

**BY-LAW OF  
THE LIVING WATER EVANGELICAL CHURCH**

**Article I - Membership**

**I.1 - The Qualifications of a Member**

1. A member must accept Jesus Christ as his/her personal savior, truly confess his/her sin, be re-born through the Holy Spirit, be baptized at the Church, complete required courses, and apply to become a member of the Church.
2. If he/she is a believer baptized at another church that have the same confession of faith as the Church, he/she must submit an application, complete required courses, be approved by the Church Board, and be presented to the congregation of the Church.

**I.2 - The Rights of a Member -All members, who are 18 years old or older, has the following rights:**

1. **RIGHT TO ELECT:** A member has the right to elect the officers of the Church.
2. **RIGHT TO BE ELECTED:** A member has the right to be elected as officer of the Church, if he/she has regularly attended the Church worship service for more than a year, has good characters of a Christian, and is willing to faithfully serve the Lord.
3. **RIGHT TO VOTE ON ISSUES:** A member has the right to vote on the issues that are presented for decision in a plenary membership meeting.

**I.3 - The Duties of a Member**

1. Comply with the Constitution, By-Laws, and regulations of the Church.
2. Attend all worship services and special meetings, so that a fellowship with other believers can be established with love.
3. Receive the communion regularly to remember the Love of our Lord.
4. Join and help with the ministries of the Church.
5. Obey and support the decisions of the church in a united and self sacrificing manner and having the attitude of Jesus Christ.
6. Support the financial need of the ministries of the Church using the tithe as a standard.

**I.4 - The Revocation of Membership**

A member may have the membership revoke if he/she has actions against the teachings of the Bible and unbecoming of a Christian, disgrace the Name of the Lord and the Church, and would not change in spite of repeated plea. With the unanimous decision by the Church Board, his/her membership shall be revoked.

#### I.5 – Junior and Associate Members

1. Those members who are under 18 years old are junior members. A junior member becomes a regular member when he/she turns 18 years old.
2. The following members become associate members:
  - a. Those members who have moved from the Chicago area for more than one year.
  - b. Those members who have not voted in the last three consecutive plenary membership meetings.
3. Junior and associate members do not have the rights stated in Section I.2, and will not be counted in determining the quorum in membership meetings.
4. An associate member who has resumed regular attendance of our church services may request the Church Board to re-activate his/her regular membership.

### **Article II - Plenary Membership Meeting**

#### II.1 - Quorum

The quorum of a plenary membership meeting determined from the members who have voted at least once in the last three plenary membership meetings.

II.2- A plenary membership meeting is called by the Church Board by written notices or announced in the service bulletin and by the service moderator for three consecutive Sunday services, twenty-one days before the date of meeting. Fifty percent of the members counted according to Section II.1 must be present to form a quorum. A member, who has a legitimate reason to not attend a plenary membership meeting, may request the Church Board to vote in absentia.

II.3 - There must be at least one plenary membership meeting a year.

II.4 - The election of deacons and the approval of various issues are held in the plenary membership meetings.

II.5- Members may submit issues for consideration in a plenary membership meeting. The issues must be submitted in writings to the Church Board for approval fourteen (14) days before the meeting.

### **Article III - Pastors**

- III.1- The pastors are the spiritual leaders of our Church. They are responsible for shepherding believers, explaining and disseminating the Truth, leading believers to spread the Gospel, planning and expediting church ministries, and administrating the Holy Sacraments, and be the role model of believers.
- III.2 - The appointment of the Pastors: The Church Board presents its recommendation of candidate for voting in the general membership meeting. A two-third majority of those who vote is required for approval.
- III.3 - The first term of the pastor appointment is three years. There shall be a confirmation vote after three years of service. The Church Board presents its recommendation of candidate for voting in the general membership meeting. A 2/3 majority of those who vote is required for the confirmation. There are no further votes after the confirmation vote.
- III.4 - The termination of a pastor shall follow the guideline described in Constitution where a 2/3 majority of those who vote is required.
- III.5 - The pastors are automatically members ex-officio of the Church Board, all departments, and committees of the Church. Full-time pastors have the voting right.
- III.6 - Personnel Policy. The benefits of the pastors and full-time staff shall be in accordance to the church personnel policy.

#### **Article IV - Elders**

##### IV.1 - Responsibility of Elder:

1. Together with the pastoral staff, setting forth visions and direction of future church ministries, planning the organization and the structure of the church, and recommending Church Board candidates.
2. Supporting the pastoral staff in shepherding and teaching the congregation.
3. Mediating of grievances in relation to pastoral staff, deacons, and all other coworkers.

##### IV.2 - Qualifications of Elder:

1. Must have been baptized for more than ten years.
2. Must be a member of the Church for more than five years.
3. Must have served at the Church or other Bible-centered church ministries in a leadership position for more than six years where leadership position is defined as deacon, elder, pastor, or equivalent role.

4. Must have served at the Church in a leadership position for more than three years. (See IV.2.3 for definition of leadership position).
5. Must possess the qualifications stated in the Bible (I Timothy 3:2-7, Titus 1:6-9, 1 Peter 5:1-3)
6. Must not have a spouse serving as a pastor, a ministerial staff (e.g., director), or a deacon.

#### IV.3 - Nomination, Confirmation, and Terms of Elder:

1. Elders are nominated by current elders and ordained pastors of the Church.
2. Each candidate shall be confirmed by a two-third majority of those who vote at the plenary membership meeting.
3. The term of elders is four years, and an elder may be re-elected to serve consecutive terms without limit.
4. An elder may be removed only by a two-third majority of those who vote at the plenary membership meeting.
5. If an elder resigns before the end of his term, he shall be replaced by the above process.

### **Article V - Deacons**

#### V.1 - Qualifications of Deacons

1. Must be a member that has the right to be elected as officer.
2. Must possess the qualifications stated in the Bible (I Timothy 3:8-13).
3. Must not have a spouse serving as a pastor, a ministerial staff (e.g., director), an elder, or a deacon.

#### V.2 - Election, Term, and Removal of a Deacon

1. Election of a Deacon
  - a. Nomination: May be submitted by any member, deacon, or department committee to the Church Board.
  - b. Gift: The Church Board will match and prioritize the nominees to the vacant deacon positions according to their gift. The list of nominees is submitted to the Church Board.
  - c. Visitation: The Chairperson of the Church Board and the pastors shall visit the nominee, to discuss with him/her and his/her family and to ask if he/she has the burden to serve as a deacon of the ministry assigned.

- d. The nominees are recommended to the congregations and shall be openly discussed.
  - e. Approval: Each nominee must be approved in a plenary membership meeting by a two-third majority of those who vote.
  - f. If a nominee was not approved in the plenary membership meeting, the Church Board must go through the above process to recommend another nominee.
  - g. If a deacon post is vacant, it shall be filled by the above process. If needed, the Church Board may appoint an **acting** deacon until the next annual budget plenary meeting, and the term of acting deacon shall not exceed 9 months. An appointed deacon has the same responsibility and rights as elected deacons.
2. The term of a deacon is three years and he/she shall not be re-elected in consecutive terms.
  3. A deacon may be removed from his/her position only by a two-third majority of those who vote at the plenary membership meeting.

#### IV.3 - Organization of the Church Board

1. The Church Board is formed by deacons, elders, and the pastoral staff. More elders and deacons may be added as church ministry requires.
2. The Church Board assigns deacons and co-workers to the following departments. More departments may be added as church ministry requires.

Chairperson: Responsible for coordinating between deacons, calling of the board meetings, and representing the Church in external affairs.

Secretary: Responsible for recording the minutes of the Church Board meetings and the general membership meetings, compiling the history of the Church, and handling all internal and external correspondences.

Treasurer: Responsible for payments of accounts payable and for the accounting system that records all financial transactions of the church.

Accountant: Responsible for collection of offerings and income, keeping offering records, and preparing the annual budget proposal of the church and offering receipts.

Property Manager: Responsible for the recording and preservation of the properties of the Church.

#### V.4 - Responsibilities of the Church Board.

1. Assist the pastors in execution of all church ministries and foster the spiritual growth of believers;

2. Calling of general membership meetings;
3. Recommend pastoral candidates to the congregation;
4. Approve issues for consideration in the general membership meetings;
5. Approve applications for new membership and revocation of membership;
6. Plan and prepare the budget of the Church;
7. Nominate and prepare slate of candidates for new elders and deacons;
8. Discuss and execute all administrative work of the Church.

#### **Article VI Staff Members**

1. A church staff member is salaried or hourly-paid employee of the church. A church staff member is not elected through a general plenary meeting. Examples of staff members are consultants, church secretaries, youth director, children director, and church interns.
2. The Church Board may appoint staff members as needed by the church ministries. The term of a staff member is determined by the Church Board in accordance with the church personnel policy.
3. The Church Board shall make a public announcement for hiring, renewal, and dismiss of a staff member. The announcement shall be made before the effective date of the term.
4. The Church Board determines the salary and benefit for staff members.

#### **Article VII - Holy Sacraments**

- VII.1 - Holy Baptism: Only those who accept Jesus Christ as His personal Savior may receive the Holy Baptism.
- VII.2 - Holy Communion: Only those who are saved and have submitted to Holy Baptism may partake in the Holy Communion.
- VII.3 - Sunday Worship: All believers should come before our Lord every Sunday to sing praise and worship Him and receive His Grace.

#### **Article VIII – Statement of Marriage**

- The Church believes that marriage is a holy covenant, a solemn agreement in a single, exclusive union made between a man and a woman with each other before God, as delineated in Scripture (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; 1 Corinthians 7:2-3; Colossians 3:18-19; Hebrews 13:4).
- The Church believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the congregation and community, it is imperative that only marriages that fit this biblical definition may be officiated by pastors of the Church and only marriages that fit this biblical definition may be conducted on the Church's property.

### **Article IX - Revision of the By-Laws**

- IX.1 - The proposed revision of the By-Laws must be communicated by the Church Board to the members in writing twenty-one (21) days before the general membership meeting.
- IX.2 - The revision can be approved only by a two-third majority of those who vote at the plenary membership meeting.