



Women's Ministry Board Manual

In keeping with the Community Church Mission: Love Jesus ~ Love Others ~ Serve; it is our desire **Impact Women for the glory of God.**



Goals

1. Develop strategies for women to apply spiritual principles to everyday life.
2. Connect personally with women to provide opportunities for spiritual growth.
3. Develop avenues to promote and sustain friendships and fellowship among women.
4. Engage women in mind health, body health and spiritual health through various initiatives.
5. Establish opportunities for women to join in fervent prayer in a variety of settings.
6. Provide opportunity for women to study and to teach the Scripture to other women including women of all ages and from all walks of life.
7. Utilize technology to reach all women.

Board Member Composition

Six women from varied walks of life and background.

Requirements:

Member in good standing of Community Church West Bend.

Faithfully attends Worship Services. Active in Bible Study, prayer and acts of service.

Exhibits the fruit of the spirit:

But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23

Exhibits spiritual gifts to the glory of God: 1Corinthians 12

Board Member Selection

Three year term on rotating basis. Eligible for second term and then eligible to return to the board after one year sabbatical.

Appointment of new members July 1st of each year.

Familial relationships between board members shall exclude, sisters, mothers, daughters, aunts (applies to in-law and step relationships) serving on the Board for the same time period.

Approved by Pastor and Elder Board.

Board Member Orientation

Receive and Review:

- Policy Manual.

- Minutes from previous calendar year.

- Women's Ministry Strategic Plan for current and previous ministry year.

- Church website – Women's Ministry page.

Board Member Expectations and Practices

Board Members shall:

- Continue membership through entire term.

- Continue active participation in Worship Services, Bible Study, Prayer and Service.

- Consistent attendance at regularly scheduled Board Meeting (2/3 of the meetings unless excused) Active leadership or mentorship of designated events.

- Active mentorship of future leaders.

- Maintain confidentiality appropriate to issues of a sensitive nature. (Definition: Confidentiality is the keeping of another person or entity's information private.)

Approved June 8, 2022

Support the legitimacy of the decisions of the Women's Ministry Board and the final authority of the decision irrespective of the member's personal opinion on the issue.

Resolution of any and all disputes shall be mediated through the process established by the Community Church of West Bend Elder Board.

Disclose any conflict of interest which could create an unsatisfactory environment or internal/external conflict. (Example of Conflict of Interest: Leader of a Women's Group for another church, Planned Parenthood Board Member etc.)

Basic Roles and Responsibilities

Attend and be prepared to participate in regularly scheduled Board Meetings (six per year).

Personal reflections or conversation shared by others are confidential. "Do to others as you would have them do to you." Luke 6:31

Be aware of others wanting to give their thoughts. "Be devoted to one another in love. Honor one another above yourselves." Romans 12:10

Keep your focus on what the scriptures say – not on different authors. Test everything against the Word of God. "Dear friends, do not believe every spirit, but test the spirits to see whether they are from God because many false prophets have gone out into the world." 1 John 4:1

Board shall develop the Women's Ministry Strategic Plan with budget for each Ministry year to be coordinated with the Community Church Yearly Strategic Ministry Plan. Due May 1st of each year.

Board shall annually review the Women's Ministry Manual and polices and make revisions as needed.

Officers shall be elected by consensus by the Women's Ministry Board of Community Church:

Chairwoman– Elected annually for one year term beginning July 1st. Eligible for re-election.

1. Lead all meetings.
2. Represent the Board at all official meetings.
3. Report to Pastor as needed.
4. Develop agenda for each meeting.

Vice Chairwoman Elected annually for one year term beginning July 1st. Eligible for re-election.

1. Will assume responsibilities for the Chairwoman in her absence
2. Oversight of Women's Ministry Budget and finances.

Secretary – Elected annually for one year term beginning July 1st. Eligible for re-election.

1. Record and distribute minutes for all meetings.
2. Administrative duties as assigned.
3. Distribute agenda and supportive documents as needed.
4. Maintain policy and procedures.

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Communication Officer – Elected annually for one year term beginning July 1st. Eligible for re-election.

1. Quarterly review Community Church Website and provide updated information.
2. Liaison with the Community Church Social Media Director to utilize the various social media opportunities to effectively promote the Women's Ministry activities.

Oversight

The Women's Ministry Board reports to the Pastor and the Board of Elders.

All Women's Ministry leaders shall submit a report following the conclusion of any and all Bible Studies, Craft Events, Outreach, Service Events or other Women's Events sponsored by Community Church of West Bend. (Submit to Secretary within 30 days of end of the event). See policy.

Expense reimbursement for a non-budgeted item must be submitted prior to incurring the expense and approved by the Board.

New Women's Ministries shall be approved by the Board and may be approved throughout the year as the need/opportunity arises. The final approval for all events is made by the pastoral staff.

The Women's Ministry Board shall not support activities/events primarily for the solicitation or promotion of a specific product or service for personal/corporate financial gain. (Example: selling cosmetic products, selling home health devices etc.)

The Community Church Women's Ministry Web Page shall be reviewed by the Communication Officer on a quarterly basis to provide the most current information.

Policies

Expense Policy and Procedure

Record of Women's Events

Requirements for Volunteers (Elder Board Policy)