

THE BYLAWS

OF

THE CHINESE CHRISTIAN CHURCH OF NEW JERSEY

PARSIPPANY, NEW JERSEY

Approved by GA on Oct. 21 2007

ORIGINALLY ISSUED: 1975

FIRST REVISION: 1983

SECOND REVISION: 1991

THIRD REVISION: 1999

FOURTH REVISION: 2007

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ARTICLE 1 - NAME, PURPOSE AND MISSION STATEMENT

- 1.1 The name of this church shall be known as "Chinese Christian Church of New Jersey," hereafter referred to as the Church. It shall be a non-denominational, independent, local church.
- 1.2 The activities of the Church shall include Sunday worship service, Sunday school, Bible study, prayer meeting, Christian fellowship and the presentation of the Gospel of Jesus Christ to others, and other activities consistent with the Christian faith.
- 1.3 Our mission is to teach our congregants to follow the biblical command to love God and people, and to disciple and mobilize our congregants in fulfilling the Great Commission of Jesus Christ.

ARTICLE 2- STATEMENT OF FAITH

- 2.1 We believe that the Bible, consisting of the Old and New Testaments, is the inspired word of God, and is the supreme and the final authority in faith and life. We believe in one God eternally existing in three persons, the Father, the Son and the Holy Spirit. We believe in the virgin birth of Jesus Christ, His being the true God and a true man. We believe that He is the only and sufficient mediator between God and man. We believe in the personality of the Holy Spirit and that His ministry is to reveal Christ to man in the regeneration and sanctification of their souls. We believe that man was created in the image of God, and that he sinned and thereby incurred spiritual death. We believe in the vicarious death of Jesus Christ for the sins of all men, but we also believe that only those who commit themselves to Jesus Christ by faith shall be forgiven of their sins and receive eternal life. We believe in the bodily resurrection of Jesus Christ, His ascension into Heaven, and His personal and visible, future return to earth.

ARTICLE 3 - MEMBERSHIP

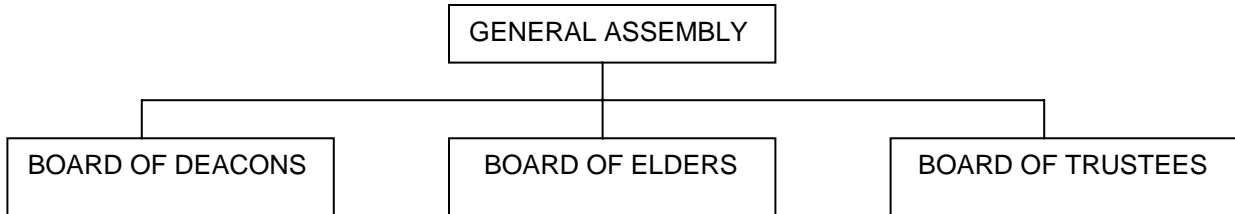
- 3.1 A person who professes Jesus as Christ, accepted Him as his personal Savior, has been baptized and bears evidence of regeneration, and is willing to take the Church as his spiritual home, and at least 18 years old shall be accepted into the Church membership upon approval by the Board of Elders.
- 3.2 In an effort to properly manage the membership of the Church, two membership statuses, i.e. active member and inactive member, shall be maintained and the list of church membership with members' status must be updated periodically. Active member has voting right, and inactive member does not have voting right.
- 3.3 In accordance with the regulations in the Bylaws, an active member shall have the privilege to accept nomination to be ordained as an Elder or serve as a member of the Board of Deacons or the Board of Trustees, or to be invited to be a ministry team leader. Through the General Assembly, a member shall be able to vote, to bring special motions and to inquire about the activities of the church.
- 3.4 A member who intends to withdraw or transfer his membership shall submit written petition to the Board of Deacons. The Board of Deacons shall present a formal reply to the member within one month of such submission. The withdrawal or transfer shall then become effective immediately.
- 3.5 An active member who, for legitimate reasons, could not attend Sunday service of the Church for more than one year or two consecutive annual General Assembly meetings shall file petition to the Board of Deacons to preserve his membership as an active member. Otherwise, the member shall be considered as an inactive member. Restoration of the active membership is obtained through petitioning to the Board of Deacons and upon approval by the Board of Elders.
- 3.6 Membership will be automatically withdrawn by death.
- 3.7 A member who denies his faith or engage in activities contrary to the Bible without repenting despite loving admonition from members of the Church shall have his membership revoked. Revocation of membership of the Church shall be recommended by the Board of Deacons and concurred by the Board of Elders. The revocation shall become effective upon written notification given to the member in question.

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- 3.8 A member whose membership was revoked by the church can petition to restore his/her membership according to the spirit of 2 Corinthians 2:7-8, when his/her life style is judged to be accordance with the "Responsibilities of Members" (Appendix II) and approved by the Board of Elders.
- 3.9 Here after all references to member is presume to be active member.

ARTICLE 4 - ORGANIZATION

4.1. The Church shall be organized as follows:



- 4.2 The General Assembly shall have the highest authority in the decision and administration of the Church. The final decision on matters related to the operation of the Church such as the appointment and dismissal of Pastors, Elders, Trustees and Deacons, revision of Bylaws, shall reside in the General Assembly.
- 4.3 The Board of Elders shall be responsible for setting the Church's direction and strategies and oversee the execution of such. Their primary ministry shall be the equipping of the saints: preaching, caring, visitation, teaching and training.
- 4.4 The Board of Deacons shall be responsible for the general administration of the Church, as well as executing ministries as laid out by the Board of Elders.
- 4.5 The Board of Trustees shall be responsible for external legal affairs and the transfer of assets, as well as internal supervision of the finances of the Church.
- 4.6 Ministry Evaluation - refer to Appendix 1.
- 4.7 In meetings of the Board of Elders, Deacons, Trustees, Pastors and any special committees, if the specific issue or the meeting subject under discussion involves a conflict of interest, the concerned individual shall be excluded from both the discussion and the voting. Any person in the meeting can openly bring up the issue, and the issue will then be settled by simple majority vote.

ARTICLE 5 - GENERAL ASSEMBLY

- 5.1 The General Assembly shall have the highest authority in the decision and administration of the Church.
- 5.2 The annual meeting of the General Assembly shall be held in October every year.
- 5.3 Special sessions of the General Assembly can be called through the request of the Board of Elders, the Board of Deacons, the Board of Trustees, or upon written petition by one quarter of the members of the Church.
- 5.4 Members shall be notified in writing fourteen days in advance of all regular or special sessions of the General Assembly.
- 5.5 Absentee ballots shall be null and void at the General Assembly.
- 5.6 To constitute a quorum at the General Assembly, at least one-half of all members must be present. When a quorum is not satisfied, the meeting shall be dissolved and be called again according to the guidelines outlined in Article 5.4.

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- 5.7 Upon approval by a two-third majority at the joint meeting of the Board of Elders, the Board of Deacons and the Board of Trustee, a motion shall be listed as an "important matter". All important matters at the General Assembly shall require a three-quarter majority of all members present to approve.
- 5.8 All meetings of the General Assembly shall be presided by the Chairman of the Board of Deacons.

ARTICLE 6 - THE BOARD OF ELDERS

- 6.1 The Board of Elders shall comprise all ordained Pastors and Active Elders with Senior Pastor as the Chairman of the Board (see 9.4. item 6.) The Board shall elect annually the Secretary to coordinate all meetings. In absence of a Senior Pastor, the Board shall elect annually the Chairman as well.
- 6.2 Terms of Active Elders (who are other than ordained Pastors):
- 1) Active Elders shall serve on the Board of Elders for a period of three years, with two consecutive terms (six consecutive years).
 - 2) At the conclusion of the first three year term, an Active Elder may continue for another three year term, or elect to become an Inactive Elder.
 - 3) The duration for an Elder to be inactive is one year. Inactive Elders who continue to meet the qualifications of an Elder may elect to resume being an Active Elder upon the approval by a two-third majority in a joint meeting of the Boards of Elders, Deacons and Trustees, subject to Article 6.3.
 - 4) If the Inactive Elder does not intend to become active again, the Inactive Elder should present a written request to the joint meeting of the Boards of Elders, Deacons and Trustees six months prior to the return date.
- 6.3 The number of Active Elders shall not exceed two percent of the number of Church members.
- 6.4 The responsibilities of the Board of Elders shall be as follows: Develop annual and long-range ministry plans to serve as strategies for the Church's continual growth and development; serve as overseers and be shepherds of God's flock; they shall preach and teach. Because God has given each believer unique gifts, the specific ministries of Active Elders may include some or all of the following:
- 1) Preaching, including from the pulpit on Sundays,
 - 2) Responsible for visitation, caring and counseling,
 - 3) Overseeing the Christian Education ministry,
 - 4) Responsible for discipleship training,
 - 5) Interpreting Biblical truths and guarding against heresies,
 - 6) Admonishing members of the Body of Christ and protecting the unity of the Church,
 - 7) Overseeing the Outreach and Missions ministries,
 - 8) Conducting holy sacraments,
 - 9) Attending meetings of the Board of Deacons that relate to the planning of the ministries.
 - 10) Lay Elders shall evaluate Senior Pastor's ministry effectiveness at least once a calendar year.
- 6.5 An Active Elder shall have the following qualifications:
- 1) Meets the standards as stated in I Timothy 3:1-7; Titus 1:6-9 and I Peter 5:1-3.
 - 2) Has been a Deacon of the Church for at least one term; For a candidate who has been an Elder in good standing at another church and meets the qualifications in 6.5(i), this requirement may be waived.
 - 3) Must be a member of the Church for at least three years.
- 6.6 Ordination of Active Elders:

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- 1) Nomination: A nomination committee shall comprise all ordained Pastors, a representative from each of the Boards of Elders, Deacons and Trustees and five representatives from the Church members at large.
 - 2) Review: Upon approval by at least one-half of the nomination committee, the candidate shall be jointly reviewed by the Boards of Elders, Deacons and Trustees.
 - 3) Recommendation: Should the result of the review be satisfactory and the nominee is approved by a two-third majority at a joint meeting of the Board of Elders, the Board of Deacons and the Board of Trustees, the nominee upon his consent shall be recommended to church members in writing at least 6 months before a meeting of the General Assembly.
 - 4) Approval: Upon approval by a three-quarter majority of the members present at a meeting of the General Assembly, the nominee shall be ordained as an Active Elder of the Church.
- 6.7 The ministry effectiveness of every Active Elder shall be assessed annually according to Appendix 1 – Procedures for Ministry Evaluation.
- 6.8 Dismissal or Resignation of Elders:
- 1) Should an Active Elder exhibit improper behavior, fail to carry out the responsibilities entrusted to him, or engage in activities contrary to the Bible, two or more members may submit a signed petition to an ordained Pastor or the Chairman of the Board of Deacons to request an investigation into the matter.
 - 2) An investigation committee comprising an ordained Pastor and a representative from each of the Boards of Elders, Deacons and Trustees shall be formed. The committee shall notify the Elder in question in writing of such investigation. Results of the investigation shall be conveyed to both parties in writing.
 - 3) Should the matter turned out to be unfounded, it shall be handled in accordance with Article 3.5 of the Bylaws. Should the matter be found true and constitute grounds for dismissal of the Elder, the Boards of Elders, Deacons and Trustees shall jointly review the report of the Investigation. Upon agreement by a two-third majority, the Joint Board shall request the resignation of the said Elder. Such resignation shall be effective six months thereafter.
 - 4) Should the said Elder refuse to resign, the matter shall be decided by the General Assembly by a simple majority. Such decision shall be conveyed to the said Elder in writing and the decision shall be effective six months thereafter.

ARTICLE 7 - THE BOARD OF DEACONS

- 7.1 The Board of Deacons shall consist of seven or more Deacons. The Board shall annually elect the offices of Chairman, Secretary, and Treasurer from the Deacons serving in the current year.
- 7.2 The Board of Deacons shall have the following responsibilities:
- 1) To establish rules and regulations in accordance with the Bylaws for the benefit of conducting the ministries of the Church,
 - 2) To determine and administer the Church's annual budget; however, prior approval of the budget by the Board of Trustees must be sought,
 - 3) To determine the appointment, promotion and dismissal of the salaried staff of the Church other than the Pastors, and determine the salaries & benefits of the pastors and salaried staff.
 - 4) To assist the Pastors in promoting the spiritual growth of the members,
 - 5) To establish and supervise subcommittees to promote the ministries of the Church; the organization of these subcommittees are to be determined;
 - 6) To determine methods to implement the Church's direction and strategies as set by the Board of Elders. Should the Board of Deacons find the Board of Elders' strategies hard to implement or have drawbacks, they shall refer the matter back to the Board of Elders for reconsideration.

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- 7.3 The Board of Deacons shall meet once every month. Special meetings of the Board may be called by the Chairman as needed. The Chairman shall preside at all meetings of the Board. Important issues would require at least a two-third majority of all Deacons to pass.
- 7.4 The term of office of a Deacon shall be three years, with no consecutive terms allowed. The number of newly elected Deacons in any year shall not exceed the number of Deacons staying on, The process of election of Deacons shall be as follows:
- 1) Candidates for the Deacons shall be nominated by the nominating subcommittee, which comprises a representative from the Board of Elders, Chairman of the Board of Deacons, Chairman of the Board of Trustees, and one other member who is neither a Deacon or Trustee and who shall be appointed by a joint meeting of the Board of Deacons and the Board of Trustees;
 - 2) New Deacons shall be elected at the General Assembly from the candidates nominated.
- 7.5 Candidates for the Board of Deacons shall have the following qualifications:
- 1) He is a Christian and has been baptized for at least three years; he bears good witness in his life and has been a coworker in the Church with good testimony;
 - 2) He meets the qualification of a Deacon as stated in I Timothy Chapter 3 in the Bible.
- 7.6 Should a Deacon engage in activities contrary to the Bible or fail to carry out the responsibilities entrusted to him, the Board of Deacons may vote to request the Board of Elders to give the Deacon in question loving admonition. Should the Deacon in question fail to repent, the Board of Deacons may, with concurrence by the Board of Elders, dismiss him from the Board of Deacons upon written notification.
- 7.7 A Deacon who intends to resign from an unfinished term of office shall give written notification to the Board of Deacons. Should the resignation occur more than six months prior to the current term, the Board shall invite the Deacon candidate with the next highest number of votes at the last election to fill the vacant office for the remaining term. Failing that, a new Deacon shall be elected by the General Assembly in accordance with the Bylaws. Should the remaining term be less than six months, the Board shall appoint an appropriate coworker to fill the vacancy.

ARTICLE 8 - THE BOARD OF TRUSTEES

- 8.1 The Board of Trustees shall consist of three or more members. The Board shall elect the offices of Chairman, Secretary and Treasurer from among the Trustees.
- 8.2 The Board of Trustees shall have the following responsibilities:
- 1) To represent the Church on legal affairs and the transfer of assets,
 - 2) To be responsible for reviewing and re-examining the financial budget of the Church as well as approving any budget revisions,
 - 3) To be responsible for auditing the Church's records of income and expenditure, asset registry and all other financial matters.
- 8.3 The Chairman of the Board shall call and preside in all meetings of the Board of Trustees. If necessary, the Chairman may call a joint session between the Board of Trustees and the Board of Deacons.
- 8.4 The term of office for a Trustee shall be three years. A Trustee may serve two consecutive terms. The number of newly elected Trustees shall not exceed the number of Trustees staying on. The process for electing new Trustees shall be the same as that for electing Deacons.
- 8.5 The qualifications of Trustees shall be the same as those of the Deacons.
- 8.6 Should a Trustee engages in activities contrary to the Bible or fails to carry out the responsibilities entrusted to him, the Board of Trustees may vote to request the Board of Elders to give the Trustee in question loving admonition. Should the Trustee in question falls to repent, the Board of Trustees may, with concurrence by the Board of Elders, dismiss him from the Board of Trustees upon written notification.

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- 8.7 A Trustee who intends to resign from the Board shall submit a letter of resignation to the Board of Trustees. Should the Trustee resign at least six months prior to the expiration of his term, the Board shall invite the candidate with the next highest number of votes in the last election to fill the vacant office for the remaining term. Failing that, a new Trustee shall be elected by the General Assembly in accordance with the Bylaws. If a Trustee resigns within six months before his term expires, the vacancy shall be filled by an appropriate coworker, appointed by the Board of Trustees.

ARTICLE 9 - PASTORS

- 9.1 The Church shall appoint one Senior Pastor and, if necessary, Pastors and Ministers. Hereafter, "Pastor" shall refer to the Senior Pastor, all Pastors and Ministers.
- 9.2 The appointment and promotion of Pastors shall be jointly recommended by the Board of Elders, the Board of Deacons and the Board of Trustees, and approval of such shall require a three-quarter majority of the members present in a meeting of the General Assembly.
- 9.3 A Pastor shall be offered a pastoral employment term between one to five years, which is renewable with two thirds approval of the joint meeting of the CCCNJ boards. The employment of a pastor may be terminated or not renewed upon the recommendation of the Elder Board Representative with two thirds approval of the joint meeting of the CCCNJ boards.
- In the two consecutive years following the appointment of a Pastor, the General Assembly shall annually vote to confirm such appointment in accordance with the procedures for "important matter" (refer to Article 5.7). Decisions by the General Assembly shall be conveyed to the said Pastor in writing, and shall take effect six months thereafter.
 - Pastoral Employment Term Renewal Responsibility:
 - A designated Lay Elder will be responsible for initiating term renewal discussions with the Senior Pastor on behalf of the Elder Board.
 - The Senior Pastor will be responsible for initiating term renewal discussions with each Pastor / Director on behalf of the Elder Board.
 - Pastoral Employment Term Renewal Process:
 - The Elder Board Representative shall begin renewal talks in January of a pastor's final employment year. Both parties should come to an agreement by March of that year, to be discussed with the entire Elder Board.
 - The Elder Board should present the pastor's renewal recommendation to the joint meeting of the Boards by April of that year. The renewal recommendation shall be voted upon by the joint meeting of the three Boards by June of that year. Two thirds approval of the Joint Boards is required for a pastor's employment term to be renewed or extended.
- 9.4 The primary responsibilities of the Senior Pastor are the following:
- 1) Provide leadership for all Pastors; hold monthly ministry meeting to review the status of ministries; confer the status with the Board of Elders,
 - 2) Review each ministry direction and objectives and ensure their consistency with the overall direction and goals laid out by the Board of Elders,
 - 3) Evaluate Pastor(s) ministry effectiveness at least once a calendar year,
 - 4) Review and set ministry objectives with each Pastor for the following calendar year,
 - 5) Work with Pastors to lay out and approve the preaching calendar and all outside speakers,
 - 6) Serve as the Chairman of the Elder Board,

In addition to the primary responsibilities in the above list, the Senior Pastor may have responsibilities of a Pastor. In absence of the Senior Pastor, the chairman of the Elder Board shall fulfill the Senior Pastor role.

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9.5 For responsibilities of the Pastors, refer to Article 6.4 of the Bylaws.

9.6 Dismissal of Pastors:

- 1) Should a Pastor exhibit improper behavior, fail to carry out the responsibilities entrusted to him, or engage in activities contrary to the Bible: two or more members may submit a signed petition to an Elder or the Chairman of the Board of Deacons to request an Investigation into the matter.
- 2) An investigation committee comprising a representative from each of the Boards of Elders, Deacons and Trustees shall be formed. The committee shall notify the Pastor in question in writing of such investigation. Results of the investigation shall be conveyed to both parties in writing.
- 3) Should the matter turned out to be unfounded, it shall be handled in accordance with Article 3.5 of the Bylaws. Should the matter be found true and constitute grounds for dismissal of the Pastor in question, the Boards of Elders, Deacons and Trustees shall jointly review the report of the investigation. Upon agreement by a two-third majority, the Joint Board shall request the resignation of the said Pastor. Such resignation shall be effective six months thereafter.
- 4) Should the said Pastor refuse to resign, the matter shall be decided by the General Assembly by a simple majority. Such decision shall be conveyed to the said Pastor in writing and the decision shall be effective six months thereafter.

9.7 A Pastor who wishes to resign shall notify the Board of Deacons in writing at least two months prior to the effective date.

ARTICLE 10 - DISTRIBUTION OF ASSETS

- 10.1 The Church is a nonprofit Christian organization. In accordance with the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1954, no assets of the Church shall be given or distributed to any member, Pastor, Elder, Trustee, Deacon, coworker or any single individual.
- 10.2 Upon the dissolution of the Church, its assets shall be distributed exclusively to Christian organizations whose doctrine are fundamentally based on the Bible and evangelical in nature, and whose missions include promoting study of the Bible, prayer, worship, Christian fellowship, and the presentation of the Gospel of Jesus Christ to others.

ARTICLE 11 - INTERPRETATIONS OF AND AMENDMENTS TO THE BYLAWS

- 11.1 Interpretation of the Bylaws shall be conducted jointly by the Board of Elders, the Board of Deacons and the Board of Trustees.
- 11.2 The motion of any proposal to amend the Bylaws shall be voted upon as an important matter by the Board of Deacons. The Board of Elders and the Board of Trustees must both approve the motion before any follow-up amendment activities can take place.
- 11.3 A study of the proposal to amend the Bylaws shall be conducted by the Bylaws amendment committee, whose members shall be appointed by the Board of Deacons. In order to gather opinions from the members of the Church, the Bylaws amendments committee shall announce the proposal of the amendments in advance. Subsequently, a meeting of the General Assembly shall be called to vote on the adoption of the amendments.
- 11.4 No amendment of the Bylaws shall become effective until the amendment is adopted by the General Assembly through an affirmative vote of at least two-third of the members present.

APPENDIX I – PROCEDURES FOR MINISTRY EVALUATION

Ministry Evaluation shall be conducted annually and procedures are as follows:

- Survey Design - to be designed by the Deacons and concurred by the Joint Board of Elders and Deacons.
- Data Gathering - Survey to be complied by all Church members
- Statistics Compilation - to be performed by the Board of Deacons
- Report Preparation - to be approved by the Joint Board of Elders and Deacons and communicated to the General Assembly.

Feedback and Appraisal:

- Coworkers - to be communicated by the Deacons to each Coworker
- Deacons - to be communicated by the Pastors/Elders to each Deacon
- Trustees - to be communicated by the Pastors/Elders to each Trustee
- Elders - to be communicated by the Pastors to each Elder
- Pastors - to be communicated by the Pastors/Elders to each Pastor

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APPENDIX II – Responsibilities of the Member

Members have the responsibility of supporting church ministries and attending church activities, frequently participating in worship meetings, giving, serving, and praying.

- A.** Participating the annual General Assembly meeting
- To understand the general affairs in the church and the status and direction of the church,
 - To express ministry opinions, and inquire about the church activities and ministry status,
 - To vote.
- B.** Participating church meetings (Heb. 10:25; Acts 2:42-47)
- Worship: Member should regularly attend Sunday Worship, and if not, will be subject to membership rules stated in CCCNJ Article 3, Membership.
 - Sunday School: Members should make their best effort to attend the Sunday School to learn God's Word and get firmly rooted in His Truth.
 - Fellowship, small group, and prayer meeting: Members should make their best effort to join church fellowship or small group, and prayer meetings so that through prayers and fellowship the Gospel will be proclaimed and spread.
- C.** Giving (Mal. 3:8-12, Matt. 5:17-48, 1 Cor. 16:1-4, 2 Cor. 9:12)
- Give in secret, do not intentionally show others your giving (Matt. 6:1-4)
 - Set aside and tithe (Gen. 14:20, 28:22, 1Cor. 16:2)
 - Give willingly and wholeheartedly (2 Cor. 9:7)
 - Give sacrificially (Luke 21: 1-4)
 - Give generously to the needy (1 Tim. 6:17-19)
- D.** Serving faithfully (1 Cor. 12:12-31, 1 Peter 4:10-11)
- Serve with Words (Eph. 4:11-12)
 - i. Apostles
 - ii. Prophets
 - iii. Evangelists
 - iv. Pastors
 - v. Teachers
 - Serve with actions (1Cor. 12:4-11, 28-31, Rom. 12:6-8)
 - i. Helping others (1Cor. 12:28)
 - ii. Administering (1Cor. 12:28)
 - iii. Ministering (Rom. 12:7)
 - iv. Governing (Rom. 12:8)
 - v. Caring (Rom. 12-8)

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E. Praying (1 Thess. 5:17)

- Private prayer (Matt. 6:5-15)

Psalm 1 reminds us to faithfully near Him daily.

- Corporate prayer (Acts 2:42, 4:31, 12:5,12)

Follow the good examples in Acts, faithfully attend church-wide prayer meetings.

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ADDENDUM

1. In the Articles governing decisions or elections, all fractions shall refer to attaining that fraction or above. If no fraction is mentioned, one-half shall be assumed.
2. In Article 6.4, the involvement of the Board of Elders shall be defined as follows:
 - 1) "Responsible" shall mean participation in person for the attainment of goals.
 - 2) "Overseeing" shall mean paying attention to the ministry, anticipating difficulties or problems, recommending, improving, facilitating the completion of tasks, and evaluating results of the ministry.
 - 3) "Attending" shall mean giving advice, but not participating in the voting process.
3. Article 9 does not apply to Interns or temporary Pastors and Ministers.