

---

# UBF NORTH AMERICA LOCAL CHAPTER GUIDELINES

---

2015



 UNIVERSITY BIBLE FELLOWSHIP

# TABLE OF CONTENTS



PREFACE . . . . .	3
Chapter 1 . . . . .	4
SHARED IDENTITY, PURPOSE AND VISION	
Chapter 2 . . . . .	6
HOUSE CHURCHES	
Chapter 3 . . . . .	7
STARTING A NEW UBF CHAPTER	
Chapter 4 . . . . .	9
CONTINUING EDUCATION FOR THE LOCAL CHAPTER LEADER	
Chapter 5 . . . . .	11
TRANSITIONING TO A 20-MEMBER CHAPTER WITH OVERSEERS (ELDERS)	
Chapter 6 . . . . .	14
WORSHIP, EVANGELISM, AND DISCIPLESHIP	
Chapter 7 . . . . .	18
BAPTISM, COMMUNION, WEDDINGS, AND FUNERALS	
Chapter 8 . . . . .	20
CHILDREN/YOUTH MINISTRY	
Chapter 9 . . . . .	23
ETHICS AND CONFLICT RESOLUTION	
Chapter 10 . . . . .	25
FINANCIAL POLICIES AND PROCEDURES	
Appendix A — Recommended Reading . . . . .	27
Appendix B — Resources for Starting a New UBF Chapter . . . . .	30
Appendix C — Orders of Baptism, Communion, Weddings, Funerals. . . . .	36
Appendix D — University Bible Fellowship (UBF) Church Pastoral Ordination . . . . .	40

## PREFACE

*“Be shepherds of God’s flock that is under your care, watching over them...and when the chief shepherd appears you will receive the crown of glory that will never fade away.” (1 Pe 5:2–4)*

*“Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood.” (Ac 20:28)*

UBF is an international evangelical church<sup>1</sup> dedicated to the task of world campus evangelism, registered with the U.S. and Canadian governments. UBF is also “non–denominational.”<sup>2</sup> UBF subscribes to the historic Christian creeds as normative confessions of faith for all believers (see UBF Statement of Faith at <http://www.ubf.org/about/statement–faith>). UBF welcomes anyone who wants to study the Bible and worship God.

In creating these ministry guidelines, our North American UBF senior leaders are responding to requests from local chapters. It is time for us as a church to affirm our shared vision and identity as a ministry, to clarify our purpose, articulate the sound Biblical practices that have been followed, and to prescribe cautions that should be considered. These guidelines are to equip our local chapter leaders to discharge all the duties of their ministry. They also provide guidance in starting new chapters.

We have developed the following committees for this purpose: 1) Shared Identity, Purpose and Vision; 2) Small House Churches; 3) Starting a New UBF Chapter; 4) Continuing Education to Equip the Local Chapter Leader; 5) Transitioning into a 20–Member Chapter with Overseers; 6) Worship, Evangelism and Discipleship; 7) Baptism, Communion, Weddings and Funerals; 8) Children/Youth Ministry; 9) Ethics and Conflict Resolution; 10) Financial Policies and Procedures. Other committees may be added as need is recognized.

These are not laws to be enforced on local chapters—they are “guidelines.” (However, local chapter leaders are encouraged to familiarize themselves with UBF By–laws.) They are not meant to replace a careful study of the Bible, which is the only rule of faith and conduct universally acknowledged in the UBF ministry. There is room for flexibility in the way local leaders conduct their ministry. These guidelines are intended especially to help those who are unsure of what to do in specific situations. However, there are certain areas which local chapters need to take seriously, including developing Biblically sound evangelism, discipleship and worship ministries, practicing financial and ethical integrity, and transitioning into a chapter with more than 20 members with overseers.

The contents incorporated comments from North American chapter leaders. After review by the North American Board of Elders, the final version was approved by the North American Representative Members at their Annual Meeting in February 14, 2015. These guidelines are still remain open to revision according to the needs of our ministry. Please contact the North America President ([ajsohn@uic.edu](mailto:ajsohn@uic.edu)) and Coordinator ([lincolnparkubf@gmail.com](mailto:lincolnparkubf@gmail.com)) for questions and suggestions.

---

<sup>1</sup> UBF is not a para–church like CRU or IVF who generally do not offer traditional Sunday worship services or intend to retain their members after their university life. UBF is a church in the evangelical understanding in that there is regular worship service, proclamation of the gospel, and the performance of sacraments.

<sup>2</sup> As a non–denominational church, UBF does not advocate denominational distinctives—such as a particular mode of baptism or communion—in secondary matters of Christian doctrine. UBF is also not an “inter–denominational” ministry that trains leaders with a view to send them to their own local churches.

## Chapter 1

# SHARED IDENTITY, PURPOSE AND VISION

### IDENTITY AND PURPOSE

#### A. Mission Statement

University Bible Fellowship (UBF) is an international evangelical church (non-denominational) and network of house churches dedicated to Christ and his kingdom. Our main focus is to study the Bible, grow in the grace and knowledge of our Lord and Savior Jesus Christ, and live according to his teachings. We especially pray to reach college students and help them grow as his lifelong disciples. Our goal is to obey our Lord's commands to love one another and to go and make disciples of all nations (Jn 13:34; Mt 28:18–20). We pray that God may continue to call and raise lay missionaries through us and send them to the ends of the earth (Ac 1:8).

#### B. History

The University Bible Fellowship was founded in South Korea in 1961 in the midst of national turmoil following nation-wide demonstrations and a coup d'état. Many Korean college students were in despair due to the division of their country and the devastation of the Korean War. At that time, Dr. Samuel Lee (1931–2002) was ministering to college students in the Daein Church, in Kwangju after graduating from a Presbyterian seminary. Missionary Sarah Barry was sent to Kwangju, Korea in 1955 by the Board of Korean Missions of the Presbyterian Church, USA. Dr. Lee and Sarah Barry met there. They shared a common conviction that the best way to help Korean students was to help them know the gospel of Jesus through deep Bible study and prayer. God blessed the ministry abundantly. Within a few years UBF became a strong and vibrant college student-led ministry, and it began to spread to the major cities of South Korea. They especially were inspired at the end of all four Gospels with the world mission command of Jesus to preach the gospel to all nations. That led to a prayer topic, "Bible Korea, World Mission." Based on this prayer and vision UBF began to send missionaries to West Germany, the USA and the world.

#### C. Core Values

- Loving God and his word: Through Daily Bread devotions, personal Bible study, one-to-one and group Bible study and teaching, Sunday worship with expositional Bible messages, Bible reflection writing and sharing in fellowship meetings.
- Prayer: personal, small group, united, family.
- Discipleship: Learning to deny oneself, take up one's own cross and follow Jesus, growing in his image in humility, obedience, servanthip, compassion, and maturing in faith, hope and love.
- Church Community: Sharing life together, loving one another and valuing each person through serving, caring, praying, Bible teaching, mentoring, worshiping together and maturing in the image of Christ.
- World missions: Learning God's vision for the whole world and participating in it through outreach, prayer, Bible teaching, making disciples, sending self-supporting lay missionaries and caring for them, recognizing the priesthood of all believers (1 Pe 2:9).
- Christ and his Kingdom: We share Christ's vision of calling all peoples, races and tribes into his kingdom. Christ is our king and all Christians, as part of his body, are our brothers and sisters.

## VISION

God has given UBF the vision to raise spiritual leaders primarily from among college students who will transform their communities, nations and the world.

For further reading on the distinctives of UBF ministry, see the references below:

- *UBF Spirit, Ministry, Vision*, 2011, UBF Press.
- *UBF Ancestors' Gospel Faith and Missionary Spirit*, 2002, UBF Press.

## Chapter 2

# HOUSE CHURCHES

House churches in UBF are those that regularly use a person's home or campus facilities for their worship, Bible study and fellowship. Typically, they consist of one, two or three families coworking to serve one campus or community, although it is conceivable that several non-married persons may decide to cowork in this way.

Even though house church ministries have many challenges, they are Biblical and beautiful ministries before God. The Lord promised that where two or three gather in his name, he is with them (Mt 18:20). The gospel was preached and the church grew through Christian homes that were open to invite others for Bible study, fellowship and worship (Ac 18:26, Ro 16:5, 10, 11, 15, 1Co 16:19). UBF house churches are the backbone of UBF mission and a crucial way of fulfilling our prayer for North American campuses.

### **BIBLE STUDY**

As the principal source of salvation, spiritual nourishment, and equipping to do good works, house church members should read through the Bible and reflect on it personally (2 Ti 3:15-17). Reading and study of the Bible is not only for the sake of knowledge, but for the sake of reflection, repentance, and action (Jas 1:25). Ultimately, it is to know our Lord Jesus Christ, and grow to be like him, so that our lives may reflect his glory and being (Col 1:28; 2 Pe 3:18). Many of us are unfamiliar with considerable sections of the Bible and UBF study materials are limited. We encourage development as independent students of the Bible by using helpful tools, including quality study Bibles (ESV, NIV), Bible dictionaries and good websites (Biblegateway.com, lumina.Bible.org, blueletterBible.org). Generally recognized sound Christian books are also helpful. A list of books for recommended reading for UBF members can be found in Appendix A.

We encourage daily personal devotional Bible study as a spiritual discipline (Ex 16:35). In addition, ministry members should engage in one-to-one or group Bible study with family members. Spouses should study and pray together, practicing real humility and love toward one another. Parents should focus on setting a practical example of faith and obedience to God's word. (See the guidelines on Children/Youth Ministry.) A family in a house church that is centered on Christ's word, love, and mission is the most powerful witness to the world. Language and cultural study is crucial and ongoing as a life process.

### **SUNDAY WORSHIP**

Sunday worship service is a group confession of faith in Jesus as the Christ. Worship includes confessional recitation, such as the Apostles Creed, singing hymns and praise songs. A Christ-centered, Bible-based Sunday message should be delivered. Group Bible study followed by a key verse message can be allowed in the initial stage of house church ministry.

## Chapter 3

# STARTING A NEW UBF CHAPTER

We remember the words of our Lord Jesus Christ: “The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field” (Lk10:2). He calls us to spread the good news of the kingdom of God (Lk10:9). So we are called to work not just for UBF ministry but for the larger kingdom as a whole. In our UBF ministry we learned to offer our five loaves and two fish to Jesus to care for the multitudes (Mk 6:37–38), and to imitate his life who was born in a manger and lived among sinners (Lk 2:7; Jn 1:14). We thank God who blessed our ministries among students in many places through the Christ-centered humility, faith and love of our co-workers. When they shared the gospel, young people’s lives were changed and they grew as Christ’s servants and fellow workers. We trust that it is God himself who still calls, prepares and leads his servants to specific places to do his work (e.g. Ac 13:2).

For clarification, a UBF chapter is one that: 1) holds independent Sunday worship services; 2) has one-to-one and/or group Bible studies with college students.

We also acknowledge that our members need to be well prepared and equipped to start a new UBF ministry. Among us we need healthy communication and accountability, and to offer proper spiritual support. New chapters, representing UBF, need to adhere to UBF’s statement of faith, shared identity, purpose and vision, and best practices. For these reasons the following guidelines are presented.

### PREPARATION

Study the UBF guidelines on: 1) Shared Identity, Purpose and Vision; 2) Continuing Education for the Local Chapter Leader; and 3) Worship, Evangelism and Discipleship. In preparing to start a new UBF ministry, above all, much prayer is needed. If a chapter strategically sends its members to start a new chapter, build a team of two or three families to go together, if possible. Coordinate with Regional Coordinator and HQ about the possibility of going to a place or campus strategically (For more guidance, see Appendix B).

### APPLICATION

Those requesting to start a new UBF chapter in North America should fill out a UBF personnel profile and submit a life testimony, explaining God’s leading (see Appendix B). Those who serve as chapter leaders first need to be recommended by the leaders of their sending chapter, examined by the Staff Education Committee, and finally, at the recommendation of the General Director, be approved by the North American Representative Members, after their review, at their annual membership meeting.

### CAMPUS REGISTRATION

As soon as possible, register UBF with a local campus by submitting a constitution and obtaining student signatures and officers (see Appendix B). Build relationships with staff from other evangelical ministries on campus. Ask their prayer support. Obtain permission to use campus facilities for Bible studies/meetings/services, to post flyers and invite students. In getting started, try to utilize the campus, as much as possible, for ministry activities.

## **FINANCES**

Carefully read UBF's Financial Policies and Procedures for local chapters. For chapters in the United States, apply for a state tax exemption when needed, or obtain a copy of the existing UBF state exemption letter. Apply for an EIN under UBF's Federal registration (see Appendix B). Open a church bank account with proper documents and guidance from HQ (see Appendix B). As a general principle, each new chapter should be self-supporting. This means that staff support, Bible house purchase, costs of running ministry should be borne by the new chapter without expecting help from elsewhere. In Canada, contact the Canadian Coordinator for guidance.

## **NETWORKING**

Participate in regional UBF ministry events, such as Bible schools, conferences, Christmas celebrations, etc., as well as regional staff conferences and annual North American staff conferences for further staff education.

## **REPORTING**

The current state of UBF ministry is reported annually by the General Director to the North American Representative Members. All chapter directors are required to report annually: 1) Sunday attendance, 2) finances, 3) ministry.

Closing a chapter: Often chapters close due to job or academic relocation, health concerns or personal issues. In these cases, the chapter director should communicate with the sending chapter, Regional Coordinator and HQ. If there are questions about closing a chapter, consult with headquarters<sup>3</sup>.

See especially the guidelines on Small House Church Ministry and Children's Education.

## Chapter 4

## CONTINUING EDUCATION FOR THE LOCAL CHAPTER LEADER

Many of our UBF chapter leaders (directors) have been serving in ministry voluntarily and wholeheartedly for many years. We are so grateful to God and respect and acknowledge how God has been using them. The following guidelines are intended to support and equip them all the more in their local ministries.

The local UBF chapter leader (director) needs God's clear calling (Ro 1:1; 1Ti 3:1; 2Pe 1:10) and his shepherd's heart for his flock (Jn 10:11; Ac 20:28; 1Pe 5:2–3). He needs to hold firmly to the trustworthy message (Tit 1:9), engage in the spiritual battle to guard the gospel (2Ti 1:13–14; Eph 6:10–18), and be willing to endure hardship for it (2Ti 2:3–4). He should be “able to teach” (1Ti 3:2; 2Ti 2:24), learn to “correctly handle the word of truth” (2Ti 2:15), and teach the Bible by both word and deed, that is, by example (1Co 11:1; Php 3:17; 2Th 3:7; 1Ti 4:12; Tit 2:7). He should be a hardworking, giving person (Ac 20:35; 1Th 2:9), and a good influence both inside and outside the UBF community (1Th 4:12; 1Ti 3:7). Starting in his own family, he needs to be a good administrator who serves people and manages resources based on Biblical principles (1Ti 3:5; 2Ti 4:5; Tit 1:7). He should be reliable (2Ti 2:2) and faithful to God (1Co 4:2), to God's flock (Col 1:7; 4:7) and to his spouse (Tit 1:6; 1Ti 3:12). Above all, he needs to keep on learning the humility of Jesus (Mt 11:29; Php 2:3–8; 2Co 10:1a; Jas 3:13; 1Pe 5:5b).

In order to serve properly, chapter leaders (directors) are encouraged to have a thorough understanding, at a minimum, of the following books of the Bible:

Foundation: Genesis; Exodus

Israel's History: Judges; 1 & 2 Samuel; 1 & 2 Kings

Prophets: at least one book, such as Isaiah or Daniel

Gospels: one of the Synoptics (Matthew, Mark or Luke), plus John

The Apostolic Church: Acts

Essential Doctrine: Romans or Galatians

Pastoral Issues: 1 & 2 Corinthians; 1 & 2 Timothy; Titus

For chapter leaders who feel led by God to pursue further education or pastoral ordination (to legitimately conduct the ordinances of baptism and communion, as well as weddings and funerals), the Education Committee of UBF HQ plans to offer the following courses:

1. Scripture & Interpretation: Overview of OT Historical books, OT Prophets & Poetry; Overview of NT Gospels and Epistles; Independent Bible Study (Hermeneutics); Basics of Biblical Languages
2. Biblical Doctrines
3. History: Church History, History of Missions, UBF History
4. Worldview & Culture: Missiology, Cross-Cultural Ministry, Missional Ecumenism
5. Ministries & Practices: Preaching, Evangelism, Discipleship, Worship, Counseling, Communication, Team and Community Building, Christian Education
6. Other courses as needed

UBF HQ will offer these courses online with a credit system. We believe these courses will strengthen and equip our staff to more fruitfully serve campus ministry and their local congregations.

**Pastoral ordination** (see Appendix D for details): After taking the required courses and passing the examinations, a current UBF chapter leader (director) or qualified candidate may apply for UBF pastoral ordination. By the approval of the HQ Pastoral Ordination Committee, the chapter leader (director) will be ordained in their local UBF chapter. Chapter leaders (directors) who have established fruitful student ministries are encouraged to pursue pastoral ordination.

\* In place of the above mentioned courses, the chapter leaders can petition to substitute seminary courses (via a transcript), years of ministry experience, evidence of raised disciples, and/or a written exam on the subject(s) to be waived. The HQ Staff Education Committee will determine which course requirements can be acceptably waived.

## Chapter 5

## TRANSITIONING TO A 20-MEMBER CHAPTER WITH OVERSEERS (ELDERS)

*“Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood” (Ac 20:28).*

As a local UBF ministry grows in number, the need arises for a team of leaders to oversee it. In general, Scripture gives us a model of shared leadership between pastors (chapter leaders [directors]) and overseers (elders) (Tit 1:5; 1Ti 4:14 5:17; Ac 14:23; 1Pe 5:1; Jas 5:14). It is healthy for these overseers (elders) to be representative of and accountable to the members of the local UBF ministry. A good way to ensure this is to have official local chapter members, who then vote in the overseers (elders) to work with the chapter leader (director). (According to UBF’s Bylaws, chapter leaders [directors] are not locally elected, but are nominated by the General Director and approved by the North American Representative members at their annual meeting.)

To be an official local UBF chapter member (on that local chapter’s Membership roll, with voting privileges), a person should have accepted the gospel and have a life-long commitment to living with Jesus as Lord of his/her personal life and of the community. He/she should also be committed to sharing the gospel, to practicing the grace of giving, and should be familiar with the Biblical foundations of church discipline and conflict resolution, as well as with UBF’s shared identity, purpose and vision. Once a local chapter has about 20 such members, it seems good to establish a local team of overseers (elders) to represent the members and work with and support its leader (director). The local chapter leader (director) should meet regularly with the overseers (elders), and they in turn should meet at least quarterly with the local chapter members to review the ministry and its finances.

### PROCESS OF RECOGNIZING LOCAL CHAPTER MEMBERS

- A. It is good to start by asking regular Sunday worship attendants if they would like to become committed voting members of the ministry. If so, they can fill out a membership application card. (Each chapter can develop its own card as they see fit, but it should at least contain the applicant’s basic contact information. Consult other chapters for samples).
- B. The applicants then attend membership classes in the local chapter led by the local chapter leader and overseers (elders), and commit to praying for the ministry and attending quarterly membership meetings.
- C. Once the classes have been completed, the membership applicants can be introduced to the congregation as new voting members.
- D. Invitation to membership and membership classes can be offered as needed by the local chapter.
- E. An example of the basic structure and content of the above mentioned membership classes will be available on the UBF North American website: (<http://www.ubfnorthamerica.org/>)

As long as these basic contents are covered, local chapters are free to develop and offer these membership classes however they see fit.

## PROCESS OF ESTABLISHING A BODY OF OVERSEERS (ELDERS)

### A. Role

Overseers (elders) are prayer servants who support their chapter leader (director) through their prayers. Overseers (elders) provide practical spiritual support for chapter leaders (directors), sharing responsibilities for governing, serving and shepherding God's flock and for administration.

Overseers (elders) care for the chapter leader and his/her family.

A body of overseers (elders) promotes the unity of the chapter (church).

Overseers (elders) working with chapter leaders (directors) in overseeing the ministry creates an environment of accountability and transparency.

### B. Qualifications

In selecting overseers (elders) of local UBF chapters, the chapter leader (director) and voting members should carefully and prayerfully consider the teaching of Scripture in 1 Timothy 3:1–7 and Titus 1:6–9. It seems wise to select persons who are not recent converts and who have proven themselves as faithful servants.

Any official local chapter member [except the chapter treasurer and family members of the chapter leader (director), overseers and treasurer] can be elected by the voting members to be an overseer (elder).

### C. Selection

Once any local UBF chapter reaches 20 members, it is required to establish a governing body of overseers (elders). The chapter leader, upon consultation with members, can nominate overseers (elders); members may also nominate overseers (elders); overseer (elder) candidates should first be consulted before their names are submitted for consideration at a members' meeting. It is suggested that overseers (elders) be elected by the two-thirds of voting members, with two-thirds of the voting members present at the meeting.

### D. Term and number

A local UBF chapter is free to determine the term for its overseers (elders); it is suggested that it be for one, two or three years. One overseer (elder) per ten members is recommended. This may vary depending on each local chapter's needs and situation. A chapter should have at least three, but not more than eleven, overseers (elders), excluding the ex-officio chapter leader (director).

### E. Guidelines for running meetings

The chapter leader (director) is an ex-officio member of the body of overseers (elders) and may vote at his discretion. The chapter leader (director) attends the overseers' (elders') meetings to report and listen to feedback on God's work, ministry issues and prayer topics. The treasurer can be called to the meetings to give financial reports or to present financial matters to be discussed and approved, according to the UBF Financial Guidelines.

Overseers (elders) should appoint a chairperson (non-chapter leader) who will lead the regular meetings.

Overseers (elders) should establish regular meeting times (e.g. monthly, bimonthly or quarterly).

Overseers (elders) are responsible for communicating decisions made at their meetings to all the voting members of the local chapter.

## F. Education and Equipping Overseers (Elders)

The local UBF chapter leader (director) should develop an ongoing spiritual educational program for the body of overseers (elders) of that chapter. In light of Scriptural teachings on the responsibility of overseers to be “able to teach,” the following seem to be good resources to start with:

Sound Doctrine: Bible Doctrine: *Essential Teachings of the Christian Faith* by Wayne Grudem is recommended study for overseers (elders) to teach sound doctrine.

Counseling: *Instruments in the Redeemer’s Hands* by Paul David Tripp is an excellent book with a workbook, useful in orienting overseers (elders) to counsel members.

Overseers (elders) may meet regularly with the chapter leader (director) to read/study these books together and discuss their practical implications for serving the local UBF evangelism, discipleship and worship ministries in the chapter.

Other suggested resources:

- *Membership Matters* by Chuck Lawless & Thom Rainer, 2005, Zondervan
- *I Am a Church Member* by Thom Rainer, 2013, B&H Publishing Group
- *Sticky Teams* by Larry Osbourne, 2010, Zondervan
- *Biblical Eldership* by Alexander Strauchton, 1988, Lewis & Roth Publishers
- *Lay Elders’ Users Guide: Part 1 and Part 2* by Jonathan Leeman, 2012, 9 Marks Journal (<http://www.ninemarks.org>)

## Chapter 6

## WORSHIP, EVANGELISM, AND DISCIPLESHIP

Three crucial elements to a spiritually healthy church and gospel ministry are worship, evangelism and discipleship. The following guideline explains UBF convictions in regard to these essential ministry functions.

**WORSHIP**

On a personal level, we believe worship to be the daily calling and aspiration to offer ourselves to God as living sacrifices, holy and pleasing to God (Ro 12:1). As a church community, we consider the act of worship to be one of the most essential activities of a church community in expressing its love for God and endeavoring to glorify his name. We are admonished in the Scriptures to gather together regularly as a community of believers in order to worship God and to sing his praises (Heb 10:25; Ps 22:22). In obedience to this command, we adhere to the early church tradition of meeting regularly, particularly on the Lord's day which is Sunday—the day our Lord Jesus rose from the dead. We worship on Sundays for the sake of joining our hearts together, to remember his amazing grace to us through the sacrifice of his Son Jesus, to magnify his name through praise and worship and to listen to his words from the Scripture. We aim at worshipping God in Spirit and truth, because we believe, as the Lord teaches us, that God our Father seeks this kind of worship and this kind of worshipers (Jn 4:21–24). We strive towards a God-centered worship, promoting an awareness of God's presence with the faith and assurance that we are gathering not only in each other's company, but in the divine company of the Lord.

To reflect an awareness of the Lord's presence in our church community, it is necessary to create an environment of worship where God's presence is recognized and honored. At the same time, worship should serve two purposes: to honor and glorify God, and to edify and strengthen the church community. We pray to create an environment that, by God's intervention and our own submission, serves both purposes. It is our responsibility to ensure worship isn't treated as a social gathering nor offered for the sake of entertaining the congregation of believers, but promotes true spiritual worship of God, with a right attitude before God. As the Scriptures exhorts us, our worship must be conducted in an orderly and peaceful manner, (1Co 14:33) discouraging and restraining any practices and/or actions that might lead to the disruption of the peace, and to disorderly behavior among the members. We do not discourage individual expressions of worship, including charismatic gifts of the spirit, but we believe that expressions which may be considered distracting or deter from the goal of corporate worship should be practiced in private for personal edification and before God alone.

We strive for a worship environment in which the word of God is central (Col 3:16) including the practice of Bible reading, preaching and teaching (1Pe 4:11), as well as the expression of praise through traditional and contemporary music and media which adhere to the tenants above. This is encouraged for the sake of strengthening and building up the church (1Co 14:26) and for the praise of God through Jesus Christ.

Responsibility to establish an appropriate worship environment resides with the chapter leader. Worship leaders, music servants, elders as well as growing disciples must assist in creating an environment for worship by doing whatever is necessary to assist the chapter leader in serving the sermon. The Presiding member must be spiritually mature, ready and equipped to lead the congregation in worship by initiating an environment

of prayer. Worship leaders must assist the Church members should come on time and support the worship environment by offering prayers on behalf of the service/meeting.

Another important aspect of worship is offering. Worshipers are encouraged to come before God with faithful offerings as an expression of their love, devotion and obedience to God and his word (Dt 16:16). Tithing is the Biblical, healthy practice of all church members, and it is strongly encouraged of growing congregants who have a personal conviction of the Lord's command in regard to financial issues. It is necessary that all members of the body of Christ honor the Lord's words: "It is more blessed to give than to receive" (Ac 20:35). Not all offerings are of a financial nature (1Co 4:26). Offerings of service, talent and all such things that are the outpouring of the Spirit's gifts in individual members are also considered offerings acceptable to God if they are offered in willingness of heart (2Co 8:12). However these offerings do not replace the financial offering commanded by the Lord of all his people.

Although worship services may be of different "styles", our UBF worship service is very traditional in character. Our Sunday service involves the singing of hymns, a sermon from the living word of God in the Bible, and personal and group prayers and fellowship. The following outline constitutes a guide for UBF worship services.

- Call to Worship and Opening Prayer
- Praise & Worship/Hymn
- Representative Prayer
- Bible Passage Reading
- Special Music
- Message
- Hymn
- Offering
- Prayer for Offering
- Prayer Topics and Announcements
- Benediction
- Congregational Prayer

It is advisable to include a public reciting of the Apostle's Creed or Nicene Creed and the Lord's Prayer at some time during the worship service. It is also recommended that the congregation celebrate Communion periodically.

## **EVANGELISM**

Just as Worship is a major component of a spiritually healthy church, so also is evangelism vital to the church.

Evangelism may be defined as the proclamation of the good news of the gospel of God's grace to the world (Ac 20:24). It may also be defined as the believers' active testimony to others about God's personal and saving grace through Jesus. Jesus himself initiated and commanded the responsibility and ministry of evangelism to all disciples of all time (Ac 1:8). Although we recognize that some believers are especially endowed by the Holy Spirit with the gift of an "evangelist" (Eph 4:11), we also believe that the responsibility to evangelize others is not limited only to those with special gifts but commissioned to all who believe the gospel, who have personally received Jesus as Lord and Savior and who are regenerated (born again) through his saving

grace in their lives (Eph 3:10). Every confessing believer within the church community must have their “feet fitted with the readiness that comes from the gospel of peace” (Eph 6:15).

Evangelism, like worship, must therefore be a major concern of the church leader. The leader should not be content only with an increase in the membership of his congregation, but be primarily concerned with their spiritual health and wellbeing. It is his obligation and privilege to ensure that evangelism is practiced, taught and encouraged in the congregation ensuring that the gospel of God’s grace is properly and thoroughly communicated to everyone. He must do everything within his ability to ensure the conversion of those who are not yet born again into God’s family. For this reason, evangelism in the form of careful teaching and instruction in the word of God must be done to bring about the conversion of non-believers and the edification of those in the church family. The Scriptures assure us that there is power in evangelism to enable people to be “born again” to eternal life (1Pe 1:23–25). Of course, it is not the act of evangelizing itself, but the good news (the imperishable seed of word of God) communicated through evangelizing that brings about the new birth in people’s lives (1Pe 1:12). So we must engage in evangelism in every opportune situation and by every possible means, as we pray to build up God’s kingdom.

Evangelism, therefore, must very much be a part of our daily ministry, impressing its value and urgency on all church members and encouraging them to participate in it. It has been our UBF ministry’s practice to proclaim the gospel of our Lord in several ways. We do so through visiting students on campus, engaging them in an open discussion about the person and works of Jesus. We seek students who are open hearted towards the truth of God in the hope of leading them to the salvation that is in Christ Jesus (Lk 19:10). For those who are interested in further study, we invite them to personal one on one study of the Bible in order to reflect on the grace of God for all people in and through Jesus. When possible, we attempt to set up a club on campus where students can meet together and study the word of God in order to bring them to the knowledge of salvation through Christ Jesus. But the most effective means of evangelizing is “lifestyle evangelism” or “friendship evangelism.” Our very lives must stand to witness to God’s grace and to influence others for the gospel and to follow Jesus Christ as Lord and Savior. We pray that those we evangelize might join us in proclaiming the good news of the gospel to their fellow students and eventually to the world.

### **DISCIPLESHIP MINISTRY**

The core of Jesus’ ministry was in essence a discipleship ministry. He began his earthly ministry by calling disciples to himself to follow him with the hope of making them fishers of men (Mt 4:19). Jesus then spent more than 3 and the half years in raising them as his faithful and committed disciples. He taught them the cost of discipleship by requiring them to leave the world behind and to follow him in total commitment, putting him first in their lives above all else (Lk 14:25–27). He trained his disciples in several ways. He trained them through common life with him (Mk 3:14). He faithfully taught them the word of God and prayed for them and bore their weaknesses (Lk 22:32; Jn 17:6–12). Jesus also invited others who would be his disciples to hold to his teaching as a requisite for discipleship (Jn 8:31). Jesus also sent them out to preach the gospel of the kingdom throughout the land as part of his discipleship training. At the end of his earthly ministry, our Lord gave his disciples an imperative to “go make disciples of all nations” (Mt 28:19) which became the Christian “Great Commission” and the inspiration towards calling and raising disciples and helping them in turn to become disciple makers for the world.

UBF is clearly a discipleship ministry dedicated to following Christ and to serving his gospel ministry around the world through the work of the Holy Spirit (Acts 2:8). We are committed to obey the Lord’s Great Commission to go and make disciples of all people. But our main focus in serving the gospel of our Lord

is in reaching the students of all the campuses around the world for the purpose of bringing them to life in Christ and to help raise them as his disciples, and consequently his disciple makers in accordance with his command.

In fulfilling our calling to raise disciples from among college students, it is our practice to visit campus and invite students to one on one Bible study. For students who prefer a group setting, we also conduct group studies in the Bible. We hope and pray that through the systematic and faithful study of God's word, those who do not know Christ may come to a personal relationship with him, be born again and commit their lives to him, and for those who know him personally, to deepen their relationship and thereby also their commitment to him and to live in him.

We strongly believe that life in Christ—or the practice of discipleship—is more than simply gathering together in order to have fellowship. For that reason we are committed to learning and practicing a genuine life of a disciple as defined by the Lord Jesus in the gospels and the New Testament and thereby passing it on to those whom the Lord calls. In our effort to raise disciples of Jesus, we hope that, by personal example of our lives, to reflect the life of a genuine disciple of Jesus. Our methods of raising disciples involve personal Bible studies where students are encouraged to make decisions of faith to trust the Lord with their lives and in leading their lives according to his purpose. We also conduct group Bible studies in fellowship settings where students can learn to interact with one another and thereby serve one another in the love of Christ.

We encourage daily bread “eating” as a way for a disciple to begin the day with the word of God. We encourage personal reflection writing and sharing as a way for disciples to learn how to reflect on the word of God and apply it personally into their lives. We also encourage students to engage in outreach by inviting other students to know Christ through inviting them to Bible study and Christian fellowship.

For growing disciples, opportunities to minister the word of God through message writing and delivery are given in order to train them to preach the word of God. We believe that a disciple of Jesus must be a learner of Jesus in every way, learning and imitating the life of Christ. Such training also prepares the students not only to be genuine disciples themselves, but also to be disciple makers as the Lord wills in leading them. It also prepares them to live in the world as disciples of Jesus and disciple makers in their homes, and workplaces and wherever the Lord may lead them.

Discipleship is at the core of our UBF ministry, since it was Jesus' own desire to raise disciples and to make them disciple makers. We pray and hope that as we raise disciples, they may become committed members of the body of Christ and personally obey God's call to make disciples as well. Eventually, our UBF ministries raise disciples and disciple makers not only for the sake of growing the church, but to send them out into the world as disciples of Jesus with the fragrance of Christ, and as disciple makers to bring in others to the knowledge of Christ and his redeeming work.

## Chapter 7

# BAPTISM, COMMUNION, WEDDINGS, AND FUNERALS

The University Bible Fellowship (UBF) began as a student movement. It did not originate as a church, nor was it affiliated with a specific denomination. Students came to Bible study from various and diverse backgrounds. In order to welcome any and all students, UBF has not advocated denominational distinctives, although it does recognize the historic Christian creeds as normative confessions of faith for believers.

In light of this, regarding the ordinances of baptism and communion, as well as wedding and funeral ceremonies, UBF broadly embraces various genuine Christian traditions, putting the doctrine of the unity of the church above any specific doctrine of ordinances. We also acknowledge the dangers of ritualism as seen in Christian history. But UBF encourages our ordained pastors to conduct baptisms and communion for the spiritual life and health of the local congregations, as our Lord Jesus Christ commanded (Mt 28:19; Lk 22:19; 1 Cor 11:23–29). Each chapter has freedom to decide how often and when appropriate to conduct these ordinances.

The Bible is relatively silent on who is authorized to conduct the ordinances of baptism and communion. However, in mentioning appointing elders and overseers it says the candidates should be qualified and their appointment should not be hasty (1 Ti 3:1–13; 5:22). Moreover, in historic Christianity, having only ordained ministers perform the ordinances has been advocated as an orderly and reverent expression of the faith. UBF respects the Christian church's traditional practice of these ordinances by qualified ordained ministers of the church. So we have decided to allow only ordained pastors to perform these ordinances in our local UBF communities. Chapters without an ordained pastor are encouraged to invite other ordained UBF pastors in their region to conduct these ordinances locally. Special permission to do so can also be granted by the continental or regional coordinators.

### BAPTISM

Baptism is a holy sacrament/ordinance appointed by Christ to mark one's acceptance of him as Lord and Savior and entrance into the Christian community (Mt 28:18–20). It is a sign of new birth in the Holy Spirit; union with Christ in his death, burial, and resurrection; union with his church; single devotion to Jesus as Lord, and the start of a new life in Christ (Ro 6:3–7).

UBF practices baptism, known as believer's baptism, in obedience to the command of Jesus. Believers are those who have personal faith in Jesus Christ as their Lord and Savior and confess the Apostle's Creed in good conscience as a valid statement of their faith. UBF also practices dedication of children to the Lord by believing parents who so desire. We also respect the faith of those who practice infant baptism. UBF does not insist on, but permits re-baptism for any believers who are compelled by their conscience to do so. While there are some historical conflicts regarding baptism, UBF does not advocate any position held by genuine believers to the exclusion of any other, while not agreeing with the teaching of baptismal regeneration. In terms of forms of baptism, UBF recognizes immersion, pouring, and sprinkling each as being valid. While UBF pastors will have their own convictions about baptism, they are encouraged not to advocate a specific teaching to the exclusion of others, but to provide thorough education to baptismal candidates and to respect the candidate's freedom of conscience in regard to how the baptism is carried out.

(For a sample order of ceremony for baptism, see Appendix C.)

## COMMUNION

Communion is taking part in Jesus' death by accepting bread as his body and the cup as his blood for the forgiveness of our sins (Mt 26:26–30). UBF practices communion in obedience to the command of Jesus to “do this in remembrance of me” (Lk 22:19). UBF embraces the meaning of communion in the various forms it may take. UBF pastors are free to celebrate communion with the members of their local chapters in accordance with their own specific understanding and forms. It is recommended that communion be celebrated at least once a year with all professing members of the local chapter present.

(For a sample order of ceremony of communion, see Appendix C.)

## WEDDINGS

Marriage is ordained by God as a sacred union of one man and one woman for life. God himself joins a man and woman together in marriage and is the Sovereign Lord of the family. It is the duty of the church to prepare candidates for marriage through proper Biblical instruction and pre-marital counseling. After a couple has been duly prepared, the pastor and community bless them in a public ceremony.

(For a sample order of ceremony of wedding, see Appendix C.)

## FUNERALS

For Christians, funerals are a time of remembering the life of the deceased and celebrating their entry into the Lord's presence, and looking forward to the resurrection, which is our ultimate hope. At the same time they are a time to comfort grieving family members, sharing their sorrow together. Funerals are also an important opportunity to plant the gospel in the hearts of those who may be unusually open to the message. The tone of the ceremony should be solemn, yet joyful and hopeful. Following the funeral, which is usually held in a church or funeral home, it is normative to have another brief service at the graveside.

(For a sample order of funeral, see Appendix C.)

### Bibliography of suggested reading

- *Christian Theology, Second Edition* by Erickson, Millard, 1998, Baker Academic: Grand Rapids, MI
- *Systematic Theology: An Introduction to Biblical Doctrine* by Wayne Grudem, 1994, Zondervan: Grand Rapids, MI
- *Nelson's Minister's Manual* by Thomas Nelson, 2003, Thomas Nelson, Inc., Nashville, TN

## Chapter 8

# CHILDREN/YOUTH MINISTRY

*“And Jesus grew in wisdom and stature, and in favor with God and men” (Lk 2:52).*

### GENERAL GUIDELINES

The goal of UBF Children/Youth Ministry is to help our children and young adults to learn Christianity from a young age and grow to become influential Christian leaders of their generation who have genuine faith in Jesus Christ. We need to support them as they mature mentally, emotionally, physically, and spiritually.

We cannot stress enough the importance of early childhood Christian education. We are concerned with children from birth to 12th grade. It is recommended that they be grouped in BBF, CBF, MBF(JBF), and HBF according to their ages.

Parents are the primary educators and examples of Christian life and faith for their children. For smaller chapters composed of only a limited number of families with a few children, parents can teach their children at home, and they may also partner with local Christian churches that provide solid youth programs to further support their children’s spiritual education.

For larger chapters, there are weekly meetings. It is recommended that CBF and MBF meet on Saturdays for worship and Bible study/activities, while HBF meet on Friday nights for Bible study and activities and attend worship service on Sundays together with adults. Friday nights are a very vulnerable time for junior high and high school students. It may be good for them to be at church for their spiritual growth.

For CBF/MBF/HBF children, we recommend family Bible study and family worship. Conferences or programs are recommended at the following times: Easter, summer, and Christmas. HBF may have additional activities such as short-term mission trips, campus Bible clubs, small group devotionals, sports tournaments, community outreach, etc.

CBF/MBF/HBF teachers need to be fully committed to this ministry, and we should also make sure that children are plugged into one to one Bible study.

Parents need to be partnered with CBF/MBF/HBF teachers to help educate our children effectively. To better understand and help their children, parents are strongly encouraged to educate themselves to communicate with their children heart to heart.

Children at risk or with special needs can be helped with close collaboration between parents and teachers.

### **CBF/MBF(JBF)/HBF CORE VALUES**

We have five core values that encompass the school years and help young people to glorify God and enjoy him forever:

1. Love for God: Living the Christian life in a personal love relationship with God (Dt 6:5).
2. Wisdom: Cultivating a clear and defensible Biblical worldview (1 Pe 3:15).
3. Service: Using individual and unique gifts to serve others for the glory of God (1 Pe 4:10).
4. Friendship: Creating godly friendships that support one another in our walk with God (Jn 13:34,35).
5. Discipleship: Growing in the image of Jesus for the purpose of being used by God (Jn 8:31,32).

### **CBF(BBF+CBF) THREE PRINCIPLES**

1. Bible study and worship service
2. Faith building programs: Faith comes from practicing the word of God. Biblical programs help give children meaning, motivation and encouragement to follow Jesus and enable them to participate in God's work.
3. Parents' partnership: According to statistics, UBF children spend more than 8 hours a day (6th graders) at home, but spend less than 4 hours a week for CBF. Children have closer relationship with their parents compared to their teachers in CBF.

### **HBF FRIDAY NIGHT MEETINGS**

*"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching." (Heb 10:25)*

There are two goals for these meetings:

1. Friday Night Meetings are to be based on the Word of God that are relevant and practical to high school students' lives.
2. Friday Night Meetings are to be light and enjoyable, a place where any high school student can come to learn and be encouraged in their walk with God.

These are some suggested activities for meetings: praise and worship, games/icebreakers, group Bible study, personal prayer time, sermons/messages, dinner fellowship, and sports.

### **DEVOTIONAL MEETINGS RECOMMENDED FOR MBF/HBF**

These are peer group meetings held every week, led by one adult. The purpose is to have meaningful and relevant fellowship in God's Word, offering and receiving spiritual encouragement, support, and prayer. The leaders serve them, feed them, and minister to them.

The goals of the devotional leaders are to empower young people by investing time into students, seek God's wisdom to meet students where they are (socially, intellectually, spiritually, etc), help students experience and apply God's Word in very real and practical ways, and bring their own unique perspective of God and His Word.

## RESOURCES

*CBF(1–14 years old) website: [www.chicagoubf.org](http://www.chicagoubf.org) (link to CBF)* — There are curriculums for CBF and “Family devotion” (family worship) related to parents’ partnership based on Chicago UBF Sunday passage each week.

*MBF and HBF Website: <http://mbfhbf.blogspot.com>* — A national MBF/HBF ministry website has been set up to better network, cowork, and support youth ministry leaders of UBF in the U.S. and Canada. All U.S. and Canada MBF/HBF ministry leaders are encouraged to use this site to share what they are doing in their own ministries. This site can support and give ideas to smaller chapters that are starting to have a growing youth ministry. Chapters with only a few teenagers may share needs and ideas, and ask for help through this website. The best way to keep up with what is posted is to “follow by email.” There is a box in the right hand panel where you can enter your email address, and whenever something is posted you can be notified by email.

## Chapter 9

## ETHICS AND CONFLICT RESOLUTION

*“Here is a trustworthy saying: Whoever aspires to be an overseer desires a noble task. Now the overseer is to be above reproach...” (1Ti 3:1–2a)*

**WHY ARE ETHICS SUCH A SERIOUS ISSUE?**

Christian leaders are called to be above reproach in their conduct because their behavior can either help greatly advance the work of God or destroy it. With pure gospel faith, the kingdom of God grows dramatically like a mustard seed (Mt 13:32; Lk 13:19). On the other hand, sin in a person inevitably hurts the leader and causes harm to those around (Jer 23:1–4; 2Ki 24:18–20; Mt 15:14). In the matter of our personal lives, we reap what we sow (Gal 6:7).

In UBF we train people to be disciples of Jesus. Because of this, leaders who train others should themselves be exemplary disciples of Jesus. God has given clear instruction about the ethics of leaders in the New Testament church through Jesus’ life and words as well as in the epistles of the Apostle Paul. Jesus showed the example of leadership (Jn 13:12–15; Mk 10:45) and warned against the transgressions and influence of religious leaders of his time (Mt 23:1–12; 16:5–12). Paul explicitly addressed the subject of a leader’s lifestyle in 1 Timothy 3:1–12 and Titus 1:6–9.

The very first thing that Paul says about church leaders in 1 Timothy 3 is “Now the overseer is to be above reproach...” To be “above reproach” means that there is nothing in the person’s life that can be used to blame or attack the church. Failings of leaders diminish the work of God and cause the ministry to be maligned, hindering our witness and effectiveness.

Our lives in this world are multi-dimensional. While conduct in church is important, a leader’s behavior in other contexts is also critical to his or her Christian witness. Among the areas UBF leaders are committed to manifesting Christ-likeness are the following aspects of life: (1) Personal ethics; (2) Family life; (3) Ministry practice; (4) Life in society; (5) Conflict resolution.

**PERSONAL ETHICS**

UBF leaders foster an intimate personal relationship with God, following Jesus’ example and that of other servants of God (Mk 1:35, Ex 33:11). They fear God (Pr 1:7) and strive to please God first (Gal 1:10). Greed, lust, pride, abuse of power and selfish ambition are real temptations for leaders (Lk 11:39, Lk 12:15, Col 3:5, Gal 5:16, 1 Cor 6:18, Pr 11:2, 1 Pet 5:2). Spiritual leaders do not abuse alcohol or drugs (1 Tim 3:3,8). When leaders come humbly to God as Jesus did (Lk 22:42), God strengthens them.

**FAMILY LIFE**

A faithful and loving relationship with one’s spouse (1Ti 3:2,12; Eph 5:21–33), fleeing sexual immorality (Eph 5:3a), and properly shepherding one’s family (1Ti 3:4,5,12) are crucial priorities for leaders. Leaders strive to bring up their children in the training and instruction of the Lord (Eph 6:4; Pr 13:24; Col 3:20–21). Servants of God regard children as belonging to God and not their own possessions (Ps 127:3).

## MINISTRY PRACTICE

1. Be humble and loving: A spiritual leader is a servant like Jesus (Mk 10:45; Ac 20:35). The attitude of Christ Jesus (Php 2:5) is essential for a leader in the church (1Ti 3:2,3). UBF leaders are accountable to God, their congregation and to UBF leadership. Bible students do not belong to their Bible teachers but are God’s sheep (Jn 21:15–17). A chapter leader (director) should respect other UBF chapter leaders and their pastoral oversight over the congregation under their care. Chapter leaders (directors) should cooperate with their regional, national, continental and international coordinators to build up a loving Christian community that keeps UBF identity and serves the UBF purpose and vision.

2. Teach the Bible: UBF leaders are sinners saved by the grace of God in Christ Jesus. They believe the Bible as the very words of God (1Ti 3:2,9), put those words into practice in their own lives first (Mt 7:24), and then teach others to obey the Bible’s teachings (Mt 28:19–20). UBF leaders teach Biblically sound doctrine (1Ti 1:3,10; 2Ti 4:3; Tit 1:9; 2:1) and practice ministry consistent with it, upholding the sanctity of life (Ps 1:2,3; 9:13–16) and marriage being the union of a man and a woman (Ge 2:22–24).

3. Keep a pure heart: UBF leaders have a proper view of money, using church resources to serve the Lord and the congregation (1Ti 3:3,8). Servants of God do not practice favoritism nor deal people with a business mind (Jas 2:1–9). Offering money of members belongs to God and should not be mixed with personal finances or a secular business (Lk 16:13–15; 1Ti 6:10).

4. Be diligent in ministry: The person entrusted with the ministry should be diligent in serving the ministry responsibilities (1Co 4:12; 1Th 5:12; 1Ti 4:15; Ro 12:8; 1Sa 12:23; Tit 1:9).

5. Be wise when counseling: UBF leaders are honest and do not spread gossip (1Ti 3:11, Pr 11:13). They deal directly with people in delicate matters (Mt 18:15), and inform a person in advance about information that might legally require disclosure. There are some instances where we are not qualified nor equipped to counsel members and it is necessary for us to suggest professional assistance—such as mental illness, addiction, emotional traumas, extreme marital conflicts.

## LIFE IN SOCIETY

Although Christians are strangers in the world, they are “salt” and “light” (Mt 5:13) as healthy and mature members of society. UBF leaders strive to have a good reputation with outsiders (1Ti 3:7) by respecting other ministries as co-workers in the Body of Christ, conducting their work as a pastor, employee, or employer with the utmost integrity, and obeying the laws of their community (Tit 3:1–2; 1Th 4:11–12).

## CONFLICT RESOLUTION

It is tempting to deal with conflict in the easiest and most comfortable way. Biblical procedures for conflict resolution should be followed for anyone in the community (Mt 18:15–17; 1Co 5:2,11–13b; Tit 3:10). UBF chapter leaders (directors) share the responsibility of ministry with local boards of elders. Ethical issues or conflicts should be dealt with first by the local board and regional leadership. UBF HQ and the UBF Ethics & Accountability Committee are ready to help local chapters as needed.

*Contact: James Rabchuk (chair), Henry Park (vice-chair), Alan Wolff*

## Chapter 10

## FINANCIAL POLICIES AND PROCEDURES

*“What is more, he was chosen by the churches to accompany us as we carry the offering, which we administer in order to honor the Lord himself and to show our eagerness to help. We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men” (2Co 8:19–21).*

The following Financial Records and Reporting and Charitable Gifts is Part III and IV of USA Chapters Financial Guidelines which was reviewed and approved by General Director and North American Board of Elders.

**FINANCIAL RECORDS AND REPORTING****A. Financial Integrity**

It is UBF board policy that all accounting and financial management be done with integrity and transparency, fulfilling the command of Jesus, the Light of the World, when he said “Let your light shine before men, that they may see your good deeds and praise your Father in heaven.” (Mt 5:16) Integrity is defined as adherence to moral and ethical principles; soundness of moral character; honesty and avoiding self-serving (see Appendix D) of Pastors/Leaders/Elders/or any decision makers.

**B. Treasurers and Disbursement Policy**

Chapter Treasurers are recommended by Chapter Directors and approved at the annual Representative Members meeting. Only Treasurers have check signing authority. One (or more—chapter may specify) signature(s) will be required on checks. University Bible Fellowship Church reimburses staff using an accountable reimbursement policy as outlined in IRS or CRA guidelines. Please see a sample policy in Appendix E and customize it for your chapter needs.

**C. Expense Procedures and Approvals**

Expenses that are out of the ordinary (such as computers, audio visual equipment, or furniture) costing up to \$500 or to the amount specified in Financial Guidelines Appendix 7 (amount can be adjusted by local chapters) must receive documented approvals by the Chapter Director. Expenses over the Chapter Director’s limit must receive approval by the Board of Elders (leadership committee). This approval must occur before the items are ordered in order to assess adequate cash flow, budget, and competitive pricing. A signed voucher (Financial Guidelines Appendix 5) must accompany receipts/invoices for payment to be made by the Treasurer. Capital acquisitions that are part of a building project must be pre-approved by the Board of Elders (or the leadership committee). The Board of Elders (or the leadership committee) must approve the initial building budget and must approve any changes to the budget. The decision and expense approvals made by the Board of Elders (or the leadership committee) must be included in the meeting minutes.

Building purchases will be capitalized. Building improvements over \$10,000 (local chapters may adjust) with 5 years or more life may be capitalized. Equipment purchases will be expensed. Assets are valued at cost. Depreciation is provided on a straight-line basis over estimated useful lives ranging from 5–31.5 years.

The Treasurer is authorized to pay bills of a routine nature (utilities, phone, copier, Bible center supplies, etc...). A filing system must be maintained for supporting documentation.

#### D. Handling Church Offerings

Sunday offerings are put in a safe directly after the worship service by designated offering servant/ assistant(s)/ Treasurer. Offerings must be counted by at least two people. An offering report including the date, donor names, and amounts must be prepared. Donor restricted funds are properly identified. (Appendix E regarding offerings that may not be tax deductible) Accounting software or Excel worksheets or other means may be used to keep a receipt record for donors' tax statements. The offering should be deposited as soon as possible.

#### E. Accounting Records

Chapters are encouraged to use Intuit QuickBooks Premier accounting software to keep accurate financial records. See Appendix E for a sample treasury report form and detailed expense categories. Contact the Central Treasurer for QuickBooks software or an Excel template.

- UBF operates on a calendar year.
- A check register must be maintained.
- Bank reconciliations must be completed monthly for all cash accounts. As much as possible duties.
- Financial Reports;

A monthly financial report is prepared monthly within 10 days of the end of should be separated. Ideally, check signing and bank reconciliation duties should be separated. The report (detailing income, expenses, and cash reconciliation along with explanations) is submitted to the Chapter Director for approval. Monthly reports will be presented to the Board of Elders (leadership committee) bi-monthly and to the Central Treasurer in Chicago quarterly. The statement of activity provides year-to-date totals and a budget comparison.

#### F. The UBF Annual Finance Report

U.S. and Canadian chapters submit a summary statement of activity (income statement), cash reconciliation, and budgets to the Central Treasurer by the 20th of January. The chapter reports are consolidated. The annual report also includes the Central (U.S. & Canada), Oversea, Special Offering, and UBF Press statement of financial position (balance sheet) and statement of activity (income statement).

### CHARITABLE GIFTS

#### A. Acknowledging and Reporting Charitable Gifts

Contributors to University Bible Fellowship seeking a federal income tax charitable contribution deduction must produce, if asked, a written receipt if a single contribution value is \$250 or more. Thus, UBF has the burden to keep track and produce letters for our donors. Information to be included in the letter: donors name, the amount (cash), a description but not the value (property), and a statement explaining whether any goods or services were received in exchange for the contribution, the date of donation, and the date the receipt was issued. If goods or services were provided to the donor, a description and good faith estimation of their value, and a statement that the donor's charitable deduction is limited to the amount of the payment in excess of the value of goods and services provided. In Financial Guidelines Appendix 6, there is a sample donation letter that could be used by any chapter that is participating in UBF's group exemption. Donation receipt letters for the previous calendar year should be prepared and distributed by the end of January.

*Footnote: Chapter Directors, Board of Elders (or the Leadership Committee Members) and Treasurers are strongly recommended to read and follow the UBF Financial Guidelines along with all the appendixes.*

## Appendix A — Recommended Reading

Required (\*) books and other suggested books:

### 1. Scripture and Interpretation

- \*Fee, Gordon D. and Douglas Stuart. *How to Read the Bible for All It's Worth*. 3rd ed., Grand Rapids, MI: Zondervan, 2003.
- Fee, Gordon D. and Douglas Stuart. *How to Read the Bible Book by Book*. Grand Rapids, MI: Zondervan, 2002.
- \*DeRouchie, Jason S. *What the Old Testament Authors Really Cared About*. Grand Rapids, MI: Kregel Publ., 2013
- Pratt, Richard L., Jr. *He Gave Us Stories: The Bible Student's Guide to Interpreting Old Testament Narratives*. Phillipsburg, N.J.: P. & R. Pub., 1993.
- \*Carson, D.A. and Douglas J. Moo. *Introduction to the New Testament*. 2nd ed., Grand Rapids, MI: Zondervan, 2005.
- Klein, William, Craig Blomberg and Robert Hubbard. *Introduction to Biblical Interpretation*. 2nd ed., Nashville, TN: Thomas Nelson, 2004.
- Mounce, William. *Basics of Biblical Greek*. 2nd ed., Grand Rapids, MI: Zondervan, 2003.
- Pratico, Gary, and Brad Van Pelt. *Basics of Biblical Hebrew*. 2nd ed., Grand Rapids, MI: Zondervan, 2007.
- *ESV Study Bible*. Wheaton, IL: Crossway Bibles, 2008.
- *NIV Study Bible*. Grand Rapids, MI: Zondervan, 2011.

### 2. Theology, Ethics and Christian History

#### Theology

- \*Erickson, Millard. *Christian Theology*. 2nd ed., Grand Rapids, MI: Baker Book House, 1998.
- \*Grudem, Wayne. *Systematic Theology*. Grand Rapids, MI: Zondervan, 1994.
- McGrath, Alister. *Christian Theology: An Introduction*. 5th ed., Chichester, West Sussex, U.K.: Wiley-Blackwell, 2011.
- McGrath, Alister. *"I Believe": Exploring the Apostles' Creed*. Downers Grove, IL: InterVarsity Press, 1998.
- Horton, Michael. *Pilgrim Theology: Core Doctrines for Christian Disciples*. Grand Rapids, MI: Zondervan, 2011.
- Packer, J.I. *Knowing God*. Downers Grove, IL: InterVarsity Press, 1993.
- Packer, J.I. *Keep in Step with the Spirit: Finding Fullness in Our Walk with God*. Grand Rapids, MI: Baker Books, 2005.

#### Ethics

- Stassen, Glen and David Gushee. *Kingdom Ethics: Following Jesus in Contemporary Context*. Downers Grove, IL: IVP Academic, 2003.
- Trull, Joe E. and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders*. Grand Rapids, MI: Baker Academic, 2004.
- Feinberg, John S. and Paul D. Feinberg. *Ethics for a Brave New World*. Wheaton, IL: Crossway, 2010.

## **Christian History**

- \*Shelley, Bruce L. *Church History in Plain Language*. 3rd ed., Nashville, TN: Thomas Nelson, 2008.
- \*Gonzalez, Justo L. *The Story of Christianity, Volume 1: The Early Church to the Reformation. Volume 2: The Reformation to the Present Day*. 2nd ed., New York, NY: Harper Collins, 2010.
- Neill, Stephen. *A History of Christian Missions*. 2nd ed., vol. 6, London, England: Penguin Books, 1986.
- Noll, Mark A. *The Old Religion in a New World: The History of North American Christianity*. Grand Rapids, MI: Eerdmans, 2002.
- \*Sweeney, Douglas A. *The American Evangelical Story: A History of the Movement*. Grand Rapids, MI: Baker Academic, 2005.
- Tucker, Ruth A. *From Jerusalem to Irian Jaya: A Biographical History of Christian Missions*. 2nd ed., Grand Rapids, MI: Zondervan, 2004.

## **3. Apologetics and Mission/Evangelism**

### **Apologetics**

- \*Keller, Tim. *The Reason for God: Belief in an Age of Skepticism*. New York, NY: Riverhead Books, 2009.
- \*Edgar, William. *Reasons of the Heart: Recovering Christian Persuasion*. Grand Rapids, MI: Baker Book House, 1996.
- Kreeft, Peter and Ronald K. Tacelli. *Pocket Handbook of Christian Apologetics*. Downers Grove, IL: Intervarsity Press, 2003.
- Groothuis, Douglas. *Christian Apologetics: A Comprehensive Case for Biblical Faith*. Downers Grove, IL: IVP Academic, 2011.
- Craig, William Lane. *On Guard: Defending your Faith with Reason and Precision*. Colorado Springs, CO: David C. Cook, 2010.
- Köstenberger, Andreas and Michael Kruger. *Heresy of Orthodoxy*. Wheaton, IL: Crossway, 2010.

### **Mission/Evangelism**

- \*Elmer, Duane. *Cross-Cultural Servanthood: Serving the World in Christ-like Humility*. Downers Grove, IL: IVP Books, 2006.
- Newbigin, Leslie. *Foolishness to the Greeks: The Gospel and Western Culture*. Grand Rapids, MI: W.B. Eerdmans Pub., 1986.
- Jenkins, Philip. *The New Faces of Christianity: Believing the Bible in the Global South*. Oxford, England: Oxford University Press, 2006.
- Flemming, Dean. *Contextualization in the New Testament: Patterns for Theology and Mission*. Downers Grove, IL: Intervarsity Press, 2005.
- Grenz, Stanley J. *A Primer on Postmodernism*. Grand Rapids, MI: William B. Eerdmans Pub., 1996.
- Newman, Randy. *Questioning Evangelism: Engaging People's Hearts the Way Jesus Did*. Grand Rapids, MI: Kregel Pub., 2004.
- Richardson, Rick. *Evangelism Outside the Box*. Downers Grove, IL: Intervarsity Press, 2000.

## 4. Ministries and Practices

### Counseling

- Eclov, Lee. *Pastoral Graces: Reflections on the Care of Souls*. Chicago, IL: Moody Publishers, 2012.
- Lambert, Heath. *The Biblical Counseling Movement after Adams*. Wheaton, IL: Crossway, 2012.
- Collins, Gary R. *Christian Counseling: A Comprehensive Guide*. 3rd ed., Waco, TX: Word Books, 1980.

### Preaching

- \*Robinson, Haddon W. *Biblical Preaching: The Development and Delivery of Expository Messages*. 3rd ed., Grand Rapids, MI: Baker Academic, 2014.
- Stott, John. *Between Two Worlds: The Art of Preaching in the 20th Century*. Grand Rapids, MI: W.B. Eerdmans, 1982.
- Chapell, Bryan. *Christ-Centered Sermons: Models of Redemptive Preaching*. Grand Rapids, MI: Baker Academic, 2013.
- Piper, John. *The Supremacy of God in Preaching*. Grand Rapids, MI: Baker Books, 2004.
- Helm, David. *Expositional Preaching*. Wheaton, IL: Crossway, 2014.

### Leadership

- Myra, Harold and Marshall Shelley. *The Leadership Secrets of Billy Graham*. Grand Rapids, MI: Zondervan, 2005.
- Clinton, Robert J. *The Making of a Leader: Recognizing the Lessons and Stages of Leadership Development*. 2nd ed., Colorado Springs, CO: NavPress, 2012.
- Sanders, Oswald J. *Spiritual Leadership: A Commitment to Excellence for Every Believer*. Chicago, IL: Moody Press, 2007.

### Discipleship

- Bonhoeffer, Dietrich. *The Cost of Discipleship*. New York, NY: Macmillan Pub., 1977.
- Murray, Andrew. *The Believers' Absolute Surrender*. Minneapolis, MN: Bethany House Pub., 1985.
- Newbigin, Lesslie. *Proper Confidence: Faith, Doubt, and Certainty in Christian Discipleship*. Grand Rapids, MI: W.B. Eerdmans Pub., 1995.
- Henrichson, Walter. *Disciples Are Made Not Born*. Wheaton, IL: Victor Books, 1988.
- Hull, Bill. *The Complete Book of Discipleship: On Being and Making Followers of Christ*. Colorado Springs, CO: NavPress, 2006.

### Worship and Spirituality

- Cherry, Constance. *The Worship Architect: A Blueprint for Designing Culturally Relevant and Biblically Faithful Services*. Grand Rapids, MI: Baker Academic, 2010.
- Dyrness, William. *A Primer on Christian Worship: Where We've Been, Where We Are, Where We Can Go*. Grand Rapids, MI: W.B. Eerdmans Pub., 2009.
- Tozer, A.W. *The Pursuit of God*. Camp Hill, PA: Christian Publications, 1982.

*This list will be revised and updated periodically.*

## Appendix B — Resources for Starting a New UBF Chapter

### 1. Personal Profile

*(The form on this page will be available online at [ubfnorthamerica.org](http://ubfnorthamerica.org) as a fillable PDF form, and will include a field for letters of recommendation from local/regional chapter leaders and for his/her life testimony, explaining God's leading to start a new UBF chapter.)*

### PERSONNEL PROFILE

**Name :** \_\_\_\_\_ M  F

Date of Birth : \_\_\_\_\_ Place \_\_\_\_\_

Address : \_\_\_\_\_

UBF Chapter : \_\_\_\_\_

Email : \_\_\_\_\_

Phone : (C) \_\_\_\_\_ (H) \_\_\_\_\_

Height : \_\_\_\_\_ Weight : \_\_\_\_\_ Color of Eyes: \_\_\_\_\_

PHOTO

**Education :**

	<i>From</i>	<i>To</i>	<i>Degree or Major</i>
High School : _____	_____	_____	_____
College : _____	_____	_____	_____
Other: _____	_____	_____	_____

**Work Experience :**

<i>Position</i>	<i>Period</i>	<i>Place</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Family :**

<i>Name</i>	<i>Relation</i>	<i>Birthday</i>	<i>Job</i>		<i>Name</i>	<i>Relation</i>	<i>Birthday</i>	<i>Job</i>
_____	_____	_____	_____		_____	_____	_____	_____
_____	_____	_____	_____		_____	_____	_____	_____
_____	_____	_____	_____		_____	_____	_____	_____
_____	_____	_____	_____		_____	_____	_____	_____

**Bible Studies :**

<i>Books</i>	<i>Bible Teacher</i>	<i>From/To</i>	<i>Study Material Prepared</i>
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
_____	_____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no

UBF Leadership Experience (including message preparation & delivery) : \_\_\_\_\_

\_\_\_\_\_

Prayer Topics : \_\_\_\_\_

Key Verse : \_\_\_\_\_

Approved by Chapter Director : \_\_\_\_\_

## 2. Bible study for starting a new UBF chapter:

### THE ANTIOCH CHURCH

Acts 11:19–13:3

Key Verses: 11:20–21

1. Read 11:19–21 and find these places on a map. Why might men from Cyprus and Cyrene have been more open to talk to Greeks? What does it mean that they were “telling them the good news about the Lord Jesus”? (1Co15:3–4; Lk 24:46–47; Ac 2:38–39; 3:18–19) What was the result of this, and why? (21)
2. Read 11:22–24. Who was Barnabas? (cf. 4:36; 9:27) Why do you think the Jerusalem church picked him to go to Antioch? How did he respond to God’s work there? (23) How could he be so positive? (24a) What effect did his coming have? (24b) What can we learn from him?
3. Read 11:25–26. Who was Saul, and why do you think Barnabas went and brought him to Antioch? (9:15,22,29) What did they do together there? (26b) Why was this year of intensive Bible study important for the Antioch church? (2Ti3:14–17) What does it mean that they were called “Christians”? What can we learn from Barnabas here?
4. Read 11:27–30. How did the disciples in Antioch respond to the prophecy of the famine? What does this show us about them? (2Co 8:2–9) Why was it important for them to send a love offering to the Jerusalem church? What lesson does this have for us?
5. Skim 12:1–19a. How did King Herod resume persecution of the Jerusalem church? (1–4) What did the church do? (5) What miracle happened? (6–11) How did Peter encourage those at John Mark’s house? (12–19a) What happened to King Herod, and why? (12:19b–24)
6. Read 12:25–13:1. Why did they bring John Mark to Antioch? Note the number and variety of leaders there. Why was it important for them to be raised? (2Ti 2:2) Read 13:2–3. How did they come to realize God’s will? Why do you think God picked Barnabas and Saul? What does the church’s sending them teach us?
7. Summarize what you learn in this passage about the main traits of the Antioch church and how it got started. How can we incorporate these principles into our own ministry?

### 3. Instructions on opening a church bank account for a new UBF chapter

**FIRST,** Contact the North American coordinator. Let him know that your chapter is taking a weekly offering and needs to set up a church bank account.

He will prepare a letter on UBF letterhead that the bank will want to see as evidence that your chapter has been authorized to conduct “business” on behalf of University Bible Fellowship.

**SECOND,** Complete IRS Form SS4: Fields 1, 4, 6, 7a (Chapter Director), 7b (Chapter Director’s SSN), 8a–check no, 9a–check church and Group Exemption Number = 3148, 10–check Banking purpose for depositing donations.

**THIRD,** Call the IRS at 1–800–829–4933 anytime between 7:00 a.m.–10:00 p.m. to receive your EIN instantly. They will ask for the information from Form SS4. The IRS will send a confirmation of your EIN by mail.

**FOURTH,** Email the Central Treasurer with your chapter name, director’s name, address and EIN. This information is required to update UBF’s group exemption directory with the IRS. Request UBF’s Articles of Incorporation and Federal Exemption Letter.

**FIFTH,** Call the bank to see what documentation is needed to open a not for profit business checking account. At minimum you’ll need the EIN letter from the IRS, Letter from the North American coordinator on UBF letterhead authorizing your chapter, UBF’s Articles of Incorporation, and Federal Exemption Letter. Some banks may want to see your EIN listed in the UBF’s group directory. This can take time, even a couple of months, since the group directory can only be updated by mail. If the bank makes an additional request, contact the Central Treasurer for help.

#### 4. Sample of constitution for starting a UBF student group on campus (Revise as needed)

### UNIVERSITY BIBLE FELLOWSHIP DEEPER ROOTS IN CHRIST CONSTITUTION

#### ARTICLE I. NAME

The name of the organization is Deeper Roots in Christ at the University of Illinois at Chicago, affiliated with the University Bible Fellowship Church.

#### ARTICLE II. PURPOSE

The University Bible Fellowship is a non-denominational, evangelistic campus organization focused on raising disciples of Jesus who can live sacrificial lives for the gospel and contribute to society and their nation by preaching the gospel of Jesus Christ to college students and young people. U.B.F. serves world evangelism by raising lay missionaries and sending them throughout the world. For this purpose, U.B.F. teaches the Bible to college students and young people and helps them to live according to the teachings of the Scriptures and to practice the world mission command of Jesus (Acts 1:8). The University Bible Fellowship is a mainline evangelical organization and is dedicated to the task of student evangelism.

#### ARTICLE III. DOCTRINAL BASIS

1. We believe that there is one God in three Persons: God the Father, God the Son, and God the Holy Spirit.
2. We believe that God created the heavens and the earth and all other things in the universe: that He is the Sovereign Ruler of all things; that the Sovereign God reveals Himself; we believe in his redemptive work and in his final judgment.
3. We believe that the Bible is inspired by God; that it is the truth; that it is the final authority in faith and practice.
4. We believe that since the fall of Adam, all people have been under the bondage and power of sin and are deserving of the judgment and wrath of God.
5. We believe that Jesus Christ, who is God and man, through his atoning, sacrificial death on the cross for our sins and his resurrection, is the only way of salvation; he alone saves us from sin and judgment and purifies us from the contamination of the world caused by sin.
6. We believe that Jesus Christ rose from the dead, ascended into heaven and sits at the right hand of God the Father.
7. We believe that regeneration is by the work of the Holy Spirit, and that it is necessary if one is to enter the kingdom of God. We believe that God sent his Holy Spirit to empower his church to witness to Jesus to the ends of the earth.
8. We believe that we are saved by grace alone, through faith alone.
9. We believe that the Holy Spirit works in the heart of every believer to lead him.
10. We believe that the church is the body of Christ and that all Christians are members of it.
11. We believe that Jesus will come again in glory to judge the living and the dead.

## **ARTICLE IV. MEMBERS**

Membership in DRIC is open to anyone officially connected to the University of Illinois at Chicago as a faculty, staff, or registered student. An active member is a currently enrolled student at the University of Illinois at Chicago who has studied the Bible one on one or in a group for at least 2 months. Active members may also attend small group meetings throughout the week and the family meeting on Friday nights.

## **ARTICLE V. LEADERS**

Section 1. The leadership team is composed of at least 3 student officers and at least 1 UIC UBF leader. Student officers will work with UIC UBF leaders to support student ministry.

Section 2. The leadership team is responsible for the theme of each semester and special student events in order to fulfill the purpose of the University Bible Fellowship Church.

Section 3. Leadership in the Deeper Roots in Christ student organization involves spiritual commitment. Leaders are expected to indicate their agreement with UBF's doctrinal basis and purpose. Leadership is a commitment exemplify Christ-like character, conduct and leadership (c.f. the following relevant passages: 1 Peter 5:1-7; I Timothy 3:1-13; Galatians 5:19-26; and 1 Corinthians 6: 7-11). Additionally it is a commitment to discipleship and servant leadership training with UIC UBF leaders.

Section 4. Leaders may be removed from their position by a simple majority of the Leadership Team. Any member of the Chapter may make a complaint against any leader in the Chapter including a member of the Leadership Team. Following the complaint, the Leadership Team (or a member(s) of the Leadership Team) shall meet to confer with UIC UBF leaders for advice and counsel. They will also meet with both the complaining individual and the accused leader. No leader may be removed without first receiving a full and fair hearing from the Leadership Team. A leader complained against may only be removed by at least a simple majority agreement of the remaining members of the Leadership Team. Misrepresentation on the leadership application shall be grounds for the immediate removal of the leader by the Leadership Team.

## **ARTICLE VI. OPERATIONS**

Section 1. Only Active Members will be eligible to be nominated for leadership positions. An Active Member can receive a leadership application (c.f. Article XI) upon nominating her/himself or upon nomination by any other Active Member. Each application will ask potential leaders to express their views on matters that are necessary for advancing the purpose and core beliefs stated in Articles II and III of this Constitution. Applications must be signed to be considered.

Section 2. After review of the applications and interviews with the candidates, the Leadership Team—student officers and UIC UBF leader(s) shall select at least one finalist to serve in each Leadership Team position. Those finalists who receive a majority affirmation shall be named as leaders-elect and will serve a term of one (1) year.

Section 3. Leaders-elect assume their positions as leaders at the end of the semester following their election

## **ARTICLE VII. FINANCES**

The student club will obtain funding in the following ways:

1. Through private donations and other fundraising activities
2. Through funding from student fees

A member of the Leadership Team will be responsible for the Chapter's finances and for administering any segregated fee grants.

## **ARTICLE VIII. AMENDMENTS**

Section 1. Amendments can be proposed verbally at a Leadership Team meeting or may be submitted in writing to any Leadership Team member.

Section 2. Any Active Member of the Chapter may submit an amendment.

Section 3. Amendments will be considered by Leadership Team members and must pass by a 3/4ths vote of the Leadership Team.

Section 4. The Chapter may not amend Article II or Article III of this Constitution without the express, written permission of the University Bible Fellowship/USA.

## **ARTICLE IX. REMOVAL OF MEMBERSHIP**

Members of the Chapter may be removed by a majority of the Leadership and the UIC UBF leaders if they pose any form of a threat—physical, spiritual or psychological—to any member of the organization or if they disrupt Chapter meetings or other activities.

Recommended reading list:

- *Planting Missional Churches* by Ed Stetzer, 2006, B&H Academic
- *Discovering Church Planting* by J. D. Payne, 2009, InterVarsity Press
- *Missional House Churches* by J. D. Payne, 2008, Paternoster
- *Developing Leadership Teams in the Bivocational Church* by Terry W. Dorsett, 2010, Crossbooks
- *Cross-Cultural Servanthood* by Duane Elmer, 2006, InterVarsity Press
- *Ministering Cross-Culturally* by Sherwood Lingenfelter, 2003, Baker Academic
- *College Ministry in a Post-Christian Culture* by Stephen Lutz, 2011, The House Studio

## Appendix C — Orders of Baptism, Communion, Weddings, Funerals

### ORDER OF BAPTISM

- Opening hymn
- Opening prayer by presider
- Scripture reading: Matthew 28:16–20
- Message
- Questions
  1. Recite the Apostle’s Creed. (After reciting) Is this a sincere confession of your faith?
  2. Do you believe that God created the heavens and the earth and all things? Do you believe that he created you and that he is the Sovereign Ruler of history and nature, and the Owner of your life?
  3. Do you believe that the Bible is the word of God? Do you accept it as the authority for faith and life? Do you promise to try to live according to its teachings?
  4. Do you confess that you are a sinner? Do you acknowledge that you cannot save yourself?
  5. Do you believe that God loves you and sent his Son to save you?
  6. Do you believe that Jesus is the Lamb of God who died on the cross for your sins, and that he was raised to life on the third day for your salvation? Do you accept Jesus Christ as your personal Savior?
  7. Do you believe in the work of the Holy Spirit in your personal life?
  8. Do you accept and commit yourself to obey the world mission command of Jesus? Are you willing to deny yourself, take up your cross and follow Jesus?
  9. Read or give a short testimony.
  10. Are there other questions that any of the elders would like to ask?

### CEREMONY OF BAPTISM

Baptism is a declaration to the world that I am a Christian, a child of God. It marks a new beginning of a new life.

You, (insert name here) have confessed your faith in Jesus Christ as your Savior and Lord. Our Lord Jesus Christ, just before his ascension into heaven said to his disciples, “All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.”

On the basis of the authority of Jesus Christ, and in obedience to his command, I baptize you, in the name of the Father and of the Son and of the Holy Spirit.

## ORDER OF COMMUNION

- Sing a hymn (“All Hail the Power of Jesus’ Name” or any other appropriate hymn)
- Opening prayer by presider
- Sing a hymn (“Search Me, O God” or any other hymn that encourages heart searching to prepare for communion)
- Read together Matthew 26:26–30
- Presider: This is the Lord’s table. All who confess Jesus as Lord and believe in their hearts that God raised him from the dead, and have accepted his grace of forgiveness of sin are invited to partake. Anyone who does not confess Jesus as Lord should not partake.
- Presider: Let us read 1 Corinthians 11:23–29. (Either responsively or in unison)
- Presider: Let us silently examine ourselves before the Lord, repent of known and unknown sins and accept forgiveness and cleansing through Jesus’ blood. (Pause for a few moments for silent prayer.)
- Presider: Prays prayer of thanksgiving.
- Presider: (Takes the bread and holds it while reading) “For I received from the Lord what I also passed on to you: The Lord Jesus, on the night he was betrayed, took bread, and when he had given thanks, he broke it and said, “This is my body, which is for you: do this in remembrance of me.” (Passes the bread around so that each one takes a piece. After all have taken a piece, they eat together.)
- Presider: (Takes the cup. Sets it aside while reading.) “In the same way, after supper he took the cup, saying, “This cup is the new covenant in my blood; do this, whenever you drink it, in remembrance of me.”
- (Passes the tray of cups around, each takes one. After each has taken one, they all drink together.)
- Presider: “For whenever you eat this bread and drink this cup, you proclaim the Lord’s death until he comes.”
- Representative prayer by selected leaders
- Closing prayer by presider
- Sing hymn (“Guide Me, O Thou Great Jehovah,” or any other hymn that commemorates the Lord’s Supper)

Note: This guide suggests one specific manner of celebrating the Lord’s Supper. This is just one practice among many. Pastors and celebrants are free to choose other methods.

## ORDER OF WEDDINGS

- Pastor's greeting and prayer
- Entrance of bridegroom
- Entrance of bride
- Sing a hymn
- Wedding address
- Wedding vows  
For example, pastor asks bride and then bridegroom:
  - Do you, \_\_\_\_\_, take \_\_\_\_\_, to be your true and lawful wife/husband, to love and cherish her/him, in joy or pain, in sickness or health and forsake all others, to cleave to her/him only, so long as you both shall live? (Answer: I do.)
- Ring exchange  
For example, bridegroom, then bride may repeat after the pastor:
  - With this ring, given to you as a token of my love, I seal my vows; and all my earthly possessions I entrust to you, in the name of the Father, and of the Son and of the Holy Spirit. Amen.
- Declaration  
For example, the pastor declares:  
\_\_\_\_\_ and \_\_\_\_\_ have agreed to join together in holy marriage. We are all witnesses of this. Now I, a servant of Christ Jesus, declare that you are husband and wife in the name of the Father and of the Son and of the Holy Spirit. What God has joined together, let man not separate.
- Prayer by elders
- Celebratory music
- Words of greeting by parents
- Presentation  
For example, the pastor says:  
I now present to you Mr. and Mrs. \_\_\_\_\_.
- Recessional

## **ORDER OF FUNERAL**

- Hymn
- Representative prayer
- Scripture reading
- Some recommended passages: Psalm 23; Psalm 46; John 11:25–26; John 14:1–3; Romans 8:35–39; 2 Cor 5:1–5; 1 Peter 1:3–9
- Special music
- Message
- Eulogy by family members
- Benediction

## **ORDER OF GRAVESIDE SERVICE**

- Hymn
- Representative prayer
- Scripture reading
- Some recommended passages: 1 Corinthians 15:42–44, 50–57; Philippians 3:20–21; 1 Thessalonians 4:13–18;
- Burial
- Prayer of committal and comfort
- Benediction or closing prayer

## Appendix D — University Bible Fellowship (UBF) Church Pastoral Ordination

Purpose: The UBF Staff in Korea, the sending nation of most UBF missionaries worldwide, has considered the need of pastoral ordination and suggests that UBF move in the direction of ordaining chapter leaders (directors) as pastors. They recommend sending a limited number of chapter leaders (directors) to widely recognized seminaries. But in the United States the situation is different than in Korea. Evangelical, non-denominational churches in the USA have different ordination practices. The situation in Canada is different as well. So we have decided in North America to educate our staff within UBF through those among us who have studied in seminaries, following the common coursework of pastoral candidates. We also recognize the danger of sending our members to seminary without proper spiritual oversight and practical ministry engagement. We view pastoral ordination as a divine appointment that should not be undertaken lightly. For these reasons we want to develop a program for highly qualified candidates.

UBF ordains pastors to legitimately practice the ordinances of baptism and communion according to the standards recognized by the Church at large in North America. An ordination committee will be formed with the authority to evaluate applicants and approve them for ordination.

### PROCESS

1. An applicant for ordination must be a member of UBF for at least ten years.
2. The applicant must submit an application for ordination with letters of recommendation from the local UBF congregation and the regional coordinator.
3. Every applicant must file his application with the ordination committee chairperson at least three months before ordination.
4. Approved candidates are officially ordained by other ordained UBF pastors in an ordination service held in the presence of the congregation they serve.

### FORMATION OF THE ORDINATION COMMITTEE

1. The ordination committee members shall be appointed by the UBF General Director.
2. There will be five committee members consisting of one committee chair, two standing committee members, one rotating committee member, and one regional committee member.
3. The approval of the candidate requires a two-thirds majority of the committee members present.
4. Three committee members must be present at the ordination ceremony.
5. The committee chair can oversee the examination of the candidate or appoint another qualified person to administer the examination.
6. The committee chair is responsible for receiving applications and candidate recommendations and evaluating their qualifications with other committee members.