

## EFC Administrative Memorandum

Latest revision: Nov. 6, 2009, in the 6<sup>th</sup> meeting of the 25<sup>th</sup> Executive Board.

EFCGA letter #: 09GA050

**The English translation for the following bylaws is tentative and has not been proof read or certified. Therefore, the original meaning of the bylaws should be interpreted from the Chinese version.**

Lay Ministers	1. Regarding the qualification for Lay Minister, should there be question on credit requirements in Taiwan, the Region may submit the application directly to EFCGA to be considered individually. EFCGA and Logos Theological Seminary will examine the case and bring forth a solution. <b>【25-3】</b>																				
Independence of Church	1. Congratulatory gifts on independence of churches: the EFCGA will send out circular letter to notify all churches when there is a newly established church, each church may collect their love offering and either wire their monetary gift directly to the new church's account, or do so through EFCGA's consolidating account. <b>【25-3】</b>																				
Church-building Mutual Aid:	1. The EFCGA suggests our churches to apply the "Church-Building Mutual Aid formula" (average number of attendees in every season multiplied by \$12) that was decided in the second meeting of the 18 <sup>th</sup> EFC Executive Board when it comes to making love offering to assist another EFC local church in church-building. The EFCGA will transfer the actual sum received to the recipient church and will no longer remit USD60,000 in advance. <b>【25-4】</b> 2. The Church-building Mutual Aid program only applies to churches that have 30 or more active members. <b>【25-5】</b>																				
Ministerial Association membership application	1. To assist ministers who newly joined EFC in getting a complete picture membership application of EFC, the following adjustments are made and effective immediately in application procedure: a. Ministers whose applications are accepted shall study under an Assigned Mentor who are decided by the agreement of the applicant and the Regional Pastor-in-Charge, for two years to know about EFC. b. An agreement to take on an Assigned Mentor shall be signed as part of the application. c. At least one recommendation letter that is written by the recommending pastor shall be attached to the application. <b>【25-4】</b> 2. The person who is in charge of a gospel station must apply to become a member of the Ministerial Association. <b>【25-6】</b>																				
Personnel Application	1. In order to effectively process the personnel applications, 4 review periods in a year are set up as follow: <b>【25-5】</b> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Period</th> <th>Application Deadline</th> <th>Reviewed by</th> <th>Report to Executive Board in</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">10/31</td> <td style="text-align: center;">1/31</td> <td>1<sup>st</sup> (or 4<sup>th</sup>) meeting in February</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2/28</td> <td style="text-align: center;">5/31</td> <td>2<sup>nd</sup> (or 5<sup>th</sup>) meeting in June</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">5/31</td> <td style="text-align: center;">8/31</td> <td>September by e-mail</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">7/31</td> <td style="text-align: center;">10/31</td> <td>3<sup>rd</sup> (or 6<sup>th</sup>) meeting in November</td> </tr> </tbody> </table>	Period	Application Deadline	Reviewed by	Report to Executive Board in	1	10/31	1/31	1 <sup>st</sup> (or 4 <sup>th</sup> ) meeting in February	2	2/28	5/31	2 <sup>nd</sup> (or 5 <sup>th</sup> ) meeting in June	3	5/31	8/31	September by e-mail	4	7/31	10/31	3 <sup>rd</sup> (or 6 <sup>th</sup> ) meeting in November
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Sacraments	1. Regulations for authorizing a presider for the sacraments. <b>【12/25/1998】</b> a. Senior pastor of a church is fully responsible for arrangement for presiders at the sacraments (baptism, communion, confirmation, child dedication). The Senior Pastor (or a pastor commissioned by the Executive Board) may appoint an ordained pastor or minister to administer. b. In some special occasions, the sacraments may be presided by a minister or co-worker assigned by the Senior Pastor or the pastor commissioned by the EFCGA. c. The benediction in a worship service or meeting shall be done by an ordained pastor or minister with raised hands, others shall be done by blessing in the prayers.																				
Institutions	1. Clarification: The Global Life Enrichment Center is an EFC institute. <b>【3/31/2001】</b> 2. Gospel stations of EFC Center for Taiwan Mission shall be categorized as pre-independence churches. <b>【25-6】</b>																				
Fringe Benefit	1. Beginning January 1, 2007, the EFCs in North America are suggested to adjust the honorarium for a full-time pastor, according to the local cost-of-living index and the means of the church. The minimum honorarium is \$2800.00. <b>【24-4】</b>																				

**Note:1. The numbers in the mark "【】" means that the rules in this file has been updated on 【x<sup>th</sup> Executive Board Meeting - of the x<sup>th</sup> General Assembly】**