

**“My Sheep hear
my voice, and I
know them, and
they follow me”
John 10:27**



WOMEN’S MINISTRY GUIDELINES

Good Shepherd Evangelical Lutheran Church

Mission Statement

Seeking the Lost, Feeding the Flock, Serving the Savior

The mission of Good Shepherd Evangelical Lutheran Church is to sustain each of our members in faith by working together in harmony for the spiritual growth and health of the congregation and reaching out to bring the gospel of Christ to others.

Purpose of this Booklet

Women's Ministry (WM) includes all women members of Good Shepherd Evangelical Lutheran Church (GSELC). We, as women, work to support the same mission as our congregation and church body. This booklet has been compiled to assist the women in identifying ways in which they can constructively use their talents to the glory of God. Many understand the tremendous joy and inner peace that only come when the Holy Spirit takes hold of our lives and exhibits his presence through our loving and active support of the work of the Kingdom of God.

There are many opportunities, something for every personality and every situation. It is our desire that every woman in the congregation experience the blessings that come from active participation in Bible study and service. With prayer, please review these pages and find an area of interest that appeals to you. Contact the president or any coordinator to volunteer, ask questions or share your ideas.

Service to God takes place only from the heart - our response to God's great love and mercy. Our joyous response is possible only by the Holy Spirit working in us, which comes through our spiritual growth in regular study of the Word and participation in the sacraments. Be in the Word daily and make use of the worship opportunities at church.

WOMEN'S MINISTRY GUIDELINES

I. Name

The name of our organization is "Women's Ministry".

II. Affiliation

We exist as part of Good Shepherd congregation and adhere to its statement of beliefs and purpose.

III. Purpose

- A. To grow spiritually through a study of the Bible and/or Bible related subjects and topics, which will be a part of each regular meeting.
- B. To fulfill needs of a service nature that may arise in our own congregation and to aid in other programs and projects of the congregation in keeping with the role God has given to women in the church.
- C. To work in harmony with the Ministry Coordinating Council (MCC) of GSELC.

IV. Membership

Every woman communicant member of GSELC is considered a member of this organization and is encouraged to participate in meetings, projects, and other activities.

V. Elected Positions

- A. The elected positions include:
 1. The offices of: president, vice president, treasurer, secretary
 2. Eight coordinators: shepherding, spiritual growth, worship, property, group life, school, outreach, and mission resources

An officer may also serve as a coordinator, except in the case of the president.

- B. Elections are held at the November meeting with new officers assuming their duties immediately. The officers and coordinators are elected for two-year terms.

The following are elected in even-numbered years:

- | | |
|---------------------|--------------------|
| • President | • Spiritual Growth |
| • Secretary | • Worship |
| • Mission Resources | • Group Life |

The following are elected in-odd numbered years:

- | | | |
|-------------|---------------|------------------|
| • Treasurer | • Property | • Vice President |
| • School | • Shepherding | • Outreach |

C. Timeline for nomination process:

August – WM Leadership board prepares list of potential nominees.

September – WM President sends updated nomination letter and list of potential candidates to Good Shepherd (GS) office with the request for them to prepare nomination letters for all candidates. GS office places all candidate letters with position descriptions and Bible verses in addressed envelopes ready to mail (not sealed yet), bundled according to position, in the WM mailbox.

September 25 to October 6 - WM officers/coordinators speak to candidates after church, arrange to meet outside church, or phone candidates concerning the contents of the letters and then either personally hand the letters to the candidates or send the letters in the mail after speaking with candidates on the phone. WM President puts notice in newsletter/bulletins informing the congregation of positions up for election.

October 6 – WM officers/coordinators have all letters distributed to potential candidates by October 6.

November 1 – Candidates are asked to respond to WM President by November 1.

November 2 – WM President contacts all candidates who have not responded to the letter and seeks new candidates for positions that do not have a committed candidate. President prepares the ballot.

November – Election at Women’s Ministry meeting

D. In the event that the president is unable to fulfill her duties or the office is vacant, the vice-president shall assume the office of the president and appoint a vice-president for the duration of the term. If any other officer or coordinator is unable to perform her duties or the position is vacant, the president will appoint a successor.

VI. Leadership Board

The leadership board shall consist of the elected officers and the eight elected coordinators.

VII. Elected officers and coordinator descriptions

Position: WOMEN’S MINISTRY PRESIDENT

Position Description

Position Summary:

The WM president is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of all activities of WM.

Scope of Responsibility:

- Schedule, announce, and prepare an agenda for meetings of the general membership of WM
- Lead the business discussion of each general membership meeting
- Schedule, prepare an agenda for, and attend at least three yearly meetings with the leadership board

- Communicate and collaborate with the MCC president (no less than quarterly as agreed upon with the MCC President – email, phone, personal meeting)
- Request budgeting needs from each coordinator, prepare a budget and submit to the WM general membership for approval
- Submit the proposed budget to the MCC
- Review member requests for reimbursement: a- provide copies of all requests to the WM treasurer; b- if amount is \$200 or less, submit request to church treasurer for reimbursement; c- if amount is more than \$200, forward paperwork to the MCC president for approval
- Help create opportunities for the women of Good Shepherd to participate in WM
- Continue to look for ways to improve the functioning of WM
- Pass useful materials to next president and guide her in her new role

Goals:

Goals of the WM president include:

1. Assist and support all the coordinators and activity directors with their individual responsibilities
2. Collaborate/coordinate with the MCC president
3. Timely approval of membership reimbursement requests
4. Evaluate and make recommendations for improvement of the various activities of WM

Latitude/Boundaries:

The WM president shall help make all appointments of activity directors, call meetings when necessary, review member reimbursement requests and help make decisions, when necessary, regarding the various WM activities in conjunction with the individual coordinators. All major decisions are to be made by the leadership board.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Communication/collaboration with the MCC president

Preparation of yearly budget

Review of member reimbursement requests

Participation in various WM activities

Position: WOMEN’S MINISTRY VICE PRESIDENT

Position Description

Position Summary:

The WM vice president is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position is to assist the president in her duties.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Arrange a devotion for each general membership meeting
- Arrange a speaker/activity for each general membership meeting
- Assume the role of the president in her absence
- Pass useful materials to next vice president and guide her in her new role

Goals:

Goals of the WM vice president include:

1. Assist and support the president

2. Participate in various activities of WM
3. Plan activities/speakers for general membership meetings

Latitude/Boundaries:

The WM vice president shall assume the responsibilities of the WM president and make necessary decisions in her absence.

Time Requirements:

- Participation in WM general membership meetings
- Participation in WM leadership board meetings
- Participation in various WM activities
- Plan/prepare for speaker/activity for general membership meetings

Position: WOMEN'S MINISTRY TREASURER

Position Description

Position Summary:

The WM treasurer is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position includes keeping the financial records of WM.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Maintain copies of member reimbursement requests from the WM account.
- In absence of the president, review requests from the WM account; a- if amount is \$200 or less, submit request to church treasurer for reimbursement; b- if amount is \$200 or more, forward paperwork to MCC president.
- Follow protocol to deposit monies
- Keep a running balance of money in the WM account and report it to members at the general membership meetings
- Communicate and collaborate with the church treasurer – reconcile records
- Pass bookkeeping materials to next treasurer and guide her in her new role

Goals:

Goals of the treasurer include:

1. Assist and support the WM president
2. Keep accurate financial records for WM
3. Maintain copies of all WM reimbursement requests
4. Collaborate/coordinate with the church treasurer
5. Report irregularities or concerns to WM president

Latitude/Boundaries:

The WM treasurer shall maintain all copies of member reimbursement requests. In absence of the WM president, she will review all member reimbursement requests under \$200 and forward the request to the church treasurer. If the request is over \$200, she will review the request and then forward to the MCC president.

Time Requirements:

- Participation in WM general membership meetings
- Participation in WM leadership board meeting

Participation in various WM activities
Communication/collaboration with the church treasurer
Maintenance of financial records

Position: WOMEN'S MINISTRY SECRETARY

Position Description

Position Summary:

The WM secretary is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position is to handle the correspondence/minutes of WM.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Take minutes at leadership board meetings
- Take minutes at general membership meetings and report to the general membership for approval
- Handle incoming and outgoing correspondence, including announcements by email to the WM general membership when appropriate and necessary
- Pass useful materials to next secretary and guide her in her new role

Goals:

Goals of the secretary include:

1. Assist and support the WM president
2. Keep the general membership informed through email when necessary
3. Participate in various activities of WM

Latitude/Boundaries:

The WM secretary shall have the responsibility of sending out appropriate and necessary emails to keep the general membership of WM informed.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Participation in various WM activities

Send appropriate emails when necessary to the general membership of WM

Position: WOMEN'S MINISTRY SHEPHERDING COORDINATOR

Position Description

Position Summary:

The WM shepherding coordinator is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of the activities of the WM shepherding committee. It also provides a support system for the WM shepherding activity directors.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Chair/facilitate the WM shepherding committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 1. Create and distribute "New Member Welcome Bags"

2. Assist with new member event
 3. Maintain and make timely use of the list of volunteers who will bring meals to those of our congregation who are in need
 4. Send Sunshine cards to those members at difficult/special times of their lives
 5. Organize/maintain prayer chain
 6. Organize/deliver Christmas gifts and visits to shut-ins
- Communicate and collaborate with the corresponding MCC shepherding coordinator on a regular basis (no less than quarterly as agreed upon with MCC coordinator – phone, email, personal meeting)
 - Keep the WM leadership board informed of the actions and activities of the WM shepherding committee
 - Prepare a yearly budget and submit it to the WM president
 - Communicate with individual members of the WM shepherding committee regularly –phone, email, personal meeting
 - Pass useful materials to the next SC shepherding coordinator and guide her in her new role

Goals:

Goals of the WM shepherding coordinator include:

1. Assist and support the activity directors with their individual activities
2. Collaborate/coordinate with the corresponding MCC shepherding coordinator
3. Evaluate and make recommendations for the various activities of the WM shepherding committee

Latitude/Boundaries:

The WM shepherding coordinator, in coordination with the leadership board, shall make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Regular communication with members of the WM shepherding committee

Communication/collaboration with corresponding MCC shepherding coordinator

Position: WOMEN’S MINISTRY SPIRITUAL GROWTH COORDINATOR

Position Description

Position Summary:

The WM spiritual growth coordinator is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of the activities of the WM spiritual growth committee. It also provides a support system for the WM spiritual growth activity directors.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Chair/facilitate the WM spiritual growth committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 1. Prepare gifts for confirmands
 2. Confirmation Celebration (cake between services)
 3. Guide and direct women’s retreats
 4. Arrange for women’s Bible studies

- Communicate and collaborate with the corresponding MCC spiritual growth coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator – phone, email, personal meeting)
- Keep the WM leadership board informed of the actions and activities of the WM spiritual growth committee
- Prepare a yearly budget and submit it to the WM president
- Communicate with individual members of the WM spiritual growth committee – phone, email, personal meeting
- Pass useful materials to the next WM spiritual growth coordinator and guide her in her new role

Goals:

Goals of the WM spiritual growth coordinator include:

1. Assist and support the activity directors with their individual activities
2. Collaborate/coordinate with the corresponding MCC spiritual growth coordinator
3. Evaluate and make recommendations for the various activities of the WM spiritual growth committee

Latitude/Boundaries:

The WM spiritual growth coordinator, in cooperation with the leadership board, shall make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Regular communication with members of the WM spiritual growth committee

Communication/collaboration with corresponding MCC spiritual growth coordinator

Position: WOMEN’S MINISTRY WORSHIP COORDINATOR

Position Description

Position Summary:

The WM worship coordinator is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of the activities of the WM worship committee. It also provides a support system for the WM worship activity directors.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Chair/facilitate the WM worship committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 1. Arrange for special flowers for festival services (Easter, Christmas)
 2. Set and clean up for communion
 3. Altar ware maintenance
 4. Parament maintenance
 5. Altar linen maintenance
 6. Altar candle maintenance (includes Advent Wreath)
 7. Care and change of banners, flags and ornamentation
 8. Assist with hymnal/Bible condition checks
- Communicate and collaborate with the corresponding MCC worship coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator – phone, email, personal meeting)
- Keep the WM leadership board informed of the actions and activities of the WM worship committee

- Prepare a yearly budget and submit it to the WM president
- Communicate with individual members of the WM worship committee regularly –phone, email, personal meeting
- Pass useful materials to the next WM worship coordinator and guide her in her new role

Goals:

Goals of the WM worship coordinator include:

1. Assist and support the activity directors with their individual activities
2. Collaborate/coordinate with the corresponding MCC worship coordinator
3. Evaluate and make recommendations for the various activities of the WM worship committee

Latitude/Boundaries:

The WM worship coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee. The activities of the WM worship committee shall be carried out in close cooperation with the pastors and the MCC worship coordinator.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Regular communication with members of the WM worship committee

Communication/collaboration with corresponding MCC worship coordinator

Position: WOMEN’S MINISTRY PROPERTY COORDINATOR

Position Description

Position Summary:

The WM property coordinator is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of the activities of the WM property committee. It also provides a support system for the WM property activity directors.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Chair/facilitate the WM property committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 1. Assist with organizing spring and fall cleaning (kitchen, church, cleaning of wood furniture/pews)
 2. Weekly maintenance of narthex (tables/wall locked box)
 3. Plant and maintain flower beds around church property
 4. Maintain organization and cleanliness of refrigerator, kitchen and kitchen linens
 5. Set up and take down of Christmas decorations
- Communicate and collaborate with the corresponding MCC property coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator –phone, email, personal meeting)
- Keep the WM leadership board informed of the actions and activities of the WM property committee
- Prepare a yearly budget and submit it to the WM president
- Communicate with individual members of the WM property committee regularly – phone, email, personal meetings
- Pass useful materials to the next WM property coordinator and guide her in her new role

Goals:

Goals of the WM property coordinator include:

1. Assist and support the activity directors with their individual activities
2. Collaborate/coordinate with the corresponding MCC property coordinator
3. Evaluate and make recommendations for the various activities of the WM property committee

Latitude/Boundaries:

The WM property coordinator shall seek the advice of the WM leadership board and the MCC property coordinator before making any major repairs, changes or purchases. The WM property coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Regular communication with members of the WM property committee

Communication/collaboration with corresponding MCC property coordinator

Position: WOMEN'S MINISTRY GROUP LIFE COORDINATOR

Position Description

Position Summary:

The WM group life coordinator is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of the activities of the WM group life committee. It also provides a support system for the WM group life activity directors.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Chair/facilitate the WM group life committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 1. Set and clean up coffee for Sunday morning fellowship
 2. Maintain and order supplies for the kitchen
 3. Plan/prepare Easter breakfast
 4. Plan/prepare Lent/Advent meals
 5. Plan/prepare meals for special congregation events
 6. Organize/plan women's social events
 7. Assist with church picnic
- Communicate and collaborate with the corresponding MCC group life coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator – phone, email, personal meetings)
- Keep the WM leadership board informed of the actions and activities of the WM group life committee
- Prepare a yearly budget and submit it to the WM president
- Communicate with individual members of the WM group life committee regularly – phone, email, personal meetings
- Pass useful materials to the next WM group life coordinator and guide her in her new role

Goals:

Goals of the WM group life coordinator include:

1. Assist and support the activity directors with their individual activities
2. Collaborate/coordinate with the corresponding MCC group life coordinator

3. Evaluate and make recommendations for the various activities of the WM group life committee

Latitude/Boundaries:

The WM group life coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Regular communication with members of the WM group life committee

Communication/collaboration with corresponding MCC group life coordinator

Position: WOMEN'S MINISTRY SCHOOL COORDINATOR

Position Description

Position Summary:

The WM school coordinator is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of the activities of the WM school committee. It also provides a support system for the WM school activity directors.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Chair/facilitate the WM school committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 1. Coordinate efforts to assist with school activities when requested (Fall Festival, Christmas pre-school dinner, etc.), work in cooperation with FrOGS (Friends of Good Shepherd)
 2. Plan/purchase/deliver called worker gifts/recognition
 3. Plan called worker anniversary recognition
- Communicate and collaborate with the corresponding MCC school coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator – phone, email, personal meetings)
- Keep the WM leadership board informed of the actions and activities of the WM school committee
- Prepare a yearly budget and submit it to the WM president
- Communicate with individual members of the WM school committee regularly– phone, email, personal meetings
- Pass useful materials to the next WM school coordinator and guide her in her new role

Goals:

Goals of the WM school coordinator include:

1. Assist and support the activity directors with their individual activities
2. Collaborate/coordinate with the corresponding MCC school coordinator
3. Evaluate and make recommendations for the various activities of the WM school committee
4. Investigate/create activities to blend church members and school families together
5. Maintain/increase communication between church and school

Latitude/Boundaries:

The WM school coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee. Collaboration with FrOGS is necessary.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Regular communication with members of the WM school committee

Communication/collaboration with corresponding MCC school coordinator

Position: WOMEN'S MINISTRY OUTREACH COORDINATOR

Position Description

Position Summary:

The WM outreach coordinator is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of the activities of the WM outreach committee. It also provides a support system for the WM outreach activity directors.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Chair/facilitate the WM outreach committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 1. Coordinate bread of life visits
 2. Maintain and record friendship register at church
- Communicate and collaborate with the corresponding MCC outreach coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator –phone, email, personal meetings)
- Keep the WM leadership board informed of the actions and activities of the WM outreach committee
- Prepare a yearly budget and submit it to the WM president
- Communicate with individual members of the WM outreach committee regularly – phone, email, personal meetings
- Pass useful materials to the next WM outreach coordinator and guide her in her new role

Goals:

Goals of the WM outreach coordinator include:

1. Assist and support the activity directors with their individual activities
2. Collaborate/coordinate with the corresponding MCC outreach coordinator
3. Evaluate and make recommendations for the various activities of the WM outreach committee

Latitude/Boundaries:

The WM outreach coordinator shall, in cooperation with the leadership board, make all appointments for each activity under her committee.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Regular communication with members of the WM outreach committee

Communication/collaboration with corresponding MCC outreach coordinator

Position: WOMEN'S MINISTRY MISSION RESOURCES COORDINATOR

Position Description

Position Summary:

The WM mission resources coordinator is elected by the WM membership for a term of two years and is a member of the WM leadership board. This position provides oversight responsibilities and coordination of the activities of the WM mission resources committee. It also provides a support system for the WM mission resources activity directors.

Scope of Responsibility:

- Be an active participant in all general membership meetings of WM and the leadership board
- Chair/facilitate the WM mission resources committee, which includes the recruitment of activity directors who lead and assist with the following activities:
 1. Maintain assistance fund
 2. Track Thrivent funds
 3. Coordinate Personal Member Ministry Hostess Team
 4. Assist Personal Member Ministry Coordinator as needed
- Communicate and collaborate with the corresponding MCC mission resources coordinator on a regular basis (no less than quarterly as agreed upon with the MCC coordinator – phone, email, personal meetings)
- Keep the WM leadership board informed of the actions and activities of the WM mission resources committee
- Prepare a yearly budget and submit it to the WM president
- Communicate with individual members of the WM mission resources committee regularly – phone, email, personal meetings
- Pass useful materials to the next WM missions resources coordinator and guide her in her new role

Goals:

Goals of the WM mission resources coordinator include:

1. Assist and support the activity directors with their individual activities
2. Collaborate/coordinate with the corresponding MCC mission resources coordinator
5. Evaluate and make recommendations for the various activities of the WM mission resources committee

Latitude/Boundaries:

The WM mission resources coordinator shall, in cooperation with the leadership board, make all appointments of activity directors for each activity under her committee.

Time Requirements:

Participation in WM general membership meetings

Participation in WM leadership board meetings

Regular communication with members of the WM mission resources committee

Communication/collaboration with corresponding MCC missions resources coordinator

VIII. Meetings

- A. General membership meetings will be held at least twice during the year, with times and days, as called by the president. One of the general membership meetings must be held in November to provide for election of officers and coordinators. Another general membership meeting must be held in April/May for approval of the budget by the general membership. General membership meetings will include a Bible study/devotion, coordinator reports, new business and a speaker/activity.
- B. Leadership board meetings will be held a few weeks before each general membership meeting or as called by the president.

IX. Budgeting

Each coordinator is responsible for submitting a budget proposal for that group's expenditures for the upcoming year to the WM president. The WM budget, prepared by the WM president, will be voted on at the WM general membership meeting prior to the MCC approval of the church budget. Any unexpected costs that arise thereafter must be approved by the leadership board.

X. Reimbursement

When a member of WM needs appropriate reimbursement of funds, she is responsible for following protocol. She must fill out a "request for check" form, which can be found in the church office, justifying the need for funds from the WM account. She must submit all requests and receipts to the WM president. After review the WM president will make a copy of the request and send to the WM treasurer. If the request is for \$200 or less the president will forward the paperwork to the church treasurer for reimbursement. If the request is for more than \$200, the president will forward the paperwork to the MCC president for him to review.

XI. Changing of the Guidelines

To change or amend the guidelines, the proposed changes will be drafted by the leadership board. The proposed changes will be presented to the general membership for review and comment no less than 30 days before they are considered for approval by a simple majority vote of the membership present at a general membership meeting.

The following page is an appendix in the guidelines. The activities of Women's Ministry often change and as an appendix, a vote by the general membership would not be necessary to make changes to it in the future.

MCC Shepherding

- Called Worker Care
- Ministry to sick and infirm
- Assimilation of new members
- Reaching out to straying members
- Congregational Newsletter

MCC Spiritual Growth

- Sunday School
- Confirmation and Bible Information Classes
- Bible Classes and Promotion
- Vacation Bible School Coordination

MCC Worship

- Ushers and usher workshops
- Music advisor and musician pool
- Organists and choirs

MCC Property

- Parsonage and Teacherage
- Building Usage / Insurance
- Audio / Visual
- Church / School cleaning and upkeep
- Landscaping and grounds
- Vehicles

MCC Group Life

- Youth Group
- Pioneers
- Fellowship groups
- Athletic leagues

MCC School

- School / Preschool
- Athletics Program Coordinator
- Technology / Accreditation
- Integration of non-member parents

MCC Outreach

- Advertising, publicity, canvassing
- Welcoming visitors / Prospect list
- Community outreach
- Streaming worship

MCC Mission Resources

- Budget preparation / communication
- Congregational stewardship programs
- Endowment Fund
- Time / talent team
- Giving tree / Thrivent opportunities

Women's Ministry Shepherding

- Create and distribute New Member Welcome Bags
- Assist with new member event
- Maintain and timely use of the list of volunteers who will bring meals to those of our congregation who are in need
- Send Sunshine cards to members at difficult/special times of their lives
- Organize/maintain prayer chain
- Organize / deliver Christmas gifts and visits to shut-ins

Women's Ministry Spiritual Growth

- Prepare gifts for confirmands
- Guide and direct women's retreats
- Arrange for women's Bible studies
- Confirmation celebration (cake between services)

Women's Ministry Worship

- Arrange for special flowers for Christmas and Easter
- Set up and clean up for Holy Communion
- Altar Care coordinator: oversees care of Altar and Sacristy
- Care and change of banners, flags and ornamentation
- Assist with hymnal/Bible condition checks

Women's Ministry Property

- Assist with organizing spring and fall cleaning (kitchen, church, cleaning of wood furniture/pews)
- Maintenance of narthex (tables/locked box)
- Plant and maintain flower beds around church property
- Maintain organization and cleanliness of refrigerator and kitchen and linens
- Set up and take down of Christmas decorations

Women's Ministry Group Life

- Set and clean up coffee for Sunday morning fellowship
- Maintain and order supplies for the kitchen
- Plan/prepare Easter breakfast
- Plan/prepare Lent/Advent meals
- Plan/prepare meals for special congregation events
- Assist with church picnic
- Organize / plan women's social events

Women's Ministry School

- Coordinate efforts to help assist with school activities
- Plan/purchase/deliver called worker gifts
- Plan called worker anniversary recognition.

Women's Ministry Outreach

- Coordinate Bread of Life visits
- Maintain and record Friendship Register at church

Women's Ministry Mission Resources

- Maintain Assistance Fund
- Track Thrivent funds
- Coordinate Personal Member Ministry Hostess Team
- Assist Personal Member Ministry Coordinator as needed