

**OPERATIONS
MANUAL**

OF

MISSIONS FEST™



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Missions Fest™

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1. Missions Fest - A Definition

What Is Missions Fest?

Missions Fest is an annual three day global missions conference that is sponsored and organized solely by local congregations.

What is the Definition of a “Sponsoring Church”?

A sponsoring church congregation follows the following criteria:

1. Appointment an official representative (maximum of two) who will...
 - a. assist in planning the next Festival by attending the regular planning sessions.
 - b. serve as liaison between one’s church and Missions Fest™
 - c. recruit volunteers needed to facilitate the festival.
 - d. be eligible to become a member of the local Missions Fest™ Society
2. Mark the weekend of Missions Fest™ on the church calendar; invite one’s people to attend by pulpit announcements and distribution of publicity materials.
3. Make a financial donation to assist with the preparations for the coming festival. Our guideline is \$2.00 or equivalent per person based on the church’s average attendance.)

A Sponsoring Church, identifies with the purposes of Missions Fest as stated in the Policies of Missions Fest and agrees with the Statement of Faith that is adopted by Missions Fest.

What Happens At Missions Fest?

It is a weekend when people of all ages come together to participate in a variety of experiences.

Colorful exhibits that represent organizations that work in most countries around the world provide current information.

Keynote addresses are given by world class speakers who have international acclaim.

Children participate in workshops and programs that raise awareness of the many people groups around the world.

Youth are challenged to reach out to others during their festival rallies and seminars.

Music plays a big part in these gatherings with the intent of an outward focus and enhancing the purpose of the event.

Educational/motivational seminars are planned to address a variety of missiological and current issues.

How Is The Festival Financed?

No general entrance fee or registration is charged. The festival is free to all who wish to attend. Finances are provided three ways: exhibitors pay a rental fee for display space, sponsoring churches make an annual contribution and people who attend are invited to donate.

What makes MISSIONS FEST unique from most other Missions Conferences?

1. It is sponsored by church congregations, not denominations or agencies.
2. It occurs annually so that missions are kept before the people and a vision is kept alive. Some depend on seminars as preparations for missions.
3. No admission fee is charged - everyone in the family can attend. Some events within the conference are ticketed in order to guarantee seating and cover special costs.
4. Youth has a high priority in the conference; workshops for children; Youth/Young Adult Rallies and Seminars.
5. Mission agencies are invited to submit suggestions for seminars that are expected to be educational but not promotional in nature. Presenters are not given an honoraria for this participation.
6. We generally invite plenary speakers who can communicate well to large groups. Suggested speakers should include an international, a woman, and missionary statesmen/Bible teachers.
7. The sponsoring churches have direct participation in planning by appointing one or two lay persons to represent them at monthly planning meetings as well as the Board of Directors.

How is the Board of Directors formed?

1. A Nominating Committee representing the Membership, follows approved guidelines to select and nominate new Directors from among members of the Missions Fest Society. The committee consists of two Board Members who are not eligible to stand as candidates, three Non-Board Members who have some history with Missions Fest and the CEO (ex-officio). Non-Board members serve a maximum of three years; one is replaced each year.
2. A Director serves for a two year term. He/she is not eligible to serve after six consecutive years.
3. During the first board meeting after each AGM, the Board Members determine the officers who will serve during the year, such as Chair, Vice-Chair, Secretary and Treasurer.

2. Missions Fest™ - Goals, Objectives, Purposes

Our Goal

To help people find their field i.e. to help people find their place in God's harvest field where their interests and abilities can best be put to use, because we can still hear Jesus saying, "Open your eyes and look to the fields; they are ripe for harvest."

Our Objectives

"To inform people about the needs and opportunities to serve around the world, to celebrate what God is doing through His people and to challenge the Body of Christ to get involved at some level in fulfilling the Great Commission by sending, praying, giving and going.."

What are the Purposes that drive Missions Fest™?

- To serve as a catalyst within the Christian community that encourages people to have a compassion for others and respond accordingly.
- To encourage people in the local church to fulfill the Great Commission (Matt. 28:16-20) and the Great Commandment (Luke 10:27).

Methods:

- hold an annual conference for the whole family which includes world class speakers, educational seminars, international mission agency exhibits, youth and children's programs, intercultural music and a strong emphasis on prayer, bringing current information and the latest missions strategies to the attention of the churches;
- throughout the year, hold various leadership and mission committee seminars, spring & fall Youth Rallies, management planning meetings, youth planning meetings, and executive meetings that encourage church participation and communication.

Operating Practices to ensure accountability

- form a local steering committee that is represented by Christian churches from a variety of denominational backgrounds; select within this committee those who will lead departments needed to plan a conference.
- identify officers in this committee including chair, vice-chair, secretary and treasurer; keep records of all meetings;
- open a bank account in the name of the local Missions Fest conference with a minimum of three signing officers, any two of which can sign cheques;
- keep financial records of the receiving and distribution of funds; an accountant should give oversight;
- register as a not-for-profit society with your province/state.
- ensure that Christian churches are the sole sponsors of the event and that the same purposes listed above drive the organization.

Operating Financial Policy

One key principle is that there is no general admission charge. The reason is to attract the broadest possible attendance from the Christian community i.e. the curious, the children, the families. It is financed by donations from the sponsoring churches, registration of mission agency exhibitors and the free-will offerings during the conference. If any Missions Fest™ wishes to change this policy, it would need permission of the licensing authority.

Each Missions Fest™ is a licensed body that is fully responsible for its own organizing and financing, yet interdependent with the other Missions Fests for mutual cooperation, promotion and assistance

Licensing Office

Missions Fest™ International Association, 99 Mundy St., Coquitlam, BC Canada V3K 5L5

Telephone & FAX: 604-526-5693

Email: richard@missionsfestinternational.org

Home Page: www.missionsfestinternational.org

3. Beginning Steps in Organizing a Missions Fest

A. **Invite local churches** to work together to organize the conference by...

- a. meeting with the pastors and church leaders to explain the vision;
- b. inviting the churches to identify one or two representatives usually from the laity to meet together to plan;
- c. meeting with the representatives on a regular basis to plan ahead for the conference.
Select a time and location convenient for most.

B. Some suggestions when inviting churches:

- a. invite a wide range of denominational churches; include both conservative and not so conservative.
- b. evangelical churches are usually most interested; we recommend “Great Commission” churches.
- c. a basic Statement of Faith that is adopted by Missions Fest may be a guide.
- d. begin small; start with a minimum of 6 - 8 churches.
- e. invite all the churches in the city to attend the event.

C. **Form a Planning Team** from the church representatives. Some of the divisions of responsibility may include...

- | | | | |
|---------------------|----------------|----------------|------------|
| a. A/V Production | b. Children | c. Facilities | d. Finance |
| e. Plenary Sessions | f. Hospitality | g. Office | h. Prayer |
| i. Publicity | j. Seminars | k. Translation | l. Youth |

D. From the Planning Team, **select Officers**: Chair, Vice-Chair, Secretary and Treasurer. When it is time to register your organization, select directors out of the Planning Team, so that Missions Fest maintains the position of being “church-owned”.

E. **Set a Target Date**. Generally, it takes 8 to 14 months to prepare for the first conference. Take into consideration other events which will draw the Christian community so that your conference does not conflict or happen too close to the other event. Vancouver has chosen the end of January because families are not on vacation and other significant events usually happen later in the year.

F. **Book your speakers** as soon as possible. Select top communicators, who have a vision for the lost and can motivate others to get involved in evangelism and mission. It is wise to have 3 or 4 speakers so that there is at least a “winner” for everyone. Include at least one woman, a non-Western, one oriented to youth, a missionary statesman, and one who can present a Biblical perspective on missions. Always keep a balance between known denominations.

G. **Plan a budget**. Sources of funding can include the following:

- a. an annual donation from sponsoring churches can be used each year as “start-up funds.” In Vancouver, we recommend two dollars per person attending the church as a basic amount. It is a donation, so churches need to consider what they can do.
- b. mission agencies who have an information exhibit can pay a fee for the space.
- c. offerings taken during the plenary sessions and given during the year.

H. Invite Mission Agencies to come and participate.

- a. We recommend only agencies who include evangelization and missions in their activities.
- b. Before extending a formal invitation, first ask for the agency's Statement of Faith and Statement of Purpose and Activities. If satisfied, provide them with an Application Form.
- c. When inviting agencies to have an information exhibit, also invite them to offer **seminar proposals** that are generic & educational. This is not a time to promote their organization or solicit funds, but to provide specialized information which agencies are often able to do.
- d. Exhibits are for informing people about the work of the organization and the only place to give out literature on the conference site.

I. Book a Venue. When giving considering to a facility, consider the following suggestions:

- a. choose a "neutral site" if possible
- b. if a church facility is used, choose one that most churches would recommend. It can be helpful to find a church that is close to a school or college, when both venues can be used together.
- c. remember the needs:
 - one or two large group meeting spaces for plenary sessions and youth rallies,
 - an area for exhibits,
 - many smaller rooms for seminars, and
 - a multi-purpose room for children.

4. Sponsoring Churches

Your church

can be part of the action

with other churches

in encouraging us

to reach out

around the world

***by being part of
Missions Fest***

What do we mean by a “Sponsoring Church” of Missions Fest?

1. Identifying with the purposes of “Missions Fest” and wanting to be part of it.
2. Putting “Missions Fest” on the church calendar
 - enabling people in the church to attend
 - avoiding as much as possible conflicts with other church activities
3. Appointing one or two representatives who participate directly in planning.
 - they will be invited to choose an area of interest to plan
 - they will also serve as church’s liaison
 - they will invite people to volunteer to help run “Missions Fest”
4. Publicizing “Missions Fest”
 - distributing materials to each household
 - encouraging pulpit announcements and/or powerpoint presentations
5. Making an annual donation
 - based on general attendance, we suggest \$2.00 per person
 - we recommend between March and June if possible

What does Missions Fest do for the Sponsoring Church?

1. Helps your people develop a passion for the spiritually lost
2. Develops in your people an understanding of the needs of others, and how they can make a difference
3. Gives you access to information
 - early access to the Program Magazine and other printed materials
 - unlimited information on world missions and opportunities to serve, during the conference and throughout the year
4. Gives you discounts to some ticketed events such as Youth Rallies and Luncheons
5. Publicizes your own church in “Missions Fest” materials
6. Provides opportunities for the local church to have input into planning a major missions event locally.

Benefits of Being a Missions Fest Sponsoring Church

Missions Fest is churches working together.

By Pooling our Resources....

- We are able to invite **several world-renowned speakers** annually who would otherwise be out of reach for most sponsoring churches.
- We are able to **attract experienced mission personnel** to present over one hundred relevant seminars for free. This would be prohibitively expensive for individual churches.
- We are able to provide high quality age-specific programs for children, youth and adults - **for the whole family**.
- We are able to attract **hundreds of mission agencies** to come and offer world-wide opportunities and expertise to our own local people.
- We are able to use and acquire **first-class facilities** for a variety of uses such as seminars, rallies, and exhibits, which attract participants from beyond our local area.
- We are able to offer **discounts on accommodations** in first-class hotels in close proximity to the conference centre.
- We are able to provide sponsoring churches with **discounts on ticketed events**.
- General **admission** to the conference is **FREE!**

1. By Working Together...

- We provide opportunities for individual church members to **hear God's call** and we encourage them to confirm this with their own pastor.
- We provide opportunities for your members to **explore and use one's giftedness** and to be affirmed and encouraged in this.
- We raise awareness of needs around the world which in turn develops a **healthy, outward focus** beginning with the local community around your church.
- We provide **educational opportunities** for individuals who will become a valuable resource within your church. This also includes educational missions materials at a discounted rate.
- We provide **fresh perspectives** and support for your missions committees.
- We affirm **unity in the body of Christ** by bringing together individuals from many different denominations.

2. Other Benefits...

- Individuals in sponsoring churches tend to become **generous givers**.
- Compassion and caring for others increases.
- Your people are given the **"big picture" of world missions**, so that it places your church's missions in perspective.
- The **local congregation** is in the "driver's seat". This event belongs to the local church and exists only on this basis. You have a say in the planning of Missions Fest.
- Having become **North America's largest world missions' conference** that is sponsored by local churches, God is using it to have a major impact on the world at large.
- We provide an opportunity for your church to be seen as having a **significant part in global mission**, not only within one's denomination but also within the greater Body of Christ.
- Discounts on tickets, advance access to Program Magazines, discounts on Video Classics.

MISSIONS FEST POLICIES

Definition of Missions:

The bringing of people into the Kingdom of God, nurturing them, and discipling them in Christian maturity.

Goals:

To inform and challenge the Christians to their responsibility and involvement in world evangelization and missions.

Missions Fest includes a broad spectrum of Christian denominations and organizations. Care will be taken to ensure that one organization, denomination or movement is given excessive exposure. The emphasis will be to serve the church of Christ in glorifying and honouring our Lord.

THE MISSIONS FEST MANAGEMENT TEAM:

This team consists of Official Representatives appointed by each Sponsoring Church. A maximum of two can be appointed. A representative can become a member of the Missions Festival (Missions Fest) Society and vote on matters of policy. He/she is expected to attend at least 3 out of 5 planning meetings and select an area of responsibility in which to plan. If a member does not attend planning meetings for one year, his/her membership will be withdrawn. This person is also expected to inform his/her church about current plans and assist with publicity and recruiting volunteers for facilitating the conference.

A "Sponsoring Church" is one which agrees with the goals, the policies, the financial involvement and the doctrinal statement of Missions Fest. It agrees to post "Missions Fest" weekend on the church calendar and encourage the congregation to attend.

The Board of Directors. The Management Team will elect from among its membership, Directors consisting of: Chairman, Vice-Chairman, Treasurer, Secretary and Members-at-large. Not more than one Director per congregation is allowed to fill this role. The Board will be responsible to the Management Team for their decisions and actions. Board members are chosen from among representatives who have served at least one year.

The term of office for each Board member is two years. After a member has served for six consecutive years, he/she shall not be considered eligible for re-election for a period of one year. In order to provide continuity, one-half of the officers will be elected each year.

The nominating committee for nominating Board members, consists of two current Board member who are not eligible for re-election in the current year, and, three members of the Society who are not Board members. A new non-board member is elected each year to the nominating committee.

Representatives from outside Christian organizations may sit in on planning meetings as resource people but are not given a vote.

Frequency of Meetings. This team will meet monthly on the months closer to the conference, to plan and implement the program each year. Normally, a weekday evening has been designated.

EXHIBITORS AT MISSIONS FEST

Missions Fest will make every effort to include a balanced and broad perspective of evangelical mission organizations. They are required to:

1. be in agreement with the Missions Fest doctrinal statement;
2. show financial accountability (i.e. audit or outside review) and be willing to provide documentation upon request;
3. provide a history of consistent Christian testimony from outside references;
4. be active in evangelical/mission work.
5. have a leadership that works at “arm’s length” from each other and has a history of integrity;
6. be pro-active in sending missionaries and/or be strongly in favor.

A potential exhibitor must first provide its published Statement of Faith and Statements of Purpose & Activities for approval before being provided an application for participating at Missions Fest.

A limited number of “commercial displays” may be accepted providing they are seen as an active resource to missions.

Both non-profit & commercial organizations may sell publications that they either author and/or publish through the appointed bookseller. They may not give any items such as books, artifacts, or crafts in exchange for donations.

If organizations wish to sell materials felt to be a necessary part of the functioning aspect of the organization but are not authored and/or published by them, they must list them for approval by the Board no later than one month before the conference. Missions Fest reserves the right to accept or refuse any organization.

If organizations wish to sell materials felt to be a necessary part of the functioning aspect of the organization but are not authored and/or published by them, they must list them for approval by the Board no later than one month before the conference. Missions Fest reserves the right to accept or refuse any organization.

Display Area. Missions Fest will endeavor to provide adequate and suitable display space for each organization’s request. Each organization will be treated on an equal basis. In situations where an organization requests additional space, the Planning Team reserves the right to grant this request providing there is space available.

Missions Fest will provide for each display space one chair. If request is made for a table, electrical outlets or additional chairs, Missions Fest will provide these for a fee. Missions Fest cannot provide electrical fixtures such as extension cords, etc.

Each organization requesting display space will be required to pay a fee as established by the Missions Fest Management Team and/or the Board of Directors.

PLENARY SPEAKERS:

Plenary speakers should be people who have a definite interest and/or involvement in missions. He/she ought to be a strong communicator.

The choice of plenary speakers for each year should include if possible a Bible teacher, a woman, a person who can communicate to youth, a non-Western person, a missionary (or combination) in order to maintain a balance of interests.

Each plenary speaker should try to present a broad vision of world missions and not use the time to emphasize the organization he/she represents. Because Missions Fest welcomes such a variety of organizations and denominations, speakers are requested to avoid making comments or inferences that could be considered derogatory to another missions organization or denomination. The speaker should try to depict an accurate picture of the “missions field” and seek to glorify and honour the Lord.

Since a public challenge is often presented by the plenary speaker, speakers should confer with the leadership of Missions Fest as to procedure and follow-up plans already made.

Missions Fest will reimburse plenary speakers for costs incurred such as travel, lodging, meals and an honorarium. Plenary speakers are asked to concur with Missions Fest first in regard to travel plans in order to keep costs at a minimum. Missions Fest does not reimburse air travel above economy status. Missions Fest makes the final decision on travel ticketing.

SEMINARS & PRESENTATIONS

Missions Fest provides opportunities for organizations and individuals to present relevant missions topics in workshops and seminars. Each year a theme is chosen for the conference. Presenters are requested to give consideration to the current theme when submitting their seminar topic. The Seminar Committee will give consideration to each submission and make selections on the basis of past performance, topic, and the number of submissions on each subject.

This privilege is not to be taken as an opportunity to publicize one's organization. The seminar should be informative/equipping in content. No solicitation for finances is permitted in the presentation or media used. If the presenter is asked specifically his/her organization, the questions are to be answered after the seminar or at the exhibit where the presenter may be found. No books, artifacts or crafts may be sold or given in exchange for donations.

Presenters must provide a meaningful description of their session to the Missions Fest Seminar Committee for early publicity i.e. five months prior to the conference. An outline of the session should be available within four weeks of the acceptance of the topic.

Missions Fest reserves the right to decide which seminars they wish to have presented.

As Missions Fest has only limited access to audio-visual equipment, each presenter is requested to provide his/her own.

Seminar presenters are invited to participate at their own expense. We regret that no honorarium is available for this participation.

FINANCIAL POLICIES:

The Board of Directors appoints a Treasurer among its Board Members who oversees all financial transactions and the keeping of records. He/she makes regular reviews and keeps the Board and Management Team informed of all trends and records.

The Treasurer gives notice to the Board of Directors for the need to form a Budget Committee. It prepares an annual budget for approval early in the fiscal year.

Each supporting church congregation will be invited to make donations to Missions Fest in order to make preparations for the coming festival. The guideline is \$2.00 or equivalent per person attending the church.

Each organization requesting display space will be asked to pay a rate for space, table, chairs and/or electricity. A discount applies if spaces are registered before deadline dates as posted. Rate changes will be posted each year. Deadline dates for each rate will also be posted and be observed according to date delivered to office and/or postmark on envelope. Only upon receipt of full payment is a registration considered complete.

Because Missions Fest is designed for the entire family, and because we do not wish anyone to be prevented from coming, no general registration fee will be charged. The main financial support is received through the free-will offerings taken at each plenary session. If income tax receipts are used in countries, they will be issued for gifts where a name and address are provided. Some inside activities may require advance payment of admission such as luncheons and youth rallies.

New Sponsoring Church Registration Form

For Missions Fest (Year)

(Calendar year: Dates)

Sponsoring Church Agreement with Missions Fest Society

As a Sponsoring Church, we identify with the purpose of Missions Fest as stated in the Policies of Missions Fest and agree with the Statement of Faith that is adopted by Missions Fest.

We understand that the defining marks of a Sponsoring Church are the following:

1. We agree to appoint an official representative (maximum of two) who will...
 - a. assist in planning the next Festival by attending the regular planning sessions. (5 per year)
 - b. serve as liaison between your church and Missions Fest
 - c. recruit volunteers needed to facilitate the festival.
 - d. be eligible to become a member of the Missions Fest Society(See the form on the back of this page.)
2. We agree to mark the weekend of Missions Fest (Dates) on your church calendar and invite our people to attend by making pulpit announcements and by distribution of publicity materials.
3. We agree to make a financial donation to assist with the preparations for the coming festival. (A guideline is \$2.00 or equivalent per person based on a church's average attendance.)

Registration for Missions Fest (Year)

(Calendar year: Dates) _____

Date _____

Sr. Pastor's Name _____ Signature _____

Church Congregation Name _____

Address _____ Facsimile _____

City _____ Postal Code _____ Telephone _____

Church Email _____ Internet Home Page: _____

Permission to Link to Church's Home page? Yes No To Church's email? Yes No

Cheque Enclosed: \$ _____ (Average Attendance: ____)

Deadline: (Date) (to have your church's name published in the Program Magazine)

- Benefits:**
1. Discounts on youth & other tickets up to 2 days before the conference
 2. Advance access to Program Magazines
 3. Discounts on Video Classics

Mail to: Missions Fest, (Address) Tel. _____ Fax. _____ Email: _____
Use the form **on the back** of this page to appoint your representative(s)

Renewal of Sponsoring Church Registration Form
For Missions Fest (Year)
(Calendar year: (Dates))

Sponsoring Church Agreement with Missions Fest

As a Sponsoring Church, we identify with the purpose of Missions Fest as stated in the Policies of Missions Fest and agree with the Statement of Faith that is adopted by Missions Fest.

We understand that the defining marks of a Sponsoring Church are the following:

1. We agree to appoint an official representative (maximum of two) who will...
 - a. assist in planning the next Festival by attending the regular planning sessions. (5 per year)
 - b. serve as liaison between your church and Missions Fest
 - c. recruit volunteers needed to facilitate the festival.
 - d. be eligible to become a member of the Missions Fest Society

(See the form on the back of this page.)

2. We agree to mark the weekend of Missions Fest (Dates) on your church calendar and invite our people to attend by making pulpit announcements and by distribution of publicity materials.

3. We agree to make a financial donation to assist with the preparations for the coming festival.
(A guideline is \$2.00 or equivalent per person based on a church's average attendance.)

(i) Registration for Missions Fest (Year)

(Calendar year: Dates)

Date

Sr. Pastor's Name Signature

Church Congregation Name

Address Facsimile

City Postal Code Telephone

Church Email _____ Internet Home Page: _____

Permission to Link to Church's Home page? Yes No To Church's email? Yes No

Cheque Enclosed: \$ _____ (Average Attendance: _____)

Deadline: (Date) (to have your church's name published in the Program Magazine)

- Benefits:**
1. Discounts on youth & other tickets up to 2 days before the conference
 2. Advance access to Program Magazines
 3. Discounts on Video Classics

Mail to: Missions Fest, (Address) Tel. _____ Fax. _____ Email: _____

Use the form **on the back** of this page to appoint your representative(s)

Appointment of Church Representative(s) to Missions Fest Vancouver

Instructions

1. Find one or two suitable persons of integrity and stature among your congregation.
2. Bring their names to your board of leadership for approval.
3. If approved, invite them to serve as appointed representatives to Missions Fest.
4. Have these forms completed and signed as acknowledged by the person(s) invited to stand for this position.
5. Then have these forms signed by an authorized person from the church.
6. Attach this document to the Church Registration form.
7. Mail to: Missions Fest, (Address)

Name of Church Representative: _____

Address: _____
Street City Prov. P/Z Code

Tel. (day) _____ Tel (eve) _____ Mobile _____

Email: _____

Acknowledgement Signature: _____

Name & position of Authorized Person: _____

Signature of Authorized Person _____ Date: _____

Name of Church Representative: _____

Address: _____
Street City Prov. P/Z Code

Tel. (day) _____ Tel (eve) _____ Mobile _____

Email: _____

Acknowledgement Signature: _____

Name & position of Authorized Person: _____

Signature of Authorized Person _____ Date: _____

Job Description

- function as liaison between own church and Missions Fest.
- attend Management Team Planning Meetings (5 per year)
- participate in a chosen department to help plan the conference.
- help to advertise Missions Fest in own church.
- help to recruit volunteers for Missions Fest.



Application for Membership

in
The Missions Fest Society
(Address)

To the Board of Directors:

I hereby apply to be a member of this Society and state the following:

1. I am over 18 years of age.
2. I have been a member in good standing for not less than one year of a church which itself subscribes to the tenets of faith of this Society, and continue to be a member in good standing of this church.
3. I have been appointed by my Sponsoring Church to represent my church.
4. By signing below, I hereby give written evidence of my wholehearted agreement with the Constitution of the Society.
5. I realize that if I am not actively attending the Management Team Planning Meetings during the year, my membership (if approved) will be withdrawn. I am expected to participate in a minimum of three Management Team Planning Meetings during a fiscal year. i.e. March 1 to February 28.

Name: _____ Signature: _____
(Please PRINT)

Address: _____

City: _____ Postal Code: _____

Phone (Day) _____ Phone (Night) _____

Fax _____ Email: _____

Occupation: _____

Appointed Representative of _____
(Name of Church)

As of the _____ day of _____, 20_____.

For Missions Fest office use only:

Date: _____ Approved by: _____
Board Member

6. Job Descriptions

Church Representatives to the Management Planning Team

A Job Description

Appointment: This person(s) is appointed by the local church to represent the congregation on the Management Team of Missions Fest. (Maximum of two per church has voting privileges.)

Before Missions Fest

1. As a member of the Management Team, you are expected to attend the scheduled planning meetings (approximately 5 in a calendar year).
You are also eligible to be a member of the Missions Festival (Missions Fest) Society.
2. You are expected to work with one of the departments of the Management Team to prepare for the coming festival. Each planning meeting is a “working meeting.”
3. Among members of your congregation, you are asked to recruit people who will run the conference.
*Missions Fest provides a plan that makes this job manageable
4. Advertise Missions Fest to your church; distribute brochures, newspaper & magazines; arrange for opportunities to speak to the church and print information in your bulletin.

During Missions Fest

1. Work with the department in which you have been planning. If you are not required to help during the weekend, serve in one of the other departments, such as, hosting a seminar in order to get firsthand information on world missions.
2. Counsel people who respond to challenges during Plenary Sessions.
3. Evaluate the festival while you attend and be ready to recommend changes at the first planning meeting following the conference. If you observe areas needing attention during the event, step in and offer assistance to correct the situation.

Following Missions Fest

1. Record a personal evaluation of the conference.
2. Make recommendations at the next Management Team meeting for future planning.

Board of Reference

Missions Fest _____

Why do we have a Board of Reference?

We desire to be in touch with leaders of the Christian community at large who will offer advice and make suggestions as we plan and facilitate the Missions Fest annual conference.

It is one way to have input into the direction of Missions Fest without having to attend monthly meetings.

What is a member of this Board required to do?

Be available for a second opinion, expertise and consultation when issues arise.

Try to meet with the Board of Directors once a year to provide feedback and suggestions.

Be available to meet occasionally for part of Board of Directors' meetings when topics that reflect your particular background need clarification and input.

What are the expectations of one who is a member of the Board of Reference?

Be an envoy of Missions Fest in the community at large.

Pray that those giving leadership to Missions Fest, most of whom are volunteers, will have God's wisdom and direction in their planning and facilitating the conference and other instructional events throughout the year.

Pray that God's people in the region may have a renewed passion for the lost around the world and be willing to serve wherever God calls them.

Directors on the Board of Missions Fest

A. Job Description

Directors are nominated from among the official representatives of sponsoring churches of Missions Fest. The Constitution calls for a limit of one director from any sponsoring church. The Directors, after election at the AGM, choose the society officers such as chairperson, vice-chair person, secretary, and treasurer.

Each director is invited to hold a two-year term with a limit of six consecutive years. Usually, half of the directors change at each Annual General Meeting so that there is some consistency for the coming year. Generally, people who are invited to be directors are those who have participated closely with Missions Fest for no less than one year.

The expectations of a Director include the following:

1. Participate in regularly planned Directors' Meetings and Retreats.
2. Serve the Missions Fest Society as a significant leader in giving general direction to the ongoing development of the organization and ensuring that the goals and policies of the Society are met. A Director ought to be able to enunciate the goals of the organization whenever asked. The Goals are:
 - to inform (the needs of the world and opportunities to serve)
 - to celebrate (tell what God is doing, encourage)
 - to challenge to get involved (send, pray, give, go)
3. Serve within "working committees" that have been suggested by the Board which deal with large issues related to the ongoing developments of Missions Fest. This will likely entail research which can be recommended for the Board's consideration.
Such committees may include Fundraising, Church Relations, Communications, etc.
4. Serve as an ongoing resource to the Chief Executive Officer who oversees the management of the Missions Fest Society.

The Board of Directors must bring to the general membership, recommendations of any changes of policies that govern the practice of the Society.

B. Code of Conduct

1. Since directors are appointed by his/her local church, it is necessary to remain in good standing with his/her church to be able to continue as a director and officially represent his/her church.
2. Conflict of Interest. Directors cannot participate in discussions in board meetings where there is a conflict of interest whether it be a mission agency, an organization, a ministry, or a business enterprise. If a known conflict of interest occurs, the director is to remain outside of the meeting during that particular discussion.

Furthermore, if a director uses his/her membership as a member of the board to promote his/her organization or business enterprise, that is deemed a conflict of interest, he/she must resign from the Board.

3. Code of Ethics. The employed staff is directly responsible to the Chief Executive Officer. Directors are not responsible for the performance of the staff and must not interfere with their affairs. If Directors have any concerns related to the moral conduct of an employee, they must first go directly to the Chief Executive Officer.
4. All matters discussed within the Board Meetings are to be kept confidential unless otherwise stated.
5. When relating to Missions Fest policies, a Board member should speak with one voice outside the Board meeting.

Division Coordinator

1. Basic Function

To co-ordinate the planning of the division. Work closely with the department leaders, guiding by suggestion and demonstration. Consult with the CEO.

- a. It is recommended that the Co-ordinator keep in touch with each Department Leader on a regular basis i.e. once every 1 or 2 weeks as we approach Missions Fest. During those times, encourage, assist and serve as a resource person. As a friend, let each one know that you care about him/her as a person first, and as a fellow worker, second.
- b. Encourage each Department Leader to develop a clear expectation of what he/she wishes to accomplish. Develop with him/her a month-by-month plan as to who and what must be done before and during the Festival.
- c. Invite each Department Leader to surround him/herself with a team of workers who may or may not be church representatives.

2. Planning Meetings (List Dates)

- a. Prepare for each meeting a clear agenda of what you wish to accomplish. Make copies, if possible, for each participant. (the office can assist in this if notified in advance.)
- b. Appoint a Recorder for this division to keep a record of meeting business and those attending. Copies of these records should be available for each member of this division and the office. Keep a copy in the office.
- c. At the close of each planning session, identify each task to be done and persons to follow-up.

3. Team Responsibilities.

Represent this division when communicating with other co-ordinators regarding preparatory plans.

4. Some words that describe a leader...

Innovates...a servant...develops...focuses on people...listens ...inspires trust...has a long-range perspective...asks what & why... has an eye on the horizon...originates...challenges status quo...is own person...walks with God.

FINANCE DIVISION

Division responsibilities

1. Responsible to the Treasurer of the Society for the up-to-date keeping of the financial books.
2. Oversee the preparation of the annual budget, deposit and receipt of moneys, pay accounts payable.
3. Oversee obtaining of offering envelopes; plan and facilitate a safe system of handling funds during the festival.
4. Oversee procurement of funds for Missions Fest

DIVISION SECRETARY

1. Prepare agenda with Divisional Coordinator for monthly Planning Meeting.
2. Record & distribute minutes to Departments.
3. Contact Team members each month to confer on meeting time and agenda.

DEPARTMENTS

1. BOOKKEEPER - Keep the financial books; calculate staff deductions and Revenue Canada contributions; provide monthly statements:
bank reconciliation which includes cash balance;
receipts & disbursements (income) statement. variance report not required.
monthly reports required by 3rd Monday on each month.
quarterly reports: (for province/state or federal agency)
annual reports:
complete employment Slips for each employee.
year end receipts & disbursements statement & balance sheet.
Deposit and receipt all funds received; pay accounts payable; send Federal Agency monthly payroll report; handle payroll.
2. HEAD TELLER - Recruit captains for six counting teams, one team for each plenary session during the festival; oversee collection of moneys from donation boxes, coat check and each plenary session/youth rally; arrange with Hotel and Armored Service to deposit & transfer moneys.
3. MEMBERSHIP SECRETARY - Keep current lists of members of the Society. Make available Application for Membership forms for official church representatives during the year. Make current lists available at the Annual General Meeting. Keep current lists of Directors & Planning Team.
4. REGISTRAR - Responsible for the registration of sponsoring churches and mission agencies. This includes the providing/ mailing of registration materials, recording, receipting and confirming of registration; on-site check-in of agencies.

PUBLICITY DIVISION

Create a promotional plan and set up a schedule for the year; promote Missions Fest throughout the region; oversee all print media i.e. news bulletins, bulletin inserts, posters, etc; oversee the publicity budget.

CO-ORDINATOR

1. Chair the monthly divisional planning meetings
2. Co-ordinate with the department leaders the responsibilities of this division.

DIVISION SECRETARY

1. Prepare agenda with Divisional Coordinator for monthly Planning Meeting.
2. Record & distribute minutes to Departments.
3. Contact Team members each month to confer on meeting time & agenda.

DEPARTMENTS

1. CHURCH LIAISON

Compile lists of the denominations & churches and keeping the names of churches, addresses and pastors current. Create a plan to keep denominations & churches informed about Missions Fest throughout the year. Review records of churches receiving Bulletin Inserts and numbers of B.I.'s assigned to each.

Sponsoring churches: keep in touch with Church Reps and review their chosen/assigned responsibility on the Planning Team, create a plan for personal contact with each church (pastor), annually; determine the number of magazines each church to receive.

2. DISTRIBUTION

Responsible for the distribution of promotional materials i.e. bulletin inserts, magazine and newspapers. Plan a distribution scheme i.e. print labels and assignment sheets, arrange labeled sheets into districts/regions, collect materials from printer, arrange for temporary storage and work area, package with assignment sheets according to districts, distribute: Bulletin Inserts to all churches & bookstores; Magazines to Sponsoring Churches and Bookstores. Information will be available from the Church Liaison and office.

3. The Missions Fest STANDARD (before & after newspaper)

Collect current information from the various divisions, agencies, emails, periodicals; compile and print a newspaper immediately after the conference to report on it, and in the fall to inform churches of the progress towards each annual festival.

4. PUBLIC MEDIA

Responsible for the design, content and placing of newspaper, radio and television promotion. Searching and placing free advertising; contacting public media for news coverage; set up a press conference.

5. TELEPHONE

Responsible for the planning and co-ordinating of telephone campaigns to churches, schools and bookstores primarily for the distribution of promotional materials; Planning/co-ordinating monthly reminder calls to church reps; work in concert with the Church Liaison department.

6. MISSION OPPORTUNITIES prepare a plan for assisting people in their search for mission agencies, on the WEB and during the Conference. Recruit volunteers to be at stations during the conference for assistance.

MAGAZINE DIVISION

Create a yearly Magazine that is produced several weeks before the Missions Fest conference. It is financed by advertising and contains editorials, the program of the conference, the agencies who display that year, the current sponsoring churches and the music used during the weekend.

CO-ORDINATOR

1. Chair the monthly divisional planning meetings
2. Co-ordinate with the department leaders the responsibilities of this division.

DIVISION SECRETARY

1. Prepare agenda with Divisional Coordinator for monthly Planning Meeting.
2. Record & distribute minutes to Departments.
3. Contact Team members each month to confer on meeting time & agenda.

DEPARTMENTS

MANAGING EDITOR - gives general oversight to the Magazine; historically it has been the CEO.

EDITOR - oversee all editorial materials submitted (solicit, select, proofread, edit), collect photos with credits.

COPY EDITOR - review and correct all written materials being used in publication.

ASSOCIATE PUBLISHER - oversee the physical production of the magazine; prepare the dummy; sell the advertising

ADVERTISING ASSISTANT - mail out contracts, receive payments and ad copy, forward ad copy to production, receive proofs and mail out for approval, confirm approval. (handled in the office)

COVER DESIGN - create design, confirm design approval from co-ordinator, collect graphics (photo), arrange for printing.

LAY-OUT & DESIGN - oversee the selection of graphics, design each page and oversee the production, receive approval of each page from the publisher. (person who contracts to do this work.)

DISTRIBUTION - Plan a distribution scheme (see plan in Publicity Division)

Print labels and assignment sheets, arrange labeled sheets into districts/regions, collect materials from printer, arrange for temporary storage and work area, package with assignment sheets according to districts, distribute to sponsoring churches & bookstores, move remainder to Convention Centre on morning of first day of conference.

SEMINAR DIVISION

Responsible for requesting, reviewing, and selecting a balance of seminars for adults. (e.g. evangelism, missionary preparation, world people groups, ethnic outreach, development and relief, etc.), confirming with seminar leaders, scheduling seminars, overseeing evaluations, sending letters of appreciation after the Festival; conferring with the Facilities and Hospitality Coordinators.

DIVISION CO-ORDINATOR

1. Chair the monthly divisional planning meetings.
2. Co-ordinate with department leaders, the responsibilities of the division.

DIVISION SECRETARY

1. Prepare agenda with Divisional Coordinator for monthly Planning Meeting.
2. Record & distribute minutes to Departments.
3. Contact Team members each month to confer on meeting time & agenda.

DEPARTMENTS

1. REGISTRATION

Collecting of incoming seminar applications, assigning them a category, and filing in the appropriate file. Responsible for seeing that files are brought to each committee meeting.

2. CORRESPONDENCE

Review form letters of invitation, acknowledgement, confirmation with information, rejection, appreciation.
Oversee the mailings of these letters.

3. EDITORIAL

Edit seminar titles, descriptions and biographies ready for magazine publication. Deadline: (Date).

4. SCHEDULING

Determine number of available seminar spaces; research history of seminar attendance & seminar quality of the past years in order to know where and when to make placement; assign seminars on timetable; notify magazine people of final schedule. Deadline: (Date).

5. EVALUATION

Responsible for designing evaluations, distributing and collecting them, and summarizing the evaluations of the seminars at the end of each festival.

6. YOUTH LIAISON

Responsible for keeping in touch with the Youth Division, sharing information with them and assisting in selection of presenters.

7. ETHNIC LIAISON

Recommend and contact ethnic presenters on behalf of the Seminar Division.

8. HOSPITALITY LIAISON

Providing information so that seminars are hosted.

PLENARY SESSIONS DIVISION

PLENARY DIVISION

Responsible for planning and overseeing Plenary Sessions. Recruit participants ie. MC, prayer, announcements, and music (in conjunction with Department Leader for Worship/Music). Responsible to convey information to Publicity Division for publication. Confer with Hospitality re Plenary Speakers. Make appropriate acknowledgements after festival.

CO-ORDINATOR

1. Chair the monthly divisional planning meetings
2. Co-ordinate with the department leaders the responsibilities of the division.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.
3. Confer with the team the dates for the next meeting.

DEPARTMENT LEADERS

1. PLENARY SPEAKERS SEARCH COMMITTEE

Confer with Planning Committee the THEMES of future festivals; research and recommend speakers to the Planning Committee.

2. COUNSELLING

Oversee the recruiting of counselors from the sponsoring churches.
Plan and oversee the counselor orientation meeting.
Oversee the preparation and printing of materials for counselors.
Oversee the counseling done during the festival.
Follow up the responses i.e. notifying pastors after the festival.

3. PLATFORM LOGISTICS

Prepare an "order of service" for each Plenary Session; make copies & distribute to each participant.
Prepare a detailed script for the Sound Technician which includes order of service and all necessary equipment, software and recording instructions.
Determine platform size and set-up necessary; confer with Facilities Coordinator.
Arrange and post the platform seating for each Plenary Session; lead the pre-service prayer and meeting with platform guests.
Arrange for Platform Party room near platform; attach a sign to the entrance; have water available for speakers.

4. PARADE OF THE NATIONS

Responsible for planning and facilitating the Parade, recruiting an announcer for the Parade, preparing script, arranging for signs and flags needed for the Parade, recruiting participants, conferring with Publicity and Plenary Sessions Divisions.

CONTACT COMMITTEE - contact previous participants and new recruits to attend rehearsals and parade; keeps a current phone & address list of participants; mails out invitations to participants and confirms with phone calls. Main contact: (local Bible college?)

CHOREOGRAPHER - Design and orchestrate the parade for both the plenary session and the children's workshop; plan and lead rehearsals.

FLAGS ATTENDANT - become familiar with the flags & keep an index so that they can be correctly identified; keep a current list of flags needed to be purchased; when preparing for the festival, collect from storage the flags, flag poles & stands; check on flags' condition and press any needing attention; transport flags to rehearsal(s) and to & from Convention Centre; store flags.

5. WORSHIP and MUSIC

Responsible for inviting musicians and worship leadership to participate during the Festival, arranging for technical materials and equipment pertaining to music and worship.

For: Plenary Sessions, and Youth Rallies

MASTER OF CEREMONIES/WORSHIP LEADER - Leads each Plenary Session, introduces Speakers, closes Plenary Session, arranges for keyboard musicians to accompany each Plenary Session, selects Plenary Session music to be entered into PowerPoint.

MUSIC RESEARCH - Researches words of music selected (together with credits), has all music words recorded in advance on PowerPoint or similar software

CHILDREN'S DIVISION

Responsible for providing children's workshops and mini-programs during the Festival which will be educational and challenging. They should have a "missions" emphasis on which children can both understand and become involved. The people resources should be encouraged to lead sessions which involve the children and allow them to participate as much as possible.

CO-ORDINATOR

1. Chair the monthly divisional planning meetings.
2. Co-ordinate with the department leaders, the division responsibilities.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.
3. Confer with the team the dates for the next meeting.

DEPARTMENT LEADERS

1. FRIDAY FIELD TRIPS FOR GRADES 4-7

Contact & invite Christian Schools before May 30 and again by mid-September. Plan educational learning activities for small groups; contact mission personnel to lead short small group sessions and confirm acceptance. Plan & invite leaders for the large group sessions.

Liaison with Facilities & Sound Division for physical planning of room.

Register schools (numbers & grade levels) attending.

Communicate to the schools the final arrangements and on-site plans for the field trip.

Facilitate the field trip by providing MC, hosting & information personnel.

2. SESSION PROGRAM LEADERS Give leadership in planning and facilitating the program during the assigned session:

- a. FRIDAY EVENING CHILDREN'S RALLY
- b. SATURDAY MORNING CHILDREN'S PROGRAM
- c. SATURDAY AFTERNOON CHILDREN'S PROGRAM
- d. SATURDAY EVENING CHILDREN'S RALLY
- e. SUNDAY MORNING CHILDREN'S PROGRAM
- f. SUNDAY AFTERNOON CHILDREN'S PROGRAM

Contact Ethnic Churches to teach the children about their culture through a variety of learning activities.

3. GROUP LEADERS: Remain with assigned group of children during session, escort them to various activities and maintain control of them during entire session.

4. HOSPITALITY TEAM: Provide snacks/drinks for the children during specified times during the session.

5. MATERIALS/SUPPLIES PERSON: Determine needs for each session and arrange for procurement, delivery and collection of unused materials.

6. REGISTRATION TEAM: Register children as they arrive; provide parents with registration forms and pick-up information; provide for crowd control.

7. WASHROOM PERSONNEL: Follow safety guidelines to give general supervision to children going to washroom.

PRE-SCHOOL DIVISION

Responsible for providing workshops and mini-programs for young children, ages 3 to 5 years, during the Festival which will be educational and challenging. The "missions" emphasis should encourage children to reach out to others in practical ways. The people resources should be encouraged to lead sessions which involve the children and allow them to participate as much as possible.

CO-ORDINATOR: Currently being handled by Early Childhood Department of Columbia Bible College.

1. Chair the monthly divisional planning meetings.
2. Co-ordinate with the department leaders, the division responsibilities.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.
3. Confer with the team the dates for the next meeting.

DEPARTMENT LEADERS

1. GROUP LEADERS: Remain with assigned group of children during session, escort them to various activities and maintain control of them during entire session.
2. HOSPITALITY TEAM: Provide snacks/drinks for the children during specified times during the session.
3. MATERIALS/SUPPLIES PERSON: Determine needs for each session and arrange for procurement, delivery and collection of unused materials.
4. PROGRAM LEADERS: Give leadership in planning and facilitating the program during the assigned session:
 - a. Friday evening
 - b. Saturday morning
 - c. Saturday afternoon
 - d. Saturday evening
 - e. Sunday morning
 - f. Sunday afternoon
5. REGISTRATION TEAM: Register children as they arrive; provide parents with pick-up information; provide for crowd control.
6. WASHROOM PERSONNEL: Follow safety guidelines give general supervision to children going to washroom.

FACILITIES DIVISION

Determine the physical needs of all the divisions in order to function at the venue during the weekend conference. Make arrangements to provide the physical needs within the jurisdictions of the venue.

CO-ORDINATOR

1. Chair the monthly divisional planning meeting.
2. Co-ordinate with each department, the responsibilities of the division.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.
3. Confer with the team the dates for the next meeting.

DEPARTMENT LEADERS

1. DISPLAY BOOTHS

Assist the Office in providing a floor plan of the layout for display booths, by (Date) for the coming year.

Liaison with Registrar to arrange contract with Display Company for tables, chairs, and drapes

Liaison with Registrar to arrange for power with venue.

Oversee the Exhibit Floor and confirm the locations of booths during set-up; provide & mount booth number cards; provide & mount aisle number cards & holders.

Enlist "on-site personnel" to be assigned to shifts who will oversee the Display area during the festival.

Liaison with Registrar the on-site registration of agencies.

Make suggestions to Finance Division in proposing the booth fee structure; take into consideration high traffic areas.

2. MOVE-IN/MOVE-OUT

Oversee the move-in and move-out of the Agency Display Booths.

Liaison with Holding Lot leader the schedule move-in of Agencies.

Plan a procedure that will be included in the instructions sent to Agencies prior to the festival.

Arrange for traffic control at the drop-off site by working with Security of venue.

Move in and out the displays from drop-off to display site assigned. Provide instruction sheets for volunteers; liaison with Capernwray Bible School & provide early information for them.

Liaison with Summit Pacific Bible College to move-out and collect ribbons & evaluations from Agencies.

3. BUILDING LOGISTICS-CONVENTION and MEETING ROOM LEVELS

Prepare information and communicate to each division, the regulations of the use of the premises being rented.

Determine the needs of each division and liaison the meeting of these needs.

Liaison with Seminar, Plenary, Children, Youth & Hospitality Divisions, the assignment of rooms.

Provide program information for the Convention Centre; ensure that this information is ready for Video Log.

Confirm with Office that telephone communication at office space is in place..

Arrange for pick-up, delivery and return of Office (equipment & supplies), audio and visual equipment and Children's equipment.

Enlist Runners for taking Office messages.
Traffic control; liaison with VCEC security.

4. BUILDING DECOR AND GRAPHICS

Determine the signs needed for each activity by consulting with the other Divisions; have them made and brought to the festival.

Set up signs during the Move-in and when certain temporary functions begin. (Banner(s) need to be delivered before Move-in.)

Remove & store signs when temporary functions end and during Move-out.

Oversee the overall decor of the rented facilities i.e. platform, info centres, main entrance, etc.; arrange for set-up and removal.

Liaison with Graphic Artist to create a Floor Plan to be mounted on a mobile white board to help people find the exhibits in the Exhibition Hall B.

AUDIO-VISUAL PRODUCTION & PROJECTION DIVISION

To advise on the selection of equipment for producing and projecting audio and video technologies, and advise on quotations, to oversee the quality of sound and video production & projection during the weekend through prearranged liaisons, work with the MC's, speakers, musicians, etc.

CO-ORDINATOR

1. Chair the monthly divisional planning meeting.
2. Co-ordinate with each department, the responsibilities of the division.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.
3. Confer with the team the dates for the next meeting.

DEPARTMENT LEADERS

RESEARCH DEPARTMENT.

Research the needs of Missions Fest in areas such sound and video.

Research the names of companies and organizations that can supply good quality sound, lighting and video projection equipment.

Prepare quotation lists for companies for bidding.

Assist CEO in making decisions in selection.

AUDIO DEPARTMENT

Recording

Confirm with audio recording company, the dates, costs and working agreements

Arrange for volunteers to record seminars; arrange for training meeting

Confirm arrangements for sales

Production

Arrange for STAGE MANAGER for each Hall; this person will also be Missions Fest's liaison with sound & lighting companies

Liaison with the sound and lighting companies and monitor sound in Exhibit. Halls A and C during conference

VIDEO DEPARTMENT

Recording

Confirm with Video recording firm the dates, costs and working agreement

Arrange for volunteers to record plenary sessions & seminars; arrange for training meeting

Confirm arrangements for sales

Production

Arrange for Video Coordinator for each Hall; this person will train Missions Fest volunteers to produce and project video, and schedule the weekend volunteers.

Monitor video projection in Exhibit. Halls A and C during conference

Video Sales

Arrange for sales of video in Hall A at close of each Plenary Session, and in sales booth in Hall B.

HOSPITALITY DIVISION

HOSPITALITY DIVISION

Responsible for the overall "people-related services" during the festival.

CO-ORDINATOR

1. Chair the divisional planning meeting.
2. Co-ordinate with the department leaders, the responsibilities of the division.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.
3. Confer with the team the dates for the next meeting.

DEPARTMENT LEADERS

1. BILLETS

- Prepare registration forms for compiling necessary information on inquirers (for leader, office & mailing to mission agencies).
- Compile list of available residences, inexpensive housing and churches who will take groups.
- Set up a plan for handling billets. Oversee and facilitate this department.

2. COAT CHECK

- Determine the number of volunteers and shifts needed, arrange schedule with volunteers & confirm information to them.
- Confirm with Facilities Division, the location and size of coat check; the opening & closing times, the arrangements for lost & found.
- Confirm with Finance Division, the arrangements for donations.
- Arrange for the purchase of sufficient "tags" for the weekend.

3. BACK PAC CHECK

- Determine the number of volunteers and shifts needed, arrange schedule with volunteers & confirm information to them.
- Confirm with Facilities Division, the location and size of coat check; the opening & closing times, the arrangements for lost & found.
- Confirm with Finance Division, the arrangements for donations.
- Arrange for the purchase of sufficient "tags" for the weekend.

4. INFORMATION

- Prepare instruction sheets; estimate number of volunteers needed for each shift.
- Lead orientation; arrange shifts
- Enlist captains for each shift.

The Leader of the Information Department

1. Invite someone to serve as your Deputy Department Leader. Review the Instruction Booklets to ensure that all information is current.
2. Arrange for all past volunteers to be contacted and invited to serve in the coming festival. The office reception can assist you in locating addresses these people (Rachel should have their names.)
3. Collect new volunteers from the office or own means.
4. Determine where and when you need information people. Arrange a schedule for these volunteers.
5. Attend the PreConference Rally three weeks before the festival. Meet with volunteers and confirm your schedule with them.
6. During Missions Fest, give general oversight and coaching to your teams.
Take turns with your Deputy, to be present with your teams.
7. After Missions Fest, make recommendations for improvement

5. HOSPITALITY, SPEAKERS

- Confer with office manager that arrangements for room reservations are done at least 45 days in advance;
- Collect copies of speaker correspondence;
- Pick up welcome package for each speaker: letter, name tag/ribbon, instructions, magazine
- Assign a host/hostess to each speaker for the weekend:
 - * arrange for meeting at travel terminal;
 - * read over instructions with speaker;
 - * take to speaking engagements; take/arrange for meals if needed;
 - * assist in hotel departure i.e. store/handle luggage & check out; collect expense receipts;
 - * give envelope of thanks;
 - * arrange for travel to terminal.

5. HOSTING, SEMINARS

- Establish number of volunteers needed; prepare instruction sheets; chart names with seminars;
- Lead orientation; distribute instruction and evaluation sheets
- Collect evaluations and return to Seminar Division.

6. LUNCHEONS

- Hospitality for Plenary Speakers the evening before the festival; arrange snacks & beverage.
- Festival Leadership Luncheon: confirm location with office; set menu; arrange for set-up; arrange for hosting and ticket-takers.
- Youth Leader's Luncheon: confirm location with office; set menu; arrange for set-up; arrange for hosting and ticket-takers.
- Friday "morning coffee" for Set-Up Crew.
- Saturday Breakfast with Plenary Speakers and Board of Directors.

7. USHERS

- Obtain seating plan; estimate number needed;
- Plan orientation; organize teams/captains; distribute instruction sheets;
- Collect order of service info; distribute to ushers; give final instructions;
- Co-ordinate with Finance Co-ordinator, the offering arrangements; arrange for offering buckets, envelopes and response cards.

YOUTH DIVISION

Responsible for overseeing the youth plenary sessions, seminars and secondary school field trip workshops.

CO-ORDINATOR

1. Chair monthly divisional planning meetings.
2. Recruit department leaders & co-ordinate with them the responsibilities of the division.
3. Provide Facilities Division with information relating to physical and sound requirements.
4. Liaison with Seminar Division plans for seminars.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.
3. Confer with the team the dates for the next meeting.

DEPARTMENT LEADERS

1. FRIDAY SECONDARY SCHOOL FIELD TRIP

Plan 2 rotating 55 minute seminars for teens, grades 8-12. Times: 9:45 am, and 10:55 am.

Arrange for hosting of seminars & speaker introduction.

Request numbers of rooms and room size by April.

Contact Secondary Schools. Invite the schools to reserve the date before summer; register schools by early fall; communicate the topics/speakers and on-site arrangements (parking, room numbers, etc.) by November.

Provide promo info for schools and Magazine four months before festival.

Provide requests for facilities and sound three months before festival

2. YOUTH LEADERS' TRAC

Plan and co-ordinate seminars for youth leaders for Friday afternoon and Saturday.

Liaison with Seminar Division seminar topics and scheduling.

Recruit and schedule seminar hosts/hostesses.

Request rooms and A/V requirements from Audio-Video Production Division.

Prepare publicity information and make available to Publicity Division by Nov. 1.

3. SATURDAY SEMINARS FOR YOUTH & YOUNG ADULTS

Plan & schedule seminars for teens, grades 8-12.

Liaison with Seminar Division re topics & room schedule.

Recruit and schedule seminar hosts/hostesses.

Request rooms and A/V requirements from Audio-Video Production Division.

Prepare publicity information and make available to Publicity Division by Nov. 1.

4. YOUTH RALLIES (Friday & Saturday evenings)

Confirm speakers; prepare information re expectations for speakers.

Arrange printed order of service for each session; platform guest arrangements: worship band, special music and speaker.

Arrange for MC for each rally.

Arrange music leaders & musicians; determine all sound requirements;
confer with Audio-Video Production Division

7. Exhibitors



EXHIBITOR'S APPLICATION PACKAGE (Year)

More information will be added during the year

Date

SAMPLE LETTER



Summer, 2006

Missions Fest Vancouver
7200 Cariboo Road
Burnaby, BC Canada V3N 4A7
Tel. 604-524-9944
Fax. 604-524-4690
WEB:

Dear Colleague in Mission,

We are making plans for **Missions Fest 2007, January 26-28**, here in Vancouver, Canada.

This year's theme is, "**Called To Serve**". We expect many thousands to attend from all parts of British Columbia and Northern Washington State. We know that your consistency and presence at Missions Fest is most important, because those who know you will be able to meet you face-to-face, and those who don't, will have a chance to ask questions and find out who you are.

We are trying to keep our information current with daily changes taking place. When you are looking for exhibit space, please be aware that you should be looking at **two documents**. One is a floor plan drawn to scale (available as a link online) and a chart that is called Exhibitor Space Rates (inserted in the Application Package) which has the current discount prices. We hope these tools will be helpful.

Funds may be sent by credit card or cheque. Please select your first, second and third choices of Exhibit Spaces, in case another agency makes the same request at the same time. (If two requests happen to coincide on the same day, we must draw lots to determine who gets the space.)

If requests for space are paid on or before **May 31st**, the discount rate is observed. The next important discount date is **October 31st**.

Advertising can be arranged now. The colour pages at the beginning and end of the Program Magazine are selected on a first come basis. Inside advertising (pages 7 to 64) are black and white. When designing your ad, we recommend that you include your exhibit space to remind people where you are located.

We also recommend that you advertise on the local **radio station** and mention the location of your exhibit during the ad announcement. (Contact Roy at royfrancis@shaw.ca for rates.)

The **Short Term and Career Missions Directories** will be part of the Magazine this year. It is now possible to purchase a listing online. Go to 'Opportunities' on our home page and click "Purchase a Directory Listing".

There is now an on-line option for submitting a seminar proposal using your own Username and Password. Go to the Home Page and click "Sign In". If you do not have a Username and Password, contact reception@missionsfestvancouver.ca to receive one. Online applications for booths will be available soon. Please check our "News" side bar regularly.

All seminar proposal forms, exhibit space application forms, Short Term and Career Missions Directories forms and Advertising forms are also available to be downloaded by clicking on the appropriate link on the right-hand side bar after clicking on "Forms". You can fill them out and email/fax them to us.

If your organization is not listed when trying to apply or list a seminar, kindly send us your published Statement of Faith AND Statements of Purpose and Activities. Upon approval, you will receive your Username and Password.

Our processes for registration and participation are an ongoing development and we would appreciate your patience as we try to improve.

For the sake of those who have never heard,

Richard Dodding
Chief Executive Officer

Terms and Conditions - Missions Fest Vancouver

1. These terms and conditions accompany and form part of the Exhibitor's Space Application.
2. Applications will only be considered upon receipt of both the Exhibitor's Space Application form, duly completed, and payment in full of the amount due and owing for the space or spaces sought, as well as any extra materials or services ordered.
3. Applications will not be processed, booked or confirmed before 9:00 a.m., March 1, 2006. Applications will be considered on a "first come" basis; however, Missions Fest reserves the right to exercise its complete discretion in the event of any tie or other dispute.
4. Accepted applicants will be notified as soon as possible by way of return mail.
5. Applications not accepted will likewise be notified, as well as have any payments made returned or repaid in full.
6. Cancellation of any registration shall be made in writing. Cancellations received before the first day of November of any year shall receive a refund of total amount paid, less \$50.00. Cancellations received after that date will receive no refund, no exceptions will be made.
7. Payments may be made by either a cheque payable to Missions Fest Vancouver, or by credit card (Visa, MasterCard or AmEx only). Users of credit cards must add **2.5%** to the total amount paid in order to cover the additional cost incurred.
8. Missions Fest reserves the right to exercise its complete discretion in regard to the number of exhibitors, the number of exhibition spaces, and the configuration, combination and floor plan of the exhibition.
9. Missions Fest reserves the right to refuse any application for any reason, to impose conditions upon any application or to cancel any registration for any reason with cause. Cause shall include: the failure of the organization to comply with the statement of faith in principle or practice; the failure of the organization to cooperate in the principles, policies and practices of Missions Fest or, the failure of the organization to comply with conditions imposed at registration, if any.
10. Missions Fest assumes no responsibility for loss or damage incurred due to the cancellation of any or all of the Conference, or of its facilities, due to weather, fire, earthquake, strike, labour unrest, or other unforeseen circumstances.
11. Missions Fest assumes no responsibility for loss or damage resulting from the cancellation or substitution of any or all of the featured plenary speakers, seminar leaders, programs or performers.
12. Missions Fest assumes no responsibility for loss or damage resulting from personal injury, theft, fire, or other natural disasters.
13. Included in each Exhibition Space are the following:
 - one chair
 - drape backdrop
14. Not included in each Exhibit Space, but available for rent at an additional fee are the following:
 - Tables - 8' x 2', 6' x 2', or 4' x 2' that have white tops and coloured skirting
 - extra chairs
 - electricity
 - carpet for exhibit area should be ordered closer to the conference. Wait for notice.

15. Also not included are the following which are the responsibility of the exhibitor:

- insurance for personal injury, property loss or damage;
- travel arrangements
- accommodation arrangements
- parking arrangements
- storage and delivery of exhibit materials

16. More than one organization may not share the same space. If organizations wish to be located near another specific organization, arrangements need to be made with the other organization at the time of application.

17. In order to maintain morale in the exhibition hall, exhibits are to be set up by Friday noon and not to be dismantled before 5:00 p.m. on Sunday. Those who do so may affect their invitation to future Missions Fest conferences.

18. Exhibition Space prices and a Floor Plan are set out in the attached Schedule "A".

19. The Statement of Faith of Missions Fest is as set out in the attached Schedule B".

20. The principles, policies and practices of Missions Fest are as set out in the attached Schedule "C".

21. Agencies must refrain from exceeding past the designated space to avoid infringing on your neighbor's area or aisle space. Side walls may not exceed four feet in height. You will be requested to remove your portions of display if it exceeds the allotted space.

22. Booth Sales: See items 3 & 4 on Policy Statement, Schedule "C".

Schedule "B"



STATEMENT OF FAITH

Missions Fest includes a broad spectrum of Christian denominations and organizations. Care will be taken to ensure that no one organization, denomination or movement is given excessive exposure. The emphasis will be to serve the church of Christ in glorifying and honouring our Lord.

STATEMENT OF FAITH (as adopted by Missions Fest Vancouver)

We believe...

- That there is only One God, eternally existent in Three Persons: Father, Son and Holy Spirit;
- In the divine inspiration of Holy Scriptures, both the Old and New Testaments, and its consequent entire trustworthiness and supreme authority in all matters of faith and conduct;
- In the universal sinfulness and guilt of human nature since the fall, making man subject to God's wrath and everlasting damnation;
- In the substitutionary sacrifice of the incarnate Son of God as the sole ground for redemption from the guilt, penalty and power of sin;
- In the justification of the sinner by the grace of God through faith alone in Christ crucified and risen from the dead.
- In the illuminating, regenerating, indwelling and sanctifying work of God, the Holy Spirit, in the believer;
- In the unity and common priesthood of all true believers, who together form the one universal Church, the Body of which Christ is the Head;
- In the expectation of the personal, visible return of the Lord Jesus Christ; and...
- In the mandate to go and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit and teaching them to obey everything that Jesus commanded.

We wholeheartedly agree with this Statement of Faith.

Authorized Signature:		Date:	
Printed Name:		Agency :	

Principles, Policies and Practices of Missions Fest

Schedule "C"

1. **A Mission Agency must ...**
 - a) Be an organization that is fully charity and depend entirely on donations. This will enable it to register from March of each year. However, organizations that support missions but are commercial or non-profit, or a mix of charity/non-profit/commercial may not begin registration until September 1st. Space is limited and Missions Fest wishes to give those, who are charities and depend entirely on donations, the first choice of space beginning in March.
 - b) Submit a **Statement of Faith** which is in agreement with the one adopted by Missions Fest.
 - c) Submit a clear and accurate **Statement of Purpose** which describes how evangelization and/or discipleship is part of the activities of the mission.
 - d) Have a history of operation which gives evidence of being both accountable and ethical.
 - e) Have leadership whose conduct is above reproach morally, ethically and financially; leadership who is accountable to official Boards, who, in turn, represent people of integrity and a broad base within the Christian community.
 - f) Be an organization which has financial accountability, which satisfies the Canadian Council of Christian Charities, ECFA or equivalent requirements, and which is subject to audit, with financial statements which are available upon request.
2. **Purpose of Exhibit** The primary reason for having exhibits at Missions Fest is to meet the public, to provide information about your organization and to assist those who are searching for the field where they can serve God in mission. For those missions who are recruiting people, it is often the first step in this process.
3. **Literature and materials at the exhibit** The exhibit is the ONLY PLACE where literature can be distributed. This literature must conform to the Statement of Faith that is provided with each application. Literature, authored and/or published by the organization, may be sold through the appointed bookseller. Books, artifacts and crafts may not be sold at the exhibit or given away for a donation. Occasionally, organizations do not publish anything but use literature that is directly related to their mission as primary resource material. In such cases, a list of this literature must be submitted to Missions Fest for approval, 30 days prior to the conference, before being offered to the bookstore.
4. **Use of Exhibit Space** Missions Fest is not a trade show; its purpose is not to sell products, but rather to inform, encourage and challenge people about world missions. The use of the space needs to conform to the purpose of the exhibit as outlined above...that is, to encourage people to get involved in global missions.
5. Our **Program Magazine** is our road map through the conference. We expect that we will publish _____ copies. You will be listed in the agency directory if you are registered with us 3.5 months prior to the festival. Advertising in the program magazine can be arranged through the office. Look for advertising forms online. If you have articles related to the theme, kindly forward them to the editor for consideration no later than 5 months prior to the festival.
6. **Internet** We would like to list your organization on our WEB Site for people to gain ready access to you. If we have your email address and home page address, we shall endeavor to

list the organizations that are registered with us this year. This would occur on a year-to-year basis.

7. **Seminars** Many of the seminars presented are led by personnel from the various missions represented. These seminars are intended to be generically educational and not a platform for advertising one's agency or its services or products. The themes should reflect the theme of the conference, although we also encourage other world missions topics.

The Missions Fest Seminar Division will receive all applications. If the seminar is directed toward Youth and/or Youth Leaders or the Children's Division, it will be forwarded to the appropriate leader. All applications will be selected according to the Seminar Division guidelines and the variety that is needed. All seminar applications should reach us prior to 5 months before the festival to be considered.

8. **Other Logistics:**

a. **Accommodation** Missions Fest has negotiated with several hotels for special rates during the conference weekend. A listing of hotels, rates, booking date deadlines and complementary homestay for missionary personnel, is available online at _____.

b. **Parking** Missions Fest negotiates space in a holding lot from year to year. Information will be available later in the year if space can be obtained.

c. **Carpet** for Exhibit Areas. One can bring his/her own carpet, or rent a piece from the local supplier. Maximum coverage for an 8' aisle space is 8' x 5'; a larger size for 10' x 10' space.

d. **Audio** For the sake of fellow exhibitors, **no electronic audio may be played**. If individuals wish to hear a video being shown, we suggest head sets for viewers.

e. **Human Size Puppets** Also, for the sake of fellow exhibitors, human size puppets are restricted to inside their exhibit space only. They are not permitted to wander about the exhibit hall or the conference centre.

8. Seminars



Missions Fest (Year) Seminar Applicants Information

NOTE: This page has been revised. It is important to read all of it. Thank you.

Seminars are an integral part of Missions Fest Vancouver. Our goals for the seminars are:

- to educate people about what is happening on the mission fields, both at home and overseas
- to inform people about the challenges and opportunities of missions
- to encourage people to get involved by going, sending, praying and giving

The purpose of offering seminars is to fulfill the goals of Missions Fest and to provide important educational information and expertise for the conference attendees. We emphasize “educational” because the seminars are NOT places to promote one’s own organization. If this is done, the organization may not be invited to present seminars in the future.

Submission of an application implies acceptance of all of Missions Fest guidelines and policies.

We are thankful for the many marvelous presenters that God has sent our way over the years and look forward to receiving your seminar application for Missions Fest.

Guidelines

The theme for Missions Fest (Year) is “(Theme)”.

- ❑ **To help focus our seminars, we have selected eleven different seminar tracks, which you will find on the following pages. We ask that you structure your seminar to fit into one of these seminar tracks.**
- ❑
- ❑ **Please keep in mind as you prepare your seminar application that we are looking for seminars that will educate, inform and encourage people about the “big picture”- whether it is the current state of Christianity in Europe, what to say to a Muslim friend or how to prepare for a short-term mission trip. Specific examples from your own organization or experience can be used to illustrate your points but should not encompass your entire presentation.**
- ❑
- ❑ All seminar sessions are **one hour** in length. Please structure your presentation to allow ample time for questions and discussion.
- ❑ Handouts are encouraged; people love to go away with something tangible and practical. The handouts should be notes about the seminar, not advertising about your organization. Specific areas for prayer, relating to your seminar topic, also make a good handout.
- ❑ Please limit your submissions to three in any one category(Adult, Youth, Youth Leader, Children). Our choice of seminars depends on a number of factors, including how many applications we receive, how well your proposed seminar fits with our goals and theme and how many other applications we have on the same topic. Applications in any one category do not necessarily exempt you from being accepted as a presenter in any other category. As it says in Matthew 22:14, “many are invited, but few are chosen”!

- ❑ The use of pseudonyms is advisable for those working in security sensitive areas of the world. Please be sure to document both your given name and your pseudonym on your application.
 - ❑ As always, seminars at Missions Fest (Year) will be presented on a volunteer basis. It is up to you and or your organization to cover your expenses. Please note that admission to Missions Fest is free and no registration is required by attendees.
 - ❑ Please note and abide by **the deadline of (Date)** for seminar applications. Applications received after August 31 may not be considered.
 - ❑ We would particularly like to encourage missionaries who are planning to be on furlough and who are planning to be in the Vancouver area towards the end of (Date), to submit seminar applications. This allows our seminars to have perspectives that are fresh from the field. We hope agencies will consider submitting applications on behalf of their field missionaries who will be on furlough or encourage their missionaries to do so.
 - ❑ Substituting with Other Presenters. Seminar presenters may not substitute other presenters for any of their assignments, without first consulting with the Chief Executive Officer. If permission is granted, it must be made before November 1st so that all publications reflect these changes. Alternative speaker information available to Missions Fest must include name, address, phone numbers, presenter's bio, email addresses, title and 2-3 line description.
 - ❑ Avoiding Inferences of Hate. Seminar presenters must read the Canadian Law, as an example, on matters related to all forms of "hate" and take heed whenever speaking publicly during Missions Fest (plenary sessions and/or seminars). Go to:
http://www.media-awareness.ca/english/resources/legislation/canadian_law/federal/criminal_code/criminal_code_hate.cfm or
<http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf02998e.html>
 - ❑ It is Missions Fest policy to record every session presented at Missions Fest for the following reasons:
 - ❑ Missions Fest leadership is accountable to its constituency for all events that occur at the conference and must know what has been said by presenters in all sessions. Presenters may request that the recording of their presentation not be duplicated for reasons of security.
 - ❑ Missions Fest is responsible to ensure its presenters abide by Canadian law with regards to inferences of hate and racism.
 - ❑ Missions Fest must ensure that a presenter does not denigrate another agency registered as an exhibitor at the same conference.
 - ❑ Missions Fest must ensure that a presenter does not promote his agency during his presentation.
3. A presenter may request that his recording not be duplicated for distribution.
- ❑ Unauthorized audio or video recordings are not permitted.

Missions Fest (Year)

Seminar Tracks

Theme:

1. **Least Reached:** Buddhist, Chinese, Hindu, Muslim, Tribal, Secular Societies
Billion people in areas of the world where there is little or no access to churches or Christians.
2. **Post Christendom Societies**
How to reach societies that are growing increasingly distant from a Christian witness and worldview.
3. **Church Missions Committees**
These seminars will focus on assisting church missions committees to set goals, deal with issues, provide vision, recruit, train and support their missionaries.
4. **Opportunities Again**
Seminars designed for the person nearing or in retirement who wishes to become more actively involved in missions.
5. **Preparing for Missionary service**
We are looking for practical seminars on the steps that people need to take in order to prepare themselves for the mission field.
6. **Missions Vocational Skills and Opportunities**
We are looking for overviews of the various skills, tasks and experiences that are needed on the mission field today: business and professional skills, teaching – ESL, MK education, Bible translation, church planting, evangelism, discipleship, literacy, administrative and technical skills, radio, aviation, community development.
7. **Short Term Missions**
How short-term mission trips can be done effectively and appropriately. The challenges and opportunities of short term missions.
8. **Missionary Principles and Practices**
These seminars should focus on the challenges, issues, strategies and theology of missions endeavor. How do we do mission?
9. **Serving as Senders and Missions Mobilizers**
How can we help mobilize, equip, send and support others into missionary service?
10. **Prayer and Intercession**
How can we effectively pray for missions?
11. **MK Issues (Missionary Kids)**
These seminars will deal with the unique challenges, opportunities and issues that missionary families face.
12. **Mission News and Views**
We are looking for reports on what God is doing and the needs and challenges that are facing the church at regional or global levels. These seminars could also focus on the remaining tasks in fulfilling the great commission.

4. ADULT Seminar Application Form

Missions Fest (Year) – (Dates)
 “(Theme)”

Office Use Only:
ID# _____
Rec. _____

Please type and email all submissions.

Seminar Track(s): <small>(See the previous page for more details.)</small>			
Seminar Title:			
Type(no handwriting) a brief description of your seminar that we can copy and print in the program magazine: <small>(maximum of three sentences)</small>			
Presenter’s name:			
<small>Pseudonym to be used in publications and on the world wide web</small>			
Presenter’s phone number:		Fax # :	
Presenter’s mailing address:			
City:		Prov/State :	
Postal code:		Country:	
Presenter’s E-mail:			
Brief biographical sketch of presenter that we can print in our program magazine: <small>(maximum of three sentences)</small>			
Agency Represented:			
Reference person:			
Agency’s mailing address:			
Agency’s Phone #:		Agency’s E-mail:	
Would you be available and willing to speak in one of our sponsoring churches?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently a missionary on furlough?			Yes <input type="checkbox"/> No <input type="checkbox"/>
For security reasons, all seminars are recorded. May we duplicate your recording?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Return to: Missions Fest (Address) E-mail preferred please: Phone:

Fax:

Deadline: (Date)

YOUTH Seminar Application Form

Missions Fest (Year) – (Dates)

“(Theme)”

Those who have experience speaking to youth are encouraged to apply.

ABOUT THE SEMINARS:

Youth & Young Adult: **1 hour seminar** on a topic that is relevant to youth & missions.

Suggestions: How to reach youth of other religious/cultural backgrounds or the use of songs & dramas for outreach.

Office Use Only:
ID# _____
Rec. _____

Seminar title:			
Brief seminar description for the program magazine and the world wide web: (maximum of three sentences)			
Presenter's name:			
Presenter's phone number:		Fax #:	
Presenter's mailing address:			
City:		Prov/State:	
Postal code:		Country:	
Presenter's e-mail address:			
Brief biographical sketch of presenter to be printed in our program magazine: (maximum of three sentences)			
Agency Represented:			
Reference person:			
Agency's phone number:			

For security reasons, all seminars are recorded. May we duplicate your recording?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Return to: Missions Fest (Address)
E-mail preferred please: Phone: Fax: Email:

DEADLINE: (Date)

YOUTH LEADERS Seminar Application Form

Missions Fest (Year) – (Dates)

“(Theme)”

Office Use Only:

ID#

Rec.

ABOUT THE SEMINARS:

Youth Leader: 1 hour seminar teaching youth leaders practical things to implement in their own youth programs.

Suggestions: How to reach youth of other religious/cultural backgrounds or the use of songs & dramas for outreach.

Seminar title:			
Brief seminar description for the program magazine and the world wide web: (maximum of three sentences)			
Presenter's name:			
Presenter's phone number:		Fax #:	
Presenter's mailing address:			
City:		Prov/State:	
Postal code:		Country:	
Presenter's e-mail address:			
Brief biographical sketch of presenter to be printed in our program magazine: (maximum of three sentences)			
Agency Represented:			
Reference person:			
Agency's phone number:			

For security reasons, all seminars are recorded. May we duplicate your recording?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Return to: Missions Fest (Address)
 E-mail preferred please: Phone: Fax: Email:

DEADLINE: (Date)

Office Use Only:

ID#

Rec.

5.

**CHILDREN'S Workshop Application Form Missions Fest
(Year) – (Dates)**

“(Theme)”

Please read the following information page before completing this form.

Workshop Title (#1 below) or Theme of Program (#2 below):			
Brief Description (#1) or Program Description (#2):			
Equipment Needs:	Table <input type="checkbox"/>	Screen <input type="checkbox"/>	Electricity <input type="checkbox"/>
	Missions Fest is no longer able to provide TV/VCR or projection equipment.		
Presenter's Name:			
Presenter's Address:			
Tel:		Fax # :	
Email:			
Representing Agency:			
Address:			
City:		Prov/State:	
Postal Code:		Country:	
Presentation Options			
#1. Friday School Field Trip Presentation			
<input type="checkbox"/>	Grades 4-5 (several presentations in one room, no audio can be used) A 20-minute presentation repeated to 4 different groups of children.		
<input type="checkbox"/>	Grades 6-7 (in meeting rooms) A 30-minute presentation repeated to 3 different groups of children.		
<input type="checkbox"/>	Performing (music, drama, etc.)		
<input type="checkbox"/>	Speaking in the Rally		
#2. Weekend Children's Program (cultural group education)			
<input type="checkbox"/>	Friday evening presentation (Grades 1 - 5)		
<input type="checkbox"/>	Saturday morning presentation (Grades 1 - 6)		
<input type="checkbox"/>	Saturday afternoon presentation (Grades 1 - 6)		
<input type="checkbox"/>	Saturday evening presentation (Grades 1 - 5)		
<input type="checkbox"/>	Sunday morning Children's Church (Grades 1 - 6)		
<input type="checkbox"/>	Sunday afternoon presentation (Grades 1 - 6)		

Return to: Missions Fest (Address)

Phone: Fax: E-mail preferred please:

DEADLINE: (Date)

CHILDREN'S Workshop Application Information

Venue

6. Missions Fest (Year), (Dates)

7. “(Theme)”

Here is an opportunity to meet with children and introduce God's heart for a needy world.

We believe that mission education should begin early. We know that many experienced missionaries received their call from the Lord when they were very young. Attitudes and insights can develop into a vision. Here is where you could possibly be involved at the next Missions Fest.

First, let us look at some guidelines that may be helpful to consider when planning a children's workshop:

1. Remember that children need “hands-on” experiences in order to learn and be motivated. In other words, if a lecture method is used, one needs to involve the learners in meaningful ways. For example, use objects and visuals, interactive kinds of materials and worksheets as well as discussion starters and small group activities.

2. We are asking you to think creatively...use artifacts, involve children in role play, puppets, creative writing, drama, share some ethnic food...try learning a foreign language, etc.

3. We prefer your not having to depend on electronic equipment such as videos, unless it is used in small amounts no longer than 7 minutes with the expectation that the learners will require the information in order to complete a given activity. We must be extremely careful with sound levels because the walls are not very forgiving even though we hope the people next door are!

If you are interested in giving a presentation, please consider the following options:

1. Friday School Field Trip: (Students from Christian Schools).

Workshops for:

a. Grades 4 & 5. A **20-minute** presentation repeated to 4 different groups of children.

b. Grades 6 & 7. A **30-minute** presentation repeated to 3 different groups of children.

Students are expected to take information back to their classrooms.

c. The children's rally needs people who enjoy performing and/or speaking to large groups of children.

2. Friday/Saturday/Sunday Programs (Grades 1-6). 45 - 60 minute presentations

a. Friday or Saturday evening..(Grades1-5)

b. Saturday day-time workshops. (Grades 1 – 6)

c. Sunday workshops. (Grades 1 – 6)

Return to:

Missions Fest

Address)

Phone:

Fax:

E-mail preferred please:

DEADLINE: (Date)