

## **DISTRICT WMF of the AFLC**

### **Officers**

1. District officers of the Women's Missionary Federation must be a voting member in good standing of an AFLC congregation.
2. District officers shall consist of a President, Vice President, Secretary, Treasurer and Missions Secretary. District officers are elected by ballot at a WMF District meeting and a simple majority shall constitute election. Each district constitution shall state length of term and eligibility for re-election.
3. District officers should meet as a board to plan the spring and fall rallies.
4. Time should be given at one district rally each year for the Missions Secretary to discuss the WMF missions.
5. Names, addresses, telephone numbers and e-mail addresses of newly-elected district officers should be sent to the National Executive Secretary.
6. The District President or alternate should, if possible, attend the annual WMF Day and the AFLC Conference. Additionally, district and local WMF's should give consideration to prayerfully and financially supporting the attendance of their district and local officers at WMF Day and other spiritual retreats and gatherings planned by the National WMF.
7. The District WMF President (or in her absence the District Vice President) is a member of the Advisory Committee to the National WMF Board which meets annually during the week of the AFLC Conference. (Refer to page 21 for further information.)

### **District Rallies**

1. Districts are encouraged to plan and promote rallies twice a year.
2. The voting membership consists of all the WMF women who are members of an AFLC congregation within the district.
3. The program is planned by the district officers.
4. Districts are encouraged to help defray expenses of the District President to attend the National WMF Day, leadership training and other meetings where she represents the District.
5. The Missions Secretary should share current information received from our missionaries as well as information from the World Mission Department of the AFLC during at least one of the two rallies each year.
6. The Nominating Committee gives its report, and there is an annual election of officers.
7. The District Secretary should send a copy of the minutes of each district rally to the National WMF President.
8. The National WMF Board recommends that the offerings at district rallies be given to one or more of the WMF missions as listed on the Financial Planning Calendar.

## **Hosting a District Rally**

Whenever a church desires to host a rally, it becomes the obligation of the local WMF to:

1. Clear the date with the local congregation.
2. Be responsible for registration.
3. Arrange for music, hymn books and an accompanist.
4. Select ushers to greet guests and receive offerings.
5. Appoint food, decorating, and clean-up committees.

## **Women's Sessions at Mid-Winter Conferences**

1. These are held in conjunction with AFLC winter Bible Conferences.
2. District WMF officers, working together with host WMF, may plan a banquet, program and/or workshop. Consider asking a member of the National WMF Board or the Women's Outreach Coordinator to share and give current information on WMF ministries.
3. Generally, the host WMF provides for the meals and coffee hour for Mid-Winter Conferences.



## **GUIDELINES FOR WELCOMING A NEW WMF INTO YOUR DISTRICT**

Jesus says, “as you have done it to the least of these my brethren, you have done it to me.”  
Matthew 25:45

The District President will receive a letter from Dawn Johnson, the National WMF Executive Secretary, informing the district of the new congregation. This letter will give the church name and a contact for the women of the congregation.

### **District Board Responsibilities**

#### **I. WELCOME**

1. I would encourage your District Board to write a letter to the ladies of the new congregation welcoming them into your district WMF.
  - a. Include Board Members names and contact information.
  - b. Follow up with a telephone call sharing details of the WMF at the district level.
  - c. Encourage questions and be prepared to give positive answers regarding your district rallies and other events.

#### **II. INCLUDE**

1. Make a special effort to invite the new WMF to your district rallies and any other district events.
  - a. General invitation
  - b. A personal letter or phone call from the District President or another officer encouraging their participation.
  - c. Introduce the new women to the women of the district by recognizing them during your rally or special event meeting as you warmly welcome them into your midst. Invite them to stand and give them a hand.
  - d. Provide an agenda or bulletin giving detailed information about the rally or event so they will feel informed, can follow along and participate.
  - e. Introduce District Board Members.
  - f. Designate a seasoned mature Christian from your district to seek out the new ladies and sit with them at your district rally or any district event. This should be someone who is comfortable interacting with strangers and can readily answer their questions.

#### **III. BEFRIEND**

1. You as District Presidents along with your board members need to be the example as you receive these new ladies into your district with open and gracious hearts.
2. Extend the hand of friendship getting to know them on a personal basis as you socialize during meals and breaks.
3. Encourage participation by easing new members in, possibly beginning with committee involvement, program participation or devotions.

# **SAMPLE DISTRICT SPRING AND FALL RALLY GUIDELINES**

**(these were submitted by one of the districts and are here for your use if you so choose.)**

## **District WMF board duties:**

1. The district rallies are held in the spring and fall.
2. The voting membership consists of all WMF women who are members of the AFLC.
3. The theme and program is planned by the district officers.
4. Districts are encouraged to help defray expenses of the District President to attend the WMF national convention held in June each year.
5. The Missions Secretary should make a yearly report at one of the rallies.
6. The District Secretary will provide minutes from the previous rally. These may be included in the rally program.
7. The District Secretary should send a brief report of each district rally to the WMF National President. The District Secretary should also send the names and addresses of new officers to the Executive Secretary of the WMF to update the records.
8. The National WMF Board recommends that the offering at the district rallies be given to one or more of the WMF missions as listed on the Missions/Prayer Calendar.
9. The District Board will make rally offering distribution recommendations, preferably listed on rally program so all are informed. All suggestions from the floor will be considered. Final recommendations for the rally offerings will be voted on by the members present.
10. The District board will assist the host church in any way possible when planning a District rally.

## **Host Church Duties:**

1. Choose and clear the date at their church.
2. Be responsible for registration and nametags.
3. Be responsible for music, songbooks & accompanist.
4. Select ushers to greet guests and take offerings. The host church is also encouraged to choose a recipient for a physical offering (beyond the monetary offering) such as a local food pantry, Pregnancy Resource Center, local shelter, etc. This information will then be shared on the invitation sent to the churches.
5. It is recommended that offering be taken after the main speaker.
6. Be sure to announce when taking the offering, who to make the checks out to, etc.
7. Prepare coffee and a light snack for coffee hour before rally starts.
8. Prepare a luncheon for the noon meal and set a price (traditionally set at \$5.00). It is recommended that musicians, children (12 and under), visiting missionaries and the speaker(s) not be charged for the lunch.
9. Print bulletins for the rally. (District President or Secretary will give you the agenda for the day.
10. Decorating and clean-up committees. IF they would like to make a banner, that is OK but not required.
11. While the district officers are responsible for planning the theme and program for the day, the local officers are responsible for any decorations, table favors, etc., to go with the theme.
12. Have someone do the morning devotions on the theme.
13. Make arrangements when necessary for housing of officers or guest speakers.
14. Make arrangements for nursery care for young children during the rally.

# **WMF RALLY PLANNING HELPS**

## **DATE SELECTION**

Pick a Saturday in the spring (around April) and in the fall (around October) or which ever meets your needs the best. Some Districts that cover a large area have smaller meetings at one of their rallies and then the meet together one time a year as a whole district.

Consider possible speakers – This is the meat of the day, so consider the needs of the women. Prayer is very important. Then trust the Lord to lead you to the speaker or speakers that would best fulfill the needs of the women. The National WMF President may have some suggestions or someone in another church in your district may have ideas. Variety in planning the programs makes for interesting rally days.

Generally there is a morning session and an afternoon session.

Start your meetings on time. 9:00 a.m. is a good starting time and then it would be good to be done about 3:00 p.m. so that there is plenty of travel time for those traveling from a distance.

Communication is very important. You should contact your speakers and the WMF groups and Churches in the District with the information so that all are informed.

## **PROGRAM**

Use creativity and individuality -- The goal of the rally is to honor Christ, inform about the work of the WMF and provide spiritual nurturing and fellowship for the women.

Decide on a theme – choose a theme verse and song to go along with your theme.

Welcome – it is good to have someone greet the ladies and to start the meeting off with a short devotional generally given by the WMF President of the hosting church.

Music – You may want a pianist, soloists or groups to participate in the following areas:

Prelude

Offering

Singspiration—provide a pianist, leader and music for this time.

Special Musical numbers—these can be offered from within the meeting area from other churches.

WMF Missions presentation – This time is to help women better understand the missions that the National WMF supports.

It is good to have the host Pastor close the morning and/or the afternoon session with prayer.