

INTRODUCTION

PURPOSE AND HISTORY: The regions of the International Christian Education Association (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 2007 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 as needed at least every five (5) years after 2010. The ICEA Regional Guideline Manual must also be distributed to all regional officers and to all incoming district/council Christian education presidents and DCEs 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 2007 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 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.

TERMS: The following terms are used throughout this document:

ICEA – International Christian Education Association

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

The position of **District/Council Director of Christian Education** is a critical position at the council level; however, this document specifically governs the work of the Regional and International Directors of Christian Education. District/Council level Christian Education Presidents and Directors of Christian Education are subject first to the dictates of their diocese.

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 is directly responsible to the ICEA. The International Director of Christian Education (IDCE), which is an appointed position, is assigned by the ICEA President to coordinate and oversee the work of the regions. Each regional director reports directly to the IDCE.

Title

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 three 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 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 two of the three 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 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 Aeon Bible College, nationally accredited Bible colleges and seminaries, or accredited and recognized Christian Education associations. 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.

Responsibilities

The RDCE will:

- Chair the meetings of the region including business and program meetings of the regional board to ensure a successful annual regional convention that
 - (1) Meets the goals and guidelines of the ICEA with regard to the Christian Education program of the PAW, and
 - (2) Meets the learning needs of Christian Educators, Sunday school workers, and attendees of all ages.
- Appoint a Regional Youth Director to the regional board in accordance with the ICEA guidelines.
- Communicate regularly with the IDCE. This includes making reports and following directives issued by the IDCE on behalf of the ICEA. All questions and concerns regarding the regional involvement of any Council/District should be directed to the IDCE.
- Share Regional meeting guidelines with all District/Council presidents in the region to insure a smooth and orderly meeting with each District/ Council accepting responsibility for executing meeting events.
- Establish committees to aid in the smooth operation of the regional program. This should be done with input and involvement from the regional board.
- Review and approve regional documents including conference program materials. Any documents created with the intention of adding to the governance of the region must be shared with the IDCE and approved by the ICEA President prior to distribution within the region or to other regions. Such documents are subject to the guidelines of the ICEA and the PAW and may require the additional screening by the Bishop serving as the ICEA Director. No document shall be disseminated that is in contradiction to PAW or ICEA guidelines.
- Promote the vision and mission of the Pentecostal Assemblies of the World and ICEA in an effort to foster unity and fellowship throughout the organization.
- Adhere to the financial and other guidelines of the PAW and ICEA.
- Execute other duties as assigned by the ICEA President

REGIONAL BOARDS AND REGIONAL OFFICERS

Each region will have a board that consists of the sitting Presidents and Directors of Christian Education from each of the constituent Councils and Districts in the Region and an appointed Regional Youth Director. The IDCE is 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 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 may be either by election or appointment. The RDCE and the regional board may determine the manner in which officers are selected. If elections are held, the RDCE and regional board may determine if the nomination and/or election is to be made by the constituency of the region or the board of the region. If it is determined that the officers of the region will be appointed by the regional director, the regional board should approve these assignments by vote or acclamation. Prior to any appointment, input by the IDCE and regional board on these matters is highly encouraged. Care should be taken not to overextend the number of people who serve directly on the regional board. (See Regional Committees.)
- *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 three years and cannot succeed themselves more than once.
- *Regional Committees:* Appointments of committees and other workers may be made 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 work before and during their service. Their attendance at board meetings must be requested by or approved by the RDCE.

REGIONAL YOUTH DIRECTOR

Appointment

The RDCE 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 District/Council. 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, 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 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

The 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.
- 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 the support of churches, districts, and private/public donors to support the work with youth is encouraged.

FINANCIAL REPORTING AND OBLIGATIONS

Generally speaking, the regional conference and planning meetings are the responsibility of the region and not of individual churches or districts/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.

In cases where districts/councils (for example a host district) are expected to take on the financial responsibility of a 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 district 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. Districts 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 district. Any concerns in this area should be immediately taken to the IDCE and/or ICEA President.

Banking

In compliance with PAW rules and beginning in 2007, 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

As of November 2006, 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 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 apply 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 national work of the ICEA
- Expenses of the RDCE for the national convention
- Any stipends for regional officers
- Support of the Youth Program

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 Director (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 account will be made available to both the ICEA treasurer and the RDCE on a regular basis. The Regional Director should see that all reports are also forwarded immediately to the regional treasurer. All financial reports and deposits are to be timely, orderly, and complete. The ICEA treasurer working with the IDCE and RDCE will assist with insuring 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 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 assure sound contractual agreements.
- The IDCE and the ICEA Treasurer must be apprised of all contracts. The IDCE will forward any concerns and general information as needed to the ICEA President and 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 are the responsibility of the region and should be anticipated in the budget preparation. These costs include airfare, hotel, love offering, 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, another officer will be assigned to those regional responsibilities. The expenses of that officer are the responsibility of the region in lieu of the IDCE.

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 between the hotel and church/conference site.

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 provided by the ICEA and PAW at no expense to the region.

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. The IDCE and International Youth Director will prove to be great resources in this area.

PAW Representative

In compliance with PAW guidelines a representative from the PAW Treasurer's Office or the PAW Headquarters will be present at all regional meetings starting in 2007. The representative is responsible for seeing that PAW accounting guidelines are followed, that checks are written, that federal documents are signed and on file for all presenters, and that banking is done appropriately. The expense of the PAW representative, including hotel, airfare, and meals is the sole responsibility of the PAW. The ICEA President will notify the PAW representative of the meeting and request the RDCE to secure a room for the individual. The PAW representative must be afforded all hospitality including the options for transportation from the airport and to the conference site that are available to delegates or ICEA officers.

REGIONAL MEETINGS

Regional Planning Meeting

Many regions find a pre-conference planning meeting to be helpful. Most regions meet several months to one year prior to the annual regional conference. 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, where, and if such a meeting should be placed on the regional calendar. 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 board and officers who desire to meet at that time.

Annual Regional Conference

Purpose

The purpose of the Regional Conference should always be:

- To assist the constituent districts and 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 occasion 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.

Site

The decision of which church, hotel, or other venue will be used for the annual regional conference will be determined by the host 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/workshop for the general audience by the IDCE and/or the ICEA President / officer of record.
- An opportunity for the IDCE and ICEA President or officer of record to address and participate in the business meeting of the regional board.

- A brief greeting by the IDCE and/or ICEA President 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 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 Financial Responsibility – Page 8.**)

DISTRICT / COUNCIL RESPONSIBILITIES FOR REGIONAL CONFERENCES

Purpose

While regions rotate the responsibility for hosting the regional conference, there is still variance in what a specific diocese or council can provide. (See **Financial Reporting and Obligations – Page 6.**) The following guidelines should serve as a starting point. In the spirit of unity and fellowship, each region 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 District/Council include but are not limited to the following:

- *Site Selection for Planning Meeting:* The host District/Council is responsible for securing the meeting site for the regional board if a planning meeting occurs several months before the Annual Regional Conference 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 District/Council is responsible for identifying the location of the regional conference. 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 – Page 7.**) In most cases, the region and not the host council is responsible for any financial obligation regarding the site including love offerings and rental fees. The program and attendance should be carefully considered in determining a site. 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 host District/Council and must be communicated to the RDCE in advance of the meeting.

The number of workshop 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 District/Council 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 (breakfast, lunch 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. (Example, 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 of or the morning of the regional conference
 - A secured space for the Treasurer's office
 - Space for registration.
- *Publicity information:* The host 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 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 council, that information must be

included in the Regional Supplement. (See **Regional Supplement – Page 1 and Financial Reporting and Obligation – Page 6**)

- *Speaker for Friday Night Service:* Because the host District/Council is most familiar with the dynamic preachers in the area, they should probably select the speaker for the evening service; however, the input of the RDCE and Regional Board are important. 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. The preacher should be approved by the RDCE and the Bishop of the host diocese. Costs related to the speaker or worship service must be anticipated and included in the regional budget.
- *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 seen to by the host 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 armorbearer for the preacher ministering that night
 - Any other amenities (such as a dressing room or pre-service prayer area) accorded a the worship service preacher
- *Transportation:* As needed the host District/Council will be called upon to provide for the following transportation needs of:
 - ICEA officers and the PAW representative to and from the airport and between the hotel and host site (church) as needed.
 - 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 regarding transportation should be anticipated in the regional budget
- *Media taping:* Costs will vary and should be discussed with the RDCE. Churches that agree to tape are compensated for the service. Arrangements with church media should be done in the spirit of unity and with integrity regarding copyright laws. 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
- 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 impact the regional treasury must be anticipated and included in the regional budget.
- *Ushers and Health Professionals*: It is advisable that the host 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 professional are already part of the Christian Education ministry and might be contacted 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 church or hotel and supplemented by local volunteers as needed. Any costs related to security must be anticipated and included in the regional budget.

All Districts and Councils

All Districts and Councils within the regions are responsible for the success of the Regional Conference. The regional board should identify all other tasks and all Districts/Councils should share in the spirit of unity and love so that the body can be enhanced through this event. There are many duties and responsibilities; these are a few.

- *Reports (Love Offerings and Assessments)*: Each District/Council is expected to give a love offering or assessment (Report) to the Region to help with expenses. The amount of each 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 a love offering as well. The regional board should also determine this amount in accordance with ICEA By-Laws. 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 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. These costs must be anticipated and included in the regional budget.
- *Assisting with registration and treasury responsibilities*: In all regions, the District Council treasurers are encouraged to assist the Regional Treasurer with collecting offerings and the District Council secretaries are encouraged to assist the Regional Secretary with on-site registration and pre-registration in their own Districts/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 District/Council and in others it is the responsibility of the secretary with the host state and other Districts/Councils donating items and services to prepare the participant materials. Specific guidelines regarding the type and number of participant materials are needed should be determined by the regional board. Any cost regarding packets, materials, and handouts must be anticipated and included in the regional budget.

- *Instructors:* Each 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 District/Council President or DCE. Notification of failure to find an instructor should be communicated early. All costs and stipends for presenters must be anticipated and included in the regional budget.
- *Other duties that make the Regional Meeting successful:* Each 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 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: All Districts and 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 through the PAW by the ICEA Assistant Treasurer and the cost for the event will be closely monitored. Joint contributions should be made by the region, the host state, and the ICEA. 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 ICEA with input and participation by the host region and District/Council. Any costs, expenses, or revenue regarding the reception must be anticipated and included in the regional budget.

Report and Love Offering: Each Region is expected to give a love offering as part of its report to the ICEA during the Annual Parade of States. Exact amounts are determined by the ICEA and placed in its By-Laws. Regions that can offer greater support are encouraged to do so. Love offerings should be anticipated and included in the regional budget.

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 Council are asked to provide local Sunday School teachers for youth and children during the Convention. Host 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. Teachers of youth and teens may teach from their home curricula and may teach the lesson of their choice. All lessons should be interactive and age appropriate. All adult teachers will be given specific teaching assignments.

Secure volunteers: Because of proximity, the host region and 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 also **Financial Reporting and Obligations – Page 6-7.**)

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.

The 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. With regard to 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.

- Give general advice and direction to all Regional Directors and Boards.
- Supply each Regional Director and Board with designated theme and other program items for the year to be administered by the Regional Director and the Regional Board.
- Submit a report to the ICEA making special note of those presentations that should be encouraged for presentation during the ICEA annual convention.
- Provide to the ICEA President any concerns regarding the overall program and participation of the region.

The ICEA President or designee

The ICEA constitution requires the ICEA President or Vice president to attend each regional meeting and perform in the role of chief administrator for the ICEA. These duties include, but are not limited to, advising as needed, insuring that reports are completed, and giving a general report of the success of the annual meeting to the ICEA staff, Auxiliary Bishop (Director), and the ICEA membership. In addition, the ICEA President or designee will alert the ICEA Second Vice President of outstanding talent within the regions who should be encouraged to apply to present at the Annual ICEA Convention.

When the ICEA President or First Vice President is unable to attend a regional meeting, the ICEA will invite another elected officer (a designee) to represent the administrative arm of the ICEA.

The ICEA Treasurer

The ICEA treasurer is not required to attend regional meetings but does function as an advisor in helping regional directors and treasurers prepare and execute their annual budgets. In addition, the ICEA Treasurer is directly responsible for the oversight of the regional budgets.

The ICEA Secretary

The ICEA Secretary is not required to attend the regional meetings; however, he/she will work with the regional secretary to help disseminate information of the ICEA to the regional officers and constituents. In addition, the ICEA secretary is available to help the regional secretary with contact information and other information as needed.

ICEA Youth Director

The ICEA Youth Director is not required to attend regional meetings; however, the youth director is available to assist regional youth directors in developing programs that enhance the biblical knowledge and ministry life of youth. In addition, the International Youth Director is a resource for developing youth programs and will contact the regional youth directors regarding workers, field trip and ministry sites, and other issues regarding the Annual ICEA Convention. The International Youth Director coordinates the work of the Regional Youth Directors who participate in the youth portion of the ICEA Convention. The International Youth Director also communicates information regarding background checks to all Regional Directors and Regional Youth Directors.