



Since 1937

CEF[®]
CHILD EVANGELISM
FELLOWSHIP[®]

Reaching children worldwide[™]

Board and Committee Overview and Questionnaire



Using your skills, gifts and abilities
in a board/committee leadership role
through *Child Evangelism Fellowship*
that the Gospel may be proclaimed to every
child in your area and around the world.

cefonline.com/leadership



SPCN 9-90117-331-0
March 2017 Version 5.0

TO ENLIST, EQUIP AND ENCOURAGE A TEAM OF QUALIFIED LEADERS WHO WILL EFFECTIVELY FULFILL
THE PURPOSE OF CHILD EVANGELISM FELLOWSHIP, EXPANDING THE WORK THROUGHOUT THE USA.

The Purpose Statement of Child Evangelism Fellowship

Child Evangelism Fellowship is a Bible-centered organization composed of born-again believers whose purpose is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the Word of God and in a local church for Christian living.

Vision

Guiding a new generation that seeks to honor God.

Mission

To enlist, equip and encourage a team of qualified leaders to enable fulfillment of the purpose of *CEF* and to establish chapters throughout the USA.

Method

Our primary ministries are *Good News Club*® and *5-Day Club*®. Some of the other *CEF* ministries include *Christian Youth In Action*®, *Camp Good News*®, *JYouConnection*™, fairs, open-air evangelism and Party Clubs.

In addition to these programs are two very important activities: literature distribution and production (*CEF Press*®) and training. Our literature stresses salvation by grace and the victorious life, with special emphasis on child evangelism. *CEF* promotes and conducts a training ministry for teachers and every effort is made to train all our workers.

Culture (cefonline.com/culture)

To achieve our vision it is important that we develop a culture that above all else, encourages godliness and spiritual maturity in our leaders and staff. The *Child Evangelism Fellowship* culture should convey to the church community that we are willing and specialized partners in reaching the children in their communities. By improving our professional image, more churches and children's workers will be attracted to *CEF*. The following points describe the culture of *CEF*.

Six Focus Points for the Culture of *Child Evangelism Fellowship*:

- *The Importance of Godly Leadership at Every Level*
Spiritual leadership is the highest form of authority. The men and women who lead must have a personal heart for God in order to be able to discern the will of God and lead the ministry effectively. Regardless of the skill of a leader, if he or she lacks a heart for God, the work will be eroded at its very foundation.
- *The Importance of the Spiritual Welfare of our Workers*
It is vital that we are never satisfied to simply teach our staff the methods of how to reach children and how to train others to do so, but we must purposefully invest in the spiritual lives of our staff. When *CEF* staff members are men and women who are primarily driven by passion for God and His glory and have a clear call from the Lord, the work will prosper. If we keep our focus on God and on His calling, then we will be sustained in times of challenge.

- *The Importance of Prayer as our Foundation*
It is not the work we do, the meetings we hold or the decisions we make that bring the greatest advances in the work; it is the time spent before the throne of God in prayer, in the name of our Lord Jesus Christ, that brings power, laborers and resources into the ministry.
- *The Importance of Evangelizing Children*
There is no limit to the number of organizations that do many good things that are important to boys and girls in need. We are thankful for them and believe that God uses them to help hurting children. CEF, however, has been called by God to make it our highest priority to present the Gospel so children may be saved and discipled in God's Word. We must stay on point.
- *The Importance of a Clear and Biblical Presentation of the Gospel*
The fact that a young child can comprehend the simple message of salvation and become a child of God is the foundational principle of CEF. Everything else that we do is based upon this fact. The good news of Jesus Christ is the power of God unto salvation. We must present it clearly and accurately.
- *The Importance of a Commitment to Excellence, for the Glory of God* Every aspect of the work, no matter how big or small, has significance. This includes the training we conduct, the materials we produce, the facilities we use and the way we present ourselves. In every area we must strive for excellence to the glory of God!

Basic Information about Child Evangelism Fellowship

J. Irvin Overholtzer, founder of *Child Evangelism Fellowship*, came to trust in Jesus Christ later in life because he was overlooked as a child. Many thought that young children couldn't savingly believe and be regenerated. Mr. Overholtzer saw children's lives being changed and knew that even his own life could have been different had he been given the opportunity to trust in Christ as a child. He began a "fellowship" of Christians working together with a vision and burden to share the message of Jesus Christ with boys and girls. This fellowship became *Child Evangelism Fellowship*.

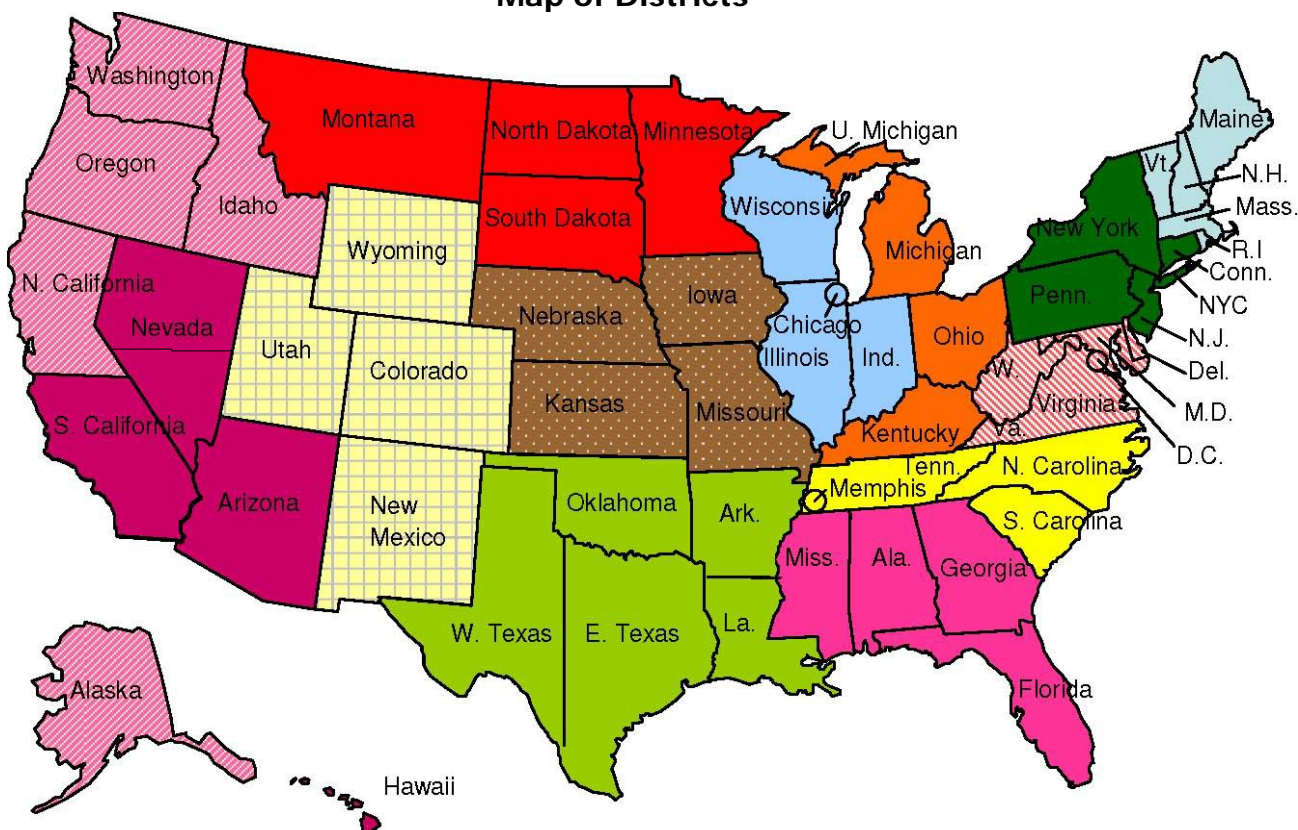
CEF is a mission which operates as a service organization, working in close cooperation with other missions, churches and volunteer workers representing a large cross section of the conservative, evangelical churches in America, in agreement with our Worker's Compliance Agreement.

Volunteers in CEF serve under the leadership of trained CEF staff and boards/committees who provide them with leadership, training and materials. All CEF staff, volunteers and board/committee members are screened according to our Child Protection Policy.

State CEF organizations are affiliated with and chartered by Child Evangelism Fellowship Inc., giving them certain legal rights, including the privileges of being exempt from corporate income tax and being able to issue tax-deductible receipts for contributions to the work of the organization. Local chapter committees are established by the state.

States are grouped into 13 districts. One state director in the district will serve as the district director (see map of districts).

Map of Districts



Three Types of Boards and Local Committees

- The **INTERNATIONAL BOARD OF TRUSTEES** is responsible for the ministry of CEF to the children of the world. As the work is organized in a country, a national board is set up to assume this responsibility in that country.
- The International Board of Trustees serves as the **NATIONAL BOARD** for the CEF work in the USA. It does this by organizing state boards, to which it delegates certain responsibilities on a geographic basis.
- **STATE/METRO BOARDS** are established to reach the children within each state and several metro areas in the United States. There are four metropolitan areas to which the Board of Trustees has granted the right to become affiliate CEF corporations (Chicago, Memphis, New York City and Washington D.C.). No other metro areas will be allowed to incorporate.

Each state/metro board is responsible for the ministry of CEF to the children in its own area. This responsibility is carried out by delegating certain responsibilities on a geographic basis to organized local committees.

The state/metro boards are accountable to the International Board of Trustees for carrying out the policies, procedures and programs of CEF as stated in the USA Organizational Manual and other directives of the International Board of Trustees or its representative staff. The board hires a director to manage the state/metro program, with the approval of the USA Ministries vice president and the International Board of Trustees. Where there is no state/metro director, the USA leadership team and/or district director works with the board until a director is approved and appointed.

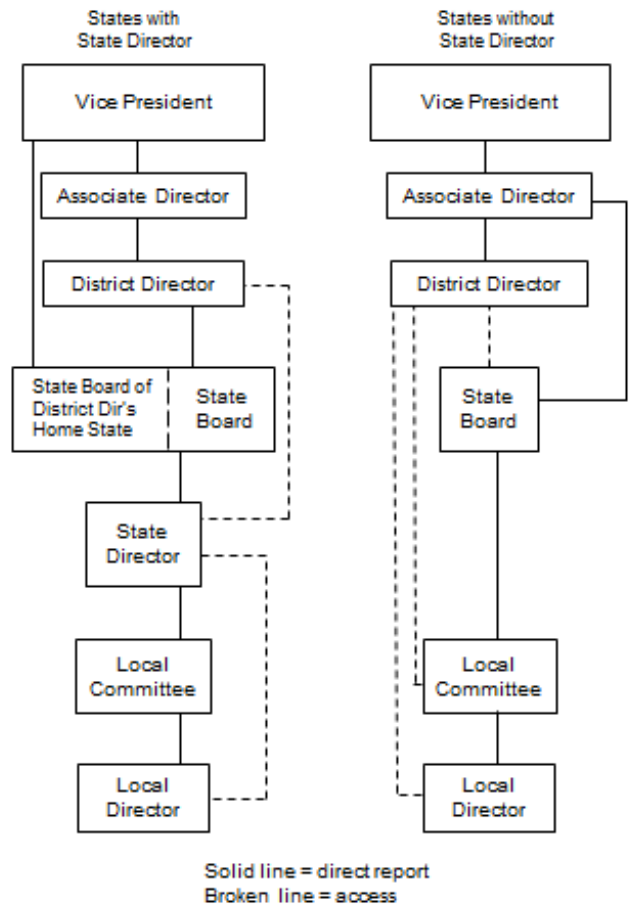
The state/metro board has the responsibility of enacting policies which may be necessary to deal with unique situations within their area. In no case is a state/metro policy to conflict with a USA Ministries policy.

CEF has been incorporated within each state/metro with each board serving as the corporate board for the respective corporation. This gives each board legal rights and responsibility for the organization's activities. Each state/metro has corporate bylaws which are in harmony with both the bylaws of Child Evangelism Fellowship Inc. and laws of the state/metro.

The **LOCAL COMMITTEE** is a fellowship of Christians who have the responsibility and privilege of reaching the children in its geographic area, whether that is a city, county or group of counties. It is a committee of the state board, having been organized and authorized by the state board to carry on the vision and programs of CEF within the framework of the USA Organizational Manual. Nearly 1,000,000 children are reached each year in the U.S. The local committee's planning and organizing is at the heart of this outreach. It hires a local director, with the approval of the state board, to carry out these responsibilities under the direct supervision of the state director. Where there is no local director, the state director works with the local committee in the capacity of director until a new director is approved and appointed.

Special committees may be established on local, state and national/international levels to meet unique needs which the organization experiences.

CEF USA Organizational Chart



Basic Information about becoming a Board Member with *Child Evangelism Fellowship*

Membership

- It is advisable to have diversity on the board/committee (age, race, gender, geography and denomination) to ensure that many gifts, experiences, interests and abilities are present.
- Immediate family members of the staff are not allowed to serve as members of the board/committee.
- An official board/committee must have a minimum of five members unless state law requires more. Action may be taken by the state board or USA Ministries to revoke the charter of a board/committee which experiences a chronic lack of members.
- Since the individual board/committee member plays such a vital leadership role in the CEF ministry, every effort must be made to enlist qualified leadership.

Purpose of a Board/Committee

Board and committee members provide vision and leadership to the ministry in the areas of finance, ministry programs, staffing and governance. They ensure that our ministry is spiritually strong before God and legally strong before men.

Board/Committee Membership Qualifications

- Must be born again and have the assurance of salvation
- Is spiritually mature. Shows evidence of growing in grace and the knowledge of our Lord Jesus Christ
- Must believe both in the possibility and necessity of children being saved from sin by coming to a saving knowledge of Jesus Christ
- Must have a good testimony at home, on the job, in his neighborhood and local church as reflected by both speech and conduct
- Should be actively involved in a local church
- Agrees with and signs without reservation the Worker's Compliance Agreement
- Must be in agreement with the purpose of CEF and willing to follow the policies and procedures as outlined in the USA Organizational Manual
- Must be willing to submit to a criminal background check as required by the Child Protection Policy
- Is interdenominational in spirit, i.e., willing to work with other believers in accordance with the Workers Compliance Agreement
- Is willing to support the ministry of *Child Evangelism Fellowship* with time, talent, prayer, finances and possessions
- Is assured that God is calling him to this responsibility and considers it a privilege to serve
- Is willing to come regularly to board/committee meetings and become actively involved in the ministry
- Must be a team player and function well in a group
- Agrees with the Chapter Charter Resolution (potential local committee members only) p.19

Training

Our leadership training series, Core6, is required training to be complete within the first year of membership. These six sessions provide an overview of God's purpose for the *CEF* ministry, its heritage, programs and organization. It continues with members' responsibilities and goals, providing practical helps to become accomplished with their duties. The course is available through your state director or through an online course. Contact your state office for details.

Role of the Board/Committee

Members take on special assignments and duties for the promotion and carrying out of the work.

LEADERSHIP

The board/committee, along with the director, sets the pace and direction for all that happens in its area including:

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| -Proper governance and accountability | -Encouragement |
| -Promotion of vision | -Planning |
| -Organization | -Spiritual commitment to Christ and the children |

PLANNING

The board/committee establishes a strategic plan that is rooted in the goal and purpose of the ministry, works in conjunction with the USA strategic plan and includes both known and anticipated needs.

PROMOTING AND RECRUITING

Each board/committee member needs to be well informed at all times so that enthusiastic and accurate reports of the ministry can be shared. Members should seek opportunities to tell others of the work every day.

The board/committee members should look for people who can assist in the worldwide ministry of *CEF*. The board/committee hires staff under the supervision of the next higher office and recruits volunteers to form a team of workers to accomplish the goals of the ministry.

The board/committee develops a job description (for local or state directors use the job description in the USA Organizational Manual) and provides a compensation statement for all paid staff.

BUDGETING AND FUNDING

It is the responsibility of the board/committee to provide its workers with adequate salary, benefits, tools and equipment to accomplish the task set before them.

Following are the responsibilities of the board/committee members regarding the budget:

- The board/committee prepares and approves an annual budget, which is then approved by the state board.
- The budget is subject to review during the year as needed.
- The board/committee is responsible, along with the staff, to raise the budget.
- Each member should do his part in meeting the budget.
- Each member should pray about those to whom he can present the ministry of *CEF* and encourage them to become ministry partners.

As part of being chartered under the IRS exemption granted to *CEF*, each area is required to give administrative support of ten percent of all actual income to the next higher office. Special projects which the board/committee desires to be exempt from administrative support must have approval in writing from the next higher office and the vice president, USA Ministries.

EVALUATING

Evaluating the staff and the ministry is the process of determining if *CEF* is doing what is necessary to reach children with the Gospel.

Performance reviews are given to staff annually by supervisors with input from the board/committee. This ensures that adequate appreciation is expressed and/or corrective counseling provided. From this review an Individual Development Plan is established for each staff member.

MEETINGS

The board/committee must exercise its authority as a group and not singularly as individual members of the organization. No board/committee member is allowed to act apart from the approval of the full board/committee. Authority is delegated to the director to act on behalf of the board/committee.

The following should be noted regarding meetings of the board/committee:

- Meetings are to be held on a regular basis.
 - Local committees should meet at least once each month (minimum of nine meetings per year).
 - State boards should meet at least once each quarter.
- The purpose of regular meetings is:
 - To establish the ministry goals and the budget.
 - To plan and oversee the effectiveness of the entire program.
 - To hold workers accountable.
 - To provide spiritual leadership for the ministry.
 - To uphold the biblical standards and guidelines of CEF.
 - To hire staff and approve all local committee members.
 - To give proper governance and accountability.

Organizational Manual

The USA Organizational Manual directs the ministry of CEF at all levels in the USA and is updated annually. Every board/committee member should have a copy and it should be available at all meetings to provide policies and procedures for the ministry. (cefonline.com/usaorgmanual)

POLICIES OF CHILD EVANGELISM FELLOWSHIP

For a complete list of all policies, contact the director.

Doctrinal Policies

The *Child Evangelism Fellowship* Statement of Faith is the basis on which all of our workers and works can remain doctrinally sound and united. All involved in teaching, leadership or other staff responsibilities must sign the Worker's Compliance Agreement annually.

Doctrinal Protection

Child Evangelism Fellowship continues in its commitment to its Statement of Faith, which embodies the non-negotiable and historic beliefs of evangelical Christians. Within the community of evangelical believers various distinctives exist which do not prevent our fellowship in the Lord and our effectiveness as children's evangelists. We therefore resolve that CEF workers are qualified by their unreserved commitment to the Statement of Faith and their further commitment in all CEF activities to refrain from teaching or otherwise advocating doctrinal distinctives either contrary to or in addition to the Statement of Faith.

Interdenominational Position

The founder of *Child Evangelism Fellowship*, Mr. J. Irvin Overholtzer, wrote the Statement of Faith in such a way as to keep the work and teaching of CEF interdenominational. Mr. Overholtzer wrote on one occasion with regard to the teaching ministry of CEF: "The great fundamentals of the faith are taught without fear or favor, but doctrines. . . about which the leading evangelistic denominations and independent churches differ, should not be taught in an interdenominational movement like *Child Evangelism Fellowship*."

The Statement of Faith of CEF remains the same to this day, as does our interdenominational position. (cefonline.com/statementoffaith)

CEF is made up of individual born-again believers and is not an association of organizations. We stand upon our Statement of Faith. All who desire teaching or leadership responsibilities must adhere to it unequivocally. CEF will not sponsor or endorse any group which rejects the Bible, in part or in whole, as the divinely inspired Word of God.

Groups of Churches Cooperating

If individuals who are unbelievers are involved in the leadership of an evangelistic endeavor, *Child Evangelism Fellowship* must not be involved in that endeavor.

Individual Churches

If a church openly and aggressively backs an ungodly alliance, *Child Evangelism Fellowship* cannot seek the cooperation of that church. If a church is a member of such an alliance but does not support the alliance overtly, CEF can seek the cooperation of that church.

Individuals

A person may participate in leadership, teaching or other staff responsibilities in *Child Evangelism Fellowship* only if he can sign the Worker's Compliance Agreement of CEF without reservation. If a volunteer attends a church that does not teach the Word of God as outlined in the Statement of Faith, he cannot ask the children reached through CEF ministries to attend that church. A proper attitude is of utmost importance, lest in maintaining a proper stand we become proud and self-righteous as did the Pharisees of Christ's day. They allowed the keeping of the laws to become the end rather than a means to know God. CEF must be separated unto Jesus Christ, not merely unto separation.

Assurance of Salvation

All *Child Evangelism Fellowship* staff and teachers are to teach assurance of salvation on a child's level.

This position is based on the following point in the Statement of Faith: "*We believe that Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone and that the moment we trust in Him as our Savior we pass out of death into everlasting life, justified from all things, accepted before the Father according to the measure of His acceptance, loved as He is loved and made one with Him. At the time of acceptance of Christ as Savior, He comes to dwell within the believer and to live out His life of holiness and power through him.*"

We believe and teach that a child can know he is saved:

1. Because of the promises of God's Word (John 1:12-13; 3:16; 6:37; Acts 16:31; Romans 6:23; 10:13; 1 John 5:12-13)
2. Because of his changed life (1 John 2:3, 5, 29; 3:14)

The child who truly believes on Christ can know:

- | | |
|------------------------------------------|-----------------------------------------------|
| -He has everlasting life (John 3:16). | -He is going to Heaven one day (John 14:1-3). |
| -All his sin is forgiven (Acts 13:39). | -The Holy Spirit lives within him (Gal. 4:6). |
| -God is his Heavenly Father (John 1:12). | -He can live a holy life (1 Peter 1:15-16). |

Scripture Versions

Child Evangelism Fellowship Inc. will use the King James Version of the Scriptures when producing Bible lesson texts. Other translations may be used as inserted materials but will always be so indicated. Bible memory aids will be produced by Child Evangelism Fellowship Inc. in the King James Version. Other conservative translations may be used in CEF ministries.

ORGANIZATIONAL POLICIES

Board/Committee Membership

A board/committee may solicit membership only from individuals who live within the area of ministry. With written permission from the next higher office the board/committee may also solicit membership from individuals who work or attend church (on a regular basis) outside the area of ministry.

Employees of the local committee or state board may not serve on a local committee or the state board.

Immediate family members (e.g., spouse, children, parents, in-laws, brothers, sisters, etc.) of *Child Evangelism Fellowship* employees may not be members of the local committee or state board which is responsible for the employment and supervision of their relative.

A minimum of five (5) members comprises a CEF committee or board.

Divorce and Remarriage

Discretion needs to be exercised in the appointment to leadership of anyone with more than one living mate or whose spouse has more than one living mate. All cases must be dealt with individually in love and the course of action predicated upon:

1. When the divorce occurred (the spiritual state of the individual involved).
2. The cause of the dissolution.
3. The position of responsibility placed upon the individual.

A blanket acceptance or rejection by a board/committee of divorced and/or remarried individuals is not allowed.

Finances

The financial policy of *Child Evangelism Fellowship* is “Ask God and tell His people.” We trust God wholly for the finances to carry on the work, but God is a God of order. This must be done in a manner that honors God and challenges fellow Christians to give.

Administrative Support

All state and local chapters will participate in the program of spreading and building the work of *Child Evangelism Fellowship*. Each month they will contribute no less than ten percent of all actual income to the next higher office.

Child Protection Policy

Volunteers (who come in contact with minors), paid staff and board/committee members must be screened with a background check and by interview prior to serving with *Child Evangelism Fellowship*. (cefonline.com/childprotection)