

(Church Name) Women's Ministries

Disclaimer:

This document is an updated version of a document that was approved by the Session of (Church Name) Presbyterian Church. It is intended as a broad picture of Women's Ministries at (Church Name), and is submitted to the Servant Team for their approval. After that it will be passed on to the Session for approval.

Purpose Statement:

To provide an environment where the women of (Church Name) Presbyterian Church are encouraged and equipped to walk in a manner worthy of their calling in Christ.

Goal of Ministry:

The goal is that every woman in the sphere of influence of (Church Name) Presbyterian Church would walk in a manner worthy of her calling in Christ. This goal has two parts: First, that each woman would above all else maintain a vital love relationship with the Lord Jesus Christ. Second, that she would exercise her unique role within the Body of Christ and thus have an effective personal ministry that would benefit the body of (Church Name) Presbyterian Church and help to carry out its purpose.

Implications for Women's Ministries Servant Team:

The goal of the leadership must be to provide the necessary support and encouragement so that every woman in our church can grow spiritually to the point where she is having an effective, continuing ministry in the lives of other people. That is why this group is called a **Servant Team**. Leaders should see themselves as facilitators of ministry rather than controllers. Every leader is a servant who is about the work of helping others to develop their individual walk with God and to find their place in ministry in our church body.

Qualifications for Servant Team Members:

1. A vital relationship with Jesus Christ.
2. A member of (Church Name) Presbyterian Church.
3. A desire to exercise a servant's heart.
4. A willingness to submit to the authority of the Session of (Church Name) Presbyterian Church.
5. A woman of established character.
6. A willingness to seek what God desires and to put aside personal agendas.
7. A desire to build up the body of Christ at (Church Name) —a sower of peace and not discontentment.

Job Description for Women's Servant Team Members:

1. To maintain a vital personal walk with the Lord. This must always remain the first priority of any woman in leadership and she should be willing to make herself accountable in this area to the other members of the leadership team. She should be growing in the areas of prayer, Bible study, and her relationship with the Lord Jesus.
2. To assist in the formation and maintenance of women's small groups.
3. To become a student of the information necessary to maintain her area of interest so that she is able to be a resource person to the people ministering in that area.
4. To constantly be seeking ways to involve individual women in the church in the different ministry opportunities available. This means working to know the women in the church, and to know the ministry opportunities available.
5. To be faithful to attend Servant Team meetings. Initially they may meet weekly to help this group form an effective team. Later they will meet monthly, at least during the school year.

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Areas of Interest:

Spiritual Growth: Facilitate the formation and maintenance of women's small groups. Facilitate the development of additional spiritual growth ministries as needed.

Assimilation: Serve women by helping them to discover their spiritual gifts and interests and to find opportunities within the church to exercise them.

Outreach: Serve with the Missions Committee and keep informed about outreach ministries church-wide. Serve as a liaison between Women's Ministries, the Missions Committee, and the event coordinator for the women's event during the missions' festival.

Children's: Serve with the Children's Director by being a liaison between the Servant Team and Children's Ministries. Seek to help with recruiting women to minister in this area, and to help the Women's Servant Team know how to minister to these women.

Special Events: Serve the women in charge of the women's retreat, and any other church-wide women's events (i.e., Fall Kickoff, or Spring Fling etc.) assisting them in knowing what resources are available and how to utilize them. Put together information for people coordinating events to inform them of the "how to's" of getting tasks accomplished (room reservations, publicity, recruiting, using items in the WM Closet, etc.) within the structure of our church.

Service: Serve the women in the Chancel Guild, Nursery Committee and the Church Hostess, and be aware of how the care ministries of the church operate.

Prayer: Serve with any church-wide prayer efforts as well as develop any needed efforts to encourage women to be involved in prayer. This could include a prayer chain, and maintaining requests and answers in the prayer room.

It would also be important to be certain that one or more of these Servant Team members is involved with the Music ministry as well as other ministries that are on-going so that they are able to keep the group aware of any needs there. Every effort should be made to represent as many Sunday School classes as possible.

Helper Positions:

Treasurer: Serve the Servant Team by keeping track of all accounts that are the responsibility of Women's Ministries and being prepared to inform as to the status of our budget when needed.

Closet: Keep track of what is stored in the Women's Ministries closet and make sure it is all labeled in regard to what can be borrowed and how to borrow it, and how to return it.

Publicity: Make certain that all upcoming events are publicized in as many of the proper church-wide media as necessary. This includes keeping informed as to publication schedules and keeping the publications office informed of all scheduled events. It also includes any creative publicity that may be needed for particular events.

Contact List: Assist the coordinator in maintaining updated contact lists, being certain to assign all new members and regular visitors. Help Servant Team members know how and what to communicate to the people on their list.

Prayer Updates: Gather Women's Ministries prayer requests and send them out in letter form to those who have committed to pray for Women's Ministries. This should be done after each Servant Team Meeting. Once a year, people should be asked if they desire to continue getting these updates.

Historian: Assist the Servant Team and the women of the church by putting together a book of memories from Women's Ministries events for the year.

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While every effort should be made to choose women who already have a burden in each of these areas, they will not be asked to serve in a particular area when initially asked to be a member of the Servant Team. As a group we will pray and ask God to lead each woman to the area of service where He would have her. We will be trusting God to raise up the needed people for each area and to place each woman where her gifts and abilities will be best utilized.

Clearly many of these areas overlap. It is for that reason that this Servant Team is important. We will only reach our goal as a ministry if all these team members work together to move in the same direction (see Purpose Statement). We have to see the importance of every ministry in which women of (Church Name) are involved, and see the importance of each woman in (Church Name) being involved in ministry.

Terms of Service for Women's Servant Team:

The Servant Team is made up of eighteen women who are members of the church, each serving a three-year term. One third of these women would rotate off each year.

Election of Servant Team Members:

Each September the Servant Team will seek nominations from the congregation for the next term's members through *The Family* (the church newsletter), *The Dove* (the Women's Ministries newsletter), and Sunday School class solicitation. A nominating committee will be formed to process these nominations and come up with a slate (with backup options) and get approval from the Session before these women are asked. The nominating committee will be made up of the current coordinator, the co-coordinator, one more at-large member of the Servant Team, one woman from the congregation who is not on the Servant Team, and the Elder advisor for Women's Ministries. This committee will meet as needed to determine the slate. The co-coordinator will be responsible for asking the potential members to pray about their participation, and giving them any information needed to make their decision.

Selection of the Co-coordinator:

Each fall the Servant Team will nominate and elect a co-coordinator. This person is to be chosen from all women who have served at least one year on the Servant Team (even if they are currently not a part of the team). This person will assist the current Servant Team coordinator and will serve as coordinator the following year. Nominations will be accepted from each member of the current Servant Team. The current co-coordinator, coordinator, and the previous coordinator will prayerfully select this person from those nominated. This name will be given to the Session for approval. Then this woman will be asked to prayerfully consider if she is God's person for this position. This position is a three-year commitment (one year as co-coordinator, one as coordinator, and one as *ex officio* member of the Servant Team to assist the next coordinator. For this reason, this person's term will be increased to fulfill this commitment.

Responsibilities to the Church Body:

It is recognized that there are many responsibilities in the church that this body will be depended upon to fulfill. However, it will always be considered more important to be concerned for the spiritual well-being of the women in the church than to be concerned about getting a particular task accomplished. While every effort will be made to find people to take care of certain areas of service in the church, it is more important to help women to see these areas as ministries to the congregation and not simply busy-work. It is recognized that God is the one who raises up the people to minister in certain areas. If after much prayer and investigation God has not raised up anyone for a particular ministry, it must be re-evaluated (by the proper church leadership) to determine if it is a ministry God has established in our church, or if it is merely a human desire.

Part of the necessary process of equipping and continually supporting individual members of the church family is helping a person to constantly be mindful of how their ministry fits into the ministry of the church family as a whole. Another part of this process is helping the church family to know how to give support and encouragement to individuals as they step out in personal ministry. The Servant Team must join with the other church leadership to teach and be a model in these areas. They must be a demonstration of the necessity of being concerned for people's spiritual well being and of serving the body wherever it is needful.

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Connections to Women in the Congregation:

Some method for building connections between Servant Team Members and the congregation should be established. Currently there are approximately 450 women who can be identified as church members or regular attendees. This means that each Servant Team member would be responsible for 30-35 women. This responsibility would be to keep up with information concerning church membership status, Sunday School class membership, small group membership, and involvement in other ministries. She should let these women know that she is there to serve them and to help them find a place of involvement in the church if needed. The goal is to communicate that someone cares and is willing to help when needed. When needs are beyond the scope of the Servant Team to meet, she should know where to direct a woman to get the help she needs.