

**CONSTITUTION AND BY-LAW
OF
WILMINGTON COMMUNITY EVANGELICAL CHURCH**

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Wilmington Community Evangelical Church
1512 Brackenville Road, Hockessin DE 19707

CONSTITUTION

Preamble

God requires that a Christian congregation shall conform to His Divine Word in doctrine and practice (Psalm 119: 11, 105; Matt. 28: 18-20; Gal. 1: 6-8; 2Tim. 4:1-5) and that all things be done decently and in order (1Cor. 14:40). Therefore, we, the members of the Wilmington Community Evangelical Church, accept and subscribe to the following Constitution and By-Laws in accordance with which all spiritual and material affairs of our congregation shall be governed.

Article I- Name

The name of this church shall be Wilmington Community Evangelical Church.

Article II- Purpose

The purpose of this church is to preach the gospel of our Lord and Savior, Jesus Christ, to baptize believers, to continue in the doctrine of the Bible, to fellowship and to worship the Lord until He returns.

Article III- Doctrine

Section 1- Of the Scriptures

We believe that the Holy Bible, as originally written, was verbally inspired and the product of Spirit controlled men, and therefore has truth without admixture of error for its matter. We believe that it is the true center of Christian union and the only infallible rule for all human conduct. (2Tim. 3:16-17; 2Peter 1:19-21)

Section 2- Of the True God

We believe that there is only one living and true God, infinite in every excellence; that in the unity of the Godhead there are three personal distinctions- the Father, the Son and the Holy Spirit- yet one in substance and equal in every divine perfection. (Exodus 20: 2-3; 1Cor. 8:6; 1Johns 5:7)

We believe in the absolute Deity of the Son, the Lord Jesus Christ; that He was divine as no other man can be, being very God of very God, existing from all eternity co-equal with the Father and the Spirit; that He never ceased to be God for one instant and that His humiliation did not consist in laying aside His deity; that as a man He was miraculously begotten of the Holy Spirit and born of the virgin Mary. (Matt. 1:20; Luke 1:26-38; John 1:1-2; 1John 5:20)

We believe that the Holy Spirit is a Divine Person, equal with the Father and Son and of the same substance and nature; that He convicts of sin, righteousness and judgment, bears witness to the truth, is the Agent of the New Birth and that He seals, endues, guides, teaches, witnesses to, sanctifies, and helps the believer, indwelling every true child of God. (John 14:16-17; Romans 8:14-27; 2Cor. 13:14)

Section 3- Of the Creation

We believe that God created the heavens and the earth, including all life, "each after its own kind." (Gen. 1 and 2; John 1:3; Col. 1:16-17)

Section 4- Of the Devil, or Satan

We believe that there is a distinct personality called Satan, that he is the unholy god of this age, author of all darkness and sin, and is destined to the judgment of an eternal justice in the lake of fire. (Matt. 4:1-3; 2Cor. 4:4; Rev. 20:10)

Section 5- Of the Fall of Man

We believe that man, in the person of the First Adam, was created in innocence but by voluntary transgression fell into sin thus plunging the whole race into condemnation and death, so that now all mankind is born in sin and shaped in iniquity, and become willful sinners with the first expression of personal choice, and so are without excuse before God. (Gen. 3; Rom. 5:10-19)

Section 6- Of the Redemption from Sin

We believe that the only escape from the condemnation of sin is through the redemption wrought by Jesus Christ, when He voluntarily took upon Him a human body and nature, yet without sin, and by His suffering, death and resurrection made full satisfaction to the justice of God for the sin of man; that the blessings of this salvation are given on the grounds of grace to all who believe and confess that it is the immediate duty of all to accept these offers of mercy. (John 1:1-3, 14; 3:1-7; Acts 16:30-33; Heb. 10:4-14)

Section 7- Of Salvation by Grace

We believe that faith in the finished work of the Lord Jesus Christ is the only condition of salvation from sin, and this salvation is wholly by grace; that no works, however good, make that salvation more secure. (Acts 16:31; Eph. 2:8-9; Titus 3:5-7; Rom. 10:9-13)

We believe that all who take Christ as their Savior are born from above and are eternally secure in Christ. (John 10:28-29; Rom. 8:35-39; Phil. 1:6)

Section 8- Of the Church

We believe that the church is established by Jesus Christ. He is the Head of the church and the church is His body for service and His bride for glory.

We believe that the church universal is constituted of all born-again believers and is manifested through the local church, which is a congregation of baptized believers, associated by the covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; exercising the gifts, rights, and privileges invested in the church by His Word; that its officers are Elders (including Pastors) and Deacons; that it has the absolute right of self-government directed by the Holy Spirit and it is answerable only to Christ, and that in all matters of membership, policy, government, discipline and benevolence the will of the local church is final. (Matt. 16:18, 18:15-17; Acts 2:41-47; Rom. 16:26; 1Cor. 1:2, 6:4, 7:17, 11:16, 12:12-28; Eph. 1:22-23, 3:21, 4:11-12, 5:23-33; 1Thess. 4:13-18; 1Tim. 3:1-15)

Section 9- Of the Ordinances

We believe that there are two church ordinances; Baptism and the Lord's Supper. Baptism sets forth in a beautiful and solemn way our faith in a crucified, buried and risen Savior, with the effects of that faith in our lives as it produces death to sin and resurrection to a new life. The Lord's Supper, the commemoration of our Lord's death until He comes and our continual fellowship with Him, should be preceded by baptism and always by careful self-examination. (Acts 8:36-39; Rom. 6:3-5; 1Cor. 11:23-32)

Section 10- Of the Righteous and Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that only such as through faith are justified in the name of the Lord Jesus Christ, and sanctified by the Spirit of God, are truly righteous in God's esteem; while all such who continue in impenitence and unbelief are in His sight wicked, and under the curse; and that this distinction holds among men both during life and after death, in the everlasting conscious suffering of the lost. (Mal. 3:18; Matt. 25:34-41; Luke 6:25; Rom. 6:17-23)

Section 11- Of the Return of Christ

We believe in the bodily, personal return of Jesus Christ. He will come to judge the living nations and to set up His kingdom on Earth. (Matt. 25:31-46; 1Thess. 4:13-18; Rev. 19: 11-21)

Section 12- Of the Resurrection

We believe in the resurrection of the bodies of the dead; that believers who sleep in Jesus will be raised at the coming of Christ; and that the wicked dead will be raised at the judgment to receive their final doom. (John 5:21-30; 1Cor. 15:51-54; 1Thess. 4:16; Rev. 7:9-17, 20:11-15)

Section 13- Of Marriage

We believe in the Biblical teaching of marriage that the covenant of marriage, instituted by God, is a union between one man and one woman. When God created mankind, He made them male and female, and the fundamental family structure of marriage is defined as a covenantal union between one man and one woman. Therefore, we believe that a marriage relationship between one man and one woman, a husband and a wife, is the intended family unit established by God. Furthermore, we believe this structure is the will of God and it is established for the well being of human society. (Genesis 2:21-24, Matthew 19:4-6)

Article IV - Associations

This church may have fellowship with people of like precious faith, but shall separate itself from any form of apostasy. This church believes in and adheres to the principle of the autonomy of the local church.

Article V - Membership

The membership of this church is open to those who profess faith in the Lord Jesus Christ as their personal Savior and declare themselves in accord with the principles, practices, and doctrines of this church.

Article VI - Officers

The officers of this church shall consist of the Pastor, the Elders and Deacons as the by-laws of this constitution may prescribe.

Article VII - Congregational Meeting

There shall be an annual congregational meeting of the members to elect church lay officers and to transact any business. Additional congregational meetings may be called as needed.

Article VIII - Amendment

This constitution may be amended at the annual congregational meeting or special meeting called for that purpose by a two-thirds (2/3) majority approval of all ballots cast including proxy.

BY-LAW

Article I - Membership

Section 1 - Reception of Members

- A. Anyone professing faith in the Lord Jesus Christ as personal Savior and declaring himself in accordance with the principles, practices and doctrines of this church may become a candidate for church membership.
- B. A candidate may become a member of this church in one of the following four ways and by accepting the membership vows.
 - 1. Water baptism.
 - 2. Letter from an acceptable church of like faith.
 - 3. Statement of Christian experience and having been previously baptized, or by
 - 4. Restoration.
- C. All candidates for membership shall meet with the Membership Committee, and upon approval shall be recommended for acceptance. The Membership Committee shall constitute of the Pastors, Elders and Chairman of the Board of Elders and Deacons.

Section 2 - Responsibility of Members

- A. Be faithful in regular weekly attendance at worship and prayer services and participate at the Holy Communion.
- B. Be active in the service of the Lord in the work of this church and contribute regularly and systematically as the Holy Spirit directs.
- C. Be obedient to the Word of God, and abide by our confession of faith.

Section 3 - Transfer of Membership

A member desiring to join another church may be granted a letter of transfer.

Section 4 - Discipline

The discipline of church members must not be regarded as being wholly a matter of punishment, but should be regarded as a matter of restoration. We should not seek merely to exclude member for doing what is wrong, but so to deal with them in love as to procure in them recognition of the fact that they are doing wrong and a resolution on their part to discontinue this wrongdoing. This is the highest and best form of church discipline. It is undoubtedly what the Master had in mind when He suggested that the erring individual should be approached by two or three who would discuss with him his faults. (Matt. 18:15-17)

The matter of discipline of membership shall be in the hands of the Pastor and Elders. In case of expulsion from membership for misconduct or denial of any section of our confession of faith, final action must be taken by the church. No member shall be expelled until every effort has been made, including, if physically possible, personal visits to reclaim him (or her) for Christ and the church.

Section 5 - Rights of Members

- A. Members 18 years of age and older have rights to vote and to inquire upon church operations.
- B. Members 21 years of age and older, having obtained membership for at least one year, are eligible for nomination to officers.

Article II - Officers

Section 1 - Board of Elders and Deacons

- A. The Board of Elders and Deacons shall constitute of the Pastors, Elders and Deacons of the church.
- B. The Board of Elders and Deacons shall recommend to add Elders or Deacons as necessary which are subject to congregational approval.
- C. The Pastors and the Board of Elders and Deacons shall hold regular meetings to review church operation.

Section 2 - Pastors

- A. The Pastoral office shall be filled only by the Pastor(s) who lives a godly and consistent Christian life. The Pastor(s) must be called to minister to both the spiritual and temporal needs of the people of the congregation and shall be thoroughly qualified and trained for the office.
- B. The Pastor shall perform such duties generally associated with his office, including preaching at services, visitation, counseling, office time, interviewing prospective members, administering the ordinances and caring for the spiritual welfare and church-related needs of church members and potential believers. The Pastor(s) shall arrange for special services in conjunction with the Elders and Deacons. The Pastor(s) shall be a member of all Board of Elders and Deacons and appropriate committees with voting rights on the same. The Pastor(s) shall prepare reports to the church when needed.
- C. A Pastor of the church shall be elected according to the following procedures:
 1. A Pastoral Search Committee shall be formed which consists of current Pastor(s), Elders and Chairman of the Board of Elders and Deacons and an appropriate number of church members who are in good standing and able to represent major demographic groups of the congregation. The Pastoral Search Committee will do due diligence to search, identify and interview qualified candidates in order to recommend a final Pastoral candidate to the Board of Elders and Deacons.
 2. A clergy in full-time service at WCEC may be ordained to become a Pastor via the following procedures:
 - A recommendation shall be made by the Board of Elders and Deacons to the Congregation for endorsement.
 - The Chairman of the Board of Elders and Deacons shall call a Special Congregation meeting per provisions in Article IV for a vote.
 - A two-third majority approval is require to gain an endorsement of the recommendation.
 - An approved recommendation shall be forwarded to an appropriate Pastoral Ordination Review organization for final approval.
 - Upon approval an ordination ceremony may be conducted by the Church.
 3. The Board of Elders and Deacons shall decide whether to accept the Pastoral Search Committee's recommendation and recommend to the congregation for final decision. The Board of Elders and Deacons should strife for a full or at least 85% of the Board members' agreement for its Pastoral recommendation to the congregation.
 4. The Board of Elders and Deacons shall make its recommendation known to the congregation at the earliest occasion. Notice to elect the recommended choice of Pastor shall be given from the pulpit for two consecutive Sundays preceding the election.
 5. The Pastor of the church shall be chosen by the congregation by ballot upon the recommendation of the Board of Elders and Deacons. A Pastor is elected if 85% or more of all ballots cast including proxy excluding abstaining ballots approve the candidate of Pastor recommended by the Board.
- D. The first term of a Pastor shall be one year and subsequent terms shall be one to three years. The number of years in each term shall be proposed by the Board of Elders and Deacons and approved by a simple majority of the active members of the congregation.
- E. The salary and compensation for living expenses for the Pastor(s) shall be determined by the Board of Elders and Deacons. A starting Pastor(s) shall have a vacation of two weeks, including two Sundays

each year, however, this may be extended to four weeks, including four Sundays, if he had worked as a Pastor for five years or more. Other benefits for the Pastor(s) shall be: 1) commensurate to the experience, 2) consistent with the church's financial and overall situation and 3) determined by the Board of Elders and Deacons.

- F. The Pastor(s) may take a 6-month sabbatical leave with full monthly salary, after every six years of service. There should be only one pastor taking sabbatical at a time to maintain continuation of spiritual leadership for the church.
- G. If a Pastor intends to be released from the Pastorate, he shall give the church a notice in writing at least ninety (90) days prior to the date of termination of the Pastorate. The church may declare the pulpit vacant by approval of a two-thirds (2/3) majority of all active members at a congregational meeting. A notice of no less than ninety (90) days from the time this action is taken should be given to the Pastor to vacate the pulpit.
- H. Retirement of a Pastor shall occur before the end of the calendar year when he is turning 75 years of age, unless the church requests a special extension agreed by the Pastor. The Pastor who retires from the church shall become a Pastor Emeritus of the church. Even though a Pastor Emeritus no longer carries any Board and committee responsibilities, he may continue to serve in an appropriate function for which compensation shall be mutually agreed upon by the Pastor Emeritus and the Board of Elders and Deacons.
- I. Election of a full-time non-ordained minister in the church shall be via the same process aforementioned for Pastor(s). His or her duties and compensation/benefits shall be determined by the Board of Elders and Deacons.

Section 3 - Elders

- A. The qualification for an Elder shall be such as are prescribed and set forth in the New Testament. (1Tim. 3:1-7; Titus 1:5-9) In order to have an in-depth understanding of the church and be an effective spiritual servant, an Elder should have served as a Deacon in the Board of Elders and Deacons prior to being elected as an Elder.
- B. Duties of an Elder:
 - 1. Be a helper and advisor to the Pastor(s) in the spiritual supervision of the church, in the administration of the ordinances, in all matters concerning disciplinary actions, and in visiting the sick and needy of the church.
 - 2. Carefully examine and recommend candidates for church membership.
 - 3. An Elder shall be a member of the Board of Elders and Deacons and appropriate committees with voting rights on the same. The Elder(s) shall prepare reports to the church when needed.
- C. An Elder of the church shall be elected according to the following procedures:
 - 1. Candidates for an Elder shall be nominated by a Nomination Committee which consists of seven (7)- ten (10) members. The members shall be selected by the Board of Elders and Deacons and consist of the following groups: 1) the Pastor(s), 2) the Elders, 3) incumbent Deacons and Deaconesses of the Board of Elders and Deacons and 4) church members who are in good standing.
 - 2. The Board of Elders and Deacons shall decide whether to accept the Nomination Committee's recommendations and recommend to the congregation for final decision. The Board of Elders and Deacons should strive for a full approval or at least 75% of the Board members' agreement for its Elder recommendation to the congregation.
 - 3. The Board of Elders and Deacons shall make its recommendations known to the congregation at an earliest occasion. Notice to elect the recommended Elder shall be given from the pulpit for two consecutive Sundays preceding the election.
 - 4. The Elder of the church shall be chosen by the congregation by ballot upon the recommendation of the Board of Elders and Deacons. An Elder is elected if at least 75% of all ballots cast including proxy accept the recommendation of the Board of Elders and Deacons.
- D. An Elder shall be elected for a term of three years. Terms of an Elder can be consecutive if so elected.

- E. The Office of an Elder shall be vacated if the Elder no longer fulfills the biblical qualification of an Elder. If such violation(s) were found to be true and the Elder in question refused to resign, the Board of Elders and Deacons shall take initiative to recommend such an action to the congregation. The congregation shall decide in favor of the removal by a simple majority approval of active members.

Section 4 - Deacons

- A. The qualification for a Deacon shall be as prescribed and set forth in the New Testament. (Acts 6:3; 1Tim. 3:8-13)
- B. All Deacons, including the Chairman and the Vice Chairman, shall be elected for a term of two years. Terms of a Deacon may be consecutive if so elected.
- C. A Deacon of the church shall be elected according to the following procedures:
 - 1. Candidates for a Deacon shall be nominated by a Nomination Committee which consists of seven (7) to ten (10) members. The members shall be selected by the Board of Elders and Deacons and consist of the following groups: 1) the Pastor(s), 2) the Elders, 3) incumbent Deacons and Deaconesses of Board of Elders and Deacons and 4) church members in good standing.
 - 2. The Board of Elders and Deacons shall decide whether to accept the Nomination Committee's recommendations and recommend to the congregation for final decision. The Board of Elders and Deacons should strive for a full or at least 75% of the Board members' agreement for its recommendation to the congregation.
 - 3. The Board of Elders and Deacons shall make its recommendations known to the congregation at an earliest occasion. Notice to elect the recommended Deacon shall be given from the pulpit for two consecutive Sundays preceding the election.
 - 4. The Deacon of the church shall be chosen by the congregation by ballot upon the recommendation of the Board of Elders and Deacons. A Deacon is elected if at least 75% of all ballots cast including proxy accept the recommendation of the Board of Elders and Deacons.
- D. The duties of deacons are as follows:
 - 1. **Chairman:**
 - a. Call regular monthly Board of Elders and Deacons meeting, annual congregational meeting and other special meetings.
 - b. Act as the presiding officer during the meetings.
 - c. Act as the executive officer of the church.
 - d. Participate in Membership Committee to interview new members.
 - 2. **Vice-chairman:**
 - a. Be a substitute for the Chairman.
 - b. Assist the Chairman.
 - c. Coordinate annual church retreat.
 - d. Propose annual church budget.
 - e. Coordinate annual audit of all church accounts.
 - f. Be in charge of church Library.
 - 3. **Secretary:**
 - a. Record minutes of meetings called by the Chairman.
 - b. Set up and maintain a file system that holds all church records.
 - c. Prepare official announcement of church activities which are authorized by the Board of Elders and Deacons.
 - d. Be in charge of church literature and publishing ministry, including "Shower of Blessings".
 - e. Handle church correspondence as authorized by the Board of Elders and Deacons.
 - f. Be in charge of church office needs.

4. Financial Officer:

- a. Receive weekly report of all church income from the Treasurer.
- b. Supervise purchasing, review bills and issue payments as approved.
- c. Issue financial statement to the Board of Elders and Deacons monthly.

5. Treasurer:

- a. Collect, record, and deposit all church income and supply the Financial Officer with a weekly report.
- b. Issue financial statements to the Board of Elders and Deacons jointly with the Financial Officer on a monthly and annual basis.
- c. Prepare donation statements and tax related documents.
- d. Manage the financial assets of the church.

6. Mandarin Young Adult and Campus Ministry

- a. Assist co-workers of University Bible Study group in the planning and execution of campus ministries.
- b. Participate in campus outreach activities.
- c. Serve as liaison between the University Bible Study Group and the church.

7. English Worship

- a. Assist the Pastor in recruiting and training of English Worship coworkers.
- b. Work with the Pastor in arranging worship services and Christian Education classes.
- c. Work with the Mandarin Worship Committee in coordinating the combined or other church-wide special worship services.
- d. Carry out other administrative responsibilities as required.

8. Christian Education:

- a. Assist pastors and Elders to plan and arrange Chinese Adult Sunday school courses and invite instructors for each course. Team with other coworkers to maintain Sunday school processes, collect class attendance and report to Church secretary for records.
- b. Plan and arrange training and gathering for Sunday school teachers as needed.
- c. Assist pastors and Elders in planning Spiritual revival meetings and theological courses. Plan and coordinate the events, including taking care of speakers, meeting rooms, student registrations and food.
- d. Assist pastors and Elders in the discipleship ministry. Arrange and start new discipleship cell group, monitor the progress of each group, and issue the certificates to the completed members.
- e. Manage church library. Assist pastors and Elders in the new book selections and purchasing. Build team of library coworkers and register and manage library books.
- f. Help Mission team with the annual gospel-preaching meeting. If necessary, order food for this meeting.

9. Youth Ministry

- a. Assist the Pastor to provide spiritual care and counseling for the youths.
- b. Schedule and conduct regular youth activities and special events. Regular activities include Friday Fellowship meetings, discipleship program, etc. Special events include retreats, mission trips, inter-church fellowships, etc.
- c. Chair the Parents Advisory Committee, which meets quarterly to review the youth activities and ensure a balanced program for youths.

- d. Carry out youth leadership development by serving as the Advisor on the Youth Committee which comprises a President, a Vice-President, a Secretary and 4 members.

10. Children Ministry:

- a. Establish children's worship for God and evangelism, including selecting monthly and yearly themes, arranging guest speakers, scheduling combined services, and hospitality activities.
- b. Coordinate children's Sunday School activities, including designing curriculum, selecting teachers and materials, teacher training, teacher conference, maintaining records and parental involvement.
- c. Establish guidelines for children's behavior and teaching in the Church.
- d. Schedule and conduct regular children activities and special events. Regular activities include Children Choirs and child care program, etc. Special events include retreats, Vacation Bible School, scripture reciting contests, programs during Christmas, Easter and other events.
- e. Purchase children's books for church library.

11. General Affairs

- a. Coordinate the maintenance and repair of Church building, interior and exterior facilities.
- b. Coordinate upkeep of Church outdoor environment, including grass cutting, snow removal and parking lot maintenance.
- c. Coordinate maintenance and operation of the Church kitchen.
- d. Be responsible for distribution and record-keeping of church key systems
- e. Coordinate renting of facilities per Church Facility Rental Policy.
- f. Plan and execute Church safety and security procedures.
- g. Catalog and maintain inventory of church properties.

12. Hospitality

- a. Prepare Church information packet for visitors and newcomers.
- b. Coordinate ushering activities, including visitor registration and follow-up.
- c. Coordinate church welcoming fellowship
- d. Coordinate announcement of Church events through public media.
- e. Assist the Pastors to coordinate visitations.
- f. Coordinate reception of invited speakers.
- g. Coordinate preparation of baptism and Holy Communion services.

13. Mission

- a. Promote awareness and recommend participation in foreign and domestic mission needs.
- b. Establish guidelines for financial aids and annually review applications from organizations, missionaries and seminary students.
- c. Raise mission funds.
- d. Invite guest speakers for Mission Sundays and Annual Mission Conferences.
- e. Assist in church evangelism events.
- f. Announce mission-related news to the congregation.
- g. Coordinate other special mission events, such as short mission trips, etc.

14. Music Ministry

- a. Enhance church members' spiritual relationship with God through music.
- b. Coordinate activities of church choirs.
- c. Coordinate music for Sunday and other worship services.
- d. Coordinate musical evangelistic activities.
- e. Coordinate music training.

15. Seniors Ministry

- a. Organize Seniors outreach activities
- b. Coordinate Seniors Fellowship meetings

16. Media

- a. Support Sunday services
- b. Support special events
- c. Train and care coworkers skillfully and spiritually
- d. Update and maintain church website and social media
- e. Manage software/online accounts, licenses, and subscriptions
- f. Manage media and internet equipment
- g. Hire professionals to support above needs, if necessary

17. Community Service

- a. Follow the recommendations of WCEC E/D Board, to Coordinate special donation for needs in community, such as Donation for domestic or international natural disasters Reliefs, Loving in Action for Covid-19, ... etc.
- b. Promote services of WCEC to local community for pre-evangelism, such as visiting local nursing homes at Christmas, CACC's Chinese Festival, ... etc.
- c. Coordinate volunteer service to support local charity organizations, such as Urban Promise School, Sunday Breakfast Mission, Food Bank, RMH, Emanuel Dining Rooms, ... etc.
- d. Coordinate church outreach pre-evangelism activities, such as Work Camp, Fall Festival BBQ & Gala, ... etc.

E. Each Deacon may establish a co-worker team to carry out their duties.

F. A deacon shall resign from his or her duty if their conducts are inconsistent with biblical teaching. If such misconducts are proven true and the deacon refused to resign, the Board of Elders and Deacons may move for a congregational vote for dismissal. A dismissal shall become effective with approval by a simple majority of all active members.

Article III - Ministry Team

Section 1 - Principle

- A. WCEC ministry shall be grouped into six key areas: Worship, Evangelism, Discipleship, Fellowship, English Ministry and Administration. Each area will be administered by a ministry team.
- B. Each ministry team shall be led by a pastor, elder or deacon and co-served by deacons and co-workers responsible for related duties.
- C. A pastor, elder or deacon may be involved in more than one ministry team. Some ministry duties may require the coordination of several teams.
- D. The ministry teams should communicate, cooperate and coordinate among each other frequently and earnestly to serve the Lord as one body under Biblical teaching in a coherent and efficient manner.
- E. Each ministry team shall meet on a regular basis to discuss and plan programs related to the team's responsibilities. The ministry team leader or designate shall report key issues and status to the Board of Elders and Deacons during regular Board meetings or as required.
- F. Decision on routine matters may be made within the ministry team. Such decisions should be made in manners consistent with Biblical teaching, WCEC by-laws and within allocated budget.

- G. Decision on significant issues which may affect the church broadly or that requires expenditure beyond allocated budget shall be brought to the Board of Pastors, Elders and Deacons for approval. Upon approval, the ministry team is responsible to carry out the task. It may ask for support from other church resources deem appropriate.
- H. If necessary, important ministry matters may require coordination in the Pastors and Elders Meeting scheduled throughout the year.

Section 2 - Charter

A. Worship Team

- a. Organize Sunday worship, including worship team, music devotion, pulpit, Holy Communion, baptism, new member reception, etc.
- b. Organize special meetings, including evangelical renewal meetings, Mission Sunday, Good Friday, Easter, Thanksgiving and Christmas meetings.
- c. Plan messages and arrange speakers, leaders and schedule.

Leader: Pastor or Elder

Team members: Deacons for Music, Media and Hospitality

B. Evangelism Team

- a. Establish annual budget for missionaries and Christian organization
- b. Organize mission conference and mission Sunday activities
- c. Organize domestic and international mission trips
- d. Establish WCEC church planting strategy
- e. Establish application procedures for mission trips
- f. Promote church mission through traditional and modern media

Leader: Pastor or Elder

Team members: Deacon for Mission

C. Discipleship Team

- a. Administer Sunday school and extension courses
- b. Plan special meetings and invite speakers
- c. Organize church retreat
- d. Organize discipleship training programs
- e. Organize regular church prayer, Bible studies and other meetings.
- f. Organize church-wide year round Bible reading and other spiritual learning programs.

Leader: Pastor or Elder

Team members: Deacon for Christian Education

D. Fellowship Team

- a. Organize Family group ministry, including formation of family groups, training of co-workers and leaders, select Bible study materials and pre-study, shepherd group members, assign newcomers to groups and facilitate church ministry through groups.
- b. Visitation of members and newcomers via Evangelism Explosion format.

Leader: Pastor or Elder

Team members: Family group leaders, and Deacons for Seniors Ministry and College Ministry

E. English Ministry

- a. English adult ministry
- b. Youth Ministry
- c. Children Ministry

Leader: English or Youth Pastor or Elder of English Ministry

Team Members: Deacons for English Ministry, EM Youth and College Ministry and Children Ministry

F. Administration Team

- a. Establish pastoral compensation, benefits and retirement plans.
- b. Prepare church annual budget
- c. Administer church finance
- d. Plan church facility expansion
- e. Maintain church building and properties
- f. Establish and maintain church records systems
- g. Publication of church service bulletins and other publications.

Leader: Chairperson or Elder

Team Members: Deacons for Finance, Treasure, General Affairs, Secretary and Vice Chairperson

Article IV - Congregational Meeting

The congregational meeting shall be governed by the following rules:

- A. The Chairman of the Board of Elders and Deacons shall be the moderator of all congregational meetings.
- B. Annual congregational meetings will be called by Board of Elders and Deacons before the end of calendar year in the following manner:
 1. By written announcement mailed at least ten (10) days prior to the meeting to all members, stating the purpose of the meeting in the announcement, or
 2. By oral announcement from the pulpit on two consecutive Sundays prior to the meeting, stating the purpose and date of the meeting.
- C. Special congregational meetings may be called by the Board of Elders and Deacons in response to church's need or to a petition signed by at least one-half (1/2) of all active members of the congregation. Such meetings are to be called in the same manner as the regular meetings.
- D. Two third (2/3) of all active members shall be required for a quorum. The quorum shall be formed by active members present in the meeting, proxies and absentee ballots. Decisions other than those specified in this By-law may be approved by a simple majority (1/2) of all ballots cast including proxy except for amending the Constitution and By-Laws, the purchase of property, the erection of buildings or the removal from office a Pastor, that may be approved by two-third (2/3) of all ballots cast including proxy or other majority percentages aforementioned.
- E. All members eighteen (18) years of age and older shall be entitled to vote at congregational meetings.
- F. A member shall be deemed active if he (she) is not absent from church worship services and other regular meetings for more than six (6) months. A member considered inactive shall temporarily lose his (her) voting right and may petition for restoration to active member status to the Board of Elders and Deacons.

Article IV - Amendments

These By-Laws may be amended at the annual congregational meeting or at a specially called meeting by a two-thirds (2/3) majority of all ballots cast including proxy.

Wilmington Community Evangelical Church (WCEC) Policy and Guidelines

1. WCEC Facility Usage Guidelines and Application Form, 威明頓主恩堂場地使用規則及表格
Document Approval Date: December 6, 2012
2. WCEC Pulpit Invitation Guideline, 威明頓主恩堂講員邀請規則
Document Date: October, 26, 1997
3. WCEC Chinese Sunday Service Leader Guideline, 威明頓主恩堂中文部主日崇拜領會須知
4. WCEC Guidelines for Management and Use of Barnabas Fund,
威明頓主恩堂巴拿巴基金管理及使用辦法 Document Date: April, 13, 2006
5. WCEC Guidelines and Form about Marriage and Wedding, 威明頓主恩堂婚姻準則及申請表
Document Date: November, 2006
6. WCEC Baptismal and Membership Vows, 威明頓主恩堂受洗及入會誓約
7. WCEC Usher Team Guidelines, 威明頓主恩堂招待組職責
8. WCEC Tithe and Offering Receipt Guidelines, 威明頓主恩堂奉獻收受準則
Document Date: June, 22, 2010
9. WCEC Pastor Office Policy, 威明頓主恩堂牧者辦公準則
Document Date: August, 2011
10. WCEC Guidelines and Form of Staff Medical Leave of Absence, 威明頓主恩堂全職人員病假
準則, Document Approval Date: August, 2011
11. WCEC Incorporation and Property Documents, 威明頓主恩堂公司登記及產權文件