

Help...I'm a New CEF Representative

1. The main responsibility as a CEF Congregational Representative is helping others learn about Church Extension and to encourage their participation.
2. CEF is not a traditional fund-raising organization. It's different and unique because it allows individuals to make funds available to ABC District congregations, schools and entities in Lutheran Church – Canada through personal, retrievable, interest-bearing investments rather than donation.
3. CEF partners with its borrowers by providing loans for the acquisition of property and the construction or renovations of facilities needed to carry out their Christian mission and ministry.
4. Your activities as a CEF Congregational Representative include:
 - a) Using tools like worship bulletins and newsletters to encourage participation.
 - b) Talking to people (individuals, groups and the congregation).
 - c) Praying for God to bless CEF's mission and ministry.
 - d) Working with the K.I.D.S. coordinator.
 - e) All of the above (and more!!).
5. Opportunities to encourage CEF investments.

_____ a) Minute Man talks	_____ g) Visits with groups or organizations
_____ b) Births	_____ h) Mission festivals
_____ c) Printed Resources	_____ i) Contacts through friends
_____ d) Personal Visits	_____ j) Confirmations
_____ e) Weddings	_____ k) Tailored resources for special audiences
_____ f) Baptisms	_____ l) Ground Breaking and Dedications

Consider developing a team of your own. Who might you include?

1. Your spouse (and maybe even your children)
2. Pastor, church secretary and other key staff members
3. Friends who feel strongly about the CEF ministry
4. Others who are already CEF investors.
5. K.I.D.S. coordinator

How can you help people understand all the technical and legal terms involved with CEF? Don't think you need to know everything and, most definitely, don't offer any information you're not absolutely sure of! The CEF Congregational Representative Handbook explains a great deal, but never hesitate to rely on those who can answer the questions: Phone the ABC District Office at 1-888-474-0063 (780-474-0063 Edmonton local) or Email: cef@lccabc.ca. Encourage current or prospective investors to call directly with their questions, if you have any concerns at all about the possibility of miscommunication.

What are your responsibilities toward the ABC District and your congregation?

- Know as much as you can about CEF investment offerings.
- Keep abreast of CEF-funded building activities in the District.
- Explain to fellow investors how their CEF savings are benefiting others.
- Encourage those not yet participating in CEF's mission and ministry to do so.
- Attend the annual CEF Conference to support you in your CEF Rep role.

TEAMWORK TIPS

1. Strive to do your best
2. Practice your part
3. Help those who need it.
4. Be willing to sacrifice for the team
5. Strengthen the leader, be a good follower
6. Make sure you make a difference
7. Spend time with your teammates
8. Help create a climate of trust.
9. Help build group discipline
10. Give attention to the group process

PROPER EQUIPMENT!! Print and Promotional Materials

What are some things to consider when using print resources such as: posters, bulletin inserts, bulletin and newsletter paragraphs, brochures and personal letters?

1. Adapt them to the needs of the potential investor / congregation.
2. Apply them to the specific interests of people in your congregation.
3. Ask talented people to help you create special items.
4. Try to develop a location in the congregation's newsletter.
5. Highlight ABC District and local Church Extension news, invite the readers to consider investing now.

A few other things to remember:

1. Keep your pastor "in the loop" – he can highlight your messages and lend support
2. Keep current materials on hand and destroy any outdated materials
3. Read district and national publications for Church extension news
4. Listen for constructive criticism or ideas for improvement
5. Have the congregation consider making the CEF Rep part of the council
6. Give a CEF Report at voters' meetings.