

HOW TO ORGANIZE A CONFERENCE CHURCH EDUCATION MINISTRY

The organization of any ministry is vital to its continued existence. The better we have CEM organized, the more effective we can be at actually touching and changing peoples' lives. We must always remember we are primarily about making disciples but to accomplish this we must be organized.

A key principle to employ in our conference CEM ministry is to locate quality, gifted people with whom we can share the vision and work. As you will discover, this ministry is too broad for any one person to handle well. A good place to start is with a conference CEM board. Depending upon the size of your constituency, you may also be able to appoint ministry coordinators to assist you in areas such as youth, Sunday School/SBS, Talent, etc. You may want to appoint district coordinators to further assist you in contacts, promotion and encouragement to the fellow CEM workers & pastors in each district. The [CEM Constitution](#) is a valuable resource for you to become familiar with regarding purpose, positions and programs of CEM.

Another helpful idea is to accumulate resources on various aspects of CEM so you will be able to share these with pastors and other CEM leaders when they approach you. You can go online and locate tons of resources/sites that you feel comfortable passing along after your review. Don't forget our own [IPHC CEM site](#).

You will quickly realize that there are a great deal of events and planning that you will have to do. Something that is very helpful in polishing events from year to year is an IFNY file ("Ideas For Next Year"). In this folder you would place any suggestions for improvement or changes that need to be made from year to year. You would also want to note items or details that may have been overlooked such as promotion ideas, extension cords, and extra score sheets, etc. It is also helpful to start a "To Do" list for each major event so you can be prepared each year. To do these during or immediately after an event is best since your details are still fresh in your mind.

Along with the programs and events that you plan to do in your conference there are also some monthly responsibilities. We are to be sure that the monthly CEM tithe and General CEM Budget monies are sent in with the monthly report to Oklahoma. We also must remember the annual responsibilities such as the Resurrection Offering, Global Quest Offering, Youth Camp report, Karl W. Bunkley Sunday School Teacher of the Year Award, CEM Advance, Talent Quest, Bible Quest, Royal Ranger of the Year, as well as other promotions that arise.

To keep all of these plates spinning it is imperative to keep a calendar up to date and with you all of the time. We should always check the IPHC Calendar before we make our plans for conference events so as not to cause scheduling conflicts.

Recognizing training opportunities afforded to us by the General CEM Department will also help us to define what we need to offer as complementary training.

Finally, as you take on this task of organizing your conference CEM ministry it would be advisable to speak with other conference CEM Directors who have some experience to get ideas. We all learn a great deal from each others' creativity. While we are all under the same covering, our various places of service will mandate organizational variations as to how we accomplish our goal of "Making Disciples". To that I say, *Carpe Diem*, "Seize the Day!"

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