



Appendix D:

SPEAKERS

FORMS INCLUDED

Speaker Confirmation Form & Agreement.....pgs. 7-20

Preparing for Speakers

The chapter is responsible for making all arrangements for speakers. When someone is asked to speak for a CBE chapter meeting, they are performing a significant service to CBE and the cause it represents. For a CBE chapter and its speaker to achieve their desired goals, it is important to observe the following:

1. Assign a chapter liaison or contact person for the speaker. That person should be responsible for making sure that the rest of these guidelines are followed.
2. Confirm the speaker's topic in writing. Make sure that the speaker knows that they are not to change the topic without discussing it with the group or person responsible for the meeting. If you are not very familiar with the speaker, you may ask them to submit an outline of their lecture to be sure the content is appropriate for your meeting.
3. Confirm the travel, meals, and housing arrangements for the speaker in writing. Require speakers to provide a receipt for any travel or meals they purchase.
4. Confirm any financial arrangements in writing. Be sure that all parties understand and agree to the arrangements. Be sure that everyone knows the answers to the following questions:
 - a. Who is paying for the speaker's travel, housing and meals? When will the speaker be reimbursed?
 - b. Will there be an honorarium? What will be the amount? When will the speaker receive the honorarium?
 - c. Is someone accompanying the speaker, such as a spouse or child? What arrangements are made for their expenses?

Although the speaker may not officially represent CBE, they are often perceived as representing the organization. Because of this, chapters may not host speakers whose writing has been rejected by the CBE Bookstore for reasons related to CBE's mission and core values. Also, chapters must request that the speaker observes the following guidelines; if a speaker is unable to adhere to the guidelines, then engaging them as a CBE speaker is not advisable.

The speaker's presentation should be consistent with the CBE [Mission](#), [Statement of Faith](#), and [Core Values](#). They should be particularly careful to say nothing that would create doubt on the truth or authority of the Bible. It is important to see the Bible within its historical and cultural context. This must be done in a way that creates confidence in the Bible as God's Word.

- When speaking of opposing views or personalities, the speaker should be gracious. Those who oppose CBE are loved by God and deserve fair and dignified treatment.
- The CBE position challenges stereotypes of all kinds. Generalizations about different ethnicities, economic classes, and gender, whether female or male, are best avoided.
- In recognition of the enormous cost of leadership within the egalitarian movement, we ask you to avoid criticism of other egalitarians.

- We ask all CBE speakers to graciously avoid addressing issues that are not central to the CBE Mission, Core Values, and Statement of Faith. This includes issues such as, but not limited to baptism, dispensationalism, eschatology, opinions on predestination, forms of church government, and the gifts of the Spirit.
 - Even issues such as politics and particular politicians, abortion, divorce and remarriage, sexual orientation, and a career outside the home versus full-time homemaking are not clearly connected to the mission of CBE and are generally best avoided.
 - In those cases in which a speaker cannot gracefully avoid being drawn into a public discussion of these issues, kindly make it very clear that they are not speaking as a CBE representative.
- When referring to people, speakers should use gender inclusive language or other conventions to make it clear they are referring to both men and women.
- If possible, attempt to avoid complex terms and jargon, for example, use “interpretation” instead of “hermeneutics” or “exegesis.” This helps all people, regardless of their education, grasp and benefit from your presentation.

Contacting Potential Speakers

1. Email or call the speaker. Provide them with basic information about your chapter and the event. Ask if they'd be interested in speaking.
 - a. Be sure to send them:
 - i. CBE's [Mission](#), [Statement of Faith](#), and [Core Values](#)
 - ii. Honorarium, travel and meal reimbursement information (provided by the chapter to cover their costs)
 - iii. If this person is not familiar with CBE or with your chapter, you might send them a list of past CBE International or chapter events, including speakers and their topics. This will give them an idea of topics and speakers associated with CBE
 - b. If the chapter does not yet have a date set, suggest a date for the speaker to consider.
2. If the speaker is at all interested in speaking at your chapter, ask them to provide the following:
 - a. Lecture proposal based on the theme of the event.
 - b. Curriculum Vitae (this information can help as you suggest appropriate lecture topics based upon the speaker's expertise, experience, and/or classes taught).
3. Once you have these preliminary details, send out a formal invitation, which includes:
 - a. Dates and location of the event
 - b. Honorarium amount
 - c. Description of any additional provisions (funds for travel, lodging or meals)
 - d. Deadline for returning the response form

4. Send out the response form with the formal invitation (See Appendix D: Sample Speaker Response Form). This form asks the speaker to provide the following:
 - i. Signature stating that they agree to CBE's Statement of Faith, Mission, and Core Values. It is absolutely mandatory that anyone speaking under CBE's name supports CBE's Statement of Faith and Core Values. Please double check CBE's website to make sure you are using the most current versions of both the Statement of Faith and Core Values: <https://www.cbeinternational.org/content/cbes-mission>.
 - a. A title for their presentation and a few sentences describing it.
 - b. Signature on CBE's third party version of the sexual harassment/code of conduct policies meant for those outside of the organization.
5. Provide/collect the following to/from the speaker:
 - a. It is usually good to suggest a few topics that fit both the speaker and the current needs and interests and needs of the chapter. However, it is best to let the speaker choose what they feel is their expertise and decide their comfort level with possible controversial material. Be ready to offer your suggestions to aid them in focusing their topic to meet the needs and goals of your chapter.
 - b. A brief biographical sketch describing their education and work experiences.
 - c. Signature agreeing to abide by the CBE Speaker Guidelines and Sexual Harassment and Other Forms of Harassment Policy.
 - d. Any audiovisual needs. Be sure to note on this form what equipment your chapter is able to provide (i.e. projector, TV and DVD player, etc.).
 - e. Permission for the chapter to record, duplicate, and/or sell recordings of his or her lecture, if the chapter is planning to record.
 - f. Permission to use speaker handouts online, on overhead slides, or to distribute to attendees.
 - g. Permission to provide their contact information to newspapers or other sources that might want to know more about the event.
 - h. A photo for advertising purposes.
 - i. For a sample speaker response form, see Appendix D: Sample Speaker Response Form.
6. Alert the speaker when you have received their response form and follow up with them on any missing information.
7. Call or email the speaker one or two weeks before the scheduled presentation date to check on any additional needs. If the speaker is not local, confirm housing arrangements and transportation.

8. Call the meeting location to confirm the room reservation, date, and time. Note if there are any special arrangements needed, such as a projector or screen.
 - a. Write down the name of your main contact at the event venue.
9. Keep correspondence with speakers and with meeting locations on file, since this will help with planning for later events.
10. Provide honorarium or other reimbursement (with receipts) only after the speaker completes their service.

Speaker Confirmation Form & Agreement

Chapter: _____

Event: _____

Date: _____

I am willing to provide a lecture/workshop entitled: _____

Please offer one paragraph describing your lecture/workshop to attendees.

Which best describes your lecture/workshop? Please check one option under each bullet.

- Most applicable for ministry marriage and relationships academics.
- Addresses the category of gender and theology church society government.
- At a beginning intermediate advanced level for educational purposes.

Please offer a few autobiographical sentences to include in our promotional material, or attach your biography.

Please check the following once complete:

_____ I have emailed a digital photograph of myself (minimum resolution 300ppi; tif file is preferred; please email to _____).

_____ I release CBE International and _____ to sell audio, videotapes, and/or CD's of my lectures through CBE's book service and during the conference.

_____ I will provide an outline of my lecture(s) to be used in the conference workbook.

_____ I will provide the full text of my lecture(s) for possible publication by CBE.

_____ I have read and agree to CBE's [speaker guidelines](#).

_____ I will provide handouts to CBE for distribution at the event and/or CBE's website.

_____ I have read and agree with CBE's [Statement of Faith](#), [Core Values](#), and [Mission](#).

_____ I have read and agree to abide by CBE's [Privacy Policy](#).

_____ I have read and agree to abide by CBE's [Confidentiality](#), [Conflict of Interest](#), and [Sexual Harassment & Other Forms of Harassment Policies](#).

Name (Please Print)

Date

I agree with CBE's [Statement of Faith](#)

Signature

Date

The best way to reach me in case an urgent matter arises:

Phone Weekday Weekend AM PM

Cell phone number (for use during the conference)

Email address

Website

CBE PRIVACY POLICY

CBE is able to reach many people in part because we take the privacy of each of our contacts very seriously. Any contact information provided by CBE or by individuals themselves may only be used for the purposes of sharing information about your chapter events. It may not be used for any purpose other than that which relates to CBE. When emailing these contacts, please use mail merge (if you are familiar with this), or place all email addresses in the “BCC” line (rather than the “To” or “CC” lines) in order to protect the privacy of contacts provided by CBE.

If you fail to abide by this policy, CBE reserves the right to render your chapter inactive and/or discipline the chapter leadership up to removal from office. Please contact CBE if you need any clarifications.

CBE’S MISSION

CBE International (CBE) is a nonprofit organization of Christian men and women who believe that the Bible, properly interpreted, teaches the fundamental equality of men and women of all ethnic groups, all economic classes, and all age groups, based on the teachings of Scriptures such as Galatians 3:28:

“There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus” (NIV 2011).

Mission Statement

CBE exists to promote the biblical message that God calls women and men of all cultures, races, and classes to share authority equally in service and leadership in the home, church, and world. CBE’s mission is to eliminate the power imbalance between men and women resulting from theological patriarchy.

Envisioned Future

CBE envisions a future where all believers are freed to exercise their gifts for God’s glory and purposes, with the full support of their Christian communities.

CBE STATEMENT OF FAITH

- We *believe* in one God, creator and sustainer of the universe, eternally existing as three persons equal in power and glory.
- We *believe* in the full deity and the full humanity of Jesus Christ.
- We *believe* that eternal salvation and restored relationships are only possible through faith in Jesus Christ who died for us, rose from the dead, and is coming again. This salvation is offered to all people.
- We *believe* the Holy Spirit equips us for service and sanctifies us from sin.

- We *believe* the Bible is the inspired word of God, is reliable, and is the final authority for faith and practice.
- We *believe* that women and men are equally created in God's image and given equal authority and stewardship of God's creation.
- We *believe* that women and men are equally responsible for and distorted by sin, resulting in shattered relationships with God, self, and others.
- Therefore, we *lament* that the sins of sexism and racism have been used to historically oppress and silence women throughout the life of the church.
- We *resolve* to value and listen to the voices and lived experiences of women throughout the world who have been impacted by the sins of sexism and racism.

CBE CORE VALUES

- Scripture is our authoritative guide for faith, life, and practice.
- Patriarchy (male dominance) is not a biblical ideal but a result of sin that manifests itself personally, relationally, and structurally.
- Patriarchy is an abuse of power, taking from women and girls what God has given them: their dignity, freedom, and leadership, and often their very lives.
- While the Bible reflects a patriarchal culture, the Bible does not teach patriarchy as God's standard for human relationships.
- Christ's redemptive work frees all people from patriarchy, calling women and men to share authority equally in service and leadership.
- God's design for relationships includes faithful marriage between a woman and a man, celibate singleness, and mutual submission in Christian community.
- The unrestricted use of women's gifts is integral to the work of the Holy Spirit and essential for the advancement of the gospel worldwide.
- Followers of Christ are to advance human flourishing by opposing injustice and patriarchal teachings and practices that demean, diminish, marginalize, dominate, abuse, enslave, or exploit women, or restrict women's access to leadership in the home, church, and world.

CBE CONFIDENTIALITY POLICY

1. REASON FOR STATEMENT

The Board of Directors of CBE has created this confidentiality policy to remind all staff and CBE representatives of their obligations to refrain from making information about CBE, its employees, donors, volunteers, interns, board members, funders and customers public, except as authorized by CBE. The Board considers this policy to be important for several reasons.

For example, Minnesota law prohibits donors' information to be provided to others (outside of CBE's organization) without the donor's consent. Similar provisions apply in many other states as well. CBE may be subject to action by agents of the state (here in Minnesota, the Office of the Attorney General) for failure to comply with this requirement. Therefore, CBE International employees must read, sign and comply with "CBE's Confidentiality Policy" upon hire and at each annual performance review.

A Confidentiality Policy is also needed to avoid the potential for conflict of interest which is said to exist when a person can gain personal, professional, or financial benefit through "insider" connections or information. Because staff and representatives, in pursuing their work at CBE, has access to personal, private and sensitive information about CBE members, staff, donors, volunteers, interns, board members, funders and customers, CBE has established a privacy policy which is located on our website and states that:

CBE International (CBE) respects your privacy. Any personal or sensitive information—including your name, address, purchases, or contributions—will remain completely confidential and will be used only internally to further CBE's ministry and mission. CBE is committed to protecting your personal information and uses a variety of best industry security practices to protect your digital information from unauthorized access, use, or disclosure.

[View our entire privacy policy.](#)

2. PERSONS CONCERNED

This Confidentiality Policy is directed not only to directors and officers, but also to all CBE employees, volunteers, interns, vendors, consultants and agents (hereinafter CBE "staff and representatives") who have access to insider information about CBE's donors, customers, CBE employees, volunteers, interns, consultants, board members and agents, members, financial contributions and other data and who are in the position to protect and preserve such information whether pursuant to CBE's Privacy Policy or otherwise, that is established with our customers, donors, members and others (hereinafter "community").

3. PROTECTING CONFIDENTIALITY

Confidentiality between staff and representatives and its community is compromised when staff and representatives use information regarding CBE's community gathered through volunteer, intern, employment or paid agency with CBE to advance personal interests, ventures or businesses. Therefore, while employed or paid by CBE, and subsequent to employment or representation of CBE, staff and representatives may not:

1. Use contacts gained through employment or representation of CBE to promote personal interests, ventures or businesses;
2. Approach or apply for funding or for a grant from CBE's community, or their donors or foundations or other funders that have funded CBE;
3. Use CBE equipment to advance personal interests, ventures or businesses; and
4. Communicate with CBE's community in other venues, e.g. through social media, or at conferences, using contacts gained through CBE, in a way that creates confusion over staff and representatives' organizational or personal allegiance, and fails to advance the best interests of CBE.

Each year, all staff and representatives will affirm the above by signing:

I understand that CBE's Confidentiality Policy is intended to protect the integrity and reputation of CBE as well as the privacy of our community. It is intended to create clear lines of communication and allegiance between CBE staff and representatives and its community. I understand that this policy is not intended to replace good judgment and critical thought and agree to respect not only the wording of this document, but its spirit as well.

I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as an employee, volunteer, intern or paid agent of CBE. I shall not, at any time either during or subsequent to my employment at CBE, make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by CBE, and agree to do my utmost to observe CBE's privacy policy and confidentiality policy and abide by its terms including not to:

- Use information gained during my employment to advance personal interests, ventures or businesses.
- Use CBE equipment or resources, at any time, for nonrelated CBE ventures or personal business, interests or ventures.
- Pursue CBE's community, funders, foundations or individuals to advance personal business, interests or ventures.

CBE CONFLICT OF INTEREST POLICY

1. REASON FOR STATEMENT

CBE International (CBE), as a ministry initiated and sustained by God, has a mandate from God to conduct all of its affairs decently and above reproach. This mandate includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.

CBE International, as a nonprofit, tax-exempt organization, depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS as well as state corporate and tax officials view the operations of CBE International, as a public trust which is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public.

Consequently, there exists between CBE International, and its board, officers, and employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, management and employees of CBE have the responsibility of administering the affairs of CBE International, honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of CBE International. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with CBE International or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

2. PERSONS CONCERNED

The Conflict of Interest Policy is directed not only to directors and officers, but also to all CBE management and employees who can influence the actions of CBE International. For example, this would include all who make purchasing decisions, all other persons who might be described as “management personnel,” and all who have proprietary information concerning CBE International.

3. AREAS IN WHICH CONFLICTS MAY ARISE

Conflicts of interest may arise in the relations of directors, officers, and CBE management and other employees who conduct business any of the following third parties:

1. Persons and firms supplying goods and services to CBE International
2. Persons and firms from whom CBE International leases property and equipment;
3. Persons and firms with whom CBE International is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property;
4. Other ministries or churches;

5. Donors and others supporting CBE International;
6. Agencies, organizations, and associations that affect the operations of CBE International;
7. Individuals who are paid consultants for CBE International;
8. and Family members, friends, and other employees.

4. NATURE OF CONFLICTING INTEREST

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with CBE International;
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with CBE International;
3. Receiving remuneration for services with respect to individual transactions involving CBE International;
4. Using CBE International time, personnel, equipment, supplies, or good will for other than CBE International approved activities, programs, and purposes;
5. Receiving personal gifts or loans from third parties dealing with CBE International. Receipt of any gift except gifts of nominal value (candy, note paper, etc.) that could not be refused without discourtesy. No personal gift of money should ever be accepted; and
6. Making decisions regarding hiring staff, consultants, or other employees who gain financially from CBE.

5. INTERPRETATION OF THIS STATEMENT OF POLICY

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that board members, officers, and employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of CBE International. However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of board, officers, and employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

6. DISCLOSURE POLICY AND PROCEDURE

Disclosure should be made according to the Evangelical Council for Financial Accountability (ECFA) Standard #6—Conflicts of Interest. Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;
2. The director, officer, or employee with a relationship with the related party is excluded from the discussion and approval of such transactions;
3. A competitive bid or comparable valuation exists; and
4. The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

Disclosure in the Organization: Disclosure should be made to the Chapter Liaison (or if she or he is the one with the conflict, then to the chairperson of the board), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the chairperson of the board.

Disclosure Involving Management: Disclosure should be made to the chairperson of the board, who shall bring these matters, if material, to the board.

The CBE International board shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to CBE International. The decisions of the board on these matters will rest in their sole discretion, and their concern must be the welfare of CBE International and the advancement of its purposes.

SEXUAL HARASSMENT OR OTHER FORMS OF HARASSMENT POLICY

DISCRIMINATION OR HARASSMENT

CBE is committed to providing a positive working environment free from discrimination or harassment, violence, or threatening behavior. Harassment of any sort between employees, volunteers, and/or third parties, including sexual harassment, is against everything for which Christians for Biblical Equality (CBE) exists. All persons inside and outside of CBE are to be treated with the utmost dignity and respect. CBE's mission is best accomplished in an atmosphere of professionalism which, in turn, is supported by mutual respect. CBE expects all employees, volunteers, and/or third parties to work toward this goal.

Definitions of Sexual and Other Forms of Harassment

Harassment is one type of discrimination and consists of unwelcome conduct based on a person's sex, race, ethnicity, national origin, age, or any other legally protected characteristic when submission to such conduct is:

- a condition of employment; or
- a basis for an employment decision affecting your job; or
- interfering with your job performance; or
- creating an intimidating, hostile, or offensive work environment.

One form of prohibited harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when submission to such conduct is:

- a condition of employment; or
- a basis for an employment decision affecting your job; or
- interfering with your job performance; or
- creating an intimidating, hostile, or offensive work environment.

CBE prohibits harassment, including sexual harassment, in any form, including verbal, physical, and visual harassment. While not exhaustive, some examples of conduct that may constitute harassment in violation of this policy if based on someone's sex or other legally protected characteristics include:

- Unwelcome abusive, intimidating, insulting, degrading, or offensive remarks, epithets, jokes or slurs;
- Displaying objects, cartoons, pictures, or other material which may be perceived as offensive or demeaning;
- Unwelcome conduct of a sexual nature, such as unwelcome leering, sexual gestures, sexual advances, requests for sexual favor;

- Unwelcome physical conduct of a sexual nature; or
- Threats, demands, or suggestions that an employee's work status, advance or terms of employment are contingent on the employee tolerating or agreeing to submit to unwelcome sexual advances.

OFFENSIVE CONDUCT

As a Christian organization, in particular one dedicated to biblical gender equality, it is vital that the chapter, its employees, and sub-contractors, demonstrate exemplary behavior in their interactions with CBE's community. This is especially true of interactions between women and men.

Violence or abuse of any kind will not be tolerated.

The chapter, its employees, and sub-contractors will demonstrate respect in all interactions with CBE employees, volunteers, and third parties (CBE constituents such as clients, donors, supporters, as well as consultants, contractors, or vendors working with CBE.) This includes verbal or body language. Behavior that demeans or intimidates others will not be tolerated. This includes, but is not limited to:

- Yelling or shouting under any circumstances
- Slamming doors or slamming objects on desks or in work environments
- Storming out of a room
- Yelling or physical intimidation of any kind
- Standing over someone for the purposes of intimidation, or intentionally blocking their path
- Threats of violence
- Comments about someone's physical appearance privately or in public
- Insults
- Crude or sexual jokes
- Watching pornography
- Posting inappropriate images or messages in CBE's office or at work places outside CBE's office (booths, outside events, chapter meetings, etc.)

It's important to be aware of how tone or body language may come across. Make a conscious effort to avoid verbal or body language that conveys power, dominance, or disrespect. Things like this may include:

- Standing very close to someone
- Standing over someone, especially if they're seated
- Ignoring, dismissing, or showing contempt toward another's ideas or opinions
- Refusing to change behavior if another staff member expresses discomfort

No Retaliation

Retaliation against any individual for making a complaint under this policy, for opposing harassment, or for participating in an investigation of any claim regarding harassment or inappropriate behavior is strictly prohibited.

Reporting

Employees, volunteers, and/or third parties should report promptly any incident of perceived harassment affecting them or others to CBE's attention.