

**CONSTITUTION OF THE BAPTIST CHURCH OF MIZORAM  
(2000-2010)**

**CHAPTER 1  
NAME OF THE CHURCH**

1. **NAME OF THE CHURCH:** The Church shall be called the **Baptist Church of Mizoram (BCM)**, in Mizo it shall be known as **Mizoram Baptist Kohhran**.
2. **JURISDICTION OF THE CONSTITUTION:** Both within and outside of Mizoram, where a local congregation belonging to the Baptist Church of Mizoram exists, the Constitution shall be exercised.

**CHAPTER 2  
MISSION STATEMENT**

3. **MISSION STATEMENT:** The Baptist Church of Mizoram declares its mission through its constitution that the BCM is established to be the sign, symbol, and instrument of the Kingdom of God. It shall strive for the firm establishment, realization, and extension of the Kingdom of God. The Kingdom of God it envisages is the Kingdom where God reigns, God's will is done and where God's name is praised.

**CHAPTER 3  
OBJECTIVES OF THE BCM**

**4. The Objectives of the Church:**

The methods and means used for the fulfillment of its mission may defer from time to time and place to place, at present, the following aims and objectives are identified:

1. To minister, administer and plan the Baptist Churches.
2. To promote the spirit of ecumenism and work cooperatively together with other Denominations, Mission Agencies, Non-Government Organizations and Government for the realization of the Kingdom of God.
3. To profess and proclaim the Gospel of Christ in obedience to the Great Commission of God.
4. To establish and maintain educational institutions for training men and women to be responsible, competent, dedicated and mature persons for the Church and Society.
5. To build a harmonious, peaceful, progressive and sustainable society, and promote justice and freedom and defend human rights (fundamental rights).
6. To demonstrate God's love in action among the poor, orphans, marginalized, oppressed people and do necessary relief work when and wherever it is necessary.
7. To educate the public, it shall publish and provide literature and make use of modern information technology.

8. To continue the healing ministry of Jesus Christ, it shall work for the improvement of health and quality of human lives by establishing and maintaining hospitals, clinics and conducting community health programmes.
9. To make its own Rules and Regulations (bylaws) for the proper functioning of the Society.
10. To generate funds from free will contribution of its members and other organizations and individuals who are interested in the objectives and projects of the Baptist Church of Mizoram.
11. To invest, take and give loans as the need arises, not for profit but to empower churches and organizations for their mission.
12. To procure moveable and immovable properties for the Society.

## **CHAPTER 4**

### **ORGANISATIONAL STRUCTURE OF THE BCM**

**Description:** The Organisational Structure of the Baptist Church of Mizoram shall be as described below: There shall be four levels of Committees viz., the Local Church Committee, the Pastorate Council, the Area Baptist Council and the Assembly to carry out administration.

#### **5. LOCAL CHURCH:**

**Description:** The Local Church is a fellowship of believers, established by the Pastorate Council or the Administrative Committee to congregate as a basic ecclesial unit to worship and govern itself.

**(1) Membership:** - There shall be two categories of membership – Full membership and Associate membership.

**a) Full Member:** Full members are those who are baptised after they personally accept Jesus Christ as Lord and Saviour, free from the church's discipline, eligible to partake in the Lord's Supper, whose names are registered in the church's chronicle, having the right to exercise their vote, and can take part in various ministries.

a) **Permanent Member:** Those who are declared by the Local Church as Full members and have their names written in the church's chronicle.

b) **Temporary Member:** Full members of a church who reside at and have a temporary address due to studies or government jobs or the like are Temporary members in the church of their temporary address. They shall have the privilege to participate in the church's various ministries, but their names will be recorded separately.

**b) Associate Member:**

a) **Un-baptised member:** Church members, both young and adults who have not received believers' baptism.

b) **Disciplined members:** Full members of a church who are disciplined in the interest of their spiritual life. They shall not partake in the Lord's Supper, have no franchise and shall not be elected as leaders of the church

## **(2) Local Church Committee**

**Description:** Every Local Church shall have a committee to govern itself which shall be called the “Local Church Committee”.

- a) **Members:** Permanent Church Leaders and deacons of the local church shall be members of the Local Church Committee.
- b) **Office Bearers:** Office bearers of a Local Church Committee shall be:-
  - i) Chairman
  - ii) Vice-Chairman
  - iii) Secretary
  - iv) Assistant Secretary
  - v) Treasurer
  - vi) Assistant Treasurer.

**(3) Permanent Church Leaders Committee:** Permanent Church Leaders of a local church shall have a committee and it shall be called “Permanent Church Leaders Committee”

## **6. PASTORATE:**

**Description:** Two or more local churches shall form a Pastorate. Every Pastorate shall have an Ordained Pastor to look after it, and as per the availability, there shall also be a Probationary Pastor. Every year a Pastorate shall have a Council Meeting and a Convention may also be organised. The Pastor must be present in its Council Meeting and Convention. If, due to unavoidable circumstances should the Pastor be absent in the Council, the General Secretary will depute a Pastor.

**(1) Members:** Members of a Pastorate Council Meeting are Permanent Church Leaders and local church deacons.

**(2) Office Bearers:** Office Bearers of Pastorate Council shall be:-

- a) Pastor
- b) Chairman
- c) Chairman Elect
- d) Secretary
- e) Assistant Secretary
- f) Treasurer
- g) Assistant Treasurer

**(3) Eligibility for Office Bearers:** Only Permanent Church Leaders may be elected to the Post of Office Bearers of Pastorate Council.

**(4) Election of Leaders:** Rules for electing leaders is given in Rules Part II Chapter 4:10 (4).

**(5) Pastorate Executive Committee:**

**Description:** There shall be a Pastorate Executive Committee to discuss any important matters on behalf of Pastorate Council.

**(a) Members:**

- (i) Ex-officio members: Ministers, Pastors, Probationary Pastors Pastorate Office Bearers and the outgoing Pastorate Chairman shall be the ex-officio members.

- (ii) Nominated members: Pastorate Council or the Office Bearers shall nominate not more than 15 members from the Permanent Church Leaders.
- (b) Office Bearers of Pastorate Council shall be Office Bearers of Pastorate Executive Committee.

## **7. AREA BAPTIST COUNCIL (ABC):**

**Description:** Two or more Pastorates shall form a Council and it shall be called “Area Baptist Council”. The Area Council Meeting may also organise a convention.

### **(1) Members:-**

- (a) **Ex-officio members:** Permanent Church Leaders, Pastorate Office Bearers and members of the Area Baptist Council Executive Committee shall be the ex-officio members of the Area Baptist Council Meeting.
- (b) **Nominated members:** Every Pastorate Council Meeting shall nominate delegates from the deacons to participate in the Area Baptist Council Meeting.

### **(2) Office Bearers:** Office Bearers of Area Baptist Council shall be:-

- (a) Pastors
- (b) Chairman
- (c) Chairman Elect
- (d) Secretary
- (e) Assistant Secretary
- (f) Treasurer
- (g) Assistant Treasurer.

### **(3) Eligibility for Office Bearers:** Only Permanent Church Leaders may be elected to the Post of Office Bearers of Area Baptist Council.

### **(4) Area Baptist Council Executive Committee**

**Description:** There shall be an Executive Committee to discuss important matters on behalf of the Area Baptist Council which shall be called “Area Baptist Council Executive” Committee.

### **(a) Members:-**

- (i) **Ex-officio members:** Ministers, Pastors, Probationary Pastors, Area Baptist Council Office Bearers and the outgoing Chairman shall be the ex-officio members.
- (ii) **Nominated members:** The Area Baptist Council Meeting or the Office Bearers shall nominate not more than 15 members.

### **(b) Office Bearers:** Office Bearers of the Area Baptist Council shall be Office Bearers of Area Baptist Council Executive Committee.

## **8. THE ASSEMBLY:**

**Description:** For the whole of the Baptist Church of Mizoram, there shall be an annual assembly which shall be called “The Assembly of the Baptist Church of Mizoram”, in short “Assembly”. The Assembly is the highest decision making body of the BCM.

### **(1) Members:-**

- (a) **Ex-officio members:** Ministers, Pastors, Probationary Pastors, Heads of Departments and Institutions, Members of the Assembly Executive Committee, Organiser of MTKP, Organiser of MBKHP, The Chairmen and Secretaries of the

Area Baptist Councils and the Pastorates and the Local churches shall be ex-officio members of the Assembly.

- (b) **Nominated members:** The Pastorate Council shall nominate delegates to the Assembly every year.
- (c) **Fraternal Delegates:** Those churches that have an agreement with the Baptist Church of Mizoram may send delegates to the Assembly.
- (d) **Co-opted members:** Office Bearers of the Assembly may invite co-opted members to the Assembly.
- (e) **Observers:** Office Bearers of the Assembly may also invite observers to the Assembly.

**(2) Office Bearers:-**

The following are the Office Bearers of the Assembly –

- (a) The President
- (b) The President Elect
- (c) The General Secretary
- (d) The Associate General Secretaries (two)
- (e) The Treasurer (The General Secretary is the Treasurer)

Office Bearers of the Assembly are also the Office Bearers of the Baptist Church of Mizoram.

**(3) Assembly Executive Committee:**

**Description:** To discuss important matters on behalf of the Assembly, there shall be a committee which shall be known as the “Assembly Executive Committee”.

**(a) Members:**

- (i) **Ex-officio members:** Office Bearers of the BCM, Heads of Departments and Institutions, the Out-going President, The Executive Secretaries, the Organiser of MTKP and the Organiser of the MBKHP shall be ex-officio members.
- (ii) **Nominated members:** Every Pastorate Council and the Area Baptist Council shall nominate two members, and the Assembly shall nominate five members.

**(b) Office Bearers:** Office Bearers of the Assembly shall be the Office Bearers of the Assembly Executive Committee.

**(4) Assembly Nomination Committee:**

**Description:** There shall be a nomination committee known as the “Assembly Nomination Committee”.

**(a) Members:**

- (i) **Ex-officio members:** Office Bearers of the Assembly, Out-going President and Executive Secretaries shall be ex-officio members.
- (ii) **Nominated members:** The Assembly Executive Committee shall nominate 10 members.

**(b) Office Bearers:** The President shall be the Chairman and the General Secretary shall be the Secretary.

**(5) Assembly Central Committee:**

**Description:** On behalf of the Assembly, the Central Committee shall act as the pillar of the Central Structure of the Baptist Church of Mizoram.

**(a) Members:**

**(i) Ex-officio members:** Office Bearers of the Assembly, Heads of Departments and Institutions under the umbrella of the Central Committee, the Out-going President, the Executive Secretaries, the Coordinator of the Pastoral Ministry, Office Superintendent, Organiser the Organiser of MTKP and the Organiser of the MBKHP shall be ex-officio members.

**(ii) Nominated members:** Each Area Baptist Council shall nominate two members and the Assembly shall nominate 10 members.

**(b) Office Bearers:** The President shall be the Chairman and the General Secretary shall be the Secretary.

**(6) Assembly Mission and Evangelism Committee:**

**Description:** On behalf of the Assembly, the Mission and Evangelism Committee shall act as the manager of mission and evangelistic work both within and outside of Mizoram.

**(a) Members:**

**(i) Ex-officio members:** Office Bearers of the Assembly, the Out-going President, the Executive Secretaries, Director of the Home Mission, Mission Promoter, Dean of Missionary Training of AICS, the Organiser of MTKP and the Organiser of the MBKHP are the ex-officio members.

**(ii) Nominated members:** Each Pastorate Council shall nominate one member and the Assembly shall nominate 10 members.

**(b) Office Bearers:** The President shall be the Chairman and the Associate General Secretary i/c Mission & Evangelism shall be the Secretary.

**(7) Assembly Service Departments Committee:**

**Description:** On behalf of the Assembly, the Service Departments Committee shall act as the manager of various departments under the umbrella of the Service Departments.

**(a) Members:**

**(i) Ex-officio members:** Office Bearers of the Assembly, the Out-going President, the Executive Secretaries and Heads of Departments and Institutions under the umbrella of the Committee shall be the ex-officio members.

**(ii) Nominated members:** Each Area Baptist Council shall nominate two members and the Assembly shall nominate 10 members.

**(b) Office Bearers:** The President shall be the Chairman and the Associate General Secretary i/c Service Departments shall be the Secretary.

## CHAPTER 5

### MINISTERIAL STRUCTURE

**Description:** For the integration and effective functioning of the Baptist Church of Mizoram, there are three Assembly Committees viz. the Central Committee, the Mission & Evangelism Committee and the Service Departments Committee. These three are categorised as Assembly Committees. The Central Committee upholds the Administrative Structure of the BCM which coordinates some structural departments. The Mission & Evangelism Committee is concerned with cross cultural mission within and outside of Mizoram. The Service Departments Committee coordinates departments whose ministry are related to social services.

- 9. CENTRAL COMMITTEE:** The Central Committee is an Assembly Committee which upholds the Central Structure of the BCM. Under the umbrella of the Central Committee, the following departments shall function:–
- (1) Administrative Department:** For the smooth functioning of administration, there shall be Administrative Department, and the steering committee shall be called “Administrative Committee”. All the employees of the BCM are within the jurisdiction of the Administrative Committee.
  - (2) Church Relations Department:** To promote more consciousness of cooperation with other Baptist churches, other denominations, Para-churches, Voluntary organisations and the Government, there shall be a Church Relations Department and the steering committee shall be known as “Church Relations Committee”.
  - (3) Employees’ Pension Board:** For the benefit of employees of the BCM who have retired or have had their service terminated due to certain circumstances, there shall be a Society which shall be known as “Baptist Church of Mizoram Employees’ Pension Board”.
  - (4) Fellowship Organisations Department:** To monitor and motivate fellowship groups viz. Youth, Women, Men and Children, there shall be a Fellowship Organisations Department, and the steering committee shall be known as “Fellowship Organisation Committee”.
  - (5) Finance Department:** To develop resources, control budget, manage income and administer the funds, there shall be a Finance Department and the steering committee shall be known as “Finance Committee”.
  - (6) Pastoral Ministry Department:** For the task of establishing and nurturing churches, there shall be a Pastoral Ministry Department and the steering committee shall be known as “Pastoral Committee”. Under the department there shall be two sub-committees - “Church Elders’ Examination Board” and “Revival and Evangelism Committee”.
  - (7) Property Department:** To oversee and maintain the property of the Baptist Church of Mizoram, there shall be a Property Department and the steering committee shall be known as “Property Committee”.
  - (8) Theological Education Department:** To promote wholesome theological training programmes to train committed men and women for ministries of the

church, there shall be a Theological Education Department and the steering committee shall be known as “Theological Education Board”. The Board shall look after the Theological College, the Academy of Integrated Christian Studies, Theological training, Missionary training and Lay-leadership training.

#### **10. MISSION AND EVANGELISM COMMITTEE:**

For the propagation of the Gospel and the planting of churches both within and outside of Mizoram, there shall be a Mission and Evangelism Committee. This committee shall consist of the Home Mission Department and the Outreach Mission Department.

- (1) **Home Mission:** To work for the extension of the Kingdom among the people of other faith in Mizoram viz. Chakmas, Brus, Vai, Kawl, etc. there shall be a Home Mission Department and the steering committee shall be known as “Home Mission Committee”.
- (2) **Outreach Mission:** To work for the extension of the Kingdom outside of Mizoram, there shall be an Outreach Mission Department and the steering committee shall be known as “Outreach Mission Committee”.

#### **11. SERVICE DEPARTMENTS COMMITTEE:**

To demonstrate God’s love in deeds, there shall be a Service Department which shall consist of several service departments. To integrate and coordinate the works of these departments, there shall be a Service Departments Committee. Under this Committee are the following departments:–

- (1) **Baptist Literature Department:** To work for the extension of the Kingdom of God, there shall be a department for a print media, which shall be known as Baptist Literature Service Department, abbreviated as BLS, and the steering committee shall be known as “Baptist Literature Committee”.
- (2) **Baptist Printing Press:** To work for the extension of the Kingdom of God, there shall be a department to do printing for print media, which shall be known as Baptist Printing Press Department, abbreviated as BPP, and the steering committee shall be known as “Baptist Printing Press Committee”.
- (3) **Christian Education Department:** To promote knowledge and comprehension and practice of God’s Word in the congregation, there shall be a department and it shall be known as Christian Education Department and the steering committee shall be known as “Christian Education Committee”.
- (4) **Communications Department:** To make use of literature, Audio-visual and Music for communicating the Gospel, there shall be a Communications Department and the steering committee shall be known as “Communications Committee”. Under this Committee, three sub-committees – the Publication Board, the Editorial Board and the Music Committee shall be created to do their respective tasks.
- (5) **Education Department:** To educate, train and mould people to become God fearing, mature believers and responsible citizens, there shall be an Education Department and the steering committee shall be known as “Education Committee”.
- (6) **Medical & Health Department:** In continuation of Jesus’ healing ministry, towards healing of a total person, there shall be a Medical & Health Department and the steering committee shall be known as “Medical Committee”. Under this department



are the Christian Hospitals at Serkawn and Lawngtlai, the School of Nursing and the Baptist Church Orphanage.

- (7) **Relief and Development Department:** For the upliftment of the poor and relief of those who are in great need, there shall be a Relief and Development Department and the steering committee shall be known as “Relief and Development Committee”.

## **CHAPTER 6 ADMINISTRATIVE STRUCTURE**

**Description:** For an efficient and effective administration, there shall be a number of leaders to execute their respective responsibilities. The following are the Office Bearers of the BCM – The President, The President Elect, The General Secretary and the two Associate General Secretaries. There shall also be two Executive Secretaries, a Coordinator for Pastoral Ministry, Pastors, Heads of Departments, Heads of Institutions, two Organisers and two Promoters.

### **12. CHURCH LEADERS:**

- (1) **The President and The President Elect:** The President shall act as the Head of the BCM. The office is not a full time salaried job but the President shall enjoy honorarium. He shall preside over meetings viz. the Assembly and other Assembly level Committees, the Administrative Committee, Church Relations Committee, The Employees Pension Board, the Pastoral Committee and the Outreach Mission Committee. The tenure of office is one year and the President Elect takes over the office every year.
- (2) **General Secretary:** The General Secretary is the chief administrator and chief executive functionary of the Church. For the benefit of the BCM, he shall act according to the power vested in him by the BCM, and shall exercise the rules and regulations of the BCM.
- (3) **Associate General Secretaries:** The Associate General Secretaries shall assist the General Secretary in the administration and execution of the BCM’s policies, rules and regulations. Within their assigned portfolios, they are the top officials. They shall exercise their power as provided by the rules and regulations within their assigned departments.
- (4) **Executives Secretaries:** For the smooth functioning of the whole BCM, the Executive Secretaries shall act on behalf of the General Secretary and Associate General Secretaries as administrators in their respective areas. They are the top officials within their respective areas.
- (5) **Coordinator:** For the effective and efficient ministry of the Pastoral Department, the Coordinator shall coordinate the works under the supervision of the General Secretary.
- (6) **Pastors:** The Pastor is a shepherd of the churches within his Pastorate. On behalf of the General Secretary, on matters of administration, growth, sacraments and preaching of the word, he is the chief of the Pastorate.
- (7) **Heads of Departments and Institutions:** To supervise the works of departments, there shall be executive officers. On behalf of the General Secretary/Associate General Secretary, he/she functions as the chief executive officer of the department.
- (8) **Organisers:** For an effective ministry of the Fellowship Organisations Departments, the Director shall be assisted by Organisers.

- (9) **Promoters:** For the benefit of the department, the Fellowship Organisations Department and Mission and Evangelism Department shall have Promoters.

## CHAPTER 7

### PERMANENT LEADERS OF THE CHURCH

- 13. PERMANENT LEADERS OF THE CHURCH:** Permanent Church Leaders of the BCM are – the Ministers, the Pastors, the Probationary Pastors and the Elders.
- (1) **Minister:** A Minister is one who is ordained and authorised to administer rituals viz. Baptism and the Holy Communion; to nurture the church with the Words of God and to administer other essentials involved in the administration of the Church.
- (2) **Pastor:** A Pastor is an Ordained Minister who is assigned a Pastorate. He is the head within his Pastorate, responsible for the development and renewal of the church.
- (3) **Probationary Pastor:** A Probationary Pastor is one, who is trained to be a minister, working under the guidance of a senior Pastor that he may acquire necessary skills for Pastoral ministry.
- (4) **Elder:** To assist the Pastor in the administration and ministry of the local church, an elder is elected. He/she is elected by the church under the leadership of a Pastor and ordained into the ministry.

## CHAPTER 8

### RECRUITMENT

- 14. MINISTER:** Theological Graduates who have a calling to be in the Ministry may be employed to be a Minister after successfully completing the recruitment procedures.
- 15. OTHER EMPLOYEES:** To recruit other employees, the recruitment rules have to be fulfilled.

## CHAPTER 9

### ORDINATION

**Description:** Ordination is consecrating a person for the service of the Lord. Those elected by the church for ministry, after undergoing training as required by the Church, shall be ordained. Those ordained are expected to be a model in lifestyle, loyal to God and zealous in service.

**16. ORDINATION:** There shall be two kinds of ordination –

- (1) **Ministers' Ordination:** Those who are to be ordained as a Minister shall be considered by the Pastoral Committee. After the Pastoral Committee agrees, it shall be forwarded to the Assembly Executive Committee. In both the committees, the candidate should be elected by a secret ballot and he must have at least  $\frac{2}{3}$  of votes in his favour. Those who have gone through the procedures will be reported in the Assembly. The ordination will be held at the Sunday Morning Worship Service of the Assembly Convention.
- (2) **Elders' Ordination:** Those elected by a local church to be their leader shall be assigned lessons to study for examination. After passing the examination, if he/she is considered qualified to be ordained, he/she shall be ordained to be a church Elder. The ordination will be held at the Sunday Morning Worship Service of the Area Baptist Council Convention.

**CHAPTER 10  
DISCIPLINE**

**17. DISCIPLINE:** For the improvement and integrity of the Church, different kinds of disciplinary actions shall be taken as per the Rules and Regulations. For this purpose, there shall be disciplinary rules.

**CHAPTER 11  
RULES**

**18. RULES OF THE BAPTIST CHURCH OF MIZORAM:** For the proper functioning of the BCM, there shall be Rules and Regulations to safeguard and implement the Constitution, which shall be called “Rules of the Baptist Church of Mizoram”.

**CHAPTER 12  
AMENDMENT OF THE CONSTITUTION**

**19. AMENDMENT:** If there is a desire to amend any part of the Constitution, the desired portion and the proposed alternative should be accurately written down and forwarded to the Assembly as other agendas. In all the committees that the agenda for amendment is considered, only if it wins  $\frac{2}{3}$  majority, may the amendment be made.

**RULES OF THE BAPTIST CHURCH OF MIZORAM**

**ORGANIZATIONAL STRUCTURE**

**Interpretation:** Rules shall be formulated in accordance with the Constitution, and will hereafter be referred to as the ‘Rules of the Baptist Church of Mizoram’.

**Chapter – 1**

**The Local Church**

**THE LOCAL CHURCH**

**Description:** The local church is a fellowship of believers, sharing the same local church and self-governing, and shall be established with the consent of the Council of the concerned pastorate or the Administrative Committee.

**(1) Membership:** There shall be two types of membership- full membership and associate membership.

**a) Full Membership:** Full membership status shall be given to a baptized believer, who is not under the discipline of the church, one who can partake of the Lord’s Supper, whose name is registered in the Church Registration Book, has the right to exercise his/her vote, and can be used in the various activities of the Church.

**a) Permanent Member:** A full member, who has been inducted/initiated in the church and whose name is registered in the Church Register.

**b) Temporary Member:** Full members, who for reasons of studies, government service or other purposes have resided for long periods of time in other places, shall be considered as Temporary Members of their

original church. Like other members, they shall have votes and be allowed to take part in the various ministries of the church. However, their names shall not be registered in the church register, but a register shall be maintained separately for such members.

- b) **Associate Member:**
    - a) **Un-baptized members:** These refer to both adults and children, who are not yet baptized.
    - b) **Disciplined members:** These refer to full members, who have fallen into sin/violated any one of the Church laws, and as a consequence are under the discipline of the church in the interest of their spiritual life. They shall not take part in the Lord's Supper, and shall not exercise their votes in the Church.
- (2) **Initiation/Reception of Members:**
- a) **Child Dedication:** Dedication of one's children in the church is the responsibility of every church member. Every child, who has been dedicated in such a way, is considered an Associate Member.
  - b) **Initiation of newly baptized members, as Full Members:** Newly baptized members of a local church shall be initiated in the initiation ceremony in the church as Full Members.
  - c) **Initiation of members under the discipline of the Church:** When the period of discipline is over, the members shall be initiated as Full Members of the local church to which they belong.
  - d) **Initiation of members who have moved:** A person who is a member of the church, who has changed residence, will be initiated into the local church to which he/she has moved either as a Full Member or an Associate member according to his/her status in the previous local church to which he/she belonged.
  - e) **Initiation of Temporary Members:** Members who are compelled to change residence either because of studies or employment shall be initiated as Temporary members in the local church in their place of studies or work.
- (3) **Initiation of members from other church denominations:**
- a) **Individuals:** Individuals, belonging to a denomination, other than the Baptist Church, if they desire to become members of our church, then they shall be initiated into the church either as full or associate members, depending on their status in the church to which they belonged.
  - b) **Group:** If the members of a church of different denominations desire to become members of the Baptist Church of Mizoram, the Local Churches concerned will initiate them according to the decision made with regard their membership.
- (4) **Initiation of new believers:**
- a) New believers shall be initiated into the Local Church or Fellowship in the Area to which he/she belongs as an Associate Member.

- b) New believers who have taken baptism shall be initiated as full members.

## **2. RESPONSIBILITIES OF CHURCH MEMBERS.**

### **A church member:**

- a) should be faithful in the Church.
- b) should follow the rules of the Church.
- c) is expected to give his/her tithe to the Church.
- d) should have regular time of fellowship with God, regular Bible reading and prayer.
- e) should give importance to and attend Church services, it is obligatory for full members to be present at the Lord's Supper Sacrament services.
- f) should try and bring others to Jesus Christ.
- g) Believers of Jesus Christ, share in his life. Therefore, a church member should give careful thought to his/her way of life, actions and speech.
- h) If individuals or a family want to change residence, they should obtain a letter of relocation/transfer from the church, on which basis the Church in the area to which they are relocated/transferred, will give them a reception ceremony to welcome them as new members.

## **3. ESTABLISHING A NEW LOCAL CHURCH:**

- (1) To establish a new local church, the person or persons who have the desire to do so, should write an application to the Pastorate Council Meeting, mentioning the number of persons who are willing to be members. If the Pastorate Council consents to it, it shall appoint the Pastor in-charge and as many elders as it finds necessary to assist in establishing the church.
- (2) If there is a desire to establish a new local church outside the jurisdiction of a particular pastorate, then the matter shall be referred to the Administrative Committee.
- (3) If the situation is such that, the establishment of a new local church is at the moment, unfeasible or inconvenient, then either the Pastorate Council or the Executive Committee may give its consent to set up a fellowship and also the guidelines for its organization. Once the fellowship is in a position to function as a local church, it may be done with the consent of the same committee.

## **4. Separating from the Local church to establish a new one:**

- (1) If some members of a local church desire to separate themselves from the local church in which they are members, in order to establish a new local church, they should take a letter of consent from the local church and write an application to the Area Pastorate Council.
- (2) If the Pastor in-charge feels the necessity of separating a local church into smaller units, then he himself may present the matter, to the Pastorate Council.

- (3) The local church committee may appoint some of its elders to guide the newly established local church.
- (4) If the appointed elders desire to be members of the newly established local church, they shall be allowed to be so, and they will fill-up the post of elders of that church.
- (5) However, if they do not wish to be permanent members of the newly established church, with the church's consent, they may continue to stay in the new church for a period of more than one year, but they may not fill up the post of elders of that church.
- (6) The Pastor in-charge will give a report to the General Secretary.
- (7) If some church members want to separate from their local church and establish a new local church, and if there is any problem arising from that, the matter shall be referred for discussion to the Administrative Committee.

## **5. ADMINISTRATION OF THE LOCAL CHURCH**

- a) In every local church, there shall be the Local Church Committee and the Church Leaders.
- b) Every Local Church shall maintain a Register, and in accordance with the form issued by the Baptist church of Mizoram, the names of all local church members shall be recorded.
- c) The Church's Names Record Book (Register) shall be maintained by the Church Secretary.
- d) For Temporary Members, the secretary shall maintain a separate record book.
- e) Every Local Church shall maintain a book for recording the Church's collection of offerings. The amount of the annual collection shall be clearly recorded.
- f) Every Local church shall maintain a Marriage Register. Marriages performed according to the laws of the Church shall be recorded.
- g) The Local Church may either create or dissolve any committee as it deems necessary.
- h) Every Local Church shall maintain a Record Book in which all important events in the Church shall be recorded.
- i) The Local Church should do its best in teaching and safeguarding the Word of God.

## **CHAPTER – 2**

### **LEADERS OF THE LOCAL CHURCH**

#### **6. Elders:**

**Description:** An elder is one who has been elected and ordained, for the task of shepherding the Church, by the Local Church under the guidance of the Pastor in-charge, in accordance with the prescription of the Assembly Rules. He/She is a partner of the Pastor in every aspect of caring for and nurturing the Church.

- (1) **Allocation of Elders to Local Churches:** All Local churches with less than One Hundred members may have three elders, in addition to that, for every additional one hundred members, they may have one elder.
- (2) **Election of a Church Elder:**
  - a) If the Local Church Committee desires to elect an Elder, a written application shall be given to the Pastorate Council and members of that Local Church Committee should be necessarily present at the Pastorate Council in order to state clearly the need for it. If for any reasons, they are unable to appear in the Pastorate Council; their application shall not be discussed or considered. The Pastorate Council shall decide the number of elders required for the particular Local Church, and after assessing their needs; they may either consent to or refuse their application. If the Council consents to the election of new elders, it shall refer the matter to the Area Baptist Council.
  - b) Church Elders shall be elected under the guidance of the Pastor in-charge, other elders to assist the Pastor in the election shall be appointed by the Executive Committee.
- (3) **Qualification of a Church Elder:** Elders may be elected only from the Local Church Deacons.
- (4) **Qualification of the voter:** Only a Full Member of a Local Church may have a vote in the election of their Church Elder. Non-baptized and members under Church discipline may not exercise their votes. In the election, if more than half of all the Local Church Members are not present, election will not take-place.
- (5) **Rules of Electing a Church elder:** Refer to Rules Part II, Chapter 9:69.
- (6) **Written Examination for Church Elders:** An examination shall be conducted for the newly elected Church Elders. Passing the examination is compulsory. They will be given a period of three years, starting from their time of election, to pass the examination.
- (7) **Ordination of Elders:** A Church Elder shall be ordained on a Sunday Morning Service during the Area Baptist Council (ABC) Conference, however, if there are Church Elders who are unable to attend the conference, the ABC shall appoint a separate day for their ordination. Elders who have not passed their examination shall not be ordained. Ordained elders shall be given a certificate.
- (8) **Change of residence:** If a Church elder changes his/her residence, then the Local Church Committee to which he/she has moved, may or may not decide to use him/her in the church as an elder. Even if he/she is accepted as an elder and his/her services used, it will not change the previous calculation of how many elders that particular church can have. However, if an elder has acquired Eldership before the year 2000, and if he/she has served as an elder in a new residence for more than 10 (ten) years, he/she shall be included in the calculation.

**(9) Retirement of a Church Elder:**

- a) If a church member is not able to discharge his/her duties efficiently on the grounds of old age and ill-health, then the Local Church Committee may decide to let him/her retire. Church Elders who retire in such a manner will be given a certificate on behalf of the Assembly. This shall not be a retirement from Eldership, but rather from Active Service. And the matter should be reported to the Pastorate Council.
- b) An elder, who has attained the age of 75, shall not be included the number of elders that particular church can have. Another person will be elected in his/her place. However, he/she shall be given responsibility according to his willingness.

**(10) Marriage Administrator:** If the Local Church Committee considers it necessary, it shall appoint someone to administer Marriages from among the church elders. In the presence of the Pastor in-charge, the Marriage Administrator shall be elected for a term of 2 (two) years. The elder with the highest number of votes shall be declared elected. After a lapse of 2 years, the same elder may be chosen for another term. The Marriage Administrator shall perform marriages whenever the Pastor in-charge is unavailable. If the Marriage Administrator changes his/her residence, he shall not retain his/her office to the new Local Church he/she has moved.

**7. DEACON**

**Description:** Local Church Deacons are assistants of the Pastor in-charge and the Church elders in all Church activities.

- a) **Number of Deacons in a Church:** The Local Church Leaders Committee shall decide the numbers of deacons required in their church.
- b) **Qualification of Deacons:** Any Full Member of a Local Church, who has had no negative records in the church, for the last three consecutive years, may be elected as a deacon.
- c) **Qualification of the voter:** Only full members of a local church may vote for the deacons. Non-baptized members and members under Church Discipline shall not have votes.
- d) **Term of the deacons:** The deacons' election shall be held every four years. A deacon may be re-elected for more than one term. Suitable Missionary pensioners may, on the decision of the Local Church Committee, be appointed as Deacons, and he/she shall be included in the existing term.

Guidelines for Deacon Election are given in Rules Part II, Chapter 9:70.

**CHAPTER – 3**

**Fellowship Organization Departments (FOD)**



**8. Description:** In order to facilitate the smooth and efficient running of the church and to provide as many opportunities as possible to church members to take part in the Church's ministry, every Local church shall have Fellowship Organization Departments. Depending on the membership and need of the church, the Local Churches shall form the following fellowships and other committees.

**Sunday School:** Every Local Church shall create a committee to look after the Christian Education ministry; this committee shall be called 'Local Church Sunday School Committee'. The guidelines and duties of the Committee are given in Rules Part II, Chapter 7:43(10).

**Thalai Kristian Pawl (The Youth Fellowship)**

To ensure that the Youth in the Local Churches take active part in the ministry of the church and to encourage them to be useful instruments in various activities of the church, every Local Church shall form a Youth Department called 'Thalai Kristian Pawl (TKP)'. The detailed guidelines and rules of the Thalai Kristian Pawl are found in the Fellowship Organizations Guide Book.

**Baptist Kohhran Hmeichhe Pawl (The Women's Fellowship)**

To facilitate women participation in the Local Churches, for taking active part in the ministry of the church and to encourage them to be useful instruments in various activities of the church, every Local Church shall form a Women's Department called 'Baptist Kohhran Hmeichhe Pawl (BKHP)'. The detailed guidelines and rules of the Baptist Kohhran Hmeichhe Pawl are found in the Fellowship Organization Guide Book.

**Baptist Mipa Pawl (The Men's Fellowship)**

To encourage men, who are no longer members of the TKP (Youth Fellowship), to take active part in the Church ministry, the Baptist Mipa Pawl (BMP) shall be formed. To develop the ministry of the BMP, every Local Church may form this department. The detailed guidelines and rules of the Baptist Mipa Pawl are found in the Fellowship Organization Guide Book.

**Kristian Naupang Pawl (The Children's Fellowship)**

Bringing children to the fold of Christ; showing and teaching them the right path, and encouraging them to live Christian lives are important elements of the Local Church's ministry. Therefore, every Local Church shall form a children's fellowship called 'Kristian Naupang Pawl (KNP)'. The detailed guidelines and rules of the Kristian Naupang Pawl are found in the Fellowship Organization Guide Book.

**Mission and Evangelism:**

For progress and development in the ministry of Mission & Evangelism, every Local Church shall form a committee called the Local Church Mission and Evangelism Committee'. Guidelines for the committee are found in Rules Part II, Chapter 6:37.

**Music Committee:**

To develop in music and singing, every Local Church may form a Music Committee. This committee's concern will be the singing and music ministry in the Church. The guidelines of the committee are found in Rules Part II, Chapter 7:46.

**Relief and Development:**

To rebuild the life of the society, to uplift and the poor and the marginalised, and to lead people towards development, every Local Church may form a Committee called 'Relief and Development (R & D) Committee. The guidelines of the committee are found in Rules Part II, Chapter 7:51.

## Chapter – 4

### ASSEMBLIES OF THE CHURCH

**Description:** The Baptist Church of Mizoram has a three-tier system of assembly, which are:

1. The Local Church Committee
2. Pastorate Baptist Council
3. Area Baptist Council
4. The Assembly

**9. The Local Church Committee:**

To look after the Local Church, every Local Church shall create a Local Church Committee.

**1) Members:** The Local Church Committee shall consist of the Ordained Church Elders and Deacons.

**2) Office Bearers**

- a. Chairman
- b. Chairman Elect
- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Assistant Treasurer

If the Local Church Committee considers it necessary to have more than one Assistant Treasurer, then it shall make appointments accordingly.

**3) Term:** The term of the Office Bearers of the Local Church Committee is two years. The term of the chairman is, however, one year. The Chairman Elect shall take his place at the chair after one year and another person shall be elected in his place. The Chairman Elect shall act as the helper of the Chairman. The

- Committee may appoint the outgoing Chairman as an Ex-Officio Member for important meetings.
- 4) **When to call the Committee Meeting:** In order to facilitate making important announcements every first Sunday of the month, the Secretary, in consultation with the Chairman, shall appoint a suitable time for the Committee. If necessary, the Committee may be called more than once in a month.
  - 5) **Election of Office Bearers:** The ordained Church Elders and the Deacons shall elect the Office Bearers of the Local Church Committee.
    - a. The Chairman and the Chairman Elect should be elected from among the ordained Elders.
    - b. The Secretary should be an ordained Church Elder. In Churches where there is a dearth of ordained Elders, Deacons may also be elected as Secretaries.
    - c. Any member of the Local Church Committee may be elected as the Treasurer and the Assistant Treasurer. If necessary, more than one Assistant Treasurer may be elected.
  - 6) **Powers and functions of the Local Church Committee:**
    - a. In accordance with the Constitution and Rules of the Church, the Local Church Committee shall look into the welfare of the Church, so long as it is not in conflict with the Constitution and Rules of the Church, the Committee shall work and do its best for the progress and development of the Church.
    - b. The Committee shall endeavour to make the Church members grow in their physical and spiritual life; and shall work so that the Church may stand firm and advance in its ministry.
    - c. The Committee shall look after the property of the Local Church, and as required, it shall also look after the property of the BCM, both movable and immovable, on behalf of the BCM.
    - d. The Committee shall oversee the various fellowships under the Local Church, and also give its approval to their annual budget. It shall appoint from its Office Bearers one Presiding Officer/Supervisor for the Fellowships' Elections and also appoint a Senior Advisor for each Fellowship.
    - e. The Committee shall try its best to see that all the tasks and responsibilities allotted to them by the Assembly, the Pastorate Council, and other Committee's under that, are executed.
    - f. The Committee shall do its best to facilitate fund-raising as well as make progress in accounting. It shall appoint auditors for all the Church Departments/Fellowships and receive the reports.
    - g. If a problem which cannot be solved within the Church arises, and the Government has to be involved, according to the need, the Committee shall report it to the authorities. In such a situation, the committee shall also give a report to the Pastor in-charge and to the Headquarters.
    - h. The Committee shall initiate the ministry of Missions & Evangelism as necessary.
  - 7) **Submission of Agenda:** The Assembly and other Assembly Committees, The ABC and The ABC Executive Committee, The Pastorate Council and the

Pastorate Executive Committee, the Local Church's Department Committee, the Fellowship Organization Committee, the Local Church Committee Members and any member of the Local Church can submit their Agenda to the Local Church Committee.

#### **10. PASTORATE BAPTIST COUNCIL:**

**Description:** Two or more Local Churches may come together to form a Council which shall be called the 'Pastorate Council'. The Council shall have a meeting every year called the 'Pastorate Baptist Council'. For convenience, it shall be referred to as the 'Pastorate Council'. The Pastorate Council may organize a conference. Both the Council and the Conference should be done under the guidance of the Pastor in-charge of the Pastorate. If the Pastor is not available, the General Secretary will appoint someone to take his place.

- 1) **Members:** The members of the Pastorate Baptist Council Committee shall be the Ordained Church Elders and Deacons.
- 2) **Office Bearers:**
  - a. The Pastor in-charge of the Pastorate.
  - b. The Chairman
  - c. The Chairman Elect
  - d. The Secretary
  - e. The Assistant Secretary
  - f. The Treasurer
  - g. The Assistant Treasurer.
- 3) **Qualification for Office Bearers:** The Office Bearers are to be elected from the Ordained Church Elders.
- 4) **Election of Office Bearers:** If the Pastorate Council thinks it necessary, it shall make a nomination, and thereby make an appointment. The voting should be done by secret ballot. The nominee with the highest number of votes shall be declared elected. The Presiding Minister in the election shall be the Pastor in-charge or an appointed stand-in/ substitute.
- 5) **Term:** The term of the Chairman is one year. The Chairman Elect shall take his place at the chair after one year and another person shall be elected in his place. The Chairman Elect shall act as the helper of the Chairman. The term of other Office Bearers is 2 (two) years. A person cannot hold the same post for more than 2 (two) terms.
- 6) **Time and Venue of the Pastorate Council:** The Pastorate Baptist Council should sit in time to submit Agendas to the Area Baptist Council. The time and venue shall be discussed and decided either by the Pastorate Council or the Pastorate Executive Committee. Local Churches desirous of hosting the Council may give in their applications.
- 7) **Programme:** The Pastorate Baptist Council and Conference shall be prepared by the Pastorate Executive Committee under the supervision of the Pastor in charge.
- 8) **Powers and Functions:**  
The Pastorate Baptist Council:

- a.** shall govern the Local Churches within the Pastorate in accordance with the BCM Constitution and Rules. It shall have the power to think of ways and means for improving the Local Churches, as long as they are not in conflict with the Constitution and Rules.
- b.** shall give importance to and try to carry out the tasks and responsibilities given to it by the Assembly and the other Assembly Committees, the ABC and the ABC Executive Committee.
- c.** shall appoint auditors to audit the Pastorate Finances as well as other Departments under the pastorate. It shall receive the reports of the audit.
- d.** If a problem which cannot be solved by the Church arises, and the Government has to be involved, according to the need, the Committee shall report it to the authorities. In such a situation, the committee shall give a report to the Pastor in-charge and to the Headquarters.
- e.** shall look into the application of those who desire to establish a new Local Church. If there are no Church Elders among the applicants, the Committee shall appoint an existing Church Elder to supervise and look after them, until they are in a position to elect their own elder.
- f.** shall receive a report of the discipline imposed on Church Elders by the Church, and thereafter, submit a report to the ABC or the ABC Executive Committee.
- g.** shall consider the Local Churches' application for electing new Church Elders, and if it gives its consent, it shall forward the matter to the ABC.
- h.** shall receive money collections of Special Sundays and also the reports of various ministries.
- i.** shall receive the annual report of the Pastor in charge.
- j.** shall appoint delegates for the Assembly.
- k.** shall appoint delegates for the ABC.
- l.** shall appoint 2 (two) members for the Assembly Executive Committee.
- m.** shall, with the Pastor in-charge, look into the problems arising in the Local Churches.
- n.** shall appoint for a term of two years, committee members for the following:
  - i. Pastorate Mission and Evangelism Committee
  - ii. Pastorate Sunday School Committee
  - iii. Pastorate Music Committee.
- o.** shall annually appoint a Mission & Evangelism Committee member.
- p.** shall create a fellowship, if it considers it necessary and also appoint a supervisor for the fellowship. It shall also be responsible for elevating the fellowship to the status of a Local Church.
- q.** shall strive to work, as necessary, for the development of Mission & Evangelism.
- r.** shall receive the Pastorate Statistical Report from the Pastor in-charge.
- s.** shall pass the Pastorate BKHP and TKP annual budget and plan. It shall also appoint Presiding officers and Senior advisors for the different departments.
- t.** has the power to create 'Sub-committees' if necessary.

- 9) **Agenda Submission:** The Assembly and other Committees created by the Assembly, The ABC and The ABC Executive Committee, The Pastorate Council and the Pastorate Executive Committee and other Committees under the Pastorate and The Local Church Committee can submit their Agenda in the Pastorate Baptist Council. If there are urgent/important matters, the Pastorate Office Bearers consulting one another can submit agenda to the Council.

#### **11. PASTORATE EXECUTIVE COMMITTEE:**

**Description:** A committee on behalf of the Pastorate Baptist Council shall be formed and the committee shall be called the 'Pastorate Executive Committee'.

1) **Members:**

(a) **Ex-Officio members:** The Pastor in-charge, Probationary Pastors within the Pastorate circle, Pastorate Office Bearers and the outgoing Chairman shall be the Ex-Officio members.

(b) **Elected members:** Either the Office Bearers or the Pastorate Council shall elect not more than 15 members from among the Ordained Elders.

2) **Office Bearers:** The Pastorate Baptist Council Office Bearers shall automatically be the Pastorate Executive Committee Office Bearers.

3) **Committee Meeting:** Whenever the need arises, the Secretary in consultation with the Chairman shall call a Committee Meeting.

4) **Powers and Functions:**

(a) The Committee shall try to fulfil the responsibilities assigned to it by the Assembly and other Committees under the Assembly as well as those given to it by the Pastorate Baptist Council.

(b) It shall look into urgent matters that need to be discussed before the Pastorate Baptist Council.

(c) It shall give a report of the important decisions of the Pastorate Executive Committee to the Pastorate Baptist Council.

5) **Agenda Submission:** The Assembly and other Committees created by the Assembly, The ABC and The ABC Executive Committee, The Pastorate Council and other Committees under it, and the Local Church Committees can submit their Agenda to the Pastorate Executive Committee. If there are urgent/important matters, the Pastorate Office Bearers after consulting one another can submit agenda to the Council.

#### **12. AREA BAPTIST COUNCIL (ABC)**

**Description:** Two or more Pastorates shall come together to form a council, which shall be called Area Baptist Council (ABC). The ABC shall also hold a conference.

(1) **Members:**

a) **Ex-Officio Members:** Ordained Church Elders and ABC Executive Committee Members are Ex-Officio Members.

b) **Elected Members:** The Pastorate Baptist Council shall make a selection every year from the Deacons, delegates for the ABC. The number of

delegates that can be selected is limited to 1 delegate per every 100 members. After a count of 100 members, if there is still a surplus of 50 members, then 1 more delegate may be selected.

**(2) Office Bearers:**

- a) Chairman
- b) Chairman Elect
- c) Secretary
- d) Assistant Secretary
- e) Treasurer
- f) Assistant Treasurer
- g) Pastors in-charge.

**(3) Qualification for ABC Office Bearers:** The Office Bearers of the ABC should be Ordained Church Members.

**(4) Election of Office Bearers:** If the ABC finds it necessary, it shall make a list of nominations, and thereby make an election. The election should be done in secret ballot. The Presiding Officers of the election shall be appointed by the ABC Office Bearers, from among the Pastors in-charge or the ministers.

**(5) Term:** The term of the ABC Office Bearer is 2 (two) years. A person cannot be elected to the same post for more than 3(three) terms. The Chairman is elected for a term of one year, after which he shall be succeeded by the Chairman elect.

**(6) Time and Place for the ABC:** The time and place in which the ABC is to be held shall be decided by the ABC or the ABC Executive Committee. Churches having the desire to host the ABC may apply for it.

The Assembly shall appoint the time for the ABC, so that it may be held at the same time in all the Area Circles, the place in which the ABC is to be held shall, however, be decided by the ABC or the ABC Executive Committee. Churches having the desire to host the ABC may apply for it.

**(7) Programme:** The ABC Executive committee shall make the programme of the ABC.

**(8) Powers and functions:**

- a) The ABC shall have authority/control over the churches under its jurisdiction.
- b) It shall receive money collections and statistic reports from the pastorates within its area.
- c) It shall appoint auditors to audit the ABC's financial position and receive the reports.
- d) It shall receive and look into the agenda of the Pastorates and the ABC Executive Committee. It shall also look at the agenda for the Assembly and after careful consideration and revision, prepare the agenda to be submitted to the Assembly.
- e) It shall execute the tasks and responsibilities assigned to it by the Assembly and the Assembly Executive committee.
- f) It shall strive towards the furtherance of the Churches' ministry within its area, so long as it is not against the laws and regulations of the Assembly.

- g) It shall consider the Churches' application for the election of elders, and organize Church Elders Ordination ceremonies.
- h) It shall appoint the following committee members:  
Two(2) Assembly Executive Committee Members; two (2) Central Committee Members; two (2) Service Departments Committee Members; One (1) Pastoral Committee Member and one (1) Finance Committee Member.
- i) It shall receive reports of the discipline imposed on Church Elders.

**(9) Agenda Submission:** The Assembly and other Committees under the Assembly, The ABC Executive Committee, The Pastorate Council and the Pastorate Executive Committee can submit their Agenda to the Pastorate Executive Committee. If there are urgent/important matters, the ABC Office Bearers after consulting one another can submit agenda to the Council.

### **13. AREA BAPTIST COUNCIL EXECUTIVE COMMITTEE:**

**(1) Members:**

- a) **Ex-Officio Members:** The Ministers, the Pastors in-charge, Probationary Pastors, ABC Office Bearers and the Outgoing Chairman are Ex-Officio Members.
- b) **Elected Members:** The ABC or the ABC Office Bearers shall appoint not more than 15 (fifteen) committee members.
- 2) **Office Bearers:** The ABC Office Bearers shall automatically be the ABC Executive Committee Office Bearers.
- 3) **Committee Calling:** The Secretary, in consultation with the Chairman, shall call a Committee Meeting whenever necessary.
- 4) **Powers and Functions:**
  - a. It shall execute the projects of the ABC.
  - b. It shall discuss and make deliberations on important matters on behalf of the ABC.
- 5) **Agenda Submission:** The Assembly and other Committees under the Assembly, The ABC, The Pastorate Council and the Pastorate Executive Committee can submit agenda to the ABC Executive Committee. If there are urgent/important matters, the ABC Office Bearers, after consulting one another, can submit agenda to the Council.

### **14. THE ASSEMBLY**

**Description:** A council comprising of all the Baptist Churches of Mizoram, called 'Mizoram Baptist Church Assembly' in short 'Assembly' shall be held every year. It shall be the highest council of the Baptist Church of Mizoram.

**(1) Members:**

- a) **Ex-Officio Members:** Ministers, Pastors in-charge, Probationary Pastors, Department Heads, Institution Heads of the Headquarters Office, the MBKHP



Organizer, the MTKP Organizer, Assembly Executive Committee Members, ABC Chairmen and Secretaries, Pastorate Chairmen and Secretaries, Local Church Chairmen and Secretaries are Ex-Officio Members of the Assembly.

- b) **Elected Members:** Every year the Pastorate Council shall appoint 1 (one) full ordained Church Elder for every 300 (three hundred) members as an Assembly delegate.
  - c) **Co-opted Member:** The Headquarters Office Superintendent, the Executive Editor of the Communications Department, the Editor and Audio-visual Manager shall be invited to be the Co-opted Members of the Assembly. Besides these, the BCM leaders, in consultation, may invite other Co-opted Members. The Co-opted Members may share their opinions and cast votes like other Assembly delegates.
  - d) **Observer:** With the consent of the BCM leaders, some people of importance may be allowed to sit in the Assembly as Observers. They shall be given a separate place to sit. They shall not voice their opinions unless asked for and they shall not exercise votes.
- (2) **BCM Leaders:** The President, the President Elect, the General Secretary, the Associate General Secretaries and the Treasurer are the Leaders of the BCM.
  - (3) **Minute Secretary:** The Assembly Nomination Committee shall select 3 (three) persons as Minute Secretaries, every Assembly, to record the minutes of the Assembly. They shall submit the recorded minutes to the General Secretary.
  - (4) **Agenda Submission:** Only the Assembly Committee, the ABC and the ABC Executive Committee may submit agenda to the Assembly. However, if there are other important, urgent matters, the Administrative Department's Working Committee may submit the agenda.
  - (5) **Assembly delegates from other Church denominations:** Delegates from other Church denominations shall be given a reception in the Assembly. Like other delegates they may take part in the discussions and they shall have votes.
  - (6) **Powers and Functions:** As the Assembly is the highest body of legislation of the Baptist Church of Mizoram, it has the authority to take up any matter that it considers necessary. Any decision taken by the Assembly may not be altered by any other committee. The Assembly is the sole and supreme authority over the following:
    - a) To approve of the General Secretary, the Associate General Secretaries and the Executive Secretaries appointed by the Assembly Executive Committee.
    - b) Formulation and amendment of the Constitution and Rules for the guidance of the Church as a whole.
    - c) Ordination of Ministers.
    - d) Creation and Termination of posts/jobs.
    - e) Confirmation of workers under the Church.
    - f) Revision and improvement of workers' salary.
    - g) Making final decisions regarding the buying and selling of the Church's properties.
    - h) Altering the existing Area Baptist Councils and Pastorate Councils, combining or dissolving existing ones or creating new ones.

- i) Taking final decisions over matters between the Baptist Church of Mizoram and other Church denominations.
- j) Passing the BCM budget.
- k) Electing the President and the President Elect.
- l) Giving its approval for the elected General Secretary and the Associate General Secretaries.
- m) Giving approval for members selected to be delegates to other churches and also for members proposed by the Nomination Committee to be members of different committees under the Assembly.
- n) Making working plans and amending existing work plans.
- o) Making and amending Pension Schemes of workers.
- p) Creating new places of ministry. Closing Mission Fields and opening new ones.

**(7) The Assembly shall receive the following reports:**

- a) A report of the ministry of the Baptist Church of Mizoram.
- b) Reports of the various departments and institutions.
- c) Financial Statements.
- d) The Church's Statistics Reports.
- e) Auditors' reports.
- f) Reports of relationship with other churches.

The reports shall be prepared by the Heads of Departments and the Executive Secretaries, which will be submitted to higher Secretaries in-charge of their Departments. The General Secretary will receive the reports, and along with other important matters, compile it into a book, to be distributed to church members.

**15. THE ASSEMBLY EXECUTIVE COMMITTEE:**

**Description:** The Assembly Executive Committee shall be formed to look into important agenda on behalf of the Assembly.

**(1) Members:**

- a) **Ex-Officio Members:** The BCM Leaders, Heads of Departments, Heads of Institutions, the outgoing President, the outgoing General Secretary, the Executive Secretaries, the Coordinator, Pastoral Ministry, the MTKP Organizer, the MBKHP Organizer and the BCM Office Superintendent are the Ex-Officio Members.
- b) **Elected Members:** 2 (two) members shall be selected from each ABC and each Pastorate. In addition, the Assembly shall select 5 (five) members. Only ordained Church Elders/leaders should be selected.

**(2) Term:** The term of the Assembly Executive Committee Member is 1 (one) year. A person may be re-elected for another term.

**(3) Leaders:** The BCM Leaders are automatically the Leaders of the Assembly Executive Committee.

**(4) Minute Secretary:** The nomination Committee shall appoint 2 (two) Minute Secretaries for a term of 1 (one) year.

**(5) Powers and Functions:**

- a) The Assembly Executive Committee shall take up important agendas between Assemblies. If it takes up certain matters, which can only be discussed and sanctioned by the Assembly, the matters shall be forwarded to the Assembly for approval. If the Assembly transfers such a matter to the Assembly Executive Committee, then the Committee shall make the final decision. It shall not have the power to amend or alter any of the Assembly's decisions.
- b) It shall receive the budget of the Baptist Church of Mizoram, and after it makes relevant and necessary alterations, it shall present it in the Assembly.
- c) It shall **interpret** the Constitution and Rules, if necessary.
- d) On behalf of the Assembly, it shall receive the audit reports and financial statements, as required.
- e) It shall appoint Minute Secretaries for the Assembly and the Assembly Executive Committee.
- f) If there are posts/offices to be filled in mid-term, then the Nomination Committee shall make nominations and present it to the Assembly or the Executive Committee for approval.
- g) It shall appoint auditors to audit various Church accounts.
- h) It shall appoint the General Secretary, the Associate General Secretaries and the Executive Secretaries and forward it to the Assembly for approval.
- i) It shall decide upon the number of nominees before the election of the President Elect.
- j) It shall decide upon the number of nominees before the election of the Executive Secretary.

**(6) Submission of Agenda:** The Assembly, the Assembly Executive Committee, the ABC and the Assembly Executive Committee, Pastorate Committee and the Pastorate Executive Committee and the Finance Committee may submit agenda to the Assembly. However, if there are other important, urgent matters, the Administrative Department's Working Committee may submit the agenda.

## **16. THE ASSEMBLY NOMINATION COMMITTEE:**

**Description:** A committee shall be set up to facilitate and preview the working of the Assembly. This committee shall be called the 'Assembly Nomination Committee'.

### **(1) Members:**

- a) **Ex-Officio Members:** The BCM Leaders, the Executive Secretaries and the outgoing President are the Ex-Officio Members.
- b) **Elected Members:** The Assembly Executive Committee shall appoint 10 (ten) members from the Assembly Members by a secret ballot. The matter shall be presented to the Assembly for approval.

**(2) Term:** Members are elected for a term of 1 (one) year, the period between one Assembly to the next. A member can be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary are the Leaders. The BCM President is the Chairman and the General Secretary is the Secretary.

- (4) Calling of the Committee Meeting:** The Secretary, in consultation with the Chairman, shall call the meetings as and when necessary.
- (5) Powers and Functions:**
- a) It shall fix the time and place of the Assembly and make the programmes.
  - b) It shall make nominations for delegates for various events and present it to the Assembly for approval.
  - c) It shall make nominations for various heads of departments/institutions as well as the Coordinator and present it to the Executive Committee.
  - d) It shall nominate committee members for the various committees under the Assembly and present it to the Assembly for approval. One individual may not be proposed for more than three committees for the same term.
  - e) It shall appoint Minute Secretaries for the Assembly and the Assembly Executive Committee.
  - f) It shall appoint members to fill vacant places during mid-term and present it to the Assembly or the Assembly Executive Committee for approval.
  - g) It shall appoint auditors for various accounts of the Church.
  - h) Before the time of election, it shall fix the number of nominees for the General Secretary and the Associate General Secretaries.
  - i) It shall fix the number of nominees before the election of the President.
  - j) It shall fix the number of nominees for the post of Executive Secretaries.
  - k) It shall appoint the **Pastoral Ministry department**, the Office Superintendent and the Nursing Superintendent.
- (6) Submission of Agenda:** The Assembly and the various Committees under it, the ABC and the Assembly Executive Committee, Pastorate Committee and the Pastorate Executive Committee, the Local Church Committees and members of the Nomination Committee may submit agenda to the Nomination Committee.

## **17. THE CENTRAL COMMITTEE**

**Description:** The Central Committee is an Assembly level committee. It shall function on behalf of the Assembly to regulate and oversee the structure of the BCM. All the workers of the BCM come under the umbrella of the Central Committee. It governs the working of the Administrative Department, the Finance Department, the Property Department and the Pension Board. It shall be in-charge of Church Relations and look after the Theological Education Department, and the various departments under the BCM – The Baptist Kohhran Hmeichhe Pawl (BKHP), Thalai Kristian Pawl (TKP), Baptist Mipa Pawl (BMP) and Kristian Naupang Pawl (KNP), which are included under the name ‘Fellowship Organizations Department’. As the situation demands, it shall also create and look after the Area Administrative and Development Committee to take care of the Church.

### **(1) Members:**

- a) **Ex-Officio Members:** The BCM Leaders, the Executive Secretaries, the outgoing President, the Principal of AICS, the Finance Manager, the Office Superintendent, the Director of Fellowship Organizations, the

Coordinator of Pastoral Ministry, the Property Manager, the MTKP Organizer and the MBKHP Organizer are the Ex-Officio Members.

- b) **Elected Members:** Every ABC shall select 2 (two) members each and the Assembly shall select 10 (ten) members.
- (2) **Term:** The Central Committee Members are elected for a term of 1 (one) year and an individual may be re-elected as a member for more than one term.
- (3) **Leaders:** The Chairman and the Secretary are the Leaders of the Committee. The BCM President is the Chairman and the General Secretary is the Secretary of the Committee.
- (4) **Committee Calling:** The Central Committee shall be convened twice in a year. If the need arises then the committee may be called for more than twice in a year. The Secretary shall call the meeting after consulting the Chairman.
- (5) **Powers and Functions:**
  - a) Since it is the regulator of the Central Structure, on behalf of the Assembly, it shall govern the administration of the Baptist Churches.
  - b) It shall govern the various sections of ministry – the Administrative, Church Relations, Fellowship Organizations, Finance, Pastoral Ministry, Property, Pension Board and Theological Education.
  - c) It shall receive the budget prepared by the various Departments, revise and forward it to the Finance Department for approval.
  - d) If the various sections and branches of ministry under the Central Committee face problems which cannot be resolved within themselves, the matter shall be brought to the Central Committee. They shall not directly put up the matter in the Assembly or the Assembly Executive Committee. The Central Committee, after deliberation may, if it finds necessary, bring the matter either to the Assembly or the Assembly Executive Committee.
  - e) All the Departments under the Central Committee shall prepare their Annual Working Plans, which shall be submitted to the Central Committee through the Secretary. It shall evaluate the implementation of the Working Plans by the different Departments.
  - f) It shall create Area Administrative and Development Committee to nurture and look after the churches.
  - g) It shall nominate the MTKP President and MBKHP President and present it to the Assembly for approval.
- (6) **Submission of Agenda:** The Assembly and the various Committees under it, the ABC and the Assembly Executive Committee, Pastorate Committee and the Pastorate Executive Committee and the Local Church Committees may submit agenda to the Central Committee.

## **18. MISSION AND EVANGELISM COMMITTEE:**

**Description:** To preach and teach the Gospel through our words, actions and life, and to plant churches both within and outside of Mizoram, the Mission and Evangelism Committee' is created. This is an Assembly level Committee. To facilitate the ministry of mission, the Mission and Evangelism Committee is subdivided into two departments- 'Home Missions Department' and 'Outreach Missions Department'. These two departments are attached to and under the care

of the Mission and Evangelism Committee. The Home Missions Department is concerned with affairs of ministry relating to the Brus, Chakmas, Myanmarese (Burmese) and all non-Mizos residing in Mizoram. The Outreach Missions is concerned with ministry outside Mizoram.

**(1) Committee Members:**

a) **Ex-Officio Members:** The BCM Leaders, the Executive Secretaries, outgoing Presidents, the Mission Promoter, the Dean of Missionary Training, Director of Home Missions, the MTKP Organizer and the MBKHP Organizer are the Ex-Officio Members.

b) **Elected Members:**

i. The Assembly shall select 10 (ten) committee members.

ii. Every Pastorate shall select 1 (one) member each.

**(2) Membership Term:** The term of a Committee Member is 1 (one) year. The same person may be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary are the Leaders. The BCM President is the Chairman and the General Secretary is the Secretary.

**(4) Powers and functions:**

a) It shall look after Mission and Evangelism.

b) It is the manager and the umbrella under which the Home Missions and the Outreach Missions Departments are integrated.

c) It shall receive the Working Plans of the Field Directors, through the Regional Director, and carefully revise them.

d) It shall receive annual reports at the end of the year and plan means to make improvements.

e) It shall be responsible for the posting and transfer of workers.

f) It shall look after and discipline workers under Mission and Evangelism.

g) It shall receive the budgets of the various departments under Mission and Evangelism and after careful scrutiny and revision, present it to the Finance Committee for approval.

h) It shall make mission policies, planning and strategies.

i) It shall decide where to work and search for suitable partners in ministry.

j) It shall provide various instruments and channels to preach the Gospel.

k) It shall plant churches wherever possible.

l) It shall make the churches aware of the need and their responsibility in preaching the Gospel.

m) It shall make planning both for long term and short term ministry.

n) It shall prepare a Hand Book for guiding the missionaries.

o) It shall appoint the Mission Promoter.

**(5) Submission of Agenda:** The Assembly and the various Committees under it, the ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee, Home Missions Committee and Outreach Missions Committee, Pastorate Mission and Evangelism Committee and Local Church Mission and Evangelism Committee may submit agenda to the Mission And Evangelism committee.

- (6) **Committee Calling:** Committee shall be convened twice a year. However, if there are special cases, the committee may be called for more than twice in a year. The Secretary shall call the meetings in consultation with the Chairman.

## **19. SERVICE DEPARTMENTS COMMITTEE:**

**Description:** For the realization of God's love through action, various departments are created. To integrate and govern the working of these departments, there shall be the 'Service Departments Committee'. This is an Assembly level Committee and shall look after the Baptist Literature Service, Baptist Printing Press, Christian Education, Communications, Education, Medical and Health Relief and Development.

### **(1) Members:**

a) **Ex-Officio Members:** The BCM Leaders, the outgoing President, the Executive Secretaries, The Finance Manager, the Medical Superintendent, the Director of Education, the Director of Communications, the Director of Relief and Development, Director of Christian Education, the Principal HATIM, the Principal of BHSS, Principal- Nursing School, the Manager of Baptist Printing Press and the Manager Baptist Literature Service are the Ex-Officio Members.

b) **Elected members:** Every ABC shall select 2 (two) members each and the Assembly shall select 10 (ten) committee members.

(2) **Term of membership:** Members of the Committee are elected for a term of 1 (one) year. A member may be re-elected for another term.

(3) **Leaders:** The Chairman and the Secretary are the Leaders. The BCM President shall be the Chairman and the AGS i/c Service Departments shall be the Secretary.

### **(4) Powers and Functions:**

a) The various Departments of the Baptist Church of Mizoram- The Baptist Literature Service, the Baptist Printing Press, Communications, Christian Education, Education, Medical and Health, and Relief and Development is attached to and governed by the Service Departments Committee.

b) It shall observe the working of the various departments. It shall revise and make amendments where necessary and suggest means for their improvements.

c) It shall scrutinize the Annual Working Plans made by all the Departments at the beginning of the year and receive the Annual Reports of the improvements made and the problems faced by the departments and give careful consideration to the reports.

d) It shall receive the annual budgets prepared by the various departments, and after making necessary improvements, forward it to the Finance Committee for approval.

e) If there are matters that cannot be solved within the departments under it, the matter shall be put up in the Service Departments Committee. If the Committee finds it necessary, it shall refer the matter to the Assembly or the Assembly Executive Committee. The departments under the

Committee shall not directly put up the matter to the Assembly or the Assembly Executive Committee.

- (5) **Committee Calling:** The Secretary in consultation with the Chairman shall call a Committee Meeting of the Service Departments Committee 2 (two) times in a year. In the case of special matters, the Committee may be convened for more than twice in a year.
- (6) **Agenda Submission:** The Assembly and the various committees under it, the ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee, and the Local Churches may submit agenda to the Service Departments Committee.

## **MINISTERIAL STRUCTURE OF THE BAPTIST CHURCH OF MIZORAM**

**Description:** For the integration and effective functioning of the Baptist Church of Mizoram, there are three Assembly Committees viz. the Central Committee, the Mission & Evangelism Committee and the Service Departments Committee. These three are categorized as Assembly Committees. The Central Committee upholds the Administrative Structure of the BCM which coordinates some structural departments. The Mission & Evangelism Committee is concerned with cross cultural mission within and outside of Mizoram. The Service Departments Committee coordinates departments whose ministries are related to social services. The **Central Committee** integrates its various departments- the Administrative Department, Church Relations Department, the Finance Department, the Fellowship Organizations Department, Pastoral Ministry Department, Property Department, Pension Board and the Theological Education Board and the related rules are discussed.

- The **Central Committee** integrates its various departments- the Administrative Department, Church Relations Department, the Finance Department, the Fellowship Organizations Department, Pastoral Ministry Department, Property Department, Pension Board and the Theological Education Board and the related rules are discussed.
- **Mission and Evangelism Committee** integrates the Home Missions Department, the Outreach Missions Department and the related rules are discussed.
- **The Service Departments Committee** integrates its various departments - the Baptist Literature Service, the Baptist printing Press, Christian Education Department, Communications Department, Education Department, Medical and Health Department, and Relief and Development Department and the related rules are discussed.

## **CHAPTER – 5 DEPARTMENTS UNDER THE CENTRAL COMMITTEE**

### **20. ADMINISTRATIVE DEPARTMENT**



**Description:** To ensure that administration and the implementation of rules are efficient, there shall be an Administrative Department. This Department shall be managed by the 'Administrative Committee.'

**(1) Members**

a) **Ex-Officio Members:** The BCM Leaders, the Executive Secretaries, the Office Superintendent and the Finance Manager are the Ex-Officio members.

b) **Elected Members:** The Assembly shall elect 5 (five) committee members.

**(2) Leaders:** The Chairman and the Secretary are the Leaders of the Committee. The BCM President shall be the Chairman and the General Secretary shall be the Secretary.

**(3) Term of Membership:** Members of the Committee are elected for a term of 2 (two) years. A member may be re-elected for another term.

**(4) Committee Calling:** The Secretary shall convene a meeting of the Committee after consulting with the Chairman.

**(5) Powers and Functions:**

a) It shall maintain the Service Book of individual BCM workers.

b) It shall maintain the Confidential File of the BCM Workers. The papers to be filed under the Confidential File shall be collected from the respective departments of the workers.

c) If a department has difficulty in dealing with any of the workers, then they shall refer the matter to the Administrative Committee. After careful enquiry, the Administrative Committee shall refer the matter along with the suitable action to be taken, to the Central Committee.

d) In personal matters, if a worker is dissatisfied with the ruling of the department to which he belongs, he may take the matter to the Administrative Committee for further revision.

e) It shall make arrangements/schedule for work for the Headquarters Office and other offices and regulate their work-culture.

f) It shall handle matters of staff departmental transfer, promotions and Office Staff Training.

g) It shall be in charge of giving receptions to important guests from outside.

h) It shall be in charge of making holiday and special holiday lists for the office.

i) It shall be responsible for looking into the leave of the BCM staff, in case there is a problem.

j) In the case of posts created by the Assembly, the Administrative Department is responsible for making appointments and terminating them.

k) It shall take into account and discuss in its meeting the agenda that come from the Assembly, the Assembly Committee and other Department Committees.

l) It shall prepare a guide book for the annual endeavour studies for the churches.

m) It shall discuss all other matters that do not fall under the jurisdiction of other department committees.

- n) After careful study of the condition of employment under the BCM, the Administrative Committee shall either approve or deny appointment of new workers who have been proposed by the various departments. The **departments may give appointments to these workers only after the approval** of the committee.
  - o) **If church members want to separate from their local church and establish a new local church, and if there is any problem arising from that, the matter shall be referred for discussion to the Administrative Committee.**
- (6) **Submission of Agenda:** The Assembly and other Assembly level Committees, the ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee, the Local Church Committees and the Committee Members of the Administrative Department may submit their agenda to the Administrative Committee.
- (7) **Duties and Responsibilities of the General Secretary:**
- a) The General Secretary is the Head of this Department.
  - b) He is responsible for the efficient functioning of the Department.
- (8) **Duties and Responsibilities of the BCM Headquarters Office Superintendent:**
- a) Under the guidance of the General Secretary, he shall supervise the work in the office.
  - b) He/She shall organize the staff for work.
  - c) He/She shall consider the needs of the office, and report important news and things to be done to the General Secretary.
  - d) He/She shall inspect the Executive Secretary's Office with the consent of the Executive Secretary. He/She shall give advice to the General Secretary and the Executive Secretary, if he/she considers that the staffs have to be shuffled.
  - e) He/She shall be in charge of maintaining the BCM Headquarters Office building, the furniture and other properties. It is also his/her obligation to see that the office and its surroundings are clean and beautiful.
  - f) He shall give a report of which furniture and equipments are required/lacking in the office.
  - g) He/she shall daily distribute work in the office, and with the consent of the General Secretary, he shall use the office vehicles for whatever purpose the office needs it.
  - h) He/she shall maintain and keep with him/her, the Staff Attendance Register. He shall reprimand staffs who come late to office. If necessary, he/she shall report it to the General Secretary.
  - i) He/she shall maintain a record of the staffs' Leave Account.
  - j) He/she shall keep the Service Books and Confidential Files of all the BCM Workers. He/she shall give a report of the most important information in the Confidential File to the General Secretary.
  - k) He/she shall encourage/push the lazy workers among the staffs. After carefully studying whether or not they deserve to stay on, he shall report it to the General Secretary. He shall write a report of the work of the BCM

Headquarters office staff, and after showing it to the General Secretary, if necessary; he shall file it away in the Confidential File.

## **21. ADMINISTRATIVE DEPARTMENT WORKING COMMITTEE**

**Description:** To discuss important matters of urgent nature, on behalf of the Administrative Department Committee, a committee shall be set up which shall be called the 'Administrative Department Working Committee'.

- (1) Members:** The BCM Leaders, the Office Superintendent and the Finance Manager are the members.
- (2) Leaders:** The Chairman and the Secretary are the Leaders. The General Secretary is the Chairman and the Office Superintendent is the Secretary.
- (3) Committee Calling:** The Secretary, after consulting the Chairman, shall call the meetings.
- (4) Powers and Functions:**
  - a) It shall perform any task that the Administrative Department entrusts it.
  - b) It shall discuss urgent matters relating to service and office work, leave of Headquarters Office Staff and any other urgent matter.
  - c) As necessary, it shall give a report to the Administrative Committee, the Department Committee or the Assembly Committee.
  - d) It shall decide on the course of work of the BCM Headquarters Office and the staff thereof.
- (5) Submission of Agenda:** The Assembly and the various Assembly level Committees, the ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee, the Local Church Committees and the members of the Administrative Working Committee can submit their agenda.

## **22. AREA ADMINISTRATIVE AND DEVELOPMENT COMMITTEE (AADC):**

**Description:** To facilitate the administration of the BCM, a committee shall be set up both in Aizawl and Lawngtlai, under the care of the Executive Secretaries. These Committees shall be referred to as the 'Area Administrative and Development Committee (AADC)'. It is a Sub-Committee of the Central Committee.

- (1) Area covered by the Area Administrative and Development Committee:**
  - a) The Aizawl Area Administrative and Development Committee (AAADC) covers the districts of Aizawl, Kolasib, Mamit, Serchhip, Champhai and Zoram Pawn Mizo Baptist Kohhran (ZPMBK).
  - b) Lawngtlai Area Administrative and Development Committee (LAADC) covers the districts of Lawngtlai, Saiha, Chakma Autonomous District and Thingfal.
- (2) Members:**
  - a) **Ex-Officio Members:**
    - i. **Aizawl Area-** The General Secretary, the Executive Secretary and all the Pastors in charge of the Aizawl Pastorates are Ex-Officio Members.



- (3) **Committee Calling:** The Secretary, in consultation with the Chairman, shall convene the meetings.
- (4) **Powers and Functions:**
  - a) It shall undertake the tasks given to it by the Area Administrative Department Committee.
  - b) It shall undertake matters such as – service and other office works, leave of the Executive Secretary Office staffs and other important matters of urgent nature.
  - c) Depending on the necessity, it shall give reports to the Area Administrative and Development Committee and various other Department Committees for approval.
  - d) It shall supervise the administration of the Executive Secretary Office and the functioning of the staffs.
- (5) **Submission of Agenda:** The Assembly and the various other Assembly level Committees, the ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee, the Local Church Committees and the members of the Area Administrative Working Committee can submit their agenda.

#### **24. CHURCH RELATIONS DEPARTMENT:**

**Description:** To promote and find ways of collaboration with other Baptist churches, other denominations, Para-churches, Voluntary organizations (NGOs) and the Government, there shall be a Church Relations Department and the steering committee shall be known as the “Church Relations Committee”.

##### **(1) Members:**

- a) **Ex-Officio Members:** The BCM Leaders and the Executive Secretaries are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall elect 5 (five) members.
- (2) **Leaders:** The Chairman and the Secretary are the Leaders. The President is the Chairman and the General Secretary is the Secretary.
- (3) **Term:** Members are elected for a term of 2 (two) years. They may be re-elected for another term.
- (4) **Committee Calling:** The Secretary shall convene the committee meetings, after consulting the Chairman.

##### **(5) Powers and Functions:**

- a) It shall be responsible for promoting good relationships with other Churches (denominations) within Mizoram; and finding ways to work with them in ministry.
- b) It shall facilitate collaborating with other churches both inside and outside Mizoram. And as the situation demands, in cooperation with the Mission and Evangelism Committee, it shall explore the possibilities of working in partnership with other organizations, to preach the Gospel.
- c) It shall try to integrate independent churches, who are not affiliated to any other churches, under its wing, so that they may function in a more systematic way.

- d) It shall take the responsibility of handling such matters as property and finance that have come from the government, if such matters do not fall into the jurisdiction of any of the Departments.
  - e) It shall be responsible for dealing with the government, on behalf of the BCM, in matters of Finance and Property, unless it falls under the responsibility of any of the Departments.
  - f) It shall appoint a representative to represent the BCM in official matters organized by the government, if the need arises.
  - g) It shall safeguard important documents relating to the government, other churches and various other Christian organizations and deal with whatever concerns may arise thereof.
  - h) It shall work in partnership with other Church councils such as – Council of Baptist Churches in Northern India, North East India Christian Council, Baptist Missionary Society, Baptist World Alliance, Christian organizations such as – Evangelical Fellowship of India, North East India Christian Organization for Relief and Development (NEICORD), Church’s Auxiliary for Social Action (CASA), World Vision, Bible Society of India, Bible International, Leprosy Mission, etc., and Institutions such as- Christian Medical College, Vellore; Union Biblical Seminary, Pune; Serampore College, etc. It shall be responsible for all other related matters of working in partnership with them.
- (6) Submission of Agenda:** The Assembly and other Assembly level Committees. The ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee, Local Church Committees and Committee Members of the Church Relations Committee may submit their agenda to this Committee.
- (7) Responsibilities of the General Secretary:**
- a) He shall be the Leader of this Committee.
  - b) He shall maintain good work relations and working conditions with the Church Councils, Churches, Christian Organizations and Institutions with which the BCM works in partnership. He shall make new amendments, where necessary, and present it to the Committee for further amendments or for approval.
  - c) He shall explore possibilities of new partnership with other Churches or Christian organizations and submit a proposal to the Committee.
  - d) He shall deal and make correspondences with the government on behalf of the Committee for all necessary matters and report it to the Committee.
  - e) He shall correspond with partners for all necessary matters and give a report to the Committee as required.
  - f) He shall look for ways to maintain good relationship with other churches and present the strategies to the committee.

**25. EMPLOYEES PENSION BOARD:**

**Description:** The BCM Pension Board shall look into the welfare of employees of the BCM, who have gone on pension, or those who cannot continue their work

because of death or other inconvenience, so that they (or their families) may have better living conditions even after pension.

**(1) Name:** The name of the Society is ‘Baptist Church of Mizoram Employees’ Pension Board’, registered under the Society Registration Act XXI of 1860.

**(2) Address:** The Address of the Office is –  
Serkawn, Lunglei District, Mizoram 796691.

**(3) Objectives:** The aims and objectives of the Board are as follows:

- a) To maintain and safeguard the Pension/Gratuity and Provident Fund of all the substantive (Permanent) post holders of the BCM.
- b) To receive the permanent employees’ contribution and the employer’s (BCM) contribution of Pension/Gratuity and Provident Fund.
- c) To invest and deposit these funds as prescribed by the India Trust Act.
- d) To endorse Cheques, Bills, Drafts and other Negotiable items and to open a Bank Account in a Scheduled Bank in the name of the Board.
- e) To disburse Pension Gratuity and Provident Fund as prescribed in the Trust Deed.
- f) To accomplish the aims and objectives of this organization, and in doing so to expend money from the Trust Fund, if the need arises.
- g) To implement the needful within the Society regulations, in order to accomplish the aims and objectives.

**(4) The Board Members and the Office Bearers:** As prescribed in the Society Registration Act XXI of 1860, the General Assembly shall appoint the Governing Board Members. The names, addresses and the designations of the Governing Board Members shall be recorded. The BCM President shall be the Chairman, and the General Secretary shall be the Secretary cum Treasurer. Membership is for a term of 2 (two) years. The Secretary shall convene meetings, after consulting the Chairman.

**(5) Submission of Agenda:** The Assembly and other Assembly level Committees. The ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee, Local Church Committees and Committee Members may submit their agenda to the Employees’ Pension Board.

**(6) Scheme:** The Baptist Church of Mizoram Employees’ Pension Board has provided three scheme for its workers-

- a) **Provident Fund:** The Employee shall contribute every month 10% of his/her basic pay which shall be deducted every month by the employer from the salary of the individual account of each employee maintained by the trustee which shall be known as Provident Fund. At the end of each accounting year, interest at the rate of the Bank in which the money is invested shall be added to each Employee’s individual account. The previous year’s balance of each individual account shall be based for calculation of the interest. The details of the rules are given in Pension Board Rules Part III, Chapter 27-30.
- b) **Pension Fund:** Every month, the employee shall contribute 10% of his/her basic pay for Provident Fund. The employer shall also contribute monthly, as much as the Employee’s contribution for his/her Pension

Fund. The details of the rules are given in Pension Board Rules Part III, Chapter 27-30.

- c) **Gratuity:** Depending on the quality of work and the reason for his/her retirement, gratuity shall be given to an employer for the service he/she has rendered. The employer shall contribute 5% of the employee's basic pay which shall be kept in a separate account.

- (7) **Employees' Pension Board Rules:** A detailed description of the Baptist Church of Mizoram Employees' Pension Board Rules is found under Rules Part III, Chapter 29.

## **26. FELLOWSHIP ORGANIZATIONS DEPARTMENT:**

**Description:** The Fellowship Organizations Department is created to look after the various fellowship groups in the church- Baptist Kohhran Hmeichhe Pawl (BKHP), Thalai Kristian Pawl (TKP), Baptist Mipa Pawl (BMP) and Kristian Naupang Pawl (KNP). The Department shall come under a committee called 'Fellowship Organizations Committee'.

### **(1) Members:**

- a) **Ex-Officio Members:** The BCM Leaders, the Fellowship Organizations Director, the MTKP Organizer, the MBKHP Organizer, MBKHP President, MTKP President and the KNP Promoter are the Ex-Officio Members.
- b) **Elected Members:** The MTKP and the MBKHP shall nominate 2 (two) members each. And the Assembly shall elect 5 (five) members.

- (2) **Term:** Membership is for a term of 2 (two) years, the same members may be re-elected for another term.

- (3) **Leaders:** The Chairman and the Secretary are the Leaders. The General Secretary is the Chairman and the Director is the Secretary.

- (4) **Committee Calling:** The Committee shall sit twice a year. However, if the need arises, the Committee may sit for more than twice a year. The Secretary, in consultation with the Chairman, shall convene the meetings.

### **(5) Powers and Functions:**

- a) The Committee shall look after the various fellowship groups, viz., BKHP, TKP, BMP and KNP.
- b) It shall formulate policies for the organizations and working of these fellowship groups and make amendments when necessary.
- c) It shall provide guidelines for the Fellowship Organizations and present it before the Central Committee for approval.
- d) It shall receive the Annual Working Plans of the Fellowship Groups and make amendments where necessary.
- e) It shall prepare a budget for each Fellowship Organization and submit it to the Central Committee.
- f) It shall find ways of developing the Fellowship Organizations and organize Leadership Training as and when necessary.
- g) It shall encourage unity and familiarity among all the members under the BCM.



- (6) Submission of Agenda:** The Assembly and other Assembly level Committees, the MBKHP and the MBKHP Executive Committees, the MTKP and the MTKP Executive Committees, the ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee, the Local Church Committee and members of this committee may submit their agenda to the Fellowship Organizations Committee.
- (7) Pastorate Committee and Local Committee:** The BKHP and the TKP shall have both the Pastorate and Local Committees. Their Powers and Functions are defined under the FOD Guidebook, which is made separately.
- (8) Responsibilities of the General Secretary:**
- a) He shall be the Leader of the Fellowship Organizations Department. He shall be the Chairman of the Committee.
  - b) He shall, in consultation with the FOD Director, prepare an Annual Working Plan and Budget.
  - c) To ensure the success of the Annual Working Plan, he shall supervise the workers under the Fellowship Organizations Department and look for ways of their improvement.
- (9) Duties and responsibilities of the Director:**
- a) He shall work under the supervision of the General Secretary.
  - b) He shall be in charge of the Fellowship Organizations Department.
  - c) He shall, along with the Organizers, prepare Annual Working Plans of every of the Fellowship groups under the Fellowship Organizations, and submit it to the Central Committee.
  - d) He shall make plans for training programmes as required for every group. Matters affecting group policy shall be forwarded to the Fellowship Organizations Committee.
  - e) Owing to the nature of his work, he shall be a member of the Fellowship Organizations Committee, the Assembly, the Assembly Executive Committee and the Central Committee.
  - f) He shall do his best for the progress of the Fellowship Organizations Department.
  - g) He shall do his best to accomplish the Assembly policies and programmes concerning the Fellowship Organizations.
  - h) He shall be the Secretary of the Department Committee.
  - i) He shall prepare the annual budget and present it in the Committee for approval.
  - j) He, with the witness of the Department Secretary, shall disburse the allotted budget, donated funds in cash and in kind, obtained for the Department, as he deems necessary.
  - k) He shall be in charge of caring for workers under the Fellowship Organizations Department and taking necessary disciplinary action against them. If any problems arise from the matter, he shall transfer it to the General Secretary through the Administrative Committee.
- (10) Duties and responsibilities of the Organizers:**
- a) They shall work under the supervision of the Director.
  - b) They shall be in charge of the organizations under their care.

- c) They shall make Annual Working Plans of their respective organizations and present it to the Fellowship Organizations Committee through the Director for approval.
- d) They shall prepare a detailed report of their respective organizations and submit it to the Fellowship Organizations Committee.
- e) They shall work for the improvement of their respective organizations.
- f) They shall think of ways to work in partnership with the youth, women and organizations of other places.
- g) Owing to the nature of their work, they shall be members of the Assembly, the Assembly Executive Committee, the Central Committee, Mission and Evangelism Committee, Home Missions Committee, Outreach Missions Committee, Fellowship Organizations Committee and Christian Music Committee.

**(11) Duties and responsibilities of the KNP Promoter:**

- a) He shall work under the supervision of the Director.
- b) He shall be in charge of looking after the KNP.
- c) He shall prepare the Annual Working Plan for the development of KNP, and submit it to the Fellowship Organizations Committee through the Director.
- d) He shall prepare a report and submit it to the Director.
- e) He shall be a member of the Fellowship Organizations Department Committee.

**27. FINANCE DEPARTMENT**

**Description:** For the extension of the Kingdom of God, to safeguard the Finance of the Baptist Church of Mizoram, for Church growth in the ministry of giving; to invest for interest and profit and to disburse the finances wisely, the Finance Department is created. The name of Department in charge of the finances shall be the 'Finance Committee'. A separate book containing the Rules Manual and Pay Rules is available.

**(1) Members:**

- a) **Ex-Officio Members:** The BCM Leaders, the outgoing President, the outgoing General Secretary, the Executive Secretaries and the Finance Manager are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall nominate 5 (five) members and each ABC shall nominate 1 (one) member each.

**(2) Leaders:** The Chairman and the Secretary are the Leaders. The President shall be the Chairman and the General Secretary shall be the Secretary.

**(3) Term:** Membership to the Committee is a term of 2 (two) years. Members can be re-elected for another term.

**(4) Committee Calling:** The Secretary in consultation with the Chairman shall convene the meetings, whenever necessary.

**(5) Submission of Agenda:** The Assembly and other Assembly level Committees, the ABC and ABC Executive Committee, the Pastorates and the

Pastorate Executive Committees, Local Church Committees and members of the Finance Committee may submit agenda to this committee.

**(6) Powers and Functions:**

- a) The Finance Department is in charge of the finances of the BCM, therefore, it shall make a proper planning for the income and disbursement of funds.
- b) It shall notify the Secretary, Department Heads and Institution Heads to prepare Budgets for achieving their Annual Working Plans. It shall carefully scrutinize their Budgets and revise them if necessary and present it to the Assembly Executive Committee.
- c) For Special cases, it shall make Supplementary Budget and Revised Budget and present it to the Assembly Executive Committee.
- d) It shall find ways of increasing the Churches financial contribution.
- e) Besides the Churches' contribution, it shall look for permanent and temporary sources of income.
- f) Besides the budget that has been approved by the Assembly, the Finance Committee may re-appropriate Rs. 500,000/- (Rupees Five lakhs) as necessary. It shall report it to the Assembly Executive Committee. If the amount to be re-appropriated exceeds Rs. 500,000/- (Five Lakhs), the Committee shall take prior consent from the Assembly Executive Committee.
- g) At the end of the financial year, if there is an excess of money, this money shall be kept in the Accumulated Fund Account. Without violating the Income Tax Rules, it shall make decisions for its use.
- h) It shall, if necessary, make plans for and audit the accounts of all the Departments under the BCM.
- i) It shall prepare an Accounting Manual to improve methods of accounting.
- j) It shall verify whether departments and the Headquarters office follow the prescription to close their accounts and make Statement of Accounts on a monthly basis.
- k) It shall be responsible for all matters of the Churches' finance, and if necessary, create a Sub-Committee.
- l) It shall be responsible for all the disbursement of funds by the BCM as a whole. It shall check whether the departments have been given their budget money or not and monitor the departments utilization of the money so that it may be used as specified in the budget.
- m) It shall specify the rate at which the budget and the workers' DA are to be increased.
- n) It shall make an estimation of the target budget of every Pastorate, to show their expected contribution to the Baptist Church of Mizoram and present it to the Executive Committee to be finalized along with the main Budget.

**(7) Responsibilities of the General Secretary:**

- a) He shall look after the finances of the Church, on behalf of the Finance Committee. The BCM Hqrs. Office Accounts Section shall assist him in

his work. He shall accurately maintain the accounts of the Church for the purpose of audit.

- b) He shall be the key person in devising ways of fund raising to increase the finances of the church. He shall work to increase the contribution of the churches. He shall look for permanent and temporary sources of income and take the matter to the Committee for further proceedings.
- c) He shall allocate budget on the basis of the allocated budget percentage so as to ensure uniformity in distribution to the different Departments. However, for special purposes, he may disburse the whole amount of the budget to the departments before the end of the financial year.
- d) He shall clear all returns and other matters related to finance, with the assistance of the Finance Manager.
- e) He shall be the Expenditure Sanctioning Authority with regard to Budget Allocation.
- f) He shall study the mode of income of the BCM, and make appeals and exhortations to the Local Churches to increase their contribution.

**(8) Duties and responsibilities of the Finance Manger:**

- a) He shall assist and advise the General Secretary in all matters of the Churches' finances.
- b) He shall be the Executive Officer with regard to the financial planning and management of the finances. He shall present his plans to the General Secretary and after careful scrutiny; submit it to the Finance Committee.
- c) He shall look after the Accounts Section of the BCM Head Office. He shall also take responsibility for the efficient running of the Accounts Sections of other BCM Offices; as such he shall check on their financial positions and book-keeping methods frequently.
- d) He shall discharge the tasks assigned to him by the General Secretary.
- e) With the existing financial status in mind, he shall pass the Nominal Items bills, which have been passed by the Department Heads.
- f) He shall make a Statement of Budgetary Control and submit it on a monthly basis to the General Secretary and the Department Account Section for record.

**28. PASTORAL MINISTRY DEPARTMENT:**

**Description:** The Pastoral Ministry Department is created to plant and nurture churches and for administrative works. The Department shall be looked after by the 'Pastoral Committee'. There shall be two Sub-Committees under the Pastoral Committee – The Church Elders' Examination Board and the Revival and Evangelism Committee.

**(1) Members:**

- a) **Ex-Officio Members:** The BCM Leaders, the outgoing President, the Executive Secretaries, the Principal of AICS and the Co-ordinator are the Ex-Officio Members.
- b) **Elected Members:** Every Area Baptist Council shall elect 1 (one) member each and the Assembly shall elect 10 (ten) members.

- (2) **Leaders:** The Chairman and the Secretary are the Leaders. The President shall be the Chairman and the General Secretary shall be the Secretary.
- (3) **Term of office:** The members are elected for a term of 2 (two) years, and they may be re-elected for another term.
- (4) **Committee Calling:** The Secretary shall convene the meetings in consultation with the Chairman.
- (5) **Powers and Functions:**
- a) It shall work and make plans for the development of Pastoral Ministry.
  - b) It shall select the Probationary Pastors, prepare material for study during their probation and arrange for their training programme and examination.
  - c) It shall select ministers to be ordained.
  - d) It shall make decisions regarding the employment of new BD graduates and their subsequent postings.
  - e) It shall take decisions on matters of posting and transfer of Ministers, Pastors, Probationary pastors and others who have had Theological Training.
  - f) It shall make selections from the Pastors, to send for Ministerial Training.
  - g) It shall consider the ministry and living conditions of the Pastors and as necessary it shall discipline or exhort them.
  - h) It shall appoint the Organizers of the MTKP and MBKHP and the KNP Promoter.
  - i) It shall create the Pastorate and Area Baptist Councils; consider ways to combine them and make adjustments where necessary.
  - j) It shall decide the area in which the Pastor in charge should reside and also the area where the Pastor's Quarters should be located.
  - k) It shall give names to the Pastorate and the Area Baptist Council.
  - l) It shall consider the time of Pension for ministers and ways for employing them on a contract basis.
  - m) It shall create and look after the Church Elders' Examination Board.
  - n) It shall take measures to strengthen the ministry of the Pastors.
  - o) It shall have the responsibility of making appointments on behalf of the Assembly for posts already created by the Assembly, to look after the workers and also to terminate service.
  - p) It shall look after the ministry of Revival and Evangelism.
- (6) **Submission of Agenda:** The Assembly and other Assembly level Committees, the ABC and the ABC Executive Committee, the Pastorates and the Pastorate Executive Committee, Local Church Committees and members of this Committee may submit their agenda to the Pastoral Committee.
- (7) **Responsibilities of the General Secretary:**
- a) The General Secretary shall look after the Pastoral Ministry Department.
  - b) He is responsible for the efficient working of the Department.
  - c) He is the Secretary of the Pastoral Committee.
  - d) He is the Chairman of the Sub-Committee of the Pastoral Ministry Department.
- (8) **Duties and responsibilities of the Co-ordinator:**

- a) The Co-ordinator shall assist the General Secretary in taking care of the Pastoral Department.
- b) The Co-ordinator shall be in office for a term of 2 (two) years. In exceptional cases, the term can be extended to 3 (three) years and the 3 years shall be counted as 1 term.
- c) He shall work under the supervision of the General Secretary and visit the Pastorates as necessary.
- d) In areas under jurisdiction of the Executive Secretary, the Coordinator shall function after consulting with the Executive Secretary.
- e) Owing to the nature of his work, he shall be a Committee member of the Assembly, the Assembly Executive Committee, the Central Committee, the Theological Education Board, Property Committee, the pastoral Committee and other committees under it.
- f) In the Pastoral Sub-Committees – Revival and Evangelism and Church Elders’ Examination Board, he shall be the Secretary.
- g) He shall write a report of the Pastoral Ministry Department and submit it to the General Secretary to be reported to the Assembly, the Assembly Executive Committee and the Central Committee.
- h) He shall prepare the budget of the Pastoral Ministry Department.
- i) He shall take various measures to improve the Pastoral Ministry Department.
- j) He shall find out the problems faced by the Pastors and ways in which they can be helped, and report it to the General Secretary.
- k) He shall collect all the Annual Working Plans prepared by the Pastors, and after careful revision with the General Secretary, submit it to the Department Committee through the General Secretary.
- l) He shall evaluate the measures taken by the Pastors to fulfil their Working Plans and report it to the concerned Committee.
- m) He shall be the chief in charge of Revival and Evangelism so that the Churches may be revived and that the lost may be brought to Christ.
- n) He shall plan and prepare Revival and Evangelism Programmes.
- o) He shall make a proposal to work with various Evangelistic Teams and present it in the Pastoral Committee for approval.
- p) Based on the guidelines provided, he shall work with other Evangelistic Teams.
- q) He shall receive the Pastors’ quarterly reports and present the compiled reports to the Pastoral Committee.
- r) He shall collect the church statistics report and compile it.

**(9) Duties and responsibilities of a Pastor:**

- a) As the Pastor is the representative of the Assembly in taking care of the Church to which he is assigned, he shall work to fulfil the various ministries and projects of the Assembly.
- b) He shall work under the guidance of the General Secretary.
- c) He shall work as instructed by the Coordinator.

- d) In the area where there is the Executive Secretary, he shall work under the supervision of the Executive Secretary.
  - e) He shall be the leader of the area of his Pastorate.
  - f) If there are matters of the Church for discussion, he shall take the matter to the Pastorate Council.
  - g) Being an Organizer, he shall organize and supervise the work of the Churches, the Church Elders, the Deacons, leaders of the Fellowship Organizations and other groups of ministry in the church.
  - h) He, along with the Pastorate leaders, shall plan and prepare various programmes in the Pastorate.
  - i) The Pastor is an administrator, as such, he shall be the chief administrator in the Church organization.
  - j) He shall guide his Church in accordance with the rules and regulations prescribed in the BCM Constitution and Rules Book.
  - k) As a Counsellor, the Pastor should be prepared for and open to those who are in need of counselling.
  - l) He shall make as many home (family) visits as possible in his Pastorate.
  - m) As an Evangelist, he shall faithfully preach the Word of God.
  - n) He shall protect his Church members against false teachings.
  - o) In the ministry of preaching, he is the principal person. Wherever he goes for Church visitations, he shall be given a time to preach.
  - p) The Pastor is a Priest. He shall administer the Sacraments – Baptism and the Lord’s Supper and perform other ceremonies like Marriage, Child Dedication and Funeral Services.
  - q) He shall administer the Lord’s Supper in every Church within his Pastorate at least twice a year.
  - r) He shall be in his Pastorate for at least 300 days in year. For health reasons and other inconveniences, if he has to leave his station, he shall take prior permission from the concerned authority.
  - s) If he has to leave his station on duty, he shall take prior permission from the concerned authority.
  - t) He shall inform the Secretary or Chairman of the Pastorate, when he goes out of station.
  - u) He is the Statistician of his Pastorate.
  - v) He shall submit a truthful quarterly report to the Co-ordinator.
  - w) He shall prepare an Annual Working Plan and submit it to the Co-ordinator.
- (10) Responsibility of a Probationary Pastor:** He shall perform the task assigned to him by either the Pastoral Committee or the Pastor in charge of the Pastorate.
- (11) Term of the Pastor in one Pastorate:** A Pastor shall be in a Pastorate for 5 (five) years. For exceptional cases, he may stay in the Pastorate for more or less than 5 (five) years.

## **29. REVIVAL AND EVANGELISM:**

**Description:** The Revival and Evangelism Committee shall exist to proclaim the Gospel of God, to bring the lost to Christ and to bring revival to the churches. This Committee is a Sub-Committee of the Pastoral Ministry Department.

**(1) Members:**

a) **Ex-Officio Members:** The General Secretary, the Co-ordinator, the Communications Director, the MTKP Organizer and the MBKHP Organizer are the Ex-Officio Members.

b) **Elected Members:** The Pastoral Committee shall elect 5 (five) members.

**(2) Leaders:** The Chairman and the Secretary are the leaders. The General Secretary shall be the Chairman and the Co-ordinator shall be the Secretary.

**(3) Term of members:** Members are elected for a term of 2 (two) years, and they may be re-elected for another term.

**(4) Committee Calling:** The Secretary in consultation with the Chairman shall convene the meetings.

**(5) Powers and Function:**

a) It shall strive to bring lost souls to Christ by preaching the Gospel.

b) It shall train men and women to become mature Christians, good and useful ministers for the Church.

c) It shall organize various programmes to revive the Church spiritually.

d) It shall form Evangelistic teams as necessary.

e) It shall decide on the Evangelistic teams to work with.

f) It shall organize training, seminar and conference programmes for the Evangelists.

g) It shall prepare a good guidebook for evangelists.

h) It shall organize salvation camping, crusades and various other programmes.

i) It shall make use of various aids like Audio-visual, radio, drama, literature, etc.

j) It shall perform the tasks assigned to it by the Pastoral Committee.

**(6) Submission of Agenda:** The Assembly and other Assembly level Committees, the Pastorate and the Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the Revival and Evangelism Committee.

### **30. CHURCH ELDERS' EXAMINATION BOARD:**

**Description:** A Committee shall be set up to provide study materials and TO organize examinations for those who have been elected as Church Elders by their respective Local Churches. This Committee shall be called the 'Church Elders' Examination Board'.

**(1) Members:**

a) **Ex-Officio Members:** The General Secretary, the Coordinator and the Director of Christian Education shall be the Ex-Officio Members.

b) **Elected Members:** The Pastoral Committee shall appoint 3 (three) members for a term of 2 (two) years.



- (2) **Leaders:** The Chairman and the Secretary are the Leaders. The General Secretary shall be the Chairman and the Co-ordinator shall be the Secretary.
- (3) **Term of office:** The Members are elected for a term of 2 (two) years. They may be re-elected for another term.
- (4) **Committee Calling:** The Secretary, after consulting with the Chairman, shall convene the meetings.
- (5) **Responsibilities:**
  - a) It shall decide upon the syllabus/course to be studied by the Church Elders.
  - b) It shall prepare a Special Paper for the non-Mizo speaking communities (Chakma, Bru and Non-Mizos), and arrange a separate examination for them.
  - c) It shall decide on the date of examination.
- (6) **Result:** The results of the Church Elders' Examination shall be published not later than September of every year.
- (7) **Certificate:** Church Elders who have been ordained shall be awarded a Certificate, counter-signed by the General Secretary and the Coordinator.

### **31. PROPERTY DEPARTMENT:**

**Description:** A Property Department shall be created to take care of the Church's Properties. The concerned Committee shall be called 'Property Committee'.

#### **(1) Properties of the Church:**

##### **a) Immovable Property:**

- i. Land
- ii. Church Buildings
- iii. Other buildings (Schools, Hospitals, Quarters, Church Offices and other buildings owned by the Church).

##### **b) Movable Property:**

- i. Vehicles
- ii. Machines
- iii. Furniture
- iv. All other Equipments owned by the Church.

These properties of the Church shall be cared for according to the rules prescribed in Rules Part II, Chapter 5:31(6). However, as prescribed by the Assembly, the highest level of council of the BCM, the Church Buildings shall be looked after by the Local Churches.

#### **(2) Members:**

- a) **Ex-Officio Members:** The BCM Leaders, the Property Manager, the Finance Manager, the Heads of Departments, **the Executive Secretaries,** **the Coordinator** and the Office Superintendent are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall appoint 5 (five) members.
- (3) **Leaders:** The Chairman and the Secretary are the Leaders. The General Secretary is the Chairman and the Property Manager is the Secretary.

- (4) **Term:** Members are elected for a term of 2 (two) years and they may be re-elected for another term.
- (5) **Committee Calling:** The Secretary, after consulting the Chairman, will convene the meetings.
- (6) **Powers and Functions:**
- a) It shall maintain and look after the Church's Properties.
  - b) It shall prepare the annual budget.
  - c) The Departments shall maintain their respective properties, but the Property Committee shall be made aware of the details of maintenance.
  - d) It shall maintain and keep accurate records of the Church's property and documents.
  - e) It shall purchase or sell property only in the name of BCM, and if necessary, make registrations with the government in the name of the Church (BCM).
  - f) It shall represent the Church for consultations with the Baptist Church Trust Association (BCTA).
  - g) For matters involving the purchase of land, vehicles and huge machines, it shall refer them to the Assembly.
  - h) It shall make Vehicle Rules and maintain them accordingly.
  - i) It shall form a Construction Committee, if necessary.
- (7) **Submission of Agenda:** The Assembly and other Assembly level Committees, the ABC and the ABC Executive Committee, the Pastorates and the Pastorate Executive Committee. The Local Church Committees and the members of this Committee may submit their agenda to the Property Committee. Any employee of this department may bring his/her personal agenda through the head of department for which he/she works.
- (8) **Responsibilities of the General Secretary:**
- a) He shall be the principal responsible person in the care taking of the Church's properties and he shall be the Chairman of the Committee.
  - b) He shall find out the equipments required for the various departments for their ministry and work for the development of the Department.
  - c) He shall take measures to ensure that an asset list for the properties is kept and their values assessed, and that the properties are carefully recorded and maintained.
  - d) He shall guide and supervise the Property Manager, the Department Heads and Institution Heads in their management of property.
  - e) He shall analyse the various plans and estimations made for the projects of BCM, and report it to the Property Committee as necessary.
  - f) He shall advise the Property Manager regarding budget making and other necessary works.
  - g) He shall be in charge of the utilization of all BCM vehicles. If he appoints someone else to take charge on his behalf, then that person shall make arrangements for the use of vehicles, with the knowledge of the custodians of the vehicles under question.

- h) He shall have the power of requisition of any of the BCM Vehicles, on behalf of the Property Committee, if necessary.
- i) He shall be in charge of all business dealings with regard to Property and shall be the signatory for all matters of property.

**(9) Duties and responsibilities of the Property Manager:**

- a) He shall oversee the ministry of the Property Department, and work under the supervision of the General Secretary.
- b) He shall work to achieve the objectives of the Property Department.
- c) He shall prepare an Annual Working Plan and submit it to the Property Committee.
- d) He shall prepare a budget and submit it to the Property Committee.
- e) With the consent of the General Secretary, he shall withdraw and expend funds.
- f) He shall keep a proper record of the Property of BCM and maintain it efficiently.
- g) He shall make an Asset List of the BCM Property. He shall make an assessment of their value and compare it with the audited statements to check their correspondence. If there are items not listed in the Asset List, he shall add to it and make an assessment. If there are items on the list which cannot be found, then he shall take it up to the Property Committee to be written off. He shall maintain an up-to-date Asset List.
- h) He shall make a plan and estimation, if the BCM plans on constructing a new building, and present it to the Property Committee for approval. After taking the Committee's approval, he shall initiate the work.
- i) He shall inspect properties for repairing work and take the necessary measures. For extension and renovation work, he shall make an estimate of the expenditure to be incurred, and present it before the Property Committee for approval, after which he shall initiate the work.
- j) He shall maintain property documents carefully and make records so that he may have easy access to the documents when he wants to refer to them.
- k) He shall refer to the Property Committee beforehand with regard to the purchase of land, vehicles and big machines.
- l) He shall buy BCM property only in the name of the Baptist Church of Mizoram, he shall have it registered with the government in the name of the Church and the documents also should be in the name of the Church.
- m) He shall represent the Church in matters involving dealing with the government and the Baptist Church Trust Association (BCTA) and do whatever is necessary.

**32. THEOLOGICAL EDUCATION DEPARTMENT:**

**Description:** To meet the need of the people and the churches, the theological Education Department, which is Biblical, Contextual, Holistic and Qualitative, is established. The responsible Department shall be called the 'Theological Education Board'.

**(1) Members:**

- a) **Ex-Officio Members:** The General Secretary, the Principal of AICS, the President, the Executive Secretary-Aizawl, the Finance Manager, the Dean of Missionary Training, the AGS i/c Mission & Evangelism and the Coordinator, Pastoral Committee are the Ex-Officio Members.
  - b) **Elected Members:** The Assembly shall appoint 5 (five) members and the AICS Faculty Council shall select 1(one) member.
  - c) **Other Church Denominations' representatives:** Every Church that the Assembly has decided to collaborate with concerning Theological Education, may send 1(one) representative each.
- (2) **Term:** Members are elected for a term of 2(two) years and they may be re-elected for another term.
- (3) **Leaders:** The Chairman, the Secretary and the Treasurer are the Leaders. The General Secretary shall be the Chairman, the Principal shall be the Secretary and the Treasurer shall be elected from the members.
- (4) **Committee Calling:** The Secretary, after consulting the Chairman, shall convene the Board meetings.
- (5) **Powers and Functions:**
- a) to establish an Institution to prepare and train ministers.
  - b) to look after the Academy of Integrated Christian Studies (AICS).
  - c) to select and support students for theological studies.
  - d) to train students for commitment, knowledge and understanding so that they may be effective Church Leaders.
  - e) to train missionaries and students for missionary work.
  - f) to collaborate with other Churches for Theological Education.
  - g) to work with the Mizoram Central University, other Institutions and Theological Colleges in Northeast India, for a broader outlook in education.
  - h) to provide facilities for learning music for the purpose of worship.
  - i) to develop and make use of the indigenous music and songs of the Mizo community.
  - j) to provide research facilities for the development of our land.
  - k) to prepare the annual budget and present it to the Central Committee.
  - l) to fill up posts created by the Assembly, to take care of the workers and to terminate services.
  - m) to build relationships with other Churches, Universities, Colleges and Agencies.
  - n) to collect funds for the development of AICS.
  - o) to give sick leave to employees as necessary.
  - p) to formulate Rules and Regulations which are not in conflict with the BCM Constitution and Rules and to present it to the Assembly for approval.
  - q) to form the AICS Faculty Council and to define its functions.
  - r) to appoint the Vice-Principal, the Deans of Departments and the Registrar and to present it to the Central Committee for approval.
  - s) to advise the Nomination Committee before the appointment of the Principal.

**(6) Submission of Agenda:** The Assembly and other Assembly level Committees, the AICS Faculty Council, the ABC and the ABC Executive Committee, the Pastorates and the Pastorate Executive Committees, the Local Church Committees and Board Members may submit their agenda to the Theological Education Board. Any member of this Department also may submit their personal agenda.

**(7) Responsibilities of the General Secretary:**

- a) The General Secretary is the head of the Theological Education Board.
- b) He shall be the Chairman of the Theological Education Board.
- c) He shall work with the Principal for the development of AICS.
- d) He shall be aware of the management of AICS and the grants that it receives.
- e) He shall supervise the employees working under the Theological Education Board and take measures for the improvement of their conditions, so that the Annual Working Plan may be successful.

**(8) Powers and Functions of the Principal of AICS:**

- a) He/She shall be the key accountable person of AICS.
- b) He/She shall be the Secretary of the Theological Education Board.
- c) He/She shall plan the work of those under him/her– the Academic Dean, the Dean of Missionary, the Dean of School of Music, Dean of Ministerial Training, Dean of Research and Development.
- d) As stated in the BCM Rules, he/she shall be responsible for caring for and disciplining the workers of AICS.
- e) Every year, he/she shall prepare the Annual Working Plan, which, after getting the approval of the Theological Education Board, shall be submitted to the Central Committee.
- f) Every year he/she shall prepare an annual report. And after giving the report to the Theological Education Board, he/she shall submit it to the General Secretary to be reported at the Assembly.
- g) He/she, in consultation with the Faculty Council, shall prepare a budget and present it in the Theological Education Board.
- h) As stated in the BCM Rules, he/she shall maintain his/her financial accounts accurately.

**CHAPTER 6  
DEPARTMENTS UNDER  
THE MISSION AND EVANGELISM COMMITTEE**

**33. MISSION AND EVANGELISM COMMITTEE**

**Description:** For the propagation of the Gospel and the planting of churches through the word, in actions and in life, both within and outside Mizoram, there shall be a ‘Mission and Evangelism Committee’. This shall be an Assembly level Committee. This committee shall consist of the ‘Home Missions Department’ and

the 'Outreach Mission Department'. These two Departments shall be cared for and integrated under the Missions and Evangelism Committee.

**(2) Outreach Mission:** To work for the extension of the Kingdom outside of Mizoram, there shall be an Outreach Mission Department and the steering committee shall be known as "Outreach Mission Committee".

### **34. HOME MISSIONS:**

**Description:** To work for the extension of the Kingdom among the people of other faiths in Mizoram viz. Chakmas, Brus, Non-Mizos, Myanmar, etc. there shall be a Home Mission Department and the steering committee shall be known as "Home Missions Committee". The Home Missions Director shall take charge of this Department under the supervision of the AGS i/c Mission and Evangelism.

#### **(1) Committee Members:**

- a) **Ex-Officio Members:** The AGS i/c Mission and Evangelism Committee, the General Secretary, the Executive Secretaries, the AGS i/c Service Department, the Mission Promoter, the Dean of Missionary Training, the Director of Home Missions, the MTKP Organizer and the MBKHP Organizer are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall elect 10 (ten) members.

**(2) Term:** Members are elected for a term of 2 (two) years and may be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary are the Leaders, the AGS i/c Mission and Evangelism shall be the Chairman and the Director of Home Missions shall be the Secretary.

**(4) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.

#### **(5) Powers and Functions:**

- a) It shall look after the ministries among the Chakmas, Brus, Myanmar and other Non-Mizos.
- b) It shall prepare a budget every year and present it in the Mission and Evangelism Committee.
- c) It shall prepare Annual working plans and present it in the Missions and Evangelism Committee.
- d) It shall perform the tasks assigned to it by the Mission and Evangelism Committee.
- e) It shall look into the affairs of the workers of the Home Mission Department.
- f) It shall refer important and difficult matters concerning policy to the Mission and Evangelism Committee.
- g) It shall have the power to appoint and take care of workers for posts that have been created by the Assembly, and also to terminate services.

**(6) Submission of Agenda:** The Assembly and other Assembly level Committees, the MBKHP Committee and the MYKP Committee, the ABC

and the ABC Executive Committee, the Pastorate Committee and the Pastorate Executive Committee, the Pastorate Mission and Evangelism Committee, the Local Church Mission and Evangelism Committee and members of this Committee may submit their agenda to the Home Missions Committee.

### **35. OUTREACH MISSIONS:**

**Description:** For the firm establishment, realization, and extension of the Kingdom of God in India and abroad, there shall be an Outreach Mission Department and the steering committee shall be known as “Outreach Mission Committee”.

#### **(1) Committee Members:**

- a) **Ex-Officio Members:** The BCM Leaders, the Executive Secretary, Mission Promoter, the Dean of Missionary Training (AICS), Outreach Field/Regional Director (Either one for one term), the Director Home Mission, the MBKHP Organizer and the MTKP Organizer are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall elect 10 (ten) members.

**(2) Term:** Members are elected for a term of 2 (two) years and they may be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary are the Leaders. The BCM President shall be the Chairman and the AGS i/c Mission and Evangelism shall be the Secretary.

**(4) Committee Calling:** The Secretary in consultation with the Chairman shall convene the meetings.

#### **(5) Powers and Functions:**

- a) It shall look after the ministry of Missions outside Mizoram.
- b) It shall prepare a budget every year and present it to the Mission and Evangelism Committee.
- c) It shall survey new places and make plans for mission work, and present it in the Mission and Evangelism Committee.
- d) It shall formulate long term and short term plans, strategies and methods of work for outreach mission, and present it to the Mission and Evangelism Committee.
- e) It shall execute the tasks assigned to it by the Mission and Evangelism Committee.
- f) It shall look after the workers of Outreach Missions.
- g) It shall have the power to fill posts created by the Assembly and also to terminate services.
- h) It shall appoint Area Supervisors according to the need of the area, and take it to the Mission and Evangelism Committee for approval.

**(6) Submission of Agenda:** The Assembly and other Assembly level Committees, the MBKHP Committee, the MYKP Committee, the ABC and ABC Executive Committee, the Pastorate Committee and the Pastorate

Executive Committee, the Pastorate Mission and Evangelism Committee, the Local Church Committee, the Regional Committee, the Field Committee and members of this Committee may submit their agenda to the Outreach Missions Committee.

### **36. PASTORATE MISSION AND EVANGELISM COMMITTEE:**

**Description:** For the Church to progress in the ministry of Mission and Evangelism, a Committee, to take care of Mission and Evangelism, shall be set up in every Pastorate Area. The Committee shall be called the 'Pastorate Mission and Evangelism Committee. Without any division between Outreach and Home Mission, it shall concern itself with the affairs of Mission and Evangelism in general.

#### **(1) Committee Members:**

- a) **Ex-Officio Members:** The Pastors and Probationary Pastors within a Pastorate, the Chairman or Secretary of a Pastorate, Chairman/Secretary of the Local Churches' Mission and Evangelism Committee, 1(one) representative each of the Pastorate TKP and BKHP are the Ex-Officio Members.
- b) **Elected Members:** The Pastorate Baptist Council shall elect 10(ten) members for a term of 2 (two) years.

**(2) Office Bearers:** The Chairman, the Vice Chairman, the Secretary, the Assistant Secretary, the Treasurer and the Asst. Treasurer are the Office Bearers.

**(3) Election of Office Bearers:** The Office Bearers shall be elected by the Mission and Evangelism Committee.

**(4) Term:** Members are elected for a term of 2(two) years and they may be re-elected for another term.

**(5) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.

#### **(6) Powers and Functions:**

- a) It shall look after the Pastorate's ministry of Mission and Evangelism.
- b) It shall be concerned with the Pastorate's ministry of Mission and its progress.
- c) It shall have the liberty to submit agenda to the Pastorate Council's Mission and Evangelism Committee and the Sub-Committees under it.

**(7) Submission of Agenda:** The Pastorate Council and the Pastorate Executive Committee, the Pastorate TKP Committee, the Pastorate BKHP Committee, the Local Church Committee, the Local Church Mission and Evangelism Committee and members of this Committee may submit their agenda to the Pastorate Mission and Evangelism Committee.

### **37. LOCAL CHURCH MISSION AND EVANGELISM COMMITTEE:**

**Description:** For the Church to progress in the ministry of Mission and Evangelism, a Committee, to take care of Mission and Evangelism, shall be set up in every Local Church. The Committee shall be called the 'Local Church Mission



and Evangelism Committee'. Without any division between Outreach and Home Mission, it shall concern itself with the affairs of Mission and Evangelism in general.

**(1) Committee Members:**

- a) **Ex-Officio Members:** The Pastor in charge of the Pastorate and the Probationary Pastors, the Chairman and Secretary of the Local Church Committee, 1(one) representative each of the Local TKP, BKHP and BMP are the Ex-Officio Members.
- b) **Elected Members:** The Local Church Committee shall elect as many members as it considers necessary.

**(2) Office Bearers:** The Chairman, the Vice Chairman, the Secretary, the Assistant Secretary, the Treasurer and the Asst. Treasurer are the Office Bearers.

**(3) Election of Office Bearers:** The Office Bearers shall be elected by the Local Church's Mission and Evangelism Committee.

**(4) Term:** Members are elected for a term of 2(two) years and they may be re-elected for another term.

**(5) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.

**(6) Powers and Functions:**

- a) It shall look after the Local Church's ministry of Mission and Evangelism.
- b) It shall be concerned with the progress of the Local Church's ministry of Mission and Evangelism.
- c) It shall have the liberty to submit agenda to the Pastorate Mission and Evangelism Committee and the Local Church Committee.

**(7) Submission of Agenda:** The Local Church Committee, the Unit TKP Committee, the Unit BKHP Committee, the Unit BMP Committee and members of this Committee may submit their agenda to the Local Church Mission and Evangelism Committee.

**38. THE REGIONAL COMMITTEE:**

**Description:** Two or more Mission Fields shall come under control of the Regional Director. To make plans for ministry for the Mission Fields that come under the Regional Director, there shall be a Committee called the Regional Committee.

**(1) Members:** Each Mission Field shall appoint 2 (two) members each to represent their fields. Depending on the number of Missionaries in a Field the representatives may be limited to 3 (three).

**(2) Leaders:** The Chairman and the Secretary shall be the Leaders. The Regional Director shall be the Secretary and the members shall elect the Chairman.

**(3) Term:** Members are elected for a term of 2 (two) years and they may be elected for another term.

**(4) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.

**(5) Powers and Functions:**

- a) It shall consider all matters relating to the workers and the ministry in the concerned Mission Fields.
  - b) It shall make plans for ministry and consider ways of improvement in the Mission Fields concerned.
  - c) It shall prepare the Annual Budget and forward it to the Outreach Missions Committee.
  - d) It may submit agenda to the Outreach Missions Committee.
  - e) It shall execute the tasks assigned to it by the Outreach Missions Committee and the Mission and Evangelism Committee.
- (6) Submission of Agenda:** The Mission and Evangelism Committee and the various Committees under it, and members of this Committee may submit their agenda to the Regional Committee.

### **39. THE FIELD COMMITTEE**

**Description:** To consider matters relating to ministry in the Field, the Missionaries under a Field Director shall come together for a Committee. This Committee shall be called the 'Field Committee'.

- (1) Members:** All the Missionaries within the field shall be members of the Field Committee.
- (2) Leaders:** The Field Director shall be the Secretary and the Chairman shall be elected by the Missionaries from the members. In a Field where there are more missionaries, a Vice-Chairman and an Assistant Secretary may also be elected.
- (3) Term of Leaders:** The leaders are elected for a term of 2(two) years and they may be re-elected for another term.
- (4) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.
- (5) Powers and Functions:**
  - a) It shall make deliberations on matters concerning the Missionaries of the Field and ministry.
  - b) It shall supervise the ministry of the areas within its jurisdiction and shall receive the reports of the Area Supervisors.
  - c) It shall prepare a budget and present it at the Regional Committee.
  - d) It may submit agenda to the Regional Committee.
  - e) It shall implement the tasks assigned to it by the Mission and Evangelism Committee and other Committees under it.
- (6) Submission of Agenda:** The Mission and Evangelism Committee and the various Committees under it, and members of this Committee may submit their agenda to the Field Committee.

### **40. ADMINISTRATIVE STRUCTURE OF MISSION AND EVANGELISM DEPARTMENT.**

**Description:** To facilitate the smooth running of the Mission and Evangelism Department responsible persons are appointed. Their powers and functions are as described below:

- (1) **The Associate General Secretary:** The AGS i/c Mission and Evangelism shall solely be confined to the ministries of Home Missions and Outreach Missions. His powers and functions are as follows;
- a) He shall be the Secretary for both the Mission and Evangelism Committee and Outreach Missions Committee.
  - b) He shall be the Chairman of Home Missions Committee and the Director of Home Missions Department shall be the Secretary.
  - c) He shall consider various ways of developing the ministry of Missions.
  - d) He shall inspect both the places of ministry under the Home and Outreach Missions; he shall try to visit the Outreach Mission Fields at least once a year.
  - e) He shall look for partners in Mission.
  - f) He shall prepare the Annual Budget and present it in the Mission and Evangelism Committee.
  - g) He shall survey new areas for mission and evangelism and prepare Surveys, Planning, Strategies and Working Agreement and present it before the Mission and Evangelism Committee.
- (2) **Home Missions Director:** For the smooth functioning of the Home Missions Department, there shall be a Home Missions Director. His duties and responsibilities are as follows:
- a) He shall be in charge of the ministry of Home Missions. He shall work under the supervision of the AGS i/c Mission and Evangelism.
  - b) He shall prepare the Annual Working Plan and present it at the Mission and Evangelism Committee for approval.
  - c) He shall prepare a budget and present it at the Home Missions Committee.
  - d) With the knowledge of the AGS i/c Mission and Evangelism, he shall draw out money allotted as budget and operate it as necessary.
  - e) He shall do his best to make plans for the growth and development of the ministry of Home Missions. He shall present his plans to the Home Missions Committee.
  - f) He shall be responsible for guiding, disciplining and caring for the workers under the Home Missions Ministry.
  - g) He shall be the secretary of the Home Missions Committee and together with the AGS i/c Mission and Evangelism, they shall prepare the agenda for the Committee.
  - h) He shall try to visit all the schools in the Home Mission Fields at least once each in a year.
- (3) **Mission Promoter:** With the progress and expansion of the Mission and Evangelism Ministry both in and outside Mizoram, there is a need for a Mission Promoter to unite the Churches for further progress. The Mission Promoter shall work under the supervision of the AGS i/c Mission and Evangelism. His duties and responsibilities are as follows:

- a) He shall be in charge of “Missionary Tlangau” which is a channel to encourage good relationship between the Missionaries and the sending bodies.
- b) He shall prepare home assignment programmes for the missionaries.
- c) He shall organize Missionary Conventions in different churches.
- d) He shall prepare News Letters in order to inform the Churches of important information and new developments.
- e) He shall endeavor to make as many Missionary Supporters as he can.
- f) He shall implement the tasks assigned to him by the AGS i/c Mission and Evangelism.
- g) He shall be a member both in the Home and Outreach Missions Committees.

**(4) Regional Director:** To facilitate the ministry of Outreach Missions and various other sections of ministry of the BCM, there shall be a Regional Director. The duties and responsibilities of the Regional Director are as follows:

- a) He shall be in charge of all the Mission Fields within his region.
- b) He shall take care of the various needs and work of the BCM outside Mizoram. The nature of his work shall be that of a Liaison Officer.
- c) He shall prepare the Annual Budget and forward it to the Outreach Missions Committee.
- d) Detailed descriptions of his responsibilities are given in the Mission and Evangelism Manual.

**(5) Field Director:** The Field Director is in charge of the Mission Field. His duties and responsibilities are as follows:

- a) He is the key person in charge of the workers of the Mission Field and also in the administration of the Churches in the field.
- b) He is responsible for the various sections of ministry in the Mission Field.
- c) He shall prepare the Annual Budget and forward it to the Outreach Missions Committee through the Regional Committee.
- d) He shall keep the Field Accounts as prescribed in the BCM Financial Rules.
- e) He shall prepare Half-yearly and Annual Reports and submit it to the AGS i/c Mission and Evangelism.
- f) He shall be the Secretary of the Field Committee.
- g) He is required to visit the Mission Fields at least once a year.
- h) He shall prepare an Annual Working Plan and send it to the Regional Committee through the Field Committee.

**(6) Area Supervisor:** The BCM works tribe wise in any Mission Field and usually the region occupied by one tribe is taken as an area. The Outreach Missions Committee shall appoint from among the missionaries an Area Supervisor for a term of 3 (three) years, the appointment may be extended for

another term. The office of the Area Supervisor is not a separate post. The duties and responsibilities of the Area Supervisor are as follows:

**Area Supervisor: The BCM works tribe wise in any Mission Field and usually the region occupied by one tribe is taken as an area. The Outreach Missions Committee shall appoint from among the missionaries or the Pastors an Area Supervisor for a term of 3 (three) years, the appointment may be extended for another term. The office of the Area Supervisor is not a separate post. The duties and responsibilities of the Area Supervisor are as follows**

- b) He/She shall give all necessary information to the Field Director on behalf of the Area.
- c) He/She is in charge of all the workers and the ministries within the Area and as such, shall visit them as necessary.
- d) He/she shall make plans for ministry within his/her area and present it to the Field Director.
- e) He/She shall execute the tasks assigned to him/her by the Field Director.

## **CHAPTER 7**

### **DEPARTMENTS UNDER THE SERVICE DEPARTMENTS COMMITTEE**

**Description:** To demonstrate God’s love through deeds, there shall be a Service Department, which shall consist of several service departments. To integrate and coordinate the works of these departments, there shall be a Service Departments Committee. This is an Assembly Level Committee, and shall look after the Baptist Literature Service, Baptist Printing Press, Christian Education, Communications, Education, Medical and Health and Relief and Development Departments.

#### **41. BAPTIST LITERATURE SERVICE:**

**Description:** To work for the extension of the Kingdom, there shall be a department for print media, which shall be known as Baptist Literature Service Department, abbreviated as BLS, and the steering committee shall be known as “Baptist Literature Committee”.

##### **(1) Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Department, BLS Manager, BPP Manager and Director of Communications are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall elect 5 (five) members.

**(2) Term:** Members are elected for a term of 2(two) years and may be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary are the Leaders. The AGS i/c Service Department shall be the Chairman and the Manager shall be the Secretary.

**(4) Committee Calling:** The Secretary, in consultation with the Chairman, shall convene the meetings.

##### **(5) Powers and Functions:**

- a) It shall circulate printed materials that it considers essential for the Churches to read.
- b) It shall collect good reading materials/books and sell them.

- c) It shall plan and take measures for the development of BLS.
  - d) It shall try to make BLS self-supporting.
  - e) It shall carefully revise the Annual Working Plan prepared by the Manager.
  - f) It shall prepare the annual budget and present it to the Service Departments Committee.
  - g) It shall execute the tasks assigned to it by the Assembly or other Committees under the Assembly.
  - h) It shall fill up posts created by the Assembly and take care of the workers. It may also terminate services.
  - i) It shall take the responsibility of distributing and marketing books.
  - j) It shall be responsible for opening new shops, for the sale of books, its maintenance and its subsequent closure, as necessary.
  - k) It shall maintain accounts as prescribed in the BCM Finance Rules.
- (6) Submission of Agenda:** The Assembly and other Assembly level Committees, the ABC and the ABC Executive Committee, the Pastorates and the Pastorate Executive Committee, Local Church Committees and the BLS Committee members may submit their agenda to the BLS Committee. In addition, any employee of the BLS may submit their personal agenda to the Committee.

**(7) Responsibilities of the AGS:**

- a) AGS i/c Service Department shall be the overall in charge.
- b) He shall be the Committee Chairman.
- c) In order for the Annual Working Plan to succeed, he shall supervise the employees of BLS and consider ways for the progress of the department.

**(8) Responsibilities of the Manager, BLS:**

- a) He shall be in charge of the BLS Department, and work under the supervision of the AGS i/c Service Department.
- b) He shall strive to achieve the aims and objectives of BLS.
- c) He shall prepare an Annual Working Plan and submit it to the BLS Committee.
- d) He shall prepare the Annual Budget and present it to the BLS Committee.
- e) He shall take care of the annual budget and other funds in the name of BLS, and with the knowledge of the AGS, withdraw it and expend it.
- f) He shall look for ways of raising funds, either from the government or from other organizations.
- g) He shall give reports of the working and the achievements of the Annual Working Plan to the Department Committee.
- h) He shall be responsible for looking after and disciplining the workers under BLS.
- i) He shall be the Secretary of the BLS Committee.

**42. BAPTIST PRINTING PRESS:**

**Description:** To work for the extension of the Kingdom of God, there shall be a department for printing books and other essential literature for the Churches, which

shall be known as the Baptist Printing Press Department, abbreviated as BPP, and the steering committee shall be known as “Baptist Printing Press Committee”.

**(1) Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Department, BPP Manager, BLS Manager and the Communications Director are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall elect 5 (five) members.

**(2) Term:** Members are elected for a term of 2(two) years and may be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary are the Leaders. The AGS i/c Service Department shall be the Chairman and the Manager shall be the Secretary.

**(4) Powers and Functions:**

- a) It shall look after the Baptist Printing Press.
- b) It shall plan and consider ways to improve the Baptist Printing Press. It shall take measures to possess better machines and equipments and also to make improvement in the use of printing technology.
- c) It shall carefully revise the Annual Working Plan prepared by the Manager.
- d) It shall prepare the Annual Budget and present it at the Service Department Committee.
- e) It shall implement the tasks assigned to it by the Assembly and other Committees under it.
- f) It shall strive to be self-supporting.
- g) It shall fill up posts created by the Assembly and look after them. It may also terminate services.
- h) It shall encourage the workers and new employees for better work outcome.
- i) It shall maintain accounts as prescribed by the BCM Finance Rules.

**(5) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.

**(6) Submission of Agenda:** The Assembly and other Assembly level Committees, the ABC and the ABC Executive Committee, the Pastorates and the Pastorate Executive Committees, the Local Church Committees and members of this Committee may submit their agenda to the BPP Committee. Any employee under this Department may submit their personal agenda.

**(7) Responsibilities of the AGS:**

- a) The AGS i/c Service Department shall be the key person in charge of this Department. He shall supervise the working of the employees under the BPP so that the Annual Working Plan may be successful. He shall also consider ways of improving the work conditions of the employees.
- b) He shall be the Chairman of the BPP Committee.

**(8) Responsibilities of the Manager:**

- a) He shall be in charge of the BPP Department and work under the supervision of the AGS i/c Service Department.
- b) He shall strive to achieve the aims and objectives of BPP.
- c) He shall prepare the Annual Working Plan and submit it to the BPP Committee.

- d) He shall prepare the Annual Budget and present it to the BPP Committee for approval.
- e) He shall withdraw and maintain, the budget and other funds on behalf of the BPP, according to the BCM finance Rules, with the knowledge of the AGS.
- f) He shall try to raise the required funds from the government and other organizations.
- g) He shall give reports of the working and the achievements of the Annual Working Plan to the Department Committee.
- h) He shall look after and discipline the employees under the BPP, according to the Rules of BCM.
- i) He shall print the Publication Board Books received from the Communications Director only after he is issued a print order.

#### **43. CHRISTIAN EDUCATION DEPARTMENT:**

**Description:** To promote knowledge and comprehension and practice of God’s Word to the Churches, there shall be a department and it shall be known as Christian Education Department and the steering committee shall be known as “Christian Education Committee”

##### **(1) Members:**

- a) **Ex-Officio Members:** AGS i/c Service Department, Christian Education Department Director, Sunday School Instructor/Instructress, AGS i/c Mission and Evangelism.
- b) **Elected Members:** The Assembly shall elect 5(five) members.

**(2) Term of membership:** Members are elected for a term of 2(two) years and may be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary are the Leaders. The AGS i/c Service Department shall be the Chairman and the Director, Christian Education shall be the Secretary.

**(4) Committee Calling:** The Secretary shall convene the meetings after consulting with the Chairman.

##### **(5) Powers and Functions:**

- a) To bring lost souls to the fold of Christ.
- b) To prepare students to be good persons.
- c) To prepare students to be good Church members.
- d) To teach and uphold/preserve the truth of God’s word.
- e) To look after the various sections of ministry under the Christian Education Department.
- f) To prepare the Department’s budget.
- g) To look after the ministry of Sunday School.
- h) To fill up and look after the posts created by the Assembly and to terminate services.

**(6) Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees and the



Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the Christian Education Committee.

**(7) Responsibilities of the AGS:**

- a) The AGS shall be the key person in charge of the Christian Education Department.
- b) He shall be the Chairman of the Christian Education Committee.
- c) He shall work with the Director for the development of the ministry of Christian Education.
- d) He shall devise plans and monitor the workers in order to accomplish the Annual Working Plan.

**(8) Responsibilities of the Director:**

- a) He shall work under the supervision of the AGS.
- b) He shall be responsible for all areas of ministry concerned with the Christian Education Department.
- c) He shall be the Secretary of the Christian Education Committee.
- d) He shall supervise the workers and plan their work.
- e) He shall be responsible for looking after and disciplining the workers under the Christian Education Department in accordance with the BCM Rules.
- f) He shall prepare the Annual Working Plan and submit it to the Christian Education Committee.
- g) He shall prepare the Annual Budget and present it at the Christian Education Committee.
- h) He shall maintain his account book as prescribed by the BCM Rules.

**(9) THE PASTORATE SUNDAY SCHOOL COMMITTEE:**

**Description:** There shall be a Committee in every Pastorate to look after the ministry of Christian Education and it shall be called the 'Pastorate Sunday School Committee'.

**a) Members:**

- i) **Ex-Officio Members:** The Pastorate Sunday School Superintendent, the Pastorate Chairman, the Pastorate Secretary, the Pastor in charge, the Probationary Pastors are the Ex-Officio members. In addition, the Christian Education Director and the Sunday School Instructor shall be members of the Pastorate to which they belong.
- ii) **Elected Members:** The Pastorate Baptist Council shall elect not more than 12 (twelve) members.
- iii) **Term of membership:** Members are elected for a term of 2(two) years and may be re-elected for another term.

**b) Office Bearers:** The Chairman, the Vice Chairman, the Secretary, the Asst. Secretary, the Treasurer and the Asst. Treasurer are the Office Bearers.

**c) Election of Office Bearers:** The Office bearers shall be elected by the Pastorate Sunday School Committee. The Chairman and the Secretary shall be elected from the Church Elders.

- d) **Powers and Functions:** It shall consider ways and means of developing the Pastorate Sunday School. It shall consult with the Pastorate Executive Committee for special projects concerning the Pastorate.
- e) **Committee Calling:** The Secretary, after consulting with the Chairman, shall convene the meetings.
- f) **Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees, the Pastorate Executive Committee and the Local Church Committees may submit their agenda to the Pastorate Sunday School Committee.

**(10) LOCAL CHURCH SUNDAY SCHOOL COMMITTEE:**

**Description:** To promote the ministry of Christian Education, every Local Church shall form a Committee and the Committee shall be called the 'Local Church Sunday School Committee.' These Committees shall be the main mechanisms for the Pastorate Sunday School Committee and the Christian Education Committee.

**a) Members:**

- i) **Ex-Officio Members:** The Chairman of the Local Church, the Secretary, the Sunday School Superintendent, the Pastor in charge and the Probationary Pastors shall be Ex-Officio members.
  - ii) **Elected Members:** The Local Church Committee shall elect as many members as it considers necessary, for a term of 2(two) years. Every Department of the Sunday School shall select one representative every year.
- b) Office Bearers:** The Chairman, the Vice Chairman, the Secretary, the Asst. Secretary, the Treasurer, the Asst. Treasurer are the Office Bearers.
- i) **Election of Office Bearers:** The Sunday School Superintendent shall be the Chairman, who shall be appointed by the Local Church Committee. Other Office Bearers shall be elected by this Committee for a term of 2(two) years.
  - ii) **Committee:** The Secretary, in consultation with the Chairman, shall convene the meetings.
- c) Powers and Functions:**
- i) It shall look after the Local Church Sunday School.
  - ii) Every year, it shall appoint Sunday School Teachers.
  - iii) It shall consider matters relating to the ministry of Christian Education and refer difficult matters to the Local Church Committee.

**44. COMMUNICATIONS DEPARTMENT:**

**Description:** To make use of literature, Audio-visual and Music for communicating the Gospel, there shall be a Communications Department and the steering committee shall be known as "Communications Committee". There shall be three sub-committees under this Committee, – The Christian Music Committee, The Editorial Board and the Publication Board.

**(1) Committee Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Departments, the Communications Director, the Executive Editor, the Editor, the BLS Manager, the BPP manager, the Literature Reader, the Audio-Visual Manager and the Secretary, Christian Music Secretary.
- b) **Elected Members:** The Assembly shall select 5 (five) members who are interested in the ministry of communications.
- (2) **Term of Membership:** Members are elected for a term of 2(two) years and may be re-elected for another term.
- (3) **Committee Calling:** The Secretary shall convene the meetings after consulting with the Chairman.
- (4) **Leaders:** The Chairman and the Secretary are the leaders. The AGS i/c Service Department shall be the Chairman and the Director shall be the Secretary.
- (5) **Powers and Functions:**
  - a) It shall provide important reading material which contains important and safe teachings for the Church.
  - b) It shall issue the magazine 'Kohhran Beng' on a monthly basis. Kohhran Beng shall be considered as the Official Magazine (organ) of the BCM.
  - c) It shall issue the weekly Newspaper 'Baptist Today' as a channel to publicise information and news to all the churches. It shall be an official organ of the BCM.
  - d) It shall inform the Church members of the BCM's projects and ministries.
  - e) It shall utilize Music Ministry for the firm establishment, realization and extension of the Kingdom of God.
  - f) It shall propagate the Gospel and the ministry of the BCM and teach the Churches using Audio-visual aids.
  - g) It shall prepare the Annual Budget and present it to the Service Department Committee.
  - h) It shall implement the tasks assigned to it by the Assembly and other Committees under the Assembly.
  - i) It shall fill up and look after the posts created by the Assembly and also terminate services if necessary.
  - j) It shall appoint Editors for 'Kohhran Beng' and 'Baptist Today'.
  - k) It shall maintain accounts as prescribed by the BCM Rules.
  - l) It shall look after the Christian Music Committee, the Editorial Board and the Publication Board.
  - m) It shall prepare the BCM Prayer Guide.
- (6) **Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees and the Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the Communications Committee. Any employee under this Department may also submit their personal agenda.
- (7) **Responsibilities of the AGS:**
  - a) He shall be the (Honorary) Head of the Communications Department.
  - b) He shall be the Chairman of the Communications Committee.

- c) He shall monitor the workers so that the Annual Working Plan may succeed and consider ways of improving the Department.

**(8) Responsibilities of the Director:**

- a) He shall be the Executive Head of the Communications Department under the BCM.
- b) He shall strive to achieve the aims and objectives of the Communications Department.
- c) He shall prepare an Annual Working Plan and submit it to the Communications Department Committee.
- d) He shall prepare the Annual Budget and present it to the Committee for approval.
- e) He shall try to raise funds required, from the government and other organizations.
- f) He shall withdraw the Budget allocated to the Department with the consent of the AGS, and use it in accordance with the rules prescribed in the BCM Finance Rules.
- g) Every year, he shall submit the Annual Report of the Communications Department to the Committee.
- h) He shall be responsible for the care and discipline of the workers under the Communications Department.
- i) He shall be the Secretary of the Communications Committee.
- j) He shall be the Chief Editor of the 'Kohhran Beng' and 'Baptist Today'.
- k) He shall be the steward of all the funds received from various sources for the Communications Department, and maintain it as prescribed in the BCM Finance Rules.

**(9) Responsibilities of the Executive Editor:**

- a) He shall look after the 'Kohhran Beng' and 'Baptist Today' under the Supervision of the Director.
- b) He shall edit material to be published in 'Kohhran Beng' and 'Baptist Today'.
- c) He shall do his best for the improvement of 'Kohhran Beng' and 'Baptist Today'.
- d) He shall make arrangements for working together with the Editor and Circulation Manager.
- e) He shall be the Secretary of the Editorial Board.

**45. AUDIO-VISUAL**

**Description:** Audio-Visual Production is a new and modern technology employed by the BCM to extend the Kingdom of God.

**(1) Its role:**

- a) It shall pass out information using Audio-Visual resources.
- b) It shall teach and give instructions to the people using audio-visual aids.
- c) It shall propagate the Gospel using audio-visual aids.

**(2) Responsibilities of the Audio-Visual Manager:**

- a) He shall be the person in charge of the Audio-Visual Ministry.
- b) He shall work under the supervision of the Director.
- c) He shall execute the tasks assigned to him by the Assembly or other Committees under the Assembly.
- d) He shall make films of the various ministries undertaken by the BCM and put it in Video Cassette/Cassette Disc Format for circulation.
- e) He shall produce Video Cassettes/Cassette Discs of Sermons and Gospel Music for circulation as a means of propagating the Gospel.
- f) He shall prepare documentaries of Mizoram Environment, Drugs Abuse and other important issues in CDs and VCs for the purpose of education.
- g) He shall prepare VCs and CDs to assist in Sunday School Education.
- h) He shall consider equipments required for videography and take the matter to the Committee as necessary.
- i) He shall explore possibilities of working with other agencies and churches for Audio-visual ministry.

#### **46. CHRISTIAN MUSIC COMMITTEE:**

**Description:** To make use of Music as an instrument for the firm establishment, realization and extension of the Kingdom of God, there shall be a Committee, which shall be called the 'Christian Music Committee. The Christian Music Committee is a sub-committee of the Communications Department. A Secretary shall be elected in its first meeting.

##### **(1) Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Department, Communications Director, the Dean of School of Music, the Audio-visual Manager, the MTKP Organizer and the MBKHP Organizer are the Ex-Officio Members.
- b) **Elected Members:** The Communications Committee shall appoint 5 (five) members.

**(2) Term of Membership:** Members are elected for a term of 2(two) years and may be re-elected for another term.

**(3) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.

**(4) Leaders:** The Chairman and the Secretary shall be the leaders. The AGS i/c Service Department shall be the Chairman and the Music Committee shall elect the Secretary.

##### **(5) Powers and Functions:**

- a) It shall be responsible for the Baptist Church's Music ministry.
- b) It shall strive to achieve the aims and objectives using music as a means.
- c) It shall try to foster the interest of the youth in music and singing.
- d) It shall try to develop the indigenous music of the Mizos to channel it for praising God.
- e) It shall organize Music workshops for the progress of the Churches in Music.
- f) It shall select people to train for Music/Worship Leaders.
- g) It shall organize Choir Conductors' Training for the Churches to develop in Music. The Local Churches shall send trainees from their respective churches.

- h) It shall organize Musical Concerts and camps as it finds convenient.
- i) It shall set up and maintain a recording studio.
- j) It shall produce and release Music Cassettes and CDs.
- k) It shall make projects to develop the ministry of Music.

**(6) Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees and the Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the Christian Music Committee.

#### **47. EDITORIAL BOARD:**

**Description:** In order to publish quality newspapers, an Editorial Board shall be formed. This Board shall be a sub-committee of the Communications Department. It shall look after 'Kohhran Beng' and 'Baptist Today'.

##### **(1) Powers and Functions:**

- a) It shall publish sermons, News, Church News and projects of BCM for circulation among Churches.
- b) It shall look after 'Kohhran Beng' and 'Baptist Today' and consider ways for a wider circulation.
- c) It shall prepare the Annual Budget and place it before the Communications Committee.
- d) It shall organize seminars/workshops.

##### **(2) Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Department, Communications Director, Executive Editor, Editor, Christian Education Director, Circulation Manager, BPP Manager and Literature Reader are the Ex-Officio Members.
- b) **Elected Members:** The Communications Committee shall appoint 3 (three) members.

**(3) Term of membership:** Members are elected for a term of 2(two) years and may be re-elected for another term.

**(4) Leaders:** The Chairman and the Secretary are the Leaders. The AGS i/c Service Department shall be the Chairman and the Executive Editor shall be the Secretary.

**(5) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.

**(6) Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees and the Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the Editorial Board.

#### **48. BCM PUBLICATION BOARD:**

**Description:** The BCM Publication Board (BPB) is a Sub-Committee of the Communications Department. The Board has been formed in order to publish and to provide content-quality and useful books for the people to read.

##### **(1) Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Department, the General Secretary, Communications Director, Baptist Literature Service Manager, Baptist Printing Press Manager, Christian Education Director, Executive Editor, Editor and the Literature Reader are the Ex-Officio Members.
  - b) **Elected Members:** The Communications Committee shall select 5(five) committee members.
- (2) **Term of Membership:** The members are elected for a term of 2(two) years and may be re-elected for another term.
- (3) **Leaders:** The Chairman and the Secretary are the Leaders. The AGS i/c Service Department shall be the Chairman and the Communications Director shall be the Secretary.
- (4) **Powers and Functions:**
- a) It shall publish content-quality and useful books for the people to read.
  - b) It shall carefully select materials to be published in books.
  - c) It shall publish a variety of good academic or evangelical books.
  - d) It shall prepare a budget and present it to the Service Departments Committee.
  - e) It shall prepare the Annual Working Plan.
  - f) It shall be the publisher of books printed by the BCM.
  - g) It shall strive to be self-sufficient.
  - h) Books printed without prior print order shall not be **acquired/ recognised** by the Publication Board.
- (5) **Committee Calling:** The Secretary, in consultation with the Chairman, shall convene the meetings.
- (6) **Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees and the Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the Baptist Publication Board.
- (7) **Responsibilities of the AGS i/c Service Department:**
- a) He shall be the Head (honorary) of the Board.
  - b) He shall be the Chairman of the Publication Board.
  - c) He shall monitor the workers and consider ways of improvement in order to accomplish the Annual Working Plan.
- (8) **Duties and Responsibilities of the Director:**
- a) He shall be the Secretary of the BCM Publication Board.
  - b) He shall work for the progress of publication work. He shall prepare Working Plans and submit it to the Board.
  - c) He shall give out print orders only after he confirms that the books to be printed have been prove-read and ready for print.
- (9) **Responsibilities of the Literature Reader:**
- a) He shall look after the Publication work under the supervision of the Director of Communications.
  - b) He shall carefully prove read all books to be printed.

- c) After he has furnished that a book is worth printing and ready for print, he shall deliver it to the Director of Communications.
- d) Owing to the nature of his work, he shall be a member of the Publication Board, the Editorial Board and the Communications Department Committee.

#### **49. EDUCATION DEPARTMENT:**

**Description:** To educate, train and mould people to become God fearing, mature believers and responsible citizens, there shall be an Education Department and the steering committee shall be known as 'Education Committee'.

##### **(1) Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Department, the Education Director, the General Secretary, **the President**, the Executive Secretaries, the Principal HATIM, the Principal BHSS, a representative of the Education Department of Mizoram and the Director of Home Missions.
- b) **Elected Members:** The Assembly shall appoint 5(five) members interested and knowledgeable in the field of education.

**(2) Term of Membership:** Members are elected for a term of 2(two) years and may be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary are the Leaders. The AGS i/c Service Department shall be the Chairman and the Director shall be the Secretary.

**(4) Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.

##### **(5) Powers and Functions:**

- (1) to provide quality and contextual education.
- (2) to train people to become constructive and responsible members of the Church and the society.
- (3) to look after the BCM schools.
- (4) to prepare the Annual Budget and present it to the Service Departments Committee.
- (5) to open or terminate schools and to let the Government take over existing schools where necessary.
- (6) to provide schools wherever convenient.
- (7) to appoint teachers for posts created by the Assembly, to train and transfer existing workers as required.
- (8) to fill posts created by the Assembly, to take care of workers and to terminate services.
- (9) to prepare a manual for the Educational Institutions under the BCM.

**(6) Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees and the Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the Education Committee. Any worker under the Education Department may also submit their personal agenda.

##### **(7) Duties and Responsibilities of the AGS i/c Service Department:**

- a) He shall be the (honorary) Head of the Education Department.



- b) He shall be the Chairman of the Education Department.
- c) He shall be informed of the source and disbursement of grants and the Annual Budget.
- d) He shall prepare the Annual Budget and Annual Working Plan with the assistance of the Education Director.
- e) He shall monitor the workers and consider ways of their improvement in order to accomplish the Annual Working Plan

**(8) Duties and Responsibilities of the Education Director:**

- a) He shall be the Executive Head of the Department
- b) He shall work under the supervision of the AGS i/c Service Department.
- c) Owing to the nature of his work, he shall be a member of the Assembly, the Assembly Executive Committee and the Service Departments Committee.
- d) He shall do his utmost for the promotion of the Department and shall also deal with the government and other Agencies as and when necessary.
- e) He shall endeavour to fulfil the Assembly's policies and programmes regarding education.
- f) He shall be the Secretary of the Education Department Committee.
- g) He shall prepare an Annual Budget with the AGS i/c Service Department, and submit it to the Service Department Committee for approval.
- h) He shall maintain a precise account of the income, in cash or in kind, from different sources, as well as the expenditure incurred. With the consent of the AGS, he shall spend the budget money as required.
- i) He shall receive the reports from the schools and maintain proper records.
- j) He shall collect lists of requirements of the schools and maintain a proper record, after which he shall distribute them to the schools.
- k) He shall be responsible for the care and discipline of workers under the Education Department.

**(9) Duties and Responsibilities of the Principal, BHSS:**

- a) The Principal, BHSS shall work under the supervision of the AGS i/c Service Department.
- b) As an administrator, he/she shall do his best to foster enthusiasm in work and cooperation among the teaching and non-teaching staff.
- c) He shall be responsible for determining the academic curriculum and other disciplines of the school to promote a conducive learning environment in order to produce intelligent, mature and responsible students.
- d) He shall consult with the AGS and the Director regarding methods to bring improvement to the school, and correspond with NGOs and Church Leaders.
- e) He shall take various measures for the self-sufficiency and development of the school. He shall maintain a well-organized account of the school.
- f) He shall make decisions on matters of admission, in consultation with the staff, or if necessary with the AGS and the Director. They shall try to fulfil the resolutions of the Education Committee and the policies of BCM.
- g) He shall take measures for the safety of the School Campus and property thereof.

- h) He shall convene Parent-Teacher Meetings for the improvement of students, with the approval of the AGS and the Director.
- i) As the school is of the Church, he shall give importance to the Church and Christian Principles and be responsible for instilling this notion in the environment of the school.
- j) He shall take various measures to encourage cooperation, good relationships and harmony among the School staff and the Church workers.
- k) He shall be responsible for the proper maintenance and improvement of the hostel.
- l) He shall execute the tasks assigned to him by the AGS i/c Service Department, the Director Education Department and the Education Committee.

**(10) Higher and Technical Institute of Mizoram (HATIM)**

Governing Body: There shall be a governing body to manage the affairs of the Higher and Technical Institute of Mizoram, this institute shall be established by the Education Committee in accordance with the norms of the University/ University Grants Commission. The AGS i/c Service Department shall be the Chairman/President, and the General Secretary, BCM shall be the Treasurer. The Principal shall be the Secretary.

**Position and duties of the Principal, HATIM:**

- (i) He/She shall work under the supervision of the AGS i/c Service Department.
- (ii) He/She shall be a member Secretary of the Governing Body.
- (iii) Being a Christian College, he/she shall be responsible for inculcating Christian Principles, which is greatly valued by Church Members.
- (iv) For the self sufficiency and development of the College, he/she shall take various measures and deal with the Churches, the government and the NGOs, with the approval of the AGS i/c Service Department.
- (v) He/ She shall prepare the Annual Plan and Annual Budget and submit it to the Education Committee.
- (vi) He/ She shall maintain the accounts in accordance with the BCM Finance Rules.
- (vii) He/ she shall be responsible for the academic excellence of the college, the welfare of the workers and care of students.
- (viii) He/ she shall be responsible for the proper running of the Hostel.
- (ix) He/ She shall execute the tasks assigned to him/her by the AGS i/c Service Department.

**50. MEDICAL AND HEALTH DEPARTMENT:**

**Description:** In continuation of the healing ministry of Jesus, to heal the whole person's mental, spiritual and physical life, there shall be a Medical & Health Department and the steering committee shall be known as the "Medical Committee". Under this department are the Christian Hospitals at Serkawn and Lawngtlai, the School of Nursing and the Baptist Church Orphanage.

**(1) Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Department, the General Secretary, **the President Elect, the AGS i/c Mission and Evangelism, the Executive Secretary, Lawngtlai**, the Medical Superintendent, the Principal of Nursing School and the Nursing Superintendent are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall select 5(five) persons interested and possessing knowledge about the healing ministry of the BCM as members. The Management Committee shall also select 1(one) hospital staff as its representative.
- (2) **Term of Membership:** Members are elected for a term of 2(two) years and may be re-elected for another term.
- (3) **Leaders:** The Chairman and the Secretary are the Leaders. The AGS i/c Service Department shall be the Chairman and the Medical Superintendent shall be the Secretary.
- (4) **Committee Calling:** The Secretary, after consulting the Chairman, shall convene the meetings.
- (5) **Powers and Functions:**
  - a) to heal the mental, physical and spiritual state of a person.
  - b) to give treatment and help to the sick.
  - c) to educate the mass in terms of health for better health conditions in the society and to open clinics in various places.
  - d) to provide Community Health Centres in villages for improving their health conditions.
  - e) to set up and look after Hospitals and Dispensaries as necessary.
  - f) to care for drug addicts and alcoholics.
  - g) to raise funds, make profits and look after the hospital money for the development of the Ministry of Healing.
  - h) to look after the Christian Hospital, Nursing School, Rehabilitation Centre and Baptist Church Orphanage.
  - i) to prepare the Annual Budget and present it to the Service Departments Committee.
  - j) to fill up and look after posts created by the Assembly and to terminate services.
  - k) to make working plans for the Department's progress.
  - l) to raise, care for and use funds as prescribed by BCM Finance Rules.
  - m) to form and look after the Hospital Management Committee.
  - n) to create other Sub-Committees as required.
- (6) **Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees and the Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the Medical Committee. Any worker under the Medical and Health Department may also submit their personal agenda to the Committee through the Head of their respective Departments.
- (7) **Responsibilities of the AGS:**
  - a) He shall be the (Honorary) Head of the Medical and Health Department.

- b) He shall be the Chairman of the Medical Committee.
- c) He shall monitor the workers and consider ways of improvement to the Annual Working Plan.

**(8) Powers and Functions of the Medical Superintendent:**

- a) He/She shall be the Secretary of the Medical Committee.
- b) He/She shall be the person in charge of all the ministries of the Medical and Health Department- the Christian Hospital, the Nursing School, the Baptist Church Orphanage and other related ministries. He/She shall work under the supervision of the AGS i/c Service Department.
- c) Every year, he/she shall give a detailed report of the ministry of the Medical and Health Department to the Medical Committee.
- d) He/She shall prepare the Annual Budget and present it in the Committee.
- e) With the consent of the AGS, he/she shall withdraw and spend the budget money.
- f) He/She shall properly maintain his/her accounts as prescribed in the BCM Finance Rules.
- g) He/She shall be responsible for the Medical Department workers and the work allotted to them.

**(9) Duties and Responsibilities of the Principal, Nursing School:**

- a) The Principal shall work under the supervision of the Medical Superintendent.
- b) He/She shall be responsible for determining the working plans and its success thereof.
- c) He/She shall be responsible for the academic programmes and the curriculum making and also for the imparting of knowledge according to the curriculum both in and outside the classroom.
- d) He/She shall be responsible for the care and discipline of the students and make schedules for their duty.
- e) He/She shall prepare a duty master plan and a roster. He/She shall consider the needs of the students and consult with the Nursing Superintendent. They shall take the approval of the Medical Superintendent.
- f) He/She shall consider ways of fostering cooperation and unity among the teaching staff and other workers and also ways of their improvement.
- g) He/She shall take measures for the proper care and development of the Hostel and visit them as often as necessary.
- h) He/She shall maintain record books and registers and deal with the government as necessary.
- i) With the assistance of the Nursing Superintendent, he/she shall make a duty roster so that the students' duty may provide them with good Clinical and Ward experience. They shall work as approved by the Medical Superintendent.

- j) He/She shall make holiday lists and arrangements for his/her leave and also for the leave of his/her subordinates and forward it to the Medical Superintendent for approval.
- k) He/She shall be in charge of all communications regarding the Nursing School and shall work in consultation with the Medical Superintendent when necessary.
- l) He/She shall perform the tasks assigned to him/her by the Medical Superintendent and the Medical Committee.

**(10) Duties and Responsibilities of the Nursing Superintendent:**

- a) The Nursing Superintendent shall work under the Supervision of the Medical Superintendent.
- b) She shall be the administrator of the Hospital's Nursing Service and be responsible for the providence of proper nursing care.
- c) She shall maintain discipline in the Hospital. She shall make a roster for the duty of the nursing staff and menial labourers. She shall maintain an Attendance Register and monitor the work of all the staff to make sure that they keep time properly.
- d) She shall prepare a leave and holiday list for herself and those under her and forward it to the Medical Superintendent.
- e) She shall supervise work in and visit the Wards, the OPD, the Theatre, etc. for their smooth functioning.
- f) With the assistance of the Nursing School Principal, she shall make a duty roster so that the students' duty may provide them with good Clinical and Ward experience. They shall work as approved by the Medical Superintendent.
- g) She shall inspect the various wards for patients' needs and to see that proper and superior Nursing Care is given.
- h) She shall work with the persons in charge of patients' diet in order to provide balanced diet to patients.
- i) She shall maintain proper record books, such as, Laundry Book, Indent Record, Supplies record, Special Medicines Record, etc.
- j) She shall be in charge of organising Orientation programmes for new workers and of inculcating the spirit of unity and cooperation among the workers. She shall submit applications, suggestions and reports as necessary to the Medical Superintendent.
- k) She shall work with the Medical Superintendent for the clean maintenance of the Hospital.
- l) She shall perform the tasks assigned to her by the Medical Superintendent and the Medical Committee.

**51. RELIEF AND DEVELOPMENT DEPARTMENT:**

**Description:** With Christian beliefs and doctrines as its firm foundation, for the promotion of development and of a society that is peaceful and self-sufficient, there shall be a Relief and Development Department and the steering committee shall be known as 'Relief and Development Committee'.

**(1) Members:**

- a) **Ex-Officio Members:** The AGS i/c Service Department, the Director of R&D, the General Secretary, the AGS i/c Mission and Evangelism and the Programme Coordinator are the Ex-Officio Members.
- b) **Elected Members:** The Assembly shall appoint 5(five) members.

**(2) Term of Membership:** Members are elected for a term of 2(two) years and may be re-elected for another term.

**(3) Leaders:** The Chairman and the Secretary shall be the Leaders. The AGS i/c Service Department shall be the Chairman and the Director shall be the Secretary.

**(4) Committee Calling:** The Secretary, in consultation with the Chairman, shall convene the meetings.

**(5) Functions:**

- a) to provide help and relief to those in need while protecting their rights and respectability.
- b) to educate the people towards development.
- c) to study and do research work in social development.
- d) to educate the people, to give loans and to help them in various ways for their development.
- e) to educate the poor in urban and rural areas with a view to develop their economical status.
- f) to help and educate slum/street children.
- g) to find out and teach people better ways of cultivation and other better means of livelihood.
- h) to educate people for healthier living and improvement in education.
- i) to help people make use of modern technology and industry.
- j) to provide help to AIDS victims, Drug Addicts and the handicapped.
- k) to collaborate with other like minded governmental and non governmental organizations.
- l) to work for the upliftment of the society without discrimination on the basis of religion, race or community.
- m) to work for the upliftment of the oppressed women and the poor and to protect their rights and liberty.
- n) to fill up and look after posts created by the Assembly and to terminate services.
- o) to raise funds for the development of the ministry of R & D and to utilize it in accordance with the rules prescribed by the BCM Finance Rules.
- p) to appoint persons in charge of projects.

**(6) Submission of Agenda:** The Assembly and other Assembly level committees, the ABC and the ABC Executive Committee, the Pastorate Committees and the Pastorate Executive Committee, the Local Church Committees and members of this Committee may submit their agenda to the R & D Committee. Workers under the R & D Department may also submit their personal agenda to the Committee through the Head of Department.

**(7) Duties and Responsibilities of the AGS:**

- a) He shall be the (Honorary) Head of the R & D Department.
- b) He shall be the Chairman of the R & D Committee.
- c) He shall monitor the workers and consider ways of improvement to achieve the Annual Working Plan.

**(8) Duties and responsibilities of the Director:**

- a) He shall be the Executive Head of the R & D Department and shall work under the supervision of the AGS.
- b) He shall prepare the Annual Working Plan and present it before the R & D Committee Meeting for approval.
- c) He shall prepare the Annual Budget and present it to the R & D Committee for approval.
- d) He shall withdraw the R & D budget money and other funds in the name of R & D, with the approval of the AGS, and maintain it according to the BCM Finance Rules.
- e) He shall raise funds for the R & D Department from the government and other organizations.
- f) He shall give a report of the achievements of the Annual Working Plan and various other projects of the R & D Department to the Committee.
- g) He shall be responsible for the care and discipline of workers under R & D.

**(9) Duties and Responsibilities of the Programme Coordinator:**

- a) He, under the supervision of the Director, shall be in charge of all the programmes of the R&D Department.
- b) He shall do the work of concurrent monitoring to ensure that the various programmes are successful.
- c) He shall make monthly reports of all the programmes and submit it to the Director.
- d) He shall supervise the work and condition of the Programme Staff.
- e) He shall be an Ex-Officio Member of the R & D Committee.

**(10) Duties and Responsibilities of the Project-in-charge:**

- a) He shall be in charge of the Projects under the supervision of the Programme Coordinator.
- b) He shall zealously strive for the success of the projects.
- c) He shall make a monthly report of the projects and submit it to the Programme Coordinator.
- d) He shall make work plans with the supervision of the Programme Coordinator to achieve the Annual Working Plans and work accordingly. He shall give a report at the end of every month.

**(11) Core Staff:** To ensure the smooth running of the R&D Department, a Core Staff shall be formed, which shall consist of the Director, the Programme Coordinator and the Accountant. These shall be substantive posts whereas other workers shall be employed on contract basis.

**(12) Local Church R & D Committee:** To reform the society, to provide relief and help for those who are in need and to educate people towards development, every Local Church shall have the liberty to form an R & D Committee. The

Local Church shall appoint as many Committee members as it considers necessary. The R & D Committee shall function with the approval of the Local Church. The R & D Committee shall make a guidebook for outlining its functions and responsibilities, which shall be taken to the Service Department Committee for approval.

## **ADMINISTRATIVE STRUCTURE**

**Description:** For an efficient and effective administration, there shall be a number of leaders to execute their respective responsibilities. The Office Bearers of the BCM shall be the President, the President Elect, the General Secretary and the two Associate General Secretaries. There shall also be two Executive Secretaries, a Coordinator for Pastoral Ministry, Pastors, Heads of Departments, Heads of Institutions, two Organisers and two Promoters.

## **CHAPTER 8**

### **CHURCH LEADERS**

#### **52. BCM LEADERS**

There shall be BCM Leaders to oversee the Churches on behalf of the Baptist Church of Mizoram. The BCM Leaders shall comprise of the President, the President Elect, the General Secretary and the two Associate General Secretaries.

#### **53. PRESIDENT:**

##### **(1) Position of the President:**

- a) The President is the Head of the BCM. He shall preside over the Assembly Meeting and various other Assembly level Committees.
- b) The tenure of office of the President is 1(one) year which is the period extending from one Assembly to the next.
- c) He shall work in accordance with the BCM Constitution and Rules.
- d) The Office of the President of BCM shall not be salaried.
- e) He shall not go to office.
- f) He shall be given T.A and D.A according to the BCM Pay Rules, whenever he presides over meetings and while on other Church duties he shall be given a vehicle for transport.
- g) He shall be given President Allowance, and the Finance Department shall make any necessary changes.



- h) The Outgoing President shall be an Ex-Officio Member of the Assembly Committee, the Finance Committee and the Church Relations Committee.

**(2) Responsibilities of the President:**

The President shall be the Chairman of the following Committees:

- The Assembly
- The Assembly Executive Committee
- The Nomination Committee
- The Central Committee
- The Mission and Evangelism Committee
- The Service Departments Committee
- The Finance Committee
- The Administrative Committee
- Church Relations Committee
- Outreach Missions Committee
- Employees Pension Board
- The Pastoral Committee

- b) The President shall visit places assigned to him by the Administrative Working Committee. For other Church duty not assigned to him by the Committee, he shall take prior approval of the General Secretary and the Associate General Secretaries.
- c) The General Secretary shall pass the Official Duty TA/DA Bill of the President.
- d) He shall execute the tasks assigned to him by the Assembly and other Committees under the Assembly.

**(3) The President Elect:** The President Elect is one who has been elected for President for the next year. In the year he is elected he shall assist the President and preside over meetings in the absence of the President.

**54. THE GENERAL SECRETARY:**

**Description:** The General Secretary is the chief administrator and chief executive functionary of the Church. For the benefit of the BCM, he shall act according to the power vested in him by the BCM, and shall exercise the rules and regulations of the BCM.

**Position and Responsibilities of the General Secretary:**

- (1) The General Secretary shall function as outlined under the descriptions on the various Departments.
- (2) He shall be the Chief Administrator and Executor of the Assembly Resolutions.
- (3) In addition to his own responsibilities/portfolio, he may supervise the work of other Departments.
- (4) He shall be the Secretary of the Assembly, the Assembly Executive Committee, the Nomination Committee, the Central Committee, the Pastoral Committee, the Finance Committee, the Administrative

Committee, the Employees' Pension Board and Church Relations Committee.

- (5) The General Secretary shall look after the Departments under the Central Committee.
- (6) The General Secretary shall act as the Treasurer.
- (7) The General Secretary is the Leader among the three Secretaries; as such he may supervise the work of the other Secretaries.

#### **55. THE ASSOCIATE GENERAL SECRETARIES:**

**Description:** The Associate General Secretaries are the assistants of the General Secretary in the administration and execution of the BCM's policies, rules and regulations. Within their assigned portfolios, they are the top officials. They shall exercise their power as provided by the rules and regulations within their assigned departments.

##### **(1) Position and Responsibilities of the AGS i/c Mission and Evangelism:**

- a) The Associate General Secretary i/c Mission and Evangelism shall execute the tasks as assigned to him under the descriptions of the various Departments.
- b) He shall look solely after the Mission and Evangelism Department.
- c) He shall be the Secretary of the Mission and Evangelism Committee and the Outreach Missions Committee.
- d) He shall look after the Departments under Mission and Evangelism.
- e) He shall be the Chairman of the Home Missions Committee.
- f) He shall work for the advancement of the ministry of Mission and Evangelism.
- g) He shall inform the Executive Secretary of programmes within his area.

##### **(2) Position and Responsibilities of the AGS i/c Service Departments:**

- a) The Associate General Secretary i/c Service Departments shall execute the tasks as assigned to him under the descriptions of the various Departments.
- b) He shall be the Secretary of the Service Departments Committee.
- c) He shall look after the Departments under the Service Departments Committee.
- d) He shall be the Chairman of the Department Committees under the Service Departments Committee.
- e) He shall work for the advancement of the Departments under his care.
- f) He shall inform the Executive Secretary of programmes within his area.

#### **56. THE EXECUTIVE SECRETARIES:**

**Description:** For the smooth functioning of the BCM as a whole, the Executive Secretaries shall act on behalf of the General Secretary and the Associate General Secretaries as administrators in their respective areas. They are the top officials within their respective areas.

##### **Position and Responsibilities of the Executive Secretaries:**

- (1) They shall be the coordinator of various sections of ministry within their area.

- (2) They shall supervise and advise the various Departments – Pastoral Ministry, Education, Baptist Printing Press, Baptist Literature Service, Relief and Development, Medical and Health, etc. within their area.
- (3) They shall advise and supervise the Pastors in charge within their area.
- (4) They shall grant station leave to Pastors.
- (5) They shall act as administrators and executives within their area.
- (6) They shall execute the tasks assigned to them by the General Secretary and the Associate General Secretaries.
- (7) They shall prepare the Annual Budget and submit it to the Central or Administrative Committee through the Area Administrative & Development Committee.
- (8) They shall make use of the allocated budget in accordance with the BCM Finance Rules and keep their accounts orderly.
- (9) They shall receive the Annual Reports of the various departments within their area and report it to the Administrative Committee or the Central Committee.
- (10) They shall implement projects within their area, for which information has been given to them by the Heads of Departments of the Headquarters Office.

#### **57. CO-ORDINATOR**

For the effective and efficient working of the ministries of the Pastoral Department, Revival and Evangelism and the Church Elders' Examination Board, a Coordinator shall be appointed. **The Nomination Committee shall appoint the Co-ordinator.** His position and responsibilities are outlined under Rules Part II, Chapter 5:28(8).

#### **58. PASTORS:**

The work of the Pastor is to shepherd the churches within his Pastorate using the Word of God, so that they may function smoothly. In his pastorate, he shall be the chief in matters of administration, Church growth and in administering sacraments and preaching the Word, on behalf of the General Secretary i/c Pastoral Ministry. The details of his position and responsibilities are outlined in Rules Part II, Chapter 5:28(9).

#### **59. HEADS OF DEPARTMENTS AND INSTITUTIONS:**

**Description:** To supervise the works of departments, there shall be executive heads. On behalf of the General Secretary/Associate General Secretary, they shall function as the chief executive heads of their respective departments. The mode of election and responsibilities of the Heads of Departments/Institutions are given in Rules Part II, Chapter 8:67.

##### **(1) Department Heads:**

- a) Director, Christian Education
- b) Director, communications
- c) Director, Education
- d) Director, Fellowship Organizations
- e) Director, Home Missions
- f) Director, Relief and Development

- g) Finance Manager
- h) Manager, Baptist Literature Service
- i) Manager, Baptist Printing Press
- j) Principal, Academy of Integrated Christian Studies
- k) Property Manager
- l) Superintendent, Medical and Health

**(2) Institution Heads:**

- a) Principal, Baptist Higher Secondary School
- b) Principal, Nursing School
- c) Principal, HATIM

**(3) Position and Responsibilities of Heads of Departments/Institutions:**

The positions and responsibilities of the Heads of Departments and Institutions are given in the sections under which discussions on their respective departments/institutions under their care are given.

**60. THE ORGANIZERS:**

For an effective ministry of the Fellowship Organisations Departments, the Pastoral Committee shall appoint Organizers. The functions of the Organizers are given in the sections devoted to their respective departments.

**61. THE PROMOTERS:**

To assist the AGS i/c Mission and Evangelism in the promotion of mission work, there shall be a Mission Promoter and for the promotion of the Children's Fellowship (KNP) there shall be a KNP Promoter.

- (1) Mission Promoter: The Mission and Evangelism Committee shall appoint from among the existing missionaries or theological graduates, a person to act as the Mission Promoter. A person may not be elected as a Mission Promoter for more than 2(two) terms. The position and responsibilities of the Mission Promoter are given in the section on Mission and Evangelism.
- (2) KNP Promoter: For the smooth functioning of the Kristian Naupang Pawl (KNP), the Pastoral Committee shall appoint a Theological Graduate, for a term of 3(three) years, to act as KNP Promoter. A person may not be appointed to the post of KNP Promoter for more than 2(two) terms. His position and responsibilities are given under the section on FOD.

**CHAPTER 9**

**ELECTIONS**

**Description:** The Baptist Church of Mizoram follows a democratic form of Church administration. However, the General Assembly cannot take part in all the details of

decision making; therefore, a body of representatives is elected to pass rules and resolutions on behalf of the people. Elections are conducted, with the guidance of God, to bring out representatives of the people, to lead the Church.

## **62. ELECTION OF THE BCM PRESIDENT AND PRESIDENT ELECT:**

### **(1) Eligibility:**

- a) A minister in service, who has had 15(fifteen) years of service after ordination.
- b) Ministers who have gone on pension but have not crossed the age of 70 (seventy).
- c) The BCM Leaders with the exception of the outgoing President may be elected even at the end of their term (outgoing year)

### **(2) Ineligibility:**

- a) Existing BCM Leaders (Office Bearers) shall be ineligible.
- b) The Outgoing BCM President may not be elected at the end of his term.

### **(3) Rules of Election:**

- a) Every year, the President Elect shall be elected in the Assembly, and he shall act as President in the next Assembly.
- b) The Assembly Nomination Committee shall limit the number of persons to be nominated; the Assembly shall make the nomination and there by hold the elections.
- c) The Election should be done in secret ballot and the person with the highest number of votes shall be declared elected.

### **(4) Appointment and election of the President in mid-term:**

If the President is unable to continue his office during mid-term, then the President Elect shall take his place with the approval of the Administrative Committee. A report of the matter shall be given in the first Assembly Executive Committee. If he serves as President for more than half of the full term, he shall be considered as serving a full term. His tenure will come to an end at the first Assembly.

### **(5) Appointment and election of the President Elect in mid-term:**

If the President is unable to continue in office during mid-term and the President Elect takes his place and the remainder of the term is more than half of the whole tenure, then the Executive Committee shall elect a new President Elect. The person appointed as President Elect shall immediately begin in office and the matter shall be reported to the Assembly for approval.

## **63. ELECTION OF THE GENERAL SECRETARY:**

### **1) Eligibility:**

Ordained Ministers who are in service and who have had 15(fifteen) years of service after their ordination are eligible for election to the post of General Secretary.

### **2) Ineligibility:**

- a) Pensioners, with the exception of those whose services have been extended, are ineligible for election to the post of General Secretary.
- b) A General Secretary or Associate General Secretary who has served two terms is not eligible for a third term.
- c) Those unable to serve for a whole term are not eligible.
- 3) Term of Election:** Election is held after every 3(three) years; a person may be re-elected for a second term.
- 4) Rules of Election:**
  - a) The Assembly Nomination Committee shall decide the number of persons to be nominated. The Assembly shall make the nominations and thereby hold the election. If a person secures absolute majority during nomination, he shall be declared elected.
  - b) Election shall be done in secret ballot, the nominee with the highest number of votes shall be declared elected.
  - c) The Executive Committee shall give a report of the election result to the Assembly for approving the members elected.
- 5) Election during mid-term:** If there is a need for electing an Associate General Secretary during mid-term, the above procedures given in a) and b) shall be followed and the elected person shall continue in office for the existing term.
- 6) Determination of term for those elected in mid-term:** For those elected during mid-term, if the remaining term is more than half the term, they shall be considered as serving 1(one) term. However, if the remaining term is less than half the term, it shall not be counted as a complete term.

#### **64. ELECTION OF GENERAL SECRETARIES:**

- (1) Eligibility:** Ordained Ministers who are in service and who have had 15(fifteen) years of service after their ordination are eligible for election to the post of Associate General Secretary.
- (2) Ineligibility:**
  - a) Pensioners, with the exception of those whose services have been extended, are ineligible for election to the post of Associate General Secretary.
  - b) A General Secretary or Associate General Secretary who has served two terms is not eligible for a third term.
  - c) Those unable to serve for a whole term are not eligible
- (3) Term of Election:** Election is held after every 3(three) years; a person may be re-elected for a second term.
- (4) Rules of Election:**
  - a) The Assembly Nomination Committee shall decide the number of persons to be nominated. The Assembly shall make the nominations and thereby hold the election. If a person secures absolute majority during nomination, he shall be declared elected.
  - b) Election shall be done in the secret ballot system, the nominee with the highest number of votes shall be declared elected.
  - c) The Executive shall give a report of the election result to the Assembly for approving the members elected.

- (6) **Election during mid-term:** If there is a need for electing an Executive Secretary during mid-term, the above procedures given in a) and b) shall be followed and the elected person shall continue in office for the existing term.
- (7) **Determination of term for those elected in mid-term:** For those elected during mid-term, if the remaining term is more than half the term, they shall be considered as serving 1(one) term. However, if the remaining term is less than half the term, they shall not be counted as completing one term.

**65. ELECTION OF EXECUTIVE SECRETARIES:**

- 1) **Eligibility:** Ordained Ministers who are in service and who have had 10(ten) years of service after their ordination are eligible for election to the post of Associate General Secretary.
- 2) **Interval of Election:** Election is held after every 3(three) years; a person may be re-elected for a second term.
- 3) **Term of office:** The same person may not be re-elected for more than 2(two) terms at a stretch.
- 4) **Rules of Election:**
  - a) The Assembly Nomination Committee shall decide the number of persons to be nominated; the Assembly Executive Committee shall make the nominations and thereby make the elections. If any of the nominees secure absolute majority, then they shall be declared elected.
  - b) The Assembly shall take the result of the elections to the Assembly for approval.
  - c) The Election shall be done in secret ballot system, and the person with the highest number of votes shall be declared elected.
- 5) **Election during mid-term:** If there is a need for electing a General Secretary during mid-term, the above procedures given in a) and b) shall be followed and the elected person shall continue in office for the existing term.
- 6) **Determination of term for those elected in mid-term:** For those elected during mid-term, if the remaining term is more than half the term, they shall be considered as serving 1(one) term. However, if the remaining term is less than half the term, they shall not be counted as completing one term.

**66. APPOINTMENT OF CO-ORDINATOR/ORGANIZERS:**

- (1) **Appointment of Coordinator/Organizers:** The Nomination Committee shall appoint the Coordinator, Pastoral Ministry and the Pastoral Committee shall appoint the Organizers of MTKP and MBKHP.
- (2) **Intervals of appointment:** The Coordinator, Pastoral Ministry and the Organizers of MTKP and MBKHP shall be appointed after every 3(three) years. The same person may be re-appointed for another term.
- (3) **Period of service:** A person may not be re-appointed for more than 2(two) terms at a stretch.

**67. APPOINTMENT OF DEPARTMENT AND INSTITUTION HEADS:**

- (1) **Appointment:** The Assembly Nomination Committee shall nominate qualified persons to handle the responsibilities and forward it to the Assembly Executive Committee for approval.
- (2) **Term of Office:** They shall be elected for a term of 3(three) years. The same person cannot hold office for more than 2(two) terms at a stretch. However, in exceptional cases, after the Nomination Board make deliberations, it shall forward the matter to the Assembly Executive Committee. If the Committee gives its approval, it shall appoint the person for one more term at a time.
- (3) **Election during mid-term:** If there is a need for appointment during mid-term, the Assembly Nomination Committee shall make a nomination which shall be taken to the Executive Committee for approval.
- (4) **Determination of term for those elected in mid-term:** For those elected during mid-term, if the remaining term is more than half the term, they shall be considered as serving 1(one) term. However, if the remaining term is less than half the term, they shall not be counted as completing one term.
- (5) **Position and Responsibilities:** The responsibilities of the Coordinator and the Organizers are given under the rules for their respective departments.

#### **68. ELECTION OF LOCAL CHURCH OFFICE BEARERS:**

- 1) **Election of Office Bearers:** The Local Church Elders and Deacons shall elect the Local Church Office Bearers.
  - a) The Chairman and Chairman elect shall be elected only from ordained Church Elders.
  - b) The Secretary should be an ordained Church Elder. However, in Churches where membership is small, Deacons may also be elected.
  - c) The Treasurer and the Asst. Treasurer may be elected from any of the Local Church Committee Members. If necessary, more than one Asst. Treasurers may be elected.

#### **69. ELECTION OF CHURCH LEADERS:**

- (1) If the Local Church Committee considers it necessary, it shall make a list of nominations. Nomination shall be made by secret ballot. The persons with the highest number of votes shall be nominees for the Church Elders Election.
- (2) Twice the number of Elders to be elected plus one more shall be nominated. For example, for the election of one Church Elder, there shall be not less than 3(three) nominees, for two elders not less than five, for three elders not less than seven, for four elders not less than nine nominees, and so on.
- (3) The Election shall be done in secret ballot, the nominees with the highest number of votes from among those who have secured votes, more than half of the total number of voters, shall be declared elected. If two persons, who have not secured the highest number of votes, but have both secured more than half of the total votes, secure the same number of votes, there will be a re-election if there is only one more seat left.
- (4) **Unsuccessful Election:** If the Church members, who turn up for election, do not form a quorum or if none of the nominees get absolute majority, then the election is unsuccessful. If such a case takes place, then the Local Church may not hold



another election without making prior application to and taking prior consent of the Pastorate Baptist Council and the ABC.

#### **70. ELECTION OF DEACONS:**

- (1) The Deacons are to be elected under the guidance of the Pastor in charge of the Pastorate.
- (2) **No of Deacons to be elected:** The Office Bearers Committee shall decide the number of Deacons to be elected.
- (3) **Eligibility:** Full Church Members, who have not been under the discipline of the Church for three consecutive years are eligible.
- (4) **Qualification of the voter:** Full Local Church Members may vote for the deacons. Un-baptized members and those under the Church's discipline may not exercise their votes.
- (5) **Term of deaconship:** The Deacons are elected for a term of 4(four) years and elections are also held after every 4(four) years. Deacons may be re-elected for the next term.
- (6) **Rules of selection of Nominees:**
  - (1) **Congregation:** For the Deacons' Election, more than 50% of all the full members of a Church should be present.
  - (2) **Nomination:**
    - i) The Office Bearers Committee shall decide the number of persons to be nominated, and make nominations from all eligible members.
    - ii) The Committee in secret ballot shall pray and select carefully, persons who are mature in faith and who are zealous in ministry.
    - iii) Only those persons who have procured an absolute majority (more than half of the votes) shall be nominated.
    - iv) Those with the highest number of votes among those who have procured absolute majority shall be nominated.
  - (3) **Rules of Election:**
    - a) The Election should be done in secret ballot.
    - b) Those with the highest number of votes among those with more than  $\frac{1}{3}$ <sup>rd</sup> (One third) of the total number of votes shall be declared elected.
    - c) If two persons, who have not secured the highest number of votes, but have both secured more than one third of the total number of votes, secure the same number of votes, there will be a re-election if there is only one more seat left.
    - d) If the congregation does not form a quorum, then the election shall be postponed for the next opportune time.
    - e) If the number of available seats, decided upon by the Office Bearers Committee, is not filled up in the first election, then another opportune time for election shall be appointed.
  - (4) **Deacons elected in mid-term:** A Deacon elected during mid-term shall enjoy the same tenure as that of others who have been elected at the beginning of the term.

- (5) **Filling up the post of a Deacon:** If the Office Bearers' Committee considers it necessary for the post of a deacon to be filled, then election for a new Deacon shall be held in accordance with the given rules and the new deacon's term shall come to an end at the same time as others elected at the beginning of the term.

## CHAPTER 10

### RULES OF ASSEMBLY/COUNCIL/COMMITTEE MEETING

#### 71. RULES OF COMMITTEE MEETING:

**Description:** The following rules have been formulated as guidance for Committee Meetings.

- (1) **When to use the rules:** These 'Rules of Committee Meeting' shall be used in all Church Committees.
- (2) **The Role of the Chairman:**
  - (1) There shall be a Chairman to preside over the Committee Meetings. He shall have absolute authority.
  - (2) If any member of the Committee misbehaves, the Chairman may expel him for as long as he considers necessary. If the atmosphere evolves in such a way that the discussions are disrupted, the Chairman may dissolve the meeting for another time.
  - (3) He shall have the authority to lengthen or shorten the meetings.
  - (4) If two members simultaneously stand up to share their opinions, the Chairman shall give the first chance to the one further away from him, and after that he shall call the one nearer to him to share his thoughts.
  - (5) He shall explain an agenda under discussion, if there are any who do not understand it.
  - (6) The Chairman shall ask the members to take votes in order to make resolutions; he himself shall not cast his vote unless there is a tie. In such a case, he may give his casting vote.
  - (7) The Chairman shall not express his opinion; he shall not make any proposals or support proposals. However, if he wishes to take part in the deliberations, he shall hand over his Chairmanship to the appropriate person and do so. He may then, share his views, make proposals or support proposals like any other member. When the agenda in question has been resolved, he may take his place at the Chair again.
  - (8) After the end of his tenure, the Chairman shall give Chairmanship to the Chairman Elect at the beginning of the First Committee.
- (3) **Role of the Chairman Elect:**
  - (1) The Chairman Elect shall sit beside the Chairman in a Committee Meeting. Whenever the Chairman is absent or is told to do so by the Chairman, he shall take the place of the Chairman.
  - (2) Whenever he takes the place of the Chairman, he shall perform the responsibilities of the Chairman.

- (4) Role of the General Secretary in the Assembly:**
- (1) The General Secretary shall interpret the agenda to be discussed as required.
  - (2) He shall assist the Chairman and be his consultant.
  - (3) He may take part in the deliberations, like other members, and he may make proposals or support proposals.
- (5) Role of the Associate General Secretary in the Assembly:**
- (1) He shall interpret the agenda to be discussed as required.
  - (2) He shall assist the Chairman and be his consultant.
  - (3) He may take part in the deliberations, like other members, and he may make proposals or support proposals.
- (6) Role of the Executive Secretary and Department Heads in the Assembly:**
- (1) They shall interpret the agenda concerning their respective Departments.
  - (2) They shall assist the General Secretary and the Associate General Secretaries and be ready as consultants in matters concerning their Departments.
  - (3) They may take part in the deliberations, like other members, and may make proposals or support proposals.
- (7) Role of the Minute Secretary:** The Minute Secretary shall efficiently record all the resolutions, and submit it to the General Secretary.
- (8) Role of the Members:**
- (1) All members of a Committee shall follow the guidance of the Chairman. They shall not stand while the Chairman stands up.
  - (2) Members should address the Chairman as 'Mr. Chairman' first before they express their views.
  - (3) The speakers shall speak with the consent of the Chairman.
  - (4) A member should not speak such words as may inflict hurt upon other members. Even in cases of disagreements and debates, he should not divulge the matter outside the Committee hall.
  - (5) Except in a case where other members do not understand his speech, he should not stand to speak twice consecutively.
  - (6) He should not divulge confidential resolutions to anyone else.
- (9) Quorum:**
- (1) There shall be no quorum (number of members required to pass resolutions) in the Assembly.
  - (2) In the Area Baptist Council and the Pastorate Baptist Council more than one-third of the total number of members shall be members of both the Councils.
  - (3) In all other Committees more than half of the total number of members shall form a quorum.
  - (4) If the members do not form a quorum, then the Committee shall not sit.

**(10) Co-opted Members:** In the various Assembly level Committees and Department Committees, the Office Bearers (Leaders) after consultation, may invite not more than 3(three) persons, who are considered helpful, in the meeting.

**(11) Deliberations of the Agenda:**

- (1) The Agenda to be discussed shall be previously submitted to either the Chairman or the Secretary.
- (2) Before deliberations, the Chairman, or the Secretary or the one who submitted the agenda shall give an explanation of the agenda. The Chairman shall combine agenda that can be discussed simultaneously.
- (3) After the interpretation, the Chairman shall open the time for discussion of the agenda.
- (4) After discussion, the Chairman shall call for proposals and the matter shall be resolved by taking votes.
- (5) The agenda shall be discussed as convenient, not necessarily in the order they are printed.

**(12) Proposal Making:**

- (1) The Chairman shall ask the members to make a proposal along with a supporter. If a proposal has no one to support it, then it shall not be considered a proposal.
- (2) Although a proposal has a supporter, if the one who proposed it wishes to withdraw his proposal, he may do so. But if the same proposal is proposed by another member and the proposal is supported by yet another member, then it shall be considered as a proposal.
- (3) If two or more supported proposals are more or less related, then the Chairman may combine it into a single proposal.

**(13) Taking votes:**

- (1) Votes shall be taken by the raising of hands, orally or by secret ballot.
- (2) A member cannot both support and counter support a motion. But if he wishes to remain neutral for a particular proposal, he may do so and not cast his vote.
- (3) If a supported proposal has no competing proposal, votes shall be taken as a 'yes' or 'no' to the proposal.
- (4) If there are more than one supported proposals, then the members shall vote for the proposal of their choice, the number of votes shall be recorded. the two proposals with the highest number of votes shall be taken out and members shall vote for their preferred proposal from among the two.

**(14) Resolution making:**

- (1) In a Committee, resolutions shall be made by taking votes of the members.
- (2) Resolutions shall be passed only if more than half of the total number of voters give their consent.
- (3) After counting the votes, the Chairman shall announce the resolution and no member may oppose to it.

- (4) If there is a tie in the number of votes, then the Chairman may settle the matter by means of casting vote.
  - (5) The minutes recorded shall be read out in the hearing of the members at the end of the meeting. After corrections are made, the Chairman shall ask the members to confirm their approval of the resolutions by the raising of hands. If the committee considers it necessary, it may appoint someone on behalf of it to read, rectify and approve of it.
- (15) **Minute Record Book:** There shall be a book to record the Minutes, after the approval of the resolutions, the Chairman and the Secretary shall give their signatures.
- (16) **Amendment of Resolutions:** Resolutions already passed may not be discussed for amendment in the same meeting. If there is a need for further discussion, it may come as an agenda for another meeting.

## CHAPTER 11

### DISCIPLINING OF CHURCH MEMBERS

#### 72. DISCIPLINING OF CHURCH MEMBERS:

**Description:** For the sanctification of the Church and to redirect Church Members who have fallen into sin back to Christ, there shall be 'Rules of Disciplining'. The following are rules of disciplining both for the perpetrator of the disciplinary rules and the disciplined. Disciplining entails reprimanding, de-barring members from taking part in Sacraments and voting, disciplining remarried widows and widowers whose ex-spouses are still unmarried and alive, and suspending workers from their work or ministry.

**(1) The Church has the responsibility of reprimanding the following Church members:**

- a) alcohol drinkers and drunkards,
- b) sellers and brewers of alcoholic drinks,
- c) abusers and sellers of opium, drugs and Cannabis (Ganja),
- d) thieves,
- e) gamblers,
- f) lesbians,
- g) homosexuals and
- h) violent people.

The Church may reprimand the Church members who practise the above. If they do not repent even after reprimanding, the Church may impose disciplinary action upon them.

**(2) Grounds for imposing disciplinary measures over a Church member:**

- a) sexual immorality,
- b) adultery,

- c) murder,
- d) rape,
- e) selling and brewing of alcoholic drinks,
- f) selling cannabis and drugs,
- g) marriage outside the Church's Marriage laws.

**(3) The Authorities to impose the Disciplinary Laws:**

- a) The Local Church's Resolution.
- b) The Pastorate's Resolution.
- c) The Pastorate Executive Committee.
- d) The Area Baptist Council.
- e) The Area Baptist Council Executive Committee.
- f) The Assembly.
- g) The Assembly Executive Committee.
- h) The various Committees under the Assembly.
- i) The bodies authorized by the Assembly.

**(4) Imposing and lifting the disciplinary action:**

**a) Church Members:**

- i.** If a Church member falls into sin, then the Local Church Committee in which he/she is a member shall take disciplinary measures against him/her. The period of imposing the disciplinary action shall be 6(six) months. The Committee shall decide on the next course of action after 6 months, and if it considers that the disciplining should be lifted, then it shall do so, if not the Church shall continue to discipline them.
- ii.** If the sins committed by a member come under any of the categories that the BCM Rules considers appropriate for reprimanding, then the Local Church to which he/she belongs shall reprimand him/her. If the member does not repent and mend his/her ways, then the Local Church may discipline him/her.
- iii.** If a divorced Church member marries another person while his/her ex-spouse remains single, then the Church shall discuss the matter. He/She and his/her partner shall be disciplined from the day of their marriage. They shall be under the discipline of the Church for 1½ (one and a half) years, but the ex-spouse shall be free of discipline.

**b) Ministers and Probationary Pastors:**

- i.** If a Minister or a Probationary Pastor falls into any of the categories of sin as described by the BCM Rules, then the Local Church shall consider his matter and pass it on to the Pastoral Committee. The Pastoral Committee shall discipline him as appropriate. It may even discuss matters concerning his service. If the Committee is satisfied with his behaviour, they may remove the disciplinary action imposed upon him after a lapse of 1(one) year.
- ii.** If a Minister or a Probationary Pastor commits unlawful sexual behaviour, the Local Church or the Pastorate shall inform the Pastoral Committee,

who will take disciplinary measures as it considers appropriate for a period of 1(one) year. His ordination shall also be **cancelled**, and he shall not be re-employed as a Minister. After the period of discipline is over, they may be elected in the normal procedure as Church Elders in the Local Church.

**c) Church Elders:**

- i.** If a Minister or a Probationary Pastor falls into any of the categories of sin as described by the BCM Rules, then the Local Church with the Pastor in charge shall consider his matter, and discipline him. The period of his disciplining shall be 1(one) year. Information regarding the matter shall be given to the Pastorate Baptist Council or the Pastorate Executive Committee. After the completion of the disciplinary period, the Local Committee, along with the Pastor in charge, shall make deliberations and lift the disciplinary action taken against the Church Elder. If there is a desire to continue using him as a Church Elder, it may be discussed after a lapse of 2(two) years. If he is reinstated as a Church Elder, information should be given to the Pastorate Council or the Pastorate Executive Committee.
- ii.** If a Church Elder commits unlawful sexual behaviour, then the Local Church with the Pastor in charge shall consider his matter, and discipline him. The period of his disciplining shall be 1(one) year. Information regarding the matter shall be given to the Pastorate Baptist Council or the Pastorate Executive Committee. His ordination shall also be cancelled. After the completion of the disciplinary period, the Local Committee, along with the Pastor in charge, shall make deliberations and lift the disciplinary action taken against the Church Elder. After a lapse of three years he may be elected as Deacon in the Church.

**d) Deacons:**

- i.** If a Church Deacon falls into any of the categories of sin as described by the BCM Rules, then the Local Church with the Pastor in charge shall consider his matter, and discipline him. The period of his disciplining shall be 6(six) months. After the completion of the disciplinary period, the Local Committee, along with the Pastor in charge, shall make deliberations and lift the disciplinary action taken against the Deacon. If there is a desire to continue using him as a Deacon, it may be discussed after a lapse of 1(one) year.
- ii.** If a Church Deacon commits unlawful sexual behaviour, then the Local Church with the Pastor in charge shall consider his matter, and discipline him. The period of his disciplining shall be 6(six) months. Information regarding the matter shall be given to the Pastorate Baptist Council or the Pastorate Executive Committee. If there is a desire to use him as a Deacon he may be elected as Deacon in the Church after a lapse of two years.

- e) Suspension of Church Elders and Deacons:** If the Church is not satisfied with the behaviour and teaching of a Church Elder or a Deacon, the Local

Church Committee with the Pastor in charge shall discuss the matter, and suspend him from being a Church Elder or a Deacon, without necessarily disciplining him, in the interest of the welfare of the Church. The period of suspension shall also be decided by the Local Church Committee. If there is a desire to reinstate him, the matter shall again be taken up by the Local Church Committee in the presence of the Pastor in charge. Information regarding the suspension shall be given to the Pastorate Council or the Pastorate Executive Committee.

**(5) Suspension of Church workers:**

If any Employee of the Church (excluding Ministers and Probationary Pastors) falls into any of the categories of sin as described by the BCM Rules, the Local Church Committee shall discuss the matter. If they are satisfied, they shall discipline the employee and give information to the Department under which he works. If the Department Committee is satisfied with the evidence against him, then his service shall be terminated. The Assembly or the Assembly Executive Committee shall be informed of the Committee's decision. The term 'employees' here, include pensioners as well.

## CHAPTER 12

### SACRAMENTS AND WORSHIP

**Description:** Sacraments and Worship are the integral part of the life of the Church. As such, the Baptist Church of Mizoram lays down its beliefs and practices regarding the Sacraments and Worship in the Church. They include Baptism, The Holy Communion, and use of the Church and the Pulpit, inviting guest speakers and funeral services.

#### 73. SACRAMENTS:

The term 'Sacraments' is taken from the Latin word *sacramentum*, which means 'the mysterious phenomenon (*mysterion*) is revealed through sign and symbol'. The marvellous Salvation of God, given freely by Grace in Christ Jesus, is received by believers through the Holy Spirit. This is the mystery (*mysterion*), which can be explained only through signs and symbols. The Church uses Baptism and the Holy Communion as its sign and symbol. Baptism signifies the believers' sharing in the Death and Resurrection of Christ. The Holy Communion signifies that believers' share the blood and body of Christ. These Sacraments, empowered by the Holy Spirit, have a profound meaning in the lives of believers and bring God's blessings. These Sacraments are administered to believers through the Church. The Baptist Church, till today, has as its Sacraments



‘Baptism’ and ‘The Holy Communion’ as commanded by our Lord Jesus Christ when he said to his disciples, ‘**Do this in remembrance of me.**’

**74. BAPTISM:** The Baptist Church of Mizoram teaches that Baptism should be taken by believers as a sign and witness of the Salvation of Christ through faith by the grace of the Holy Spirit. Therefore the BCM believes in and teaches ‘Believer’s Baptism’ as rightly taught to us in the Bible.

**(1) Believers’ Baptism:**

- a) Believers’ Baptism is a sign of sharing in the death and resurrection of Christ. It should be taken willingly according to one’s own choice.
- b) Baptism is a Baptism of believers, as such only those who believe in Jesus Christ should take Baptism.
- c) As Jesus Christ, our model had done, Baptism should be taken by the immersion of the whole body in water.
- d) The Local Church Committee shall decide the manner of Baptism to be given to handicapped and sick people and those who have health problems due to their old age.
- e) A person who wants to take Baptism should study the meaning of Baptism.
- f) Baptism is Baptism of believers, therefore, persons who have reached the age of 14(fourteen) are considered old enough to make their own decisions, and so may be given Baptism.
- g) Baptism is a very important element of the Sacraments; as such the place of Baptism also should be prepared in a very solemn manner.
- h) The Sacrament of Baptism may be administered by only those ordained to do so by the Baptist Church of Mizoram.
- i) Only those appointed by the Local Church Committee and in special cases, those appointed by the Pastor in charge shall be given Baptism.
- j) Members who take Baptism should be initiated at the Holy Communion Table to be full members of the Church. They shall also be given Baptism certificates.

**75. HOLY COMMUNION:**

- (1) The Holy Communion is the partaking of Wine and Bread, by believers as a sign of their share in the Body and Blood of Christ. This is to remind believers that the Lord Jesus has given his life for them.
- (2) It is a communion of the believers with Christ, therefore the name ‘Holy Communion’. The Lord’s Supper (Holy Communion) is a sign of the oneness/unity of believers in Christ. Therefore, there is no racial, caste or gender discrimination in the partaking of the Holy Communion.
- (3) Believers should practise it to remind us of God’s Salvation received through Christ Jesus.
- (4) The Holy Communion is a means of receiving the blessings of God and also a means of growth for our Spiritual lives. We should, therefore, solemnly and soberly partake of it.
- (5) Whenever there are people taking Baptism, The Holy Communion should be prepared.
- (6) Only full members of a Church may participate in the Holy Communion.

- (7) Every Local Church should have the instruments required for preparing the Holy Communion and they should maintain it properly.
- (8) Only ordained Church Elders may assist the Pastor in administering the Holy Communion.

## **76. MINISTRY OF THE WORD:**

**Description:** Ministry of the Word means 'Preaching the Word'; it was one of the important tools of ministry of Jesus Christ and his disciples. It is very crucial that we proclaim the content of the Word.

### **(1) The Word of God:**

- a) The Word of God is the 'Word made flesh' which is Jesus Christ (John 1).
- b) The Word of God is powerful, an instrument used by God in Creation. God made the Heavens and the Earth by His Word (Genesis 1-2, Ps. 33:9)
- c) The Word of God is the Word proclaimed by the anointed ones of God – Moses, the Prophets, the Lord Jesus Christ, the Disciples and other Saints, written by the inspiration of the Holy Spirit and the breath of God, in the Scriptures, according to the will of God.
- d) The Word of God is the Word preached by preachers as guided and inspired by the Holy Spirit.
- e) Preachers preach the word in speech and show it in action. Both proclamation of the word and showing in action are essential for ministry.

### **(2) Proclamation:**

- a) Proclamation is important because it is a means of proclaiming the Truth of God.
- b) Many people receive the blessings of the Holy Spirit through proclamation.
- c) Proclamation is the means of interpreting the hidden meaning of God's Word (Hermeneutics).

### **(3) Role of the Preacher:**

- a) The Preacher should consecrate to become holy to be of use to God.
- b) He should have fellowship with God to enable God to proclaim his Word through him.
- c) He should study the Scriptures carefully so that he may correctly proclaim the Word of God.
- d) He should keep in touch with the problems and needs of the world around him so as to preach the Word meaningfully and contextually.
- e) He should proclaim the word in a relevant way, i.e., he should preach in a way that his listeners would understand.

## **77. USE OF THE CHURCH AND THE PULPIT:**

- (1) The Pulpit is a place from where nourishment through the Word is given to the congregation; therefore it should be maintained in a respectable and holy manner by the Local Church.

- (2) Only Church Elders, Deacons, Missionaries, employees of the Church, and other persons whom the Local Church Committee approves of shall be invited for the ministry of the Word.
- (3) The Thalai Kristian Pawl (Youth Department), the Baptist Kohhran Hmeichhe Pawl (Women Department), the Baptist Mipa Pawl (Men's Department) and the Kristian Naupang Pawl (Children Department) may use the Pulpit during Conferences, Visitation and Special Programmes. However, they may not use the Pulpit for their usual services.
- (4) Inviting guests, who are not well-known to the members, to preach the Word may cause differences and disunity in the Local Church, and so must be avoided.
- (5) Even if there are well-known guests who are good in preaching, he/she shall be invited to preach only after the Local Church Committee or the Church Elders discuss the matter.
- (6) People who do not share our doctrines regarding the Churches Sacraments (Baptism and Holy Communion) shall not be employed for Pulpit Ministry. The Local Church Committee may meet together for discussion if there are special cases.
- (7) The decision of engaging guests (strangers) to preach rests upon the Local Church. If a Church invites preachers whose teachings are not safe and unbeneficial for the Church Members, then the Pastor in charge of the Pastorate shall put an end to it.
- (8) The Church is meant for worshipping God, therefore, unless it is the Church's programme, it should not be used for Committees and other programmes.
- (9) If the Fellowship groups of the Church desire to use the Church on days when there are no worship services, it should make an application to the Local Church Committee.

#### **78. FUNERAL SERVICE:**

- (1) Jesus Christ died and rose again; likewise, we believe that believers who have died will rise again. As such, a Funeral Service is a time for believers to bid farewell to believers who have died gone to Glory Land (Heaven).
- (2) A funeral is an important Church programme, therefore, they should be organized in a serious manner.
- (3) As it is a Service, Bible Reading and Prayer should necessarily be included.
- (4) The one speaking on behalf of the deceased family should briefly speak about the life of the deceased in general, the cause of death, and the condition of his/her spiritual life.
- (5) Separate time shall not be given for the laying of flowers on the Coffin, but the Leader of the Service shall announce when it may be done.
- (6) In a Funeral Service, the content of the preaching should suit the occasion. The sermon should be precise and brief.
- (7) While on the way to the grave, Church Elders should walk before the hearse, and someone should be appointed to say a prayer at the graveside.
- (8) If a person who has died is not a member of any Church and has no one to perform the funeral rites, and if the family members of the deceased request a Local Church to perform the same, then it may be done.

- (9) Non-believers shall not be given funeral services, but if the family asks the Church to do so, then in order to spiritually enlighten the hearts of the family, Bible Reading and prayer may be done.
- (10) A Church member who has committed suicide may be given a funeral service, but the Church bell shall not be tolled.
- (11) Funeral Services may be performed inside the Church for Ministers, Probationary Pastors, Church Elders and Missionaries.
- (12) The Churches' bells shall be tolled for the death of Church Members as described in the following:
  - a) For persons who have attained the age of 12 (twelve) and above, the Church Bell shall be tolled 7 (seven) times and the Funeral Service bell shall also be tolled.
  - b) For children below the age of 12 (twelve) the bell shall be tolled 4 (four) times and the Funeral Service bell shall also be tolled.
- (13) For funerals to be held in Church, the bell shall be tolled as done for normal services.
- (14) If individuals and groups desire to have a programme at the Funeral, they should do so before the service starts.

### **PART III**

#### **RULES**

Apart from the Constitution and Rules, other supplementary Rules are also formulated. These Rules include Service Rules for workers, Marriage Rules, Employees' Pension Rules, Finance Rules and Pay Rules. Separate Manuals are made for the Finance Rules and Pay Rules.

#### **SERVICE RULES**

##### **CHAPTER 1**

**Description:** The Service Rules of the Baptist Church of Mizoram was first formulated in July 17, 1964. Amendments were made in 1974, 1979 and 1983. Again in 1995 the Assembly again amended these rules, which were revised by the BCM Planning Commission 2000-2001. After revision was done and corrections made, it was presented in and approved by the Assembly in 2001.

##### **79. THE NAME:**

The name given to it is 'Service Rules of the Baptist Church of Mizoram'.

##### **CHAPTER 2**

## **80. CATEGORIES OF POSTS UNDER THE BCM:**

- (1) **Substantive Post:** If there is a need, the Assembly shall create a substantive post. The Substantive post has various benefits for the worker, which are- Provident Fund, Pension, Gratuity, Promotion, Training, and Medical Reimbursement. Advertisement should be made at least one month prior to the interview for appointing a substantive post holder. Even if a candidate is taken for a substantive post, he/she shall work as a temporary worker for the first two years.
- (2) **Temporary Post:** If there is a need, the Assembly shall create a temporary post. The temporary post holder shall not be promoted to the substantive post. The temporary post holder shall not be confirmed. He/she shall have a pay scale and have increments like the substantive post holders and enjoy benefits like Gratuity, Training and Medical Reimbursement.
- (3) **Contract Basis:** If there is a need, a Department Contract may employ a person on contract basis. The Department concerned shall clearly specify the duration of employment and salary of the person employed under contract. If there are persons who are willing to work under contract, he/she will sign an agreement with the employer for a period of not more than one year. The matter shall be forwarded to the Administrative Committee for approval and only after the approval of the Committee, shall the employee begin work. The employment of those employed on contract basis shall come to an end on or before 30<sup>th</sup> March.
- (4) **Daily Wagers:** The Department Heads may employ daily wagers, after consulting the Finance Manager. The salary, nature of work and the duration shall be specified by the General Secretary, the Finance manager and the Property Manager.
- (5) **Employment of Pensioners on Contract Basis:** If there is a need to re-employ pensioners and if the pensioners are willing to do the work, then they may be given employment as follows:
  - (1) The Committee of the Department for which he works shall discuss the matter and forward it to the Administrative Committee. If the Administrative Committee is satisfied that there is a need, it shall forward the matter to the Central Committee. If the Central Committee approves of it, it shall take the matter to the Assembly Executive Committee for approval. If the Committee approves of it, the matter shall be reported in the Assembly.
  - (2) The contract will be valid for a period of one year. If the employer wishes to extend the employment, a new contract shall be drawn up.
  - (3) The salary of the pensioner employed on contract basis shall be calculated from the Basic Pay of the employee at the time of his pension. His Pension shall be deducted from the total Emolument of his/her salary. His Pension salary shall be given from the Pension Fund, and the remaining amount shall be given from the Salary budget of the Department in which he works.
  - (4) He shall be given other Allowances and Facilities enjoyed by other workers.
  - (5) During his employment on contract basis, he shall not contribute Provident Fund and he shall not be given Gratuity.

## CHAPTER 3

### **81. RULES OF APPOINTMENT:**

For appointment to the posts of Pastors, Substantive Posts, Temporary Posts and for appointment on Contract Basis, the Baptist Church of Mizoram shall follow the following rules:

#### **(1) Appointment of Pastors:**

- a) If a person has had Theological Training, whether self-sponsored or sponsored by the Church, up to a certain level approved by the Church, and if he has passed such training, he may apply to the Pastoral Committee for the Post of a Pastor.
- b) The applicant must be spiritually and physically mature, who has attained the age of 25 (twenty five).
- c) He should enclose his Church's Letter of Recommendation, his Theological mark-sheet and a medical fitness certificate. If he is unable to enclose his final marksheet, he should enclose a provisional certificate and the College mark-sheet.
- d) Criteria for selecting Pastors:
  - i) Commitment
  - ii) Personality
  - iii) Intelligence
  - iv) Character
  - v) Maturity
  - vi) Sociability
  - vii) Academic Qualification
  - viii) Medical Fitness

The selection made by the Committee shall be forwarded to the Assembly Executive Committee through the Central Committee, and ultimately be reported in the Assembly.

#### **(2) Probationary Pastor:**

- a) The Pastors selected by the Church shall act as Probationary Pastors for a period of 3(three) years. The Pastoral Committee shall consider whether he is qualified to be ordained using the above criteria. If the Committee considers him as qualified, it shall report the matter to the Executive Committee through the Central Committee. After they are ordained their service shall be confirmed.
- b) Probationary Pastors shall minister under the supervision of Pastors so that they can get training in the care of the Church.
- c) There shall be an induction service for them after their appointment.
- d) They shall be given Orientation.
- e) During their Probationary period they shall be given ministerial training at AICS for a period of 6 months. During their training, the AICS shall make a careful evaluation of their performance and submit it to the Pastoral Committee through the Secretary i/c Pastoral Committee.
- f) If the behaviour of the Probationary Pastor is not satisfactory, even if he has completed his time of probation, he shall not be given ordination.

g) Trainees who have not passed shall not be ordained.

**(3) Selection of Ministers to be Ordained and Rules of Ordination:**

- a) The Pastoral Committee shall consider the Probationary Pastors to be ordained and make a selection. The selection shall be done through secret ballot system. If not less than  $\frac{2}{3}$ <sup>rds</sup> (two thirds) of the total members present in this Committee give their consent for ordination, it shall be forwarded to the Central Committee for approval which shall further be forwarded to the Assembly Executive Committee. Even in the Assembly Executive Committee only if not less than  $\frac{2}{3}$ <sup>rds</sup> (two thirds) of the members give their consent for ordination, the Probationary Pastors shall be declared selected for ordination. The election should be done in the secret ballot system.
- b) The selected Probationary Pastors shall be ordained on a Sunday Morning during the Assembly. The Nomination Committee shall appoint an Ordained Minister to conduct the Ordination.
- c) The newly Ordained Minister shall execute the tasks assigned to him by the Assembly or the other Committees under the Assembly. Throughout the areas of the Baptist Church of Mizoram and in all other places, he is licensed to perform/administer the Sacraments (Baptism & Holy Communion), Marriages, Child Dedication, Funerals, etc of the Church. If he has to perform such functions outside his area, then he shall inform the Pastor in charge.

**(4) Ordained Ministers from other denominations:**

If the church wishes to use an Ordained Minister, who has worked in another denomination or organization, then the Pastoral Committee shall make a decision regarding it, keeping the following criteria in mind:

- i) Commitment
- ii) Personality
- iii) Intelligence
- iv) Character
- v) Maturity
- vi) Sociability
- vii) Academic Qualification
- viii) Medical Fitness

If the Committee resolves to use his service, then it shall forward the matter to the Assembly Executive Committee through the Central Committee. If the Assembly Executive Committee approves of the decision, then it shall organize an Induction Service for the Minister. The decision should be made through secret ballot and the Minister should secure at least  $\frac{2}{3}$ <sup>rds</sup> (two third) votes of the total number of members. A report, then, shall be given to the Assembly.

**(5) Employing workers to a Substantive Post:**

- a) For employing a worker to a Substantive Post the 'Recruitment Rules' shall be followed.

- b) The employee shall accept and abide by the ‘Constitution and Rules’ of the Church.
- c) Before recruitment, advertisement should be given for at least one month.
- d) Depending on the kind of work in question, the Department Committee may invite skilled and specialized people.
- e) The Substantive employee’s age should be 18 or above.
- f) The applicants should enclose a Medical Fitness Certificate, his/her Local Church’s Letter of Recommendation and Education/Training Certificate along with their application. If he/she is employed elsewhere, he/she should enclose a No Objection Certificate from his/her employer.
- g) The employee should be carefully selected. He/she should be hard-working, well-behaved and able to work harmoniously with other workers.
- h) The applicants, eventually selected, shall sign on paper, a pledge of allegiance to the Church and to their work.

**(6) Confirmation of an employee:**

- a) An employee appointed to a Substantive Post shall work on a Temporary basis for the first 2 (two) years. After a lapse of 2 (two) years, if the concerned Committee considers him/her fit for confirmation, then the matter shall be take to the Assembly in the usual way.
- b) If the Committee finds the employee, who was appointed for a Substantive Post, now serving as a temporary worker, unsatisfactory, although the employee has completed his/her years as a temporary worker, he/she shall not be confirmed and moreover, if the Committee does not think that continuing the employment is unfavourable, then his/her service may be terminated.
- c) During his/her period as a temporary worker:
  - i) He/She shall have a normal pay.
  - ii) He/She shall not contribute Provident Fund.

**(7) Employing workers to a Temporary Post:**

**Description:** There are certain types of work under the BCM that need to be done for only a certain period of time. There are also other kinds of work that are done better if the workers are employed on a temporary basis. For better management, temporary posts are created.

- a) If there is a need, the Assembly shall create a Temporary Post.
- b) Appointment of the Temporary Worker shall be made by the concerned Department Committee.
- c) The employee shall accept and abide by the ‘Constitution and Rules’ of the Church.
- d) Before making the appointment, advertisement should be given for at least one month (30 days).
- e) Depending on the kind of work in question, the Department Committee may invite skilled and specialized people.
- f) The Temporary employee’s age should be 18 or above.



- g) The applicants should enclose a Medical Fitness Certificate, his/her Local Church's Letter of Recommendation and Education/Training Certificate along with their application.
- h) If he/she is employed elsewhere, he/she should enclose a No Objection Certificate from his/her employer.
- i) The employee should be carefully selected. He/she should be hard-working, well-behaved and able to work harmoniously with other workers.
- j) The applicants, eventually selected, shall sign on paper, a pledge of allegiance to the Church and to their work.

**(8) Employing workers on Contract Basis:**

- a) Before hiring a worker on contract basis, an explicit description of the 'Terms and Conditions' should be drawn up. Then only shall the worker be hired.
- b) The Terms and conditions should include:
  - i) Name of the Worker
  - ii) Father's Name
  - iii) Permanent Address
  - iv) Period of the Contract (this should not be more than 1(one) year at a time).
  - v) Amount of Salary
  - vi) Place of Work
  - vii) Nature of work
  - viii) Recent Passport size photograph
- c) The worker on Contract Basis may be appointed by the concerned Committee or person(s) appointed on behalf of the Committee to make the appointment. A person qualified for the job in question shall be appointed. The matter shall be taken to the Administrative Committee for approval, and after the Committee's approval the worker under contract shall begin work.
- d) **Employment of labourers:** The General Secretary, the Finance Manager and the Property Manager shall fix the rate of the salary of labourers. The concerned Head of Department, after consulting the Property Manager may employ labourers. The period of appointment shall not exceed 3 (three) months.

**(9) Recruitment Rules of AICS:**

**Description:** The BCM has a Theological College called, 'Academy of Integrated Christian Studies'. Pastors shall have to be posted to AICS as lecturers. Therefore, Pastors under the BCM and those coming from outside shall be recruited into the service of AICS as follows:

- i) If the Church Committee posts any Minister/Pastor at AICS, his existing Pay (Basic Pay) shall be protected.
- ii) His Service shall continue in the Church but he shall not be immediately given the status of Lecturer or Professor.
- iii) If the Committee posts a Pastor with an M.Th Degree, with one or more years of Pastoral Experience, he shall teach as a Probationary lecturer for two years. After his probation period, if the Theological Education Board declares him

qualified to continue as a teacher and if the Faculty Council recommends him, then he shall be promoted as Lecturer.

- iv) A Pastor/Minister or a Theological Graduate with an M.Th Degree, and has passed B.D or B.Th level (3 years course) from a college recognized by the Senate of Serampore College, and who had been conferred the status of Lecturer in the College he previously worked, may be appointed as a Lecturer at AICS.
- v) A Pastor/Minister or a Theological Graduate with D.Th/D.Theol./Th.D/Ph.D Degree, and has taught B.D or B.Th level (3 years course) from a college recognized by the Senate of Serampore College at least for 15 (fifteen) years, may be appointed as a Professorial/Associate Professorial Candidate at AICS.
- vi) A Pastor/Minister or a Theological Graduate with D.Th/D.Theol./Th.D/Ph.D Degree, and has taught B.D or B.Th level (3 years course) from a college recognized by the Senate of Serampore College at least for 15 (fifteen) years, and who had been conferred Professorship in the College he previously worked, may be appointed as a Professor/Associate Professor at AICS.

## **82. RULES OF APPOINTMENT WITHOUT A BREAK IN THE SERVICE.**

- (1) If there is a need, with the Assembly's approval, the concerned Department may invite specialized people to fill the Church's needs.
- (2) The concerned Department shall draw up clear conditions of work. The employee shall work according to the agreement between him/her and the employee. If he/she had been invited with the condition that there shall be no break in his/her service, then his/her previous service shall be counted and he/she shall contribute Provident Fund.
- (3) If he/she has been previously employed elsewhere, he/she should submit a No Objection Certificate and a Release Order from his/her employer.
- (4) If he works till he goes on Pension, he shall contribute Provident Fund and gratuity and pension due to him shall be paid.

## **CHAPTER 4**

### **PROMOTION TO A HIGHER POST AND PROMOTION TO SENIOR GRADE**

**83. PROMOTION TO A HIGHER POST:** Any employee of any one of the Departments under the Baptist Church may be promoted to a higher post if available. The conditions for such a promotion are as follows:

- (1) **Criteria for promotion:**
  - a) Seniority.
  - b) Character and Faithfulness.
  - c) Efficiency.
  - d) The employees' qualification. Whether he needs to be trained.
  - e) Satisfaction factor of the overseeing Committee. If he has been warned thrice, he shall not be promoted.
  - f) He may have to appear for an examination, if the Committee finds it necessary.

- (2) Employees may be promoted to any Department, if the nature of work is same and if there is a post.
- (3) The Assembly shall decide and create the posts to which employees may be promoted.

**84. PROMOTION TO SENIOR GRADE:**

- (1) If an employee has completed 15 (fifteen) years of service in a post where there is provision for promotion, but there is no vacant post, and if there is nothing negative or unsatisfactory in his/her service record, then he/she shall be promoted to Senior Grade
- (2) If an employee has completed 15 (fifteen) years of service in a post where there is no provision for promotion in his/her line of work, and if there is nothing negative or unsatisfactory in his/her service record, then he/she shall be promoted to Senior Grade.

**BUNG 5**

**RULES OF DEPARTMENTAL TRANSFER OF WORKERS**

**85. DEPARTMENTAL TRANSFER OF WORKERS:**

- (1) Any worker of any of the Departments of the BCM may be transferred to another Department, if the need arises.
- (2) The Administrative Committee may transfer any BCM worker to another Department. The Committee shall give a report to the Executive Committee.
- (3) Transfer to a newly created post: If a new post is created under any of the BCM Departments, and a new worker is to be recruited, then any of the existing workers may apply for the post and shall be given the same treatment as other applicants. If he is taken for the post, then he shall continue in the service of that post till he goes on pension.

**CHAPTER 6**

**SERVICE AND PAY RULES**

**86. SERVICE AND PAY RULES:**

- (1) Employees appointed to substantive posts shall enjoy increment in pay even before their confirmation.

- (2) If the concerned Committee is not satisfied with Employees appointed to substantive posts, the Committee shall discuss their cases and may terminate their increment.
- (3) When an employee appointed to a substantive post is confirmed, then his/her period of service before the confirmation shall be counted in his/her service record.
- (4) **Workers transferred to a higher post:** If an employee is transferred to a higher post, then his/her salary shall be arranged according to the Pay Rules.
- (5) **An employee, who is a member of the BCM Employees' Pension Scheme is transferable/promote able to a Temporary post. If an employee is transferred/ promoted to a Temporary Post, then he shall continue to enjoy the benefits of the BCM Employees' Pension Scheme.**

## CHAPTER 7

### WORKING HOURS

#### 87. WORKING HOURS:

- (1) The General Secretary and the Heads of Department shall determine the working hours of the BCM Office Staff.
- (2) The working hours of the Pastors are given in Rules Part II, Chapter 5:28(9).
- (3) The General Secretary shall announce holidays other than those listed in the BCM Calendar.

## CHAPTER 8

### LEAVE

#### 88. LEAVE:

**Description:** BCM workers shall be entitled to the following categories of leave: Earned Leave, Casual Leave, Maternity Leave, Study Leave, Sick leave and Extraordinary Leave.

##### (1) **Earned Leave:**

- (1) A confirmed worker shall have leave of one month (30 days) in a year. A substitute may be employed if a confirmed worker takes leave for 30 days or more.
- (2) If a worker employed for a substantive post has more than two years before confirmation, then he/she shall be entitled to one month's (30 days) leave after one year.
- (3) A substantive post holder shall have 15 days leave in the first year.
- (4) After working for a year, a substantive post holder shall have 30 (thirty) days leave in a year.
- (5) Temporary post holders shall be entitled to leave enjoyed by the substantive post holders.
- (6) Employees under contract basis shall have 15 (fifteen) days leave in a year.
- (7) Departments having vacations shall not be entitled to earned leave. However, Missionaries and office staff who cannot personally benefit from the holidays,

although they are under Departments having vacations, shall be entitled to earned leave.

**(2) Casual Leave:**

All categories of workers shall have 10 (ten) days casual leave in a year. Casual leave cannot be taken as a matter of right, but should be reserved for unforeseen circumstances like sickness and other important grounds. It should be taken only for unavoidable circumstances. Casual Leave cannot be taken all at once. Unless the case is an emergency, employees should take prior permission from their superiors.

**(3) Maternity Leave:**

An employee shall have three months (90 days) Maternity Leave. She shall not be entitled to more than 3 (three) times Maternity Leave. She is further not entitled to Earned Leave during the same year as her Maternity Leave. During this leave, she shall be entitled to the total emoluments of her salary.

**(4) Study Leave:**

An employee sent by the Church for further studies shall be entitled to the total emoluments of his pay.

**(5) Sick Leave:**

- (1) A confirmed employee, who has had service for at least 5 (five) years is entitled 3 (three) years of Sick Leave, depending on the seriousness of his/her illness.
- (2) A confirmed Employee who has not had 5 (five) years of service yet, shall be entitled to 1 (one) year Sick Leave.
- (3) Temporary Post holders shall have 1(one) year Sick Leave.
- (4) Temporary Post holders and Substantive Post Holders, who have less than 2 (two) years service may be given up to 6 (six) months Sick Leave, depending on the necessity.
- (5) Sick Leave shall include Sundays and other holidays.
- (6) Employees shall first take Casual Leave for sickness, and if necessary continue it with Earned Leave. If the Earned Leave is still not sufficient, they he/she shall take Sick Leave.

**(6) Extraordinary Leave:**

If an employee has exhausted all his/her leave entitlements but is still insufficient, then he/she shall be granted Extraordinary Leave. During this, his/her service shall not be counted; Extraordinary Leave shall not be granted for more than 3(three) years.

**89. Rules of Leave:**

**(1) Rules for granting Earned Leave:**

- (1) The Department Head is the sanctioning authority of Earned Leave to the workers in his/her Department. The General Secretary shall grant Earned Leave to the Associate General Secretaries and the Executive Secretaries. The President shall grant the leave of the General Secretary. The Field Director shall grant leave to the missionaries and other workers in the Mission Field. The Field Director's Leave shall be sanctioned by the Regional Director and the Regional Director's Leave shall be sanctioned by the AGS i/c Mission and Evangelism.
- (2) Any category of worker may save up to a maximum of 60 (sixty) days of Earned Leave.

**(2) Casual Leave:** The Department Head is the sanctioning authority of Casual Leave to the workers in his/her Department. Casual Leave may not be saved.

**(3) Maternity Leave:** The Department Head is the sanctioning authority of Maternity Leave to the workers in his/her Department.

**(4) Study leave:** The sanctioning authority for Study Leave is the managing Committee of the Department under which the worker is employed. After the Committee's approval, it shall forward it to the Assembly Executive Committee through the proper channel.

**(5) Sick Leave:**

- (1) If a worker is ill and is unable to work, he/she shall see the Doctor for a check-up; even if the illness does not require admittance to the Hospital, he /she shall take a Certificate from the Doctor and attach it to his Sick Leave Application. He shall give the application to the Committee concerned through the Head of Department.
- (2) If a confirmed worker (5 or more years of service) is diagnosed with a serious disease, he/she shall give an application for leave with an attachment of a Doctor's Certificate to the concerned Committee through the Head of Department. If the Committee considers sanctioning him/her Sick Leave, it may do so up to a maximum of 3 (three) years. However, the leave shall be sanctioned up to 3 (three) months only at a time. Sick Leave may not be sanctioned without a Doctor's Certificate.
- (3) If a worker's health is not restored even after going on leave for one year, then his/her leave may be extended under the following conditions:
  - i) He/she shall get full basic pay for 6 (six) months.
  - ii) After the end of the additional 6 months, if the worker is still unable to go to work, then he/she shall be given half of his/her total salary for another 6 months.
  - iii) If the illness persists even after this, then he/she may be given half of his/her basic pay for a period of 1 (one) year. Sick Leave should be renewed after every three months.

(4) Sick Leave may be sanctioned only after the Earned Leave has been exhausted.

**(6) Leave Rules for Departments with Vacations:**

For workers under Departments with Vacation periods, in the case of sickness, they shall be required to apply for Casual Leave, and only after the exhaustion of their Casual Leave shall they be granted Sick Leave.

**(7) Station Leave:**

Workers appointed as delegates, with the consent of the Committee shall be regarded as 'on duty'. If workers who are going out of station are not on duty, then they may be sanctioned Casual Leave or Earned Leave.

## **BUNG 9**

### **DUTIES OF THE CHURCH WORKERS**

**90. DUTIES OF THE CHURCH WORKERS:**

- (1) Church Workers are expected to obligatorily give their tithes (one-tenth) to the Church.
- (2) A Church worker should respect and be loyal to the Church that employs him/her. He should abide by the teachings and management rules, the Assembly and the other various Committees under it.
- (3) He should execute his/her assigned tasks with faithfulness and zeal.

## **CHAPTER 10**

### **THINGS A CHURCH EMPLOYEE SHOULD NOT DO AND DISCIPLINARY RULES**

**91. THINGS A CHURCH EMPLOYEE SHOULD NOT DO AND DISCIPLINARY  
RULES:**

- (1) A full-time Church employee should not be a member of any Political Party. Moreover, he should not stand as a candidate for V.C., M.D.C., M.L.A. and M.P. elections.
- (2) He/she should not be involved in business dealings. This does not include his/her spouse and children. Nevertheless, a full time Church employee should be free from all kinds of hassles that may bring shame to or hamper his/her ministry.
- (3) Any Employee if found and proved to have used and abused any kind of Drugs or intoxicating drinks, without a Doctor's prescription may be immediately be terminated from service by the Head of the concerned Department. He shall give a report of the events to the concerned Committee for approval and matter shall be reported to the Assembly or the Assembly Executive Committee. The discharged worker shall not be given the 'one month's prior notice' before service termination.

- (4) If an employee is not efficient in his/her work and is disobedient to his/her superiors, and does not mend his/her ways even after being counselled, his/her superior shall take the matter to the concerned Committee. If the Committee is convinced that his/her performance is indeed inadequate, then it may take action against the employee in any one of the following ways:
- (1) Reprimanding.
  - (2) Transfer.
  - (3) Withholding a part or the full amount of his/her salary.
  - (4) Demotion.
  - (5) Suspension.
  - (6) Terminating Service.
  - (7) Compulsory Pension.
- If he/she is suspended or fired, it should be reported to the Assembly or the Executive Committee.
- (5) If any Church employee, with the exception of the Ministers, Pastors and Probationary Pastors, has committed a sin punishable by the BCM Rules, then the Local Church shall consider his/her case and take immediate action by disciplining him/her. A report of the case shall be given to the concerned Committee, and if the Committee is convinced of the report, it may terminate the service of the employee using any one of the following ways, in accordance with the gravity of the sin committed by the worker:
- (1) His/her service shall be terminated and shall be given only Gratuity.
  - (2) He/she shall be given only Provident Fund and shall not be re-employed by the Church.
  - (3) He/she shall be given Pension or Gratuity and Provident Fund and terminate his/her service.
- The term, 'Church Employees', include Pensioners, who are still paid Pension-salary by the Church. If the service of an employee is terminated in such a way, then a report should be given to the Assembly or the Executive Committee.
- (6) If a Minister or a Pastor or a Probationary Pastor falls under any of the categories of sin as described by the BCM Rules, then the Local Church shall take his case to the concerned Committee. If there is no properly functioning Local Church in the area in which the employee works, then the Pastor in charge of the Pastorate shall take the issue to the concerned Committee. The Committee shall take up his case and terminate his service according to the Employees Disciplinary Rules.
- (7) Even though an employee has not fallen into sin, and yet he does not abide by the teachings and rules of the Church, and if the Local Church is not satisfied with his/her behaviour, the Local Church shall report the matter to the concerned Committee. If the Committee is convinced of the Church's report, it may take the disciplinary measure that it thinks appropriate against the employee. The Committee shall then give a report to the Assembly or the Executive Committee.
- (8) If an employee's behaviour, in relation to the opposite gender, is demeaning in the eyes of the public, although he is not caught in the act of sin, the concerned Committee shall still consider his case. If the Committee is convinced that his/her



- acts are indeed indecent, it may discipline the employee in accordance with the Rules of Discipline. The Committee then shall give a report to the Assembly or the Executive Committee.
- (9) A Church employee should respect and be loyal to the Church that employs him/her. He should abide by the teachings and management rules of the Church. He/she should respect the resolutions of the Assembly and the other various Committees under it and do nothing which is against such resolutions. If an employee is disloyal to the Church which employs it, then the concerned Committee may take action against him/her using any one of the disciplinary rules fitting for the offence committed.
  - (10) The Head of the concerned area shall take disciplinary action against unconfirmed employees – employees on contract basis, Local Workers etc. and shall report the matter to the concerned Committee for approval.
  - (11) If a Committee suspends an employee, then the employee shall not be entitled to his/her salary during the period of the suspension. Even after he/she continues his/her service, his/her salary during the suspension shall not be refunded to him/her.
  - (12) The period of suspension of an employee shall not be included in his/her service.

## **CHAPTER 11**

### **MANAGEMENT RULES FOR MISSIONARIES**

#### **92. MANAGEMENT RULES FOR MISSIONARIES:**

- (1) Individuals selected as Missionaries should be given prior training before they are sent. Arrangements for training should be made for those who have been sent without training. In case the selected individuals have gone through a training programme approved by the Committee, then they need not be trained again.
- (2) If a doctor declares a newly selected missionary or a missionary already in service unfit for work, then the person in question shall not be sent for mission work.
- (3) If the children of missionaries are found to abuse drugs and other intoxicants, then such children shall not be permitted to continue their stay in the Mission Fields.
- (4) If the concerned Committee finds the behaviour and actions of a missionary unsatisfactory, it may terminate the missionary's service at any time.
- (5) A missionary should be free from all kinds of drugs and alcohol abuse, if a missionary is found abusing drugs and alcohol, then his service shall be terminated. They should also be free from smoking and chewing tobacco.
- (6) The Missionaries shall work as directed by the Mission and Evangelism Committee and other Committees under it, under the supervision of the Field Director.

- (7) The Field Directors and the Regional Director shall work as directed in the Mission Policy and Planning under the supervision of the AGS i/c Mission and Evangelism.
- (8) The Missionaries should always give prior information to the Field Director concerning any important matters. Even for matters that are to be sent to the Churches in Mizoram, the Field Director shall inform the AGS i/c Mission through the proper channel.
- (9) The Missionaries should give their agenda to the Mission Committee always through the Field Committee. Urgent matters, which cannot go through the Field Committee shall be given to the Mission Committee by the Field Director.
- (10) If Missionaries on furlough have important agendas for submission, they may submit it to the AGS i/c Mission and Evangelism and give a copy to the Field Director.
- (11) Missionaries should necessarily take their spouses to their place of work. In special cases, the matter may be taken to the Home Missions Committee or the Outreach Missions Committee.
- (12) The Missionary spouses may not take up permanent jobs except with the Church. However, they may take up temporary jobs that may be left at any given time, with the consent of the Mission and Evangelism Committee.
- (13) Missionaries and their spouses should not get involved in any profession that may bring shame to or hinder their ministry.
- (14) Missionaries who wish to marry should give an application to the Home Missions or Outreach Missions Committee. If a missionary gets married without the prior approval of the Committee, then his/her service may be terminated.
- (15) If a missionary receives aids/donations in cash or in kind, he shall report it to the Field Director, and a copy of it should be given to the AGS i/c Mission and Evangelism.
- (16) Field Directors and Headmasters/Headmistresses/Principals should keep proper records **of all donations/aids received (not included in the Mizo version).**
- (17) All reports should be accurately prepared and submitted at the right time.
- (18) If the Committee approves of letting a married lady-missionary continue her work and if the missionary agrees to it, then she may continue her work.
- (19) If a missionary has to visit or stay in a hospital for reasons of illness, he/she should take prior consent from the concerned authority. In case of emergencies, if he/she cannot take the authority's consent, she should inform or take the consent of his/her colleagues.
- (20) A missionary should learn the language of the locals of the area he/she is assigned to within a period of 2 (two) years. If he/she has not acquired the regional language within two years, the concerned Committee shall consider the case. The Field Director shall take necessary measures and the Church also shall incur the necessary expenses for it.
- (21) Missionaries who have gone on pension may be appointed as Deacons by the Local Church in which he/she is a member after the Local Church Committee considers it. The newly elected Deacon shall enjoy the existing term of the other Deacons.

### **93. ACCOUNT KEEPING IN THE MISSION FIELD:**

- (1) All account keepers should use the BCM Headquarters Accounts Keeping system as a model.
- (2) The Field Accounts shall be audited every year. The audit reports shall be submitted to the Mission & Evangelism Committee through the Home Missions/Outreach Missions Committee. The Accounts shall also be audited every time charge is handed over to another person and cash verification also shall be done.

### **94. LEAVE AND FURLOUGH:**

- (1) **Leave:** The Missionaries shall enjoy leave as stipulated in the Service Rules of the BCM Employees. The leave shall be sanctioned by the Field Director. They may leave the station with the consent of the Field Director and it shall not be counted as duty. All leave sanctioned to missionaries should be reported to the AGS i/c Mission and Evangelism.
- (2) The Regional Director shall sanction the leave of the Field Director, and the AGS i/c Mission and Evangelism shall sanction the leave of the Regional Director. In urgent cases, if he is unable to get prior consent, then he shall give information at his earliest convenience.
- (3) **Furlough:** Missionaries may go on furlough after every 5 (five) years, for a duration of 4 (four) months. Two of the four months shall be engaged for visiting Churches and the remaining two months may be used for respite. During the Furlough they shall be entitled to TA and DA as given in the BCM Pay rules but during the Church Visitation Programme as pointed out in the Pay Rules, they shall be given only T.E. (travelling expense). Their Church Visitation Programme shall be drawn up by the AGS i/c Mission and Evangelism. They shall not be granted Earned Leave in the year of their Furlough.
- (4) The Missionaries may apply for furlough to the Home Mission/Outreach Mission Committee, through the Field Committee. Without the prior consent of the Committee, one may not go on furlough.
- (5) If a Missionary wishes to study or train something during the furlough period, he/she may apply for it to the Home Missions/Outreach Missions Committee.
- (6) For special cases, the period of the furlough may be shifted six months earlier.

## **CHAPTER 12**

### **ACCIDENTS AND OTHER MISFORTUNES OF CHURCH EMPLOYEES**

#### **95. ACCIDENTS AND OTHER MISFORTUNES OF CHURCH EMPLOYEES:**

- (1) **Accidents:** If an employee is rendered unfit for work because of a handicap caused by an accident, he/she shall be aided in accordance with the provision under the Health Care Scheme.
- (2) **Serious Diseases:** If an employee or his/her relatives are diagnosed with a serious disease which needs the special care of doctors, which cannot be covered by the Health Care Scheme, the Finance Committee shall consider a way of aiding him/her. 'Relatives' here include husband/wife, one's children, one's adopted

children, the employee's parents and siblings who are wholly dependent on the employee.

- (3) In case an employee meets with an accident while on duty, the expenses for his/her medical treatment shall be met by the BCM.

## **CHAPTER 13**

### **RULES FOR AN EMPLOYEE'S FURTHER STUDIES**

#### **96. RULES FOR AN EMPLOYEE'S FURTHER STUDIES:**

- (1) If employees of the Church have a desire to upgrade themselves in the hope of equipping themselves better for their ministry, then the Church shall consider ways of helping them do so.
- (2) Those interested in further studies shall write an application to the concerned Committee through their authority. The Committee shall carefully consider the need, the service and behaviour of the employee and make a decision. If it approves of an employee's application for studies, it shall forward the matter to the Assembly or the Assembly Executive Committee through the proper channel, for approval.
- (3) The employee going for further studies should have at least 3 (years) of service.
- (4) Employees going on deputation and those going with families shall be entitled to their full pay in addition to the College/University fees but they shall not be given mess fees. However, those who have gone without their families shall be given mess fees.
- (5) They shall be given TA/DA according to the Pay Rules.
- (6) Those on deputation and those with their families are expected to stay in family quarters. If there are no family quarters available, they shall be given House Rent according to the BCM Pay Rules.
- (7) Those who wish to study privately shall do so in accordance with the resolutions and consent of the committee.
- (8) An employee (Pastor) who does not yet have 3(three) years service shall not be sent on deputation, he shall not be entitled to his salary. He shall be given the same treatment as those who are not in service. However, his service shall be counted.
- (9) If he does not still have at least 5 (five) years of service after his studies, then he shall not be sent to study further.
- (10) If any employee of the BCM wishes to study Theology, he shall write an application to the concerned committee through the head of department. If the Committee approves of his application, then he shall again apply to the Theological Board, and if the Board approves of it, then he may go for the Theological Training. Such employees should resign from their post. The date of his release from the Department shall be taken as the date of his resignation.

#### **97. PASTORS' POST GRADUATE ACADEMIC PROGRAMME:**

- (1) The Post Graduate Academic Programme is a specialized course of study; as such it shall be reserved for those who are interested, brilliant and with good academic records.
- (2) If the need arises, the Department shall select someone to send for the programme.
- (3) The criteria for selection are as follows:
  - (1) Academic record
  - (2) Written exam and interview
  - (3) Creativity and scholarly attitude
  - (4) Commitment and character
  - (5) Health
- (4) For making the selection for the Academic Programme, priority shall be given to the academic performance and the need rather and not seniority.
- (5) The Department concerned shall conduct written test and interview.
- (6) The applicant should attach his mark-sheets and certificated to his application.
- (7) Reputed institutions with good environment should be chosen for undertaking the programme.
- (8) If admittance to an institution requires sitting for an entrance examination, then the candidate may be given up to one year's time of preparation even to the extent of attending classes in a college.
- (9) Those who agree to study a subject because of the church's needs shall be favoured over those who study a subject of their choice.

#### **98. PASTOR POST GRADUATE TRAINING PROGRAMME:**

- (1) The Church shall make provisions to send Pastors to train various programmes according to its needs.
- (2) The criteria for selecting the trainees are as follows:
  - (1) The relevance of the programme to the Church.
  - (2) Seniority
  - (3) Commitment and character
  - (4) His application/contribution in ministry
  - (5) Health

### **BUNG 14**

#### **SELECTION OF TRAINEES**

#### **99. SELECTION OF TRAINEES:**

**Description:** There is a need to train and equip employees for various types of ministries. The Committee, which requires trained personnel, shall, with the consent of the Assembly or the Assembly Executive Committee, select individuals to send for training.

- (1) Applications shall be invited through advertisement or by inviting suitable individuals.
- (2) The trainee should be a full member of the church.
- (3) The applicant should have a Medical Fitness Certificate.

- (4) The concerned Committee shall conduct written test and interview for the applicants and thereby make the selection from the result.
- (5) The selected applicant shall go wherever the Committee sends him/her. If, during the course of his/her training, his/her discipline is found unsatisfactory for any reason, and the committee considers it wise not to continue the training, then it may discontinue it.
- (6) He/she shall sign a bond before the training programme.
- (7) The trainees may or may not be employed by the Church after finishing their training.

**100. SELECTION OF STUDENTS FOR THEOLOGICAL TRAINING AT AICS:**

- (1) The Theological Training applicant should be a full member free from all negative entanglements.
- (2) He should be a born again Christian and stable in character.
- (3) Using the prescribed form, he/she shall submit an application to the Principal of AICS. He should enclose in his application, his academic mark-sheet and certificates, Medical Fitness Certificate and the Local Church's Letter of Recommendation.
- (4) If he/she requires scholarship, he/she should apply for it in a separate form and submit it to the Secretary (Principal) of the Theological Education Board, who shall make the final decision.
- (5) After going through the written test and interview, the Theological Education Board shall make the final selection and report it to the Executive Committee.

**101. SELECTION OF BCM SPONSORED THEOLOGICAL STUDENTS:**

- (1) A person who wants to study theology through the Church's sponsorship shall write an application to the Local Church. If the Church is convinced of his/her commitment, then it shall forward the matter to the Pastorate Baptist Council or the Pastorate Executive Committee.
- (2) The Pastorate council or the Executive Committee shall conduct an interview and if it considers him commendable, then it shall write a letter of recommendation for him/her.
- (3) The candidate shall apply using the AICS application form.
- (4) He/She should enclose the following documents:
  - (1) Academic records- Certificates and Marksheets from HSLC – B.A., etc.
  - (2) Recommendation Letter of the Local Church
  - (3) Recommendation of the Pastorate.
- (5) He is required to face the written test and interview like normal candidates
- (6) After selecting the candidates for theological studies, the Board shall report it to the Executive Committee.

**BUNG 15**

**BOND**

**102. BOND:**

- (1) Individuals sent for pre-service either for Graduate Course or Diploma Course training shall sign a bond, the period of which shall depend on the duration of the training course.
- (2) In-service trainees on deputation shall necessarily sign a bond as described below:
  - (1) If the duration of the training programme is 1 (one) year, then the trainee shall sign of bond of 2 (two) years. That is, the bond period shall be twice that of the training period.
  - (2) If the training is for a period of 6 (six) months, then it shall be counted as a year and thus the bond signed shall be for 2(two) years. If the training period is less than 6 months, then the trainees need not sign a bond.
  - (3) Staff Nurse (GNM) trainees shall sign a bond of 1 (one) year to work as assigned by the Church without salary.
  - (4) If a person does not complete his/her bond year, unless the person concerned has a good cause and the concerned Committee pardons him/her, he/she shall have to remunerate the Church's expenses during the course of his/her entire period of training.

**CHAPTER 16**

**RESIGNATION AND TERMINATION OF SERVICE OF WORKERS**

**103. RESIGNATION AND TERMINATION OF SERVICE OF WORKERS:**

**Description:** The employee should not resign as and when he likes and neither should the Committee terminate his service casually. Following are conditions under which an employee may resign as well as conditions under which the employer may terminate the employee's service:

- (1) If an employee wishes to resign, he/she should tender a month's notice to the Head/authority of the department/institution under which he/she works.
- (2) If a Committee wishes to terminate the service of an employee, it should give at least one month's prior notice. If necessary, he may be released before one month.
- (3) In both cases of resignation and termination of service, if for certain reasons, giving one month's notice on either side is not possible, then the Committee shall discuss ways to come to an agreement.
- (4) In both cases of resignation and termination of service, if either the employer or the employee fails to give one month's notice for no good reason, then the

former shall forgo his/her one month's salary and the latter shall give one month's extra salary to the employee.

## CHAPTER 17

### RETIREMENT

#### 104. RETIREMENT:

- (1) An employee shall retire at the age of 60. For the calculation of his age, his exact date of birth shall be used (and not the School certificate). However, the service of persons with special talents and qualifications, whose service is still required by the church, may be extended till they are 65 years of age.

The concerned committee shall be responsible for the extension of an employee's service. It shall specify its desires regarding the period of extension and take the matter to a higher committee. The final decision shall be made by the Assembly Executive Committee.

If the service of the employee whose service has been extended qualifies him, then he may be appointed to elected posts and posts with tenure. Their increment in salary, Provident Fund, Pension Fund shall be continued as specified in the Rules.

- (2) If an employee has had 30 years of service, and even though he is not yet 60 (sixty) years of age, he may retire from service with the consent of the committee and he shall receive full pension. (This is entirely a choice of the employee).

**If an employee who has had 30 years qualifying service, but has not reached the superannuation age, may apply for pension if he so desires and he shall be granted retirement with full pension.**

- (3) The employee's date of Pension shall be settled by the concerned committee. The Committee shall give a report of the employee who has gone on pension along with the date of his pension to the Assembly.

- (1) **An employee shall retire at the age of 60. Ministers/Pastors shall retire at the age of 65. For the calculation of his age, his exact date of birth shall be used (and not the School certificate).**

- (2) **If an employee has had 30 years of service, and even though he is not yet 60 (sixty) years of age, he may retire from service with the consent of the committee and he shall receive full pension. (This is entirely a choice of the employee). If a Minister/Pastor has had 30 years of service, and even though he is not yet 65 (sixty-five) years of age, he may retire from service with the consent of the committee and he shall receive full pension. (This is entirely a choice of the employee).**

## CHAPTER 18

### MARRIAGE RULES



**Description:** The Baptist Church of Mizoram believes that marriages are ordained by God. As the Bible teaches, marriage is the physical union of a man and a woman and the establishment of a Christian family. Therefore believers should marry and live with the approval of the Church and in accordance with the laws of the Church. The BCM had formulated Marriage Laws which was approved by the 1955 Assembly. It was later revised and edited in 1975, 1984, 1986 and 1995. It was again revised in the year 2000 and approved in the 2001 Assembly in the present format.

**105. THE NAME:** The name of the rules shall be 'Marriage Rules of the Baptist Church of Mizoram. There shall be two categories of marriage 'First Matrimonial Law (Holy Matrimony)' and 'Second Matrimonial Law'.

**106. Marriage by the First Matrimonial Law (Holy Matrimony):**

Church members may get married by the first matrimonial law under the following conditions:

- (1) Full Church members may get married in the Church under the First Matrimonial Law. The Church bells shall be tolled.
- (2) A widow or a widower, whose spouse's death has been confirmed and is a full member of the church may get married using the First Matrimonial Law.
- (3) Those who wish to get married under the First Matrimonial Law should take prior consent of the Local Church Committee.
- (4) The forthcoming marriage should be announced in Church for three Sundays. However, in special cases, if the Local Church Committee gives its consent, without announcing for three Sundays, they marriage may be performed.
- (5) If it is more convenient for the marrying parties, then the marriage may be solemnised elsewhere (not necessarily in the church), with the consent of the Committee, and the celebrations also may be done in an economical way.

**107. Marriage by the Second Matrimonial Law:**

- (1) Marriage by the Second Matrimonial Law may be performed with the consent of the Local Church Committee.
- (2) No announcement regarding the marriage shall be made in church, and the Church bell shall not be tolled.
- (3) Full members, who are under the discipline of the Church, may get married in the Church Vestry, the Pastor/Church Elder's quarters or other places approved by the committee, unless they are divorcees whose spouses are not yet married.
- (4) Church members under the Church's discipline and a full member (not under discipline) may get married under the Second Matrimonial Law, unless they are divorcees whose spouses are not yet married. The undisciplined partner need not be disciplined.
- (5) A full church member and a member who is not a full member may get married under the Second Marriage Law. The full member need not be disciplined.
- (6) Church members who are both not full members may get married under the Second Matrimonial Law.

## CHAPTER 19

### MARRIAGE WITH MEMBERS OF OTHER DENOMINATIONS

**Description:** If a Church member wishes to marry a member of another church denomination, with which the Baptist Church has an understanding, and if both members are full members of their respective churches, then they may marry under the First Matrimonial Law. But if the other member is from a denomination with which the Baptist Church has had no understanding, then they may get married under the Second Matrimonial Law.

#### 108. MEMBERS OF OTHER DENOMINATION WHO MAY BE MARRIED UNDER THE CHURCH'S LAWS:

The following church members may be married under the Church's laws:

- (1) N.E.I.C.C. members (See appendix 2)
- (2) C.B.C.N.E.I. members (See appendix 3)
- (3) N.C.C.I. members (See appendix 4)
- (4) Baptist Mid Mission
- (5) American Baptist Mission (Myanmar)
- (6) Isua Krista Kohhran (Bualpui Ng)
- (7) Other Baptist Churches
- (8) Congregational Church of India.

#### 109. MARRIAGE WITH MEMBERS OF CHURCH DENOMINATIONS WHO DO NOT SHARE OUR CHURCH'S SACRAMENTS:

If any member of the church wishes to marry a member of any of the church denomination listed below, if the other member has taken believer's baptism and consents to be a member of the Church, then they may get married under the First Matrimonial Law. However, if he/she has not taken believer's baptism, they may get married under the Second Matrimonial Law.

- (1) United Pentecostal Church
- (2) Seventh Day Adventist
- (3) Jehovah Witness
- (4) Roman Catholic
- (5) Indigenous Local Church

## CHAPTER 20

### MARRIAGES NOT RECONIZED BY THE CHURCH

#### 110. MARRIAGES NOT RECONIZED BY THE CHURCH:

The following conducts with regard to marriage call for the Church's disciplinary action:

- (1) The Church shall not recognize marriages where one or both partners are divorcees whose ex-spouses are still alive and unmarried. Church Elders and Deacons shall not act as mediators for the marriage.
- (2) Marriages that are not performed according to the Church's Matrimonial Laws are acts of defiance against the Church Laws as such the Church shall not recognize such marriages.
- (3) If a couple gets married in a way that the Church cannot recognize, then they shall not be accepted as a married couple by the Church unless the period of discipline is lifted.

## **CHAPTER 21**

### **DISCIPLINARY ACTIONS TAKEN CONCERNING MARRIAGES**

#### **111. DISCIPLINARY ACTIONS TAKEN CONCERNING MARRIAGES:**

- (1) Marriages that are not performed according to the Church's Matrimonial Laws are acts of defiance against the Church Laws; as such the persons involved shall be disciplined by the Church. The disciplining period shall be 6 (six) months.
- (2) If a Church member commits adultery against his/her spouse, then he/she shall be disciplined by the Church. The period of discipline shall be 6 (six) months.
- (3) If a full church member marries an unbeliever, he/she shall be disciplined by the Church. The period of discipline shall be 6 (six) months.
- (4) If a divorced church member marries another person, before the death or marriage of the ex-spouse, then he/she is considered as committing adultery, and therefore shall be disciplined by the Church. The period of discipline shall be 1 (one) year and 6 (six) months
- (5) While under the Church's discipline he/she divorces his/her new partner and marries the former spouse, then the disciplinary action shall immediately be removed. But since he/she has committed adultery, he/she shall be disciplined for another 6 (six) months. The former spouse shall not be disciplined by the Church.

## **CHAPTER 22**

### **LAWS OF REMARRIAGE**

#### **112. LAWS OF REMARRIAGE:**

- (1) If it is medically proved that a married couple is not able to consummate their married life, then they may be granted a divorce by the Church. They shall be allowed to remarry under the First Matrimonial Law.
- (2) If either partner commits adultery and his/her spouse cannot forgive him/her, then the Church shall grant a divorce to the faithful partner and discipline the unfaithful partner. The faithful partner may remarry under the First Matrimonial Law of the Church.

- (3) If a married partner finds out after marriage that his wife is with a child not of his own or if the wife finds out after marriage that her husband has had an illegitimate child, and the faithful partner is unable to forgive his/her spouse, then the Church shall grant divorce to the faithful partner and discipline the unfaithful partner. The faithful partner may remarry under the First Matrimonial Law of the Church.
- (4) If either partner in a marriage refuses to sleep with the other partner, or if at any given time one partner has refused to sleep with the other for a consecutive 6 months time, then the Church shall counsel the refusing partner to sleep with his/her wife/husband, and he/she still refuses to do so, then unless it is a case of ill health, the partner who wishes to sleep together may be granted a divorce and he may remarry under the First Matrimonial Law. The partner who refuses to sleep with his/her spouse may not get married again before the ex-spouse does, if he/she does get married, then he/she shall be disciplined by the Church.
- (5) If either partner in a marriage is mentally ill or suffers from epileptic seizures and behaves in an unruly manner at certain intervals, and if the sane partner has taken care of him/her for 3 (three) years and has not improved, then if the latter wishes to divorce his/her spouse, he/she shall discuss the situation with his/her spouse's family, and get a divorce with the approval of the Church. The sane partner may remarry under the First Matrimonial Law.
- (6) **Abandonment by one's spouse:** If either partner of a Christian married couple, abandons his/her spouse without any explanation or reason, and if there is no word or news from the absconding spouse for a period of 2 (two) years, then the partner who stays behind shall be allowed by the Local Church Committee to remarry under the First matrimonial Law.
- (7) **Violence:** If either partner of a Christian married couple is physically violent toward his/her spouse, the Church shall counsel the violent partner to stop the bad habit. But if the violence continues even after this, the victimized partner may be granted a divorce from the Church. The violent partner shall be disciplined and the non-violent partner shall be allowed to remarry under the First Matrimonial Law.
- (8) If the differences between a divorced couple is so great that there is no hope of bridging the gap, 2 (two) years after the divorce, the Local Church Committee shall take up the matter, and if it feels that the problem cannot be resolved, it shall give approval to their divorce. The Church may grant remarriage to both partners under the First Matrimonial Law.

## CHAPTER 23

### CONDITIONS FOR RECOGNIZING A MARRIAGE

#### 113. **CONDITIONS FOR RECOGNIZING A MARRIAGE:**

- (1) Marriages that are not performed according to the Church's Matrimonial Laws are acts of defiance against the Church Laws as such the Church shall take action against both partners and discipline them. After the disciplinary act has been lifted they shall be recognized as a married couple and they shall be given a Marriage Recognition Certificate.

- (2) A Church member who marries a member of another denomination, with which the Church has not come to an understanding, or a couple from another church denomination and those because of their location are not able to marry under Church Laws, shall be recognized as married couples only after they are disciplined or initiated into the church as full members. After they are accepted as full members, they shall be given Marriage Recognition Certificates.
- (3) Divorcees who get married before their ex-spouses shall also be recognized as married couples only after the Church disciplinary act over them has been lifted and they are received as full members in the Church. They shall be given a Marriage Recognition Certificate.
- (4) Members who were married before they embraced Christianity shall be recognized as couples after they are initiated into the Church as full members. They shall be given a Marriage Recognition Certificate.
- (5) If the newly recognized couple wish to renew their wedding vows before the Church, the Local Church shall make arrangements for such a programme and the couple shall be given a proper Marriage Certificate.

## **CHAPTER 24**

### **OTHER MATRIMONIAL LAWS**

#### **114. OTHER MATRIMONIAL LAWS:**

- (1) Alcohol should not be distributed openly or secretly in a marriage performed with the consent of the Church and under its Laws.
- (2) In order to make marriage under Church Laws affordable for everyone, it should not be arranged too expensively. The wedding clothes, the articles brought by the bride from the home to the groom's home, and the reception should be moderate and not too lavish.
- (3) The giving of the bride price and the wedding ceremony itself should not be performed on a Sunday.
- (4) The groom shall not pay for the bride's dress.
- (5) Marriage according to Church Laws should be exalted among Church members. The Church Leaders should consider ways and means of making it more illustrious and teach the members to glorify such kind of marriages among the members.
- (6) Every Church shall maintain a Marriage Register. All marriages performed with the exchange of vows should be recorded in the Register. The Register should be maintained as prescribed by the Assembly.
- (7) The Baptist Church approves of the Indian Christian Marriage Act and marriages in the Civil Court. However, depending on the character of the married couple, the Church shall decide whether or not to take disciplinary action.
- (8) Church members should neither have concubines nor should they be one.
- (9) Homosexuality and Lesbianism is against the word of God, therefore church members should abstain from such practices. If there are such members the church may reprimand or even take disciplinary action against them.

- (10) Separated couples, although they have not yet reunited for one or more reasons, are regarded by the Church as still married and shall therefore not be disciplined. However, they shall not be given noticeable activities like Pulpit Ministry during the course of their separation.
- (11) The Church venerates marriage, therefore one should be careful in choosing one's maid of honour/best man. If the marriage is according to the First Matrimonial Law, then both the bride and groom should have only one friend each (one bridesmaid and one best man). Both of them should be full members of the church.
- (12) Marriage is a very important aspect of Christian life and thus should be performed in a solemn manner. Before marriage, the presiding Minister or the one appointed for such a task shall counsel the concerned couples on married life.
- (13) Marriages performed under the First and Second Matrimonial Laws of the Church shall be given Marriage Certificates.

## CHAPTER – 25

### WEDDING RECEPTIONS

#### 115. ORGANIZING RECEPTION:

- (1) The programmes of marriage services and the ensuing receptions of marriages under the First Matrimonial Law shall be in the hands of the Local Church Leaders.
- (2) Organizations/groups who want to give presents to the couple should do so during the time set aside for it by the Church Leaders.
- (3) Wedding receptions should be done during daylight and not at night.
- (4) The bride should also be taken to the groom's house before dark and the escort (Lawichal) should not delay the bride by making outrageous demands to the groom.
- (5) The programmes of marriage services of marriages under the Second Matrimonial Law shall be in the hands of the Local Church Leaders but organizing the reception shall not be in their hand. This shall not bar the marrying party from inviting Church Leaders to participate in the reception service.

## CHAPTER 26

### MEMORANDUM

- 116. **THE NAME :** The name of the Society shall be the Baptist Church of Mizoram Employees Pension Board (hereinafter shall be referred to as 'the Society')
- 117. **OFFICE:** The Registered Office of the Society shall be situated at Serkawn, Lunglei District, Mizoram.
- 118. **OBJECTIVES :** The objectives for which the Society is established are :-

- (1) To create pension schemes for the employees of the Baptist Church of Mizoram for their benefits and sustenance after their retirement.
- (2) To establish, maintain, run, and take over the Pension, the Provident and the Gratuity Fund of the Baptist Church of Mizoram's employees.
- (3) To receive contributions from the Baptist Church of Mizoram and its Departments and Institutions by way of Employees and Employer's contribution for the Pension, Gratuity and provident Fund.
- (4) To invest, deposit and deal with such funds in its name under such securities and in such a manner as may from time to time be determined by the Society in accordance with the Indian Trust Act.
- (5) To draw, accept, endorse cheques, bills, drafts and any other negotiable instruments and to open and operate on any banking accounts in the name of the Society in any scheduled bank and financial institution recognized and permitted by Government to handle the fund.
- (6) To pay out the Pension, Gratuity and Provident Fund in accordance with the Trust Deed.
- (7) To pay out of the Funds of the Trust for any expenses of or incidental to the formation and management of the Society administering any special Trust or otherwise carrying out any of the foregoing objectives including the payment of salaries to persons employed by the Society.
- (8) To execute all such lawful acts and things as are incidental or conducive to the attainment of the above objectives.
- (9) To elect and form the Governing Board and other sub-committees as need arises and to act on behalf of the Governing Board to fulfill its objectives.

**119. MEMBERS OF THE GOVERNING BOARD :** The names, office, occupation and addresses of the Governing Body to whom the management of the affairs of the Trust entrusted as required under section 12 of the Society's Registration Act XXI of 1860 are as follows :

Sl.No	NAME	DESIGNATION	OCCUPATION	ADDRESS
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#### CHAPTER 27

#### RULES AND REGULATIONS

- 120. THE NAME:** The name of the rules shall be 'Baptist Church of Mizoram Employees' Pension Rules'. It shall include such topics as the establishing, maintaining, running, and taking over of Pension, Gratuity and Provident Fund.
- 121.** These rules shall replace the existing rules 'Baptist Church of Mizoram Pension Rules' and 'Baptist Church of Mizoram Employees' Pension Rules 1995. It shall come into force from this day March 9, 2001.
- 122. Definition of terms used:**
  - (1) **Trustee** is a term used to refer to the 'Pension Board' appointed by the Assembly to govern the affairs, i.e., to act as the Trustee of the Society. At times it shall be referred to as the 'Governing Board'.

- (2) **Employee:** is a term used to refer to substantive post holders declared by the Trust Deed as qualified for joining this scheme.
- (3) **Employer:** The Employer means 'The Baptist Church of Mizoram.'
- (4) **Employees' Contribution:** This refers to the contribution of the employee for his/her Provident Fund.
- (5) **Employer's Contribution:** This refers to the employer's contribution for the employees' Pension and Gratuity Fund.
- (6) **Accumulated balance due to an employee:** This refers to the employees' contribution and the interest thereof, described by this law as the total amount due to an employee after his retirement.
- (7) **Member:** The employees joining this scheme shall be called members.
- (8) **Salary:** This refers to an employees' basic pay and other allowances.
- (9) **Basic Pay:** This refers to the employees' basic pay only without other allowances.
- (10) **Family:** An employee's family includes his/her spouse and their children. Children include the employee's own offspring and legally adopted children and 'spouse' means legally married husband or wife
- (11) **Year:** It refers to 12 (twelve) months.
- (12) **Financial Year:** It means 1<sup>st</sup> April to 31<sup>st</sup> March of the next Calendar Year.
- (13) **Continuous Service:** Refers to the period of time during which the employer employs the employee without any break in the service.
- (14) **Approved Medical Officer:** Refers to any Medical Officer approved by the Trustee.

**123. OBJECTIVES:** The objectives of the BCM Employees' Pension Board are expressed in the memorandum of the association.

**124. MEMBER:** Any substantive post holder under the BCM may join the Pension Scheme, and they shall be referred to as 'members' of the society.

**125. ANNUAL GENERAL MEETING:** The Annual General Meeting shall be held at least once every year. The Governing Board shall appoint representatives of the Society who shall be expected to necessarily be present at the meetings.

(1) The Annual General Meetings shall be held at such place, time and date as may be determined by the Board. To convene such Annual General Meetings, at least 15 days prior notice shall be given to the members.

(2) **Powers and functions:**

- a) To receive the Annual report of the activities of the Board and also other matters brought to it by the members.
- b) To appoint members of the Governing Board.
- c) To discuss and resolve matters that the Governing Board is not able to resolve.
- d) It shall formulate plans for the further running and improvement of the Society.

**126. THE OFFICERS :** The Officers of the BCM Employees' Pension Board shall be :

The President  
The President Elect  
The Secretary cum Treasurer  
The Finance Manager



- a) **Term of the Officers:** The tenure of office of the Officers shall be 2 (two) years and they shall be eligible for re-election to another term.
- b) **Election of the Officers:**
  - a) There shall be a Nomination Committee through which the nominations for the officers shall be made in the Annual General Meeting (Assembly).
  - b) The Annual General Meeting (Assembly) shall elect a President Elect every year and he shall be the President in the next Annual General Meeting.
  - c) The Officers shall be in office immediately after their election.
  - d) If the need to re-elect a member during mid-term arise, then the Board Executive Committee shall do so through the Nomination Committee.

## **127. POWERS AND FUNCTIONS OF THE OFFICERS**

### **(1) The President and the President Elect:**

- a) The President shall preside over the Annual General Meeting and the Governing Board Committee.
- b) The President Elect shall take the place of the President in the absence of the President.

### **(2) The General Secretary-cum-Treasurer:**

- a) The General Secretary shall be the Secretary of the Board.
- b) The Secretary shall be the Chief Functionary of the Society.
- c) The Secretary shall prepare and keep records of the minutes of the proceedings of every meeting of the Governing Board and of the General Body in a book or books kept for that purpose. He is responsible for the overall implementations of the policies laid down by the Governing Board.
- d) He shall take necessary action of urgent matters and give a report of his work to the Governing Board Committee.
- e) He shall be responsible for all financial transactions.
- f) He shall be one of the Bank signatories.

## **128. THE GOVERNING BOARD:** There shall be a Governing Board to deal with all financial matters concerning employees of the BCM.

### **(1) Members:**

- a) **Ex-Officio Members:** The BCM Leaders shall be the Ex-Officio Members.
- b) **Elected Members:** The Annual General Meeting (Assembly) shall elect 10 (ten) members after every 2 (two) years, and they shall be eligible for re-election for another term.

### **(2) Term of membership:** The tenure of the Governing Board Members is 2 (two) years.

### **(3) Powers and functions:**

- a) The Governing Board shall manage the affairs of the “Trustee” of the BCM Employees’ Pension Board. (The functions of the Trustee are outlined separately).
- b) It shall look after the Pension Scheme and funds of the BCM for its proper functioning.

- c) It shall formulate plans for the efficient functioning of the BCM Pension Board and forward it to a higher Committee as necessary.
- d) It shall be responsible for the collection, investment and loaning of the Pension Fund.

**129. THE BOARD EXECUTIVE COMMITTEE:** The Governing Board may form a Board Executive Committee to represent itself between Board Meetings to discuss important and urgent matters. If the Board Executive Committee is formed, then the Officers of the Governing Board are automatically Ex-Officio Members and it shall appoint 4 (four) others from its members as members of the Board Executive Committee. The Board Officers shall continue to be Officers even in the Board Executive Committee.

**130. RESPONSIBILITIES AND DUTIES OF THE TRUSTEE:**

- (1) The trustee shall maintain regular accounts including a ledger account in which the full amount of each individual, employees' account shall be (separately) shown. The account must be in such form and for such period and contain such particular as will conform to paragraph 12(1) of part A of the Fourth Scheduled of the Income Tax Act, 1961.
- (2) The trustee shall deposit all contributions and (whether by the employer or the employees or) money received by way of contribution, interest or otherwise within fifteen days from the date of contribution receipt as the case may be either:
  - a) In a Post Office Savings Bank or
  - b) In a special account opened by the trustee for the purpose in the State Bank of India or in a Scheduled Bank or
  - c) be invested in the securities mentioned in the Indian Trust Act, 1892.
- (3) The Trustee shall appoint any three persons as signatories from itself out of which two shall give their signatures to operate under joint signatures on the Bank Account and investments made in its name. The Certificate of investment and other documents shall be kept in the safe custody of the Secretary/Treasurer.
- (4) The Trustee may vary or alter its rules and regulations, consistent with relevant provisions of the Income Tax Act, 1961 for regulating its business.
- (5) The Trustee may make provisions for their remuneration and the expenses of the trust, provided that, the total amount so provided for, shall not exceed 10 percent of the total Income by way of interest or accruals to the trust from the investments made as herein before provided.
- (6) Every employee shall have a right to nominate some person of his choice to receive the payment on his behalf in the event of his death before he receives the payment and the trustee shall make payment accordingly.

**131. ACCOUNTS MAINTENANCE :**

- 1) The Accounts of the Board shall be maintained by the Secretary-cum-Treasurer and a report of the Accounts shall be regularly given to the Governing Board and the Governing Board Executive Committee shall annually submit to the Society in the General Meeting a balance sheet, receipt

and Payment Account and a copy of the Auditors report shall be submitted to each member of the Society and a copy shall be deposited at the Office of the Society.

- 2) The Board shall arrange for and audit once a year all Accounts and books maintained by it.
- 3) The Financial year of the Board shall be 1st April to 31<sup>st</sup> March of the following year.

**132. Submission of Agenda:**

- (1) The Assembly and the Committees under it, the ABC and the ABC Executive Committee, the Pastorate and the Pastorate Executive Committee and the Pension Board Executive Committee members may submit agenda to the Pension Board Executive Committee. Any employee who is a member.
- (2) Agenda may be submitted to the Annual General Assembly in the same way agenda is submitted to the Assembly.

**133. NATURE OF THE BOARD:**

- (1) This scheme is meant for Employees of the Baptist Church of Mizoram, employed to work within India.
- (2) The decision to join or not to join the scheme is entirely rest on the employee.
- (3) All money received by way of contribution (whether by the employer or the employees), and the accumulated interest shall be maintained by the Trustee.

## **CHAPTER 28**

### **BCM EMPLOYEES' PENSION SCHEME**

**134. THE SCHEME:**

**Description:** The BCM Employees' Pension Scheme shall consist of 'Pension, Provident Fund and Gratuity' for the benefit of Employees. This scheme has been formed and strengthened by the Trust Deed and the name is "**The Baptist Church of Mizoram Employees' Pension Scheme.**"

**135. PROVIDENT FUND:**

- (1) Provident Fund is the contribution of an employee, who is a member of the Society, which shall be disbursed in the event of retirement. In the case of genuine need, the Board may give certain amount in advance

- (2) Every member shall contribute 10% of his/her basic salary for provident fund and submit the same to the trustee. The trustee shall maintain a separate account for each member and keep the contribution in that account.
- (3) At the end of each Financial Year, the interest as per the interest of the Bank where the fund is invested shall be added to the employee's provident fund. The balance of last previous year account shall be used for the calculation of the interest.
- (4) The trustee shall prepare two copies of the statement of every individual account, one copy shall be given to the employee concerned and one copy shall be kept for official record. The statement shall clearly reflect the balance, the amount of contribution and the advance taken by the holder of account..
- (5) The trustee shall be able to give a loan of up to 75% to the employee on the following conditions:
  - a) When an employee or a member of his/her family is suffering from sickness such as cancer, T.B., AIDS or any malignant disease which require expensive treatment or hospitalization due to accident or serious sickness.
  - b) When a member or his/her family is affected by natural disasters such as earthquake, flood, cyclone, land slide etc.
  - c) For the construction of personal house and purchase of a plot of land for a house. For buying things which are essential for his/her ministry.
  - d) For important occasions such as wedding, erection of memorial stone etc.
  - e) For the purpose of his/her own education and children's education under his/her care.
- (6) If an employee desires to take some amount of his/her Provident Fund as loan, he/she should make an application in the prescribed form to the General Secretary. Depending on the amount of money in the applicant's account, the Governing Board shall select the persons to grant the loan.
- (7) The employer shall deduct from the employee's monthly salary the loan money. The amount of deduction from his/her salary for the repayment of the loan shall be determined by the Board.
- (8) The employer shall deduct money from the employer's salary for his/her contribution for the Provident Fund, which shall be submitted to the Trustee. The Trustee shall in turn deposit the money to the employee's account. The Trustee shall decide the time to deposit the money.
- (9) Every member can see his/her account with the permission of the Trustee.
- (10) When a member retires from service, he/she shall withdraw his/her Provident Fund with the interest.
- (11) The employee shall be repaid before or within a period of 2 (two) years.
- (12) In case of emergencies, with the mutual consent of the General Secretary and the Finance Manager, the employee may be allowed to borrow his/her Provident Fund, a report of which shall be given to the Board.

### **136. PENSION FUND:**

- (1) The employer (the Baptist Church of Mizoram) shall contribute the equivalent amount (10% of the basic salary of employee) for the purpose of

pension fund. This shall be kept in a separate account and from this account the pension shall be paid to the pioneer.

- (2) **Conditions of getting pension benefit :** The following are the conditions and types of pension benefits that can be obtained by a member:
- a) **Superannuation Pension:** If an employee has served without break for a period of 15 years and has reached 60 years of age, he/she shall be given superannuation pension.
  - a) **If an employee has served without break for a period of 15 years, shall be given superannuation pension on reaching the following prescribed ages:**
    - a. **Pastors and Ministers: 65 years**
    - b. **Other employees under the pension scheme: 60 years**
  - b) **Invalid Pension:** If an employee has served for a period of 15 years without break and is unable to continue his/her service due to ill-health, both mental and physical, and is certified by qualified medical officer, he/she shall be given invalid pension.
  - c) **Compassionate Pension:** If an employee has served for a period 15 years or more without break but the employer is not in a position to continue his/her employment, he or she shall be given compassionate pension.
  - d) **Voluntary Retirement :** If an employee has served for a period of 15 years or more without break and prefers to retire from service, he/she shall be given a voluntary retirement, although he/she may not have reached the age of 60.  
**Amendment: If an employee has served for a period of 15 years or more without break and prefers to retire from service, he/she shall be given a voluntary retirement, although he/she may not have reached the age of 60. In the case of a Minister/Pastor if has served for a period of 15 years or more without break and prefers to retire from service, he/she shall be given a voluntary retirement, although he/she may not have reached the age of 65.**
  - e) **Compulsory Retirement:** If an employee serves for a period of 15 years, and the employer does not need his/her service any more, he/she shall be given compulsory retirement.
- (3) **Family Pension:** When an employee who has served for a period of 15 years or more without break, expires after or before retirement, **family pension** shall be given to his/her family in the following terms and conditions:
- a) Family pension shall be given to his/her spouse until he/she remarries or expires, whichever comes first.
  - b) Until the time his/her son or daughter reaches the age of 18 or gets married, whichever comes first.
  - c) Until the time disabled persons/person among his/her children reaches at the age of 18 or gets married, whichever comes first.

- d) When an employee who is a member of the society expires before serving for 15 years, a family pension of 25% his/her basic salary or Rs. 850 whichever is higher shall be given.

**137. CALCULATION METHOD OF PENSION :**

- (1) The duration of service of an employee accepted by the employer shall be used as the basis of calculation.
- (2) If an employee has served for 30 years or more, he/she shall be granted full pension and shall be entitled to receive 50% of his/her basic salary. The service beyond 30 years shall not be accounted for the calculation of his/her pension.
- (3) When an employee serves for 15 years but retires before 30 years of service, he/she shall be given a pension proportionately calculated which should not be less than Rs. 1800.

**Example:**

BP	-	Basic Pay
R	-	Rate (as of now is 50%)
CS	-	Complete years of Service
QS	-	Full Pension
P	-	Pension benefit to be received.

**Formula:** 
$$P = \frac{BP \times R \times CS}{100 \times QS}$$

If,

PB = 5500
R = 50%
CS = 30
QE = 30

**Pension benefit entitled,**

$$\frac{5500 \times 50 \times 30}{100 \times 30} = \text{Pension benefit to be received Rs. 2750 PM}$$

In calculating Pension and Gratuity, if an employee has an excess of 6 months, then it should be calculated as 1 year but if the excess months are less than 6 months, it should be ignored.

**138. REVISION OF PENSION:** Whenever Pay Revision is made for the BCM employees, the pension salary of Pensioners shall also be revised.

**139. GRATUITY:**

**Description:** Gratuity is a benefit granted to an employee as an expression of the employer's gratitude for the service he/she has rendered; and therefore it is not automatic. It shall be granted to a deserving employee only.

- (1) **The Board's Role:** The Board of Governors shall decide whether or not one should be granted gratuity.

(2) **Gratuity Fund:** The employer shall contribute 5% of the basic pay of the employee that shall be called 'Gratuity Fund'. It shall be kept in a separate Gratuity Account.

(3) **Terms and Conditions of Receiving Gratuity:**

- a) An employee who has served for a period of 5 years, but has not reached the pensionable age may be granted gratuity on the following conditions:
  - i. If an employee in the judgement of the employer could not continue his/her service due to mental and physical problem and be given compulsory retirement, he/she shall be given 60% of his/her last basic salary.
  - ii. If the employer under unavoidable circumstances give him/her a compulsory retirement, he/she shall receive 60% of his/her last basic salary.
- b) On the following conditions an employee shall receive the benefit of gratuity, i.e. 60% of the last basic pay for every one year of service for the period of his/her service:
  - i. Employees who have gone on pension.
  - ii. Employees who have gone on voluntary pension with the consent of the employer.

**The method calculation shall be as follows:**

**Example:**

BP	= Basic Pay
R	= Rate (as of now is 50%)
CS	= Complete year of Service
QS	= Qualifying Service
G	= Gratuity benefit to be received

Mr. Sanga, an employee whose basic pay is Rs. 9500, has served for 30 years. His gratuity shall be calculated as follows:

$$\frac{BP \times R \times CS}{100} = G$$

$$\frac{9500 \times 60 \times 30}{100} = \text{Rs. } 171,000$$

- c) Gratuity shall not be granted to employees for the following reasons:
  - i. If an employee is dismissed because of laxity and other negative behaviour.
  - ii. If an employee is dismissed because of law-breaking and commitment of criminal offence in the eyes of the public.

**140. DEATH GRATUITY:** On the death of an employee who has not served for 15 years, the family of the deceased shall be granted Death Gratuity, which shall be calculated as one month's basic pay for every year the employee had served. One month basic pay shall be given for an employee who had not yet served for a year.

**141. DISSOLUTION:** The Society may be dissolved according to the section 13 of the Indian Society Registration Act of 1860.

## **BUNG 29**

### **AMENDMENT**

**142. AMENDMENT OF THE CONSTITUTION:** The amendment of the articles of the Association shall be made according to section 12 of the Society Registration Act. 1860

### **APPENDIXES**

#### **APPENDIX – 1**

#### **DIRECTIVES**

**Description:** Although the ‘Directives’ are not Rules, they are made as guidelines for study and to help members of the BCM grow in their likeness of Jesus Christ, and for the establishment, the extension and the realization of the Kingdom of God.

- 1. THE CHURCH AND THE STATE:** God has ordained the Government to be an instrument of living together peacefully, for humankind. Therefore, it is the duty of the Church to pray for state leaders and to obey them, unless their words are in conflict with the word of God. However, since the Lord Jesus is the Almighty Ruler of heaven and earth, He should also be the Supreme Ruler of our hearts. The Church is of the opinion that interfering in the affairs of the Church is not the role of the government. (Psalm 72:11; Matt. 22:15-21; Rom. 13:1-7; I Pet. 2:13-16). Likewise, the Church should not interfere in the affairs of the government. The Baptist Church of Mizoram believes in the separation of the State and the Church. The State and the Church are totally diverse institutions, and though existing simultaneously in the world, should respect each other’s autonomy. However, when the goals of both institutions are similar, it is important and necessary to work together to achieve the common goal. As both the Church and the State are imperfect institutions, susceptible to making mistakes, they should advise and help each other in the interest of improving either or both institutions. The State while protecting the individual right to freedom, should also protect the right to freedom of religion.
- 2. THE CHURCH AND POLITICS:** Politics can be defined as ‘the organisation of the State’, and as such a necessity of the people. As long as we are on earth, no one can be isolated from politics. Nevertheless, if one takes a close look at politics today, there are many areas of politics that is not acceptable for a Christian. As a consequence, the Baptist Church of Mizoram has felt the need to voice its opinion on the subject of politics.

Politics in itself is not a sin, but when the participants in politics distort it, it becomes a structural sin. If the political system is not right, then there is no freedom, justice is



denied, true development cannot take place, which gives rise to discrimination and oppression, there can be no peace and the people are the victims of all these evils. Since the time of the Old Testament, if the politics of a land had gone wrong, the prophets would condemn it and venture to right the wrongs. The Church also, therefore, should not simply conform to such politics but try to transform it. In the present-day politics, various political parties have mushroomed, each party vying for power. This struggle for power has blinded party members and left them unable to make clear and conscious judgment. Therefore, Church members should not jump into but rather try to right the wrongs in politics and steer it toward the right path through the words of God. As responsible citizens, we should exercise our votes in a fair way.

Politicians should only be after material gains but be humble, righteous and God-fearing people, able to sacrifice oneself for the people and the state for the sake of development, justice and peace. Politics is not a business of profit, but an important part of the ministry of God. Serving the people and the country faithfully is an important aspect of God's ministry.

3. **CORRUPTION:** 'Corruption' a term which was unheard of not very long ago, is now rampant in our state. Corruption means, 'mutilating the outcome of something, distortion, taking money illegally, resorting to unfair gains, taking bribes'. There may be a number of causes for corruption. Corruption is against the teaching of the Bible, therefore Christians should be free from it. With God as our strength, we shall fight against corruption and try to drive out corruption from our state.
4. **DEVELOPMENT:** The term 'Development' comes from the French word 'de-envelop', which means 'to take away the cover that envelops a thing in order to set it free'. The objective of development, therefore, is to set humans free from various elements – poverty, ignorance, oppression and discrimination, which bind them. Our distortion of economic development has widened the gap between the rich and the poor, the living conditions of the poor have been considerably reduced, and in many areas it has brought about oppression, rather than liberation to the poor. Therefore, the Baptist Church of Mizoram has taken upon itself the burden of bringing about development in the right direction.

Even if the system of development is righted, true development cannot take place unless we work honestly and zealously. The Bible says in II Thes. 3:10, "if anyone will not work, neither shall he eat". Therefore, as believers we shall fight against the sin of idleness and faithfully and with honesty do our respective works. Poverty due to laziness is sin.

5. **ALCOHOLISM AND SELLING OF ALCOHOL:** From times immemorial it is the nature of human beings to drink something more than just water for merry-making. Even our ancestors had had the habit of brewing and drinking rice beer and many people have been under its influence. Since it is highly intoxicating, those who drink beer/wine get drunk, and once under their influence, they behave in socially

unacceptable ways in the family and in the society. Furthermore, drinking intoxicating drinks is harmful to health. Because of these reasons, the Missionaries and the early Churches of Mizoram had prohibited drinking. If anyone wants to be a good Christian, he/she should give up drinking and brewing any kind of alcoholic drinks.

The Scriptures tell us not to be drunk with wine, in which is dissipation (Eph. 5:18). The Scriptures go to the extent of saying drunkards will not inherit the kingdom of God (I Cor. 6:10). Church members should neither drink nor be drunk on wine. Prov. 23:29-35 says that those who linger long at the wine, who go in search of mixed wine, are wretched. Like other intoxicants, drinking wine is also very addictive, so it is best not to test it. Like Daniel did not want to defile himself with the royal food and wine, we as Christians also should not defile ourselves with wine and other intoxicants.

Church members should isolate themselves from drinking and brewing wine/beer and should join hands in prohibiting the selling, brewing and consumption of alcohol in the society.

- 6. SMOKING AND CHEWING TOBACCO:** Smoking is a habit practised by our fore parents before the advent of Christianity. For socialising, for chasing away the mosquitoes and to cover up their stench, our ancestors had resorted to smoking. Not only did they smoke, but also used ‘tuibur’ a pungent smelling liquid collected from the fumes of tobacco. Smoking was very much a part of the Mizo life so much so that even the missionaries did not prohibit them from doing so, when they embraced Christianity. Besides, not much of the bad effects of using tobacco were known then as it is today.

Nowadays, the trend does not involve only smoking tobacco and taking ‘tuibur’ but also chewing ‘sahdah’ and ‘khaini’ and also taking ‘paan’ (betel nut with leaves and lime). Medical Science has proved that the use of cigarettes, tuibur, khaini, sahdah and paan is very harmful to health. It not only disturbs our spiritual life but also destroys our physical life as well. We should therefore abstain ourselves from taking such things. Some of the reasons we should abstain from taking tobacco and its related products are given below:

- (1) It slowly deteriorates the health and body of humans and is therefore an enemy as it shortens the life span of a person.
- (2) As its consumption results in such fatal ends, Christian from all over the world and followers of other religions too have condemned the use of tobacco in any form. And if we as Christians cannot abstain from it, ministering to the peoples of the world would indeed be a difficult task. If we want to serve the Lord, then we should be free from using tobacco in any form.
- (3) It is simply a means of unnecessarily wasting precious time and energy.
- (4) It is a useless way of spending money.
- (5) It affects not only the user but also those around him/her.
- (6) It is a habit that has no value for the future generations to imitate and it also stunts development.

(7) Knowing all these negative effects, the World Health Organizations and many governments of the world fight against it.

7. **DRUGS:** The term ‘drugs’ here refers not to medicinal drugs prescribed by doctors but to addictive drugs used for intoxicating oneself. While in the state of being intoxicated, a person is not his/her normal self, and therefore should not be practised by believers.

While dealing with the subject of drugs, one should make a distinction between ‘drug abuse’ and ‘drug abusers’ as we do while talking about ‘sin’ and ‘sinner’. ‘Drug abuse’ is like ‘sin’, which God hates. However, the abuser who is a human being is loved by God. Therefore, as Christians we should fight against drug abuse but give loving care and counselling to the drug abuser.

In our state today, it is sad that there are many drug abusers and drug addicts among our youth. This is slowly destroying our most valuable possession ‘human life’ in our state and the negative effects are evident in the society and in the Church. The Baptist Church of Mizoram therefore, voices its opinion on the subject of drug abuse in the following manner:

- (1) Drug abuse is a very grave sin as it destroys human ability to differentiate between right and wrong reducing them to slaves of sin. Therefore, believers should abstain from using abusive drugs.
- (2) We should abstain from abusive drugs as it destroys the human body, creates problems in the family, the society and the Church.
- (3) It is a useless way of wasting money so we should abstain from abusive drugs.
- (4) The best way to abstain from abusing drugs is to fight against it.
- (5) To battle against drug abuse, we should prepare our society and create an anti-drug culture.
- (6) To fight against drug abuse we should be ready as individuals, as families and as a Church.
- (7) We should do our best to save drug addicts from their addiction.

## **APPENDIX 2**

### **NORTH EAST INDIA CHRISTIAN COUNCIL (N.E.I.C.C) MEMBERS**

1. Assam Baptist Convention
2. Baptist Church of Mizoram
3. Bible Society of India, Shillong Auxilliary
4. Bodo Evangelical Lutheran Church
5. Cachar Hill Tribes Synod
6. Christ’s National Church

7. Church of God (Ecclesia)
8. Church of God (Meghalaya & Assam)
9. Church of North India, Diocese of NEI
10. Church's Auxiliary for Social Action
11. Council of Baptist Churches in North East India
12. Eastern Evangelical Lutheran Church
13. Evangelical Assembly Church
14. Evangelical Church of Maraland
15. Evangelical Free Church of India
16. Garo Baptist Convention
17. Gossner Evangelical Lutheran Church
18. Karbi Anglong Baptist Convention
19. Khasi & Jaintia Presbyterian Synod
20. Lairam Isua Krista Baptist Kohhran
21. Lower Assam Baptist Christian Association
22. Manipur Baptist Convention
23. Manipur Presbyterian Church Synod
24. Nagaland Baptist Church Council
25. North bank Baptist Christian Association
26. North East India Christian Endeavour
27. North East India Committee on Relief and Development
28. Northern Evangelical Lutherean Church
29. Presbyterian Church of India, Mizo Synod
30. Shillong Christian Youth Organization & Conference
31. Student's Christian Movement
32. The Salvation Army
33. Tripura Baptist Christian Union
34. World Vision of India
35. Young Men's Christian Association

### **APPENDIX 3**

#### **MEMBERS OF THE COUNCIL OF BAPTIST CHURCHES IN NORTH EAST INDIA**

Known members of the CBCNEI until date (12.07.'84) are as follows:

1. Assam Baptist Convention
2. Garo Baptist Convention
3. Manipur Baptist Convention
4. Nagaland Baptist Church Council

## **APPENDIX 4**

### **NATIONAL COUNCIL OF CHURCHES IN INDIA (NCCI) MEMBERS**

1. Andhra Evangelical Lutheran Church
2. Arcot Lutheran Church
3. Bengal-Orissa-Bihar Baptist Convention
4. Chaldean Syrian Church of the East
5. Church of North India
6. Church of South India
7. Convention of the Baptist Churches in Northern Circars
8. Council of Baptist Churches in North East India
9. Council of Baptist Churches in Northern India
10. Evangelical Lutheran Church in Madhya Pradesh
11. Gossner Evangelical Lutheran Church
12. Hindustani Covenant Church
13. Indian: Evangelical Lutheran Church
14. Jeypore Evangelical Lutheran Church
15. Malankara Jacobite Syrian Orthodox Church
16. Malankara Orthodox Syrian Church
17. Mar Thoma Syrian Church
18. Mennonite Brethren Conference of India
19. Mennonite Church in India
20. Methodist Church in India
21. National Organization of the New Apostolic Church
22. Northern Evangelical Lutheran Church
23. Presbyterian Church of India
24. Salvation Army
25. Samavesam of Telegu Baptist Churches
26. South Andhra Lutheran Church
27. Tamil Evangelical Lutheran Church