

ORGANIZING LOCAL WOMEN'S MINISTRIES

The General Assembly enjoins, "that each local church organize and maintain an auxiliary which shall be generally known as Church of God Women's Ministries." Any woman, member or friend of the church, may become a member of the Women's Ministries. The *Resource Guide* offers guidelines, which may be adapted to fit the needs of local Women's Ministries throughout the world.

The Women's Ministries should be organized prayerfully. It should include as many of the ladies in the congregation as possible. Every effort should be made to help each person feel that she is welcome and that her personal ministry to Christ is an important part of the Women's Ministries. "For we are laborers together with God" (1 Corinthians 3:9). Each should remember the Women's Ministries motto – *Serving with love* (Galatians 5:3).

A membership roster and mailing list need to be established. The secretary should apply for a charter and membership cards through the International Department of Women's Ministries. The fee is \$6.

OFFICERS

Officers should be elected by a majority vote: namely, president, and secretary-treasurer. The term of office is for one year, unless otherwise determined. It usually begins September 1 with the church year.

WOMEN'S MINISTRIES BOARD

A Women's Ministries Board should be formed to serve in an advisory capacity. The Board consists of three generally elected positions: president, vice-president and secretary-treasurer. The elections are held in conjunction with the church elections.

The remaining positions on the Women's Ministries Board consist of Girls Clubs counselors, coordinators of specific ministries, such as missions, benevolence, circle presidents and the wives of the support staff.

The local Women's Ministries Board:

- Provides wider representation from the congregation
- Works cooperatively with the pastor
- Serves in an advisory capacity

The Board meets as the need arises and is called to session by the Women's Ministries president.

Where the local pastor's wife does not serve as Women's Ministries president, it is profitable in many instances for her to serve as a consultant and a member of the Women's Ministries Board.

JOB DESCRIPTIONS

PRESIDENT

The president of the Women's Ministries has a task, which calls for exemplary Christian leadership. She should be familiar with the *Resource Guide* and all available Women's Ministries printed materials and publications.

If she is a new president, she probably will have mixed feelings at this point – both dread and anticipation. She should take courage in the fact that through Christ she does possess the necessary qualifications or she would not have been chosen. “The steps of a good (women) are ordered by the Lord” (Psalm 37:23). Nothing happens by chance to a child of God. The following suggestions may be helpful:

1. Accept the office as a position of Christian service and rely on prayer and God's guidance.
2. Believe in teamwork. Be a faithful, working team member.
3. Be approachable, relaxed and warm in your relationship with others.
4. Do long-range planning, setting goals, and thinking in terms of a total year.
5. Share the responsibility – and the glory.
6. Work cooperatively with the pastor, local Women's Ministries Board, district/state and international programs.
7. Keep the congregation informed of activities by way of newsletters, bulletin inserts and bulletin boards.

The president shall:

1. Preside at each meeting of the Women's Ministries. A knowledge of parliamentary procedure is a must with the practice of the following suggestions:
 - a. Make an agenda for each meeting and provide a copy for each officer.
 - b. Begin on time.
 - c. Emphasize the sacred as well as the secular.
 - d. See that every meeting presents the challenge of active ministry.
 - e. Cultivate a sense of humor; it may save difficult situations.
 - f. Close on time.
2. Be responsible for promoting the Women's Ministries Standard of Excellence. Encourage the group and individuals to excel in their efforts.
3. Be responsible for the promotion of Women's Ministries in the local church.

4. Consult with the pastor about worthy projects for the church, which may include the Women's Ministries.
5. Consult the pastor about times and places of special ministries such as: rest homes, prisons, schools, hospitals, neighborhood Bible studies, Christian literature distribution and so forth.
6. Appoint committees with consultation of the vice-president and secretary-treasurer. Utilize as many members as possible. The president should appoint chairwoman of each committee.
7. Call for and receive necessary reports of committees and officers.

VICE-PRESIDENT

The vice-president is a valuable asset to the president and the group. The vice-president shall:

1. Serve in the absence of the president.
2. Assist in promoting the purpose, program, ministries and plans of the Women's Ministries.
3. Serve as liaison to at least one of the standing committees.

SECRETARY-TREASURER

The keeping of past and current records and reporting is the responsibility of the secretary-treasurer. Minutes should be kept of all meetings. This is an important duty since minutes are the official record. Minutes should be brief, but accurate, as they become the historical record. Copies should be given to each officer and one copy should be retained in a durable permanent record ledger. Minutes are the property of the local Women's Ministries and should be passed from secretary to secretary. Backup copies of the minutes may be kept in the church office for safekeeping.

Faithfulness and dependability are required of the local secretary in completing and mailing the Women's Ministries report to the state office each month by the fifth.

The secretary-treasurer shall:

1. In the absence of the president and vice-president, call the meeting to order until a temporary chairwoman is elected.
2. Co-sign with the president all official papers.
3. Receive reports from all circle presidents and coordinators and report to the State Office by the fifth of each month.

4. Supply Women's Ministries president with a copy of each monthly report.
5. Keep records of all Women's Ministries board meetings and regular Women's Ministries meetings.
6. Keep financial records and give report of same at Women's Ministries general meetings for:
 - a. General Women's Ministries monies raised
 - b. Any specific funds raised such as Home for Children, Covenant Sister and so forth.
7. With assistance of Women's Ministries president, complete and mail Standard of Excellence evaluation form as designated by State Women's Ministries President.
8. Maintain a file consisting of:
 - a. Local monthly report
 - b. Local Women's Ministries minutes
 - c. Membership roll -- addresses, phone numbers, etc.
 - d. Women's Ministries correspondence
 - e. All materials sent by State Women's Ministries president
9. Disburse funds when authorized by the Women's Ministries, the president and with the approval of the pastor. Be a good steward of God's funds by keeping an itemized account of all monies, receipts, expenditures and bank transactions.

TIPS TO THE OFFICERS

Philippians 2:1-16

Women are different from one another. With varied talents and ministries, each helps to make up the body of Christ. Today's Christian women are busy. God gives each the freedom to choose her lifestyle so long as she makes certain that her family is properly cared for. More and more, the work of the church is dependent on women volunteers that combine homemaking with outside jobs plus other activities. Because of this, priority setting is a must. Conduct only meetings that are useful and God honoring.

Those who stay at home will seek outlets and some opportunities to work for the Lord in His church or community. In either case, when women are encouraged through personal growth, achievement, recognition, responsibility, advancement and work that is interesting, personal involvement invariably increases. Being able to view Christian ministry as worthwhile, enjoyable and exciting gives a sense of accomplishment.

A good leader spends time motivating people by first being motivated herself. She must be personally interested in people and be an enthusiastic example in honesty,

integrity, word and deed. Her effectiveness is increased as she follows Christ's example. "But (she) that is greatest among you shall be your servant" (Matthew 23:11).

Plan interesting meetings together. Think creatively. Spend time discovering the exact purpose of each meeting. Effective techniques will include goal setting, recognition, good timing, approval, opportunity, financial incentives and freedom to minister "as unto the Lord." To utilize these techniques and to achieve, pray, "that you may be filled with the knowledge of His will in all wisdom and spiritual understanding" (Colossians 1:9, NKJV). Study the Word and pray. Plan to do something to advance the cause of Christ so that each member of the group will have her life deepened in the Lord and will discover her gift to become a more productive member of the body of Christ.

Break down goals into workable units and find women who will be faithful to fill the key spots. Delegate authority along with tasks, but do not abandon ultimate responsibility for the work. Build controls into each assignment, such as deadlines, a prescribed budget and periodic progress reports.

The absence of follow-up hinders progress. To know what is happening or what has occurred in the past, learn from your mistakes and the experience of others. Use feedback to review actual results and to analyze errors. This will allow a breakthrough to new and higher levels of future performance.

Keep your group informed. Make skillful use of the wide range of specific and general information available from the Women's Ministries office. Relate goals to general Women's Ministries objectives, state and international. Be especially sensitive to Christian ethics and values.

"Press toward the mark" (Philippians 3:14). "Press on. Nothing can take the place of persistence. Talent will not. Nothing is more common than unsuccessful (women) with talent. Genius will not. Unrewarded genius is almost a proverb. Education will not. The world is full of educated derelicts. Persistence and determination alone are overwhelmingly powerful" (Calvin Coolidge).