



1. WAZZAT?

The Christian Fellowship (CF) is a group of Christian students who have been brought together by God in their university or college. Their desire is to make Jesus known and encourage one another in their walk in Him. Therefore, CF is the Christian witness in campus, promoting authentic Christian living and growth among Christian undergraduates. The CF is the body of Christ in the campus. The CF may or may not be an official society of the university or college.



THE CHARACTERISTICS

1. A United Witness in Campus

The CF is not a church but is made up of members from different denominations or churches. The CF recognizes and accepts the differences that exist among different denominations but also supports ties between denominations, the coming together for a common goal. Each member is encouraged to be loyal to his/her church or assembly.

The interdenominational character of the CF is the witness to the unity of Christians in the campus. To help maintain unity, the CF does not advocate views or practices of any particular denomination. Neither is it supported by any particular church or denomination.

2. Standing for Truth

Every Christian Fellowship should have a statement of beliefs. The CF upholds the fundamental truths of the Christian faith and seeks to defend it in the face of opposition or threat.

The CF affirms that the Bible is the Word of God and is supreme in all matters relating to our faith and conduct. Eternal truths need to be communicated in living and contemporary language and suited to today's context for the students. The CF should be a place where the teachings of the Bible are brought alive and a place to train tertiary students to handle the Bible for life.

3. Engaging the Student World

The CF must not forget that it exists mainly to bear witness to Jesus and the good news of the Gospel. Too often the CF ends up being a comfortable little huddle for the Christians disengaged from the campus community.

Evangelism, both personal and formal, should be the emphasis of the CF. To reach out effectively the CF must befriend and meaningfully impact the non-Christian community.

God's grand design for all of us is to become more like Jesus (Rom. 8:29). This is spiritual maturity. A mature Christian is one who has developed a Christian mind and spirituality to critically think through issues and able to relate his faith to everyday life, using all his resources (gifts, time, etc.) to



contribute to the student world and later in the marketplace. In order to build mature Christians, the CF must emphasize the importance of knowing how to handle God's Word, having a good understanding of his beliefs and developing spiritual disciplines.

4. A Students-Owned Mission

Every CF is autonomous. It means that it is self-governing, managed by students themselves. The premium is on the student's initiative because we believe that the Holy Spirit is guiding students to bear witness to the Lord Jesus. Basically, each Fellowship is a mission of students to students. They run their own programmes and organize their own activities. The CF is also self-supporting and is not sponsored by any individual, group, association or church off-campus.

The FES staffworker is only a spiritual coach whose task is to encourage and train students to be more effective witnesses. He, in no way, wrests from the students their responsibility and initiative in maintaining a clear, vital testimony to their generation of students.

2. STARTING ONE?

Q: How many Christians do you need to start a Christian Fellowship?

The Bible in Matthew 18:20 says that when two or three gathers in Jesus' name, He will be there among them. So, even if there's only one student who feels called by God to pioneer student witness in his college it can be a good foundation for starting a Christian Fellowship.

Q: What do you need to do to start a CF?

- Pray and seek God. Back it up with zeal, courage and hardwork.
- Start by gathering the support of other Christians in the college by inspiring each other with the vision.
- Find a Christian teacher/lecturer who will share the vision and who is willing take the responsibility as an adviser.
- Try to obtain permission from the management or relevant authorities to meet. Try to meet up and talk to the authorities personally. Sometimes a signature campaign will be helpful.
- If necessary, prepare a proposal or letter for the CF to be registered. You may need to come up with a constitution.



NOTE: FES staffworkers are available to give advice and help you through the process of starting a CF in your college or university campus.

Q: What if the authorities are not willing to accept the CF?

Be patient and of good courage. Do not give up so soon. In situations like this you will need to be very sensitive and discerning as to what needs to be done. Each situation will need a different response.

In certain situations you may just need to be more persuasive. Having a good relationship with the relevant people will be of great help. A signature campaign and a write up giving good reasons for having a CF in campus and how the CF can contribute towards the college and society will be very



appropriate. If the situation is a bit tense, then you may need to wait for a later time before you try to approach the matter again.

Even if the management does not approve of CF, you might want to continue to meet somewhere in or out of college. Be resourceful. Still, it is important to maintain good relationship with the management and relevant authorities at all times. Continue to pray and trust God to change the hearts and minds of the appropriate people or the situation in His own timing. God has his own purpose as to whether your CF is official or not.

If the management is adamant about not allowing for CF to be registered after you have made an official application, ask for an official rejection letter from them. With an official letter, you may further pursue this or appeal at a higher level. Too often we are apathetic about standing up for our rights.

Q: What kind of programmes can we plan?

To start off, you may just meet to pray together especially at initial stages while you are still applying for permission. You could pray for each other's needs, the college management, obtaining the permission as well as intercede for other concerns or mission.

You could also do some Bible study or discussions maybe based on relevant topics. Bible study materials are widely available at Christian bookstores. You could also get some good ones from your FES staffworker.

Q: As the Fellowship grows what other things need to be looked into?

As your fellowship grows, you will have to be more structured in your organization and programmes. This will involve having a membership roll, annual general meetings (AGM), selection of leaders, proper goal setting and programme planning. Perhaps you would also like to set up small groups to help the CF members grow and reach out effectively through the community. If your fellowship does not already have a constitution, you will have to make one. Information on these is found in this handbook.



D. PLANNING FOR THE CF MEETING

As leaders of the CF you are there not just to manage the CF by coming out with adequately interesting programmes. A leader is one who has a vision and knows what needs to be done to achieve it. As Christians you need to ask what God wants to do in the CF. That will be your vision. To discover this vision you will need to be sensitive to the needs of the people around you in CF. One way to know what their needs are, is to know what your own needs are in relation to God. Then you will need to understand God's general concerns - which is people; and their knowing and growing in Him.

As a leader one must be able to see the big picture. Every activity whether care groups, the general meeting, the prayer meeting or any other activity is part of the fellowship, and therefore plays a part in achieving the vision and goals of the fellowship. So does every department or portfolio of each committee member.

Apart from the planning for each different area or department e.g. care group or prayer, the committee will need to plan for the overall programme especially for the general meetings which is an important part. Good programmes are ones that will build up the CF members towards the vision of the CF. Programmes should include talks, discussions, Bible studies, forums and special meetings like evangelistic meetings, gathering on special occasions and Bible quizzes.



A GUIDELINE FOR EFFECTIVE PLANNING

1. Do your homework to save time. Read up and think through before the meeting.
2. Prepare a rough schedule with public holidays, term holidays and exam periods.
3. Evaluate past programmes.
4. Study the CF's aim.
5. Assess present needs of the campus and fellowship.
6. Come up with a vision or theme for the semester or year.
7. Brainstorm all topics and activities that are related to or will help achieve the vision or theme.
8. Then select the best ones to be slotted into the schedule.



THE LEADERS' RETREAT

Leaders are encouraged to go away for a retreat over a period of 3 days and 2 nights depending on their schedule, preferably during semester breaks.

What to do at the retreat?

- ◆ Training workshops for leaders and team building (getting to know each other and learning to work together)
- ◆ Review of previous semester's programme including the theme, general meeting etc.
- ◆ Vision sharing and the development of the semester's theme or vision and goals
- ◆ Programme planning for the semester/year



4. SIGNS OF GOOD HEALTH

How do we know that the fellowship is going on the right track? The overarching guideline is the concern for all elements of Growth (in the Christian faith and walk), Evangelism and Mission, through outward expressions and inward emphasis. Below are some important areas of concerns:

Education

- A proper education system that is Bible-based and not haphazardly jumping around topics as and when the need arises.
- Having a big picture of education for the entire CF, not just seeing in sections.
- Learning to tap on resources available outside of the CF.
- An element currently missing in many CFs but seen as crucial to the heart of a good education system is Bible Study. A gap currently exists where students do not seem to find Bible Study relevant or interesting.
- A question is raised as to whether a regular central meeting for all CF members for the purpose of teaching is crucial for the life of the CF. Can Christians not be nurtured in other ways e.g. in small groups?

Community

- A sense of community among Christians in the fellowship is essential. The CF can provide an avenue or place for interaction and care with a small group of people.
- Sensitivity to the denominational positions of CF members. Being interdenominational (respecting our differences) is not equal to being non-denominational (denying that there are any differences).
- Learning to draw on the strengths behind the practices of different denominations, rather than going too much into the practices of certain denominations only.

Prayer & Mission in Campus

- A commitment to prayer. An awareness that without God all efforts are in vain.
- A fellowship that knows and works out its primary mission on campus, which is evangelism.

Leadership

- A good leadership is one that knows where the CF is heading and moving its people towards that direction. It is involved in shaping and influencing the people.

Vision and Heritage

- Knowing their heritage (the past or history), yet not bonded by structures. Knowing what's necessary for their times and able to make changes where needed and necessary.
- Faith put into practice - fruitful and purposeful living as oppose to just existing.
- Reaching out to minister to all groups (language/cultural etc.) so that no one group is lost.

Features of a weak CF

- A rigid or complicated structure
- Too many activities, especially if made "necessary" for members to attend.
- No goals or direction, no structure and no proper education programme.
- Too many central/common meetings being used for the purpose of fun and fellowship, thinking that this is what will attract people.
- Leadership defined only in terms of duties and seen as just running the CF.



5. CHAIRING A CF MEETING

A SAMPLE PRORAMME

1. Welcome

Acknowledge the presence of new friends in your midst. Welcome them warmly. Ask them to introduce themselves. If they are shy, ask the friend who brought them to introduce them. Introduce the speaker and express your appreciation if he/she is already present.

2. Opening prayer

Have a short word of prayer. You may want to do it yourself or arrange for someone to do it. Try to keep it short.

3. Worship

Make sure the worship-leader keeps to the time. Remember the interdenominational character of your CF. Refer to the section on worship leading in this handbook.

4. Announcements

To be made by one person usually the chairperson of the meeting. In most CFs, one needs to check the announcements with committee beforehand. Prevent from having too many announcements. Abstain from making church-related or denomination-related announcements.

5. Other items

Sometimes you may want to include other items in your programmes eg. book review, sketch, open sharing... But it should not take too much time.

6. Message

Should be the most important part of the meeting. Prepare the audience to listen to God's Word. Introducing the speaker helps bridge the gap between the speaker and the members. Warmly invite the speaker.

7. Closing

You may want to close with a song, summary of the day's topic and/or a prayer.



NOTE: This is just one sample of how to run a meeting. You may use your creativity to run your meeting anyhow but remember to be orderly and make sure people are at ease and built up.





TIPS FOR THE CHAIRPERSON

Preparation & Punctuality:

- ◆ Spend time in preparation.
- ◆ Sit down to plan and pray.
- ◆ Be early. About 15-30 minutes before the meeting starts.
- ◆ Know exactly what is going to happen i.e. the topic for the day, the speaker, announcements etc.
- ◆ Be alert at all times to what is going on throughout the meeting, take note of newcomers and respond to emergencies.
- ◆ Expect the unexpected. Be flexible and prepare to respond in case anything happens eg. the speaker did not turn up, power failure, meeting starts late or very few turn out due to bad weather etc...
- ◆ Keep the meeting running smoothly and on time.
- ◆ Be firm to stop the meeting from being unnecessarily long by telling speakers and worship leaders to stop when they are supposed to.

Chairing the Meeting:

- ◆ Make your presence felt - start with a few words to get people's attention, test for clarity and audibility. Welcome everyone especially newcomers, make everyone feel comfortable and relaxed.
- ◆ Avoid embarrassing questions, silly remarks and actions. You need not be a bore but make appropriate remarks only.
- ◆ Do not be too formal but show reverence and sincerity in your tone of voice and choice of words.
- ◆ Speak loudly and clearly, confidently, looking at or facing audience.
- ◆ Be humorous not offensive, firm not harsh, confident not arrogant, dependent on God.

Speaker:

- ◆ Get to know the speaker, find out something about him and introduce him with some encouraging remarks.
- ◆ Thank the speaker after the meeting. Make sure you get the thank you card or love gift from either the treasurer or secretary or whoever is in charge.

Announcements:

- ◆ Make announcements clearly and systematically.
- ◆ Double check the announcements esp. date, time and place of activities.
- ◆ Write all announcements on a piece of paper, not on many pieces.
- ◆ Make sure you read them on your own before reading them publicly.
- ◆ Check all announcements with the committee so as not to take too much time announcing unnecessary matters.

Prayer:

- ◆ Give time for people to settle down before you start praying.
- ◆ Avoid praying too long or too short.
- ◆ Pray loud enough that others can say "Amen" with you.



Every member in action. Success of a meeting depends not only on the chairperson but on everyone being responsible to play their part to welcome newcomers appropriately and taking effort to be warm and friendly to one another.



B. SAMPLE CONSTITUTION

CONSTITUTION OF "Y" UNIVERSITY/ COLLEGE CHRISTIAN FELLOWSHIP

SECTION I : NAME AND AIMS

Article 1 Name

The name of the Fellowship shall be "Y" University/College Christian Fellowship, hereafter referred to as YCF.

Article 2 Aims

The aims of YCF shall be:

1. To be a Christian representative in campus.
2. To promote Christian growth and authentic Christian living among Christian undergraduates.
3. To prepare Christians to be godly professionals in their life after campus.

SECTION II : DOCTRINAL BASIS

Article 1 Doctrinal Basis

The YCF maintains and upholds the fundamental truths of the Christian faith: -

1. The unity of the Father, Son and Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration of and entire trustworthiness of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness and guilt of men since the Fall, rendering them subject to God's wrath and condemnation.
5. Redemption from guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our Representative and Substitute) of the Lord Jesus Christ, the Incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead and his ascension to the right hand of God the Father.
7. The justification of the sinner by grace through faith alone.
8. The indwelling and work of the Holy Spirit in the believer.
9. The one Holy Universal Church which is the body of Christ and to which all true believers belong.
10. The expectation of the personal return of the Lord Jesus Christ.

SECTION III : MEMBERSHIP

Article 1 Membership

1. Membership is open to all students of the University/College who consciously sign the following declaration:
 - i) My faith in Jesus Christ as my Saviour, my Lord and my God.
 - ii) My acceptance of the Bible as the Word of God.
 - iii) My desire to witness for Christ in the University/College.
2. All completed membership forms are to be submitted to the Executive Committee for approval every academic year.
3. In the event of a member's belief being no longer consistent with the above declaration, the Executive Committee shall revoke his/her membership.
4. When the member is no longer a student of the University/College, his/her membership automatically ceases.



SECTION IV : EXECUTIVE COMMITTEE

Article 1 Management

The management of YCF shall be vested in the Executive Committee (EXCO), who shall be responsible for the programme, correspondence, financial, and other matters of the Fellowship.

Article 2 Composition

The Executive Committee shall consist of:

1. President
2. Vice President
3. Honorary Secretary
4. Honorary Treasurer
5. An additional of 2 to 5 other committee members.

All office bearers of all committee and sub-committees of YCF shall require to subscribe fully to the Doctrinal Basis and shall hold office as long as their views are in accordance with the Doctrinal Basis.

Article 3 Election/Appointment

1. EXCO shall be elected/appointed at the Annual General Meeting by the members/out-going EXCO.
2. Candidates of the EXCO shall be subjected to Section III, Article 1 (1).

Article 4 Resignation

If at any time an EXCO member resigns with approval of the EXCO, the latter holds the right to appoint a member of YCF to that office.

Article 5 Term of Office

The EXCO shall be elected/appointed at the AGM of YCF, and shall hold office until the following AGM.

SECTION V : GENERAL MEETING

Article 1 Type

The following shall be regarded as general meeting:

1. Annual General Meeting
2. Emergency General Meeting

Article 2 Annual General Meeting

1. The Annual General Meeting shall be held at the beginning of the second semester of the academic year.
2. Notice of the Annual General Meeting shall be given at least 3 weeks in advance.
3. The Agenda of the Annual General Meeting shall include:
 - i) Call to Order and Opening Devotion
 - ii) Reading and Passing of the Last AGM's Minutes
 - iii) Matters arising thereof
 - iv) Annual Reports from the EXCO
 - v) Reports from the Auditors
 - vi) Outgoing President's Address
 - vii) Dissolvement of the Executive Committee
 - viii) Election/Appointment of the New Executive Committee
 - ix) Appointment of Honorary Advisers
 - x) Appointment of Honorary Auditors
 - xi) Adviser's Address
 - xii) Handling Over of Office
 - xiii) Incoming Presidents' Address
 - xiv) Any Other Business
 - xv) Closing Prayer



4. Written notice of all items for discussion under Section V, Article 3 (iii) or (xiv) need to be lodge with the Honorary Secretary at least 48 hours before the meeting.

Article 3 Emergency General Meeting

1. An Emergency General Meeting shall be convened by the Honorary Secretary on
 - a. The instruction of the Executive Committee.
 - Or b. On the written application to the Hon. Secretary of at least ten (10) members of the Fellowship, together with a written statement of the objectives of such a meeting. Such a meeting shall be held within ten (10) days of the receipt of the application.
2. Notice of an EGM shall be posted not less than 3 days from the date of the meeting.
3. Only items on the agenda will be discussed.

Article 4 Voting

If there is any voting done.

1. Only members may vote. A simple majority carries the vote.
2. Voting through proxy shall not be allowed.

Article 5 Quorum

1. At all General Meetings one-half of the ordinary members shall constitute a quorum.
2. In the event of a lack of quorum, the Honorary Secretary shall give notice that the General Meeting be held no more than 2 weeks from the date of the first meeting, whereupon the so convened General Meeting will proceed regardless of the number of members present.

SECTION VI : MISCELLANEOUS

Article 1 - Amendments

1. No modification shall be made to any part of Section II, Article 1. (This clause is itself not amenable.)
2. Amendments to the constitution can only be made by a two-thirds majority of the total members of YCF either during the Annual General Meeting (AGM) or any Extraordinary General Meeting (EGM).
3. Not less than 10 days written notice of such proposed amendment shall be given to the Honorary Secretary who shall give no less than 3 days notice to the members.

Article 2 Advisers

Either 1 or 2 persons shall be invited to serve as advisers. They must be members of the academic staff who are in agreement with the Doctrinal Basis and the philosophy of the Fellowship.

Article 3 Speakers

Only those speakers whose religious beliefs are known to be accordance with the Doctrinal Basis of the Fellowship shall be invited to take part in its activity. Preferably the speaker should be a respector of the interdenominational character of the Fellowship.

Article 4 Finance

1. The income of YCF will be derived from freewill offering.
2. Gifts and contributions may be made to any EXCO member and will be in the care of the Treasurer.
3. The accounts of YCF shall be subjected to audit by 2 Honorary Auditors who are members of YCF.

Article 5 Publication

Prior approval of the EXCO should be obtained before there can be any publication made in the name of YCF.

Article 6 Prohibition

The YCF shall not engage in political activities or permits its fund to be used for political purposes, or to be affiliated to any political party or group within or outside the university/college.

