



Local Chapter Leaders' Handbook

“For where two or three gather in my name, there am I with them.”
Matthew 18:20

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Introduction

Our Mission

To Encourage, Equip and Empower Educators According to Biblical Principles.

In pursuit of this mission, we:

- ❖ Proclaim God's Word as the source of wisdom and knowledge.
- ❖ Portray teaching as a God-given calling and ministry.
- ❖ Promote educational excellence as an expression of Christian commitment.
- ❖ Preserve our Judeo-Christian heritage and values through education.
- ❖ Promote the legal rights of Christians in public schools.
- ❖ Provide a forum on educational issues with a Christian worldview.
- ❖ Partner with churches, parachurch organizations, educational institutions, and parents.
- ❖ Provide resources and benefits for educators including professional liability insurance.

Our Vision

God's Love and Truth transforming our schools.

Our Core Values

- Love
- Biblical Knowledge
- Respect
- Integrity
- Prayer
- Patience
- Self-control
- Worship
- Truth
- Unity
- Forgiveness
- Faith
- Servanthood
- Joy
- Professional Excellence

Our Statement of Faith

We believe in:

- ❖ One God eternally existent in the Father, Son and Holy Spirit.
- ❖ The Bible as the inspired Word of God.
- ❖ Christ, the Son of God, His virgin birth, His miracles, His vicarious atoning death for our sins, His bodily resurrection and His return.
- ❖ The need and reality of spiritual conversion by the Holy Spirit through the death and resurrection of Jesus Christ.
- ❖ The ministry of the Holy Spirit Who enables us to live a godly life.

Chapter Dynamics

A. Introduction

Teaching or administering in a public or private school as a committed Christian can be wearing, challenging and lonely. Membership in a *Christian Educator Association International (CEAI)* Chapter can mean the difference between discouragement and encouragement in one's life's calling as an educator. Unlike so many meetings that educators are required to attend, this regularly scheduled chapter meeting becomes a source of inspiration and guidance toward making one's vocation a sacred mission, rather than just a career.

It is within chapter meetings that Christian educators can find professional camaraderie, opportunities for leadership, and strengthening of their faith as it relates to day-to-day challenges. Within the setting of chapter meetings, Christian educators feel connected, not only to each other locally, but to the organization nationally, and to all it has to offer.

B. Benefits of Chapter Membership

1. Chapters recognize the potential of a group of educators who are "insiders," who know the students, and have an ongoing commitment and connection with the schools in their ministry area.
2. A church based chapter enhances the bond between teachers and the congregation and encourages Biblical principles to prevail in the public schools. Important educational issues of the local congregation can be addressed through CEAI presentations and seminars.
3. A Christian college or university, which could include students as well as local teachers, benefits from such a chapter because of the interaction between veteran teachers and their student education majors. Such contact could result in mentoring relationships, sharing of practical teaching strategies, and lively discussion of "real-world" teaching situations.
4. Chapter leaders are covered by an umbrella policy for liability insurance for volunteers.

C. Organizing the Chapter

One of the goals of each chapter should be to qualify for a *Charter*. The requirements for a charter are:

1. Elected officers for the year.
2. A chapter constitution filed at the CEAI Membership Service Center.
3. A plan for the year, including five meetings. One meeting may be an executive planning session.
4. Elected officers plus seven members who have paid memberships for the current year.

D. Chapter Leadership

Officers should be elected annually at the April or May meetings. Following the election, an installation program will add importance and meaning to the leadership of chapter officers. Chapters usually appoint a nominating committee to present a slate of officers to the entire group. A good balance of men and women for officers should be sought. This is not always possible but should be considered by the nominating committee.

The officers of the chapter compose the executive committee. They are responsible as members of the committee to plan the program and manage the chapter. Some chapters have found it helpful to have three to five members-at-large serving on the executive committee.

I. Spiritual Qualifications

Beginning and/or maintaining a chapter takes prayerful consideration, a servant's heart, and the sense that the Holy Spirit has called you to this work. It also takes a commitment to God's qualifications for leadership. "...Whoever aspires to be an overseer desires a noble task. Now the overseer is to be above reproach," (I Timothy 3:1^b-2^a) Although this passage is specifically speaking of leaders in the church, the qualifications are necessary for anyone desiring to lead a chapter for CEAI. The passage reveals a capable leader as one who has balance in his or her private and public life, who exercises moderation and humility, and who is known for character of good repute outside the church. This would include an educator who has the respect of those with whom he or she works, including students.

A leader must be mature enough to understand the perseverance required, the possible criticisms that may come, and the necessity for prayer in all aspects of the work. In other words, he or she must "count the cost." "Suppose one of you wants to build a tower. Won't you first sit down and estimate the cost to see if you have enough money to complete it? For if you lay the foundation and are not able to finish it, everyone who sees it will ridicule you, saying, 'This person began to build and wasn't able to finish.'" (Luke 14:28-30)

It is essential to depend on God for His equipping in every area of chapter leadership. Having a godly vision for the work of CEAI must be at the foundation of leadership. Without it, success will be short-lived and discouragement will bring the group down. Find others who will pray with, and for you, as you consider this ministry.

Besides the spiritual qualifications of leadership, CEAI leaders should have experience in the "real world" of school. They should understand the stresses and passions of the education profession. They should be connected with local church leaders and other parachurch organizations. They should stay in touch with the CEAI Membership Service Center and other CEAI leaders. When called upon to present the work of CEAI, they should be knowledgeable and possess a dedication to the purposes of CEAI.

Finally, the CEAI leader must understand their role as that of a servant. "...whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave— just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." (Matthew 20:26^b-28) There will be times as a leader when you will have to work alone, when others won't take the responsibility they should, and when you will have to forgive and "take up the cross." Remember that it is the Lord Christ you are serving!

In addition to committees and officers within the local chapter, wise leaders call together a team of advisory members that can offer suggestions for the chapter. "Plans fail for lack of counsel, but with many advisers they succeed." (Proverbs 15:22) These individuals should be godly business, church and professional people with a passion for the CEAI cause in the community. Be sure that they fully understand the mission and purpose of CEAI and support the objectives of the organization. They should be willing to come to chapter meetings from time to time to understand the group they are advising. Often it is appropriate to ask these people to speak to the local chapter and share their views on ministry. They will bring perspective to the local work of CEAI and may be strategic in the development of community and church involvement.

II. Administrative Responsibilities

The responsibilities of the officers may vary somewhat from chapter to chapter. Offices and specific duties of officers may be combined as stated within the chapter bylaws. General duties are outlined below.

1. President

- Preside at all meetings of the executive committee, convene chapter meetings, or assign someone to be the emcee.
- Review the program of the previous year to evaluate the activities and goals.
 - Check the list of current CEAI members who attended meetings.
 - Review the types of meetings that were held, for attendance and interest.
- Plan an executive committee meeting immediately after elections.
 - Check with members by phone for a convenient date. Plan the meeting even if not all can attend.
 - Prepare a tentative agenda. Leave time and opportunity for suggestions from the executive committee.
 - Present the agenda at the beginning of the meeting and ask for other business items to be included. Follow the agenda as closely as possible.
- Be responsible for the program for the year.
 - At the first executive committee meeting, set up a schedule of chapter meetings for the year.
 - Refer to section "G. Chapter Meetings" in this handbook for suggestions on planning meetings.
 - After planning the yearly program, obtain approval from the executive committee.

- Coordinate the continuing plans for the chapter. The future success of the chapter is in the hands of the president. Keep in contact with the members of the executive committee. Be ready to discuss problems about their duties.

2. Vice President

- Assume president's responsibilities in their absence.
- May be assigned special responsibilities such as program, social, or membership chairman, or other duties by the president.

3. Recording Secretary

- Record, in permanent form, the minutes of chapter executive committee meetings and of general chapter meetings.
- Prepare and keep a roster of members.
- Keep a file of chapter records, a copy of the chapter constitution, calendar of events, and other important chapter documents.
- Send a report of the annual election of chapter officers to the CEAI Membership Service Center by September 1st of each year.

4. Corresponding Secretary

- Unless this is the duty of the publicity chairperson, send notices of local meetings to all chapter members and non-members sufficiently in advance of the meeting date so that they may plan to attend. Make your notices attractive, readable and informative. This is an important detail and will make a difference in chapter attendance.
- Send a copy of the meeting notice to the CEAI Membership Service Center at the same time that you send it to your members.
- Send a report of each meeting within a week after the meeting to the CEAI Membership Service Center. (Appendix III).
- If there is a CEAI area representative in your state, send them notices of meetings and copies of your meeting reports.
- Write business letters, thank-you letters, etc. It is good procedure to keep a copy of all correspondence.
- Distribute CEAI materials to chapter officers and visitors at meetings.

5. Treasurer

- Account for all funds received and dispersed. Keep accurate records.
- Keep a separate "no-charge/fees" bank account for the chapter.
- Unless this is the duty of a membership chairperson, ask for memberships at each chapter meeting. Make the appeal attractive, without apologies. Let members know that all gifts and a portion of their membership are tax deductible when checks are made payable to CEAI. CEAI is a 501(c)(3) non-profit organization.
- Make receipts for cash payments received.
- Send fees to the CEAI Membership Service Center within one week after collection. For every new and renewing member your chapter recruits (with the exception of memberships less than \$100) retain \$10 for your local treasury.

- Discuss the benefits of keeping membership current when a new member is received and contact members who have not renewed.
- Keep a petty cash account for small expense items. Report this type of expense in the treasurer's report.

E. Three-Fold Ministry Model

I. Spiritual Growth

Encourage educators in your chapter to grow in their faith by providing opportunities, both formal and informal. First of all, encourage members to be involved in their local churches. It is essential that Christian educators, while they enjoy chapter meetings and the support they offer, never displace their commitment to the local church with activity in CEAI.

Provide a devotional from Scripture at each meeting and base the activities of your chapter on God's Word. Attendees should have no doubt as to the importance of submission to that Truth. Take opportunities from time to time to assign Scripture readings either tied to the chapter meeting or to the next one. Resist any attempt to quibble over small doctrinal issues that may differ among various members of the group.

Provide a prayer time before or after meetings, and publicize this along with the meeting notice. Appoint a prayer chairman who will faithfully lead this time with a short word from Scripture and a structure for the prayers to follow. CEAI's *Your Invitation to Pray* and *2 or More, Beyond the Schoolhouse Door, Educator Prayer Groups* brochures are a wonderful resource for Prayer Leaders.

Encourage all chapter members to participate in a school prayer group on their campus. These can be short, informal, once-a-week get-togethers, or a more structured group meeting with a prayer leader and a longer format. Some school teams meet more often than once a week, sponsor prayer breakfasts for their school or district staff, and aggressively seek active prayer partners, whether or not they join CEAI. Remind your chapter members to be cognizant of the law, protective of the school working day, and sensitive to other programs and staff when meeting on campus. If it becomes uncomfortable or difficult to meet at school, prayer groups can find a church or other meeting place with a private area.

In all things that the chapter does, it should be obvious that you are first of all a Christian group, submissive to the Lord Christ and His Word.

II. Following Christ in the Profession of Education (With material quoted and adapted from *The Gift of Teaching* by Dr. Daniel C. Elliott, Dr. R. Lewis Hodge, Mr. Roger White and Mrs. Clara Ruffin and published by CEAI.)

If Christians are living for Christ, they bring salt and light to their schools. (Matthew 5:13-16) In many ways this brings a Christian in conflict with the predominately secular culture of the public school. Because most members of a CEAI chapter are educators in public schools, instruction on living "Christianly" in that environment is an essential part of the purpose of scheduled meetings. Christians need to see their

workplace as a place to live victoriously, not as victims. Christians need to understand that God is sovereign, and that the *U.S. Constitution* along with the *First Amendment* is compatible with the freedoms of Christianity. Educators that live transformed lives, and work within just laws are a powerful force for God to use as He wills. Therefore, an essential element in chapter programs should be to educate the members about the law as it relates to living for Christ within the confines of the Constitution. Christians working in public schools should be effective transmitters of good character and values. These values are transmitted both directly and indirectly, both on purpose and unexpectedly. As Christian educators, the model of Christ-like character should be seen in one another, to other school staff, and to administrators. The work ethic and moral private lives of Christians in public education should be above reproach, so that Christ is seen clearly. According to Galatians 5:22-23, "there is no law" against the fruit that the Spirit produces in a Christian's life. This kind of life remains the most effective tool for revealing Christ to others.

Christian teachers, for the sake of Christ, need to take leadership in their schools in regard to curriculum and textbook selection, policy development, and cultural aspects of local education. Often, they can affect decisions concerning hiring of new administrators and teachers. By getting involved, they can influence these matters as no one else can. They become Christ's eyes and ears, as well as His voice within boards and committees where decisions are made that affect the entire school district. Chapters become the "sending team" for such leadership, and give needed support.

As an expression of Christian commitment, CEAI chapters need to emphasize educational excellence. Individual chapters can provide models of excellent teachers, encourage professionalism in various subject areas, and even promote mentoring relationships between experienced and inexperienced teachers. At least some of the chapter meetings need to present opportunities for professional growth. Because these meetings invite Christ to be present and to influence what takes place, effective training can take place, even in a short amount of time. "The fear of the Lord is the beginning of knowledge,..." (Proverbs 1:7^a).

Meetings that feature professional topics should be a "cut above" such in-service meetings teachers attend within their local school districts.

III. Compassionate Outreach in Christ's Name

CEAI chapters can reach out in Christ's name within the community. This not only blesses those touched by the ministry, but encourages growth in the individual CEAI member. "...Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me." (Matthew 25:40^b)

Ministering to school staff who are sick or bereaved with personal notes of encouragement, meals, and visits shows the compassion of Christ to them. A team of Christian teachers within a school setting can make a difference. Bibles can be distributed to young people by CEAI chapters. *The American Bible*

Society offers New Testaments for a very reasonable cost. Distribution can be to Christian day schools, homeless/transition shelters, public after school Christian clubs, and to children of the imprisoned through the *Angel Tree* program www.prisonfellowship.org/programs/angel-tree/.

School supplies and uniforms donated to homeless or abuse shelters are appropriate gifts from educators as part of chapter outreach. Serving on teams for local food drives, home building, ministries to jails and convalescent homes gives CEAI chapter member's opportunities to tangibly show Christ's love.

Organizing a school district to pray for their schools is a worthy project at the beginning of a school year. One small group planned a "*Prayer on the Playground*" endeavor that included every school in a large urban district. Area clergy, interested Christian leaders, and a CEAI member organized this event.

An outreach committee from a local chapter can find unique ways to minister within the community in Christ's name. By making the chapter members aware of the needs and giving them opportunity to serve, they are helping to fulfill Christ's commission to give to those in need. We must help the weak, remembering the words of our Lord Jesus: '...It is more blessed to give than to receive.' (Acts 20:35^b)

F. Knowing Your Chapter

In organizing your chapter, find ways that your chapter leaders can become acquainted with chapter members. Ask them to review the membership list and to meet people personally at chapter meetings. Use registration cards, a sign-in sheet, or keep a register book of attendance. Someone should be assigned to maintain an accurate list of members and attendees.

Make it a point to find out grade, subject and school of all those within your chapter. This not only gives the leadership an idea of possible needs of the group, but it makes individuals feel that the leadership is interested in them personally.

Become acquainted with the environmental area of your chapter. Know the names of schools and colleges/universities in the area from which your members come. Develop a list of all media in your area.

Know something about the churches in the area of your chapter location, especially those from which your members come. Keep a current list of pastors and youth leaders with addresses and phone numbers.

Keep a list of visitors, and make contact with them after the meeting. Encourage them to keep coming. Offer them CEAI brochures so that they can get a broad picture of the organization.

Identify Christian parents in your area who may want to join in supporting Christians in their schools.

Once a year try to make contact with area churches and clergy. “*Educators Sunday*” is a wonderful opportunity for CEAI to encourage support from local congregations. Call the CEAI Membership Service Center for more information.

G. Chapter Meetings

I. Time and Place of Meetings

- The time and place of meetings should be determined by the members of the group. The meeting should begin promptly at the announced time. If this practice is followed, members will be more likely to arrive on time.
- Evening meetings should not continue until a late hour. If refreshments are served the program should conclude by 9 pm.
- Saturday morning meetings have been quite successful. They can be combined with a breakfast. These meetings can be relaxed times for a delightful, professional, social event along with a profitable, inspiring program.
- If the group is small, try meeting in homes until the facilities are outgrown.
- A church or other private area may be available for use as a meeting place. Consider parking and conflicts that might arise in your facilities. The location should be convenient to all of your members and easy to find.
- Continue in the same location as much as possible. This makes confusion unlikely. However, an occasional change of meeting place, a yearly banquet in a restaurant, or some other venue may add interest.

II. Long-Range Meeting Planning

- Meetings for the entire year should be planned in advance, preferably at the end of your chapter year and after new officers have been elected.
- Appoint a planning team. This team can be a specifically appointed program committee, or the officers of your chapter. A group of no more than 5 or 6 accomplishes more than a large group. The chapter president should be included in all programming meetings.
- Spend time in prayer before your meeting, both individually and collectively. Nothing is as futile as trying to do God’s work without Him!
- If you want input from your chapter membership, spend one of the last meetings of the year brainstorming ideas, or ask them to submit ideas to you in writing.
- Set the dates for meetings so that members may place them on their calendars. Be sure to check availability of your meeting facilities before finalizing the schedule.
- Send program dates and topics to the CEAI Membership Service Center at the beginning of the school year.

- The planning team should determine meeting topics (generally) and suggest names of people who they might invite to lead. Make sure that specific details of meetings are worked out two months in advance.

III. Monthly Planning

- Plan an opening prayer and commit each meeting to the Lord publicly. Allow the person who will lead the prayer ample time to prepare prior to the meeting.
- The president or program chairman should prepare a written agenda for the meeting with an additional copy for the speaker or panel leader. This helps the speaker to have self-assurance and poise, and leaves the impression of a well-organized meeting on those who attend. Announce the next meeting's program before the group disperses.
- Include social time with refreshments. This may be the most important aspect of the meeting for some people. The closer the group becomes the more one-on-one sharing and praying will occur. Encourage this, but make sure you move into your program when announced.
- Include prayer requests and prayer at every meeting. Most meetings should also have a short devotional thought, especially if the bulk of the program has focused on secular issues.
- Always introduce newcomers and make each person attending feel noticed. No one should feel unimportant or neglected. Use name tags if the group is large, or if there are a large number of visitors.
- Always tell speakers and participants how much time they have. This should be done when they are invited to lead the program and again the day of the meeting.

IV. Ideas for Chapter Meetings

The local chapter meeting is a regularly scheduled meeting of members, prospective members and friends for inspiration, encouragement, information and fellowship. These meetings should be planned according to the school calendar year in your area. Meeting together should strengthen and increase the effectiveness of Christian educators. Meetings should be planned with these purposes in mind. Variety and ingenuity add interest and keep meetings from being stale and unproductive. Each meeting should be evaluated against the objectives of CEAI. Many great free resources are available at our website www.ceai.org.

Meetings should be well planned in advance with a variety of leaders and activities. The objectives of the meeting should be clear. The meetings should be adapted to the local, presently recognized, needs of the group. Earnest prayer on the part of the program committee, followed by careful planning, will assure the guidance of the Holy Spirit, and lasting, effective results.

V. Types of Meetings

Chapter meetings should be as professional as other meetings that educators attend. Various types of meetings promote greater participation and a wider range of interests. A variety of age groups to whom your members teach should be kept in mind when planning.

- Outside speakers: many times, members of the chapter will know people in their churches who have expertise related to teaching. Oftentimes, these "friends" will come and speak free of charge. It is still good etiquette to offer them a small honorarium. If you are near a state capital, perhaps there are Christians in the *State Department of Education* who can bring up-to-date information. If you find one Christian there, chances are, they will know others.
- Other speakers: consider Christian psychologists, school principals and superintendents, lawyers who know school law, curriculum mandates and legal rights, local clergy, parachurch leaders, youth leaders, even teens with ministries to share. Sometimes local newspapers will carry stories about individuals who have impacted their schools with new abstinence-based sex education programs, or who have created a way for a local school library to place questionable books in a special "not for everybody" section. Often these individuals are Christians and have a passion for schools that will infect your group.
- Speakers from within your chapter: there are always educators in your chapter taking courses at local colleges or completing graduate degrees with dissertations they could share. Research your members' professional experiences and training. Are there school psychologists, social workers, or media specialists, those who teach science, creation, or sex education in your group? If teachers are reluctant to lead an entire hour presentation, many are willing to share classroom ideas that work, spiritual growth tips, testimonies, lesson plans, or bulletin board ideas. These "share fairs" can be some of the most exciting programs of the year.
- Media presentations: book reviews by your local members can be an easy and effective program topic. Books of professional or spiritual interest especially suited to your chapter are the best choices. Occasionally, a Christian bookstore in a local area will be willing to bring a "book fair" to your meeting. This is especially appropriate at Christmas time. Members can not only "shop" for family gifts, but can purchase books of a wholesome nature for their own school library.
- Holiday themes: one meeting a year can be set aside to focus on holiday topics. Many teachers wonder how they can present Christian holidays in a legally acceptable way in their classrooms. What a wonderful opportunity to learn about such Christians as St. Nicholas, St. Patrick, St. Valentine and Dr. Martin Luther King. Study ways to present Kwanzaa, the first Thanksgiving, Hanukkah and other Jewish holidays from a Christian perspective. Think of themes connected to our Christian heritage which will be unlikely to be presented in public school in-service programs. Or take themes that are presented at in-service programs and put a

Christian twist to them. For example, a Christian librarian or media specialist can present character education very effectively.

- Hands-on activities: occasionally it is good to present a chapter meeting where craft items, puppetry, bulletin board cut-outs, science projects, music, movement and drama projects are presented. Always remember to include a time for prayer and spiritual content at such meetings.
- Panel discussions: several persons can be asked to discuss a specific topic. This discussion will require members of the panel to raise questions, freely express opinions, and give their judgment on an aspect of the topic. This is different from a symposium where individuals deliver a series of short speeches. The topic of discussion should be related to moral or spiritual values, or educational problems or situations of interest to Christian educators. A moderator is important to keep the group on task and be sure the discussion is fair and accessible to all.
- Symposiums: members present different phases of a problem, topic or situation. Each member is assigned a topic and a given time to present it. A moderator is important to keep time.
- Field trips: yes, CEAI members love to visit historical places, especially if they have spiritual significance. These should be planned sparingly because they generally involve payment of a fee for admittance and/or transportation.

CEAI is a Christian organization. When planning meetings, the spiritual vision and mission of CEAI should be the keynote, whether the group is small or large.

When planning programs, plan on topics that will appeal to teachers of different grade levels and subject areas.

You may also consider an occasional meeting that will attract a broader audience such as clergy and Christian parents. Many of them are feeling lonely and discouraged by what is happening in their schools and need the information and encouragement that we can give them.

Meetings need to address a variety of issues. It is wise not to be too politically motivated. This can cause schisms within your group and take the focus away from spiritual encouragement and professional growth of your members. However, patterning your meeting after a church worship service should be avoided. Therefore, when planning for the year, work hard at balancing legal and educational reform issues with practical classroom helps for teachers, perspectives on being salt and light in the public school, and topics that will build up your members so that they feel reenergized to go back into the classroom.

VI. Business Matters

- Some business will likely be necessary at each meeting. In addition to this, the president needs to announce the outcome of chapter business transacted by the officers outside of the regular meeting.

- Report the chapter's financial status. Occasionally, an offering can be taken, if members are asked in advance. If funds are running low, try running a pledge campaign at the start of a new year. Place freewill offering baskets on tables at breakfast and banquet meetings.
- Schedule an annual election of officers at a regular meeting.
- Keep business matters brief! The program and fellowship is what brought your members to the meeting. Visitors should not be made to feel out of place because of long business discussions. Plan well, so that little time is spent on such matters.

VII. Publicizing the Meeting

- Appoint a publicity chairperson. This could be your corresponding secretary or another officer. Give them the program information at least a month in advance.
- Mail notices to members and prospective members. A member or friend may have duplication equipment to assist you. Use email notices as much as possible to save on postage and copy expense.
- All correspondence should include the web address. Provide a link to the CEAI website so that members and prospective members can keep abreast of Christian Educators Association International activities.
- Appoint a telephone committee. Although good advanced publicity helps, a personal phone call is valuable. The telephone chairperson should phone members who did not attend the previous meeting. This personal touch is an indication of the interest and enthusiasm of chapter leadership.
- If allowable in your district, distribute notices in schools. Place notices on school and church bulletin boards. The chapter should strive to have a contact person in each school in the district. If you have various districts in your chapter, members could be called upon to advertise in all the schools of their district.
- Most newspapers offer free publicity to religious groups. Search out possible ad time on local Christian radio stations or the local cable television stations.
- Promote the idea that CEAI meetings should be given precedence over other voluntary educational meetings. This is the Christian educator's own professional organization. Emphasize this continually.

VIII. Reporting the Meeting

- The secretary or corresponding secretary should take notes at the meetings and send information to the CEAI Membership Service Center. Be sure to get full names and addresses of all participants. Use the form in the back of this handbook for reporting meeting events to the CEAI Membership Service Center.
- At the last meeting of the year, the secretary should prepare an overview of the

year. This will bring to mind all that the Lord has done through your group during the year. It will also encourage those who worked hard to program the meetings.

IX. Special Events and Projects

Local chapters can sponsor special events that incorporate other groups. These efforts will not only help the local chapter, but will encourage others as well. Some of these events might be:

- Hold a city-wide prayer breakfast and dedication service for all Christian educators in your area, whether or not they are members of CEAI.
- Invite Christian young people from local churches who are considering an education career to a special chapter meeting. Consider their needs and encourage them with personal testimonies. Offer one-on-one help in finding a college/university, or searching out education career opportunities.
- Link up with local Christian students in education at nearby Christian or secular colleges/universities for the purpose of mentoring and possibly helping them to establish a CEAI student chapter on their campus.
- Develop a library related specifically to the needs of Christian educators. The CEAI Membership Service Center has a wealth of pamphlets, books and DVD's.
- Plan a regional conference for Christian educators in your area. This might bring together several CEAI networks and chapters. Such a conference could also include Christian parents with special sessions that would relate to their needs.
- Encourage churches in your area to participate in *Educators Sunday*. Send out informational letters to local churches. Offer members of your chapter as speakers in various churches. Supply these representatives with CEAI brochures relating to church involvement in educator's lives.

Appendixes

Appendix 1: Sample Constitution and Bylaws

Local Chapter Constitution

ARTICLE I. CHAPTER NAME

CHRISTIAN EDUCATORS ASSOCIATION INTERNATIONAL

_____CHAPTER

ARTICLE II. MISSION STATEMENT

To encourage, equip and empower educators according to Biblical principles.

In pursuit of this mission, we:

- Proclaim God's Word as the source of wisdom and knowledge
- Portray teaching as a God given calling and ministry
- Promote educational excellence as an expression of Christian commitment
- Preserve our Judeo-Christian heritage and values through education
- Promote the legal rights of Christians in public schools
- Provide a forum on educational issues with a Christian worldview
- Partner with churches, parachurch organizations, educational institutions and parents
- Provide resources and benefits for educators including professional liability insurance

CEAI's purpose is achieved by:

1. Inspiring Christian educators to see the significant role they play in the moral and spiritual development of our youth.
2. Providing creative ideas, practical training, and legal perspective to help teachers have a significant Christian influence on their students.
3. Establishing a forum where Christian educators can discuss issues, seek solutions and plan appropriate action.
4. Promoting opportunities for Christian fellowship.
5. Encouraging and assisting Christian educators to move into positions of expanded leadership.
6. Inspiring Christian students to enter professions within the field of education.
7. Encouraging within the educational system the accurate presentation of historical Judeo-Christian influences on society.
8. Providing a Christian spokesperson in regard to issues of concern in education.
9. Publishing helpful materials and information for teaching Christian morals and spiritual values in the schools.
10. Establishing a cooperative program with parent and other organizations who share a similar Christian commitment.

ARTICLE III. COMMITMENTS AND BELIEFS

COMMITMENTS

1. We pledge our devotion to the young people of America through our service to education.
2. We pledge our cooperation to other members of the profession recognizing our mutual responsibility.
3. We affirm our faith in the *Constitution of the United States*, supporting those beliefs and activities that maintain and strengthen the American way of life as one nation under God.

BELIEFS

We believe in:

1. One God eternally existent in the Father, Son and Holy Spirit.
2. The Bible as the inspired Word of God.
3. Christ, the Son of God, His virgin birth, His miracles, His vicarious atoning death for our sins, His bodily resurrection and His return.
4. The need and reality of spiritual conversion by the Holy Spirit through the death and resurrection of Jesus Christ.
5. The ministry of the Holy Spirit Who enables us to live a godly life.

ARTICLE IV. MEMBERSHIP

Membership is available to those who subscribe to CEAI's commitments and beliefs:

1. Active educators in public and private schools at all educational levels: elementary, middle, high schools, colleges and universities.
2. College students preparing for the education profession.
3. Retired educators.
4. Persons interested in the organization, and contributors who are not educators, will be recognized as "associate members" as established by the CEAI Board of Directors.
5. Members of associated organizations working together with CEAI in cooperative programs may become "associate members."

ARTICLE V. OFFICERS OF THE CHAPTER ORGANIZATION

1. President
2. Vice-President
3. Corresponding Secretary
4. Recording Secretary
5. Treasurer

All elected officers must be paid-up members of CEAI.

The majority of officers shall be educators. The office of the corresponding and recording secretary, or the recording secretary and treasurer, may be combined if such action is taken prior to election.

ARTICLE VI. MEETINGS

There shall be at least five meetings during the school year. Two area meetings (conference, breakfast, or dinner) or, where there is no area organization, the annual executive planning session may be included in the five meetings.

ARTICLE VII. AMENDMENT TO THE CONSTITUTION

Notice of intent to amend the constitution shall be given at a previously called meeting at least 30 days in advance of the meeting for the vote on the amendment. An amendment may be made by a two-thirds favorable vote of the elected officers.

Local Chapter Bylaws

ARTICLE I. NAME OF CHAPTER

CHRISTIAN EDUCATORS ASSOCIATION INTERNATIONAL

_____Chapter

ARTICLE II. MEMBERSHIP

1. Any current CEAI member working or living in _____ area may become a member of the _____ chapter.
(See constitution for the qualification of members.)
2. A retired educator may become a member of the chapter.
3. A student preparing for the education profession may become a member of the chapter.
4. Associates are those who have signed the statement of belief but are not actively engaged in the education profession or who have contributed or assisted in the program of CEAI.

ARTICLE III. ANNUAL MEMBERSHIP FEES

1. Fees for all memberships are set by the CEAI Board of Directors. A voting member of _____ chapter must hold a current membership.
2. The _____ chapter, collecting fees locally, may keep \$10 for chapter use, from all membership types exceeding \$100 per year.

ARTICLE IV. ELECTION OF OFFICERS

1. A nominating committee shall be appointed by the executive committee. A list of nominees shall be presented to the members of the chapter at a called meeting on or before May 15th. All officers must be current members of CEAI.
2. Election of officers shall be by majority vote of the members present at a meeting announced at a previous meeting or by mail.
3. Retiring officers shall assist the newly elected officers in planning the work for the succeeding year if such assistance is requested. The retiring president shall continue for one year as a member of the executive committee to give assistance in planning the program of the chapter.

ARTICLE V. COMMITTEES

1. The executive committee shall consist of the elected officers of the chapter and the retiring president. Three to five members-at-large may be appointed by the president, with approval of elected officers, to serve with the elected officers on the executive committee.
2. Other committees shall be appointed as the need arises and shall continue for the prescribed period for which they are appointed (usually one academic year).

ARTICLE VI. AMENDMENT TO THE BY-LAWS

Amendment of the By-Laws may be made by a simple majority vote of the executive committee.

Date of Adoption: _____

Signature of members of chapter or committee:

President: _____

Vice-President: _____

Corresponding Secretary: _____

Recording Secretary: _____

Treasurer: _____

Other: _____

Other: _____

Appendix 2: Annual Report of Chapter Officers Form

CHRISTIAN EDUCATORS ASSOCIATION INTERNATIONAL

PO Box 45610, Westlake, OH 44145 phone 888.798.1124 fax 440.250.9584 email chapters@ceai.org web www.ceai.org

SPECIAL MEMO TO: All Chapter Officers
FROM: CEAI Membership Service Center

It is vitally important that the CEAI Membership Service Center **keep in regular communication** with our chapter and chapter officers. Please help us update and correct our files so we can contact the proper person if a question arises.

We would appreciate having the dates of your scheduled meetings for the current year.

The following information will enable us to serve you more efficiently and we thank you in advance for submitting this form at your earliest convenience.

CHAPTER NAME: _____

OFFICERS

Name and Office:	Phone Number:	Email:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

SCHEDULED CHAPTER MEETINGS:

Sep _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____

Mar _____ Apr _____ May _____ Jun _____ Jul _____ Aug _____

Type of meeting used most (Breakfast, Pot Luck, Dessert, etc.):

Special projects planned for this year:

Additional comments (you may add further comments on the back):

Appendix 3: Chapter Meeting Report

B. FORM FOR REPORTING CHAPTER MEETINGS - -PLEASE duplicate or copy into an email - -

CHRISTIAN EDUCATORS ASSOCIATION INTERNATIONAL

PO Box 45610, Westlake, OH 44145 phone 888.798.1124 fax 440.250.9584 email chapters@ceai.org web www.ceai.org

CHAPTER NEWS REPORT:

CHAPTER NAME _____

MEETING DATE _____ TIME _____ AM/PM

HOST / PLACE NAME

ADDRESS

TOPIC OF MEETING

SPECIAL FEATURE

MEMBERS PRESENT

GUESTS PRESENT

TOTAL

NEW MEMBERSHIPS

Share briefly some statements made by the speaker or excerpt from the discussion. Use quotations and be specific (i.e., names, titles, position, etc.). **If necessary, please continue on the back of this sheet.** Your report may be printed in *Teachers of Vision* magazine or in the CEAI monthly E-newsletter, if received in a timely manner and space permits.

DATE OF NEXT MEETING AND FEATURE BEING PLANNED:

WHAT

WHERE

Reported By

Date Mailed

CEAI “Friends”

From time to time CEAI chapters and networks desire to work with other like-minded organizations. Within a local area there are other parachurch organizations who are reaching out to pray, to encourage, to evangelize, and to minister. There is strength in cooperation, and wisdom in networking with these organizations for a greater good.

Local clergy associations will often team with CEAI leaders for projects within a city or area. Seek friends in such an organization who can help you accomplish your goals.

The following are other Christian groups you may find have helpful resources.

Alliance Defending Freedom Fund
800.835.5233
www.alliancedefendingfreedom.org/

American Center for Law & Justice
757.226.2489
www.acjl.org

ACSI (Association of Christian Schools International)
800.367.0798
www.acsi.org

CEF (Child Evangelism Fellowship)
800.300.4033
<http://www.cefonline.com/>

CRU (Campus Crusade for Christ)
888.278.7233
www.cru.org

Christian Community Credit Union (CCCU)
800.347.2228
www.mycccu.com

Christian Legal Society
855.257.9800
www.clsnet.org

Fellowship of Christian Athletes
800.289.0909
www.fca.org

First Priority of America, Inc.
888.808.3762
www.fpofamerica.com

Gateways to Better Education
949.586.5437
www.gtbe.org

Intercessors for America
540.317.2070
www.ifapray.org

Interl'inc
800.725.3300
www.interlinc-online.com

Liberty Counsel
800.671.1776
www.lc.org

Mission America Coalition
760.200.2707
www.missionamerica.org

Moms in Prayer International
800.949.MOMS
www.momsinprayer.org

National Network of Youth Ministries
858.451.1111
www.youthworkers.net

Reasons to Believe
800.482.7836
www.reasons.org

Right to Work
800.336.3600
www.nrtw.org

Rutherford Institute
434.978.3888
www.rutherford.org

Young Life
877.438.9572
www.younglife.org

Youth Alive
417.862.2781 X4084
yausa.com

Youth for Christ
303.843.9000
www.yfc.net