

# 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 Fest Society and vote on matters of policy. This person is also expected to inform his/her church about current plans and assist with publicity and recruiting volunteers for facilitating the conference. He/she is expected to attend 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 If a member does not attend planning meetings for one year, his/her membership will be withdrawn.

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 members 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 minimum history of three years 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.

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.

### **Exhibitor Cancellation Policy**

1. All cancellations must be in WRITING.
2. If the written cancellation arrives in the Missions Fest office before two months before the conference date, they may be refunded, less \$50.00 or equivalent.
3. If written cancellation is after the two months before the conference, no refund is promised.
  - a. their space may not be sold until ALL spaces are sold first.
  - b. if after all spaces are sold, someone would like to take the space at the going rate, it may be sold. Although we are not obligated to refund the money to the original organization, we may refund most of it or suggest that it be transferred to the next year's registration

### **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, an expatriate, 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.