



ACTION MANUAL

For International, Regional Directors,
Regional and Area Coordinators

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I. THE SELECTION OF AN INTERNATIONAL DIRECTOR

International Directors are men who are selected for this responsibility because they have demonstrated their dedication and commitment to the Lord and to the worldwide goals of the Fellowship. They are:

1. Members in good standing who have experience as a Regional Director and/or Regional Coordinator.
2. Nominated by a International Director. Their names may only be submitted by an International Director to the National President.
3. Appointed by the National President to a three-year term.
4. Ratified by and approved by the National President; they are reappointed to another three-year term or appointed @ Large for a year.

Note: It is implicit in the selection of a International Directors that they have the **time** and means to **travel** in order to accomplish their task with national and international events.

An International / National Director must have a close walk with the Lord, a consistent, powerful prayer life, be able to lead and train others to lead, have the ability to set priorities of time, commitment and involvement. In his problem-solving role, he must be ready and able to **answer** a wide variety of questions. In his community, the Director should be known as “**Mr. Full Gospel Business Man**,” reflecting the goals and purposes of the Fellowship.

II. DUTIES OF AN INTERNATIONAL or NATIONAL DIRECTOR

1. **Giver** to the International Headquarters with personal tithes and offerings.
2. **Works** with the International President to establish policies of the USA.
3. **Represents** the International & USA at local, national & international events.
4. **Plans and Promotes** regional meetings, such as Conventions, Rallies, Advances, Fire Teams, Chapter Officers’ Workshops, etc....
5. **Assists** in fund raising and **Promotes** the ministries of the Fellowship
6. **Communicates** policies and information from the International Headquarters and International Executive Board to the Regional Directors, and can assists in their implementation on the local level.
7. International or National Director’s **responsibilities** up and down the line do not change after he has delegated tasks and duties to his aid.

Note: National Director has same duties as above and includes:

1. **Assign** to specific assignment, role, or task with responsibility to report.

III. THE SELECTION OF A REGIONAL DIRECTOR

Regional Directors are men who are selected for this responsibility because they have demonstrated their dedication and commitment to the Lord and to the worldwide goals of the Fellowship. They are:

1. Members in good standing who have experience as a Chapter President, Area and /or a Regional Coordinator.
2. Nominated by a Regional Director. Their names may only be submitted by a Regional Director to the National President.
3. Appointed by the National President to a three-year term.
4. Ratified by the area or chapters and approved by the National President; They are reappointed to another three-year term.

Note: It is implicit in the selection of a Regional Directors that they have the **time** and means to **travel** in order to accomplish their task.

A Regional Director must have a close walk with the Lord, a consistent, powerful prayer life, be able to lead and train others to lead, have the ability to set priorities of time, commitment and involvement. In his problem-solving role, he must be ready and able to answer a wide variety of questions. In his community, the Director should be known as “**Mr. Full Gospel Business Man**,” reflecting the goals and purposes of the Fellowship.

IV. DUTIES OF A REGIONAL DIRECTOR

1. **Giver** to the International Headquarters with personal tithes and offerings.
2. **Charters** new chapters (one of his most important responsibilities).
3. **Regularly Visits** chapters to help, encourage and support them.
4. **Plans and Promotes** regional meetings, such as Conventions, Rallies, Advances, Fire Teams, Chapter Officers’ Workshops, etc...
5. **Recommends** to the Executive Boards when major chapter changes should occur, such as revoking a Chapter’s Charter.
6. **Trains** new Chapter Officers, **Moderates** chapter elections.
7. **Assists** in fund raising and **Promotes** the ministries of the Fellowship
8. As **liaison**, communicates policies and information from the International Headquarters and Executive Board to the Regional /Area Coordinators and the Chapter Officers and assists in their implementation on the local level.
9. Regional Director’s **responsibilities** up and down the line do not change after he has delegated tasks and duties to a Regional or Area Coordinator.

NOTE: The Regional Director can only work **within** his appointed Region; NO one outsider will do any activities **unless** the Regional Director is informed and approved. The **open book** policy gives the Director **Authority** to see or call on Chapters for any of activity or finance report, or **NOT** given's can close chapter and to start new chapters.

V. THE REGIONAL DIRECTOR'S RESPONSIBILITY TO:

Chapters
Conventions, Rallies, etc...
Regional or Area Coordinator

1. Chapters

Help Organize New Chapters

(This will be **one** of the Director's most active areas).

We praise God for every newly chartered chapter. It represents another "**fishing pond**" – another opportunity to fulfill the Great Commission of Jesus.

Experience has shown that the more Chapters a city has the more it benefits the already existing chapters. One of the great untapped "*mission*" fields for new chapters is the large downtown areas of metropolitan cities.

Note: See Chapter Manuel for complete information on Operating a FGBMFI Chapter.

Moderate Chapter Elections

Chapter elections must be moderated by a Regional Director or his delegated Area Coordinator, or someone appointed by the Regional Director.

The Regional Director sends in the election results to the International Office.

Chapter Visitation

Chapters must be visited periodically either by the Regional Director, and or the Regional or Area Coordinator. After each visit he should share his observations with the Chapter Officers, encouraging and pointing out areas that need improvement or correction.

Speakers

Continually work to provide lists of approved speakers for the chapters in his area.

2. Conventions, Rallies, Advances and Fire Teams***Chairman or Co-Chairman***

The International or Regional Director, who is either Chairman or Co-Chairman of the Convention, Rallies, Advances, or Fire Teams, should invite other Chapter Officers in his surrounding territory to participate in the planning for these Special Events. In addition, they should be used and recognized at the Events. (This is encouraged in order to prevent a “one-man show.”)

In selecting Convention, Rallies or Advances speakers, emphasis should be placed on using laymen as speakers and teachers.

The morning meetings of the Convention should retain their testimonial character instead of being a teaching session, and effort should be made to include short testimonies at all meetings in planning for the Convention schedule, be sure to schedule time for a Chapter Training Session to be led by someone representing the International Office.

For further details see your copy of “Convention Guidelines.”

Assist In Fund Raising

Every International, National or Regional Director should be willing to assist in taking the offering at any Event for the worldwide ministry of the Fellowship. The following checklist could be helpful:

Have the offering envelopes placed on each chair in advance of the meeting.

The ushers should be prepared to receive the envelopes and be instructed on how to mark the envelopes and count the money. These details are found in “Convention Guidelines” (including a financial report form that must be completed).

The people should be spiritually prepared to give. This can be done with songs (of worship and praise), short testimonies (of

people who have been blessed through giving) and selected Scriptures.

Be aware of the time taken to build up to offering time. Be sensitive to the Spirit's leading so that not too much time is taken, but at the opportune time present the opportunity and challenge the people to give.

The man who has been invited to come from the International Office should be introduced two or three times during the Convention, Rallies or Advance before he takes the offering; and/or be used as a principal speaker. In so doing, he will be better known to the people and should have a better reception.

The Chairman of the Convention, Rallies or Advance should not dictate specifics as to how the offering should be taken. The one who is to take the offering should be in prayer and given the freedom to do as God directs him.

Assists the World Wide Outreach Representative in taking World Wide Outreach Offering (see "Convention Guidelines").

3. Regional or Area Coordinator

The Region or Area of a Coordinator

The Regional Coordinator will be responsible for a Region of an **assign** territory, areas or states. The Area Coordinator will be responsible of **assign** cities, district or area. Both will report to their assign Director.

The Selection of a Regional or Area Coordinator

Each nominee to this office should be nominated by an International or Regional Director in his area. He must fill out an application and return it to his sponsoring International or Regional Director for his signature. The International or Regional Director will file the application with the International Office, to be reviewed and approved by the National President or Executive Vice President for a **one**-year appointment.

Qualifications

He must be filled with the Holy Spirit, a member of the FGBMFI, in good standing, and must have experience as a Chapter Officer. He should possess all of the qualification so a Regional Director; a man who has a burden to win men for Christ; success in his business or work; a leader of men; a peacemaker; one who assumes and delegates responsibility; willing to go and minister whenever the opportunity or need arises; and has had past experience in chapter operations. Be a cheerful Giver to the International Headquarters.

Responsibilities

The responsibilities are to be delegated to him by his International or Regional Director. He is to encourage and help existing chapters assigned to him by his International or Regional Director (such as Good News TV or Radio, Conventions, Rallies; promote the worldwide outreach of the Fellowship) and meet with his International or Regional Director for report and review at least twice a year.

In addition to his stated duties, he is also asked to accept other responsibilities as delegated by his Director.

Authority

Since he serves as the link between the local chapter and the International or Regional Director, his authority comes through his Director.

Coordination

He does the Coordination with his International or Regional Director, Chapter Officer, and the International Office in order to have better communication.

Assignment of the Regional Coordinator

The Regional Director should appoint Regional Coordinator over territory, areas, or states for a continual growth, expansion, training and challenge him to establish new areas of advancements. By asking the Regional Coordinator to visit new areas at least **once** a month and give a written report to Regional Director. That is for the purpose of encouraging and building new Chapter and Officers; also to bring to them any new information that come through the International Office and to make them feel that they are truly a part of the great worldwide ministry of the Fellowship.

Assignment of the Area Coordinator

The International or Regional Director should appoint one Area Coordinator over every five or six chapters in city, distr. or area, and challenge him to establish new chapters, for a total of ten. Why the ratio? By asking the Area Coordinator to visit each chapter at least once every **three** months. That would mean a visitation of two chapters per month and give a written report to Regional Director. This is for the purpose of encouraging and assisting Chapter Officers; also to bring to them any new ideas that come through the International Office and to make them feel that they are truly a part of the great worldwide ministry of the Fellowship.

Bi-annual Meetings

Regional and Area Coordinators with Regional Directors

It is *suggested* that the Directors call all Regional or Area Coordinators in for a Fellowship dinner at least once every six months for the purpose of having a personal, working relationship. They are invited to bring their wives, so that they may appreciate the responsibilities of their husbands to the Fellowship. This would be an informal meeting to develop a working relationship with Regional or Area Coordinators; a time for sharing testimonies; an exchange of ideas; and for giving them information about the goals and desires of the International Office.

Area Coordinators and Chapter Presidents

It is *suggested* that the Area Coordinators bring together all Chapter Presidents in their area, along with their wives, for a dinner meeting at least once each six months. The purpose of these meetings is to get acquainted and have a personal and working relationship with each Chapter President, to hear testimonies from each of the Chapters, to share in common goals of the area and keep informed of the goals of the International Office. The meetings should be at each individual's expense for his meals and hotel. It is a time for the Area Coordinator to encourage and inspire the Chapter Presidents a time to get acquainted with each other and develop a bond of Christian fellowship. It affords a time of cooperative planning for Conventions, Rallies, advances, Workshops, Fire Teams, TV or Radio Ministry, Fire Teams, etc...

Selection of New Area Coordinator

Each Area Coordinator is to find the very best in his area; one who has the vision of the Fellowship, has a burden to win men for Jesus, has the maturity and financial ability and time to spend for the Fellowship, to become an “**assistant-in-training**” for such a time as enough new chapters are added to make a division of chapters in the area.

Example: If the district reaches ten chapters they could be split into **two** areas of five chapters each, and the new assistant be appointed Area Coordinator to take over the newly developed area. These chapters should always be the ones that are nearest each other, avoiding crossover of district boundaries. This can be a perpetual way of adding new chapters, keeping able men enthusiastic and preparing Area Coordinators for further expansion.

Reporting of Area Coordinator's Activities

On the **last** day of each **month** each Area Coordinator should mail a report to his Regional Director of his month's activities in the Fellowship. The International Office has prepared an easily completed form for this. The aim is not huge volumes of paper and explanations, but just a simple

report of the Regional and Area Coordinator’s accomplishments for the month. He may, at his own discretion, give suggestions or ask help with any problem in this area.

Reporting of Directors to the International Office

The International or Regional Director should accumulate all the reports from the Regional & Area Coordinator, and review the Regional and Area Coordinator’s activities, making a note to share any suggestions with him. Reports should then be sent to the International Office, attention: Director of Ministries. These reports should be mailed no later than the **fifth** day of each **month** or with quarterly report.

How to Determine Districts, Areas or Region

Take a map of your states or state and locate and mark each city that has an existing chapter. Once this is done, define boundary lines for the Area or Regional Coordinator both to service existing chapters and to set up new ones in cities that do not have chapters.

II. SAMPLE REPORTS

Regional or Area Coordinator’s Report

Annual Report of Regional or Area Coordinator

International or Regional Director’s Self-Evaluation Inventory

1. Regional Coordinator’s Report

New Areas Visited:

Coordinated Meeting Time, Place or Date for Development or Training.

Date	
Date	
Date	
Date	

Comments:

Regional Coordinator _____

2. Annual Report of Regional Coordinator

_____ Annual Report of _____
Year Regional Coordinator

Did you attend a National Leader's Workshops or Training last year? Yes or No If so...

Where? _____

When? _____

Did you have a meeting with your Regional Director at least monthly? Yes or No

List Areas you helped develop and expand by indicate if you held a "Mini Workshop" or Training with the new Chapters or Officers. (Please use separate sheet of paper.)

New Areas Visited	Dates	Comments

(Please send to your Regional Director) Regional Coordinator _____

3. Area Coordinator's Report

Chapters Visited:	Changes of Meeting Time, Place or Date or Change of Officers
_____ Date	_____
_____ Date	_____

_____ Date _____

_____ Date _____

_____ Date _____

Comments:

Area Coordinator _____

4. Annual Report of Area Coordinator

_____ Annual Report of _____
 Year Area Coordinator

Did you attend or perform a Chapter Officer’s Workshop last year? Yes or No If so...

Where? _____

When? _____

Did you have a meeting with your Chapter Presidents at least twice last year? Yes or No

List Chapters you helped charter and indicate if you held a “Mini Workshop” with the Officers before they received their Charter. (Please use separate sheet of paper.)

Chapters Visited	Dates	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please send to your Regional Director) Area Coordinator _____

3. Self-Evaluation Inventory for International or Regional Directors

New Areas or Chapters

- a. Chapters Chartered?
- b. Pending Chapters (in process)?
- c. Cities where you hope to have new chapters started in the next year or next Five years?

Old Chapters visited?

Chapters tithing to the International Office?

How many Chapter Treasurer's Reports NOT in by February 28th?

When was the last Chapter Officers Worship or Workshop held in your area?

Fulfill his monthly personal tithes and offerings to the International Office?

What special events did you hold this past year?

What special events do you plan for the coming year?

- Convention / Rally / Fire Team
- Men's Advance with Workshops
- Leadership Seminars or Training
- Couples' Retreat
- Others _____

Who are the present Regional/Area Coordinators and to what Chapters are they assigned?

What are the goals and/or objectives for your ministry as International or Regional Director for another year and/or term?

Is God directing you to become MORE or LESS involved in the future?

If so... in what specific ways?

- Start more chapters

- Appoint more Area Coordinators
- Initiate more Men's Advances, Fire Teams, or Conferences
- Promote the support of the International Office and its outreach by helping to reach its financial goals
- See to it that there is a closer relationship between chapters and Area Coordinator in your area
- Other _____
- Turn in and your Signature _____

HOW TO START A CHAPTER

1. It begins with a vision of what God could do locally to fulfill the vision that God gave Demos Shakarian for the world.

Pray about it.

Talk with others who are interested in the same vision.

2. Write, email or call the International Office for the name of your nearest International, National Director or Area Coordinator.
3. Contact you closest International, National Director or Area Coordinator. Set a date for an organizational meeting with him.
4. Hold an organizational meeting with the International, Regional Director or Area Coordinator.

Review the Chapter Manual (cover the 15 points on pages 6 through 9). Study the Constitution and By-Laws.

Discuss the responsibilities and duties of officers (page 11). You're International, Regional Director or Area Coordinator will appoint acting Officers.

Leave a copy of "Mini Workshop".

5. Planning, Preparation and Prayer.

Choose a meeting place and set time and date for regular meetings.

Prepare an advertising brochure for mailing and to hand out; build a mailing list; explore all areas of advertising, newspaper, etc...

Have regularly scheduled prayer meetings one week before each public meeting.

Have a special luncheon for ministers, to share the Fellowship vision with them.

6. Public Meeting

See Chapter Manual for guidelines

7. After Chapter is established, apply for Charter (see steps to Charter).

Requires International or Regional Director signature

Before Charter is presented, we suggest that you hold a Chapter Officer's

Workshop and go through the entire manual.

The Charter is presented to the Chapter Officers at a public meeting, by the International, Regional Director or Area Coordinator.

Continue to grow.

Cooperate with other Chapters to have Conventions, Rallies, Fire-Teams, Advances and Workshops.

RESOURCES AVAILABLE THROUGH THE WEBSITE:

[WWW.FGBMFI.ORG](http://www.fgbmfi.org)

Membership Application

<http://www.fgbmfi.org/resources-q10085-Downloads.aspx>

USA Member & Chapter Guide

<http://www.fgbmfi.org/resources-q10087-Resources.aspx>

USA Chapter Starter Kit (includes all forms and IRS Tax Filing Instructions)

<http://www.fgbmfi.org/resources-q10087-Resources.aspx>

Chapter Strategies From Around The World (training booklet)

<http://www.fgbmfi.org/resources-q10087-Resources.aspx>

Recent Voice Magazines

http://www.fgbmfi.org/resources-q10088-Voice_Magazine.aspx

Chapter Locator

<http://www.fgbmfi.org/chapters.aspx>