

# Board and Committee Overview and Questionnaire



Since 1937

**CEF**  
CHILD EVANGELISM  
FELLOWSHIP®

Reaching children worldwide™

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**



## **Serving through CEF Board and Committee Membership**

Across the United States, faithful believers with vision and godly character lead the *CEF* work in their states and local areas. Fulfilling the call of God in their lives, they direct the ministry by serving on local committees and state boards.

## **The Purpose Statement of Child Evangelism Fellowship**

*Child Evangelism Fellowship*® is an evangelical, Bible-centered mission 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**

The international vision is Every Child, Every Nation, Every Day. USA Ministries vision is for every child to seek and honor God in every state, every day.

### **Mission**

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

### **Method**

The primary ministries are *Good News Club*® and *5-Day Club*®. Other *CEF*® ministries include *Christian Youth In Action*®, *Camp Good News*®, Party Clubs, *JYou Connection*™, *Truth Chasers Club*®, and fairs. In addition to these programs are two very important activities: literature distribution 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 all our workers.

### **Culture** [cefonline.com/culture](http://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. When conducting ourselves in Christ's likeness and by maintaining the following six culture points, more churches and children's workers will be attracted to *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 simply to 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 disciplined 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 organizations, 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 volunteers who work with children, staff, and board/local 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.

## Three Types of Boards and Local Committees

- The **INTERNATIONAL BOARD OF TRUSTEES (IBT)** is the ultimate authoritative body responsible for the ministry of *CEF* worldwide. The IBT establishes operating standards and keeps the ministry focused on a united purpose.
- The **NATIONAL BOARD** governs the work in a particular country, keeping it within the guidelines established by the International Board of Trustees. The CEF International Board of Trustees serves as the national board for the work in the USA and appoints a subcommittee, the USA Ministries Committee, to bring recommendations to the Board. The International Board of Trustees approves the opening of new state affiliates.
- **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.).
- 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 to carry out the vision and programs of *CEF*.

The state/metro boards are accountable to the International Board of Trustees and responsible to USA Ministries for carrying out the policies, procedures, and programs of *CEF* as stated in the USA Operations and Policy Manual and other directives. 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 works with the board until a director is approved and appointed.

The state/metro board has the responsibility of enacting specific 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.

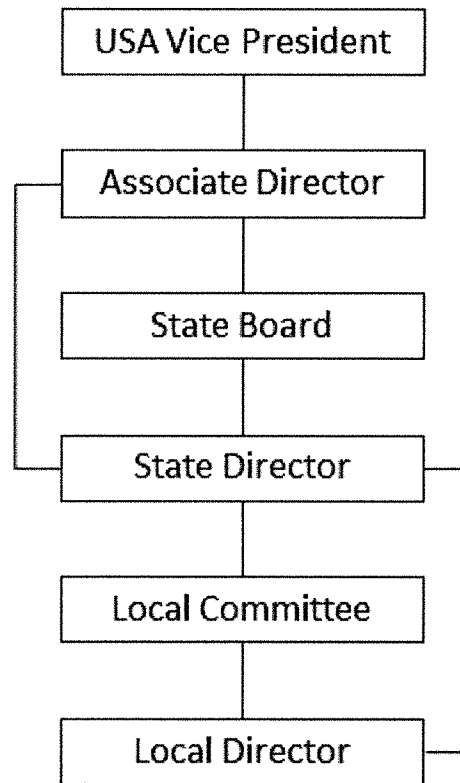
### State/Metro Board Subcommittees

Subcommittees are specialized leadership teams made up of individuals on the state/metro board and others who utilize their gifts and abilities to set goals and make recommendations to the full state/metro board.

- **Prayer Subcommittee** focuses on the foundation of prayer for every aspect of the ministry.
- **Finance and Development Subcommittee** focuses on the financial aspects of the ministry—budgeting, fund-gathering, organization and administration of finances, and oversight of all financial legal forms and processes.

- **Personnel Subcommittee** focuses on finding the right board/committee members and staff and overseeing the training and guidelines or laws by which they function.
- **Ministry Subcommittee** focuses on the growth, effectiveness, and coordination of *CEF* ministries.

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 Operations and Policy Manual. The local committee's planning and organizing is at the heart of this outreach to children in the U.S. 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.



Solid line = direct report

Local committees also utilize subcommittees:

- Prayer
- Finance and Development
- Personnel
- Ministry

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

- It is advisable to have diversity on the board/local 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/local committee.
- An official board/local committee must have a minimum of five members unless state law requires more. Action may be taken by USA Ministries or the state board to revoke the charter of a board or local committee which experiences a chronic lack of members.
- Since the individual board/local 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/Local Committee**

Board and committee members provide vision and oversight 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/Local Committee Membership Qualifications**

- Must be born again and have the assurance of salvation.
- Willing to serve a minimum of three years.
- Should be willing to give a testimony of his salvation to the other members.
- Should be actively involved in a local church.
- Must have a good testimony at home, on the job, in his neighborhood and local church as reflected by both speech and conduct.
- Must be doctrinally sound, annually signing the Worker's Compliance Agreement and willing to submit to a criminal background check as required by the Child Protection Policy.
- Should be interdenominational in spirit, i.e., willing to work with other believers in accordance with the Worker's Compliance Agreement.
- Must believe both in the possibility and necessity of children being saved from sin by coming to a saving knowledge of Jesus Christ.
- Must be willing to regularly attend board/committee meetings.
- Must be a team player and function well in a group.
- Should feel called to serve in this manner.
- Must be willing to support the ministry of *Child Evangelism Fellowship* with time, talent, prayer, finances and possessions.
- Should be willing to enthusiastically promote the ministry.
- Must be in agreement with the purpose of *CEF* and willing to follow the policies and procedures as outlined in this USA Operations & Policy Manual.
- Agrees with the Chapter Charter Resolution (potential local committee members only) p. 14

## **Training**

Our leadership training series, *Impacting the Future*, is required training to be complete within the first two months of membership. The four foundational 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 fiduciary duties. State boards receive training through USA Ministries and local committees through the state leaders. Additional training is available for subcommittees (prayer, finance and development, personnel, ministry). Contact your state office for details.

## **ROLE OF THE BOARD/LOCAL COMMITTEE**

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

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

## **STRATEGIC PLANNING**

The board/local 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/local committee member needs to be well informed so that enthusiastic and accurate reports of the ministry can be shared. Members should seek opportunities to tell others of the work.

The board/local committee members should pray and look for believers who desire to be involved in the worldwide ministry of *CEF*. The board/local committee hires staff under the supervision of the next higher office and recruits volunteers to form a team of workers to accomplish the strategic goals of the ministry.

The board/local committee develops a job description and provides a compensation statement for all paid staff. For local or state directors use the job description in the USA Operations and Policy Manual (R-42 and R-43).

## **BUDGETING AND FUNDING**

It is the responsibility of the board/local 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/local committee members:

- The board/local 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/local committee and staff are responsible to raise funds for the ministry.
- Each member should do his part in raising ministry funds.
- 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/local 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/local 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/local committee must exercise its authority as a group and not singularly as individual members of the organization. No board/local committee member is allowed to act

apart from the approval of the full board/local committee. Authority is delegated to the director to act on behalf of the board/local committee.

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

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

## **USA OPERATIONS AND POLICIES MANUAL**

The USA Operations and Policy Manual directs the ministry of *CEF* at all levels in the USA and is updated annually. Every board/local committee member should have a current version and it should be available at all meetings to provide policies and procedures for the ministry.

### **Statement of Faith**

The *Child Evangelism Fellowship* Statement of Faith ([cefonline.com/statementoffaith](http://cefonline.com/statementoffaith)) 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 (R-7) 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 *CEF* 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.

- *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:

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

### **Scripture Versions**

Child Evangelism Fellowship Inc. will use the King James Version (KJV) of the Scriptures when producing Bible lesson texts. Other materials are available in KJV and the English Standard Version (ESV).

## **ORGANIZATIONAL POLICIES**

### **Board/local 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) within the area of ministry.
- Staff may not serve on a local committee or state board.
- Board/committee members must not be related to the director or staff, (including, but not limited to, spouse, children, parents, in-laws, brothers, sisters, etc.).
- A minimum of five (5) members comprises a *CEF* committee or board

### **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. 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 (gross, not net) income to the next higher office.

### **Child Protection Policy**

All volunteers who have contact with minors (in person, online or by phone), all paid staff and all committee/board members who represent and/or participate in *CEF* must be screened according to the *CEF* Child Protection Policy ([cefonline.com/childprotection](http://cefonline.com/childprotection)).

**In the Local Chapter Charter Resolution** local committee members agree as part of the committee:

1. To annually obtain a Worker's Compliance Agreement, signed without reservation, from all workers.
2. To abide by all policies and procedures of Child Evangelism Fellowship Inc., as outlined in the USA Operations and Policy Manual.
3. To abide by the bylaws of *CEF* for their state.
4. To maintain a bank account in the name of CEF of (State), local chapter committee, which is associated with the Employer Identification Number (EIN) of CEF of the State. At least two members of the local chapter committee will be signatories on the bank account, along with the state board treasurer.
5. To receive and deposit donations under the Employer Identification Number (EIN) of CEF of (State) to further the ministry within the local chapter committee's geographical boundaries.
6. To spend ministry funds within the confines of the local chapter budget approved by the state board. Any expenditure exceeding the total annual budget, and any individual expenditure, or capital asset exceeding \$\_(determined by each state board) requires advance written approval by the state board.
7. To approve and fund, contingent upon the approval of the state board, the purchase of property, both real estate or other titled property, by CEF of (State) for use and management by the local committee.
8. To submit to the state board all contracts for approval and execution by CEF of (State) which the local chapter committee might deem necessary and/or appropriate in order to further the work of CEF of (State) within the local chapter.
9. To keep and provide accurate records of all contributions, deposits and disbursements and to provide accurate and timely financial reports to the state board.
10. To ensure that funds are available for employee payroll, including employment taxes, in a timely manner. All employment taxes (both employee and employer) and information must be submitted in a timely manner to the state board treasurer (or designee) for deposit and reporting on IRS Form 941.
11. To ensure that funds are available for sales tax. All sales tax and information must be submitted in a timely manner to the state board treasurer (or designee) for deposit and state reporting.
12. To provide any and all information requested by the state board treasurer in a timely manner, for the state to submit its annual Form 990 or Form 990EZ to the Internal Revenue Service.
13. To recruit and approve, contingent upon the approval of the state board, candidates for the state *Child Evangelism Fellowship* corporation staff (employees) who will serve in the local chapter and to maintain responsibility for funding such staff.
14. To recruit, contingent upon the approval of the state board, candidates to serve as members on the local chapter committee.
15. To oversee the state *CEF* corporation employees who serve in the local chapter.
16. To promote, fund and manage the ministry of CEF of (State) within the local chapter, and to actively advance the purpose of *Child Evangelism Fellowship* accordingly.
17. To forward administrative support, statistical reports, minutes of meetings, financial statements and director's reports in a timely manner each month to the appropriate *CEF* office as outlined in the USA Operations and Policy Manual.
18. To recognize that all property held by the chapter is actually property of the state *CEF* corporation and managed by the local chapter committee.
19. To ensure that mailing and donor lists are used for the sole purpose of advancing the ministry of *CEF*.
20. To promptly surrender the charter and all *CEF* properties and mailing and donor lists upon termination of the charter and upon demand of the state board, USA Ministries or the International Board of Trustees of Child Evangelism Fellowship Inc.

The local director is vested with the authority needed to carry out the purposes and actions set forth herein.