

New Life Evangelical Free Church Operational Manuals

新生命國語播道會操作手冊

Version 1.1

新生命國語播道會在過去十幾年中制定了一些有關教會運作的規章、守則和條列。在制定的過程中，牧者們，執事們，及弟兄姐妹們花了不少心血。我們的母堂 - 南卡城播道會 - 給了我們極大的支持。其實我們好多規章、守則和條列都是根據母堂的版本而制定的。在此，新生命國語播道會的弟兄姊妹們向我們的母堂表示衷心的感謝。為了教會操作與管理的需要，我們將這些重要文件彙集成冊。《新生命國語播道會操作手冊》因此誕生。感謝神的帶領和保守。榮耀歸於我們的神，我們的主，耶穌基督。

新生命國語播道會執事會

2012年1月

修訂歷史

2012年1月初版

Version 1.0

2012年4月增加 教會誕生文件，受洗或入會申請表 及 CRA Charity Quick View 文件
Version 1.1

2012年8月12日把掃描版 受洗或入會申請表 修改為文字版。文件 Version 1.1.1

Contents

新生命國語播道會誕生文件

The Constitution of New Life Evangelical Free Church

新生命國語播道會憲章

新生命國語播道會洗禮入會申請表

牧師職責

執事守則

English Deacon Job Description

行政幹事工作條例

主日崇拜事奉條例

宣教章程

Financial Procedures

Accounting Manual

堂址運用原則及措施

Guidelines for Pastoral Staff on Working Hours, Speaking Engagement, and Upgrading Courses and Conferences (SCCEFC with slight modifications)

Holidays & Vacations (SCCEFC)

Maintaining Charitable Registration (CRA)

Charity Quick View

Resources

CORPORATE ACCESS NUMBER

54671058



RELIGIOUS SOCIETIES' LAND ACT

**CERTIFICATE
OF
INCORPORATION**

NEW LIFE EVANGELICAL FREE CHURCH

WAS INCORPORATED IN ALBERTA ON OCTOBER 10, 1995



A handwritten signature in black ink, appearing to read "A. Heider".

Registrar of Corporations

CERTIFICATE OF MEMBERSHIP

in the

EVANGELICAL FREE CHURCH OF CANADA

PRAIRIE DISTRICT

**NEW LIFE EVANGELICAL FREE CHURCH
CALGARY, AB**

SIGNED THIS 17th DAY OF NOVEMBER AD 1995



W.M.P. Dyer
district chairman

George Budd
district secretary

Kenneth D. [Signature]
district superintendent

新生命國語播道會第一屆會友存筆

一九九六年一月

孔祥正
郝翔
~~張劍~~
古琳
王夢靨
張光琪
王東麗

陳臨蘭
李國平
李宏達
郭昭敏
溫大冰
關家壽
宋一陽
俞征
顧天中
俞良仁
趙漢生

俞聖籍
戴南濟
仲濟良
蔡美玉
何錦文
陳玉勤
傅瑞文
王曉白
劉大玲
許珍芬
黃嘉
苗

王瑞遠
蔡映明
鄧寶英
賴來貴
包雪仙

各樣美善的恩賜和
各樣全備的賞賜，都是
從上頭來的，從眾光之
父那裏降下來的；在他
並沒有改變，也沒有轉
動的影兒。

他按自己的旨意，
用真道生了我們，叫我
們在他所造的萬物中，
好像初熟的果子。

雅各書 1:17-18

New Life Evangelical Free Church

Constitution and By-Laws

(Date of first rectification December, 2002)

(Date of second rectification September, 2005)

Article 1

The name of the church shall be: New Life Evangelical Free Church, hereafter called the Church.

Article 2: Statement of Belief

We believe:

1. The Scriptures, both Old and New Testament, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Devine and final authority for all Christian faith and life.
2. In one God, Creator of all things, indefinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.
3. That Jesus Christ is the true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as sacrifice for our sins according to the Scriptures. Further He rose bodily from the dead, ascended into heaven, where at the right hand of the majesty on High, He now is our High Priest and Advocate.
4. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
5. That man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become the children of God.
7. That water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.
8. That the true church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head.
9. That only those who are thus members of the true church shall be eligible for membership in the local church.
10. That Jesus Christ is the Lord and Head of the Church, and that every local church has the right under Christ to decide and govern its own affairs.
11. In the personal and premillennial and imminent coming of our Lord Jesus Christ and that this *blessed hope* has a vital bearing on the personal life and service of the believer.
12. In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgement and everlasting conscious punishment.

Article 3: Purpose

The purpose of the Church shall be:

1. To worship and to glorify God
2. To preach and teach the Word of God
3. To encourage mutual edification and spiritual growth
4. To win the unsaved to Christ
5. To assist the spread of the Gospel in the mission fields at home and abroad

Article 4: Membership

The Church will receive into membership those who:

1. Confess Jesus Christ as their personal Saviour and have also been baptized
2. Accept the Bible as the final authority for their life
3. Desire to share in the Church's fellowship and ministry by attending regularly the Sunday worship and cell group/fellowship activities
4. Are willing to *learn* to tithe
5. Will abide by the Church's Constitution and By-laws
6. Are willing to share the Gospel with others

Article 5: Government

The Church shall be independent or self-governing, and shall remain its own highest authority under Jesus Christ. The government of the Church is vested in its membership and executed through the Church Board.

Article 6: Affiliation

This Church shall be affiliated with the Evangelical Free Church of Canada, and with the Prairie District Conference.

Article 7: Property Rights

This Church shall have power to buy, own, and sell real and personal property in its own name with the consent of at least three-fourth of the members present in a congregational meeting. In the case the Church is dissolved either by its members or other reasons, no member(s) will personally be entitled to any assets of the Church. All assets and property rights will pass to the Prairie District Conference of the Evangelical Free Church of Canada. If a division occurs in the Church, the name and all property shall be retained by those adhering to the Constitution. In the event of a dispute as to which faction is adhering to the Constitution, the Prairie District Conference shall review the dispute and make a decision binding to both factions.

Any surplus generated through the operation of the Church shall be used for achieving the said purposes of the Church; members shall have no claim whatsoever.

Article 8: Congregational Meeting

The Church shall hold quarterly congregational meeting with one of them designated as the annual meeting for the election of officers, approval of the budget, consideration of membership, as well as any other business which concerns the work of the Church. Other

congregational meetings can be called by the Church Board with two weeks advance notice at the written request of at least one-third of the membership.

Article 9: By-laws

Internal rules and appendixes used to supplement the Church Constitution are known as By-laws.

Article 10: Amendments

On three-fourth affirming majority of all the members of the Church Board, said proposed amendment shall be presented to the membership and at said membership meeting, on three-fourth affirming majority of all the members present thereat, said proposed amendment shall be a part of this constitution. Motion to amend the Constitution has to be submitted in writing to the Church Board who shall notify the membership of the said motion at least two weeks prior to the congregational meeting.

By-law (1) of the New Life Evangelical Free Church

Article 1: Membership

Section 1: Eligibility

- A. Any person who accepts Article 4 of the constitution on membership, having been baptized, is eligible for membership consideration.

- B. All those brothers and sisters who are baptized at this church automatically become members of this church. The Church welcomes and encourages transferred brothers and sisters to apply for membership, but only those who have been regularly attending church activities for at least six months will be considered for acceptance into church membership. This is to ensure that both the Church and the applicants have sufficient time to understand each other; this knowledge will enable these future new members to find suitable positions where they would best serve the Church.

- C. Only members who are 16 years or older are eligible to vote at congregational meetings or to hold church offices.

Section 2: Admission

Applications shall be made to the Church Board by completing the Church's membership application form. The Church Board will review and after three-fourth majority had passed, it will make recommendations of membership to the congregation in any public meeting. The applicants' names will be posted for at least one month before becoming members, unless valid objections in writing are received and dealt with by the Church Board.

Section 3: Membership Status

A. Active Members

All members in good standing and who regularly attend church services are considered active members. Only active members can vote in church meetings.

B. Inactive Members

All active members who have not regularly attended church services for the past six months will be considered inactive members. They will not be eligible to vote or hold church offices.

C. Any inactive member who regularly re-attends church services for one month shall once again become an active member.

Section 4: Discipline

Any member who is found to live with persistent actions or sustained attitudes that contradicts the Bible should be pointed out by a member who comes to know about it. If the subject member refuses to repent, the counselling member should bring along two other members to offer further advice. If such effort still fails to bring about changes in behaviour, this matter should then be brought to the attention of the pastor or the Church Board. Matthew 18:15-20, Luke 17:3, and Galatians 6:1 shall be used as basis for discipline. If after being counselled, the member continues to live in an unrepentant condition, the Church Board shall implement disciplinary action with the intent to restore the subject member into fellowship. The disciplinary action includes but not limited to the removal of the subject member from positions of leadership or teaching, the prohibition of offending conduct, the requirement that an apology be given, the requirement that the subject member evidences an attitude of submission to the authority of the church or a spirit of contrition or the termination of membership upon approval at a congregational meeting. However, the notice of termination of membership to the member being disciplined will only take effect after all disciplinary actions have been taken.

Article 2: Church Organization

Section 1: The Congregation

The organization structure is congregational in nature. Thus the highest and final authority in administrative matters is vested in the congregation.

Section 2: The Church Board

All administrative function of the Church shall be the responsibility of the Church Board. It consists of pastor and pastoral staff, and deacons.

A. Pastor

The Pastor shall be called for an indefinite period of time (except during “suitability” or probation period). He becomes a member of the church when called. The calling is executed through the Church Board with the approval of three-fourth majority from the congregation in a general meeting. The procedure pertaining to the calling of the pastor, term of service, pastoral ministry, feedback, salary adjustment and disciplinary procedure are detailed in By-law (2) titled “Articles pertaining to pastoral calling”.

B. Other Pastoral Staff

Other pastoral staff may be added when deemed necessary by the Church Board, pending approval by the congregation. They shall work in conjunction with, and under the direction of the Pastor.

C. Deacons

Deacons are elected from the active members to assist the pastor to serve the Church. The deacons shall be divided to fulfill the following functions:

1. Chairperson

The Church Board shall appoint a chairperson from within itself. The chairperson shall preside over the Church Board and all church business meetings.

2. Secretary

The Church Board shall appoint a secretary from within itself. The secretary’s duties shall include keeping records of all church business meetings as well as of the Church Boards, and attend to correspondence of the church and preserve all records of the Church.

3. Treasurer

The Church Board shall appoint a treasurer from within itself. The treasurer shall be responsible for all matters pertaining to record keeping, banking, disbursement and reporting in regard to church funds.

All the above 3 positions should be held by different members of the congregation.

4. Deacons With Other Duties

Other elected deacons shall assist the church in functions such as Christian Education, management of facilities, mission, fellowship, and other spiritual/administrative matters.

Section 3: Board of Trustees

Board of Trustees is made up of the Church Treasurer and two other members elected from the Church membership. The trustees ascertain and act on behalf of the Church in

connection with all Church agreements. They also ensure that all Church documents are kept safely and properly; that a year-end documentation of all Church properties be made and reported to the congregation.

Section 4: Auditor

An auditor is to be elected from the membership and whose duty is to audit the Church's finance. The result of such audit will be reported to the membership at the annual congregational meeting.

Section 5: Term and Election

A. Qualification of Deacon and Trustee

Base on the general qualification laid out in 1 Tim 3:1-13 and Titus 1:5-9, the following requirements are set for church deacons:

1. Faithful to the church by regularly attending church sponsored services and make themselves available when the need arises.
2. Strive toward unity by having a teachable spirit, attending church prayer meetings and support the decision made by the Church Board.
3. Give generously toward the work of the Church as the Lord enables.

B. The Term

Deacons and trustees are elected for a term of one year. They can be re-elected twice more for a maximum of three years total.

C. The Election

Deacons are nominated by the Nominating Committee. The Nominating Committee consists of the pastor, one member appointed by the Church Board and an elected member from the congregation. Any active member can nominate any other active member, provided the nominee is willing to stand for election. The election of deacons is held at a congregational meeting, for which a three-fourth majority is needed. For the calling or termination of a pastor or the amendment of the Constitution or its By-laws, a three-fourth majority is needed. In all other cases a simple majority shall carry motions and decide all elections.

D. Building Committee & Pastoral Search Committee

The Church Board may propose to form the above-mentioned committee when the need arises. Members of the committee are to be made up of elected members, Church Board representative, pastor or chairperson of the Church Board.

Section 6: Quorum

A quorum shall consist of one-third of active voting members.

Section 7: Amendments

A motion to amend the By-laws must be presented in writing to the Church Board two weeks in advance of the congregational meeting. On three-fourth affirming majority of all the members of the Church Board, said proposed amendment shall be presented in advance to the membership and at said membership meeting, on three-fourth affirming majority of all the active members present thereat, said proposed amendment shall be a part of the Church By-laws.

By-law (2) of the New Life Evangelical Free Church Concerning the calling of Pastor

(Date drafted: Dec 2002; First revision: September, 2005)

Rules pertaining to the calling of a Pastor to New Life Evangelical Free Church are as followed:

Section 1: Calling Procedure

- 1) Decision on the calling of a pastor, including the related budget, shall be made at the recommendation of the Church Board and approved by the congregation.
- 2) The Pastoral Search Committee will be responsible for all the work related to the selection and calling of prospective pastor. The Pastoral Search Committee shall comprise the current pastor (or Chairperson of the Church Board), a deacon and three elected representatives from the congregation.
- 3) The Pastoral Search Committee shall advertise, call and select appropriate prospective pastoral candidate for initial interview.
- 4) Upon successful initial interview, the Pastoral Search Committee shall make arrangement to provide the necessary opportunity for the members of the congregation to understand and to come to know the pastoral candidate better in order to decide whether or not to call the candidate. The following steps may be considered for checking a candidate's suitability:
 - (1) Invite the pastoral candidate to preach several times at church
 - (2) Ask the pastoral candidate to teach Sunday school
 - (3) Ask the pastoral candidate, including the spouse of the candidate, to have several sessions of face-to-face dialogues with members of the congregation.
 - (4) Arrange a dialogue session between the pastoral candidate, Church Board members and co-workers.

How the above process is to be carried out, the actual numbers of preaching and dialogue sessions to be arranged are at the discretion of the Pastoral Search Committee.

- 5) The Pastoral Search Committee shall present to the Church Board, in writing, their opinions including all those collected from members of the congregation.
- 6) The Church Board shall only recommend the pastoral candidate to the congregation for consideration upon the approval of at least three-fourth of the

Church Board members. The Church Board shall be responsible for reporting to the congregation on all collected opinions in order that the congregation may make an informed decision

- 7) During congregation meeting, there must be an affirming majority of at least three-fourth of the active membership present before the prospective pastoral candidate may be called to pastor at New Life Evangelical Free Church

Section 2: Term of Service of Pastor

- 1) Our church constitution by-law 1 article 2 section 2A states that: “The pastor shall be called for an indefinite period of time”. However, after considering the actual needs of the Church and the pastor being called, it is felt that it is in both party’s interest that the first twelve months of the called pastor’s service at church be considered the “suitability or probation period”. During this period of time, either the Church or the newly appointed pastor may unconditionally terminate the employment relationship unilaterally. After successfully completed the “suitability or probation period”, the pastor’s term of service at Church shall be indefinite.
- 2) After the suitability or probation period, if the pastor decides to resign, at least three months’ notice has to be served to the Church.
- 3) After the suitability or probation period, if the Church decides to terminate the services of the pastor, a notice of termination of no less than three months has to be served. However, this requirement does not apply in the case where “Pastor’s Reprimand Procedure” as outlined in section 4 of this by-law has to be implemented.

Section 3: Feedback of Pastor’s Performance and Salary Adjustment

- 1) In order to encourage communication and sharing among pastor, the Church Board and members of the congregation with the end purpose of improving church ministries, church members may express their opinions to the Church Board or to the pastor directly. The Church Board or its representatives (two or more) must meet with the pastor at least once a year to honestly provide feedbacks concerning his/her ministry. Any discussions, suggestions and agreements made should be documented for future reference and follow up.
- 2) Upon completion of the feedback process, the Church Board should discuss the pastor’s salary adjustment to be based on changes in inflation rate, the pastor’s performance, salary of equally qualified pastors at other churches, the church’s financial ability to fund adjustment etc.

Section 4: Pastor’s Reprimand Procedure

- 1) Should there be concerns relating to the pastor’s ministry by members of the congregation, such concerns have to be brought to the Church Board in writing by at least two members before any action will be taken by the Church Board (1 Timothy 5:19).

- 2) Upon investigation, discussion and understanding by the Church Board, if the pastor has indeed be found to be against the bible in faith, character, deeds or in carrying out his/her ministry in error or wilful omission, the Church Board shall send three representatives to humbly, sincerely and lovingly advise the pastor (Mathews 18:16). Should such action fails to improve the situation, the Board may consider writing to the Evangelical Free Churches' Prairie District office for help (if warranted, to the Evangelical Free Church of Canada also as the next step). Should the problem still fails to be resolved, the Church Board may consider termination of service of the Pastor. The termination recommendation by the Church Board shall be presented to the congregation for approval and upon an affirming majority of at least three-fourth of the members present at the congregational meeting called for the purpose, the pastor's services with the Church can be terminated.
- 3) Should the pastor be relieved of his or her service based on the above reasons, the Church Board may consider paying the pastor an appropriate severance of up to a maximum of three months' salary.

新生命國語播道會憲章和附則

(本憲章之原稿為英文，正文以英文版本為準)

(第一次修正日期：2002年12月；第二次修正日期：2005年9月)

憲章

第一章：本教會定名為新生命國語播道會，以下簡稱為教會。

第二章：信仰宣言

1. 我們相信新舊約聖經都是神所默示的。原文真實無誤，完整地啟示神對人類的救恩計劃和心意，是神賜信徒在信仰與生活上之最高權威。
2. 我們相信獨一之真神及萬物之造物主，他無限的完美，並永恒地以聖父，聖子，聖靈三位一體之位份存在。
3. 我們相信耶穌基督是完全的神，也是完全的人，由聖靈感孕，借童貞女馬利亞所生，依照聖經的記載，為我們的罪死在十字架上成為我們的挽回祭。隨後，他的身體從死里復活，升入高天，現今在至高尊榮者的右邊，作為我們的大祭司和中保。
4. 我們相信聖靈的工作是榮耀主耶穌基督，並在現今的世代中叫人知罪悔改，使相信的罪人從中得生命，又住在一切信他之人的里面，引領教導和加力量給信徒過敬虔和事奉神的生活。
5. 我們相信人是照著神的形像而造的，因落在罪中而喪失，唯有借著聖靈的重生，才能得著救恩及屬靈的生命。
6. 我們相信耶穌基督的寶血和復活是信徒得救和稱義的唯一根基。只有那些接受耶穌基

督的，才是從聖靈生的，從而成為神的儿女。

7. 我們相信水禮和主餐是現今教會應該遵行的禮儀，但不是得救的條件。
8. 我們相信真教會是由一切相信耶穌基督的救贖而被聖靈重生的人所組成，這些人共同聯結成為耶穌基督的身體，耶穌基督是此身體的頭。
9. 我們相信只有那些基于第八條而屬於真教會的，才有資格成為地方教會的成員。
10. 我們相信耶穌基督是教會的主和頭。各地方教會在基督里有權決定管理地方教會的事宜。
11. 我們相信耶穌基督會很快地在千禧年以前親自再來，這個有福的盼望對信徒個人生活與事奉有著決定性的影響。
12. 我們相信死人肉體的復活；信徒肉體復活承受永久的福份及與神同在的喜樂；不信者肉體復活面對審判並承受永久的而且是有知覺的刑罰。

第三章：宗旨

本教會宗旨如下：

1. 敬拜和榮耀神。
2. 宣講和教導神的話語。
3. 互相激勵，共同促進靈命上的成長與提高。
4. 引導未信者歸向基督。
5. 協助海外及本地宣教工場傳播福音。

第四章：會友

教會將接受具備以下條件的人為會友：

1. 承認耶穌基督為救主并已接受洗禮。
2. 接受聖經為個人生活中之最高權威。
3. 愿意參與分擔教會事工，定時參加主日崇拜，細胞小組和團契活動。
4. 愿意學習十一奉獻。
5. 遵行教會憲章和附則。
6. 愿意與別人分享福音。

第五章：教會組織

本教會保持獨立和自決，保留在耶穌基督下的最高自主權。教會的組織與管理由全體會友參與，通過教會執事會實施與執行。

第六章：聯屬

本教會與全加播道會和草原區聯合會相聯屬。

第七章：資產權

本教會有權以自己的名義購買，擁有和出售實業及個人資產，經出席會友大會之四分之三會友通過。若教會解體，任何會友無權擁有教會的任何資產。所有產業和物業權力將移交加拿大播道會草原區聯合會。若教會發生分裂，教會會名和所有資產將由遵守憲章的一方保留。若在哪方遵守憲章上有分歧，草原區聯合會將對此分歧進行審查，並作出一個對雙方有效的裁決。

教會之運作並不為教友之所得，任何盈餘將做為促進教會目標之用。

第八章：會友大會

教會將每年舉行四次會友大會，其中一次將用來選舉教會執事，核帳員，信託人；通過財政預算，以及其他教會事工。除此之外，會友大會可在三分之一會友以書

面要求之下召開會友大會。所有會友大會須在兩星期提前通知。

第九章：對附則的安排

教會內部的其他規則及制度屬於這個憲章的補充，叫做附則。

第十章：憲章修改

修改憲章的動議須以書面形式提交執事會，經執事會之全體成員四分之三或以上通過，所提動議應至少在會友大會召開兩星期之前交至全體會友。動議若經出席會友大會之四分之三或以上會友通過，則正式有效，成為憲章之一部分。

附則一

第一章：會友

1. 資格

- A. 凡接受本憲章第四章的弟兄姐妹，均有資格成為會友。
- B. 在本教會受洗的弟兄姐妹自動成為會友。教會歡迎並鼓勵轉來本教會的弟兄姐妹申請成為會友。從其參加教會活動之日起，至少六個月方可批准其入會申請，目的是讓申請者和教會雙方有足夠時間彼此了解，利于新來弟兄姐妹在教會的事奉定位。
- C. 只有年滿16周歲的會友在會友大會享有選舉和被選舉權。

2. 入會

申請入會必須先填寫入會申請表，提交執事會，執事會將審查申請表，并經四分之三或以上成員通過后，向會眾公布。申請人姓名將公布一個月，若無任何書面

反對意見，則自動成為正式會友。

3. 會友狀態

A. 活躍會友

任何定時參加教會活動的會友為活躍會友，只有活躍會友有權在會友大會上投票。

B. 非活躍會友

所有在六個月中沒有定時參加教會崇拜則被認定為非活躍會友。非活躍會友無權投票，或擔任教會職務。

C. 重新成為活躍會友

任何非活躍會友將重新成為活躍會友，若他定時參加崇拜為期一個月。

4. 紀律

任何會友經發現有背离聖經之過犯或持背离聖經之態度，應由一知情會友指出。若有過犯的會友不聽勸戒，勸戒的會友應帶另外兩個會友再去勸說，若仍無效果，則應把事情帶到牧者或執事會前。教導應以馬太福音十八章十五至二十節，路加福音十七章三節和加拉太書六章一節為依據。若經勸戒，該會友仍不悔改，執事會則應採取適當的措施，應當本著帶領離道會友重新回轉歸向神和教會的意願。教會不僅有權力，更有責任以合乎聖經教訓的方式來實施紀律。紀律措施可以包括(但不局限于)：撤去該會友的領袖或教導職位，阻止過犯行為之發生，要求該會友道歉，并對教會權威有順服態度或悔改精神，勸其自動退會，甚至經會友大會終止其會友資格。受紀律處分會友之退會通知，須等紀律措施完備之后，方為有效。

第二章：教會組織

1. 會友大會

本教會組織結構均以會友大會為基礎，因此最高及最終行政權在於會友大會。

2. 執事會

所有行政事務由教會執事會管理。執事會由牧者，牧者同工和執事組成。

A. 牧者

牧者任期無期限規定(適應期除外)。他受召之后即成為教會會友。牧者招聘須有會友大會四分之三或以上會友通過方為有效。有關聘牧程序，牧者任期，牧者事工的反饋和薪金的調整，以及牧者懲戒程序，詳見憲章附則二”有關牧者聘任制度的條例”。

B. 牧者同工

教會可因需要，在會友大會通過后增加牧者同工的人數。同工應在牧者指導之下，與牧者協同工作。

C. 執事

執事從活躍會友中選出，協助牧者的事奉工作。執事應分別承擔下列工作：

1) 主席

執事會應從其內部任命一主席，工作是主管執事會并主持所有教會會議。

2) 秘書

執事會應從其內部任命一秘書，其責任是保存教會所有會議和執事會的記錄，答复教會的一切信函，保存教會的一切文件。

3) 財務總管

執事會應從其內部任命一財務總管，其責任包括所有的財務記錄，銀行事

務，財經事務及教會的資產報告。

以上三職應由不同會友擔任。

4) 其他職銜執事

其他職銜執事協助教會的以下事工，包括基督教教育，場所管理，宣教，團契，行政和其他屬靈上的事工。

3. 信托委員會

信托委員會由教會管理財務之執事及兩名被選會友組成，信托人確定教會契約與一切重要文件保管妥當，并每年年終向會友大會匯報教會資產目錄。

4. 核帳員

一位核帳員將由會友中選出，擔當核對教會財務之職，并于每年年會上匯報核對結果。

5. 選舉與期限

A. 執事與信托人資格

依據提摩太前書三章一至十三節和提多書一章五至九節所提到的條件，執事與信托人應具備：

- 1) 對教會忠心，經常參加教會活動，并在有需要時作出幫助。
- 2) 存受教之心，努力保持合一，經常參加教會禱告會。并支持與執行執事會所作出的決定。
- 3) 盡主所提供之能力，為教會事工慷慨奉獻。

B. 期限

執事与信托人期限為一年，可再連任最多兩年。

C. 選舉

執事將由提名委員會提名。提名委員會由牧者，執事會任命的一位執事及會友大會中選出的一位會友組成。任何活躍會友可以向提名委員會建議提名某位會友，但須由該會友表示同意。執事選舉在其中一次的會友大會上進行，須得四分之三或以上的選票通過方有效。有關召聘或終止牧者及憲章附則修改的決定，須有四分之三或以上出席會友通過方有效。其余決定只須以簡單多數票通過即生效。

D. 建堂委員會及聘牧委員會

執事會于有需要時提議以上委員會之組成。委員會由被選之會友，牧者或執事會主席組成。

6. 最少有效人數

會友大會須至少有全部活躍會友的三分之一出席，其所作決定方為有效。

7. 附則修改

修改附則之動議須以書面形式向執事會提出，在經執事會上全體成員四分之三或以上多數通過，并須在會友大會召開之前交付全體會友。動議在四分之三或以上出席會友大會會友通過后，則正式有效成為附則之一部分。

附則二 有關牧者聘任制度的條例

(草案日期：2002年12月；第一次修正日期：2005年9月)

新生命國語播道會對於牧師，傳道人(統稱牧者)的聘任有以下條例：

1. 聘牧程序

1) 聘牧的決定，包括預算，須由執事會提出，并經會友大會通過。

2) 聘牧工作的具體安排由聘牧委員會負責。聘牧委員會經會友大會選舉產生。其成員包括現任牧者(或執事會主席)，一位執事，和三位會友代表。

3) 聘牧委員會當召募和篩選候選人，并与其進行初步面談。

4) 初步面談通過之后，聘牧委員會須安排機會讓教會更多地了解和考查候選人，從而能作出是否聘用的決定。考查的方法可以考慮以下步驟：

(1) 請候選人來教會講道數次；

(2) 請候選人來教導主日學；

(3) 請候選人與會友面對面地交流，包括與候選人配偶交流數次；

(4) 請候選人與教會同工，執事交談。

其具體過程，講道和交流的次數由聘牧委員會依照情況作決定。

5) 聘牧委員會須對候選人提出具體意見，書面報告給執事會。聘牧委員會還須負責征詢會友對候選人的意見并且集中匯報給執事會。

6) 執事會必須有四分之三的成員贊成才能向會友大會推薦候選人。執事會有責任向會友大會報告所征集的所有對候選人的意見，以便會友大會作出決定。

7) 會友大會必須有四分之三的成員投票贊成才能聘用該候選人為新生命國語播道會的牧者。

2. 牧者任期

1) 本教會憲章附則一第二章二節A項規定，”牧者任期無期限規定”。但考慮到受聘牧者與教會的實際需要，新任牧者的頭十二個月定為適應期。在此期間，教會和牧者雙方都可無條件地終止聘用關係。在適應期順利通過之後，牧者的任期不受期限的限制。

2) 適應期之後，若牧者決定辭職，應至少提前三個月向教會提出。

3) 適應期之後，若教會決定停止聘用牧者，應至少提前三個月向該牧者提出。這一條不適用於”牧者懲戒程序”中所列的情況(詳見本條例第4項)。

3. 牧者事工的反饋和薪金的調整

1) 為促進牧者，執事會及會友之間的交流，達到改善教會事工的最終目的。會友若對教會事工有任何意見，可向執事會或牧者直接反映。執事會或其代表(二人以上)每年最少有一次與牧者坦誠交通的反饋時間。反饋時的討論，建議及結論，應作記錄存檔，以便日後遵循之用。

2) 在完成上述反饋之後，執事會當討論牧者薪金的調整。執事會應考慮物價指數的變化，牧者的工作，其他教會資格相似的牧者的工資，教會的經濟能力等等因素，來決定薪金調整的數額。

4. 牧者懲戒程序

1) 若有會友對牧者的工作有質疑，須有至少兩位會友向執事會提出的書面見證，執事會方可受理(提前5 : 19)。

2)若經執事會了解，研究和討論后認定牧者確實在信仰，品德，行為，或職責上有不符合聖經，或有謬誤，怠忽的事情，執事會當委派三位代表謙誠地以愛規勸牧者(太18：16)。若不能達到果效，執事會可考慮書面呈報播道會草原區會請求調解(如有必要，可以考慮進一步呈報總會請求調解)。如果問題仍不能解決，執事會可考慮辭退該牧者。辭退的決定須提請會友大會表決。若有四分之三的會友投票贊成，教會可以將該牧者解聘。

3)如果由于以上情況教會決定辭退牧者，執事會可以考慮給予該牧者適當的退職金。退職金不應超過該牧者三個月的工資。

洗禮 / 入會申請表 Baptism / Membership Application Form

申請人 中文 English 性別
Applicant 姓名 _____ Name _____ Sex: _____

出生日期 出生地點 婚姻狀況: 己婚 未婚 離婚
Date of Birth _____ Place of Birth _____ Martial Status Married _____ Single _____ Divorced _____

住址: 門牌號碼街名 公寓#
Street _____ Apt _____
Home Address: 城市 省 郵區
City _____ Prov _____ PostCode _____

電話 電郵
Phone H (____) _____ C (____) _____ eMail _____

職業: 工作電話 (自由填項)
Occupation _____ Work Phone # (Optional) W (____) _____

轉會 Apply for Transfer

近已參加新生命崇拜超過六個月以上 有 無 國語堂 英文堂
Been actively attending NLC Services for the last 6 months Yes___ No___ Mandarin ___ English___

洗禮教會: 洗禮日 洗禮證書 有 無
Baptized Church _____ Date of Baptism _____ Copy of Certificate Yes___ No___

洗禮 Apply for Baptism

近已修畢新生命洗禮班課程 有 無 洗禮後成為新生命會員
Completed NLC Baptism Class Yes___ No___ NLC Membership granted upon baptism

負責老師 姓名 簽名
Teacher Name: _____ Signed: _____

申請人 簽名 日期
Applicant Signature _____ Date: _____

洗禮 / 入會申請表 Baptism / Membership Application Form

受洗見証 Baptismal Testimony

=====以下新生命教會專用 Below reserved for the Church =====

將臨洗禮日期 _____ 轉會生效日 _____
 Upcoming Baptism Date _____ Membership Effective Date _____

新生命國語播道會主禮牧師 姓名 _____ 簽名 _____
 Officiating Pastor Name _____ Sign: _____

會見人 姓名 _____ 簽名 _____ 姓名 _____ 簽名 _____
 Name _____ Sign: _____ Name _____ Sign: _____

姓名 _____ 簽名 _____ 姓名 _____ 簽名 _____
 Name _____ Sign: _____ Name _____ Sign: _____

會見日
 Date: _____

牧師職責

加拿大卡爾加里新生命國語播道會是雙語言福音教會，設有國語和英語事工。牧師是教會屬靈的領袖。作為屬靈的帶頭人，牧師肩負牧養教會主要責任，并帶領教會發揮其作為基督身体的功用，完成神賦予新生命國語播道會的使命。牧師是蒙神恩召事奉主，要在主日敬拜講道，主日學團契教導神的話語，并在門徒培訓，關愛，福音外展，及教會管理等事工中負重要責任。牧師要帶領教會按照神的旨意，尋找異象，完善并擴展現有事工。

牧師的主要職責是：

I 敬拜

1. 定時在國語和英語堂主日敬拜講道，其中包括每年若干次的中英聯合敬拜。
2. 规划和部署教會的主日敬拜。
3. 主持教會聖餐及特殊的禮儀，如洗禮，婚禮，葬禮等。

II 行政管理

1. 牧師作為當然執事會成員參與監管教會各項事工。
2. 支持和參與教會的基教及小組團契事工。負責规划主日學及小組團契的教材和負責人。在必要時參與主日學的教導。
3. 輔導，關懷負責英語堂青少年事工的年輕牧者同工。
4. 与執事會一起，指導和評審教會行政干事的具体工作。
5. 与執事會一起，監管教會的設備和設施，確保其功用。

III 關顧

1. 教導教會成員以基督的心為心，彼此相愛，相互關顧。
2. 在教會倡導并親自推動彼此關心，互助，并以基督的愛去關心周圍的人。
2. 協助執事會善用教會財務及資源。
3. 通過探訪，諮詢，和禱告牧養教會弟兄姐妹。

IV 福音外展

1. 规划實施福音外展事工。把福音擴展到未得之民，社區居民，及那些已信主，但信心失落的主內肢体。
2. 与執事會一起，關心并幫助新到教會的弟兄姐妹及慕道朋友融入到教會生活中。
3. 鼓勵教會成員勤做主工。特別是傳福音的事工。
4. 熱情支持并關懷宣教士，包括本教會和其他福音机构所差派的宣教士。

V 其他

1. 靠主的恩典，過聖潔的生活，作群羊的榜樣。
2. 讀經，靈修，禱告，不斷在屬靈生命上長進。
3. 在教會成員有緊急情況時，能妥善應付并做恰當處理。
4. 作為教會的代言人。

執事守則

執事會主席 Chairperson

- 負責召開並主持定期執事會。
- 負責召開並主持會友大會。
- 督導各組分工職責之執行。
- 督導執事會議決事項之實施。
- 協助牧師積極推動擴展計畫及年度事工。
- chair Deacon Board meetings
- chair congregation meetings (4 times per year)
- supervise ministries
- enact deacon board meeting decisions
- assist pastors to implement expansion plans and annual plans

文書/Secretary

- 記錄每次執事會會議記錄，並於下次執事會作跟進報告。（中英文）
- 記錄會友大會記錄，並於下次會友大會報告。（中英文）
- 參與臨時執事會及特別事工小組（如宣教章程研議小組，教會聘請行政幹事，以及教會租借章程研議）並做記錄。
- 保管教會部分文件如租借協議，草地施肥及鏟雪協議等。
- 教會對外公文。

基教執事

- 出席定期或臨時執事會。
- 出席專案討論會議。
- 安排成人主日學。
- 召集成人主日學老師會議，每年最少一次。
- 視實際需要安排主日學老師陪訓課程。
- 配合牧師安排，及推廣教會弟兄姊妹之靈命造就課程。
- 與將受洗之慕道友做受洗前之會談。
- 為教會購置適當之釋經，或靈修書籍、雜誌、或光碟。
- 處理基督教機構，與教會間的往來信件。
- 對講員偶有不符聖經教導之信息，應與牧師，或提交執事會討論。
- 圖書管理：
 - 確定所有教會購置之書籍、雜誌、或光碟都編入電腦檔案。

- 排定主日輪值人員，負責借書、還書事宜。

小組團契

- 一年一到两次小组长会议，交流经验，
- 了解小组团契情况，经常与小组长保持联系。
- 负责教会每年两次大扫除。
- 安排组织教会一年一次的一日游活动
- 安排组织教会一年一次的露营活动
- 协助教会每年一次的春节晚会活动.

English Deacon Job Description

An English Deacon is responsible for looking after the administration of the English congregation. The job description outlines the responsibilities and qualifications needed for a Deacon in the English ministry.

Responsibilities

- **Worship**
 - Invite guest preachers when the Senior Pastor is not preaching to the English congregation.
 - Organize the Worship service including the selection of: Chairperson, Scripture Reader, Worship Team, Power Point preparation.
 - Help develop the skills of the Chairperson and music skills of the Worship team.
 - Prepare the bulletin and send it to all the youth, deacons and the Senior Pastor.
- **Education (Sunday School)**
 - Help select an appropriate Sunday School curriculum together with the Senior Pastor.
 - Train university and senior high school students to teach Sunday School.
 - Create a Sunday School teaching schedule and run the Sunday School program.
 - Support the Senior Pastor when the Senior Pastor teaches Sunday School.
- **Fellowship**
 - Plan and lead the monthly cell group for the university and senior high school students.
 - Provide mentorship to the youth members of the congregation.
- **Outreach**
 - Plan and organize social activities to attract new members to the Church. This includes one social activity every two months and at least one social activity a month during the summer months (May-August).
 - Perform visitation to members of the congregation.
- **Administration**
 - Create a ministry plan and budget and work towards the ministry goals while ensuring that the English congregation financial budget is respected.
 - Maintain the content of the English congregation website and calendar.

Qualifications

- Must be baptized, a spiritually mature Christian and have a heart to serve the Lord.
- You possess the qualities written in 1 Timothy 3:1-7 including being: noble, faithful, self controlled, respectable, hospitable, able to teach, gentle, organized, a good manager and disciplined.
- You have strong communication and interpersonal skills.
- You have experience mentoring, developing and bringing out the best in people.

教会行政幹事 (Church administration staff)

工作條例 (Job description)

主要任務: 協助教会處理日常行政事事務，幫助協調各部門事工，使教會健全發展。

工作守則：

- 這份工作不僅僅是一份普通的工作，要有奉獻心志，願意委托於神的事工。
- 向執事會報告，具體工作與執事會主席和牧者直接聯絡協調。
- 行政幹事對內對外聯絡都是代表教會，要註意自己的言行舉止得體。
- 行政幹事要列席教會的執事會議，但不參與執事會的決議及表決。

工作時間:

- 目前行政幹事 part-time，每周工作 24 小時，和執事會商定具體工作時間，行政幹事要填寫 timesheet 向執事會報告工作時間。
- 如果要休假，提前一個月與執事會協調安排好工作。
- 三個月試用期。試用期後，如果辭職，要提前三個月向執事會提交申請，如果教會要解聘行政幹事也要提前三個月通知。
- 執事會有權利根據具體工作情況調整行政幹事的工作內容和時間。

工作具體內容:

a.) 辦公室之行政

- 看管教會之器材及在有需要時進行添置。
- 分配教會地方之使用。
- 監察特別的採購如買花及花環等。
- 購買教會辦公室內之用品、清潔用品、洗手間用品、聖餐及愛宴餐具、電腦軟件及其他器材。
- 教會對外聯絡，信件收取分發，協助牧者處理對內、對外協調事宜，並定期赴中信領取號角及真理報。
- 中英文堂主日週報列印，並通知輪值司事同工。
- 教會圖書館管理，並協調弟兄姐妹負責借閱、登記及管理事宜。
- 定期核對教會各項帳單，若有異常，及時處理。
- 監督教會鐘雪、每週清潔、及廚房管理。
- 執行或協調教會定期活動，如愛宴及洗禮等之採買及準備事宜。

b.) 教會設施之運用

- 統籌教會設施之運用。
- 負責教會設施及器材之租用。
- 監察教會內設施及器材之一般狀況。記錄教會水電、暖氣、洗手間設施運轉情形，如有異常，及時自行或請專人處理。
- 對辦公室地方及教會設施作長期及短期之策劃。
- 監督教會鐘雪、每週清潔、及廚房管理。

- 簡易設備維護、抄錶，並完備工作日誌，定期協調廠商，完成市政府所要求之各項設備維護及測試(例如:消防設備(每年十一月測試)、自來水逆向止水閥(Cross Connection Control Device，每年十月測試))。

c.) 作為各牧者的聯絡人

作為牧者之間的溝通橋樑及資料傳遞。

d.) 處理教會內之檔案

- 保存教會記錄:包括會友記錄、浸禮、喪禮、婚禮、兒童獻禮、推薦信等。
- 保存所有執事會會議及一般會議記錄。
- 保存所有部門之會議記錄。
- 確保教會之運作守則及政策有定時修改。

e.) 由執事會委托之其他事宜

職務要求:

- 主內基督徒，以教會的會友和經常參加教會聚會的弟兄姊妹為優先考慮。
- 以主內相愛的原則，謙卑服事，能夠處理好與教會牧者執事會的關係。
- 身體健康，有責任心。
- 熟悉電腦操作，Microsoft Office，中英文錄入。
- 可以使用英文，國語進行書面及口頭交流。
- 自備汽車，可以為教會逕行必要的購買。

新生命国语教会主日崇拜事奉条例

(一)、崇拜公約 (每位来到神面前的)

「殷勤不可懶惰，要心裏火熱，常常服事主。在指望中要喜樂，在患難中要忍耐。禱告要恆切。」羅12:11-12

1. 除不得已外絕不遲到早退。
2. 請於崇拜開始前把傳呼機及手提電話關上。
3. 为不影响崇拜过程，先来的弟兄姊妹到前排就坐，留出后排座位给后来者。遲到者請勿走中道，改由兩側走道入座。
4. 為表示對神的尊敬及對崇拜的尊重，請弟兄姊妹攜帶自己的聖經並以整齊的衣飾參加崇拜。
5. 崇拜進行時，請勿談話，並應以莊重態度敬拜神。
6. 人人開口參與唱詩讚美主。
7. 人人開口在祈禱完畢時同聲說阿門。
8. 崇拜後，請將借閱之聖經或诗歌本放回原处。

(二)、所有主日崇拜事奉人員須知

「不要只在眼前侍奉，像是討人喜歡的，要像基督的僕人，從心裏遵行神的旨意，甘心侍奉，好像服侍主，不像服侍人。」以弗所書6章6-7節

1. 各人應於周六晚上盡量爭取提早休息，以便主日有飽滿的精神參與事奉。並應為自己代禱，求神讓自己有謙卑的心、快樂的心情去服侍。以敬畏及樂意的心於所分派的崗位上事奉神及服侍弟兄姊妹，與其他崗位事奉的肢體彼此配搭，敬拜神，高舉基督，歸榮耀與三一真神。
2. 請於崇拜前15分鐘到達教會，並以禱告的心做好当日所负责的崇拜事工。
3. 衣著一定要整齊大方。
4. 如未能出席有關事奉，應盡早通知崇拜负责同工。

新生命国语教会主日崇拜事奉条例

(三)、领会主席須知

1. 周报会列出未來四週之领会主席, 請留心周报, 并用心準備及祈禱。
2. 衣著須整齊大方, 弟兄應穿衬衫、西褲、打領帶。
3. 領會當天, 要提前15分钟到达教会, 并与有关负责同工协调(钢琴, 领诗, 投影, 音响), 於崇拜開始前5分鐘, 召集負責同工及講員一起同心禱告, 並帶領崇拜, 尽可能准时开始。
4. 宣布奉父, 子, 聖靈的名開始今天的崇拜。宣召要清晰宏亮。
5. 藉祈禱領會眾到神面前, 預備他們心靈敬拜主。及順暢地帶領各項程序進行。
6. 讀經時在找經文及經節上要重覆, 遷就找經文較慢的會眾。
7. 奉獻祷告前可向會眾略為解釋什一奉獻的意義, 如「教會的奉獻箱位於大堂的門口, 奉獻是基督徒属灵生活的一部份。神悅納並賜福所有出於甘心樂意的奉獻。但新來賓若不明白奉獻意義者, 無需奉獻」。
8. 報告時只讀報告事項及留意有否新來賓。送上歡迎及祝福。
9. 作为领会主席, 要掌握时间。若有临时要求報告项目, 可根据情况定夺。但要求报告者簡明扼要。

(四)招待司事須知

1. 衣著須整齊大方。要提前15分钟到达教会。
2. 站於司事桌前, 热情禮貌地接待每一位來賓及肢體, 並誠懇地問安。崇拜開始十分鐘後, 坐於後排並留意遲來者派發程序表。
3. 用保溫杯盛熱水, 送到講台。
4. 领会主席作祷告时, 一司事要站在崇拜堂入口。若有人来参加崇拜, 请其稍候, 待祷告完毕, 再请其进入崇拜堂
5. 核點崇拜出席的人數。并将出席的人數记录交与财务。
6. 确保在奉献祷告前将奉献交与领会主席并侍立。等奉献祷告后回归原位。
7. 在欢迎报告时将信息表递交新朋友, 聚会结束时收回填写的信息表并转给关顾执事。
8. 整理好司事桌, 以备下次使用。
9. 如不能做司事事奉, 應盡早通知司事長。

新生命国语教会主日崇拜事奉条例

(五) 圣餐司事須知

1. 圣餐通常安排在每月第一个主日。每次有五位圣餐司事包括俩对夫妇和一位弟兄或姐妹。
2. 崇拜执事负责预先通知参与圣餐服事的弟兄姐妹。
3. 圣餐司事要准时到达教会参加崇拜。衣著須整齊大方，弟兄應穿衬衫、西褲、打領帶。
4. 牧师召唤时圣餐司事要站於圣餐桌两旁（一边一对夫妇，彼此面对。男在牧师侧，女在会众侧，单一的圣餐司事可侍立在任何一侧）。
5. 传递圣餐时，夫妇圣餐司事各负责其所在的一边。男方应在边道，女方在中间通道，由前向后逐排传递。单一的圣餐司事则负责崇拜堂外的圣餐传递。
6. 待饼或杯传递完毕，五位圣餐司事在崇拜堂后排中间位置集中。然后按顺序返回圣餐桌两旁就位。
7. 返回的顺序应为夫妇司事男方在前女方在后。单一的圣餐司事则在最后位置。
8. 圣餐结束后，圣餐司事负责收集空杯。夫妇司事应负责将圣餐盘归位，用桌布盖好。然后回归本座位。
9. 如不能做圣餐司事事奉，應盡早通知有关负责同工。

(六) 投影

1. 主日前必须全面校对所用的经文和歌词，有疑问或错误请立即与牧者、负责同工或司琴联络。
2. 提前15 分钟到达教会。
3. 於崇拜前10 分鐘開powerpoint畫面，提醒會眾關掉手提電話及預備心靈敬拜主-(請安靜，默禱，預備好心靈敬拜神。請關掉手機，預備好自己的聖經，聆聽神的話語。

(五) 诗班（司琴/領唱員/和唱員）

1. 具备正确的事奉观念
2. 准时参加每周练习，不无故缺席
3. 献诗主日着正装或诗袍，女士裙子必须过膝盖，不穿牛仔衣，拖鞋，或太随便的衬衣。
4. 提前15 分钟到达教会。

新生命国语播道会

宣教章程

本宣教章程参考南卡城华人布道会英文版宣教章程，并蒙南卡城华人布道会同
意，谨此致谢。

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目录

- I. 宗旨
 - A. 宣教的圣经基础
 - B. 宣教的定义
 - C. 本章程的目的、灵活性及修订
- II. 宣教委员会
 - A. 宣教委员会人数
 - B. 委员会之成员选择
 - C. 宣教委员会任期
 - D. 宣教委员会的职责
 - E. 宣教委员会会议
 - F. 宣教委员会成员职责
- III. 宣教预算
 - A. 宣教基金
 - B. 宣教资助优先顺序
 - C. 宣教基金赤字
 - D. 资金盈余
 - E. 后备宣教基金
 - F. 专用基金
 - G. 宣教范围
 - H. 宣教会议费用
- IV. 宣教士的资助
 - A. 教会资助的宣教士遴选
 - B. 选择给予资助的标准
 - C. 对候选人的要求
 - D. 宣教士的保险及养老金
 - E. 对宣教士资助不足
 - F. 宣教士的子女教育
 - G. 宣教士的进修学习
 - H. 一次性资助基金
 - I. 探访在宣教中的宣教士
 - J. 资助的复审、修正、及终止
- V. 短宣宣教士
 - A. 定义
 - B. 短宣章程
 - C. 短宣宣教士准则
- VI. 團隊短宣
- VII. 宣教募捐指引
 - A. 募捐基本原则
 - B. 募捐的一般原则
- VIII. 附件
 - A. 附件一 信心奉献承诺卡
 - B. 附件二 宣教申请表

I. 宗旨

C. 宣教的圣经基础

要完成大使命：

耶稣进前来，对他们说：“天上地下所有的权柄都赐给我了。所以你们要去，使万民做我的门徒，奉父子圣灵的名给他们施洗。凡我所吩咐你们的，都教训他们遵守，我就常与你们同在，直到世界的末了”。 太 28：18~20

“但圣灵降临在你们身上，你们就必得着能力；并要在耶路撒冷、犹太全地和撒玛利亚，直到地极，作我的见证。” 徒 1:8

D. 宣教的定义

任何事工旨在传播福音，门徒训练，发展教会，神学训练，或与当地教会建立跨文化的事工等均属宣教范畴。

国内宣教指在加拿大境内从事的宣教事工。

国际宣教指在加拿大以外从事的宣教事工。

E. 本章程的目的、灵活性及修订

C1. 目的

1. 帮助教会 对宣教事工有清楚的定位。
2. 指导我们在宣教事工上作合宜的决策。
3. 帮助教会恰当地平衡各项圣工。
4. 有助于在处理人事有关的难题时做出合理决定。

C2. 灵活性

一般情况下，应遵守此章程的规定。若遇与此章程不符的情况，可商议解决。特殊情况，应征得执事会成员的一致通过，方可实施。

C3. 修订

本章程每年审核修订，或由宣教委员会根据需要随时修订。修订后应经执事会和会友大会通过方可生效。

II. 宣教委员会

A. 宣教委员会人数

委员会人数应酌情决定，但不应少于四人，应包括宣教执事。此数目尚不包括牧者在内。

B. 委员会之成员选择

1. 每届宣教执事是委员会的自然成员之一。
2. 其它宣教委员则由宣教执事提名，经执事会讨论决定。
3. 宣教委员应对宣教有持久的负担，并清楚教会的宣教计划。

C. 宣教委员会任期

每届宣教委员任期一年，连选可以连任。

D. 宣教委员会的职责

1. 鼓励为教会所资助的宣教士及宣教事工祷告。

2. 推动与宣教有关的培训。
3. 鼓励会友考虑从事全职或带职宣教、短宣有关事工。
4. 向会友大会提出有关资助宣教事工的章程以供教会采用。
5. 制定宣教预算供教会参考。
6. 规划欢迎、欢送宣教士的活动及任命宣教士的有关事宜。

E. 宣教委员会会议
委员会至少每季举行一次常会。

F. 宣教委员会成员职责

1. 定期出席宣教委员会会议。
2. 履行委员会成员的职责。
3. 对教会宣教士家庭有清楚的了解，为教会宣教事工祷告。
4. 参与宣教委员会有关宣教需要及宣教章程事工，积极参与宣教活动的决策。

III. 宣教预算

A. 宣教基金

宣教基金可透过教会之宣教基金和信心认捐的方式募捐。预算应根据教会的宣教计划编订及执行。任何宣教基金的运用及宣教活动，应符合加拿大政府的法律规定。

B. 宣教资助优先顺序

1. 新生命教会差派之宣教士
2. 国外宣教的宣教士
3. 国内宣教的宣教士
4. 宣教机构

C. 宣教基金赤字

若出现宣教基金赤字，财务部门应通告宣教委员会，并告知可能的原因。宣教委员会知会会友大会，必要时可动用后备宣教基金以解急用。如基金不足继续存在，宣教委员会可视情况按比例减少所有宣教士或宣教项目的支持金额，直到宣教预算达到收支平衡。如果之后收到额外宣教基金，给宣教士或宣教项目的资助可再增加到原来水平。

D. 资金盈余

盈余的宣教基金在符合政府规定的情况下可转到下一年宣教预算中。

E. 后备宣教基金

在做宣教预算时，建议保留部分后备宣教基金。此金额可根据情况而定。建议以宣教基金的5%作后备宣教基金。

后备宣教基金可在紧急情况下，或出现预想不到的情况时启用。使用后备宣教基金仅适于一次性应急措施，不宜连续使用。动用后备宣教基金时，应与负责的牧者同工商量决定。之后尽早知会执事会和会友大会。

F. 专用基金

教会成员应将支持宣教的资金奉献到教会的宣教基金。若出现宣教项目或宣教人员需要未列入宣教计划中，宣教委员会可请求专项奉献，予以支持。支持的金额应通过有关宣教机构转交宣教士。指定支持宣教士的基金，一旦收到应尽早转交有关宣教机构。没有特别注明的基金可放在总宣教基金中。

G. 宣教范围

教会应致力于设立各类宣教项目，目的是广传福音。重点将放在支持以下几个方面：

1. 传播福音、发展教会。
2. 支持传播福音和发展教会有关的事工。
3. 基督教教育。
4. 支持发展基督教教育有关的事工。
5. 其他有关的事工。

原则上，宣教预算应按下列比例分配：

70%~宣教士和宣教机构

15%~短宣

5%~后备宣教基金

6%~教育及培训

4%~宣教会议

H. 宣教会议费用

鼓励宣教委员会成员及教会成员参加宣教事工有关的会议。教会所能赞助参加会议的金额应根据个人的需要及会议费用而定，原则上不得超过费用的四分之三。

IV. 宣教士的资助

A. 教会资助的宣教士遴选

1. 宣教士提出申请，宣教委员会做初步遴选
2. 宣教委员会和申请者面谈
3. 推荐到执事会通过（超过 75%出席执事同意）
4. 复函给申请人
5. 在宣教主日或其他有关活动上向会友汇报
6. 会友通过（75%出席会友赞同）
7. 选择适当时机举行差传仪式

B. 选择给予资助的标准

1. 宣教士和服务机构
 - 1) 信仰宗旨与本教会相同
 - 2) 财务责任明确（填表如 **VIII B.附件二 宣教申请表**）
 - 3) 宣教事工有果效
 - 4) 其宗旨符合本教会宣教目标

教会尽力支持所选择的宣教机构，并借祷告给予支持。期望支持的机构能帮助教会会友兴起对宣教更大的负担，积极地参与宣教有关的会议、

夏令营、宣教主日或其他有关的宣教活动。

2. 申请者的标准

- 1) 曾尽力于宣教，顺应于神的呼召。
- 2) 有神职人员或神学院院长的推荐信。
- 3) 已被教会认可的宣教机构接受为宣教士。
- 4) 个人以书面方式同意教会信仰宗旨，向教会表示愿意接受差派。
- 5) 与所从事福音事工适当的教育和培训。
- 6) 宣教工场的详述。
- 7) 需要资助的财务说明。

C. 对候选人的要求

1. 不得额外募捐

批准对一个宣教士的资助就意味着新生命教会全体成员的支持。基于此，该宣教士不得再向教会成员募捐。此规定并不排除宣教士与教会成员保持书信往来和请求为其需要代祷。

2. 保持与教会交流

宣教士应至少每季一次和教会保持书信联系。若有需要应随时向教会请求代祷。

3. 休假

宣教士在休假中应尽可能参加宣教有关的会议，其中应至少有 2 天时间与教会成员交流，以使教会对其宣教工作有更清楚的了解。

D. 宣教士的保险及养老金

一般情况下差派机构将为宣教士提供个人或团体的伤残保险、人寿保险，也会通过加拿大退休金计划或私人机构为宣教士提供退休保险。教会对支持的宣教士应协助办理这些福利。

E. 对宣教士资助不足

若出现宣教士资助不足，我们可以：

- a) 祷告
- b) 教会可考虑增加资助
- c) 鼓励其他教会在资金上予以帮助

F. 宣教士的子女教育

宣教士或有关宣教机构应对此有相应安排。

G. 宣教士的进修学习

宣教士每宣教四年，经差传机构批准，可以有一年进修学习的机会。教会将继续在其进修期间的资助。若进修学习超过一年，宣教委员会应审议是否继续其资助。

H. 一次性资助基金

对于特殊的宣教项目，可一次性给适量资助。但资助量应根据宣教的优先顺序（III B）和宣教资金情况而定。宣教委员会對於一次性資助基金须知会执事会和会友大会。

I. 探访在宣教中的宣教士
教会鼓励会友在情况许可下看望宣教士。

J. 资助的复审、修正、及终止

1. 教会应每年一次复审教会支持的宣教士的情况。
2. 复审可通过有关差传机构进行。视宣教士的需要是否得到满足，其宣教工作是否有效，也可以借助于与宣教士的直接交流、或探访等了解宣教工作进展情况。
3. 资助情况可根据所在国家的情况、有否配偶或子女随从、事工的进展及事工效率等予以调节。调节应仍符合教会所制定的资助最高百分比（教会会友：50%；非教会会友：25%），以及宣教基金数额之分配比例。
4. 经宣教委员会复审通过后，应根据神对宣教基金供应的情况，可继续对其予以资助。但若宣教士的情况变化较大，如调换宣教机构、或离开宣教机构去从事独立宣教、或改变宣教工场、接受其他工作、情况待核实、或改变事工的性质等，宣教委员会应停止其资助。若出现以上任何一种情况，宣教士应尽早通告宣教委员会，以便视情况进一步考虑。若复审发现问题，宣教委员会应尽快通知该宣教士及其差派机构。资助从通知之日起继续一年时间，以便该宣教士有充足时间募捐以解决所遇到的问题。若宣教士提出辞呈，资助应立刻终止。

V. 短宣宣教士

A. 定义：宣教期不超过一年为短宣。

B. 短宣章程

1. 短宣是以教会为本的宣教事工。当蒙神呼召参与短宣时，参与者应明瞭，宣教士是教会差派的（徒 13：1-3）。短宣的成功与否与教会的祷告支持息息相关。应呼召参与短宣的宣教士应将其呼召报告宣教委员会或教会牧者，以便通过祷告寻求神旨意。
2. 宣教委员会鼓励教会成员通过认可的机构参与短宣事工，并帮助提供信息和咨询。若申请本教会自行组织的短宣项目，应在其短宣项目截止日期前提交申请。对于参与由本教会外机构组织的未来一年的短宣，须将要求资助的申请在十二月底前交宣教委员会。
3. 参与短宣者必须是受洗重生的基督徒。其他标准包括：对普世宣教有真诚的兴趣，考虑做专职宣教士。若是青少年，则已有其父母的支持和应许。特殊情况下也考虑资助那些愿到圣经学校或神学院培训或语言培训。必要时，宣教委员会可根据短宣项目的情况调节参与的标准要求。
4. 申请参与短宣，并不一定都获批准。宣教委员会将从审核申请表开始，必要时安排面谈等。
5. 获批准参加短宣者，应自付三分之一的费用。其余的三分之二费用，可以根据本章程中第 VII 节所规定的资金筹集方法募捐。参加短宣的候选人须积极参加教会组织的募捐活动。候选人若仍有困难支付其当付的三分之一的费用，可向宣教委员会提出书面申请。宣教委员会可协同牧者和申请人面谈，以决定能否给予进一步的资助。

6. 宣教委员会在批准资助申请时应考虑牧者的提议或举荐。会友大会应在短宣项目开始前至少 6 个月通过其资助申请。
7. 要求参与短宣的人员，在事工完成后参加宣教委员会组织的咨询会议，并向宣教委员会和会友大会提交一份书面报告。

C. 短宣宣教士准则

1. 学习勤奋作工与付出（以弗所书 4：28；帖后 3：8）
申请参加短宣的会友应靠自己的劳动与有需要的人分享神的福音，这是在神面前的一种委身（以弗所书 4：28）。正如帖后 3：8 节让我们看到保罗昼夜做工、辛苦劳碌，同时把福音传给帖撒罗尼加人。因此，任何有心参加短宣的会友都应靠做工支付其费用，而不是仰赖资助。
2. 不让教会负担过重
如提摩太前书 5：8、16 教导有关寡妇应首先有他们的亲属或家人帮助。作为家人有责任支持自己家里的短宣人员，分担他们的宣教责任，以减少教会负担。教会可帮助那些真正有需要的人。这项准则是与本章程中第 V 章 C 部分第 3 段（下节）一致的。
3. 敬虔不是为利（提前 6：5）
如果差派机构已为短宣人员提供报酬或酬金，以支付交通、住宿、注册等费用，本教会将不再提供有关费用，但仍将提供精神支持。若因从事短宣影响收入，不能因此做为需要申请教会资助的理由。这是基于在短宣期间，短宣人员应保留其工作。若情况不是如此，其资助申请仍应给予考虑，但敬虔本身就是牺牲和付出，而不是为了个人利益。
4. 传福音是团队工作（腓立比书 1：5；罗马书 12：13）
教会作为基督的身体，要以团队精神做短宣的工作，特别是当由教会自己独立支持某项短宣事工时更是如此。此外教会对于那些有神清楚呼召、有真正需要、愿意顺应神呼召去完成神交付使命的宣教士应给予慷慨的支持。

VI. 團隊短宣

傳揚福音是每個神兒女的責任。教會組織以團隊方式宣教利於帶動全教會弟兄姐妹傳福音的熱情。團隊短宣可充份挖掘利用教會有限的人力及物力資源把福音帶給周圍或臨近地區的未得之民。其優點是經濟有效，便於跟進栽培。基於此，教會將把以短宣為特徵團體宣教和派遣宣教士一樣列為教會重點事工。教會應從人力及資金方面給予保障，以確保該宣教事工順利施實。教會負責宣教的執事同工具體負責團隊短宣，並協同牧者一起決定每年團隊短宣的事工安排。原則上教會每年至少組織一次團隊短宣。宣教執事將負責決定團隊短宣的地點、時間、規模、參與人員、交通、飲食及住宿等具體事宜。並盡早制定出一年的團隊短宣計劃及財務預算，報執事會及會友大會討論通過。計劃應跟據教會的實際材物、人力及物力情況而制定。宣教後跟進工作應成為團隊短宣的事工重要內容，宣教執事可協同牧者及對宣教有負擔的弟兄姐妹一同負責短宣後的跟進栽培工作。

VII. 宣教募捐指引

A. 募捐基本原则

要清楚募捐的原则。首先应明白一些有关的基本问题：

- 教会有宣教预算，为什么仍要为宣教募捐？
募捐的根本在于我们的信心和对神的信靠，相信圣洁的神必供给我们一切所需。通过募捐使每个人都能以某种方式参与宣教事工，可以帮助激发团队精神和主里合一，可以充分使用个人的恩赐（如有人在钱上有缺乏，但可以用其他方式参加宣教事工，如做食物）
- 谁可获允许募捐，谁作决定？
执事会负责审批募捐活动，并通告会友大会。具体过程应向宣教委员会提出募捐申请，然后宣教委员会呈报执事会审议。
- 募捐活动应在何时何地举行？
执事会决定募捐的时间，地点则视情况而定。
- 推动募捐应采用什么方式？
可用通知、周报、个人接触等。

B. 募捐的一般原则

作为基督徒，募捐的目的是坚信神会供应所需，而不是依靠人的聪明、智慧和作为。因此募捐应注重信心。首先靠祷告支持募捐过程。同时通过异像分享，谋求教会在精神上的支持。其目的是促进神事工的异像分享，使更多人参与宣教事工。

1. 不用摊派的方式，而是真正基于自愿奉献的方式（如做点心、做手工等）。不主动向非信徒请求资助。
2. 募捐的努力旨在传播福音，若有非基督徒参与募捐，基督得荣耀。但在募捐活动中须有相当比例基督徒参与。
3. 无论借助于周报、个人关系、公共媒介等募捐活动应以教会的名义，而不允许以个人的名义。在募捐开始前，必须明确募捐的目的。资金的使用应由专人负责，并保存清楚的账目。
4. 合适的募捐方式，如基督徒音乐晚会、表演、义卖点心、手工等。
5. 任何募捐活动必须事先经执事会批准，并向会友提供详细报告，使每个人都明了募捐的计划、结果、用途。
6. 教会内外非信徒可能愿意支持募捐，但每项募捐活动应有基督徒负责。
7. 欢迎儿童、青少年及成人参加募捐活动，旨在促进教会灵命增长和主里合一。
8. 募捐活动应避开主日早上敬拜时间，也就是说，可以用敬拜时间宣布募捐项目。但不举行募捐活动，因为在敬拜时做募捐是不合适的。晚上，可组织活动宣传，促进教会成员对募捐的了解。
9. 在募捐活动中，应强调基督徒生活的两个方面。首先，信徒有责任为神的事工付出，在金钱上奉献。同时强调，神必为我们所从事的圣工有丰富的预备。
10. 募捐应限于在教会和基督徒当中。教会不鼓励使用公共媒介（如报纸、电视、电台等）募捐。
11. 若需要其他教会资金上的支持，组织者应得到宣教委员会及执事会的批准，然后致函有关教会。此信函应有负责牧者过目并得到执事会批准方可送出。

VIII. 附件

A. 附件一、信心奉献承诺卡

教会存档

信心奉献承诺 - 资助新生命播道会宣教

仰赖神供应，在未来十二个月，我将竭力奉献 \$ _____ 用于传播福音。我知道这只是神和我之间的承诺；既使我无法兑现这一承诺，没有人可以向我索取所承诺的款项。我是自愿奉献。

姓名： _____

地址： _____

“各人要随本心所酌定的，不要做难，不要勉强。因为捐得乐意的人是神所喜爱的。” 哥后 9:7

承诺者本人存根

我的信心奉献承诺\$ _____ 日期： _____

每周 \$100 = 每年 \$5200

每周 \$50 = 每年 \$2600

每周 \$35 = 每年 \$1820

每周 \$25 = 每年 \$1300

每周 \$20 = 每年 \$1040

每周 \$15 = 每年 \$780

每周 \$10 = 每年 \$520

每周 \$5 = 每年 \$260

每周 \$4 = 每年 \$208

每周 \$3 = 每年 \$156

每周 \$2 = 每年 \$104

每周 \$1 = 每年 \$52

B. 附件二 宣教申请表

新生命国语播道会

宣教申请表

申请人姓名 _____ 所属堂会 _____

A. 所需资金总额 (附收据)

1. 交通费用 (航空, 乘船或陆地) \$ _____
 2. 共计生活费用 (每月 \$ _____, 月数 _____) 共计: \$ _____
 3. 共计其他费用 (每月 \$ _____, 月数 _____) 共计: \$ _____
- 總計: \$ _____

B. 申请人可投入资金 (总需金额的三分之一)

1. 本人可用资金 \$ _____ +
2. 父母或家庭可资助金额 \$ _____ 总计: \$ _____

C. 缺少金额 (所需资金总额的三分之一减去申请人可投入资金) 总计: \$ _____

若个人资金来源不足, 你准备向教会要求资助吗? 是 _____, 不是 _____

D. 请申请人解释 补足资金不足的措施

E. 所申请宣教事工的详情

1. 宣教事工名称:
2. 宣教事工时间:
3. 宣教事工的地点:
4. 出发日期:
5. 返回日期:

F. 教会宣教委员会专用

教会资助金额 \$ _____, 批示(签名) _____, 日期: _____

New Life Evangelical Free Church Financial Procedures

As a part of New Life Evangelical Free Church Operations Manual

Objective

The only one objective of the procedures of financial activities is to enhance the ministry of our church.

Budget

The deacons and pastors work together to prepare annual budget for the congregation and the budget is subject to the vote approval of the congregation to become valid.

Offering Information

Individual offering information is confidential and is not allowed to disclose to deacons, pastors, trustees and church members, or anyone else.

Only treasurer has the right to sign official receipts of donation for income tax purpose so as to ensure that individual offering information is not disclosed.

Official receipts of donation are issued to donators at the end of calendar year.

Church and third-party auditors are allowed to access to individual offering information, but they are not allowed to disclose individual offering information.

Expenditure Approvals

No expenditures are allowed before approvals are granted from either the deacon of the department or the deacon board.

Treasurers have no right to approve expenditures.

Pastoral staff and administration staff have no right to approve expenditures.

The deacon of a department is allowed to approve expenditures under CAN\$500.00.

For expenditures over CAN\$500.00, the deacon of the department is required to submit a request to the deacon board for approval.

Chair and Vice Chair have the authority to approve expenditures under CAN\$500.00 which has not been budgeted in case the expenditures become necessary without the approval from the deacon board. However, the annual sum of such approvals is limited to under CAN\$1500.00.

Property Inventory

Treasurers as members of the trustees are responsible for updating Church's property inventory whenever purchases of items have occurred.

Trustees are responsible for conducting an annual property inventory in the fourth quarter each year and report the inventory to the congregation.

Trustees are responsible for claiming back Church's properties.

Expenditure Claims

Claims for refund have to be approved by the deacon of the department.

Treasurers do not have the right to approve refund claims.

Pastoral staff and administration staff do not have the right to approve refund claims.

Treasurers do not have the right to process a refund claim without the approval of a deacon.

When the claim applicant is a relative of the deacon of the department or the deacon himself/herself, a second approval signature from another deacon, or the chair, or the vice chair or the acting chair of the deacon board is required to avoid appearance of conflict of interest.

All three parties (Claim applicant, Deacon of the department and Treasurer) have to be accountable for each expenditure transaction to avoid appearance of conflict of interest.

Cheque Signatures

Chair, Vice-Chair and Treasurer have the right to sign a cheque.

Two (2) signatures are required to issue a cheque.

Paydays

Payees of the church can choose between semi-monthly or monthly pays.

For semi-monthly pay scheme, the paydays are the 15th and the last day of each month.

For monthly pay scheme, the payday is the last day of each month.

Financial Information Transparency

Treasurers are required to update and distribute financial information to the deacons, pastoral staff, auditors, and trustees each month.

Treasurers are required to update and report financial information to the congregation each quarter at the congregation meetings.

Treasurers are required to distribute financial information to church members through email and hardcopy reports for each calendar year.

Accounting Manual (Subject to modification when necessary)

Financial activities of New Life Evangelical Church are booked on **cash basis**.

Offering:

Record Sunday offerings under individual names and made deposit on a weekly basis.

Examples for special situations:

When bank letter is received for NSF check, contact the cheque writer and inform the situation, and take off the amount for the NFS from offering recording.

If the donation is in USD, fill in the USD amount under USD currency on the Canadian deposit slip. Get the converted Canadian amount and record the exact Canadian amount in the offering recording.

If the donation is offered in other foreign currency, exchange the donation into Canadian currency at bank or Exchange.

Expenditures:

Process expense claims and issue reimbursement cheques on the timely basis. Claim form must be approved and signed by at least one deacon.

Process invoices & make payments before due dates.

Process payroll for church employees before each month end.

Record all expenses in the order of cheque numbers.

Bank Reconciliation:

Perform bank reconciliation after bank statement received on monthly basis. Contact bank if there is any discrepancy.

CRA Issues:

Submit payroll deduction before 15th of the month after each quarter to void interest and penalties.

File Information Return with CRA before June 30 for the previous year.

Claim GST Rebate before April 30 for the previous year.

Issue T4 Slip to church employees, and send T4 and T4 summary to CRA before February 28 for the previous year.

Donation Receipts:

Issue donation receipts to donors before Feb 28 for previous year's donation.

Budget:

Make budget together with the deacon board, and report to church members for approval.

Financial Reports:

Submit financial information to deacon board on monthly basis.

Prepare Financial Statements and report to congregation on quarterly basis.

堂址運用原則及措施

1. 原則

教會堂址是為崇拜、基督教聚會及福音外展工作而設。會眾借用時須以此為目標及負責保持會址整潔。教會是敬拜神的地方，禁止違背基督教教義的聚會，亦嚴禁酗酒、吸煙、用違禁物品、跳舞、賭博、打架、以及舉辦不良聚會。教會亦不允許以盈利為目的之商業活動。

2. 主堂使用

主堂為敬拜神的場所，不鼓勵非基督教聚會使用主堂。

3. 本教會聚會

一切已被牧者及執事會批准的定期聚會如：崇拜、團契、祈禱會、主日學、福音外展工作、特別講座、詩班排練都有優先權。不需要填申請表。

4. 基督教組織

基督教組織可借用教會舉行聚會如：布道會、培靈會、退修會等，須向教會提出署名申請。如長期使用，則須書面申請，由執事會批准並簽訂租約。

5. 非基督教組織

教會不鼓勵非基督教聚會，不接受以盈利為目的的商業活動。組織必須貼些申請及待執事會批准，該組織以須同意遵行教會各樣措施及所舉辦之活動與基督教信仰沒有沖突。費用已列在申請表中。如長期使用，則須書面通知執事會作批准並簽訂租約。

6. 私人聚會

私人聚會如婚禮或喪禮，需要執事會批准，要求活動遵行基督教禮儀，並由牧者主持。需要提交申請表，費用已列在申請表中。

7. 使用者之責任

使用者須保持堂址整潔，不影響鄰居居家安寧。除桌椅擺好之外，請依照“堂址使用守則”處理。

如未歸還原狀房間不整潔，將加收費用。使用者亦須賠償所有損壞之假死物品。海報只可貼在制定的壁報板，其它地方須有教會秘書之批准。

使用者須預備工作人員如：嬰兒照顧、司事、風紀、指揮泊車員等。

教會禁止過夜的聚會，使用者必須在晚上十一時前離開教會，其他時間要得到執事會批准。

如使用者為遵照堂址使用守則規定，教會可停止其租用權利。

8. 預訂非定期性聚會

請在聚會前兩星期向教會秘書預訂（喪禮請盡快）。執事會保持對所有教會借用之批准權。

堂址使用守則

1. 主日學教室及聚會場所

所有桌椅擺回原處並打掃幹淨。

所有廢物放在垃圾袋，擺在外面垃圾箱。

吸塵，吸塵器在儲物室。

2. 嬰兒房

因衛生關係，請自備嬰兒床單。

清晰用完的玩具並擺放好。

清理垃圾。

吸塵。

3. 廚房

清洗及擺好一切碗碟。

清理臺面及所有桌椅擺回原處。

自備紙杯、紙碟、膠叉等。

所有廢物放在垃圾袋，擺在外面垃圾箱。

掃地、擦地。

所有在冰箱的食物須有日期及姓名，沒有將會被扔掉。

根據樓宇措施及我們現有的抽氣系統，嚴禁煎炸食物，其它主食方法均可。

4. 主堂

所有詩本及聖經擺好。

嚴禁在主堂裏面飲食。

請小心保護主堂各樣儀器，如鋼琴，音箱器材等。

投影機及所有音箱器材只可在主堂內運作。器材可由指定工作人員運用。

5. 影印機

教會性質的影印有優先權。

私人影印每張 0.25。

6. 停車場

教會不負責任何泊在停車場車子的損壞或盜竊。

使用者負責關燈（除保安燈）及通風系統，請遵照一切保安措施，並交還鑰匙及結清租押金。

FEE SCHEDULE

The following rates have been set out to assist those planning to use the church facility. We found it necessary to set these fees to help cover the operating cost of the facility.

If there are financial difficulties, those using the facilities have the option to request the fee to be reduced or waived. This request must be made in writing to the Church Board and to be approved by the Church Board Deacons.

Basic Charge

Organizations	Congregation Members Christian Organizations	Non Members Non Christian
Sanctuary	Free will offering	\$200
Classroom / lobby	Free will offering	\$50
Basement	Free will offering	\$100
Kitchen	Free will offering	\$50

Use of sanctuary includes the video and sound systems. However, the video and sound system must be operated by our video and sound system technicians at a rate of \$20 per hour for a minimum of 3 hours. Same charge will apply for both rehearsal and ceremony. (For Congregation Members and Christian Organizations, it is free offering.)

Use of kitchen facility includes stove, fridge, coffee makers and teapots. In accordance with the City of Calgary regulations. The kitchen can be used for warming foods only so any frying is not permitted.

The above charges are on a per event basis up to 4 hours/event. Overtime will be charged if the event is more than 4 hours.

Other Usage Charges (For Congregation Members and Christian Organizations, it is free will offering):

Photocopy-0.25 per copy.

Deposit - \$300 or cost of facility rental whichever is less. The church requires a non-refundable deposit to confirm / secure the booking and to cover the initial janitorial cost etc. This deposit will be credited towards the facility rental charges that will be incurred.

Calgary New Life Evangelical Free Church (NLEFC)

4712 21 Avenue NW, CALGARY, AB T3B 0W7

[Tel:\(403\)247-9255](tel:4032479255) Email: ccnlc1@gmail.com

Application Form for Building Facilities Booking

A. General Information

Name of Applicant / Organization: _____

Name of Contact Person: _____

Address of Applicant / Organization: _____

Purpose of Meeting: _____

Phone Number: (Home) _____ (Bus): _____

Fax Number: _____ Email: _____

Are you a Christian Organization? Yes No

Are you a member of NLEFC Yes No (Go to next question if your answer is "No")

Are you a member of any church Yes No

If yes, Name of your church: _____

B. FACILITIES REQUIREMENTS:

Date(s) Required:	1. _____	Time: From _____	To _____
	2. _____	From _____	To _____
	3. _____	From _____	To _____

No. of Persons expected: _____ Adults: _____ Children: _____

Rooms Required:

Sanctuary Lobby Room1 Room2 Room3 Room4 Room5 Basement Kitchen

Equipment Required (Specify quantity)

Sound System in Sanctuary Multimedia Projector (to be used in Sanctuary)
Piano Tables () Chairs () Others: _____

Note:

The video and sound systems in the Sanctuary may only be operated by NLEFC'S Audio and Video Team. If additional video, sound or lighting system is required, please contact our staff.

Please also inform our staff as soon as possible for the set-up and arrangement of the equipment after this application is approved.

C. FEE SCHEDULE

	NLEFC member	Christian Organization	Non-member or Non-Christian Organization	For office use only
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Rental Fee:

Entire church	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$300/4 hours ×	<input type="checkbox"/> Waived/reduced
Sanctuary	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$200/4 hours ×	<input type="checkbox"/> Waived/reduced
Classroom	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$50/4 hours ×	<input type="checkbox"/> Waived/reduced
Lobby	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$50/4 hours ×	<input type="checkbox"/> Waived/reduced
Kitchen	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$500/4 hours ×	<input type="checkbox"/> Waived/reduced
Basement	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$100/4 hours ×	<input type="checkbox"/> Waived/reduced

Administration Fee:

	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> Freewill offering	<input type="checkbox"/> \$80/4 hours ×	<input type="checkbox"/> Waived/reduced
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Other Charges:

	<input type="checkbox"/> \$0.15/copy×	<input type="checkbox"/> \$0.25/copy×	<input type="checkbox"/> \$0.25/copy×	<input type="checkbox"/> Waived/reduced
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Total Charges:

	\$	\$	\$	
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Less Non-Refundable Deposit Paid:

	\$	\$	\$	
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Balance:

	\$	\$	\$	
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*Extra cleaning charge may be applied if the facilities are not used in accordance with the Users Responsibilities and Facilities use Guidelines.

ATTENTION:

NLEFC Members,

We are supportive of your ministries and therefore are glad to share the facilities God has given to us for your use. Your FREEWILL OFFERING of the use of our facilities is highly appreciated.

May God bless your ministry!

NLEFC Deacon Board

D. POLICIES IN GENERAL

Activities that are against Christian beliefs are prohibited; church facilities will not be rented out for these purposes. The applying organizations MUST AGREE that no acts or activities will conflict with our Christian beliefs, principles, and generally accepted practices while the facilities are being used. The Church Board reserves the rights to determine such activities, which are deemed to be acceptable.

E. USERS RESPONSIBILITIES

1. The Church Board reserves the right to request users renting the facilities to provide proof of insurance of \$2 million on general liability and \$100,000 on tenant's legal liability.
2. Use of any facility shall be done in conformity with city fire and safety ordinances. The total sitting capacity of Sanctuary is limited to 150 person. Users renting the facilities should be aware of this restriction. The church reserves the right to act accordingly, in case of overcrowding situation occurs. There is absolutely no standing room allowed.
3. Drinking, smoking, taking drugs, gambling, fighting and other unlawfully activities are strictly prohibited in church area.
4. Users renting the facilities assume full responsibility for any damages and/or cost of repairs to the physical buildings, its contents, equipment or breakage of resulting from their use of such facilities. Known property and equipment damages must be reported to the Church secretary within 24 hours after the use of the facilities.
5. Users renting the facilities are responsible for their own safety and the safekeeping of their belongings. The church is not responsible for any injury, damage, theft, and vandalism incurred to the users, their vehicles and passengers while using our facilities,
6. Users renting the facilities shall provide their own operating staff (e.g. babysitters, ushers, securities, parking lot patrols, decorators, etc.)
7. Users renting the facilities agree to follow the "FACILITIES USE GUIDELINES".
8. Users renting the facilities shall keep the facilities clean and tidy. All tables and chairs shall be stacked up after each use as specified by the "FACILITIES USE GUIDELINES".
9. Any functions involving the serving of food and beverages should be indicated at the time of booking. Food and beverages can be served in designated areas only. Designated areas are defined in the "FACILITIES USE GUIDELINES".
10. Rooms and contents are to be left as clean and as tidy as found, or an extra charge will be levied.
11. Posters can be posted on the designated bulletin boards only or on places authorized by the Church Board.
12. No overnight functions are allowed in the church building. Users renting the facilities shall leave and secure the church building at no later than 11:00 p.m. unless otherwise authorized by the Church Board.

STATEMENT OF RESPONSIBILITY

The signature of the responsible individual or organization representative conveys acceptance of and compliance with policies, requirements, charges and restrictions of this application and the Facilities Use Guidelines,

I/We, _____ as official representative for _____ understand that, as user(s) of NLEFC facilities and/or equipment, am/are subject to any and all policies, applicable charges, restrictions or requirements as stated in this application and the Facilities Use Guidelines.

Signature: _____

Position: _____

Date: _____

FOR OFFICE USE ONLY

Deposit received:	Proof of Insurance received: <input type="checkbox"/> YES <input type="checkbox"/> NO
Received by:	Date:
Approved by:	Date:

FACILITIES USE GUIDELINES

DESIGNATED FOOD AND BEVERAGE SERVING AREAS

- Basement and lobby are the preferred places in the Building.

CLASSROOMS, DESIGNATED FOOD AND BEVERAGE SERVING AREAS

- Return all tables and chairs to their original positions.
- Return all equipment to their designated area or storage room.
- Dispose all leftover food, cups and garbage; place the sealed garbage bags in the parking lot dumpster,
- Clean up all spilled beverage and food from floor.
- Vacuum floor. A portable vacuum is available in the janitor room.

NURSERY

- Furnish your own crib sheets for each scheduled meeting for sanitary reasons, Clean church crib sheets are only available with prior arrangement with the Children's department.
- Wash used toys and return to storage,
- Empty all trash containers in bin after use.
- Vacuum floor. A vacuum cleaner is in the janitor room

KITCHEN

- Wash and return all dishes and utensils to cabinets.
- Clean all stoves and counter tops.
- Supply own disposable foam cups, plates, plastic forks, etc. Replenishment of items used from the kitchen is strongly recommended.
- Remove and empty all trash into the dumpster in the parking lot,
- Sweep and mop the floor.
- Label and date food stored in 'refrigerator. Unlabelled food will be discarded.
- According to the City of Calgary Building Code, our current exhaust system is designed for light cooking only. Using the ovens for warming up food and baking are allowed in the kitchen, otherwise any type or form of cooking especially deep-frying is prohibited.

SANCTUARY

- Return all hymnals and Bibles to their original places.
- Food and beverages are prohibited in the Sanctuary.
- Respect proper use of all equipment In the Sanctuary. Avoid tampering with the piano and the PA system.
- All video projectors and sound systems are restricted for use in the Sanctuary, and must operate by the Church A.V. team technicians.

PASTORS' OFFICES / ADMINISTRATIVE OFFICES

- These offices are for internal use only except otherwise permitted by a Pastor.
- Return all furniture to their original locations.
- Do not remove books from bookshelves without permission from respective owners.

COPIER

- Priority of using the church copier is given to church-related coping.
- Personal use of copier is permitted. A fee of \$0,25 per copy is charged. A password is needed to operate the photocopier. Please check with the Church Secretary for details.

Guidelines for Pastoral Staff on Working Hours, Speaking Engagement, and Upgrading Courses and Conferences

Working Hours

The working hours of pastors are expected to be 40 hours a week. These hours include:

- Visitations
- Sermon preparation
- Business meetings
- Sunday services and Sunday schools
- Prayer meetings
- Leading retreat program
- Short term mission
- Outside speaking engagements
- Library research for sermon and workshop
- Fellowships and cell groups
- All other related church functions

Besides visitations, and ministries outside the office, these hours are to be spent inside the office.

Some flexibility is allowed for these office hours. Each morning (e.g. 9:00 to 1:00) and afternoon (e.g. 1:30 to 5:30) is considered to be one period. Each evening (e.g. 7:30 to 9:30) is considered to be ½ period. Sunday morning (9:30 to 1:30) is considered to be one period. It is up to the individual pastor to select his or her own working hours of 12 to 12.5 periods (equivalent to 48-50 hours).

The pastors are encouraged to keep a log on his or her working hours.

The pastors are reminded to let the administration or secretarial staff know when he or she is away from the office.

Speaking Engagement

The general principle is that the pastors should not let any outside engagement to interfere with the ministries that he or she is called to do in this church.

For outside engagement, usually it should not be over one per quarter (three-month period).

The pastors are discouraged to hold more than one official ministry position outside the ministries of NLEFC.

Upgrading Courses and Conferences

All pastoral staff is encouraged to take one course or attend one conference a year for the purpose of upgrading him or her for the ministries.

The individual attending the course or the conference will be reimbursed for 3/4 of the traveling and tuition (or conference) fee.

Attending business conference on behalf of the Church will be fully reimbursable.

HOLIDAYS AND VACATION POLICY

General Holidays

The following eleven days, or the single proclaimed substitute therefore, shall be observed as paid holidays by the Church.

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Vacation

Full time pastoral staff will receive an annual vacation with pay in accordance with the following schedule:

3 weeks after 1 year of employment (pro-rated for less than one year)

4 weeks after 10 years of employment

Part-time pastoral staff will receive an annual vacation with pay in accordance with the specification in the job offering.

Full time secretarial staff will receive an annual vacation with pay in accordance with the following schedule:

3 weeks after 1 year of employment

4 weeks after 10 years of employment

Part-time administration staff and part-time secretarial staff will receive an annual vacation with pay in accordance with the specification in the job offering.

3 weeks after 1 year of employment for administration staff Li-Fan Chen

Maintaining charitable registration

**Resource manual for directors,
officers, and volunteers**

Table of Contents

Resource manual intent	3
About the Charities Directorate.....	4
Checklists.....	5
Basic guidelines for maintaining charitable registration	5
Engaging in allowable activities	6
Keeping adequate books and records.....	7
Issuing complete and accurate donation receipts	8
Meeting the disbursement quota when filing the T3010B return.....	9
Filing the T3010B, Registered Charity Information Return.....	11
Maintaining the charity's status as a legal entity	12
Changing the charity's mode of operation or legal structure.....	13
Fundraising activities.....	14
Audits and sanctions.....	15
Compliance continuum	15
Electronic Mailing List (EML).....	16
Contacting the Charities Directorate	17

Resource manual intent

The intent of this manual is to provide registered charities with information from the Charities and Giving Web pages to assist them in maintaining their charitable registration.

The manual is presented in PDF format for easy printing. Web addresses (URLs) are indicated throughout the manual if you wish to view the same material on-line in HTML format.

Please contact the Charities Directorate if you would like a paper copy of this manual but are unable to print one:

Telephone:

Ottawa area - 613-954-0410 or 613-954-6215 (bilingual)
Toll Free - 1-800-267-2384 or 1-888-892-5667 (bilingual)

Fax: 613-954-8037

Address:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

About the Charities Directorate

www.cra.gc.ca/tx/chrts/bt/mssn_vsn-eng.html

The Charities Directorate is responsible for all program activities related to the provisions of the *Income Tax Act* regarding registered charities, Registered Canadian Amateur Athletic Associations (RCAAs), Registered National Arts Service Organizations (RNASOs) and federal political parties (contributions to registered political parties or to a candidate at a federal election).

In particular, the Directorate is responsible for:

- reviewing applications for registration as a charity, RCAA or RNASO;
- providing information, guidance and advice on maintaining registered status;
- ensuring that registered organizations comply with registration requirements through a balanced program of education, service, and responsible enforcement;
- developing policy and providing information, communication, and education programs for the charitable sector and for donors;
- engaging with the charitable sector, other government departments, and other levels of government; and
- supporting the Canada Revenue Agency's role in combating the financing of terrorism in support of the *Charities Registration (Security Information) Act*.

Our Mission

Our mission is to promote compliance with the income tax legislation and regulations relating to charities through education, quality service, and responsible enforcement, thereby contributing to the integrity of the charitable sector and the social well-being of Canadians.

Our Vision

The Charities Directorate will be recognized and respected by charities, stakeholders, and the Canadian public for its integrity, fairness, knowledge, and innovative service delivery resulting in client-oriented service and compliance.

Checklists

Basic guidelines for maintaining charitable registration

www.cra.gc.ca/E/pub/xi/rc206/rc206-e.html

Checklist

- **ENGAGE ONLY IN ALLOWABLE ACTIVITIES** - A registered charity is allowed to carry out its charitable purposes both inside and outside Canada in only two ways: by carrying on its own charitable activities and by gifting to qualified donees. A registered charity **must** maintain direction and control over its activities (whether carried out by the charity or by an agent or contractor on its behalf) and **must not** engage in prohibited political activities or unrelated business activities.
- **KEEP ADEQUATE BOOKS AND RECORDS** - A registered charity **must** keep adequate books and records for the prescribed time period, in either English or French, at an address in Canada that is on file with the Canada Revenue Agency (CRA).
- **ISSUE COMPLETE AND ACCURATE DONATION RECEIPTS** - A registered charity may only issue official receipts for donations that legally qualify as gifts. An official receipt **must** contain all the information specified in Regulation 3501 of the *Income Tax Act*. Refer to the sample receipts on the Charities and Giving Web site at www.cra.gc.ca/tx/chrts/pbs/rcpts-eng.html
- **MEET ANNUAL SPENDING REQUIREMENT (DISBURSEMENT QUOTA)** - A registered charity **must** spend the minimum amount calculated for its disbursement quota each year on its own charitable activities, or on gifts to qualified donees (for example, other registered charities).
- **FILE ANNUAL T3010 INFORMATION RETURN** - A registered charity **must** file an annual T3010 information return (together with financial statements and required attachments) no later than six months after the end of the charity's fiscal period.
- **MAINTAIN THE CHARITY'S STATUS AS A LEGAL ENTITY** - A registered charity that is constituted federally, provincially, or territorially **must** meet other specific requirements (in addition to the requirements of CRA) in order to maintain its status as a legal entity. This may include annual filing and/or annual fees. A registered charity should check with the relevant authorities to verify these additional requirements.
- **INFORM THE CHARITIES DIRECTORATE OF ANY CHANGES TO THE CHARITY'S MODE OF OPERATION OR LEGAL STRUCTURE** - A registered charity should get confirmation from the Charities Directorate (the Directorate) before changing its stated objects and/or activities to make sure they qualify as charitable. A registered charity should inform the Directorate if it changes its name, telephone number, address, contact person or governing documents (constitution, letters patent, etc.) and must obtain prior approval from the Directorate before changing its fiscal period end.

Engaging in allowable activities

www.cra.gc.ca/tx/chrts/chcklsts/ctvts-eng.html

A registered charity must be created for charitable purposes and must devote its resources (funds, personnel, and property) to charitable activities. A registered charity is permitted to carry out its charitable purposes, both inside and outside Canada, in only two ways: by carrying on its own charitable activities and by gifting to qualified donees.

A registered charity **must** maintain direction and control over its activities (whether carried out by the charity, or by an agent or contractor on its behalf) and must not engage in prohibited political activities or unrelated business activities.

Checklist

Is the charity aware of the following requirements:

- Contact the Charities Directorate if the charity plans to engage in new activities that were not identified in its application for registration, to ensure they qualify as charitable.
- Limit using the charity's resources for social activities and fundraising activities as they generally are not considered charitable.
- If working through intermediaries such as an agent, a contractor, or any other non-qualified donee, the charity **must** be able to demonstrate that it retains direction and control over the use of its resources. (For example, the charity could enter into a formal written agreement with the intermediary body.)
- Do not engage in any activities that may directly or indirectly support or facilitate an act of terrorism.
- Do not engage in any prohibited political activities, such as supporting or opposing a political party or candidate for public office.
- Gift only to qualified donees (for example, other registered charities).
- Engage in only related business activities that accomplish or promote the charity's purposes, if the charity is designated as a charitable organization or a public foundation.
- Do not engage in **any** business activities if the charity is designated as a private foundation.

Keeping adequate books and records

www.cra.gc.ca/tx/chrts/chcklsts/bks-eng.html

A registered charity must keep adequate books and records in either English or French, for the prescribed time period, at an address in Canada that is on file with the Canada Revenue Agency (CRA). The following checklist gives an overview of the general requirements.

Checklist

Are the books and records of the charity kept as follows:

- **Copies of official donation receipts** (other than for 10-year gifts) kept for a minimum of two years from the end of the calendar year in which the donations were made.
- **All records concerning 10-year gifts** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
- **Minutes of meetings of the directors/trustees/executives** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked or, in the case of a corporation, for two years after the day the corporation is dissolved.
- **Minutes of meetings of the members** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
- **All governing documents and bylaws** kept for as long as the charity is registered and for two years after the date the registration of the charity is revoked.
- **General ledgers or other books of final entry containing summaries of year-to-year transactions and the vouchers and accounts necessary to verify the entries** kept for six years from the end of the last tax year to which they relate, for as long as the charity is registered, and for two years after the date the registration of a charity is revoked or, in the case of a corporation, for two years after the day the corporation is dissolved.
- **Financial statements, source documents, and copies of T3010 returns** kept for six years from the end of the last tax year to which they relate or, if the charity is revoked, for two years after the date of revocation. *Source documents may include items such as invoices, vouchers, formal contracts, work orders, delivery slips, purchase orders, or bank deposit slips.*

Notes

- The charity should keep all its key documents (constitution, bylaws, registration letter, etc.) along with its books and records in one area for easy access. This will make it easier for the charity in the case of an audit or when there is a change to the governing board.
- Copies of key documents and records should also be kept in a separate location (preferably off-site) for back-up purposes.

Issuing complete and accurate donation receipts

www.cra.gc.ca/tx/chrts/chcklsts/rcpts-eng.html

A registered charity may only issue official receipts for donations that legally qualify as gifts. An official receipt must contain all the information specified in Regulation 3501 of the *Income Tax Act*.

Checklist

Do the donation receipts of the charity contain these mandatory elements:

- **For gifts of cash:**
 - a statement that it is an official receipt for income tax purposes;
 - the name and address of the charity as on file with the CRA;
 - the charity's registration number;
 - the serial number of the receipt;
 - the place or locality where the receipt was issued;
 - the day or year the donation was received;
 - the day on which the receipt was issued if it differs from the day of donation;
 - the full name and address of the donor;
 - the amount of the gift;
 - (under proposed legislation) the value and description of any advantage received by the donor;
 - (under proposed legislation) the eligible amount of the gift;
 - the signature of an individual authorized by the charity to acknowledge donations; and
 - the name and Web site address of the Canada Revenue Agency (www.cra.gc.ca/charities).
- **For non-cash gifts (gifts in kind), these additional elements:**
 - the day on which the donation was received (if not already indicated);
 - a brief description of the property transferred to the charity;
 - the name and address of the appraiser (if property was appraised); and
 - (under proposed legislation) in place of the amount of the gift mentioned above, the deemed fair market value of the property.

Note

For gifts in kind, the eligible amount of the gift cannot exceed the deemed fair market value of the item. An appraisal is recommended for items valued at \$1,000 or more.

A registered charity **cannot issue receipts** for the following:

- for contributions of services provided to the charity (services do not qualify as gifts);
- on behalf of another organization or charity;
- in a name other than the name of the true donor.

Meeting the disbursement quota when filing the T3010B return

www.cra.gc.ca/tx/chrts/chcklsts/dqb-eng.html

Use this checklist if the fiscal period end of the return you are filing ends on or after January 01, 2009.

A registered charity must spend the minimum amount calculated for its disbursement quota each year on its own charitable activities, or on gifts to qualified donees (for example, other registered charities).

Checklist

Has the charity prepared to meet its spending requirement:

- Estimate the charity's annual spending requirement at the start of the fiscal period. Refer to the *Registered Charity Information Return Summary* issued for the prior year information return when it is received.
- If applicable, make note of any prior year disbursement quota shortfalls that need to be made up or any excesses that may be applied to meet the current year's spending requirement.
- Separate charitable expenditures from other expenditures such as management and administration, political activity, and fundraising and keep track of these throughout the fiscal period as well as amounts gifted to qualified donees.
- Enter the proper amounts on line 5000 (charitable expenditures) and on line 5050 (gifts to qualified donees) when completing the T3010B return.
- Consider requesting permission to accumulate funds or a disbursement quota reduction if appropriate.

Determining the annual spending requirement

The annual spending requirement, or disbursement quota, is the sum of the totals of the following five calculations:

1. 80% of the amounts for which official donation tax receipts were issued in the previous fiscal period (**line 4500**) less any amounts that were issued for enduring property (**line 5640**);
2. 80% of the fair market value of all enduring property spent in the current fiscal period (**line 5710 in Schedule 6 only**). This does not include enduring property originally received as a specified gift or a bequest or inheritance received by the charity prior to 1994;
3. 100% of enduring property transferred to qualified donees in the current fiscal period (**line 5060 in Schedule 6 only**). This does not include enduring property originally received by the charity as a specified gift;

Note The total of 2 and 3 may be reduced by the amount, if any, that the charity is allowed to claim as a capital gain reduction.

4. 80% of the amounts received from other registered charities in the previous fiscal period **(line 4510)** less any amounts that were received as enduring property **(line 4525)** or as specified gifts **(line 4520)**. For private foundations, this amount is 100%;
5. 3.5% of the result of the following calculation:
(this does not apply if the charity completed Section D of the return or if the amount is \$25,000 or less)
 - o 100% of the amounts for which official donation receipts were issued in the previous fiscal period **(line 4500)**;
 - o 100% of enduring property spent in the current fiscal period **(line 5710 in Schedule 6 only)**;
 - o 100% of enduring property transferred to qualified donees in the current fiscal period **(line 5060 in Schedule 6 only)**; and
 - o 100% of amounts received from other registered charities in the previous fiscal period **(line 4510)**.

Filing the T3010B, Registered Charity Information Return

www.cra.gc.ca/tx/chrts/chcklsts/t3010b-eng.html

Use this checklist if the fiscal period of the return you are filing ends on or after January 01, 2009.

A registered charity must file an annual information return (together with financial statements and required attachments) no later than six months after the end of the charity's fiscal period.

Checklist

Has the charity included:

- a completed Form T3010B, *Registered Charity Information Return*.
- the *Registered Charity Basic Information* sheet, with or without corrections (if the form has been lost or was not received with the return package, contact the Client Service Section).
- a completed Form T1235, *Directors/Trustees and Like Officials Worksheet*, including all the dates of birth (not required if filing Form RC232-WS).
- a completed Form T1236, *Qualified Donees Worksheet / Amounts Provided to Other Organizations*, if applicable.
- a completed Form T2081, *Excess Corporate Holdings Worksheet for Private Foundations*, if applicable.
- Form RC232-WS, *Director/Officer Worksheet and Ontario Corporations Information Act Annual Return*, or Form RC232, *Ontario Corporations Information Act Annual Return*, if applicable.
- a copy of the registered charity's own financial statements (assets and liabilities, revenue and expenditures).
- the signature of a director, trustee, or like official of the charity in the certification area of the return.

Notes

- File within six months from the end of the charity's fiscal period end. The CRA does **not** grant extensions.
- Mail to the correct address:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5
- Verify the information on the *Registered Charity Information Return Summary* when received, and check the charity's T3010 information posted on the CRA Web site through the "Charities Listings".

Maintaining the charity's status as a legal entity

www.cra.gc.ca/tx/chrts/chcklsts/lgl-eng.html

A registered charity that is constituted federally, provincially, or territorially **must** meet other specific requirements (in addition to the requirements of the CRA) in order to maintain its status as a legal entity. A registered charity should check with the relevant authorities to verify these additional requirements.

Checklist

Has the charity checked with the relevant authorities such as Industry Canada or the provincial/territorial registrar to verify the following requirements:

- Annual returns and/or fees. These may be required to keep the charity's status as a legal entity current if the charity is constituted federally, provincially, or territorially. These annual returns are in addition to the CRA filing requirement for the T3010, *Registered Charity Information Return*.
- Governing documents (constitution, letters patent, etc.). Changes to the charity's name, list of directors, bylaws, etc., must be recorded with the relevant authorities in addition to the CRA.

Additional requirements/restrictions

Although these are not regulated by the CRA, nor are they requirements for maintaining charitable registration, the charity should check with the relevant authorities, such as Industry Canada or the provincial/territorial registrar, to see if they apply:

- fundraising activities - licences and/or permits may be required. There may also be restrictions on the use of commercial fundraisers and/or third-party fundraisers;
- gaming and lottery activities - licences and/or permits may be required;
- charitable property - there may be restrictions on their use, as well as reporting requirements;
- duties of directors/trustees - there may be legal requirements to execute fiduciary responsibilities;
- changes to the charity's address, telephone number, contact person, etc. - these should be recorded with the relevant authorities in addition to the CRA.

Changing the charity's mode of operation or legal structure

www.cra.gc.ca/tx/chrts/chcklsts/chngs-eng.html

Checklist

Has the charity contacted or notified the Charities Directorate in the following circumstances:

- to ensure any proposed changes to the charity's objects or activities qualify as charitable;
- to obtain approval before making a change to the charity's fiscal period end;
- the charity wishes to request:
 - permission to accumulate funds,
 - a re-designation,
 - associated status, or
 - a disbursement quota reduction;
- the charity has changed its name, address, telephone or fax numbers, email address, or contact information and has not already identified the change(s) on the *Registered Charity Basic Information* sheet;
- the charity has changed its governing documents (constitution, articles of incorporation, etc.);
- the charity has been part of an amalgamation, merger, or consolidation;
- the charity is no longer in operation and wishes to have its registration voluntarily revoked.

Notes

Send notifications or requests **separately** from the information return to ensure proper processing.

Mail or fax the information to:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

Fax: 613-954-8037

Fundraising activities

www.cra.gc.ca/tx/chrts/prtng/ctvts/thr-eng.html#fund

The CRA accepts that registered charities may incur costs in their efforts to raise funds for their charitable work. However, our expectation is that these expenses will be reasonable.

Fundraising is not a charitable activity. A registered charity can raise funds to support its charitable purposes, but:

- If the fundraising activity becomes the primary emphasis of the charity, then it is not operating for exclusively charitable purposes; and
- If a substantial portion of the charity's revenues is devoted to the fundraising activity, it is not considered to be devoting its resources to charitable activities.

Spending excessive amounts on fundraising could also result in the charity not meeting its disbursement quota (spending requirement).

A registered charity that engages in fundraising as a primary activity, or that devotes a substantial portion of its revenue to fundraising activities, is putting its registered status in jeopardy.

For more information on fundraising activities, see Guidance CPS-028, *Fundraising by Registered Charities*.

Lotteries, bingos, charity casinos, etc.

Charities may choose to raise funds through lotteries, bingos, and charity casinos. However, in addition to following the guidelines above, registered charities should contact the relevant provincial, territorial, and municipal government departments before engaging in these activities, to obtain any necessary permissions, permits, or licenses.

Audits and sanctions

Compliance continuum

www.cra.gc.ca/tx/chrts/prtng/cc-eng.html

The Charities Directorate is responsible for monitoring the operations of registered charities in Canada to make sure they comply with the requirements of the *Income Tax Act*.

Generally, education is our first approach to compliance. Outreach initiatives such as our information sessions, publications, and Web site provide the guidance that charities need to be compliant. In addition, we respond to questions from individual charities by telephone or in writing. Informed donors are partners in ensuring compliance in the sector. Public education helps donors make wise decisions about the charities to which they give.

Audits are an important tool in ensuring compliance. Generally, we use a series of progressive compliance measures. In less serious cases of non-compliance, we use education letters or compliance agreements. In more serious cases, we may impose a monetary penalty, suspend a charity's tax-receipting privileges, or revoke a charity's registered status. Although revocation is generally the last resort, the *Income Tax Act* allows revocation at any time where appropriate to the circumstances.

Facilitating voluntary compliance	Responsible enforcement
<p data-bbox="279 1125 812 1184">Effective communications and quality services</p> <ul data-bbox="279 1226 701 1478" style="list-style-type: none"> • forms and publications • information sessions • public education • Charities and Giving Web site • processing returns • application decisions • client services • policy guidance and advice 	<p data-bbox="889 1125 1370 1155">Progressive compliance measures</p> <ul data-bbox="922 1192 1273 1478" style="list-style-type: none"> • monitoring returns • office audit • field audit • education letters • compliance agreements • sanctions (suspensions/penalties) • revocations • Part V tax

Objections and appeals

A charity may feel that we have misinterpreted the facts or not applied the law correctly when making a decision on an application, imposing a sanction, or proposing revocation of charitable status. If so, the charity can file an objection to the CRA Appeals Branch. If the charity disagrees with the decision of the Branch concerning the objection, the charity can appeal to the courts.

Electronic Mailing List (EML)

We encourage all officers, directors, and employees of registered charities to subscribe to the *Charities and Giving – What’s New* electronic mailing list (EML). The EML is a free service that allows subscribers to be notified by email about new information added to the Charities and Giving Web pages. By subscribing, you will receive approximately two emails per month to let you know what’s new and what may be of interest to you.

To subscribe to the EML, visit:

www.cra.gc.ca/esrvc-srvce/mlst/sbscrbchrts-eng.html

The CRA takes your privacy seriously. Any information that you provide when you sign up for the EML will remain completely confidential. Our list will not be shared with any organization. For more information, we invite you to read our statement on privacy protection at **www.cra.gc.ca/esrvc-srvce/mlst/prvcy-eng.html**.

Contacting the Charities Directorate

www.cra.gc.ca/tx/chrts/cntct/cntct-eng.html

Our bilingual toll-free telephone service provides **information about registered charities**. This service is available weekdays (except statutory holidays) from 8 a.m. to 8 p.m. Eastern Time.

If you have suggestions on how we can improve our Web site, or if you had problems accessing information on the site, please e-mail us at Charities-Bienfaisance@cra-arc.gc.ca. Although we will not be able to reply, we will use your comments to improve our Web site.

If you have comments relating to other topics, you can contact us by telephone, fax, or in writing:

Telephone:

In the Ottawa area: 613-954-0410 (English) or 613-954-6215 (bilingual).

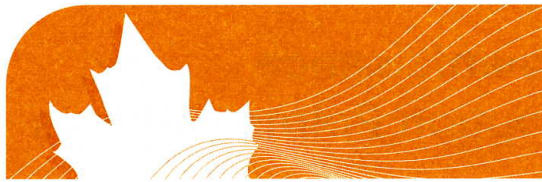
Toll free elsewhere in Canada: 1-800-267-2384 (English), or 1-888-892-5667 (bilingual).

Fax:

613-954-2586 (Director General's office)
613-948-1320 (Policy, Planning & Legislation)
613-952-6020 (Assessment & Determinations)
613-954-8037 (Client Services)
613-957-8925 (Monitoring)
613-946-2423 (Information Programs)

In writing:

Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5



Introducing Charity Quick View

The Canada Revenue Agency's (CRA) Charities Listings is getting a makeover. Here is what you need to know about the new Charity Quick View and how it will display your charity's information.

What is Charity Quick View?

In August 2012, the CRA will introduce Charity Quick View, an innovative online resource that will build on the information currently on the Charities Listings. Charity Quick View will make it easier for both charities and donors to read and understand the information a charity reports on its Form T3010, *Registered Charity Information Return*. The CRA will pull information from the T3010 to highlight your charity's:

- activities;
- amounts and sources of revenue; and
- expenditures, including salaries and other benefits.

How will it be different from the Charities Listings?

While the information you sent on the T3010 will remain the same on our Web site, the way some of the information is displayed will change. Charity Quick View will use graphs and tables to show key information at a glance. The new display will begin to apply to returns filed in 2010.

How will this affect you?

Charity Quick View will be a helpful resource for donors. Charity Quick View does not require any change in what and when you file the T3010 with the CRA. With more Canadians using Charity Quick View for information about charities, we encourage you to:

- file the T3010 on time;
- make sure that the data reported in your charity's T3010 is accurate;
- visit the CRA Charities Listings at www.cra.gc.ca/charitylists and review the information we have posted about your charity to make sure that it is correct; and
- if you find any errors, ask us to correct the return by completing Form T1240, *Registered Charity Adjustment Request*, which can be found on our Web site.

We offer Webinars and Charities Information Sessions where you can ask our representatives questions about filing the T3010. For more information, go to www.cra.gc.ca/charities or call us at 1-800-267-2384.

Resources

1. Evangelical Free Church off Canada Resources Page

(http://www.efccm.ca/wordpress/?page_id=1074)

2. Maintaining Charitable Registration - Resource manual for directors, officers, and volunteers

(<http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/tltx/rsrsmnl-eng.html>).

This is the manual to follow to maintain our church charitable registration.

3. Registered Charity Information for New Life Evangelical Free Church

(<http://www.cra-arc.gc.ca/ebci/haip/srch/charity-eng.action?r=http%3A%2F%2Fwww.cra-arc.gc.ca%3A80%2Febci%2Fhaip%2Fsrch%2Fbasicsearchresult-eng.action%3Fs%3Dregistered%26amp%3Bk%3DNEW%2BLIFE%2BEVANGELICAL%2BFREE%2BCHURCH%26amp%3Bp%3D1%26amp%3Bb%3Dtrue&bn=897386249RR0001>).

It shows the New Life Evangelical Free Church information including activities.

4. Receiving gifts (<http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/gfts/menu-eng.html>) or what is a gift?

(<http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/gfts/whts-eng.html>).

It tells about the gifts and their management. Important information.

5. Operating a Registered Charity (<http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/menu-eng.html>)

It provides overview about every aspect related to operating a registered charity.

6. Guidance Canadian Registered Charities Carrying Out Activities Outside Canada

(<http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cgd/tsd-cnd-eng.html>).