

Dallas Central Methodist Church

Bylaws

달라스중앙감리교회

내부 규칙

Chapter 1 General Provisions

Article 1 Name and Location of the Church

The church is called Dallas Central Methodist Church and is located at 3800 Carbon Rd., Irving, TX 75038.

Article 2 The Purpose of the Church

As a church that preaches the message of salvation of Jesus Christ, the purpose of our existence is to be a church that bears the fruit of the Holy Spirit and fulfills its mission by learning and training according to the words of the Bible.

1. Mission Statement

In the work of the Holy Spirit, we lead people to Christ (mission community), nurture them by the Word (nurturing community), worship God (worship community), serve the saints (service community), live as salt and light of the world (salt and light community), and advance the kingdom of God.

2. Definition of Marriage

We believe that according to the Bible, marriage is a legal and spiritual institution of the marital relationship between one man and one woman under the sovereignty of God. (Genesis 2:24, Ephesians 5:22-33, Mark 10:6-9, 1 Corinthians 7:1-9)

Article 3 Membership of the Church

The church is affiliated with Global Methodist Church (GMC).

Article 4 Registration of the Church's Corporate Entities

The church is registered under the laws of the State of Texas.

Chapter 2 Church Members

Church membership includes all who have been baptized and those who have professed the faith.

1. Baptized members of the church include all who have been baptized in this church or in another church, or those who have been baptized in another church and have transferred to this church.
2. Professed members of the church include all who have made a profession of faith through the proper rite of baptism or those who have transferred from another church and have become a member.

Article 1 Qualifications for Church Members

1. Acknowledging that he/she is part of the holy council, as confessed in the Apostles' Creed,
2. Proclaiming Jesus Christ and confesses Him as Lord and Redeemer.
3. Participating in all worship services and church programs, and who receives the sacraments.

Article 2 Duties and Rights of Church Members

Clause 1 Duties of Church Members

1. Members of the church attend the church's regular worship services, prayer meetings, and all church meetings to improve their personal faith and fellowship with the saints in the Lord.
2. Help the church's finances and contribute to the work of God's kingdom through proper giving (tithe, Sunday offering, thanksgiving offering, building offering, mission offering, etc.).
3. Actively participate in church service by dedicating personal time and gifts and obey church order (governance).
4. Members are to be faithful members of Christ's holy church and serve as Christ's emissaries in the world.
5. Loyalty to the church through Christ, and every effort must be made to strengthen its work.
6. Faithfully participate in ministry through prayer, attendance, service, and witness.
7. Accept and profess the Christian faith contained in the New, and Old Testament.

Clause 2 Rights of Church Members

1. They can participate in all church services and all church events and teachings.
2. They have the right to be cared for and nurtured by the Church.

3. They can participate in the service of the Church according to our God-given gifts or abilities.
4. Members who become active members have the right to vote and be elected.

Article 3 Classification of Church Members

1. Active Members: A baptized member or initiate member over the age of 18 who has attended the church for at least six months after enrollment in the church.
2. Associate members: Those who have been baptized as infants or who have not yet enrolled in the church.
3. Affiliation member: A member of another church (Methodist Church) who temporarily participates in church life.
4. Co-op Member: A member of another denomination who has been named as a full member may serve as a co-op member before becoming a full member.

The church keeps a list of its active members and reports to the church council during the fourth quarter of each year.

Article 4 Suspension of Church Members

1. In the event of death or transfer, the qualification will be suspended.
2. A person is suspended when he/she leaves the church without good cause and does not fulfill his or her obligations as a member for more than two years.
3. If a person forgets his or her identity as a member of the church and leads an immoral life or causes an immoral problem to the church, he or she may be suspended by a two-thirds vote of the general meeting of the church members after deliberation by the council council.

Article 5 Qualification of Church Members

After the qualification of a registered member is suspended, the qualification may be reinstated by a two-thirds vote of the general meeting of the church members after deliberation by the church council, depending on the case.

Chapter 3 Lay Spiritual Ordination

Article 1 Basis and Spirit of Enactment

The Dallas Central Methodist Church, in deference to the GMC Book of Discipline, establishes lay offices for deacons, exhorters, and elders, which are ordained by divine order and are governed by the following bylaws.

Article 2 Deacons

The church can ordain deacons to serve the church, the body of Jesus Christ.

Clause 1 Ordination of Deacons

A deacon is a person who qualifies as a deacon in accordance with the bylaws and is appointed by the senior pastor after being recommended by the nomination committee and approved by the church council and receiving deacon training.

Clause 2 Qualifications for Deacons

1. Those who have been a member of the church for more than two years.
2. Those who have been baptized with assurance of salvation.
3. Those who know and abide by the doctrines and rules of the GMC.
4. An exemplary example of Sunday observance and tithing consecration

Clause 3 Duties of Deacons

Deacons are to assist the senior pastor in faithfully performing the following duties:

1. Worship, mission, evangelism, education, service, financial management, and other church duties are shared.
2. Faithfully participate in all church meetings and events, setting an example of receiving grace and serving.
3. Be an example of the laity on Sunday observance and in the life of tithing devotion.

Clause 4 Transfer

Deacons who have transferred from another church may continue to serve as deacons by following the steps below.

1. After enrolled in the church, they must faithfully perform their duties as a member for at least six months.
2. Deacon training must be completed under the direction of the senior pastor, or a church staff delegated by the senior pastor.

Article 3 Exhorters

The church can appoint exhorters to serve the church, which is the body of Jesus Christ.

Section 1 Limit in Numbers

Exhorters may be appointed in a ratio of 1 to 15 enrolled members. However, if there are fewer than 15 members, one exhorter may be appointed.

Clause 2 Appointment

A person who is selected as a candidate for exhortership in the vote of church members and passes the GMC course examination and conduct evaluation shall be appointed as an exhorter after the appointment ceremony. (The appointment ceremony is held every year on Church Foundation Sunday.)

Clause 3 Qualifications

1. Those who have been a deacon for more than three years and are over 40 years of age.
2. Those who have been baptized with assurance of salvation.
3. Those who comply with the doctrine and bylaws of the GMC
4. Those who attend Sunday services, tithing devotional life, Wednesday services, and Friday services, and who are examples of the laity.

Clause 4 Duties

The exhorters shall assist the senior pastor in faithfully performing the following duties:

1. Be an example of the laity on Sunday observance and in the life of tithing devotion.
2. Faithfully participate in all church meetings and events, setting an example of receiving grace and serving.
3. Under the guidance of the senior pastor, lead the prayer meetings and care, guide, and nurture the Class members.
4. Under the guidance of the senior pastor, visit the church members, exhort the discouraged, and evangelize the unbelievers.
5. Exhorters should be active in the various church ministries.

Clause 5 Election

Exhorters shall be elected according to the following procedure.

1. The candidates for the position of exhortership shall be a person who is qualified as an exhorter in accordance with the bylaws and shall be recommended by a

vote of at least 4/5 of the nomination committee and shall be elected by a vote of at least 2/3 of the church members present by an anonymous ballot.

2. Those who are selected as candidates for the position of exhortership in the church members vote must pass process examination and conduct evaluation reviewed by the GMC.

Clause 6 Transfer

Exhorters who have transferred from another church (Methodist Church) may continue to serve the church as exhorters by following the procedure below.

1. Present a certificate of authority or a certificate of authorization from the previous church.
2. After registering with the church, attend all services and meetings for at least six months and faithfully perform their duties as a member of the church.

Those who have become appointed in other denominations may continue to serve as exhorters by following the process below.

1. Present a certificate of authority or a certificate of authorization from the previous church.
2. After registering with the church, attend all services and meetings for at least six months and faithfully perform their duties as a member of the church.
3. By a vote of no less than two-thirds of the council members present, the transferors shall serve as the exhorters.

Clause 7 Retirement

Those who are 65 years of age or older can voluntarily retire and retire at the age of 70.

Article 4 Elders

The church may ordain elders to serve the church, the body of Jesus Christ.

Paragraph 1 Limit in Numbers

Elders may be ordained in a ratio of 1 to 30 enrolled church members. However, if the number of church members is less than 30, one elder may be elected.

Clause 2 Qualifications

1. Those who have served the church for more than five years as exhorters and whose family is faithful to the continuous service of the church (except for children).
2. Those who are assured of salvation, who have been baptized, who are at least 45 years of age and who are 60 years of age or younger (However, depending on

the circumstances of the church, exceptions to the age limit may be made, but such cases require deliberation by the nomination committee and consent to the exception.)

3. A layman's example of Sunday observance, full tithing and evangelism.
4. Faithfully attend all church services (including Wednesday and Friday services) and meetings and fulfill the duties of a church member.
5. Actively cooperate with the pastor's pastoral policy, dedicate themselves to the church, and be an example of faith and character.
6. Those who know and abide by the GMC doctrine and discipline
7. Those who have completed the GMC Elder Training and passed the Elder Examination

Clause 3 Duties of Elders

Elders should assist the pastor in faithfully performing the following duties:

1. Help the pastor and set an example for church life.
2. Faithfully participate in all church meetings and events, setting an example of receiving grace and serving.
3. Under the direction of the senior pastor, they take on, guide, and nurture the congregation.
4. Under the guidance of the senior pastor, visit church members, exhort the discouraged, and evangelize unbelievers, lead prayer meetings, and take care of the faith life of church members.
5. At the request of the senior pastor, assist in worship, sacraments, and pastoral ministry.
6. Be an example for the laity in Sunday observance, full tithing consecration, evangelism, and church services.
7. Contribute to the financial maintenance of the Church.

Clause 4 Election and Appointment of Elders

1. Elders shall be nominated by a four-fifths vote of not more than three votes of the Nomination Committee and shall be elected by a two-thirds majority of the active church members present.
2. Those who are selected as candidates for elders must pass the examination of elders and qualifications established by the GMC.
3. The ordination ceremony of elders shall be conducted by the Dallas Central Methodist Church, and a certificate of ordination shall be conferred and an elder shall be ordained. (The appointment ceremony is held every year on Church Foundation Sunday.)

Clause 5 Transfer

Elders who have transferred from another church (Methodist Church) may continue to serve the church as elders by following the procedure below.

1. Present a certificate of elder or a certificate of elder transfer from the previous church.
2. After enrollment in the church, attend all services and meetings for at least one year and faithfully perform their duties as a member of the church.

Elders who have transferred from other denominations may continue to serve the church as elders by following the procedure below.

1. A certificate of elder must be submitted.
2. After enrollment in the church, must attend all services and meetings for at least one year and faithfully perform their duties as a member of the church.
3. The GMC's Book of Discipline, Doctrine, and History must be completed under the direction of the senior pastor.
4. Pass the GMC's Elder Course Examination and Qualification Review.
5. Upon recommendation by the nominating committee, a vote of two-thirds of the church council and that of two-thirds of the active church members.

Clause 6 Term of office of elders

1. Elders serve seven-year terms and may be re-appointed.
2. Elders who are 65 years of age or older may voluntarily retire and retire at age 70.

Chapter 4 Senior Pastor, Lay Representative, Conference Representative, and Corporate Officers

Article 1 Senior Pastor

A senior pastor is a person who has been approved for ordination by a vote of the pastors of the regular members and has been appointed to the church by the GMC.

Clause 1 Role of the Senior Pastor

1. Proclaim the Word and teach the Bible.
2. It administers the sacraments of baptism and the Lord's Supper.
3. Oversee all the church's educational programs and encourage the distribution of GMC's ministry policies to the church.
4. As the administrator of the church, he oversees the proper administration of the church and helps all organizations work together and well.
5. Through counseling and visitation, help the congregations with their personal, family, ethical, or spiritual problems.
6. Participate in community concerns and church unity projects and try to unite the christian community by getting our members involved as well.

Clause 2 Senior Pastor Appointment and Advisory Process

In the event of a pastor's absence, due to resignation, death, or retirement, the church council shall appoint a senior pastor search committee through the Pastor-Parish Relations Committee and work with the GMC to manage the appointment process. According to the GMC Book of Discipline, the senior pastor is appointed by the bishop. Consultation refers to the pastoral coordination committee consulting with the superintendent on what kind of qualified pastor is needed for the spiritual growth and revival of the church and helps the pastor to be appointed by fully conveying the church's opinion during the consultation process.

Article 2 Lay Representative

Clause 1 Role of Lay Representative

The lay representative is responsible for reviewing the work of the church as a whole and communicating to the church council the opportunities available and what

is needed to ensure that each ministry activity is carried out effectively. The lay representative has the following roles:

1. Report to the superintendent on the activities of the laity in the charge conference during the year.
2. Set an example of a faithful and responsible life of faith.
3. Consult with your pastor from time to time about the basic mission of the church.
4. Try to grasp the overall atmosphere of the Church.
5. Provide information for the laity for the exercise of faith.
6. Who is an ex-officio member of the Church Council, Finance Committee, Nomination Committee, and Pastor-Parish Relations Committee.

Clause 2 Election and Term of Office of Lay Representative

The lay representative shall be elected by the charge conference on the recommendation of the nomination committee, **and serve a one-year term**, and can be re-elected.

Article 3 Conference Representative

Clause 1 Role of Conference Representative

The conference representative represents the laity of the church in GMC annual conference and represents the activities of the church.

1. What to do before the annual conference
 - a. Get the date and location of the conference from your senior pastor.
 - b. Know the deadline for resolutions to be submitted to the conference from the conference office and be familiar with the process.
 - c. Obtain annual conference reports and meeting booklets prepared by the conference and review them in detail.
 - d. If you will serve on a committee in your annual conference, let your pastor know in advance the nature, time, and location of the committee.
 - e. Obtain the conference Minutes and Book of Discipline to familiarize yourself with the GMC organization.
 - f. At the very least, know who the people with the following positions are and what their positions are. (Bishops, superintendents, conference women, conference men, conference men's mission presidents, conference middle and high school presidents, lay conference members)

2. What to do during the conference

The conference representative studies in advance on issues and votes that will affect the church.

- a) Stay informed of important decisions and follow the annual conference schedule each day.
- b) Participate in all worship services and Bible studies during the conference.
- c) Before or after the conference, review with your pastor what will affect your church.

3. What to do after the conference

- a) Report to the church council on annual conference decisions that will affect the ministry of the church.
- b) Report to the Finance Committee and the Board of Trustees on annual conference decisions that should result in the church's apportionment and administrative changes.
- c) Report to the Finance Committee on annual conference decisions relating to apportionments and special funds.
- d) Report on annual conference decisions that should be shared with the Pastoral Coordination Committee.
- e) Report to the relevant departments on annual conference priorities.

Clause 2 Election and Term of Office of Conference Representative

The conference representative shall be elected by the charge conference on the recommendation of the nomination committee, and serve a one-year term, and can be re-elected.

Article 4 Corporate Officers

The church shall have the corporate officers that represent the church in its external legal activities.

1. President - The senior pastor shall serve as the president of the corporation (automatic position)
2. Vice President - The chairperson of the church council shall serve as the vice president of the corporation (automatic position)
3. Secretary - The secretary of the church council shall serve as the corporate secretary (automatic position)
4. Treasurer - The chairperson of the finance committee shall serve as the corporate treasurer (automatic position)
5. Trustee - The chairperson of the board of trustees shall serve as the corporate trustee (automatic position)

The corporate officers are appointed through the church council and are the legal representatives that represent the church corporation externally on behalf of the church council that is the highest decision-making body.

Chapter 5 Organization

Article 1 Church Council

Clause 1 Role of the Church Council

The church council is a legal body that serves as the board of directors.

Clause 2 Responsibilities of the Church Council

1. Oversees the administration and operation of all the institutions of the church.
2. Plans for the mission and ministry of the church.
3. Deliberates and adopts the church's budget.
4. Reviews and supports the facilities and financial needs of the church.
5. Reviews and approves all legal proceedings related to the church.
6. Appoints a delegation of church corporate officers to represent externally in legal activities.
7. Submits to the charge conference a budget relating to the salaries of the pastor and paid staff, the parsonage, and other allowances.
8. Assists with all types of mission expenses determined by the GMC, including General Conferences, Jurisdictions, Annual Conferences, and Charge Conferences, and strive to pay their apportionments.
9. Seeks to grasp the status of the church.
10. Sets a vision and creates a system to make it a reality.
11. Regularly plans and evaluates the ministries related to the church's nurturing activities, mission services, and witness ministries and supports with human and material resources.
12. On the recommendation of the Nomination Committee, reappoint the vacancies of officers that arises during the fiscal year.
13. If necessary, special committees may be established to act on behalf of the council on specific church matters.
14. If necessary, a general meeting of church members may be held.
15. If it is necessary to inform all members of the council's decision, the secretary of the council shall accurately and promptly notify such decisions through the bulletin, the church website, or promotional materials.

Clause 3 President of the Church Council

1. Responsibilities
 - 1) Set an example in the life of faith, focusing on mission rather than administration.
 - 2) Focus on the basic mission of the church and the vision set by the church.

- 3) Lead the Church Board and help fulfill its responsibilities.
- 4) Consult with your pastor and church officers to prepare an agenda for the meeting.
- 5) Coordinate the events of all Church departments so that they are coordinated.
- 6) Participate in annual conference or district leadership training.

2. Election and term of office of the board president

The president of the church council is elected by the charge conference on the recommendation of the nomination committee and serves a one-year term and may be renewed.

Clause 4 Organization of the Church Council

1. Senior Pastor
2. President of the Church Council
3. Secretary of the Church Council
4. Lay Representative
5. Conference Representative
6. Chairperson, Pastor-Parish Relations Committee
7. Secretary of the Nomination Committee
8. Chairperson of the Board of Trustees
9. Directors and Deputy Directors of Departments
10. Parish Leaders
11. Class Representatives
12. Church Accountant
13. Associate Pastor(s)

Senior pastor(s), associate pastor(s), and paid staff may participate in church council meetings, but they do not have the right to vote.

Clause 5 Church Council Meetings

1. Regular Meeting - Quarterly
2. Interim Meeting - Upon request of the senior pastor or the president of the council, with a notice at least two weeks in advance, if necessary.

Clause 6 Operation of Meetings

1. The church council shall have at least a chairperson and a secretary. In the absence of the chairperson, another officer may preside over the meeting, and one of the members present at the council meeting shall be selected and the person who conducts the meeting shall be determined with the consent of the majority. If the secretary is absent, the secretary shall be determined in the same way.

2. Church members other than church council members may participate in the council meetings, but they may participate as observers and do not have the right to vote. If a person wishes to express his or her opinion or express an opinion, it may be done through a lay representative, and the speech at the meeting shall be made by the lay representative.

3. In principle, the president of the church council shall collect and organize the agenda items that require consent or the expression of opinions and notify the members of the council one week before the meeting of the church council meeting.

Article 2 Nomination Committee

Clause 1 Role of the Nomination Committee

The Nomination Committee is a ministry body that connects the gifts and talents of church members with the needs of the church's ministry.

Clause 2 Responsibilities of the Nomination Committee

1. Identify and develop the gifts and talents church members have received.
2. Promote the gifts and talents of church members to serve the church.
3. Recommend deacons, exhorters, and elders in the church.
4. Keep confidential what was discussed during the nomination process.
5. Identify all the positions and responsibilities that the church need, and prepare a description of the positions for each office.

Clause 3 Election and term of office of nomination committee

The members of the nomination committee are elected for a three-year term, and the members are divided into three-year groups and only one-third of the members are replaced each year to maintain continuity. Members who have completed their term of office may not be re-elected.

Clause 4 Organization of the Nomination Committee

1. 9 laity elected by the charge conference
2. Senior Pastor (Automatic)
3. Lay Representative (Automatic)

There should be no more than 11 members, including the pastor. The senior pastor shall be the chairperson and shall elect a secretary from among the laity. This secretary shall be a member of the church council and charge conference.

As a rule, the nomination committee meets during the fourth quarter, but may meet at any time at the request of the senior pastor.

Article 3 Pastor–Parish Relations Committee

Clause 1 Role of the Pastor–Parish Relations Committee

The main task of the Pastor–Parish Relations Committee is to take care of the pastors appointed by the denomination as well as the pastors who are individually invited by the church so that they can devote themselves to the ministry. To this end, it is desirable that the membership of the Pastor–Parish Relations Committee be diversified by recommending and appointing members from different walks of life so that God's will can be communicated and fulfilled through all levels of the church.

As a rule, the Pastor–Parish Relations Committee meets quarterly throughout the year, but it may meet from time to time at the request of the pastor or the Pastor–Parish Relations Chairperson. In addition, it is a department that supports the pastor's effective pastoral activities. In the absence of a pastor, it prepares support measures such as replenishment of the pulpit, compensation for pastors, housing, travel, vacation, insurance, and training, supervises the personnel of paid employees, and strives to discover and nurture second–generation pastors. All matters relating to paid personnel in the church shall be reported to the council for approval.

Clause 2 Responsibilities of the Pastor–Parish Relations Committee

1. Counsel about relationships with senior pastors, associate pastors, paid staff, and lay people.
2. Prepare a job description for all paid staff, including associate pastors.
3. Be clear about the mission and vision of the church.
4. Counsel with senior pastors, associate pastors, and paid staff about how they are carrying out the direction and vision of the church as set by the church council or charge conference.
5. Discuss and report to the appropriate departments on visiting instructor fee, salaries, transportation expenses, vacations, health, insurance, pensions, housing, and other practical matters affecting the activities and families of pastors and paid staff.
6. Secure funding for the continuing education of pastors and paid staff.
7. It oversees the personnel and performance evaluation of paid personnel and strives to discover and nurture second–generation pastors.
8. Recommend those aspiring to clergy or lay ministry to the charge conference.

9. Consult with the superintendent or bishop for appointment.
10. When a minister suddenly has a problem that prevents him from performing his duties, it discusses it with the superintendent.
11. Keep confidential what is said in the Pastor-Parish Relations Committee process.

Clause 3 Election and Term of Office of Pastor-Parish Relations Committee

The members and chairperson of the Pastor-Parish Relations Committee shall be elected by the charge conference on the recommendation of the Nomination Committee. Elected members are elected annually for three-year terms, and only one-third of the members are replaced each year to maintain the continuity of the committee. Members who have completed their term of office may not be re-elected.

The Pastor-Parish Relations Committee does not include the senior pastor or associate pastor(s) and his or her family, as well as paid staff and immediate family members. The reason for this is that the role of the Pastor-Parish Relations Committee is to discuss the salaries and salaries of pastors and paid employees.

Clause 4 Relationship of the Pastor-Parish Relations Committee with Other Committees

The Pastor-Parish Relations Committee helps pastors and other workers concentrate on their work. Therefore, the Pastoral Coordination Committee works closely with the church council, the board of trustees, the finance department, and the diocesan department.

Clause 5 Organization and Operation of the Pastor-Parish Relations Committee

1. At least one member of the committee must be a young adult
2. At least one member of the committee must be a woman
3. Lay Representative (Automatic)
4. The vice chairperson and secretary are selected to operate

Clause 6 Cooperation with Senior Pastor and Paid Staff

The Pastoral Coordination Committee is a committee that helps and cooperates with senior pastors and paid staff to carry out their ministry efficiently.

1. The remuneration of the senior pastor and paid staff shall be reviewed annually, and if adjustments are needed, they shall be discussed with the Finance Committee and proposed through the church board.
2. Check the health of the pastor's office and paid staff's offices, furniture, and furnishings.
3. Review the budgets related to ministry and staff activities, such as transportation expenses, annual conference attendance expenses, extended education expenses,

external lecturer invitation costs, moving expenses, and expenses related to pastoral activities.

4. Review benefits like housing support, health insurance support, Social Security Tax, Worker`s Compensation Insurance, etc.
5. Make sure vacation and holiday time off.
6. When determining salary, obtain the following information:
 - a. Each annual conference has its own fair salary standard, so check the standard amount for your annual conference through your charge or annual conference office.
 - b. Compare the treatment paid by similar churches.
 - C. Consider the cost of living in our area.

Article 4 Finance Committee

Section 1 Role of the Finance Committee

The Church's Finance Committee is an organization that stewards the money God has entrusted to us. In order to be an effective steward, you need to be able to manage your money well. It should be evident that the Church has a committee that plans and manages finances. Finance committee members have a responsibility to make it clear to the church for what purpose and reason the funds are needed.

Section 2 Responsibilities of the Finance Committee

1. Responsible for all the church's finances (fundraising, management, expenditures, and audits).
2. Set the financial direction of the church.
3. Each year, a church budget is prepared and submitted to the church board.
4. Review revenue plans to ensure that the budget passed is used without budget shortfalls.
5. Promote financial soundness.
6. Encourage giving in accordance with the steward's life.
7. Educate them about tithing.

Clause 3 Election and term of office of the Finance Committee

They are nominated by the nomination committee and elected by the charge conference for a one-year term and may be re-elected. The Finance Committee meets in the fourth quarter of the year, but may meet from time to time at the request of the senior pastor or finance chair.

The Chairperson of the Finance Committee shall serve as the head of the Finance Department as a matter of course.

Clause 4 Organization of the Finance Committee

1. Chair, Finance Committee
2. Senior Pastor
3. Lay Representative
4. Conference Representative
5. Chairperson, Pastor–Parish Relations Committee
6. Chairperson of the Board of Trustees
7. Chairperson of the Church Council
8. Auditor
9. Finance Clerk
10. Finance Accountant
11. Other person(s) elected by the council

Senior pastor and paid staff can participate in the Finance Committee, but they do not have the right to vote. When selecting additional members, the charge conference considers the representation of each class, such as youth, young adults, and the elderly.

Article 5 Board of Trustees

Clause 1 Role of the Board of Trustees

The board of trustees administer all property (movable and immovable) of the church. The board of trustees, in consultation with the senior pastor, establishes policies for the use of church buildings. Inspect church property annually. Review the church's insurance annually. When there is a need for the purchase and construction of church real estate (buildings, education centers, and houses). It is important to note that all these actions must be done in accordance with the regulations of a nonprofit corporation as defined by Texas law.

Clause 2 Responsibilities of the Board of Trustees

1. Administer all church property (movable and immovable).
2. Administer all church property, and supervise the sale, mortgage, repair, refurbish, and addition of property, and report annually to the charge conference.
3. Accept or decline bequests, donations, inheritances, and trusts donated to the church.
4. Invest the trust funds appropriately.

5. In the event of registration of the church with the government as a nonprofit corporation and any changes in the laws relating to the church, the church bylaws document shall be updated in accordance with the law.
6. Consult with the senior pastor to establish a policy for the use of the church building.
7. Buy insurance related to the church (e.g., buildings, facilities, computers, photocopiers, etc.).
8. Inspect the parsonage regularly with the Pastor-Parish Relations Committee.

Clause 3 Election and term of office of the trustees

They are elected by the charge conference on the recommendation of the nomination committee, and in order to maintain the continuity of the board, they are divided into three-year shifts, with only one-third of them replaced each year.

They should not be in the same relationship as the chairperson and vice chairperson. All trustees must be of legal age.

The Board of Trustees meets quarterly throughout the year but may meet from time to time at the request of the senior pastor or trustees chair.

Clause 4 Organization and Operation of the Board of Trustees

The board of trustees shall convene within thirty (30) days after the conclusion of the charge conference meeting by the senior pastor and elect one chairperson, vice chairperson, secretary, and treasurer. However, the secretary and treasurer may serve at the same time.

Clause 5 Relationship of the Board of Trustees with Other Organizations

In the church, the Board of Trustees works in close relationships with the following organizations:

1. Board of Trustees and Charge Conference

The district council is the primary organization of the GMC denomination. The church's mission and ministry policies should be consistent with the policies of the district conference. Trustees are elected by the district council and should work closely with the district council to reflect the policies of the district meeting.

2. Board of Trustees and Church Council

The chairman of the board of trustees is a member of the church board. Therefore, it serves as a bridge to inform the church council of the contents of the board of trustees and to inform the board of trustees of the contents of the church council meeting.

3. Board of Trustees and Pastor–Parish Relations Committee

The Pastor–Parish Committee is an organization that relates to the senior pastor and his or her staff. The Board of Trustees shall maintain the parsonage in close relationship with the chairperson of the Pastor–Parish Relations Committee.

Clause 6 Bequest and Trust Property Management

One of the duties of the trustees is to manage the trust property, such as an estate or bequest. In order to do this, you should keep the following points in mind:

1. Check the terms of the bequest from time to time.
2. Ensure that the church is managing the property in a manner that meets the donors' purposes.
3. Donations that are too conditional are rejected from the beginning.
4. Should be familiar with the denomination's planned legacy program.
5. Large sums of funds are managed by professionals.
6. Income from the bequest shall be used for mission activities rather than for church expenses.
7. Be careful not to harm the norm of offering life due to an extra ordinary bequest.

Clause 7 Insurance

All church–related insurance policies are administered by the board of trustees.

1. Evaluate all insurances associated with the church annually.
2. Contact the fire department to check the safety of the church building.
3. For the safety of the church, all property is checked.
4. Inspect property and property annually to ensure proper insurance.
5. When buying insurance, look for more than one insurance company.
6. Check for insurance for expensive items owned by the church.

Clause 8 Purchase and disposal of real estate, construction of church buildings, education centers, pastors' houses

If there is a need to construct or expand a church building, an education center, or a pastor's house, it is advisable to set up a separate building committee to study the needs, location, design, and source of finance for the church building.

Clause 9 Legal Liability

If the church has a legal problem, even if it is a small matter, you should always ask for the advice of a lawyer. It's usually a good idea to seek the help of a lawyer when any of the following occurs:

1. If the church has received documents related to the law or has been ordered to appear before the court or the administration.
2. When concluding any real estate sales contract

3. When reviewing and preparing documents such as wills, bequests, and gifts
4. When a church is registered as a corporation

Clause 10 Election and Term of the Office of the Board of Trustees

The chairperson of the board of trustees shall be elected among the members of the board of trustees by the charge conference on the recommendation of the Nomination Committee and shall serve a one-year term and may be renewed.

Chapter 6 Departmental Organization

Article 1 Finance Department

Section 1 Principles of Operation

The operation and management of finances shall be carried out in accordance with the following principles.

1. Stewardship: The Church and all its members are responsible for the wise management and administration of God's trust, always remembering that they are God's trustees, and that they are faithful servants to the glory of God.
2. Balance of expenditures: The proportion of expenditures for the operation of the church should be balanced in accordance with the direction of the Finance Department and in the balance of expenditures on each department.
3. Total Statement: All income and expenditures shall be included in the current year's budget and financial statements.
4. Transparency: Information on the operation of finances shall be reported to the church council on a regular basis, and the Finance Department shall cooperate as much as possible in the event of a request from church members to inquire about it if there is no risk of leakage of personal information.
5. Soundness of financial structure: The following principles shall be established to maintain a sound financial structure.
 - 1) Borrowing for the achievement of the general business of the Church is prohibited in principle. However, borrowing for special projects such as building extensions and constructions must be approved by the church council.
 - 2) In principle, fiscal expenditures shall be made only within the budget for each fiscal period.
 - 3) In the event of a surplus, it shall be carried forward to the general account for the next fiscal year.
6. Documentation: All records and evidence of financial operations should be kept in documents and backup files for computers.
7. Separation of functions: In the affairs of financial operations, the functions of approval, execution, recording, and audit of finances should be separate and independent.

Section 2 Revenue

1. The income of the church shall come from voluntary donations, offerings, or other profits of its members.
2. In principle, the church shall not engage in profit-making business.
3. No refunds or returns of donations or offerings made to the church are permitted. However, in the case of a restricted offering, if it is necessary to divert the purpose, the church must ask for the donor's understanding and reflect the donor's wishes in its financial management first.

Clause 3 Fiscal Year

The fiscal year of the church shall be from January 1 of each year to December 31 of that year.

Clause 4 Operation and Management

Accounts related to financial operation shall be operated and managed separately into general and special accounts, and both separate accounting reports and consolidated accounting reports shall be prepared at the time of settlement.

1. General Accounting: An account of the church's financial affairs through its general income.
2. Special Accounting: Accounting of the financial affairs of the Church through income for specific purposes (e.g., designated offerings, etc.).
3. Financial Reporting: Conduct quarterly financial reports of income and expenses to the church council.

Clause 5 Retention Period for Financial Documents

The church shall retain financial documents for the following period from the end of the current fiscal year.

1. Fiscal Yearly Statement: Permanent
2. Accounting books and journals: 10 years
3. Supporting documents regarding the execution of funds: 5 years
4. Auxiliary ledger and others: 5 years

Section 6 Budget

The annual budget is collected from each department according to its business plan, examined, and reviewed, and the final budget is established and presented to the Finance Committee for approval and final approval by the church council.

Clause 7 Director of Finance

1. The head of the finance department is nominated by the nomination committee and appointed by the church board.
2. The head of the finance department is obliged to endeavor to execute the budget appropriately and balanced, accurately record and report on all matters related to the financial status, and to manage and operate finances efficiently and transparently.
3. The head of the finance department may not disseminate informally what he/she learns in the course of his/her work.

Clause 8 Department Operation

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting staff.

Article 2 Building Management Department

Clause 1 Role of the Building Management Department

The Building Management Department is the agency that manages the facilities and property of the Church under the direction of the church council. Accordingly, the Department of Building Management shall administer the property of the Church in accordance with the laws of the state or in accordance with the laws of the Church.

Clause 2 Responsibilities of the Building Management Department

1. Maintain all Church facilities, handle related legal matters, and repair and preserve them.
2. They have the responsibility to manage the church, the house of God, in the best and best way to glorify God. The type of church in which God dwells is a sanctified place that has more religious significance than an ordinary building.
 - a. The church hall is God's house where God's people meet Him.
 - b. The church hall is the house of God in which God's people live.
 - c. The church hall is an outward witness to our faith.
 - d. The church hall is a refuge, a place of rest, and a place of consolation for weary people, and it is a type of heaven.
 - e. Everything that belongs to the church belongs to God and is a holy thing. Therefore, the chapel and its appurtenances should be maintained in a reverent manner.

Clause 3 Object of management

1. Maintenance of places of worship: Make sure that the basic conditions are in place so that the whole congregation can worship at its best.
2. Annex building management: social classrooms, kitchens, education centers, gardens, toilets, playgrounds, etc.
3. Complementary repairs in buildings: long-term, short-term planning
4. Furnishings management: Create, maintain, and plan and inspect church furnishings by type, use, and location. Since many people use it, it needs to be managed responsibly.

Clause 4 Election and Term of office of the Building Management Department

The head of the building management department is elected by the charge conference on the recommendation of the nomination committee, and the term of office is one year and can be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 3 Worship Department

Clause 1 Roles and Responsibilities of the Worship Department

1. Assist the pastor in preparing and researching to ensure that all worship services are biblical and faith-filled with grace.
2. The commissioners have as many as necessary.
3. According to the season, the punctuality of worship hours and environmental beautification are checked, and all matters according to the sacraments are prepared as necessary.
4. Secure, notify, and prepare worship committee members monthly. The person in charge of the order of worship (prayer, offering) should be seated in the front row and prepare (the attitude of the mind, the attitude of faith, the practical preparation: microphone, flowers, candlesticks, communion, etc.).
5. They may plan praise, testimony, and other programs that can help with worship and make recommendations to the pastor and board of trustees.
6. Educate and train church members on the importance of regular worship services.
7. Stay in close contact with the choir to help and suggest that they prepare hymns for the season.

Clause 2 Election and Term of Office of the Director of Worship

The director of worship is elected by the charge conference on the recommendation of the nomination committee and serves a one-year term and may be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 4 Ministry of Education

Clause 1 Role of the Ministry of Education

Our Lord taught to produce His disciples. Faith does not grow unless it is learned of the Word. It is the responsibility of the Ministry of Education to create a good teaching environment for young children to grow in faith. In this sense, the members of the education department have a more important religious responsibility than anyone else. To this end, the members of the Ministry of Education must have the attitude of loving the word of the Lord and loving souls. The Department of Education establishes and revises church education policy.

Clause 2 Responsibilities of the Ministry of Education

1. Responsible for educational administration and programs.
2. Lead a meeting of the Ministry of Education.
3. Teach and learn and develop plans and strategies for spiritual disciplines.
4. Explain and promote educational programs to church members.
5. Submit and manage the budget of the Ministry of Education to the Finance Committee.
6. Encourage weekday Bible study or extracurricular activity classes.
7. Establish a vision for christian education.
8. It encourages teachers and boosts morale.
9. Assist and cooperate with the ministries of the Ministry of Education.

Clause 3 Election and term of office of the head of the Education Department

The head of the education department shall be elected by the charge conference on the recommendation of the nomination committee and shall serve a one-year term and may be re-elected.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 5 Integrated Mission

Section 1 Role of the Integrated Mission

Mission is one of the missions of the Church, and it is the starting point for the spread of the good news of Jesus Christ. Mission is not only a witness to God's presence in the world, but also to all the signs that God does.

Section 2 Responsibilities of the Integrated Mission

1. Design programs to educate about missions.
2. Be a member of the district and church board boards.
3. Submit a mission-related budget to the church board.
4. Investigate the needs of the community, at home and abroad, and seek ways to respond to those needs through missionary work.
5. It connects the church with the world through missions.
6. Identify prospective missionaries to serve at home and abroad.
7. Plan short- and long-term domestic and international mission trips.
8. Provide resources for mission education programs.
9. It supports world mission expenses, special mission expenses, and special mission offerings.
10. Support the missionary activities of annual conferences and districts.

Clause 3 Composition of the Integrated Mission

1. Foreign Mission Department
2. Domestic Mission Department
3. Local Mission Departments
4. Medical Mission Department

Clause 4 Election and Term of Office of Mission Presidents

Mission presidents are elected by the charge conference on the recommendation of the nomination committee and serve a one-year term with the possibility of consecutive terms.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 6 Ministry of New Families

Clause 1 Roles and Responsibilities of the Ministry of New Families

1. Welcomes and greets the new family members God has sent them.
2. Serve and help new families settle into the church and monitor and analyze their settlement status.
3. At each worship service, guide and reception committee members are appointed and operated.
4. Plan and promote projects for new families, such as welcome parties.

Clause 2 Election and Term of Office of the new family department

The head of the new family department is elected by the charge conference on the recommendation of the nomination committee, and the term of office is one year and can be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 7 Barnabas Department

Clause 1 Roles and Responsibilities

1. Regardless of whether they are new believers or not, they connect with new family members who visit the church for the first time and take care of them one-on-one, relieving unfamiliar and awkward atmospheres, giving them a good impression of the church, and helping them settle down quickly and stably.
2. Identify hidden lay workers and help them become the new workers the church needs.
3. It serves as a bridge between pastors, parish pastors, and Classes.
4. Analyze and check the settlement situation of the new family.

Clause 2 Election and Term of Office of Barnabas

The director of Barnabas Department is elected by the charge conference on the recommendation of the nomination committee and serves a one-year term and may be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 8 Public Relations Department

Clause 1 Role of the Public Relations Department

The Public Relations Department informs the church members about the activities and status of our church through bulletins, newsletters, newspapers, broadcasts, and web sites, and actively publicizes church events in the local community.

Clause 2 Responsibilities of the Public Relations Department

1. Promote the Church to the outside world.
2. Promote Church programs and events.
3. Manage the Church's website.
4. Edit and maintain the Church's newsletter.
5. Provide appropriate ideas, materials, and techniques to other church committees, agencies, and church members to facilitate public relations activities.
6. Establish relationships with the mass media in the community.
7. Organize promotional content for radio and newspapers.
8. Be a member of the Church's crisis management.
9. Participate in financial activities at church.

Clause 3 Election and Term of Office of the Public Relations Department

The head of the Public Relations Department shall be elected by the charge conference on the recommendation of the Selection and Nomination Committee and shall serve a one-year term and may be re-elected.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 9 Sports Department

Clause 1 Roles and Responsibilities of the Sports Department

1. Organize physical activity events for the fellowship and health of the saints.
2. It presides over physical education fellowship with other churches.
3. Activate physical activity in small groups.

Clause 2 Election and Term of Office of the Sports Department

The head of the athletic department is elected by the charge conference on the recommendation of the nomination committee, and the term of office is one year and can be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 10 Music Department

Clause 1 Roles and Responsibilities of the Music Department

1. Discover and nurture music leaders.
2. Through music and art, they gain a deeper understanding of the meaning of worship.
3. Nurture and manage choirs and praise teams.
4. Organize and plan the Church's musical events.

Clause 2 Responsibilities and Duties of Choir Members and Praise Team Members

1. Actively participate in all worship services and events and be sure to attend Sunday services.
2. Strictly observe meeting times, including all preparations and practices
3. Always devote themselves to prayer and strive to live a godly life that sets an example for the saints.
4. Be obedient to the guidance of all leaders, follow them, and be loyal.
5. The members are committed to reconciliation with one another and for unity in the love of Christ.

Clause 3 Election and Term of Office of the Music Department

The head of the music department is elected by the charge conference on the recommendation of the nomination committee and serves a one-year term and can be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 11 Service Department

Clause 1 Roles and Responsibilities of the Fellowship Service Department

1. Assist with all fellowship activities inside and outside the church.
2. Take care of the kitchen facilities.

3. Organize a kitchen ministry team to prepare food for Sunday and other church events.

Clause 2 Election and term of office of the Fellowship Service Department

The Director of Fellowship Service shall be elected by the charge conference on the recommendation of the Nomination Committee and shall serve a one-year term and may be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 12 Parish Service Department

Clause 1 Role and Organization of Class

The Class is one of the spiritual legacies of the GMC bequeathed by John Wesley, and it can be said to be a small community within the church.

1. Each Class may be a little different, but a group of 4-7 families is ideal.
2. The Class consists of one Class leader, one Class teacher, and members.
3. If the number of Classes is large, a several Class shall be grouped into Parish, and a Parish overseer shall be appointed to serve that Parish.
4. Class leaders may be members of the church council.

Clause 2 Purpose and Function

1. The Class is a small community in the church that should learn and practice Bible study, prayer, spiritual fellowship, and the care and service of the saints.
2. The Class is to serve as a communal vanguard in the mission of the missional church.
3. The Class should be a community that voluntarily commits itself to the well-being of all ministries in the church.

Clause 3 Duties and Qualifications of the Class leader

1. The Class leader must have been baptized for at least three years.
2. The Class leader must be a person who has received training as a Class leader, and he/she must receive continuing education even after he/she has become a leader.
3. Convey the work that should be carried out in the church to the congregation and lead the members to participate in all the work well.
4. Actively participate in all regular worship services and special meetings.

5. All situations of the Class should be discussed and consulted with the Parish overseer.
6. The Class leader is not the one who governs the members, but the one who serves.
7. The Class leader has an important mission to find and nurture new candidates.

Clause 4 Duties and Qualifications of Class Teachers

1. Class teachers should know the gospel of salvation well and be able to teach it well.
2. Class teachers should have an attitude of sharing rather than teaching.
3. Class teachers should be improved through continuous study of the Bible.
4. Class teachers should nurture members through intimate association with the Class leaders.

Clause 5 Duties and Qualifications of the Parish Overseer

1. The Parish overseer must have been baptized for at least five years.
2. The Parish overseer must continue to receive training as secular leaders.
3. Important works to be carried out in the church should be discussed with the Class leaders, so that the congregations of the Parish may be united and well-behaved.
4. The Parish overseer should take good care of the situation of Class leaders and teachers and serve them so that they can fulfill their respective roles well.
5. All important matters in the Parish should be reported to the Parish pastor for discussion.
6. The Parish overseer has an important mission to find and nurture new candidates for the Class leadership.

Clause 6 Election and Term of Office of the Parish Service

The head of the Parish Service Department is nominated by the nomination committee and elected by the charge conference, and the term of office is one year and can be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Article 13 Bridge Ministries

Section 1 Objectives

We will provide spiritual experiences that challenge and empower our 2nd generation children to be active participants in their own bible learning to accept Jesus Christ as their Savior.

We will cultivate a secure, supportive, and nurturing environment of Christian values where our 2nd generation children feel safe and valued.

We will provide support to all our 2nd generation children to remain in church after college.

Section 2 Policy

Hire a full time EM pastor who will be bilingual in English and Korean (both at the level of native speaker competence) and will run all EM areas.

Attract, recruit, and retain highly qualified associate pastors and pastoral staff (praise team leaders).

Build and provide financial support across all operational and personnel areas.

Provide safe and secure facilities.

Develop common best practices to aid in grade level transitions.

Identify and define everyone's unique spiritual gifts and abilities, and then develop resources and programs to support individual paths.

Expand our culture of compassionate service through Christian values.

Clause 3 Operation

The Director of Bridge Ministries shall be elected by the charge conference on the recommendation of the Nomination Committee and shall serve a one-year term and may be renewed.

The administration of the department shall have at least a department director, a deputy director, a secretary, and an accounting officer. However, the secretary and accounting officer can serve at the same time.

Chapter 7 Supplementary Provisions

Article 1 Deliberation Regulations

Clause 1 Exceptions

Anything not specified in these bylaws shall be governed by the GMC Book of Discipline and shall be governed by the General Regulations. When an authoritative interpretation of the ordinances is required, it shall be decided by the church council.

Clause 2 Revision or Amendment of Bylaws

1. When there is a request for revision or revision of the previous draft, the church council receives and reviews it, and appoints members to deal with the proposal as necessary.
2. Amendments to the bylaws shall be made by the church council and may be made by a two-thirds vote of the members present.
3. In addition to the foregoing, the church council may conduct a periodic review of the bylaws every seven years and make necessary revisions.

Clause 3 Entry into Force

These bylaws shall take effect upon passage by a two-thirds majority of the church council after deliberation by the church council. Other revisions and amendments shall take effect immediately upon passage.

Article 2 Internal Regulations of Each Department

Each department may enact and implement the bylaws of the department necessary for its ministry activities within the principles stipulated in these bylaws and the GMC Book of Discipline.

Article 3 Quorum

A quorum of the church shall be constituted by the consent of a majority of those present. However, if there is a provision specifically specified regarding the quorum, the quorum of that clause shall be followed.

Article 4 General Assembly of Church Members and Voting of Church Members

General assembly of church members may be held with the permission of the GMC superintendent and as prescribed by the GMC Book of Discipline, and only active members may exercise the right to vote on any matter.

Voting of church members may be conducted by asking the will of church members on matters prescribed by the church bylaws, such as the election of priests or elders,

under the management of the church executive council, and only active members can exercise their right to vote.