

CHRISTIAN LEGAL FELLOWSHIP

— Alliance des chrétiens en droit  —

I N T E G R A T I N G C H R I S T I A N F A I T H & L A W S I N C E 1 9 7 8

Local Chapter Operating Manual

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1. Introduction

1.1 Welcome to CLF Local Chapter Leadership!

Welcome to the Christian Legal Fellowship (CLF), and thank you for expressing an interest in establishing a new local chapter or strengthening an existing local chapter. We hope that this guide will be of great use to you.

CLF fully supports its members and its local chapters by assisting them in planning events, sponsoring guest speakers, developing chapter websites, and contacting other lawyers in their area. CLF also supports its membership by facilitating prayer and providing chaplaincy support.

In May 2008, CLF created a Taskforce to determine the best methods of establishing and supporting local chapters and their leaders. As a result of the efforts of this Taskforce, CLF has a number of working documents, strategies, resources, and suggestions to offer lawyers who are interested in establishing a local chapter. This manual includes much of the information that was shared and discussed at the Taskforce Workshop.

1.2 About the Christian Legal Fellowship

CLF is a national, not-for-profit, charitable organization founded in 1978 out of the conviction that the vocation of law is a calling from God. With God's calling comes the responsibility and stewardship of integrating Christian faith and law. As Christian lawyers, law students, legal professionals and interested friends, we recognize the privilege and responsibility of joining together as a national voice to affirm our Christian convictions.

The association, among other functions, explores the complex interrelationships between the practice and theory of law and Christian faith. While having no direct denominational affiliation, CLF has over 500 active members from over 30 Christian denominations working in association together to proclaim, love, and serve Jesus Christ through all that they do in the practice of law.

CLF is dedicated to uniting Christians involved in the administration, practice, teaching, and study of law by:

- Supporting their efforts to love and serve Jesus Christ; and by
- Equipping and motivating them to advocate for justice and religious freedom.
-

CLF is dedicated to serving the body of Christ by:

- Informing the Christian community about legal issues affecting them; and by
- Advocating a Biblical Christian worldview of law and justice in the public sphere.

1.3 Current Status of CLF Local Chapters

Local CLF Chapters meet regularly in Vancouver; the Fraser Valley, Calgary; Edmonton; Winnipeg; Toronto; London; Kitchener-Waterloo; Ottawa-Gatineau; and Fredericton. Ad hoc gatherings take place in Kelowna; Regina; Saskatoon; Mississauga; Brampton; Oshawa, Niagara Falls; Halifax; and St. John's. Law Student Chapters have also been formed in a majority of the seventeen (17) law schools in Canada.

Approximately one-third of CLF members live in smaller communities or rural areas that do not have formal CLF local chapters, so their participation and fellowship is confined to events such as the CLF Annual Conference, Church and the Law seminars, and the More Excellent Women seminar.

The Local Chapter groups generally convene a luncheon meeting four times per year and have an average attendance of 6-12 members. Activities generally involve an opening prayer followed by a meal and a guest speaker. Some of the local chapters also have a Christmas banquet and/or a barbeque event that is open to their members' spouses and/or families.

Activities include fellowship and introducing law students and other Christian lawyers to the organization, as well as evangelism and outreach. Local chapters that are situated near law schools invite law students to attend their events and are open to mentoring.

All of the local chapter events, functions, and social gatherings are self-funded. In other words, there are no local membership dues or a general source of funds to cover expenses such as meals, speakers, and honorariums; the local chapters work on a "pay as you go" system.

Communications, such as invitations to events, coordinating venues, and scheduling speakers, are generally handled by one of the local chapter members, sometimes with the assistance of CLF National Headquarters staff. Job postings and opportunities are similarly funnelled through the National Office. Otherwise, there is no structured networking or communication process, aside from the National website, *Journal*, and e-newsletters.

The operating procedures of most local chapters are ad hoc; however, CLF encourages its new chapters to establish some general procedures. There is one CLF chapter that has formalized its procedures and has willingly donated its chapter documents to be used by other chapters as templates (see Appendices). Assistance with developing guidelines or activities may also be provided by the National Office.

1.4 The Need for Local Chapters¹

The law plays an increasingly strategic and intrusive role in every area of life - government, business, education, health care, work, religion, leisure, marriage, and family, to name only a few. Yet even as its role is expanding, the moral foundations of Anglo-Canadian law - originally based upon Judeo-Christian principles - are continuing to crumble; it has become a servant of politics and ideology, rather than of the "higher law" and truth. Too often, the answer to "what is right?" is "what does the law permit?" or "what do the courts say?"

The magnitude of this crisis is perhaps most evident in the rapid and alarming decline of morality within the legal profession since the mid-twentieth century. For most of its thousand-year history, the Western legal tradition had affirmed the principle of transcendence - the view that the Lord, "a God of justice" (Isaiah 30:18), had created a well-ordered universe governed by immutable moral principles; that these principles formed the basis for an objective, knowable, and transcendent concept of justice; and that this concept of justice - the "natural" or "higher" law - served as a standard by which to assess human "positive" law.

The twentieth century, as noted above, has witnessed the systematic dismantling of these principles. In their place, the North American legal profession has exalted naturalistic and utilitarian philosophies premised upon the belief that transcendent moral truth does not exist and that law is therefore merely a process or procedure based on power. Is it any wonder that North American citizens hold lawyers in such low esteem? Even lawyers are beginning to doubt themselves. In the words of Harvard Law Professor, Mary Ann Glendon: "American lawyers, wealthier and more powerful than their counterparts anywhere else in the world, are in the grip of a great sadness." This quote could easily be applied to Canadian lawyers as well.

Indeed, the statistics can be used to paint a sad picture of life in the "law lane":

- Lawyers are almost four times more likely than others to be depressed. In a survey of 105 occupations, lawyers ranked first in depression. About one out of four lawyers experiences feelings of inadequacy, isolation, and social alienation, a far higher rate than the rest of the population.
- The pressure of billable hours has almost doubled in the last fifteen years, and now averages 2000-2500 hours a year. 45% of lawyers report not having enough time for their families; 54% report not having enough time for themselves.
- In 1990, only one-third of lawyers reported they were "very satisfied" with their work. 28% of male lawyers and 41% of female lawyers were dissatisfied - a doubling of the dissatisfaction rate since 1984.
- Young lawyers, in particular, are less able to offer a helping hand to the needy as these lawyers themselves face a rising tide of indebtedness fuelled by an average of \$50,000 in law school loans.
- Around half of all disciplinary complaints against lawyers stem from substance abuse by the lawyer. As many as thirteen to eighteen percent of lawyers abuse alcohol.

¹ Excerpted with amendments and with permission from Christian Legal Society's *Lawyer Chapter Manual*, as of July 2008 [hereinafter CLS *Lawyer Chapter Manual*].

In the words of Law Professor Joseph G. Allegretti in his recent book, *The Lawyers Calling*:

At its core the legal profession faces not so much a crisis of ethics, or commercialization, or public relations, but a spiritual crisis. Lawyers and the profession have lost their way.

In light of the current crisis in the practice, the Christian lawyer or law student desiring to submit every aspect of his or her calling to the Lord is confronted with serious challenges and important questions like these:

- How should Christians in the legal profession respond in "such a time as this"? (Esther 4:14)
- What obstacles do Christians face in following Jesus in the legal profession?
- What do Jesus' teachings in the Sermon on the Mount have to do with one's life in the law? (Matthew 5-7)
- Are truth, justice, kindness, mercy, self-control and other Christian virtues merely unrealistic ideals or can they be realized in the practice of law? (Galatians 5:22)
- What strategic opportunities is God placing before Christian law students and lawyers to influence their profession, their workplace, and Canadian society in general?

Through its more than 15 student chapters and 9 local lawyer chapters, CLF seeks to assist its members in answering questions like these as they study and practice law, while serving their spouses, children, churches, and communities. CLF believes this can be done at the local level through regular Christian fellowship, encouragement, and accountability.

1.5 Establishing a Local Chapter

Establishing a local chapter may appear to be a daunting endeavour; however, with prayer, careful planning, and the support of both the CLF National Office and other Christian lawyers in your region, it is certainly a realistic and enriching opportunity.

It is important to remember that by establishing a local CLF chapter, you need not take on the role of local pastor, chaplain, or counsellor. Being a leader of a local chapter involves offering opportunities to local Christian lawyers to enter into fellowship with others who face the same challenges both in their practices and personal lives. Hopefully, these times of fellowship will encourage the following:

Let us hold fast the confession of our hope without wavering, for He who promised is faithful; and let us consider how to stimulate one another to love and good deeds, not forsaking our own assembling together, as is the habit of some, but encouraging one another; and all the more, as you see the day drawing near. (Hebrews 10:23)

A local chapter leader may create such opportunities by holding fellowship luncheons, by inviting a local Christian leader to speak words of encouragement at a meeting, or by scheduling regular times of prayer and study. Manners by which to hold such meetings will be explored further in this manual.

1.6 Strengthening and Expanding an Existing Chapter

You are already part of a local chapter, and your leadership team feels as though it is time to become more effective about reaching out to other lawyers not already involved, more efficient in your event planning, and more deliberate in your approach. It is time to strengthen your local chapter and perhaps infuse the ministry with new life and new members.

At the May 2008 Local Chapter Taskforce these very issues were discussed at length. Therefore, we have included in this manual several ideas, suggestions, and strategies that we hope will get you on the path to a stronger and more vibrant chapter. We encourage you to take full advantage of all resources suggested herein.

2. Purposes and Goals of a Local Chapter

The decision to start or revive a CLF local chapter is only the first step. Too often a well-intentioned leadership team starts the endeavour with great zeal, but lacks the commitment or drive to follow through as things get more hectic down the stretch.

To help you run the race well, this manual offers you considerations to reflect upon prior to undertaking the first steps of setting up or strengthening a chapter. It also offers practical guidance on how to build and maintain a vibrant CLF local chapter in your area.

2.1 The Purposes and Goals of a Local Chapter²

To the question, “Why should CLF develop and strengthen local chapters?” we respond with the answer found in Acts 1:8:

But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.

The Lord has called us to be witnesses all over the world, including to lawyers in our local areas. Our purpose is to be a light in the darkness, to be an encouragement to each other, and to share the Gospel with those who have not yet heard His Good News.

But how do we go about it? Who is needed to implement this commission? What skills are needed? The Lord has answered these questions in Acts 2:42-47.

They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer. Everyone was filled with awe, and many wonders and miraculous signs were done by the apostles. All the believers were together and had everything in common. Selling their possessions and goods, they gave to anyone as he had need. Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favour of all the people. And the Lord added to their number daily those who were being saved.

Again, it is important to remember that there are different parts of the Christian body, and as the leadership team of the local chapter, you are not called or expected to meet the needs of all peoples at all times in all ways. This is a unique ministry, one that focuses on the needs of Christian lawyers.

Therefore, to summarize based on the Scripture above, a chapter can be led and strengthened in the following ways: teaching, fellowship, breaking of bread, prayer, giving to others and outreach.

Practically speaking, it can be done, not exclusively, but in the following ways:

- Fellowshiping of local lawyers for sharing and encouragement;
- Inviting speakers to meetings to encourage spiritual and professional growth;
- Reaching out to non-Christian lawyers through meetings and dinners where testimonies are sown into conversations and speeches;
- Educating the Christian community through brochures, speaking engagements, and via the CLF National or local chapter website; and
- Connecting local Christian lawyers through website directories, referral services, and job postings.

The general purpose of a local chapter should find its inspiration in the two above-noted portions of Scripture. However, we encourage you to develop your own chapter-specific annual goals. A time of reflection and earnest discussion at both the membership and leadership team level will orient you in determining the direction in which your chapter will go over the next year.

² *Id.*

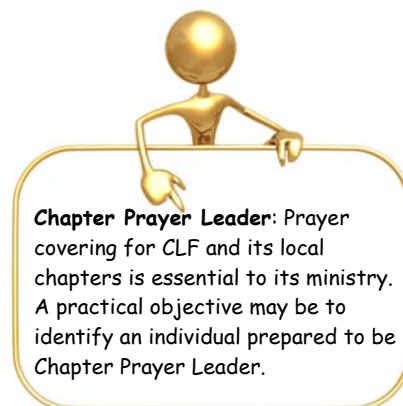
Refer to Appendix A for a template of a local Chapter Vision and Infrastructure Plan.

2.2 The Spiritual Foundation for a Local Chapter: Prayer³

Beset by the stresses and "busyness" of the profession and everyday life, how should Christian lawyers go about starting or reviving a CLF local chapter? In light of the needs and struggles of lawyers surveyed in Part 1, the answer to this question is not an easy matter. Leading a local chapter in our post-modern culture requires prayerful consideration, as well as a servant's heart and a passion for fostering spiritual growth. It also requires a clear understanding of the cultural, professional, and practical barriers confronting Christian lawyers as they strive to outgrow childhood, being "blown here and there by every wind of teaching," to "become mature, attaining to the whole measure of the fullness of Christ" (Ephesians. 4:13-14).

The first ministry to which the Lord calls the Christian Legal Fellowship is prayer. CLF was founded in 1978 when a small group of lawyers and law students began to see the need for such an organization through common prayer. In the spirit of this rich heritage, CLF members desiring to lead a local chapter should pray frequently, individually and collectively, for the chapter and its members, activities, and witness.

Chapter leaders should pray in light of Scripture and God's promises, meditating on the words of the psalmist, "Unless the LORD builds the house, its builders labour in vain" (Psalm 127:1). They should prayerfully commit the task to the Lord after "counting the cost" (Luke 14:28-30), entering upon the endeavour only after recognizing that it will entail planning and hard work, especially at the beginning when only one or two lawyers may be taking the initiative. They should utter the prayer of Renovare's contemplative tradition: "By God's grace, I will set aside time regularly for prayer, meditation, and spiritual reading and will seek to practice the presence of God." Finally, local chapter leaders should undertake the task with an understanding that the Biblical concept of leadership requires them to be servants (Matthew 20:25-28;35).



2.3 Overcoming Chapter "Barriers"⁴

Few professions inculcate independence, self-assurance, arrogance and worldliness more insidiously than the legal profession. "Woe to you lawyers!" Jesus declared, "For you have taken away the key of knowledge; you did not enter yourselves, and you hindered those who were entering" (Luke 11:52). It should not be surprising that Jesus reserved his harshest judgments for the religious leaders and lawyers of his day, for both theology and law deal with the uses and limits of authority. As such, they – perhaps more than any other disciplines – can be distorted and turned into rivals of God and His supreme and sovereign authority.

The Christian lawyer in North America faces many alleged barriers to growing up professionally in Christ through a local church, a CLF chapter or both – not enough time or money; no "real" benefit, associationally or otherwise; problems with public perception; embarrassment or concern about reputation. But reliance upon such "barriers" camouflages a much deeper issue: who or what does the lawyer regard as his or her ultimate authority?

God or Mammon?

"You cannot serve God and mammon," Jesus taught (Matthew 6:24). The term "mammon" can be rendered, "deceitful riches, money, possessions or what is trusted in," (Matthew 6:24, AMPV), in other words any worldly thing that displaces God's pre-eminence in the Christian's life.

We are to store up treasures in Heaven, not on earth, for "where your treasure is, there your heart will be also" (Matthew 6:19-21). Find a lawyer's treasures – earthly such as money, status, power or worldly wisdom or heavenly such as loving and serving the Lord – and you will find his heart and what he regards as his ultimate authority.

³ *Id.*

⁴ *Id.*

Christian philosopher Dallas Willard puts it well, "The most important commandment of the Judeo-Christian tradition is to treasure God and His realms more than anything else. That is what it means to love God with all your heart, soul, mind, and strength."⁵

Following Jesus in the "Real" World

The problem is that many Canadians live their lives without an awareness of God, either because they do not believe He exists or, in the case of most Christians and other religious citizens, because they do not deem Him to be relevant to their lives in the "real" world. As Willard writes, "the most telling thing about the contemporary Christian is that he or she has no compelling sense that understanding of and conformity with the clear teachings of Christ is of any vital importance to his or her life, and certainly not that it is in any way essential."⁶

In many churches and para-church organizations, Jesus has effectively disappeared as the teacher and divine authority on every matter in life. The common response of Christians confronted with His teachings concerning life in the world, whether in law, medicine, business or any other profession, is precisely, 'Business is Business.' And we all know what that means.

Law as a Calling: The Weightier Matters

Christian lawyers who shrug off Jesus' teachings with "business is business" deny the reality of transcendence by the way they live. To follow Jesus in law one must foster a supernatural understanding of the calling to be a Christian lawyer. It means cultivating a thoroughly Biblical outlook to life, namely, that the Lord is sovereign over history and our lives and that He will accomplish what He purposes. With God, there are no accidents or surprises; all events, persons, and things are accounted for in His divine plan (Psalm 139). This journey from job to calling is well illustrated by Paul's transformation from a murderer of Christians in Acts 9 to a martyr for Christ in Acts 28, Philipians, and Second Timothy.

In a profession governed by the "tyranny of the urgent," the Christian lawyer can easily lose sight of the Lord's sovereignty over everything, including the most intimate details of life. Confronted with crushing workloads, church and community involvement, family responsibilities, and a host of other demands, the believer faces the danger of drifting into despondency because life can appear to be haphazard and arbitrary. Given the frantic pace of the legal profession, this lack of spiritual focus is understandable, if not excusable.

What is needed, however, is spiritual discernment: in the midst of all the worldly hum drum, what are the weightier matters that make an eternal difference for God and His Kingdom? Wrestling day to day with this issue is the starting point for understanding what it means to be a disciple of Jesus in the law, or for that matter, in any arena of life. "Your greatest danger," as Charles Hummel declared in his classic booklet, "is letting the urgent things crowd out the important."⁷

2.4 Avoiding Most Common Errors

At the May 2008 Taskforce Workshop, Sam Casey, President of the Christian Legal Society (as he was then), CLF's American counterpart, was asked to share the three common errors that their local chapters made over the last 40 years. He stated the following:

- **Starting a Small Group just because there is a small group of lawyers:** A small group or local chapter need not form until a lawyer feels called to take on a leadership role. Small group ministry is an art form and a calling.
- **Starting a Local Chapter just by having a group incorporate:** This is in the same vein as the first error. There is no point incorporating a small group or local chapter, just to say that one exists in that area. Go to that city and ask lawyers, who are open to it, to pray for their city and the lawyers in that city for a period of time. Do not rush the process – there is no value in having hollow chapters across the nation. Let the Lord call them to roles of leadership, and they will communicate clearly that they want to take on roles of leadership and spearhead the ministry.
- **Lack of Chaplains in Local Chapters:** CLS did not have chaplains working with its local chapters until 2000. They presumed that local churches were equipping lawyers for their specific calling in the

⁵ *Id.*

⁶ Dallas Willard, *The Divine Conspiracy* (HarperOne 1998).

⁷ Charles Hummel, *The Tyranny of the Urgent*, p. 5 (InterVarsity Press 2006).

business market and Public Square. Once chaplains who had an understanding of the practice of law and its challenges were introduced, they were able to minister individually to the lawyers and pray with them.

3. Starting and Building a Dynamic Local Chapter

3.1 Introduction⁸

After two or more CLF lawyers have counted the cost and prayerfully committed to the endeavour of building a local chapter for the Lord, you may be confronted with a host of practical, administrative, and organizational issues. Although such matters can be daunting and discouraging at times, remember that you are not alone: the Lord will equip you to carry out His work among lawyers and CLF National will be there to assist you. Take comfort in Paul's admonition, "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving" (Colossians 3:23-24). To assist you in getting started, CLF recommends that you take the steps outlined below:

3.2 Join CLF and become an Affiliate⁹

One of the most important aspects of the local chapter is its link with CLF National and the network of CLF members across the country.

Advantages of Affiliation

All CLF chapters must be formally affiliated with the national CLF organization. By affiliating, local chapters do not lose their primary identity as a local fellowship of Christian lawyers. Rather, by becoming an official CLF chapter, local groups gain valuable benefits and join a national network of over 500 lawyers, law students, and friends of CLF who are committed to serving Christ in the legal profession.

There are several advantages to becoming affiliated:

- Ability to receive designated funds that attract tax-deductible receipts from the CLF national organization;
- Authorization to use the CLF logo and name when promoting activities and meetings;
- Advertising of chapter events via the CLF Monthly E-Newsletter and on the CLF website;
- Assistance with developing and hosting a local chapter website and email forwarding;
- Extra copies of the *Christian Legal Journal*, upon request, to be used in conjunction with letters of invitation to potential new members, as well as guest speakers; and
- Immediate access to the resources and staff of the CLF National Office and priority status for speaking engagements when CLF staff and friends travel to your area.

Statement of Faith

Membership in CLF is strongly encouraged and is required for the leadership team if your chapter becomes affiliated with CLF. All CLF members and members of the local chapter leadership team adhere to the following Statement of Faith:

- The Holy Scriptures as originally given by God are divinely inspired, infallible, and entirely trustworthy (2 Timothy 3:16, 2 Peter 1:21).
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit (Deuteronomy 6:4, Matthew 28:19). Our Lord Jesus Christ is God manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory (1 Peter 1:20-21; 1 Corinthians 15:3-8).

⁸ CLS Lawyer Chapter Manual.

⁹ *Id.*

- The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith, and is characterized by regeneration by the Holy Spirit (Ephesians 2:8-9; Titus 3:5). The Holy Spirit enables believers to live a holy life, to witness and work for the Lord Jesus Christ (John 14:16-17; John 14:25-26).
- Ultimately, God will judge the living and the dead (2 Corinthians 5:10; Revelation 20:11-15).

Affiliating Process

Affiliating is a simple process that should be undertaken as soon as possible. Two chapter officers who are members in good standing of CLF must sign the Bylaws and Affiliation Agreement set out at Appendix B. The document should then be mailed to the CLF Executive Director for approval. After receiving an official letter and certificate of recognition, the group may operate as a recognized CLF local chapter.

CLF recognizes that new chapters are developing across the country and that they may have very few members; therefore, CLF will fully support those chapters even if only one officer is able to begin the affiliation process.

While going through the affiliation process, familiarize yourself with CLF, including its various undertakings, staff and resources. Start today by browsing the CLF website (www.christianlegalfellowship.org).

CLF Chapter Care Package

Once you have applied for affiliate status, CLF staff will mail you a CLF Chapter Care Package. Among other things, this package contains an updated *Local Chapter Operating Manual*, information on upcoming CLF National events and activities, profiles and contact information for CLF Staff, and materials designed to facilitate the development of the local chapter.

- When you receive a CLF Chapter Care Package, it is imperative that you read the *Local Chapter Operating Manual* and the enclosed brochures describing CLF and its ministries.
- If you do not receive a care package promptly, please advise CLF and one will be sent to you.

3.3 Identify Christian Lawyers and Law Students in the Area¹⁰

After reviewing the contents of the CLF Chapter Care Package, or while waiting to receive the package, the chapter leadership team should begin to identify and compile a list of Christian lawyers and law students in the local area.

The leadership team should consider doing the following:

- Compile a list of all their friends and acquaintances in the law who they believe would be interested in participating in CLF chapter life.
- Consult the CLF Member Directory to see if any members are listed in the area.
- Contact Helen Stephenson (Helen_clf@rogers.com) and/or info@christianlegalfellowship.org for listings of current CLF members in the chapter's area.
- If there is a law school in the area, contact Cal Beresh (beresh@sbqlawfirm.com) and Tim Stonhouse (tims@telusplanet.net) to find out the names of the CLF student leaders. The objective is to meet with these student leaders and to make them aware of the local chapter's interest in their career advancement as Christians, to invite them to local chapter meetings, and to introduce them to mentors. Further, these students will soon become lawyers and will likely be interested in participating in the activities and leadership of the local chapter.
- Call local churches and share CLF's vision for ministry with the pastoral staffs; ask the pastors if there are any lawyers in their congregations.
- Set up and staff a display at appropriate meetings, i.e. an activities day at the local bar association, within the community, or at your church (display some of the materials



¹⁰ *Id.*

from the chapter care package and be sure to have a one-page handout describing your local CLF chapter).

- Submit an article or an advertisement on the CLF chapter to the local newspaper or radio, to the local bar association newsletter, or to area church bulletins or newsletters. Samples are available from CLF.
- Post informational flyers on high-visibility bulletin boards in community buildings such as courthouses, police stations, village halls, and churches (obtain permission first and make sure the flyer or poster is professional and tasteful). Sample posters are available from CLF.
- On an annual or semi-annual basis, send an email to all the lawyers practicing in your region. Your local law association might send out an email to the members for you; a fee may be involved. This email would bring CLF to the attention of all lawyers in your area, including Christian lawyers who are not yet aware of CLF and the benefits it provides to its membership.
- Contact local ministerial associations in your area to facilitate a broader base outreach. The leadership team could contact the executives of those associations to determine what synergies can be achieved by working together and sharing resources to reach out into the community. The associations may also be aware of Christian lawyers in the area.

Based upon years of experience, CLF has found the telephone is still the most effective means for recruiting chapter members and for promoting events. Most people in our impersonal, technologically driven age crave a caring voice on the other end of the line. Although regular mail and e-mail are essential communication tools, they should never replace the more personal approach of phone calling or face-to-face communication. The best strategy for promoting an event is to mail flyers or send out e-mail messages, followed by telephone calls.

3.4 Formulate an Annual Plan for the Chapter¹¹

While identifying and gathering information on the Christian lawyers and law students in the area, the chapter leadership team, which generally consists of three to six lawyers and articling students, should meet to begin formulating an annual vision statement and plan for the chapter.

Such a plan is essential for unity and focus; it gives the chapter purpose and direction, allowing the chapter to tailor meetings and activities to its general aims and to smoothly transition into new leadership. The conceptual foundation for the plan should be derived from CLF's mandate and vision, as well as from the goals and objectives set out in Part 2 of this manual.

Among other things, the annual plan should include provisions covering the following:

- When and where the leadership team will meet on a regular basis and the basic format of such meetings, including a spiritual formation component, e.g. a Bible or book study, regular prayer for the chapter and its members.
- The specific reasons for forming or reviving the local CLF chapter, including preliminary ideas on what activities and events to carry out.
- The process of selecting chapter leaders, whether by appointment or vote, the means for orderly sharing or transitioning leadership, and the delineation of duties for each leadership position. Under this process, the first leadership team should be selected.
- Various ways of encouraging hands-on participation among the broader membership and initial ideas concerning outreach gatherings, such as prayer breakfasts, speaker luncheons, CLE courses, residential dinners hosted by chapter members, on-campus and off-campus events for law students, CLF legal aid training sessions, and law office spiritual formation groups.

It is crucial to establish the local chapter's vision, objectives, and plan before organizing any events. Once a plan is developed, the chapter can engage in intentional planning to develop lists of topics and speakers suitable to fulfilling its stated purpose.

See Appendix A for a Chapter Vision and Infrastructure Plan Template.

See Appendix C for an Annual Programming Template.

¹¹ *Id.*

3.5 Get to know the Available Resources

Alpha for Professionals

An Alpha program exists for professionals and executives. It is tailored to their needs and often to their time restrictions. Alpha describes its program as follows:

Alpha is an opportunity to explore the meaning of life in a relaxed, friendly setting. The Alpha course includes ten meals and an amazing weekend getaway that comes halfway through the 10-week course. The course meets once per week.

Alpha has become a worldwide phenomenon, now in 164 countries, where millions of people have come to explore the meaning of life.

Each session people enjoy great food, laughter and learning in a fun and friendly atmosphere where no question about life and God is seen as too simple or too hostile...questions like – Is there a God? Why am I here? Where did I come from? Where am I going?

The course is based around small groups of about 12 people, hosted by one or two leaders whose role is to facilitate and encourage discussion.

Courses vary in size, from one small group meeting in a home, to hundreds of people in a larger venue. Some courses are held over morning coffee or during a lunch hour. Most are evening courses, typically lasting 2 hours. Whatever the course size, people tend to remain in the same small groups for the duration of the course so they can get to know each other, continue discussions, and deepen friendships.

The whole course usually lasts for 10 weeks, with a day or weekend away in the middle.

Each session begins with a meal or refreshments – a chance to get to know others in the small group. There is then a short talk, which looks at a different aspect of the Christian faith each week.

This is followed by a time of discussion in the small groups, where everyone is welcome to contribute their opinion, ask questions and discuss with the rest of the group. The emphasis is upon exploration and discovery in a relaxed and informal environment.¹²

The programs are already fully developed and only require that the chapter leaders find a location to hold the meetings. More information can be obtained from Elwood Mean (elwoodmean@alphacanada.org) or at the Alpha Canada website (www.alphacanada.org).

Bible Studies and Devotional Books

A number of Bible study and devotional materials have been written with a focus on Christian legal professionals and students. Contact CLF or your local Christian bookstore for a list.

Chaplain

In February 2008, after 35 years in pastoral ministry, Reid Cooke joined the CLF staff as its chaplain. As chaplain, Reid is available to local chapters, their leadership and members, for prayer, encouragement, and support. He can be reached at chaplaincooke@sbglawfirm.com.

Chapter Members

Chapter members are often willing to lend a hand. Send out an occasional email and frequently announce at your meetings that there are ways for everyone to get involved and support the chapter. You will quickly discover their talents and skills!

¹² Alpha Canada, *What is Alpha?* (2006-2008), available at www.alphacanada.org.

Christian Legal Journal

The *Christian Legal Journal* is the quarterly publication of the CLF. It addresses the legal issues of the day from a Christian perspective. Its scholarly articles are written by high-profile professionals and keep members informed of current legal issues impacting the Christian community.

The Journal is invaluable to CLF members who desire to network and interface with other Christian legal professionals. For example, when inviting a Christian lawyer, who may not be aware of or involved with CLF, to a CLF event, the *Journal* could be included with the letter of invitation. It helps to showcase some of the areas where CLF places its involvement and concern.

It also keeps members informed of CLF activities and upcoming events. All members of CLF automatically receive a subscription to the *Christian Legal Journal*. Non-members may also subscribe.

DVDs/CDs from past CLF Conferences

The DVDs/CDs of past CLF Conferences can be used as the basis of a discussion or presentation. Contact CLF for a list of speakers/topics.

DVD Presentation about CLF for Church and Organization Presentation

CLF has prepared a short DVD presentation to be used by local chapter members in presentations to local churches and organizations introducing CLF. Please request a copy from Helen Stephenson (helen_clf@rogers.com).

Local and Provincial Law and Bar Associations

Get to know your local and provincial bar associations and their executives. There may be the possibility to co-sponsor events with them. Determine their perceptions and attitudes toward CLF so you can more effectively work with them.

Other CLF Local Chapters

Other CLF chapters, notably those that are older and more structured, can provide you with resources, encouragement, and a wealth of practical information. Consider co-sponsoring regional events with them.

Para-church organizations

Para-church organizations can be a source of speakers and programs. Consider co-sponsoring events with some of them.

- Advocates International
- Campus Crusade for Christ's division for Professional Christians (new name 'Power to Change')
- Christian Embassy (to get connected with Christian MPs, ambassadors, etc.)
- Christian Legal Society (for resources on their website)
- Christian Universities (e.g. Trinity Western)
- Evangelical Fellowship of Canada
- Focus on the Family
- International Justice Mission (service opportunity)
- Thomas More Society (co-sponsor activities)

Prayer covering

Individuals or groups in your church community may be interested in interceding for you and your group in prayer. The National House of Prayer (www.nhop.ca) is also committed to praying for Canada and its leaders; it would be happy to receive prayer requests from your group and faithfully pray for you.

Speaker Roster

CLF has prepared a list of both English and French speaking presenters as a reference guide for local chapters. When a speaker is brought into an area, CLF will help coordinate between the speaker, the organizing chapter, and other local lawyer and student chapters to ensure that optimal exposure is given to the message and to reduce the cost burden on one particular chapter. Thus, if you are aware of a speaker coming to your area, please advise CLF National. For more information about speakers, please contact info@christianlegalfellowship.org.

If a speaker lives in another region, consider contacting him/her to discover whether he/she will be visiting your area within the next year, and if so, whether a chapter event can be scheduled during his/her stay.

See Appendix E for a template of a Letter to Invite a Christian Guest Speaker.

See Appendix F for a template of a Letter to Invite a non-Christian Guest Speaker.

Websites

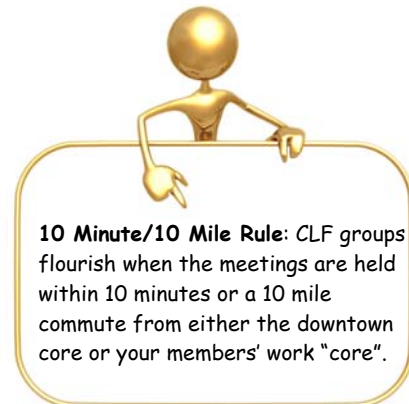
CLF has launched a new version of its website (www.christianlegalfellowship.org). It is extensive and includes many resources that will assist your chapter in planning events and explaining what the CLF is and how it serves its membership.

CLF also offers assistance to chapters setting up and hosting their own local websites. For more information contact the National Office.

3.6 Planning and Holding Your Initial Chapter Meeting¹³

After identifying Christian lawyers and law students in the area, drafting an annual plan and beginning to learn about other available resources, the leadership team should seek to broaden the scope of the chapter by establishing a local area network of CLF friends and participants. The first step in achieving this objective is to plan and promote a general organizational meeting and then a series of outreach and fellowship gatherings.

1. **General Guidelines for Your Initial Chapter Meeting:** Plan your first organizational meeting and advertise the time and place through several means of communication, ideally a flyer or e-mail message followed up by phone calling several days before the meeting. Remember that the most effective means of promoting a CLF event is the telephone. Take the time to meet with or call other Christian lawyers, informing them that you are starting a CLF chapter, briefly explaining what you seek to accomplish and announcing the date, time, and location of the first meeting. At the first meeting, you should consider doing the following:
 - a. Commit the endeavor to the Lord by opening the meeting in prayer (Luke 18:1-8; Philippians 4:4-7; 1 Thessalonians 5:16-17; Ephesians 6:18).
 - b. Appoint a member of the leadership team to take minutes and pass around a sign-up sheet to gather essential information from those present - name, address, telephone number, e-mail address, alma mater, and hobbies and interests. Ask those present if they know the names, addresses and telephone numbers of other lawyers and students who might be interested in CLF.
 - c. Allow about 15 minutes for those present to get to know one another. An icebreaker or short game is helpful in this regard. One particular technique is to use a "buddy" system: break up the group into buddy pairs; allow time for the attendees in each pair to get to know one another; then reconvene the group and have each attendee introduce his or her buddy to the group.
 - d. Discuss what the chapter should accomplish and what needs it should meet. Share the contents of the annual plan with the attendees, especially CLF's ministry approach. If needed, select additional



¹³ CLS Lawyer Chapter Manual.

- members to serve on the leadership team. Encourage an open forum environment so that everyone will feel comfortable sharing their ideas.
- e. Encourage all the attendees to join CLF National at the event. Make sure everyone is given a CLF brochure, other membership information, and a new membership (or membership renewal) application. Since you can join on-line, consider setting up a computer already linked to CLF's website and sign up members immediately at www.christianlegalfellowship.org using a credit card.
 - f. Schedule a second meeting or a special event at the end of the first meeting.
2. **Follow-up to the Initial Chapter Meeting:** Shortly after the initial chapter meeting, the leadership team should do the following:
- a. Consolidate all the information gathered at the meeting into a mailing list and disseminate the list to chapter participants and to CLF for database entry.
 - b. Evaluate the meeting for the purpose of making improvements for the next outreach event.
 - c. Divide up the names of all the attendees and follow up personally with them. Ask the attendees how the chapter can meet their needs and concerns; make sure to pray for them, and, as the Lord leads, to take the time to cultivate friendships (the practice of law can be a very lonely endeavor).

These are just a few pointers on getting started. If you have questions or need guidance, please do not hesitate to contact CLF. The staff of CLF is dedicated to helping you glorify God as you develop a vibrant local chapter in your community.

3.7 Types of Events and Activities¹⁴

It is very important to hold events every semester that address each of your chapter's stated objectives. For example, if your chapter decides that its objectives will be to aid its members in understanding the law, growing spiritually, building strong relationships with fellow Christian lawyers, and evangelizing to the rest of the legal community, then the chapter should have a minimum of four events a semester: one event focused on legal knowledge, one focused on ways to deepen faith, one on fellowship, and one on outreach.

There are many different types of activities, events, and endeavours your chapter can undertake, all of which involve varied levels of commitment, work, and organization. Below you will find a cursory list of suggestions. The different types of events or activities are not necessarily meant to be separate categories; in fact, they are so inter-related that it is not uncommon for an event to touch on multiple areas.

Spiritual Formation

This type of activity consists of the chapter leadership team, as well as other small groups within the chapter, meeting on a regular basis (bi-monthly or perhaps three times a month) for Bible study, prayer, worship and fellowship. By way of clarification, it deserves emphasis at the outset that participation in such small groups should not be viewed as a substitute for involvement in a local church. CLF chapters, particularly when it comes to spiritual development, seek to supplement the work of the church by providing a unique fellowship for lawyers facing careers in a materialistic and often hostile profession. Here are some practical factors to keep in mind when implementing activities geared at spiritual development:

- Decide on a meeting place and a regular time slot that will allow you to spend at least an hour (ideally, an hour and a half) together. CLF understands that lawyers are "busy" people, but remember not to let the "tyranny of the urgent" squeeze out that which is essential or important. Keep an eternal perspective.
- The goal of this level is to glorify God by growing spiritually in both an individual and communal sense. Resist the temptation, so prevalent among lawyers, to turn such meetings into an intellectual exercise characterized by nitpicking, combative debate, and Socratic questioning (Luke 11:39-54).
- Use the time to praise God for who He is and what He has done, to pray and sing together, and to study a book of the Bible, a Christian classic such as J.I. Packer's *Knowing God*, or materials issued by ministries such as Renovare. The strongest chapters adopt an approach that combines the devotional (the heart) with the cerebral (the mind).
- Prayerfully choose a course of study - a book of the Bible, a Christian classic, or other materials--that will facilitate spiritual growth among the chapter's members. Do not attempt to reinvent the wheel. CLF and

¹⁴ *Id.*

other ministries have produced a wealth of excellent materials, many of which are on the CLF website. Contact CLF for more information and available studies.

- Adopt an interactive discussion format for the small group meeting and make sure to rotate the leadership of the study. Avoid a monologue or lecture style (lawyers love to hear themselves talk!); the principal tasks of the Bible study or spiritual formation leader are to briefly present important information and to facilitate sharing and discussion.
- If the small group decides to study a book of the Bible, obtain a copy of a reliable lay commentary to provide a solid theological, historical, and factual foundation. At the end of each meeting, pass the commentary on to the next discussion leader so that he or she can use it to prepare comments and questions.
- Make it a point to use the small group or Bible study to pray for your non-Christian friends and to learn how to share your faith through "lifestyle evangelism."
- Encourage Bible study participants to attend CLF conferences, retreats, lawyer chapter breakfasts, and other Christian events that further the purposes of your local CLF chapter.

Following Christ in the Legal Profession

These activities are designed to challenge Christian lawyers to integrate faith and practice in at least three senses: to think "Christianly" about their profession, to begin to formulate a Christian jurisprudence, and to explore the application of Biblical truth to issues confronting Christians in the law and in society at large. These aims are perhaps the most distinctive contribution that CLF and its affiliates can make to the legal profession and to the culture.

These activities could take place in some of the following ways: sponsoring individual guest lecturers, a "brown bag" series over a number of weeks, a forum with a speaker and respondents, a debate between advocates of two or more positions, a panel discussion with a moderator, mini-dramas, and field trips to other events on a local campus or in the area.

Themes could include:

- How to discern God's will
- How can we, as Christian lawyers, manage our emotions
- Christians in the marketplace / Living our faith at work
- Law as a ministry
- Balance between professional and personal life / The Sabbath
- Accountability / Mentoring
- Introducing a Christian worldview into a secular practice
- [Controversial Legal Issue]: Christian v. Secular Jurisprudence

Legal Knowledge Relevant to Christian Lawyers

The underlying premise here is that Christian lawyers are often asked, because they are Christian, to answer legal questions in areas outside their expertise and/or to sit on various boards. Offering legal knowledge sessions on specific topics can help Christian lawyers formulate a general understanding of the area and, through the overview, acquire a few basic pointers.

Topics could include:

- Charities 101
- Latest Developments in Church Law
- Recent Human Rights Caselaw Review
- Alternative Dispute Resolution and Mediation / Church conflict resolution
- Current International Trends
- Quick Research Techniques for New Areas of Law

Outreach

As Christians, we ought to always think in terms of fulfilling the Great Commission, wherever we are (Math. 28:19-20) – that includes with our fellow law colleagues and the greater legal community. Jesus made us ambassadors, He gave us the ministry of reconciliation (2 Cor. 5:18), wherever we go. Short of upholding this vision and providing meaningful opportunities for the legal community around us to come to the saving knowledge of Jesus Christ, CLF is simply a 'social club'.

Consider sponsoring outreach events varying in terms of 'directness', from 'no Christian content' events all the way to events where the way to have a personal relationship with God is explained, e.g. through a lawyer sharing his or her testimony.

Events and activities in general, but outreach events in particular, should be open to the community. If an event involves the discussion of the Gospel or of a Christian outlook, CLF recommends that you candidly disclose this information in notices, so those in attendance do not feel like they have been misled.

Certain of these activities can be carried out more effectively by collaborating with one or two other organizations.

Here are examples of outreach events, going from very pre-evangelistic to more evangelistic in content.

1. **Appreciation Dinner for Judges.** Such an event will hopefully cause some of the attendees to ask why CLF is appreciating them, and, therefore provide CLF members with a personal opportunity to share a bit of Jesus' love with them.
2. **Continuing Legal Education (CLE) Courses.** CLEs also provide a very successful format for outreach, as they create a good reason for a CLF member to invite a non-CLF member to an event. Some popular CLE courses sponsored by CLF have covered: legal ethics, religious liberties, legal aid, alternative dispute resolution, non-profit organizations, eldercare law, family law, trusts and estates, strategic legal writing, trial practice, and law office management.
3. **Sharing a Professional or Spiritual Testimony.** Events of this nature are designed to provide more direct exposure to salvation. For example, a high profile Christian lawyer can share his or her professional and spiritual testimony, e.g. From Success to Serenity: Life Lessons from a Criminal Lawyer.
4. **Hot Topics.** The following specific topics, focused on recent Supreme Court cases or "hot" legal/social issues, might also give you some ideas:
 - a. "Bioethics and Human Dignity": The Law and the Death of the Hippocratic Oath" (cosponsor with Christian Medical and Dental Society)
 - b. "The Lawyer as Peacemaker: The Need for Conciliatory Rather than Adversarial Approaches" (cosponsor with the Bar Association)
 - c. "Old Testament Principles and Proverbs and the Modern Practice of Law" (cosponsor with Jewish Law Association)
 - d. "Natural Law and the Legacy of Nuremberg" (cosponsor with Thomas Moore Society and Jewish Law Association)
 - e. "The Legacy of William Wilberforce: The Abolition of the British Slave Trade" (cosponsor with Black Lawyers Association)
 - f. "Tired of 'Lawyer Jokes': Law as a Noble Calling"
 - g. "The Canadian Heritage of Religious Liberty: The Historical and Constitutional Foundations"
 - h. "It Can Happen to You: Some Ethical Quandaries You Will Face as a Lawyer"
 - i. "The Day in the Life of a Judge"
 - j. "Seeking Justice for the Poor: Public Interest Law and the Role of Legal Aid"
 - k. "Stop the Madness: Can a Lawyer Have a Life Outside the Office?"
 - l. "Can a Good Lawyer be Good?: Lawyers, Clients and Ethical Responsibility"



Advertise all events months ahead of time if possible, with regular reminders to those on your mailing list. Be considerate of lawyers' often surcharged schedules.

Because some of the issues addressed during these events may be highly controversial, it is imperative that the chapter approach them with prayerful consideration. Under no circumstances should Christians resort in this context to incivility, or a lack of charity; better not to have the event than to dishonour Christ publicly in such a manner.

"Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect, keeping a clear conscience, so that those who speak maliciously against your good behaviour in Christ may be ashamed of their slander" (1 Peter. 3:15-16, see also 1 Peter 2:11-12).

When doing an outreach activity, consider not praying during the meeting (especially if it is a CLE-type event) Make sure that the speaker, if he or she is a Christian, understands that the target audience is non-Christian, and that he or she should refrain from preaching, making denominational jokes, and using Christian jargon. Especially when it is a CLE event, simply open the meeting by stating that this 'XYZ event' is sponsored by CLF and announce upcoming activities, inviting those who are interested in knowing more about CLF or the Christian faith to stay at the end and/or ask to be added to your chapter's regular distribution list.

Whether in the context of an outreach or 'non-outreach' event, always be mindful of the fact that there might be seekers in the audience. Therefore, as stated above, always avoid Christian jargon, jokes about different denominations, statements that assume everyone is already a Christian, etc.

Fellowship

More informal social activities are also essential as they provide a healthy environment for developing relationships and for furthering the broader purposes of the ministry model. Included among such activities are Christmas banquets, BBQs/picnics, prayer breakfasts, dinners hosted by local CLF lawyers, birthday celebrations, farewell parties, awards banquets, field trips (e.g. maple sugar shanty outing) and fun nights out (e.g. bowling, movie, concert).

Compassionate Service in Christ's Name

These activities require your chapter to charitably serve the local community on an annual or regular basis.

Common examples include:

- Volunteering at a legal aid clinic;
- Collecting food, clothing, blankets and other items for the poor, e.g. coat and canned food drives at Thanksgiving or Christmas;
- Visiting and assisting prisoners (Charles Colson's Prison Fellowship Ministry), the elderly (nursing home visitation), the disabled, and other "forgotten" people;
- Volunteering at a soup kitchen, homeless shelter, public interest firm, charity, or Christian ministry;
- Gathering toys for needy children, e.g. "Project Angel Tree," or "Toys for Tots";
- Tutoring struggling students in law school, college, or high school, or volunteering for a literacy program;
- Raising money to sponsor a WorldVision or Compassion International child; and
- Extending hospitality to new law students or lawyers without family in the area, i.e. having them over for dinner and helping them get settled in the community).

3.8 Format

This section is a follow-up to *Section 3.4: Formulate an Annual Plan for the Chapter*. Now that we have reviewed the various types of events and activities that could be held, determine which ones best meet the vision and objectives that your chapter has adopted and schedule out at least one semester of events.

There are various approaches to scheduling. We have listed two types of formats as examples:

Format 1

- **Monthly Group Meeting:** Large group meetings in a prestigious firm that is welcoming and is within ten minutes or ten miles from the downtown core. Invite a guest speaker. Invite your chaplain to open in prayer and offer counsel and prayer during or after the meeting or over the following weeks to those who express a desire for it.
- **Small Group Prayer and Bible Study Meetings:** Place of real interaction and more intimate fellowship. Meeting held within ten minutes or ten miles from the downtown core on a Thursday or Friday morning.
- **One-on-One Ministry:** Senior lawyers mentor new calls, or older Christians mentor new Christians. Purposes: fellowship, counsel and accountability. To be held at mutually convenient time and place. We strongly recommend that these pairings be of the same gender, e.g. older male with younger male.
- **Continuing Legal Education Seminar:** Held once a quarter for a few hours, half-day or full-day as a public service for lawyers. Invite non-Christian lawyers and advise guest speaker that he or she will speak to a mixed crowd. Hold in church basements, community centers, available law firm offices, etc.
- **Outreach Dinner:** Regional, provincial or national in scope and held in conjunction with other CLF chapters and CLF National. To be held at Christmas or Easter in a high-end location with a meal. Invite world class speakers to present and invite non-Christian lawyers as guests.
- **Family Fun Event:** Summer camp week or weekend as an opportunity to bring spouses and children together. Choose activities and locations that are attractive to a whole family, as a way to reach out to new lawyers and their young families. Its main purposes are fellowship and relational growth.

Format 2

- **Monthly Group Meeting:** Monthly noon to 1:00 pm downtown sessions comprised of: a brief overview of CLF National and the local CLF chapter, a 30-35 min. guest presentation and a time of questions and fellowship (with one session per semester having an outreach focus). Areas of focus each semester: 1 personal application event, 1 practical application event, 1 legal expertise event, 1 outreach event.
- **Occasional Social Event:** At least one or two evening events per semester to foster fellowship in a more relaxed atmosphere, including Christmas banquet and June barbeque.
- **Small Group Prayer and Bible Study Meetings:** Small group Bible study when desire expressed.
- **One-on-One Ministry:** One-on-one meeting with interested individuals and members.

See Appendix D for a Yearly Schedule Template.

See Appendix G for a Meeting Agenda Template.

3.9 Some General Guidance on Running the Chapter¹⁵

Once the chapter leadership team is in place and functioning, the fellowship will have to address a host of questions – both practical and policy-oriented in nature. Perhaps the following advice, derived from CLF's experience working with student and lawyer chapters, will provide some guidance in this regard:

- **Focus on the Mission.** Before launching into an event or activity, consider questions such as the following: does the activity further the chapter's stated mission and purposes?; what group do you hope to serve or reach?; does the chapter have enough volunteers and resources to carry out the event with excellence?
- **Disciple Future Chapter Leaders.** To insure a smooth transition of leadership, begin early to identify and disciple the chapter's future leaders. As soon as the new leaders are chosen, make sure to immediately provide their names, addresses, telephone numbers, e-mail addresses and other relevant information to CLF. Carrying out the critical task of "passing the baton" will bring continuity and stability to the group and make it far easier for CLF to serve you.
- **Be Family Friendly.** Be sensitive to the spouses and families of lawyers when setting goals and planning events; make a conscious effort to invite spouses to many activities and to invite spouses and children to social events such as picnics.

¹⁵ CLS Lawyer Chapter Manual.

- **Attend the CLF National Conference.** Make sure that your chapter sends at least one or two lawyers, especially leaders or future leaders, to CLF's National Conference, held every year in late September or early October.
- **Write a Local Chapter Manual.** Do your future leaders a huge favor – appoint a chapter secretary or an administratively gifted member to write a Local Chapter Manual, so that the next leadership team will not have to reinvent the wheel. This need not be a monumental task; make it a point to take fifteen to twenty minutes after each major meeting or event to record decisions, procedures, resources, and ideas.
- **Be Open to the Community.** Make it clear to the community, particularly the local bar association, that the chapter's events and activities, even Bible studies and worship times, are open to any lawyer desiring to attend. Although the leaders of a CLF affiliated local chapter must be members of CLF, it is CLF's policy that events and activities sponsored by its lawyer affiliates should be open to any member of the community.
- **Use Available Technology.** Consider using the technology available to expand both your reach and impact. For example, you could set up a private members forum through the internet to promote discussion amongst CLF members in your area or you could allow lawyers within your region to teleconference into your events for a fee.
- **Co-sponsor Events with Other Groups.** To more effectively reach out to the community, CLF encourages its lawyer and student chapters to cosponsor events with other "like-minded" community groups.
- **Announce Events,** via your regular distribution list a long time before events happen. In early September, send an e-mail announcing the dates, times, speakers and themes of the fall events. In early January, do the same for winter/spring events. Follow up with more detailed information later, as each event comes closer.
- **Do not forget to send a thank-you** e-mail to speakers or give them a card.

For practical tips on running a chapter and for a template of how to keep a record of your chapter's experience, see Appendix H for Best Practices and Lessons Learned.

3.10 Questions about Questionnaires

Questionnaires are a good tool to help you determine the level and type of interest when founding a new chapter and to help you determine the health of your chapter when strengthening it.

When should my chapter consider using questionnaires?

Questionnaires can be very useful in two circumstances:

- **Founding a New Chapter:** Send a letter out to local Christian lawyers, as well as interested local chaplains or pastors that you are aware of, inviting them to a brainstorming session about creating a new chapter. Send a brief questionnaire to those who express an interest asking for their initial thoughts about the matter in order to get the discussion going at the meeting. The wording of the initial letter and the questionnaire should speak to the needs, interests and methodology of meeting those needs. Also leave a space asking them to provide the names and contact information of anyone else that may be interested in participating.
- **Strengthening an Existing Chapter:** Send a brief questionnaire out to active members or formerly active members to determine how they feel about the current format of the events and what changes they would suggest.

What type of questions should I ask in my questionnaires?

This has been discussed at the CLF National Office and some existing questionnaires are available as templates. Please contact the CLF National Office on this matter.

The questions must be tailored to the specific needs of your chapter. Common questions do include the following:

- What is your name?
- What is your area of practice?

- Would you be interested in fellowship with other Christians? If yes, in what type of forum?
- Have you been involved in this type of ministry before? What did you like? Dislike?
- What would be your preferred availability? Luncheons? Dinners? Breakfasts? Quarterly banquets? Bible studies?

Also ask their permission to be included on your mailing list. If you are discussing the questionnaire over the phone, this would also be a good opportunity to invite them out to an informal night to meet other interested lawyers.

Should the questionnaires be administered through phone conversations or via email?

Some people may ignore questionnaires they receive by email as they receive so many. One approach may be to send the questionnaire by email (so they know what to expect) and ask them if they would like to discuss it in a brief interview over the phone.



3.11 Guidance for the Chapter Leadership Team¹⁶

The Chapter Leadership Team

The chapter's leadership team, generally three to six in number, should consist of committed Christians who are excited about devoting time and energy to care for the chapter (Galatians 5:22-26). Remember, the essence of Christian leadership is redemptive servanthood (John 13:12-17).

The leaders should meet frequently - about twice a month - as a team to pray for one another and for other members, to study God's word, to cultivate a spirit of unity and friendship, and to plan the chapter's meetings and events. In addition, CLF recommends that the chapter's leadership team do the following:

1. As a practical matter, many leadership teams come about informally, often through lawyers stepping forward and volunteering to be leaders. If this is the case, the lawyers who volunteer should occupy the offices (whether called President, Vice President, Secretary, Treasurer, or by other names) most suited to their strengths and talents. For example, in general the lawyer who is president should be a leader and peacemaker, evidencing self-control and an ability to motivate the leadership team to work together (1 Timothy 3:1-10).
2. The chapter leaders should give members the lion's share of ownership in the group. In other words, the maintenance of a vibrant chapter rests in large part on the ability of its leaders to motivate the general membership to undertake the group's activities and responsibilities. Great Christian leaders are those who inspire others to exercise their talents and expend their resources to the fullest extent for the glory of God.
3. In conjunction with no. 2, chapter leaders and members should undertake group tasks and responsibilities in accordance with their gifts and passions. For example:
 - a. find a member who plays the guitar or is musically talented to lead songs at Bible studies and other events;
 - b. find someone who is artistically inclined and creative to make posters and flyers to promote events and activities;
 - c. find lawyers who enjoy administration (believe it or not they do exist!) to take minutes, compile a local chapter operating manual and bring procedural stability to the chapter;
 - d. find a cheerful extrovert (the class clown in second grade!) to keep things exciting at social events; and
 - e. find a group of "foot soldiers" (the real servants!) to run errands, put up posters, and call or e-mail members to remind them about meetings and events.

¹⁶ CLS Lawyer Chapter Manual.

4. Delegate, delegate, delegate. Note: people do not always need to be in the leadership team and/or lawyers to take on a task, e.g. a prayer coordinator. Use your discernment before appointing them though.

See Appendix I for a List of Possible Tasks for Volunteers.

3.12 After all is said and done...

Maintaining a CLF local chapter requires dedication and hard work. It can easily lead to discouragement if you lose your spiritual focus and begin to measure success by worldly standards rather than by the Lord's priorities. To keep your focus, surround the group's endeavours with prayer and remember that it is the Lord's ministry; if you ask He will give you the strength and the resources to do His work.

Resist the temptation to measure your effectiveness by whether or not the chapter achieves "prominence" in the community or by the number of lawyers who actively attend its functions. Do the best you can to plan and promote activities, and then minister to the lawyers the Lord brings you, whether it be two or twenty. You are there to *provide opportunities* for growth and to meet the needs of those that God sends your way. In a significant number of cases, thriving CLF lawyer chapters exist today because one or two dedicated lawyers persevered and prayerfully planted seeds for spiritual growth over the long term.

God does not measure us by our success but by our faithfulness, our obedience in what He lays on our hearts to be and do. "Well done, good and *faithful* servant! Come and share your Master's happiness" (Matthew 25:23).

Appendix A: Chapter Vision and Infrastructure Plan Template

Establish the **Chapter's vision and objectives** based on lawyers' needs in your area. Intentionally choose and plan your activities around those objectives. Start every event with a brief summary of what CLF is about both at the National and Local Chapter level for newcomers and existing members alike. Below are potential visions and objectives:

- **Fellowship** with one another;
- Acquire **legal knowledge** relevant to Christian legal professionals;
- Receive **practical support and encouragement** with the personal and professional challenges of being a Christian in the legal field;
- **Outreach** to colleagues and fellow law students.

Establish **prayer covering** for your chapter, the leadership team, and your members. Also pray for the greater legal community (non-Christians).

Consider the following **format**, aimed at accommodating lawyers' busy schedules:

- Monthly noon to 1:00 pm downtown [city] sessions comprised of: a brief overview of CLF National and CLF [city], a 30-35 min. guest presentation and a time of questions and fellowship (with one session per semester having an outreach focus); and
- At least one or two evening events per semester to foster fellowship in a more relaxed atmosphere.

Consider **language and culture** issues (e.g. the use of both official languages):

- Language of Local Chapter name;
- Language of messages to Local Chapter members and for publication by CLF National;
- Language spoken at Local Chapter meetings;
- Consider hosting events in a location and with a speaker that will encourage members of the other official language group to attend.

Be proactive in **supporting CLF's local law students' chapter**:

- In September, meet with the local law students CLF Chapter coordinators to introduce each other; share experiences and best practices, and discuss respective projects and ideas about the year;
- Provide the local law students CLF Chapter executive with a list of Christian lawyers, potential speakers, relevant Christian organizations in the area, resources (books, magazines, Bible Studies, CDs, DVDs, etc.) for Christian lawyers and law students;
- Invite the local law students CLF Chapter to your events and, encourage reciprocation; and
- Provide *ad hoc* assistance, according to the needs expressed.

Consider informing **every legal practitioner in the region about CLF and helping them benefit** from your activities. Consider undertaking the following:

- Invite every lawyer practising in your region to one or two of your CLE or other outreach events this year;
- Establish communications with the local Chapter of the Thomas More Society and, through their executive, invite their members to your events;
- At local chapter meetings, circulate a contact information sheet for attendees and other potentially interested individuals; and
- Send information about your chapter's activities to CLF, for inclusion in the monthly e-newsletter.

Consider human resources matters:

- Organize leadership team meetings when needed or at a set frequency;
- Delegate tasks (e-mail to distribution list, answers to RSVPs, etc.); and
- Train new leaders and always think in terms of preparing the passing of the baton.

Appendix B: Bylaws and Affiliation Agreement

In consideration of the right to be recognized as an affiliated lawyer chapter of the Christian Legal Fellowship and to enjoy all the benefits and privileges arising from that status, applicant, the CLF Lawyer Chapter of [insert name of city or region] agrees:

1. To abide by the CLF Governing Documents.
2. To accept as binding the decision of the CLF Executive Director in response to any inquiry concerning the meaning or interpretation of the local Constitution.
3. To permit and facilitate the inspection of applicant's records and operations at any time by the CLF National Office.
4. To recognize ownership by CLF of the trademarks and service marks Christian Legal Fellowship, Alliance des chrétiens en droit, CLF, ACD and associated symbols, and the exclusive right of CLF to control the quality of services offered and materials produced by applicant under these marks. Upon request, to provide the CLF National Office with copies of any or all materials carrying information identifying CLF.
5. To cease immediately to hold itself out as a CLF lawyer chapter upon demand by CLF or upon termination of this agreement and thereupon to discontinue promptly the use of the CLF marks.
6. To advise the CLF National Office of any significant operational or policy conflicts or other problems within the Chapter or between the Chapter and the local Bar Association.
7. To make every effort to ensure that one or more chapter officers or members attend the CLF National Conference each year and to assist the CLF National Office by raising funds at the local level for this purpose.
8. To respond promptly to all CLF National Office inquiries and to notify the CLF Executive Director of change in the leadership.

This agreement shall continue in effect until terminated by either party or until applicant ceases to exist, whichever occurs first. Each party may terminate this agreement at any time by written notice to the other party.

DATE: _____

CLF LAWYER CHAPTER of _____

BY: _____

Chapter Officer and CLF Lawyer Member
Print Name:

Chapter Officer and CLF Lawyer Member
Print Name:

Appendix C: Annual Programming Template

Fundamental questions

- God, where do you want us? Heart / actions
- God, what are the needs of our target audience? What are the best ways of meeting them?
- Why would people want to come? Why would they choose this over...?
- What is our value-added?
- Search God's heart in prayer

Chapter's Vision and Objectives

Helping lawyers and other legal professionals, law students, and interested friends:

- **Fellowship** with one another;
- Acquire **legal knowledge** relevant to Christian legal professionals;
- Receive **practical support and encouragement** with the personal and professional challenges of being a Christian in the legal field; and
- **Outreach** to colleagues and fellow law students.

Each semester

- 1 practical
- 1 legal knowledge
- 1 outreach
- 1 fellowship

Format

- Monthly downtown lunchtime sessions
- Christmas banquet and other non-lunchtime socials
- Bible study
- Meeting with individuals (lunch or otherwise)

Things to do before the fall

- Executive planning meeting in July/August, send e-mail to your regular distribution list to remind them about the CLF annual conference.
- In August, finish putting together the outreach distribution list of all lawyers in the community (make sure to delete the names of those who asked to be removed from the list in previous years).
- In August, contact local law student leadership and set a meeting for early September – share where we are going, our schedule, and offer our help.
- Last week of August/beginning of first week of September, send invitation to the outreach distribution list outlining your fall schedule (introduce briefly CLF and offer inclusion on your regular e-mail list).

Other potential speakers and themes

- (list of potential guest speakers and themes for the year)

Appendix D: Yearly Schedule Template

Date	Objective	Theme	Speaker(s)	Location	Organizer/comments
Sept. X	OUTREACH LEGAL	Strategic Legal Writing	Guest Speaker	Law Firm name	<ul style="list-style-type: none"> - Check speaker and room availability - Mass invitation to all lawyers - Advertize the annual conference
Sept. X		CLF Annual Conference			<ul style="list-style-type: none"> - Invite both general membership and extend personal invitations to those that expressed specific interest
Oct. X	LEGAL	Charities 101	Guest Speaker	Law Firm name	<ul style="list-style-type: none"> - Check what date this out-of-town speaker will be a guest lecturer in the not-for-profit law course and invite him to speak on that day
Nov. X	FELLOWSHIP PRACTICAL OUTREACH	Christmas Banquet Theme: The Law and His Grace	Guest Speaker		<ul style="list-style-type: none"> - Check right now for speaker and room availability - Confirm with X about taking care of food - Ask if a National Office representative is available to come and present CLF National - Encourage people to bring other Christian lawyers and non-Christian friends
Jan. X	OUTREACH PRACTICAL	Du succès à la sérénité : Leçons de vie d'un avocat criminaliste (English translation : From Success to Serenity: Life Lessons from a Criminal Lawyer)	Guest speaker	Hotel room name	<ul style="list-style-type: none"> - Send mass invitation to francophone lawyers - Book the room in an area where francophone lawyers primarily work
Feb. X	LEGAL	Developments in Church Law	Guest speaker	Law firm name	<ul style="list-style-type: none"> - Ask speaker to send his PPT notes electronically and make photocopies - Ask attendees for a \$1 donation to cover copying cost
March X	PRACTICAL	Joint event with Law student chapter	?	University room	

March X	FELLOWSHIP	Sugar shack outing	N/A		- Make sure to extend invitation to family and friends
April X	PRACTICAL	How to discern God's Will	Guest speaker	Law firm name	- Ask speaker to forward an electronic picture of her book; put the picture in the e-mail invitation
May X	LEGAL	Church Conflict Resolution	Guest speaker	Law firm name	
June X	FELLOWSHIP	Year-end BBQ	N/A	Lawyer's house	- Either have a sharing time or a CLF National representative - Coordinate transportation

Appendix E: Letter to Invite Christian Guest Speaker Template

Dear [GUEST SPEAKER],

The [NAME OF CHAPTER] Chapter of Christian Legal Fellowship (CLF) is holding its annual Christmas Banquet on [DATE], and we were wondering if you would consider being our keynote speaker for the evening.

The banquet, which will be held at [PLACE] [ADDRESS], will start at [TIME]. The meal will be followed by a brief introduction to CLF and the keynote address.

The audience will be comprised of Christian lawyers, legal professionals, law students, spouses and friends. Some non-Christian colleagues and friends might also attend. We were thinking of a 25-30 minute talk on a theme to be agreed upon. Generally speaking, we were hoping the talk would touch on practical experiences and challenges you have faced as a Christian in the public sphere, and that it would be an encouragement to keep pursuing God and honouring Him where He has placed us and in the circumstances surrounding us. We could discuss the theme of the talk once you indicate whether you are available.

For your information, our [NAME OF CHAPTER] Chapter organizes monthly luncheons, a Christmas banquet and other activities aimed at helping lawyers and other legal professionals, law students, and interested friends: fellowship with one another; acquire legal knowledge relevant to Christian legal professionals; receive practical support and encouragement with the personal and professional challenges of being a Christian in the legal field; and outreach to colleagues and fellow law students.

Thank you for considering this speaking request. I look forward to hearing from you, if at all possible, by [DEADLINE]. You can communicate with me by phone or e-mail at your convenience.

[NAME]

[NAME OF CHAPTER] Chapter Co-Coordinator
Christian Legal Fellowship
[PHONE/EMAIL UNLESS ON LETTERHEAD]

Appendix F: Letter to Invite Non-Christian Guest Speaker Template

The Honourable [GUEST SPEAKER],

On behalf of the [NAME OF CHAPTER] Chapter of Christian Legal Fellowship (CLF), I would like to invite you to join us as a speaker at one of our monthly noon hour meetings. Every year, we start our fall programming by organizing a continuing legal education event for the legal community in the [CITY] area, at no charge, on a topic of interest to both practitioners and law students.

With this in mind, we are hoping you might be interested in delivering a [25-30] minute talk, preferably in the [LAST TWO WEEKS OF SEPTEMBER OR THE FIRST WEEK OF OCTOBER], on [WHAT TO DO AND WHAT NOT TO DO WHEN PRESENTING ARGUMENTS, WRITTEN OR ORAL, BEFORE JUDGES]. While clerking a few years ago, I heard you give an informative and lively presentation to law clerks on this topic and thought that such a talk could benefit the greater legal community (in addition to making judges' lives easier when hearing cases...). Subject to your comments, the format we would propose is as follows: [WELCOME REMARKS, ANNOUNCEMENT OF UPCOMING ACTIVITIES, INTRODUCTION OF YOURSELF, YOUR PRESENTATION, 10-MINUTE QUESTION PERIOD, WRAP-UP].

We would book a room in downtown [CITY], within walking distance. We would also extend the invitation to the [CITY]-area legal community.

Here are a few words about CLF, in case you are not familiar with the organization. Founded in 1978, CLF is a national non-denominational organization whose aim is to encourage Christian lawyers, judges, other legal professionals, law students and interested individuals in their faith and in its integration with the practice of law. CLF is also a voice affirming Christian convictions in the public sphere. For more information about CLF, you can visit www.christianlegalfellowship.org.

Thank you in advance for considering this speaking request. I look forward to hearing from you at your earliest convenience.

[NAME]

[CITY] Chapter Co-Coordinator

Christian Legal Fellowship

[PHONE/EMAIL – UNLESS ON LETTERHEAD]

Appendix G: Meeting Agenda Template

Agenda – “[TITLE OF PRESENTATION]”

[DATE] [START AND END TIME (12:00-1:00 usually works well)]

[LAW FIRM OFFICE or other venue name and ADDRESS]

Reminders: → Bring Guest Speaker’s biography; → Bring a camera and ask someone to take pictures; → Put sign-up sheet at the back or circulate for newcomers who would like to be added to the regular distribution list; → Go over agenda with Guest Speaker, explain who will be in the audience, the purpose or type of event e.g. outreach, etc.; → Consider whether and when to pray (type of event/audience); → Consider official language(s) for chairperson, speaker, and attendees to use (English/French/both) in their presentation and/or questions

12:00-12:10 **Arrival**

12:10–12:15 **Welcome, introduction of leaders**

- Welcome to this CLF [CHAPTER] event on [TOPIC]
- Chapter Coordinators are: [NAME, TITLE, EMPLOYER]
- Pleased to bring you this presentation on [TOPIC]

Announce the agenda

- A word about CLF / announcements
- Presentation by Guest Speaker (35 min. or less, as agreed upon)
- Questions (in E/F/both) (5 min.)
- Meeting concludes by 1:00; those who wish to stay later are welcome to do so

Pray

A Word about CLF National

- National interdenominational organization aimed at helping lawyers integrate their Christian faith with the practice of law
- Conferences, seminars
- Local chapters
- Student chapters at universities
- Court interventions
- E-newsletters/quarterly journal

A Word about CLF Local Chapter

- Monthly events, usually over lunchtime, where we invite speakers to speak on a topic of interest, but also at other times, e.g. evening/casual
- Upcoming events: Christmas Banquet - date, place, etc.
- Please fill in the sign-up sheet to be put on our regular distribution list
- Welcome to talk to one of us after if you want to know more about CLF

12:15-12:50 **Introduction of the speaker/Main presentation**
“_____” [TITLE] – [GUEST SPEAKER]

12:50-12:55 **Questions** (invite to ask questions)

12:55 **Wrap up/Dismiss**

- Thank you to Guest Speaker
- Thank you for coming
- Title, name of speaker, date and venue of next event
- Sign-up sheet for distribution list

Appendix H: Best Practices and Lessons Learned

Annual Planning

- Start with what you are about
 - Ask God what He wants to do
 - What are the needs of your target audience
- Plan Strategies and Events
- Present your needs to God, e.g. need administrative assistant

Meetings

- Book a location well ahead of time
 - Build a list of potential places to meet
- Book speakers well in advance and confirm in writing
- Ask for speaker's biography and picture ahead of time
- Make associated arrangements, e.g. caterer, AV equipment
- Announce the date, place, theme well ahead of time (if possible, one semester at a time)
- Prepare a document containing:
 - Christian lawyers (name, employer's name, denomination, areas of practice, contact info, website)
 - Christian law students
 - List of potential speakers and topics
 - List of potential locations to meet
 - Christian organizations (indicate why they are relevant)
 - Christian legal resources

Financial Considerations

- Avoid budget shortfalls
- Consider having a brown-bag lunch instead of a caterer
 - Less pressure to confirm RSVP
 - Less complex (do not have to contact a caterer, set up, clean up)
 - Less risk of running into a shortfall (no shows, unknowns, etc.)
 - Factor in 10% for 'no shows'
- Provide occasional opportunities for freewill offering, e.g. Christmas banquet, to help fund upcoming events
 - Need CLF official envelopes
- Photocopies of speaker's notes
 - Ask attendees for a suggested donation (\$1-5) to cover photocopying costs

Email Invitations

- Attach notes of previous speakers in invitations to events
- Attach CLF National news in invitations to events, e.g. mission, website, priorities, year-end report

Local Law Student Ministry

- Invite law students to all events
- One contact point with law students' chapter to avoid confusion and miscommunications

Appendix I: List of Possible Tasks for Volunteers

Bible Study Leader

Communication Administrator for Speakers

- Dates, theme, getting the speaker's biographical note and picture

Discipler

- Follow up with a new Christian or a seeker

Email Account Administrator

- Send publicity to the regular distribution list, including law students chapter
- Check chapter email account a minimum of once a week (more often when an activity is approaching)
- Answer RSVPs
- Acknowledge receipt of messages that the person does not know the answer to and forward them to leadership team for their answer
- Add people who ask to be added to the distribution list
- Send brief publicity about chapter's events to CLF National for inclusion in their monthly e-newsletter
- Make a list of bouncing emails and try to find current emails
- Maintain a list of those who have asked to be removed from the listserv and not sent any further communications (with date they asked) – put their emails in a specific folder 'Black List'
- Add a note about what is known about each person on the distribution list
- Compile emails for mass outreach publicities and send invitation email to all
- Put in a separate folder in the email account all of the emails that were sent out announcing events

Event Manager

- Make photocopies
- Take care of food arrangements (caterer or coordinate potlucks: dishes, equipment, etc.)
- Take pictures
- Help with decoration/preparation and cleaning

Fundraiser

Greeter

- Responsible for showing compassion, kindness, and warmth
- Understand their needs and offer assistance
- Go out for coffee/lunch with newcomers one-on-one

Prayer Coordinator

Project Coordinator

- Organizing specific events or fellowship events, e.g. BBQ, sugar shack, judge's appreciation dinner

Publicity Director

- Find ways of increasing the chapter's exposure in the legal community
- Prepare text for e-invitations

Semester Planner

- Develop a list of speakers
- Develop a list of events
- Find locations for events
 - Communicate with in-house person to confirm arrangements

Template Creator

- Thank you to RSVP responses
- Reminders for events

- Thank you to speakers
- Introduction to CLF (local and national)
- Publicity for events
- Invitation to speakers

Webmaster