

Women In Missions
at
Bethel Chapel Church

Statement of Purpose:

Each lady who is a member of Bethel Chapel Church is invited to be a member of **Women In Missions**. We desire that each one arrange her schedule, whenever possible, to attend the meetings and participate in the ladies' activities. All ladies in the community who are interested in helping us achieve the following goals are welcome to attend our meetings.

The goals of **Women In Missions** at Bethel Chapel Church are as follows:

1. To promote service to our church and missionaries and community through special projects and work projects. (*Likewise, I want women to adorn themselves . . . by means of good works, as befits women making a claim to godliness. 1 Timothy 2:9-10*)
2. To encourage each other and the church as a whole to remember the missionaries' needs specifically in prayer. (*As for me, far be it from me that I should sin against the LORD by ceasing to pray for you. 1 Samuel 12:23*)
3. To promote spiritual growth through activities involving special speakers, retreats, banquets, Bible studies, or other social activities. (*I myself also am convinced that you yourselves are full of goodness, filled with all knowledge and able also to admonish one another. Romans 15:14*)
4. To promote fellowship with activities that will help us learn more about each other. (*And may the Lord cause you to increase and abound in love for one another, and for all people. 1 Thessalonians 3:11-12*)

Officers:

The following officers will be elected biannually: President, Vice-president, Treasurer, and Secretary. Officers cannot be re-elected except in extreme emergency situations. The officers of **Women In Missions** must be members of Bethel Chapel Church.

Every other year at the October meeting, the president will provide forms so that the ladies can prayerfully nominate those who might be able to serve as officers for the following two years. The pastor's wife traditionally provides the devotional at this meeting. Using those nominations, the current officers will prepare a list of nominees and share that list with the Pastor. With his approval, they will contact the ladies who have been nominated about their willingness to serve. Ballots will be distributed at the November meeting, and the election will be held. The officers shall be elected by majority vote. The new officers will be installed at the January meeting.

1

Meetings:

The monthly meetings are usually held on the second Thursday of each month. There are no meetings during July and August. The officers may reschedule the meetings as needed.

Duties of Officers:

Most of these duties will be carried out by the members of **Women In Missions**. They are listed under the officer who is in charge of making sure they are carried out. The officer may carry out the duties personally or delegate them to be carried out by a member of **Women In Missions**.

Duties of the President:

1. Be faithful in attendance to church services.
2. Preside at the scheduled meetings.
3. Plan the meetings and special projects in conjunction with other officers. Meet with them as needed to finalize plans for each meeting.
4. Either give a devotional at each meeting herself or ask another member

to do so.

5. Keep up to date with letters from the missionaries so that she may report the news to the ladies at the meeting.
6. Keep the pastor informed of future dates and future plans of **Women In Missions** (to avoid scheduling conflicts and provide needed information).
7. Prepare for the meeting, including heating and cooling the room, furniture arrangement, and babysitting, if needed.
8. Plan refreshments or meal at monthly fellowship meetings—organize food to be brought, prepare a sign-up list, prepare tables, order paper and plastic supplies as needed, etc.
9. Make sure all officers have a written copy of their duties and that these copies (and any written information pertaining to their offices) are passed on to new officers when they are elected.
10. In case of a vacancy in any office, the president shall appoint a member of **Women In Missions** to fill the remaining term.

Duties of the Vice-President:

1. Be faithful in attendance to church services.
2. Take over the duties of the president if she is unable to fulfill them.
3. Meet with the other officers as needed to finalize plans for the meetings.
4. Obtain the materials needed to complete all special projects (for example, the missionary closet).
5. Contact special speakers and arrange plans for annual retreats if the Pastor's wife has not already done so. (Guest speakers that are not church

members need to be approved by the pastor.)

6. Make sure someone is decorating the church according to the appropriate seasons.
7. Organize meals to be sent from the church when there is an illness or a death in the family or when another situation warrants it.
8. Help plan wedding showers and baby showers (for first baby in family) for regularly attending church members (if this is not taken care of by family or friends).
9. Plan activities to keep ladies informed about the day to day activities of the missionaries.

Duties of the Secretary:

1. Be faithful in attendance to church services.
2. Meet with the other officers as needed to finalize plans for the meetings.
3. Take attendance at the meetings.
4. Keep a written record (minutes) of each meeting.
5. Submit the minutes (or a summary of the minutes) to the Chairman of the Deacon Board before the next meeting of the Board.
6. Send a card if there is a hospital stay of more than three days or send flowers if there is a death in the immediate family of a church member.
7. Write the summary of the activities of **Women In Missions** for the annual report.

Duties of the Treasurer:

1. Be faithful in attendance to church services.
2. Meet with the other officers before the scheduled meetings to finalize plans for the meeting.
3. Take care of the offering at each meeting.
4. Keep a record of incoming and outgoing monies and expenses.
5. Send out birthday cards to the missionaries' children and token money gift to each one.
6. Prepare the financial annual report and submit it to the church treasurer by the first Sunday in January.
7. Write needed thank-you notes and send any gifts to special speakers.

Duties of the Members:

1. To attend the meetings when God provides the opportunity.
2. To pray for the ministries of the church and for the officers and activities of **Women In Missions**.
3. To donate needed money and resources as God provides the ability.
4. To share their gifts and assist the officers in carrying out their responsibilities by volunteering and/or eagerly agreeing to help when asked.