replaced by supermajority 2. Supermajority was also added to Article 9c 3. Article 16 was added to define supermajority 4. Article 17 was added to define Mandatory Quorum 5. The term Deacon Board was further defined to include pastors as its members |
| 2.0 | Tiebin Liu | | 03/09/2019 | Added documentation history table |
| 3.0 | 2022 Deacon Board | | 11/12/2022 | Major Revisions: Chapter V, VI, VII |

Atlanta Chinese Christian Church Northwest Inc.

Chapter I Introduction

Article 1. The name of this church is Atlanta Chinese Christian Church Northwest, Inc. hereinafter referred to as the "Church".

Article 2. The Church is a Christian body, a non-profit organization formed and existing under the laws of the State of Georgia.

Chapter II Objectives

Article 3. The Church is an interdenominational church. Its objectives shall be in obedience to His Holy will to (a) preach the gospel of Jesus Christ as the Lord and true Savior, and (b) by means of the dedication of its congregation, glorify God and build the body of Jesus Christ.

Chapter III Statement of Faith

Article 4. As the statement of faith, we, the congregation of the Church, believe and proclaim:

1. The Bible

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God without error in the original writings, the complete revelation of His will for the Salvation of man, and the Divine and final authority for all Christian faith and life.

2. God

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son, and Holy Spirit.

3. Christ

We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross a sacrifice for our sins according to the Scriptures. He arose bodily from the dead, ascended into heaven, where He now is our High Priest and Advocate, at the right hand of the Majesty on High.

4. Holy Spirit

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for godly living and service.

5. Man

We believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

6. Salvation

We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, are only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God.

7. Sacrament

We believe that water baptism and the Lord's Supper are ordinances to be observed by the church during the present age. They are, however, not to be regarded as means of salvation.

8. Church

We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united

together in the body of Christ of which He is the Head to proclaim the entrusted Gospel.

9. Advent

We believe that Jesus Christ will bodily return in the eschaton to judge the living and the dead this glorious hope is foundational to our Christian living and service.

10. Eternal Life

We believe in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgement and everlasting conscious punishment.

Chapter IV Sacraments

Article 5. Baptism shall be held for those who have been born again and are willing to manifest to their faith in Jesus Christ in front of the congregation and to the entire world.

Article 6. As the Holy Spirit directs, there should be the Lord's Supper for the believers in remembrance of Christ's death on the cross.

Chapter V Organization

Article 9. Congregants

ACCCNW Congregants are baptized and born-again Christian who wholeheartedly agree on ACCCNW statement of Faith and regularly attend church services more than one year and name listed on church directory.

Article 10. Coworkers

The coworkers are brothers and sisters among congregants who are directly involved in or responsible for the church ministries. Unless otherwise specified herein, leaders of ministries that are recognized by the Joint Board of Elders and Deacons may invite coworkers who are committed to Christ for services.

Coworkers may serve indefinitely. Their responsibilities may be adjusted or changed according to ministry needs.

Article 11: Joint Board of Elders and Deacons (JBED)

The JBED shall be the decision-making body in which plans and actions of the Church are determined and initiated. It consists of all members of Pastors and Elders Council (PEC) and all deacons.

1. JBED shall hold monthly meetings to plan and carry out the church ministries. Special meetings may be held whenever deemed necessary by the JBED Chairperson
2. Decision Rules:
 - a. There are three types of votes: simple majority vote, supermajority vote, and unanimous vote. Ordinary matters shall be passed by "simple majority" vote whereas extraordinary matters shall be passed by "supermajority" vote. Unanimous vote applies to JBED member removal.
 - b. Simple majority: an >50% majority vote of all members of the JBED at the time of the vote (whether or not present at a meeting) shall constitute a vote or action
 - c. Supermajority: an >=80% majority vote of all members of the JBED at the time of the vote (whether or not present at a meeting) shall constitute a vote or action
 - d. In addition to matters that specifically require a supermajority under these Bylaws, the JBED may designate additional matters from time to time to be extraordinary matters. A simple majority is required to determine whether a matter is an ordinary matter or extraordinary matter. Once a matter is established as an extraordinary matter, then a supermajority is required for an action to be taken on the matter.
 - e. An abstained vote is equivalent to a no vote. If there are three or more abstained votes on an extraordinary matter, JBED shall pause the decision. JBED shall communicate and pray more over this matter for at least a month, then resume the decision process.
3. Any removal of a member of the JBED shall be approved by the JBED unanimously, excluding the involved member.
4. JBED shall determine in every April the ministries that require new deacons and establish a nomination committee for candidates from the congregations. (Refer to "*The Procedure of Deacon Election*")
5. JBED can invite any non-PEC pastor or minister, or coworkers to attend JBED meeting depending on the needs. The invitees will participate in discussion, not in decision.
6. JBED will nominate and elect an active elder (not pastoral staff) to serve as the JBED Chairperson (pastoral staff and active elder are defined in Article 11.a and Article 12.3, respectively). The term of the JBED Chairperson is two years and

consecutive renewal is allowed up to four years. If no active elders available, JBED Chairperson shall be elected among the JBED members.

7. The JBED Chairperson shall call and preside over JBED meetings. He shall communicate, coordinate and supervise all departments.
8. Secretary Deacon shall be the JBED Vice Chairperson. He shall assist the Chairperson in communication between deacons and PEC, and in coordination and supervision among all departments.

Article 12: Pastors and Elders Council (PEC)

PEC is a council of equals among shared leadership. PEC shall consist of no more than seven members at the beginning of a calendar year. PEC shall have more elders than pastors, including Senior Pastor. JBED Chairperson will attend PEC meetings in order to facilitate JBED administrative needs.

PEC should consist at least (including) three members. PEC will be temporarily inactive if PEC has less than three members. In such case, the JBED will assume PEC's function.

PEC members include:

1. The Senior Pastor.
2. All active elders. The preferred number of active elders is three to six.
3. PEC may invite pastors or ministers to join PEC as members as needed with one year term and super majority approved by JBED.

A. Function

The main responsibilities of the PEC are to discuss the directions of the church, to present its findings and recommendations to the JBED, and to nurture the spiritual growth of the congregation.

a. General Responsibilities:

- i. Oversee and provide spiritual guidance for church ministries:
 - The Senior Pastor will not be assigned to any specific ministry but will watch over all ministries and may guide any ministry during times of need.
 - Each ministry should not be guided by more than one PEC member. Each of the PEC members is responsible for at least one ministry.
- ii. Lead the church vision;

- iii. Provide preaching and teaching;
- iv. Be accountable to each other serving the church collaboratively;
- v. Provide church disciplinary decision (Acts 20:28, 1 Tim. 3:5, 1 Tim. 5:17, and Titus 1:9)
- vi. Make elder nomination and recommendation of the needs of hiring pastors or ministers
- vii Clarify and explain the bylaw when misunderstandings occur. The clarification and explanation will be officially recorded for future by-law modification.

b. Specific Responsibilities:

i. Senior Pastor:

- Know and watch over all of church ministries and provide spiritual guidance;
- Provide prayer and the ministry of the word (Acts 6:4);
- Lead the promotion of the church vision and execution;
- Provide pastoral caring for entire congregation; and
- Provide pastoral and general caring for all of PEC members.
- Care, mentor and evaluate all pastoral staff members

ii. Other Members:

- Provide shepherding and caring.

B. Procedures

a. The PEC will elect among themselves a chairperson for a term up to one year, which can be renewed only once consecutively. The chairperson may assign a PEC member as the assistant chairperson. The chairperson (or the assistant chairperson as delegated by the chairperson) of the PEC shall call the PEC monthly meeting and shall set meeting agendas and communicate all recommendations (except for disciplinary matters) to JBED for final discussion and approval.

b. The PEC shall make decisions by unanimity through prayer and the guidance of the Holy Spirit (Eph. 4:3). The PEC shall decide disciplinary matters and nomination of new elders by unanimous decision, except that in disciplinary decision involving one of the members of PEC, any disciplinary decision involving such member shall be decided unanimously by all the other members of the PEC. Any removal of a member of the PEC shall be confirmed by JBED unanimously excluding the involved member. In any disciplinary matters, the PEC shall have the discretion to keep all findings and decisions confidential, or to announce findings and decisions publicly to ACCCNW as a whole. If the person to be considered for disciplinary actions is a member of PEC, the person should not attend the meetings related to the consideration for disciplinary actions and should not vote on any decision of the same matter.

C. Evaluation

- a. All PEC members shall have annual evaluations and receive JBED's feedback. Evaluation results shall be shared with JBED.
- b. Senior Pastor will be evaluated by all active elders in PEC.
- c. All active elders are evaluated by the rest of the PEC
- d. Invited pastors will be evaluated by the Senior Pastor.
- e. If there is no PEC, JBED shall provide annual feedbacks to all pastoral staff members.

Article 13: Pastoral Staff

1. Title

- a. "Pastoral Staff" means the Senior Pastor, Pastors, Ministers and Directors; but does not include any administration staff/director, and pastoral intern.
- b. "Senior Pastor" means the Pastor who performs the duties specified in (Article 12, A. B. i). There shall be one Senior Pastor in the Church.
- c. "Pastor": refers to a Senior Pastor or a Pastor who has been invited by the Church to pastor the Church, and who has been ordained.
- d. "Minister" means a Christian who has been invited by the Church to assist the Pastors, who has undergone seminary training from a seminary that professes faith that is similar to the Statement of Faith of the Church, but who has not been ordained.
- e. "Director" means a Christian who has been invited by the Church to head a particular ministry, but who has not undergone any seminary training nor has been ordained.
- f. "Acting Senior Pastor" is appointed in the circumstances and manner described in Article 13, 2. d.

2. Pastors (including Senior Pastor)

a. Qualification

A pastor must be a full-time servant of God, agreeing and adhering to ACCCNW's Statement of Faith and other items in Chapter III of the By-Laws. He must have a clear calling with gifts to shepherd the flock, and be approved to become an ACCCNW pastor by a supermajority vote of all members of the JBED at the time of the vote (whether or not present at the meeting).

b. Responsibilities

A pastor is responsible for praying, preaching the truth of God, shepherding the flock, conducting church services and coordinating through JBED in planning and executing the church ministries.

c. Term

The term of a pastor shall be four years. A pastor's term may be renewed upon approval by affirmative JBED supermajority votes.

- d. Depending on the ministry needs, JBED may hire a senior pastor. In absence of a senior pastor, PEC may nominate one interim senior pastor, subject to the approval of JBED. The interim senior pastor may be a pastor, an elder, or a pastor from other church with the similar church background. The interim pastor assumes the same responsibilities and privileges as a senior pastor. When the permanent senior pastor position is filled, the interim pastor shall resume his previous duties.

3. Minister

a. Qualification

Ministers are full-time servants of God, fully identify with Church's statement of faith, and are clear about God's calling. Ministers are invited and hired by the Church through PEC's recommendation and JBED's approval by affirmative supermajority votes.

b. Responsibilities

Support Pastors, JBED and coworkers to develop church ministries.

c. Term

The term of a minister shall be two or four years. A minister's term may be renewed by two or four years upon approval by JBED's affirmative supermajority votes. In special cases, the length of the term can be decided by JBED.

d. Ordination

Refer to "*The Procedures of Minister Ordination*"

- e. Once a minister is ordained, a minister is hired as a Pastor whose initial term and subsequent term renewal should be the same as that of a Pastor (Article 13 2. c.).

4. Director

a. Qualification

Directors should fully identify with Church's statement of faith, and be clear about God's calling, and equipped with the gifts Church need. Directors are invited and hired by Church through PEC's recommendation and JBED's approval by affirmative supermajority votes.

b. Responsibilities

Support Pastors, JBED and coworkers to develop church ministries.

c. Term

The term of a director shall be two years. In special cases, the length of the term can be decided by JBED.

5. Hiring of Pastoral Staff

Refers to "*The Procedures of Pastoral Staff Hiring*"

Article 14: Elders

1. Qualification

An elder must be a coworker and brother who is qualified by the standards set forth in the Bible (1 Timothy 3:1-7; 1 Peter 5:1-4), wholeheartedly agrees with ACCCNW's statement of faith, has gifts in shepherding, teaching or administration, and has served at ACCCNW for over three years.

2. Responsibilities

His role shall be to pray and preach, teach the truth of God, shepherd the flock and oversee church ministries. He may conduct the church's sacraments. He shall serve with other members of JBED in planning and carrying out church ministries.

3. Terms

An elder is an active elder while serving in JBED. He shall also participate in PEC. His term of service is three years and renewable once consecutively with supermajority vote by JBED. After one year of his previous term, he can be nominated again as an active elder. Elders who are not within such terms are considered inactive. Inactive elders can become active subject to PEC recommendation and JBED approval.

4. Ordination:

Refer to "*The Procedures of Elder Ordination and Election*"

Article 15: Deacons

1. Qualification

A Deacon shall be a coworker who is qualified by the standards set forth in the Bible (Acts 6:3; 1 Timothy 3:8-13), agrees with ACCCNW's Statement of Faith, and has served at ACCCNW for over two years.

2. Responsibilities

Deacons shall be responsible for facilitating all ministries deemed necessary by JBED.

3. Members

Deacon Board should have at least ten members.

4. Term

The term of a deacon is two years and renewable once consecutively.

5. Election

Refer to "*The Procedures of Deacon Election*"

Article 16: Other Support Teams

1. Pastoral Staff Team: This team is to seek the church's spiritual direction and growth strategy, provide mutual support and coordination among all pastors and ministers in shepherding, teaching and ministering to the congregation. The senior pastor shall lead the team and preside over all team meetings. In the absence of the senior pastor, a pastor approved by JBED shall lead the team and preside over team meetings.
2. Administrative Staff Team: This team consists of all paid employees other than the Pastoral Staff Team.
3. Departmental Ministry Teams: Each deacon shall be responsible for establishing the department's ministry team and hold meetings regularly.
4. Special Ministry Teams: JBED may establish special ministry teams, such as personnel committee, needy fund committee and others, in response to special church ministry needs. JBED shall decide on membership and the coordinator for each team.

Article 17: Legal Representatives

The Legal Representatives shall represent ACCCNW to register in the State of Georgia annually as a nonprofit organization. When specifically authorized by JBED, the board of trustees shall represent ACCCNW to sign or execute legal documents that are required by the laws of the State of Georgia.

Legal Representatives consists of three members:

1. Chair - JBED Chairperson;
2. Secretary – Secretary Deacon.
3. Treasurer – Finance Deacon.

Article 18. Following the guidance of the Holy Spirit, there shall be the following services held by the Church:

1. Worship service on every Sunday.
2. Bible classes for the adults, youth and children on every Sunday.
3. Fellowship Group meetings held at various locations.
4. Prayer meetings at various locations.
5. Special meetings for evangelical and spiritual enrichment purposes.

Article 19. A marriage shall be held for the union of a man and a woman, providing:

1. That the partners of the marriage shall be born again Christians and that this union of man and woman be ordained by the will of the Lord. A believer in Christ shall not be yoked together with an unbeliever (2 Cor. 6:14).
2. That the procedures and ceremonies of the wedding shall be performed in such a way that they do not contradict the truth of the Bible nor the local and national laws.
3. The partners should consult the Pastor of the Church in advance and prayer shall be conducted sincerely and solemnly. A complete plan of the various ceremonies of the wedding shall be presented.

Article 20. Whenever appropriate, a memorial service shall be held for the deceased believer in which the truth of the Bible shall be observed.

Chapter VII Others

Article 21. The By-Laws shall be deemed as guidelines to regulate the organization and administration of the Church. It shall be emphasized that the Lord Jesus Christ is the foundation on which a church is built. It shall be stressed that any action or decision to be taken by the Church shall be guided by the Holy Spirit.

Article 22. The By-Laws shall be reviewed periodically and revised if and when deemed necessary. After prayerful consideration, amendment to the By-Laws can be proposed and approved with affirmative votes by a supermajority of the JBED. The amended and restated By-Laws shall be announced and released to the Church congregation in due course.

- The Chinese interpretations of the ACCCNW By-Laws should refer to the original English version in areas where the Chinese version becomes ambiguous.
- Where there are conflicts or inconsistencies between the church's By-Laws and a procedural document, the By-Laws takes precedence.

Article 23. If "supermajority" is required to pass a motion under these By-Laws, a minimum 80% of the JBED shall cast affirmative votes to support the motion. For avoidance of doubt, if calculation of affirmative votes results in a decimal product, the decimal in the tenths place will be rounded to the nearest ones place by adding 1 to the previous digit if the value in the tenths digit place is 5 or greater or leaving the previous digit unchanged if the value in the tenths place is less than 5, whichever is applicable.

Article 24. Mandatory Quorum

Pastors and duly elected Deacons present at any properly called JBED meeting shall constitute a quorum. A quorum must be attended by at least eighty percent (80%) of members then currently sitting on the JBED for transactions to take place and motions to pass ("Mandatory Quorum").