

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH BY-LAWS

Clause	Contents
<b>1</b>	<p>These By-Laws are made by the Deacon Board pursuant to Article 9.2 of the Constitution.</p> <p><b>INTERPRETATION</b></p> <p>“Church” means The Grace (Singapore Chinese Christian) Church;</p> <p>“Church Leadership Committee” means a committee of the Church consisting of all pastors, deacons, reserve deacons and other appointed members to lead and plan for the Church;</p> <p>“Congregational Committee” means a committee of the Church consisting of pastors, deacons, reserve deacons and appointed members to lead, plan and execute programmes for each congregation;</p> <p>“Constitution” means the Constitution of the Church.</p> <p>“Deacon Board” (or “Board”) means the governing board of the Church consisting of deacons elected by the Members according to Article 7 of the Constitution to govern and lead the Church;</p> <p>“Internal Auditor(s)” shall have the meaning ascribe to it in Clause 11.1;</p> <p>“Member” means a member of the Church as prescribed in Article 6 of the Constitution;</p> <p>“Missions Committee” means a committee of the Church consisting of the members as set out in Clause 7.2 to lead, plan and execute mission programmes;</p> <p>“Pastoral Team” means all pastors employed by the Church;</p> <p>“Senior Pastor” means a Staff who is a pastor and who has been appointed by the Deacon Board to provide leadership and direction to the Pastoral Team;</p> <p>“Staff” means any person employed by the Church.</p>
<b>2</b>	<p><b>MEMBERSHIP</b></p> <p>2.1 All Members have the duties and rights as described in the Constitution of the Church.</p>

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

	<p>2.2 The minimum age for baptism is 15 years old.</p> <p>2.3 Each Member shall select to be a member of one of the three congregations of the Members, namely Cantonese congregation, Mandarin congregation and English congregation at time when he/she is baptized or transferred to the Church.</p> <p><b>ASSOCIATE MEMBERSHIP</b></p> <p>2.4 Associate members do not have any voting right.</p> <p>2.5 Associate members are required to abide by and adhere to the Constitution and By-Laws of the Church.</p>
<b>3</b>	<p><b>DEACON BOARD</b></p> <p>3.1 The Deacon Board shall consist of deacons elected by the Members at the Annual General Meetings.</p> <p>3.2 The deacons elected shall amongst themselves elect office bearers.</p> <p>3.3 The Senior Pastor and up to two other appointed members of staff shall provide essential input and contribution to the Board but shall not have any voting rights and no rights to hold office.</p> <p>3.3.1 The Senior Pastor shall be present as an ex-officio member at Deacon Board meetings.</p> <p>3.3.2 The member of staff holding the post of Deputy Senior Pastor shall be present as an ex-officio member at Deacon Board meetings.</p> <p>3.3.3 The Board shall discuss when necessary to appoint a third member of staff to the Board for that term.</p> <p>3.4 Deacon Board meetings may be held physically or virtually via video or telephone conferencing. Decisions may also be made via e-mail or other electronic [or written] means without holding a Deacon Board meeting, provided that documentation of such decisions shall be retained for audit purposes.</p> <p>3.5 Decisions at Board meetings can be made by consensus among the deacons. Where voting is used, decision shall be made by majority vote. If there is a 50/50 split during the voting, the chairperson of the Board, in consultation with the Senior Pastor, will have the deciding vote.</p>

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

- 3.6 No Board member shall vote on a matter or participate in discussion in a matter at a Board meeting in which he or she may have a conflict of interest. Such Board member shall disclose to the Board the details of the possible conflict of interest and he or she shall be asked to withdraw from the meeting and the reasons for the withdrawal shall be recorded in the minutes of the meeting. The ex-officio member has no right to vote in the Board.
- 3.7 A deacon may give notice of resignation to the Chairperson of the Board. The resignation will also include resignation from all offices held in the Deacon Board. Any deacon who ceases to become a deacon regardless of the reasons given shall be replaced by a reserve deacon in accordance with clause 3.14 below (i.e. if there is more than one reserve deacon, the one with the highest votes shall be first in line). Upon such appointment to the Deacon Board, the reserve deacon shall have all the rights and responsibilities of a deacon.
- 3.8 Pursuant to Article 9 of the Constitution, the role of the Deacon Board shall include the following:
- (a) Management and administration of the Church;
  - (b) Make or amend By-Laws governing the management of the Church which are not inconsistent with the Constitution; and
  - (c) Authorise expenditure up to a sum not exceeding \$15,000 per item in any one calendar month from the Church fund for the Church's purposes.

### **NOMINATION OF CANDIDATE**

- 3.9 Based on the needs of the Church and a fair representation of each congregation, the current Deacon Board shall determine the minimum number of deacons required for each congregation before the nomination for the next election.
- 3.10 All nominees must be Members of the Church. The Deacon Board has the duty to encourage eligible Members to be nominated.
- 3.11 Any Member has the right to nominate any other Member(s) to be a candidate for election of deacons who shall be subject to the review by the Board in accordance with Clause 3.11 below, provided that such nomination is seconded by another Member and consented to by the nominee. Nomination for election of deacons shall be made on a prescribed form, signed by one nominator, one seconder and the nominee. The form shall be submitted by the deadline determined by the Secretary of the Board.

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

	<p>3.12 The Deacon Board shall review the list of the nominees in consultation with the Congregational Pastor/pastor in-charge and determine the final list of nominees in accordance with the Constitution and the By-Laws. The following categories of persons are not eligible for nomination:</p> <ul style="list-style-type: none"> <li>(a) Any Staff and their immediate families (parents, spouse, children or siblings);</li> <li>(b) Any person whom the Board believes may have a conflict of interest with any Staff;</li> <li>(c) Any person whose immediate family member (parent, spouse, child or sibling) is serving his/her first year of the 2-year term on the Deacon Board.</li> </ul> <p>3.13 In case two or more immediate family members have been nominated by members, Deacon Board shall request them to reconsider the nomination and if it is necessary, Deacon Board shall decide the one to be nominated.</p> <p>3.14 A deacon's term of office shall be two years, in compliance with the Constitution of the Church.</p> <p>3.15 The Deacon Board shall determine the number of reserve deacons before the next election. Depending on the number of reserve deacons required, nominees who are not elected at the election shall be the first reserve deacon, second reserve deacon and so on in the order of the highest number of votes. The tenure of the reserve deacon(s) shall be one year.</p> <p><b>QUALIFICATIONS FOR CANDIDATE</b></p> <p>3.16 The qualifications for the candidate shall include the following:</p> <ul style="list-style-type: none"> <li>(a) Must measure to the standard given in 1 Timothy 3:1-13.</li> <li>(b) Shall abide by the Constitution, By-Laws, Statement of Faith and the Code of Conduct of Grace (S.C.C.) Church.</li> <li>(c) Must be between 21 to 69 years old and with a minimum of 3-year membership.</li> <li>(d) If married, has only one spouse.</li> <li>(e) Spouse must be a Christian.</li> <li>(f) Must be good in teaching.</li> <li>(g) Must be good at managing one's own family.</li> <li>(h) Must have good reputation outside Church.</li> <li>(i) Has been a Deacon/Deaconess or Congregation or Mission Committee Member for at least 1 year.</li> </ul>
--	---

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

<b>4</b>	<p><b>CHURCH LEADERSHIP COMMITTEE</b></p> <p>4.1 The Church Leadership Committee consists of elected deacons, reserve deacons, all pastoral staff and other appointed members.</p> <p>4.2 The function of the Church Leadership Committee is to plan and co-ordinate spiritual and operational aspects of the ministries of the Church.</p> <p>4.3 The Church Leadership Committee shall meet at least 4 times a year.</p> <p>4.4 Church Leadership Committee meetings may be held physically or virtually via video or telephone conferencing. Decisions may be made via exchanges of email or other electronic [or written] means without holding a Church Leadership Committee meeting, provided that documentation of such decisions shall be retained for audit purposes.</p>
<b>5</b>	<p><b>PASTORAL TEAM</b></p> <p>5.1 The Senior Pastor shall be appointed by the Deacon Board from among the Pastoral Team.</p> <p>5.2 The Senior Pastor shall lead the Pastoral Team.</p> <p>5.3 The Board shall appoint a team consisting of pastors and/or deacons to lead the Pastoral Team in the event that there is no Senior Pastor or the Senior Pastor is on leave of absence or overseas. This applies for periods exceeding 7 calendar days.</p> <p>5.4 The role of the Pastoral Team shall include the following:</p> <ul style="list-style-type: none"> <li>(a) Provide spiritual direction and plan for the Church;</li> <li>(b) Provide Biblical stands on spiritual and social issues;</li> <li>(c) Provide spiritual leadership and guidance for fulfilling the objects of the Church;</li> <li>(d) Develop and review the vision of ministry and strategic long term plans for the overall ministry of the Church; and</li> <li>(e) Oversee the spiritual growth of the Church through teaching Biblical doctrines, providing pastoral care, discipleship training and counselling.</li> </ul>
<b>6</b>	<p><b>CONGREGATIONAL COMMITTEES</b></p> <p>6.1 There shall be a Congregational Committee for and to lead each congregation.</p>

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

	<p>6.2 The Chairperson of each Congregational Committee shall be an elected deacon appointed by the Deacon Board. The other members of the Committee shall include all pastors, deacons, reserve deacons of the congregation concerned, and appointed members.</p> <p>6.3 The candidates for the appointed members for each Congregational Committee shall be nominated by a panel consisting of all pastors and the elected deacons from the congregation. They will then be reviewed by the Deacon Board for confirmation.</p> <p>6.4 No person in the panel in clause 6.3 above shall recommend any immediate family member (parent, spouse, child or sibling) as a nominee to the Congregational Committee.</p> <p>6.5 In each Congregational Committee, a minimum of 60% of the appointed members shall have served not more than 3 consecutive years in his/her congregation before the new appointment. Appointed members who have completed 4 years of consecutive service in the Congregational Committee are advised to retire from the Congregational Committee and should be eligible to be re-appointed into the Congregational Committee after a period of 9 months from the date of such retirement. Appointed member who intends to serve more than 4 consecutive years requires approval from the Deacon Board.</p> <p>6.6 Not more than two of the appointed members of the Congregational Committee shall be non-Members. A non-member nominated to be a Congregational Committee member must have joined the Church worship service regularly for at least 3 years before the nomination. The nomination shall first be approved by the Congregational Pastor/pastor in-charge and congregation chairman.</p> <p>6.7 No person shall serve more than 4 consecutive years as a congregational treasurer.</p> <p>6.8 Congregational Committee meetings may be held physically or virtually via video or telephone conferencing. Decisions may be made via exchanges of email or other electronic [or written] means without holding a Congregational Committee meeting, provided that documentation of such decisions shall be retained for audit purposes.</p>
<b>7</b>	<p><b>MISSION COMMITTEE</b></p> <p>7.1 The function of the Mission Committee is to manage the Church's mission fund and cross-cultural mission ministry which comprises of the</p>

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

	<p>mission convention, the Church's supported missionaries and mission projects.</p> <p>7.2 The Chairperson of the Mission Committee shall be an elected deacon appointed by the Deacon Board. The other members of the Committee shall include the Senior Pastor, the Mission Pastor(s), the Mission Executive(s), the Mission Secretary, the Congregational Pastors, the pastors who are in their first year of service in the Church and any Pastor appointed by a Congregational Pastor, one Mission Congregation representative from each congregation, and up to 9 appointed members including Mission Vice Chairperson, and Mission Delegated Representative.</p> <p>7.3 All representatives from the congregations and appointed members in the Mission Committee shall be Members. They shall be nominated by a panel consisting of the Chairperson of the Mission Committee, the Mission Pastor(s) and/or Mission Executive(s), and Congregational Pastors, in consultation with the Congregational Committees. They will then be reviewed by the Deacon Board for confirmation.</p> <p>7.4 No person in the panel in clause 7.3 above shall recommend any immediate family member (parent, spouse, child or sibling) as a nominee to the Mission Committee.</p> <p>7.5 No representative from a congregation or an appointed member is allowed to serve more than 4 consecutive years in the Mission Committee. This limit does not apply to the Senior Pastor, Congregational Pastors, Mission Pastor(s), Mission executive(s), and Mission Secretary. Any representative from a congregation or appointed member who has completed 4 years of consecutive service in the Mission Committee are advised to retire from the Mission Committee and should be eligible to be re-appointed into the Mission Committee after a period of 9 months from the date of such retirement. Appointed member who intends to serve more than 4 consecutive years requires approval from the Deacon Board..</p> <p>7.6 Mission Committee meetings may be held physically or virtually via video or telephone conferencing. Decisions may also be taken via exchanges of email or other electronic [or written] means without holding a Mission Committee meeting, provided that documentation of such decisions is retained for audit purposes.</p>
<b>8</b>	<p><b>FINANCE COMMITTEE</b></p> <p>8.1 The function of the Finance Committee is to manage the Church's general fund.</p>

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

	<p>8.2 The Treasurer shall be an elected deacon appointed by the Deacon Board, who shall also be the Chairperson of the Finance Committee. The other members of the Committee shall include the Vice-Chairperson/s, the Congregational Treasurers, the Youth Worship Treasurer, the Finance Executive, the Internal Auditors and any Pastor or any Member appointed by the Deacon Board. The Vice-Chairperson/s shall be appointed by the Deacon Board and the Congregational Treasurers shall be nominated by the Congregational Committees, who will then be reviewed by the Deacon Board for confirmation.</p> <p>8.3 No person in the Deacon Board or the Congregational Committee shall recommend any immediate family member (parent, spouse, child or sibling) as a nominee to the Finance Committee.</p> <p>8.4 The Treasurer shall not serve more than 2 consecutive years in the Finance Committee, and the Congregational Treasurers and Youth Worship Treasurer not serve more than 4 consecutive years. No appointed member is allowed to serve more than 4 consecutive years in the Finance Committee except for the Finance Executive and the pastoral representative. The Treasurer who has served 2 consecutive years shall retire from the position and shall only be eligible to be reappointed [into the Finance Committee / the same position] after a period of 9 months from the date of such retirement. The Congregational Treasurers who have served 4 consecutive years shall retire from the position and shall only be eligible to be reappointed [into the Finance Committee / the same position] after a period of 9 months from the date of such retirement. Any appointed member who has served 4 consecutive years shall retire from the Finance Committee and shall only be eligible to be reappointed into the Finance Committee after a period of 9 months from the date of such retirement.</p> <p>8.5 Finance Committee meetings may be held physically or virtually via video or telephone conferencing. Decisions may also be made via exchanges of email or other electronic [or written] means without holding a Finance Committee meeting, provided that documentation of such decisions is retained for audit purposes.</p>
<b>9</b>	<p><b>LOVE AND CARE COMMITTEE</b></p> <p>9.1 The function of the Love and Care Committee is to manage the Church's love and care fund.</p> <p>9.2 The Chairperson shall be an elected deacon appointed by the Deacon Board. The other members of the Committee shall include at least one</p>



# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

	<p>representative from each congregation and any Pastor appointed by the Deacon Board. All members in the Love and Care Committee shall be Members.</p> <p>9.3 The candidates for the members of the Love and Care Committee other than the Chairperson and pastoral representative (if any) shall be nominated by the Congregational Committees and shall be reviewed by the Deacon Board for confirmation.</p> <p>9.4 No person in the Deacon Board or the Congregational Committee shall recommend any immediate family member (parent, spouse, child or sibling) as a nominee to the Love and Care Committee.</p> <p>9.5 Love and Care Committee meetings may be held physically or virtually via video or telephone conferencing. Decisions may be made via exchanges of email or other electronic [or written] means without holding a Love and Care Committee meeting, provided that documentation of such decisions shall be retained for audit purposes.</p>
<b>10</b>	<p><b>BUILDING FUND</b></p> <p>Guidelines on Use of Church Building Fund:</p> <p>(a) To upgrade the existing church building at 14, Queen Street;</p> <p>(b) To pay for the renewal of the land lease of 14, Queen Street; and</p> <p>(c) To redevelop the church building at 14, Queen Street.</p>
<b>11</b>	<p><b>INTERNAL AUDITORS</b></p> <p>11.1 Pursuant to Article 10.1 of the Constitution, 2 members shall be appointed as internal auditors at the Annual General Meeting (the "Internal Auditors") and will hold office for a term of 1 year only and shall not be re-appointed for a consecutive term.</p> <p>11.2 The Internal Auditors shall audit the accounts.</p> <p>11.3 The requirements of the Internal Auditors shall include the following:</p> <p>(a) Being a Member of the Church for 3 years and above;</p> <p>(b) In compliance with the auditor's code of confidentiality;</p> <p>(c) Possess a minimum of 3 years' accounting and/or auditing experience, LCC Higher Certificate (or equivalent) or higher.</p>
<b>12</b>	<p><b>TRUSTEES</b></p>

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## BY-LAWS

	Pursuant to Article 11 of the Constitution, at least 2 and not more than 4 Members shall be appointed or re-appointed as Trustees at the Annual General Meeting.
<b>13</b>	<p><b>HUMAN RESOURCE COMMITTEE</b></p> <p>13.1 The function of the Human Resource Committee is to review, evaluate and provide human resource guidance and advice on staff welfare policies, staff appraisal system, salary scale review and other staff related matters, and propose or give recommendations to the Deacon Board for approval.</p> <p>13.2 The Chairperson shall be an elected deacon appointed by the Deacon Board. The other members of the Committee shall include the Human Resource Executive and a few Members with professional training, knowledge and expertise in human resource matters.</p> <p>13.3 All members of the Human Resource Committee shall be Members. The candidates for the members of the Human Resource Committee other than the Chairperson and Human Resource Executive shall be nominated by a panel consisting of the Chairperson of the Human Resource Committee, the Senior Pastor and/or Congregational Pastors and Congregation Committee Chairpersons. They will then be reviewed by the Deacon Board for confirmation.</p> <p>13.4 No person in the panel in Clause 13.3 above shall recommend any immediate family member (parent, spouse, child or sibling) as a nominee to the Human Resource Committee.</p> <p>13.5 Human Resource Committee meetings may be held physically or virtually via video or telephone conferencing. Decisions may be made via exchanges of email or other electronic [or written] means without holding a Human Resource Committee meeting, provided that documentation of such decisions shall be retained for audit purposes.</p>