

**Atlanta Chinese Christian Church Northwest (ACCCNW)**  
**Code of Conduct and Disciplinary Policy**  
**Modification Procedure**

**1. PURPOSE**

This policy aims to establish a formal procedure for modifying and updating the Code of Conduct and Disciplinary Policy of the church.

**2. RESPONSIBILITIES**

- **PEC:**
  - Initiates the requirement for any modification or addition to the Code of Conduct or Disciplinary Policy.
  - Reviews the church's Code of Conduct or Disciplinary Policy annually.
  - Initiates any requirement for modification or addition identified during the annual review.
- **JBED:**
  - Receives suggestions initiated by PEC.
  - Makes decisions regarding the modification of the Code of Conduct or Disciplinary Policy.
  - Establishes a task force to handle the modification procedure if necessary.

**3. PROCEDURE**

**a. Initiation of Requirement:**

- PEC identifies the need for modification or addition to the Code of Conduct or Disciplinary Policy. At any time, PEC can initiate the modification procedure.

**b. Annual Review:**

- PEC conducts an annual review (Quarter one) of the church's Code of Conduct or Disciplinary Policy.
- If any modification or addition is deemed necessary, PEC initiates the requirement for further consideration.

**c. Presentation to JBED:**

- PEC presents the suggestion to JBED for review and decision-making.

**d. Decision-making by JBED:**

- JBED evaluates the proposed modifications or additions.
- JBED decides whether to proceed with the modification and, if approved, assigns responsibility for the procedure.

**e. Task Force Establishment:**

- If deemed necessary by JBED, a task force is established to handle the modification procedure.

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**Atlanta Chinese Christian Church Northwest (ACCCNW)**  
**Procedure for Implementing Church**  
**Code of Conduct and Disciplinary Policy**

**1. Task Force Drafting:**

The task force assigned for drafting the Code of Conduct and Disciplinary Policy completes the initial draft version.

**2. Presentation to JBED:**

The drafted version is presented to JBED for discussion and feedback.

**3. Modification Process:**

Any concerns or recommendations raised by JBED during the discussion are addressed by the task force through modification of the draft.

**4. Presentation of Final Draft to JBED:**

The modified draft version is presented to JBED for approval.

**5. Approval by JBED:**

Upon approval by JBED, the “near final draft” version of the Code of Conduct and Disciplinary Policy is established.

**6. Review by Fellowship Leader and Counselor:**

The “near final draft” policy is reviewed by the fellowship leader and counselor. Suggestions and ideas for improvement are collected during this review process.

**7. Modification Process based on Feedback:**

Any recommendations provided by the fellowship leader and counselor are considered for modification of the policy.

**8. Presentation of Final Draft Version to JBED:**

The revised version incorporating feedback from the fellowship leader and counselor is presented to JBED for final approval.

#### **9. Publication to Congregation:**

Upon approval by JBED, the finalized version of the Code of Conduct and Disciplinary Policy is published and communicated to the congregation.

#### **10. Implementation:**

The approved policy is implemented and enforced throughout the church community.

#### **11. Training and Reporting**

The church will provide training to all the key leaders of the church (listed below). Completion of the training is mandatory as the church leaders are responsible for educating the congregants and enforcing the code of conduct.

- Pastoral Staff
- Elders
- Deacons
- Fellowship Leaders
- Fellowship Counselors