Full Gospel Business
Men's Fellowship
International, Malaysia

Full Gospel Business Men's Fellowship International
Malaysia

MEMBERS' HANDBOOK

2025

FULL GOSPEL BUSINESS MEN'S FELLOWSHIP INTERNATIONAL MALAYSIA

MEMBERS' HANDBOOK

(OPERATION MANUAL OF FGBMF BERHAD)

Approved by the Board of Directors on 25 July 2025

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PREFACE

The FGBMFI Malaysia Members' Handbook* is the Operation Manual of FGBMF Berhad. It was initiated by Dr Stephen Goh in 2001. As the Fellowship developed revisions were made in 2013, 2017 and 2022. This 2025 edition incorporates all policies and organisational changes made to date. As the Berhad's Operation Manual all members of the Fellowship are required to be familiar with the requirements in the conduct of the affairs of the Fellowship.

The Handbook provides members of the Fellowship with a guide to the management and planning of activities by chapters. Leaders including chapter committee members are encouraged to also be familiar with the Standard Operating Procedures (SOP) and guidelines issued by the National Board.

The Handbook also gives a brief history of the origins of FGBMFI International and FGBMFI Malaysia, the national organisational structure, objectives of the ministry, formation and operation of chapters and essential guidelines on what FGBMFI men represent.

This Handbook provides a reference for chapter and national ministry development and members should endeavour to adopt the character of the FGBMFI men outlined herein so that the ethos and culture of the Ministry will be manifested in members' lives.

It is hoped that FGBMFI members will be able to identify with this ministry spiritually, adopt the lifestyle described here and press on with the Vision and Mission of the FGBMFI for the Glory of the Lord.

The FGBMFI men who in their lives reflect the ethos and culture of the ministry will carry with them a life-long spiritual membership card for heavenly association and be a blessing to all those with whom they come into contact. The FGBMFI men will bring Glory to the Lord through their testimonies of His enduring goodness.

FGBMF Berhad Board of Directors
25 July 2025

**FGBMF Berhad refers to the legal organisation.*
FGBMFI refers to the Malaysian Fellowship.

REQUIRED READING

Besides the Holy Bible, all members of the Fellowship are required to read the book on Demos Shakarian and the Fellowship entitled, **"The Happiest People on Earth"**. This book, written in 1975, provides the history and background leading to the founding of the Full Gospel Business Men's Fellowship International and its early years. Of special importance is the giving of the vision by God to Demos; the vision which has been the driver for the ministry.

After some years of success Demos felt compelled to issue a warning to the men of the Fellowship in his booklet, **"The Vision Intensifies"**. In it he reminded us of the spiritual roots of the Vision and that "Only God, and the Power of His Holy Spirit, can make the Fellowship Alive and Vital."

Additional resources authored by our founder Demos Shakarian are available at:

www.fgb.com.my/reading-material

His Banner Over Us is Love

FOREWORD

"His Banner Over Us Is Love"

Love as taught to us in His Word is the overarching banner over all of us in this Fellowship. It is our anchor, our motivational force and the glue in our relationships. As a young man, Demos Shakarian learned from Dr Charles Price that inspiring sermons and messages would never win the world. Love is the message of the future to bring healing and introduce people to the divine. Love became the greatest characteristic of Demos. He showed love for every person he met, touching mayor or a pauper alike with God's love. *"He brought me to the banqueting house, and His banner over me was love" (Song of Solomon 2:4)* became the ethos for FGBMFI.

> *"Love is a universal quality, but 'God's Ultimate Love' is from God's heart. Our relationship with Christ begins with His love: a love He places in our hearts. With His given love, we reach out to embrace every person of all faiths, from all walks of life.*
>
> *We proclaim we are brothers and sisters in God's love, and we unite under the wonderful majestic name of Jesus. 'His banner over us is Love'. We have no other banner of unity that is equal to the banner of His love for us. We may do great works but without His love, we are as nothing.*
>
> *Because of this great love we receive from Heavenly Father, we are blessed to link our hearts together by the millions in His love. His banner over us is Love."*
> *(Richard Shakarian, "Love is Forever" 2016)*

Blessed with the fruit of the Holy Spirit in us, let us love one another as the Lord loves us. By this all others will know Jesus is in us. Let I Corinthian 13:4-7 guide us always in our conduct; *"Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth. Love bears all things, believes all things, hopes all things, endures all things."*

The National Board
July 2025

DEFINITIONS

Full Gospel Business Men's Fellowship Berhad, or FGBMF Berhad, or the Berhad:
The legal entity registered under the Malaysian Companies Act 2016.

Full Gospel Business Men's Fellowship International, or FGBMFI Malaysia, or FGBMFI, or the Fellowship:
The Malaysian Christian ministry affiliated to FGBMFI International, a company incorporated in the USA by the founder, Demos Shakarian.

FGBMF Berhad Board or the Berhad Board:
The legal entity approved by the Companies Commission of Malaysia as a public company limited by guarantee and governed by its constitution.

Council of Elders or CoE (previously Governing Council)
A committee of FGBMF Berhad and its proxy in the management of FGBMFI Malaysia.

National Board:
A committee of FGBMF Berhad which is the executive arm of the Fellowship and provides operational oversight as delegated to it by the Berhad Board through the Council of Elders.

Members of the Berhad:
Legal members of the legal entity under the FGBMF Berhad's Constitution.

Members of the Fellowship:
Members of an FGBMFI Malaysia chapter established by the National Board and are spiritual members of the Christian ministry. They are members of the chapters and not members of the Berhad, the legal entity.

A leader in the Fellowship*:*
A member appointed by the Governing Council or the National Board including a chapter president but not including a member of a chapter committee.

PART I

Introduction to The Full Gospel Business Men's Fellowship

PART I: INTRODUCTION TO THE FULL GOSPEL BUSINESS MEN'S FELLOWSHIP

A. INTERNATIONAL AFFILIATION

The Full Gospel Business Men's Fellowship International (FGBMFI) was initiated by Demos Shakarian in the United States in 1951 with the objective of reaching men for Jesus Christ.

In 1952 when Demos was about to give up due to the lack of success, God gave Demos a literal vision of millions of men of every continent lifting holy hands praising God and a revelation that the FGBMFI ministry would result in people everywhere being brought to Jesus and linked to a loving community. The vision has become a reality in more than 150 countries through the ministry founded by Demos which transcends denominational, racial, and cultural barriers. FGBMFI takes 1952 as the year the Fellowship was founded by the Holy Spirit.

The Malaysian Fellowship received its charter from Demos Shakarian in 1979 in Singapore. Dr Abraham (Peter) Tong was the national president from then until his passing into glory in 2004. In 1993 the international fellowship was succeeded by two separate ministries; FGBMFI and BMFI. The Malaysian leadership decided not to be affiliated to either and was an independent national ministry with no international affiliation until the end of 2016.

In 2016 Richard Shakarian, FGBMFI International President, the son of Demos Shakarian, invited the Malaysian fellowship to be reconciled and re-affiliated to International. The National Board under the guidance of the Holy Spirit accepted the invitation to be "affiliated with national autonomy and mutual respect." After 23 years absence, FGBMFI Malaysia was again a member of the FGBMFI international fraternity.

B. THE FGBMFI MINISTRY

The FGBMFI ministry has the following characteristics:

- **Non-Denominational**
  FGBMFI does not operate as a church and its meetings are not church meetings but rather a gathering of Christians from any

denomination who desire to fellowship together in the spirit of the Fellowship's objectives.

- **An Evangelistic Organisation**
  FGBMFI is evangelistic by nature and souls who are saved through its meetings are directed to the local churches. FGBMFI encourages converts to grow in their commitment to the Lord and in their ministries in the local churches. FGBMFI is a bridge between churches.

- **A Men's Ministry**
  Born-again Christian men fulfil the objectives of FGBMFI through the holding of a variety of meetings usually in non-religious settings, at offices, restaurants, hotels, and other neutral venues at which men in the marketplace who have never attended a church meeting are exposed to the gospel through their personal testimonies (see Part VII).

- **A Complement to Family and Church Life**
  FGBMFI encourages members to give priority to their family life and to be committed to a local church. Our meetings and activities are organised not to clash with regular church events, in particular weekly worship services.

C. FGBMFI MALAYSIA

The Fellowship was incorporated as Full Gospel Business Men's Fellowship Intl. Berhad, a public company limited by guarantee not having a share capital under the Companies Act 1965. Approval for FGBMFI Berhad to function as a Christian corporate body was obtained from the Registrar of Companies on 14 February 1986. On the instruction of the Registrar the word "Intl." was taken out of our name on 23 December 1987. However, the original FGBMFI emblem was retained as our registered trademark.

The objectives of FGBMF Berhad are:

- To function as a non-profit and non-political Christian organisation

- To provide a basis for fellowship and a means for unified action.

- To reach men everywhere for Jesus Christ.

- To engage in such charitable objects for the furtherance of the Gospel of God, such as scriptural education and relief of the poor and marginalised.

- To hold meetings, banquets, and rallies as and when deemed appropriate.

- To establish FGBMFI chapters as and where deemed appropriate in Malaysia with authority as authorised by the directors of the company.

D. VISION STATEMENT

The vision for FGBMFI is based upon a series of prophetic messages given over a period of time and confirmed by a literal vision from God to the founder.

In the vision, untold masses of men from every continent and nation, of all races and diverse cultures and customs, who were once spiritually dead, are now alive. They are filled with the power of God's Holy Spirit as they are delivered and set free. Their faces are radiant with glory, hands are raised and their voices lift their praises to heaven.

Demos Shakarian saw a vast global movement of laymen being used mightily by God to bring in this last harvest through the outpouring of God's Holy Spirit before the return of our Lord Jesus Christ.

E. MISSION STATEMENT

- To reach men everywhere for the Lord Jesus Christ.

- To call men back to God.

- To train and equip men to fulfil the Great Commission.

- To help believers to be baptised in the Holy Spirit and to grow spiritually.

- To provide an opportunity for Christian Fellowship.

- To bring a greater unity among all people in the body of Christ.

F. STATEMENT OF FAITH

- We believe in one God, the maker of all things and the Holy Trinity of the Father, the Son and the Holy Spirit.

- We believe that the Son of God, Jesus Christ, became incarnate, was begotten by the Holy Spirit, born of the Virgin Mary and is true God and true man.

- We believe the Bible in its entirety to be the inspired Word of God and the only infallible rule of faith and conduct.

- We believe in the resurrection of the dead, the eternal happiness of the saved, and the eternal punishment of the lost.

- We believe in personal salvation of believers through the shed blood of Christ.

- We believe in sanctification by the blood of Christ, in personal holiness of heart and life, and in separation from the world.

- We believe in divine healing through faith and that healing is included in the Atonement.

- We believe in the baptism in the Holy Spirit and in the nine gifts of the Spirit, listed in 1 Corinthians 12, as always available to believers.

- We believe in the Christians' hope of the imminent personal return of the Lord Jesus Christ.

- We believe in evangelisation and missionary work in accordance with the Great Commission with signs and wonders following.

G. CORE VALUES

Deriving from the vision, mission, and statement of faith the following are our core values which characterises the ministry in Malaysia.

- We are neutral to denominations, churches, and other ministries. As such we consciously seek not to favour any church or ministry in our relationship, promotion of events and functions or provide financial, material, and other support.

- We are a marketplace ministry and do not operate as a church. We work with and support the local churches. We value and seek always to enhance our relationship with churches and pastors. Whenever possible as part of our mission we seek to unite the body of Christ through our activities.

- As salt and light to the marketplace all must be men beyond reproach and have a good reputation in his own church and the Christian and business communities.

- We are a religious organisation. We do not engage in political activities. We pray for the rulers and governmental leaders placed over us by God regardless of political party affiliation.

- Integrity, accountability, and transparency govern the financial conduct of the ministry. All members are volunteers and are not paid for services. All members including organisers of events and leaders pay the same as all other members to attend functions and events. Financial needs of the ministry are met first through voluntary contribution of members and then through contribution from well-wishers and supporters. We do not raise money for the running of the Fellowship from our events and functions.

- FGBMFI Malaysia has one vision, one mission and one national organisation with chapters operating throughout the nation. We are decentralized operating through geographical regions with the Regional Director as the Chief Ministry Officer of the Region. Currently in Peninsula Malaysia we have the Northern, Central Kuala Lumpur, Central Selangor, Eastern and Southern regions. In East Malaysia there are two regions, Sabah and Sarawak.

- The organisational structure is modelled to guide, encourage and nurture. The key policies are to be observed but the mode of operation and the format may be flexible. The key operating units are the chapters and our front-line generals are the chapter presidents.

PART II

Organisational & Governance Structure of FGBMFI Malaysia

PART II: ORGANISATIONAL & GOVERNANCE STRUCTURE OF FGBMFI MALAYSIA

A. SUPREME AUTHORITY

Supreme authority over FGBMFI Malaysia and all its activities are vested in the Lord Jesus Christ. The Full Gospel Business Men's Fellowship Berhad Board of Directors, the FGBMFI Council of Elders and its National Board, under the guidance of the Holy Spirit and the Word of God, act as stewards of this authority in the FGBMFI Ministry in Malaysia

BERHAD BOARD	NATIONAL BOARD	COUNCIL of ELDERS
Legal Entity: Company limited by guarantee. Governed by Constitution. Operation Manual is FGBMFI Members' Handbook.	Committee of Bhd Board: Delegated and entrusted to do ministry of FGBMF. Members' Handbook provides rules, regulations and governance processes.	Committee of Bhd Board: Entrusted as proxy for Bhd Bod to provide checks and balances on the Nat BoD endorses Nat BoD decisions on behalf of Bhd BoD. Ex-officio member of Nat BoD.
Does not carry out ministry activities.	Carry out all ministry activities. Responsible and accountable to Bhd BoD via CoE. Full executive authority on ministry operation per Handbook.	Does not carry out ministry activities. Provides spiritual oversight and limited executive authority i.e., appointment of directors.
Comply with all legal requirements; SSM, IRB, federal and state laws. Audited accounts, tax filings, SSM reporting.	All ministry, accounting and administrative activities are reported under Bhd.	N/A
All official documents – Bank accounts, receipts, KDN no., trade mark, Socso, EPF etc . Legally responsible.	N/A	N/A

B. FULL GOSPEL BUSINESS MEN'S FELLOWSHIP BERHAD

1. FGBMF Berhad ("Berhad") is a public company limited by guarantee under the provisions of the Companies Act 2016. The Berhad Board is the highest legal organisational authority in FGBMFI Malaysia ("Fellowship"). All activities and operation of the Fellowship are deemed to be that of the Berhad and reported in its audited financial

statements and statutory filings with the Registrar of Companies and the Inland Revenue Board. As such all activities must be consistent with the provisions in the Object Clause in the Berhad's Constitution.

2. Under its Constitution, the Berhad shall have a minimum of two members and a maximum of 100. There shall be a minimum of two directors and a maximum of fourteen. The directors of the Berhad are the legal custodian and trustees of the Fellowship. Directors of the Berhad have to be approved by the Registrar of Companies under the Companies Act 2016.

3. Upon his appointment and during the duration of his tenure the National President will be appointed as the executive director and a member of the Berhad.

4. The Council of Elders shall nominate its chairman and a minimum two of its members as non-executive directors on the Berhad Board.

5. The Chairman of the Council of Elders shall be the chairman of the Berhad Board.

6. A licensed company secretary shall be appointed as the secretary of the Berhad. The National Treasurer of the Fellowship shall be appointed as the Treasurer of the Berhad

7. Election of members and directors of the Berhad shall be by a simple majority vote of the existing directors at a Board meeting convened for that purpose under the Constitution of the Berhad.

8. When a director ceases to be a member of the Council of Elders or a director of the Berhad by resignation, incapacity or whatsoever reason he shall also automatically cease to be a member and director of the Berhad. He may continue to be a member of the Fellowship.

9. A member ceasing to be a member of the Fellowship for whatsoever reason shall also resign as a member and director of the Berhad.

C. THE MEMBERS' HANDBOOK

1. The Handbook is the Operation Manual of the Berhad providing the rules, regulations and governance processes for the Council of Elders, the National Board and the members of the Fellowship. Leaders, in particular the National Board members, must be fully conversant with its provisions and be able to explain, clarify and answer questions arising therefrom.

2. The Handbook can only be amended upon a recommendation by a two-thirds majority vote at a FGBMFI National Board meeting convened for that purpose. The amendments must be approved by a majority vote by the Council of Elders. The amendment shall come into effect upon the passing of a Berhad Board resolution.

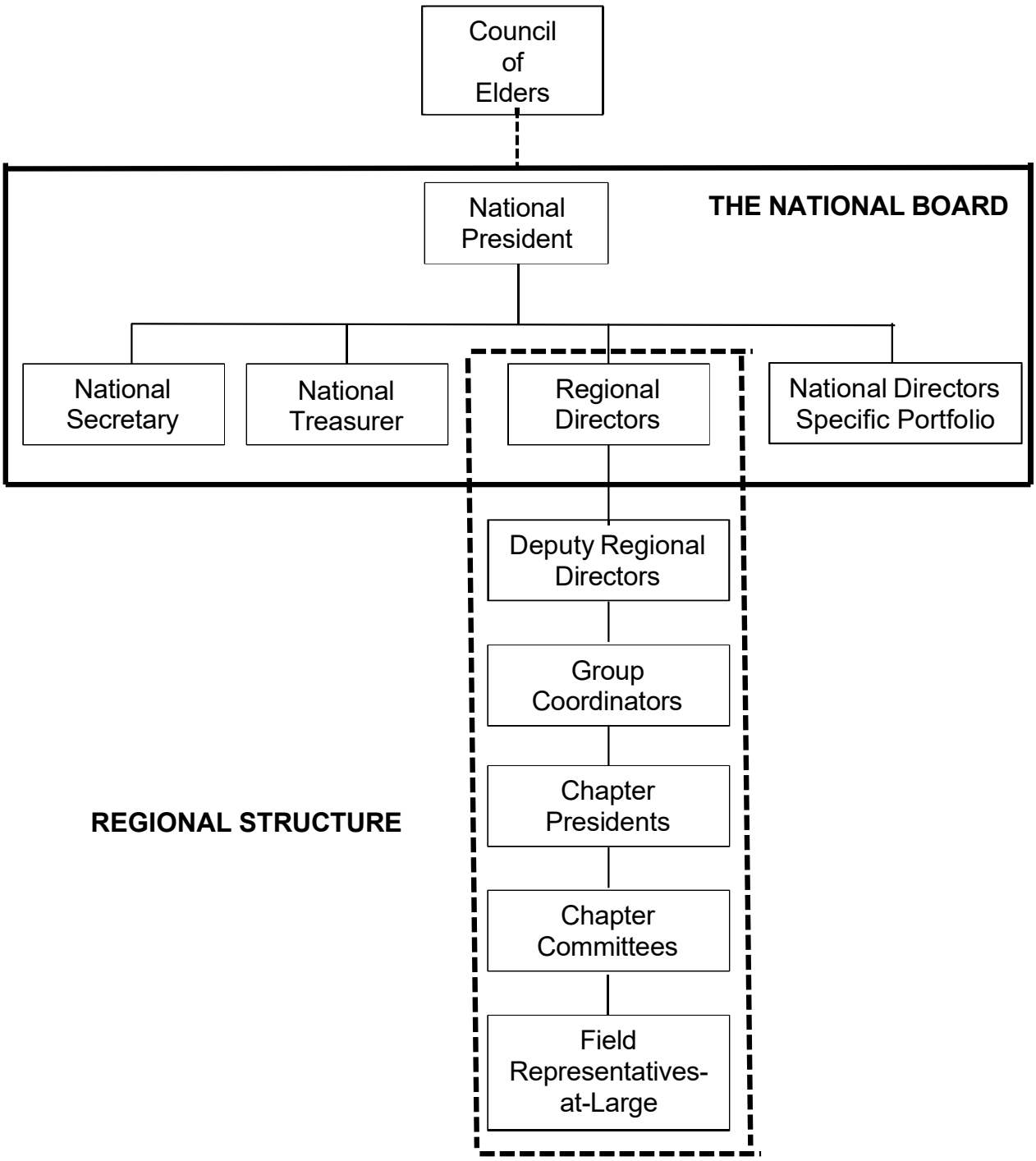
3. Standard Operating Procedures and Policy papers are supplementary to the Handbook and do not supersede provisions in the Handbook.

D. FGBMFI OPERATION STRUCTURE

Operationally the Fellowship has the following components:

1. The Council of Elders
2. The National Board of Directors
3. The Regional Boards

Subject to the exigencies of organisational needs and for operational effectiveness and efficiency the organisational structure as depicted in the chart below may be modified from time to time by the National Board with the consent of two-thirds of the Council of Elders which shall not be unreasonably withheld.



E. COUNCIL OF ELDERS

The Council of Elders is the spiritual guardian of the Fellowship and provides spiritual oversight and exercises final spiritual authority over the Fellowship. It deliberates and makes decisions on spiritual issues facing

the Fellowship and its members including matters referred to it by the National Board. The Council of Elders has access to an informal board of pastor advisors to provide input on spiritual issues when and where necessary.

1. The Council of Elders has no executive authority or responsibility other than the following:

    a. Upon the recommendation of the National Board as described hereunder, approves and appoints all positions on the National Board including that of the National President and deputies to the National Directors. It has the right to accept or reject the National Board on its recommendations for appointments to the National Board. However, it does not have the authority to make its own recommendation for such appointments.

    b. Initiates and conducts the consultation and consensus building process for the appointment of the National President as provided for in this Handbook.

    c. As the Council of Elders is the final authority on the appointment of National Board members, it can review an appointment upon valid grounds to do so. The review can be recommended by the National President or a member of the Council of Elders. After granting the subject member a fair hearing and after due consultation with the rest of the National Board the Council of Elders by a two-thirds majority may declare the appointment as withdrawn. The National Board will be requested to recommend a new candidate for the vacated position. The Council of Elders shall not be required to give any reason for its decision and its decision shall not be challenged in any court of law.

    d. As ex-officio members with no voting rights, to attend and participate at all National Board and Exco meetings and to counsel, advise and correct the National Board and its members including the National President on all matters directly affecting the Fellowship.

2. The Council of Elders shall have a minimum of three members.

3. A member is appointed to the Council by a two-thirds decision of the Council members. The members of the Council shall appoint through consultation and consensus building a chairman from among its members.

4. A member shall remain in office until such time that he retires or when the rest of the Council members, by a two-thirds majority decision~~,~~ determine that he is no longer able to fulfil his role on the Council.

5. The essential qualities as specified in 1Timothy 3:1-7 shall guide in the appointment of members to the Council. In addition, a member of the Council would have demonstrated a consistent commitment to his calling in the Fellowship and would have served the ministry effectively and with competence for a considerable period of time in national or regional leadership. He has a comprehensive understanding of the various aspects in the operation of the Fellowship. Spiritually mature he is able to provide the National President and the National Board with wise counsel, caution and correction. He continues to bless the ministry with his time, talents and treasure.

6. The Council shall meet as frequently as necessary either physically in person or online.

7. Council meetings may be called by its chairman or on the request of any two of its members. The agenda shall specify the Items for discussion and/or decision.

8. Minutes of the meeting shall be sent to the Council members no later than three weeks after the meeting. Minutes shall be kept in a "Confidential Council of Elders" file in the National Office only accessible to Council members.

9. The quorum for a Council meeting shall be more than one half of the appointed Council members. Should a quorum not be achieved, the meeting shall be postponed to a date not earlier than three days later. At the postponed meeting the quorum shall be all those present with a minimum of two members. Should the Chairman not be present, the members present shall elect from among themselves a chairman for the meeting.

F. APPOINTMENT TO LEADERSHIP POSITIONS

1. As a spiritual organisation all leaders in the Fellowship are appointed through consultation and consensus building. Appointment of leaders through the popular vote is not supported by Scriptures. It can lead to division, lobbying, politicking and influence peddling. The Fellowship opens its membership to all who subscribe to its vision, mission and tenets of faith. This openness can be easily abused to fulfil personal

ambitions and personal agendas if leaders are appointed through a popular vote.

2. A leader in the Fellowship must be of good character and have an untarnished reputation in the Christian community and the marketplace. He must not be an undischarged bankrupt or have any outstanding criminal charges against him. He must be the husband of only one wife and must not have any extramarital relationship.

3. All leaders shall be committed to the Fellowship by regularly attending chapter meetings, the Regional Annual Members' Conferences, other regional events, and national events.

4. The Fellowship is non-political and neutral in party politics. As such members of state assemblies (Dewan Undangan Negeri) and members of Parliament both in the Dewan Rakyat and Dewan Negara are not eligible to be appointed as a leader in the Fellowship. However, they may be members of the Fellowship.

5. Likewise, being neutral to churches and denominations, full time pastors pastoring a local congregation are not to serve as leaders in the Fellowship. This includes as members of chapter committee or as advisors. This is to avoid potential situations of conflict of interest. The Council of Elders shall determine if such a conflict-of-interest situation exists.

6. However, pastors, full time ministers and church workers are welcome as members.

7. A leader who is also in leadership in a church or another ministry is reminded not to use the Fellowship platform to promote his church or the other ministry or its events.

8. Leaders are the mentors and inspiration to future generations of leaders. They must set a good example for the members to follow. The Fellowship, being self-financing, depends on the support in time, talents and finances from its members, in particular the leaders.

9. It is the declared intention of the Fellowship that leadership be appointed from a spectrum of age groups. Intergenerational leaders are essential for the sustainability of the ministry. As such the more senior leaders must intentionally and purposefully entrust and empower the younger leaders to assume greater responsibilities within the Fellowship.

G. APPOINTMENT OF THE NATIONAL PRESIDENT

The National President is appointed by the Council of Elders on the recommendation of the rest of the incumbent National Board through a consultation and consensus building process, as described hereunder, to a renewable term of three years. A member can serve as National President for a maximum of nine years in total. This is equal to three terms of three years each if served consecutively.

The process for the appointment/reappointment of the National President is initiated and conducted by the Council of Elders as follows:

1. The Council shall be guided by Acts 1:21-26 relying on God's guidance through prayer and submission.

2. No later than eight months before the end of the National President's term of three years, the Council, shall determine at a convenient National Board meeting those members who are willing to be considered to serve as National President. In the event if no convenient National Board meeting is available, the Council shall appoint a representative from among its members, to privately survey each Board member, including the incumbent National President, on his calling and willingness to serve as National President for the next three-year term. Those willing are referred to as the "candidates". Those unwilling are the "non-candidate board members".

3. The Council shall request the National Secretary to convene a special consultation and consensus building National Board meeting of the non-candidate members. The Council shall appoint from among itself a chairman for the meeting.

4. The candidates shall not be invited to the meeting.

5. At least one week prior to the meeting the following instruction shall be given to all National Board and Council members:

   "All members of the National Board including the incumbent National President and the Council of Elders are not to engage with, discuss, lobby, advise or in any way influence the appointment of the National President. On their honour and integrity, they are not to breach these instructions. Integrity is expected of all national leaders. The non-candidate members are to only seek the guidance and counsel of the Holy Spirit in their decisions on each of the candidate in the following areas:

a. Calling and spiritual maturity
b. Character
c. Competency, skills and interpersonal relationships
d. Conduct of Ministry
e. Commitment of time, talent and treasure."

6. The chairman of the meeting shall only chair the meeting to encourage effective and productive deliberation. He shall not offer his opinion, confirm, or deny any assessment or comment made on any candidate.

7. Non-candidate members if unable to attend the in-person meeting may also attend online.

   a. Each non-candidate member at the meeting is required to indicate on a confidential form his nomination. Those participating online shall send a private message to the Council Chairman on his nomination.
   b. The Chairman of the meeting shall tabulate and declare the nominations to the meeting inclusive of the online nominations.
   c. A candidate with more than half of the non-candidate members' nominations shall be the consensus nomination and shall be the National Board's recommendation to the Council of Elders.
   d. Should there be no candidate with a clear majority of nominations, the meeting shall then go into a second session of confidential survey with just the two candidates with the most numbers of nominations.
   e. The candidate with most nomination shall be the Board's recommendation as National President and the second candidate shall be the Deputy National President.
   f. Should there be a tie, the Council chairman with another Council member shall have a private consultation and consensus building session with the two candidates to decide on who shall be the National President and who shall take the position of Deputy National President.
   g. The nominations forms and copies of the online messages will be retained in the Council Confidential file.

8. The National Secretary shall write officially to the Council on the National Board's recommendation. The Council by a two-thirds majority can either accept or veto the recommendation without the need to justify its decision. If the recommendation is vetoed, the entire process shall be repeated.

9. This process is to be completed at least six months before the end of the National President's term to ensure a smooth transition of the National President.

H. APPOINTMENT OF OTHER NATIONAL BOARD MEMBERS

National Board members are appointed by the Council of Elders on the recommendation of the National President to a renewable term of three years through a consultation and consensus building process as described below. A Board member shall hold the same position or function on the National Board for a maximum of nine years in total. This is equivalent to three terms of three years each.

The appointed National President shall prayerfully seek the guidance of the Holy Spirit to build his team of national leaders.

1. He must have a degree of liberty in selecting leaders for appointment to the National Board as guided by 1 Timothy 3:8-13.

2. He may only consider a member of the Fellowship who has been a fully paid-up member for at least six months prior to his nomination.

3. He shall consult relevant incumbent Board members and other past and present leaders including a retiring National President with relevant knowledge of the proposed persons. To maintain unity in the national leadership, the National President shall give serious weight to these opinions.

4. The finalised list of proposed appointments identified for the various positions on the National Board shall be presented by the National President to the existing National Board for notation.

5. Should a member of the incumbent National Board feel a proposed candidate is unsuitable to be appointed he may advise confidentially the National President and/or any member of the Council of Elders of his concerns.

6. After considering any input from the Board members, the National President shall then present his finalised list to the Council of Elders for acceptance and appointment.

7. By a two-thirds majority decision the Council of Elders may accept or reject the recommendation on any of proposed appointments. The Council of Elders may refuse to make an appointment should there be doubts on a candidate's commitment to the Fellowship, character, spiritual maturity, skills, and competency for the position. The National President shall be given the opportunity to defend his recommendation.

Thereafter the decision of the Council shall be final. Should a candidate be rejected by the Council the National President shall follow the same process as above to recommend another candidate for consideration by the Council.

8. The entire process is to be completed at least three months before the expiry of current term for the National Board to ensure a smooth transition.

9. Mid-term appointments to the National Board shall follow the same process as described above. The National President shall also have the discretion to reshuffle the composition of the National Board as and when deemed necessary.

10. A national director including the National President shall not hold more than one position on the National Board.

11. A national director holding a leadership position in a ministry that the Fellowship is collaborating with has to ensure that there is no conflict of interest. His interest in the other ministry must be declared and he must recuse himself from the discussion at the National Board meeting. When representing the Fellowship, he must not inadvertently confuse his role in the Fellowship and that of the other ministry.

I. APPOINTMENT OF ALL OTHER LEADERS

1. All regional leaders including Regional Board members (except Deputy Regional Directors), Chapter Presidents, Group Coordinators, and Field Representatives-at-Large are appointed by the National President on the recommendation of the Regional Director to a renewable term of three years.

2. The Regional Director shall consult with the relevant parties in formulating his recommendation.

3. An appointed leader may hold the same position or function for a maximum of nine years in total.

4. The National President shall inform National Board of the appointments at the next available Board meeting.

Transition between Retiring and In-coming National President.

1. It is the responsibility of the retiring National President to ensure a smooth transition to his successor. In the last three months of his term, he shall

consult with the incoming National President on all major decision other than those already decided by the National Board.

2. The retiring National Board shall not make any decision that would restrict the ability of the incoming National Board to exercise its executive powers at its discretion.

J. APPOINTMENT TO FGBMFI INTERNATIONAL

1. By virtue of his position, the National President shall be appointed by FGBMFI International President as an International Director on the FGBMFI International Board representing Malaysia.

2. In consultation with our National Board through the National President, FGBMFI International President may appoint other National Board members to the FGBMFI International Board or other international positions.

   Such appointments may extend beyond Malaysia. However, any such appointment must be approved by the National Board and the Council of Elders. A member accepting any such appointment without the approval and recommendation of the National Board and the Council shall by his action remove himself from our membership roll regardless of his membership status. He shall not be eligible to reapply for membership in the Fellowship.

3. Only current members of the National Board may be approved to accept appointments by FGBMFI International.

K. APPOINTMENT TO OTHER INTERNATIONAL GROUPINGS

1. Since the passing into glory of our founder, Demos Shakarian, there are other regional or international groupings with similar vision and mission. FGBMFI Malaysia is not a member of or affiliated to any such other grouping. However, we may fellowship and work with the members of such groupings for the advancement of the vision and mission.

   Our members may not be a member or accept appointments to such groupings. An FGBMFI member who is a member of or accepting any such appointment without the approval of the National Board and the Council shall by his action remove himself from our membership roll regardless of his membership status. He shall not be eligible to reapply for membership in the Fellowship.

2. Likewise, our members may not be a member or accept an appointment in another FGBMFI, BMFI, FGB Gatekeepers or similar national marketplace ministry. A member accepting any such appointment without the approval of the National Board and the Council of Elders shall by his action remove himself from our membership roll.

L. PRINCIPLES OF LOYALTY AND COMMITMENT TO THE FGBMFI MINISTRY

1. National and Regional leaders must recognise the personal and spiritual calling to the ministry in the FGBMFI and shall remain true to the Vision and Mission that God has given to its founder, Demos Shakarian in what is now a recognised world-wide ministry.

2. Members of the National and Regional Boards are discouraged from holding or accepting positions of active responsibility in other organisation which may dilute their commitment and effectiveness in the FGBMFI. Leaders are, however, encouraged to be loyal and to help in their local churches with their time, effort and finances. Where situations of conflict of interest may arise, the leader must seek the wisdom and guidance of the Holy Spirit to determine where his ministry focus should be.

3. Members of the National and Regional Boards are reminded of their responsibilities to their families including providing for them with their love, time and finances. Their involvement in the Fellowship and other Christian ministries must not distract them from these responsibilities.

4. A national leader or a chapter president who has received a confirmed call to serve in a paid full-time capacity in a church or a para-church ministry, must immediately inform the National President or his Regional Director. He must make arrangements to hand over his responsibilities and step down from his position in the Fellowship. The National President or the Regional Director shall arrange for a meeting with the relevant pastors the concerned leader has been working with to announce the departure of that leader from FGBMFI leadership and to request the pastors to welcome him into their fellowship. This will serve to avoid misunderstanding with the pastors and churches.

M. NATIONAL BOARD OF DIRECTORS

Collective Responsibility is the foundational principle for the effective functioning of the National Board. Differing opinions provide the dynamics for better decisions and are encouraged. However, after a decision is made,

each and every member of the National Board is deemed to have made that decision and must be supportive of its implementation.

The primary responsibility of the National board is to:

a. To plan for, strategise and implement the mission statement for the fulfilment of the FGBMFI vision.
b. Deliberate and decide on national policies and Standard Operating Procedures.
c. Manage the Fellowship to implement the mission statement for the fulfilment of the FGBMFI vision.
d. Deliberate on and make decisions on operational issues facing the Fellowship and its members including operational matters referred to it by the regional directors.
e. To review and approve the national budget.
f. To review and approve the main activities and programmes of the Fellowship including, national, and international projects and events.
g. To approve projects and events exceeding a region's authority limits.
h. Receive proposals and progress and development reports from the national directors including on regional and national events and decide on actions to be taken.
i. Review and approve the main activities and programmes of the region.
j. To share and review initiatives undertaken at regional level with the potential for national application.
k. Make recommendations to the Council of Elders for the appointment of the National President.

The National Board shall comprise the following:

- National President
- Deputy National President
- National Secretary
- National Treasurer
- Regional Directors
- National Directors for specific portfolio.

Deputies may be appointed to each of the Board positions as and when deemed necessary by a National Director and approved by the National President. After consulting the National Board, the appointment shall be recommended by the National President to the Council of Elders. In the absence of any valid objection the appointment shall be made by the Council of Elders. In the absence of the National Director, the deputy may represent the director at National Board meetings. Should a National Director not complete his term for whatsoever reason the deputy shall be appointed as acting director till the end of the term. The duties and

responsibilities of the deputy shall be determined by the National Director and the deputy concerned.

Such deputies are not members of the National Board but may be invited to attend National Board meetings as observers.

N. NATIONAL BOARD MEETINGS

1. The National Board shall meet as frequently as necessary. Physical in-person meeting shall be held at least twice a year. Online meetings are held as and when necessary or expedient. Nonetheless reasonable notice must be given to the directors to enable all directors to attend. Circular resolutions by email are permitted for urgent decisions which are to be confirmed at the next available Board meeting. The circular resolution must be supported by a detailed write up on the proposal.

2. National Board meetings may be called by the National President or by the National Secretary upon the request of more than one half of the appointed National Directors.

3. Regular Board meetings are pre-planned at the start of the new year. Notice of meeting, reminders and change of meeting date are sent at least one week before the meeting.

4. For meaningful deliberation, proposals and Board papers for approval must be made available at least three days before the meeting. The National Secretary shall include in the board agenda proposals in writing by a member of the National Board or the Council of Elders.

5. Minutes of the meeting shall be sent to Board members no later than three weeks after the meeting.

6. The quorum for a National Board meeting shall be more than one half of the appointed Board members. Should a quorum not be achieved, the meeting shall be adjourned to a date at least one week later. At the adjourned meeting the quorum shall be all those present with a minimum of three members. Should the National President and the Deputy National President not be present, the Board members present shall elect from among themselves a chairman for the meeting.

7. All national directors are required to make the utmost effort to attend National Board meetings. Those consistently absent from Board meetings would need to re-evaluate their own suitability to serve on the National Board.

O. EXECUTIVE COMMITTEE OF THE NATIONAL BOARD ("EXCO")

1. As and when deemed expedient the National Board may establish an Executive Committee to implement Board decisions and day-to-day decisions on behalf of the Board within decisions and policies laid down by the National Board. Therefore, the Exco shall not decide on policies or on matters which should be decided by the National Board.

2. The Exco may also evaluate a proposal to consider if it should be placed before the National Board for a decision.

3. For practical reasons the Exco shall comprise the National President, the National Secretary, the National Treasurer, the Central Kuala Lumpur Regional Director and the Central Selangor Regional Director. Other Board members and others relevant to an issue under deliberation may be invited.

4. Exco meetings are physical meetings unless circumstances require it to be hybrid.

P. REGIONAL BOARDS

1. FGBMFI Malaysia operates under a decentralised regional structure with each region being autonomous operationally and financially. A region has the authority and responsibility for the ministry of the Fellowship in that region, within national policies established in this Handbook and SOPs as approved by the National Board.

2. The Regional Board under the leadership of the Regional Director provides operational oversight and exercises operational authority within the region. Its primary responsibility is to:

    a. Develop the ministry in the region through the setting up of new chapters and to identify and develop new leaders.
    b. Ensure the chapters in the region operate within policies and SOPs decided by the National Board.
    c. Deliberate on and make decisions on operational issues facing the region and its members including operational matters refer to it by the chapter presidents.
    d. Review and approve the main activities and programmes of the region including projects and events exceeding a chapter's authority limit.

e. Receive proposals and progress and development reports and decide on actions to be taken.
f. Promote and encourage members' participation in regional, national and international FGBMFI events and projects.
g. Review and approve the regional budgets.
h. Recommend policy changes to the National Board.
i. Share and review initiatives undertaken by other regional boards and the National Board for implementation in the region.

3. Each region must have a regional board of at least three members comprising the Regional Director, Regional Secretary and the Regional Treasurer. The Regional Board shall be structured according to the needs of the region as determined by the Regional Director. It may comprise the following:

   a. Regional Director
   b. Deputy Regional Directors
   c. Regional Secretary
   d. Regional Treasurer
   e. Regional Board Member with specific regional portfolio.

   The frequency of Regional Board meetings shall be determined by the Regional Director.

4. Besides death, incapacity and resignation, a member of the Regional Board other than the Regional Director and his deputy, may be removed from the Regional Board upon the decision of the National President on the recommendation of the Regional Director. The National President shall exercise this decision only after granting the subject member a fair hearing and after due consultation with the rest of the Regional Board. The National President shall not be required to give any reason for its decision and the decision shall not be challenged in any court of law.

PART III

Functions of FGBMFI Officers

PART III: FUNCTIONS OF FGBMFI OFFICERS

A. FUNCTIONS OF THE NATIONAL PRESIDENT

1. He is the chief ministry officer of the Fellowship.
2. He is a member of the National Board. Being the first among equals on the National Board he chairs all Board meetings when he is present.
3. Represents FGBMFI Malaysia at all international and other related ministry events and functions.
4. Represents FGBMFI Malaysia at the National Evangelical Christian Fellowship of Malaysia and other similar national Christian organisations.
5. Initiates ministry strategies for deliberation and adoption by the National Board.
6. Together with the National Secretary, the National Treasurer and other relevant board members formulates operational policies for adoption by the National Board and to ensure the implementation of all such policies throughout the Fellowship.
7. Implements the spiritual guidelines and decisions from the Council of Elders.
8. Is the main liaison officer of the Fellowship in its relations with churches and other ministries both nationally and internationally.
9. Responsible for organisational development including the training and development of national leaders for the Fellowship.
10. By virtue of his position, he shall be appointed by the FGBMFI International President as an International Director on the FGBMFI International Board.

B. FUNCTIONS OF THE DEPUTY NATIONAL PRESIDENT

1. As he is the alternate for the National President, the Deputy National President may be appointed together with that of the National President. However, an ad hoc appointment of a Deputy National President shall be conducted in the same manner as that for a National President.
2. Should a National President not complete his term for whatsoever reason, the Deputy shall be appointed as Acting National President forthwith till the completion of the term.
3. He is a member of the National Board.
4. The duties and responsibilities of Deputy National President shall be determined in consultation with the National President.

C. FUNCTIONS OF THE NATIONAL SECRETARY

1. He is the chief administrative officer of the Fellowship.
2. Provides executive secretarial and administrative support for the Fellowship through the proper management of the National Office. He may be assisted by one or more appointed paid staff of the Fellowship.
3. Responsible for the Fellowship's compliance with all statutory and regulatory requirements including those pertaining to the Berhad.
4. He is the main liaison officer with the out-sourced licensed company secretary to ensure that all secretarial requirements of a Berhad are complied with.
5. Maintains all statutory books and records except for the financial records which come under the responsibility of the National Treasurer.
6. Collects, compiles and reports all Fellowship information to the relevant interested parties.
7. Organises and arranges for the holding of National Board meetings and Board Prayer retreats and to be the recording secretary at such meetings.
8. Assists the National President in the formulation of operational policies and procedures for adoption by the National Board and their subsequent implementation.
9. Communicates all relevant decisions of the National Board to the regional leaders.
10. Is the main communication officer of the Fellowship in its relations with churches and other ministries both nationally and internationally.
11. The outsourced licensed company secretary shall be responsible to him for the statutory records of the Berhad.

D. FUNCTIONS OF THE NATIONAL TREASURER

1. He is the chief financial officer of the Fellowship.
2. Responsible for the financial management and accounting functions of the Fellowship including the formulation and updating of financial policies.
3. Formulates for the adoption by the National Board, financial and accounting procedures and internal control systems for all levels in the Fellowship from chapter level to the National Office. To ensure all such decisions are implemented throughout the Fellowship.
4. Ensures compliance to all statutory financial reporting and tax requirements including the timely audit and filing of the annual accounts.
5. Advises the National Board on latest tax regulations as affecting the Berhad and the Fellowship and makes recommendations therefrom.
6. Provides financial, accounting and budgetary control advice and guidance to sub-committees set up for specific project or event.

7. He is also the Treasurer of the Berhad and is responsible for the maintenance and management of the Berhad accounts and financial reports.

E. FUNCTIONS OF THE REGIONAL DIRECTOR

1. He is the chief ministry officer for a region chairing all regional board meetings and coordinating all chapters in the region through the group coordinators.
2. As a member of the National Board ensures implementation in the region of all strategies, policies, procedures and decisions of the National Board.
3. Make recommendations to the National President for appointments of Regional Board members, Group Coordinators, Chapter Presidents and Field Representatives-at-large.
4. Ensures the chapters in the region are fulfilling the six-point mission statement of the Fellowship.
5. Identifies, nurtures, and develops new chapters for the region across all language groups.
6. Identifies, nurtures, and develops chapter and regional leaders for the Fellowship and to coordinate the continual training and mentoring of these leaders.
7. Resolve personnel and organisational issues in the region including the recommending to the National President the taking of disciplinary action where necessary.
8. Provides guidance and direction for the coordination of regional events, including the hosting of the Annual Members Conferences.
9. Maintain, develop and nurture mutually beneficial ministerial relationships with churches and other ministries in the region.

F. FUNCTIONS OF NATIONAL DIRECTORS WITH SPECIFIC PORTFOLIO

1. The National President, at his discretion, may propose to the National Board the addition or deletion of certain specific portfolio. Such National Directors may be appointed by the Council of Elders on the recommendation of the National Board to take charge of specific portfolios. Such a National Director is to initiate and implement projects within his portfolio to advance the ministry across all the regions. Such portfolios may be changed from time to time depending on the needs of the Fellowship. The functions and responsibilities of each position shall be determined by the National President in a job description agreed with the National Director.

2. Functioning across all regions, they work in cooperation with and have an indirect responsibility to the respective regional director. They are not to supersede the authority of the Regional Director over his region, its chapters and members.

G. FUNCTIONS OF NATIONAL COORDINATORS FOR STRATEGIC PROJECTS

1. Similar to National Directors with specific portfolios, National Coordinators may be appointed by the National President for projects of strategic importance that cut across our regional structure.

2. They are not members of the National Board but may be invited as observers or to present proposals to the National Board or to report on their projects.

3. Those leading these projects must have specific relevant skills and gifting. They shall be spiritually mature men of good reputation and standing both in the Christian community and the marketplace.

4. Such National Coordinators shall be responsible to the National President or a designated National Director. For proper coordination they shall have an indirect reporting responsibility to the respective regional director. They are not to supersede the authority of the Regional Director over his region, its chapters and members.

H. GROUP COORDINATORS

Group Coordinators are appointed by the National President on the recommendation of the Regional Director. Their primary responsibility is to:

1. Provide oversight over a maximum of four chapters assigned by the Regional Director.
2. Be the motivator and encourager to the Chapter Presidents and Chapter Committees.
3. Identify suitable locations for new chapters. Mentor and nurture existing leaders and identify and develop new leaders.
4. Make recommendations to the Regional Director for the appointment of Chapter Presidents and Chapter Committee members through the consultative process.
5. Ensure the chapters under his care operate within policies decided by the National Board and comply with National Board requirements.
6. Encourage the chapters to participate in regional, national and international events.

I. CHAPTER PRESIDENTS

Chapter Presidents are appointed by the National President on the recommendation of the Regional Director. They are the frontline, the vanguard of the Fellowship leading the chapters for the achievement of the FGBMFI mission statement. Their primary responsibility is to:

1. Provide spiritual and operational leadership to the chapter.
2. Upon due authorisation, represent the Regional Director in the chapter.
3. Plan for and organise the evangelistic thrust of the chapter including working with other chapters.
4. Assist the Group Coordinator in the setting up of new chapters.
5. Mentor the members of the chapter to develop them as leaders in the ministry.
6. Ensure the chapter operates within policies decided by the National Board and comply with National Office requirements.

J. FIELD REPRESENTATIVES-AT-LARGE

Field Representatives-at-Large are appointed by the National President in recognition of their previous contribution to the Fellowship. Although still active as members and participating in the ministry they are however not directly involved in any executive responsibility in the ministry. As such they do not hold any supervisory or administrative role. They are the representatives of the Fellowship in the field. Their primary responsibility is:

1. To make themselves available as resource persons to the Fellowship.
2. To be available as speakers at chapter meetings and evangelistic banquets.
3. To introduce others including pastors and speakers to the Fellowship.
4. To help the Group Coordinators identify and secure suitable locations for the starting of new chapters.
5. To support the ministry financially.

K. ADVISERS

In recognition of their long and faithful service to the Fellowship, retired members of the Council of Elders and other long serving national leaders may be honoured as Advisers by the Council of Elders on the recommendation of the National Board. The title does not confer any authority or responsibility in the Fellowship. As elder statesmen they are available for consultation as and when required and may be invited to attend

National Board and Council of Elders meetings and other events and functions.

L. PANEL OF MENTORS

Men of the Fellowship are called by God into the ministry. When a member of the National Board steps down or retires, he remains committed to and serves the ministry. With the approval of the National Board and with the member's consent he shall be emplaced on the Panel of Mentors for a renewable two-year term. The National Board may also invite long serving members no longer holding a leadership position to be placed on the Panel. Mentors are available to be appointed to serve where a mentoring relationship will be beneficial to the work of the ministry. The mentoring relationship may be with a person, a chapter, a group of chapters, a region, a project team or a committee. The party who can benefit from the mentoring relationship shall initiate the mentoring process by agreeing with the selected mentor on how the mentoring process is to work. Mentors do not have executive authority or responsibility in the Fellowship. They are the consultants in the Fellowship. Their wisdom, experience and spiritual maturity continue to benefit the work of the ministry and for the nurturing of the next generation.

M. FRIENDS OF THE FELLOWSHIP

Supporters and benefactors of the Fellowship on a consistent and significant basis may be recognized by the National Board as Friends of the Fellowship. Such friends do not have to be members but are appreciated and recognized for their support and partnership with the Fellowship.

PART IV

Financing Structure

PART IV: FINANCING STRUCTURE

A. FINANCIAL PRINCIPLES

1. FGBMFI, as a self-financing organisation, is financed through members' contribution and freewill contribution from well-wishers and supporters. FGBMFI does not solicit funding from the general public and does not engage in any commercial transaction to generate funding for the ministry at all levels: chapter, region and national. However, love gifts from well-wishers and supporters can be received with appreciation.

2. The budgeting for all events and functions aims to be self-financing; i.e., generating neither a surplus nor a deficit therefrom. Tickets are not sold but participants make a contribution to cover costs. Shortfalls are usually covered through voluntary giving from members and friends. Any unintended surpluses are treated as donations to the Fellowship.

3. Other than the employed administrative personnel, FGBMFI office bearers in pursuit of their calling and service to God's Kingdom are not paid or granted financial privileges. They are expected to cover their own ministry cost including travelling, hotel accommodation and other incidental expenses. A subsidy of RM5,000 or half of the economy class airfare, whichever is lower, may be granted when appointed by the National Board to represent the Fellowship at international events. The subsidy is limited to once in any calendar year. The National Board shall be the sole authority to determine if representation is necessary.

4. The National Board may set up a special fund to provide financial assistance to national directors for specific national projects. The assistance shall not exceed half of the cost incurred by a national director. An SOP approved by the National Board shall determine the utilisation of such special purpose funds.

5. The Fellowship and its members are encouraged to support the businesses and professions of its members. However, members are not to promote their products and services at Fellowship meetings, events or functions.

6. All office bearers are expected to contribute the same as other participants to attend Fellowship events or functions. They are not invited guests and are not to attend free-of-charge.

7. Love offerings are not to be collected by or for invited speakers, their ministries, churches or projects at any Fellowship events including chapter meetings, banquets and seminars.

8. The Fellowship being interdenominational is neutral to denominations, churches and ministries and shall not be a fund-raiser for any of them. However, the Fellowship may collaborate with them on specific project or event for a specific duration.

9. A member has the following financial responsibility:

    a. To pay the annual member's subscription as prescribed by the National Board.

    b. To contribute towards the annual chapter due and other financial needs of the chapter.

    c. As guided by the Holy Spirit to contribute towards the financial needs of his region and the National Office including the annual freewill love offering.

B. POSITION OF NATIONAL TREASURER

The National Treasurer being concurrently the Treasurer of the Berhad shall be responsible for the financial management of the Fellowship. National financial policies are approved by the National Board and endorsed by the Council of Elders.

C. FUNDING OF THE FELLOWSHIP

The funding of the Fellowship may be depicted as follows:

Chapter	Region	National Office
Members Contribution. Collection of Offerings. Well wishers gifts.	Annual members subs. Chapter dues. Annual pledges. Leaders contribution. Well wishers gifts.	Contribution from regions. Leaders contributions. Designated offerings. Well wishers gifts.
Lunch, refreshments. Love gift to speakers. Mementos to speakers. Rental of venue. Subsidies for members. Other expenses. Gift to the Region.	Contribution to Nat Office. Subsidy for regional events. Subsidies for regional members participation. Regional projects and events.	Maintenance of Nat Office including staff salaries. Voice and Flame. Subsidy for national projects and events.

D. CHAPTER FINANCES

1. Chapters are local committees set up under the Berhad's Constitution. They operate independently under the guidance and supervision of the Regional Director and the National Board and are financially independent. The Chapter Committee is responsible for setting up appropriate authority limits and approval procedures to provide for accountability and transparency.

2. Chapter operating expenses are financed through chapter members' freewill contribution.

E. REGIONAL FINANCES

1. The region is financially autonomous and may operate its finances within the constraints of and consistent with the national financial policies and Standard Operating Procedures approved by the National Board.

2. The region is the recipient of the following from the members in the region:
   - Annual chapter dues from the chapters,
   - Members annual subscription,
   - Members annual freewill love gift
   - Love gifts and donations from well-wishers.

3. The National Office maintains a separate bank account for each of the regions. Monies received by the region are deposited into the regional bank account.

4. All payments from a regional bank account are approved according to the authorisation limits prescribed by the National Financial Policies.

5. For expediencies, the bank signatories are drawn from members of the Council of Elders and the National Board as approved by the Berhad Board. This provides a final check on the validity of the payment.

6. The priority item of expense for the region is its agreed annual contribution to the National Office operating budget.

7. Subject to the limitations issued by the National Treasurer as approved by the National Board, the Regional Board has discretion on the use of the surplus funds. Surpluses may be used to finance regional evangelistic activities, to provide subsidies where needed for the Annual Members Conference and other regional and national events. Regional funds may not be donated to churches or other ministries or to subsidise members' attendance at seminars, conferences or events organised by outside parties.

8. Regional evangelistic and ministry activities are self-financing. Regional projects and events with a budget exceeding RM50,000 in total must be approved by the National Board even if it is self-financing.

9. Contributions for an event or activity are to be deposited into the regional bank account. Expenses are paid from the regional bank account after approval by the Regional Director.

10. The annual regional accounts duly signed by the Regional Director, and the National Treasurer are available to be emailed to all members in the region.

11. The regions accounts are consolidated into the Berhad's accounts.

F. NATIONAL OFFICE FINANCES

1. The main source of National Office financing is the agreed annual contribution from the regions based on the budgeted expenses for the year.

The operating budget of the National Office for the following year is approved by the National Board and the contribution from each region agreed. As and when a region has enough funds in its bank account, the agreed contribution will be transferred to the National Office bank account with the consent of the Regional Director and Regional Treasurer. As all members' contributions are credited to the region, the National Office does not receive funding directly from the members other than specific love gifts and donations from members and from well-wishers and supporters.

2. In formulating the annual operating budget there is no provision for the financing of regional events and activities. All national events shall be self-financing which may include financing from sponsors and members of the Fellowship. However, funds may arise from donations and contributions made directly to the National Office and other unintended surpluses. These funds may be used to finance deficit in national events,

3. National events are organised and approved by the National Board. It may be done in collaboration with churches and other ministries. A national event must have nationwide characteristics. Although it may be held in a region, participation is not localised but national. All regions can be expected to participate in the event. The organising of the event shall be managed by an Organising Committee under a chairman nominated by the National President and appointed by the National Board. The National President shall have oversight over the event. Progress and developments are reported to the National Board. On-line events with national and sometimes with international participation are not national events unless approved by the National Board. The regions are not to organise national events without the approval of the National Board.

4. The budget for the event is prepared on a self-financing basis by the chairman of the organising committee and approved by the National Board. No surplus or deficit is budgeted for. The contribution and other income for the event is credited to and specifically identified for that event in the National Office bank account. An event with a substantial budget which requires funds to be raised, may have a Trust Account with its own Term Sheet. Payments are made to third parties for the event out of this Trust Account. On completion, an event account is prepared by the chairman and the event treasurer, audited by the National Treasurer and presented to the National Board for approval.

5. All bank accounts are maintained by the National Office.
   Approval limits:
   For national office commitments or purchase orders:

1. Up to RM5,000 – National President.
2. Up to RM10,000 – National President and National Treasurer.
3. Above RM10,000 – Exco or National Board.

It is not permissible to split a commitment or purchase order into more than one to avoid the above authority limits.

Bank Signatories:

1. Up to RM10,000 – Any two of the appointed signatories.
2. Above RM10,000 – Any two appointed signatories one of whom shall be a signatory appointed from the Council of Elders.
3. Trust Account - One signatory appointed from the National Board and one appointed from the Council of Elders.

6. The statutory accounts of the Berhad are a consolidation of the accounts of the National Office and the regions. The statutory accounts are audited by licensed auditors and are filed with the relevant authorities. Chapter members may view the Berhad accounts at the National Office or from the FGBMFI Malaysia website.

G. TRUST ACCOUNT

FGBMF Berhad's Constitution provides for the Berhad to act as a trustee. As trustee the Berhad may collect funds from various sources to finance a specific project or event. The funds collected do not accrue to the Fellowship, unless specifically designated as an endowment for the Fellowship. Instead, it is for the benefit of a designated fund for the project or event.

A specific designated fund under the Trust Account provides the following:

1. The governance processes for the management of donations received on behalf of the designated fund.
2. Donors with the assurance that their donations are used only for the designated purposes.
3. Proper accounting to the IRB for such donations.

H. FUND TERM SHEET

The terms and conditions of a designated fund are in a Term Sheet approved by the National Board. The Term Sheet spells out in detail the purpose and operating parameters of the Fund including the following:

1. Objective of the Fund – must be consistent with the Berhad's Constitution. It can be for a single event, e.g., Philip Mantofa Rally or a series of similar events e.g., PPK Camps. It should not be an omnibus general fund to which donors would not know what they are actually supporting.
2. Restrictions, if any, – activities not eligible to draw from the fund.
3. Duration or life-span – the expected time-frame for completion of the event or series of events.
4. FGBMFI's commitment – to the recipient of the funding in term of duration, e.g., for two years and/or the amount, e.g., RM300,000.
5. Authority limits for approving each activity, project or event within an approved designated Trust Fund:
   a. Up to RM10,000 in total – National President singly.
   b. Up to RM25,000 – National President with National Secretary or National Treasurer.
   c. Above RM25,000 – National Board.
6. FGBMFI undertaking:
   1. A declaration that the contributions will only be used for the stated purpose.
   2. That any incidental surplus will be reassigned to another designated fund with similar objectives.

Administration

1. A special Trust Account receipt will be issued to the donor. The receipt will specify, "for the _____Fund as per the Fund Term Sheet".
2. Upon request, the designated fund Term Sheet and the Berhad's Declaration of Trust will be given to the donor.
3. Each designated fund will be segregated within the Trust Account in our accounting records and reported to the National Board.
4. Approval of payments from the Trust Account and the bank signatories are as approved by the Berhad Board for all bank accounts.
5. The balances in the Trust Account will be reflected in the audited accounts as designated Trust funds.

PART V

Chapter Membership

PART V: CHAPTER MEMBERSHIP

A. ATTRIBUTES OF A CHAPTER MEMBER

1. A born-again Christian who has been baptised in the Holy Spirit, or seeking to be baptised in the Holy Spirit.
2. Has a burden to lead men to Christ.
3. A member in good standing of a local church and who supports the church with his time, talents and treasures.
4. Has a desire to serve in the body of Christ in an effective and important ministry.
5. Attends chapter meetings regularly.
6. Invites unsaved people to chapter meetings, banquets and events.
7. Prays regularly for chapter officers and members and for officers at the national, regional and local level.
8. Prays for banquet/outreach meetings and speakers with fasting, if led to do so.
9. Is prepared to minister in the power of the Holy Spirit to those with needs such as salvation, baptism in the Holy Spirit, healing and deliverance.
10. Financially supports chapter activities and FGBMFI Ministry.

B. BENEFITS OF CHAPTER MEMBERSHIP

The primary benefit of being a member of an FGBMFI chapter is the privilege of participating in a dynamic, worldwide Christian ministry. If a chapter is to have any significant impact on the community, every man who attends should be encouraged to become a member. By doing so, he will experience real involvement and commitment to the chapter.

Other benefits enjoyed by chapter members are:

- Meaningful fellowship in a caring circle of friends.
- Growing spiritually through associating with spiritually successful men.
- Receive opportunity to discover and develop spiritual gifts.
- Receive training for effective leadership.
- Opportunities to invite unsaved friends and associates by bringing them to meetings in the marketplace.
- The privilege of being a part of a global ministry that transcends denominational, national, cultural and racial barriers.
- The possibility of sharing personal testimony for Jesus Christ in the local chapter and at regional and national camps, conventions and banquets.

- To grow in spiritual maturity from the discipleship, spiritual development and other life enrichment programmes.
- To network and fellowship with Christian men in the marketplace.

C. APPLICATION FOR CHAPTER MEMBERSHIP

Acceptance into membership of a chapter is subject to the following:

1. Acceptance of Statement of Faith

The acceptance of the ten doctrinal points stated in the Statement of Faith is essential for chapter membership. Christians who do not accept all these doctrinal points are still welcome at fellowship gatherings, but will not be involved in conducting chapter activities and are ineligible for membership.

2. Age

Chapter membership is spiritual and shall be opened by application to any person not below eighteen years of age who accepts the Statement of Faith.

3. Support of Application By Members

Every person applying for membership to the chapter shall be proposed by a member and seconded by another member.

Members are entitled to participate in the chapter's business meetings and to be appointed as chapter officers provided their annual member's subscriptions are not in arrears.

Full-time paid pastors are eligible for chapter membership but are not eligible to hold office.

4. Right to Accept or Reject Application

A chapter shall have full discretion to accept or reject any application or to exclude or refuse to admit any application to chapter membership without assigning any reason whatsoever.

5. Resignation/Termination of Membership

A chapter member may, at any time, cease to be a member by notifying the National Secretary in writing to that effect or shall cease to be a chapter member if his annual membership contribution is, at any time, twelve months in arrears.

The National Board on the recommendation of the National President or Regional Director may, at its discretion, and without assigning any reason whatsoever, remove any member from membership. At the discretion of the Board, such a member, before being removed from

membership, may be given notice of such an intention and be given an opportunity to be heard, if he so wishes.

Membership shall temporarily be suspended on the occurrence of the following:

a. Bankruptcy proceeding is initiated against a member.
b. A member is charged with a criminal offence.

Membership, including that of national leaders, may also be terminated by the Council of Elders on the recommendation of the National Board in the following circumstances:

a. When a member is no longer a Christian and no longer attends a local church.
b. When a member no longer accepts the Statement of Faith, the Vision and the Mission Statements of the Fellowship.
c. When a member is declared a bankrupt. However, he may reapply for membership upon his discharge.
d. When he is convicted of a criminal offence.
e. When a member brings gross disrepute or disgrace to the Fellowship.
f. When a serious moral sin is proven against a member, e.g., having an extramarital relationship.

6. **Annual Membership Subscription**
The annual subscription for chapter membership shall be determined by the National Board from time to time. Life membership is available upon a one-time payment as determined by the National Board.

D. FGB LADIES OF THE FELLOWSHIP (LoF)

FGBMFI was established under the anointing of the Holy Spirit as a men's ministry. Therefore, to remain true to the God-given Vision, women are not eligible for membership in the Fellowship. However, it is recognized that women have contributed much to the development and the sustaining of the Fellowship through the years. We welcome and appreciate the involvement of women in the ministry as FGB Ladies of the Fellowship.

FGB LoF can participate in all FGBMFI public events and activities as well as chapter meetings where the Chapter President has so determined.

They can also be members of a committee established for a specific purpose, project or event. Such Committees may be formed to undertake a project in a chapter, a town or city, for a region or in support of a major event such as a national convention.

FGB LoF are officially recognized where such a committee exists. They are not members of the Fellowship but members of the Committee under the purview of an FGBMFI National Director. When the Committee ceases to exist for whatsoever reason, membership in the Committee will also be automatically terminated.

Wives of members are strongly encouraged to be involved in the FGB LoF ministry in support of their husbands.

Whenever appropriate our families should be invited to attend our events and functions. Wives are to be recognised and honoured on such occasions.

Wives may also be recruited to help out at such events and functions. This will help them identify with our ministry.

PART VI

Operation of An FGBMFI Chapter

PART VI: OPERATION OF AN FGBMFI CHAPTER

A. COMMISSION OF A CHAPTER

1. FBGMFI transcends national, denominational, racial and cultural barriers. Men of local chapters have the unique opportunity to reach other men who are not touched by the current methods of evangelism, particularly through the church.

2. The Fellowship can attract men of similar social, cultural or business interests to the meetings as they are more likely to attend a meeting at a neutral venue such as an office or restaurant rather than at a church.

3. FGBMFI is, by its very nature and dedication, a recruiter for the church. The Fellowship` does not operate as a church and FGBMFI harvests those who want to accept Jesus Christ in the meetings and sends the new believers to the churches who will nurture them. FGBMFI and the local churches work hand-in-hand with the common objective of winning souls to Jesus Christ. With this objective, FGBMFI has always supported the churches and encourages its members to be active in their local churches.

4. FGBMFI therefore complements rather than competes with the local churches. Christian men through their association with FGBMFI have been stirred to greater dedication and service for their own churches.

5. At the local level, the FGBMFI chapters are the backbone of the Fellowship. It is at chapter meetings that:

   - People share their testimonies of what God has done in their lives.
   - Lives are touched as the claims are presented in oral and written testimonies.
   - The meetings are in a loving spirit of Christian fellowship.

6. A chapter meeting should not duplicate a church service or a passive speaker-hearer type of meeting but should be one where everyone feels comfortable and very much welcome. It must attract unsaved men who would otherwise not be interested in attending a church meeting and it should be conducted in such a manner so as to appeal to people from all walks of life.

B. OBJECTIVE OF A CHAPTER

FGBMFI's three-fold objectives are:

1. To reach men everywhere for Jesus Christ especially through believers who can relate much more easily with their peers of similar social, cultural or business standings.

2. To provide a basis of fellowship among all people everywhere by creating a fellowship not associated directly with any church but co-operating with denominations and inspiring its members to be active in their respective churches.

3. To bring about a greater measure of unity and harmony in the body of Christ, where members are united in a common effort for the good of the whole body and for the body to function at its greatest spiritual efficiency with each member of the body coming into fellowship and submission to the head - the Lord Jesus Christ.

C. CHARTERING A NEW CHAPTER

1. As God places a burden on you to be part of the Fellowship's vision and mission, gather one or more born-again Christian men to join in prayer for the establishment of a new chapter in your community. The prayer group should meet regularly, preferably weekly, with the involvement of an existing FGBMFI leader seeking the Lord's will for the establishment of the new chapter.

2. Upon confirmation from the Lord the prayer group shall form a pro-tem committee of at least five men from three different churches for the establishment and chartering of the chapter. A suitable meeting place must be available before formal application can be made to the National Office.

3. An application in the prescribed form and the charter agreement shall be submitted to the Regional Director. Upon his approval the application will be forwarded to the National Office for processing. The National Board may grant or refuse the application without assigning any reason whatsoever.

4. Upon approval, the pro-tem committee together with the designated group coordinator or regional director shall arrange for the official inauguration of the chapter. The inauguration shall be conducted by the

Regional Director. Other national leaders are encouraged to support the inauguration.

5. At the inauguration the chapter committee shall be appointed. Each member of the committee shall be required to make a pledge of commitment to the Fellowship. A chapter banner shall be presented to the chapter for use at all chapter events and functions.

6. The FGBMFI National Board is fully empowered after due investigation as it may deem fit, to revoke the charter of any chapter for any cause, without assigning any reason thereof. In taking any such action the National Board shall proceed with all due fairness, meekness and love, in the spirit of exhortation of the Holy Spirit through the Apostle Paul in Galatians 6:1, which shall characterise all other proceedings which are of a disciplinary nature.

7. Should a chapter cease to have a viable committee of at least five members from three different churches, the chapter shall be reclassified as a Prayer Group and its charter as a chapter suspended until such time a viable committee can be constituted.

D. RESPONSIBILITIES OF CHAPTER OFFICERS

1. The chapters are not just the roots and foundation of FGBMFI, they are the branches of the Fellowship. Chapters are the work units of FGBMFI and as such form the main thrust for the realisation of FGBMFI's vision and mission.

2. The success of each chapter is in direct proportion to the willingness of its leadership to follow the direction of the Holy Spirit in every decision.

3. All members are given the opportunity to serve in leadership positions as chapter officers. The leaders are vital not only to the survival, continued growth and health of each chapter but also to the lives of those around them.

4. The chapters must pray seriously about the men who are to be entrusted with positions of leadership. Chapter officers must be of good reputation, full of the Holy Spirit and wisdom. Chapter officers are appointed through consultation between the group coordinator, the incumbent chapter president and other chapter committee members. The Holy Spirit shall guide each member in his willingness to serve in the chapter for the fulfilment of the Vision and the mission.

a. Chapter President

The president has overall responsibility for all chapter activities, usually serving as chairman for all chapter meetings but delegates to other officers and members responsibilities for certain specific activities.

The president:

- Conducts the monthly business meeting for the officers and committee.
- Is responsible for the spiritual well-being of the chapter.
- Approves all speakers and musicians and all those giving testimonies.
- Approves all advertising and promotion for all chapter meetings and special chapter programmes.
- Acts as a liaison with the National Board members, Regional Directors, Group Coordinators, Field Representatives-at-large and the FGBMFI National Office.

b. Chapter Vice President

He must be capable of handling chapter meetings if the president is absent. He should perform whatever duties delegated to him by the president, such as assisting in the selection and hosting of speakers.

Some chapters have more than one vice-president. In a large chapter, this allows responsibilities to be delegated more effectively and makes use of leadership talent that otherwise would go unused.

c. Chapter Secretary

He should take notes during meeting, keep records, send out announcements and keep the mailing list current. He is responsible for keeping chapter members informed of future meetings and other matters of mutual interest.

The chapter secretary not only maintains and uses the mailing list but he also guards it. Chapters never sell or lend mailing lists to any other person, group or organisation.

d. Chapter Treasurer

He must keep up-to-date records of the finances of the chapter. The financial year of the chapter shall be from 1st January to 31st December each year.

The accounts shall be audited by an internal auditor appointed by the chapter committee. The audited accounts of the chapter shall be forwarded to the National Office by 31st March each year.

However, when the chapter holds seminars or conventions, the accounts of each event shall be audited by an internal auditor as appointed by the committee.

e. Other Chapter Committee Members

The Chapter President shall ensure that each member has a meaningful role in the chapter. He may appoint as many to the Chapter Committee as he deems necessary. Such committee members may be assigned specific role in the Chapter or be given ad hoc responsibilities as and when required. These various responsibilities may include worship, publicity, membership, hospitality, prayer and counselling.

E. CHAPTER MEETINGS

Although a certain format for chapter meetings have become the norm this was never the intention or desire of the National Board. Each chapter under the anointing and guidance of the Holy Spirit shall develop its own meeting format for the fulfilment of the Vision and Mission. The Holy Spirit had told Demos that although a centralised organisation can facilitate for us *"to come together on occasion to inspire and encourage each other and to light a fire bright enough for many to see. But for your day-in, year-out work, I want you small, local, sensitive to Me. I do not want uniformity. I will never come to two men or two places in just the same way. Give Me outlets for My infinite variety."*

Therefore, although Chapter meetings are most commonly held on a weekly basis at the lunch hour of a working day, chapters are at liberty to choose the frequency, the time and format for their meetings depending on local needs and convenience. There is no standard format. Invite the Holy Spirit to guide the chapter on these matters always bearing in mind the Vision and Mission of the Fellowship.

All chapter meetings can be and are expected to be evangelistic, i.e., non-believers attending are given the opportunity to receive Jesus into their lives. There are basically five types of chapter meetings:

Regular Chapter Meetings:

- Chapter Fellowship Meetings
- Chapter Prayer Meetings
- Chapter Committee Meetings

Evangelistic Outreach Meetings:

- Chapter Fishing Meetings
- Chapter Outreach Meetings

1. Chapter Fellowship Meetings

The regular, usually weekly, chapter fellowship meeting is the mainstay of the Fellowship. These meetings are evangelistic as friends and associates are invited not only to enjoy the fellowship but also to be ministered to and prayed for.

These meeting are regular and held at the same venue such that friends, associates and visitors are assured that there will be a meeting except for public holidays.

The meeting does not take on the pattern of the usual church service.

These meetings must not focus only on fellowship among believer but new visitors can feel most welcome.

The meetings are not held at church facilities but at a neutral place where everyone can relax and enjoy himself in which anyone from any religious background would be comfortable.

Some chapters welcome ladies at their fellowship meetings. The majority of chapters are men only meetings. Although FGBMFI is a men's ministry the chapter leadership shall have the discretion to decide if ladies would be welcome at their fellowship meetings. However, women are not members of the chapter.

Fellowship meetings may also be used for training, discipleship and mentoring.

2. Chapter Prayer Meetings

Prayer is the single most important activity to under-gird all other meetings, events and projects. Without prayer, seeking guidance and direction of the Holy Spirit, all our effort shall lack spiritual empowerment.

Some chapters have set aside a separate meeting for prayer; either on a separate day or just before the chapter fellowship meeting. Chapters are strongly urged to have more prayer meetings, at least once a week.

Chapter Prayer Meetings are for men only. This is especially critical if the Chapter Fellowship Meetings have ladies. The men of the chapter need to have their own time and space to pray over and minister to each other. Non-members and non-believers may be invited to Chapter Prayer Meetings which can also be evangelistic.

3. Chapter Committee Meetings

The chapter committee should meet regularly, usually monthly, to review the state of the chapter including its obedience to the Vision and Mission and its finances. It is also used for fellowship among the committee members and for planning events and activities.

4. Chapter Fishing Meetings

Chapter Fishing Meetings are designed specifically for evangelism. These are non-threatening non-religious meeting at which non-believers are specially invited to share a meal together and to listen to some real-life testimonies. A typical fishing meeting will have the following elements:

- To maintain a non-religious tone, praise and worship may be done before the arrival of non-believing guests.
- There shall be no religious messages or sermons.
- After the invited guests have arrived and registered, the meal starts with a prayer of thanks for the food.
- During mealtime up to three real-life testimonies will be shared by appointed FGBMFI members.
- Altar call will be made giving the guests an opportunity to receive Jesus Christ into their lives. No hard selling or pushing or pressure is to be exerted on the guests.
- Everyone will be asked to write down prayer needs on a piece of note paper, folded and collected by the chairman.
- The meeting will pray over the prayer needs. After prayer the notes will be destroyed.
- Guests are encouraged to come back for the next meeting and to testify when God answers their prayers. They are also encouraged to attend other chapter meetings.
- Guests are usually invited, i.e., they do not pay for the meal. Their cost shall be borne by the chapter. Only chapter members and Christians have to pay. Should the chapter need subsidy, the guests' cost may be reimbursed through their respective regional fund. Should the region not be able to provide financial support for these fishing meetings reimbursement may be made against the National Office subject to its terms and conditions.
- The meeting must end on time, usually one hour. Those needing prayer may stay behind to be ministered to by the FGBMFI members.
- The main purpose of the fishing meetings is to impart the love of Jesus to the guests, praying for their needs and inviting them to receive Jesus Christ into their lives.

Chapters are strongly encouraged to have more of these fishing meetings to fulfil the main thrust of our Mission Statement. These meetings may be made part of the regular meeting schedule. For example, a chapter may decide that out of every four weeks there shall be two fellowship meetings, one prayer meeting and one fishing meeting.

5. Chapter Outreach Meetings

Evangelistic banquets, concerts, CEO banquets, rallies, crusades etc., shall be part of the chapter's annual programme. These are in addition to the regular chapter meeting schedule. These are special evangelistic events undertaken by a single chapter or a group of chapters or a region. Joint projects are encouraged as they promote fellowship and camaraderie among the members. The combining of available resources would lessen the burden on any one chapter.

Besides such chapter outreach effort, members are also encouraged to join a Fire Team or an Evangelism Task Force to take the Gospel directly to the marketplace and the community.

F. SELECTION OF A MEETING PLACE

It is vital that a chapter meets at a neutral place where everyone can relax and enjoy himself. A chapter's meeting place must be one in which anyone from any religious background would be comfortable. In choosing a location, always consider the availability of public parking and easy accessibility to public transportation.

Recommended:

- Hotel
- Club house
- Restaurant
- Office
- Shops

Not recommended:

1. Church facilities: If possible do not meet in a church. It can create problems for the chapter because some guests may be uncomfortable in a church setting or not interested in "just another church meeting".

G. SPEAKERS FOR CHAPTER MEETINGS

1. Who May Speak

Preferably laymen (businessmen, professionals, tradesmen, etc.). If full-time ministers are present, they could be invited to give their testimonies. The ratio for laymen/ministers as speakers should be four to one. This is a laymen's organisation and businessmen can better relate to other businessmen. Other than for special evangelistic banquets, women are usually not to be invited as speakers. However, the wife of the speaker can share her testimony especially in support of her husband's testimony and help in ministering during the meetings.

2. Sources for Speakers

Know a speaker's background before issuing an invitation. Beware of controversial speakers. In doubt, check with the National Office.

a. Rosters of regional speakers. Check with the National Office.
b. Conventions
c. Presidents of the chapters, Group coordinators, Field Representatives-at-large and National Directors

3. When Inviting a Speaker

a. Provide him with the date, time and place of meeting.
b. Reconfirm the engagement a few days before the meeting.
c. Request photograph and bio-data for publicity use where necessary.
d. If you have an out-of-town speaker, try to meet him on his arrival. If that is not possible, provide him with information on the best transportation to the venue of the meeting.
e. Be a good host and do not let him feel neglected.
f. Be positive and do not burden him with your personal or chapter troubles.
g. If he stays at your house, give him privacy to study, pray and rest.
h. Assist with further arrangements if he is staying over for meetings in the area.

4. Speaker's Remuneration

a. An honorarium is suggested for a speaker who is a pastor, minister or full-time worker. It is the chapter that determines the honorarium, not the speaker. The amount should be determined by the number of times he will minister and the

distance travelled. In addition, all his expenses including travel, lodging, meals should be paid for. Speakers, other than a pastor, a minister or a full-time worker, or guest speakers from other chapters should be given a small memento as a token of appreciation.

b. No speaker is authorised by FGBMFI to take a love offering for himself or any ministry. This must be made known to the speaker with the invitation. The chairman of the meeting and the Chapter President is responsible to ensure that this rule is not ignored by the speaker. Similarly, they must not take a love offering on behalf of the speaker. No speaker should be given the names of the FGBMFI membership to build his own mailing list.

5. Focus Of Message

FGBMFI's objective is always to lift up the Lord Jesus Christ and to glorify God. The chapter should advise the speaker of the following:

a. That he is addressing men who do not know the Lord Jesus Christ as their Savior and that his testimony should be given in a manner that can be related to by both believers and non-believers.

That he should share the Word in order to help his listeners grow and mature in faith and be effective instruments of God.

b. That he should not speak negatively about churches, denominations, individuals, political parties, other faiths, sects, other races or any other subject that might offend. Remarks about churches, denominations and individuals must be edifying and complimentary.

c. That he should not major in subjects such as magic, demons, submission, discipleship, covering, or place particular emphasis on any subject. He should avoid doctrinal controversy.

d. That he should stay within the allocated time limit in order to maintain audience interest.

Note:
The chairman of the meeting and speaker must agree beforehand on who should be responsible for the altar call and the time of ministry and prayer. A call for personal commitment to Jesus Christ is vital at every meeting.

Every speaker needs prayer support before, during and after he shares. Train your members to consider this as an important part of their personal ministry.

H. CHAPTER PUBLICITY

Well-planned publicity for your chapter and chapter meetings is vital for your ministry as it can result in a good harvest of souls. Choose carefully whatever publicity means you use for this purpose.

1. **Preparations**
   All officers and committee members should be present 30 to 60 minutes before the chapter meeting starts with all related arrangements checked and relevant materials in place.

2. **Welcome Committee**
   All members should function as hosts and ushers. Members of the Fellowship are not guests at our meetings and functions and must not behave as such.

3. **Start On Time, End On Time**
   Punctuality is extremely important. If you start late, you will end late. This can be inconvenient for attendees and could also cause attention fatigue and discourage future attendance.

4. **Announcements**
   Announcements could be made. Do not announce or sponsor any person or organisation. If the chapter sponsors or announces any other causes, it will lose sight of its original purpose and may bore people. Concentrate on activities pertaining exclusively to FGBMFI.

   Examples of acceptable announcements:
   - Speaker for next chapter meeting
   - Introduction of the speaker for the meeting and any other special guests present
   - Explain the purpose of FGBMFI and worldwide outreach
   - Have each guest fills welcome card and explain this will put the guest on the mailing list

   Note: The taking of offering is not encouraged and if there is a need to, explain to the attendees that guests and non-believers need not feel compelled to give unless they wish to do so.

5. **Taking of Offerings**
   The taking of offerings at public evangelistic events is strictly forbidden. It is unacceptable to ask for an offering from pre-believers who have been invited to the function.

6. **Worship**
   For evangelistic events the worship should be short, simple and sweet. Pre-believers are not well disposed to stand and sing along with the Christians songs they do not understand or appreciate. The worship leader must come prepared with appropriate songs. The singing should flow in the Spirit and not forced. There should be minimum talk from the worship leader as the worship should be focused on the Lord Jesus Christ. Keeping in mind that there are different denominations present, a variety of worship methods should be employed. Ensure that nothing will offend or discourage first-timers from returning.

   Special numbers, if any, are still part of the worship. It is not entertainment. The number of songs and length of time for this part of the programme should be agreed upon before the meeting.

7. **Testimonies**
   Those selected to give their testimonies should be introduced by their full name, occupation and where they live. If a testimony exceeds the time allocated, the chairman of the meeting should gently bring the testimony to a close. (Please refer to Part VIII)

8. **Speakers**
   Give only a brief introduction to the speaker as most of the attendees would have known of his background from the pre-meeting publicity. About 30 minutes is usually enough time for speaking. For best results, avoid drawn-out meetings.

9. **Ministry and Altar Call**
   A time of ministry is the goal of every meeting. The chairman of the meeting should inquire of the speaker before the meeting if the latter is going to have an altar call and whether he will lead the ministry. If not, the responsibility will fall on the chairman.

   At the end of the testimony or teaching, the speaker should present a salvation invitation. If he does not, the chairman or an officer in charge should be prepared to do so.

The ministry should be directed to other needs like prayer for healing, prayer for baptism of the Holy Spirit, etc. Invite qualified men to pray with the people. The Chapter President must be certain that his officers and counsellors are trained to minister and counsel people in salvation, baptism of the Holy Spirit, healing, etc.

The people who receive the ministry should fill up decision cards so that their names are placed in the mailing list for follow-up.

Note: The chapter meetings will be successful only if we let the Holy Spirit move and direct every part of the programme.

10. General Guidelines in Meetings and Conduct

The following 6 principles are to be observed:

a. Nearly all of our members are from the marketplace and our functions are attended by people in various types of businesses. The promotion of products and services at our meetings and functions is strictly prohibited.

b. In line with the policy of complete neutrality – so as to bring a greater unity among all people in the body of Christ we do not promote any other ministry or church at our meetings (physical or virtual). Their promotional and other material should not be distributed to those attending our meetings.

c. It must also be stressed that members should not do anything that contravenes the law of the country or to use the FGBMFI ministry to canvass for any political party or to solicit support of their business or recruit members for their business and investment schemes during the FGBMFI functions other than to fulfil the vision and mission of the FGBMFI.

d. In the conduct of their legitimate business and profession, the National Board would like to remind all members not to involve the FGBMFI name or constituency in the promotion of their products, businesses and profession.

e. The general rule of *caveat emptor* applies to all who are entering into any investment, business dealings or partnership with members of the Fellowship. Proverbs 11:14 and 15:22 about the multitude of counsellors for safety and the establishment of the matter are to be applied and encouraged among members who are contemplating such involvement. Officially, FGBMFI will not intervene or interfere or mediate in

any dispute of a commercial or personal nature between members.

f. The guiding principle is that in their conduct of all their affairs, members should not involve the FGBMFI in any controversy or to discredit the Ministry in any way. Where doubts exist, submission to leadership's counsel and to each other for the good of the Ministry is to be desired and followed.

11. Other Chapter Activities

a. Chapters are encouraged to have regular prayer meetings in the chapter and fellowship with other chapters at committee or member's level. These meetings may take the form of outreach meetings or holidays so that interaction can lead to stronger bonding one with another at member or chapter level.

b. FGBMFI men are encouraged to participate and help in Ministries reflecting the Great Commission and evangelistic efforts of other Christian bodies. The level of participation is at the personal level and should not involve chapter sponsorship until the advice and consent of the National Board is sought and obtained. The Group Coordinator will be able to seek such confirmation before commitment by the FGBMFI at regional or chapter level.

c. When invited to participate in events organised by other bodies, advice and consent should be sought from the National Board before committing the FGBMFI even at chapter level. The National Board can advise on the form and level of participation so as to avoid confusion with the public.

12. FGBMFI Logo and Publications

a. The logo is the registered trade mark of FGBMF Bhd. All chartered chapters may freely use the logo in its flyers, literatures, announcements and call cards to promote the Fellowship and its ministry.

b. However, the logo shall not be used in commercial products for personal gain without the written approval of the National Board which may allow such usage with conditions imposed for specific request on ad hoc basis. Similarly, the banner of the chapter is not to be used by bodies organising events which are not FGBMFI functions. If a chapter participates and displays its banner in non-FGBMFI activities organised by churches or other Christian groups, written approval from the National Board is required.

c. The FGBMFI logo, name of the designation of the member in the Fellowship may not be used in his personal or business cards. An FGBMFI business card for the member must follow the standard template and design that has been approved by the National Board.

d. The FGBMFI Malaysia publishes the Flame and the Voice. These are given free to members who are currently registered with the National Office through their chapters. Articles can be reproduced freely to promote the Fellowship only and additional copies can be purchased for distribution to secure the Vision and Mission of FGBMFI during banquets and FGBMFI outreach meetings.

13. Social Media Groups

a. A social media group e.g. WhatsApp, WeChat, Viber, Messenger, Skype, etc., using “FGB” or “FGBMFI” (or their Chinese, Tamil or Bahasa Malaysia equivalent) must be authorised and administered by an FGBMFI leader at the appropriate level in the organisation. A FGBMFI member shall not be a member of an unauthorised WhatsApp group with “FGB” or “FGBMFI” in its name.

b. Members of a social media group for a chapter must be members or regular visitors of that chapter. The group administrator shall be the chapter president or a person authorised by him. Similarly, a social media group for a region shall be administered by the regional director or a person authorised by him.

c. A social media group may be formed by the chairman of a committee or a task force established by the National Board, the Exco, a Regional Board, the National President, a Regional Director or a National Director, to organise an event or undertake a project. The administrator of such a group shall be the chairman or a person authorised by him. Members of such social media group shall be members of the committee or task force or members of the FGBMFI leadership whom the chairman wishes to include in the group.

d. The purpose of all FGBMFI social media groups is to keep all relevant members informed, encouraged and motivated. Therefore, postings must be relevant to the purpose and activities of the group. Discussion on politics, other religions or any other controversial topic including doctrinal debates shall not be posted and shall be removed by administrator.

e. Promotion of any other ministry or a church and its activities in FGBMFI social media groups are prohibited.

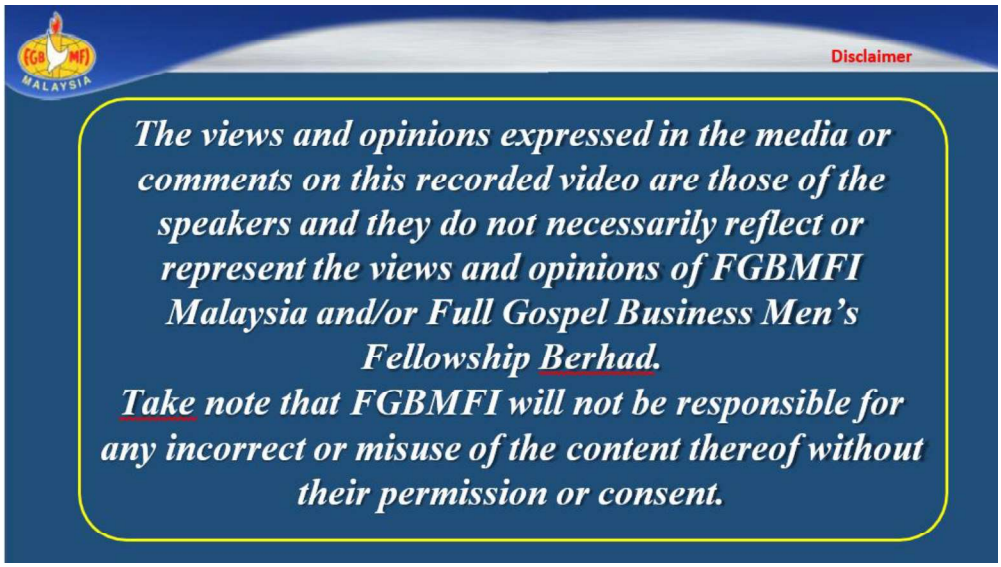
14. Virtual Meetings

a. Virtual meetings/events conducted in lieu of physical meetings require chapter presidents to observe strictly SOPs released by the Board.

b. Recordings of speakers at such events are allowed subject to the speakers' consent but all hosts are required to add our disclaimer clause before recording starts.

c. Distribution of such recordings are to FGBMFI members only.

d. Disclaimer:



PART VII

Code of Conduct for Boards and Committees

PART VII: CODE OF CONDUCT FOR BOARDS AND COMMITTEES

The purpose of this code is to help ensure:

- That each of the National Board, Executive Committee, Regional Boards, Chapter Committees and ad hoc committees is united as one; in one spirit, with one voice, driven by one mission to fulfill the purpose as assigned by the Lord for that board or committee.

- That all policies, procedures and practices established through the proper authority are consistently applied throughout the organisation.

GUIDING PRINCIPLES

1. **Principle of Collective Responsibility**

   Decisions made by the board or committee are collective decisions binding on each and every member of the board or committee. We cannot deny or disown the decisions to others. We must act in full accord to the decisions. In the process of making the decisions we may individually have differing opinions but once a decision is made those opinions are to be discarded.

2. **Principle of Delegated Authority**

   The Regional Directors have the authority and responsibility to convey and implement Board decisions in their respective region. The Regional Boards, Chapter Committees and ad hoc committees operates under the delegated authority from the National Board and are therefore responsible to the National Board for its decisions and actions.

3. **Principle of Participatory Deliberation**

   Decisions made by the board or committee must be guided by the Holy Spirit and undergirded with prayer and adequate deliberation. Wherever possible, papers will be presented to allow for due and careful deliberation. It is preferable for a decision to be deferred than to rush into it in haste on our own judgment. All members of the board or committee are expected to take on personal responsibility for each decision, to pray over it, to discern the leading of the Holy Spirit and to apply all due diligence to the decision.

4. **Principle of Consensus**

We shall deliberate and discuss until a consensus is reached. The Holy Spirit is one and we shall endeavour not to have a split decision. However, should a vote be necessary to settle an issue it shall be decided either by a show of hands or by secret ballot when so requested by any member at the meeting. The decision shall be by simple majority or as specified in this Handbook. The resultant decision announced by the chairman of the meeting and so recorded and shall be final and binding on all members.

5. **Principle of Submission**

Once a decision is made, we shall submit to it regardless of our personal preference. The decision becomes our personal decision and we shall act and behave in submission to it.

6. **Principle of Leadership by Example**

All board and committee members must be fully conversant with the policies of the organisation. If we do not follow, we cannot expect others to follow. We must set the example. If in doubt please consult the National Secretary or write to the National Office.

7. **Principle of Servant Leadership**

As leaders in the Fellowship, we are to be the greatest servants of all. We are to serve each other on the board and committee as well as others in the ministry with all diligence, care and concern. Strengthen each other and be supportive in words and in deeds. The organisational structure does not reflect the importance of positions but instead convey the degree of active and positive servanthood of the positions.

8. **Principle of Iron Sharpen Iron**

We are accountable to each other. We grant to each other the liberty and the responsibility to be frank, direct and bold in helping one another mature in the Lord. We shall advise, counsel, correct and rebuke each other in love and gentleness and with integrity and sincerity of heart; always respecting one another. A variety of views and opinions is good. It leads to better discussion and enhances creativity. But it shall not be allowed to be a source of contention among us. The evil one will not be allowed to drive a wedge in between us. When we have problem with each other we must take immediate steps to remove the potential arrow of the enemy. Uphold each other in prayer constantly. The easiest way for the evil one to destroy the ministry is to cause dissension in the leadership of the Fellowship. An attack on one of us is an attack on the whole organisation. It is better to answer to each other than to unbelievers.

9. Principle of Flexibility and Adaptability

Other than our Vision, Mission and Statement of Faith, all policies and Board decisions may be changed as deemed necessary through due process. National Board policies and decisions can only be changed and altered by the Board. Individual Board member, including the National President, shall not vary Board policies and decisions. The Statement of Faith may only be amended with the decisions of the Council of Elders and the National Board with a two-thirds majority respectively.

10. Principle of Professionalism

The conduct of the boards, the committees and the Fellowship as a whole shall be of the highest professional standards. The world would not be able to find faults and shortcomings in the way the Fellowship is managed.

PART VIII

The 7 P's of Effective Personal Testimonies

PART VIII: THE 7 P's OF EFFECTIVE PERSONAL TESTIMONIES

Our main product in our evangelistic effort is our personal salvation testimony. Every Happy Man must always be ready to share his salvation testimony at any time, in any situation and in whatever time given. Our salvation testimonies are spiritual weapons. These seven P's of EPT can help us share our testimonies with reverence, purposefulness and with all due diligence.

1. Purpose
2. Pray
3. Prepare
4. Practice
5. Present
6. Praise
7. Preserve

1. Purpose

Our salvation testimony is to glorify God only. We are not to glorify self, e.g., no matter how mightily God has used us. Not our past no matter how colourful or sinful; e.g. speaking of our past sinful lives with fond memories or pride. Not our spiritual mentor whom God may have used to lead us to Himself. And never glorify the Devil, e.g., ascribing to him powers or describing what he has done.

We glorify God for what he has done in our lives. Our salvation testimonies at an evangelistic event prepare the hearts of those listening to respond to the altar call; to receive Jesus as their personal Lord and Savior

2. Pray

- Testimony is a spiritual weapon
- Ask God for wisdom (James 1:5,6)
- Must be empowered by Holy Spirit:
- From start to finish
- Developing and writing it
- Reviewing and revising it
- Presenting it
- Living it

3. Prepare

- Salvation testimonies at Banquets is limited to 10 minutes.
- If interpreted only 7½ minutes
- Write out text in full
- Use the 2/3/5 rule
    - 20% on Life before Jesus

    - 30% on How you met Jesus
    - 50% on Life after meeting Jesus

- Start off with interesting introduction
- Use short simple sentences
- Develop a smooth flow
- Find commonalities with audience
- Round off with positive ending
- Write and rewrite to improve testimony
- DO NOT:
    - Preach
    - Use more than 2 Bible quotes, if really necessary
    - Use words that pre-believers cannot understand e.g., "salvation", "grace", "delivered"
    - Mention different denominations in criticising or disrespectful manner
    - Condemn other religions
    - Give impression that being a Christian is always without problems
    - Reduce full text to few key points
    - Write key points on 6' x 4' cards

4. Practice

- To keep to time allotted
- For smooth and flowing delivery
- To reduce nervousness
- Memorise opening sentences

5. Present

- Be presentable and well-groomed
- Ask Holy Spirit to be with you always
- Do not rush - take time to look at audience
- Be natural – not an official speech
- Do not read from full text – use the cards
- Keep smiling
- Keep to time (very important)

6. Praise

- Continue to praise God for using you, for giving you the testimony, for being with you.
- Thank God for the lives of those who heard the testimony
- Thank God for the souls who are coming into the Kingdom

7. Preserve

- You are His witness (Acts 1:8) and people who heard your

testimony will be watching you

- Your life must be consistent with your testimony
- Sharing your testimony will reinforce your conviction and strengthen your resolve to walk the talk

Our Salvation Testimony

- Main spiritual weapon in the FGBMFI (Rev 12:11)
- Our joy is our trademark
- FGB man shares at every opportunity; meetings, banquets, Voice, Flame, one to one
- The word of the Lord shall not return void (Isa 55:11)

KEEP SHARING!!!

Who and how to make sure

- Organising Chairman - instruction to testimony giver, get written testimony
- Group Coordinator to make sure this is done, check testimony
- MC to keep track of time, get clock
- Group Coordinator to instruct MC if necessary

PART IX

The National Board's Prayer

PART IX: THE NATIONAL BOARD'S PRAYER

The FGBMFI is a marketplace ministry and the men in business and in the offices are the logical missionaries of the new millennium in the fulfillment of the Great Commission.

FGBMFI men should be unique even as they are in the world but are not of this world. Their view of successful living is different from the world's standard. They should possess what it takes to bring many more men to Christ. Consequently, they should be the light and salt of the earth with living testimonies of the love and compassion of Jesus Christ.

The National Board prays that as the contents of the handbook are taken to heart this will result in the creation of the FGBMFI man who is the happiest person on earth because he is heaven-bound and because he wants to emulate the image of Jesus Christ in his life while serving on earth in the ministry of FGBMFI Malaysia. The FGBMFI man wants to be successful in the eyes of God. He will only be satisfied for Jesus Himself to pronounce the blessing in Matthew 25:21.

To God be the Glory

FGB Men Song

(verse 1)
Here we are, FGB men!

Proclaiming Messiah King

We are all called by You

Decla-ring Your grace and love

(Verse 2)
Here we are, FGB men!

Proclaiming Your Kingdom reign

We are all called by You

Decla-ring Your Majes-ty

(Pre-Chorus)
Now we stand with hands up high

To rise and shine for You

Fill with Holy Spirit we can do all things

To lift Your name on high

(Chorus)
Hallelujah, Praise the Lord!

Praise to the King of all kings

Hallelujah, Praise the Lord

Praise to the Great I AM!

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