

**CHINESE & AUSTRALIAN BAPTIST CHURCH – WEST RYDE  
STRUCTURE DOCUMENT**

**A. INTRODUCTION**

**A.1 Purpose of document**

This document is written to supplement the details of the church organisation structure under By-Laws Section I, and in particular to elaborate and clarify the leadership as defined under By-Laws Section II of the church. The contents in this document may not have been covered in the Church Constitution and By-Laws, but references have been made in there to refer to this document for further explanation of the details.

This document contains the following sections

Section B gives the detailed explanation of the church organization structure, church leadership, as well as the roles and functions of the Church Council and Functional Teams.

Section C outlines the ministry descriptions for all offices and functional team members.

Section D gives detailed explanation of the voting procedures of the Church Council and Members' meetings.

Section E outlines the functions of the Election Committee and its procedures.

**A.2 Acceptance of document**

The contents of this document were approved by the Diaconate of CABC in February 2002 and by the members in March 2002.

This document was further revised as a result of church structure review conducted and approved by Church Council and the members in October 2008.

Future changes and modifications to this document will have to be made by the Church Council and then recommend to the members for acceptance in the Members' meeting, according to the procedures stipulated in the By-Laws.

**A.3 Alteration of document**

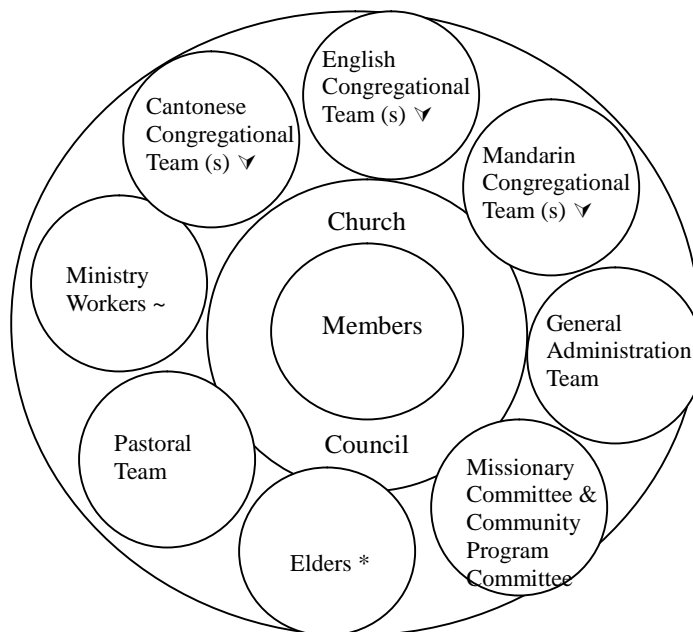
Any proposed alteration to this document shall be presented in writing to the Secretary at least 3 weeks before the day of the members meeting at which the proposed alteration will be discussed. The Church Council will distribute the proposed alteration and determine whether it should proceed as an ordinary or special resolution. [See By-Laws Section V]

The Secretary shall give such written and verbal notice to the Church on at least two Sundays prior to the members' meeting date.

## B. CHURCH ORGANISATION STRUCTURE AND LEADERSHIP OF CHINESE & AUSTRALIAN BAPTIST CHURCH – WEST RYDE

### B.1 The following diagram can represent the leadership structure of Chinese & Australian Baptist Church – West Ryde

- ~ Ministry Workers are not members of the Church Council or Pastoral Team
- \* Elders are part of the Pastoral Team and their respective Language Ministry Team but are not part of the Church Council
- ✓ Not shown here are the Language Ministry Team formed by those Pastors, Assistant Pastors and Elders serving in the respective single language congregation(s) only



### B2. The Church Council and the functional teams

The Church Council is to function as the central coordinating body whereas the functional teams will be focusing on their designated functional roles. The composition of the Church Council and the functional teams and the roles performed by each are described as follows.

#### B.2.1 Church Council

The Church Council consists of the Senior Pastor, Pastor Representatives from Language Ministry Teams (see B.2.3), the Chairperson, the Secretary and the Team Representatives from various congregational teams. There will be two Team Representatives representing each of the Congregational Teams.

There is one pastor representative from each language ministry team representing the respective language ministry team at the Church Council. Pastors of each language ministry team can decide by themselves who will be their pastor representative on the Church Council.

However, all pastors and elders should make themselves available to attend Church Council Meeting for better communication and mutual understanding of development and arising issues of church ministries.

The roles of the Church Council generally include:

- To act as the overall coordinator for the activities of the whole church.
- To resolve issues raised from the functional teams and by church members.
- To initiate and coordinate new church development plans.

- To organise members meetings and to communicate to members on matters, affairs, events, policies and procedures arising from the Constitutions and By-Laws.
- To represent the church when communicating with external parties.

### **B.2.2 Pastoral Team**

Pastors are servants of God, and they are to serve and present His people complete in Christ. When a pastor is called to our church, the pastor is to be recognized as the pastor of the whole church. All pastors will serve together as a team for the Kingdom of God.

The Pastoral Team is comprised of Senior Pastor, Pastor(s), Assistant Pastor(s), and Elder(s) with Senior Pastor presiding over the pastoral team.

The Pastoral Team members are assigned to lead and to serve at various ministry teams at both congregational level and functional level that can be cross-congregational and/or cross-language basis.

Any difference in opinion among the pastor(s) regarding ministry will be resolved through Senior Pastor.

### **B.2.3 Language Ministry Teams**

The church has established congregations at different locations or time of worship services for Cantonese, English, and Mandarin Ministries. To cater for future growth and more efficient allocation of pastoral resources, pastors, assistant pastors and elders of congregational teams with the same language will be consolidated to form language ministry teams.

Any Pastor (functional) or Assistant Pastor (functional) who serves on cross-congregational, and cross-language basis can decide on his/her membership of only one language ministry team among the language(s) he/she serves.

Pastors (functional), assistant pastors (functional), and ministry workers are encouraged to attend the respective language ministry team meetings of the language(s) they serve.

### **B.2.4 Congregational Teams**

The Congregation Team shall be led by a Pastor who will be the chairperson in all congregational team meetings. In situations where deemed necessary, Elders can be appointed to assist the Pastor in the ministries as stipulated in the By-Laws.

The Team Member positions include Worship, Family & Caring, Christian Education, Youth, and Outreach. There are also two Team Representative positions in this team, who will be representing the respective Congregational Team at Church Council meetings.

The Team Representative position could be held by: i. A Team Member who has no other responsibility or ii. By other Team Members who have already taken up one of the functional positions. This team will therefore consist of at least five Team Members or a maximum of seven Team Members.

The roles of the Congregational Team generally include:

- To plan, organise and coordinate the ministry work for the congregation in its Worship, Family & Caring, Christian Education, Youth and Outreach (primarily to non-believers speaking the same language of the respective congregation).
- To allocate adequate resources for the ministry work and to make sure that the gifts imparted by the Holy Spirit are used appropriately for the benefits of the congregation.
- To ensure a strong Christian growth is attained in the congregation.
- To appoint suitable representatives from within the Congregation to represent it in the sub-committees of the following: Missionary, Publication & Communication, Community Program, Treasurer and General Affairs.

### **B.2.5 General Administration Team**

The General Administration Team shall be chaired by the Church Chairperson who will also be responsible for coordinating the task in the General Administration Team. The functional positions in this team include the Chairperson, Secretary, Treasurer, Publication & Communication, and General Affairs. The Chairperson and the Secretary will be representing this team to attend the Church Council meetings. This team will consist of a maximum of five members. The work of this team is to serve the whole church and is not targeted to a particular congregation group.

The roles of the General Administration Team include:

- To be responsible for all administration matters for the whole church
- To keep an up-to-date membership roll of the church.
- To represent the church for external correspondence and contacts
- To be responsible for all financial matters (budget, accounting, payments, payroll etc.) for the church.
- To look after all church properties and equipment
- To be responsible for the publication of internal literary work
- To improve internal communication in the church

### **B.2.6 Missionary Committee**

The chairperson of this committee is in effect team member under the By-Laws Section II(4), and will be elected by members as convener and coordinator of this committee. Committee members are drawn from all congregations. The Senior Pastor or his/her delegate will attend meetings of Missionary Committee and this pastor will also represent this committee at Church Council.

The roles of this committee are:

- To organise and coordinate the missionary work for the whole church.
- To propose plans in the supporting of missionary work.
- To allocate and handle funds designated for missionary work.
- To act as the contact point with missionary workers and missionary organisations.
- To disseminate information of the missionary workers and organisations supported by the church.
- To promote the visions of mission in the church.
- To organise short-term missionary work for the church members.
- To organise the annual missionary events

## **B.2.7 Community Program Committee**

The chairperson of this committee is in effect team member under the By-Laws Section II(4), and will be elected by members as convener and coordinator of this committee. Committee members are drawn from all congregations. The Senior Pastor or his/her delegate will attend meetings of Community Program Committee and this pastor will also represent this committee at Church Council.

The roles of this committee are:

- To oversee the community programs run by the church (viz. the playgroup and the elderly leisure centre)
- To plan and coordinate all other community activities that will promote the name of Chinese & Australian Baptist Church-West Ryde (such as the Eastwood Granny Smith Festival)

## **B.2.8 Ministry Workers**

Ministry Workers are part of the leadership structure of the church who are paid co-workers carrying out various specialised functional ministry.

The scope of their responsibility and to whom they are reporting will be determined at the time of their appointment.

Examples of ministry areas for ministry workers are church website maintenance, Sunday School Administration, Caring/Counselling.

## **C. MINISTRY DESCRIPTIONS**

The ministry descriptions of various offices and positions in the leadership structure of the church are listed as follows. It is necessary to understand that these descriptions are served as guidelines only and the actual tasks undertaken should not be restricted by the list. Detail ministry descriptions of pastors and ministry workers should be referred to the personnel policy of the church.

### **C.1 Senior Pastor**

- To coordinate and supervise the ministry work of the Pastors.
- To chair/lead and coordinate the work of the functional team(s) as assigned by the Church Council.
- The Pastorate Committee may determine further details at the time of appointment.

### **C.2 Pastor**

#### **C.2.1 Congregational**

- To be responsible for the preaching, teaching, caring, and outreaching ministries of the congregation.
- To chair/lead and coordinate the work of the functional team(s) as assigned by the Church Council.
- The Pastorate Committee may determine further details at the time of appointment.

### **C.2.2 Functional**

- To be responsible for various specialised ministries which can be cross-congregational, cross-language or even entire church capacity where applicable.
- The Pastorate Committee may determine further details at the time of appointment.

### **C.2.3 Consulting**

- To provide advice to Church Council and Senior Pastor on church ministries direction and development.
- To render support to the pastors and Senior Pastor for various ministries of the church, e.g. preaching, teaching, caring and outreaching, as assigned by Senior Pastor.
- The Pastorate Committee may determine further details at the time of appointment.

### **C.2.4 Honorary**

- An honorary role to render support to the pastors and Senior Pastor for various ministries of the church, e.g. preaching, teaching, caring, and outreaching, as assigned by Senior Pastor.
- The Pastorate Committee may determine further details at the time of appointment.

## **C.3 Assistant Pastor**

### **C.3.1 Congregational**

- To support the pastor(s) (congregational) and senior pastor in all facets of ministries in the church.
- The Pastorate Committee may determine further details at the time of appointment.

### **C.3.2 Functional**

- To support the pastor(s) (functional) and senior pastor in all facets of ministries in the church.
- The pastorate committee may determine further details at the time of appointment.

## **C.4 Ministry Workers**

- Depending on the nature of the ministry, ministry workers could be serving in cross congregational, cross language, or entire church capacity.
- The scope of their responsibility will be determined by the Church Council at the time of their appointment.

## **C.5 Elders**

- Elders are appointed to assist the Pastors in the ministry work. [see By-Laws Section II(2)] In the absence of a pastor an Elder may chair/lead the various functional teams as assigned by the Church Council.

## **C.6 Chairperson**

- To chair the General Administration Team meetings, the Church Council meetings and Members meetings.
- To coordinate the work of the General Administration Team.
- To prepare the agenda for the Church Council and Members meetings with the Secretary.
- To bring to the attention of the Church Council matters that are related to the whole church and also issues that need coordination between functional teams.

## **C.7 Secretary**

- To maintain the church membership roll.
- To prepare agenda and minutes of the Church Council and Members meetings
- To maintain records of important church documents.
- To represent the church in signing all internal and external correspondence.
- To assist in the administrative matters that are not covered by the other team members in the General Administration Team.
- To coordinate the preparation of an Annual Report from the various functional teams.
- To follow up and ensure the decisions of the members and Council are carried out.

## **C.8 Treasurer**

- To compile the annual budget for the church
- To keep clear accounting records for auditing.
- To prepare regular financial statements for presentation at members' meetings.
- To deal with financial institutions on all financial transactions.
- To monitor the financial situation of the church.
- To ensure efficient and effective control systems relating to financial and insurance matters.

## **C.9 General Affairs**

- To be responsible for purchasing matters
- To be responsible for the maintenance of the church properties and equipment
- To be responsible for the usage, security of the church properties and rented premises.
- To be responsible for the catering function of the church.

## **C.10 Publication and Communication**

- To be responsible for the publication of internal literary work such as the church magazine and newsletters.
- To be responsible for the running of the church library and book store.
- To oversee the activities in which the church is involved in the production of broadcasting and multi-media form.
- To involve in promoting communications in the church, which include effective disseminating of information within the church.

### **C.11 Chairperson of Missionary Committee**

- To chair the Missionary Committee meetings.
- To coordinate the work of the Missionary Committee.

### **C.12 Chairperson of Community Program Committee**

- To chair the Community Program Committee meetings.
- To coordinate the work of the Community Program Committee.

### **C.13 Worship**

- To oversee the Sunday worship programs, with the aim to involve a congregation in the true worship to God.
- To set up rosters for all personnel involved in the worship programs.
- To review the contents of the worship programs and to make suggestions for improvement.
- To provide inputs to the Pastors on the spiritual needs of the congregation
- To organise training for those involved in leading the worship programs.
- To organise special meetings (such as Baptismal Services, Combined Services, Revival meetings etc.)
- To assist the Pastor in promoting prayer ministry.

### **C.14 Family & Caring**

- To be responsible for all Cell Group activities which include the appointment of Cell Group Leaders, monitoring their progress and forming new Cell Groups.
- To assist the Pastor in organising the visitation programs including visits to those who require caring attention.
- To assist the Pastor in the caring for those who have special needs.
- To be responsible for all other fellowship groups run by the congregation but excluding the Youth Fellowship.
- To initiate the planning of church camps together with other functional teams.
- To plan and organise other activities (such as church picnic) for the purpose of fostering Christian fellowship

### **C.15 Christian Education**

- To plan and oversee the Christian education programs for the congregation, including the bible study classes for adults, youth and the children's Sunday School and Children's Fellowship program.
- To plan and allocate teaching resources for the education programs.
- To assist the Pastor in the training of the bible study leaders and Sunday school teachers.
- To organise training for those involved in children ministry.
- To organise the rosters for the creche service at the Sunday worship time.

### **C.16 Youth**

- To be responsible for the organising and running of all youth programs and Youth Fellowship Groups.
- To coordinate the evangelistic work in the youth groups.
- To plan and organise the Annual Youth Camps.
- To promote the understanding and support between the youth and their parents
- To assist the pastor to motivate, train and develop youth leaders.



## **C.17 Outreach**

- To plan and coordinate the evangelistic activities.
- To promote the participation of gospel work in the congregation.
- To organise special evangelistic events including evangelical bible studies and special evangelistic meetings
- To coordinate the follow-up work of new converts.
- To keep records of newcomers to the church.
- To coordinate visitation to newcomers.

## **C.18 Team Representatives**

- To represent the functional teams to attend the Church Council meetings. [see By-Laws Section II (3)].
- To bring to the attention of the Church Council matter that requires resolution at the church level.
- To provide assistance to other members of the functional teams in performing their tasks. [see By-Laws Section II (4)].

## **D. VOTING PROCEDURES**

### **D.1 At Members' Meetings**

- Most of the voting requirements and guidelines are described in the Church By-Laws.
- Voting is a spiritual responsibility and should be carried out in an atmosphere of Christian love and fellowship. Members should seek the will of God.
- All members should be well informed about each matter and pray for the matter before decisions are made. The matters must be fully explained in the Members' meeting and any queries answered.
- The Chairperson should exercise careful control of the proceedings of the meeting; any sidetracking from the matter and/or destructive comments should be rectified without delay.
- Any matters that generate or result in vigorous and emotional debates should be withdrawn and referred back to the Church Council for re-examination
- Members should be encouraged to either vote Yes or No

### **D.2 At Church Council Meetings**

It would be ideal if the whole Church Council could agree on all matters, proposals and recommendations put forward and voting is not required to make final decision. However, one must acknowledge that in some cases there will be differences in views and opinions. Under such situations, the members of the Church Council should prepare to take time to examine the 'pros' and 'cons' of the issues objectively and also pray for the matter to seek God's will and guidance. The Chairman should never put any matters that attract vigorous debate in the Church Council to be decided by voting.

Voting in the Church Council should be viewed as an indication of the support of the matters from the members of the Church Council.

If voting is deemed to be necessary, then the following guidelines are recommended.

- Firstly, it is necessary to decide whether the matter is related to the whole church or is just related to a particular ministry.
- If the matter is related to the whole church, such as matters that are defined in the Constitution and By-Laws, then it will require at least three quarters

majority support from the members of the Church Council present in that meeting.

- If the matter is only ministry related (e.g. Congregational Team), then it will just require the unanimous support from the Team Representatives of the respective functional team or simple majority of members of Church Council to pass the matter.
- Abstaining from voting is not allowed in the Church Council except by members of the Pastoral Team.
- Once the matter is passed in the Church Council, all Council members must respect the decision and give it their full support. However, personal views to the matter may be expressed in private when specifically requested but after expressing their own views, they should also express their respect and support to the decision made by the Church Council.

## **E. ELECTION COMMITTEE**

### **E.1 Functions**

- To inform church members of the vacancy Team Members, Team Representatives and Chairpersons of Missionary and Community Program Committees, to be elected.
- To provide information on the qualifications and responsibilities of the vacancy required.
- To arrange and invite nominations from church members for the vacant positions of Team Members, Team Representatives and Chairpersons of Missionary and Community Program Committees.
- To understand the qualifications, calling, gifts, past serving history and spiritual maturity of the candidates through an interview process.
- To determine whether the candidates meet the guidelines and expectations of the position.
- To give appropriate advice and feedback to the interviewed candidates.

### **E.2 Composition**

The Committee members shall be composed of one representative and also the pastor of each congregation.

### **E.3 Election of Committee**

The Committee Members shall be appointed by the Church Council.

#### **E.3.1 Qualifications**

That they have previously served either in the Diaconate, Congregation Committee, Functional Team or Church Council.

### **E.4 Term of Service**

All Committee Members shall be appointed at least eight weeks before every election date and the committee will be dissolved after the election.

## **E.5 Election Committee's responsibilities**

### **E.5.1 Nomination Process**

The Election Committee will:

- Inform all members **eight** weeks before the Election date of the vacancy of Team Members, Team Representative and Chairpersons of Missionary and Community Program Committees, and provide details of responsibilities and qualification required.
- Invite nominations from members and provide nomination forms upon request from church members.
- Request that all nomination forms be returned to the Election Committee members **four** weeks before Election date.

### **E.5.2 Assessment Process**

The Election Committee will:

- Interview the candidates to understand their qualifications, calling, gifts, past serving history and spiritual maturity.
- Determine whether the candidates meet the basic qualifications (e.g. age, minimum period of membership), requirements and expectations of the position.
- Provide a confidential assessment report to each of the candidates.
- Complete the assessment process at least 2 weeks before the election date.

Note. The Team Representatives and Chairpersons of Missionary and Community Program Committees and Team Members of Administration Team are to be interviewed by the Senior Pastor, one pastor (preferably the pastor of the congregation the candidate attends), and two members of the Election Committee. Team Members (other than that of Administration Team) will only need to be interviewed by the representative and the pastor of the related congregation. In case the Election Committee Member becomes nominated as a Team Member, he/she will be interviewed by two pastors.

## **E.6 Election**

### **E.6.1 Election Process**

The Church Council should conduct the election of Team Members, Team Representatives and Chairpersons of Missionary and Community Program Committees, at the Annual General Meeting and ensure all church members understand the election procedures and should ensure the election procedures are complied with the By-Laws or approved guidelines.

### **E.6.2. Election Procedures**

Note. To be elected to the Church Council a Team Representative must first be elected as a Team Member of a functional team. If a candidate fails to be elected to a functional team as a Team Member than he or she can not be a Team Representative on the Church Council.

- All election of Team Members, Team Representatives and Chairpersons of Missionary and Community Program Committee are by ballot. Every member will be provided with a ballot paper for this purpose.
- Two Scrutineers will be appointed for counting the votes

- The members can only elect the Team Members and Team Representatives of the Congregation they attend.
- All members can elect the Team Members of the General Administration and Chairpersons of Missionary and Community Program Committees.
- All Team Members and Team Representatives need to secure 75% majority of those present and entitled to vote to be elected.
- When there is more than one candidate for a vacancy, if no candidate can secure 75% majority on the first round of voting, the candidate who obtains the highest vote among the candidates will enter into a second round of voting. The candidate needs to obtain 75% majority in this round to be elected.
- If the Chairperson of the meeting is also a candidate in the election, one of the pastors should take up the Chair in the election process. The Chairperson will resume the Chair of the meeting upon completion of the election.