



## Regional Chapter Leader for LifeLight

### Are you passionate about Scripture Distribution?

Do you have?

#### Required Qualifications/Standards:

1. An active highly ethical Christian commitment.
2. Demonstrated servant leadership ability and interpersonal skill required to build effective teams.
3. Demonstrated competence in the area of administration and organizational development.
4. Familiarity with fundraising and donor development.
5. Demonstrated ability to recruit and train volunteers.
6. Demonstrated communication skills.
7. Agreement with the LifeLight Statement of Faith.



**Canadian LifeLight Ministries exists to serve Christ by enabling His followers to provide God's Word for today.**



**Canadian LifeLight Ministries** is committed to make Scriptures available to people from coast to coast. Chapters and Regional Committees and Committed Individuals are encouraged to make scripture distribution a priority in their "Jerusalem" and "Judea". The National Coordinator's job is to help establish and support such efforts. A chapter starts with one committed individual with a passion for Scripture distribution. That individual will in time find others in their area who are visionary Scripture missionaries that are willing to further the Purposes of LifeLight. All LifeLight members are expected to concur with and sign the Membership Form annually. (Members are Partners that are committed to support you in ministry.)

When an individual identifies a region he/she would like to target and the target area does not have an active chapter, the National Coordinator of LifeLight will work with that individual or group to provide resources and training to grow the ministry systematically.

**LifeLight** National Office may provide some or all of the following services to the chapter:

1. A segregated Scripture Fund that may include
  - a. CRA Receipting for chapter designated funds
  - b. Bookkeeping and fund reporting
  - c. Expense re-imbursements for Chapter activities
  - d. Payroll for Chapter personnel
2. Scripture Grants and funding as agreed to from time to time
3. Training and tutoring in the field and at annual staff and volunteer conferences
4. Weekly email communications to the team and board / committee members

**The Chapter is expected to:**

1. Raise funds to cover Chapter expenses and Scripture costs and submit those funds to National Office expeditiously
2. Work with churches to encourage a culture of Scripture distribution within the membership
3. Invite supporters (members) to regular prayer and fellowship meetings
4. Identify Scripture needs and distribution methods to fill those needs and follow through to reach out to those that population segments that are hungry for the Word. Inner city, 1<sup>st</sup> nations, schools, hotels, etc
5. Request additional funding (Scripture Grants) from LifeLight National Office
6. Establish economical scripture shipping arrangements
7. Stock an appropriate quantity of Scriptures from LifeLight
8. Attend community events where Scriptures can be displayed and given away free:
  - a. Fairs
  - b. Crafts and farmer's markets
  - c. Mission emphasis events and fests
9. Attend training sessions at Chapter expense
10. Provide National with weekly prayer requests and reports of Chapter activities
11. Contribute news articles for National Publications

**National Coordinator will Support Chapter Leaders to:**

1. Solicit funding and build relationships with churches, businesses, foundations, and individuals. The Chapter Leader keeps in close contact with major donors (Partners) by, among other things, placing phone calls thanking donors of \$500 or more and making a point of visiting larger donors in person and providing those partners with Partner Appreciation Gifts and Certificates. Encourage and work with Regional Partners in fund raising. Fosters a culture of fund-raising within the organization. Work as a donor development officer. Build on references from existing donors to new donors. Plan public fund raising functions and PR events.

2. Encourage Scripture distribution by individuals and groups. Work cooperatively with Christian agencies, volunteers and regional chapters to identify Scripture needs and to assure systematic distribution in identified areas and population segments. Work to establish personal contact and relationships with leadership from other organizations. Programs should include Scripture reps in Churches, Bible a Month Clubs, Scripture stands in Churches and Businesses, and other such ideas. The Team Leader's role is to have these programs run effectively from both a financial and personnel perspective and to monitor and evaluate the success of these programs. Develop a culture of systematic Bible giving with individuals and churches.

3. The Chapter Team Leader is expected to present his/her annual ministry plan to achieve the budgetary goals set out by the members, to control costs, and to be the chief proponent of good stewardship within the organization.

4. Recruits volunteers, and ensures that all team members and volunteers are

properly trained and supervised. To work actively along side both team members and volunteers to build effective ministry teams. Recruits volunteers to attend Missionfests as approved by the Members.

5. Promotes good relationships with Christian organizations, camps, regional chapters, volunteers, donors and the public.

6. Leads the planning for an annual Chapter membership meeting and other fundraising functions, including brunches and golf tournaments. Makes sure all partners (donors) are invited to one or more LifeLight public functions each year.

### **Establish year by year Goals**

Achieve revenue of \$\_\_\_\_\_

50% plus of revenue to be spent on Scripture purchases

Geographic support base – primarily \_\_\_\_\_

Develop and recruit chapter support members or committees

Establish Long Term Goals

Attract \_\_ Platinum Partners (\$10,000 annual donors)

Attract \_\_ Gold Partners (\$5,000 annual donors)

Attract \_\_ Silver Partners (\$1,000 annual donors)

Aim to have:

- Missionfest and events staffed by volunteers
- Involving more people/churches in LifeLight excitement
- Work with members and volunteers to help fulfill the mandate
- Reduce expenses – year over year improvement

### **Salary**

This is a volunteer position driven by a passion to see souls saved through the distribution of God's Word. If your Members agree that you should receive a salary, and you have raised funding to justify a salary, National will respond to the recommendations of the membership.

### **Group Benefits.**

Mileage \$0.42 km and .36 /km.

Total expenses including mileage, cell phone, personal office expenses, meals & entertainment up to \$500 maximum monthly allowance. Anything above that may be receipted for tax purposes.

### **Firm Friendly Fair Fence Furnishes Freedom**

An individual that feels called, is passionate, gifted, and committed to the ministry will make the ministry work.

**Please use this document to tell us which of the above resonates with you.** Pray about your vision and passion and circle the points above that are in your vision, strike out what isn't and then follow God's call on your life to share the Word with those who can't afford it or don't have access to it. Please describe your Ministry Plan and budget including the amount of ministry funding you feel will need for the coming 6 months.