

International Christian Education Auxiliary (ICEA) Regional Guideline Manual



Pentecostal Assemblies of the World, Inc.
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INTRODUCTION

PURPOSE AND HISTORY

The regions of the International Christian Education Auxiliary (ICEA) provide Christian Education conferences throughout the Pentecostal Assemblies of the World (PAW). Under the Constitution of the ICEA, regions and regional conferences were developed to insure coherent and consistent regional work that supports the vision and mission of the ICEA and the PAW. The revised and expanded change to the 2020 ICEA Regional Guideline Manual assists with the orderly and timely planning and execution of the regional conferences in accordance with the ICEA By-Laws and the rules and practices of the Pentecostal Assemblies of the World.

REVISION AND DISTRIBUTION

The guidelines provided in the ICEA Regional Guideline Manual should be revised at least every five (5) years after 2010. The ICEA Regional Guideline Manual must also be distributed by Regional Directors to all regional officers and to all incoming state/district council Christian education Superintendents and Directors of Christian Education upon their election or appointment.

The ICEA Regional Guideline Manual must be available for public viewing either by print or electronic media, including the ICEA webpage.

REGIONAL SUPPLEMENTS

The 2020 ICEA Regional Guideline Manual provides flexibility that allows each region to address the diversity and needs of its constituents. Each region should adopt and publish a Regional Supplement to the ICEA Regional Guidelines. The Supplement should

provide details which are specific to the region and must neither contradict nor subvert the ICEA guidelines. Regional supplements are subject to the approval of the ICEA and must be presented to the International Director of Christian Education (IDCE) and ICEA President prior to public distribution. Regional guidelines should also be available for public viewing either by print media or electronic media including the ICEA webpage. Due date for all supplements will be December of the current year.

SCOPE

The position of State/District Council Director of Christian Education is a critical position at the council level. However, this document specifically governs the work of the ICEA Regional and International Director of Christian Education. State/district council-level Christian education state superintendents/presidents, and directors of Christian education are subject first to the direction and guidance of their Diocesan.

TERMS

The following terms are used throughout this document:

- ICEA – International Christian Education Auxiliary
- IDCE – International Director of Christian Education
- RDCE – Regional Director of Christian Education
- Officer of Record – The elected ICEA officer who attends regional meetings in place of the President or IDCE
- PAW – Pentecostal Assemblies of the World.

REGIONAL PERSONNEL

REGIONAL DIRECTOR OF CHRISTIAN EDUCATION (RDCE)

Appointment: The President of the ICEA will appoint regional directors in accordance with the by-laws of the ICEA. Each President has the authority and autonomy to appoint regional directors; however, input from the Regional Board and the IDCE is encouraged in order to enhance the decision-making process.

The Regional Director of Christian Education (RDCE) is an officer of the ICEA and reports to the ICEA President and the International Director of Christian Education (IDCE). The IDCE, which is an appointed position, is assigned by the ICEA President to coordinate and oversee the work of the regions.

Titles: The correct title for the Regional Director of Christian Education is Regional Director or simply Director. Titles such as President or Chairman are inappropriate for this position since they imply an autonomy not granted by the ICEA Constitution.

Length of Service: The length of service of the regional DCE is determined by the ICEA President. Because of appointment, the office will not automatically exceed the tenure of the ICEA President who made the appointment unless the incoming President makes a request for continued service. At the discretion of the ICEA President, the time of service of the Regional DCE may or may not coincide with a four-year term. Care should be taken to afford smooth transitions between administrations and appointments.

Qualifications: The Regional Director must be baptized in Jesus' name and filled with the Holy Ghost in accordance with the PAW doctrine. The RDCE must also be a member in good standing of a PAW church and active in a PAW state/district council. The RDCE should be a person who demonstrates Christian character and integrity and has ample

knowledge of the Bible, church and organizational protocols, and Christian education work. The RDCE must have been active in the regional meetings and the ICEA meetings for at least three of the four years prior to appointment in accordance with the ICEA guidelines for officers. The RDCE is expected to demonstrate integrity in supporting the goals and programs of the ICEA and the PAW.

The Regional Director is expected to have extensive experience in Christian education as well as ample experience in administration and supervision whether in Christian or non-Christian settings. The Regional Director should be a faithful worker in terms of attendance and participation in the local, state/district council, regional, and international Christian education programs. This includes formally elected or appointed positions and/or committee work within the local church, the council/district and the region. The Regional Director should have the endorsement of the local pastor, the local superintendent, and state/district council Christian Education President and/or DCE.

Training in areas germane to executing the work of the region and Christian education is encouraged. Areas of study that help to prepare a Director of Christian Education include, but are not limited to:

- Bible knowledge
- the principles of adult and youth learning
- curriculum development
- age-level teaching strategies
- group processes and dynamics.

Appropriate programs of study might include, but are not restricted to, any of the following:

- appropriate programs of study through Aenon Bible College
- nationally accredited Bible colleges and seminaries

- Accredited and recognized Christian education associations.
- PAW- or local church-approved institutions or programs.

Preparation for Christian education work might include endorsements, certificates or similar experience derived from employment opportunities or work in other reputable organizations. Undergraduate and graduate degrees are appropriate but are not required for the position.

REGIONAL YOUTH DIRECTOR

Appointment: The RDCE, with input from the Regional Board, will appoint a Regional Youth Director in accordance with the ICEA guidelines.

Qualifications: The Regional Youth Director must be baptized in Jesus' name and filled with the Holy Ghost in accordance with the PAW doctrine. The Regional Youth Director must also be a member in good standing of a PAW church and active in a PAW state/district council, and minimum 21 years of age. The Regional Youth Director should be a person who demonstrates Christian character and integrity and has ample knowledge of the Bible, organizational skills, and Christian education work with youth and children. The Regional Youth Director is expected to support the goals and programs of the ICEA and the educational program of the region.

The Regional Youth Director is expected to have prior experience in Christian education and should be a faithful worker in terms of attendance and participation in the local church, state/district council, and regional Christian education programs. This includes formally elected or appointed positions and/or committee work within the local church, the council/district and the region. The Regional Youth Director should have the endorsement of the local pastor, the local

superintendent, and state/district council Christian education President and/or DCE.

Training in areas germane to executing the work of the Regional Youth Director is encouraged. Areas of study that help to prepare a Regional Youth Director should include basic Bible knowledge as well as an understanding of how children and youth learn. The Regional Youth Director should be aware of and able to execute a variety of age-level teaching strategies. Care should be given to providing the best possible level of interactive and inclusive experiences for all children and youth who attend the Regional Conference.

Responsibilities of the Regional Youth Director: The Regional Youth Director will:

- Serve as a member of the Board
- Coordinate the region's work with youth and children in accordance with the principles and guidelines of the ICEA
- Chair a committee of workers who are able to minister to specific and varied age levels of youth
- Be in regular communication with the International Youth Director in order to be a more integral part of the ICEA ministry and to learn more about the focus of the ICEA in ministry to youth
- Attend the national meeting and assist in the work of the ICEA program when possible. Even when the Regional Youth Director is unable to attend the national convention, he/she should assist the International Youth Director in identifying workers and topics for the ICEA convention
- Actively encourage other youth workers in the region to work with the regional and International youth program, and
- Work with the RDCE to prepare a budget for work with youth at the regional level that is appropriate to the work of the region and maintains fiduciary guidelines. If necessary, requesting the

financial support of churches, districts, and private/public donors is encouraged.

Background Checks for Youth Workers: In compliance with local, state, and federal laws, background checks will be conducted for the Regional Youth Director and all regularly assigned regional youth workers. It is required that this responsibility be taken seriously and conducted with integrity. The background check for the Regional Youth Director and two regularly assigned youth workers will be conducted by the PAW and the expense of this screening will be covered by the region and the PAW.

Each region is expected to work toward background checks for all other regularly assigned regional youth workers and must include any expense for these screenings in its budget. (See also Youth Program.) All background checks must be conducted through the PAW vendor and updated as needed by law. Any charge for additional background checks should be assigned through the regional budget.

REGIONAL BOARDS AND REGIONAL OFFICERS

Each region will have a board that consists of the sitting ICEA President, Regional Director, and the Superintendent, from each state/district council in the region, and an appointed Regional Youth Director. The IDCE and the ICEA President are to be considered an ex officio and advisory member of the Board. The Regional Board is an advisory body that assists in carrying out the duties of the region and the programs of the ICEA. The Regional Board must operate in accordance with the ICEA and PAW guidelines and rules.

Each Regional Board must have a roster of officers including at least a treasurer and a secretary. Additional officers may be added as needed. Regional officers may be selected from the current or past state/district council officers or other people active at the state and regional levels. The ICEA Constitution provides requirements and job descriptions for elected ICEA officers and will be helpful to regions in examining the qualifications and duties of regional officers.

Securing Officers and Board Members: Assignment of regional officers other than the Director of Christian Education will be by election. The RDCE and the Regional Board may determine the manner in which officers are nominated. If elections are held, the RDCE and Regional Board may determine if the nomination and/or election is to be made by the Regional Board.

Duties and Responsibilities: The duties and responsibilities of regional officers must follow the guidelines of the ICEA and PAW. All reports generated by these officers are subject to the guidelines of the ICEA and PAW. All regional officers are encouraged to actively participate in the annual PAW Convention by assisting in various portions of the ICEA program. For example, regional secretaries are encouraged to assist with secretarial duties at the ICEA Convention.

Terms of Office: In accordance with PAW and ICEA rules, regional officers, whether appointed or elected, cannot serve terms of longer than four years and cannot succeed themselves more than once.

Regional Committees: Appointments of committees and other workers may be created to assist the Regional Board as needed to do the work of ministry at the regional level. Persons named in advisory capacities or for specific responsibilities are not required to be members of the Board; however, the Board should be apprised of their roles and responsibilities before agreeing to take on the task. Their attendance at Board meetings must be requested by or approved by the RDCE.

FINANCIAL REPORTING AND OBLIGATIONS

The Regional Conference planning meetings are the responsibility of the region. The Regional Conference itself is a joint responsibility of individual churches or state/**district councils**. These activities are generally funded by the reports, offerings, and other income of the regions. The primary exception is the financial partnering of the host council and the host region with the ICEA to provide a delegates' reception during the annual PAW Convention. The Regional Board will determine if a delegates' reception will be held.

The host state district council is financially responsible for providing a choir/praise team and musicians/musical instruments. If the host council cannot meet this financial responsibility, the RDCE should be notified immediately by the host council who accepted the invitation to host. (See State/District Council Responsibilities for Regional Conferences - pages 18-24 for other host state/district council responsibilities.) In cases where state/district councils are expected to take on the financial responsibility of any other specific task in relationship to the Regional Conference, the decision must be made by the Regional Board and must become the standard for operation for that region. The specifics of financial responsibility are unique within each region and should be included in the Regional Supplement the RDCE and the Regional Board draft as an addendum to this manual. (See Regional Supplement, page 1.) If a state/district council is not financially able to accept its responsibility, the Regional Board and the RDCE must make alternative suggestions for support and notify the IDCE of the situation. State/district councils should operate in good faith and give notice of such circumstances as early as possible.

Because ICEA regions operate under the PAW Board of Bishops and the ICEA regions and regional conferences are not autonomous, an RDCE or Regional Board may not place isolated financial burdens on a

state/district council. Any concerns in this area should be immediately taken to the IDCE and ICEA President.

Banking: In compliance with PAW rules, all funds of all regions will be banked in a separate account under the ICEA account with the PAW. The guidelines and timelines for such transfer of funds and conducting of business will be determined by the PAW Budget and Finance Committee. All deposits and check requests are to be timely and orderly. Any problems are to be reported to the ICEA President immediately and taken by the ICEA President immediately to the PAW Treasurer, the PAW Administrator, the Chairman of the PAW Budget and Finance Committee, and/or the Presiding Bishop as needed for timely resolution.

Budget Preparation and Reports: All annual regional budgets are part of the ICEA budget and must be submitted to the PAW with the ICEA budget by the ICEA Treasurer and ICEA President. Because each region differs, the Regional Director and Regional Treasurer should prepare budgets for their particular region. This information is to be submitted in the required accounting format and will become part of the annual ICEA budget. Sound fiduciary principles must be applied and integrity regarding the collection, distribution, and reporting of these funds must be maintained. All budgets are subject to approval.

The ICEA will provide PAW guidelines to each region. While regional income determines what is specifically included in the regional budget, line items that are generally common to all regions include:

- Financial responsibility regarding the IDCE or his/her designee for each annual regional meeting
- The amount of assessment each region should give to support the international work of the ICEA
- Expenses of the RDCE for the international convention
- Any stipends for regional officers

- Support of the youth programs, regional and international
- Other budget items will be determined by the RDCE and the Regional Board with approval by the ICEA President.

It is understood that specific amounts will vary based on the finances of each region. The IDCE will advocate on behalf of the region as needed, but all budgets are subject to question and approval. The RDCE will have input on budget lines and items. The ICEA Auxiliary Bishop will be involved in all budget decisions and apprised of any issues of financial concern. The ICEA auxiliary director's decision on financial matters is final as is the decision of the Budget and Finance Committee.

Reports of all funds held in accounts will be made available to the ICEA Treasurer, ICEA President and the RDCE on a regular basis. The Regional Director should see that all reports are also forwarded to the Regional Treasurer. All financial reports and deposits are to be timely, orderly, and complete. The ICEA Treasurer and Assistant Treasurer will work with the RDCE, ensuring the timely preparation of all budgets and reports.

Contracts: In some cases, contracts are needed in order to do the work of the region, including but not limited to securing hotel facilities or individual contractors in areas such as vending or audiovisual support. It is important that contracts for regional work reflect fiduciary responsibility in accordance with ICEA and PAW guidelines. Contracts must not be entered into lightly or without the input of the RDCE and the ICEA President and IDCE as needed.

- No contract shall be entered into that is not in accordance with PAW guidelines. Assistance will be made available as needed in order to reflect ICEA President and RDCE agreement.
- The ICEA President and the ICEA Treasurer must be apprised of all contracts. The ICEA President will forward any concerns and general information as needed to the ICEA Auxiliary Bishop.

- Persons contracted to perform services must be approved by the Regional Board and cannot be appointed in contradiction to ICEA and PAW guidelines. Care must be taken to avoid any appearance of impropriety in contracts or other paid services.
- The ICEA President must be apprised of any contract problems and will notify the ICEA Auxiliary Bishop and PAW officers as needed.

ICEA Officer Expenses: The expenses of the International Director of Christian Education (IDCE) are the responsibility of the region and should be anticipated in the budget preparation. These costs include: airfare, hotel, love offering, luggage, and any transportation to and from the airport and in the host city germane to the Regional Conference. If the IDCE is unable to attend the Regional Conference, the ICEA officer of record will be assigned to those regional responsibilities. The expenses of that officer are the responsibility of the region unless the region needs financial assistance from the ICEA.

The expenses of the ICEA President or designated officer of record are the sole responsibility of the ICEA. However, it is the responsibility of the RDCE to make arrangements as needed particularly regarding hotel room and transport to and from the airport and transportation between the hotel and church/conference site.

REGIONAL MEETINGS

Many regions find a pre-conference planning meeting to be helpful whether it is a face-to-face planning meeting or conference call. These meetings often take place either at the conference site (for a site inspection), at a central location within the region, or at the annual PAW Convention. The RDCE and Regional Board should determine when and where the annual meeting will be held. When determined and finalized, the dates and locations should be shared with the ICEA President who will notify the PAW and the host diocesan. The IDCE should be alerted of this meeting well in advance of the session. The ICEA will secure a meeting area during the annual PAW Convention for all regional boards and officers who desire to meet at that time, if possible.

ANNUAL REGIONAL CONFERENCE

The purpose of the annual Regional Conference should always be:

- To assist the constituent state/district councils in providing quality, cutting-edge Christian education knowledge for their members
- To provide a forum for additional development of talents and skills
- To enhance the goodwill and fellowship of the churches and Christian education programs within the region and the host state
- To model quality Christian education programming that helps to meet the goals of the ICEA worldwide.

Time and Place: The RDCE should work with the Regional Board and IDCE regarding the time and place of the annual Regional Conference. While the date for the Regional Conference is set, it is understood that on occasions it may be necessary to make adjustments. The RDCE should work with the Regional Board and IDCE to determine any

changes in the annual Regional Conference. Notice of any changes to regional meeting dates must be sent immediately to the ICEA President.

Location of Meeting Site: The decision on which church, hotel, or other venue will be used for the annual Regional Conference will be determined by the host state/district council with key input from the RDCE and the Regional Board. Additional assistance is available from the IDCE.

Schedule/Program: The schedule, agenda, and program for the annual Regional Conference will be determined by the RDCE and the Regional Board. Space on the program should be provided for:

- An address for the general audience by the ICEA President or officer of record
- A presentation/workshop for the general audience by the IDCE
- An opportunity for the ICEA President or officer of record to address and participate in the business meeting of the Regional Board
- A brief greeting by the ICEA President and/or IDCE or officer of record during any evening service
- The IDCE and ICEA President or officer of record should be assigned any additional workshop presentation topics as part of the general program that will help the program of the region. Notification of workshop titles, length, audience, and time should be communicated at least 30-60 days in advance of the Conference.

REGIONAL YOUTH PROGRAM

The Regional Youth Program will take place during the Regional Conference. The Regional Youth Program must include interactive and age-appropriate learning activities for all groups. Care should be taken

to involve all learning modalities. The diverse learning needs of all children and youth should be accommodated. The youth program for teens and pre-teens should include active Bible learning activities, current information regarding careers and educational enhancement and, when possible a service project that will help to encourage young people in the importance of ministering to others.

The Children's Program should include active learning activities which go beyond pencil, paper, and conversation to engage children in meaningful experiences with Bible lessons.

Background Checks for Youth Workers: Background checks are required for youth workers. (See Background Checks for Youth Workers under Regional Personnel - page 8.)

STATE / DISTRICT COUNCIL RESPONSIBILITIES FOR REGIONAL CONFERENCES

While regions rotate the responsibility for hosting the Regional Conference, there is still variance in what a specific diocese or state/district council can provide. (See Financial Reporting and Obligations – pages 11-14.) The following guidelines should serve as a starting point. In the spirit of unity and fellowship, each Regional Board will assist the RDCE in determining any additional responsibilities and the support needed to host the Regional Conference in each state or district.

Host District: The responsibilities of the host state/district council include but are not limited to the following:

Site Selection for Planning Meeting: The host state/district council is responsible for securing the meeting site for the Regional Board planning meeting one year in advance in the city where the conference will be held. Costs must be anticipated and included in the regional budget.

Site Selection for the Regional Meeting: The host state/district council is responsible for identifying the location of the Regional Conference. Prior to making a final location selection the host superintendent must notify the RDCE and the ICEA President before signing a contract or binding document. The RDCE and Regional Board will determine whether a church, a hotel, or other venue is appropriate for the program of the Regional Conference. (See Contracts under Financial Reporting and Obligations – pages 13-14.) In most cases, the region and not the host state/district council is responsible for any financial obligation (except for choirs, musicians and instruments) regarding the site, including love offerings and rental fees for media equipment such as projectors, screens, etc. The program and attendance should be carefully considered in determining a site. In selecting a site, the RDCE

is responsible for keeping the host diocesan abreast of all plans which will include but are not limited to the dates of the Regional Conference and the site of the convention (e.g. hotel or church). If held at a church, the host RDCE will be in contact with the host pastor to go over expectations from both sides. For example, consideration must be given to the cost to rent the church, whether the church will provide meals and the cost to prepare those meals, and the use of in-house musicians along with any possible cost.

Consideration must also be given to the matter of ushers, security, health professionals and altar workers for various portions of the Conference. If a church is used, the church's guidelines and the pastor's approval must be secured and followed by the approval of the host state/district council and must be communicated to the RDCE at the time of acceptance. The number of workshops and meeting rooms and the size of various spaces will be determined by the program and requires constant communication between the RDCE and the host so that an appropriate facility can be identified and secured at least one year before the Conference. Where necessary, any costs to the regional treasury must be anticipated and included in the regional budget. Consideration must be given to:

- Space for general meetings, workshops and seminars, worship services, and vendor areas as determined by the region.
- Food functions (i.e. breakfast, lunch and/or dinner). Caution should be taken to coordinate any meal with the host church or hotel and the RDCE. Some regions have found that certain meals need not be served (such as when delegates are hosted at a hotel that provides breakfast or when ample restaurants are in the area to accommodate conference attendees and their children).
- Care should be given not to overtax or unnecessarily burden church facilities or delegate expense.
- Space must also be secured for:

- The Regional Board meeting on the eve or the morning of the Regional Conference
- A secured space for the Treasurer's office
- Space for registration.

Publicity Information: The host state/district council is responsible for giving accurate and timely information on the host site to the IDCE and RDCE as well as all board members so that the Regional Conference can be publicized at the local, regional, and national levels. Any costs associated with publicity must be anticipated and included in the regional budget.

Pre-Conference Events: The host state/district council should help plan and present or at least coordinate any pre-conference event as determined by the region. In many regions this is a fellowship or a worship service; in others it is a meeting for the board. The type of event, the venue, the schedule, and the purpose will be determined by the region. This event should not produce undue financial burden. If this is a public service or event, consideration should be given to the number of delegates likely to attend or be involved. These costs must be anticipated and included in the regional budget. If any costs are to be assigned to the host state/district council, that information must be included in the Regional Supplement.

Speaker for Friday Night Service: Because the host state/district council is most familiar with the dynamic preachers in their area, they should select the speaker for the evening service; however, it is important to gain input from the RDCE and Regional Board. Any costs and honorarium for the preacher should be identified before details are finalized and communicated to the RDCE. The honorarium is the responsibility of the region. If there is not a specific amount requested by the night speaker, a ministerial offering will be received. Please refer to the offering received on-site as a ministerial offering. The use of this term allows the Regional Board to determine the amount to be

given to the nightly Word Bearer. The Word Bearer for the Friday night service should be approved by the Bishop of the host state/district council. Costs related to the speaker or worship services must be anticipated and included in the regional budget. These costs may include but are not limited to: hotel room for speaker and travel expenses.

Worship Service Needs: It is important, particularly during the worship service, that protocols be used. This can generally be executed with local ministers and workers and is best provided or covered by the host state/district council. Each worship service should have:

- Altar workers and other ministers
- Anointing oil on the pulpit
- Juice or water as requested by the evening preacher
- Musicians
- An armor bearer for the preacher ministering that night
- Any other amenities (such as a dressing room or pre-service prayer area) accorded a worship service preacher
- Transportation needs of:
 - ICEA officers and the PAW representative to and from the airport and between the hotel and conference site (church) as needed
 - For delegates who use local airports, arrangements should be made to either provide transportation or information regarding public shuttles, including contact information, location, travel options, and costs
 - Transportation from the hotel to the church for delegates who stay at the designated hotel
 - Other transportation needs as determined by the Regional Board. Any cost related to transportation should be anticipated in the regional budget.

Media Recording: The RDCE and host state/district council should agree on the use of church media. These costs must be anticipated and included in the regional budget unless the church markets directly to purchasers. Any revenue to the region must be included in all financial reports.

Equipment: When possible, local churches should be contacted prior to the event to donate or secure equipment for use at the regional meeting. Of course, in many cases speakers and presenters may wish to provide their own equipment. If costs are to be associated, the RDCE must be notified and give approval for such expenses. These costs must be anticipated and included in the regional budget. Equipment might include but is not limited to:

- Computers and/or printers for registration
- Projectors for workshop presentations (overhead, video, computer, or other)
- Flip charts or microphones
- Musical instruments, supplies, and materials generally related to teaching children.

Storage: If the Regional Conference requires materials to be delivered prior to the event, the host state should assist with storage and/or transport of those goods. Any costs that may impact the regional treasury must be anticipated and included in the regional budget.

Ushers and Health Professionals: It is advisable that the host state/district council identify ushers and health professionals to assist with the program particularly during an evening service. Having a health professional on site during the conference is an excellent precaution. Many of the local ushers and health professionals are already part of the Christian education ministry and might be contacted regarding serving in this capacity. In the case of a host church,

arrangements for ushers and health professionals should be discussed when the site is secured.

Hostesses and Hosts: Some regions request local Christian education workers to help as hosts and hostesses for the event.

Security: This should be coordinated with the hosting state/district council and/or hotel and supplemented by local volunteers as needed. Any costs related to security must be anticipated and included in the regional budget.

Responsibilities of All State/District Councils in Host Regions: All state/district councils within the regions are responsible for the success of the Regional Conference. The Regional Board should identify all other tasks and all state/district councils should share in the spirit of unity and love so that the body can be enhanced through this event. There are many additional duties and responsibilities; a few examples are outlined below:

Reports (Love Offerings and Assessments): Each state/district council is expected to give a love offering or assessment (report) to the region to help with expenses. The amount of each state/district council offering should be determined by the Regional Board in accordance with ICEA By-Laws. In addition, each church is requested to support the Regional Meeting with an assessment and love offering as well. The Regional Board should also determine this amount in accordance with ICEA By-Laws. State/district councils and churches that can offer greater support are encouraged to do so. These funds must be anticipated and included in the regional budget.

Banners and Signage: In some regions the host state/district council will provide a banner for the general auditorium and/or signage for the workshops and other events. In others this is a regional responsibility. This responsibility and the cost of it should be determined by the region. To be more cost-effective, it is recommended that banners not

show names, positions and dates. These costs must be anticipated and included in the regional budget.

Assisting with Registration and Treasury Responsibilities: In all regions, the state/district council treasurers are encouraged to assist the Regional Treasurer with collecting offerings and the state/district council secretaries are encouraged to assist the Regional Secretary with on-site registration and pre-registration in their own state/district /councils. The coordination and manner of assistance will be determined by the Regional Treasurer or Regional Secretary as appropriate.

Participant Materials: Upon registration, all attendees should receive appropriate conference materials including a program and badge. The materials are sometimes referred to as a participant packet. In some regions this is the sole responsibility of the host and in others it is the responsibility of the Secretary with the host state and other state/district councils donating items and services to prepare the participant materials. Specific guidelines regarding the type and number of participant materials needed should be determined by the Regional Board. Any cost regarding packets, materials, and handouts must be anticipated and included in the regional budget.

Presenters: Each state/district council is responsible for finding teachers and presenters for the Regional Conference. Assignments are usually issued by the Board and should be managed in a timely manner by each state/district council President/Superintendent and/or DCE using the Request to Present (RTP) form. Notification of failure to find an instructor/presenter should be communicated early. All costs and stipends for presenters must be anticipated and included in the regional budget. All presenters must submit or already have on file a W-9 form.

Other Duties That Make the Regional Meeting Successful: Each state/district council should render reasonable service of their gifts, talents, and personnel in making this Christian educational event a success.

REGIONAL RESPONSIBILITY FOR THE ANNUAL ICEA CONVENTION

All regions are expected to assist with the annual ICEA Convention. When the PAW meets within the region, that region is designated as a host and should work with the host state/district council and the ICEA to provide for the needs of the ICEA Convention. These include, but are not restricted to:

ICEA Annual Delegates Reception: State/district councils within the region are asked to make a special donation (or the region can raise funds in other ways) to help host the ICEA delegates reception. This reception will be coordinated by the ICEA Assistant Treasurer and host region and the cost for the event will be closely monitored. Joint contributions should be made by the region, the host state, and the ICEA not to exceed \$1000. Caution should be taken to make this a fellowship event that welcomes all without undue burden. The program of this event will be planned by the host region with input from the ICEA. Any costs, expenses, or revenue regarding the reception must be anticipated and included in the regional budget.

Assessment Reports and Love Offerings: Each state/district council is expected to give a love offering as part of its assessment report to the ICEA during the Annual Parade of States. Exact amounts are determined by the ICEA and placed in its by-laws. State/district councils that can offer greater support are encouraged to do so.

Sunday School Teachers: The ICEA 1st Vice-President has the responsibility for soliciting teachers from all regions, assigning Sunday school topics, assigning Sunday school class space, and coordinating the ICEA Sunday school program. The host region and state/district council are asked to provide local Sunday school teachers for youth and children during the convention. Host state/district councils may find it difficult to utilize teachers who reside in the host city; however,

teachers from the state or region who will be in attendance should be selected. All teachers will be using Apostolic Light Sunday School materials during the Convention. All lessons should be interactive and age appropriate. All adult teachers will be given specific teaching assignments. Again, W-9 forms must be obtained in order to issue a stipend.

Secure Volunteers: Because of proximity, the host region and state/district council are asked to provide local Christian education volunteers to serve in various secretarial and hosting capacities during the ICEA Sunday school and throughout the ICEA Convention. This is an excellent way to expose local workers to the national program and to hone skills at the national level.

Encouraging Registration and Participation in the ICEA Program:

Advance notice of workshops, speakers, and other details will be forwarded so that regions and districts can share information prior to registration. In general, information should be forthcoming by early January of the convention year.

Advice: Because the host regions and districts know the local sites of interest, their help in assisting the ICEA to make the best use of local facilities, venues, and ministries when planning the program is critical and well appreciated.

ICEA OFFICER DUTIES AND RESPONSIBILITIES

It is the role of the officers of the ICEA to support the work of the ministry of Christian education at the regional level. While respect should be accorded to the ICEA officers who attend, their primary role is to bless the regional meeting through the gifts of advising, administration, and teaching.

The ICEA officers are present to help the region and are required to bring to the regional meeting information regarding the annual convention program (if possible), vision and mission of the ICEA and the PAW in an effort to foster unity and fellowship throughout the organization. ICEA officers are also responsible for seeing that PAW guidelines regarding funds and financial reporting are carried out. (See Financial Reporting and Obligations – pages 11-14.) It is the intention of the ICEA to support the regional work and to honor the diversity of the regions while helping to promote unity among the body of Christ and maintaining cutting edge knowledge regarding Christian education ministry.

International Director of Christian Education (IDCE): The IDCE is an automatic member of all regional boards and should be included in all meetings and kept abreast of all pending and actual decisions and questions of the Board. Other IDCE duties are listed in the ICEA Constitution and By-Laws. Regarding the work of the regions, the IDCE will:

- Supervise and train of all regional directors of Christian education
- Coordinate the work of the regional directors of Christian education.

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