

Central Luzon Provinces Mission
Area Management Guidelines
(Revised Draft)

I. Preamble & Purpose

As understood in the CLPM Operating Policy, the area is the delineation of a territorial coverage rather than another organization under the mission. However, area management guidelines are necessary since it is important to maintain close coordination between the field and the mission office.

The Area Management Guidelines are established:

- To foster effective coordination between the mission headquarters and the local areas;
- To empower leadership and fellowship within every district and church; and
- To ensure faithful stewardship of resources for disciple-making, church planting, and evangelism.

Through these measures, CLPM seeks to strengthen unity of purpose, enhance mission effectiveness, and advance the kingdom of God throughout Central Luzon, “that all may be one” (John 17:21).

II. Areas and Their Coverage

To maintain harmony with the CLPM Operating Policy, the following shall remain as the officially recognized territorial areas:

- Area 1 – Province of Aurora and Municipalities of Dinapigue and Palanan
- Area 2 – Province of Nueva Ecija (excluding the municipalities of Cuyapo and Nampicuan)
- Area 3 – Provinces of Bataan and Zambales
- Area 4 – Provinces of Pampanga and Tarlac
- Area 5 – Province of Bulacan

III. Area Management Committee

Each area shall have an Area Management Committee, chaired by the appointed Area Coordinator. The Coordinator, Secretary, and Treasurer shall be appointed by the CLPM Executive Committee at the beginning of the quinquennium or as needed due to transition, vacancy, or reassignment.

A. Membership

- 1) All district pastors, principals, and APMLs from the area shall be automatic members.
- 2) Each district or single church shall elect one representative as a member.
- 3) The area representative to the CLPM Executive Committee shall also be a member.
- 4) All Federation presidents (Added members)**
- 5) CLPM Officers and Directors are ex-officio members of all area management committees.

B. Functions

The Area Management Committee shall:

- 1) Disseminate mission-wide plans, policies, and announcements.
- 2) Implement CLPM programs within the area.
- 3) Recommend district realignments or area adjustments to the CLPM Administration.
- 4) Coordinate leadership and departmental activities through appointed coordinators.

IV. Area Coordinator, Secretary, and Treasurer

The CLPM Executive Committee shall appoint the Area Coordinator, Secretary, and Treasurer at the start of the quinquennium.

- A. Coordinator – Chairs all Area Management Committee meetings and supervises area coordination.
- B. Secretary – Prepares minutes, agendas, and official correspondence, and submits all documents to the CLPM Secretariat.
- C. Treasurer – Reports and manages all funds as allocated by CLPM, ensuring proper documentation and transparency.

V. Area Departmental Coordinators (*New Section*)

To strengthen program implementation and ensure closer coordination with mission departments, Area Departmental Coordinators shall be appointed by the CLPM Administration, in consultation with the respective Departmental Directors.

A. Functions

- 1) Assist in departmental program implementation within the area (e.g., Youth, Women's, Health, Sabbath School, etc.).
- 2) Facilitate training, reporting, and monitoring of area-based activities and federations.
- 3) Serve as liaison officers between the mission department and the area's local church leaders.
- 4) Submit regular quarterly reports to their respective CLPM Departmental Directors.

B. Tenure and Appointment

- 1) Area Departmental Coordinators shall be appointed by the CLPM Administration together with the Area Officers at the beginning of each quinquennium.
- 2) Their term shall be co-terminus with the Mission Administration or until replaced by the CLPM Executive Committee.

VI. Area Federations (*New Section*)

- a) Area federations shall serve as the local expression of departmental and lay leadership development.
- b) The officers of the Area Federations shall be elected during the first Area Management Committee meeting of each year.
- c) The Federations should include but not be limited to the following : Lay, AY Ministries, Women's Ministries, and Children's Ministries.
- d) The term of office shall be co-terminus with the CLPM Executive Committee, consistent with Article X, Section 8 of the CLPM Operating Policy.
- e) The departmental director in charge shall provide guidelines on the election process, composition, and reporting requirements of the federations.
- f) The Area Coordinator and Departmental Coordinator shall facilitate the organization and ensure regular federation meetings.
- g) Federations shall function as the training, fellowship, and mobilization arms of departments at the area level.

VII. Area Funding (*New Section*)

To support area operations and programs, CLPM shall establish an Area Funding Allocation System, to be administered under the supervision of the Treasurer and the CLPM Administration.

a) Allocation

Each area shall have a designated AFO-account within the CLPM financial system. The CLPM Executive Committee shall determine and approve annual allocations for each area based on approved budgets and priorities.

b) Administration

- i. All disbursements shall be recommended to Minsiterial Council and to be approved in the Administrative Committee.
- ii. The Area Treasurer shall maintain detailed reports on fund usage, subject to regular audit and submission to the CLPM Treasury.
- iii. Withdrawals and transactions shall follow the authorized signatory structure.

c) Use of Funds

- i. Evangelistic initiatives and church planting programs.
- ii. Training and federation events.
- iii. Area management operations and meetings.
- iv. Community service and mission outreach consistent with CLPM objectives.

d) Reporting and Audit:

- i. The Area Treasurer shall submit quarterly financial reports to the CLPM Treasury Department.
- ii. CLPM auditors shall review fund utilization as part of the annual audit process in harmony with Article XV of the CLPM Operating Policy

VIII. Adviser

A departmental director or group of directors shall be assigned by CLPM to each area as Advisers, to guide and support area programs in partnership with the Area Coordinator and Departmental Coordinators.

IX. Meetings

Regular monthly or bimonthly meetings of the Area Management Committee shall be held. Special meetings may be called by the Area Coordinator, Secretary, and Treasurer in coordination with the assigned Adviser.

X. Amendments

These Area Management Guidelines may be updated or amended by action of the CLPM Executive Committee as deemed necessary for mission efficiency and policy alignment.

Implementations

The changes on the guidelines duly approved on _____ will be fully implemented beginning _____.