
BY-LAWS

OF

CROSSROADS INTERNATIONAL CHURCH LTD

1 Name & Organization

- 1.1 The name of this organization is Crossroads International Church Limited (Ltd.), Singapore, hereinafter referred to as the church.
- 1.2 The organization is incorporated as a public company limited by guarantee with registration #200709217H.
- 1.3 In these By-Laws the following abbreviations apply:
- 1.3.1 The Act: The Companies Act Cap. 50
 - 1.3.2 The Church: CROSSROADS INTERNATIONAL CHURCH LTD
 - 1.3.3 Elders: The Executive Board of the Church consisting of Voting Members of the Church who have been elected to hold office to hold positions in the same
 - 1.3.4 Voting Member: A member of the Church with voting rights
 - 1.3.5 Non-Voting Member: A member of the Church with no voting rights
 - 1.3.6 Secretary: Any person appointed to perform the duties of the Secretary of the Church
 - 1.3.7 The Seal: The common seal of the Church
- 1.4 Words importing the masculine gender include the feminine as well except where prohibited by the By-Laws and words in the singular include the plural and vice versa, save where a contrary intention appears.
- 1.5 Words or expressions in these By-Laws shall be interpreted in accordance with the provisions of the Interpretation Act, Cap. 1 and of the Act, as in force at the date which these By-Laws become binding on the Church.

2 Membership

2.1 General

- 2.1.1 The Church is the universal Body of Christ consisting of all born again Christians made one by the indwelling Holy Spirit (cf. Doctrinal Statement Article 8). However, to join the this local church, a person must be a born-again believer, sign to uphold the Church Covenant and Doctrinal Statement, and pledge to help fulfill the church's mission (cf. Doctrinal Statement Article 1).
- 2.1.2 Any prospective member shall before acceptance into membership undergo believer's baptism or give testimony of prior believer's baptism.
- 2.1.3 All members and non-voting members of the church and those members of the universal Church who are not members of the church are invited to partake of the symbols of Christ as expressed in the Lord's Supper (Matt. 28:18-20; 1 Cor. 11:17-34; 12:13).
- 2.1.4 The number of members of the Church is unlimited.
- 2.1.5 The Church shall have two (2) classes of membership: voting members and non-voting members.
- 2.1.6 Voting Members shall be deemed to be persons whose names are on the Member Register.
- 2.1.7 An individual's membership at the church is not transferable to another individual.

2.2 Qualifications

Membership shall be open to Christians who have been baptized as believers and who give assurance of personal faith in Christ Jesus for their eternal salvation, who are committed to consistently live under the Lordship of Christ Jesus, and who are in agreement with the Vision and Mission statements and the doctrinal position as set forth in the Church Covenant and the Doctrinal Statement contained in the Articles of Association.

2.3 Process

- 2.3.1 By Baptism - A prospective member will notify any pastoral staff and/or any elder as to his or her desire for membership. The pastoral staff and/or elder may require the prospective member to attend the New Members Orientation. After completing the orientation and giving testimony to the pastoral staff and/or elder of having met the qualifications, the candidate will be presented to the members. Baptism by immersion (if he or she has not been baptized previously) and signing the Church Covenant and Doctrinal Statement will complete the

membership process and his/her name will be added to the members' register.

- 2.3.2 By Transfer - A prospective member may ask his/her previous church of like faith and order to provide a letter of transfer of membership, and upon acceptance of such letter by the elder's secretary and upon signing the Church Covenant and Doctrinal Statement, he/she will be added to the members' register.
- 2.3.3 By Statement - A prospective member may give a statement describing his/her experience of salvation and his/her subsequent baptism. The pastor-teacher, or in his absence any elder, will evaluate such statement and, upon acceptance by the pastor-teacher or in his absence by any elder, and upon signing the Church Covenant and Doctrinal Statement will be added to the members' register. Membership in more than one church is allowed to enable members to retain their status in the church of their home country. However, those who join another church subsequent to Crossroads will be deemed as not desiring to return to this fellowship; in such cases, membership shall be terminated.

2.4 Responsibilities

- 2.4.1 General - Scripture places a high importance upon the believer's participation in the life of a local assembly in order to grow and mature in his/her faith in Christ Jesus. Members of the church, relying upon prayer and the power of the Holy Spirit in their lives, and not through their own strength, seek to fulfill this biblical command of continued growth and maturity towards Christ's example.
- 2.4.2 Participation - Members must participate regularly in the worship, Lord's Supper, Sunday school and small groups offered by the church (Heb. 10:24-25). Participation in the above responsibilities, however, is not a substitute for individual and family devotions, Bible study and quiet time with the Lord. Members also have the responsibility to participate in supporting the church through their tithes and offerings (1 Cor. 9:13-14; 2 Cor. 9:6-12).
- 2.4.3 Submission - Members must uphold and follow the leadership of the church, as God has instructed, so long as that leadership is following the teachings of the Bible (Heb. 13:17). Members also have the responsibility to submit to guidance, instruction, and, if he or she should fall into serious moral disobedience or serious doctrinal error, the discipline of God through the church (Matt. 18:15-20).
- 2.4.4 Ministry - Members must serve the body of Christ Jesus by using the gifts and abilities God has given them for the good of the church, the expansion of the church, and the advancement of Christ's purposes, so that the church as a body of believers can mature (Eph. 4:11-13; 1 Pet. 4:10).
- 2.4.5 Witness - Members must be salt and a light to a lost world, to be prepared to explain the gospel message of Jesus Christ to the lost so that

they may have their sins forgiven and receive the free gift of eternal life with God (Matt. 5:13-16; 28:18-20; 1 Pet. 3:15-16).

- 2.4.6 Purity - Members must live daily under the Lordship of Christ Jesus as revealed in a lifestyle characterized by holiness before God and integrity before the world so that Christ's name will not be dishonored (Col. 1:9-10; 1 Pet. 2:12).
- 2.4.7 Unity - Members must love the church for which Christ Jesus died, to promote unity and fellowship within the church as a visible demonstration to a watching world that God changes the hearts of selfish men and women who are made new in Christ Jesus (Eph. 4:1-3; Phil. 2:1-2).

2.5 Termination

Membership in the church will be terminated by the following means:

- 2.5.1 By Letter – the church grants letters of recommendation to other churches for members in good standing. When letters are granted, the member's name shall be removed from the members' register and membership in the church shall be terminated.
- 2.5.2 By Request - Upon a member's request, his or her name shall be removed from the members' register and membership in the church shall terminate.
- 2.5.3 By joining another church - Upon receiving reliable evidence that a member has joined another church, the member's name shall be removed from the members' register and membership in the church shall terminate.
- 2.5.4 By failing to participate - A member who has been an infrequent participant in the activities of the church for one year shall be contacted by the elders or their representative to ascertain the circumstances. Infrequent participation in the life and service of the church for reasons other than justifiable reasons shall prompt an informal inquiry by the elders as to the member's commitment to the health and welfare of the church. Where the elders determine such infrequent participation results from spiritual neglect and indifference, the elders, deacons, or other designated members of the church shall attempt restoration. Where such an attempt is not successful, and upon the consensus of the elders, the member's name shall be removed from the members' register and membership in the church shall be terminated.
- 2.5.5 By removal under church discipline - Members of the church, through the power of the Holy Spirit, are expected to conduct their lives in accordance with biblical standards of holiness as they grow to become more Christ-like. When a member knowingly and unrepentantly ignores the direct commands of Scripture and the discipline of the church leadership, the church will lovingly discipline this person towards restoration under the guidance of the elders as set forth in the four-step procedure in Matthew

18:15-17 (cf. Gal. 6:1). Members agree to be disciplined for sins in the following areas:

- 2.5.5.1 Private and personal offenses that violate Christian love: unwillingness to become reconciled with an offended brother (Matt. 5:23-24; 18:15-17), hatred, jealousy, fits of rage, and selfish ambition (Gal. 5:20)
- 2.5.5.2 Divisions and factions that destroy Christian unity: opposition to biblical teaching (Rom. 16:17), divisiveness after two warnings (Tit. 3:10-11), slander (1 Cor. 5:11), malicious gossip against leadership (3 John 9-10), causing discord, jealousy, dissensions, and factions (Gal. 5:20)
- 2.5.5.3 Moral and ethical deviations that break Christian law: sexual immorality, greed, drunkenness, swindling (1 Cor. 5:11), initiating a lawsuit against a Christian or taking a believer before an unbeliever for judgment (1 Cor. 6:1-10), refusal to earn a living (2 Thess. 3:6), impurity and debauchery (Gal. 5:19), fruitless deeds of darkness (Eph. 5:11), and sensuality that denies Christ's Lordship (Jude 4)
- 2.5.5.4 Teaching false doctrines that reject essential Christian truth: being idolatrous (1 Cor. 5:11), blasphemous (1 Tim. 1:20), rebellious and deceptive (Tit. 1:9-11), and claiming that the resurrection of any person other than Christ has already occurred (2 Tim. 2:17-18)

2.5.6 When such action leads to the regrettable obligation of terminating a person from membership, this will be based upon the consensus of the elders and the member's name shall be removed from the members' register and membership in the church shall be terminated.

2.6 Membership Register

- 2.6.1 The elders shall conduct an annual review of the members' register to remove names of members who have not attended for the past year and to update the particulars of existing members. This shall commence two months prior to the annual meeting and be completed one (1) month prior to the annual meeting.
- 2.6.2 The update shall require members to verify their personal particulars and shall at such intervals and in such manner as may be required by the elders affirm their membership failing which such members shall be transferred from the Member Register to a Subsidiary Register upon which their Voting Membership shall *ipso facto* be suspended. The Church shall have discretion to restore a person where a reasonable explanation can be given. Those persons whose membership has been terminated or whom can no longer be contacted shall be removed from the register of names.

2.7 Non-voting Members

- 2.7.1 General Qualifications: Non-voting members are persons who do not meet the Voting Member requirements but desire the fellowship of the Church. Normally these are members under age 21.
- 2.7.2 Privileges: A non-voting member of the church may take part in the worship services, Sunday school classes, prayer meetings, and congregational meetings of the church subject to their orderly conduct. A non-voting member may teach or assist in a Sunday School class or take part in any of the ministries of the church subject to the approval and authority of the staff and subject to being in agreement with the Church Covenant and the Doctrinal Statement.
- 2.7.3 Limitations: A non-voting member may not chair a committee of the church but may be a member of a committee subject to the approval of the elders and the committee chair. A non-voting member may not take on any elder, pastor-teacher, or ministry-specific staff roles in the church. A non-voting member who wishes to take part in any of the activities of the church shall submit to church authority and shall maintain the standards required for discipline, purity and unity as required of members.
- 2.7.4 Subsidiary Register: Upon approval of their application for Non-voting Membership by the Church, their names shall be entered into the Subsidiary Register that will be subject to the same regular review as for the Member Register.

3 Governance, Elders & Other Leaders

3.1 Governance

- 3.1.1 Autonomy: While affirming the privileges and spiritual duties of fellowship and ministry with all believers, the church is an independent church body that shall not be accountable to any other ecclesiastical or denominational body. Final authority over the ministry and witness of the church as well as the property of the church shall be retained by the members acting in accord with the procedures and through the leadership as set forth in the Articles, By-Laws, and rules of the church.
- 3.1.2 Ultimate Authority: In accord with generally accepted Baptist church polity, the congregation shall have highest authority in the life of the church. The members shall retain the authority to affirm, by vote, God's call of the pastor-teacher and certain pastoral staff positions, the appointment of elders and deacons and shall approve, by vote, the fiscal budget of the church. The members, subject to these By-Laws, delegate authority to the pastoral staff, elders and other persons of authority to carry out the execution of the approved budget and the daily administration of the church.

3.2 Elders

- 3.2.1 General - The elders are a group of biblically qualified men who are charged with leading the church under the leadership of Christ Jesus. God develops and selects men to be elders; the church recognizes God's calling through the confirmation/affirmation process described below. The pastor-teacher(s) shall be part of the council of elders upon his call by the church, and shall serve in the role of teaching elder(s) but shall not hold the position of chairman, vice-chairman or secretary of the elders.
- 3.2.2 Qualifications - A nominee for elder shall have been a member of the church for at least six months in active service prior to the date of his nomination. The biblical qualifications for this position are set forth in 1 Timothy 3:1-7; Titus 1:6-9; and 1 Peter 5:2-3. That elders must be men is evident in the qualification to be a "husband of one wife" who "manages his house" (1 Tim. 3:2, 4; Tit. 1:6).
- 3.2.3 Responsibilities - The elders are responsible for the general oversight of all matters pertaining to the ministry of the Word and prayer at the church (Acts 6:2, 4; 1 Tim. 5:17), which means they protect against doctrinal error (Acts 15:6; 20:17, 27-31; Titus 1:5, 6a, 9), lead the church (1 Pet. 5:2-3), pray for the sick (James 5:14), preach and teach (1 Tim. 5:17), appoint leaders (1 Tim. 4:14), accept and distribute money (Acts 11:29-30), officially welcome visitors (Acts 15:4), supervise themselves and all the church members (Acts 20:28), and maintain church discipline (1 Thess. 5:12). As part of their general oversight, the elders establish the policies of the church. The elders shall report to the congregation on the affairs and status of the church and its ministries on a quarterly basis, usually March, June, September and December.
- 3.2.4 Borrowing Powers - Subject to the approval of the Voting Members at General Meetings, the elders shall exercise the powers to borrow money or raise funds on behalf of the church for the purposes of the church and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the church.
- 3.2.5 Seal - The elders shall provide for the safe custody of the seal, which shall only be used by the authority of the elders and every instrument to which the seal is affixed shall be signed by an elder and countersigned by the secretary or by a second elder or by some other person appointed by the elders for the purpose.
- 3.2.6 Term - An elder shall serve his office for a term of two (2) years and up to a maximum of three (3) consecutive terms after which he will step down for one (1) term and will be eligible to be elected to hold office as an elder. Where an elder also serves as pastor-teacher of the church, there shall be no limit to his term of office as an elder. Each year, approximately one-third of the elders are to rotate off for the selection of new elders. A pastor-teacher is a voting member of the elders by virtue of his position, although he shall not vote in regard to his remuneration.

- 3.2.7 Number - The optimal number of elders including the pastor-teacher(s) shall be five (5), but the number of non-pastor-teachers shall ideally be at least one (1) more than the number of pastor-teachers on full-time or part-time staff.
- 3.2.8 Selection - Selection of elders shall take place at the annual meeting or at such other times as the serving elders determine that a new elder is needed to replace an elder who has relinquished his position. An elder who is appointed to replace another elder who has served part of his term shall serve for the remainder of that term and this term shall not count towards the three-term limit imposed under section 3.2.6 above. The selection process shall be as follows:
- 3.2.8.1 Notice of the beginning of the selection process shall be given to the members approximately eight (8) weeks prior to the annual meeting. At this time of notice, members shall submit a completed Elder Nomination Form to any of the elders in writing within two weeks. The Elder Confirmation Forms shall be made available at the Sunday Worship Service and at the church office and must be completed and returned during this two-week period.
- 3.2.8.2 The elders shall interview the prospective elder(s) and spouse(s) to determine if the prospective elder(s) meets the qualifications. Upon consensus among the elders that the candidate meet(s) the qualifications for eldership, the elders will contact the candidate(s) again for a specific discussion with him to determine each man's assessment of God's will for him in this matter.
- 3.2.8.3 The elders shall then present to the members the name(s) of those men whom the elders agree possess the biblical qualifications for eldership and who have agreed to serve as elders if subsequently confirmed by the members.
- 3.2.8.4 Members shall have at least two (2) weeks to prayerfully consider the prospective elder(s) and if any of the members have any reservations about a man's qualifications for eldership, they should discuss those reservations with the individual and if not satisfactorily resolved, bring the matter(s) to the attention of the elders.
- 3.2.8.5 At the annual meeting, the elder positions available shall be filled by the candidates with the highest votes subject to each candidate receiving at least a majority vote from the members. Should all of the prospective candidates be excluded through this process, the selection process shall start anew, if deemed necessary by the elders.
- 3.2.8.6 Upon confirmation of acceptance by the elders and the members via the above procedure, the new elder(s) will be confirmed and commissioned for service before the Lord by the laying on of hands of the elders before the congregation.

- 3.2.9 Removal of an elder - An elder may be removed from office prior to the expiration of his term upon his resignation. He may also be removed by two-thirds of the elders or, in the event the congregation is not satisfied that the elder in question was not removed by the elders, by two-thirds of the members who are present at a specially called meeting and who agree that he no longer satisfies the biblical qualifications for eldership or is otherwise incapable of continuing. Any such removal will be accomplished only after the subject elder is given at least two weeks notice and an opportunity to defend his qualifications before the elders or the members and after prayerful application of the process set out in Matthew 18:15-17 and other biblical passages related to church discipline and fitness to serve. The congregation shall be informed of the decision of the elders to fulfill the warning required in 1 Timothy 5:20.
- 3.2.10 Positions among the Elders - The elders shall select from among themselves a chairman, vice-chairman and secretary of the elders who shall serve with the pastor-teacher(s) when necessary for legal or other purposes as the leaders of the church as well as keep a record of all decisions of the church made at congregational meetings. The chairman of the elders shall fulfill responsibilities whenever required by law or practice as president of the company. Likewise, the vice-chairman of the elders shall be authorized to act as the vice-president of the company. The secretary of the elders shall act as the secretary of the company.
- 3.2.11 Meetings of the Elders - Elders will meet at least monthly for study, prayer, and oversight of the church. Unless otherwise specified in these By-Laws, majority vote shall decide all questions presented before the elders. Where the vote is evenly split, should the matter under consideration not be solved through further prayer and consultation, the chairman of the elders may cast the additional tie-breaking vote. The chairman shall direct all elder meetings. In his absence, the alternate chairman shall be the vice-chairman, secretary, or other individual designated by the chairman, respectively.
- 3.2.11.1 Members of the elders may meet together either in person or by telephone, radio conference televisions or other similar communication equipment or any other form of audio or audio-visual instantaneous communications by which all directors and/or persons participating in the meeting are able to hear and be heard by all other participants for the dispatch of business and adjourn and otherwise regulate their meetings as they think fit.
- 3.2.11.2 The quorum of such teleconferencing meetings shall be the same as the quorum required of a meeting of the elders provided under these By-Laws. Unless he has previously obtained the consent of the chairman of the meeting, an elder may not leave the teleconferencing meeting by disconnecting his telephone or other communication equipment and shall be conclusively presumed to have been present and to have formed part of the quorum throughout the meeting. The

meeting shall be deemed to have been validly conducted notwithstanding that an elder's telephone or other communication equipment is accidentally disconnected during the meeting and the proceedings thereof shall be deemed to be valid as if the telephone or other communication equipment had not been disconnected. A resolution passed pursuant to such a conference shall, notwithstanding that members of the elders are not present together at one place at the time of the conference, be deemed to have been passed at a meeting of the elders held on the day and at the time (measured at the registered office) at which the conference was held and shall be deemed to have been held at the registered office, unless otherwise agreed, and all members participating at that meeting shall be deemed for all purposes of these By-Laws to be present at that meeting.

3.2.12 Committees - The elders shall establish the committees necessary to properly administer the affairs of the church and shall specify which committees may include non-voting members. Non-voting members may not chair or form the majority in any committee. The composition, duties, term and other characteristics of each ministry shall be in writing and maintained at the church office. The elders shall maintain a Ministry Handbook at the church office that contains the specific ministry descriptions and their responsibilities.

3.2.13 Committee Changes - The elders may by consensus remove any person from any ministry or committee position. Before such removal, the elders shall speak with the person affected and give that person the right to be heard before the elders. Vacancies that arise in any ministry or committee may be filled by the pastoral or ministry-specific staff in charge or by the committee chair but shall be subject to the consensus of the elders.

3.3 Deacons

3.3.1 General - The deacons are biblically qualified church members who are elected to assist the elders and to ease the administrative load of the elders akin to how the Seven assisted the apostles and elders in Acts 6:1-7. It is a position of serving where deacons help in separate committees according to ministry area as in Acts 6:1-7. They do not serve in a single board, but in groups where each group serves under the supervision of the elders as a whole or under a single elder. The biblical qualifications for this position are set forth in 1 Timothy 3:8-13 and Acts 6:3-4.

3.3.2 Responsibilities - The deacons will, among other responsibilities, utilize and disburse the church resources for the well being of its members and others in the wider community in such a manner that assists the elders. Their responsibilities may include but not be limited to the following duties: administer the church budget, approve capital and operational expenditures, carry out audits, oversee building maintenance, spearhead evangelistic activities, organize fellowship lunches, meet various physical needs of the congregation, provide representation on committees and

with the elders shall jointly welcome visitors. The deacons shall also undertake such work as given to them by the elders.

- 3.3.3 Term - Deacons shall serve a two (2) year term commencing in January. A deacon may serve a maximum of two consecutive terms and thereafter shall be required to relinquish his position for one year before being eligible to be re-elected. At the annual AGM, approximately half of the deacons will rotate off for the selection of new deacons.
- 3.3.4 Number - No minimum or maximum number of deacons is necessary.
- 3.3.5 Selection - Selection of deacon(s) shall take place at the annual meeting or when the elders determine that additional deacons are necessary and that qualified eligible candidates exist. The elders shall appoint a Nominating Committee from among the members to carry out interviews and present recommendations on a list of candidates to the elders. At a congregational meeting, the members shall elect the requisite number of deacons from among the list of candidates presented.
- 3.3.6 Removal of deacon - Deacons may be removed from office prior to the expiration of their term upon their resignation or if two-thirds of the elders present at a specially called meeting agree that they no longer satisfy the biblical qualifications for deacon or is otherwise incapable of continuing. Any such removal will be accomplished only after the subject deacon is given at least two weeks notice and an opportunity to defend their qualifications before the elders and after prayerful application of the process set out in Matthew 18:15-17 and other biblical passages related to church discipline and fitness to serve.

3.4 Treasurer

- 3.4.1 The elders shall appoint an elder or deacon to serve as treasurer for two (2) years.
- 3.4.2 It shall be the duty of the treasurer to receive, keep in a bank, and disburse, all monies committed to the church. The treasurer shall be responsible, at all times, for an itemized account of all receipts and disbursements. The treasurer shall issue reports to the church regarding the church's finances regularly.
- 3.4.3 All books, records, and accounts kept by the treasurer shall be the property of the church and may be audited as directed by the elders.
- 3.4.4 The treasurer shall, upon relinquishing his position whether through resignation, election of his successor or otherwise, promptly deliver to the elected successor or, if none, to the chairman of the elders, all books, records and accounts he is relinquishing as well as all copies thereof.
- 3.4.5 The treasurer may be removed from office by consensus vote of the elders or upon his/her written resignation.

3.5 Clerk

- 3.5.1 The clerk is an administrative position appointed by the elders for a one (1) year term commencing in January.
- 3.5.2 The clerk shall keep and update regularly a register of names of members, with dates of admission and termination of membership, together with a record of baptisms. Any member of the church may evaluate these books at stated intervals. The clerk shall also notify all members of committees and office bearers of their election or appointment. The clerk shall issue letters of transfer voted on by the church, preserve on file all communications and written reports, and give notice of all meetings where such notice is necessary.
- 3.5.3 The clerk may be removed from office by consensus vote of the elders or upon his/her written resignation.

4 Pastor-Teachers & Ministry-Specific Staff

4.1 Call

- 4.1.1 Screening committee: When there is a need for the call of a pastor-teacher, or one whose service is a church-wide ministry affecting all members (e.g. the position of director for music and worship or an interim for any of the above positions), the elders shall appoint a pastoral staff screening committee comprising of not less than five (5) members (one of whom will be an elder) who shall have the task of recommending one or more candidates to the elders.
- 4.1.2 Review: Upon receiving recommendation(s) from the committee, the elders shall review the recommendation(s), interview the applicant(s) and satisfy themselves of both his scriptural, personal and professional qualifications for the particular needs of the church. If the elders are unanimous in their support for the candidate, they shall arrange for one or more visits and interactive opportunities for the candidate with the congregation. After hosting the visits and/or speaking opportunities, if the elders are still unanimous in their support for the candidate, they shall present the candidate to the members for approval at a congregational meeting.
- 4.1.3 Vote: If members approve the candidate by at least a 50% vote, the elders shall notify the candidate and, if the call is accepted, arrange for the candidate to join the church as a member and assume his duties as pastor-teacher.
- 4.1.4 Terms of Service: A pastor-teacher shall serve his office for a term of five (5) years and shall be eligible for re-election for consecutive terms. Ministry-specific staff shall serve his office for a term of three (3) years and shall be eligible for re-appointment for consecutive terms.

- 4.1.5 Terms of Appointment: The elders shall determine the terms of appointment for both pastor-teachers and ministry-specific staff, including items such as salary, benefits, and job descriptions.

4.2 Ordination

- 4.2.1 The church recognizes that in the NT, ordination applied not to the traditional recognition of one called to full-time pastoral ministry, but rather, it applied to the commissioning of *all* elders and deacons. To "ordain" means to "appoint" to the role of elder (Acts 14:23; Tit. 1:5) or deacon (Acts 6:6 "laid hands on"). The church will practice this scriptural understanding of "ordination" in "ordaining" or "appointing" all church elders and deacons.
- 4.2.2 However, due to the tax and legal benefits of the more traditional perspective on ordination, the following procedure will also be followed. The member seeking ordination shall contact the elders with the request for ordination. The elders shall then serve as an ordination council. After prayerful consideration of the candidate, if the elders unanimously agree that the candidate should be considered for ordination by the church, the candidate will be presented to the members for approval by consensus. Upon approval, an ordination service shall be held by the church.

4.3 Commissioning

- 4.3.1 In certain cases, such as the commissioning of ministry-specific staff members and missionaries of the church, the elders may elect to commission them to a ministry task through the laying on our hands and prayer (cf. Acts 13:1-3).
- 4.3.2 This type of commissioning may be done for any length of service as determined by the elders.

4.4 Pastor-Teacher(s)

- 4.4.1 Restriction to the Male Gender - Since Scripture requires elders to be men, the church acknowledges that this applies to the highest position of leadership, shepherding and teaching, which is the office of the pastor-teacher.
- 4.4.2 Authority - The pastor-teacher(s) shall have supervisory authority over all ministry-specific and support staff and may hire or terminate any employee subject to the consensus of the elders.
- 4.4.3 Responsibility - The pastor-teacher(s) shall manage, supervise, lead, train, and evaluate the staff in their duties and ensure that the ministries of the church are well looked after and effectively run in service to the Lord and for the benefit of the congregation. He shall ensure that all expenditures are done in accordance with the approved budget. He shall together with the elders support and promote the vision and mission of the church. He shall be accountable to the elders and the church.

4.4.4 Termination - The pastor-teacher may be removed from office upon his resignation or if two-thirds of the elders (not including the pastor-teacher) so vote. He may also be removed by two-thirds of the members who are present at a specially called meeting and who agree that he no longer satisfies the biblical qualifications for eldership or is otherwise incapable of continuing. If the removal is due to non-satisfaction of the biblical qualifications for being a member of the pastoral staff, such removal shall take place only after the pastor-teacher has been given adequate notice and an opportunity to defend his qualifications before the elders and after prayerful application of the process set out in Matthew 18:15-17 and other biblical passages related to church discipline and fitness to serve. Removal shall take effect on the date of the final decision by the elders to dismiss the pastor-teacher. However, pay and benefits after the day of removal shall continue as per the terms of employment. The congregation shall be informed of the decision of the elders in accordance with 1 Timothy 5:20.

4.5 Membership at the Church

Pastor-teachers and ministry-specific staff members must be members of the church. Upon signing the Church Covenant and Doctrinal Statement, they shall be added to the members' register.

4.6 Performance Evaluation

The elders shall evaluate the pastor-teacher(s) and ministry-specific staff members each year through appraisals, interviews and an assessment of their work performance for the preceding twelve-month period. The results of the evaluation shall be used to determine the amount of remuneration and/or to provide objective feedback on areas requiring improvement.

4.7 Relationship to Elders

Pastor-teachers and ministry-specific staff members are recognized as shepherds of the flock who assist the elders in their pastoral oversight. However, aside from the pastor-teacher(s), the ministry-specific staff members shall not hold the office of elder and shall not be permitted to attend elder meetings unless expressly invited by the elders.

4.8 Removal of Ministry-Specific Staff

Ministry-specific staff members may be removed from their positions upon their resignation or if two-thirds of all the elders so vote. If the removal is due to non-satisfaction of the biblical qualifications to be a member of the staff, such removal shall take place only after the person in question has been given adequate notice and an opportunity to defend his/her qualifications before the elders and after prayerful application of the process set out in Matthew 18:15-17 and other biblical passages related to church discipline and fitness to serve. Removal shall take effect on the date of the final decision by the elders to dismiss the staff member. However, pay and benefits after the day of removal shall continue as per the terms of employment.

5 Congregational Meetings

Congregational meetings may occur in either of two ways: annual or extraordinary.

5.1 Annual Meeting

- 5.1.1 The church must hold the AGM after the closing of the books on 30 September but before 30 March of the following year at the latest to officially approve the audit within the legally-mandated six-month period after the books are closed.
- 5.1.2 The meeting will also include the election of new elders and/or deacons and other matters of the church as necessary.

5.2 Extraordinary Meetings

- 5.2.1 When a special matter needs attention, and upon the consensus of the elders, an extraordinary meeting may be held immediately and without notice solely for the purpose of addressing the matter at hand.
- 5.2.2 Every effort shall be made to advise the members, and where possible, the meeting shall be held in conjunction with a Sunday worship service.

5.3 Moderator

A pastor-teacher shall preside as moderator at all congregational meetings. In the absence of a pastor-teacher, the chairman of the elders shall preside as moderator. In the absence of the chairman, the vice-chairman of the elders shall preside as moderator. In the absence of the vice-chairman, the secretary of the elders shall preside as moderator. In the absence of all four, the members at the meeting shall elect a moderator who is a male adult member.

5.4 Points of Order

A member may raise a point of order concerning the proper procedure during the congregational meeting for determination and the decision reached in that congregational meeting by the chair shall be binding. The church adopts the customary parliamentary procedure. All persons present at these meetings must conduct themselves with humility, respecting opinions other than their own. If Christian decorum is not maintained, the moderator has authority to have individuals showing ungodly behavior expelled and has authority to enact other measures so as to bring the meeting back to order.

6 The Budget

The church shall convene a meeting in August to September of each year or at such other time as the elders shall determine to consider the draft budget for the following October 1 to September 30 fiscal year and to approve by consensus the budget. The budget shall state the receipts, expenditure and originally budgeted amounts for the current year for each ministry and the proposed budgeted expenditure for the following year for each ministry.

NAMES, ADDRESSES, DESCRIPTION OF ELDERS

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9-15 ADAM ROAD
SINGAPORE 289886
(LECTURER)

LEWIS EVERETT WINKLER
53 WEST COAST ROAD #01-09
SINGAPORE 127364
(LECTURER)

THOMAS CHANDLER
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(CONSULTANT)

Approved and dated this 24 day of May 2009

Witness to the above signatures: -

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