

Canadian LifeLight Ministries Inc Constitution
*Canadian LifeLight Ministries exists to serve Christ by enabling His followers to provide
God's Word for today.*



DRAFT
With
proposed
changes
to be
approved

This Constitution was duly accepted on the founding of LifeLight and modified from time to time: Jun 6, 03, Jan 5, 13

Membership:

Upon receipt and approval of the **Membership Application** and the receipt of the Minimum Annual Contribution (MAC) of \$1,000 by the Treasurer, LifeLight membership shall be granted to every donor applicant pursuant to the following:

- 1) Agreement with the **Statement of Faith**, and membership in an evangelical church
- 2) Membership and participation shall be open to men and women on an equal basis
- 3) Agreement and willingness to live the Purpose of LifeLight Ministries.
- 4) Membership and participation shall not be denied for reasons of: occupation, race, nationality, economic, marital, and social status
- 5) Membership can/will be denied/terminated for conduct unbecoming a committed Christian and/or for failing to work in harmony with the membership and constitution of LifeLight. The Founder will do one on one interviews with each potential board member to verify their commitment to the Vision and Purposes of Canadian LifeLight.

Dues:

Membership dues shall be determined at the Annual Meeting (April meeting) of LifeLight by majority vote of the members present provided 25% or more of the membership is present. Upon receipt of the dues by the Treasurer, a membership card will be issued. The membership year shall run from April 1 through March 31. Dues received in January, February, or March will provide membership for the balance of the current year and for the following LifeLight membership year, April 1 through March 31.

Membership shall entitle the member to receive the LifeLight Newsletter, various communications, hold office in the Chapter, serve on committees, and participate in all chapter functions and activities. Any Donor Partner that contributes an amount equal to the MAC shall be eligible for membership.

LifeLight Ministries enjoys charitable tax exempt status from the Revenue Canada. Checks made out to the LifeLight for gifts and donations (not purchases) are tax deductible.

Executive:

1. Vested in the Executive comprised of the following duly elected officers
 - a) The President / Chair with special duties to coach the Team to strive to achieve the Goals and Purposes
 - b) Vice President
 - c) Recording Secretary
 - d) Chaplain
 - e) Treasurer

All due diligence must be exercised to avoid the appearance of evil and to prevent any form of nepotism or conflict of interest to be present in the Executive. All members must be "at arms length". The goal is to honour one another and work in harmony. Respect for each person's calling and skill is imperative.

Advisory members may be appointed or elected from time to time

2. Advisory Members serve in an advisory capacity to the Executive only

- a) Correspondence Secretary
- b) Nominating Committee Chair
- c) Church Services Coordinator
- d) Church Representatives Coordinator
- e) Membership Chair
- f) Editor
- g) Scripture Procurement Chair
- h) Scripture Placement Chair

Hotels, schools, motels, prisons, universities, hospitals, libraries, and other public places

- i) Publicity Chair
- j) National Outreach Chair

3. Officers shall be elected at the Annual Meeting and serve a term of one year from April 1 through March 31

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4. The Executive Committee shall have the authority to create and disband committees; appoint and retire committee members; and, direct and monitor the work of LifeLight, its Chapters and its committees.
5. The Executive Committee shall have the authority to appoint Team Leaders and National Coordinator to serve at the pleasure of the Executive Committee, and, determine his/her responsibilities.

Meeting of LifeLight shall be as follows:

1. LifeLight members shall meet on a regular basis, not less than 2 times per year
2. LifeLight shall hold a periodic prayer breakfast
3. The Executive Committee shall meet quarterly
4. The Annual Meeting shall be held in April and in connection with the April LifeLight meeting
5. Additional meetings may be called by the Chairperson on needs basis, or by a majority of the Executive Committee
6. The Chairperson or his/her appointed stand-in shall preside at all meetings of the Chapter
7. Written notice of the Annual Meeting shall be communicated in writing to the membership at least one month in advance of the Annual Meeting

Decorum:

Roberts' Rules of Order shall rule in matters of dispute.

Amendments:

The LifeLight Constitution may be amended at a special LifeLight meeting by a two-thirds vote of the membership present provided at least 25% of the membership is present and the membership has been notified of the meeting agenda in writing at least one month previous to voting the amendment and that such amendment has been presented for discussion at a prior duly called meeting. Passed amendments take effect at the adjournment of the meeting at which they were passed.

Goal:

"Providing the LifeLight of God's Word to this Generation" is the goal of LifeLight. Sharing Scriptures at no charge with a spiritually needy world, is a dream come true! Many Christians would like to be sharing their faith, but find it difficult. An attractive booklet, an easy to read Scripture, is a joy to share with people you know. LifeLight is dedicated to make Scripture available to pastors, youth workers, inner city workers, and Christians everywhere, who are committed to share the Word with those who promise to read it. For those who find it more difficult to offer Scriptures face to face, they invite those Christians to share in this ministry by contributing financially. Opportunities to distribute abound. Those needs can only be met as the Lord provides funds through His people.

LifeLight Ministries sprang out of IBS's Lightbearers program. It is now an independent federally registered charity. They continue to support the ministries and products of International Bible Society. All donations sent to LifeLight, of \$20 or more, will receive a tax deductible receipt. Your contributions are always welcome.

LifeLight members are Christian men and women who have experienced God's love and forgiveness. They are an organized group of committed believers taking the gospel to the world, starting in their own back yard.

LifeLighters are united in sharing God's Word in the living languages of each nationality at home and abroad.

We place Scriptures and Scripture portions in schools, hotels, motels, prisons, universities, hospitals, libraries, and other places where the public will pick up and read God's Word.

LifeLight seeks to make church members aware of opportunities for Scripture distribution, and encourages interested individuals to support the ministry prayerfully, financially, and personally.

Your gift of \$5 will allow one family to read God's Word in their own language from a book they will treasure for years to come.

Guidelines for Free Scripture and Scripture Products

1. Up to \$200 of Scripture and Scripture products (including 10% shipping costs) may be granted to responsible Christians and Christian groups to give away FREE, provided Canadian LifeLight Ministries (CLLM) has sufficient funds in CLLM's segregated Bible Fund. (Goal: to maintain a minimum of \$1,000 in the Bible Fund.)
2. CLLM does NOT sell IBS / Biblica Scriptures or Scripture products. All IBS Scripture must be given away FREE.

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3. CLLM accepts donations to the Canadian LifeLight Ministries Bible Fund from individuals, members, friends, groups, churches, businesses, the professions and parachurch organizations, Sunday school classes, missionary groups, etc.
4. Donations may be made out to Canadian LifeLight Ministries. Write "donation" on the memo part of the cheque.
5. All recipients of FREE Scripture will be informed of the cost, including shipping, and will be encouraged to consider a donation to the Bible Fund (in any amount) to be used to provide FREE Scripture for the next individual or group needing free Scripture to give away.
6. Mail donations to: Canadian LifeLight Ministries or donate on-line at www.DonateBibles.NET. Please add \$10.00 per requisition (order) for shipping and handling.

Statement of Faith

We Believe

- In the verbal inspiration of all Scripture--as originally given--of both the Old and New Testaments and that they are the final authority of faith and life.
- In one God, eternally existing in three persons--Father, Son and Holy Spirit.
- In the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through the shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal imminent return in power and glory.
- In the total depravity of all people and in the necessity of salvation through regeneration.
- That salvation is a free gift of God entirely apart from works and is possessed by all those who have, by faith, received the Lord Jesus Christ as their personal saviour.
- In the present ministry of the person of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, and to overcome the attacks of the evil one, Satan.
- In the bodily resurrection of both the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
- In the spiritual unity of believers in our Lord Jesus Christ.

NOTE: Every board member of the LifeLight is required to subscribe to this Statement of Faith upon his or her election or re-election

LifeLight Purpose Statement

To equip the saints for evangelism by providing God's Word in contemporary languages so that people around the world may come to faith and life in Jesus Christ.

LifeLight members are Christian men and women who have experienced God's love and forgiveness. They are committed believers taking the gospel to the world, starting in their own back yard. The LifeLighters are united in sharing God's Word in the living languages of each nationality at home and abroad:

1. Distribution of living language Scriptures at no charge
2. Financial openness and honesty, with good stewardship (goal 75% of funds for Scriptures)
3. Mutual encouragement and prayer support
4. Equality of gender and nationality, with servant leadership
5. Effective and systematic distribution of Scriptures at home and abroad

LifeLighters seek opportunities to place Scriptures and Scripture portions in schools, hotels, motels, prisons, universities, hospitals, libraries, inner city ministries, crisis pregnancy centers, and other places where the public will pick up and read God's Word.

LifeLighters seek opportunity to make church members aware of opportunities for Scripture distribution, and encourage interested individuals to support the ministries financially.

All Scriptures have phone numbers for spiritual counselling and include a letter/envelope form for the recipient's response and invitation to enrol in a Bible correspondence course.

Raymond Dueck,
President

Canadian LifeLight Ministries Inc



TEAM LEADER / Board / National Coordinator
LifeLight MINISTRIES Team commitment

Responsible to: Board of Directors
Team Leader: All Team members and Volunteers
Location: Winnipeg / Canada

Position Summary: The Team Leader is the Team Leader of Canadian LifeLight Ministries Inc, an encourager, and is accountable for the achievement of the mission, goals and objectives as defined by the Board of Directors. Works closely as a team member with the Board. Must be Passionate, Committed, Commissioned, and Gifted in the Lord's work. Personal goal to see souls saved.

Roles and Responsibilities:

1. Solicits funding and builds relationships with churches, businesses, foundations, and individuals. Keeps in close contact with major donors (partners) by, among other things, placing phone calls thanking donors of \$500 or more and making a point of visiting larger donors in person and providing those partners with Partner Appreciation Gifts and Certificates. Encourages and works with Board Members in fund raising. Fosters a culture of fund-raising within the organization. Works as a donor development officer. Builds on references from existing donors to new donors. Responsible to plan public fund raising functions and PR events.
2. Encourage Scripture distribution by individuals and groups. Works cooperatively with Christian agencies, volunteers and regional chapters to identify Scripture needs. Works to establish personal contact and relationships with leadership from other organizations. Programs should include Scripture reps in Churches, Bible a Month Clubs, Scripture stands in Churches and Businesses, and other such ideas. The Team Leader's role is to have these programs run effectively from both a financial and personnel perspective and also to monitor and evaluate the success of these programs. Develop a culture of Bible giving with individuals and churches.
3. The Team Leader is expected to present his annual plan to achieve the budgetary goals set out by the board, to control costs, and to be the chief proponent of good stewardship within the organization.
4. Works with the Administrative Assistant(s) to Administer, coordinate, monitor, evaluate and report all activities and programs of the Canadian LifeLight Ministries in accordance with the policies established by the Board of Directors. Reports to the board monthly listing activities showing whom, what, where, when. Provides analysis of needs for use in determining programs and soliciting volunteers. That should include projected and actual cost benefit analysis. i.e. this trip cost including salary and expenses x\$ and the donations were x*2. Develop a Procedures & Policies Manual.
5. Works with the Treasurer/Bookkeeper to maintain financial records in accordance with generally accepted accounting principles under the direction of the Treasurer, and assists the Treasurer/Bookkeeper in prioritizing payments of expenses.
6. Recruits volunteers, and ensures that all team members and volunteers are properly trained and supervised. To work actively along side both team members and volunteers to build effective ministry teams. Recruits volunteers to attend Missionfests as approved by the board. Builds Provincial and regional teams to promote the ministries of LifeLight.
7. Promotes good relationships with Christian organizations, camps, regional chapters, volunteers, donors and the public.
8. Performs such other duties and responsibilities as may be assigned by the Board from time to time.
9. Leads the planning for AGM and other fundraising functions, including brunches and golf tournaments. Makes sure all partners (donors) are invited to one or more LifeLight public functions each year.

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Long term goals:

Develop goal achievement targets to achieve revenue of \$5,000,000 per year
75% of revenue to be spent on Scripture purchases
Geographic support base – coast to coast in Canada
Formal association with our American friends (IBG)
Active Scripture distribution in 10 overseas countries

Goals for next year

Achieve revenue of \$400,000
50% plus of revenue to be spent on Scripture purchases
Geographic support base – primarily Manitoba
Develop and recruit volunteer boards, chapters, committees and reps in BC, AB, SK, MB, ON, PQ, Maritimes
Establish a National Coordinator to achieve Long Term Goals
Attract 2 more Platinum Partners (\$10,000 annual donors)
Attract 10 more Gold Partners (\$5,000 annual donors)
Attract 50 more Silver Partners (\$1,000 annual donors)
Develop special certificates and elite partner communications tools.

Aim to have:

- Missionfest and events staffed by volunteers
- Involving more people/churches in LifeLight excitement
- Work with Board members to help fulfill the mandate of the Team Leader
- Reduce expenses
- On-line inventory control, develop ministry focus

Qualifications/Standards:

1. An active highly ethical Christian commitment.
2. Demonstrated servant leadership ability and interpersonal skill required to build effective teams.
3. Demonstrated competence in the area of administration and organizational development.
4. Familiarity with fundraising and donor development.
5. Demonstrated ability to recruit and train volunteers.
6. Demonstrated communication skills.
7. Agreement with the LifeLight Statement of Faith.

Salary

\$ _____ per year paid monthly, starting for 4 months at ½ time for _____ @ month during which time _____ will raise support. Personnel committee will meet to review and approve any increase contingent on raising support to cover costs. Team bonus if financial goals achieved. All honorariums and side income are submitted to LifeLight.

Expected to work 40 hrs @ week 49 weeks @ year with no time banking, plus volunteer 20 hrs a week to the ministry.

Paid Vacation time 3 weeks @ year subject to prior approval by the board. Vacation time would not normally be given during November and December

Group Benefits.

Mileage \$0.42 km and .36 /km.

Total expenses including mileage, cell phone, personal office expenses, meals & entertainment up to \$500 maximum monthly allowance. Anything above that may be receipted for tax purposes.

Firm Friendly Fair Fence Furnishes Freedom

An individual that feels called, is passionate, gifted, and committed to the ministry will make the ministry work.

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Membership Form

I concur:

- 1) Agreement with the **Statement of Faith**, and I have membership in an evangelical church
- 2) Membership and participation is open to men and women on an equal basis
- 3) Agreement and willingness to live the Purpose of LifeLight Ministries.
- 4) Membership and participation shall not be denied for reasons of: occupation, race, nationality, economic, marital, and social status
- 5) Membership can/will be denied/terminated for conduct unbecoming a committed Christian and/or for failing to work in honourable harmony with the membership and constitution of LifeLight.

The membership year runs from April 1 through March 31. Board members will receive the LifeLight Newsletter, minutes of all meetings, various communications, serve on committees, and participate in at least 2 board functions and activities per year.

LifeLight Ministries enjoys charitable tax exempt status from the Revenue Canada. Checks made out to LifeLight for gifts and donations (not purchases) are tax deductible.

I recognize the opportunities to share the Word of Life. I desire to serve my Saviour by offering to serve in the following capacities on the board:

Executive meets at least 4 times a year:

- a) The President
- b) Vice President
- c) Recording Secretary
- d) Chaplain
- e) Treasurer

The Executive Committee has the authority to create and disband committees; appoint and retire committee members; and, direct and monitor the work of LifeLight, its Chapters and its committees.

The Executive Committee has the authority to appoint a Team Leader and National Coordinator to serve at the pleasure of the Executive Committee, and, determine his/her responsibilities.

Committee Members serve in an advisory capacity to the Executive and meet at least twice a year. I am available to serve on the

- Fund Raising Committee
- Nominating Committee
- Church Services Committee
- Church Representatives Committee
- Membership/Volunteer Committee
- Editorial Committee
- Scripture Procurement Committee
- Scripture Distribution Committee
- Other _____

Elections are held at the April Annual Meeting for a term of one year from April 1 through March 31. Board members hold one vote each.

1. LifeLight Board shall meet on a regular basis, not less than 2 times per year
2. Additional meetings may be called by the Chairperson on needs basis, or by a majority of the Executive Committee
3. The Chairperson or his/her appointed stand-in shall preside at all meetings
4. Written notice of the Annual Meeting shall be communicated in writing to the membership at least one month in advance of the Annual Meeting

- I will assist with LifeLight fund raising efforts by:
 - Contributing \$ _____ (Min \$1,000) per year www.DonateBibles.NET
 - Contacting church and business leaders for support

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- Helping to arrange LifeLight informational meetings
- Inviting friends and neighbours to informational meetings in my area

I Agree with the LifeLight **Statement of Faith** and commit myself to furthering the Constitution, Purposes and Goals of LifeLight. (This form must be signed annually)

Signed this ____th day of _____, in the year of our Lord 20__ at _____, _____

Signature _____

Name _____

Address _____

City _____ Prov. _____ Postal Code _____

Phone _____ Fax _____

Cell _____ Email _____

Church Name _____

Pastor's Name _____

Pastor's Phone # _____

I have enclosed my tax-deductible contribution to cover the costs for the following ministry tools:

Description	Price each	Quantity	Total
Church Scripture Display	\$100.00		
Public "Free Scripture" display	\$20.00		
Bible A Month Program	\$60.00		
Bible Fund / Financial Support			
Totals			

- I have enclosed a cheque for the above amount or donated on-line at www.DonateBibles.NET
- Please charge my Visa/MasterCard # _____ exp. ___/___ Name on card is _____. Please bill this card for the above amount. Please also bill this card for a monthly donation of \$ _____
- Please debit my bank account monthly for \$ _____. I have enclosed a void blank cheque.

Signed _____

God Bless!
 Canadian LifeLight Ministries Inc
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The LifeLight of God's Word for this Generation