

# **GUIDELINES FOR STARTING A *WOMEN'S* *MINISTRY***

## **SUGGESTED STEPS FOR STARTING A GROUP**

1. Share your desire to have a local group with the Lord, asking for guidance.
2. Find a friend who has a common burden for women's ministries and begin to pray together.
3. Involve the pastor's wife in your concern.
4. Ask the pastor for his advice and support.
5. Invite the Alliance Women's district/area president for an informational meeting.
6. Inform and promote informational meeting to the women of the church.
7. Arrange and host the informational meeting.
8. Assess the response to the informational meeting and ask pastor/Church Governing board to appoint temporary leader.
9. Work with mentor (area president, pastor's wife, or neighboring Alliance Women's leader to plan your ministries.

## ***GUIDELINES TO INTRODUCE A LOCAL CHURCH TO ALLIANCE WOMEN'S MINISTRIES***

A suggested format for an informational meeting: \*

1. Introduce yourself by sharing a brief synopsis of your testimony/background.
2. Give a brief history of Alliance Women Ministries.
3. Describe the Alliance Women's objectives with handouts (pg. 5).
4. Show the Alliance Women's Promotional Video.
5. Discuss the flow chart in detail with handouts (pg.6).
6. Demonstrate available tools, such as: Alliance Women promotional brochures, Yearbook, Handbook, Alliance Life, Alliance World, Alliance Video Magazines, National Project Video w/bulletin inserts, MK guidelines, Stamp Ministry brochures, etc.
7. Explain financial opportunities; national, district and local.
8. Distribute copies of the local constitution and give one handbook per group.
9. Tell them how to get started by selecting leadership and begin immediate and long-range goals.
10. Close with a brief devotional and challenge.
11. Question and Answer time.

\* Contact your District President expressing your interest in starting a local group. She is prepared to bring the materials and conduct this meeting.

# ***GUIDELINES FOR ELECTIONS***

The following is basic information regarding an election. If more details are desired, a book on parliamentary procedure should be consulted.

## **NOMINATIONS**

(See the Constitution – Article V, Section I, C. for the selection of the Nominating Committee.)

1. Nominating Committee report must be read in its entirety.
2. Officers should be considered one at a time.
3. Chair restates Nominating Committee's choice for office being considered.
4. Chair calls for nominations from the floor:
  - a. When there are No further nominations, the chair entertains a motion to close nominations and to have the secretary cast a unanimous ballot electing the officer being considered.
  - b. When there ARE further nominations, and the nominations cease, the chair calls for a motion to close the nominations.

## **VOTING**

1. If the bylaws do not require the election of officers by ballot, the voice-vote method may be used.
2. In a voice-vote, the candidates are voted on in the order in which they are nominated.

# **GUIDELINES FOR BYLAWS**

Bylaws are rules designed to clarify and carry out the provisions of the constitution and must not be in conflict with the constitution. Each Alliance Women's Group is encouraged to formulate its own set of bylaws.

## **FORMULATING PROCESS**

1. The Local Executive Committee appoints a committee on bylaws including the president and the pastor as ex-officio members. This is a temporary committee for formulating the bylaws.
2. Formulate proposed bylaws.
3. Submit proposed bylaws to Church governing Board for approval.
4. Present approved bylaws to local group for adoption at any regular business meeting. A two-thirds vote of the members present is required.

## **SUGGESTED CONTENT OF BYLAWS**

1. Officers to be elected or appointed, other than those named in the constitution – their term of office and duties.
  2. Provision for filling vacancies.
  3. Committees – method of their selection, scope of their work, and ex-officio members, if any.
  4. Provisions for regular or special meetings.
  5. Elections, regular and special – when and how they are held and the vote necessary to elect a nominee.
  6. Financial provisions, including matters involving bank account of the group, vouchers, bills, audits, and details of their administration.
  7. If there is more than one Alliance Women's group, the relationship of these groups and how they function under the leadership of the Local Executive Committee. May also include names of groups, times of meetings, and leaders or organizational setup.
- The local Alliance Women's Executive Committee should review bylaws annually.
  - Changes should be processed the same way as a new bylaw.

# **GUIDELINES FOR TRAINING LOCAL LEADERSHIP – WORKSHOPS/SEMINARS**

Suggestions for workshops/seminars:

- a. Give a thank you for sending you as District President to Pre-Council training. A brief report of what it meant to you personally.
- b. Introduce the project with the promotional video.
- c. Be creative by making use of information given at Pre-Council by national officers and missionaries.
- d. Reproduce useful, informative material presented by the National Committee.
- e. Distribute and train how to use the *Yearbook*.
- f. Introduce annual theme and display samples of the motif.
- g. Challenge women with the new growth goal and how to implement it.
- h. If possible, involve gifted women from local area in training segments.
- i. Don't forget to make it fun, include gifts, decorations, skits and anything to help promote enthusiasm.