

Chinese Faith Baptist Church

Charter
of
CHINESE FAITH BAPTIST CHURCH
of
Portland, Oregon

Founded October 8, 1989

[Last Amended February 9, 2002]

CHARTER OF CHINESE FAITH BAPTIST CHURCH

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DECLARATION OF FAITH

Adopted June 24, 1989

BIBLE: We believe the Bible, consisting of the old and New Testaments, to be verbally inspired by God and inerrant in the original writings. The Bible was written by men who were uniquely moved by the Holy Spirit. The Bible is the only authority in all matters of faith and behavior for the believer in Jesus Christ. (Heb. 1:1; II Tim. 3:16-17; II Pet. 1:20-21)

GOD: We believe in the one living and true God, creator of heaven and earth, eternally existing in three equal and distinct persons: Father, Son, and Holy Spirit. (Isa. 45:18; Matt. 28:19)

GOD THE FATHER is perfect in holiness, infinite in wisdom, and measureless in power. He is graciously involved with mankind. He hears and answers prayer. He saves from sin and death all who come to Him through Jesus Christ. (Eph. 3:1-14; I John 5:14-15; John 5:19-23)

GOD THE SON: Jesus Christ is God's only begotten Son, born of a virgin, and is true God and true man. His death on the cross is the permanent sacrifice and payment for our sins. He was raised bodily and ascended into heaven. He presently intercedes for us as our High Priest until His personal, visible, and premillennial return to this earth according to His promise. (Matt. 1:18-25; I Cor. 15:3-8; I Thess. 4:13-18; Heb. 7:23-28)

GOD THE HOLY SPIRIT convicts the world of sin, righteousness, and judgment. He gives new life to those who place faith in Christ's atoning death and resurrection, sealing the believer eternally. The Holy Spirit indwells, fills, teaches, enables, and empowers every believer in the life-long process of spiritual growth. (John 16:8-13; Eph. 1:13-14; Acts 4:31; Rom. 8:9)

MAN: We believe that man was created originally without sin, in the image of God, to enjoy an intimate relationship with Him and to fulfill God's purpose on earth. Because of the willful disobedience of Adam and Eve, all men are now sinners both by nature and by choice and are unable to remedy their lost condition. Each man is capable, under God, of deciding for himself in the matters of faith and life, and he is also free to worship God according to the dictates of his conscience. (Gen. 1:26-27, 2:16-17; 3:6; Rom. 1:18-32)

SATAN: We believe Satan is a personal being, a fallen angel, and the author of sin. He provoked the fall of man and seeks constantly to counterfeit the works and truth of God. As the archenemy of God, he is destined to eternal punishment in the Lake of Fire. (Matt. 4:1-11; Rev. 20:10)

SALVATION: We believe that salvation is God's gift to man in the person of Jesus Christ. Sinful man is saved from the eternal penalty of sin as a result of receiving Jesus Christ, by faith, as the Saviour and Lord of life. We believe that all who are born again through faith in our Lord Jesus Christ are eternally secure through His grace. (John 3:16; I Cor. 15:1-4; Eph. 2:8-10)

ETERNITY: We believe in the bodily resurrection of both the believer and the non-believer. Believers will appear in heaven at the Judgment Seat of Christ to receive rewards and live with God forever. Non-believers will be judged at the Great White Throne and will be cast into the Lake of Fire to suffer continuous punishment, separated from God forever. (John 5:25-29; Rev. 20:11-15)

THE CHURCH: We believe that a New Testament local church is an organized community of baptized believers, practicing the New Testament ordinances, and actively engaged in carrying out the Great Commission, which includes the edification and education of its members. (I Cor. 12:13, Matt. 28:19-20; Eph. 4:11-16)

We believe the local church is responsible to Christ as its head. Its members profess regeneration and are priests with equal and direct access to God. (Eph. 5:23; Rom. 12:1-2; Tit. 3:5-7; I Pet. 2:4-5)

We believe that a New Testament local church is separate from civil authority though civil authority is established by God and is to be obeyed in matters of the state. (Matt. 22:15-22; Rom. 13:1-7)

We believe in the congregational form of church government and local church autonomy, which gives each individual local church the authority to judge its own members, to elect its own officers, to properly administer and observe the ordinances, and to resolve its own problems. (Acts 6:1-6; I Cor. 5:9-6:1; II Thess. 3:6-15; Matt. 18:15-17)

We believe it is the responsibility of the New Testament local church to guard against apostasy and any compromise of Biblical doctrine. (Acts 20:28-30; II Cor. 6:14-18; II Cor. 11:1-15)

ORDINANCES: We believe that the ordinance of baptism means "immersion in water" and that it symbolizes the believer's identification with the death, burial, and resurrection of Jesus Christ. It is an expression of faith in His saving grace, the renunciation of sin, and is a condition for church membership. (Matt. 28:19; Acts 2:41; Matt. 3:13-17; Rom. 6:1-11)

We believe that the Lord's Supper is a symbolic meal instituted by Jesus Christ to commemorate His death and to foreshadow His return. It is only for believers in fellowship with Christ and with other believers. Believers are to fellowship regularly around the Lord's Table as instructed in the Bible. (I Cor. 11:23-28; Acts 2:41-42)

COVENANT

Adopted June, 24, 1989

Having been led by the Spirit of God to the Lord Jesus Christ as our Savior and having professed our faith through baptism by immersion, we, as one body in Christ, joyfully commit ourselves to our beliefs and practices as set forth in our Constitution. Together we seek to experience and express life in our Lord through our worship, instruction, fellowship, service, and witness.

We promise, therefore, by the aid of the Holy Spirit, to walk together in Christian love;

To strive for the growth and advancement of this church in knowledge, holiness, and spirituality;

To sustain its worship, ordinances, discipline, and doctrines;

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also promise to maintain family and personal worship;

To train our children in the fear, admonition, and love of the Lord, and to educate our children in Bible truths;

To seek the salvation of our kindred and acquaintances;

To be just in our dealings, faithful in our engagements, and exemplary in our behavior;

To abstain from anything which might have the appearance of evil or cause a brother to stumble, and to be zealous in our efforts to advance the kingdom of God.

We further promise to watch over one another in brotherly love;

To remember each other in prayer;

To aid each other in sickness and distress;

To cultivate Christian sympathy in feeling and courtesy in speech;

To be slow to take offense, but always be ready for reconciliation and, mindful of the rules of our Saviour, to secure reconciliation without delay.

We moreover promise that when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this Covenant and the principles of God's Word.

CONSTITUTION

Adopted September 23, 1989
Amended November 9, 1991
Amended February 9, 2002

ARTICLE I - Name

The name of this church shall be the Chinese Faith Baptist Church of Portland, Oregon, as incorporated in the state of Oregon.

ARTICLE II - Purpose

As a group of born again, baptized believers in the Lord Jesus Christ, we seek to glorify God through public worship of God, preaching of the gospel, consistent spiritual life, personal evangelism, missionary outreach, Christian education, and edification of the believers.

ARTICLE III - Affiliation

It is the purpose of this church to fellowship primarily with the various Conservative Baptist societies, associations, and institutions. This church shall affiliate with the Conservative Baptist Association of America as long as the Association is characterized by Biblical convictions and vigorous opposition to apostasy and compromise of Biblical doctrine.

ARTICLE IV - Membership

Section 1: Qualification for Membership

Any person professing faith in the Lord Jesus Christ, who has been baptized by immersion and holds views of faith in conformity with this church, is eligible for membership.

Section 2: Reception of Members

Candidates shall complete a new member orientation class, unless other arrangements are made with the Board of Deacons. The names of the candidates shall be posted at least two weeks prior to the date of intended presentation at a church business meeting.

Membership in this church shall be acquired after the Board of Deacons has made recommendation on the basis of one of the following methods and by approval of the church by 2/3 of the votes cast at a business meeting:

1. A public confession of faith in Jesus Christ as Saviour and Lord and baptism by immersion;
2. A letter of recommendation from another church of like faith and baptism by immersion if the applicant has not been previously immersed;

3. A statement of Christian experience, if the applicant has been previously baptized by immersion.

A pastor or interim pastor and his wife shall become members of this church when he accepts the call to serve this church. They shall remain members as long as he serves in that office.

Section 3: Duties of Members

Members are expected, first of all, to be faithful in all the spiritual duties essential to the Christian life; to attend faithfully the services of this church; to give regularly for its support; and to share in its organized work. All members should have an understanding and working knowledge of the Constitution, Covenant, and Declaration of Faith.

Section 4: Rights of Members

Active members may vote in the transaction of business and may hold offices for which they are qualified. The minimum age for voting or holding office shall be 18 years. All other members may fellowship and minister in the church, but they may not vote or hold office.

Members are granted privileges in the church: to attend all services, functions, social gatherings, and business meetings.

Recognizing that the goal of this church is to bring people to a saving knowledge in Jesus Christ, by open invitation, attendees are welcome to all services, functions, social gatherings, and as observers at business meetings.

However, the church reserves the right to revoke any and all rights or privileges granted to attendees or members in the interest of preserving the unity and purity of the body of believers (Ephesians 4:3), or as a result of church discipline.

Section 5: Classification of Members

1. Active

Members in good standing by virtue of their regularity of attendance and active support shall be considered active members.

2. Affiliate

Affiliate members shall be any persons accepted into membership who are 18 years of age or older and maintain dual church membership, one with this organization and one elsewhere because of special circumstances.

3. Non-Resident

Members, temporarily removed by distance so that attendance is impossible, may maintain their names on the rolls, providing they continue to support and keep in contact with the church.

Section 6: Termination of Membership

1. By failing to participate for one year in the fellowship, ministry, or support of this church, members shall be placed on an inactive list by the Board of Deacons, provided loving and careful efforts have been made to restore them to active status.
2. By joining another church.
3. By death.
4. By exclusion:
 - a. Members may be excluded for conduct and beliefs that violate or are contrary to Biblical principles.
 - b. Action to exclude must be preceded by attempts to reconcile and restore.
 - c. A 2/3 vote of members present and voting at a business meeting is required to exclude a name from the rolls.

ARTICLE V - Church Administration

Section 1: Church Government

According to Scripture, Christ is the head of the church body. A pastor fulfills the Biblical role of the shepherd. The church's government is vested solely in the body of believers which composes its membership.

Section 2: Listing of Elected Officers

Officers shall be: deacons, moderator, church clerk, treasurer, assistant treasurer, chairperson of the Worship and Music Committee, chairperson of the Sunday School Committee, chairperson of the Fellowship and Library Committee, chairperson of the Care and Hospitality Committee, chairperson of the Church Camp Committee, chairperson of the Outreach Committee, chairperson of the Missions Committee, and chairperson of the Property and Finance Committee.

Section 3: Qualifications of Officers

All officers shall be active members of the church. The Scriptural ideal for officers as stated in I Timothy 3:8-13 shall be considered for all officers of the church.

Section 4: Election of Officers

1. All officers shall be elected by the church at the April business meeting by secret ballot. Installation of officers shall be held the first Sunday in June.
2. Nominees shall be those presented by the Nominating Committee, as outlined in ARTICLE VII, Section 2. Additional names may be nominated from the floor. Permission must be obtained from nominees before their names may be placed in nomination.
3. The election of a Deacon may require two ballots. The first ballot is to determine church approval of each person to serve in the office. Each member may vote for any or all nominees. Each nominee must receive at least 3/4 vote of the members present at the business meeting to be eligible for the second ballot.

If there are more candidates than there are positions to fill, then a second ballot will be taken to determine which candidates will serve. Each member may vote for as many candidates as there are positions to fill. Those candidates with the most votes will serve in the office.
4. No member may be elected to serve in more than one office at any given time without the approval of the church, with the exception of the Moderator.
5. If an office becomes vacant, it shall be filled at any regular or special business meeting of the church using the guidelines of this section.

Section 5: Terms of Officers

1. Deacons

They shall be elected for a three-year term, with 1/3 of their membership to be elected each year. At the expiration of the term of office, they shall be ineligible for election to the same office for a period of one year. This includes anyone who has been elected to fill the unexpired portion of a vacated office.

2. Committee Chairpersons, Moderator, Church Clerk, Treasurer, and Assistant Treasurer.

Each shall be elected for a term of one year and may not serve more than three consecutive terms. After serving three consecutive terms, he/she is ineligible for election to the same office for a period of one year.

3. A serving term shall be from June 1st of the current year to May 31st of the following year.

Section 6: Duties of Officers

1. Deacons

- a. The Board of Deacons shall consist of at least three men. They shall elect a

chairman and secretary from their membership.

- b. The Board of Deacons, along with the pastor(s), shall oversee the spiritual life of the whole church. They shall plan the general program, implement the policies, and supervise all activities, including worship, missions, visitation, care for the sick, needy, or distressed members, disbursement of the Deacons' Fellowship Fund, and observance of the church ordinances. The Board shall consider all applications for church membership and membership transfers and handle cases of misconduct as outlined in ARTICLE IV, Section 6.
- c. Together with the committee chairpersons, they shall appoint all committee members of the church, except the Nominating Committee and the Pastoral Search Committee. See ARTICLE VII Sections 2 and 3.
- d. They shall represent the church in the purchasing or selling of real and personal property and any other legal matters, as authorized by the congregation. A 3/4 vote of the qualified church membership present and voting at regular or special business meetings shall be necessary to authorize the purchase, encumbrance, or disposal of any real property of the church.

2. Moderator

- a. The Moderator shall preside at all business meetings. In the absence of the Moderator, the Chairman of the Board of Deacons or his representative shall preside.
- b. Robert's Rules of order shall be standard for conducting all business meetings of the church, or departments, except as otherwise provided for in the Constitution.

3. Church Clerk

- a. The Clerk shall keep minutes of the business meetings of the church and record the reception and dismissal of members.
- b. The Clerk shall be responsible for all official correspondence.

4. Treasurer

- a. The Treasurer shall pay all salaries and bills by check, as authorized by the Property and Finance Committee.
- b. The Treasurer shall prepare financial reports quarterly, to show the financial condition of the church, and when requested by the Property and Finance Committee.

5. Assistant Treasurer

- a. The Assistant Treasurer shall keep an account for each contributor and make available a record of contributions at the end of the year.

b. The Assistant Treasurer shall count all monies received and, with the Treasurer or a teller designated by the Property and Finance Committee, deposit same in a designated bank.

6. Chairperson of the Worship and Music Committee

The chairperson of the Worship and Music Committee shall direct the Worship and Music Committee.

7. Chairperson of the Sunday School Committee

a. The chairperson of the Sunday School Committee shall direct the Sunday School Committee.

b. The chairperson of the Sunday School Committee shall also be the Superintendent of the Sunday School.

c. The Superintendent shall have general supervision of the Sunday School. This includes appointing teachers, arranging for teacher training, supervising the grading of Sunday School, and promoting the work and growth of the Sunday School.

8. Chairperson of the Fellowship and Library Committee

The chairperson of the Fellowship and Library Committee shall direct the Fellowship and Library Committee.

9. Chairperson of the Care and Hospitality Committee

The chairperson of the Care and Hospitality Committee shall direct the Care and Hospitality Committee.

10. Chairperson of the Church Camp Committee

a. The chairperson of the Church Camp Committee shall direct the Church Camp Committee.

b. The chairperson of the Church Camp Committee shall also be the Director of Church Camp for the following church year.

11. Chairperson of the Outreach Committee

The chairperson of the Outreach Committee shall direct the Outreach Committee.

12. Chairperson of the Missions Committee

The chairperson of the Missions Committee shall direct the Missions Committee.

13. Chairperson of the Property and Finance Committee

The chairperson of the Property and Finance Committee shall direct the Property and Finance Committee.

14. The chairpersons of the committees shall be responsible to the Board of Deacons.

ARTICLE VI - Pastoral Staff

Section 1: The Pastor(s)

1. Duties

- a. The pastor(s) shall be a man called of God, adequately trained, who has demonstrated spiritual leadership and has gifts qualifying him to perform the duties of the pastoral office, namely:
 - 1) Preach and teach the Word of God
 - 2) Shepherd and minister to the flock
 - 3) Encourage evangelistic outreach
 - 4) Administer the ordinances
- b. The pastor(s) shall be ex-officio member(s) of the Board of Deacons and all committees without vote.

2. Calling of a Pastor

- a. When there is a vacancy in the pastoral office, the Nominating Committee shall select a list of nominees that is representative of the various departments of the church. At a called business meeting the Nominating Committee shall present the list of names to the church, from which the church shall elect a Pastoral Search Committee. The Pastoral Search Committee shall consist of at least five members, with at least one being a member of the Board of Deacons.
- b. The Pastoral Search Committee shall draw up detailed procedures of the selection process and present them to the church for approval.
- c. The Pastoral Search Committee, after thorough investigation and having reached a unanimous agreement on a candidate, shall present the candidate to the church. After meeting with the church at a called business meeting, the church shall vote to accept or reject the candidate. A 90% affirmative vote of the qualified church membership present and voting shall be necessary to issue a call.

3. Dismissal of a Pastor

It shall require a majority vote at a business meeting held for that purpose. At least two weeks' notice shall be given of a business meeting to vote on the dismissal of a Pastor.

Section 2: Additional Staff

The church shall create additional staff positions as deemed necessary and develop procedure for filling such positions under the direction of the Board of Deacons and the pastor(s).

ARTICLE VII - Committees

Section 1: Committees of the Board

Each committee shall have at least three members, including the chairperson, who is an elected church officer.

All committee members, except the Nominating Committee and the Pastoral Search Committee, are appointed by the Board of Deacons and the committee chairpersons to assist in their respective area of responsibility.

No member may serve on more than one committee at any given time without the approval of the church.

Each committee member shall be appointed for a term of one year, from June 1st of the current year to May 31st of the following year, and may not serve more than three consecutive terms. After serving three consecutive terms, he/she is ineligible for appointment to the same committee for a period of one year.

The functions of each committee shall be specified by a written job description provided by the Deacons and reviewed by the Deacons annually.

1. Worship and Music Committee

- a. This committee shall have general oversight of the worship and music ministry of the church.
- b. They shall work with the pastor(s) and deacons to plan for worship services.
- c. They shall be responsible for the scheduling of servants in worship services.
- d. They shall be responsible for the coordination of various music groups.

2. Sunday School Committee

- a. This committee shall have general oversight of the Sunday School ministry of the church.
- b. They shall encourage edification of the congregation through effective promotion and proper functioning of the Sunday School.
- c. They shall assist the Sunday School Superintendent to recruit, retain and reward students, teachers and helpers.

3. Fellowship and Library Committee

- a. This committee shall have general oversight of the fellowship ministry and the library of the church.
- b. They shall be responsible for promoting and organizing fellowship groups, and appointing counselors for them.
- c. They shall be responsible for promoting and organizing small groups, appointing and training small group leaders.
- d. They shall appoint librarians, promote and set policy for the church library.

4. Care and Hospitality Committee

- a. This committee shall have general oversight of the caring ministry and hospitality of the church.
- b. They shall provide physical care to the needy in the congregation. They shall organize visitation of the sick, sending flowers, and coordinating meals on wheels.
- c. They shall prepare for the observance of the ordinances, arrange refreshment and fellowship meals.
- d. They shall be responsible for securing childcare during special services and business meetings of the church.

5. Church Camp Committee

- a. This committee shall have general oversight of the church camp ministry of the church.
- b. They shall be responsible for all aspects of the church camp for the following church year.

6. Outreach Committee

- a. This committee shall have general oversight of the outreach ministry of the church.
- b. They shall encourage and direct the evangelistic outreach of the church, with a special burden for our Chinese brethren.
- c. They shall direct a visitation program to new comers.
- d. They shall provide training on evangelism and outreach.
- e. They shall select among themselves the Head Usher.
- f. The Head Usher shall count and record attendance at all services.
- g. The Head Usher shall select ushers to assist in the greeting, seating needs, and comfort of the congregation, and receive the offerings during the church service.

7. Missions Committee

- a. This committee shall have general oversight of the missions ministry of the church.
- b. They shall be responsible for the promotion of cross-cultural mission interest of the church.
- c. They shall suggest the missionaries and mission agencies to be supported and the amount of their annual support.
- d. They shall keep in contact with the missionaries, plan and promote missions events.

8. Property and Finance Committee

- a. This committee shall have general oversight of property and finances of the church.
- b. They may designate a person to serve as teller with the Assistant Treasurer.
- c. They shall prepare a budget and, upon approval of the Board of Deacons, present it to the church for adoption.
- d. They shall review and approve non-routine bills and authorize payment of same by the Treasurer.
- e. They shall select an appropriate financial institution for all church accounts.

9. Ad Hoc Committees

Additional committees may be added or disbanded as needed by the Board of Deacons. The serving term shall be the same as the other committees.

Section 2: Nominating Committee

1. This committee shall consist of at least three members who shall be elected by the church from names recommended by the Nominating Committee, with at least one being a Deacon.
2. Their duties shall be to place in nomination, whenever needed, names that they believe to be qualified for the elected offices of the church and the Pastoral Search Committee. Before placing any name in nomination, this committee shall secure the consent of the nominee. These names must be posted at least two weeks before an election.
3. Each committee member shall be elected for a term of one year and may not serve more than three consecutive terms. After serving three consecutive terms, he/she is ineligible for election to this committee for a period of one year.

Section 3: Pastoral Search Committee

1. This committee shall consist of at least five members who shall be elected by the church from names recommended by the Nominating Committee, with at least one being a member of the Board of Deacons.
2. They shall be responsible for recommending a pastoral candidate as outlined in ARTICLE VI, Section 1, "Calling of a Pastor."
3. Each committee member shall be elected for a term of eighteen months or until the assignment is completed whichever comes first. All committee members that are serving when a term is completed are ineligible for election to this committee for a period of one year.

ARTICLE VIII - Meetings

Section 1: Devotional Meetings

1. The church shall meet regularly on the Lord's day for study, worship, and the preaching of the gospel.
2. The church shall meet for the observance of the Lord's Supper monthly, or as directed by the Board of Deacons.

Section 2: Business Meetings

1. The annual business meeting shall be held in the month of May. At this meeting the annual reports of all phases of the church work shall be presented in writing, as directed by the Board of Deacons.
2. Quarterly business meetings shall be held in the months of August, November, and February. At these meetings a report of all phases of the church work shall be presented, as directed by the Board of Deacons.
3. A special business meeting shall be held in April to elect church officers and to approve budget for the following year.
4. Special meetings may be called by the Board of Deacons, pastor(s), or by the request of 25% of the active membership.
5. A quorum for the transaction of business shall be 30% of the active church membership.
6. Absentee ballots shall be permitted when voting on real property or the calling of a pastor.

The Deacons may permit absentee ballots for any other matter that they deem appropriate. In these instances, the Deacons must give public notice of their acceptability at least two weeks in advance of a business meeting.

Absentee ballots should only be used when a member is unable to attend a business meeting due to illness, work, or being out of town.

Absentee ballots must be signed and returned to the Moderator at least two days before a business meeting.

7. The Board of Deacons shall set the date for all business meetings. Notice of a meeting and its purpose shall be given at all church services for two weeks prior to the meeting. An agenda of the meeting shall be posted two weeks prior to the meeting.

Section 3: Board and Committee meetings

1. The Board of Deacons shall meet at least once monthly, at church if at all possible.
2. All committees shall meet monthly at church at a common time designated by the Board of Deacons, if at all possible. Other meetings may be held at other times or other places as necessary.
3. The Board of Deacons and the committee chairpersons shall have joint meetings monthly to foster communication.
4. A quorum for the transaction of business of the Board of Deacons and committees shall be 60% of its membership.

ARTICLE IX - Church Year

The fiscal year of the church shall begin on May 1st and close on April 30th of the following year.

ARTICLE X - Dissolution Clause

The property and assets of Chinese Faith Baptist Church of Portland, Oregon, incorporated, are irrevocably dedicated to church purposes. Upon liquidation, dissolution, or abandonment of the corporation, its assets will not inure to the benefit of any private person, but rather they shall be given to the Northwest Conservative Baptist Association in Portland, Oregon, or its successor corporation. In the event this organization is unable to accept the assets of this corporation, they shall be given to the Conservative Baptist Association of America, or some other Conservative Baptist agency whose purposes are within those specified above.

ARTICLE XI - Amendments

Section 1: Notification

Notice of a vote on a proposed amendment must be given two successive Sundays from the pulpit and wording included in a church mailing, or by other personal official notification.

Section 2: Vote Required

It shall require a 2/3 vote of active members present to amend this Constitution.