

ALLIANCE WOMEN MINISTRIES

HANDBOOK

This revision of the 1994 Handbook has been prepared under the direction of the National Executive Committee of Alliance Women Ministries, National Church Ministries of The Christian and Missionary Alliance.

Handbook Revision Committee, 2002

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This publication is designed mainly as a guide for local Alliance Women's groups. It will show our heritage, structure, objectives and procedures. Ideas to implement these are found in the Yearbook, the annual leader's guide for Alliance Women Ministries, which is sent to each local church.

CONTENTS

| | |
|--|--------|
| Purpose | pg. 2 |
| Heritage | pg. 3 |
| Objectives | pg. 5 |
| Organizational Chart..... | pg. 6 |
| | |
| I. Constitutions | pg. 7 |
| A. National..... | pg. 8 |
| B. District | pg. 11 |
| C. Area | pg. 14 |
| D. Local..... | pg. 18 |
| | |
| II. Guidelines..... | pg. 22 |
| A. Starting a Women’s Ministry..... | pg. 23 |
| B. Introduce a Local Church to Alliance Women Ministries | pg. 24 |
| C. Elections | pg. 25 |
| D. Bylaws | pg. 26 |
| E. Training Local Leadership – Worships/Seminars | pg. 27 |
| | |
| III. Job Descriptions | pg. 28 |
| District | pg. 29 |
| Area | pg. 30 |
| Local..... | pg. 31 |
| | |
| Yearly Evaluation Checklist | pg. 33 |

Alliance Women Ministries

Alliance Women Ministries is an auxiliary of The Christian and Missionary Alliance organized to promote fellowship, outreach and prayer among the women and encourage support and prayer for Alliance missionaries and worldwide ministries.

As Alliance Women, we agree with our founder, Dr. Albert B. Simpson, that we are "...to keep abreast of the progress of our age and be...women of today in our message and ministry to our own generation."

This handbook is written to provide the leaders of our women's ministries with materials and directives to assist in the formation and continuation of our four objectives.

Because the church exists to help people everywhere find and know Jesus Christ as Lord and Savior, we expect that women's ministries will be a functioning part of the local church in carrying out Christ's Great Commission.

It is our goal to involve every woman attending an Alliance church in the ministries of Alliance Women.

ALLIANCE WOMEN: OUR HERITAGE

The Christian and Missionary Alliance has always had women of prayer, women of spiritual maturity, and women of many abilities in its fellowship.

Not until 1914, however, did a group of Alliance women unite for a common purpose, and that was the beginning of the “prayer bands” which became the basis for the missionary prayer fellowships. During the Alliance General Council in Chicago that year, three women of spiritual dedication asked the other ladies in attendance to come together to pray for world missions. Those three were Mrs. Paul Rader and Misses Cora and Ella Rudy.

The unity of that early session received little notice at the time, but it was a demonstration of effective cooperation in prayer. From that beginning, many similar groups began to meet in local Alliance churches.

By 1923, the Alliance headquarters recognized the significance of praying bands of women in the constituency, publishing the first “Prayer Bulletin.”

In 1929, the Alliance Board of Managers voted to encourage formation of women’s prayer groups in the interest of the society’s spiritual responsibility for millions of people around the world. By 1936, a total of 324 organized groups were meeting for prayer and providing help for missionaries. It was soon apparent that the best equipped missionaries going overseas were those who came from districts where there were many prayer groups.

There was still no totally organized approach to the untapped potential in Alliance women. This lack of united effort became a concern of Georgia Derk, a pastor’s wife and former missionary. She felt the inward challenge to test new ideas in her own church in Albany, New York, as well as in other churches in the district.

Mrs. Derk was instrumental in the forming of the first “area” group of Alliance women in 1947, agreeing then to serve as the first president of the fledgling sectional organization.

As the cooperative fellowship concept spread throughout the Northeastern District, Mrs. Derk was called upon frequently to report in other areas. The groundwork was laid so that in July 1949, at Delta Lake Camp, the first district-wide organization came into being. This was called Ladies United Missionary Organization (LUMO), with Mrs. Derk serving as president.

District organizations began to increase in number and effectiveness, bringing about the formation of the National Committee in 1961 at the General Council in Columbus, Ohio. At this time the name Women’s Missionary Prayer Fellowship (WMPF) was adopted.

The National Committee's task was the coordination of all of the prayer and fellowship activities of women's groups throughout the Alliance constituency in North America. Mrs. S.J. Farinel was appointed to serve as the first committee chairman. In 1965, Mrs. C.J. Mason was selected the first national president.

Now, the National Executive Committee coordinates prayer support and material aid for every Alliance missionary. District and area organizations provide the link between local groups and the National Executive Committee.

Since 1966, one major missionary project has been selected each year, calling for joint participation by all Alliance women throughout North America.

In January 1981, when the Alliance in Canada became autonomous, the women in the United States and in Canada formed separate organizations, each choosing its own annual project.

By 1987, the Centennial celebration of The Christian and Missionary Alliance, the women had given over three million dollars to the annual project.

In 1993 the new name, Alliance Women in Missions and Prayer, became effective and a purpose statement was adopted.

In 2002, In keeping with the desire to be relevant to the current generation of Alliance women and yet remain faithful to the purpose of four objectives with fellowship, outreach, missions and prayer, the name Alliance Women Ministries was selected.

OBJECTIVES

Fellowship

To promote the building of relationships, studying of God's Word, and discipling of others.

Outreach

To promote opportunities that will influence the lives of friends and neighbors by sharing God's love.

Missions

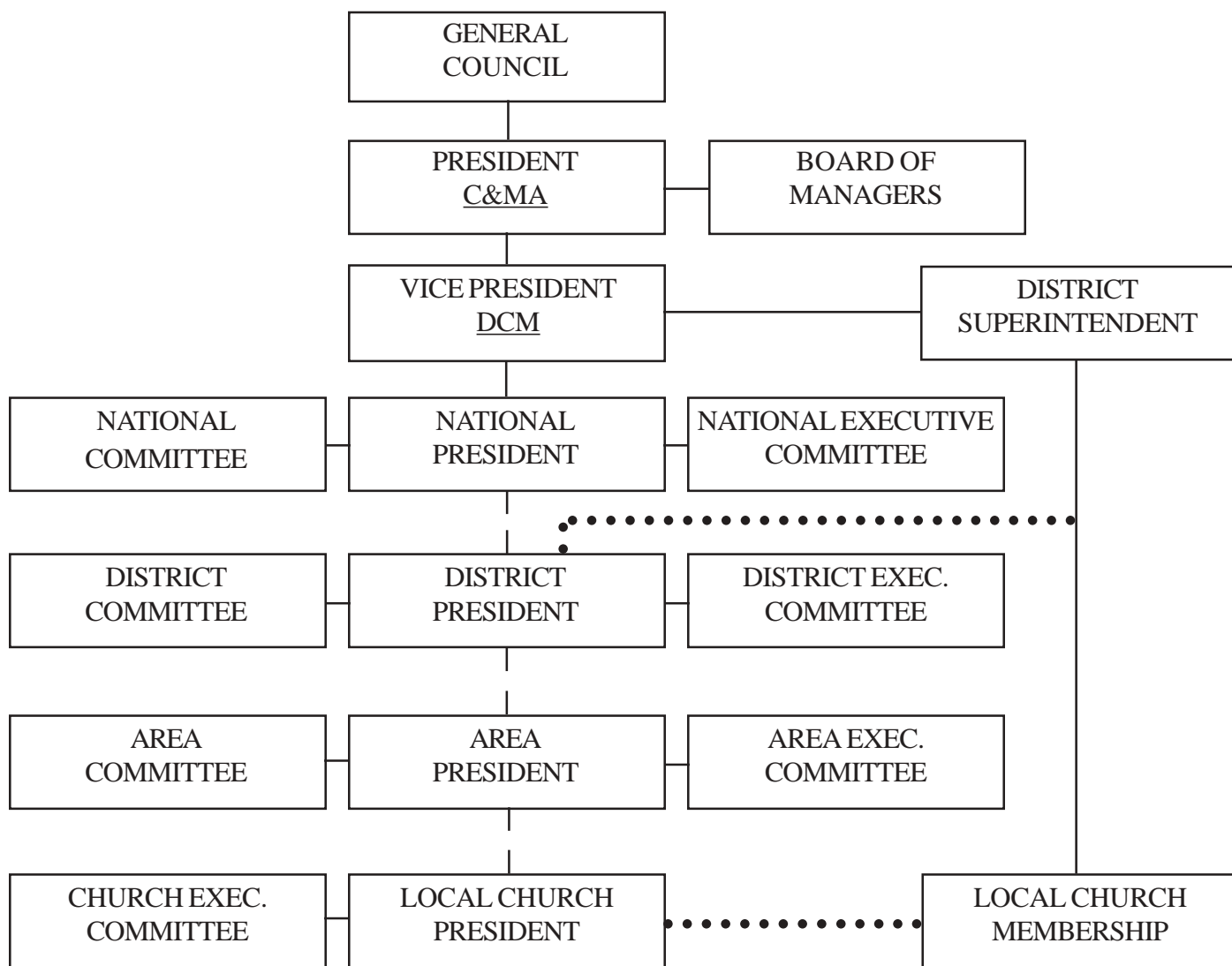
To promote a knowledge and support of the worldwide ministries of The Christian and Missionary Alliance.

MINISTRIES

Prayer

To promote corporate prayer for local, national and worldwide ministries and needs.

ALLIANCE WOMEN MINISTRIES ORGANIZATIONAL CHART



1. Solid vertical lines indicate lines of authority.
2. Solid horizontal lines indicate representation on behalf of committees/board.
3. Dotted vertical lines indicate relationship without authority.
4. Heavy dotted lines indicate direct authority.
5. The Local Church Membership elects its Alliance Women President.
This function is indicated by the heavy dotted line.

CONSTITUTIONS

AN
NO

MINISTRIES

ALLIANCE WOMEN MINISTRIES NATIONAL CONSTITUTION

ARTICLE I—NAME

This organization shall be known as Alliance Women Ministries (hereinafter referred to as National Alliance Women) of The Christian and Missionary Alliance.

ARTICLE II—PURPOSE

National Alliance Women is an auxiliary of The Christian and Missionary Alliance organized to promote fellowship, outreach, and prayer among the women and encourage support and prayer for Alliance missionaries and worldwide ministries.

ARTICLE III—OBJECTIVES

The objectives of National Alliance Women shall be:

1. *Fellowship*—To promote the building of relationships, studying of God's Word, and discipling of others.
2. *Outreach*—To promote opportunities that will influence the lives of friends and neighbors by sharing God's love.
3. *Missions*—To promote a knowledge and support of the worldwide ministries of The Christian and Missionary Alliance.
4. *Prayer*—To promote corporate prayer for local, national, and worldwide ministries and needs.

ARTICLE IV—MEMBERSHIP

The membership of National Alliance Women shall include those who are members of Alliance Women Ministries in the local churches of The Christian and Missionary Alliance.

ARTICLE V—ORGANIZATION

Section 1. Committees.

- a. **National Committee.** The National Committee shall be comprised of the National Executive Committee and the elected presidents of the district organizations of Alliance Women, and shall meet for the purpose of considering items of business and programs pertinent to the development of the ministries of National Alliance Women.
- b. **National Executive Committee.** The National Executive Committee shall be comprised of the following officers: president, vice president, secretary, treasurer, two members-at-large, and such others as may be deemed necessary.
- c. **Standing and Special Committees.** Standing and special committees may be appointed by the National Committee or the National Executive Committee as needed. The vice president for National Church Ministries and the National Alliance Women president shall be ex officio members of these committees.
- d. **Nominating Committee.** The Nominating Committee, comprised of one member from the National Executive Committee, two from the National Committee, and two from the Alliance Women membership-at-large, shall be named by the vice president for National Church Ministries at least one month prior to General Council. The vice president for

National Church Ministries shall appoint alternates to fill any vacancies occurring on this Committee. The vice president for National Church Ministries, or his designee, shall be an ex officio member of this Committee. The Nominating Committee shall place one name in nomination for each office to be filled.

Section 2. Elections.

The election of the National Executive Committee shall be conducted at the Annual Business Meeting of the National Committee of Alliance Women. All officers shall be persons of good Christian character and members in good standing of a Christian and Missionary Alliance church but need not be from the membership of the National Committee. After nominations are presented by the Nominating Committee, further nominations may be made from the floor. Election shall be by ballot except in cases where only one nomination is presented.

Section 3. Officers.

- a. **President.** The president shall be responsible for carrying out the objectives of the organization and for promoting approved projects. She shall preside at all meetings of National Alliance Women, the National Committee, and National Executive Committee.

The term of office shall be three years. The president is eligible for not more than two consecutive terms in this office.

- b. **Vice President.** The vice president shall preside at all meetings in the absence of the president and shall fulfill specific responsibilities as delegated by the president. In the event of the resignation or death of the president, the vice president shall fill the vacancy until the regular election of the president.

The term of office shall be three years. The vice president is eligible for not more than two consecutive terms in this office.

The vice president shall be elected the year following the election of the president.

- c. **Secretary.** The secretary shall keep the minutes of all business meetings of National Alliance Women, the National Committee, and National Executive Committee and shall conduct the correspondence as directed by the National Executive Committee.

The term of office shall be three years. The secretary is eligible for not more than two consecutive terms in this office.

The secretary shall be elected two years following the election of the president.

- d. **Treasurer.** The treasurer shall keep a complete and accurate record of all receipts and disbursements and shall disburse funds as authorized by the National Executive Committee.

The term of office shall be three years. The treasurer is eligible for not more than two consecutive terms in this office.

- e. **Members-at-Large.** The members-at-large shall be responsible to perform such duties as designated by the president or by the National Executive Committee.

The term of office shall be two years. The members-at-large are eligible for not more than three consecutive terms in this office. There shall be two members-at-large, each elected on alternate years.

Section 4. Records of Officers.

The official records of all officers and departments of National Alliance Women are the property of National Alliance Women. All financial records shall be audited annually or at any time on order of the vice president for National Church Ministries. In the event of the death or resignation of the incumbent, or upon the election of her successor, the current records necessary for fulfilling the obligations of the office shall be passed on to the newly elected officer.

ARTICLE VI—MEETINGS

Section 1. Meetings of National Alliance Women.

National Alliance Women shall meet annually during General Council to accomplish its objectives. This meeting shall be the responsibility of the National Executive Committee, and the program shall be approved by the vice president for National Church Ministries.

Section 2. Annual Business Meeting of the National Committee.

The Annual Business Meeting of the National Committee shall convene during General Council or at the request of the vice president for National Church Ministries.

Section 3. Meetings of the National Executive Committee.

The president, with the approval of the vice president for National Church Ministries, shall call a meeting of the National Executive Committee as needed.

ARTICLE VII—FINANCE

Section 1. Committee Members.

The work of the National Committee and National Executive Committee shall be considered a service to Christ and the Church and shall be without financial remuneration.

Section 2. National Expense Fund.

Each local church Alliance Women's group shall be requested to make an annual contribution to the expense fund of National Alliance Women. This fund provides for the expense of the meetings of the National Executive Committee or any of its special or standing committees. Such expenses are subject to the approval of the vice president for National Church Ministries.

Section 3. Projects.

All appeals for funds shall be approved by the vice president for National Church Ministries.

ARTICLE VIII—RELATIONSHIP

National Alliance Women is an auxiliary organization of The Christian and Missionary Alliance and is amenable to the vice president for National Church Ministries. It is the parent body of the District, Area, and Local organizations of Alliance Women Ministries.

ARTICLE IX—AMENDMENTS

This constitution may be amended from time to time by the Board of Directors of The Christian and Missionary Alliance.

ARTICLE X—BYLAWS

Bylaws not in conflict with this constitution may be adopted at any regular business meeting of the National Committee by a two-thirds vote of the members present. Proposed bylaws shall be submitted to the vice president for National Church Ministries for approval before being adopted.

(Board of Directors 1981, 1992, 2002)

ALLIANCE WOMEN MINISTRIES DISTRICT CONSTITUTION

ARTICLE I—NAME

This organization shall be known as Alliance Women Ministries of the _____ District (hereinafter referred to as District Alliance Women) of The Christian and Missionary Alliance.

ARTICLE II—PURPOSE

District Alliance Women is an auxiliary of The Christian and Missionary Alliance organized to promote fellowship, outreach, and prayer among the women and encourage support and prayer for Alliance missionaries and worldwide ministries.

ARTICLE III—OBJECTIVES

The objectives of District Alliance Women shall be:

1. *Fellowship*—To promote the building of relationships, studying of God's Word, and discipling of others.
2. *Outreach*—To promote opportunities that will influence the lives of friends and neighbors by sharing God's love.
3. *Missions*—To promote a knowledge and support of the worldwide ministries of The Christian and Missionary Alliance.
4. *Prayer*—To promote corporate prayer for local, national, and worldwide ministries and needs.

ARTICLE IV—MEMBERSHIP

The membership of District Alliance Women shall include those who are members of Alliance Women Ministries in the local churches of the district.

ARTICLE V—ORGANIZATION

Section 1. Committees.

- a. **District Committee.** The District Committee shall be comprised of the District Executive Committee and the presidents of Area Alliance Women, and shall meet for the purpose of considering items of business and programs pertinent to the development of the ministries of District Alliance Women.
- b. **District Executive Committee.** The District Executive Committee shall be comprised of the following officers: president, vice president, secretary, treasurer, and such others as may be deemed necessary.
- c. **Standing and Special Committees.** Standing and special committees may be appointed by the District Executive Committee. The District Alliance Women president shall be an ex officio member of these committees.
- d. **Nominating Committee.** The Nominating Committee, comprised of a minimum of three members—one member from the District Executive Committee and two or more members from the District membership-at-large—shall be appointed by the District Committee. The

Nominating Committee shall place one name in nomination for each office to be filled except the office of president. The Nominating Committee's recommendation for president shall be presented as a suggestion to the Committee on Nominations of the District Conference. The president of District Alliance Women shall be elected by District Conference.

Section 2. Elections.

The election of the District Executive Committee shall be conducted at the Annual Business Meeting of the District Alliance Women. The officers shall be persons of good Christian character and members in good standing of a Christian and Missionary Alliance church. After nominations are presented by the Nominating Committee, further nominations may be made from the floor. Election shall be by ballot except in cases where only one nomination is presented.

Section 3. Officers.

- a. **President.** The president shall be responsible for carrying out the objectives of the organization and for promoting approved projects. She shall preside at all meetings of District Alliance Women, the District Committee, and District Executive Committee.

The term of office shall be three years. The president is eligible for not more than two consecutive terms in this office.

- b. **Vice President.** The vice president shall preside at all meetings in the absence of the president and shall fulfill specific responsibilities as delegated by the president. In the event of the resignation or death of the president, the vice president shall fill the vacancy until the regular election of the president.

The term of office shall be three years. The vice president is eligible for not more than two consecutive terms in this office.

The vice president shall be elected the year following the election of the president.

- c. **Secretary.** The secretary shall keep the minutes of all business meetings of District Alliance Women, the District Committee, and District Executive Committee and shall conduct the correspondence as directed by the District Executive Committee.

The term of office shall be one or two years, as designated in the District Alliance Women Bylaws. The secretary is eligible for not more than six consecutive years in this office.

- d. **Treasurer.** The treasurer shall keep a complete and accurate record of all receipts and disbursements and shall disburse funds as authorized by the District Executive Committee.

The term of office shall be one or two years. The treasurer is eligible for not more than six consecutive years in this office.

Section 4. Records of Officers.

The official records of all officers and departments of District Alliance Women are the property of District Alliance Women. All financial records shall be audited annually or at any time on order of the district superintendent and/or the Executive Committee of the district. In the event of the death or resignation of the incumbent, or upon the election of her successor, the current records necessary for fulfilling the obligations of the office shall be passed on to the newly elected officer.

ARTICLE VI—MEETINGS

Section 1. Meetings of District Alliance Women.

Events may be held by District Alliance Women to accomplish its objectives. Such meetings shall be the responsibility of the District Executive Committee, and the program shall be approved by the district superintendent. Any business pertinent to the organization may be conducted on these occasions.

Section 2. Annual Business Meeting.

The Annual Business Meeting of the District Alliance Women shall convene at a district event or District Conference for the purpose of electing officers and considering other essential matters of business.

Section 3. Meetings of the District Committee or District Executive Committee.

The District Committee or District Executive Committee shall meet as needed at the request of the president or the district superintendent.

ARTICLE VII—FINANCE

Section 1. Committee Members.

The work of the District Committee and District Executive Committee shall be considered a service to Christ and the Church and shall be without financial remuneration.

Section 2. Expense Fund.

The funding of the District Alliance Women expense fund shall be determined by the District Executive Committee, with the approval of the district superintendent, and shall be designated in the District Alliance Women Bylaws.

Section 3. Projects.

District Alliance Women are expected to support the projects established by the National Alliance Women Ministries. All other district-wide appeals for funds shall be approved by the district superintendent.

ARTICLE VIII—RELATIONSHIP

District Alliance Women is an auxiliary organization of the district and is amenable to the district superintendent. It is part of the National organization of Alliance Women Ministries and is related to the Area and Local organizations.

ARTICLE IX—AMENDMENTS

This constitution may be amended from time to time by the Board of Directors of The Christian and Missionary Alliance.

ARTICLE X—BYLAWS

Bylaws not in conflict with this constitution may be adopted at any regular business meeting of District Alliance Women by a two-thirds vote of the members present. Proposed bylaws shall be submitted to the Executive Committee of the district for approval before being adopted.

(Board of Directors 1981, 1992, 2002)

ALLIANCE WOMEN MINISTRIES AREA CONSTITUTION

ARTICLE I—NAME

This organization shall be known as Alliance Women Ministries of the _____ Area in the _____ District (hereinafter referred to as Area Alliance Women) of The Christian and Missionary Alliance.

ARTICLE II—PURPOSE

Area Alliance Women is an auxiliary of The Christian and Missionary Alliance organized to promote fellowship, outreach, and prayer among the women and encourage support and prayer for Alliance missionaries and worldwide ministries.

ARTICLE III—OBJECTIVES

The objectives of Area Alliance Women shall be:

1. *Fellowship*—To promote the building of relationships, studying of God's Word, and discipling of others.
2. *Outreach*—To promote opportunities that will influence the lives of friends and neighbors by sharing God's love.
3. *Missions*—To promote a knowledge and support of the worldwide ministries of The Christian and Missionary Alliance.
4. *Prayer*—To promote corporate prayer for local, national, and worldwide ministries and needs.

ARTICLE IV—MEMBERSHIP

The membership of Area Alliance Women shall include those who are members of Alliance Women Ministries in the local churches located within the boundaries of the Area designated and/or approved by the Alliance Women District Executive Committee.

ARTICLE V—ORGANIZATION

Section 1. Committees.

- a. **Area Committee.** The Area Committee shall be comprised of the Area Executive Committee, presidents of Local Alliance Women, and pastors' wives of churches within the Area. Officers of District Alliance Women shall be members ex officio of the Area Committee. This Committee shall meet for the purpose of considering items of business and programs pertinent to the development of the ministries of Area Alliance Women.
- b. **Area Executive Committee.** The Area Executive Committee shall be comprised of the following officers: president, vice president, secretary, treasurer, and such others as may be deemed necessary.

In Areas without a complete leadership team, the Area Executive Committee shall be comprised of the representatives of the Area Task Force and such others as may be deemed necessary. This shall be reviewed annually by the Alliance Women District Executive Committee.

- c. **Standing and Special Committees.** Standing and special committees may be appointed by the Area Executive Committee. The Area Alliance Women president shall be an ex officio member of these committees.
- d. **Nominating Committee.** The Nominating Committee, comprised of three members—one member from the Area Executive Committee, one member from the Area Committee, and one member from the Area Alliance Women membership-at-large—shall be appointed by the Area Committee. The Nominating Committee shall place one name in nomination for each office to be filled.

Section 2. Elections.

The election of the Area Executive Committee shall be conducted at the Annual Business Meeting of Area Alliance Women. The officers shall be persons of good Christian character. The president and vice president shall be members in good standing of a Christian and Missionary Alliance church. After nominations are presented by the Nominating Committee, further nominations may be made from the floor. Election shall be by ballot except in cases where only one nomination is presented.

In Areas without a complete leadership team, the Area Task Force representatives may be appointed by the Alliance Women District Executive Committee. This shall be reviewed annually by the Alliance Women District Executive Committee.

Section 3. Officers.

- a. **President.** The president shall be responsible for carrying out the objectives of the organization and for promoting approved projects. She shall preside at all meetings of Area Alliance Women, the Area Committee, and Area Executive Committee.

The term of office shall be two years. The president is eligible for not more than three consecutive terms in this office.
- b. **Vice President.** The vice president shall preside at all meetings in the absence of the president and shall fulfill specific responsibilities as delegated by the president. In the event of the resignation or death of the president, the vice president shall fill the vacancy until the regular election of the president.

The term of office shall be two years. The vice president is eligible for not more than three consecutive terms in this office.

The vice president shall be elected the year following the election of the president.
- c. **Secretary.** The secretary shall keep the minutes of all business meetings of Area Alliance Women, the Area Committee, and Area Executive Committee and shall conduct the correspondence as directed by the Area Executive Committee.

The term of office shall be one or two years, as designated in the Area Alliance Women Bylaws. The secretary is eligible for not more than six consecutive years in this office.
- d. **Treasurer.** The treasurer shall keep a complete and accurate record of all receipts and disbursements and shall disburse funds as authorized by the Area Executive Committee.

The term of office shall be one or two years, as designated in the Area Alliance Women Bylaws. The treasurer is eligible for not more than six consecutive years in this office.
- e. **Area Task Force Representatives.** In Areas without a complete leadership team, an Area Task Force of two or more representatives may serve in lieu of the four officers. The Area Task Force shall be responsible for carrying out the objectives of the organization and for promoting approved projects. The Area Task Force shall keep the minutes of all business meetings of the Area. It shall keep a complete and accurate record of all

receipts and disbursements of Area funds. This shall be reviewed annually by the Alliance Women District Executive Committee.

Section 4. Records of Officers.

The official records of all officers and departments of Area Alliance Women are the property of Area Alliance Women. All financial records shall be audited annually or at any time on order of the district superintendent and/or the Alliance Women District Executive Committee. In the event of the death or resignation of the incumbent, or upon the election of her successor, the current records necessary for fulfilling the obligations of the office shall be passed on to the newly elected officer.

ARTICLE VI—MEETINGS

Section 1. Meetings of Area Alliance Women.

Events may be held by Area Alliance Women to accomplish its objectives. Such meetings shall be the responsibility of the Area Executive Committee, and the program shall be approved by the president of the District Alliance Women. Any business pertinent to the organization may be conducted on these occasions.

Section 2. Annual Business Meeting.

The Annual Business Meeting of Area Alliance Women shall convene at an area event for the purpose of electing officers and considering other essential matters of business.

Section 3. Meetings of the Area Committee or Area Executive Committee.

The Area Committee or Area Executive Committee shall meet as needed at the request of the president or the Alliance Women District Executive Committee.

ARTICLE VII—FINANCE

Section 1. Committee Members.

The work of the Area Committee and Area Executive Committee shall be considered a service to Christ and the Church and shall be without financial remuneration.

Section 2. Expense Fund.

The funding of the Area Alliance Women expense fund shall be determined by the Area Executive Committee, with the approval of the Alliance Women District Executive Committee, and shall be designated in the Area Alliance Women Bylaws.

Section 3. Projects.

Area Alliance Women are expected to support the projects established by the National Alliance Women Ministries. All other area-wide appeals for funds shall be approved by the Alliance Women District Executive Committee.

ARTICLE VIII—RELATIONSHIP

Area Alliance Women is an auxiliary organization of the district and is amenable to the district superintendent and to the Alliance Women District Executive Committee. It is part of the National and District organizations of Alliance Women Ministries and is related to the Local organizations.

ARTICLE IX—AMENDMENTS

This constitution may be amended from time to time by the Board of Directors of The Christian and Missionary Alliance.

ARTICLE X—BYLAWS

Bylaws not in conflict with this constitution may be adopted at any regular business meeting of Area Alliance Women by a two-thirds vote of the members present. Proposed bylaws shall be submitted to the Alliance Women District Executive Committee for approval before being adopted.

(Board of Directors 1981, 1992, 1999, 2002)

ALLIANCE WOMEN MINISTRIES LOCAL CONSTITUTION

ARTICLE I—NAME

This organization shall be known as Alliance Women Ministries of the _____
_____ Church (hereinafter referred to as Local Alliance Women) of The
Christian and Missionary Alliance.

ARTICLE II—PURPOSE

Local Alliance Women is an auxiliary of The Christian and Missionary Alliance organized to promote fellowship, outreach, and prayer among the women and encourage support and prayer for Alliance missionaries and worldwide ministries.

ARTICLE III—OBJECTIVES

The objectives of Local Alliance Women shall be:

1. *Fellowship*—To promote the building of relationships, studying of God's Word, and discipling of others.
2. *Outreach*—To promote opportunities that will influence the lives of friends and neighbors by sharing God's love.
3. *Missions*—To promote a knowledge and support of the worldwide ministries of The Christian and Missionary Alliance.
4. *Prayer*—To promote corporate prayer for local, national, and worldwide ministries and needs.

ARTICLE IV—MEMBERSHIP

The membership of Local Alliance Women shall include those who regularly attend and promote the objectives of Alliance Women Ministries in the local church.

ARTICLE V—ORGANIZATION

Section 1. Committees.

- a. **Local Executive Committee.** The Local Executive Committee shall be comprised of the following officers: president, secretary/treasurer, and such others as deemed necessary.
- b. **Standing and Special Committees.** Standing and special committees may be appointed by the Local Executive Committee. The Local Alliance Women president shall be an ex officio member of these committees.
- c. **Nominating Committee.** The Nominating Committee shall be comprised of three members—the pastor or his designee; one member of the Local Executive Committee and one member of the Local Alliance Women appointed by the Local Executive Committee. The Nominating Committee shall place one name in nomination for each position to be filled except for the position of president. The Nominating Committee's recommendation for president shall be presented as a suggestion to the Committee on Nominations of the local church. The president of Local Alliance Women shall be elected at the Annual Business Meeting of the church.

Section 2. Elections.

The election of the Local Executive Committee, other than the president, shall be conducted at the Annual Business Meeting of Local Alliance Women. The officers shall be persons of good Christian character and testimony. The president shall be a member of the local Christian and Missionary Alliance church. After nominations are presented by the Nominating Committee, further nominations may be made from the floor. Election shall be by ballot except in cases where only one nomination is presented.

Section 3. Officers.

- a. **President.** The president shall be responsible for carrying out the objectives of the organization and for promoting approved projects. She shall preside at all meetings of Local Alliance Women and the Local Executive Committee.

The term of office shall be one year. The president is eligible for not more than six consecutive terms in this office.
- b. **Secretary/Treasurer.** The secretary shall keep the minutes of all business meetings of Local Alliance Women and the Local Executive Committee and shall conduct the correspondence as directed by the Local Executive Committee. She shall keep a complete and accurate record of all receipts and disbursements and shall disburse funds as authorized by the Local Executive Committee.

The term of office shall be one year. The secretary/treasurer is eligible for not more than six consecutive terms in this office.
- c. **Ministry Coordinators.** Each Local Alliance Women may have coordinators to oversee various ministries that clearly fulfill the objectives.

The term of office for each coordinator shall be one year. Each coordinator is eligible for not more than six consecutive terms in this office.

 1. **Fellowship Coordinator.** The Fellowship Coordinator shall give oversight to the ministries directly related to building relationships, studying God's Word, and discipling others. She shall be a member of the Local Executive Committee.
 2. **Outreach Coordinator.** The Outreach Coordinator shall give oversight to the ministries related to evangelism and outreach into the local community. She shall be a member of the Local Executive Committee.
 3. **Missions Coordinator.** The Missions Coordinator shall give oversight to the ministries directly related to the education and support of the worldwide ministries of The Christian and Missionary Alliance. She shall be a member of the Local Executive Committee.
 4. **Prayer Coordinator.** The Prayer Coordinator shall give oversight to the ministries related to corporate prayer for local, national, and worldwide ministries and needs. She shall be a member of the Local Executive Committee.
- d. **Standing Committees.** Standing committees may be appointed by the Local Executive Committee to assist the various coordinators.

Section 4. Records of Officers.

The official records of all officers and coordinators are the property of the Local Alliance Women. All financial records shall be audited annually or at any time on order of the pastor and/or the governance authority of the church. In the event of the death or resignation of the incumbent, or upon the election of her successor, the current records necessary for fulfilling the obligations of the office shall be passed on to the newly elected officer.

ARTICLE VI—MEETINGS

Section 1. Meetings of Local Alliance Women.

Local Alliance Women shall meet regularly to accomplish its objectives. Such meetings shall be the responsibility of the Local Executive Committee with the approval of the pastor. Any business pertinent to the organization may be conducted on these occasions.

Section 2. Annual Business Meeting.

The Annual Business Meeting of Local Alliance Women shall convene for the purpose of electing officers and considering other essential matters of business.

Section 3. Meetings of the Local Executive Committee.

The Local Executive Committee shall meet as needed at the request of the president or the pastor.

ARTICLE VII—FINANCE

Section 1. Committee Members.

The work of the Local Executive Committee shall be considered a service to Christ and the Church and shall be without financial remuneration.

Section 2. Expense Fund.

The funding of the Local Alliance Women expense fund shall be determined by the Local Executive Committee with the approval of the governance authority of the church and shall be designated in the Local Alliance Women Bylaws.

Section 3. National Expense Fund.

Each Local Alliance Women shall be requested to make an annual monetary contribution to the expense fund of National Alliance Women to provide for the expenses of the meetings of the National Executive Committee or any of its special or standing committees.

Section 4. District Expenses.

Each Local Alliance Women shall be requested to make monetary contributions to the expense fund of District Alliance Women for Alliance Overseas Missionary Aid.

Section 5. Projects.

Local Alliance Women are expected to support the projects established by the National Alliance Women Ministries. All other church-wide appeals for funds shall be approved by the governance authority of the church.

ARTICLE VIII—RELATIONSHIP

Local Alliance Women is an auxiliary organization of the local church and is amenable to the pastor and governance authority of the church. It is part of the National, District, and Area organizations of Alliance Women.

ARTICLE IX—AMENDMENTS

This constitution may be amended from time to time by the Board of Directors of The Christian and Missionary Alliance.

ARTICLE X—BYLAWS

Bylaws not in conflict with this constitution may be adopted at any regular business meeting of Local Alliance Women by a two-thirds vote of the members present. Proposed bylaws shall be submitted to the governance authority of the church for approval before being adopted.

(Board of Directors 1981, 1992, 2002)



MINISTRIES

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.

JOB DESCRIPTIONS



MINISTRIES

1. DISTRICT ALLIANCE WOMEN'S PRESIDENT

Relationship to National Alliance Women Ministries

- a. Pray for National Alliance Women officers and events.
- b. Serve on National Alliance Women's Committee at Council
- c. Oversee outfit assistance for district missionaries and MK adoption program.
- d. Order and distribute materials and promote National Project.
- e. Accept oversight of Guest Home/MK School as assigned by National Committee.
- f. Order, receive and distribute *Yearbook* annually.
- g. Provide leadership and training through workshops and seminars for local women's groups.
- h. Send annual district statistical report to national president by specified date.
- i. Maintain files and correspondence with national officers and committee.

Relationship to District Superintendent/District Executive Committee

- a. Pray for district superintendent, personnel and events.
- b. Prepare annual narrative report for District Conference. Send thirty-five copies of this report to the National Office (NCM) in Colorado Springs.
- c. Attend District Conference and present annual report.
- d. Coordinate all Alliance Women's ministries/activities on the district calendar with the District Superintendent. Be sure he receives mailings and announcements.
- e. Meet regularly with the District Superintendent to review activities, goals and problem areas. Be sure events, plans and officers nominated meet his approval.
- f. Follow nominating procedures for district president found in the District Alliance Women Ministries constitution.
- g. Initiate and support projects to benefit the district.
- h. Consider having the wife of the District Superintendent and any member on the national committee as member's ex-officio of the District Alliance Women's Executive Committee.

Relationships to the District Alliance Women Ministries

- a. Pray for district, area, and local officers and events.
- b. See that the District Constitution is followed and District Bylaws are up-to-date and followed.
- c. Call and preside at all meetings of District Alliance Women, District Committee and District Executive Committee.
- d. Oversee district retreats and events.
- e. See that all committees are aware of their responsibilities and perform their given tasks.
- f. Visit area rallies and local meetings when invited and/or possible.
- g. Initiate training and provide resources for district, area and local leaders.
- h. Communicate regularly with local and area presidents and pastor's wives.
- i. Publish a district newsletter periodically.
- j. Communicate regularly with district missionaries.
- k. Maintain a current mailing list.
- l. Maintain an updated district missionary list and distribute to local groups.
- m. Develop policy and oversee district outfit program, MK adoption, Guest Home/MK School and any other projects via appointed committee members and regular reporting.
- n. Oversee district treasury and use of funds through regular reports from the District Treasurer.
- o. Promote prayer for district missionaries.
- p. Encourage and implement the formation of Alliance Women Ministries every church without a local group.
- q. Collect local and area reports for compilation. Compare with previous year to determine significant trends.
- r. Review and update files, job descriptions and other records periodically.
- s. Carry out any assignments from the District Committee.

2. AREA ALLIANCE WOMEN'S PRESIDENT

Relationship to District Alliance Women Ministries

- a. Pray for district officers and events.
- b. Serve on the District Committee.
- c. Send required area Reports to the District President by the specified dates.
- d. Promote district projects.
- e. Maintain area files and records.

Relationship to Area Alliance Women Ministries

- a. Pray for area officers and events.
- b. Call and preside over all meetings of the Area Committee and Area Executive Committee.
- c. Plan, promote and oversee area events and leadership training.
- d. Oversee area treasury and use of funds through regular reports from the area treasurer.

Relationship to Local Group in Area

- a. Pray for local officers and events.
- b. Visit each group annually if possible.
- c. Maintain a current list of local officers.
- d. Communicate as necessary with local presidents and pastors' wives in area.
- e. Encourage Local Alliance Women's groups to fulfill their responsibilities.

3. LOCAL ALLIANCE WOMEN'S PRESIDENT

- a. Shall serve as the liaison between the Local Alliance Women to Alliance Women Ministries Executive Committee and the pastor/Church Governing Board.
- b. Shall call and preside over the Local Executive Committee meetings.
- c. Shall be responsible for general oversight and implementation of all decisions, plans and meetings.
- d. Shall be an ex-officio member of all committees.
- e. Shall prepare an annual report for the church annual meeting.
- f. Shall prepare an annual report for the District Alliance Women's Ministries president from the records of the secretary and treasurer on the report form provided.
- g. Shall pass on all information as requested by the District/Area president.
- h. Shall enable others to minister by delegating, encouraging and training.
- i. Shall keep up-to-date files and records.
- j. Attend any District Leadership Workshops/Seminars.

4. SEE LOCAL CONSTITUTION UNDER ARTICLE IX SECTION 3...

Some Alliance Women's groups may need additional officers or committees in order to carry out the various functions of the group. Either a committee or one person may carry out the same responsibilities. All are amenable to the Local Executive Committee. The bylaws should state whether these will be elected or appointed and whether or not they will serve on the Local Executive Committee.

5. LOCAL ALLIANCE WOMEN'S EXECUTIVE COMMITTEE

(President, Vice-President, Secretary, Treasurer, and Coordinators)

- a. Shall meet regularly for prayer, needs assessment, goal setting and planning.
- b. Shall communicate plans and goals to the pastor/Church Governing Board.
- c. Shall conduct the business of the group and support one another in decisions made.
- d. Shall inform the local group of decisions.
- e. Shall periodically explain constitutional objectives, organizational structure, how the group fits into the local church, and relationship to the district and national organization.
- f. Shall appoint other officers/committees as deemed necessary. It is strongly advised that the pastor's wife be a member of the Local Executive Committee.
- g. Establish a system of periodic evaluation.
- h. Shall review the bylaws annually.

YEARLY EVALUATION CHECKLIST

- 9 Reviewed constitution, bylaws and objectives.
- 9 Explained organizational structure to local group.
- 9 Assessed group needs.
- 9 Plans made for:
 - 9 3 months
 - 9 6 months
 - 9 Year
- 9 Goals set, listed, and checked off as met.
- 9 Utilized *Yearbook* materials and theme.
- 9 Appointed committees.
- 9 Distributed appropriate job descriptions.
- 9 Promoted National Project.
- 9 Promoted District Project.
- 9 Promoted special events.
- 9 Met with pastor.
- 9 Visually promoted meetings.
- 9 Assessed attendance and giving trends.
- 9 Evaluated the four objectives: fellowship, outreach, missions and prayer.
- 9 Sent annual report to Area President.
- 9 Put evaluation follow-up plans in place.