

# Evangelical Formosan Church

## Faith . Bylaw . Practice

### Volume II      Bylaw

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#### FOREWORD

(Ref. Volume I)

Isaac Chen, Chief Editor

#### INTRODUCTION

Ching-lin Chen, Former EFCGA Moderator

「Everything should be done in a fitting and orderly way」 ( 1 Corinthians 14:40 ).

At the founding of Evangelical Formosan Church (EFC) in October, 1970, it was fully recognized that the church should have bylaws to follow for an effective operation and management. Therefore, the church founding coworkers and the first Senior Pastor shared the responsibility to draft the first English versions of today's 「EFC Local Church Bylaws」 and 「Statement of Faith」 during the first few months. These drafts were revised several times and were formally voted and approved by all 36 EFC active members on November 15, 1972. They went into effect on February 1, 1973. The English versions of 「EFC Local Church Bylaws」 and 「Statement of Faith」 were also translated into Chinese for the convenience of application. After the establishment of the EFC General Assembly (EFCGA) in October 1982, the Bylaw Department quickly assembled all pastors of the founding churches and the Board Directors to draft the Chinese version of 「EFCGA Constitution」. The draft was first reviewed and confirmed by the EFCGA Executive Board, and then it was approved and accepted in the January 21, 1984 EFCGA Meeting by a 2/3 vote. It was put into effect on March 21, 1984. In order to keep up with the growth and effective management of EFC churches, the Chinese versions of 「EFC Local

**Church Bylaws] and the [EFCGA Constitution] have been appropriately amended as needed in recent years. Based on the actual needs, additional rules, regulations, and policies have also been continuously adopted in recent years. They are all included in this book of EFC Bylaws. All amendment proposals of [EFC Local Church Bylaws] and the [EFCGA Constitution] must be approved and accepted in the EFC General Assembly Meeting. Since this meeting is only held once every other year, a formal amendment of Bylaws or Constitution can only be made once every two years. All EFC bylaws are made in every effort to be explicit and clear. Should there be any ambiguity of any part of the bylaws, a request of an official interpretation can be made to the Bylaw Department.**

**The EFC bylaws feature the following spirit and characteristics:**

- **They are based upon the foundation of biblical teachings.**
- **They advance both spiritual teaching and church management together.**
- **They keep the unity of the Spirit through the bond of peace.**
- **They maintain order of the church and discipline of individuals.**
- **They encourage the utilization and complement of gifts.**
- **They attend to the efficiency and flexibility of the church functions.**
- **They protect the basic human rights.**
- **They ensure the legitimacy and facility of amending the Constitution and Bylaws.**
- **They promote rather than restrict evangelism.**
- **They employ simple and clear language.**

**Currently, all updated EFC Constitution, Bylaws, Regulations, Rules and other related Policies are announced through EFCGA website. EFC members are welcome to visit EFCGA homepage [www.efcga.org](http://www.efcga.org) for the amended and updated information.**

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**A1000 Chapter 1**  
**General Assembly**

Through the EFCGA's organization, the EFC brings all his local churches and institutes together to form an effective gospel spreading team. Therefore, this constitution has been established to sustain and improve the functions and effectiveness of the organization. This constitution adopts the basic principle of a congressional system. The Pastor-in-Charge is the spiritual leader of the organization, while the layman leader is the Moderator to take charge of the administration and management.

The EFC constitutes a General Assembly formed by the representatives from all EFC local churches and institutes. The quota of representatives is established on the principle of fair representation and reasonable balance of power and duty. The General Assembly is the highest administrative entity of the EFC churches and institutes. It elects the EFCGA Executive Board members, reviews and approves any proposals of amendments to the EFCGA Constitution and EFC Local Church Bylaws, approves and adopts EFCGA annual budget and financial reports.

The EFCGA consists of the Executive Board, Personnel Committee, Board of Directors and Ministerial Association.

They are all responsible for their specific assigned duties. During the adjournment of EFC General Assembly, the Executive Board is responsible for executing the resolutions of the General Assembly. The EFCGA establishes a permanent headquarter. The elected Secretary General by the General Assembly takes charge of the headquarter administration and the execution of the EFCGA Executive Board's resolutions. Secretary General is also responsible for the coordination of the important ministries of the EFC local churches and institutes. Secretary General may form various organizations as needed.

**A1100**      **Organization:** The Evangelical Formosan Church General Assembly (hereafter referred to as "EFCGA") consists of all EFC's local churches and institutes. The highest policy making entity of the EFCGA is the Representatives Meeting (hereafter also referred to as General Assembly).

**A1200**      **Duties:** Officers of the EFCGA shall be elected during the biennial EFC General Assembly Meeting. These officers include: Pastor-in-Charge, Vice Pastor-in-Charge, Moderator, Vice Moderator, Secretary, Treasurer, Board Directors, non-Board Director Department Heads, and Auditors. Its duties also include confirming EFCGA

Constitution, EFC Local Church Bylaws, Regulations, annual financial report and budget.

**A1210** **Pastor-in-Charge:** He/she is the spiritual leader of EFC and officially represents EFC for any contact with other churches and the community. He/she shall serve a term of two years, and may be re-elected consecutively for once.

***Bylaw Spirit*** **The spiritual leadership is assumed by the Pastor-in-Charge called by God.**

**A1220** **Vice Pastor-in-Charge** shall assist the Pastor-in-Charge in managing the affairs of the GA, and assist the shepherding work for the Region that he/ she belongs. He/she shall serve a term of two years, and may serve one ensuing term if elected consecutively. The Vice Pastor-in-Charge (the one that is selected by the Executive Board from among the Vice Pastors-in-Charge) shall act as Pastor-in-Charge in his/her absence. [27/2012.2.25]

**A1230** **Moderator:** He/she is the legal representative of the EFC. He/she calls and presides the General Assembly. He/she shall serve a term of two years, and may be re-elected consecutively for once. He/she shall also serve as the Chairperson of the EFCGA Board of Directors and the Executive Board.

***Bylaw Spirit*** **In order to share the heavy burden of the Pastor-in-Charge, who not only cares for his/her local church, but also leads the EFCGA, the EFCGA Moderator shall be responsible for the administration of the EFCGA.**

**A1240** **Vice Moderator:** He/she shall act as the Moderator if the Moderator is unable to perform his/her duty for any reason. He/she shall serve a term of two years, and may be re-elected consecutively for once. The Vice Moderator shall also be the Vice Chairperson of the EFCGA Board of Directors and the Executive Board.

**A1250** **Secretary:** He/she shall be responsible for keeping the minutes of General Assembly. He/she shall also manage and retain all EFCGA related files and documents. The Secretary shall act as the Moderator in the absence of both Moderator and Vice Moderator. He/she shall serve a term of two years, and may be re-elected consecutively for once. He/she shall also serve as Secretary of the EFCGA Board of Directors and the Executive Board. If for any reason the position becomes vacant, the Board Directors shall elect among themselves a person to fill the vacancy. The elected person shall perform duty until the next General Assembly.

**A1260** **Treasurer:** He/she shall serve a term of two years, and may be re-elected consecutively for once. The Treasurer's duties are defined by A2340. He/she shall also serve as Treasurer of the EFCGA Board of Directors and the Executive Board. If for any reason the position becomes vacant, the Board Directors shall elect among themselves a

person to fill the vacancy. The elected person shall perform duty until the next General Assembly.

A1270 Board of Directors: (See A2000, Chapter II for their Duties)

A1280 Department Heads: (See A5000, Chapter V for their Duties)

A1290 Duties of Auditors

***Bylaw Spirit*** Management of all departmental and institutional finances is responsible to General Assembly and the IRS of the United States. Therefore, the Delegates to EFCGA Biennial Meeting shall elect responsible auditors to review and audit all financial data.

A1291 To audit the financial reports of all Departments and Institutes subsidiary to the GA.

A1292 To report to Heads of Departments, Presidents of Institutes and make reports during the General Assembly Meeting.

A1300 Elections: The GA Moderator, Vice Moderator, Secretary and Treasurer shall be elected from the incumbent members of the Board of Directors by the Delegates. The Pastor-in-Charge and Vice Pastor-in-Charge shall also be elected from the incumbent senior pastors. All the Board of Directors, each Department Head, and accounting auditors shall be elected from lay representatives by the Delegates. [28/2014.02.24]

A1310 If the qualified candidates (Bylaw A2430) for Board Directors are less than the proposed seats or there is a need for recruiting someone with special experience to serve the Board of Director, GA Personnel Committee may nominate someone who is neither the “lay representatives” nor the “incumbent elder or deacon” but has all other Board Director’s qualifications and is an active member at local EFC church. This category of Board Directors shall not be more than one quarter of total seats of the Board. The term and job responsibilities are identical to other Board Directors. [28/2014.2.24]

A1400 Meeting Session: GA shall conduct a General Assembly Meeting biennially. Emergency GA Meetings may be called by the Moderator as is deemed necessary, with consent from the Executive Board.

A1500 General Assembly Delegation: Delegates shall consist of Lay Representatives, Ministerial Representatives, and Institutional Representatives.

A1510 Lay Representatives

A1511 Number: The number of Lay Representatives from each local church is to be determined according to the following criteria: One representative for the first 50 voting members of the local church. Thereafter, one additional representative is added for every additional 50 voting members. The maximum number of representatives from each local church shall be limited to 10. The Chairperson of each local Church Council shall be designated as one of the representatives (ex officio) of the local church. [26/2010.3.3]



**Bylaw Spirit** The quota of the representatives to the EFCGA Biennial Meeting is determined on the bases of a fair representation and a reasonable balance of power/responsibility of the church members. Since the incumbent chairperson is the administrative leader of the church, he/she shall be the *ex officio* representative of the church to actively participate the EFCGA's policy resolutions and to thoroughly carry them out.

- A1512 **Qualification:** Lay Representatives shall be members of the local Church Council (comprising elders and deacons). If a local church is without incumbent deacons and elders, representatives shall be elected from members of the Coworkers Committee.
- A1513 **Election:** Lay Representatives are to be elected by the Church Council or Coworkers Committee from incumbent elders, deacons, or coworkers.
- A1514 **Term:** Term is one year and may be re-elected consecutively.
- A1515 **Others:** Incumbent elders of the local churches who have not been elected as Lay Representatives may attend the General Assembly Meeting as Participators (without voting right).
- A1520 **Ministerial Representatives:**
- A1521 The Senior Pastor of a local church shall be a Ministerial Representative (*ex officio*).

**Bylaw Spirit** The Senior Pastor is the *ex officio* representative of the church to participate the EFCGA's policy resolutions and to carry them out in his/her church.

- A1522 If a local church is without a Senior Pastor, the Minister who serves full-time at that local church with the equivalent role of a Senior Pastor shall be appointed as its *ex officio* Ministerial Representative.
- A1523 Other full-time ministers may elect among themselves up to two Ministerial Representatives. [29/ 2016.02.20]
- A1524 Other full-time pastors who have not been elected as Ministerial Representatives may attend the General Assembly Meeting as Participators (without voting right).
- A1530 **Institutional Representatives**
- A1531 Presidents of the EFC subsidiary Institutes, and Chairpersons of their Board of Directors or Board of Trustees shall be the Institutional Representatives (*ex officio*).

**Bylaw Spirit** The Presidents of Institutes and their Board Chairpersons are the *ex officio* Representatives of the Institutes, these are the same as the Pastor-in-Charges and the Chairpersons of the local churches.

- A1532** If the President/Chairperson cannot attend the General Assembly Meeting, deputies may be elected as substitutive Representatives.
- A1533** All the other full-time ministers may elect among themselves up to two Representatives to the Meeting. [26/2010.3.3]
- A1534** All other full-time ministers who have not been elected as Representatives may attend the General Assembly Meeting as Participators (without voting right).
- A1600** The First General Assembly Delegation: Seven incumbent members of the Board of Directors, six full-time Ministerial Representatives, six Lay Representatives from the three independent churches (Los Angeles, East Valley, and South Bay) and four Lay Representatives from the two newly planted churches (San Fernando Valley and Orange County). The Lay Representatives are to be the incumbent Chairpersons and secretaries from the Church Councils. Should a Lay Representative already be an EFC Board Director, a replacement might be selected by and from the local Church Council.

## **A2000 Chapter 2 Board of Directors**

**The Board of Directors are responsible for managing all properties of the EFC churches and institutes, establishing and enforcing the fringe benefits of all full-time employees, representing EFC for solving any legal allegations, and drafting the amendments of the EFC Constitution and Bylaws.**

- A2100** **ORGANIZATION:** The Board of Directors (“Board”) shall select a Chairperson, vice Chairperson, Secretary and Treasurer as Board officers. These officers shall constitute the legal corporate representatives of the EFC. The Pastor-in-Charge and the Vice Pastor-in-Charge shall be members of the Board without holding the title of Board Director.
- A2200** **RESPONSIBILITIES**
- A2210** Managing assets \ finances \ investments \ and real estate transactions for all EFC churches and institutes.
- A2220** Working with the EFC Ministerial Association in making long term goal for church growth.
- A2230** Preparing amendment proposals for the Constitution and the Local Church Bylaws.
- A2240** Working with EFCGA’s Personnel Committee in handling personnel affairs.
- A2250** Implementing the fringe benefits for all church’s full-time personnel.
- A2300** **DUTIES**
- A2310** **Chairperson:** He/she is the legal Chief Executive Officer of the Evangelical Formosan Church, Inc. He/she shall call and preside the Board meetings. The Chairperson shall be assumed by the Moderator of the EFC General Assembly.

**Bylaw Spirit** In order to achieve a consistency in the responsibilities and the exercise of authorities, the EFCGA's Moderator shall assume the Chairmanships of all EFCGA's major administrative organizations, such as Executive Board, Board of Directors and Personnel Committee.

- A2320** Vice Chairperson: He/she shall act as Chairperson in case of his/her absence. The Vice Chairperson shall be assumed by the Vice Moderator of the EFC General Assembly.
- A2330** Secretary: He/she shall be responsible for preparing Board meeting minutes. He/she shall maintain all documents concerning the Board, and shall carry the Corporate Seal. Should both the Chairperson and Vice Chairperson be absent, the Secretary may assume and perform such duties vested in the Chairperson. The Secretary shall be assumed by the Secretary of the General Assembly.
- A2340** Treasurer: He/she is responsible for the EFC's corporate accounting, bookkeeping, and finances. He/she shall administrate the annual offering and donation income and the distribution of receipts to individuals who have made pecuniary or other donations to the EFC. He/she is also responsible in managing all assets and finances of EFC churches and institutes. He/she shall set up and execute regulations regarding financial management. The Treasurer shall be assumed by the Treasurer of the General Assembly.
- A2350** Meeting: The Chairperson may call Board meetings as needed. However, he/she shall call meeting at least once every six months.
- A2400** ELECTION
- A2410** Number: The Board consists of thirteen Directors. The number of Directors may be increased or decreased with the approval of the EFC General Assembly upon the Board's recommendation. [27/2012.2.25]
- A2420** Election: The Chairperson, Vice Chairperson, Secretary and Treasurer of the Board shall be assumed by the Moderator, Vice Moderator, Secretary and Treasurer of the General Assembly, respectively. The persons taking charge of other Departments which are under the administration of the Board shall be elected by and from the incumbent Directors. [26/2010.3.3]
- A2430** Qualification: Board Director candidate must be an incumbent elder or deacon of a local church. He/ She must have served as elder or deacon at a local EFC for at least six years. In addition, he/she must have served at least one term as a chairperson to a local church council or as a GA Executive Board member. [28/2014.02.24]

**Bylaw Spirit** EFCGA's Board Director assumes a very important responsibility. Therefore, his/her character and spiritual life 、 administrative experience in the EFC and abilities to contact 、 communicate and

**coordinate with the local churches shall be emphasized for his/her candidacy.**

**A2500 TERM**

**A2510 The initial Board consists of five Directors. The term of each Director is to be determined by lot. Two Directors shall serve a three-year term, two Directors a two-year- term, and the remaining one Director shall serve an one-year term.**

**A2520 Thereafter, the General Assembly Meeting shall elect Directors to replace those Directors whose terms are expired or make up the increased numbers of new Directors.**

**A2530 Director shall serve a two-year term, and he/she can be re-elected consecutively for two times. Should any Director resign during the term, the vacant position shall be filled by election in the next regular GA Meeting. This amendment applies from the newly elected Directors of the 31st GA Meeting (2020). [31/ 2020.03.13]**

**A2540 The Board Chairperson, Vice Chairperson, Secretary and Treasurer shall each serve a two-year term. Each of them may be re-elected consecutively.**

## **A3000 Chapter 3 Executive Board**

**During the adjournment of the EFC General Assembly Biennial Meeting, the Executive Board of the EFCGA shall be in charge of the execution of all resolutions made in the EFC General Assembly Biennial Meeting, and also responsible for planning, reviewing, coordinating and promoting the important ministries of the local churches and institutes.**

**A3100 ORGANIZATION**

**A3110 The Executive Board (EB) shall consist of the Board Directors, the Pastor-in-charge, the Vice Pastor-in-charge and the Department Heads. Its officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer.**

**A3120 An expanded EB Meeting shall be held in the year when the regular General Assembly Meeting is not held. Attendees shall consist of Board Directors, Pastor-in-Charge, Vice Pastor-in-Charge, Heads of non-Director held Departments, Regional Pastors-in-Charge, Regional Assembly Chairpersons and Presidents of EFC Institutes. [26/2010.3.3]**

**Bylaw Spirit** In order to save the expenses for holding the General Assembly Meeting, the Meeting shall be called only once every two years (biennial meeting). During the year of the adjournment of the General Assembly Meeting, an expanded Executive Board Meeting shall be called with an emphasis on the connection and promotion of church missions. The expanded Executive Board Meeting shall be authorized to review and adopt that year's EFCGA budget and last year's final financial report.

**A3200 DUTIES**

**A3210** The EB shall plan, administer and execute the affairs of the General Assembly.

**A3220** The annual budget and final financial report shall be reviewed and approved by the expanded EB Meeting during the adjournment year of the General Assembly Meeting.

**A3300 RESPONSIBILITIES**

**A3310** Chairperson: He/she shall call and preside over the Executive Board meetings. The Chairperson shall be assumed by the Moderator of the GA.

**A3320** Vice Chairperson: He/she shall assume and perform the duties of the Chairperson in his/her absence. The Vice Chairperson shall be assumed by the Vice Moderator of the GA.

**A3330** Secretary: He/she shall take and keep the minutes of the EB meetings. He/she shall also keep all documents and records of the EB. Should both EB Chairperson and Vice Chairperson fail to call and preside over the EB meeting as scheduled, the Secretary may assume and perform the duties of the EB Chairperson.

**A3340** Treasurer: He/she is responsible for organizing the accounting, bookkeeping and finances of the GA, administering and issuing the annual receipts to those who have made contributions to the GA, managing GA's assets and investments, and establishing and enforcing regulations for managing the accountings of the EFC local churches and institutes. The Treasurer shall be assumed by the Treasurer of the GA.

**A3350** Department Heads: Each Department Head shall plan, organize, and recruit committee members to accomplish the established goals of that Department. All candidates for the committee members shall be confirmed by the Executive Board.

**A3360** Pastor-in-Charge: The Pastor-in-Charge is the spiritual leader of the Executive Board. He/she shall ensure that all actions undertaken and resolutions adopted by the Executive Board conform to Scripture. He/she shall also give encouragement and guidance to the Executive Board for general affairs.

**Bylaw Spirit** The Pastor-in-Charge shall not only be the spiritual leader of the

**EFC General Assembly, but also be the spiritual leader of EFCGA's various committees, so as to achieve consistency in leadership.**

- A3370** Vice Pastor-in-Charge: The Vice Pastor-in-Charge shall assist the Pastor-in-Charge in conducting GA affairs, and assist the shepherding work for the Region that he/she belongs. [27/2012.2.25]
- A3400** ELECTION
- A3410** Executive Board members shall be elected from and by the Delegates to the General Assembly Meeting.
- A3420** The EB Chairperson shall be assumed by the Moderator of the GA.
- A3430** The EB Vice Chairperson shall be assumed by the Vice Moderator of the GA.
- A3440** The EB Secretary shall be assumed by the Secretary of the GA.
- A3450** The Pastor-in-Charge and the Vice Pastor-in-Charge shall be assumed by the Pastor-in-Charge and the Vice Pastor-in-Charge of the GA, respectively.
- A3460** The Department Heads shall be elected from the Incumbent Ministerial Representatives or Lay Representatives. If he/she is a Ministerial Representative, he/she shall have served full-time at EFC for at least two years. If he/she is a Lay Representative, he/she shall have served as an Elder/Deacon in EFC for more than four years. [31/ 2020.03.13]

***Bylaw Spirit*** The qualifications for various Department Heads shall be emphasized on the individual character, spiritual life, experience in EFC, understanding of EFC, and ability to connect local churches.

- A3500** TERM
- A3510** The Chairperson, Vice Chairperson, Secretary, Treasurer, Pastor-in-Charge, and Vice Pastor-in-charge shall each serve a two-year term. Each may be re-elected consecutively once.
- A3520** The Department head held by a Director shall serve a two-year term. He/she may be re-elected consecutively once. [26/2010.3.3]
- A3530** Other Department heads held by non-Directors shall each serve two-year terms. Each may be re-elected consecutively twice.

## **A4000 Chapter 4 Secretary General [31/ 2020.03.13]**

**The EFCGA establishes a permanent office; it is managed by the elected Secretary General of the EFC Executive Board with a responsibility to manage and execute all resolutions of the EFC Executive Board. He/She shall also be responsible for coordinating all important ministries of the EFC local churches and institutes. Based on actual needs, the Secretary General may organize various working committees, such as Women Committee, Education Committee, Young Senior Committee and English ministry Committee, to effectively support and carry out important ministries.**

- A4100      Duties:**
- A4110      To be responsible to execute the resolutions of the EFC Executive Board.**
- A4120      To be responsible to coordinate and care for the programs of all EFCGA Departments, local churches and institutes.**
- A4130      To attend the EFCGA Executive Board meetings and present the status report of the programs.**
- A4140      To propose the new yearly ministry plans and financial budgets to the Executive Board for approval and adoption.**
- A4141      To present the yearly review of the ministry programs and financial reports to the Executive Board.**
- A4142      To be fully responsible for the personnel and administration of the EFCGA Headquarter. The salaries and benefits of the Headquarter staff shall be determined by the Secretary General according to the “U.S. EFC Full-Time Employee Benefits Policy” stated in EFC Bylaws and the approved yearly personnel budget by the EFC Executive Board.**
- A4150      To organize and establish voluntary working committees to assist and carry out the important ministries.**
- A4160      To work with EFCGA Pastor-In-Charge and the Moderator to resolve the difficulties or the needs of the local churches.**
- A4161      If necessary, the Secretary General can be authorized to represent the EFCGA Pastor-In-charge or the Moderator to attend EFCGA’s external meetings or activities.**
- A4162      To develop and organize with the EFCGA Pastor-In-Chief and Moderator the**

necessary training programs for equipping the coworkers.

- A4163** If necessary, he/she may join with the EFCGA Pastor-In-Charge and Moderator in signing the EFCGA official announcements and/or letters.
- A4164** To assign jointly with the EFCGA Pastor-In-Charge and the EFC Regional Pastor-in-Charge the Supervising Pastor for the EFC local church in the subject Region.
- A4165** To coordinate with the EFC local church and the Regional Assembly where the candidate belongs, in determining the date for the candidate's ordination. Also, to appoint jointly with the EFCGA Pastor-In-Charge the "Ordination council" to administer the ordination.
- A4166** To assist the Pastor-in-Charge in reviewing the applications of Ministers Association membership as well as the pastor ordination.
- A4170** To gather EFC local church Sunday Worship information as well as the church growth data on a regular basis and report them to the EFCGA Executive Board.
- A4180** To perform all other pertinent Secretary General functions and duties as stated in the EFC Bylaws.
- A4181** To work with the Pastor-in-Charge and the Moderator in confirming the vision and goals of the EFCGA.
- A4200** Qualifications:
- A4210** The Secretary General shall be an EFC pastor with a good spiritual life, and preferably he/she has management training and practical management experience.

***Bylaw Spirit*** The Secretary General must be a person who can execute the resolutions and important ministries originated by the Executive Board and be capable of successfully carrying out the ministries and achieving the goal of EFCGA. At the same time, he/she shall have a clear call as a shepherd and be able to view things with spiritual insight.

- A4300** Appointment:
- A4310** The Secretary General shall be appointed by obtaining a two-thirds "effective ballots" of the EFCGA Executive Board voting. (According to the United States Meeting Rule, the "effective ballots" is the sum of the "yes" and "no" votes. All blank ballots and illegal ballots are not counted in the total number of votes cast. The term "effective ballots" used in the following EFC bylaws shall have the same meaning as defined here. No further explanation will be provided redundantly.)



- A4320**      **The salary and the benefit of the Secretary General shall be determined by the EFCGA Executive Board according to the “U.S. EFC Full-Time Employee Benefits Policy “as stated in the EFC Bylaws and the approved yearly personnel budget.**
- A4400**      **Terms:**
- A4410**      **The initial term shall be two years. The second term and thereafter shall be four years.**
- A4420**      **Three months prior to the completion of each term, the EFCGA Executive Board shall determine the re-appointment of the Secretary General with a two-thirds vote of the “effective ballots”.**
- A4500**      **Resignation:**
- A4510**      **When the Secretary General is unable to complete the appointment due to personal reasons, he/she shall submit a written resignation to the Moderator of the Executive Board in writing 60 days before his/her departure, and he/she may resign after approval by the Executive Board. The severance payment will be determined and disbursed by the Executive Board.**
- A4600**      **Dismissal:**
- A4610**      **If the Secretary General is incompetent, involving in any crime, or under any complain, the EFCGA Moderator can request the Executive Board to investigate and confirm the situations, then the Executive Board may dismiss the Secretary General with a two-thirds of the “effective ballots”.**
- A4620**      **The dismissal is effective immediately. A severance payment in an amount equivalent to three months of his/her current salary shall be disbursed.**

## **A5000 Chapter 5 Departments**

- A5100**      **The GA established the following Departments to plan, execute and coordinate all programs of the GA. The GA may increase or decrease the number of departments according to actual needs.**
- A5110**      **Organization:**
- A5111**      **Department Heads: The Department Heads shall be elected by and from the delegates to the General Assembly Meeting.**

- A5112 Department Members: Members shall be authorized by the Executive Board during the first EB meeting of the year. Each member shall serve a two-year term.**
- A5113 Vice Department Heads, Secretaries and Accountants shall be elected from and by the members of each department. Each shall serve a two-year term.**
- A5120 Each Department shall conduct regular meetings on a pre-set schedule and shall prepare and submit its meeting minutes to the GA.**
- A5200 DEPARTMENTAL JURISDICTION and FUNCTIONS:**
- A5210 Bylaw**  
**To draft and review the amendment proposal for GA Constitution, local church bylaw, and the related EFC Regulations; to explain the GA Constitution, local church bylaw, and other related EFC Regulations. [27/ 2012.2.25]**
- A5220 Benefits**  
**To draft or revise policies regarding benefits for full-time ministers and other employees of the Church, and to implement all such policies upon adoption by the Board of Directors.**
- A5230 Planning**  
**To draft proposed church growth plans and submit such plans to the GA Executive Board for approval. Then the Executive Board shall designate responsibilities to appropriate GA Departments for execution.**
- A5240 Treasury**  
**To keep and manage the EFCGA's corporate accounts, collection of annual contributions, and issuance of receipts to individuals contributing to the EFC. They are also responsible for managing all GA assets and investments, formulating and executing regulations regarding financial management of all EFC branch churches and institutions.**
- A5250 Mission (Including Overseas Mission Department and Taiwan Mission Department).**
- A5251 Church Planting Committee**  
**To plan and establish new local churches, and to assist the new dependent churches in becoming independent local churches.**
- A5252 Sending Committee**  
**To prepare, plan and coordinate overseas missions.**  
**These two Committees mentioned above shall submit their annual plans to the Mission Department for approval and implementation.**  
**(During the 1991 General Assembly Meeting, the Overseas Mission Department was established to perform the programs of the Sending Committee. While the Taiwan Mission Department was established during the 1996 EFCGA EB Meeting to undertake the ministries of Taiwan mission.)**
- A5260 Education**  
**To plan for educational and training programs for the EFC, and to implement those programs upon approval by the EFCGA Executive Board.**
- A5270 Devotion**

- To develop programs relating to personal, family and church devotion, and to implement those programs upon approval by the EFCGA Executive Board. Also to counsel individuals who have committed themselves to be full-time ministers.
- A5280 English Ministry**  
To plan for English Ministries, and to coordinate the programs among the Taiwanese, Mandarin and English congregations.
- A5290 Literature**  
To help spread the Gospel by publishing periodicals or other publications, and to supervise the work of the GA Publishing Company.  
(During the 1991 General Assembly Meeting, it was decided to expand and rename the Literature Department as the “EFC Communication Center.”)
- A5291 Youth**  
To plan and coordinate the church youth ministries.
- A5292 Women**  
To oversee, counsel and implement women ministries among the local churches.
- A5293 Family**  
To plan and counsel ministries related to family, marriage, and serving couple.
- A5294 General Service**  
To organize and manage GA’s general activities, *e.g.*, EFC official documents, certificates, charts, GA and Executive Board meeting brochures. Also, to coordinate travel and lodging arrangements for Delegates to the General Assembly Meetings.
- A5295 Community Service**  
To coordinate GA ministries related to community issues.
- A5296 Fellowship**  
To facilitate communication among local church Fellowships, and to coordinate GA’s sports activities.
- A5297 Ordinance**  
To draft guidelines regarding church ordinances, and supervise worship programs (the Church Music Committee will provide the lead for the church music programs).
- A5298 Personnel Data**  
To collect and file all staffs’ employment records. To notify such persons or related organizations regarding their term expiration dates and procedures for re-appointments. The Personnel Data Department Head shall also be the Secretary of the GA Personnel Committee.
- A5299 Foundation**  
To make various investments to increase EFC assets for supporting more gospel ministries. To publicize the operation of the Foundation Department and to mobilize members to support EFC funds. The Foundation Department may utilize the funds upon the approval of the Board of Directors.

# **A6000 Chapter 6**

## **GENERAL ASSEMBLY / LOCAL CHURCHES**

### **RELATIONSHIP**

The EFCGA has set up rules to regulate local church's property purchasing, building fund raising, church planting, church mission, fellowship & caring, and required payments to the EFCGA.

**A6100** Procedure to purchase buildings and/or real properties by the Local Church.

***Bylaw Spirit*** In order to secure the safety of local church and institute assets, the EFCGA requires that all EFC churches and institutes register the ownership of their properties in the name of "Evangelical Formosan Church". The EFCGA shall have the responsibility of reviewing the property management of all local churches and institutes. However, all property use right belong to local churches and institutes.

**A6110** Purchase and Sale:  
Local Churches may purchase or sell church buildings or related real properties upon approval from a congregational meeting. The Local Church shall invite the Board of Directors to send an official representative of the GA to attend and observe its congregational meeting. All resolutions adopted shall then be confirmed by the Board of Directors before taking effect.  
The signatures of the following three individuals shall be present together on all valid escrow documents:  
Chairperson of the Board of Directors (representing the GA), Chairperson and Secretary of the Local Church Council. If the number of the active voting member of the local church decreases below 30, the right of sales shall belong to the Board of Directors. [27/ 2012.2.25]

***Bylaw Spirit*** When a church is contemplating a closure of its ministry, the church shall submit all its right of selling its church property to the EFCGA's Board of Directors. In doing so, the church assets can be

secured not to get into private person, but to continue the ministry of spreading the gospel.

**A6120 Recording of Title to Real Property**

All documents shall be entitled “Evangelical Formosan Church.”

***Bylaw Spirit*** All local churches’ properties shall be registered in the name of “Evangelical Formosan Church”. The purpose is to secure the proper use and safety of church properties. As long as a church is in normal operation, the EFCGA shall not interfere with the church’s right in managing and operating its own property.

**A6130 Right**

All rights of use of the church building belong to the Local Church.

**A6140 Building Funds**

The Local Church shall organize a Trustee to manage Building Funds and to be responsible for the bank loan.

**A6200 The Relationship between the EFCGA and Local Churches.**

**A6210** The General Assembly Meeting shall be held at least once every two years.

**A6220** The Local Church is obligated to contribute toward the expenses of the GA. Each Local Church shall contribute an amount equivalent to one tenth (1/10) of its General Fund Income ("GFI"). GFI of the Local Church is defined as = (Total Income)—(Building Fund contributions) - (Special contributions designated for outside entities approved by the Church Council) - (Love Fund and Scholarship Funds established by the Church Council).

***Bylaw Spirit*** At the beginning of the establishment of the EFC, all church members fully agreed to fellow the biblical teaching, and to allocate one tenth of church’s income for mission work. When the EFCGA was formed, all founding churches ( EFCLA, EFCEV, EFCSB, EFCSF and EFCOC) agreed to continue the spirit of tithe. They would submit one tenth of their church’s incomes to the EFCGA to be of one heart in carrying out the joint church missions and church planting work.

**A6230** The GA shall plan and promote all EFC mission projects. The GA shall be responsible for mission projects beyond the reachable areas of Local Churches, while Local

Churches remain primarily responsible for the mission outreach of its own surrounding communities.

- A6240 The GA shall routinely appoint representatives to visit Local Churches to promote better relationship and caring.
- A6250 Raising Building Fund
- A6251 In principle, once a Local Church has accumulated a total saving of 30% of the total cost required for the purchase of the proposed church facilities, the Local Church may apply to GA for Church Building Helping Fund and seek permission from the GA to raise helping funds from other Local Churches. [27/2012.2.25]
- A6252 The time period for a Local Church to raise funds from other Local Churches and the total amount to be raised shall be agreed upon jointly by the GA and the Local Church. In principle, such fund raising efforts shall be limited to six months.
- A6253 Should the purchase of church facilities fail for any reason, all funds raised by and through other Local Churches shall be transferred to the GA for temporary safe keeping, until the Local Church begins another purchase of church facilities. Then, the fund transferred to GA shall be returned completely to the Local Church. While the interest incurred during the fund managing period by the GA shall be transferred into GA's mission fund.
- A6300 Principles to plant a Branch Church by the GA or by a Local Church
- A6310 GA or a Local Church shall do their best to financially assist the living expenses of the minister of the newly planted branch church before it becomes an independent Local Church. All other expenses incurred are the sole responsibility of the branch church.
- A6320 Building Program  
GA or the Local Church shall contribute to the Building Fund of its planted branch church. The branch church may raise building fund through the mother church and other local churches. The procedure is recorded in A6250.
- A6400 Requirements for Becoming an Independent Local Church ( Referring to B2200 to B2343).
- A6410 Financial independence;
- A6420 Appointment of a full-time pastor; and
- A6430 Voting members are more than 30.

## **A7000 Chapter 7**

# **GENERAL ASSEMBLY / EFC INSTITUTIONS RELATIONSHIP**

**The regulations concerning the relationship between the EFCGA and the Logos Evangelical Seminary have already been established, while those for other EFC institutes are yet to be established.**

- A7100 LOGOS EVANGELICAL SEMINARY. [26/2010.3.3]**
- A7110 Logos Evangelical Seminary belongs to the Evangelical Formosan Church General Assembly (EFCGA). [26/2010.3.3]**
- A7120 The Seminary shall be incorporated, and shall be governed by its Board of Directors according to the Faith Statements and Policies established by EFCGA. [26/2010.3.3]**
- A7130 EFCGA shall support the Seminary for the preparation of persons for ordination and other ministries and for continuing study on the part of ordained ministers and laypersons. [26/2010.3.3]**

## **A8000 Chapter 8**

# **PROCEDURES FOR NON-EFC CHURCHES /ORGANIZATIONS TO JOIN THE EFCGA**

**The EFC welcomes any churches or institutes with the same mission vision and service principle to join EFC Team.**

- A8100 Any non-EFC churches and/or non-EFC gospel entities/organizations desire to join the EFC family, they shall apply to the EFCGA with written request letters.**
- A8200 Upon receipt of written request letter, the GA shall review the application based on the following criteria to make a decision.**
- A8210 Agreement with EFC's vision of evangelism, EFC's Faith Statements and EFC's Bylaws, and having a willingness to comply with them.**
- A8220 The above agreement and willingness shall be confirmed by all their co-workers and two thirds of their members. They shall all sign the agreement to show their responsibilities.**
- A8230 GA shall delegate an official representative to the prospective organization to fully understand the organization. If necessary, GA shall invite representatives of the prospective organization to report to the GA.**
- A8300 If GA decides to adopt the prospective organization into the EFC family, GA shall make arrangements for a joint thanksgiving service.**

# **A9000 Chapter 9**

## **PERSONNEL COMMITTEE**

The EFCGA has set up a Personnel Committee to be responsible for reviewing the qualifications of all EFC full-time ministers and institute principles \ applications for ordinations, coordinating the full-time ministers' transfer arrangements, and treating the complaints by the full-time ministers.

- A9100 ORGANIZATION:** The Personnel Committee shall consist of Pastor-in-Charge, Vice Pastor-in-Charge, Secretary General, Chairperson of Ministerial Association, Moderator, Vice Moderator, Secretary, Treasurer, Head of Bylaw Department, Head of Fringe Benefits Department, and Presidents of EFC Seminaries. The Committee officers shall consist of a Chairperson, a Vice Chairperson, and a Secretary, whose positions shall be assumed by the Moderator, the Vice Moderator and Secretary of the Board, respectively.
- A9200 DUTIES**
- A9210** To review the qualifications of all EFC full-time ministers and CEO candidates for the EFC subsidiary institutes.
- A9220** To provide ministers to non-independent branch churches.
- A9230** To confirm the application of ministers to the independent branch churches.
- A9240** To coordinate the transfer arrangements for all full-time ministers.
- A9250** To investigate and resolve full-time ministers' complaints.
- A9260** To review and confirm EFC ministers' ordination applications.
- A9300 DUTIES of CHAIRPERSON, Vice CHAIRPERSON and SECRETARY:**
- A9310 Chairperson:** To call and conduct meetings. The position is assumed by the GA Moderator (Chairperson of the Board of Directors).
- A9320 Vice Chairperson:** The Vice Chairperson shall substitute the Chairperson in his/her absence. The position is assumed by the GA Vice Moderator (Vice Chairperson of the Board of Directors).
- A9330 Secretary:** The Secretary shall keep the minutes. He/she shall keep all files for the Personnel Committee. The position is assumed by the GA Personnel Data Department Head.
- A9400 MEETINGS**
- A9410** The meetings are called by the Chairperson depending on need.



# **A10000 Chapter 10**

## **AMENDMENT PROCEDURES**

**Any amendment proposal for this Constitution shall be submitted to the EFCGA's Executive Board in writing by EFC local churches, EFCGA's various departments or EFC institutes. The approval of any amendment proposal needs a two thirds (2/3) effective vote by the EFC General Assembly Meeting. The approved amendment shall be effective immediately.**

- A10100** Written amendments proposals may be submitted by the local churches, the EFC departments, or EFC subsidiary institutes to the EFCGA Executive Board.
- A10200** EFCGA Executive Board \shall ask the By-laws Department to draft the amendments for adoption by a two-thirds effective vote.
- A10300** EFCGA Executive Board sends the approved amendment proposals to the local churches by the end of year prior to the General Assembly Meeting, so that the church councils may have opportunities to discuss them and let their representatives to the GA Meeting to express their opinions.
- A10400** Upon approval by a two-thirds effective vote of the GA Meeting, the adopted amendments become effective immediately.

## Part II

### EFC LOCAL CHURCH BYLAWS

#### B0000

Chapter 1 Organization

Chapter 2 Church

Chapter 3 Member

Chapter 4 Board of Elders, Church Council, Co-  
Worker Committee

Chapter 5 Congregational Meeting and Worship  
Meetings

Chapter 6 Pastoral Office

Chapter 7 Discipline

Chapter 8 Bylaw Amendment

### B1000 Chapter 1 ORGANIZATION

**B1100** NAME: The name for all local churches belong to the EFCGA shall be called:  
Evangelical Formosan Church of \_\_\_\_\_ (hereafter called the Church).

**B1200** PURPOSE:

**B1210** To proclaim the Gospel of Jesus Christ and to establish the Christ churches.

**B1220** To promote the five functions of the Church: Worship, Teaching, Fellowship,  
Evangelism, and Service.

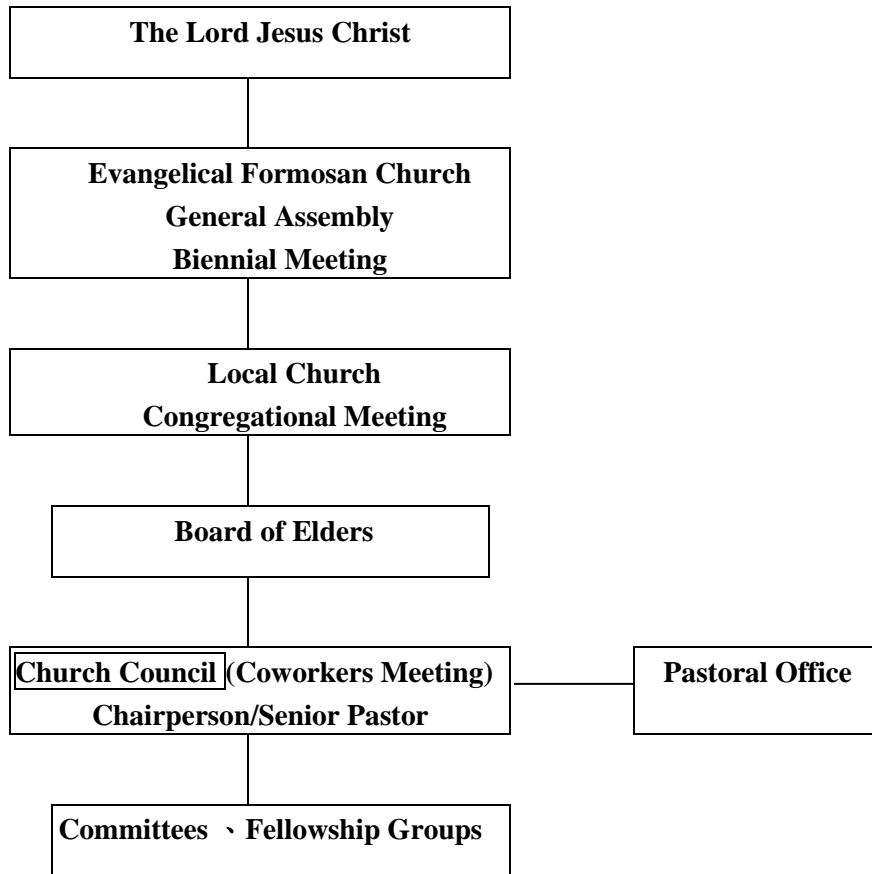
**B1300** AFFIRMATION OF THE FAITH: FAITH STATEMENTS -- WE BELIEVE

- B1310** That the Bible, containing the Old and New Testaments, is the inspired and infallible Word of God, the necessary and complete revelation of His will for salvation, and is the ultimate authority for Christian faith and life.
- B1320** In the one true and living God, eternally existing in three distinct persons: Father, Son, and Holy Spirit.
- B1330** That the triune God is the Creator, the Sustainer and Ruler of all Creation, but is prior to, and distinct from the Creation.
- B1340** That the first man, Adam, was created by God in His image, but fell from his original state by sinning against God, and hence incurred upon himself and all his posterity the guilt of sin, condemnation, and death; therefore, all humans are in need of salvation, but are totally incapable of saving themselves.
- B1350** That after the Fall, God, in His mercy and love, made provision for human redemption through the establishment of the covenant of grace with His people by the promise and the actual giving of the Savior Jesus Christ, whom to believe is justification and life.
- B1360** That Jesus Christ is the Son of God, sent by the Father, begotten by the Holy Spirit, and born of the virgin Mary; that He lived a sinless and obedient life, suffered and died on the cross vicariously for the sins of those who believe in Him; that God raised Him from the dead, exalted Him both as Lord and Christ, and gave Him the Holy Spirit for His Church.
- B1370** That humans are saved by grace through faith in Christ in response to the Gospel preached, or otherwise presented, in the power of the Holy Spirit, through whom ransomed sinners became the sons of God and heirs of eternal life. That Jesus Christ is the only mediator between God and men; through Him and only through Him the believer has access to the Father.
- B1380** That every believer is a new creature in Christ, and is called to walk in the Spirit, to die unto sin, and to live unto righteousness, and thereby manifest the fruit of the Spirit, conforming oneself to the image of Christ; that good works are the fruit of the Christian life, and are not ways of justification.
- B1390** That God alone is the Lord of our conscience, and that the believers are free from the commands of men which are contrary to, or in addition to, the Scriptures in matters of faith and conduct.
- B1391** That the church, consisting of all true believers, being Christ's own and indwelt by the Holy Spirit, is the Body of Christ, the invisible church; that the church is holy, universal and one in Christ; that the invisible church manifests itself in the visible church, the local congregations consisting all who profess to believe in Christ and are baptized; that as the people of God and a kingdom of priests, the church is called to grow unto the stature of the fullness of Christ and to fulfill her missionary work through the exercise of the gifts of the Holy Spirit, in worship, ordinances, fellowship, discipline, and services.
- B1392** In the priesthood of all believers, and the parity of the ministers and the laity.
- B1393** That in(on) the last day, as(at) the consummation of redemption, Christ will come again personally and visibly to the earth to judge the living and the dead; that there will be a bodily resurrection of the dead, of the believers through the Holy Spirit unto the

inheritance of eternal life, and the unbelievers unto condemnation; and that a new heaven and a new earth will be ushered in.

B1400

**THE CHURCH GOVERNMENT**



***Bylaw Spirit*** The Congregational Meeting is formed of and called by the Active Members of the church, which is the highest policy-making organization. The Elder Board is a jointly established caring and management team of Senior Pastor, who is also a full-time elder, and lay elders. The Board faithfully serves the church members and prepares them for the works of service, so that the church may be built up. The Congregational Meeting not only deals with church businesses, but also is a part of worship to commemorate God’s abundant grace for the church and to lift up Lord Jesus’ name in the church.

- B1410** Active members of the Church shall be responsible for church ministries. They may make suggestions to the Church Council regarding church matters.
- B1420** The Officers of the Church are:
- B1421** Ministers.
- B1422** Elders.
- B1423** Deacons (Co-Workers for non-independent Churches).
- B1424** Committee Chairpersons and Fellowship Group Leaders.

## **B2000 Chapter 2 CHURCH**

***Bylaw Spirit*** Church is the body of Christ. It is manifested through the visible and local churches. Therefore, church is the spiritual home of believers, who shall respect and make faithful offering to this home. According to Paul’s principle in ordaining elders right at the beginning of establishing a church (Acts 14:23), the church shall emphasize the spiritual caring of the members. The EFC is established in the sequence of small to big; the local church is also formed sequentially from Fellowship Stage to Developing Stage, and then the Organizing Stage, and finally the Independent Stage. A lot of spiritual caring needs were provided by the EFCGA or her mother church during her growth period.

- B2100** The means for establishing an EFC local church consist of :
- B2110** By an independent-stage EFC local church.
- B2120** By the EFC General Assembly or an EFC Regional Assembly.
- B2130** By adopting an established non-EFC church into the EFC.
- B2200** GUIDELINES for CHURCH DEVELOPMENT
- B2210** Fellowship Stage
- B2211** Attendance Requirement: Five or more baptized adult members (at least three families).
- B2212** Finances: The mother church that established it or the EFC General Assembly may assist part of the costs if necessary.
- B2213** Council of Co-workers: The mother church shall send at least three provisional co-workers to assist the new church.

- B2214 Regular Sunday Service: The unit plants the church is responsible for making arrangement for the pulpit.**
- B2215 In principle, the time to advance from Fellowship Stage to Developing Stage is limited for two years.**
- B2220 Developing Stage**
- B2221 Attendance Requirement: Ten or more baptized adult members (at least seven families).**
- B2222 Finances: The mother church that established it or the EFC General Assembly may assist part of the costs if necessary.**
- B2223 Council of Co-workers: The unit plants the church shall send at least five provisional co-workers to assist the new church.**
- B2224 Regular Sunday Service: If there is no resident minister, the unit plants the church is responsible for making arrangement for the pulpit.**
- B2225 In principle, the time to advance from Developing Stage to Organizing Stage is limited for two years.**
- B2230 Organizing Stage**
- B2231 Attendance Requirement: Fifteen or more baptized adult members (at least ten families).**
- B2232 Finances: The mother church that established it or the EFC General Assembly may assist part of the costs if necessary.**
- B2233 Council of Co-workers: Five or more co-workers shall be elected from the Church's Congregational Meeting.**
- B2234 Regular Sunday Service: If there is no resident minister, the unit plants the church is responsible for making arrangement for the pulpit.**
- B2235 [Deleted 27/ 2012.2.24]**
- B2240 Independent Stage (Independent Church)**
- B2241 Attendance Requirement: Thirty or more baptized adult members.**
- B2242 Finances: Independent.**
- B2243 Church Council: Council members are elected from the Church's Congregational Meeting. The Church Council shall consist of at least seven members; they may be elders and deacons.**
- B2244 Regular Sunday Service: If there is no Senior Pastor or resident minister, the Supervising Pastor assigned by the EFCGA is responsible for making the arrangement for the pulpit.**
- B2245 The time for advancing to an Independent Stage from Pioneering Stage shall not be less than one year and not more than five years. [27/ 2012.2.24]**
- B2300 GUIDELINES for ADVANCING or DEMOTING CHURCH STAGE**
- B2310 Advancement below the Organizing Stage**
- B2311 When the conditions are met, with the approval of the Congregational Meeting, the Church may submit an application to the unit planted the Church for approval to advance to next level.**
- B2312 The unit planted the Church shall report the advancement of the Church to the EFCGA.**
- B2313 The unit planted the Church shall arrange with the Church for a Special Thanksgiving Service.**

- B2320** Advancement from Organizing Stage to Independent Stage.
- B2321** When the conditions are met, with more than half of the Congregational Meeting's approval, the Church may submit an application for advancement to the EFCGA.
- B2322** Approval by the Executive Board of the EFCGA.
- B2323** The Regional Assembly and the local church together shall arrange a Special Thanksgiving Service together. [27/ 2012.2.24]
- B2330** If a Church below the Organizing Stage cannot continue its existence, with agreement of the unit planted the Church, the Church may apply for a proper solution from the EFCGA.
- B2340** When an independent Church loses its qualification for independence.
- B2341** With the approval of the majority of the Congregational Meeting, the Church may apply to the EFCGA to have its independent status revoked.
- B2342** The EFCGA may take initiative to revoke the Church's independent status.
- B2343** When the Church loses its independent status, it is reclassified into a proper level below the Organizing Stage according to its attendance record.
- B2400** Both the church administration and fiscal year start from January 1<sup>st</sup> to December 31<sup>st</sup> of the calendar year.
- B2500** If a local church does not comply with EFC's Faith Statements, Bylaws/Regulations, the Ordinances, and the Resolutions of the EFCGA, the EFCGA shall first advise the church. If the advice is not accepted, the EFCGA with the approval of the Executive Board, shall either treat the situation with a proper solution, or take over the church's administration.
- B2600** The relationship between the EFCGA and the local churches, and the privileges and obligations of the local churches, are stated in the EFCGA Constitution.

## **B3000 Chapter 3**

### **MEMBER**

***Bylaw Spirit*** Believers must believe and be baptized (Acts 2:41~42, Matthew 28:19, Mark 16:16), join a church, become a church member, live a church life, accept biblical teaching, connect and have fellowship one another, receive Lord's Supper, pray in one heart, and participate in proclaiming the gospel. The purposes of establishing a church membership are to help believers to make commitment to one another, to achieve mutual protection and accountability, and to carry out the responsibility 、 duty and right for the church.

**Therefore, there exists a treaty relationship between members and God, it is also the basis for the believers to commit to one another, only in so doing that Christ's witness can be manifested. The EFC establishes a Confirmation Ceremony to allow persons who had been baptized in their babyhood to join the church and become church members.**

- B3100 MEMBER'S QUALIFICATION:**
- B3110 Any person affirms that Lord Jesus Christ is his/her personal Savior, has been baptized or confirmed in EFC, and accepts EFC's Faith Statements, Bylaws and Practices.**
- B3120 Those who have been baptized or confirmed in other churches, show their Christian faith and character, and accepts EFC's Faith Statements, Bylaws and Practices.**
- B3200 MEMBER'S APPLICATION PROCEDURE:**
- B3210 Any person qualified under B3110. [31/ 2020.03.13]**
- B3220 Any person qualified under B3120:**
- B3221 Any qualified person may present his/her membership application to the Pastoral Office or the Secretary of the Board of Elders (or the Church Council).**
- B3222 The applicant has to attend an orientation class.**
- B3223 Upon the review and approval of the Board of Elders (or the Church Council), the applicant may be received as a member.**
- B3300 MEMBER'S OBLIGATION**
- B3310 He/she shall observe the EFC's Bylaws and Regulations.**
- B3320 He/she shall cultivate a true and sincere Christian love and fellowship with one another, and shall obey those whom they have elected to hold offices of the Church in accordance with the teachings of the Scriptures(I Thessalonians 5:12-13).**
- B3330 He/she shall fully support the ministry of the Church with his/her time, gifts, and offerings.**
- B3340 He/she shall attend church worship services, observe Lord's days and partake the communion services.**
- B3350 He/she shall attend the Congregational meetings.**
- B3360 He/she shall lead a life of Christian faith.**
- B3400 CLASSIFICATION of MEMBERSHIP**
- B3410 Active Members**
- B3411 He/she shall be eighteen years old or older.**
- B3412 He/she shall attend the Church's Sunday worship services no less than seven times per quarter. (Persons who receive leave authorizations or encounter unavoidable circumstances are excused.)**
- B3413 The right to vote is granted three months after obtaining membership.**
- B3414 The right for candidacy (referring to EFC Election Rules).**
- B3420 Under-Age Active Members**



- B3421** He/she is under eighteen years old and has been baptized or confirmed of faith (Infant Baptism does not apply).
- B3422** He/she shall have no rights for voting and candidacy.
- B3423** He/she may attend the Congregational meetings.
- B3430** Inactive Members
- B3431** He/she attends the Church's Sunday worship services less than seven times per quarter. (Persons who receive leave authorizations or encounter unavoidable circumstances are excused.)
- B3432** Volunteer- A person who travels or moves out but would like to keep his/her membership.
- B3433** He/she shall have no rights for voting and candidacy.
- B3434** If the reason for his/her being inactive is removed, the Board of Elders may reinstate his/her membership to active status.
- B3440** Children Member
- B3441** A child who has received infant baptism or has been dedicated to the Lord by his/her parents.
- B3442** He/she shall have no rights for voting and candidacy.
- B3450** The Board of Elders shall review qualifications of membership every quarter.
- B3500** Termination of Membership
- B3510** A person who wishes to terminate his/her membership from the Church shall inform the Secretary of the Board of Elders or the Pastoral Office in writing.
- B3520** A person who wishes to transfer his/her membership to another church shall submit his/her application in writing to the Secretary of the Board of Elders or Pastoral Office. Upon the approval of the Board of Elders, the applicant's membership information may be transferred to the other Church as designated.
- B3530** Any member whose Christian life seriously violates the EFC's Faith, Bylaws, and Practices.
- B3531** By a two-thirds of valid votes, the Board of Elders may terminate the person's EFC membership, and notify the person of this action (According to the US parliamentary procedure, "valid votes" is defined as the sum of yeas and nays, excluding the abstained and invalid ballots. In the following articles "valid votes" shall refer to the above definition and will not be addressed repeatedly).
- B3532** The person may make appeal and refutation within two weeks in writing.
- B3533** The Board of Elders shall review the appeal within two weeks. A two-thirds of valid votes is required to uphold the original decision of termination.
- B3534** If the decision of termination is not upheld by a two-thirds of valid votes, the Board of Elders shall reinstate the person's membership immediately.

**REMARK:** If a local church does not set up a Board of Elders, then the duties of the Board of Elders are carried by the Church Council.

# **B4000 Chapter 4**

## **BOARD OF ELDERS, CHURCH COUNCIL, CO-WORKER COMMITTEE**

***Bylaw Spirit*** A church must be managed, although different church denominations may have different modes of church management. The mode of EFC's church management is progressively modified to accommodate the stages of the church growth. Before reaching the Independent stage, that is for the first three stages of Fellowship, Developing and Organizing, the Co-worker Committee shall manage the church ministries. After reaching the Independent stage, Elders and Deacons are elected to form Church Council, and to appoint a Senior Pastor to lead the church together. When there are 5 Elders or more in the Church Council, then a Board of Elders can be formed with the Senior Pastor and at least 5 Elders. The Board of Elders and the Church Council shall then be responsible for church management. When a meeting is called to discuss business proposals, a prayer mind shall be kept to search God's will. Except any personal confidential matters and unresolved issues, all resolutions and meeting minutes made by the Church Council shall be clearly open to public.

### **B4100 THE BOARD of ELDERS:**

***Bylaw Spirit*** The Board of Elders, being faithful to Christ and accountable to the believers, shall carry out the mission and ministry of the church. The Board of Elders not only shall lead the believers, but also shall be accountable to them. It is because the authority of the Board of Elders is not only granted by Christ, and also given by all believers. The full-time coworkers, other than the Senior Pastor, of the Pastoral Office may attend the Board of Elders Meeting by the permission of the Board. However, they may join the discussion of

**church matters, but not the voting process to maintain their impartial position.**

**B4110 Organization**

**B4111 [28/ 2014.02.24]**

**B4112 Should there be less than 5 incumbent Elders, and thus the Board of Elders could not be established, then the duties of the Board of Elders shall be performed by the Church Council.**

**B4113 The officials of the Board of Elders are the Chairperson, the Vice Chairperson, the Secretary, and the Treasurer. The Chairperson and the Vice Chairperson are to be elected by the Church Council from among the Elders of the Board of Elders. The Secretary and the Treasurer are to be elected by the Board of Elders from among themselves.**

**B4120 Duties of the Officials**

**B4121 Chairperson:**

***Bylaw Spirit* A Chairperson is the center of coordination and communication, he shall seek participants' consensus, work with Pastor's vision, in order to achieve the most appropriate conclusion. A Chairperson is not a decision maker, nor a vision initiator. Therefore, a Chairperson is to avoid being the sole decision maker in the church, in order to prevent from being a dictator without seeking the mind of God. During a meeting, the Chairperson shall try to encourage coworkers to a full participation of the discussion, and expression of their ideas.**

**B4121-1 Calls the Board of Elders, Church Council, and Congregational meetings, and carries out church administrative duties.**

**B4121-2 The agenda of the Board of Elders, Church Council and Congregational meetings shall be discussed and agreeable with the Senior Pastor first.**

**B4121-3 Understands Senior Pastor's vision and helps sharing it among co-workers.**

**B4121-4 Leads and coordinates Elders/Deacons (Co-workers) to follow up on meeting resolutions.**

**B4121-5 To work with the Senior Pastor in leading Elders/Deacons (Co-workers) and building team unity in service.**

**B4121-6 To be concerned with the needs and opinions of Pastoral Office and Elders/Deacons (Co-workers).**

**B4121-7 Responsible for the budgeting of the salaries and benefits of Pastoral Office's staff.**

***Bylaw Spirit*** A pastor is a person proclaiming gospel, not an employee of the church. A pastor is a God's servant called to be the shepherd of the church; he shall be respected by all elders, deacons and believers. An honorarium is not a wage; a respectful heart shall be borne to care about pastor family's needs.

- B4121-8 Responsible for coordinating the budgeting of church departments.
- B4121-9 Other responsibilities which are required of a Church Council (Co-worker Committee) Chairperson.
- B4122 Vice Chairperson - In the Chairperson's absence or inability to perform his/her duties, the Vice Chairperson shall act on behalf of Chairperson. The Vice Chairperson is also the Vice Chairperson of the Church Council and the Congregational Meeting.
- B4123 Secretary - The Secretary shall keep Minutes of the Board, a current Membership Roster, and manage all documents required by the Church Bylaws. He/she is also the Secretary of the Congregational Meeting.
- B4124 The Treasurer - The Treasurer shall manage and keep the church's accounting records. All the church incomes and expenses shall be recorded in detail in the church account book.
- B4130 Qualifications and Terms of members (elders) of the Board of Elders
- B4131 He/ she shall lead a pure and respectable life according to the teachings of the Scriptures (I Peter 5:1~3; I Timothy 3:1~7; and Titus 1:5~9).
- B4132 He/she shall have served at least one term as a Deacon of the Church, and has been an Active Member of the Church for at least two years. Or he/she shall have served as an Elder or a Deacon in other church for a minimum of three years, and has been an active member of this Church for a minimum of three consecutive years (if the other church was also an EFC church, two years shall be acceptable). [27/ 2012.2.24]
- B4133 The term of an elder is three years. If reelected, he/she may serve consecutively for another term.

***Bylaw Spirit*** An elder may serve consecutively for six years; the seventh year is a Sabbatical year. The elder then may be nominated and re-elected to be a new term elder. It is so regulated as to allow the persons in service to have a rest.

- B4140 The Responsibilities of the Board of Elders (I Peter 5:1~3)
- B4141 To assume full responsibility of church property and to decide on the use and management of the church facilities.

- B4142** To care for the spiritual and physical needs of church members and faith seekers.
- B4143** To plan for church growth and to carry out its implementation.
- B4144** To represent the church in coordination with the EFCGA.
- B4145** To review and disburse the expenses authorized by the Board of Elders and Church Council. To determine and administer the church's personnel honorarium.
- B4146** To review and approve applications for church membership, and to discipline member for wrongdoings.
- B4147** To assist pastors in teaching, visiting, and counseling; and to keep the Church's Faith Statements.
- B4148** To recommend candidate for the Senior Pastor. To confirm the Senior Pastor's selection of full-time staff for the Pastoral Office.
- B4149** To confirm the Church Council's recommended leaders for Committees and Fellowship groups.
- B4150** Board Meeting
- B4151** The Meeting shall be called at least once per quarter by the Chairperson.
- B4152** If the Chairperson refuses to call a Meeting requested by the majority of the Board of Elders, then the Meeting can be called by any Board member elected by the Board.
- B4153** The summons of the Meeting shall be sent to all Board members. The Meeting can only be held when more than a half of the Board members attend.
- B4154** If any proposal in a meeting agenda is contrary to the teaching of the Scripture, or if the pastor is not at peace with the issue and so clearly expressed, then the proposal shall not be put to vote. It shall be tabled. The proposal can be discussed again and resolved in the next meeting after further prayers.
- B4200** CHURCH COUNCIL

***Bylaw Spirit*** In order to fulfill the need of church ministry, the Church Council shall elect necessary numbers of elders and deacons in accordance to their gifts and talents; in so doing as to achieve a sharing and cooperation of professional resources in the church, and ultimately to prepare all God's people for works of service to build up the body of Christ.

- B4210** Organization
- B4211** The Council shall consist of Elders, Deacons and the Senior Pastor, or a Minister who is recognized to carry the equivalent authority as a Senior Pastor by the EEC General Assembly.
- B4212** The officials of the Church Council shall be the Chairperson, the Vice Chairperson, the Secretary, and the Treasurer.
- B4213** All full-time ministers besides the Senior Pastor shall also be present at the Church Council (with no right to vote).
- B4220** Duties

- B4221** Chairperson - The Chairperson of the Board of Elders shall be the Chairperson. In the Chairperson's absence, the Vice Chairperson of the Board of Elders shall act on his/her behalf.
- B4222** Vice Chairperson - The Vice Chairperson of the Board of Elders shall be the Vice Chairperson of the Church Council.
- B4223** Secretary - The Secretary shall be elected from the Church Council's Elders and Deacons. He/she shall be responsible for taking minutes and keeping records of the proceedings of the Church Council meetings. He/she shall take care of the documents as requested by the Pastoral Office and the Board of Elders. In his/her absence, the Secretary of the Board of Elders shall perform his/her duties.
- B4224** If the Board of Elders has not been established, the Chairperson, Vice Chairperson, Secretary and Treasurer of the Church Council shall be elected by and from all its Elders and Deacons.
- B4230** Qualification and Term of a Deacon
- B4231** According to the Scripture ( I Timothy 3:8-13), a Deacon candidate shall be a person of good reputation and faithfully participate in soul-winning and other ministries of the Church.
- B4232** A Deacon shall have been an active member for at least one year and have been baptized for at least two years.
- B4233** The term for a Deacon is two years, and he/she can be re-elected consecutively twice.

***Bylaw Spirit*** A Deacon may serve consecutively for six years; the seventh year is a Sabbatical year. Thereafter he/she may be re-nominated and re-elected to serve a new term. It is so regulated as to allow the persons in service to have a rest period to regain their strength.

- B4240** Responsibilities
- B4241** To plan, coordinate and execute general church business.
- B4242** To review and appoint members of the Pastoral Office.
- B4243** To assign Chairpersons of Church's special working groups and Committees.
- B4244** To review and approve the addition of working groups, committees, or fellowship groups to meet the Church's needs.
- B4245** To review and adopt the annual budgets proposed by all Church's working groups.
- B4246** To care for those in need, in sickness, in loneliness, and in distress.
- B4247** To be responsible for the ministries of evangelism, mission, and education of the Church.
- B4248** To develop the Church's financial resources.
- B4249** To be responsible for general church businesses.
- B4250** Vacancies
- B4251** In case of vacancies, if the Board of Elders so desires, they shall be filled according to the Regulations of Elections to complete the terms of the offices.

**B4252** If more than one-half of the term of the office remains, it shall be considered as a full term.

**B4260** Termination

**B4261** Any officer who ceases to be an Active Member of the Church or has not attended regular meetings for three consecutive times shall automatically be removed from his/her office. (Persons who are on authorized leaves or with unavoidable circumstances are excused.)

***Bylaw Spirit*** A person in service not only shall be faithful to Christ, but also accountable to the believers. Furthermore, if he/she is consecutively absent from a regular meeting for three times, he/she is no longer knowledgeable enough about the church business, and thus he/she is not suitable to attend any discussion and make any decision of church business.

**B4262** The Board of Elders may terminate the office of a officer being disciplined.

**B4263** Any officer may resign by submitting a written resignation to the Board of Elders (or Church Council). The resignation shall be announced in the Church Bulletin after approval by the Board of Elders.

**B4270** Meetings

**B4271** The Chairperson shall call meetings at least once per quarter.

**B4272** If the Chairperson will not call the meeting, then the meeting may be called by any selected member of the Board of Elders, when such a meeting shall be requested by the majority of the Church Council members.

**B4273** The summons of the Meeting shall be sent to all Council members. Only when more than half of the Council members attend, shall the Meeting be held.

**B4280** The election of Elders and Deacons shall comply with Regulations of Election.

**B4300** COMMITTEES, GROUPS, and FELLOWSHIPS

***Bylaw Spirit*** The church is the body of Christ; fellowships and small groups are the parts of body. Fellowships may be subdivided into youth fellowship, sisters fellowship, college fellowship, young- adults fellowship, gospel fellowship, Caleb fellowship and Luke fellowship. Small groups can be formed according to remote or close-by locations, or for the convenience of pasturing. Believers shall live as parts of church; actively participate fellowships or small groups, accept one another. They shall not form their groups

**of favoritism and protect their own interest to cause fights among self-seeking groups in the church.**

- B4310** The Church Council may organize the following committees or groups:  
**B4311** Each Church shall set up Worship, Education, Evangelism, General Affairs, Caring, Fellowship, Finance, and Accounting groups.  
**B4312** The Church may also organize, according to the Church's needs, such committees or groups for Devotion, Teaching, Transportation, Translation, Meal Service, English Ministries, Fellowship, Literature, Maintenance, Audit, Audio Recording, Video Recording, Ushers, Planning, Purchasing, Family Gathering, Individual Evangelism, Public Relation, Cell Groups, Matrimony, Funeral, Music and others.  
**B4320** The Pastoral Office may organize schools or fellowships as listed below: Adult Sunday School, Children Sunday School, Youth Fellowship, Women Fellowship, College Students Fellowship, Young Adult Fellowship, Gospel Fellowship, Caleb Fellowship, Luke Fellowship, Library, Music, and Choir.

***Bylaw Spirit*** Pastor shall give his/her full attention to prayer and the ministry of the Word. Therefore, Pastor shall lead the church in the ministry of shepherding.

- B4330** The Church Council may recommend adding or removing committees or groups as necessary.  
**B4340** Selection and Assignment of Committee Chairpersons and Group Leaders  
**B4341** All Committee Chairpersons and Group Leaders shall be appointed by the Church Council and confirmed by the Board of Elders.  
**B4342** The Treasurer of the Board of Elders shall be the Chairperson of the Finance Committee.  
**B4343** The Choir Conductor and the Superintendent of Sunday School shall be recommended by the Senior Pastor and confirmed by the Board of Elders.  
**B4344** The Leaders of Choir and Fellowships shall be selected from Church Active Members of the Choir and Fellowship groups. The Leaders shall be confirmed by the Board of Elders (Please refer to Guidelines for EFC Fellowships, for selecting Leaders for the Junior High and High School Fellowship groups.)  
**B4400** Council of Co-workers (Council of Committee Chairpersons and Fellowship Leaders)  
**B4410** Organization: It shall consist of Fellowship Leaders, Committee Chairpersons, Group Leaders, Sunday School Superintendents, Choir Conductors and Directors, and Fellowship Group Counselors.  
**B4420** Duties  
**B4421** Chairperson: The Chairperson of the Board of Elders shall be the Chairperson of the Council of Co-workers, and shall preside over meetings.



- B4422**      **Secretary:** The Secretary of the Church Council shall be the Secretary of the Council of Co-workers. He/she shall take and keep minutes of the meetings.
- B4430**      **Responsibilities**
- B4431**      To coordinate the work of all Groups, Committees and Fellowships.
- B4432**      To maintain a good working relationship among all co-workers.
- B4433**      To ensure the implementation of all work planned.
- B4434**      To reflect opinions for improvement.
- B4440**      **Meetings**
- B4441**      The Chairperson of the Board of Elders shall call the meeting at least once every half year. The announcement shall be made on Sunday.

## **B5000 Chapter 5**

# **CONGREGATIONAL AND WORSHIP MEETINGS**

### **B5100      CONGREGATIONAL MEETING**

***Bylaw Spirit*** The Congregational Meeting is where the believers may review, discuss and affirm the mission and ministry carried by the church team of leaders. The believers shall also confirm and support the prospects carried out by the team of leaders. Therefore, the Senior Pastor and the Church Council shall submit reports to the Meeting, which shall include the church’s annual plan, fiscal report, budget, elections of Elders and Deacons, appointment of the Senior Pastor, land purchasing and church building project. The congregation shall participate the decision of the aforementioned church important businesses to carry out mutual responsibilities for the church.

- B5110**      **Calling Meetings**
- B5111**      The Meeting shall be called at least once a year. The Chairperson of the Board of Elders (or the Church Council) is the Chairperson of the Congregational Meeting.
- B5112**      With a majority consent of the Board of Elders, the Chairperson of the Board of Elders may call a Provisional Congregational Meeting.

**B5113** With a petition signed by one-third of the Church's Active Members, the Chairperson of the Board of Elders shall call a Provisional Congregational Meeting.

***Bylaw Spirit*** Active Members are more familiar with the Church business, therefore, they are most likely to make right and beneficial decisions for the Church in both areas of resolutions and elections in the Congregational Meetings.

**B5114** The date and the objective of the Meeting shall be announced on the Sunday two weeks prior to the Meeting; the agenda of the Meeting shall be distributed one week before the meeting (only the Agenda, not the Congregational Meeting Brochure).

**B5115** The Congregational Meeting shall be held only when more than half of the Active Members attend.

**B5116** Any resolutions, such as elections, adoption of annual budgets and financial reports....., to be made in a Congregation Meeting, the ballots may be picked up personally by the Active Members in different Congregations at different times if the Church desires to do so.

**B5117** The total attendance for the Congregational Meeting shall be based on the total ballots picked up by the Active Members.

**B5118** Vote count shall be based on the total ballots actually casted and collected.

**B5120** Meeting Procedure

**B5121** Roll Call: the Secretary of the Board of Elders (or the Church Council) shall take a roll call.

**B5122** Prayer: by the Chairperson or the Pastor.

**B5123** Reports of the Board of Elders and the Church Council.

**B5124** Report of the Senior Pastor (Minister).

**B5125** Report of Church business, discussion of proposals, and making resolutions (No impromptu motions shall be made in a Congregation Meeting).

**B5126** Elections and announcement of the election results.

***Bylaw Spirit*** In order to minimize the hurts born by a person having lost the election, the local church is encouraged to nominate an equal number of candidates for the positions to be filled in the election. Let the members exercise a confirmation, rather than an election, is a better way to keep a unity in the church.

**B5127** Reading and confirming the minutes of Meeting.

**B5128** Closing Prayer: by the Chairperson or the Pastor.

**B5130** Church Businesses Conducted by the Congregational Meeting

- B5131** To listen to the annual reports of the Board of Elders and Church Council on Church's finance, ministries, and future plans.
- B5132** To listen to the Pastor's reports on his/her shepherding work and plans.
- B5133** To select the Auditors for the next fiscal year.
- B5134** To confirm the church's year-end finance report and to review the new budget.
- B5135** To confirm Pastor's appointment, and to elect Elders and Deacons.
- B5136** To make resolutions on other Church businesses.
- B5200** **PUBLIC MEETINGS**
- B5210** The Church's regular meetings include Sunday Worships, Sunday Schools, Prayer Meetings, and Sacrament.
- B5220** The Board of Elders or the Church Council may decide to hold other special meetings.
- B5300** **QUALIFICATION for the PRESIDER of the SACRAMENT.**
- B5310** The Presider of Sunday Worship must be accepted by the Board of Elders or Church Council.
- B5320** The Senior Pastor (or the Pastor assigned by GA) shall be fully responsible for the arrangement of the Sunday Worship speaker. If necessary, the speaker may be the one confirmed by the Pastoral Office.
- B5330** The Senior Pastor (or the pastor assigned by GA) shall have the full responsibility of conducting the Ordinance (Baptism, Holy Communion, Confirmation of Faith, or Child Dedication). If necessary, the Senior Pastor (or the pastor assigned by GA) may appoint an ordained Pastor to officiate.
- B5340** The officiant of a wedding or funeral proceeding shall be assigned by the Pastoral Office.

## **B6000 Chapter 6**

### **PASTORAL OFFICE**

***Bylaw Spirit*** In order to emphasize the importance of forming a shepherding team 、 conforming to a common vision 、 maintaining a church unity 、 and adopting a manifold ministry, a church with multiple full-time pastoral staff shall appoint a Senior Pastor to lead with vision. A Senior Pastor shall be responsible for making arrangement for sermon services 、 performing sacrament 、 and establishing the goal of church's annual plan and the strategy to achieve it, so as to make a church with commission and vitality.

- B6100 ORGANIZATION:**
- B6110 The Senior Pastor or a Minister recognized by GA to carry an equivalent authority of a Senior Pastor.**
- B6120 Ministers with special ministries: Education, Counseling, Music, Fellowship, Caring, and Evangelism.**
- B6130 Counselors.**
- B6140 Secretary**
- B6200 RESPONSIBILITIES**
- B6210 Senior Pastor**
- B6211 He/she shall teach according to the Truth of the Scripture, evangelize, cultivate the growth of believers' spiritual lives, and shepherd the church with love.**
- B6212 He/she shall follow the guidance of the Holy Spirit, work with GA, and lead the church with vision and direction.**
- B6213 He/she shall seek God's will in prayers with co-workers of Church Council (Council of Co-workers) in making plans for church's ministries and growth.**
- B6214 He/she shall be responsible for arranging and developing church's shepherding, teaching, and preaching.**
- B6215 He/she shall discover, reserve, and equip the church elders, deacons, and co-workers and build a harmonious serving team.**
- B6216 He/she shall care for the spiritual growth and maturity of the church elders, deacons, co-workers, and members.**
- B6217 He/she shall preside over sacraments, wedding, funeral, and other ceremonies.**
- B6218 When no Senior Pastor is appointed, the duties will be carried out by an Acting Senior Pastor, Resident Pastor, or Delegated Pastor (Referring to "EFC Regulations on Appointment of Replacement in the Absence of Senior Pastor").**
- B6219 And other necessary duties of a pastor.**
- B6220 Full-Time Ministers**
- B6221 A full-time Minister is directly accountable to the Senior Pastor in church ministries.**
- B6222 To coordinate, develop and plan with the associated committees and working groups regarding the assigned special ministries.**
- B6223 To attend the Congregational Meeting, and to be present at the Church Council Meetings.**
- B6230 The Counselors and Secretary: They are directly accountable to the Senior Pastor in their ministries.**
- B6240 A full-time pastoral staff shall join their local EFC church as Active Members and may not take up any jobs outside of EFC system without the consent of the Church Council. [28/ 2014.02.24]**
- B6300 APPOINTMENT of SENIOR PASTOR:**

***Bylaw Spirit* Appointing pastor for a church is an entrusted procedure by Christ and fellow believers; when a pastor is found, he/she shall be respected for his/her duly responsible position and leadership 、 fully trusted 、 in everyone's prayer 、 and shall not be treated**

**indifferently. A pastor's success is also a church's success; a healthy pastor makes a church healthy. A Senior Pastor is the church's spiritual leader \ the model for fellow believers and the master of the pastoral office. The Senior Pastor shall be in full cooperation with the Board of Elders and Church Council in church ministry. He/she shall shepherd and lead the church with God-given vision.**

- B6310 Recommendation**
- B6311 Local church to form a Pastor Searching Committee (It may be formed by the Board of Elders or by persons assigned by the Church Council).**
- B6312 The local church's Pastor Searching Committee shall first present the list of potential candidates under their consideration to the EFCGA's Pastor Searching Supervising Committee (Including EFCGA's Secretary General, Pastor-in-Charge, Moderator and the subject Regional Pastor-in-Charge ) for review. Thereafter the Pastor Searching Committee may contact and interview the candidates, and invite the candidates to be guest speakers.**

***Bylaw Spirit* It is recommended that the local church, in the process of appointing a pastor, would only invite one candidate for consideration, and no subsequent invitation for a second candidate is given until an appointment resolution has been made for the first candidate. This recommendation is to avoid a potential church conflict when two candidates are considered at the same time, especially for the small church.**

- B6313 The Pastor Searching Committee presents their sole candidate recommendation to the Church Council for approval with a two-thirds vote. Candidate for senior pastor position shall meet the qualifications of EFC Ministerial Association member (please see EFC Ministerial Association Regulations for details) [27/ 2012.2.24]**

Remark: The original B6314 is re-numbered as B6325, while original B6315 is re-numbered as B6314. [27/ 2012.2.24]

- B6314 The approved Senior Pastor candidate by the Church Council must be approved by the Congregational Meeting by voting. [27/ 2012.2.24]**
- B6315 The Senior Pastor's appointment shall also be approved by the local church's Congregational Meeting.**
- B6320 Voting**
- B6321 A GA delegate shall oversee the voting of Congregational Meeting.**

- B6322 The voting shall be conducted anonymously.
- B6323 The Congregational Meeting requires the attendance of more than half of its Active Members.
- B6324 The candidate needs a two-thirds valid vote of the attendance to be appointed.
- B6325 The approved candidate shall submit his/her application to the EFCGA's Personnel Committee for the membership of the EFC Ministerial Association. The Personnel Committee shall commission the Ministerial Association to conduct the initial review and to make the recommendation. The Personnel Committee shall review and make the final approval. It is effective only after the acceptance by the Executive Board of GA. [27/ 2012.2.24]
- B6330 Term

***Bylaw Spirit*** The first two-year term for a newly appointed Senior Pastor is in a period of mutual adjustment and accommodation; it may take two years to decide whether he/she is a suitable pastor for the church. Thereafter, the appointment is extended to a five-year term. It will allow the Senior Pastor to be able to concentrate on making plans for church's long-term development and growth. It is not assured that there will not be any conflict between him/her and the church during the five-year term period. If any complaint against him/her ever happens during the term, it shall be dealt with the procedures of resignation and termination.

- B6331 The first term is two years.
- B6332 Thereafter each term shall be five years until retirement.
- B6340 Renewal
- B6341 The Board of Elders shall review annually with the Senior Pastor regarding his/her last year's shepherding performance. The Church Council or the Council of Co-worker shall conduct the annual review, if the church has not established the Board of Elders.
- B6342 The Board of Elders shall conduct the review three months before the expiration of the Senior Pastor's term.
- B6343 The Board of Elders shall submit the Senior Pastor's renewal proposal to the Church Council.
- B6344 The Church Council shall approve with a majority valid vote and notify GA of the result.
- B6345 In case the Church Council does not renew the term of the Senior Pastor, the Senior Pastor shall be notified immediately. A minimum time of three months shall be given prior the termination. Upon receiving the notice, if the Senior Pastor decides to notify the Church Council in writing about his/her decision to leave before the expiration of his/her term, the Church Council may compensate the Senior Pastor with an equivalent

honorarium for the number of unused working days before the expiration of his/her term. The Church Council may decide according to her financial situation whether to provide any severance pay for the Pastor or not. No regulation is given on the severance benefit. [27/ 2012.2.24]

**B6350**

**Resignation and Termination**

**B6351**

If for any personal reason that the Senior Pastor seeks to resign before the term expires, the Senior Pastor shall submit his/her official resignation to the Board of Elders (or Church Council) in writing sixty days prior to leaving the office. The church may decide according to her financial situation whether to provide the severance pay for the Pastor or not. No regulation is given on the severance benefit. [27/ 2012.2.24]

**B6352**

In case of disputes, the Board of Elders (or the Church Council) shall recommend termination with a two-thirds valid vote.

**B6353**

The Board of Elders (or the Church Council) shall notify the GA Personnel Committee within two weeks.

**B6354**

The GA shall send a delegate to the local church to mediate and call a special Church Council Meeting within one month.

**B6355**

The Senior Pastor shall remain in office, if the Church Council shall not be able to obtain a two-thirds valid vote to agree on the termination recommendation by the Board of Elders.

**B6356**

If the Church Council obtain more than a two-thirds valid vote of attending council members to agree on the Board of Elders' termination recommendation, then a special Congregational Meeting shall be called within three weeks.

**B6357**

The Congregational Meeting shall proceed voting as described by B6320.

**B6358**

The termination shall take effect immediately, with the Church paying three months of current honorarium.

**B6400**

**Appointment of Other Staff in the Pastoral Office**

***Bylaw Spirit*** All ministers in the Pastoral Office is a service team led by the Senior Pastor. Therefore, the staff in the Pastoral Office, including church employees and all ministers shall be rightfully recommended by the Senior Pastor and confirmed by the Board of Elders or the Church Council. When any staff member is found not suitable or causing any conflicts, it is the responsibility of the Senior Pastor to recommend a resignation or termination for that member, in order to maintain a leadership for a coherent and united team.

**B6410**

**Recommendation**

**B6411**

The recommendation shall be made by the Senior Pastor or Board of Elders and approved by the Church Council. [28/ 2014.2.24]

- B6412** In the case of recommending a full-time minister, a notification shall be sent to the GA Personnel Committee, and an acceptance of the candidate as an EFC Minister by the Committee shall be obtained before a formal appointment can be made.
- B6420** Voting: It shall be approved by a two-thirds valid vote of the members present at the Church Council Meeting.
- B6430** Term
- B6431** All terms are two years (including the first term). The term shall not be changed by the promotional ordination. [26/ 2010.3.3]
- B6440** Renewal
- B6441** The Senior Pastor or Board of Elders shall notify the Church Council of the renewal three months prior to the expiration of the term. [28/ 2014.02.24]
- B6442** A two-thirds valid vote of the Church Council shall be required to approve the renewal.
- B6450** Resignation and Termination
- B6451** The staff/minister who wishes to resign shall submit his/her official resignation in writing to the Senior Pastor sixty days prior to leaving the office. [27/ 2012.2.24]
- B6452** If the Senior Pastor shall agree to terminate a staff member because of his/her inadequate performance or disputes, then he/she shall be terminated.
- B6453** If the Senior Pastor shall disagree with the termination, but the Church Council shall be able to get a two-thirds valid vote for termination, then that person shall be terminated.
- B6454** The termination shall be in effect immediately, with the Church paying one month of current honorarium.

## **B7000 Chapter 7 DISCIPLINE**

***Bylaw Spirit*** The purpose for a disciplinary action is, as the discipline and judgment given by God toward the Israel people in the Old Testament, solely for salvation. Therefore, the church shall practice reasonable degree of discipline toward both ministers and believers. After any disciplinary action, it is important to show a spirit of reconciliation and acceptance, to sustain one another in the walk of heavenly way. In order to avoid any disciplinary action, the church shall be responsible for education and training, such as holding a seminar on the legal matter on sex harassment by the



**EFCGA, the believers and the ministers shall actively participate.**

- B7100** Regulations of Discipline are established to uphold the faith and order of the Church.  
**B7200** Members, Deacons, Elders, and Ministers shall be disciplined if they shall violate the teachings of Scriptures, the EFC Statements of Faith, the EFC By-laws, or the EFC Practices.
- B7300** DISCIPLINE UNIT
- B7310** Discipline of Members, Elders, and Deacons:  
**B7311** The Board of Elders (or the Church Council) shall implement.  
**B7312** The Board of Elders (or the Church Council) shall otherwise constitute a Discipline Committee to implement.
- B7320** Discipline of Ministers:  
**B7321** The GA Executive Board shall implement.  
**B7322** The GA Executive Board shall otherwise constitute a Discipline Committee to implement.
- B7330** If there is a severe dispute in a local church, the Regional Assembly shall take the initiative to settle the dispute. If the dispute is not resolved, then the GA will get involved to settle it. [27/ 2012.2.24]
- B7400** DISCIPLINE PROCEDURE
- B7410** Grievance  
**B7411** In case of grievances among church members, the procedure set forth in the eighteenth chapter of Matthew shall be followed.  
**B7412** Any dispute charges shall be submitted in writing to the Discipline Committee in the local church. [27/ 2012.2.24]  
**B7413** In case of any grievances occurring among Church Elders, Deacons and Ministers that cannot be settled by the Board of Elders, the matter shall be taken to the Discipline Committee in Regional Assembly. If the grievance does not get settled, the Executive Board of GA shall be notified for further resolution. [27/ 2012.2.24]

***Bylaw Spirit*** The relationship between the EFCGA and the local churches shall be not only on the administrative matters, but also on the shepherding matters. The EFCGA shall be always concerned with the spiritual status of the local churches. This will avoid the situation of feeling helpless when facing a conflicting case, which will certainly cause a great loss and harm for the church, believers and ministers.

**B7420** Fault and Violation

- B7421** The Discipline Committee in the local church shall make best efforts to advise and guide the person in fault and violation to mend his/her way. [27/ 2012.2.24]
- B7422** If the offender does not accept the guidance, the Discipline Committee shall report its finding to the Board of Elders. If the offender is a minister, the Committee shall report its finding to the Discipline Committee of Regional Assembly. If the dissuasion is not accepted, it shall be reported to the EB of GA for disciplinary actions. [27/ 2012.2.24]
- B7423** Depending on the severity of the violation or fault, the disciplinary actions may include disallowing participation in Holy Communion, revoking church membership, suspension or termination of employment.
- B7424** The disciplinary action requires a two-thirds valid vote to carry.
- B7430** Appeal
- B7431** If the disciplined person wishes to appeal, he/she shall submit a written appeal and refutation to the Discipline Committee within two weeks.
- B7432** The Discipline Committee shall reexamine the appeal within two weeks. A two-thirds valid vote is required to uphold the original disciplinary action or change to other mode of disciplinary action.
- B7433** If it is finally reported to the GA, the final decision made by GA shall be accepted. [27/ 2012.2.24]
- B7500** The Organization of the Discipline Committee. [27/ 2012.2.24]
- B7510** The Church Discipline Committee: Senior Pastor, Chairperson, Vice Chairperson, and Secretary (if the offender is one of these committee members, he/ she shall be excluded). [27/ 2012.2.24]
- B7520** The Regional Assembly Discipline Committee: Regional Pastor-in-Charge, Regional Chairperson, local church representatives (generally, it is the Chairperson of the Church Council). [27/ 2012.2.24]
- B7530** The GA Discipline Committee: Secretary General, Pastor-in-Charge, Moderator, Secretary, and Director of Bylaw Department. [27/ 2012.2.24]

## **B8000 Chapter 8**

### **BYLAW AMENDMENT**

***Bylaw Spirit*** Bylaw is not the bible, nor an unamendable holy principle of faith; bylaw is established through the different situations of the history. It is a consensus of believers that the bylaw is to maintain order in doing things, and to keep a unity in the church. Therefore, when the historical situations change, the bylaw shall be appropriately amended to accommodate the timely need. Consequently, when

**the local church thinks it is necessary to amend the bylaw, the GA shall deal with the case according to the proper procedures, and present it to the General Assembly Meeting for resolution.**

**B8100 THE PROPOSING UNIT**

**B8110 The local church**

**B8111 The proposed bylaw amendment, petitioned and signed by two-fifths of the local church's Active Members, shall be submitted to the Church Council for consideration.**

**B8112 The Church Council may submit its own proposal with a two-thirds valid vote.**

**B8120 All GA's Departments**

**B8130 All GA's subsidiary institutes.**

**B8200 PROCEDURE**

**B8210 Each proposing unit shall submit its written proposal to the GA Executive Board. The written proposal shall be first forwarded to the Department of Bylaws for thorough review before being recommended to the Executive Board for resolution.**

**B8220 After a thorough discussion, the Executive Board shall either pass or revise the proposed amendment with a two-thirds valid vote.**

**B8230 EFCGA Executive Board shall send the approved proposals to the local churches, before the end of year, to allow them time to discuss the proposals. The local churches may express their opinions of the proposals through their delegates in the biennial General Assembly Meeting.**

**B8240 By receiving a two-thirds valid vote of the General Assembly Meeting, the amendments shall become effective immediately.**

**B8300 Adoption Dates of Local Church Bylaw Amendments**

**B8310 The above Local Church Bylaw was first voted and approved on November 15<sup>th</sup>, 1972, by 36 Active Members of EFCLA, and took effect on February 1<sup>st</sup>, 1973.**

**B8320 The Local Church Bylaw was twice amended on January 15<sup>th</sup>, 1976 and January 21<sup>st</sup>, 1979, and was approved officially by the Congregational Meeting.**

**B8330 Following the establishment of the Evangelical Formosan Church General Assembly in October, 1982, new amendments of Bylaw were proposed by the Executive Board of the General Assembly, they were then forwarded to the local churches for review and confirmation before they were adopted in the General Assembly Meeting on January 21<sup>st</sup>, 1984. The amendments took effect on March 21<sup>st</sup>, 1984.**

**B8340 The Bylaw was amended again, and was approved by the Executive Board of the General Assembly on December 14<sup>th</sup>, 1991. After review by the local churches, the Bylaw was amended, confirmed, and passed on January 10<sup>th</sup>, 1992, by the EFC General Assembly Meeting. They took effect on February 11<sup>th</sup>, 1992. The Bylaw was partially amended on November 23<sup>rd</sup>, 1996 and January 30<sup>th</sup>, 1998.**

## **Part III**

### **EFC Election Rules**

#### **C0000**

**Chapter 1 Membership Meeting (Congregational Meeting)**

**Chapter 2 Election of Co-Workers (Non-Independent Church)**

**Chapter 3 Election of Elders 、 Deacons**

**Chapter 4 Election of EFCGA Pastor-in-Charge 、 EFCGA Vice Pastor-in-Charge**

**Chapter 5 Election of Board Directors**

**Chapter 6 Election of Department Heads**

**Chapter 7 Election of EFCGA Moderator 、 EFCGA Vice Moderator**

**Chapter 8 Explanations of Election Procedures**

This part of EFC Election Rules is based on the rules of election in the EFCGA Constitution and the EFC Local Church Bylaws. This special provision is to clearly describe the steps of various elections to be taken to facilitate the various election processes.

## **C1000 Chapter 1 MEMBERSHIP MEETING**

## **(CONGREGATIONAL MEETING)**

- C1100** When the Board of Elders decides to call a Congregational Meeting, it shall be posted publicly two weeks prior to the scheduled meeting, and it shall be also announced in Sunday Services during the two week period.
- C1200** A list of eligible voting members shall be posted when the announcement is made. Any objection shall be submitted within 7 days of the announcement. Corrections shall be made by the Board of Elders.
- C1300** Member who is at least 18 years old and is an Active Member with a registered membership for more than three months shall have the right to vote.
- C1400** Those who are excused for being out of town for traveling or inevitably absent shall be deducted from the quorum. No absentee vote shall be accepted.
- C1500** Members who are prohibited to partake the Holy Communion by the Board of Elders have no rights for voting nor candidacy.
- C1600** Voting shall be conducted anonymously.
- C1700** Ballots shall be kept for six months, to be prepared for inspection by GA.
- C1800** The result of election shall be publicly posted for two weeks. Within this period, if there is any objection, reasons and evidences shall be submitted to the Board of Elders for clarification.
- C1900** Elections that are discrepant with EFC Bylaws and these Election Rules shall be nullified.

**NOTE:** Above duties of the Board of Elders shall be carried by a Church Council or Council of Co-workers if no Board of Elders has been established in a church.

## **C2000 Chapter 2 Election of Co-Workers (Non-Independent Church)**

- C2100** **PRESIDER of the MEETING:** A delegate appointed by its Founding Unit (General Assembly or Mother Church).
- C2200** **QUALIFICATION of CANDIDATE**
- C2210** According to Biblical teachings (I. Tim 3:8~13), he/she shall be of good reputation, faithfully involved in ministries of salvation and others.
- C2220** He/she shall be a Member having been baptized for more than one year.
- C2300** **NOMINATION:** For the first election, the nomination shall be made by the Founding

Unit. The second election and thereafter, the nomination shall be made by the Council of Co-workers.

**C2400 ELECTION**

**C2410** During the Developing Stage, the co-workers shall be appointed by the Founding Unit.

**C2420** During the Organizing Stage, the co-workers shall be elected from and by their members.

**C2430** Number of Co-workers shall be decided jointly by the Founding Unit and the Council of Co-workers.

**C2440** To be elected, a candidate shall have a majority vote of the members present.

**C2500** Term of Office:

**C2510** Two years, may be re-elected consecutively.

**C2520** The term of the elected Co-workers of the first election shall be decided by lot: one half of them shall serve two years, and the other half one year.

**C2530** The Council of Co-workers shall be automatically dissolved after the Church advances to the Independent Stage.

## **C3000 Chapter 3**

### **Election of Elders 、 Deacons**

**C3100** **PRESIDER:** The Chairperson of Church Council shall preside the election. In case the Chairperson is a candidate, the order of succession to preside shall be the Vice Chairperson, the Secretary, and the Treasurer.

**C3200** **QUALIFICATION of CANDIDATE:**

**C3210** Elder

**C3211** According to the Biblical teachings (I Peter 5:1~3, I Timothy 3:1~7, and Titus 1:5~9), he/she shall lead a life with purity and shall be well respected.

**C3212** A candidate must have been (1) a deacon at least one term and an active member two years in this church, or (2) an elder or a deacon at other churches for more than three years and an active member for more than three years in this church. (if the other church was also an EFC church, two years shall be acceptable). [27/ 2012.2.24]

**C3220** Deacon

**C3221** The candidate shall be a person of good reputation, faithfully involved in soul saving ministry and other ministries of the church, and a follower of the Biblical teachings such as I Timothy 3:8-13.

**C3222** He/she shall be an active member of the church for more than a year, and shall have been baptized for more than two years.

**C3300** **NOMINATION:**

- C3310** Primary nomination will be initiated in the Church Council and must be approved by the Board of Elders. If the nominee is considered not suitable for the position, the Board of Elders shall appoint the Chairperson to talk to the nominee and advise him/her to give up the right to be a candidate if necessary. If he/she is not willing to give up the right to be a candidate, the Board of Elders shall dissolve the person's right to be a candidate.
- C3320** The chairperson of the Church Council shall contact each nominee. The pastor and the Chairperson of the Church Council shall check with his/her dedication and willingness to serve. The Church Council shall confirm the final list of nominees who have accepted the nomination. The final list of nominees must be posted two weeks prior to the election.
- C3400** **ELECTION DATE:** the election shall be made by the first day of November each year.
- C3500** **ELECTION:**
- C3510** The quorum shall be more than one half of all active members. Ballots must be counted during the meeting.
- C3520** To be elected an elder must win two thirds of the votes, deacon one half.
- C3530** If the number of elected fails to fill the seats, a second voting from the list of the remaining candidates may be conducted at the same meeting to meet an intended number.
- C3540** If the second voting still cannot meet the intended number, no further voting shall be conducted. The Board of Elders or the Church Council shall decide within one month whether to hold another election or not.
- C3600** **TERM of OFFICE:**
- C3610** Elders
- C3611** Three years, and may be re-elected for one consecutive term.
- C3612** For the first Board of Elders: terms shall be determined by lot. Two-fifths for three years, another two fifths for 2 years and the remaining one fifths one year. (Two years or more is to be regarded as one term.)
- C3620** Deacons:
- C3621** Two years, and may be re-elected for two consecutive terms.
- C3622** For the first council, terms must be determined by lot. One half shall serve two years the other one half one year. (Those who serve the one year-term may be re-elected f or three consecutive terms.)
- C3700** When there is a vacancy, the Board of Elders may decide to hold an election to fill it.

## **C4000 Chapter 4**

### **Election of Pastor-in-Charge and Vice**

# Pastor-in-Charge of General Assembly

- C4100**     **PRESIDER:** Moderator of the General Assembly.
- C4200**     **QUALIFICATION:**
- C4210**     Current EFC Senior Pastors.
- C4220**     He/she shall have been pastoring EFC local churches full-time for more than five years after their ordinations. He/she shall have been a Regional Pastor-in-Charge for one term or more. [This additional requirement for Vice Pastor-in-Charge was adopted by the GA Executive Board through E-mail voting on 2011.12.17]
- C4300**     The Personnel Committee of General Assembly shall nominate at least 3 candidates from a list of qualified Senior Pastors to be elected as Pastor-in-Charge. The list of candidates shall be approved by the Executive Board before putting on ballot for the next General Assembly Meeting. The nomination shall be made in the last Executive Board Meeting (usually in the beginning of November) before the next General Assembly Meeting. [26-6/ 2011.11.4]
- C4400**     **ELECTION:**
- C4410**     Quorum must be more than one half of General Assembly Meeting delegates. Election shall be conducted anonymously.
- C4420**     The person who receives a majority of the valid votes shall be the Pastor-in-Charge.
- C4430**     If none of the candidates has received a majority of valid votes, a second voting shall be conducted. The two candidates who received the most votes shall be the candidates of the second voting. Who receives more votes shall be the Pastor-in-Charge.
- C4440**     After the Pastor-in-Charge is elected, the GA Representatives (including both Lay and Ministerial Representatives) from each Grand District shall elect their Grand District Pastor-in-Charge (namely the GA's Vice Pastor-in-Charge) from a list of qualified candidates from their own Grand District according to the rules of C4420 and C4430. [26-6/ 2011.11.4] [GA-EB adopted on 2011.12.17 through E-mail voting]
- C4500**     Term of office: Two years, and may be re-elected for one consecutive term.

## C5000 Chapter 5

### Election of Board Directors

- C5100**     **PRESIDER:** Moderator of the General Assembly. If the Moderator is a candidate, the order of succession to preside shall be the Vice Moderator, the Secretary, and the Treasurer .
- C5200**     **QUALIFICATION of CANDIDATES**
- C5210**     His/her Christian life bears good witness and he/she is also well respected as an incumbent Elder or Deacon of EFC local churches, or co-worker of a Regional



- Assembly.
- C5220** Lay believers with vision and burden for EFCGA ministry.
- C5230** He/she shall have been an Elder or a Deacon for more than six years in the EFC , and also shall have been a Chairperson of a local Church Council or an EFCGA Executive Board member for at least one term. [25-5/ 2009.6.5]
- C5240** [Deleted 25-6/ 2009.11.6]
- C5300** **NOMINATION:**
- C5310** The Personnel Committee of General Assembly is the Nomination Committee.
- C5320** The EFC local churches shall submit their recommendations with brief resumes of the committed candidates to the Nomination Committee of General Assembly by the end of October prior to the year of General Assembly Meeting.
- C5330** The Nomination Committee shall evaluate the recommended candidates in the last Executive Board Meeting prior to the year of the General Assembly Meeting.
- C5340** The Nomination Committee may also select suitable persons as candidates from the General Assembly Meeting delegates.
- C5350** The Nomination Committee shall nominate candidates equal to or more than the number of vacant positions of the Board of Directors in consideration of their gifts and the region of churches they represent.
- C5360** The Nomination Committee shall notify the local churches and the nominees by December 22<sup>nd</sup> of the year prior to the next General Assembly Meeting.
- C5400** **ELECTION:**
- C5410** Quorum shall be more than one half of all General Assembly Meeting delegates. Voting shall be conducted anonymously.
- C5420** The Board Directors shall be elected in the order of the number of votes they received.
- C5430** The elected Director shall not receive less than one half of the valid votes.
- C5440** If the number of elected Directors is less than the intended number, a second voting from the list of the remaining candidates shall be conducted on the same day, until all positions are filled.
- C5500** [Deleted 25-6/ 2009.11.6]

## **C6000 Chapter 6**

### **Election of Department Heads**

- C6100** **PRESIDER:** The Moderator of General Assembly. If the Moderator is a candidate, the order of succession to preside shall be the Vice Moderator, the Secretary, and the Treasurer.
- C6200** **QUALIFICATIONS of CANDIDATES:**
- C6210** All General Assembly Meeting delegates with good Christian livings.

- C6220** With visions and burden for EFCGA ministry.
- C6230** Ministers shall have served full-time for more than two years in EFC. Laymen shall have served as EFC Elders or Deacons for more than four years. Both types of candidates shall be the incumbent EFC Ministers, Elders or Deacons.
- C6300** **NOMINATION:**
- C6310** The Personnel Committee is the Nomination Committee.
- C6320** EFC institutions and EFC local churches may submit their recommendations of committed candidates with their brief resumes and selected Departments of services to the Nomination Committee by the end of October the year prior to the next General Assembly Meeting.
- C6330** The Nomination Committee shall evaluate recommended candidates in the last Executive Board Meeting prior to the year of the General Assembly Meeting.
- C6340** The Nomination Committee may also select suitable persons as candidates from the General Assembly Meeting delegates.
- C6350** The Heads of the Departments specifically assigned to the Board Directors shall be appointed from among themselves by the newly elected Board of Directors.
- C6360** The Nomination Committee shall nominate one to three candidates for each Of the other remaining Departments.
- C6370** The Nomination Committee shall notify the EFC local churches and nominees by December 22<sup>nd</sup> prior to the year of the next General Assembly Meeting.
- C6400** **ELECTION**
- C6410** Quorum shall be more than one half of all General Assembly Meeting delegates. Voting shall be conducted anonymously.
- C6420** The following positions and Department Heads shall be assumed by the Board Directors: The Moderator, Vice Moderator, Secretary, Treasurer, and Departments of Bylaws, Benefits, Planning, EFC Foundation and others if needed in the future.
- C6430** The elected Heads of Departments shall not receive less than one half of the valid votes.
- C6440** If a second voting is needed, the candidates who received the top two votes from the first voting shall be the candidates of the second voting . Winner of the two shall be the elected.
- C6500** **TERM of OFFICE:**
- C6510** The term of Moderator, Vice Moderator, Secretary, Treasurer is all two years and Each may be re-elected for one consecutive term.
- C6520** The term of the Department Head assumed by the Board Director is two years and may be re-elected for one consecutive term. [25-6/ 2009.11.6]
- C6530** The term of the Head of Department not assumed by the Board Director is two years and may be re-elected for two consecutive terms.

## **C7000 Chapter 7**

# **Election of EFCGA Moderator and Vice Moderator**

- C7100** **PRESIDER:** The Moderator of General Assembly. If the Moderator is a candidate, the order of succession to preside shall be the Vice Moderator, the Secretary, and the Treasurer.
- C7200** **QUALIFICATIONS of CANDIDATES:**
- C7210** He/she shall be the incumbent Elders or Deacons of EFC local churches, and his/her Christian life shall bear good witness and shall be well respected.
- C7220** He/she shall be lay Christians with vision and burden for EFCGA ministry.
- C7230** He/she shall have been an Elder or Deacon of EFC for more than six years, and he/she shall be an incumbent Elder or Deacon of EFC. He/she also shall have been a Chairperson of an EFC local Church Council or an EFCGA Executive Board member at least for one term.
- C7240** He/she shall be a Lay Delegate to the General Assembly Meeting.
- C7300** **NOMINATION:**
- C7310** The Personnel Committee of General Assembly is the Nomination Committee.
- C7320** The EFC local churches shall submit their recommendations with brief resumes of the committed candidates to the Nomination Committee of General Assembly by the end of October the year prior to the next General Assembly Meeting.
- C7330** The Nomination Committee shall evaluate the recommended candidates from EFC local churches in the last Executive Board Meeting prior to the year of the General Assembly Meeting.
- C7340** The Nomination Committee may also select suitable persons as candidates from the General Assembly Meeting delegates (who has met the qualifications of being a Board Director).
- C7350** The Nomination Committee shall nominate at least three candidates from the list of Board Director nominees who shall have qualified background and willingness to be the candidates for Moderator and Vice Moderator. The list of nominees shall then be submitted to the Executive Board for approval to be put on ballot in the next General Assembly Meeting. The candidates for Moderator and Vice Moderator shall be first elected as Board Directors in the General Assembly Meeting before their candidacy becomes official. [26-6/ 2011.11.4]
- C7400** **ELECTION:**
- C7410** Quorum shall be more than one half of all General Assembly Meeting delegates. Voting shall be conducted anonymously.
- C7420** He/she receives a majority of the valid votes shall be the elected Moderator.
- C7430** If none of the candidates has received a majority of valid votes, a second voting shall be

conducted. The candidates who received the top two votes shall be the candidates of the second voting. Winner of the two shall be the elected Moderator.

**C7440** After the Moderator is elected, the Vice Moderator shall be elected from the remaining four candidates according to the rules of C7420 and C7430.

**C7500** TERM: each term is two years and may be re-elected for one consecutive term.

## **C8000 Chapter 8**

### **Explanations of Election Voting Procedures**

**[ 27- 4 / 2013.2.23]**

**C8100** “Election” General Rules.

**C8110** The Presiding officer for the “Election” shall be the Chairperson of the Church Council. If the Chairperson cannot preside the election because of absence or need of avoidance due to his/her own candidacy, then the order of succession to preside shall be Vice Chairperson and Secretary.

**C8120** The “ballots” shall be authorized by the Church Council, and they shall be properly printed before the election.

**C8130** “Election” shall be performed with an “anonymous” voting.

**C8200** “Prayer” and “Full explanation of Voting Procedures” before voting:

**C8210** The Senior Pastor (if there is no Senior Pastor, then the order of succession is the Acting Senior Pastor and the Resident Pastor or Minister) shall lead the prayer to start the Election.

**C8220** The “Election Presiding Officer” shall give a full explanation of the “Voting Procedures” for the election.

**C8221** Procedures for marking the ballot:

**C8221-1** “Election with more candidates than positions available” (other than the GA biennial meeting, the EFC local churches usually do not use this format): It shall be clarified “how many candidates may be marked” in each ballot. If more candidates are marked than the number allowed, then the vote is considered “Invalid”; if there is no marking on any candidate, then the vote is considered “Abstention”.

**C8221-2** “Election with candidates equal to positions available” (EFC local churches mostly use this format): There are two choices marked as “Agree” and “Disagree” for every candidate on the ballot. Only one choice can be marked for any candidate. If both choices are not marked for any candidate, then the vote for that candidate is considered “Abstention”; if both choices are marked for any candidate, then the vote for that candidate is considered “Invalid”.

**C8222** Both the invalid ballot and the abstention ballot are not considered effective votes, they shall not be counted.

**C8223** The counting of the “Total effective votes”:

- C8223-1** “Election with more candidates than positions available”:  
**“Total effective votes” = “Total ballots collected” - “Total abstention ballots” - “Total invalid ballots” (Remark: The total number of effective votes for every candidate is same.)**
- C8223-2** “Election with candidates equal to positions available”:  
**“Total effective votes” for every candidate = The sum of his/her “total agree ballots” and “total disagree ballots”. (Remark: The total number of effective votes for every candidate may be different.)**
- C8224** The calculation of the “Voting Ratio” for “every candidate”:  
**C8224-1** “Election with more candidates than positions available”:  
**The “Voting Ratio” for every “candidate” = His/her “total ballots obtained” divided by the common “Total effective votes”.**
- C8224-2** “Election with candidates equal to positions available”:  
**The “Voting Ratio” for every “candidate” = His/her “total agree votes” divided by his/her own “Total effective votes”.**
- C8225** The “Voting Ratio” needed to be elected:  
**C8225-1** The “Voting Ratio” needed to be elected as an “Elder” shall reach two thirds of the “Total effective votes”.  
**C8225-2** The “Voting Ratio” needed to be elected as a “Deacon” shall exceed one half of the “Total effective votes”.
- C8300** “Person opening ballots” (If there is no special request, no reading of the ballots to the public necessary.) and the “Person counting ballots” shall conduct the business openly and accurately. The number and persons for the positions of “Person opening ballots” and “Person counting ballots” shall be decided by “Raising Hands” voting during the “Congregation Meeting”. No “candidate” nor his/her relatives shall be the “Person opening ballots” and “Person counting ballots”. The results of voting shall be announced immediately during the meeting, and the results shall also be posted on the church's bulletin board for 10 working days.
- C8400** The keeping of the ballots after the conclusion of ballot counting:  
**C8410** The results of voting shall be kept in the “Congregational Meeting” minutes.  
**C8420** All ballots shall be accurately counted and saved in a sealed envelope immediately during the meeting. Both “Person opening ballots” and “Person counting ballots” shall sign on the seal of the “sealed envelope”.
- C8430** The “sealed envelope” shall be kept by the Secretary of the Church Council for “an effective period of 6 months”.
- C8500** Procedures for demanding a “ballot recount”:  
**C8510** Any “candidate” may file a “written request with legitimate reasons” to the “Secretary” of the Church Council for a “ballot recount” within the 10 working days posting period of the voting results on the church's bulletin board.

- C8520** The “Secretary” shall forward the “request for ballot recount” to the Chairperson of the Church Council for calling a “Church Council Meeting” (the person made the request shall be excused from attending the meeting) to resolve the request and carry out the resolution. If the “sealed envelope” is opened during the “ballot recount”, the envelope shall be sealed again after the recount, and it shall be signed again by the “Person opening ballots” and “Person counting ballots”.
- C8530** The “Secretary” shall notify the “person made the request of a ballot recount” with the result of recount within “a month” after receiving the request.
- C8600** Procedures for making an “appeal” to the result of ballot recount:
- C8610** If the “person made the request for the ballot recount” does not agree with the result of first ballot recount, he/she may make a final appeal to his/her Regional Assembly within 5 working days of receiving the first recount result.
- C8620** The Regional Assembly shall resolve the second request for the “ballot recount” and respond to the person who made the request within 10 working days after receiving his/her “appeal”.
- C8630** The resolution on the appeal for “ballot recount” made by the “Regional Assembly” is considered as a final result, the “person made the request for ballot recount” shall submit to the result.
- C8640** The opened “sealed envelope” shall be sealed again and signed by the “Person opening ballots” and “Person counting ballots” again.

**Part IV**  
**Regulations of EFC Ministerial Association**

**D0000**

**Chapter 1 Appointment of Ministers**

**Chapter 2 Qualifications of EFC Ministers**

**Chapter 3 Regulations of Ordination of EFC Pastors**

**Chapter 4 Organization Regulations of EFC Ministerial Association**

**D1000 Chapter I**  
**Appointment of Ministers**

**D1100 APPOINTMENT**

**D1110 Ministers for the non-Independent Churches shall be appointed by the Personnel Committee of General Assembly in coordination with the local churches. The terms of ministers are specified in the “EFC REGULATIONS ON APPOINTMENT OF REPLACEMENT IN THE ABSENCE OF SENIOR PASTOR”. The terms can be renewed if needed. EFCGA Pastor-in-Charge shall coordinate with the local church to assign a Supervising Pastor to assist with ministries of a non-Independent church. The term shall be one year which can be renewed if needed. (Ref. “EFC REGULATIONS ON APPOINTMENT OF REPLACEMENT IN THE ABSENCE OF SENIOR PASTOR”)**

**D1120 The appointment of a Senior Pastor or other full-time ministers of an Independent church shall conform to procedures stated in Chapter 6 of EFC Local Church Bylaws. (Ref. B6300 – B6454)**

**D1130 An Independent church without a pastor may apply to the Personnel Committee of General Assembly for a temporary substitute minister and a Supervising Pastor. The Personnel Committee of General Assembly may assign ministers according to “EFC REGULATIONS ON APPOINTMENT OF REPLACEMENT IN THE**

**ABSENCE OF SENIOR PASTOR”**. The church may re-apply when the term ends if necessary. If the church decides to fill the position, the procedure shall conform to **D1120**.

**D1200** Referring to EFC Local Church By-law B6320 for issues concerning the supervision of voting on the appointment of pastor.

**D1300** The GA delegate who monitored the voting shall report the result to the General Assembly.

**D1400** After having affirmative votes, the Board of Elders shall submit an appointment letter to the General Assembly for signature. The Chairperson of the Board of Elders shall present the signed appointment letter to the pastor as an official appointment.

**D1500** Referring to D1120 for renewal of pastor appointment.

## **D2000 Chapter 2**

### **Qualification for EFC Ministers**

**D2100** **EDUCATION:**

**D2110** He/she has a degree of Master of Divinity (M. Div.) obtained at seminaries recognized by the EFC General Assembly.

**D2120** He/she has a degree of Master of Christian Studies (M.C.S.) or its equivalent degree obtained at seminaries recognized by the EFC General Assembly.

**D2130** He/she does not have any of the above mentioned degrees, but with at least five years of pastoral experience as an ordained Pastor by other church and two years of Delegated Minister/Pastor or full-time Pastor in EFC.

**D2140** The ministers who are not graduates of the Logos Evangelical Seminary shall complete the required “Understanding EFC” course (regarding EFC System, Bylaws, Philosophy of Pastoral Ministry, Statement of Faith, and Church Planting, etc.) given by EFC General Assembly before submitting the applications for the EFC Ministerial Association Memberships. Correspondence course, instead of in-class course, may be accepted when available.

**D2200** **FAITH:** He/she shall be willing to accept the EFC Statement of Faith, EFCGA Constitution, and EFC Local Church Bylaws.

**D2300** **CALLING:** He/she shall be sure of being born again in Christ and of the calling from God; he/she shall have pure and correct perception of faith, and a strong commitment to serve God.

**D2400** EFC Pastors-In-Charge and Secretary Generals automatically become the Associate Members of the EFC Ministerial Association, after they have retired from the EFC Institutes. [29-4/ 2017.2.11]

**D2410** EFC Senior Pastors, Pastors-in-Charge, and Secretary Generals may be invited to be



the Supervising Pastors of EFC local churches after they have retired from their positions. [29-4/ 2017.2.11]

## **D3000 Chapter 3**

### **Regulations of Ordination of EFC Pastors**

- D3100 QUALIFICATIONS of APPLICANTS:** Applicants shall fulfill one of the following requirements:
- D3110** Those who have at least two years full-time pastoral related experience after acquiring a M. Div. Degree, one year of which shall be with EFC; who have also completed the required course of “Understanding EFC” (regarding EFC System, Bylaws, Philosophy of Pastoral Ministry, Statement of Faith, and Church Planting, etc.).
- D3120** Those who have at least one year full-time pastoral related experience after acquiring a M.C.S. or an equivalent degree, and have also served in EFC for over a year after acquiring a M. Div. Degree. [26-4/ 2011.2.25]
- D3130** Those who have at least five years full-time pastoral related experience after acquiring a M.C.S. or equivalent degree and, one of which shall be with EFC. (This revision takes effect on Jan. 1, 2009. Those who have been serving in EFC churches on or before Dec. 31, 2008 may apply the “three years pastoral related experience” regulation before this revision.) [25-3/ 2008.11.7]
- D3140** If the applicant’s qualification does not meet the above requirements of D3110, D3120, and D3130, he/she may be submitted by the EFCGA to a 「Special Review Committee」 for review after an initial screening by EFCGA. The result of review shall then be presented to the Personnel Committee for further review. The 「Special Review Committee」 shall comprise the incumbent Pastor-in-Charge, Moderator, Secretary General, President of Logos Evangelical Seminary, President of Global Enrichment Theological Seminary, and two Senior Pastors, a total of seven Pastors and Elders. [25-3/ 2008.11.7]
- D3200 APPLICATION PROCEDURE:** [25-5/ 2009.6.5]
- D3210** The Church Council of the local church may submit their application to EFCGA in accordance with the 「EFC Procedure for Pastoral Ordination Application」. The application shall not be submitted earlier than three months before the completion of the required time period of pastoring experience. EFC will post four periods in a year for accepting applications. All applicants shall complete the submission of all required documents before the deadline. [25-5/ 2009.6.5]
- D3220** The EFCGA shall conduct its initial screening of the qualification and documents of the applicants, and then forward the applications within two weeks to the Regional Assemblies where the applicants belong. The Pastor-in-Charge of the Regional Assembly shall invite three Senior Pastors within the Region to form a 「Review

- Committee」, and complete the review within two months. [25-5/ 2009.6.5]
- D3230** If the number of Senior Pastors in a Region is less than three and is thus inadequate to form a 「Review Committee」, then the Secretary General of EFCGA shall invite three Senior Pastors to form the 「Review Committee」 and complete the review within two months. [25-5/ 2009.6.5]
- D3300** REVIEW PROCEDURE:
- D3310** When the review is completed, the 「Review Committee」 shall fill in the 「Personnel Review Committee Member Report Form」 and mail the result back to EFCGA. The EFCGA shall forward all pertinent documents to the 「Personnel Committee」 of EFCGA for a final review. [25-5/ 2009.6.5]
- D3320** The Moderator shall call the Meeting of Personnel Committee of EFCGA to verify the review results. The results shall be reported to the Executive Board within a month. [25-5/ 2009.6.5]
- D3330** The EFCGA shall reply to the applicants and their Regions the results of the reviews within three months of the date the applications were received. [25-5/ 2009.6.5]
- D3340** The EFCGA (Pastor-In-Charge, or authorizing Secretary General to do) shall coordinate a date for the ordination service with the applicant's Church and Region; and convene a 「Ordination Council」 to administer the ordination. [28-6/ 2015.12.03]
- D3400** The date of Ordination Service shall be scheduled beyond the date of completion of the years of pastoral service requirement. [25-5/ 2009.6.5]
- D3500** To be qualified for applying ordination, the church he/she serves must be an Independent stage church. [25-6/ 2009.11.6]

## **D4000 Chapter IV**

### **Organization Regulations of EFC**

### **Ministerial Association**

- D4100** All full-time ministers serving in EFC churches or institutes may apply to the EFCMA for EFCMA memberships. The application procedure shall be in accordance with the 「EFC Procedure for Ministerial Association Membership Application」.
- D4110** There are two categories of membership for the Ministerial Association: Full and Associate Members. Those who possess the following qualifications are Full Members, others Associate Members.
- D4111** Those who serve full-time as ministers/pastors in EFC churches.
- D4112** Those who serve as Presidents of EFC institutes (including those who possess the qualifications of the EFCMA membership and are transferred from being full-time

- ministers/pastors to the EFC institutes).
- D4120** The application for either category (Full or Associate membership) requires the official recommendation of the church or institute.
- D4130** The Associate Members shall have no rights to vote and to be voted for.
- D4140** Ministers with other backgrounds, such as ministers of Gospel Stations, Delegated Pastors/Ministers, or Missionaries designated by the GA, etc., their applications shall be handled case by case as needed. [25-6/ 2009.11.6]
- D4150** Benefits of ministers shall be processed in accordance with the regulations. [25-5/ 2009.6.5]
- D4160** If a minister resigned from EFC church or institute wants to join EFC again, he/she shall have to apply for the EFCMA membership again.
- D4170** Ministers honorably retired from EFC churches automatically become Associate Members of the EFC Ministerial Association.
- D4171** Pastors who have held positions as EFCGA Pastor-in-Charge or Secretary General in the past, and also have retired from EFC Institutes or local churches, may apply to the EFCGA Personnel Committee for obtaining the Associate Members of the EFC Ministerial Association, if the Pastors so desire. [28-6/2015.12.3]
- D4180** Those who have already been serving as ministers in EFC churches but yet to fulfill the EFC ministerial education requirements may be temporarily accepted as Associate Members to take part in activities of the Association. When they complete all the EFCMA requirements, then they may be formally reviewed and approved for Full Members. [25-4/ 2009.2.20]
- D4200** DUTIES of EFCMA
- D4210** To perform the projects assigned by the EFCGA Executive Board.
- D4220** To coordinate the various ministries of ministers in EFC local churches.
- D4230** To organize a committee, per request of the EFCGA Personnel Committee, to review and recommend new full-time ministers; to review applications for EFCMA membership.
- D4240** To organize a committee to review the qualifications of ministers who are applying for ordination.
- D4250** To assist ministers on their pastoral studies, devotion and fellowship.
- D4260** To coordinate with the EFCGA and Pastor-in-Charge in implementing the annual mission goal.
- D4300** The EFCGA's MA shall institute its Regional MA's to facilitate its ministry.
- D4310** The Regional MA shall be composed of all incumbent EFC full-time ministers in the Region.
- D4320** The Regional MA's officers shall include a Chairperson, a Secretary, and a Treasurer. The term for each position is two-year, and may be re-elected consecutively. The Regional Pastor-in-Charge shall be the Chairperson, while the Secretary and the Treasurer shall be elected by and from the members of the Regional MA. [28-6/ 2015.12.03]
- D4330** The Regional MA shall prepare the annual budget for their ministries and present it to the Chairperson of EFCGA's MA (the EFCGA Pastor-in-Charge).

- D4340** The Regional MA Chairperson (Regional Pastor-in-Charge) shall keep a close business contact with the EFCGA's MA Chairperson (EFCGA Pastor-in-Charge) in order to coordinate and implement the ministries commissioned by the EFCGA's MA; to report regularly of the Regional MA's plans of ministries to the Chairperson of the EFCGA's MA (EFCGA Pastor-in-Charge).
- D4400** The EFCGA's MA officers shall include a Chairperson and several Vice Chairperson. The position of the Chairperson shall be assumed by the EFCGA Pastor-in-Charge, and the Vice Chairperson the Vice Pastor-in-Charge. Their terms shall coincide with those of the Pastor-in-Charge and Vice Pastor-in-Charge. [28-6/ 2015.12.03]
- D4500** Duties of EFCGA's MA Chairperson and Vice Chairpersons:
- D4510** A joint EFC-MA meeting shall be called in coordinating with every Biennial EFC General Assembly Meetings; to take charge of the coordination and implementation of various duties of the EFCMA. [28-6/ 2015.12.03]
- D4520** To be a representative of EFCMA (or appointing a delegate) to attend the EFCGA related meetings.
- D4530** The Vice Chairpersons shall assist the Chairperson with the implementation of the EFCMA business, and the Executive Board shall elect a most suitable replacement from the Vice Chairpersons to assume the Chairperson's duty in his/her absence. [28-6/ 2015.12.03]
- D4600** The Chairperson of the EFCGA's MA shall collect all annual budgets from the Regional MA's and prepare a combined total EFCMA's budget. The total EFCMA's budget shall be submitted to the EFCGA to be accepted into the EFCGA's total annual budget.
- D4700** Amendments may be made by the Bylaw Department or by any Regional MA. The amendment proposed by any Regional MA shall be presented to the Bylaw Department through Vice Pastor-in-Charge and Pastor-in-Charge for review and comment; then it will be submitted to the Executive Board for approval. Amendments shall take effect immediately thereafter. [28-6/ 2015.12.03]

## **Part V**

### **Others**

**EFC Regional Assembly Regulations**  
**EFC Regulations on Appointment of Replacement in  
the Absence Of Senior Pastor**  
**Affiliated EFC Minister's Policy**  
**U.S. EFC Full-Time Employee Benefits Policy**  
**Policy for Missionary**  
**EFC Bi-Vocational Minister Regulation**  
**EFC Lay Minister Regulation**  
**EFC Lay Ministers Practical Training Guideline**  
**Regulations of EFC Lay Ministers Association**  
**Regulations of Lay Missionaries**  
**Policy of Sexual Harassment**  
**Regulation of Marriage**  
**Regulation of EFC Center of Taiwan Mission**  
**Scholarship Regulations for Preparing Ministers for  
Taiwan Mission**  
**EFCGA Scholarship Guidelines**  
**EFC Spirit**

# EFC Regional Assembly Regulations

**I. Purpose :** To effectively achieve the Great Mission commended by our Lord through the EFC Regional Assembly's full cooperation, joint planning, resource sharing and mutual encouragement.

**II. Responsibilities:**

1. To develop and execute the goals and strategies of the regional mission work.
2. To seek co-workers, train co-workers and delegate co-workers to spread gospel and plant churches with a team spirit.
3. To coordinate the regional mission activities.
4. To plan regional revival, evangelic, and training meetings.
5. To establish a good relationship in regional resource sharing and mobilization.
6. To prepare and audit the Regional Assembly's annual budget and financial report.
7. To raise fund for the Regional Assembly's budget plan.
8. To review and improve the Regional Assembly's function.

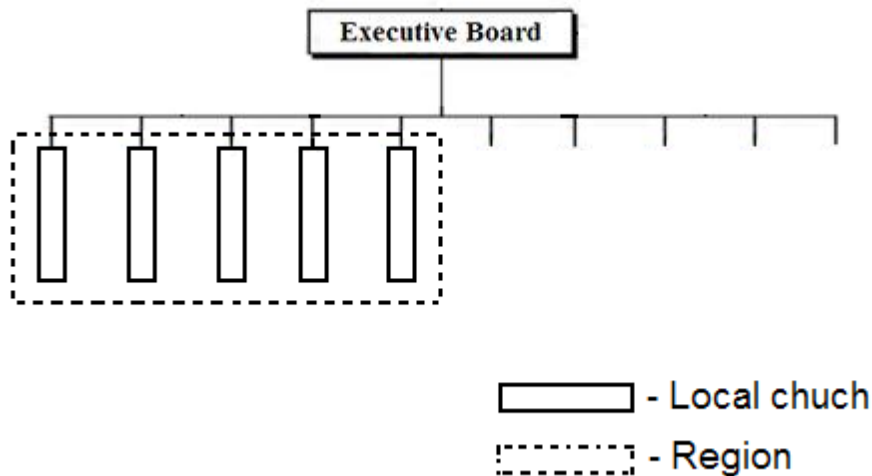
**III. Organization:**

1. The Regional Assembly consist of "ex officio" members and "selected" members.
  - A. "Ex Officio" members: Referring to the regional churches' Senior Pastors ( in the absence of a Senior Pastor, the pastor or minister in charge of the church may represent the church), Chairpersons of the Church Councils ( or the Chairpersons of the Co-Workers Committee) and the EFCGA's Board Directors residing in the subject Region. The terms of these members end with the terms of their respective positions in their local churches or the EFCGA.
  - B. "Selected" members: In order to maintain the stability and continuity of the operation of a Regional Assembly, the Regional Assembly shall select 3 to 5 senior elders or deacons from their regional churches to be their members. It is preferred that these selected members are not the incumbent elders or deacons of the regional churches. These selected members shall have served as an elder or deacon at least one term in one of the EFC local churches and they are still faithfully and enthusiastically serving the churches. Those with gifts of spiritual leadership shall be considered for nomination first. The term of these members is two (2) years, they can be reselected consecutively twice.
  - C. The regional churches do not include the gospel stations, however, the gospel stations are welcome to send representatives to the Regional Assembly meeting as observers.
  - D. The Regional Assemblies shall complete the processes of determining their new year's constituting members and report them to the EFCGA by December 10 of each year.
2. The Regional Assembly shall establish the five basic positions of Regional Pastor-in-Charge, Regional Chairperson, Regional Secretary, Regional Treasurer and Regional Mission Director. Other positions can be established as needed.
  - A. **Regional Pastor-in-Charge:** To be elected from the regional churches' Senior Pastors. In the absence of the Senior Pastor, the EFCGA in coordinating with the Regional Assembly will assign an appropriate pastor or minister to hold the position. The term is one (1) year, he/she can be re-elected consecutively. The Regional Pastor-in-Charge is responsible for leading the Regional pastoral work and mission activities. The

**Regional Pastor-in-Charge is also the Ex Officio Chairperson of the Regional Ministerial Association.**

- B. Regional Chairperson:** To be elected from the "lay" members. The term is one (1) year, he/she can be re-elected consecutively. The Chairperson is responsible for calling the Regional Assembly meetings, coordinating the administrative work, conducting Regional Assembly meetings and promoting the Regional mission ministry with the Regional Pastor-in-Charge.
- C. Regional Secretary:** To be elected from the "lay" members. The term is one (1) year, he/she can be re-elected consecutively. The Secretary is responsible for taking the minutes of the Regional meeting, the safekeeping and dealing of the Regional business documents. In the absence of the Regional Chairperson, he/she substitutes the Regional Chairperson in conducting the Regional meeting.
- D. Regional Treasurer:** To be elected from the "lay" members. The term is one (1) year, he/she can be re-elected consecutively. The Regional Treasurer is responsible for managing the Regional budget and financial matters.
- E. Regional Mission Director:** To be elected from the "clergyman" or the "lay" members. The term is one (1) year, he/she can be re-elected consecutively. The Regional Mission Director is responsible for carrying out the mission projects approved by the Regional Assembly meetings.

**3. The basic organizational structure of the Regional Assembly**



- 4. Meeting:** The Regional Assembly Meeting shall be held at least twice a year ( The meeting can be conducted by "telephone conference" to minimize the expenses ). The meeting shall be called by the Regional Chairperson in coordination with the Regional Pastor-in-Charge.

**IV. Region Structuring:**

- 1. Central Region of Southern California
- 2. East Region of Southern California
- 3. Southwest Region of Southern California
- 4. US Central Region
- 5. US East Region
- 6. US South Region
- 7. New Zealand Region

- 8. Australia Region**
  - 9. North Taiwan Region ( including the area north to Tzou Shui River and the Hua Lien area )**
  - 10. South Taiwan Region ( including the area south to Tzou Shui River and the Tai Tung area )**
- V. Enactments and Amendments of Regional Assembly's Rules and Regulations:**
- 1. Any rules or regulations enacted by the Regional Assembly in conflict with the EFCGA's Constitution, Bylaws, Rules or Regulations will be considered invalid.**
  - 2. The Regional Assembly may enact their own enforcement details for this 「Regional Assembly Regulations」 to accommodate their regional specific needs and characteristics. However, the regionally enacted enforcement details must be approved by the EFCGA's Executive Board for their validity.**
  - 3. Any amendments of the Regional Assembly's enforcement details must be approved by the EFCGA's Executive Board for their validity.**
- VI. This 「Regional Assembly Regulations」 is enacted and approved by the EFCGA's Executive Board for enforcement. Any amendments of this 「Regional Assembly Regulations」 shall be done likewise.**



# **EFC Regulations on Appointment of Replacement in the Absence of Senior Pastor**

## **1. Supervising Pastor**

**In the absence of a Senior Pastor and an Acting Senior Pastor, the Pastor-in-Charge in coordination with Secretary General and the Regional Pastor-in-Charge of the local church shall assign a Supervising Pastor to assist Church Council Meeting, Pastor Search Committee, communion and baptism, and other church ministry, as well as arrangement of the pulpit and Sunday School faculty. A Supervising Pastor shall be a full-time EFC ordained pastor, whose assignment shall be in respect of the disposition of the local church. An independent church may submit their own candidate to be approved by the Pastor-in-Charge of the General Assembly. A pre-independent church may require the coordination of the Head of Mission and Church Planting to assign a Supervising Pastor, in order to be approved by the local church and Pastor-in-Charge of GA. The term of a Supervising Pastor is one year, and renewable. The responsibilities of a Supervising Pastor end automatically on the day a new Senior Pastor is installed.**

## **2. Acting Senior Pastor**

**In the absence of a Senior Pastor, the Church Council may elect a full-time ordained pastor of their church to be an Acting Senior Pastor, and to file a report to the GA Personnel Committee. Duties of an Acting Senior Pastor are same as those of a Senior Pastor. The term of an Acting Senior Pastor is one year, and renewable. The responsibilities of an Acting Senior Pastor end automatically on the day a new Senior Pastor is installed.**

## **3. Resident Pastor**

**In the absence of a Senior Pastor, the GA Personnel Committee may coordinate with the local church to assign a qualified EFC minister as their Resident Pastor ( ordained pastors) or a Resident Minister (yet to be ordained) to take charge of the ministry. The assignment shall be in respect of the disposition of the local church. The term of a Resident Pastor or a Resident Minister is two years, and renewable. The responsibilities of a Resident Pastor or a Resident Minister end automatically on the day a new Senior Pastor is installed. A Resident Pastor and/or Minister shall cooperate fully with the Supervising Pastor assigned by the GA Pastor-in-Charge, to work under the supervision, so that the ministry of the church can grow and prosper smoothly.**

## **4. Delegated Pastor**

**In the absence of a Senior Pastor, the GA Personnel Committee may coordinate with the local church to assign a Delegated Pastor to take charge of the ministry. A Delegated Pastor must be an ordained pastor well experienced in pastoring, who also identifies himself with the EFC Spirits, and is willing to observe EFC regulations. The term of a Delegated Pastor is one year, and renewable. The responsibilities of a Delegated Pastor end automatically on the day a new Senior Pastor or a Resident Pastor (Minister) is installed. A Delegated Pastor shall cooperate fully with the Supervising Pastor assigned by the GA Pastor-in-Charge, to work under the supervision, so that the ministry of the church can grow and prosper smoothly.**

**( Note: Regulations of the Delegated Pastor may also apply to the Delegated Minister )**

## **Affiliated EFC Minister's Policy**

1. A full-time minister of the affiliated EFC, applied through and accepted by the EFC General Assembly, may apply to join the EFC Ministerial Association and become the 「 Associate Member 」 . However, the senior minister may apply to become a 「 Full Member 」 of the association. His/her membership will be kept in EFCGA. [29-3/ 2016.12.01]
2. 「 An Affiliated EFC Full-Time Minister 」 can participate in activities within his/her regional churches.
3. 「 An affiliated Full-Time Minister 」 , except the senior minister who is a 「 Full Member 」 of the Ministerial Association, does not have the right to vote or to be voted for in all formal EFC meetings. [29-3/ 2016.12.01]
4. 「 An affiliated Full-Time Minister 」 will not receive the fringe benefits given by the EFC General Assembly to a full time minister.
5. 「 An affiliated Full-Time Minister 」 can attend the yearly Ministerial Association Meeting with His/her spouse. The travel expenses for attending the Meeting will be subsidized by the EFC General Assembly on an average cost sharing basis.
6. 「 An affiliated Full-Time Minister 」 and his/her family can attend his/her associated EFC Regional Annual Family Retreat. [29-3/ 2016.12.01]
7. 「 An affiliated Full-Time Minister 」 can accept the invitation of the EFC General Assembly to serve in local churches on his/her own accord, and thus he/she shall automatically become a Full Member of the EFCMA.
8. 「 An affiliated Full-Time Minister 」 will be disciplined by the EFC General Assembly if his/her words and actions is against EFC Faith Statements or if he/she defies the EFC General Assembly ByLaws.
9. After the policy is approved by the EFCGA Executive Board it will go into effect immediately. It will be the same with any amendments of this policy.

# U.S.EFC Full-Time Employee Benefits Policy

This Personnel Benefits Policy is for employees of EFC churches in the United States. For regions outside of the U.S., adjustments need to be made to accommodate local needs.

## I. Vacation

1. Employees of church/ organizations who have worked for a full year but less than five years shall receive ten working days for vacation every year.
2. Employees who have served for five years, but less than ten years, may take fifteen working days for vacation every year.
3. Employees who have served for ten years or longer may accumulate one extra working day for vacation for every year of service beyond ten years, but shall not exceed taking twenty working days for vacation per year.
4. One must have served one full year prior to utilizing vacation time.
5. Full honorarium and benefits remain in effect during vacation time.
6. Vacation accumulated from the previous year is better to be used up in the current year. Any unused vacation time must be used up by the end of next year.
7. Vacation time shall be accumulated from the first day of work and shall not be affected by transfers within the EFC churches/organizations. Should employment be interrupted, vacation time shall start over.
8. Should employment transfers occur, the accumulated vacation needs to be used up before transferring to the new EFC church or organization. However, for the case of employment termination or retirement, the unused vacation may be compensated in salary at the rate of one-thirtieth ( 1/30 ) of the current salary ( without the fringe benefits ) for each vacation day.
9. Non full-time employees (those who work more than 20 hours per week, but less than 40 hours a week) shall have their vacation days calculated weekly and be pro rated against full-time employees' hours.
10. For example, vacation time for the 32 hours for the first week of work is calculated as follows:  
 $(32/40) \times (10/52) \times 8 = 1.23$  hours

## II. Legal Holidays- Only for Full-Time employee

1. Seven legal holidays are recognized for the year:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving Day  
The day after Thanksgiving  
Christmas Day

2. Should a legal holiday occur on a Saturday, Sunday or on a traditional holiday ( such as : full-time pastors and ministers' regular time-off on Mondays ), another day may be designated as a legal holiday and the date must first be approved by the church or organization.

## III. Sick Leave- Only for Full-Time employee

1. Three-fourth of one day (six hours) may be accumulated every month, for up to a maximum of nine days in a year for sick leave. Unused sick leave may be accumulated for up to 60 working days. Unused sick leave may not be compensated in salary.
2. Sick leave may be used to care for full-time employee's spouse, children and parents. Sick leave may also be used to take care of personal emergency matter with the approval of supervisor.
3. The secretary of church or organization is responsible for recording sick leave and vacation.

#### **IV. Bereavement**

1. Full-time employee shall have three working days of bereavement leave per death in the family in the local area, five working days for out-of-area and seven working days for out of the country. Family includes spouse, children, parents, grandparents, siblings and parents-in-law.

#### **V. Disability**

Policy is currently not in place.

#### **VI. Sabbatical Leave—Only for Full-Time pastors and ministers(The Seminary may make adjustments according to need).**

Sabbatical Leave may be categorized into two kinds: 1. Short-Term sabbatical leave 2. Leave of Absence

##### **1. Short-Term Sabbatical Leave**

- (1) EFC church/organization pastors and ministers who have served for more than one year may request an approval, with a study plan, from the church/organization for up to two weeks of sabbatical leave annually.
- (2) Unused sabbatical leave may be carried over into the next year (not to exceed four weeks in a year).
- (3) Sabbatical leave may not be used as a vacation.

##### **2. Leave of Absence**

- (1) Pastors and ministers who have served for more than ten years may request a temporarily leave of absence to pursue an advanced degree program, a special study , book writing or mission work. Time is limited to one-half of one year, but may be extended by one's church /organization.
- (2) Leave of absence requests should be submitted at least six months in advance. Details of one's work to be done during such a leave should be clearly addressed on the application and must be approved by the church/organization board.
- (3) In the event of transfer within EFC church/organization, one must have served at least three years in the new church/organization in order to apply. If the three years of service at the new church/organization and the years at a previous church/organization exceed ten years of service, then the surplus years may be carried over to the next set of ten years. Two leaves may not be requested within a five year period.
- (4) During one's leave of absence, full honorarium and medical and dental insurances shall be paid for by the employee's church/organization. Should subsidies come from outside sources, half of such subsidies shall be given to the church/organization.
- (5) After one's leave of absence, the said pastor or minister has an obligation to serve for at least one year at the church/organization. Otherwise, the said pastor or minister shall reimburse half of the monies received during his/her leave.

#### **VII. Retirement of Full-Time Pastor/Minister and Employee**

1. Full-time pastors/ministers or employees who receive 1099 or W2's but do not have 7.65% SSI paid, the respective church/organization shall make contributions of 10% of their monthly honorariums/salaries to the GA. Those who receive W2's with 7.65% SSI paid, the respective church/organization shall make contributions of 2.35% of their monthly honorariums/salaries to the GA.
2. For new churches founded by the GA, or full-time missionaries sent by the GA, the above contributions at an appropriate rate shall be made by the Mission and Church Planting Department until churches become independent or missions accomplished.
3. For new churches founded by local churches, or full-time missionaries sent by local churches, the said local church shall make the above appropriate contributions until churches become independent or missions accomplished.
4. The GA shall put the collected amount of contributions from each church/organization for their employees into each employee's 401K account. The retirement benefits policies for full-time employees outside of the U.S. area shall be made separately according to their local regulations.
5. 401K benefits for employees within the U.S.
  - (1). Qualification: Full-time employees who are at least age 21 and work more than 1,000 hours per year.
  - (2). Enrollment Date: May enroll or make any change every 1/1, 4/1, 7/1, 10/1. May terminate any time.
  - (3). Personal Savings: Set by IRS
  - (4). Church/Organization Payments: For pastors/ministers who use 1099 or W2 Forms without the 7.65% SSI paid by their church/organization, pay 10% of their honorariums/salaries. For employees and those who use W2 Form with the 7.65% SSI paid by their church/organization, pay 2.35% of their honorariums/salaries.
  - (5). Ownership: One owns 100% of one's and Church/Organization's contributions. (Amended on 3/13/2004)
  - (6). Loans: One may borrow 50% against one's account, (minimum \$1,000, maximum \$50,000). One loan per year, not more than two items. Interest is calculated at Prime Rate + 1%. Loans shall not exceed five years (monies must be paid back into one's own original account within five years).
  - (7). Withdrawals: You may withdraw funds in the event of termination of employment, retirement, death, or permanent disability. Withdrawals that are not rolled over into an IRA or another plan may have penalty and tax to be paid.
  - (8). Investment Choices: One is free to invest in any desired form or product. Losses and gains are personal responsibility.
  - (9). Reports: Investment companies provide investment reports quarterly.

#### **VIII. Medical and Dental Insurances**

1. Full-time pastors/ministers and employees' spouses residing in the US and unmarried children may enjoy medical and dental insurance benefits. Unmarried children may buy into the insurance according to the age limit set by the insurance company. If one's spouse's work offers insurance coverage, then a monthly \$200 medical supplement may be requested from one's church/organization (Approved by the 2<sup>nd</sup> Executive Board Meeting in 2006)
2. Medical insurance selection guidelines should be decided by local church/organization.

#### **IX. Full-Time Pastor/Minister's Other Benefits**

- 1. Typical Reimbursements: such as phone, equipment, public relations performed for church/organization purposes.**
- 2. If regarded as necessary, the church/organization may provide a vehicle for their senior pastor or their organization's executive to use. Car insurance, maintenance and repairs shall be paid by the church/organization regardless whether the vehicle was bought under one's name or under the church/organization's name. Transportation subsidies for other full-time pastors/ministers may be decided by local churches/organizations and or use IRS' mileage reimbursement rate.**
- 3. When participating in events sponsored by the GA, the expenses associated with the minister and spouse, should be paid by the local church/organization. Local church/organization sponsored events should also follow these guidelines, but subsidies from the GA shall not be sought.**
- 4. To enroll for courses at the seminary, the local church shall fully pay the fee for one course a year. Fees for more than one course a year shall be subsidized in half and the other half paid by oneself ( the church may announce such needs and receive offerings from members who share the same burden). Approval for the senior pastor is needed from the church council and approval for other full-time pastors/minister's is needed from the senior pastor and church council. Not to exceed three courses per year.**

#### **X. Amendment**

**Amendment of this policy is to be drafted by the Benefits Department and approved by the Executive Board.**

# Policy for Missionary

**Explanation:** This policy pertains to sending full-time EFC missionaries.

## A. Qualification

1. Same qualification as the General Assembly ministers.
2. Certainty of God's calling and confirmed by the co-workers.

## B. Types of Missionaries

Chosen by the General Assembly, one term consists of two years. The term may be renewed. Employment letter will be given by the General Assembly. He/she has to be (1). A cross-cultural missionary or (2). Out of where he/she has been residing for a long-term. (In other words, he/she shall leave the place where he/she has received a citizenship.)

### 1. Missionary Who Serves inside the EFC Churches

- a. For every year the missionary served he/she can have three weeks of furlough. The time spent on furlough must include his/her participation in the Annual General Assembly Meeting.
- b. His/her Social Security or Pension can be transferred through the General Assembly.
- c. The General Assembly will pass on the honorarium given by the local church to the missionary. The amount of the honorarium will be decided by the agreement between the General Assembly and the local churches.

### 2. Missionary Who Serves outside the EFC Churches

He/she may retain his/her status as an EFC minister and become an Associate Member of the Ministerial Association. However, he/she shall receive no EFC monetary support. He/she may pay his/her own way to attend the Annual General Assembly Meeting as an observer. The EFC minister may send in an application to the General Assembly Mission Department. Once approved by the Personnel Department, he/she will be employed for a two-year term. The term may be renewed. The General Assembly shall issue an appointment certificate.

## C. Termination Policies

1. Same as that of the EFC minister termination policies.
2. Any missionary who becomes a Senior Pastor in the local EFC church shall automatically lose his/her status as a missionary after two years of service.

# EFC Bi-Vocational Minister Regulation

**Background:** The purpose of this regulation is to encourage disciples to make full use of their gifts from God to build a church of Christ, and to accomplish the great mission commended by Jesus Christ.

## **A. Qualification**

- 1. Education:** M.Div. or M.C.S.
- 2. Experience:** He/she must have served as an elder, deacon, or counselor.
- 3. Profession:** Non-controversial professions.
- 4. Applicants must complete the GA required courses of “Understanding EFC”.**
- 5. He/she is willing to accept and comply with the EFC Statement of Faith, Constitution, and Bylaws.**

## **B. Application Procedure:**

- 1. Application shall be submitted to GA Personnel Committee.**
- 2. The Personnel Committee commissions the Ministerial Association to review the application.**
- 3. The Ministerial Association submits its approval to the Personnel Committee for verification; the result shall be reported to the Executive Board.**

## **C. Duty:**

- 1. He/she shall be an Associate Member of the Ministerial Association.**
- 2. Before being ordained as a pastor, he/she may administer sacraments when authorized by a Supervising Pastor, Regional Pastor-in-Charge or Pastor-in-Charge of EFCGA.**
- 3. He/she may attend the EFC General Assembly Meeting.**
- 4. Each term shall be two years. The term renewal shall be decided by EFCGA and the Local Church 3 months prior to the expiration of the term.**
- 5. He/she shall not receive salary from church.**
- 6. He/she shall be the principal person in charge of pastoring the church.**
- 7. He/she with a Degree of M.Div. may apply to GA for ordination after 3 years of pastoring service (5 years for a person with a Degree of M.C.S.) in accordance with the procedure of the 「 Regulations of EFC Ministerial Association 」 (D3200).**

## **D. Termination of Service:**

**When occasion of misconduct occurs that contradicts the teaching of the Bible, EFC Statement of Faith, or EFC Constitution and Bylaws, or misconduct that bears poor witness of the Christian faith, EFCGA may terminate his/her service.**

## **E. Amendment**

**Amendments of this regulation shall be drafted and reviewed by the By-law Department of GA. The draft shall be submitted to Executive Board for approval.**



# EFC Lay Minister Regulation

## A. Background

1. **Why:** The regulations are set up to meet the special needs of EFC churches and institutes.
2. **Who:** The regulations are applicable to EFC members who have received the gifts and are willing to serve.

## B. Title, Duties and Benefits

1. Lay Ministers; two years for each term.
2. A Certificate will be issued by the EFCGA with the indications of the period and place he/she shall serve. The EFCGA shall give an official installation for him/her.
3. He/she may attend the EFC General Assembly Meeting as a Participator ( without voting right).
4. Transportation and housing expenses shall be provided by the church or institute where he/she serves. Other support for living expenses may be discussed/decided by the church or institute depending on the minister's actual needs.
5. He/she may be in charge of the pulpit; he/she may also administer sacraments when authorized by the church's Resident Pastor or Supervising Pastor.
6. He/she shall be an Associate Member of the Ministerial Association.

## C. Qualifications

1. He/she shall have a proven result of service at the church, as well as maturity in temperament and spirit.
2. He/she shall have at least two years of service as an Elder, Deacon, Counselor, Chairperson, Group Leader, or Sunday School Teacher.
3. Completion of 36 units (quarter system) of 「 EFC Lay Minister Program 」 at Logos Training Institute, or other seminary schools approved by EFCGA.
4. Completion of practical training as required by the 「 EFC Lay Ministers Practical Training Guideline 」 .
5. He/she shall receive an appointment letter from a church or church institute.

## D. Procedure

Candidates shall be recommended to EFCGA by EFC local churches or institutes, or selected by EFCGA. The Ministerial Association shall review the candidates and submit the results to the Personnel Committee for the approval of their appointments. Once approved, the Pastor-in-Charge, Moderator, and the Secretary General shall jointly announce the appointment and administer the ordination.

Candidates of 「 EFC Lay Minister 」 shall be recommended only by pastors or presidents of institutes. The recommendation shall be proceeded in accordance with the following methods:

1. For an Independent church, the Senior Pastor (or the Minister in charge of pastoring, in the

**absence of a Senior Pastor) may recommend their candidates, joined by one other minister of any EFC local church.**

- 2. For a non-Independent church , the Supervising Pastor may recommend their candidates, joined by one other minister of any EFC local church.**
- 3. The President of an EFC institute may recommend their candidates, joined by one other minister of any EFC local church.**

# EFC Lay Ministers Practical Training Guideline

1. **Foundation of this Guideline:** This guideline is established under the regulations of EFC Lay Ministers.
2. **The Goals of Practical Training:** To assist the students of the Lay Minister program to gain the following abilities through practical training:
  - a. **Affirming Gifts:** During practical training, students can develop and exercise their gifts in real life.
  - b. **Broadening Visions:** Joins different kinds of church ministries, opens up different visions of serving, broadens vision of missions, and prepares for God's calling for the next stage.
  - c. **Putting Knowledge into Practice:** The nature of the practical training will be closely related to the major of the student's study. Therefore, it will help the students apply their knowledge into real life practices.
3. **The Enforcement of Practical Training:**
  - a. **Application:**
    - i. Students shall submit applications to the Church Planting Department, and then the field of the practical training will be determined mutually.
    - ii. The application can be submitted year-round, but it requires students to have completed a minimum of 18 units with at least 6 required courses for the Lay Minister.
    - iii. The practical training shall end within 4 years from the beginning date of training.
  - b. **The Format of Practical Training**
    - i. The practical training is divided into 3 months per period, for a total of 4 periods.
    - ii. Weekly commitment time for the practical training shall not be less than 10 hours; or it shall not be less than 3 sections committed, if Morning, Afternoon and Evening each is considered as a section.
    - iii. Detailed practical training activities shall be established together by the advisor and the students. It is recommended, in principle, that every student shall select one among Worship, Fellowship, Disciple Training, Education, Crusade, Advisory and Caring per practical training period, and get deeply involved to gain experience.
    - iv. Based on the essence of the Lay Minister's regulation, the churches supporting this practical training shall not bear any financial responsibility for the students.
  - c. **The Field of Practical Training**
    - i. EFC churches have higher priority.
    - ii. Based on the situation, it can be open to non-EFC churches.
  - d. **The Supervision of Practical Training**
    - i. **EFCGA Mission & Planting Department:** The students' practical training status shall be routinely evaluated by the Department. The students shall contact or meet with the Supervising Pastor at least twice per training period.
    - ii. **Supervising Minister:** The responsible minister of the church where the student is under training shall perform the role of supervision. The responsibilities of his/her role consist of instructing, directing and supporting the student; discussing regularly (monthly or weekly) with the student on work performed; communicating spiritually with them; studying and praying together with the student. Supervising Minister shall also complete an evaluation report for the student before the end of the practical training.
    - iii. **Practical Training Student:** Student shall work under the guidance of the

**Supervising Minister, and shall put great effort to be involved with the serving team, join with them humbly, learn effectively, and submit monthly practical training reports on time.**

# Regulations of EFC Lay Ministers Association

- I. The Chinese name of this association shall be called : “台福基督教會信徒傳道師會” ; the English name shall be called : “EFC LAY MINISTER Association (EFCLMA)”. It belongs to the Evangelical Formosan Church General Assembly(EFCGA).
- II. The address of this association is at the main office of the EFCGA.
- III. Purpose of Establishment – To encourage more retired or intending to retire earlier lay persons to receive equipping trainings.
  1. Accepting calling, facing challenge, utilizing gifts, serving each other.
  2. Living for the Lord, serving the Lord, joining the gospel mission, attending the service.
  3. Being encouraged to pursue study, practicing learned knowledge, sharing wisdom, promoting young leaders.
- IV. Qualifications of Members
  1. Full Member
    - a. Having completed the 「Lay Minister Program」 offered by the Logos Training Institute of the Logos Evangelical Seminary, received the required 36 credits as designated by the EFCGA , and obtained the 「Certificate of Completion in Lay Minister Program」 .
    - b. Having completed the one year 「EFC Lay Minister Practical Training」 as required by the EFCGA, and received a 「Certificate of Completion in Practical Training」 issued by the EFCGA.
    - c. Having obtained an appointment letter issued by a local EFC church or institute. The appointment letter shall clearly indicate the serving field, job title and period of appointment.
    - d. His/her qualification of 「EFC Lay Minister」 has been confirmed by the Personnel Committee of the EFCGA, and he/she has been conferred with a 「Certificate of EFC Lay Minister」 .
    - e. He/she shall be an Active Member of the EFC.
    - f. He/she may apply for the Full Member of this Association by submitting the copies of the certificates mentioned in a to d. A Full Member may have the right of voting and being nominated in an election.
  2. Associated Member
    - a. Having completed the 「Lay Minister Program」 , but he/she is not an Active Member of EFC.
    - b. Having completed the 「Lay Minister Program」 and he/she is also an Active Member of EFC, but has not completed the required one year 「EFC Lay Minister Practical Training」 . Upon the completion of the 「EFC Lay Minister Practical Training」 and being appointed for a serving field , and the confirmation of the 「EFC Lay Minister」 , he/she shall automatically become a Full Member.
    - c. An Associated Member may not have the right of voting and being nominated in an election.
- V. Privileges and Responsibilities of Member
  1. A Full Member of this Association shall be also an Associated Member of the EFC

**Ministerial Association.**

2. A Full Member of this Association may preside a sacrament upon the authorization of the church supervising pastor or the Regional Pastor-in-Charge.
3. A Full Member of this Association may be an attending member or a church representative to the EFC General Assembly Meeting.

**VI. Joining the Gospel Mission and Church Service**

1. In coordination with the EFCGA and the local church's ministries, he/she may be sent to other state or country to assist the ministerial work.
2. He/she may participate in church planting or teaching ministry.

**VII. Membership Fee**

1. Members of this Association shall pay the membership fees to help carrying out the Association business. The amount of membership fee will be determined annually by the Association.

**VIII. 「 Organization of Lay Minister Association 」**

1. The officers of this Association consist of a President 、 Vice President 、 Secretary 、 Treasurer and Person in charge of Mission.
2. The term for each officer is two(2) years, and he/she can be re-elected consecutively.

**IX. Duties**

1. To be responsible for planning 、 executing and coordinating ministerial work.
2. To assist the progress of church's ministries.
3. To be corporative with the 「 EFC Ministerial Association 」 and the 「 Taiwan Mission Center 」 in their ministries.

**X. Regulation of Sending (Assignment) : To be treated case by case.**

**XI. Amendments of this regulation have to be reviewed by the EFC Department of By-laws and approved by the EFC Executive Committee. The amendments shall take effect immediately after the approval.**

# Regulations of Lay Missionaries

## **A. Qualifications**

1. He/she shall be a former EFC Elder or Deacon

## **B. Procedures:**

1. He/she may be recommended by the local church to the GA or selected by the GA. After being evaluated by the Ministers Association and approval by the GA, the Pastor-in-charge, Moderator and the General Secretary will jointly announce the appointment.
2. A formal certificate will be issued by the GA to him/her, and one term is two years.

## **C. Benefits:**

1. He/she may attend the EFCGA Biennial Meeting, and give a report of ministry.

## **D. Termination Policy**

1. His/her belief is contradictory to EFC's Statement of Faith.
2. His/her conduct is contrary to biblical guidelines.
3. If no report of ministry is presented to prove his/her standing in ministry, he/she is automatically terminated.

# Policy of Sexual Harassment

The Evangelical Formosan Church ( EFC ) is committed to creating and maintaining a community in which church council members, coworkers, pastors, pastoral staff and church members can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment. Every member of the EFC should be aware that the EFC is strongly opposed to sexual harassment and that such behavior is prohibited by law (cf. Title VII of the Civil Rights Act, 1964, 42 U.S.C. Sections 2000e et seq. (1992)). The EFC will take necessary action to prevent, correct, and even discipline behavior which violates this policy. Church council chairperson, senior pastor, institute president and the Pastor-in-charge of the EFC General Assembly ( EFCGA ) are responsible to take reasonable steps to prevent sexual harassment and correct it when it occurs. Unless a separate approved Policy of Sexual Harassment is adopted by EFC's institute, all EFC's institutes are under this policy.

## DEFINITION OF SEXUAL HARASSMENT:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature up to and including sexual assault constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a condition of instruction, employment or participation in other activities related to the EFC.
2. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making any decision affecting that individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in employment related, or other activity.

Both men and women may be victims of sexual harassment. One person may be sexually harassing another person and not be aware of it. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the context in which the alleged conduct occurred.

## PRE-GRIEVANCE PROCEDURES:

Pre-grievance procedures are designed to facilitate the effort to address perceived sexually harassing behavior without filing a formal or legal complaint. If a member of the EFC and its institutes believes s/he has been sexually harassed, s/he would normally follow one or both of the following procedures before initiating a formal complaint.

- **Direct verbal communication:**

If you believe that you are sexually harassed, you should inform the perceived harasser immediately that his/her behavior or language makes you uncomfortable. Request that it stop. Such education can usually solve the problem faster than any other method.

- **Direct written communication:**



**Write a short, informative note to the harasser detailing the perceived inappropriate behavior and asking that it stop. You may include a copy of the EEC's Sexual Harassment Policy Statement. Be sure to retain a copy of your note for your personal files.**

**All members of the EFC are expected to act responsibly and to respect the confidence of all involved in any of the pre-grievance procedures.**

**All communication and its results should be recorded. All such personal records should include dates, places, nature of the original and any ensuing behavior, and the names of any witnesses.**

## **FORMAL COMPLAINT PROCEDURES**

**If the aggrieved individual wishes to initiate a formal complaint, or if efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written complaint in writing. The EFC will not take formal action on an allegation unless the complaint is filed in writing.**

- **Complaint Receivers:**

**A member of EFC local churches, EFC institutes, or EFCGA desiring to file a complaint should file a written complaint with the senior pastor, president, or Pastor-in-charge, respectively. Should the complaint be against the senior pastor or president, the complaint shall be lodged with the Pastor-in-charge of the EFCGA. Should the complaint be against the Pastor-in-charge, the complaint should be lodged with the vice Pastor-in-charge of the EFCGA.**

- **Investigation:**

**The senior pastor, president, or Pastor-in-charge shall promptly investigate all reported allegations of sexual harassment and report to the Executive Committee of church council ( or Board of Elders ), institute, or GA, respectively. In all cases, the written complaints shall be promptly reported to the Chairperson of the Executive Committee of the EFCGA. In determining whether the alleged conduct occurred and, if it did, whether it constitutes sexual harassment in violation of this policy, the church council Executive Committee, Board of Elders, the institute Executive Committee, or the EFCGA Executive Committee shall look at the totality of the circumstances. A determination regarding the violation of this policy shall be made from the facts of a particular situation on a case-by-case basis. If necessary, the EFCGA Executive Committee may request the assistance of outside resources on behalf of the above relevant Executive Committee in conducting the investigation and in making the determination.**

- **Correction Action:**

**Upon a determination that the reported conduct occurred and that it constituted sexual harassment under this policy, the church council, institute, or GA, whichever was involved in the reported case, shall take appropriate corrective action(s) against the offending person such as: oral or written warning; referral to counseling; probation with a warning of suspension; suspension with or without pay; or termination.**

## **CONFIDENTIALITY**

**Every practical attempt will be made to keep all information obtained in connection with a report or investigation of alleged sexual harassment confidential. However, the Chairperson of the relevant Executive Committee may disclose information to those individuals whom s/he reasonably believes have a need to know the information in connection with the investigation, correction, or prevention of sexual harassment in the workplace.**

## **RETALIATION**

**No individual shall be permitted to retaliate in any way against an individual who files a complaint or participates in an investigation under this policy. Retaliatory action is a serious violation of this sexual harassment policy and shall be reported immediately to the person or office with whom the original complaint was filed. Any person found to have engaged in retaliatory conduct against another individual for reporting sexual harassment or for participating in any investigation of such will be subject to appropriate disciplinary action of the same types as provided for sexual harassment offenders.**

## **APPEAL**

**Following the disposition of a case, any party who is dissatisfied with the decision may appeal by submitting a statement to the Chairperson of the Board of Directors within 30 working days. The Chairperson, within 15 working days of submission of such a request, shall submit the matter to an appointed special committee, including the Head of the EFC Bylaw Department, of the Board of Directors to review the finding of violation or non-violation and/or the nature and extent of sanctions invoked by the church council, institute, or GA. The written response of the Chairperson of the Board of Directors for such appeals shall constitute the final determination of the complaint.**

# Regulation of Marriage

**Explanation :** In order to avoid the impact of the inappropriate fashion on the mode of marriage, the Evangelical Formosan Church General Assembly (EFCGA) constitutes this marriage regulation. This shall serve as the by-law basis for marriage to be practiced in all EFC churches.

- 1. Having based on the biblical guidance principle, the EFC shall accept only one man with one woman as a marriage couple for a family. Not only this is the special will of God' creation (Genesis 2 : 18~25), the God's way of sustaining godly offspring(Malachi 2 : 5), but also this is God's command of mirroring the relationship between Christ and church(Ephesians 5 : 22~33).**
- 2. EFC always holds on the biblical teaching principle in accepting church members 、 appointing staff and coworkers 、 performing ceremonies 、 providing services or sharing church facilities. EFC reserves the rights to refuse any requests for performing ceremonies 、 providing services or sharing church facilities whenever the biblical teaching principle is violated. EFC also reserves the rights to disapprove or terminate the appoint of a staff member or coworker, if he/she violates the biblical teaching principle.**
- 3. EFC local churches shall accept members only if they agree to accept EFCGA's by-laws and theological view points. EFC local churches also reserve the rights to terminate any person's church membership if he/she violates EFCGA's by-laws or the biblical principle.**

# Regulation of EFC Center of Taiwan Mission

- I. Name : EFC Center of Taiwan Mission
- II. Address : El Monte, California, USA
- III. Purpose :
  1. The Center is a non-profit religious institute. It is established in accordance with the 「 Non-Profit Religious Organization Regulations 」 for spreading gospel.
  2. The Center's mission field shall be in Taiwan.
  3. The Center shall coordinate 、 promulgate and united the mission activities and resources in Taiwan.
  4. The Center shall fully cooperate with the various Christian denominations and institutes in Taiwan, in order to improve the effect of gospel spreading in the entire region of Taiwan.
- IV. The Center belongs to the EFCGA. Its faith 、 operation concept 、 organization principle 、 internal regulations 、 resource's management and utilization shall be all under the EFCGA's supervision and management.
- V. The Center establishes a Board of Trustees. Its duties shall be :
  1. To elect Chairperson 、 Secretary 、 Treasurer 、 Promulgator and Resource Planner. These elected officers shall be confirmed by the EFC Executive Board.
  2. To prepare and submit the annual budget and financial report to the EFC Executive Board for approval. The accounting period shall be the same as the EFCGA.
  3. To be responsible for planning and evaluating the mission and church planting in Taiwan.
  4. To supervise and direct the Taiwan Regional Assemblies in carrying out the approved mission and church planting projects.
  5. To prepare the needed resources including manpower and money for the Taiwan mission and church planting.
  6. To supervise the ministries of the various Taiwan regional Boards of Directors, such as the Board of Directors of the EFC Mission Center and The Board of Directors of the Emmanuel Church.
  7. Special committees or persons may be established or appointed according to the actual needs, in order to carry out special ministries effectively.
  8. To promulgate and accomplish all the items listed under the purpose of the Center.
- VI. Organization of Board of Trustees :

The Board consists 7 to 21 Trustees selected by the EFC Executive Board. At least, two thirds (2/3) of the Trustees shall be the EFC Active Members, While the other one third (1/3) of Trustees may be recommended by non EFC

churches with the same faith as EFC's. The term for the Trustee shall be three years, he/she may be re-elected consecutively. The Trustees of the first Board shall be divided into three groups with different terms of one year, two year and three year by casting lots.

- VII. The Chairperson shall be mutually elected by and among the Trustees and confirmed by the EFC Executive Board. The term shall be one year and he/she may be re-elected consecutively. The Chairperson shall be responsible for conducting the Board meeting. The Chairperson shall also be responsible for : supervising the work approved by the Taiwan Regional Executive Board of Trustees 、managing and utilizing resources.
- VIII. The Secretary 、Treasurer 、Promulgator and Resource Planner shall be mutually elected by and among the Trustees. Each of them shall be confirmed by the EFC Executive Board and shall serve one year term, he/she may be re-elected consecutively. In the absence of the Chairperson, the Chair's role shall be performed by the Secretary 、Treasurer 、Promulgator and Resource Planner in this proper order.
- IX. Regularly scheduled Board meeting shall be held at least twice a year. A non-scheduled special meeting may be called by the Chairperson or a third of Trustees together. During the intervening time of the Board meetings, the Executive Board of Trustees consisting of Chairperson 、Secretary 、Treasurer 、Promulgator and Resource Planner shall conduct the business of the Center.
- X. The Board meeting shall only be held with the presence of more than one half (1/2) of the Trustees. Any resolution shall be made with a majority vote of the Trustees present.
- XI. The original version of this regulation was adopted by the EFC Executive Board and was immediately effective.
- XII. Any amendments of this regulation shall be first approved by the Board of Trustees, then confirmed by the EFC Executive Board for immediate effect.

# Scholarship Regulations for Preparing Ministers for Taiwan Mission

## I. Purpose :

This scholarship is established by the Evangelical Formosan Church General Assembly ( EFCGA ) for preparing needed ministers for Taiwan mission. It is to encourage the seminary students to participate the Taiwan mission after their graduations.

## II. Qualifications for Applying the Scholarship :

1. Any college graduated Christians who fully understand their callings 、 willingly devote themselves for doing great things for the Lord 、 strongly commit for the salvation of human souls and are pursuing full-time studies in EFCGA recognized seminaries.
2. He/she shall be willing to accept EFCGA's arrangement to participate the church pasturing or planting ministries in Taiwan, if he/she has been approved and accepted for the particular ministry after his/her graduation.

## III. Dates for Application 、 Review and Conferment of Scholarship :

1. Date of Application : Application shall be submitted to the Center of Taiwan Mission ( CTM ) by every year's April 30. The CTM shall collect all applications and transfer to the EFCGA's Scholarship Review Committee ( Note 1) for reviewing process. All following documents shall be attached to all applications :
  - a. A testimony of personal calling.
  - b. A statement of personal burden and vision for spreading gospel in Taiwan ( A vision sharing).
  - c. Recommendation letters from two pastors.
  - d. An admission letter from the seminary.
2. Date of Review : The EFCGA's Scholarship Review Committee shall complete their review and select the awardees by every year's May 31( The number of scholarships to be awarded each year shall be submitted to the EFCGA Executive Board for prior approval by the.EFCGA's Scholarship Review Committee in March every year).
3. Date of Conferment :

The awardees may submit their proofs of school registrations to the CTM for obtaining the scholarships after the start of the school year in fall. The awardees may submit any explanations and requests to the CTM for any special circumstances.

## IV. Principal Conditions for Reviewing and Conferring the Scholarships:

1. All awardees shall be full-time students, and shall maintain B (80) or better

averages in their scholastic reports.

2. The scholarship shall be on one year term. Any awardees shall resubmit their new scholarship applications annually. Whether the previously awarded student shall be re-awarded or not, it all depends on the following conditions :
    - a. He/she shall maintain a B(80) or better academic record .
    - b. He/she shall be recommended by the Center for Taiwan Mission to be a suitable person for being a full-time minister in EFC churches in Taiwan.
  3. The scholarship amounts to NT 10,000 per month (The amount may be adjusted by the Scholarship Review Committee in necessity every year).
  4. The awardees shall sign the agreements to serve in Taiwan after graduation.
  5. The awardees shall accept the arrangements of the Center for Taiwan Mission to receive the practical trainings in designated churches or mission stations, and necessary counseling.
  6. The awardees shall accept the assignments of the EFCGA for church planting or ministering. The required time of serving shall be equivalent to the total years of scholarships received.
  7. If the awardees could not fulfill the service requirement after graduation, he/she shall return full amount of scholarship received( He/she may take 3 years to complete the return). This will allow the Center for Taiwan Mission to use this return money to prepare more seminary students for Taiwan Mission.
- V. This scholarship regulation shall be immediately effective upon the approval of the EFC Executive Board.
- VI. With the recommendations made by the Center for Taiwan Mission, the Scholarship Review Committee may make any appropriate corrections 、 additions or deletions to this regulation. However, all such amendments shall be approved by the EFCGA Executive Board before its effectiveness.

[ Note 1 ] : The 「 Scholarship Review Committee 」 of this Regulation is the same as the 「 Scholarship Review Committee 」 of the EFCGA Scholarship Guidelines. The Committee consists of 5 members : the incumbent EFCGA's Vice Chairperson and Secretary General 、 one Representative of Board of Director 、 one Representative of Logos Evangelical Seminary, and one Representative of the past EFCGA's Moderators. The Chairperson of the Committee shall be mutually elected among the Committee members ( except the Representative of Logos Evangelical Seminary). Other than the ex officio status of the incumbent Vice Chairperson and Secretary General, all other Committee members shall serve one year term. They may be re-elected consecutively.

# EFCGA Scholarship Guidelines

1. **Purpose:** To develop ministers to participate in the gospel mission of the EFC.
2. **Goal:** To raise \$150,000 before the 2002-2003 school year from EFC Churches to fund scholarship money. The scholarship is to support 15 or more dedicated full-time seminary students attending seminaries recognized by the GA for training. After year 2003, the goal is to be decided by the Scholarship Committee.
3. **Qualifications for scholarship:** applicant must possess one of the following qualifications:
  - A. Have been an active member at an EFC church for two or more years and have letters of recommendation from the senior pastor and one elder.
  - B. For a non-EFC church member, one must have a letter of recommendation from one's church's senior pastor and recommendations from one or more EFC church pastors.

*Please Note:* Should a church not have a Senior Pastor, a minister may be substituted. Should a minister be not available, an interim pastor may be substituted. Should an interim pastor be not available, then the church chairperson may be used. Should an elder be not available, a deacon may be substituted. If no deacons are available, then coworkers may be substituted.
4. **Scholarship application, review and award dates:**
  - A. **Application deadline:** Before March 31<sup>st</sup> every year.
  - B. **Review date:** Before April 3<sup>0th</sup> every year.
  - C. **Award Date:** After the start of the Fall term, awardees may present enrollment papers to the Scholarship Committee to receive the scholarship award. In special circumstances, awardees may make special requests.

*(Please note: the deadlines of application and review for the 2002-2003 school year will be announced under separate cover)*
5. **Scholarship Award Guidelines (Scholarship is divided into two types: Scholarship and Financial Aid).**
  - A. **Scholarship:**
    - (a) The recipient must be a full-time student, with a grade average of B and above.
    - (b) The scholarship is awarded yearly. The recipient must re-apply every year to continue to receive the award, given that the recipient maintained B or higher in grades and is recommended by the Scholarship Committee to receive such an award.
    - (c) The scholarship fund will be disbursed each semester. The amount will be equivalent to half the cost of the tuition.
  - B. **Financial Aid**
    - (a) The Scholarship Committee will evaluate needs to disburse financial aid assistance. The amount will be decided upon by the Scholarship Committee, to effectively develop ministers for the EFC.
    - (b) The Financial Aid shall be disbursed monthly.
    - (c) Financial Aid recipients who have received assistance for a year, have an obligation to serve full-time at a local EFC church upon graduation for a year.



- (d) Financial Aid recipients who do not wish to remain in the EFC to serve upon graduation must pay back the assistance received.**
- 6. The Scholarship Guidelines must be approved by the GA to be effective.**
  - 7. Changes made to the Scholarship Guidelines must be made by the Scholarship Committee and must be approved by the GA before becoming effective.**

# **EFC SPIRIT**

## **I. Observing the Biblical Teachings**

Observing the biblical teachings diligently, and let the word of God dwell in everyone richly, and thus let everyone worship God according to His delightful way (Colossians 3:16), so that through endurance and the encouragement of the Scriptures everyone might have hope (Romans 15:4).

## **II. Proclaiming Gospel**

In order to proclaim the gospel to the peoples in different cultures and ministry of ministry of continues to pursue its original God given mission to bring people to God through personal evangelism.

## **III. Pursuing Togetherness with God**

Knowing thoroughly that togetherness with God is the key of church growth, thus it is very important to keep “a right relationship with God”, and to seek God’s will in building the church after His heart.

## **IV. Encouraging Unity through Praying**

“Serving not Ministry without Praying” was the beginning spirit in founding the Evangelical Formosan Church. It is because we know that there will be no unity without praying. Pastors, Elders and Deacons will not fully understand the vision from the above without praying. Therefore, it is important to pray before any church meeting to receive the power for accomplishing the vision.

## **V. Building up One Another in Love**

God is love, all men will know that we are His disciples, if we love one another (John 13:35). In caring through loving one another, God will remind us through His servant that we are in a big family of love.

## **VI. Establishing Team Service**

Since every Christian receives different gifts from God, it is necessary to work together as a service team to accomplish the Lord’s great mission. Not only the ministers need to serve as a team, but also the elders and deacons need to work closely with the ministers in spiritual care of the church. So that the ministers may concentrate on prayer and the ministry of the word to experience God’s blessing.

## **VII. Equipping Believers**

Following the good practices in early churches of the book of Acts, the believers are to receive discipleship trainings and equipped through different kinds of gatherings, including Sunday schools, local cell groups, and fellowships of different functional groups.

## **VIII. Keeping Self-Supporting Spirit**

Ever since the founding of the EFC, it has been the firm belief that the gospel ministries must be fully self-supported by the church members

**with trust in God. We all have experienced God's trust to keep us not in want. This spirit of self-supporting in trust of God will continue to receive blessings from God.**

**IX. Planting Churches in Response to the Great Commission**

**Church planting is one way of church growth. By doing this, more groups of people may be contacted and more coworkers may be discovered. For the great commission, both mother church and the planted church will experience God's trust and receive blessings.**

**X. Promoting Unity in Vision**

**EFC General Assembly was establish in October of 1982 to unite not only all EFC churches, but also non-EFC churches having the same vision, in unity to actively spread the gospel throughout the world, so that the Lord's great commission for the whole Christian church can be accomplished.**