

ECCF Constitution 2023 - 2024

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called **Evangelical Chinese Christian Fellowship** (or, ECCF) at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

To Display Christ-like servanthood to all – we are called by God as part of the churches in San Diego to evangelize and disciple mandarin speaking college students.

To display Christlike servant hood, it is important that we take ownership of these characters:

1. Knowledge of God's Word (2 Pet 3:18)
2. Life consistent with God's Word (Rom 12:2)
3. Love as God loves (1 Corinthians 13:1-3)
4. Continue growth (Phil 3:12-16)
5. Unity (Eph 4:11-13)

ARTICLE III. NONPROFIT STATEMENT

Evangelical Chinese Christian Fellowship at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Evangelical Chinese Christian Fellowship does not have requirements for membership.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Regular general body meeting shall be held at 7PM every Wednesday night, but subject to change at the discretion of the ECCF coworkers.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

General Commitments for officers (or ECCF coworkers)

1. Attend coworker trainings (Attending training doesn't automatically made you a coworker, but in order to be a coworker, attending training is a MUST)
2. Attend Sunday worship "regularly"
3. Have "regular" devotional time
4. Attend fellowship meetings on time
5. Be responsible and inform the Core Group ahead of time if you can't make it to any of the meetings
6. Be willing to **communicate** visions/ideas with the Core Group
7. Be willing to obey our spiritual authorities (Pastors, Spiritual leaders, etc.)

ARTICLE VII. RISK MANAGEMENT

Evangelical Chinese Christian Fellowship at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. **Evangelical Chinese Christian Fellowship** at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Responsibilities

A. Mentor Responsibility

1. Equipping coworkers for ministries
2. Prepare and arrange Christian Education Materials (Bible Study, sharing night, etc.)
3. Oversee the spiritual growth of the coworkers
4. Communicate biblical principles and guidelines with the coworkers
5. Resolve potential problems and conflicts
6. Oversee caring for the lost
7. Audit treasury activities
8. Support and Provide help for any coworkers if needed.
9. Arrange or prepare quarterly caring package.
10. Communicate with alumni for any needed help to support the Core Group and the body
11. Plan workshop to equip the body, such as worship, bible study, small group etc.

B. Supporting Advisors

1. Support and help the Mentors in their responsibilities of mentoring ECCFers

C. Coworker's Responsibility

Coordinator (_____) ☐ Trainer:

- a. Oversee the administrative duties of the Core Group, make sure everyone has completed their duties on time, and see if they need any support or help. (must double check everyone's work)
- b. Facilitate fellowship among coworkers, and oversee the fellowship.
- c. Prepare weekly announcements
- d. Call for coworker's meetings and prepare agenda, fellowship programs and proposals with the mentors.
- e. Interact with other fellowship leaders and coordinate possible joint-fellowship events.
- f. Staying alert and being aware of all the upcoming events
- g. Gather suggestions among the body and discuss with the mentors.

Secretary (_____) ☐ Trainer:

- a. Work with the coordinator intensively to make sure all events have been well prepared and everyone has been reminded to do what they have signed up to do
- b. Prepare Quarterly Sign-up sheet for Worship/food/drinks and other misc.
- c. Arrange weekly worship teams along with the coordinator
- d. Make sure each category has been signed up at least two weeks ahead
- e. Send out the reminder a weekend before (food/drinks/set up/clean up)
- f. Post rundown one day before each Wednesday or special events
- g. Collect meeting PPT or agenda from the mentors and coordinator
- h. Take notes during the meeting
- i. Edit, organize and summarize the meeting notes
- j. Upload documents and organize shared Google folder

Reservation (_____) ☐ Trainer:

1. Make campus reservations for weekly and annual events (@ Price Center /Classrooms)
2. For annual events, work with the coordinator and the mentors for dates and details. Communicate with school personnel and attend planning meeting with One Stop event coordinator.

Publicity (_____) □ Trainer:

1. Stay up to date with meeting location and events by communicating with reservation coordinator and mentors
2. Write and send out weekly newsletter by Facebook/emails **before Sunday night.**
3. Add new friends' email to ECCF's email account
4. Maintain fellowship social media (Facebook, Instagram)
5. Create invitation for activities on Facebook
6. Upload fellowship event photos/videos

Treasury (_____) □ Trainer:

1. Apply for funding from UCSD.
2. Collect and count weekly offering.
3. Write ECCF Checks
4. Make treasury reports for quarterly coworker meeting

Small Group Leaders (_____) □

1. Leading any small group discussions
2. Work with the vice small group leader to care for the members' need, and update the mentors for any prayer, caring or visitation needs.
3. Plan quarterly small group hang out
4. Encourage small group members to participate in helping out in ECCF (set up, clean up, worship, food and drink etc.)
5. Encourage small group members to attend Sunday Service.
6. Send out Worship songs, bible verses as encouragement to the small group

Vice Small Group Leaders (_____) □

1. Work with the Small Group Leaders closely to care for small group members and to plan small group events
2. Take small group attendance
3. Keep track with small group member's birthdays and write them birthday cards

General Affairs (_____)

1. In charge of utensils.
2. Stock up on fellowship belongings
3. Transport instruments to fellowship weekly
4. Purchase monthly birthday celebration cake

Ride Coordinator (_____)

1. Arrange rides for Sharing night, Sunday service and special event.

Coworker Team Helper:

Volunteer Drivers?

Open house?

D. Notes:

1. Mentor, coordinator, Small Group Leader, Big Group Worship Leader (Wednesday, Gospel night or Retreat) must be baptized.
2. All ECCF-related emails, Facebook Msg, communications must CC the mentors/coordinator.