



First Evangelical Church of San Gabriel Valley

聖迦米羅省基督教會

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Procedures of Church Membership Maintenance

Membership Qualification

In accordance with FECSGV Bylaws, a member must

- A. *Be a Christian and be baptized by a church in line with the Statement of Faith (Article III);*
- B. *Commit to the Purpose and Vision of this Church (Article II), and subscribe to the Statement of Faith (Article III);*
- C. *Have attended this Church on a regular basis for at least six (6) months (this requirement may be waived by the Board of Deacons);*
- D. *Be eighteen (18) years of age or older;*
- E. *Not be a member of another church in Southern California;*
- F. *Apply for membership or reinstatement; and complete a membership class; and*
- G. *Be accepted by the Board of Deacons.*

Approval of New Member

1. A member who has met the above qualifications can apply for to the Congregational Pastor for FECSGV membership. A copy of the Membership Application form is attached.
2. The Congregational Pastor then submits the application to the Board of Deacons (DB) through the Board's chairperson for approval.
3. DB Designee signs on each application that has been approved.
4. DB Secretary keeps the original application for DB record. DB Secretary gives church administration a copy for follow-up.
5. Church administration compiles member certificates for Senior Pastor and DB chairperson to sign. Member certificate has Membership Covenant at the back. A sample copy is attached.
6. Congregational Pastor signs a notification letter to welcome the new member. A sample welcome letter is attached.
7. Church administration adds the new members to the membership lists.

Withdrawal of Members

1. FECSGV Bylaws specify that
Any members may withdraw from membership in the Church by delivering to, in person or by mail, the Board of Deacons at the Church's office (Article I), a written request for withdrawal. The withdrawal becomes effective upon receipt of the request by the Board of Deacons.
2. Members may use a Letter of Intent (or application for membership to another church) to withdraw their membership. Completed Letter of Intent can be delivered to the church administration. Church administration informs the Congregational Pastor and then passes the request to DB. Sample Letter of Intent and covering letter are attached.
3. The request becomes effective upon receipt of the DB.
4. DB Chairperson notifies the church receiving the member that FECSGV agrees to the membership transfer. Sample transfer letter is attached.
5. Church administration deletes such members from the membership lists.

Inactive Status of Members

1. FECSGV Bylaws specify that

Any member who

- *has not regularly participated in any Church activities (such as worship, fellowship, Christian education, etc.) within ten (10) consecutive months or*
- *has not attended the annual meeting for two consecutive years or*
- *has become a member of another church in Southern California*

shall, with the approval of the Board of Deacons, be put on the inactive membership list. Each such person who has been placed on the inactive membership list shall be notified by the Board of Deacons at his/her last known address as it appears on the membership roll of the Church. Inactive members shall have no member privileges.

2. Near end of August/early September, church administration asks Congregational Pastors to compile a list of potential "inactive members". Church administration will also lay out a timeline for identifying and notifying "inactive members". Sample memo to Congregational Pastors is attached.
3. For those members who may have become member of another church, church administration sends them a Letter of Intent to update on their membership status. Sample Letter of Intent and covering letter are shown under Withdrawal of Member.
4. For those members who have not regularly participated in any Church activities (such as worship, fellowship, Christian education, etc.) within ten (10) consecutive months
 - The potential "inactive members" list will be reviewed by fellowship group leaders, posted on the church bulletin board before reviewed and approved by DB. Sample documents are attached.
 - DB Chairperson will notify "inactive members" on their membership status. Sample letter attached.

Annual Address Update

1. For two consecutive weeks in late September/early October, church administration makes announcement in the church weekly bulletin to invite members to update their address. Sample bulletin insert attached.
2. Church administration updates membership lists accordingly.