



women's ministries international

**HANDBOOK/GUIDE
2015 - 2019**

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Vision Statement

Women's Ministries International is a Women's organization uniting and empowering the global sisterhood through discipleship, education, and social justice/compassionate ministries.

Purpose and Goals

A. Purpose:

1. Broaden awareness of women's needs
2. Stimulate financial support of FM missions through special projects and fundraising
3. Unite and empower women through conferences, discipleship, education, and social justice/compassionate ministries

B. Goals:

1. Concentrate on prayer for FMC leadership and identified needs
2. Develop discipleship strategy
3. Expand educational opportunities
4. Support social justice/compassionate ministries

Dear Friends,

Women's Ministries International is alive and well! Women around the world are working together to accomplish what no one could do alone.

The contents of this booklet are a flexible guide; use it in conjunction with your own creativity and the need of your group. Our prayer is that it will be a tool to assist you in reaching and developing the personal gifts of women in your church and neighborhood. WMI strives to reach and unite women around the world for Christ, beginning in your community, to assist those who have no one but you and me to bring them help and hope.

Several changes have been made in WMI's Handbook/Guide as the Executive Board has conscientiously endeavored to update and condense the content.

Our intention is to support you and your organization in making WMI as new and as fresh as God's direction and leadership is to each of us. William Carey, the great missionary to India said, *'Ask great things of God; expect great things from God.'* Let's unite to do that at home and around the globe.

Please feel free to email or call any of the Executive Officers.

As the Lord told Joshua in chapter 1, verse 1, *'Now arise and take the land I have given to you...I will give you success.'* This is WMI's word from the Lord; this is our theme for this quadrennium; we WILL arise, obeying Christ's command! We WILL unite and reach women in our neighborhood and around the world.

United with you, in Christ, for a BETTER WMI,

LaWanda

LaWanda Bullock
Executive President

A Guide to Executive Board (EB)

Article I—Name

This organization shall be known as Women’s Ministries International, (WMI) auxiliary to the Free Methodist Church of USA, organized in general, conference, and local organizations.

Article II—Mission and Purpose

See Mission Statement, Purpose and Goals (page 4)

Article III—Delegates

1. The delegation of voting members shall be composed of the EB and hopefully at least one delegate from each United States conference, invited by the EB.
2. A non-voting delegate from each full General Conference outside the United States may be invited to General Sessions by the EB.
3. At least one delegate to the General Sessions from each Free Methodist World Missions Region that has annual Conferences shall be invited as a non-voting member of the General Sessions.
4. All delegates to General Sessions are responsible for raising their own expenses. It is recommended that the delegate’s home church or conference assist with expenses.

Article IV—Meetings

The meetings shall be called General Sessions and be held close to the same time or coincide with General Conference. An operational report shall be presented by the president and voted on by the delegates.

Article V—Officers

1. EB shall be composed of at least two board members from each of the three U.S. regions (West, East, Central) as much as possible, and will include the president, vice-president, secretary and treasurer. Additional board members shall be added from each global region: Asia, Africa, Latin America, Middle East and Europe, as much as possible.
2. The president shall serve as the representative to the Free Methodist Mission Catalyst Committee and make semi-annual written and oral reports to the Board of Administration (BOA).
3. The president and members of the EB shall select nominees for election to the EB to present to the General Session.
4. The women on the EB are to be regional WMI directors, working with the area directors and leaders of the regions.
5. A VP for International Development will work with regional directors to grow Women’s Ministry groups in every part of the world and assist with the implementation of WMI’s restructured EB, including the area of fundraising and administration.
6. The president of the EB shall have a travel expense account for representing WMI of at least \$6000, if money is available.

7. Various EB members are to reflect specialties in the following areas:
 - a) Education: specialist in education.
 - b) Discipleship: a woman involved in creating channels for discipling women.
 - c) Leadership: a proven professional leader in her community and church, developing a leadership track and team for training women.
 - d) Social justice/compassionate ministries: a woman established and working in the field of social justice awareness, creating alliances with other organizations.
8. In the event a WMI officer is unable to complete her term of office, the president shall call a meeting for the election of the officer's replacement. In the event the president is unable to complete her term of office, the secretary shall call a meeting of the EB for election of a new president.
9. It is recommended that each board member raise her own expenses to attend board meetings or contact her regional Conference for assistance. The meetings will take place via video or teleconference as much as possible.
10. The president of the EB shall have a travel expense account for representing WMI of at least \$6,000.

Article VI—Eligibility

1. Women shall be eligible to be EB members who are spiritually minded, actively engaged in financial support and is a member of the Free Methodist Church.
2. An EB officer may serve two, four-year terms (periods between General Sessions) consecutively in the same office.
3. The treasurer and president shall collaborate on the disbursement of undesignated funds.
4. If more than half of the EB officers are retiring, the president may serve a third term.

Article VII—Executive Committee

1. The EB shall administer the affairs of the organization and transact business in the interim between General Sessions. One half plus one of the EB shall constitute a quorum.
2. The EB shall meet together annually and via video conference call at least semiannually.
3. The spouse of any U.S. or International Bishop shall be invited by the EB President to participate as ex-officio members of the EB.

Article VIII—Methods

Methods of raising money or of conducting meetings must be in harmony with the *Book of Discipline* of the Free Methodist Church.

Article IX—Operating Fund

Twelve percent (12%) of the funds of this organization shall be reserved as an Operating Fund and deposited for use in a financial institution.

Article X—Judiciary Committee

A judiciary of three members shall be appointed by the EB to serve as needed.

Article XI—Dissolution

In the event of the dissolution of a WMI organization, all of its assets will be assigned to the WMI general fund. Money is to be sent to the WMI Office at the World Ministries Center.

Article XII—Amendment

In the event that amendments to the WMI guide are made in the interim between General Sessions, the WMI EB shall be authorized to pass such amendments upon a two-thirds vote of the residing officers. If the WMI EB has been given authorization to pass an amendment then it stands upon a 2/3 vote of the residing officers. If there is an issue, it can come before the EB and be rescinded after being previously adopted. (See Robert's Rules of Order.)

Bylaws of the Executive Board (EB)

Article I—All EB Officers

In order to be effective as an organization, all EB members are expected to:

1. Read and be familiar with the WMI Handbook/Guide and your position's responsibilities.
2. Work to fulfill your position responsibilities, raise awareness of WMI, its purpose and goals.
3. Attend and fully participate in the fall board meeting as well as submit written reports of accomplishments of the past few months and goals for the coming months, associated with that officer's position.
4. Participate in "as-needed" conference calls and email meetings.
5. Gain approval from the Executive president to be absent from scheduled meetings. Absence from scheduled meetings should be rare or due to unusual and unavoidable circumstances.
6. Attend and participate in General Sessions every four years.
7. Be an active member of the Free Methodist Church.
8. Be a financial contributor and/or fund raiser for WMI.
9. Contribute articles to publications as needed.
10. Communicate regularly (recommended on a quarterly basis) with their conference counterparts.
11. Commit to a four-year term.
12. Raise as much as possible of your WMI travel expenses.

Article II—EB President

In addition to fulfilling Article I responsibilities, the president shall:

1. Preside at the meetings of the General Session and of the EB and supervise the general interests of the organization;
2. Be a member ex-officio of all committees;
3. Serve as liaison on the Free Methodist World Missions Catalyst Committee;
4. Attend the World Conference if possible.

5. Create a designation list of current Special Projects to be used for undesignated funds and incoming funds for the Special Project goals.

Article III—EB Vice-President of Programming

In addition to fulfilling Article I responsibilities, the Vice-President of Programming shall:

1. Carry out the duties of the president at official meetings in the absence of the president;
2. Promote the general interests of the organization; assist the President as needed;
3. Preplan, organize, oversee and implement work in preparation for General Sessions.

Article IV—EB Vice-President of Global Missions

In addition to fulfilling Article I responsibilities, the Vice-President of Global Missions shall:

1. Strive to broaden mission's awareness through the promotion of prayer groups, prayer partners, work projects, mission's financial support and the Free Methodist World Mission People magazine;
2. Prepare and promote resources, collaborating with the WMI Executive President, for the WMI EB, which includes the annual "Special Projects" brochure to be presented to the EB at the October annual board meeting and voted on by the board;
3. Actively promote Thanksgiving Offering Guide and the observance of Month of Missions (MOM);
4. Encourage prayer for missions/missionaries through the promotion of prayer groups and missionary prayer partners;
5. Promote the World Day of Prayer and International Day of Prayer for the Persecuted Church.

Article V—EB Vice-President of Ministries

In addition to fulfilling Article I responsibilities, the Vice-President of Ministries shall:

1. Encourage women in areas of personal growth, outreach and discipleship through the promotion of Bible studies, spiritual growth groups, friendship evangelism, social concerns and leadership development.

Article VI—EB Secretary

In addition to fulfilling Article I responsibilities, the Secretary shall:

1. Keep an accurate record of the proceedings of the EB meetings and of the General Sessions, recording the same for preservation in a suitable book, working with the Office Secretary.

Article VII—EB Treasurer

In addition to fulfilling Article I responsibilities, the Treasurer shall:

1. Record all incoming funds deposited by the Women's Ministries office secretary;
2. Produce monthly reports for WMI Executive President and board, annually for auditors, as needed for Free Methodist World Missions and Conferences;

3. Produce monthly and annual budget reports communicating year-to-date financial status on operational spending and Special Projects progress;
4. Prepare and participate in annual audit in cooperation with the FMWM Finance Department;
5. Approve in cooperation with Executive President and process all undesignated disbursements;
6. Oversee management of bank account;
7. Record investment activity (Free Methodist Foundation accounts);
8. Review and reconcile monthly bank statements;
9. Ensure ethical handling of all Women's Ministries funds;
10. Promote and encourage WMI membership throughout the Conferences;
11. Promote fundraising for annual Special Projects and missions.
12. If needed, an individual other than the Treasurer may serve as bookkeeper, not to serve on the EB, working with the EB Treasurer and President.

Article VIII—EB International Promoter

In addition to fulfilling Article I responsibilities, the International Promoter shall:

1. Maintain a current list of all overseas missionaries, active and retired, and long-term VISA missionaries;
2. Keep contact with overseas missionaries throughout the year when possible, especially during Christmas, on their birthdays and anniversaries;
3. Be available to represent the organization in front of any group;
4. Promote and encourage WMI membership throughout the Conferences.

Article IX—Amending of Bylaws

These Bylaws may be amended at General Sessions by a majority of the members present and voting. In the interim between General Sessions, the Executive Board may make revisions, editions, and changes as needed to the Handbook/Guide that will be voted on as a whole by the WMI General Session delegates at the next scheduled General Session.

A Guide to Conference WMI Organizations

Article I—Name

This organization shall be called the WMI of the (name) Conference.

Article II—Mission and Purpose

1. See Mission Statement, Purpose and Goals (page 4)
2. Build a bond between the various local women's ministries in helping to achieve the overall mission of WMI.
3. Be a liaison between the EB and the local organizations.

Article III—Partnering

The conference organization shall be composed of all local women's groups and shall encourage fellowship, resourcing, prayer and financial involvement.

Article IV—Meetings

1. The conference organization shall meet annually. It is recommended that each local organization send a representative to the WMI Annual Conference meeting.
2. The election of conference WMI officers is to be held at the annual meeting.

Article V—Officers

The officers of the conference organization may be a president, vice-president, secretary and treasurer. These officers may fill vacancies when necessary.

Article VI—Eligibility

1. All Conference Officers must be spiritually minded, actively engaged in financial support and is a member of the Free Methodist Church.
2. Officers may serve two, four-year terms or until successors are elected.
3. The spouse of a Conference Superintendent, if not a member by reason of office, shall be an ex-officio member of the Conference Executive organization.

Article VII—Special Funds

Funds raised for WMI shall be sent by the conference Treasurer to the WMI International headquarters. Please send money to WMI at World Ministries Center.

Bylaws for CONFERENCE Executive Officers

Conference President—Article I

The President shall:

1. Preside at all conference meetings and meetings of the Conference Executive Board and shall supervise the general interest of the fellowship.
3. Refer members to the website, www.fmwmi.com. For more information, contact any of the EB officers or their Conference Superintendent.

The President will:

4. Arrange regular meetings of the Conference Executive Board, beginning well in advance of the first WMI meeting of the conference year. The agenda should include setting goals, long-range planning, prayer, and business that do not need action of the entire organization.
5. Preside at executive business meetings, open other meetings, and conduct business. A suggested order of business is as follows:
 - Roll call
 - Reading of minutes
 - Reports of officers
 - Offering and payment of partner's contributions
 - Taking care of unfinished business
 - New business
 - Appointments of committees when necessary
 - Miscellaneous business

- Most business should be conducted by the Conference EB at times separate from the entire membership
- 6. Coordinate all areas of the organization.
- 7. Work closely with officers, giving encouragement and direction.
- 8. Cooperate with the Conference Superintendent and pastors.
- 9. Insure that WMI works cooperatively with missions coordinators and missions boards.
- 10. Develop good leadership skills in herself and other officers through encouragement of growth and good interpersonal relationships.
- 11. Send information received by International Executive officers in E-mails, letters and publications to fellow officers and members of your organization.
- 12. Work with pastors and missions coordinators in local churches where there is no WMI to the Annual Conference.

Article II—Conference Vice President of Programming

The Vice President of Programming shall:

1. Carry out the duties of the President in her absence and act as chairwoman of the program committee.
2. Promote the general interests of the organization.
3. Work with the President in setting goals for the year.
4. Plan for the year’s program of seminars, workshops, retreats, institutes, etc., which would help reach the goals set.
5. Promote the use of WMI program materials available through the WMI office.
6. Be available to work with local organizations that need extra guidance.
7. Send information received by Executive Board officers in E-mails, letters and publications to local officers.

Article III—Conference Vice President of Global Missions

The Vice President of Global Missions shall:

1. Strive to broaden missions awareness through the promotion of prayer groups, prayer partners, work projects, missions financial support, the recommended reading list, resource materials, the Free Methodist World Mission magazine and missions education.
2. Set goals for expanding Global Missions.
3. Inform local groups of possible mission projects and the missionaries that the local churches of your conference support.
4. Communicate to local officers any information received from Executive Board Officers.
5. Promote support of missions/missionaries through financial giving, preparation of boxes of supplies and gift packages.
6. Promote Thank Offering and the observance of Month of Missions (MOM).
7. Promote reading of good books, resource materials, subscriptions to and reading of the Free Methodist Missions People magazine.

8. Encourage cooperation with the local missions coordinator in the church missions program.
9. Promote missions education program for children by encouraging churches to use the missions curriculum provided by Free Methodist World Missions Department.
10. Work with the conference missions committee to promote a missions emphasis at family camp if the Conference holds family camp.
11. Encourage prayer for missions/missionaries through formation of prayer groups and selection of missionary prayer partners. Cooperate with the pastor in promotion of World Day of Prayer and International Day of Prayer for the Persecuted Church.

Article IV—Conference Vice President of Ministries

The Vice President of Ministries shall:

1. Encourage women in areas of personal growth, outreach and discipleship through the promotion of Bible studies, spiritual growth groups, friendship evangelism, membership, social concerns, stewardship, leadership development, and resource material.
2. Set goals for expanding ministry areas.
3. Throughout the conference, encourage personal growth and stewardship through prayer, Bible study, mentoring, and accountability groups.
4. Promote leadership development among women by arranging for seminars and workshops at the Conference events.
5. Encourage outreach and evangelism among the women.
6. Provide information and encourage the women of your conference to mobilize in the area of social concerns.
Promote the reading of good books and the use of resource materials for women’s ministries.
7. Promote the involvement of WMI women in service agencies of the community to reach others for Christ.
8. Communicate to local officers any information received from the Executive Board Officers.
9. Guide the WMI women to fulfill the purpose of the organization and meet the goals set.

Article V—Conference Secretary

The Secretary shall:

1. Keep an accurate record of the proceedings of the organization and of the Conference Executive Board and preserve them in a suitable book.
2. Send the conference directory (lists of conference and local officers and addresses) to the WMI Office at the World Ministries Center and the local WMI secretaries of changes in the directory.
3. A permanent record shall be kept in the Secretary's book of all pertinent facts in reports collected from the local secretaries.
4. Compile completed reports from local organizations.
5. Act as custodian of all records of the organization except those specifically assigned to others.

6. Notify officers, committees, and delegates of their election/appointments.
7. Compile the Conference Board minutes immediately after they meet and report at the annual WMI business meeting; send the report to the WMI Executive Board Secretary immediately after Conference.
8. Send a full list of officers to the WMI office Secretary and Conference office within 10 days following the election.
9. Send out notices of all meetings and conduct the correspondence of the organization.

Article VI—Conference Treasurer

The Treasurer shall:

1. Forward all funds received from local treasurers except the Conference Operating Fund to the WMI at the World Ministries Center on a monthly basis.
2. Report all annual shares separately.
3. Collect and keep accurate account of all funds, forwarding and reporting the same monthly.
4. A yearly report shall be sent to the Executive Board Treasurer by January 31.
5. The accounts of the Conference Treasurer shall be audited annually at the close of the fiscal year (January 1 through December 31) by an auditor appointed by the President.
6. Maintain proper accounting procedures and segregation of duties according to procedures recommended by the audit firm and the Free Methodist World Ministries Center.
7. Credit all Missions cash offerings taken at WMI Conference meetings. Missions pledges, when paid, are credited to the local WMI from which they came.
8. Money given by local churches through WMI will receive full Free Methodist World Missions credit.
9. Receive and disburse funds for local organizations and actively promote offerings.
10. Promote financial support of Free Methodist Missions.

Article VII—Expenses of Delegates

1. The necessary expenses of the delegates from conferences in the United States to the General Sessions shall be paid from a special General Session Fund. The following amounts are held from the annual fee depending on the membership type elected; Silver Partner \$2.00, Gold Partner \$4.00, Platinum Partner \$10.00. The number of delegates to General Sessions shall be determined by the number of paid active Partners in each conference on December 31 of the year preceding the General Sessions.
2. Should a Conference in the United States choose to send a WMI reserve delegate as an observer to the General Sessions, it is recommended that one-half of the necessary expenses (travel, registration, designated housing and board) be the responsibility of the Conference, funds raised in a

manner approved by the Conference. The reserve delegate shall be responsible for the other half of her expenses. (See *Article III—Partnering* No. 1 of Local WMI Organization)

3. The travel expenses of WMI delegates from world mission conferences to and from the General Sessions are to be raised within the area from which they come in a manner approved by that area. Board and room for the specified days of the WMI General Session may be provided from the General Session Fund if funds are available.

Article VIII—Conference Officer's Reports

It is recommended that local officers, except the Treasurer who reports monthly, report to their respective conference officers annually or semiannually to help in the work of promotion. (Annual WMI reporting will be by the calendar year: – January 1 through December 31.)

Article IX—District Officers

It is recommended that district officers, except the Treasurer who reports monthly, report to their respective conference officers annually or semiannually to help in the work of promotion. (Annual WMI reporting will be by the calendar year – January 1 through December 31.)

A Guide to Local WMI Organizations

Article I—Organization

1. The local organization is:
 - a) A sisterhood partnership of women within the local community to encourage
 - 1) Networking with Conference and EB WMI officers;
 - 2) Raising funds and awareness for missions;
 - 3) Establishing goals that will meet the needs of women in the local community;
 - 4) Reaching out globally through WMI Special Projects.

Article II—Mission and Purpose

See Mission Statement, Purpose and Goals (page 4).

Article III—Partnering

1. Annual financial partnering is encouraged and may be structured on three levels: Silver, Gold and Platinum, with funds distributed as follows (See Glossary):
 - a) Silver: \$20.00, (\$10.00 for the WMI General Operating Fund, \$6.00 for WMI Special Projects, \$4.00 for WMI General Sessions Fund).
 - b) Gold: \$50.00 (\$24.00 for the WMI General Operating Fund, \$18.00 for WMI Special Mission Projects; \$8.00 for WMI General Sessions Fund).
 - c) Platinum: \$100.00 or more (\$50.00 for the WMI Operating Fund, \$30.00 for WMI Special Projects, \$20.00 for WMI General

Sessions Fund).

2. Men contributing any amount are welcome as associate partners.
3. Females of any age may be a financial partner in WMI.
4. A certificate of partnership recognition will be issued to every participating partner and your name will be put in the e-newsletter.

Article IV—Meetings

The local women’s ministry functions shall be held as desired.

Article V—Local Officers

The officers of the local organization may be the same as at the conference level.

Article VI—Eligibility

1. A local president must be spiritually minded, actively engaged in financial support and a member of the Free Methodist Church.
2. Officers may serve two, four-year terms or until successors are elected.
3. The wife of any Free Methodist pastor, if not a member by reason of office, shall be an ex-officio member of the local organization.

Article VII—Special Funds

Funds raised for WMI shall be sent by the local Treasurer to WMI at World Ministries Center.

Bylaws for LOCAL Executive Officers

Article I—Local President

The President shall:

1. Preside at all meetings and meetings of the Local Executive Board and supervise the general interest of the fellowship.
2. Be a ex-officio member of all committees.
- 3.-11. Same as Conference Level.
12. Request permission to present the WMI report to the annual church society meeting.

Article II—Local Vice President of Programming

- 1-6. Same as Conference Level.

Article III—Local Vice President of Global Missions

- 1.-10. Same as Conference Level.
11. Encourage prayer for missions/missionaries through formation of prayer groups and selection of missionary prayer partners.
12. Cooperate with the pastor in promotion of World Day of Prayer and International Day of Prayer for the Persecuted Church.

Article IV—Local Vice President of Ministries

- 1.-10. Same as Conference Level.

Article V—Local Secretary

The Secretary shall:

1. Keep an accurate record of the proceedings of the Local WMI and Local Executive Board and record the same for preservation in a suitable book.
2. Conduct the correspondence of the organization, assemble and forward the annual combined report by January 15 to the WMI Conference Secretary.
3. Act as custodian of all records of the organization except those specifically assigned to others.
4. Keep a register of the members; call roll when required.
5. Notify officers, committees, and delegates of their election/appointments.
6. Record the annual report compiled at the meeting of the officers held for that purpose and send this report to the WMI Conference Secretary by January 15. This annual report shall be given at the Conference Annual Session.
7. Conduct the correspondence of the organization.
8. Keep a permanent record in the secretary's book of all pertinent facts in reports sent to the Conference Secretary.
9. Keep a complete file of reports for reference.

Article VI—Local Treasurer

The Treasurer of the local organization shall:

1. Send the yearly report to the Conference Treasurer by January 15.
2. Collect and keep an accurate account of all funds, forwarding and reporting the same monthly except the Conference Operating Fund.
3. Have accounts audited annually at the close of the fiscal year (January 1 through December 31) by an auditor appointed by the President.
4. Keep all funds in a WMI bank account and make all payments by check, and give receipts for all money received.
5. Receive and disburse funds for the WMI and actively stimulate support for Free Methodist World Missions.
6. Secure and forward memorial gifts to WMI at World Ministries Center.

Article VII—Local Officer's Reports

It is recommended that local officers, except the Treasurer who reports monthly, report to their respective conference officers annually or semi-annually to help in the work of promotion. (Annual WMI reporting will be by the calendar year January 1 through December 31.)

GLOSSARY

2015-2019 Executive Board

Executive President LaWanda Bullock



Secretary Emily Holverson



V.P. of East Coast U.S. Region

V.P. No. Central U.S. & Prayer Coordinator
Joyce Thompson



Treasurer Debra Hancock



V.P. So. Central U.S. Denise Abston



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