



Church Policy

域多利華人宣道會

Victoria Chinese Alliance Church

2845 Gosworth Road

Victoria, BC V8T 3C6

(250) 592-5566

office@victoriacac.ca <http://www.victoriacac.ca>

ARTICLE I - NAME

This Church shall bear the corporate name of The Victoria Chinese Alliance Church of the Christian and Missionary Alliance in Canada.

ARTICLE II - ORDINANCES

1. Baptism. Baptism by immersion shall be administered on Easter Sunday, during Christmas time, or when a sufficient number of applicants warrant it. While other modes of believer's baptism are recognized, the Church shall administer baptism other than by immersion only in extra-ordinary situation.

Requirement for Baptism:

- a. Completion of baptismal class
 - b. Submit an application (2 weeks before the Baptism Service) and pass the interview with the elders or their appointees.
 - c. Given a public testimony in one of the church's regular meetings.
2. The Lord's Supper. The Lord's Supper shall be administered on the first Sunday of each month.

ARTICLE III - OTHER SACRED SERVICES

1. Child Dedication. The Church shall consider it the privilege of God's people to bring their children to the house of God and join with all God's servants in an act of faith in which they dedicate their children to the Lord. This service shall be held twice a year, together with baptism.
2. Marriage. The Church recognizes marriage as a holy institution established by God. Being a holy institution, it should be regard as a permanent and eternal bond between a man and his wife. The church shall bless the marriage between professed Christians and shall make no attempt to take part in any marriage otherwise.
3. Anointing with Oil. The Church considers it her responsibility to pray and to anoint oil for the sick, as prescribed in James 5:14-16.
4. Funeral. The funeral service, though not considered as Ordinance,

belongs among the special liturgical rites of the People of God, a celebration of life well lived to the deceased, and a reminder to be faithful to the living.

ARTICLE IV – DEACON BOARD

1. Number of Deacons: The Elder Board shall appoint enough Deacons to assist in church leadership and ministry.
2. Term and Tenure: The Deacon Board shall be appointed for a term of two (2) years (starting from the 1st day of January to the 31st day of December) with part of the Board appointed annually. A Deacon must take one (1) year off after two consecutive terms of the same office, or three consecutive terms in different offices.
3. The Quorum: The quorum for a meeting of the Deacon Board shall be a simple majority.
4. Authority: The Deacons shall discharge and report to the Elder Board the ministry and task entrusted to them.
5. Positions: The Deacon Board shall have officers to care for the following areas and needs of our church: Worship, Mission, Caring, Christian Education, Fellowship, Children and Youth, and General Management. The Senior Pastor, or his designation, will be the chairman of the Board.

ARTICLE V - FINANCIAL MATTERS

1. Financial Year. The financial year of the Church shall be from January 1st to December 31st.
2. Auditing. The accounts in all departments of the Church shall be carefully examined by qualified person outside of the Board of Elders. This shall be done prior to the Annual Meeting. Auditor shall be elected in the Annual Meeting.
3. Counting of Offerings. Offerings in all departments of the Church shall be counted by at least two properly appointed members.
4. Payments. All payments shall be made by cheques. For small amounts (i.e. under \$10), a petty cash fund is set up. A separate account shall be made of all transactions from this fund.

5. Authorization to Sign Cheques. The Senior Pastor, Treasurer, and one of the elders appointed by the Elder Board, shall serve as Trustee, and are authorized to sign cheques. Two signatures shall be sufficient on any cheque.
6. Receipts. Receipts for monies donated without string attachment shall be issued once in February. It shall be done only when there has been proper identification of the same by the name of the donor and the amount given from the records of the Financial Secretary. No duplicate or replacement receipts can be made unless the original receipt is returned and kept by the Financial Secretary.

Monies donated and directed at the request of the donor to other individuals or non-charitable organizations, as defined by CRA, shall not be included in the income tax deductible donation receipt.

Donation in kind will not be accepted.

7. Fund Raising. The Church and her members shall not rally financial support from non-believers. However, any donation without condition shall be accepted.

Benefit fund raising event must be approved by the Elder Board.

8. Special Offering. All special offerings should be time limited, as prescribed by the Elder Board.

ARTICLE VI – SEMINARY STUDENT SCHOLARSHIP

In support of training future leader of the church, our church is committed to help potential Bible College / Seminary students to get the training they need. Successful candidates must fulfil the following requirements.

1. Submit application before applying to the seminary, preferably 4 months before school starts.
2. Be an active member of VicCAC for the past 12 months
3. Be active in recognized ministries in VicCAC.
4. Share with the pastor or elder the applicant's call to full time ministry.
5. Meet with the Elder Board to have the applicant's call affirmed.

After the confirmation, the Board will make an announcement of affirmation. Scholarship will then be granted either through love offering,

or appropriation from the Scholarship Fund.

Once the Scholarship is approved, the applicant shall sign a Letter of Agreement, send in update regularly to the Elder Board during the school year, and share in person with each congregation at least once a year.

ARTICLE VII - PROPERTY MANAGEMENT

1. No food or drink is allowed in the main sanctuary at all time, with the exception of
 - a. people who are sick or is physically in need of water constantly
 - b. those serving on the stage
2. No animal is allowed except for program purposes and guide dog.
3. Lost & Found Policy
 - a. Church secretary will create and maintain a list that contains date, founder, and item description.
 - b. All items found on church premises (church building and parking lot) should be turned in and registered with the church secretary.
 - c. After 6 months, if item is still unclaimed, the Elder Board shall have full authority as to the disposal of such item.
4. Church use & rental:
 - a) Principle
 - i) The church building is constructed for worship, Christian functions and outreaching.
 - ii) As such, the church building would only be rented to fellow Christians and church neighboring community groups as an outreach.
 - iii) All activities must be of non-profit nature.
 - iv) All renters must sign a rental contract and must provide their own liability insurance at their own cost.
 - v) All rentals must be approved by the Church Office and are subject to the following charges.

i)	Active member	\$120/hr
ii)	Inactive member	\$150/hr
iii)	Active non-member	\$150/hr
iv)	All others	\$240/hr
 - b) Exceptions
 - 1) Wedding and funeral of members, being recognized as sacred

meetings, are exempted from rental charge.

- 2) The Elder Board reserves the right to waive rental charge from individual or organization with financial challenges.
5. Use of Photocopier or Computer is only authorized by the Board of Elders.

ARTICLE VIII - SEAL

The seal of the Church shall be in custody of the Board of Elders and shall not be affixed to any instrument unless the person affixing the seal be authorized to do so by a resolution of the Board of Elders.

ARTICLE IX - CUSTODY OF RECORD / INSPECTION

1. Custody. All church related records, correspondence, purchases, and subscriptions made on behalf of the church, of and made by the Secretary, Treasurer, and officers of the Board of Elders during their tenure, are the property of the Church and shall be turned over / transfer back to the Church upon a relinquishing of office.
2. Inspection. The books and records of the Church may be inspected by any member, with all personal information blacked out, on the premises of the Church upon the approval of the Board of Elders.

ARTICLE X - COURT OF APPEAL

Any procedures, whether legal or business, not specifically covered by the Constitution, By-laws, or Policy of this Church shall be decided by appeal to the current issues of the Robert's Rule of Order.

ARTICLE XI - SECURITY

1. All keys shall be held by the pastor and Board of Elders and any designated individuals as authorized by the Board and must be returned upon relinquishing of office / title.
2. NO person other than the Board of Elders or those designated shall be allowed entry to the room where the counting of offering monies is being conducted.

ARTICLE XII - OTHERS

1. Posters and other public announcement, *whether verbal or written*, must be approved and/ or stamped by the church office.
2. Announcements in the Sunday Bulletins must be approved by the church office.

ARTICLE XIII - AMENDMENTS

These policies may be amended from time to time by the Board of Elders with a 2/3 majority vote. Such amendment(s) would then be announced to the congregation.

This Church Policy was adopted by the Board of Elders on November 20, 2018

Upon adoption, this policy shall replace all former policies.

