
**THE
SCHOOL
CHRISTIAN
FELLOWSHIP
LEADERS'
HANDBOOK**



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1. THE SCHOOL CHRISTIAN FELLOWSHIP (SCF) COMMITTEE

1.1 THE SCF LEADER

Unlike secular leadership which stresses honour, glory and prestige, Jesus Christ made it clear that Christian leadership is servanthood and service. The SCF leader is therefore a servant, first to the Lord and then to the people under his care, following the example of Christ himself (Matthew 20:21-23). Christian leadership is a serious and honourable responsibility. It should not be taken lightly and frivolously. The Christian leader has to be prepared to make sacrifices in the course of his service. Obviously, only someone who is a born-again Christian who trusts in Jesus as Saviour and Lord may be chosen to lead in a Fellowship. That qualification alone however is not enough. A Christian leader needs to be godly in his personal conduct, speech and in the way he relates to others (1 Timothy 3:1-13). He must have a sincere desire to serve in this capacity and the conviction that God has gifted him with the talents and abilities to assume the role of leadership. A person may also consult the advice and guidance of those who are his spiritual leaders i.e. pastors/ teacher advisors/staff workers to determine their readiness and suitability for this role. A Christian leader must recognize that true greatness in leadership comes from serving, following in the footsteps of our Lord Jesus Christ who came not to be served but to serve and to give his life as a ransom for many (Mark 10:42-45). Further recommendation from his peers i.e. Christian fellowship members would also be an indication that a person is ready to take up a leadership role. All this must be accompanied by the consistent reading of God's Word and prayer.

Other qualities desirable in a leader are:

Love for God and His people: A Christian leader must have a sincere love for God, in response to the love that God has shown to him in Christ and also be able to love his brothers and sisters in Christ just as God first loved him (1 John 4:7-11). Love for one's

brothers and sisters in Christ is one of the key marks of being a disciple or follower of Christ (John 13:34-35).

A firm grasp of the Gospel: He must also strive to have a clear understanding of the Gospel, the message which is of first and foremost importance (1 Corinthians 15:1-8). The message that Christ died in our place, taking the full punishment for our sins and His resurrection which gives us the hope of eternal life must be what drives and motivates a Christian leader in his service to God and his people.

A deep conviction of the truth of God's Word: A Christian leader should desire to know and understand the Bible. He must continue to learn Scripture, which is God-breathed, and hold fast to its truth so as to be faithful in leading those under his care and to equip him for the work that God has called him to do (2 Timothy 3:14-17).

A clear sense of direction and initiative: He needs to know the realistic goals to be achieved. Patience and single-mindedness are required in the achievement of set objectives. He must especially be single-minded in his ultimate desire to please God (2 Timothy 2:4-6). Discouragement and obstacles are to be expected, but a good leader will not give up because of these. Instead, he must have a clear sense of dependence on Christ, trusting that God is working in all things for the good of those who love Him (Romans 8:28).

Humility: The Christian leader serves to bring glory to Jesus, not to himself, with an attitude of thanksgiving to God (Colossians 3:17). A Christian leader's mind set and attitude must mirror that of Christ (Philippians 2:5-11). There are times when a leader's efforts will not be appreciated and when he may receive unfair criticism. He must be able to take all these in his stride.

Dependability and faithfulness in all tasks, whether big or small: This is important because it will affect his testimony before others, especially those he leads. A leader must also faithfully utilize the gifts that God has given him to accomplish the tasks given to him (Matthew 25:14-40).

Ability to encourage teamwork and to work well with others: A leader's effectiveness will also come from the realization that he should be working together with those whom God has put alongside him in order to serve God and his people effectively. He should appreciate the Gospel partnership that he shares with his committee members and other Christians who are serving Christ together with him (Philippians 1: 3-5) and endeavour to recognize the different gifts and roles that God has given to them, encouraging them to make the best use of their gifts and talents to serve God. He should also seek to build unity and teamwork amongst those who are working alongside him (1 Corinthians 12:1-26). A leader should be able to communicate well and work along with others.

Teachability: A good leader is always ready to learn from God's Word (2 Timothy 3:14-17, Hebrews 4:12-13), from others and also from his own mistakes. He will be especially open to those who are his spiritual leaders i.e. pastor/teacher advisor/ staff worker, recognizing their role in keeping him accountable for his actions and spiritual growth (Hebrews 13:17).

Enthusiasm: Unless a leader is eager and excited about his work, he will not be able to inspire others to give their best. In everything that he does, he should work at it with all his heart, knowing that he is ultimately serving the Lord Jesus Christ (Colossians 3:23-24).

Joyfulness: A leader should continue to rejoice in the Lord (Philippians 4:4). He should be able to see the good which God is doing even in the midst of challenges and obstacles, casting his anxieties on the God who cares for him (2 Peter 5:7).

Healthy spiritual life:

The leader must ensure that his spiritual life is healthy. There are four areas of concern:

1. Personal devotion:

To draw on the strength and wisdom of God, he needs to spend time in prayer and in the study of God's Word. The SCF leader needs to recognize the importance of reading God's Word as it serves to teach, rebuke, correct and train a believer, equipping him for the good work God has set for him to do (2 Timothy 3:16-17). God's Word also helps a leader to examine himself and his intentions even as he serves as a leader (Hebrew 4:12). Scripture serves as the most important guide to a leader (Psalm 119:105) as he seeks to lead others as well. Prayer is also of great importance to a leader and he should see it as a God-given privilege to be speaking to God. A leader should be able to bring all his requests to God, knowing that through prayer God's peace will guard his heart and mind in Jesus (Philippians 4:6-7). Prayer also expresses a leader's dependence and reliance upon God. A leader has to be extremely careful and cautious not to be so activity-orientated that he has no time to devote to prayer and the reading of God's Word.

2. Church fellowship:

It is important for a SCF leader to belong to a church, as the Bible encourages all believers to not give up meeting together but to encourage one another to love and good works (Hebrews 10:24-25). It is important that the SCF leader is nurtured and fed by God's Word and receives encouragement and support from the congregation in the context of his church community. This will strengthen him for work in the SCF and his experience in the SCF will better equip him for service in the Church.

3. Personal witness:

A SCF leader should present a good witness both at home and in school. In fact, a SCF leader's personal conduct and godliness is pivotal in determining whether he is suitable to take up the role of Christian leadership or not (1 Timothy 3:1-13). At home, every SCF leader should make it his personal aim to exhibit godliness in his conduct when he relates with his family members. For example, a SCF leader should be obedient to his parents in the Lord (Ephesians 6:1). In school when he is among his teachers, friends & peers, the SCF leader knows what he does speaks louder than his words, so he has a responsibility to be a good student. He should seek to be wise and godly in his actions and his speech, being mindful that he is being observed by his non-Christian peers (Colossians 4:6-7). For example, a leader should be conscientious and responsible as a student in school, in all respects - in his studies, co-curricular activities and his interaction with his teachers and peers.

4. Personal spiritual growth:

Apart from his daily Quiet Time, the SCF leader should try to expand his scope of learning and seek to deepen his understanding of God's Word. Attending Bible study groups, youth fellowship, prayer meetings, trainings and seminars in church and outside of church are good ways for a leader to grow in knowing and loving God more. Reading good Christian literature is also another effective way in helping a leader to grow spiritually.

1.2 THE SCF COMMITTEE

A CF can function effectively only when there is a core of dedicated members who are willing to undertake leadership responsibilities & commitments. The core group usually comprises the committee (although this may not necessarily always be the case). It is the committee's duty to organize programmes and meetings, help in identifying potential leaders and individuals who are willing and able to serve and also to

ensure that the CF as a whole is in good spiritual health. Committee members therefore ought to be carefully selected. When the committee is able to work in unity and as one with the ultimate goal of glorifying God, this will be beneficial for the CF's spiritual growth as a whole. Work may be difficult and demanding, but serving in the committee should be seen as a God-given privilege as it is God and our brothers and sisters in Christ whom we are serving in love (Hebrews 9:14, Galatians 5:13) and the experience gained will be a helpful stepping stone for future involvement in the Church and other ministry areas.

The committee will function effectively as a team if the members regard one another with love and respect. Committee members should recognize one another's gifts and abilities. And these gifts and abilities should be used in love, not for self-glorification but for the growth and well-being of the members of the CF. Each and every committee member should also acknowledge the value and contribution of his fellow committee members towards the CF (1 Corinthians 12:4-30). The committee should strive to encourage one another and build each other up (1 Thessalonians 5:11). Praying for one another and spending time encouraging one another through the sharing of God's Word together will help to strengthen relationships within the committee. A strong relationship is essential in enabling committee members to resolve, in a godly way, differences of opinion that will inevitably occur.

The members of the committee must see themselves as a team, with each person a vital link in the chain. The abilities, gifts and contribution of each and every member are vital for the CF to function effectively. If one member does not play his part well, the rest will suffer (1 Corinthians 12:14-26). They must therefore exercise their duties responsibly and with dedication. They should endeavour to stay informed of all aspects of the CF. Hence, it is advisable for committee members to come to committee meetings punctually and prepared, having read through the agenda and thought through the problems to be discussed and to be praying for the items to be discussed beforehand. During the meeting they

should be attentive, avoiding side conversations and if possible, providing helpful input and suggestions whilst graciously supporting decisions made as a team. An ineffective, uncommitted or disunited committee will ultimately affect the growth of the CF as a whole.

1.3 THE SELECTION

As most students tend to select leaders more for their popularity rather than their abilities and spiritual maturity, the burden of nomination should fall on the outgoing committee and the advisor. It is preferable that new converts be given time to grow in the faith before they are entrusted with leadership responsibilities. A constant alertness for suitable and reliable successors will enable the out-going committee to have the nominations ready by the second semester.

Anyone who agrees to be nominated must carefully count the cost. CF work demands much time, effort and energy, so do extra-curricular activities (ECA) in school. As believers in Christ, we are encouraged to work at all things heartily as for the Lord and not men (Colossians 3:23). Furthermore, CF work is vital and very important for reaching out to other students in the school with the Gospel of Christ and God's Word. The student must have a frank and honest discussion with his CF advisor to determine if he can both hold a committee position in the CF and be involved in ECA.

A SCF committee normally consists of six to seven office bearers, but in a small CF (with fewer than ten SCFers), three people should be sufficient.

The President

He must be a mature Christian. He should be one who takes initiative and is dedicated to his work in the CF as a good servant of the Lord Jesus Christ. He should seek to be growing in godliness, setting an example for the rest of the committee to follow (1 Timothy 4:6-12). He has to be humble and recognize that he cannot run the CF single-handedly. He chairs committee

meetings and encourages maximum participation from the members. When periodic reports are submitted to him, he makes it a point to review them so that he can assess the progress of the group, making sure that the CF is moving in the direction of the set aims and objectives. It is also his duty to encourage the CFers to support and participate in activities organized by the CF Committee. Naturally, he himself must make every effort to be present too.

The Secretary

He has to familiarize himself with the beliefs, policies, aims and objectives of the Fellowship. Working closely with the President, he prepares the agenda and reminds members about committee meetings. He needs to maintain a good filing system for recorded minutes and correspondence. It is his privilege to contact and correspond with speakers on behalf of the CF; he therefore has to ensure that sufficient relevant information is given to them. The secretary also keeps track of membership records and the reports of each meeting that will be submitted to the Committee by the end of each term.

The Treasurer

The person who takes up this position on the committee must have a deep sense of clarity, honesty & integrity as he has to give clear and accurate accounts of the money received and spent. Good stewardship of the Lord's money requires him to exercise wisdom and caution in the usage of funds. Normally, the funds should be used to help in paying for expenses in ministry that contribute towards the growth of the CF, i.e. reimbursing speakers for their transport and for special projects like an evangelistic rally. Funds can also be used to contribute to Christian organizations that carry out Gospel ministry. An important part of the Treasurer's work is to encourage members to give systematically and sacrificially for the Lord's work. A statement of accounts, presented at least once a term, will help them to know the financial state of the Fellowship as required by the school.

The Prayer/Publicity Coordinator

The importance of prayer in the CF cannot be over emphasized. The ministry of the CF must be anchored in the Word of God and prayer. Members should be encouraged to have a consistent and steadfast prayer life (Colossians 4:2). The Prayer/Publicity Coordinator can help to instill this awareness by organizing regular prayer fellowship meetings for the group. Prayer items will include ministry efforts being carried out in the CF, personal requests from members as well as prayer items from organizations involved in schools ministry such as Scripture Union. An emphasis on evangelism efforts carried out by the CF within the school should be a priority in prayer. The Prayer/Publicity Coordinator should be encouraging the CF members to pray for opportunities and clarity to share the Gospel with the students in their school (Colossians 4:3-4). When the group is fervent in prayer, it will be evident in its service and witness for Christ. The other task of the Prayer/Publicity Coordinator is to endeavour to raise awareness about the presence of the CF in school with the help of the other members as well. He encourages members to maintain a good Christian testimony among their friends in their conduct and speech (Colossians 4:6-7) and makes use of announcements, posters and brochures to publicize the different programmes of the CF.

The Form Representatives

They are a very important part of the CF Committee because they are given the responsibility of spreading information and announcements to classes in school. The ideal is to have at least one representative from each form in school.

The Advisor

The Advisor is also a member of the leadership team. He is usually a teacher from the school who is in touch with the students and can be reached by those who need him. The advisor should seek to provide the much needed guidance to the president and the committee of the CF. The advisor should have a love for God, the leadership committee and members of the CF

as well in order to give guidance and counsel which will be beneficial for the CF's growth. The president and committee should not hesitate to seek the advisor's advice as well as involvement at all levels of programme planning and decision-making (Proverbs 19:20). The younger the CF, the more invaluable the help of the advisor.

2. PROGRAMME PLANNING

A good structure and framework should be put in place in order to ensure the smooth running of the CF. Hence, proper planning is needed to determine programmes which will best help the CF members grow together in their love and knowledge of Jesus Christ whilst reaching out to those who have yet to put their faith in Christ. Planning is beneficial because:

- It helps one to anticipate problems/challenges and thereby find ways to prevent or overcome them.
- It ensures that needs are not overlooked.
- It enables tasks to be done systematically, efficiently and in good time.
- It allows one to make the best use of the resources that are available.

Planning requires both teamwork and hard work. Begin planning the programme well ahead before the start of term.

2.1 PRAYER

Prayer is a vital part of ministry in the CF as it is totally dependent upon God for the sustenance and growth of its ministry. Unless the Lord builds the house, the builders labour in vain (Psalm 127:1). Therefore, even before starting to plan, both the leaders and the advisors must spend quality time presenting their prayers and petitions to God (Philippians 4:6). Do not be satisfied with the routine style of “opening” and “closing” prayers as mere formalities. Pray for God’s guidance and wisdom.

Having prayed matters over, the next step is to work out goals for the CF.

2.2 GOAL-SETTING

The overall aims of SCF are:

- To reach out to non-Christians students with the Gospel (Matthew 28:19-20).
- To build up Christians in their faith (Colossians 2:6-7).

Whilst the aims of CFs are the same, the methods of achieving them may vary with each CF group. It is necessary for the CF to set achievable and practical goals which will help work towards these aims. Long term goals which set the general direction that the CF should be heading towards can be made whilst practical short term goals can also be worked out by the committee to map out clear steps which can be followed by the CF. Some groups make the mistake of planning only weekly goals without a clear idea of where the CF is heading. This can be likened to piling up a lot of bricks without knowing what the finished building is supposed to look like. A wise builder always knows the final design first, before starting detailed work. To make sure that the weekly meetings and events planned throughout the year do eventually help to achieve the long term goals and ultimately meet the aims for which the CF exists, it is best to think of what should be achieved well ahead before the end of each school term. The goals for each term will depend on the needs identified by the CF.

A CF may find itself with many pressing needs: members who are new or young believers who need to be nurtured and established in the faith; existing members who need to be encouraged towards love and good deeds (Hebrews 10:24); the ever-present need to encourage more evangelism; the much-needed emphasis on Bible Study (2 Timothy 3:16-17) and prayer (Colossians 4:2); members who are unable to or do not attend church; the busyness of studies and other activities which students need to contend with, and so on.

Limited time and resources do not permit all the identified needs to be met. The solution is to concentrate on the important needs. That in turn will depend on the priorities of the CF. Assuming that the priorities are evangelism, spiritual growth, church attendance and relationships, goals could be set out to achieve them in the following manner:

- i. To enable CF members to understand and share the Gospel as well as provide avenues for evangelism through the CF
- ii. To encourage Bible reading, prayer and sharing in CF to encourage spiritual growth
- iii. To help CF members find and/or attend church regularly
- iv. To create and make use of opportunities for CF members for relationship building

All these goals should fit in with the main aims of the CF.

The next step is to work out how these goals can be achieved throughout the school year in concrete practical plans. Plans which are made should take into consideration the school year calendar. For example, to achieve goal (i), short-term evangelism training courses can be run at the beginning of the year to equip the students with skills to share the Gospel with their friends. At specific points in the year, the CF might plan evangelistic events such as an annual CF rally or even make use of some of the CF's weekly meetings to have a Gospel talk and invite non-Christian students to come. To achieve goal (ii) the CF should ensure that Bible study and prayer time are included as part of the weekly CF meetings so that the CF members are built up in their knowledge of God and love for Him. The CF doesn't exist for social activities and fun alone! Networking and contact with churches can be helpful in achieving goal (iii). Organizing social activities such as games or hobbies day or a food fellowship may be helpful in relationship building amongst CF members as stated in goal (iv).

Having worked out the year's plans, appropriate themes need to be thought of in order to attract the interest of students to attend the CF events. Themes that are catchy and spark curiosity and interest, such as "**Godisnowhere**" (which can be read as "God is nowhere" or "God is now here") might draw the attention of non-Christians to attend a CF evangelistic meeting. Themes which draw on topics of interest such as "**Love Actually**", dealing with the topic of love would also attract students to attend a Christian talk on their personal relationship with God and their relationships with one another. Alternatively, a CF may work out a particular

theme for the year and plan their meetings and events around that theme. For example, “**Rooted & Built up**” (from Colossians 2:6-7) may be the theme the CF adopts for the year to encourage the members, whether mature or young Christians, to be growing in Christ.

Now comes the detailed work. Check the school calendar and find out how many weekly meetings are possible for each semester. Meetings may be more frequent during the first semester as it is the start of the school year. There may be fewer meetings in the final semester due to examinations. Some CFs may even stop having meetings during the last half of the final semester. Check also for public holidays or special school functions, events and celebrations that clash with the CF meetings. This may affect decisions such as whether to go ahead with a CF meeting if it clashes with a school event. It may also affect the nature or the activity of that particular CF meeting if the CF committee decides to run the meeting during an on-going school function happening simultaneously that week.

The final step is to figure out how the theme or themes can be highlighted in the weekly CF meetings throughout the year. Topics which are related to the theme(s) can be shared from the Bible’s perspective. A Bible study series on a particular book related to a theme can be carried out in CF. Social activities can also be related to the theme(s) which have been set. It is good that after the topic and content of each weekly meeting is planned the CF committee can look through the plan again to make sure that it is in line with the goals of the CF for that year.

2.3 METHODS & APPROACHES

All the hard work above covers only the goals and themes throughout the school semester. The next question is how to handle the different topics for each week. “Familiarity breeds contempt”, so try different ways of presenting each weekly message or topic. Here are some ideas of the different approaches one could adopt in a CF meeting.

SPEAKERS

The committee should be cautious about the selection of speakers that they invite to speak in CF meetings. First and foremost, great effort should be made to invite speakers who are (as far as members of the CF committee know or are aware of) faithful in delivering the message on a particular topic or passage from the Bible. This is to ensure that the CF members are taught God's Word correctly and to prevent unhelpful or false teaching from creeping into the CF (2 Peter 2:1-3). It is also advisable to invite speakers who are knowledgeable or familiar with the field or topic which is to be covered in the CF. For example, if the topic for the CF that week is on Christian mission, then it may be advisable to invite someone who works with a Christian mission organization to speak on this. It would also be good to get speakers who can engage well with school students at their level. Of course, it may not be possible to find speakers that fit every criteria but the most important aspect would be their faithfulness and soundness in delivering God's Word to the CF members.

When inviting speakers, do remember that most of them are busy and need sufficient notice to prepare a message. They will appreciate an early invitation; say three to four weeks in advance. This will also provide time for the committee to find another speaker if the invitation is declined. When a panel of speakers is desired, invitations must be sent out even earlier. It is not easy to find three or four speakers who will be free on the same day and at the same time.

A speaker may be contacted by phone, email or in some cases through ordinary mail.

The best way of contacting a speaker is by phone. If contact is made this way, it is best to call the speaker during office hours. The person making the call should introduce himself and also the School CF which he is representing. Important details that include the topic, time, date and place of the meeting should be conveyed clearly to the speaker. The caller should be prepared to answer

certain queries which the speaker may have regarding any of the details. It is helpful for the speaker to have some idea of the CF he is going to. Let him know the Semester Goal, the size, level of spiritual maturity, language problems, if any, and the composition of the group. Explain how you want the topic to be covered (panel, talk or case studies), and how much time he has. If you are incorporating a sketch or game related to the message, do inform him. Do also ask him what he will require for his talk (e.g. LCD projector, laptop etc). Follow up with a confirmation email or letter if the invitation is accepted. Enclose a map showing the location of your meeting and give him a reminder by phone two or three days before the meeting.

If you are unable to get through to the speaker do leave a message with the person you are speaking to (i.e. his secretary) and make sure you include all the necessary details to give him an idea of who you are and the reason for your call. Find out which would be the most convenient way to receive the reply: to call again or to wait for the speaker to return the call. Avoid calling a speaker at his home late in the evening unless he requests this.

Should the meeting be cancelled, it is important to inform the speaker as soon as possible and include an apology.

After the meeting, write a thank you letter or card, giving some feedback and also a small token of appreciation especially if the speaker is a missionary, a Bible College student or a full-time Christian worker so as to encourage and support them in their ministry work.

Note: *There may be times when, in spite of early planning and contact, no speaker is available. Occasionally, due to unforeseen circumstances, for example, an illness, a speaker may not be able to keep an appointment. Scripture Union staff workers are most sympathetic in such situations and will be very willing to help if they are able to. Please do try to ensure that they have at least one to two days' notice before the session itself.*

GROUP BIBLE STUDIES

There may be times that the CF would like to organize Group Bible Studies during CF meetings. If the CF is large in number, the members could be divided into small groups and Bible study leaders who have been trained can be appointed to lead each group. If the CF is small in number a few groups with leaders would suffice. Group Bible Studies are very effective in helping CF members engage with the Bible and learn to read and understand it together for themselves. Good Bible study resources and materials should be used during these Bible studies. SU produces Bible reading resources and materials that may be useful for these group studies.

DISCUSSIONS

Group discussion encourages greater participation and more effective learning. These discussions can be held after viewing a film/talk, or during Bible study sessions and case studies. In each case, the questions should be formulated by the advisor or the speaker who should also give the summary. Discussion leaders should be given guidelines on the questions and time allocated for each question. Each group should be kept to a reasonably small size if possible to encourage more members to participate and contribute to the discussion.

SLIDES, MOVIE CLIPS AND VIDEOS

It is important to have previews to determine the suitability and to work out follow-up questions when deciding on slides, movie clips and videos which will be beneficial for the CF. In this day and age, there are many free media resources on the internet which can be downloaded for free. However, strong caution should be taken when deciding what would be good and helpful to be viewed during a CF meeting. The advisor and CF committee should vet the suggested slide, film show, movie clip or video carefully. Questions such as: "Does it serve well with the theme of the CF this year? Will it be helpful in enabling good and edifying discussion amongst CF members?" should be considered.

If slides, movie clips or videos are to be played, do arrange for the LCD projector, speakers and laptop before time. Check that the LCD projector, laptop, sound system and other accessories are in good working condition. Make sure the room can be darkened or appropriately lighted so that the screen can be seen clearly and the slides, clips or videos are working before the meeting. Arrange for a table, extension cords, plugs and a torch light (if a script for slides is being read). It is important to introduce the title and give a very brief summary of the show to help viewers follow the storyline. It would also be helpful to give a few questions for the CF members to ponder over and look out for during the screening time. It is helpful to have small group discussions or a summary of the message at the close. This will help those who are present to connect the relevancy of what was viewed to the theme of the CF. It will also be helpful for the CF members to have a correct biblical perspective on what they have just seen. Do refer to Scripture Union for suggestions on where to get relevant resources (movie clips, videos) and also from bookstores. If the viewing exceeds the normal CF meeting time, do give advance notice to CFers so that they can inform their parents that they might be home late.

PRAISE AND WORSHIP

This would be a session where CF members get together to sing songs of praise to God and to teach and build up one another (Ephesians 5:18-20). Songs should be based on a biblical theme decided by the CF committee (this could be the theme for the year). Carefully chosen songs with good and bible-based lyrics, which are easy to learn and sing along to with good music accompaniment are important. Appoint good song leaders who are able to lead well in the singing of these songs. This session should also include reflections on passages of Scripture and prayer too. The advisor or a well-prepared leader may share some devotional thoughts from a Bible passage.

Note: *This is different from worship sessions where 2 or 3 songs are sung at the beginning of meetings.*

FORUMS

This is an interesting method in which several speakers (or committee members) answer questions from the audience on one or more subjects that could range from current/social issues (e.g. boy-girl relationships) to theological topics (why does God allow suffering?) as well. It means that some of the questions must be prepared two weeks in advance so that the speakers can have ample time to prepare good and helpful answers based on Scripture. Questions can be gathered from members of the CF on the topic to be addressed. During the forum the chairman plays an important role. He directs the questions to the speakers and invites contributions from the audience at appropriate junctures. He also keeps an eye on the time.

WORKSHOPS

Pick a suitable speaker to conduct the workshop. These workshops could be a range of various practical ministry skills (e.g. evangelism/ how to study the Bible/ counselling). For example, if a speaker is to do a workshop on evangelism, he could be asked, for example, to give the basic principles on why Christians should share the Gospel from the Bible's perspective. Then he can give pointers on how to give out Gospel tracts and proceed to talk about how to share the Gospel. The members can then break up into pairs or groups and put the learning into practice. The trainer and his assistants will be on hand to correct and help.

TRACTING

Tracts are basically small booklets which provide basic information about a particular issue or topic. Lots of Christian tracts, especially those which present the Gospel are available in Christian bookshops. Tracting in the context of the Christian faith is the act of handing out tracts which contain information about the Christian faith. Before tracting, provide some training, giving tips on how to approach people without being offensive. Decide the place for tracting, the age group aimed at and the types of

tracts to be used (e.g. a shopping mall). A wide selection of tracts is available at Christian bookshops and from churches. Members must familiarize themselves with the tracts so that they can answer any queries which may crop up. Never argue with people, remember to be gentle and respectful (1 Peter 3:15). Have a time of prayer before setting out. This is extremely important as it is the Holy Spirit who convinces and convicts, not our speech. Give clear instructions on when and where to re-group. Wrap up the session with a short time of sharing and prayer. An evaluation can be done at a later date.

COMBINED MEETINGS

A combined meeting (also known as interschool Christian fellowship meeting or ISCF meeting) provides good opportunities for CFers from one school to build new friendships with members from other School CFs. ISCF meetings can be very effective for sharing ideas and resources which could be beneficial for not just one CF but all who are involved. It will also provide School CFs within the same district with mutual support. An interschool CF coordinator should be elected to keep the other CF advisors updated about combined meetings. Also, a representative from each of the School CFs involved can be elected to form an inter-Christian Fellowship committee. It is important that a host School CF is decided upon so that a venue can be provided. The host School CF for combined meetings can either be a fixed school CF or can be rotated around the different Schools CFs depending on what would be most beneficial for the CFs involved. The host School CF which provides the venue must ensure that an appropriate meeting place is booked and arranged with adequate seats and equipment. Arrangements for a PA system may be necessary for a crowd of sixty and above. A combined meeting programme can include ice-breakers, fun games, songs, items and a message from the Bible. Send out invitations three weeks in advance together with the request for special items. It would be good to delegate different responsibilities to each respective school involved to enable maximum participation. Be sure to leave a contact number for confirmation of all the items involved before the meeting itself.

VISITING A HOME OR CENTRE

The CF committee can decide on a particular home or centre that the CF can visit. Once a decision has been made, arrangements for this must be made with the person in charge of the home or centre. Explain the purpose of the intended visit and ask whether there are specific things the CFers could do during the visit, for example, help feed the children in an orphanage or the senior citizens in a home for the elderly or to do some clean up jobs around the home or centre. These homes or centres can also benefit from a simple programme where there is singing, games and a short Bible/Gospel talk which can be done by the CFers themselves. Decide on the mode of transport for the trip. A post-evaluation should be done after the trip.

BOOK REVIEWS

Encourage CFers to read good Christian books. Reading good Christian literature can help spiritual growth and inspire a deeper commitment to Christ. Many people have been won to Christ through books. Arrange for a small consignment through Pustaka SUFES or other Christian bookshops. Pick a few titles related to the topic and review one or two of them. If there are queries about good book recommendations, do refer to the CF advisor or Pustaka SUFES staff for advice.

Before reviewing any book, read it through first. Introduce it with conviction and enthusiasm. Reading some of the topics, interesting extracts or giving a gist of the book will keep the listeners in suspense and arouse their curiosity to find out more. Hold the book in clear view, quote the price and keep the review short. A book table can also be set up to encourage members to purchase books to read after the meeting.

GAMES

They can bring much excitement and fun to a meeting. It is a sure way to get people acquainted, thus building up a sense of belonging. Pick games wisely. Bear in mind the physical arrangement of the meeting place, the size, age, sex and composition of the group. Have games involving everyone, and in which both non-Christians and Christians can participate. Try to avoid games which might cause embarrassment or injury. Forfeits, if any, should be conducted in good taste. If possible, try to play a game or two which may have some link or relevance to the topic which will be spoken on that day. For example, if the topic is “Listening to God speak from His Word”, a game like “Simon says” or Chinese whispers can be played.

Prepare any materials needed well ahead of time. Give clear instructions on how to play the game. It is always good to have a trial run to make sure everyone understands the nature and rules of the game itself. It is easy to get carried away when everyone is having great fun. No matter how exciting the game, do not exceed the allocated time. The main purpose of the meeting is not to play games but to hear what God is saying from His Word.

SKETCHES, MIMES, ROLE-PLAYS AND DRAMA

These involve acting out a situation or a story. A sketch includes dialogue. A mime uses only facial expressions and gestures. Role-play is an activity that gets those involved to take on and act out different characters in different situations. In drama form, a commentator tells the story, each character acts out his role as a person, object, animal, etc. If there are talented singers in the CF a musical drama can be presented where the story is acted out to the accompaniment of songs. This can be a very good avenue for inviting non-Christian friends to attend a CF meeting as these are entertaining and artistic in nature.

The biblical message can be embedded and expressed throughout the sketch, mime or drama. Have a well-written script related to the topic and rehearse it well. Do not encourage impromptu items. Both the message and good acting can be lost if actors do not speak loudly and clearly.

Look into the seating arrangement to make sure that no one's view is blocked. It is good if the advisor can screen the item before presentation. A speaker may be invited to give a short message after the performance.

TESTIMONIES

A Christian testimony can be defined as sharing one's personal experience of how he became a Christian or sharing about an event(s) in a Christian's life which can be uplifting, encouraging and pointing people to Christ. Non-Christians and Christians can gain much through testimonies. For example, if the message is on "The Importance of Bible Reading", it would be valuable to have someone share how the Bible has helped and encouraged him, or if it is a Gospel meeting, a recent convert could share how and why he became a Christian.

Giving a public testimony requires much prayer and preparation. The aim is to encourage the listeners, through an individual's personal experience, to find out more about God or to spur them in their Christian walk. It is to be presented as a special item and not to replace or compete with the speaker's message but rather complement it.

Give the person chosen to share a testimony at least two weeks to prepare. Encourage him to write out his testimony in full and discuss it with the CF advisor. Then he can make an outline for the actual presentation. This is to avoid the temptation to read from the script. Be specific about the time allocated. It would be helpful for testimonies to take up no more than three to five minutes.

SCRIPTURE READING

Reverence towards God can be instilled through a public reading of the Bible. In fact, it is highly recommended that a passage of Scripture, especially if the speaker is speaking on it, be read beforehand during the CF meetings. It is recommended that a good reader is selected to read the Bible passage. Aside from one person reading the passage aloud, other methods can also be applied when Scripture is read publicly. For example, when reading out a narrative passage, several readers can take on the different characters.

Reading a Bible passage well needs much prayerful practice. The reader must read and understand the passage well. Correct pronunciation of names and places is vital. Equally important are expression and speed. The tone of one's voice and the right pauses at appropriate points will help the listeners to better appreciate the meaning of what is being read. Pay attention to the punctuation marks.

GRAFFITI

Have a supply of coloured markers of different sizes. Tape a large piece of newsprint or white paper on a corner table. As members come in, put someone in charge to invite them to write short messages, thoughts and slogans or make drawings revolving around a theme such as "God is..." or "Love is..." This is an effective way to prepare CFers to the message. After the graffiti has been completed & used during the session, it can be displayed either on or near the CF notice board. This will draw the attention of other students to read what has been written and can work as indirect publicity to stir the interest of other students towards the CF.

3. EVALUATION

Before proceeding to the next section on weekly meetings, it is useful to pause and check on what has been planned so far. At this point, it is to evaluate some of the following:

1. Is the method chosen to convey the message for the week suitable?

Say, a sketch is decided for Easter. Would it be most beneficial for non-Christians or Christians who will be present for the event? Will the sketch be able to convey the message of Jesus' death and resurrection clearly and effectively? If the answer is no, it is probably better to use a better and more helpful method.

2. Is the method chosen within the capacity of the CF members to organize or carry out?

The method chosen must be able to be handled by the CF members. For example, a large-scale mime or musical may be an over-ambitious feat if the CF membership is small.

3.1 END-OF-TERM-EVALUATION

The committee can measure the effectiveness of the programme through either a verbal or written feedback from CFers. If the leaders make it a point to interact with CFers often, a more accurate and consistent feedback will be received. It would be good if the committee would make it a point to gather feedback from the CF members, especially right after a CF meeting. Encourage CFers to make honest comments during informal conversations or via mobile phone or over the internet.

Have a committee meeting for evaluation at the end of each term. Evaluate both the overall programme and the way the committee has functioned.

Below are some useful questions:-

1. Are the goals for the term being achieved?
2. Was the teaching content faithful, relevant & easy to comprehend?
3. Were the speakers given enough notice to make the necessary preparations?
4. Were the weekly meetings well-organized? Did they start on time?
5. What was the atmosphere of the CF like? Warm, friendly and hospitable? Did new-comers feel welcomed and wanted? Were good relationships built amongst the existing members?
6. What aspects need to be improved on in the next term?
7. Regarding the committee itself, check the following:
 - a. Do committee members pray regularly together?
 - b. Are tasks well distributed and carried out responsibly?
 - c. Is there open and honest communication with the advisor?

These are only some of the questions which can be used during a CF end of term evaluation. Any other related and helpful questions can be used as well.

Do not neglect evaluation, as it is necessary for the improvement of the SCF.

4. THE WEEKLY MEETING

CF programmes must be kept within the time given by the school authorities. Remember the message and the special item will take up more than half the time. On occasions when a discussion, forum or workshop is being conducted, there will be less time for other activities. To make the most of whatever limited remaining time there is, stress the importance of preparedness and smooth co-ordination to all involved in the programme for the week.

4.1 THE PROGRAMME

In planning the weekly programme, the trick is to figure out the time required for the main activity (message, panel, discussion or case studies) and then fill in the remaining time with other appropriate items. For example, take the topic "Guidance". The method used is Case Studies for Discussion. The advisor will be selecting the case studies, and he has suggested a sketch showing how a student gets guidance from God. There will be a summary of the main biblical principles on seeking God's guidance given by the advisor. All in, the time required by the advisor will be 40 minutes. It is best to leave a five-minute allowance in case of some delay i.e. the song-leader overshoots his time, or the advisor takes a bit longer for the summary. This will leave only 15 minutes for the preliminaries and announcements. A sample programme outline could be as follows:

Programme Chairman: Seet Meng Hock		
Topic: Guidance		
Goal: Help CFers understand how God guides		
<u>Time (Mins)</u>	<u>Item</u>	<u>Person-In-Charge</u>
PM 1.00 (5)	Welcome & Prayer	Seet Meng Hock
1.05 (10)	Songs	Seet Meng Hock
1.15 (5)	Sketch	Mary, David & Ranna
1.20 (30)	Case Studies	Mr Leong
1.50 (5)	Summary	Mr Leong
1.55 (5)	Announcements & Prayer	Peter Lingam
2.00	Refreshments	

During a CF meeting, it would be good to ensure that each segment flows smoothly onto the next. Everyone should be prepared and on standby from one item to the next so that time is not wasted and there is no unnecessary delay. For example, in the above given programme, songs chosen should be familiar songs. If a new song is introduced, it has to be one which is easy to learn given that the time given for songs is short. The announcements will have to be short, crisp and clear as the time allocated for announcements is brief as well. Delivery is important. Write down all the important details to prevent stuttering and stammering. Now comes the exciting part – putting the plan into action.

4.2 BEFORE THE MEETING

All those involved in the meeting should arrive at least 15-20 minutes earlier. Remember to spend some time in prayer before getting down to work.

It is the programme chairman's role to ensure that the details are attended to. It is best to create an informal setting which would maximize interaction. If the CF number is small arranging the chairs in a semi-circle will give a more informal atmosphere. See that sufficient song-books and Bibles are distributed. If a LCD projector and laptop are being used, do make sure it is set up and functioning well before the meeting starts. The same goes for sound speakers and any other equipment which may be utilized. If an offering is to be taken, be sure to have the offering bags ready.

If the blackboard is needed, make sure that enough chalk and dusters are available. The same for white boards. If refreshments are served, make the necessary preparation first and leave the final touches for just before the meeting ends. Try not to do it during the meeting, as this will distract the members.

The song leader and musicians should also be prepared before the meeting starts.

Ushers should be stationed at the entrance to give a warm reception to the CFers. Remind those bringing newcomers to sit with them – help them turn their song books and explain the order of the programme and the SCF set-up. Do not, however, explain the message till after the meeting. This is to avoid distractions and allow God’s Word to speak for itself. If there is a language problem, try to get an interpreter or use simple words. Leaders must attend to newcomers who come on their own and make them feel welcome.

Have someone to meet the speaker, to direct him to his seat, acquaint him with the group’s needs and keep him company.

4.3 DURING THE MEETING

Presentation: Anyone who has to appear before an audience, whether to welcome them, make announcements, introduce the speaker or to lead songs has to capture and hold their attention. Eye contact is important. Look at everyone in the audience, not just at one person. Do not stare at the ceiling, feet or walls. Avoid monotonous reading from a notepaper. If a person has difficulty looking into people’s eyes, he should raise his eyes slightly and look above their heads. This will help with nervousness and stage fright.

Bearing: A well-groomed and neat figure makes a good impression. A good posture would also be helpful when one is presenting something before an audience. Smiling while upfront can help one look warm, welcoming and sincere. Avoid being overly dramatic; over-gesturing with your hands or moving around too much out of habit or nervousness as this might make the audience feel uncomfortable.

Leaders should help one another by lovingly pointing out the faults noticed to the person concerned, so that he can improve.

Speech: Endeavour to use an appropriate volume when speaking. Speech is wasted if the audience cannot hear it. Voice projection is an art that is worth learning if one is to speak upfront often. Vary the volume of the voice and control talking speed. Pauses between thoughts will make a person's words more meaningful and give the hearers a chance to process what has been said. Avoid rattling on in a monotonous way. Inflection and rhythm are necessary to maintain the interest of the audience.

Right from the start, extend a warm verbal welcome to all of those present, and an invitation to all to stay on after the meeting if time permits in order to fellowship.

Leading in public prayer: Effective public prayer can edify and encourage others to pray. It is part and parcel of the Christian community life, of which CF is a part. Believers in the early church would devote themselves to prayer as well when meeting together (Acts 1:14). It is also important to ensure that public prayer is done in a way which is most helpful for the rest of the CF members who are present. In preparation, write down your sequence of prayer points.

It might be helpful for the prayer leader to reflect on certain passages in the Bible which speak about prayer (i.e. Matthew 6:9-13, Colossians 1:3-4, 1 Timothy 2:1-4) as they will be a good guide in helping the prayer leader construct the structure and content of his prayers.

An example of prayer items at the beginning of a meeting may be in this order:

1. Praise and thanksgiving
2. Reflection and confession of sin
3. Requests – for a SCFer who is ill, help for examinations and guidance for speaker. It would be helpful for the prayer items to be more specific - mention people, places and problems

so that the other CF members will know clearly what is being prayed for and can agree in prayer.

Start by saying “We shall now have a time of prayer. Please join me in saying Amen at the end of the prayer” or simply, “Let us pray”. As the Bible tells us that we can come to the Father through Jesus by the Holy Spirit (Ephesians 2:18), prayers should ideally be addressed to the Father (e.g. “Dear Heavenly Father”/ “Dear Father God”) and end in Jesus’ name before saying “Amen”- which literally means “so be it”.

Lead with sincerity. Speak clearly and loudly in a natural voice. As the leader addresses God on behalf of the group, learn to use “we/us” not “I/me”.

As part of the prayer time, it will also be good to pray in response to the message which was heard in the CF. For example, if the message was about Gospel Missions, it would be appropriate to pray that God would raise up more people with the heart for mission. It would also be good to pray for certain mission works which are on-going whether on a local or international scale.

It might also be possible to have a few prayer items and have the CF members break into small groups to pray for these items.

If it is helpful, the last part of the prayer time could include biblical prayers from the bible such as the Lord’s Prayer (see Matthew 6:9-13) which can be said in unison.

Making Announcements: Make the announcements in a lively manner – loud enough for everyone to hear. A weary, sullen presentation will get no attention. Vary the way announcements are made by using dialogue, interviews, sketches and slides to capture interest and create excitement for participation in the activity announced.

Accurate information, clarity and brevity are absolute essentials. List out important details in an outline form for easy reference. Rehearse any sketch, dialogue or interview.

Introducing the Speaker: It is very important to introduce the speaker properly. Why? Because it helps to build up rapport between him and the audience.

Information about the speaker must be gathered beforehand. Know his name and the correct pronunciation. Find out also his occupation and a little about his experiences. Be careful not to over-elaborate or exaggerate his accomplishments.

Use the appropriate title, Mr, Mrs or Miss, to address the speaker, even if he or she is an intimate friend! An example might be: "We want to welcome Mr Y to our CF today. Mr Y is the pastor of YY Church. He was for many years a missionary to the tribal people in Thailand. He is therefore well qualified to teach us on 'Why Missions'. Now we will invite Mr Y to speak to us. Mr Y...."

It is discourteous to voice one's personal opinion or to give a mini-sermon after the message. Simply thank the speaker and move on to the next item.

Concluding The Meeting: Wrap up the programme with a final song and/or a closing prayer (if the speaker has not already done so). Some short and brief announcements are in order, like reminding CFers about the next meeting and inviting them to stay around for fellowship. Do not prolong the meeting unnecessarily by talking too much.

4.4 AFTER THE MEETING

This is the best time for fellowship. Committee members should make an effort to mingle and make people feel at home, especially the newcomers. This will also set an example for the rest of the regular CF members to mix and mingle with one another and with the newcomers.

The programme chairman should personally thank the speaker and offer him a drink. When he is ready to leave, escort him to the door. The committee should maximise on the opportunities to gather feedback about the message and programme. Look out for any newcomer, especially the “loners”. Approach him with a warm smile. Strike up a conversation through personal introductions and then move on to chat about general things – favourite subjects, hobbies, interests and what he thinks of the meeting. Make it a two-way conversation, but do not keep him too long. Invite him to the next meeting and introduce him to other CFers.

The time after the meeting also provides the best opportunities to follow-up new believers, introduce them to Bible reading guides and to encourage them to register for camps. It is the chairman’s duty to ensure that the necessary materials – things for follow-up, registration forms for camps, SU Bible reading guides, newsletters and whatever else is relevant – are made available.

When the CFers have left, the committee may stay on, if they want to have a short evaluation of the meeting. Make sure the place is vacated by the time agreed. Leave the place neat and tidy. Put chairs and other equipment back in order. Close the windows and check that the lights and fans are switched off.

The condition of the place after the meeting will reflect on the leaders’ responsibility.

4.5 FORMAT OF A CF MEETING

In a typical Christian Fellowship meeting, some of the following elements may be present as the chairman for that day sees fit. He is expected to co-ordinate the whole meeting and to keep the meeting running smoothly.

1. WELCOME

Always acknowledge the presence of new friends who have come. Welcome them warmly. Introduce and express appreciation for the speaker if he is already present.

2. OPENING PRAYER

Have an opening prayer to commit the meeting to God. Either the chairman for the day does it or he arranges for one of the CF members to do it. Try to keep it short.

3. SINGING/WORSHIP

Often times, the chairman for that day is expected to lead this time of singing.

4. OTHER ITEMS THAT MAY BE INCLUDED

Some groups include some of the following items at different times to add variety and interest to the meeting. These may be: a singing item, book review, testimony, memory verse, an ice-breaking game, sword drill, teaching new songs and others.

It is recommended that these be conducted in the shortest possible time. Testimonies and book-reviews should be limited to 5-7 minutes

5. MESSAGE

This is an integral part of any meeting. It is usually in the form of an invited speaker. At this juncture, the speaker should be invited up and introduced by name. It is important that only correct information about the speaker is conveyed.

However, sometimes the message for that day can be in the form of a slide-show, a tape message, a drama, a sharing session, a Bible-study, etc. Clearly say so and hand the meeting to whoever is in charge of this part of the meeting.

6. ANNOUNCEMENTS

Announcements are often made by the President of the CF group. It may also be delegated to the Secretary, etc. Different groups handle this differently.

7. CLOSING PRAYER

Invite the speaker to do so if he hasn't done so, Alternatively the President or the Adviser can close in prayer.

Please note: The items above are not in any fixed order. Any other arrangements or even omission/additions are possible.

5. ROLE OF THE PRESIDENT

The President is a leader of leaders. He must be a mature Christian with much initiative and dedication. He has to be humble and recognize that he cannot run the CF single-handedly. In his role, he must seek to foster Christ-centred unity amongst his committee having a mindset of humility which follows in the footsteps of Christ (Philippians 2:5-11).

5.1 ROLE

- To coordinate the work of the committee.
- To chair committee meetings and draw up agendas.
- To be the spokesperson for the committee in negotiations with teachers & school authorities.
- To assess the progress of the group, making sure that the CF is moving in the direction of the set aims and objectives.
- To motivate CFers to support and participate in CF activities.

In order to best enable the committee and the rest of the CFers to support and participate in the CF activities, the president must have the goals, aims and objectives of the CF in mind.

Be Clear about the Objectives of the CF

The President as a leader must be fully aware of the CF's overall objectives. Know by heart the motto, theme for the year and specific objectives to be achieved.

Long-term Goal: **MOTTO of my CF:**

Short-term Goal: **THEME for the year:**

Set specific goals that are measureable:

Objective #1: _____

Objective #2: _____

Objective #3: _____

Do bear in mind that both the motto (long-term goal) and theme for the year (short-term goal) should be based on God's Word.

It would be good to work out the **motto and the theme of the year from Bible verses** and have these memorized.

E.g. Motto: To glorify God in all we do (Bible verse: So, whether you eat or drink, or whatever you do, do all to the glory of God. -1 Corinthians 10:31)

Theme for the year: Loved to love (Bible verse: We love because he (God) first loved us. – 1 John 4:19)

The President must know the motto, theme and objectives of the CF by heart. He must also know the Bible verses which are the basis of the motto and theme of the year.

The President must Know the CF Members' Needs

He must stay in touch with the CF members. There is no better way than to interact with them regularly. Talk about the group's objectives using it as a topic of discussion.

List three major needs in your CF:

- 1
- 2
- 3

Goal and fulfilments

Proverbs 3:5-6 – Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths.

The president must teach the CF members to trust and depend on God in all their ministry endeavours in the CF. The members need to proceed with ministry plans for the CF in faith, humility and total dependence on Him, with an eye on His glory alone.

Bear in mind that all the plans of the CF are to be for the glory of God. The plans may be too heavy for the CF to bear alone and it is solely by God's grace and His enablement that the CF is able to serve Him effectively.

5.2 COMMUNICATION

Communication is essential to the establishment and exercise of any relationship. To be an effective leader, the President must learn to appreciate the basic requirements of good communication skills.

Four simple rules to achieve effective communication:

- Simplicity – use simple terms.
- Clarity/clarification – be detailed and specific, taking care to explain.
- Receptively – ensure that the receiving party is receptive.
- Feedback - ask questions to obtain a response to input.

Four basic bad habits that inhibit effective communication:

- Writing down in loose notes with no order, illegible handwriting.
- Reading in a rapid manner, skimming over large portions of text.
- Using a poor choice of words.
- Presumptuousness – assuming that the listener already knows the background of the message.

5.3 MOTIVATION

To maintain a high degree of motivation, the President must develop the people involved with him, helping them to reach their fullest potential. There are several practical things that the President can do to help his people grow.

Four qualities that are vital to the President:

1. **Honesty** – The President must be absolutely honest with his people “Better is open rebuke than hidden love. The kisses of an enemy may be profuse, but faithful are the wounds of a friend” (*Proverbs 27:5-6*).

Rebuke should be given in this same spirit of love and concern. Open rebuke means ‘speaking with free and unhindered honesty’. Such honesty may sometimes hurt. A love that is too timid to help a person with his faults is not love at all. A love that wounds is preferable to love that neglects to draw people to the Lord. Love must not be silent when the life of a person is at stake. This, of course, is one of the burdens of leadership. But if people know the leader will shoot straight with them and help them when they need it, their morale and motivation will stay up, and their lives can be developed.

2. **Love** – The President must stay with the person through thick and thin. He cannot walk off when the person fails in his responsibilities or suffers a setback in his spiritual life.

The President needs to have a caring heart to fulfil his responsibilities. He shows concern for his members even when they aren’t concerned about the CF/YF. He loves them immaterial of whether they are doing right or wrong. We are called to love one another, just as God loved us and sent Jesus to die for us even when we did not love Him (1 John 4:9-10).

3. **Generosity** – The President should commend work that is well done. People need a pat on the back now and then, and a word of encouragement. Believers are called to build each other up and encourage one another (1 Thessalonians 5:11). But praise can have either a good or bad effect. Praise is a great tester of character. If a person is filled with vanity, if he craves self-glory and hungers for recognition, praise will do nothing but fan the flame of his weaknesses. On the other hand, if he is humble and wise, a word of praise can be used

by the Lord to stimulate him to even greater service for Christ. Therefore, the President must be discerning of those under his care and treat each one according to his individual needs.

4. Pastoral Care – As the President of the CF, the responsibility of providing pastoral care for the CF members is a big and yet highly privileged one. Leaders must shepherd and oversee God's flock eagerly and without compulsion (1 Peter 5:2). They must be ready, not just to share God's Word and the Gospel with the CF members, but to share our very selves- that is to provide love, care and concern for them! (1 Thessalonians 2:7-8)

A President must ask himself the following questions concerning the care of CF members:

- What are your strengths in motivating and caring for your members?
- What are your weaknesses in motivating and caring for your members?

5.4 DECISION-MAKING

An important duty of the President is to make decisions for the CF. How does one go about making good & godly decisions?

1. Acknowledge dependence on God – First of all, the President must acknowledge that whilst there may be many plans and preferences that he may have in his heart, it is ultimately God who directs the CF (Proverbs 16:9, 33). Hence, he must first recognize his dependence on God in making the best decisions. It's important to realize that as human beings are prone to making bad decisions, it is easy to settle for what 'seems' right and walk in self-delusion. For that reason Solomon warned, 'He who trusts in himself is a fool' (Proverbs 28:26). Since people have within themselves the potential for every sin, every wrong decision, every foolish act, every bad judgment, it is important that the

President look outside himself and towards God when making decisions.

- 2. Define the problem** – To make good decisions, ask the following questions, ‘What is the real issue here? What’s the real problem that needs to be solved? Look at all sides of the problem – study the issues and assess the situation, before the decision is made. To adequately assess the issues, the President must try to get all the facts, an abundance of accurate information.
- 3. Listen before answering** – It is wise to probe for more light even when there seems to be a way forward. “He who answers before listening – that is his folly and shame.” (Proverbs 18:13). The best way for the President to deal with an issue is to first listen to all facts.
- 4. Seek wise and godly counsel** – After determining the issues, it can be a challenge to think these through alone. Do not be in a hurry to make a decision. Instead, seek the advice of someone who is spiritually wise, godly and trustworthy (i.e. CF advisor, your youth pastor, SU staff worker). Remember, that there is safety in the abundance of counsellors (Proverbs 11:14).
- 5. Offer suggestions during discussion/brainstorming** – After ascertaining what the real issues are, be ready to take the next step in decision-making. Gather the committee and advisors and allow them to discuss and brainstorm. Offer suggestions to help aid the discussion/brainstorming process.
- 6. Narrow the options available** – At the end of the discussion and brainstorming session, it is wise to narrow down and identify several viable options from the discussion.
- 7. Commit the matter to God** - Do not be anxious about making a decision, but instead come to God in prayer

(Philippians 4:6). It is good to pray together as a committee in unity and with a heart to decide on what pleases God and what will be beneficial for the CF members.

- 8. Make the decision** - When it is time to decide, make the decision. Once again, bear in mind that 'In his heart a man plans his course, but the Lord determines his steps.' (Proverbs 16:9). God has given us minds and He expects us to use them. He has given us the ability to think and reason. We must think, pray, gather information, and do all that we can to discover the real problem and assess the situation clearly. However, while we do this, we must remember in the final analysis, it is the Lord who directs.

5.5 MEETING

Every meeting is a gathering of people. It is a meeting of minds to achieve a common objective. People attending meetings may not have the same level of interest or commitment to the meeting. Also the level of intelligence and experience also varies in a group. The President must recognise that and take steps accordingly to guide the meeting.

The establishment of an objective is important and likewise people will have different objectives to achieve. The President has to harness the energy of the group to gently (or sometimes sternly) guide the meeting to achieve some objectives. Make sure that the objective of the meeting is in line with the theme of the CF.

Procedure Of a Committee Meeting

1. Draw up the Agenda together with the Secretary or Advisor at least two weeks before.
2. All attendees must know the objective of the meeting and be adequately prepared to discuss and contribute. There is a place to gently rebuke committee members who do not come prepared for the meeting or have not done the work given to them.
3. Chair the meeting according to items set out in the Agenda.
4. At the end of each item discussed, give time for the secretary to record decisions taken.
5. When in a deadlock and if matters have to be decided, accept majority's decisions.
6. Set a specific time to allow for adequate discussion. Conclude effectively through summary of points.
7. One meeting at a time. Keep the committee from engaging in other discussions and remind everyone to stay within the topic of discussion.
8. Treat all matters discussed as confidential especially with regards to other members of the group.

5.6 INTER-RELATIONSHIPS

1. **Committee** – Work with the committee as a team. Let them come up with the verdict, which the CF will then adopt. Do not do what the committee has decided against.
2. **Advisor/Head** – The advisor is really the Teacher-in-charge and accountable for anything that happens with the CF. He or she is to be consulted in all matters. Do not hide any CF matters from him or her. The policies of the School Head are to be followed whether we think them fair or not.

3. **Church** – If possible, make sure all Christians in the CF belong to a local church. Get people from the churches to speak in the CF, if permissible. Be fair to all the churches (that your members belong to) and have a committee from as many denominations as possible. Avoid one church dominating the CF.
4. **Other groups** – Where possible expose the CF to other CF groups. Do this in the required official procedure. The CF must make known its prayer needs and pray for other CFs as well. Care and help should be extended to weaker groups nearby.
5. **Scripture Union (SU)** – Know the SU staff workers or other Christian staff workers in charge of schools and contact them if help is needed in planning programmes or resources are needed for training leaders. Join their leadership retreats, camps and other activities.
6. **Mission** – Pray for missions. Support them financially where possible. Let the CFers be aware of the Lord's work outside the CF and even outside the country.

5.7 EVALUATION

The duties of each committee member can be checked to see if they are being carried out. Objectives can be checked to see if they are met. Standard performance in the meeting can also be evaluated, e.g. song-leading, message, special meetings, etc.

- Evaluate after each meeting.
- Evaluate at the end of each term to check how far the CFs objectives have been met.

5.8 DELEGATION

Delegation is crucial to the effectiveness of a leader. God in His grace has gifted each believer with different gifts (Romans 12:6). The committee members should use their different gifts to serve together with the President to build up the CF. The President cannot do everything alone.

In delegating the President:

- Recognises his own strengths and weaknesses.
- Recognises his own limitations.
- Discerns the strengths and weaknesses of the individuals in the CF.

In order to delegate effectively the President must:

- Plan clearly what needs to be done.
- Establish how to convey the instructions.
- Establish how to advise the others.
- Determine feedback frequency, mechanism or format.
- Outline expectations and how to measure them.

The concept of:

1. **Assignment:** A task/project given to a person (assignee) to carry out.
2. **Accountability:** Assignee must be accountable to the President and there should be feedback & reporting on significant progress made or issues which he encounters.
3. **Responsibility:** The President is responsible to follow up with the assignee to ensure that he is working on the task delegated to him.
4. **Authority:** Authority needs to be given to the assignee to make decisions and the limit of this authority should be defined.

6. ROLE OF THE SECRETARY

The secretary plays an important role in the CF committee. He should be responsible for all the main business of the CF. He is the President's assistant, and in his absence, if there is no Vice President, he should chair the meeting.

6.1 REQUIREMENTS

- To take the tasks given as a privilege, realising that it is the Lord's work (Romans 12:11, Col 3:32).
- Knowledgeable – Be familiar with the aims, constitution, rules and regulations, general orders and policies of the CF.
- Attitude – Hard-working, willing to take the initiative, conscientious, responsible, diplomatic.
- Be aware of the goings-on of the CF – the Secretary is one of the CF leaders.

6.2 DUTIES

- Attend all committee meetings.
- Prepare agendas and keep minutes of all committee meetings.
- Contact speakers and confirm their coming by a letter.
- See to all important documents.
- File all important documents.
- Collect all documents for checking.

6.3 PREPARING AN AGENDA

Definition: *An Agenda is a programme of the business to be discussed at a meeting, set in the order they are to take place.*

The agenda is sent to all members of the committee or the CF to give them enough time to prepare for the meeting and to think over the things to be discussed. The period of notice is fixed by the CF's constitution, normally 7-14 days. Usually the date for the next committee meeting will be fixed at the present one. The

agenda usually includes the order of events in the meeting, the day, date, time and place of the meeting. It is prepared by the Secretary in consultation with the President.

6.4 PREPARING MINUTES

***Definition:** Minutes are a summarized record of proceedings of a committee meeting and are kept to preserve a brief, accurate and clear record of business transacted. Minutes should be written up as soon as possible after the meeting as it is much easier to be absolutely accurate when the discussions are still fresh in the mind. They should be written totally in the third person and in the past tense.*

Minutes are kept for the following reasons:

1. It is required legally.
2. It enables the Advisor/Principal etc. to check on the activities planned.
3. It serves as a memory for the committee regarding decisions made, etc.
4. It provides a resource, e.g. programme ideas for later committees. It is important that the minutes be:
 - **Accurate:** So that they present a true record of the proceedings.
 - **Brief:** So as to provide a summary of the important matters discussed and decisions reached for reading and confirmation at the next meeting and for future reference.
 - **Clear:** So that those absent from a meeting can be fully informed of the proceedings and that there is no doubt about the previous deliberations.

Minutes should be recorded in the following order:

1. Description of the meeting which includes the type of meeting, time, date and place.
2. Names of those present, with the President's name first and the names of the committee members next.
3. Apologies for absence (if any).
4. Reading of the minutes of the last meeting.

5. Correspondence.
6. Reports.
7. General Business.
8. Any other business – this is recorded in the order in which it is taken in the meeting.
9. The date of the next meeting.
10. The signature block for the President and the date of the meeting when the minutes will be signed.

A draft of the minutes is generally submitted to the President for approval before the final copy is sent out.

At the meeting, the President will call upon the Secretary to read the minutes of the last meeting. Any mistakes in the minutes must be corrected by the President or Secretary in the minutes before they are signed as correct.

6.5 CORRESPONDENCE

The Secretary must be able to compose letters/e-mails from brief instructions or notes. Three primary functions of a business letter/e-mail:

- To provide a means of convenient and inexpensive communication.
- To preserve a permanent record for future reference.
- To seek or provide information that may be required.

The following points should be observed in the construction of a business letter/e-mail:

Contents

- Write simply and directly so that the reader understands easily.
- Know exactly what needs to be written. Plan the letter by noting down all the main points beforehand.
- Choose suitable words to express ideas. Emphasize where necessary. Phrase sentences in a straightforward manner, as clearly as possible.

Constructions

- Paragraph the letter, one point per paragraph, and arrange as follows:
 - a. Opening sentences
 - b. Main content of letter (one point per paragraph)
 - c. Closing sentences
- The points in the letter must be in sequence, leading from each point to the next smoothly and systematically.
- Be careful with spelling and punctuation! Poor spelling makes a poor impression. Check with a dictionary when in doubt.
- Be consistent in the layout/ format.

Courtesy of tone

Be formal if the letter is a formal one, or casual if it is informal. Always be polite and clear. Depending on the effect desired, be firm, be persuasive, apologetic, obliging, etc. Don't sacrifice courtesy of tone and exactness of meaning in trying to keep the letter short.

Check Point

Check the letter for accuracy of its contents and test its suitability against the questions below:

- **Does it look good and well laid-out?**
- **Is it spelt correctly and properly punctuated?**
- **Have all the essential points been covered and correct information given?**
- **Is the letter clear, brief and polite?**
- **Is the tone/ mood of the letter suitable for its purpose?**
- **Is it easily understood?**
- **Is it a letter/e-mail that someone would be happy to receive?**

6.6 ANNOUNCEMENTS

Collect announcements and check them through before handing them to the song leader or chairman to announce.

Points to note:

- All announcements should be clearly recorded and filed according to date.
- The Secretary should list announcements before the meeting.
- Check previous announcements to ensure action has been taken and see what announcements need to be made again.
- Avoid long announcements. Be brief, clear and precise.

7. ROLE OF THE TREASURER

Besides the President and the Secretary, the Treasurer is one of the most important persons in the committee. He is the 'finance minister' and he handles all matters connected with money. The Treasurer's job is not one that can be done by anyone. He must be a responsible person, a good steward of his own money and must be practical and economical. A good Treasurer has a wonderful spiritual ministry which is often overlooked. He plays an important role in helping the members to be faithful stewards.

Biblical Principles on Stewardship of Money

1. Scripture reference: **Luke 16:1-13**
2. God's stewards (treasurers) over His money must:
 - a. Be faithful and trustworthy
 - b. Be personally responsible
 - c. Be able to give an account of the money entrusted

7.1 DUTIES

1. To keep proper accounts of money received as well as spent. Every cent received and spent must be accounted for and be substantiated by documents, where possible.
2. To present up-to-date statement of accounts at each committee meeting.
3. To hold the CF money in a secure place. (The treasurer can keep the money locked up at home or give it to the Advisor for safe-keeping).
4. To think up ways of raising money and spending money effectively, e.g. Selling bookmarks, jumble sale etc.
5. To encourage members to be good stewards of God's money. He should encourage all CF members to tithe regularly either to the church or to the CF's treasury.
6. To present a complete statement of accounts at the end of his term of office. This will be presented at the AGM.
7. To provide boxes or envelopes for members to make their gifts.

The boxes should not be passed around for collection during the meeting but should be placed in front or at the back of the meeting place either before or after the meeting and members are to be informed that they can drop their gifts into the box either before or after the meeting.

7.2 BASIC PRINCIPLES ON RECORDS AND BOOK KEEPING

Sources of income

It must be borne in mind that the purpose of the CF is not to make money or to store it up. The money must come from an honest and preferably Christian source. This means that methods of raising funds which involve fraud, cheating, chance/luck such as fun-fairs, lucky draws, gambling game, must not be used. Usually, the funds for the CF come from the weekly collection of offerings from CFers, and donations from individuals. If the need arises, funds can be raised through jumble sales, film shows, selling cards and bookmarks. However, special care must be taken when raising funds and the Treasurer must consult the Advisor and bring it up to the committee before he goes ahead with a fund-raising campaign for the CF. As a rule, any fundraising carried out on an official basis can only be carried out by CF groups that are meeting in school and only after permission from the school Principal and Advisor have been sought and granted.

Expenditure

Always remember that the money belongs to God but loaned to the CF to be used for His work. The money must be spent wisely – we are accountable to God. Some of the ways money can be spent include general funding of the CF, e.g. buying song books, etc. Support the Scripture Union staffworker by pledging a certain amount of money per month. Give to missionary Christian organizations such as OMF, Youth With A Mission (YWAM) and Asia Evangelistic Fellowship (AEF). (Ask the secretary to write in to these organizations for their prayer calendars and pamphlets and then decide which organization to support and how much). Give to Welfare Organizations like Malaysian CARE, Shelter Home. (Write in for information).

Receipts

Receipts must be given for all money received. Write out a receipt and make the entry in the Cash Book. (Except for weekly collection)

Receipts must be numbered and prepared in duplicate copies, the original copy to be given to the payee of the amount received and the duplicate copy or the counter foil to be retained for recording and auditing purposes.

Receipts should be signed by the Treasurer. If a receipt is drawn in error, it must be marked 'cancelled' and not thrown away. It should then be kept attached to the voucher or in the file.

Payments

Check all statements of accounts with invoices before payment. Make sure that receipts are received for all payments, where possible. Insist on the rule that before any committee member buys something or goes ahead with a project costing money he must see the Treasurer first. Bills should be settled promptly. When members make a claim for money, make them sign the Petty Cash Voucher.

7.3 BASIC EQUIPMENT

Cash Books: A book for recording all cash transactions. This has 2 sides, the left-hand side for all money received and the right-hand side for all money spent. This book is the official account book of the CF.

Receipt Books: A book for issuing receipts. Remember to number them and fill them correctly. In cases of your members pledging a weekly/monthly sum to the CF, a receipt should be issued to them. In cases of anonymous donations, write –
Received from ANONYMOUS the sum of RM.....

Payment/ Petty cash vouchers: These are papers which a person must sign when making a claim for money from the Treasurer especially when no receipt is produced.

Explanatory Notes.

Dates: Write down the date when the transaction is done. Have the item recorded as soon as it is done. **Particulars:** State how the money was spent or where the money came from i.e. the source of income.

Receipt/Voucher No: Write down the receipt/voucher number under this column. If there is no receipt, prepare a voucher and have the person who collected the money sign it.

Credit side (Right-hand side): Record the amount of money actually spent.

Debit side (Left-hand side): Record the amount of money actually collected or donated to the treasury.

Balance b/d or b/f: Balance of money brought down or brought forward from the previous month or year respectively.

Balance c/d or c/f: Balance of money carried down or carried forward to the following month or year respectively.

7.4 ANNUAL STATEMENT OF ACCOUNTS

At the end of the year or term of office of the Treasurer, he must present the following statement of accounts.

1. **Statement of Receipts and Payments For the Year Ended 31st December 20...**(This is similar to the Statement of Receipts and Payments For the Month, except that now all the money received and paid on behalf of the CF during the Treasurer's term of office for that year are shown).

2. **Statement of Income and Expenditure For the Year Ended 31st December 20...**(This shows all the income received and expenses paid irrespective of whether it is cash or otherwise).
3. **Statement of Affairs/ Balance Sheet for the Year ended 31 December 20...**(All assets owned and liabilities owed by the CF are shown.)

The above 3 statements should be checked and certified by an auditor who can be the Advisor. The auditor should sign the following certification.

Report of the Auditor:

I have examined the books and records of
 (name of CF) and in my opinion, the following statements present a true and fair view of the state of affairs of the
 (name of the CF)

..... (Auditor)
 Certified correct by:..... (Advisor)
 Date:

SAMPLE COPY

PAYMENT/ PETTY CASH VOUCHER

No:..... Date:.....

Pay to:..... (Name of person/organization)

The Sum of Ringgit.....(Write in words)

Being paid for:.....

(State the purpose the money was used for)

RM.....

Approved by
 (Usually Advisor)

Received by

RECEIPT	
No:.....	Date:.....
Received from.....	
of.....	
the sum of Ringgit	
RM.....
	(Treasurer)

Preparation of Monthly and Annual Statement of Accounts

At the end of each month or semester, the Treasurer should present a statement of accounts to show how much and for what purposes the money in the CF was spent, and how much and from where received, and how much is in hand.

This statement of receipt and payment should be checked and signed by the Advisor before presenting to the committee.

Example:

Statement of Receipts and Payments For the Month Of January 20...			
Balance b/f from 31 st December 20..		xxx	
Add Receipts:			
Collection from members	xxx		
Donations from Advisor	xxx		
Commission from sale of books	<u>xxx</u>	<u>xxx</u>	
			Xxx
Less Payments:			
Stationary		xxx	
Support of Staffworker	xxx		
Purchase of books	xxx		
Postage	<u>xxx</u>		
			<u>xxx</u>
Balance c/f to 1st February 20..			<u>xxx</u>

Account with Advisor

If part of the money is kept with the Advisor, a separate statement for this could be done.

Note: To check, make sure $(c) = (a) - (b)$

DATE	DEBIT	CREDIT	BALANCE	SIGNATURE
1.				
2.				
3.				
	(a)	(b)	(c)	

8. ROLE OF THE PRAYER COORDINATOR

Prayer is vital and essential for the work of ministry in the CF. Believers are encouraged to be consistent in prayer (Colossians 4:2, 1 Thessalonians 5:17) and therefore prayer should be encouraged to be an integral part of what the CF does on a regular basis.

A prayer coordinator helps to facilitate and organize prayer meetings or gatherings amongst the CF members.

Time and Place: Select a time and place agreeable to all (e.g. before school starts, during recess time). Any time of day is fine, and any quiet and secluded place will do. Students have met in car parks, chapels, classrooms, private homes (with permission) and the school field.

The Leader: It is helpful to have one person responsible for starting, stopping and giving basic structure to the meeting. Encourage different students to take turns to lead the meeting.

A Prayer Book: It is essential that the prayer group knows what items to pray for. The group can use a ledger book in which items of intercession and praise are recorded.

Sources for prayer items include personal prayer points i.e. people and situations known by the group, the CF, other CFs in your area, SU/FES prayer letter, local churches' Christian activities, missionary newsletters, etc. To assist the group, the leader should list prayer topics and items on slips of paper or mention further items during the time of prayer.

Opening period: This is important. The leader should open with a short reading of Scripture and make some introductory remarks based on the reading. Hearing God speak from His Word will prepare the group to respond by speaking to Him in prayer.

Physical grouping: Where possible, the group should sit or stand in a circle. It helps in group spirit, encourages participation and helps all to hear.

Praying: The prayer leader should do his best to encourage those who attend to take turns to pray for different items. This will help those who attend grow in their confidence in praying aloud, or in public, which many Christians are usually nervous about doing.

Hymns or choruses: Where suitable, the group may sing a chorus or two, praising God and teaching one another through songs (Colossians 3:16). Take care to choose a chorus of appropriate words and music.

Topics for prayer: A prayer meeting can be structured in a number of ways.

1. It can be free prayer, whatever comes to mind.
2. It can be centred on a certain theme – a specific or special CF activities – cover many aspects of that theme.
3. Prayer can move from topic to topic either freely or at the direction of the leader. E.g. Worship to confession to intercession. The leader should vary the structure from time to time to avoid stereotype.

EXAMPLE OF PRAYER ITEMS

- a. The government, political leaders, king and others in leadership position in the country (1 Tim 2:14).
- b. Those in authority in school:
 - Principal
 - Teachers
- c. The CF Advisors:
 - Their homes
 - Their witness in school
 - Responsibilities
 - Their needs

- d. Leaders in the CF committee:
 - Wisdom, joy in serving the Lord
 - Unity and love
 - Strength
- e. Family members:
 - Their salvation and needs
- f. Members of the CF and non-Christian friends. Pray for them by name.
- g. For other CF groups and their needs/problems.
- h. CF meetings:
 - Attendance
 - Speakers
 - Those leading meetings.
 - Message to speak to the hearts of those who attend each week.
- i. Those who attend CF meetings:
 - God will guard and protect each person.
 - Prepared hearts.
- j. CF members to make use of every opportunity to reach out with the Gospel.
- k. The spiritual growth of CF members who are Christians.
- l. Word of God that is preached to take root in hearts.
- m. Others:
 - SCF meetings and camps organized by SU.
 - Camps and weekend trainings.
 - Committee meetings.
 - Scripture Union Staff workers.

9. ROLE OF THE PUBLICITY COORDINATOR

9.1 DUTIES

1. To publicize the group and its activities.
2. To keep in touch with Scripture Union and all its programmes, such as camps, rallies, workshops and literature.
3. To help the President to maintain good relations with the school authorities.
4. To think of ways to improve the image of the group in school (i.e. social concern activities, participation in voluntary school events)
5. To welcome any visiting speakers.
6. To be instrumental in the arrangement of the order of events during general meetings (especially announcements).

9.2 ATTITUDE

1. In public relations, HUMILITY is the key word: Jesus Christ is the best example. He related to everyone.
2. Be creative and artistic. Innovation goes a long way.
3. Be fully aware of the importance of the job. The Lord expects him to be a faithful steward of the job He has given him (Luke 12:42-48).

9.3 THE GENERAL “HOW TO” OF PUBLICITY

1. Display:

- Notice boards and posters.
- Handbills, leaflets and booklets
- Announcements over the P.A. system or class to class, if possible.
- Facebook page

2. Social Concern:

Get the group involved in:

- Physical jobs – clean/paint the school, repair broken furniture, help beautify the school garden, washing the school toilets etc.

- Campaigns – e.g. Recycle week, Anti-drugs week etc.
- School social concern activities – e.g. charity concerts, collecting donations for students involved in an accident, visits to an orphanage etc.

3. Creativity during general meetings:

- Variations during meetings – seating, format, message, presentation, music, themes, etc.
- Enthusiastic and cheerful song leaders. Train those who are inexperienced in leading a worship session.
- Put up special items – e.g. humorous sketches, teach a hobby, organize guitar lessons, present a song, play a video clip.
- Interesting methods of making announcements.

4. Etiquette:

- Ensure punctuality during meetings – nothing drives a new comer away as much as late starts!
- Make sure the premises are left clean and tidy after the meeting – remember, action speaks louder than words, especially when dealing with school authorities.

5. Personal Invitation:

- Scout for the lonely and left-out.
- Invite friends and classmates.
- Be sensitive and friendly – remember that the publicity coordinator is the group's and the Lord's representative.

Points of Caution

Abide by all school rules – don't jeopardize the whole group by flouting (going against) regulations. Be cautious in distributing literature – note certain restrictions the school may have.

Some definite “DON'Ts”

DON'T use lotteries or lucky draws as an attraction.

DON'T bribe or threaten people into coming.

DON'T give a false or untruthful picture of the CF to people you are inviting.

9.4 THE NOTICE BOARD

Understand its importance – it is the group’s window to the rest of the school, especially in schools where non-CF members are not allowed to enter meetings. Utilize the notice board to its fullest potential!

In setting up an attractive notice board, REMEMBER: to draw attention, it must LOOK GOOD and be INTERESTING.

SUGGESTIONS

- If the notice board is old and worn out, use attractive, thick paper or alternative material to cover it.
- Create different “columns” – i.e. “Upcoming events in CF”, “This week’s Bible verse”, posters advertising upcoming events, a summary of the Gospel (this is a great way to evangelize!), current articles on Christian issues/activities, social concern column, contributions from members, etc.
- Use different coloured paper for different articles.
- Keep the lettering CLEAR and the articles SHORT – nobody wants to stand in front of a notice board and read a 500-word essay!
- Use pictures, cartoons – ILLUSTRATE articles.
- UPDATE the articles regularly. Remove old posters/meeting notices, etc.
- Use short phrases and simple language in articles – not everyone is a Shakespeare!
- The message/notice/articles should stress the COMMON GROUND and basic tenets of the Christian faith (note: refrain from putting up any minor/small controversial issues which may confuse or divide those who read the notice board).

Points of caution

DON’T display anything which might be offensive to the school authorities or anyone at all. Don’t jeopardize the whole group.

10. KEEPING THINGS IN ORDER

10.1 COMMITTEE MEETINGS

These should be at least once a term. Due notice of the meeting should be given (at least 1 week ahead).

1. Agenda should be issued with the notice of meeting.
2. Agenda should be drawn up by the Secretary in consultation with the President and/or Advisor.
3. Meeting should stick closely to the Agenda.
 - a. Opening Prayer
 - b. Minutes of the last committee meeting read out.
 - c. Minutes passed
 - d. Matters arising
 - e. A.O.B
 - f. Closing Prayer
4. Every committee meeting is to be minuted, and the minutes are to be signed by the President and Advisor after they have been passed at the next meeting.
5. A copy of the minutes is to be kept in the CF file.

Programme Planning

- Best to be done at a properly convened committee meeting.
- Some thought should be given to it in the previous semester.
- Programme should be planned before the start of the term.
- Best to be done by the committee with the Advisor.
- A copy of the programme should be kept in the CF file. The Advisor and the Principal (depending on the school) should also have copies.

Meetings

- Be punctual in starting meetings – all members.
- All meetings should be recorded – note the date, time meeting started, topic, speakers, attendance, time meeting finished. Submit to the Advisor to be read and signed.
- Meetings are to end on time (preferably one hour).
- Details of the meeting for next week should be made known.

Selection of New Committee

Some points to bear in mind:

- At least a semester ahead, the committee should start thinking and praying for the selection of a new committee.
- Potential members are to be spotted and trained.
- All members should be mobilised to pray and be prepared and challenged to serve God in the committee.

Different types of selection:

- **Appointment** by Committee, in consultation with Advisor.
- **Election**
 1. A free election (not recommended unless all members are spiritually mature).
 2. Guided election.
 - a. Elections can either be by a show of hands or by secret ballot.
 - b. Names of new committee to be submitted to the Advisor/Principal and a copy kept in the CF file.
 - c. It is good to have an official commissioning service.
 - d. It is good for ex-committee members to keep an eye on and advise the new committee for a period.
 - e. All records, letters, accounts, books and property belonging to the CF are to be handed to the new committee.

Invitation of Speakers

- Inform the speaker at least 2 weeks in advance.
- Depending on the requirements of the school/Principal inform the school/Principal of the speakers coming. Station a member at the entrance to meet the speaker.

10.2 CHECKLIST

HOW ORDERLY IS YOUR CF?

Name of CF: _____

Status of CF: Official/ Unofficial

Do you have:

- An Advisor appointed by the Principal? _____
- A constitution? _____
- A copy of the constitution kept by the CF Committee?
Committee members? _____
- Names of the Committee members submitted to the
Advisor/Principal within 7 Days of taking office? _____
- A record of the current year's office bearers in
the CF file? _____
- A record of the CF members and their particulars? _____
- A list of member names and forms submitted
to the Advisor? _____
- A proper record of all money matters? _____
- Old financial records safely kept for at least 6 months? _____

Committee Meetings

- At least once a term? _____
- At least one week's notice before meeting? _____
- An agenda issued with notice of meeting? _____
- The agenda drawn up after consulting the Advisor? _____
- The meeting progresses according to the agenda? _____
- Minutes of the last committee meeting read out
and passed? _____
- Is the committee meeting minuted? _____
- Are the minutes filed up in the CF file? _____

Programme Planning

- Done at a properly convened meeting? _____
- Programmes planned before the term starts? _____
- A copy of the programme submitted to the Advisor? _____
- A copy filed in the CF file? _____

Meetings

- Is every meeting recorded? _____
- Is the record book submitted to the Advisor
once in a while for checking? _____
- Do members know the programme for the
following week? _____

Invitations of Speakers

- Are speakers invited mainly through letters? _____
- Are they given at least enough notice? _____
- Are they met at the school gate? _____

Selection of new committee

- Are new committee members elected/appointed in
consultation with the Advisor? _____
- Are new office bearers trained by the
committee/Advisor in any way? _____

Conclusion

- How long has the CF been in existence? _____ years
- Are there records in existence and over
how long can they be traced? _____ years
- a) Programme _____ years
 - b) Membership records _____ years
 - c) List of members _____ years
 - d) Terms of Office Bearers _____ years
 - e) Advisors _____ years

THINK: Has your CF machinery been in existence for so long
only to find your labour put into bag full of holes?

11. CONTACTS AND ADDITIONAL INFORMATION

SCF SUPPORT TEAM

For any inquiries, help or report of issues and problems related to the School Christian Fellowship, contact:

Scripture Union Peninsular Malaysia

Website: www.su.org.my

Tel.: 03-7782 9592

Fax: 03-7783 1663

Email: info@su.org.my

junyi@su.org.my

chrischeah@su.org.my

To download contents of the **SCF Handbook**: www.su.org.my

To download contents of **A Blueprint For Starting A School Christian Fellowship**: www.su.org.my

Other Contacts and Websites:

Teachers Christian Fellowship (TCF)

Website: tcfmy.org

Tel.: 03-5637 5623

Email: tcfmy@pd.jaring.my

Christian Federation of Malaysia (CFM)

Email: cfm.exesec08@gmail.com

National Evangelical Christian Fellowship (NECF)

Website: www.necf.org.my

Tel.: 03-7727 8227

Fax: 03-77291139

Email: enquiries@necf.org.my

Malayan Christian Schools Council (MCSC)

Tel.: 03-7960 7663

Fax: 03-7958 3346

Email: mcsc1957@yahoo.com



SEKOLAH JUBA MALAYSIA

Scripture Union Peninsular Malaysia
is a registered Christian organisation
committed to reach children, youth and their
families with God's Word. We serve Christian and
churches through our Bible Engagement Ministry,
Camping Ministry, Children Ministry and Youth Ministry.

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