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Part 1: Church Council

I. Organization
A. Election of Church Council Members
   1. The elected officials of the Church Council shall consist of 2 officers from the Religious Affairs Department, 2 officers from the General Affairs Department, 2 officers from the Financial Affairs Department, and 2 Auditors.
   2. The Church Council is made up of the two officers from each of the three Departments.
B. Functions
   1. Carry out the decisions and resolutions of the local church.
   2. Manage and look after the properties and interests of the local church.
   3. Convene congregational meetings.
   4. Deal with matters concerning the church members.
   5. Deal with matters concerning the religious, general, and financial affairs of the local church.
C. Leave of Absence
   1. If a Council member will be absent for less than 60 days, the Council will elect a functional substitute with no voting rights, preferably from the backup.
   2. If the Council member will be absent for more than 60 days, the backup will assume full responsibility of the absent member.

II. Meetings
A. Frequency
   1. At least once a month.
B. Attendance and Voting Rights
   1. The two elected auditors and the ex-officials of the last term may be invited to join in the meeting but they have no voting rights.
   2. Invitations may be extended to the members of the church and/or youths from the Youth Board as observers. However, observers have no voting rights and they are not allowed to speak unless special permission is granted or their opinion is solicited by the Chair.
   3. No quorum shall be formed unless there are four or more Council members present in the meeting.
   4. Major issues must be passed by a majority vote of at least two-thirds of the members in attendance. The vote counts for simple and major issues are listed as follows:

<table>
<thead>
<tr>
<th>No. of Council Members Present</th>
<th>Votes Necessary for Simple Issues</th>
<th>Votes Necessary for Major Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
   5. Any Council member who is unable to attend the meeting must notify the Chairman/Co-Chairman a week ahead of time unless an emergency occurs and the giving of such notice is impossible.

C. Procedures
   1. The two officers of the Religious Affairs Department shall be the Chairman and Co-Chairman of the meeting.
   2. In an emergency situation when the Chairman and Co-Chairman are unavailable, the Chairman or Co-Chairman may delegate an officer from the other Departments to preside over the meeting.
   3. The Chairman or Co-Chairman convenes the meeting in the name of the Lord Jesus Christ with a short prayer to God for guidance.
4. The secretary who records the meeting shall distribute the agenda to each attendee at the outset of the meeting.

5. The secretary shall read the minutes from the previous meeting for approval. Approved minutes must be endorsed by an officer of the General Affairs Department and the secretary who records the minutes.

6. The Chairman should exercise control over the meeting in regard to the relevancy of the subject matter in discussion and the time allowable to each speaker. Normally, prerogative for speaking should begin from the Council Members, next the Auditors, then the ex-Officials. Other attendees should remain silent unless the Chair permits them to speak.

7. Before adjourning the meeting, the Chair shall call upon all participants in the meeting to pray and give thanks to God for His guidance.

8. Unresolved matters may be deferred to the next meeting.

9. Recordkeeping:
   a. The secretary should keep separate records for:
      1) meeting minutes.
      2) action items.
      3) rules, regulations, and practices.
   b. The secretary may use cassette tapes as an aid for recording the meeting; however the recording must be transcribed into written minutes.
   c. All resolutions must be recorded in written form and minutes distributed to all Council members for their records.

III. Purchases and Operations

A. Spending Limits

1. Up to $200.00—At the discretion of the individual department. A financial officer and/or an auditor may question the propriety of the purchase should a question arise.

2. Up to $500.00—Purchase up to this amount must be agreed upon at least through an informal type of Council meeting and recorded in the minutes during the next Council meeting.

3. Up to $5,000.00—The decision must be passed in a formal Council meeting.

4. Over $5,000.00—Approval must be sought in a Congregational Meeting.

B. Minimum Cash Balance

1. The Council is to maintain a minimum balance of $10,000.00 in addition to the minimum balance required by bank.

C. Project Management

1. Procedures for undertaking projects/purchases over $1,500.00 requires the following:
   a. The Council assigns a Project/Purchasing Manager whose functions are soliciting estimates, selecting contractor(s), and supervising the project.
   b. All projects/purchases will have to meet deadlines set by the Council.
   * Projects/purchases below $1,500.00 can go through the above procedures at the discretion of the Council.

2. Issue a letter of authorization to project managers stipulating the allocated budget, conditions, deadlines etc.

IV. Donations

A. Creation of Special Funds

1. The Council or the Congregational meeting may create special funds for specific projects if it sees the need for the projects in question.
2. Members may donate to existing funds if they choose to do so. However, the church will not accept donations for projects that have not been approved by the church.

B. Material Donations
   1. When members offer material donations to church, they should first seek the approval of the Council.

IV. Communication
   A. Proposals
      1. Proposals submitted to the Chair or the Council must be in written form.
      2. The Council will respond to the written proposal within 45 days.
   B. Complaints & Grievances
      1. A member may request for a hearing before the Council regarding his/her complaints and grievances. The Council is to conduct a hearing with the member.
      2. Recall of Council Member:
         a. A request for recall must be in written form, and must be accompanied by the signature(s) of person(s) making the request. The request must also state ample reasons for the recall.
         b. A hearing before the Church Committee will follow the request for recall.
         c. Final dismissal of the Council member will be voted on by the congregation with a majority vote of two-thirds or more.

Part 2: Congregational Meetings
I. Reasons for a Congregational Meeting
   A. To decide on a project/purchase that exceeds $5,000.00
   B. When a project/purchase exceeded its approved budget by 10% or $5,000.00, whichever is smaller.
   C. At the discretion of the Council.
   D. Frequency: At least once a year.

II. Procedures
   A. A 2-week notice which includes the proposals to be discussed during the meeting will be sent out to every member.
   B. Elect a chairman and a recorder from the congregation.
   C. Voting:
      1. Eligibility:
         a. At least 18 years old.
         b. At least 6 months of residency within the church’s pastoral care.
         c. Have been a church member for at least 6 months, with the intention of residing within the church’s pastoral care for the next 6 months.
      2. Procedures:
         a. A member must be present to vote, but he need not have been present during the debate.
         b. A nominee need not be present during the voting or at the meeting, provided he has been informed of his nomination before the meeting.
         c. Votes are taken by ballots or by show of hands or by any other methods authorized by assembly.
         d. The Chair may vote when the vote is by ballot or when his vote, cast as he intends to cast it, would change the outcome.
         e. The Chair assigns at least 2 tellers to assist in voting.
f. In counting the ballots, all blanks are ignored.
g. Unless otherwise stated, a majority is more than half of the votes by eligible voters.

D. Steps to Revoke a Decision by a Previous Congregational Meeting:
   1. Submit a written proposal with ample reasons one week prior to the congregational meeting.
   2. The Council will then decide if reasons are valid.
   3. 2/3 votes required to revoke the decision.

**Part 3: Church Committee Meetings**

I. Functions
   A. To plan the evangelical work of the church.
   B. To examine the qualifications of the to-be baptized applicants.
   C. To recommend Holy Worker candidates.
   D. To select N.C.C. delegate nominees if authorized by General Congregation meeting.
   E. To select the coordinator, class leaders and teachers of religious education.
   F. To solve disputes between church members.
   G. To discipline members who have committed wrongdoings against the church rules.
   H. To deal with any important church matters.

II. Meetings
   A. Frequency
      1. Once every three months.
      2. Extraordinary meeting may be held whenever deemed necessary.

B. Procedures
   1. The procedure of meeting shall be the same as prescribed in the Council meeting.
   2. Voting:
      a. All the Committee members have the right to vote.
      b. Major issues shall require a majority vote of two-thirds or more of the attending members.