

Women's Ministry By-Laws Sample

Charge to the Women

Women in the church offer their unique gifts and talents to the Lord through His church. Each woman makes a unique contribution to the life of the church, and together the women expand the evangelistic outreach of the church through their prayers and gifts. They strengthen the life of the church by their example, prayers, and patient teaching. Therefore, the women have gathered together in a definite organization in the local church and in the Presbytery that they may work effectively to further the Kingdom of Christ.

The women in the churches within a Presbytery join together so that there may be a definite organization for the work. These churches will encourage each other in spirit and work and fellowship. The Leadership Team of <PWM Name> will maintain a close, personal relationship between the churches in the Presbytery. The <PWM Name> organization must always function under the supervision and direction of the Presbytery and within the bounds of the Presbyterian faith and order. The Presbytery Women's Ministry should be the most basic organization possible, but the main impetus for any work should come from the local churches.

Constitution

Article I - Name

This organization shall be known as the <Presbytery name> Presbytery Women's Ministry of the Presbyterian Church in America, hereinafter referred to as PWM.

Article II - Purpose

The purpose of the PWM organization shall be to:

- promote denominational identity and loyalty
- encourage connectionalism
- carry out Presbytery-wide projects for women's ministry
- facilitate sharing ideas among churches
- help women in the churches plan their organization as needed
- provide inspiration and encouragement
- help train leadership

To carry out these functions, the PWM may be organized with administrative officers. As other work is added, other committees may be elected or appointed to do this work.

Article III - Membership

The membership of the PWM shall be the resident women membership of the churches in the Presbytery.

Article IV - Leadership Team

The Leadership Team of the PWM shall be a committee of 6-12 women from a minimum of three different churches with at least the following positions:

Administrative Offices: Coordinator, Secretary, Treasurer

The Administrative Offices will be designated from within the Leadership Team.

Article V - Government

The PWM shall be under the authority of the <Presbytery name> Christian Education Committee, and its work shall be done within the bounds of the Presbyterian order and doctrine.

Article VI - Meetings

The regular meetings of the PWM shall be an annual meeting and other business or inspirational meetings as needed.

Article VII - Amendments

Section 1. This Constitution may be amended at any annual meeting by a three-fourths vote of those present and voting, provided notice of the proposed amendment has been approved by Presbytery and submitted to the PWM Leadership Team and local churches two months prior to the annual meeting.

Section 2. All such proposed amendments shall be submitted in writing and signed by two members from different churches.

BYLAWS

Article I - Membership

The membership of the PWM shall be all the resident women of the churches of the Presbytery.

Article II - Nomination and election of Leadership Team

Section 1. A nominating committee shall be appointed by the Leadership Team and shall include a minimum of three members from two different churches.

Section 2. The nominating committee shall be responsible for nominating candidates for the Leadership Team each year.

Section 3. The names of the nominees shall be presented to the session of their local church for approval before the women are approached.

Section 4. The nominees shall be contacted to serve on the PWM Leadership Team.

Section 5. The name(s) of those who agree shall be presented to the <Presbytery> Christian Education committee. Upon approval, the woman shall be eligible to serve.

Section 6. The Leadership Team shall be installed at the annual meeting. It shall assume office at the close of the annual meeting. The retiring team members shall complete the business of the year and shall surrender to their successors essential books and papers pertaining to their respective duties.

Article III - Duties of Leadership Team

In addition to the specific duties for each position, each member will commit to pray for assigned churches, and to serve as a contact for those churches.

Section 1. The Coordinator shall:

- preside at all meetings
- call special meetings as needed
- direct the PWM Leadership Team in planning the annual meeting.
- present a report of the work of the year (except finances) at the annual meeting
- report to the Presbytery each year as requested

Section 2. The Secretary shall:

- keep records of all business meetings
- attend to correspondence as directed by the Leadership Team
- fill out and mail annual reports as directed by the Leadership Team
- provide the Christian Education committee of <Presbytery> with all records and reports as requested by them

Section 3. The Treasurer shall:

- receive and record all money of the PWM
- pay bills and disburse funds as directed by the PWM Leadership Team
- Prepare financial reports for each Leadership Team meeting
- prepare a yearly financial statement to be presented along with the budget at the annual meeting
- provide the Christian Education committee of <Presbytery> with all records and reports as requested by them
- provide the Clerk of the Presbytery with a financial report at the time and in the form requested by him

Section 4. The Event Coordinator(s) shall:

- coordinate with the speaker(s) of the Fall Retreat and Spring Workshop to develop the needed materials
- email/mail publicity materials to the Women's Ministry contacts at each local church
- develop and assimilate Fall Retreat and Spring Workshop materials
- be responsible for registrations and lodging for the Fall Retreat

Section 5. The Technical Assistant shall:

- record and/or video events and produce copies for distribution to presbytery churches
- develop CDs/DVDs for the Secretary to mail out to the churches
- assist other Leadership Team members with computer/technical services

Article IV - Auditing

The books of the PWM shall be audited annually in the most feasible way.

Article V - Meetings

The regular meetings of the PWM shall be an annual meeting and other business or inspirational meetings as needed.

Article VI - Quorum

Section 1. The quorum for the PWM annual meeting shall consist of two members of the Leadership Team and representatives from one-fourth of the churches.

Section 2. The quorum for the PWM Leadership Team shall consist of one-third plus one of the current membership from at least two churches.

Article VII - Parliamentary Procedure

Robert's Rules of Order, Revised, shall be used as a guide to parliamentary procedure.

Article VIII

Section 1. These By-Laws may be amended at any regular meeting of the PWM by a three-fourths vote of those present and voting, provided notice of the proposed amendment has been given in writing to local churches at least two months before the meeting, and has been approved by Presbytery.

Section 2. All such proposed amendments shall be submitted in writing, signed by two members.