

Organizational Structure

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This module will provide information about the existing structures for women's groups at the local, regional and general levels and will offer models for new ways for looking at structure. Structure is essential; we may not want to spend time on it, but structure is what supports the ministry. The organizational structures of DW/CWF are

varied and diverse, and we want our ministry to be varied and diverse. This module will provide information about the existing structures for women's groups at the local, regional and general levels as well as offering models for new ways for looking at structure. The diagram on the next page shows the areas in the church that support Disciples Women/Christian Women's Fellowship in the Congregation.

Disciples Women/Christian Women's Fellowship Network: Areas That Support DW/CWF in the Congregation

GLOBAL WOMEN CONNECTING (FORMERLY WORLD CWF):
 *DISCIPLES WOMEN IN USA AND CANADA ALONG WITH WOMEN OF 16 COUNTRIES REPRESENTED IN THIS WORLD FELLOWSHIP *GWC SPONSORS A SERVICE PROJECT AND PUBLISHES TWO NEWSLETTERS PER YEAR

CHURCH WOMEN UNITED: ECUMENICAL GRASSROOTS WOMEN'S ORGANIZATION *DEVELOPS AND CONDUCTS WORLD COMMUNITY DAY, WORLD DAY OF PRAYER, MAY FRIENDSHIP DAY *JOINS IN ECUMENICAL PROJECTS

ICWF EXECUTIVE COMMITTEE (UNITED STATES & CANADA): *PLANS DW/CWF PROGRAMS AND RESOURCES *RESOURCES ICWF QUADRENNIAL ASSEMBLY *SUPPORTS AND PLANS PROGRAMS TO IMPLEMENT GOALS FOR DISCIPLES WOMEN *DEVELOPS AND MONITORS BUDGET

REGIONAL DISCIPLES WOMEN
 SERVED BY REGIONAL STAFF WOMEN WHO:
 *SEND REGIONAL COMMUNICATIONS TO WOMEN'S NETWORK
 *PLAN REGIONAL RETREATS AND ASSEMBLIES
 *SERVE AS THE LIAISON BETWEEN THE OFFICE OF DISCIPLES WOMEN AND CONGREGATIONS

OFFICE OF DISCIPLES WOMEN
 *MINISTRY OF DHM *ADMINISTERS ICWF PROGRAMS *DEVELOPS ANNUAL STUDY RESOURCES *CREATES AND PUBLISHES ANNUAL LEADERSHIP MANUAL *COMMUNICATES THROUGH THE REGIONAL DW/CWF NETWORK *DESIGNS AND IMPLEMENTS WOMEN'S PROGRAMS

DISTRICT/AREA DISCIPLES WOMEN
 *DISTRICT LEADERSHIP TRAINING WORKSHOPS
 *OTHER DISTRICT MEETINGS
 *THE COMMUNICATIONS LINK IN THE NETWORK BETWEEN CONGREGATIONS AND REGIONAL CABINETS/COMMISSIONS

**DISCIPLES WOMEN IN CONGREGATIONS
 DISCIPLES WOMEN AND/OR OTHER WOMEN'S GROUPS**
 SERVE THE CHURCH BY ENCOURAGING SPIRITUAL DEVELOPMENT, PERSONAL GROWTH, AND SUPPORT OF SERVICE AND MISSION PROJECTS.

Hispanic & Bilingual Fellowship

NAPAD

Local DW/CWF in Congregations

Who

Women in local congregations involved in ministry

What

- serving the church by encouraging spiritual development
- personal growth
- participating in service and mission projects

District/Area DW/CWF

Who

Laywomen who support women's ministry in their district or area

What

- Keeping in contact and communicating with local congregations
- District leadership training workshops
- Other district meetings
- Member of regional DW/CWF commissions or boards

Regional DW/CWF

Who

Staff and presidents and commission or board officers.

What

- Plans regional retreats and assemblies
- Sends regional communications to CWFs
- Served by regional staff person
- Plans for ministry to women in the region

International Christian Women's Fellowship (ICWF)

(United States and Canada)

Who

ICWF President and Vice President, ODW staff, all regional DW/CWF Presidents and staff with DW/CWF duties, ICWF Nominating Committee Chair, representatives from the National Convocation, Hispanic Convención, and North American Pacific/Asian Disciples (NAPAD). This body is called the ICWF Cabinet. ICWF Executive Committee of the Cabinet, elected at Quadrennial Assembly, meets at least annually. ICWF is funded by revenue from the Quadrennial Assembly.

What

- Plans DW/CWF programs and resources
- Produces ICWF Quadrennial Assembly
- Supports and plans programs to implement goals for DW/CWF
- Represents DW /CWF in ecumenical activities

Office of Disciples Women (ODW)

Who

An executive, a program director, administrative staff

What

- Supports ministries for women by creating, directing, coordinating, administrating and supporting programs for women of the church in partnership with ICWF
- Provides financial oversight for the ICWF budget
- Serves on the ICWF Executive Committee
- Interfaces with units of the General Church on behalf of women
- Produces the Annual Manual for Leaders
- Maintains mailing list of DW/CWF presidents
- Fills orders for free materials

Church Women's Staff Fellowship

Who

This body is made up of staff persons with responsibilities for women's ministries and ODW staff.

What

Meets annually for professional development, continued education, exploration of ways to strengthen the leadership of women, and sharing of regional and general DW/CWF programs. Builds and maintains supportive network of church women. Funded in part by DHM and in part by contributions from each region.

Constituency Groups

National Convocation CWF supports African American Disciples.

The Hispanic & Bilingual Fellowship supports Hispanic Disciples.

NAPAD supports Asian Pacific Island Disciples.

(As printed at www.discipleswomen.org.)

Global Women Connecting

Global Women Connecting, formerly World CWF, was formed in 1955 in Toronto. The new name was accepted at the World Convention of Churches of Christ in 2004. A four-day retreat for invited persons takes place every four years just before the World Convention of Churches of Christ. The president for Global Women Connecting comes from the country hosting the next World Convention. The vice president comes from a different country, usually across the globe.

Who

In addition to the elected officers, there is a named or elected contact person for Global Women Connecting in the following countries: Argentina, Australia, Canada, Great Britain, Jamaica, Mexico, New Zealand, Paraguay, Puerto Rico, United States, Vanuatu, Democratic Republic of the Congo, and Swaziland. Ecumenical partners are Japan, Philippines, and Thailand.

What

To provide a channel by which all women members of the Stone-Campbell heritage churches and of the United churches who share that heritage may be joined in fellowship and through which, by prayer, study, and service they may share the gospel to the ends of the earth.

In addition to two newsletters a year to network, inform, and suggest prayer topics, Global Women Connecting sponsors a service project, usually for four years. The most recent have been Street Children in Latin America (1988—1992), End Child Prostitution in Asian Tourism (1992—1996), Khayelihle Children's Village (1996—2004), and the current Red de Mujeres, a program of the Council of Evangelical Churches of Colombia.

Disciples Women and Global Women Connecting

- Disciples women are active participants in Global Women Connecting.
- The ICWF, Disciples Women's churchwide organization for women, sends a delegation to every Global Women Connecting retreat. Annual dues are collected from each congregational DW/CWF group. These are divided between the Global Women Connecting budget and a fund to send U.S. and Canadian representatives to Global Women Connecting meetings.
- Disciples Women support the Global Women Connecting Service Project chosen every four years at the Global Women Connecting retreat.
- The Global Women Connecting newsletter is available on the Disciples Women Web site.

Interregional Groups for Women's Network

Who

WESTERN (WOW)	NORTHEAST (NIRF)	SOUTHEASTERN (SERF)	HEARTLAND	ROSES
ARIZONA	CANADA	ALABAMA/NW FL	GREATER KANSAS CITY	GREAT RIVER REGION: ARKANSAS, LOUISIANA, MISSISSIPPI
CALIF.NO./NV NW	CAPITAL AREA	FLORIDA	ILLINOIS/ WISCONSIN	
CENTRAL ROCKY MTN.	MICHIGAN	GEORGIA	INDIANA	
IDAHO, S.	NORTHEAST	KENTUCKY	KANSAS	
MONTANA	OHIO	NORTH CAROLINA	MID-AMERICA	OKLAHOMA
NORTHWEST	PENNSYLVANIA	SOUTH CAROLINA	NEBRASKA	SOUTHWEST
OREGON	WEST VIRGINIA	TENNESSEE	UPPER MIDWEST	
PACIFIC SOUTHWEST		VIRGINIA		

What

- Develops leadership skills for women
- Provides the knowledge and resources that will enable persons to fulfill their responsibilities with increased effectiveness
- Presents an interregional leadership training event every four years

Church Women United (ecumenical organization)

Who

Church Women United is a racially, culturally, theologically inclusive Christian women's movement, celebrating unity in diversity and working for a world of peace and justice.

What

- Celebrates special days
 - World Community Day
 - World Day of Prayer
 - May Fellowship Day
- Joins in ecumenical projects
 - Fellowship of the Least Coin – for further information see Stewardship
 - For info contact: CWU National Office, Church Women United, 475 Riverside Drive, Suite 1626, New York, NY 10115 . Phone: (800) 298-5551 Fax: (212) 870-2338

Models for Structure for Local DW/CWF Groups

First Christian Church in Selma, California

First Christian Church in Selma, California, offers the following model:

I. Group Organization

DW/CWF is divided into smaller fellowship groups to give women who are in similar stages of life and experience the opportunity to study, serve, and fellowship together. This structure continues to have three groups.

Each group will continue to determine its own monthly program activities and individual service projects. Groups may or may not choose to study the DW/CWF material provided by the denomination, but are encouraged to at least consider it. Each group will organize itself for mission, study and fellowship in whatever way best meets the needs of its members. Each group will appoint/elect its own leader, who will lead the group meetings and serve on the DW/CWF Steering Committee.

In addition to their individual programs and projects, we recommend that each group take charge of planning and facilitating each of the following:

A. One mission project in which the whole DW/CWF participates

A group may organize Christmas or Thanksgiving baskets for needy families; Easter baskets for Valley Teen Ranch; or a fundraiser for Heifer Project; or create afghans for shut-ins. The group is responsible for planning and publicizing the project, enlisting the help of the other groups and seeing the project through to the finish.

B. One program to which everyone in DW/CWF is invited

Each group determines time, place, and content of program, but is encouraged to plan a program that captures the interest and enthusiasm of the group that is doing the planning. Other groups can be enlisted to help provide assistance. Food may or may not be served.

C. One fund-raising event to benefit the DW/CWF General Fund

Each group determines what kind of fundraiser members would like to lead. The group publicizes and plans the event and enlists help from other groups. This fundraiser should be done in addition to taking a monthly DW/CWF offering at group meetings.

II. DW/CWF Organization

A. DW/CWF Steering Committee

1. Membership of Steering Committee

Moderator: Leads steering committee; serves on Church Board and Ministry Council; resources and encourages groups; enlists one person from each group to serve as the next year's nominating committee to select new steering committee.

Publicity Agent: Assists groups with publicity and is the publicity liaison between DW/CWF, the groups, the church office, and the wider church. Also coordinates the creation of the DW/CWF annual booklet, which usually includes prayers, current local budget information, lists of programs, social action projects, and officers for the year, and other information.

Financial Secretary: Keeps the DW/CWF financial records; writes checks as needed; makes mission payments according to budget; receives, deposits and accounts for group offerings to DW/CWF; assists pastor with annual yearbook report; reports to steering committee.

Leader/Representative from each group: Serves as a communication link between steering committee and other groups; keeps steering committee informed of group programs and projects; keeps group informed of steering committee ideas/concerns/needs/etc.

2. Duties of Steering Committee

- a. Meet at least three times a year at a time and place to be determined by the moderator and committee.

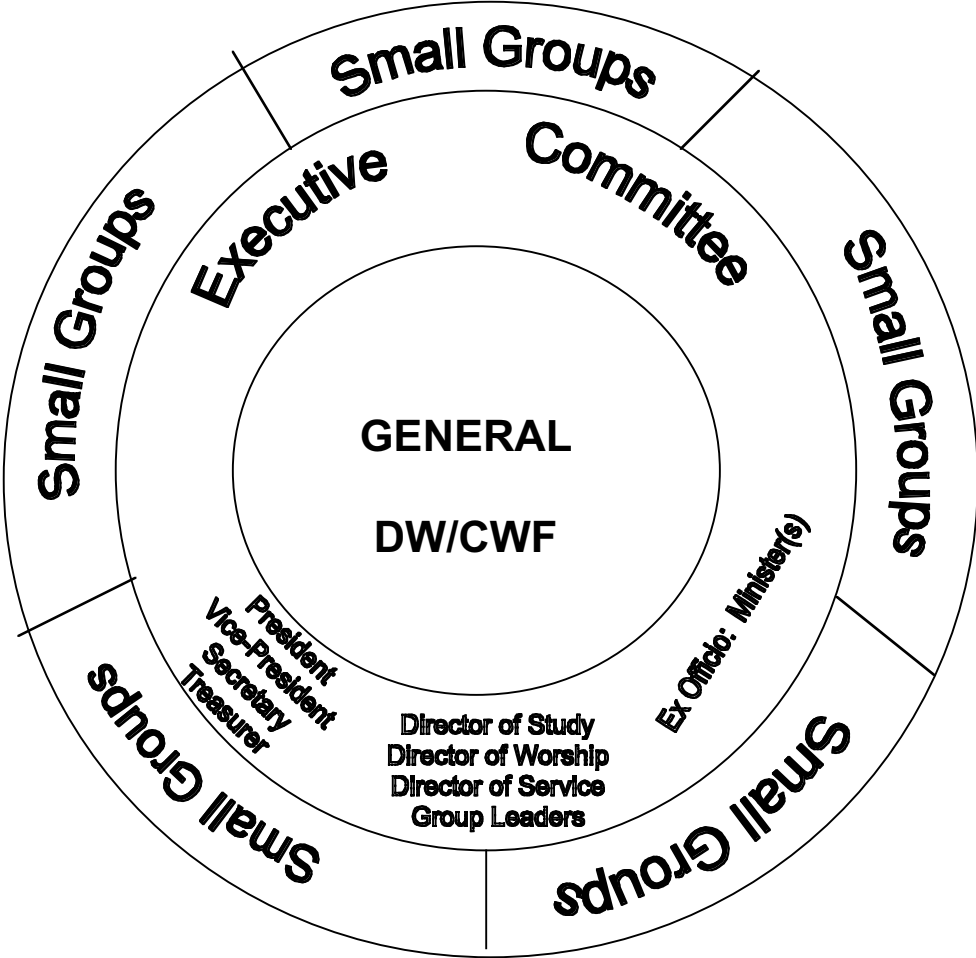
- b. Create and oversee DW/CWF budget
- c. Schedule group ministries
 - assign special friends
 - assign choir refreshments
- d. Coordinate group-sponsored programs/projects
 - One DW/CWF fellowship program per group
 - One DW/CWF service project per group
 - One DW/CWF fundraiser per group
- e. Provide resources/encouragement for individual group programs and projects
- f. Sponsor an “End of Year Revue” gathering.

Traditional DW/CWF Organization

In traditional DW/CWFs, the model on the next page is used for both regional and congregational organizations. See the leadership module for more details about the officers mentioned.

Traditional DW/CWF Organization

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Sample Job Descriptions for Traditional Model

President

- serves as the primary executive of the DW/CWF organization in the congregation
- enables leadership development through training experiences, retreats, assemblies, and ecumenical involvement
- prepares for her task and leads her officers in making similar preparations. She does this by studying the history, function, and purpose of DW/CWF and this manual or other leadership resources
- calls and presides over executive committee meetings, making sure they are held at times when the members can attend
- presides over business portion of the general DW/CWF meetings
- serves as support for the DW/CWF study, worship, service/action, membership, and budget and finance committees
- represents women in congregational and ecumenical meetings
- serves as a member of the congregational board and cabinet and attends their meetings
- sees that the treasurer sends in offerings monthly (or quarterly); shares with treasurer and members the monthly Church Finance Council reports and DW/CWF thank-you letters
- appoints nominating committee following consultation with executive committee, and assists in selecting leaders
- maintains balance between a functional organization (structure) and a growing program (study/service)
- is responsible for good communication
 - among the members of the executive committee
 - between the executive committee and other leaders of the DW/CWF
 - between the DW/CWF and other women in the congregation
 - between the local DW/CWF and the district/regional DW/CWF
- visits groups frequently during the year

- tries to become acquainted with and is concerned for each woman in the congregation
- encourages other leaders to involve each woman in some way during the year

Vice President

- attends all meetings of the DW/CWF executive committee
- acts on behalf of the president in the president's absence or when requested to do so
- serves as director of membership
- serves on the membership and/or evangelism committee of the congregation
- makes recommendations to the executive committee about any new group that may become necessary or desirable, i.e., short-term study/action groups, young mothers, singles, or shut-ins
- presides over meetings of the membership committee
- guides the membership committee in
 - planning for an every-member visitation to women of the church
 - searching for ways to involve all women in fellowship
 - providing training for the women who will visit prospective and nonparticipating members and asking the pastor(s) to share in this training
 - arranging a file to record visits made, visitors, interests and participation;
 - developing a leadership bank and compiling volunteer resource file sheets
- keeps group leaders aware that plans must be made so that all women are invited to take part in some activities of the DW/CWF, including women who are homebound
- assists the secretary with the publicity and getting DW/CWF news and announcements in the weekly or monthly newsletter of the congregation
- attends the district and regional workshops, retreats and assemblies
- helps arrange an annual planning retreat and/or workshop for persons responsible for membership
- serves on the membership and/or evangelism committee of the congregation

Recording Secretary

- attends all DW/CWF executive committee meetings
- assists the president in preparing an agenda for the business meeting of the group
- takes to all planning and business meetings the minutes, a list of all committees and their members, and the bylaws of the group
- keeps clear, accurate, and concise minutes of the executive committee meetings and business sessions of all general and special group meetings
- records group reports and is available to check offerings with the group treasurer
- reports membership numbers to yearbook
- keeps a file of DW/CWF yearbooks, newspaper clippings, programs and other items of interest for the year's record to be passed on to the incoming secretary

Corresponding Secretary

- sends out notices of all called meetings and of other meetings when necessary
- conducts the correspondence of the group by
 - bringing the letters received to the attention of the president immediately
 - answering letters promptly and keeping correspondence on file
- reads letters or portions of letters to the executive committee and to the membership when requested by the president
- sends letters of congratulations, concern, and sympathy to members as occasion requires
- sends notification of new president to regional staff person
- works with the director of membership on DW/CWF publicity, including
 - news items and announcements to the local newspapers
 - news items to district, regional and general officers
- uses the church bulletin board to display posters, letters, and clippings related to the activities of the DW/CWF

Treasurer

- carries the overall responsibility of receiving, caring for, and disbursing the funds of the DW/CWF
- attends all DW/CWF executive meetings
- serves as a member of the DW/CWF budget and finance committee, taking major leadership in setting the DW/CWF budget
- serves on stewardship committee of the congregation
- provides each DW/CWF member annually with Blessing Boxes*
- plans with worship leader so that offerings are received as part of the worship experience at each group meeting; encourages the worship director to motivate Christian stewardship during the DW/CWF worship service
- provides an opportunity for women who do not attend groups to give an offering at the general meeting or through other channels
- sends offering monthly or quarterly and Blessing Box offerings annually, as decided on by the local DW/CWF, to Church Finance Council (CFC), P.O. Box 1986, Indianapolis, IN 46206
- remits Global Women Connecting offering to GWC, P.O. Box 1968, Indianapolis, IN 46206
- keeps women informed by
 - providing educational pieces on how CFC uses contributions
 - reporting progress toward reaching world outreach goals and also educational information as to the causes supported by outreach giving
 - using the following opportunities and materials for sharing information:
 - treasurer's report at executive meetings
 - treasurer's report at general meetings
 - periodic comparison of offerings given to date with goal, giving progress report
 - preparation of short "moments of stewardship" to be used at time of offering in group meetings, for the newsletter, or on the church bulletin board

Reporting

The reporting year for DW/CWF offerings differs from the DW/CWF program year. Offerings from DW/CWF to the CFC are reported on the calendar year. The program year, which includes the DW/CWF program theme, the study resources, regional leadership and new officer training events, articles relating to the study in *DisciplesWorld*, *Annual Manual for Leaders for DW/CWF Leaders*, and other general and regional mailings, begins July 1 and ends June 30. Therefore, the report of offerings given in the program year will appear in two different editions of the Year Book and Directory of the Christian Church (Disciples of Christ). Remittances are made regularly and receipt letters are kept to compare total giving for the year.

Worship Director

- attends DW/CWF executive committee meetings and reports goals and plans for spiritual enrichment within groups and congregations
- confers regularly with the president and the study director in order to build the richest worship program possible in general meetings
- consults with service/action director about plans for dedication of service gifts
- plans for meaningful worship experiences in general meetings by selecting leaders and supplying them with worship materials to correlate with the study programs
- attends workshops and acquaints herself with general program and group study materials, the support materials, and various ideas for worship relevant to the year's theme
- promotes participation in World Day of Prayer, sponsored by Church Women United
- encourages spiritual enrichment of women through reading, prayer groups and ecumenical experiences
- encourages prayer partners for women who volunteer for this kind of sharing
- makes offering integral part of worship experience at general and group meetings
- serves on the worship committee of the congregation

Study Director

- attends all DW/CWF executive committee meetings; uses all available resources
- works with worship director to correlate study and worship
- carries responsibility for general DW/CWF meetings by
 - using the theme and resources from the general program book
 - enlisting persons to serve as general program leaders
 - evaluating effectiveness of program with aid of and input from group study chairpersons
- serves on education committee of the congregation

Social Action Director

- attends meetings of the executive committee and reports plans and goals for social action
- explores and selects social action projects in conjunction with executive committee
- takes responsibility for implementing and evaluating the projects planned by the DW/CWF
- reports periodically on the status of the different projects
- works closely with the worship director to plan for the dedication of social action projects
- offers social action opportunities, within the scope of their abilities, to shut-ins and women unable to attend group meetings
- consults with study director to determine any social action plans that could grow out of study and encourages women to carry out these plans
- serves on outreach or social action committee of the congregation
- attends the workshop and acquaints herself with the general program and group studies, learning of related and other current service/action projects at the district, regional and general levels

Group Leader

- attends DW/CWF executive committee meetings, reporting group activities to the committee
- appoints worship, study, and social action chairpersons, and a treasurer for the group, according to the qualities and abilities of the women
- conducts a short business session at each group meeting, sharing the concerns of the executive committee with the group
- accepts a caring responsibility for the women in her group, helping members to grow individually and corporately
- attends workshops, retreats, assemblies, and other learning events

Nominating Committee

Members of the nominating committee are very familiar with the structure of the DW/CWF and knowledgeable about the women of the congregation. This committee is selected with extreme care by the DW/CWF president with the advice of the executive committee.

The nominating committee is one of the most powerful committees in any organization because it is responsible for selecting those leaders who will enable the work of the organization to continue effectively. The nominating committee provides channels through which people may live out their commitment in action.

The nominating committee will look for leaders who

- have skills specific to their responsibility
- are dependable Christian women and active members in the congregation
- seek opportunities for growth in leadership skills and encourage other leaders in the DW/CWF to do so
- are committed to the purpose of the DW/CWF and dedicated to the fulfillment of that purpose within her congregation

Sample Bylaws

This is a sample of bylaws for the traditional DW/CWF model. Bylaws provide a framework for the ministry of the church and a legal support for the work of the organization.

ARTICLE I

NAME

The name of this organization shall be the Christian Women's Fellowship of the _____ Christian Church (Disciples of Christ),

_____ (town or city)

_____ (state)

ARTICLE II

PURPOSE

The purpose of the Disciples Women/Christian Women's Fellowship shall be to provide opportunities for spiritual growth, enrichment, education, and creative ministries; to enable women to develop a sense of personal responsibility for the whole mission of the Church of Jesus Christ.

ARTICLE III

MEMBERSHIP

Women who are members of the _____ Christian Church and others who accept the purpose of the Fellowship shall be considered potential members of the Christian Women's Fellowship.

ARTICLE IV

OFFICERS

Section 1. The elected officers of the Fellowship shall be a president, vice president, secretary, treasurer, director of worship, director of study and director of service.

Section 2. The president shall preside over business meetings of the Fellowship and the Disciples Women/CWF executive committee. She shall lead in planning the

work of the Fellowship. She shall appoint coordinators, chairpersons and committees as needed with the advice of the executive committee. She shall be an ex officio member of all departments and/or committees.

She shall see that reports and remittances are made promptly. She shall represent the Fellowship in church and ecumenical activities or delegate these responsibilities.

Section 3. The vice president shall assist the president in her duties and act for her in her absence or upon her request. She shall be the membership director of the Fellowship.

Section 4. The secretary shall keep the minutes and the records. She shall be responsible for the correspondence. She shall send out notices of meetings and care for publicity.

Section 5. The treasurer shall receive and care for all the funds of the Fellowship, pay bills at the direction of the executive committee, keep an itemized record of receipts and expenditures and make a written report at each general meeting of the Fellowship. She shall make a monthly remittance to the Church Finance Council. Her accounts shall be audited annually.

Section 6. The worship director shall be responsible for the planned experience of the worship of the Fellowship. She shall serve as head of the worship department/committee and preside at its meetings. She shall work closely with the director of study and may serve as ex officio of the study and service department committees.

Section 7. The study director shall be responsible for planning the general programs of the Fellowship. She shall serve as head of the study committee/department and preside at its meetings, and may serve as an ex officio member of the worship and the service departments/committees. She serves as reading coordinator or assists the president in appointing one.

Section 8. The social action shall be responsible for the planning of the service projects and activities of the Fellowship. She shall serve as the head of the social action committee and preside at its meetings, and may serve as ex officio member of the

worship and study departments. She serves as legislative coordinator or assists the president in appointing one.

Section 9. A nominating committee consisting of three members shall be appointed at least four months prior to the election at the general meeting. The slate of officers will be reported to the meeting one month prior to the election. The election shall be at the regular general business meeting two months prior to taking office. Officers shall be installed one month prior to taking office.

Section 10. The term of office shall be one year. No officers shall be eligible to immediate re-election after serving two years, except the treasurer who may be re-elected to serve as long as four years.

Section 11. The Disciples Women/CWF executive committee shall be composed of the officers of the Disciples Women/CWF, group leaders and coordinators. The minister(s) shall be ex officio members. The Disciples Women/CWF executive committee shall have the power to fill all vacancies and to act on all matters arising between meetings of the Fellowship.

ARTICLE V

PROGRAM

The work of the Fellowship shall be carried out through the departments/committees of worship, study, social action, membership and budget and finance. Each department/committee may be composed of the director, coordinator, or chairperson and one representative from each group. The president is an ex officio member of all departments and/or committees.

ARTICLE VI

MEETINGS

Section 1. The Fellowship shall hold general meetings at stated times to be determined by the Disciples Women/CWF committee at the beginning of the year.

Section 2. The executive committee shall meet once a month. A majority of the committee shall constitute a quorum.

ARTICLE VII

GROUPS

Section 1. The membership shall be divided into groups.

Section 2. A leader for each group will be appointed by the president. The group leaders shall be members of the Disciples Women/CWF executive committee.

Section 3. Officers of each group, appointed by the group leader or elected by the group members, shall be a secretary, a treasurer and a person responsible for each of the following areas – membership, worship, study and service.

Section 4. Group meetings shall be held monthly for worship and study programs, for business and to plan for service/action.

Section 5. The group treasurer shall keep records of all pledges and other offerings of the group. She shall be a member of the budget and finance committee of the Fellowship. She shall remit monthly to its general treasurer.

Section 6. Special groups shall be appointed when the need arises. Such a group shall have a leader appointed by the president.

ARTICLE VIII

WORK OF DEPARTMENTS/COMMITTEES

Section 1. Worship

a) The work of the worship committee/department shall be to help women grow in Christian living by planning (1) effective worship for group and general meetings; (2) ways to deepen personal devotional life; (3) prayer groups; (4) commitment and dedication services for abilities and services women may offer. The department/committee shall secure and train leaders and provide materials.

b) Members of the worship department/committee shall be the group worship chairpersons appointed or elected from each group. Group worship chairpersons shall make provisions for worship experiences at group meetings and ways to deepen personal spiritual growth.

Section 2. Study

a) The work of the study department/committee shall be to help women grow in knowledge and Christian concern by (1) planning programs and study for general and group meetings; (2) arranging study interest groups as needed in conjunction with membership director; (3) The committee/department shall secure and train leaders and provide materials.

b) Members of the study committee/department shall be the group study chairpersons appointed or elected by the groups and the reading coordinator. Group study chairpersons shall make provisions for the study at group meetings.

Section 3. Social Action

a) The work of the social action committee/department shall be to help women grow in Christian service by planning and promoting social action projects and activities in the following areas: (1) world concerns; (2) community concerns; (3) benevolence; (4) legislative action; (5) ecumenical concerns.

b) Members of the social action department shall be the group social action chairpersons appointed or elected by the groups and the legislative coordinator. Group social action chairpersons shall make provisions for the social action activities of the group.

Section 4. Membership

a) The work of the membership committee shall be to enlist new members and promote attendance.

b) The membership committee shall consist of the vice president (or another person appointed by the president – with the approval of the executive committee) as chairperson and the group leaders and/or group membership chairpersons.

Section 5. Budget and Finance

The budget and finance committee shall consist of the treasurer as chairperson and the treasurer of each group. The chairperson of this committee shall submit the

proposed annual budget and other anticipated expenditures to the Disciples Women/CWF executive committee for approval. This committee shall also promote stewardship.

ARTICLE IX

FINANCES

This Fellowship shall be financed by (1) pledges and contributions from members; (2) regular and special offerings (Sacrificial, Blessing Boxes); and (3) such other means as shall be in conformity with its purpose. A major portion of the budget shall be for the causes of Disciples Mission Fund and shall be remitted monthly through Church Finance Council.

ARTICLE X

AMENDMENTS

These bylaws may be amended at any general meeting of the Fellowship by a two-thirds vote of those present and constituting a quorum, provided such an amendment has been presented in writing at a previous business meeting and has been presented to the groups.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Identify a model for parliamentary authority for business meetings. An example might be Robert's Rules of Order, Revised or a consensus model (see Leadership Module).

Models for Regional DW/CWF Structures

Model 1¹

Covenant

Women's Ministries of the Christian Church (Disciples of Christ) in Oregon

ARTICLE I

The name of this organization shall be the Women's Ministries of the Christian Church (Disciples of Christ) in Oregon.

ARTICLE II

Purpose

To provide opportunities for spiritual growth, enrichment, education and creative ministries to enable women to develop a sense of personal responsibility for the whole mission of the Church of Jesus Christ.

Through Women's Ministries-sponsored events, women are invited to share the Good News through:

Worship: for spiritual growth and renewed discipleship;

Bible Study: for greater knowledge and understanding

Issue Study: for action and advocacy

Mission Study: for awareness of the global church and invitation to partnership

Service/Action: for personal involvement in ministries for charity and social change

Fellowship/Networking: for building the faith community with other women

Leadership Training: for service to God in the work of women in the church and community

Stewardship: for sharing time, talent and resources with the mission of the church.

We serve women within traditional Christian Women's Fellowship groups, women in emerging prayer/service/fellowship groups, and women within the congregations not affiliated with any of the above named groups.

¹This model for a regional DW/CWF structure is from Rev. Cathy Myers Wirt, staff for the Oregon region.

ARTICLE III

Membership

The membership within this organization shall include any woman who is committed to the purpose and program of the organization and supports its work.

ARTICLE IV

Meetings

Section 1. This organization shall meet annually at such time and place as may be decided upon at a previous meeting. In case of need, meeting shall be called by the Circle for Women's Ministries.

Section 2. At the time a vote is taken, only members in attendance may vote.

ARTICLE V

Officers, Elected and Appointed

The elected officers of this organization shall be Coordinator, Assistant Coordinator, Recorder, Chaplain, Spiritual Life Director, Outreach Director, Communication Director, and Area Contact Persons who are elected for a three (3) year term. Other non-voting positions may be created and appointed by the Circle for Women's Ministries for a one year term.

ARTICLE VI

Regional Circle for Women's Ministries

Section 1. The governing body shall be the Regional Circle for Women's Ministries consisting of as many members as are necessary to carry on the work, a majority of whom shall constitute a quorum.

Section 2. Election of members of the Regional Circle for Women's Ministries shall be held at its annual meeting. Names shall be presented by a nominating committee of the Regional Circle consisting of persons who are completing their term of service. All vacancies on the Regional Circle shall be filled by the Coordinator with the approval of the Regional Circle.

Section 3. The Regional Circle shall meet at least twice annually to plan the work for the ensuing year.

Section 4. The Circle Coordinator and a member of the Regional Staff will represent the Region on the International Christian Women's Fellowship Cabinet.

ARTICLE VII

Amendments

This Covenant may be amended by a two-thirds (2/3) vote of the members gathered at a called meeting for women of the region, provided such amendments shall have been approved by the Regional Circle and shall have been presented in writing to local Women's Ministries Groups within congregations at least ninety (90) days prior to the meeting.

Guidelines

Women's Ministries of the Christian Church (Disciples of Christ) in Oregon

These guidelines replace traditional bylaws in the Oregon model.

ARTICLE I

Regional Circle for Women's Ministries

Section 1. The Regional Circle shall consist of the Coordinator, Assistant Coordinator, Recorder, Chaplain, Spiritual Life Director, Outreach Director, Communication Director, and Area Contact Persons. Other non-voting positions may be created and appointed by the Circle for a one year term.

Section 2. A term of office shall be three years. Positions shall be filled on a rotating basis so that one-third (1/3) of the members shall be elected each year with suggested rotation as follows:

Year A: Coordinator

Recorder

Area Contact Persons from: (1/3 of areas)

Blue Mountain Area (Hermiston, Pendleton, LaGrande)

Portland Metro Area (Portland, Lynchwood, Mallory, Midway, The View)

Salem Area (Dallas, Keizer, McMinnville, Salem, Silverton)

Year B: Assistant Coordinator

Outreach Director

Area Contact Persons from: (1/3 of areas)

Western Portland Area (Murray Hills, St. Helens, Aloha, Hillsboro, Forest Grove)

Linn/Benton County Area (Albany, Corvallis, Crabtree, Lebanon)

Southern Oregon Area (Myrtle Creek, Grants Pass, Medford)

Eugene Surrounding Area (Allison Park, Glenwood, Twin Oaks, Junction City)

Year C: Chaplain

Spiritual Life Director

Communications Director

Area Contact Persons from: (1/3 of areas)

Hood River Area: (Mosier, Hood River)

South Coast Area (North Bend)

Eugene/Springfield Metro (Eugene, Springfield, Northwood)

Section 3: No one shall be reelected after completing a term of office until the lapse of one year, with the following exceptions: (1) the Coordinator, who may serve an additional term if elected from another office; (2) a person who has been appointed to fill an unexpired term may then serve an additional three year term; or (3) the Area Contact Persons if no other person can be found to serve after diligent effort to recruit new leadership.

Section 4: It is recommended that the Coordinator be chosen from those currently serving on the Regional Circle or those having served on the Circle, or one of the previous comparable bodies, in the Christian Church in Oregon.

ARTICLE II

Duties of Officers

Section 1. **Coordinator** shall be responsible for the administrative affairs of the Women's Ministries of the Christian Church (Disciples of Christ) in Oregon, shall preside

over all meetings of the Regional Women's Circle, and shall be an ex officio member of all Women's Ministries committees, and a full member of the Regional Board of the Christian Church in Oregon.

Section 2. In the absence of the Coordinator, or upon her request, the **Assistant Coordinator** shall have full power to exercise all the functions pertaining to the office of Coordinator. The Assistant Coordinator shall be the administrative details coordinator for the annual Fall Spiritual Retreat for Women, planned and sponsored by this body.

Section 3. The **Recorder** shall keep the record of the annual and special meetings of the Women's Ministries gatherings and the Regional Women's Circle meetings. She shall bring to the Circle meetings the minutes of all recent meetings and shall supply each Circle member with a copy of the minutes following each Circle meeting.

Section 4. The **Chaplain** is to provide guidance and materials for worship when the Regional Women's Ministries Circle gathers and to plan the worship, with the assistance of whatever team she desires to bring together, for the Fall Spiritual Retreat for Women.

Section 5. The **Spiritual Life Director** will plan the workshop and keynote times of fall retreats and work with the Regional Women's Circle to create and implement spring spiritual enrichment days for women.

Section 6. The **Outreach Director** will coordinate the stewardship education for mission and the service project work of the Women's Ministries by promoting these aspects of faith at retreats and other events as well as in materials sent to women between events. In addition, this person will help to keep women informed about ecumenical and legislative action for social justice.

Section 7. The **Communications Director**, with assistance from the regional office of the Christian Church in Oregon, will coordinate the work of keeping our congregational women's ministries informed of regional events and projects, and will work to maintain an active communication network by means of mailings, Web sites, email groups or other means as the Regional Women's Circle deems useful.

Section 8. **Area Contact persons** will be the connection between the Regional Women's Circle and the Women's Ministries in local congregations. Each contact

person will have between 1-5 congregations with which to maintain contact on a regular basis. The contact person will bring the concerns and hopes of these local ministries to the Circle and the ideas and resources of the Circle to the local ministries.

ARTICLE III

Nominating Committee

Section 1. The Nominating Committee for the Regional Women's Circle will be made up of persons who are completing their terms on the Circle, the Coordinator and a member of the Regional Staff of the Christian Church in Oregon.

Section 2. The Nominating Committee will present names for election at the annual fall gathering of the Women's Ministries of the Christian Church in Oregon.

ARTICLE IV

Funds

Section 1. The Regional Women's Ministries Circle will annually prepare an operating budget to be presented to the Commission on Finance and Administration of the Christian Church in Oregon.

Section 2. The Regional Women's Ministries Circle will cooperate with the Church Finance Council in promoting regular offerings throughout the year for the mission of the whole church. In addition, the Circle will coordinate its efforts with the work of the Christian Church in Oregon and its special mission projects and emphases.

ARTICLE V

Amendments

These Guidelines may be amended by a two-thirds (2/3) vote of the members present at any scheduled meeting for women sponsored by the Christian Church (Disciples of Christ) in Oregon, providing such amendments shall have been approved by the Regional Women's Ministries Circle and submitted in writing to local Christian Women's Fellowships and other women's Ministry Groups at least ninety (90) days prior to the meeting.

Model 2²

Office of Disciples Women

Mission: This office will be an organization to support ministry with the Christian Church (Disciples of Christ) in the Pacific Southwest Region and will enable women to develop a sense of personal responsibility for the whole mission of the church of Jesus Christ.

See the diagram on the next page for an illustration of this model.

²This model for regional DW /CWF structure is from the Pacific Southwest Region.

Celebrations

Coordinator

Spiritual Growth Retreat
Women's Convocation
Regional Assembly
Luncheon
Quadrennial Assembly

Leadership Training

Coordinator

Spring Event
Task Forces
Area Representatives
Family Event

Office of Disciples Women

Staff Person
Facilitator
Secretary
Treasurer

Faith in Action

Coordinator

Service
Worship
Stewardship
Study

Communications

Coordinator

District Coordinators
Mailing Coordinator
Disciples Women's Display
Booth

Job Descriptions

TITLE: **FACILITATOR**

RELATIONSHIPS: Accountable to and reports to the Office of the Disciples Women.

PRIMARY FUNCTIONS:

- Serves as a member of the Office of Disciples Women Executive Committee and Full Commission
- Assists staff person administratively
- Presides at all Executive Commission meetings
- Serves as Regional Board Representative
- Ex officio member of all areas of ministry
- Appoints Nominating Committee
- Represents women at all regional functions, or appoints a representative
- Attends Tri-Regional event
- Attends ICWF Cabinet
- Attends Quadrennial (eligible for partial scholarship)
- Organizes and attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Previous regional experience
- Sense of humor

TERM: Two years

TITLE: **SECRETARY**

RELATIONSHIPS: Reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of the Office of Disciples Women Executive Committee and Full Commission

- Attends all meetings of executive and full commission meetings
- Keeps accurate, detailed, official minutes for all commission meetings
- Distributes minutes
- Sends and receives meeting notices
- Secures meeting space and lunch arrangements
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Previous regional experience
- Must type and spell accurately (or know how to use spell check)

TERM: Two years

TITLE: **TREASURER**

RELATIONSHIPS: Reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of the Office of Disciples Women Executive Committee and Full Commission
- Keeps accurate records of monies received and expended
- Prepares monthly reports for distribution at Commission meetings
- Serves as Treasurer for all special regional women's events
- Supervises budget preparation
- Is responsible for reconciliation of book consignment for all regional events
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Previous regional experience
- Previous accounting/bookkeeping experience

TERM: Three years

TITLE: COORDINATOR OF FAITH IN ACTION

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of the Office of Disciples Women Executive Committee and Full Commission
- Serves on Nominating Committee
- Is a resource for Service, Worship, Study and Stewardship Directors
- Resources local churches
- Ensures timely publicity information is sent to Communications
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Previous regional experience

TERM: Two years

TITLE: STEWARDSHIP

RELATIONSHIPS: Reports to Coordinator of Faith in Action

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Receives and assimilates all stewardship materials from Office of Disciples Women in Indianapolis
- Serves on planning committee for Spring Event
- Provides suggestions and resources to Committee for inclusion in Spring Event Book
- Sends ideas to be used by local churches to Communications quarterly to be included in the "News and Notes"
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Interest in stewardship
- Knowledge of Basic Mission Finance

TERM: Two years

TITLE: **SERVICE DIRECTOR**

RELATIONSHIPS: Reports to Coordinator of Faith in Action

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Receives and assimilates all service materials from Office of Disciples Women in Indianapolis
- Collects resources and information from all varieties of service projects
- Serves on planning committee for Spring Event
- Provides suggestions and resources to Committee for inclusion at Spring Event
- Helps with ideas for Spring Event workshop on service
- Follows up and reports regional response to local and national service projects
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Tireless

TERM: Two years

TITLE: **STUDY DIRECTOR**

RELATIONSHIPS: Reports to Coordinator of Faith in Action

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Receives and assimilates all study materials from Office of Disciples Women in Indianapolis
- Serves on planning committee for Spring Event
- Provides suggestions and resources to Committee for inclusion at Spring Event

- Prepares ideas for Spring Event workshop on each area of study: mission, issue, Bible
- Attends Pacific and Southwest Conference on World Christian Mission at Asilomar
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Teacher qualities

TERM: Two years

TITLE: WORSHIP DIRECTOR

RELATIONSHIPS: Reports to Coordinator of Faith in Action

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women’s Full Commission
- Receives and assimilates all worship materials from Office of Disciples Women in Indianapolis
- Serves on planning committee for Spring Event
- Provides suggestions and resources to Committee for Spring Event
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Spiritual
- Creative

TERM: Two years

TITLE: COORDINATOR OF COMMUNICATION

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as member of Office of Disciples Women Executive Committee and the Full Commission
- Edits and produces no fewer than quarterly “News and Notes”

- Resources local churches with ready-to-print articles for their newsletters
- Receives articles for “News & Notes” from all Commission Chairs and District Coordinators
- Solicits newsletter articles from event chairs and distributes to District Coordinators for publication
- Attends orientation/planning retreat for Full Commission first weekend of June

QUALIFICATIONS:

- Computer literate
- Resourceful
- Detail-oriented
- Able to follow through
- Proven organizational skills

TERM: Two years

TITLE: **DISTRICT COORDINATOR**

RELATIONSHIPS: Reports to Coordinator of Communication

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women’s Full Commission
- Serves as the liaison between the region and local churches
- Promotes all regional events to district churches
- Sends changes in local CWF officers to the Communications chair
- Assists in trying to network district churches by getting to know presidents or leaders of women in churches.
- Distributes ready-to-print articles regarding women’s events to local churches for their newsletters
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Knowledge of churches in district
- Creative

TERM: Two years

TITLE: COORDINATOR OF CELEBRATIONS

RELATIONSHIPS: Accountable to and reports to Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of the Office of Disciples Women Executive Committee and Full Commission
- With the help of the Full Commission, recruits chairpersons for Spiritual Growth Retreat, Convocation and Quadrennial and Regional Assembly
- Serves as ex officio member of each of these events
- Ensures publicity information is sent to Communications Coordinator
- Encourages participation in district and regional celebrations
- Attend orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Previous experience with regional events
- Resourceful
- Detail-oriented
- Able to follow through
- Proven organizational skills

TERM: Three years

TITLE: COORDINATOR OF LEADERSHIP TRAINING

RELATIONSHIPS: Accountable to and reports to Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of the Office of Disciples Women Executive Committee and Full Commission
- Defines/develops premiere leadership training opportunities at regional, district, and local levels in conjunction with the Office of Disciples Women
- Creates and sends resources that emerge to the database administrator
- Ensures publicity information is sent to Communications
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Previous experience with regional events
- Resourceful
- Detail-oriented
- Able to follow through
- Proven organizational skills

TERM: Two years

TITLE: **MAILING COORDINATOR**

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Coordinates crew for mailing of quarterly "News and Notes"
- Recruits a person to solicit, receive, read and assimilate information from local church newsletters
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- A car
- Knowledge of bulk mailing system

TERM: Open—one-year notice to resign

TITLE: **DEVELOPMENT COORDINATOR**

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of the Office of Disciples Women Executive Committee and Full Commission
- Establishes guidelines, in conjunction with committee chairs, to ensure all events are self-funding
- Researches, writes, and procures grants as needed
- Develops fund-raising vehicles to support the work of the Commission

- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Good people skills
- Resourceful
- Comfortable with public speaking
- Good at delegating

TERM : Two years

TITLE: UNITED CHURCH OF CHRIST REPRESENTATIVE

RELATIONSHIPS: Accountable to and reports to the UCC denomination as a liaison to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Acts as a liaison between Disciples and UCC women
- Works with the Communications Coordinator to develop a communications channel to UCC women
- Actively promotes women's activities in UCC churches
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Membership in good standing of a UCC congregation
- Resourceful
- Detail oriented
- Comfortable with public speaking

TERM: Two years

TITLE: YOUNG ADULT REPRESENTATIVE

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Acts as a liaison between Commission and Young Adult Women
- Works with the Communications Coordinator to develop a communications channel to young adult women
- Actively promotes women's activities to our young women
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Resourceful
- Detail-oriented
- Comfortable with public speaking

TERM: Two years

TITLE: ASIAN REPRESENTATIVE

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Works with the Communications Coordinator to develop a communications channel to Asian women
- Actively promotes women's activities to our Asian women
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Resourceful
- Detail-oriented
- Comfortable with public speaking

TERM: Two years

TITLE: HISPANIC REPRESENTATIVE

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Works with the Communications Coordinator to develop a communications channel to Hispanic women
- Actively promotes women's activities to our Hispanic women
- Attend orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Resourceful
- Detail-oriented
- Comfortable with public speaking

TERM: Two years

TITLE: AFRICAN AMERICAN REPRESENTATIVE

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Works with the Communications Coordinator to develop a communications channel to African American women
- Actively promotes women's activities to our African American women
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Resourceful
- Detail-oriented
- Comfortable with public speaking

TERM: Two years

TITLE: LEGISLATIVE COORDINATOR

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as a member of Office of Disciples Women's Full Commission
- Keeps Commission informed about legislative issues that help us make a difference
- Attends orientation/planning retreat for Full Commission first weekend of June
- Writes article for quarterly newsletter

QUALIFICATIONS:

- Resourceful
- Detail-oriented
- Comfortable with public speaking

TERM: Two years

TITLE: DATABASE COORDINATOR

RELATIONSHIPS: Accountable to and reports to the Office of Disciples Women

PRIMARY FUNCTIONS:

- Serves as member of Office of Disciples Women Full Commission
- Produces all requested reports and labels for Commission members
- Maintains regional Women's database
- Produces all mailing reports and labels for "News & Notes" and other mailings
- Keeps regional office updated on Commission and presents information changes
- Keeps District Coordinators updated on events and changes
- Attends orientation/planning retreat for Full Commission first weekend of June

QUALIFICATIONS:

- Computer literate
- Resourceful
- Detail-oriented
- Able to follow through
- Proven organizational skills

TERM: Two years

Sample Bylaws³

ARTICLE I

Name

The name of this organization shall be the Office of Church Women of the Christian Church (Disciples of Christ) Pacific Southwest Region.

ARTICLE II

Purpose

The purpose of the organization shall be to:

Section 1. Provide opportunity for spiritual growth, enrichment education and creative ministry to women.

Section 2. Develop responsibility in women for the whole mission of the Church of Jesus Christ.

Section 3. Unify the efforts of women in promoting Christian witness and establishing Christian relationships around the world through support of the Christian Church (Disciples of Christ) in its General, Regional and Congregational manifestations.

ARTICLE III

Relationship

The Office of Church Women in the Region shall relate to:

Section 1. Congregations through program and personnel to offer encouragement and guidance to women.

Section 2. The Region through the participation of women in the structure and work of the Region.

Section 3. The Christian Church (Disciples of Christ), which has its General Office in Indianapolis, Indiana, through the Office of Disciples Women in the Division of Homeland Ministries.

³These are sample bylaws for the Pacific Southwest Region structure.

Section 4. International Christian Women's Fellowship through the Regional staff person and the Facilitator/ President serving on the ICWF Cabinet.

Section 5. Ecumenical entities for the purpose of coordination and mutual nurture, witness and service.

ARTICLE IV

Membership

Members of the Organization shall be the women of the Christian Church (Disciples of Christ) in the Pacific Southwest Region.

ARTICLE V

Executive Officers

Section 1. Election—The Organization shall elect the following Executive Officers to the Office of Church Women Commission:

- Facilitator/President
- Secretary
- Treasurer
- Coordinator of Celebrations
- Coordinator of Communication
- Coordinator of Faith in Action
- Coordinator of Leadership Training

Section 2. Qualifications—Each Executive Officer shall be a resident of the Region and a participating member of the Christian Church (Disciples of Christ).

- A. The Facilitator/president, Secretary, and Treasurer must have previous Regional experience as a commission member and/or served as a local Christian Women's Fellowship Executive Officer.
- B. The Coordinators of the four areas of ministry shall have previous experience in planning and/or having attended the events they are responsible for.

Section 3. Term of office shall be as follows:

- A. Facilitator/President — Two (2) years

- B. Secretary - Two (2) years
- C. Treasurer - Three (3) years
- D. Coordinator of Celebrations - Three (3) years
- E. Coordinator term of Communication - Two (2) years
- F. Coordinator term of Faith in Action.- Two (2) years
- G. Coordinator year term of Leadership Training - Two (2)

Officers shall serve no more than two (2) terms on the Commission unless elected Facilitator/President, in which case they can continue for two (2) more terms in this office.

Section 4. Duties — All Executive Officers of the Commission shall cooperate with the Office of Disciples Women in the Division of Homeland Ministries to carry out the policies and programs of the Christian Church (Disciples of Christ). All Executive Officers shall assist Christian Women's Fellowships in the congregations to carry out the purpose of the Office of Disciples Women and the Office of Church Women. All Executive Officers shall attend executive and regular meetings of the Commission.

- A. The Facilitator/President shall be accountable to and report to the Office of Disciples Women.

She shall: .

- assist the Regional Staff Person administratively.
- preside at all Commission meetings. (If unable to preside, she shall appoint another Executive Officer to preside in her absence.)
- serve as Regional Board Representative.
- be ex officio member of all areas of ministry.
- appoint Nominating Committee.
- represent Women at all Regional Functions or appoint representative.
- attend Tri-Regional event.
- attend ICWF Cabinet.
- attend Quadrennial (eligible for partial scholarship).

- B. The Secretary shall report to the Office of Church Women.

She shall:

- record minutes of all executive and Full Commission meetings.
 - have access to computer technology.
 - distribute minutes.
 - send and receive meeting notices.
 - file archives of official minutes at the Regional Office.
- C. The Treasurer shall report to the Office of Church Women
- She shall:
- keep accurate records of monies received and expended.
 - have access to computer technology.
 - prepare monthly reports for distribution at commission meetings.
 - serve as Treasurer for all special Regional women's events.
 - supervise budget preparation.
 - be responsible for reconciliation of book consignments for Spring Events.
 - file archives of treasurer's reports at the Regional Office.
- D. The Coordinator of Celebrations shall be accountable to and report to the Office of Church Women.
- She shall:
- define large group/inspirational events in conjunction with the office of Church women Commission.
 - recruit chairpersons for these events who are familiar and/or had experience with the event applicable to their responsibilities, i.e., Quadrennial, Convocation, Spiritual Growth Retreat, Regional Assembly.
 - serve as ex officio member of celebration events committees.
 - ensure publicity information is sent to Communications.
 - create and send information about event speakers and committee members to the Data Base Administrator.
 - encourage/participate in District and Regional Celebrations.
- E. The Coordinator of Communication shall be accountable to and report to the Office Church Women.

She shall:

- in consultation with Staff and President/Facilitator, recruit at least one person from each District to serve as the liaison between the Region and local churches.
- have access to computer technology.
- edit and produce no fewer than quarterly "News and Notes" mailings to CWF Presidents and churches.
- resource local churches with ready-to-print articles for their newsletters.
- receive/solicit information from and publicize all areas of Ministries.
- recruit a mailing task force to assist with the quarterly "News and Notes."
- recruit a person to solicit, receive, read, and assimilate information from local church newsletters.

F. The Coordinator of Faith in Action shall be accountable to and report to the Office of Church Women.

She shall:

- in consultation with Staff and Facilitator/President, recruit task force members to serve as:
 - Study Director
 - Worship Director
 - Service Director
 - Stewardship Director
 - CWU Representative
- resource local churches
- ensure timely publicity information is sent to Communication.
- create and send resources that emerge to Data Base Administrator.

G. The Coordinator of Leadership Training shall be accountable to and report to the Office of Church Women.

She shall:

- recruit committee members in consultation with the staff person and Facilitator/President. (minimum of three).
- define/develop premier leadership training opportunities at regional, district, and local levels in conjunction with the Office of Disciples Women.
- create and send resources that emerge to the Data Base Administrator.
- ensure publicity information is sent to Communication.

ARTICLE VI

Committee Directors

Section 1. Committee Directors shall be appointed by Coordinator of each of the four ministry areas. Directors shall be:

- District Coordinators
- Spring Event Director
- Service Director
- Stewardship Director
- Program/Study Director
- Worship Director
- Church Women United Representative

Section 2. Term - All directors shall serve a term of two (2) years, except for the Spring Event Director, which is a one (1) year term, but she is eligible to three (3), terms. All other directors shall no more than two (2) terms on the Commission unless elected Facilitator/President, in which case they can continue for two (2) more terms in this office.

Section 3. Duties:

- A. The District Coordinator shall report to the Coordinator of Communications.

She shall:

- serve as the liaison between the region and local churches.
- assist with Spring Event arrangements.

—send changes in local CWF officers to the Database Administrator.

B. The Spring Encounter Director shall report to the Coordinator of Leadership Training.

She shall:

- determine locations of Spring Events.
- make travel arrangements for persons presenting Spring Events.
- provide publicity information to Communications
- train Local Arrangements Coordinator for each Spring Event site.
- provide publicity information to Communications Coordinator

C. The Service Director shall report to the Coordinator of Faith in Action.

She shall:

- receive and assimilate all materials from the Office of Disciples Women in Indianapolis.
- collect resources and information from all varieties of service projects.
- provide suggestions and resources to the Commission for inclusion in the spring Encounter Book.
- prepare ideas for Spring Encounter workshop on Service.
- follow up and report regional response to chosen projects.
- send updates to Communications quarterly to be included in the "News and Notes"
- provide resource list with contact person, address and telephone number to the Database Administrator.

D. The Stewardship Director shall report to the Coordinator of Faith in Action.

She shall:

- receive and assimilate all stewardship materials from the Office of Disciples Women in Indianapolis.
- provide suggestions and resources to the Commission for inclusion in the Spring Event Book.
- prepare ideas for Spring Event workshop on stewardship.
- send ideas to be used by local churches to Communication quarterly to be included in the "News and Notes."

E. The Study Director shall report to the coordinator of Faith in Action.

She shall:

- receive and assimilate all study materials from the Office of Disciples Women in Indianapolis. .
- provide suggestions and resources to the Commission for inclusion in the spring Event Book.
- prepare ideas for Spring Event workshop on each area of study: mission, issue, Bible.
- send study suggestions to Communications quarterly to be included in the “News and Notes.”
- attend Pacific and Southwest Conference on World Christian Mission at Asilomar.
- provide a resource list with contact person, address and telephone number to the Database Administrator.

F. The Worship Director shall report to the Coordinator of Faith in Action.

She shall:

- receive and assimilate all worship materials from the Office of Disciples Women in Indianapolis.
- be in charge of all worship services at Commission regional events.
- provide suggestions and resources to the Commission for inclusion in the Spring Encounter Book.
- prepare ideas for Spring Encounter workshop on Worship.
- send ideas to be used by local churches to Communication quarterly to be included in the “News and Notes.”

G. The Church Women United Representative shall report to the Coordinator of Faith in Action.

She shall:

- receive and assimilate all materials from the Church Women United organization.
- attend all meetings and assemblies of Church Women United.

- send information to Communication to be included in “News and Notes.”

ARTICLE VII

Commission

The Office of Church Women in the Region shall be managed by the Church Women Commission.

Section 1: Membership—The members of the Commission shall be the Executive Officers and Committee Directors.

Section 2: Function—The Commission shall have authority over the affairs of the organization.

- Have authority to create or discontinue committees - Adopt Rules of Procedures, provided they do not conflict with the Bylaws.
- Assist women to participate in funding the work of the Christian Church (Disciples of Christ) through the Church Finance Council.
- Have authority to ask for a resignation from Officers and/or Directors who are unable to adequately continue leadership.

Section 3: Meetings—Meetings of the Commission shall be held regularly at a time and place set by the Commission. Additional meetings may be called by the Facilitator/President or upon request of five (5) members of the Commission.

Section 4: Quorum—Ten (10) members of the Commission shall constitute a quorum.

ARTICLE VIII

Executive Committee

Section 1: Membership—The members of the Executive Committee shall be: Facilitator/President, Secretary, Treasurer, Coordinator of Celebrations, Coordinator of Communication, Coordinator of Faith in Action and Coordinator of Leadership Training.

Section 2: Function—The Executive Committee shall:

- transact business of the organization and fill vacancies between meetings of the Commission.

- approve nominees submitted by the Nominating Committee.
- report at each meeting of the Commission.

Section 3: Meetings—The Executive Committee shall meet between regular meetings of the Commission and upon the call of the Facilitator/President or five (5) members of the Executive Committee;

Section 4: Quorum—Five (5) members of the Executive Committee shall constitute a quorum.

ARTICLE IX

Nominating Committee

Section 1: Membership—A Nominating Committee of five (5) members shall be appointed by the Facilitator/President at the beginning of each fiscal year. The chair shall be a member of the Commission. The Committee members shall be broadly representative of the region. No church shall have members on the Committee three (3) years in succession.

Section 2: Function—The Nominating Committee shall nominate officers and shall present such nominees to the Commission for approval 90 days prior to fiscal year.

ARTICLE X

Elections

Section 1: Election of officers shall be done by mail.

Section 2: One ballot with slate of nominees shall be mailed to each recognized congregation in the Pacific Southwest Region. Each ballot shall include section showing number of congregational members voting.

Section 3: Ballots shall be returned to the Commission 30 days prior to fiscal year end.

Section 4: Following election of all officers of the Commission, the names shall be presented to the PSW Regional Board for ratification and approval.

ARTICLE XI

Database Administrator

Section 1: The Database Administrator shall have the qualifications of all officers of the Commission. She must be computer literate and have access to computer technology. The term of office is open, with one (1) year's notice to resign requested. She shall report to the Office of Church Women. She shall maintain a database of mailing lists, presidents, churches, speakers, service opportunities, fund-raising ideas, and skills. She shall provide labels as needed, provide updates as requested, and provide reports as requested.