



Christian Educators Fellowship Guidelines

The purpose of Christian Educators Fellowship is to:

- Spiritually encourage one another.
- Help members network for support, fellowship and ideas.
- Encourage continuing professional growth through personal study and conference activities.
- Strengthen the role of Christian education in our local churches, organizations, and all denominational connections including the Texas Annual Conference of the United Methodist Church.

The membership:

- Membership is open to anyone (lay or clergy) who works to promote Christian faith and formation within their local congregation or organization.

Membership Dues

- Annual dues are payable at the beginning of each calendar year.
- The Membership Coordinator will send reminders to those who are delinquent in the payment of their dues.

Officers

Officers are elected for a two-year term. The term of service is the calendar year.

1. Elected Officers:
 - a. President
 - b. Programming Coordinator(s)
 - c. Hospitality Coordinator(s)
 - d. Secretary
 - e. Treasurer
 - f. Membership Coordinator
 - g. Scholarship Coordinator
 - h. Caring Coordinator (s)
 - i. Communications Coordinator (s)
 - j. Past President (Chairperson of Nominations Committee)

2. Appointed Officers (appointed by the Board):
 - a. Historian
 - b. Annual Gathering Coordinator (s)

Additional Special Events Coordinators are appointed by the board as needed.
The board will fill vacancies within the committee for the remainder of the term.

Duties of Officers

1. President
 - a. Convene and conduct board meetings, general meetings and gatherings.
 - b. Work with the Board to ensure that all positions are filled each year.
 - c. Work with the Board to ensure that all honors, awards, and presentations are provided for at the Annual Gathering.
 - d. Ensure that a slate of officers, proposed budget, membership form, and other vital information be provided to members annually and is shared at least two weeks before a vote - virtually or in person.
2. Programming Coordinator (s)
 - a. Assume responsibility for making sure a program is planned in a timely manner for all meetings.
 - b. Work with the president to ensure all necessary arrangements for each meeting including reserving facilities, program and needs of the presenter, and other arrangements as deemed appropriate for that meeting and program.
 - c. Provide program information to the President and Communications Coordinator in a timely manner before each meeting.
 - d. Maintain a record of programs during term of office.
 - e. Convene and conduct meetings in the absence of the President.
3. Hospitality Coordinator (s)
 - a. Make arrangements with a caterer for the meal at each meeting.
 - b. Receive reservations for the meal at each meeting.
 - c. Invite members to serve as greeters and to offer the meal prayer.
4. Secretary
 - a. Maintain minutes of all Board and General Meetings.
 - b. Email minutes of all board meetings to all officers.
5. Treasurer
 - a. Keep all financial records.

- b. Receive membership dues and other monies.
 - c. Deposit all monies within 30 days of receipt and write all checks in a timely manner.
 - d. Obtain receipts for expenses and provide reimbursements for expenses covered in the approved annual budget.
 - e. Prepare annual budget for review and approval by the membership.
 - f. Provide a written bi-annual financial statement to the Board.
 - g. Ensure that an audit committee is appointed by the board in order to review financial records at least every three years.
6. Membership Coordinator (s)
- a. Prepare and publish (email, website, etc.) an updated membership form before the end of the calendar year.
 - b. Maintain an up-to-date contact list of the membership and provide it to the Communication Coordinator as needed.
 - c. Provide a membership roster each year for all current members.
 - d. Turn in all monies for membership to the Treasurer within 30 days of their receipt.
7. Caring Coordinator (s)
- a. Receive and forward all requests for prayer, joys and concerns to the membership of CEF as appropriate.
 - b. Send cards and other communication when appropriate.
8. Scholarships Coordinator
- a. Prepare and publish scholarship application forms (email, website, etc.) annually.
 - b. Receive applications for scholarships.
 - c. Review applications with the Board.
9. Communications Coordinator (s)
- a. Update email addresses for all members routinely in cooperation with the Membership Coordinator.
 - b. Work with the Board to promote meetings, events and programs through the CEF website and social media
 - c. Serve as a clearinghouse for membership-wide announcements.
 - d. Send email notices of monthly programs and meetings in a timely manner.
 - e. Work with the Communications Departments of relevant Conferences and other relevant organizations to ensure that CEF is properly promoted.
 - f. Update CEF website/social media at least monthly with information provided by members of the Board.

10. Past President

- a. Serve as chairperson of the Nominations Committee.
- b. Receive nominations for officers of CEF
- c. Prepare and publish (email, website, etc.) the slate of officers for the vote.

11. Historian

- a. Responsible for organizing CEF Files, Historical Documents.

12. Annual Gathering Coordinators

- a. Plan a date and place for an annual gathering.
- b. Promote the CEF gathering meeting to members and wider community.
- c. Include the Board in planning and assisting with the program.

General Procedures

- Application for Scholarship monies should be made through the Scholarship Coordinator, who will present the application to the Board for review and a decision. Applicants must be active members of CEF.
- Copies of these guidelines and a membership roster will be made available to all Members each year.
- These guidelines and procedures are amended by a majority vote at a General Meeting or by email vote.