



RESPONSIBILITY OF A CIA REPRESENTATIVE

- Attend meeting or find someone from your church to represent your church at each meeting and collect information.
- Publicize events in your home church newsletters, announcements, and bulletins or personally call people.
- Be prepared to know what the CIA is about. Be able to communicate the basics of what is in the CIA tri-fold brochure and on the website.
- Bring ideas or projects from your mission committee about things you would like to see the CIA do. (Remember you are the CIA)
- Vote on ideas, projects and events. (All decisions are voted on by the board). Each church gets one vote plus the President, Secretary and Treasurer get one vote).
- Chair or co-chair events each year. (Sometimes a person from your church or a friend may want to chair with you. This is fine)
- Notify pastor of upcoming events personally.
- Notify churches, mission committee of planned events or projects.
- Be proactive. You know what events are planned. Call the chair to see how you can help or how members from your church can help. The chair has a lot to do; you are responsible for doing what the chair needs.
- If you are not chairing an event think of ways you can help i.e. writing a newspaper article, put event on website, make up flyers or whatever. Find people in your congregation with skills and contacts that will make events better or save money.
- Tell people about the CIA and if they are interested put them on our mailing list or ask them to check out our website. www.churchesinaction.com
- Bring people to CIA meetings to see what the CIA does.
- Pray for the CIA.