

WMF DIVISION BY DISTRICTS

Updated 2020

Central Tri-State District

Christ is Lord Lutheran, Onalaska WI
Dell Lutheran Church, Frost MN
Emmanuel Lutheran, Kenyon MN
First Lutheran Ellendale, MN
Hauge Lutheran, Kenyon MN
Holmes Ev. Lutheran, Clarion IA
Hosanna Lutheran, St. James MN
Mount Sion Lutheran, Kasson MN
Our Savior's Lutheran, Cannon Falls MN
Our Savior's Lutheran, Zumbrota MN
Salem Lutheran, Radcliffe IA
Stavanger Lutheran, Garden City IA
St. Paul's Lutheran, Jewell IA
Trinity Lutheran, Boscobel WI
Word of Life Lutheran, Mankato MN
Zion Lutheran, Dexter MN

Eastern District

Christ Community Church, Hagerstown MD
Living Faith Lutheran, Boyertown PA
Mt. Zion Lutheran, Landisburg PA
Paradise Lutheran, Canfield OH
Peace Lutheran, Canal Winchester OH
Peace Lutheran, Crescent City FL
Ruthfred Lutheran, Bethel Park PA
St. John's Lutheran, Newark OH
St. John's of Lovi Ev. Lutheran, Cranberry
Township PA
St. Matthew Lutheran, Millerstown PA
St. Paul's Free Lutheran, Hagerstown MD
Stronghold Lutheran, Trenton MI
Tressler Memorial Free Luth., Loysville PA

Eastern North Dakota District

Bethany Free Lutheran, Abercrombie ND
Bethany Free Lutheran, Binford ND
Bethel Free Lutheran, Grafton ND
Christ Free Lutheran, Devils Lake ND
Ebenezer Lutheran, Northwood ND
Grace Free Lutheran, Edinburg ND
Grace Free Lutheran, Valley City ND
Hope Lutheran, Enderlin ND
Living Faith Free Lutheran, Larimore ND
Living Word Lutheran, Edmore ND
Middle Grove Lutheran, Larimore ND
New Hope Free Lutheran, Jamestown ND
New Luther Valley Lutheran, McVile ND
Ny Stavanger Free Lutheran, Buxton ND
St. Paul's Free Lutheran, Fargo ND
Trinity Bergen Lutheran, Starkweather ND
Trinity Free Lutheran, Grand Forks ND
Trinity Free Lutheran, Minnewaukan ND
Valley Free Lutheran, Portland ND
Victory Free Lutheran, Park River ND
West Prairie Lutheran, Leonard ND
Zion Free Lutheran Valley City ND
Zoar Free Lutheran, Hampden ND

Illinois District

Bethany Lutheran, Brodhead WI
Bethlehem Lutheran, Morris IL
Christian Free Lutheran, Wheatland IA
Cornerstone Lutheran, Argyle WI
Faith Lutheran, Metropolis IL
Faith Lutheran, Mineral Point WI
Fox River Lutheran, Sheridan IL
Freedom Lutheran, Ottawa IL
Grace Lutheran, Bensenville IL
Grace Free Lutheran, Dekalb IL
Grace Ev. Lutheran, Morris IL
Good Shepherd Lutheran, Lincoln IL
Helmar Lutheran, Newark IL
Lisbon Bethlehem Lutheran, Lisbon IL
Newark Lutheran, Newark IL
St. John's of Schwer Lutheran, Milford IL
St. Mark's Ev. Lutheran, Indianapolis IN
St. Mark's Ev. Lutheran, Whitetown IN
St. Olaf Ev. Lutheran, Montgomery IL
St. Paul Lutheran, Gifford IL
St. Peter Lutheran Melvin IL
St. Petrie Lutheran, Leland IL
St. Stephen Lutheran, Metropolis IL
Trinity Free Lutheran, Janesville WI
Zion Evangelical Lutheran, Ashkum IL

Lake Superior District

Augustana Lutheran, Duluth MN
Good Shepherd Lutheran, Virginia MN
Our Redeemer Free Lutheran, Superior WI
Our Savior's Free Lutheran, Mason WI
St. John's Ev. Lutheran, Finlayson MN
St. John's Free Lutheran, Duluth MN
St. Paul's Ev. Lutheran, Cloquet MN
Tamarack Lutheran, Tamarack MN

Minneapolis District

Amery Free Lutheran, Amery WI
Christ the King Lutheran, Wilson WI
Emmaus Lutheran, Bloomington MN
Faith Free Lutheran, Shakopee MN
Faith Free Lutheran, Colfax WI
Faith Free Lutheran, Minneapolis MN
Good Shepherd Free Lutheran, Cokato MN
Grace Free Lutheran, Maple Grove MN
Hope Lutheran, Minneapolis MN
King of Glory Lutheran, Shakopee MN
Living Hope Lutheran, Elk River MN
Living Word Lutheran, Eagan MN
Minnesota Valley Free Lutheran, Lakeville MN
Solid Rock Lutheran, Anoka MN
Sunnyside Free Lutheran, Stacey MN
Timberland-Ringebu Free Lutheran, Barronett WI
True Vine Lutheran Church, Mora MN
Vision of Glory, Plymouth MN

Nebraska-Kansas-Colorado District

Abiding Word Lutheran, Deshler NE
Faith Lutheran, Fairbury NE
Lutheran Church of Hope, Loveland CO
Mission Lutheran Church, La Junta CO
Peace Lutheran, St Francis KS
United Lutheran, Laurel NE

North Central Minnesota District

Alida Lutheran, Bagley MN
Bethany Free Lutheran, Bemidji MN
Bethesda Lutheran, Mizpah MN
Calvary Free Lutheran Fosston MN
Dovre Free Lutheran, Winger MN
Faith Lutheran, Blackduck MN
Grace Free Lutheran, Bagley MN
Hope Lutheran, Northome MN
Landstad Free Lutheran, Shevlin MN
Maple Bay Free Lutheran, Mentor MN
Mt. Carmel Free Lutheran, McIntosh MN
Resurrection Free Lutheran, Beltrami MN
Rice Free Lutheran, Bagley MN
Trinity Free Lutheran, Bemidji MN
Trinity Free Lutheran, McIntosh MN

Northern Michigan District

Abiding Word Lutheran, Felch MI
Calvary Free Lutheran, Eben Junction MI
Christ Lutheran, Shingleton MI
Escanaba Free Lutheran, Escanaba MI
Grace Free Lutheran, Pelkie MI
Hope Free Ev. Lutheran, Ishpeming MI
Maranatha Free Lutheran, Houghton MI
Redeemer Free Lutheran, Ontonagon MI
St. Peter Lutheran, Posen MI

Northwest Minnesota District

Abundant Life Free Lutheran, Thief River Falls MN
Alma Lutheran, Argyle MN
Badger Creek Free Lutheran, Badger MN
Christ the King Free, East Grand Forks MN
Hegland Free Lutheran, Strandquist MN
Norland Free Lutheran, Salol MN
Oiland Free Lutheran, Badger MN
Our Savior's Lutheran, Argyle MN
Our Saviour's Lutheran, Thief River Falls MN
Reiner Free Lutheran, Goodridge MN
Rose Free Lutheran, Roseau MN
Roseau Free Lutheran, Roseau MN
Spruce Free Lutheran, Roseau MN
United Free Lutheran, Greenbush MN
Westaker Free Lutheran, Newfolden MN

Pacific Northwest District

Atonement Free Lutheran, Arlington WA
Bethany Lutheran, Astoria OR
Calvary Lutheran, Everett WA
Elim Lutheran, Lake Stevens WA
Faith Free Lutheran, Kalispell MT
Lord of Life Lutheran, Mt Vernon WA
Our Redeemer Lutheran, Kirkland WA
Our Savior's Lutheran, Dillon MT
Spencer Creek Lutheran, Eugene OR
Stillwater Free Lutheran, Kalispell MT
Trinity Lutheran, Brookings OR
Triumph Lutheran, Ferndale WA

South Central District

Christ Free Lutheran, Stover MO
Crown of Life Lutheran, Tomball TX
Ebenezer Free Lutheran, Humboldt TN
Faith Lutheran, Durant OK
Faith Lutheran, Weslaco TX
Faith Lutheran, El Campo TX
First Lutheran, Oklahoma City OK
Free Lutheran Fellowship, Brownsville TX
Gloria Dei Lutheran, St Louis MO
Good Shepherd Lutheran, Pleasanton TX
Immanuel Lutheran, Springfield MO
St. Paul's Lutheran, Mansura LA
CrossRoads Christian Fellowship, Bastrop TX
Word of Truth Lutheran, Kopperl TX
Zion Lutheran, Silverhill AL

South Dakota District

Abiding Savior Free Lutheran, Sioux Falls SD
Amazing Grace Free Lutheran, Mitchell SD
Bethany Lutheran, Viborg SD
Bethel Lutheran, Faith SD
Buffalo Lake Lutheran, Sisseton SD
Calvary Free Lutheran, Arlington SD
Calvary Free Lutheran, Wallace SD
Christ the King Free Lutheran, Pipestone MN
Egeland Church, Waubay SD
Emmanuel Lutheran, Eagle Butte SD
First American Lutheran, Tripp SD
Good Shepherd Free Luth., Madison SD
Grace Free Lutheran, Bruce SD
Hope Lutheran, Delmont SD
Immanuel Free Lutheran, Centerville SD
Living Word Free Lutheran, Sioux Falls SD
New Hope Free Lutheran, Sisseton SD
Ortley Free Lutheran, Ortley SD
Pukwana Free Lutheran, Pukwana SD
Redeemer Free Lutheran, Canton SD
Salem Lutheran, Freeman SD
Shiloh Free Lutheran, Rapid City SD
Skrefsrud Lutheran, Beresford SD
Slim Buttes Lutheran, Reva SD
St. Olaf Lutheran, Chamberlain SD
St Peter Lutheran, Armour SD
Tabor Lutheran, Webster SD

Southwestern District

Calvary Free Lutheran, Mesa AZ
Community Lutheran, Oceanside CA
Cross and Crown Lutheran, Montebello CA
Good Shepherd Lutheran, Camarillo CA
Good Shepherd Lutheran, Manteca CA
Joy Christian Community, Fountain Hills AZ
Our Saviour's Lutheran, Patterson CA
Reformation Lutheran, El Cajon CA
St. Ansgar's Lutheran, Salinas CA
The Source Church, Mesa AZ
Triumph Lutheran, Nogales AZ
United Lutheran, Manteca CA
Waikiki Beach Gathering, Honolulu HI

West Central Minnesota District

Abiding Faith Free Lutheran, Ortonville MN
Bethany Free Lutheran, Sebeka MN
Calvary-Stiklestad Luth., Fergus Falls MN
Chippewa Free Lutheran, Brandon MN
Elim Free Lutheran, Clinton MN
Good Shepherd Free Lutheran, Brainerd MN
Green Lake Lutheran, Spicer MN
Maranatha Free Lutheran, Glyndon MN
Maranatha Free Lutheran, Ulen MN
Minnewaska Lutheran, Starbuck MN
Scandia Free Lutheran, Glenwood MN
Sunburg Free Lutheran, Sunburg MN
Tordenskjold Free Lutheran, Underwood MN
Word of Life Lutheran, Upsala MN
Zion Free Lutheran, Wadena MN
Zion-Sarpsborg Free Lutheran, Dalton MN

West North Dakota/East Montana District

Beaver Creek Lutheran, Ray ND
Bethel Free Lutheran, Culbertson MT
Bethel Free Lutheran, Minot ND
Calvary Lutheran, Bismarck ND
Emmanuel Lutheran, Williston ND
Faith Free Lutheran, Brockton/Culbertson MT
First English Free Lutheran, Stanley ND
Golgotha Lutheran, Golden Valley ND
Immanuel Lutheran, New Leipzig ND
Our Savior's Lutheran, Dickenson ND
Our Savior's Free Lutheran, Stanley ND
Prince of Peace Lutheran, Beulah ND
St. Paul's Lutheran, Dodge ND
Taylor Lutheran, Taylor ND
Trinity Bethany Lutheran, Harvey ND
Trinity Lutheran, Mott ND
Zion Free Lutheran, Tioga ND

Sample Meeting Procedure

(For WMF Business Meetings)

The President should be acquainted with the local constitution. Before the day of the meeting have well in mind the planned program and the proper order. It is recommended to have a written agenda so that you can preside with greater ease. Give yourself plenty of time before the meeting so you do not feel rushed in any way.

START ON TIME

A. Sample agenda:

1. Call the meeting to order.
2. Opening Prayer.
3. Devotions
4. Secretary Reads the Minutes from the last meeting.
 - a. Ask for any corrections to the minutes
 - b. "If there are none the minutes are approved as read."
5. Treasurer's Report
6. Call for any committee reports.
7. Correspondence to be shared.
8. Unfinished business.
9. New business.
10. Announcements
11. Motion to adjourn or the President might adjourn the meeting.

STOP ON TIME

B. When a motion is made,

1. The person who desires to place a motion states her desire.
2. The motion must be seconded.
3. The motion is repeated.
4. The chairman asks for discussion on the motion.
5. When discussion is completed the chairman will take the vote.
6. The chairman announces the vote result.

C. When it comes time for nominations,

1. The nominating committee makes their report.
2. The chairman will then:
 - a. announces the nominees from the committee with the position that they are being presented for.
 - b. The chairman asks for further nominations (each position done separately).
 - c. If there are no further nominations, the chair declares nominations ceased.
 - d. A motion to close nominations must have a 2/3 vote in the affirmative.
3. Balloting

**Whatever your hand finds to do, verily, do it with all your might
(Ecclesiastes 9:10)**

Installation Service

The leader conducting the service requests the newly-elected officers to come forward and speaks as follows: “You have been duly elected as officers of the _____ WMF for the coming year. Your willingness to serve in this cause has been indicated by accepting these offices.

In I Corinthians 12:4 we read, “Now there are varieties of gifts, but the same Spirit.” You have been chosen for your various offices according to your different talents. As an Executive Board you are to fulfill the diversities of administration and operations assigned to you. You are to work in harmony, for you serve the same Lord. May the Holy Spirit stir your hearts to greater love, more earnest zeal and consecrated service for Him. Look often to God in prayer for guidance in your tasks. Your daily lives are to be an example that others will be drawn to know the Lord Jesus Christ, and may you be led into the knowledge of His will in all matters.

Mrs. (Miss) _____, as President, you will be the leader. You will supervise and direct the work for the coming year (s) in accordance with the provision of the constitution. It is your responsibility to see that our WMF is fulfilling its purpose and growing up to its opportunities.

Mrs. (Miss) _____, as Vice President, you can do much to be of real assistance to the President and be ready to fill her place when necessary. (State additional duties if there are any.)

Mrs. (Miss) _____, as Secretary, you will keep records of all meetings and see that the WMF adheres to its constitution and bylaws.

Mrs. (Miss) _____, as Treasurer, you will record and properly channel the funds with which the WMF is entrusted.

Mrs. (Miss) _____, as Cradle Roll Secretary, you will enroll each baptized baby in the district cradle roll. You will make the home contact with cradle roll literature. You will encourage prayer for the new babies that they will learn to know the Lord.”

Then the leader turns to all the assembled officers and says: “I therefore, ask you: Do you accept the offices to which you have been duly elected, and do you promise to discharge your duties faithfully and to the best of your ability in the fear of the Lord? If so, declare it by saying in unison: **Yes, by the help of God.**”

All answer in unison, “**Yes, by the help of God.**”

Then the audience is asked to stand. The leaders gives the charge of responsibility to all members: “And now I admonish you who witness this consecration to consider it as a privilege and responsibility to support these chosen officers by rendering them every possible assistance that we may serve with joy together for the work of the Association Free Lutheran Congregations and for the glory of God.”

NATIONAL

WOMEN'S MISSIONARY FEDERATION

of the ASSOCIATION OF FREE LUTHERAN CONGREGATIONS

ARTICLE I Name

The name of this organization shall be the Women's Missionary Federation (WMF) of the Association of Free Lutheran Congregations (AFLC).

ARTICLE II Purpose

Section 1.

To awaken and deepen interest in and love for the Kingdom of God at home and abroad, thus sharing in the great missionary enterprise of the Christian Church through:

- a) monthly WMF Bible studies.
- b) The distribution of literature and information concerning the missions of the Women's Missionary Federation.
- c) Personal involvement and financial contributions to the ministries of the Association of Free Lutheran Congregations through its regularly established boards.

Section 2.

To unite all the women of the Association of Free Lutheran Congregations into the deeper fellowship of consecrated service for the missions, the charities and the Christian Education program of our Association.

Section 3.

To organize missionary activities and children's missionary groups wherever possible.

ARTICLE III Membership

Section 1.

Individual membership: Each woman who is a member of an AFLC congregation and interested in furthering the purpose of the WMF shall be a member.

Section 2.

By application: An individual who is not a member of an AFLC congregation, but is interested in furthering the purpose of the WMF, may become a member by applying to the National Board of the WMF, and said board, having assured itself of the applicant's credentials, shall then declare her a member.

Section 3.

Group membership: Any women's organization within a congregation of the AFLC and interested in furthering the purpose of the WMF shall be a member.

Section 4.

Honorary membership: Pins and certificates are available through the National WMF Treasurer for presentation to women for long and/or faithful service. Pins may also be purchased for personal use.

ARTICLE IV Annual Convention

Section 1.

The National Convention of the WMF shall be held annually at the same time and place as the Annual Conference of the AFLC.

Section 2.

WMF members who register at the convention are entitled to vote.

ARTICLE V Officers

Section 1.

An officer of the National WMF shall be a voting member in good standing of an AFLC congregation and have served in a leadership position in a local or district WMF.

Section 2.

Officers in the WMF shall be a President, a First Vice-President, a Second Vice-President, a Communication Secretary, a Recording Secretary and a Treasurer.

Section 3.

Officers shall be elected by ballot at the convention; a simple majority shall constitute election.

Section 4:

The elected officers shall be known as the National Board.

Section 5.

Officers shall be elected for a term of three years. All officers may be eligible for re-election but no officer shall hold the same office for more than two successive terms. The President and Communications Secretary shall be elected one year; the First Vice-President and the Recording Secretary the following year; the Second Vice-President and the Treasurer the third year. Newly elected officers shall officially assume their duties at the All boards meeting following their election.

ARTICLE VI Non-Elected Positions

Non-elected positions (By-laws, Article V) shall be provided for by the National Board based on a letter of call and a job description.

ARTICLE VII Committees

Committees shall be those provided for in By-laws, Articles VI and VII.

ARTICLE VIII Amendments

When an amendment is presented to a convention for initial approval, it shall be called a proposed amendment. When a proposed amendment has been approved by two-thirds of those present and voting at a convention, it shall be called a recommended amendment.

An amendment shall become part of the constitution only after it has been approved by two-thirds of those present and voting at one convention and then given final approval by two-thirds of those present and voting at the convention the following year. Those present at the convention shall have the opportunity to discuss proposed and recommended amendments, both when initially presented and when presented the following year for final approval. On both of these occasions those present and voting at a convention may propose changes to the amendment. Any such change must be presented in writing to the convention, and those present shall have the opportunity to discuss it. If the proposed change does not receive the support of a majority of those present and voting, the convention may vote on giving final approval to the recommended amendment in its original (unchanged) form. If a majority of those present and voting vote for the change, the change shall be incorporated into the amendment, and the amendment as changed shall be submitted as a recommended amendment for final approval to the convention the following year. A recommended amendment, when approved by a two-thirds vote of those present and voting at a convention, shall become an adopted amendment and shall be considered for all purposes as part of the constitution.

ARTICLE IX Parliamentary Authority

The most recent edition of Robert's Rules of Order shall govern all proceedings of this organization where this constitution and by-laws are silent.

BY-LAWS

ARTICLE 1 Missions of the WMF

Section 1.

The missions that WMF supports through personal involvement and financial contribution are World Missions, Home Missions, General Fund and Christian Education, which includes AFLC Parish Education, the Free Lutheran Bible College (FLBC) and the Free Lutheran Seminary (FLS) and Cradle Roll.

Section 2.

Monthly financial support is recommended based on the WMF Financial Planning/Prayer Calendar. Further information and program material provided by the National board is available through the Executive Secretary.

Section 3.

Support for particular projects within the missions of the WMF may be suggested by the National Board or by the National Convention.

Section 4.

Special charities may be supported upon recommendation of the National Convention.

ARTICLE II WMF Meetings

Section 1.

Members of WMF are encouraged to attend local, district and national meetings.

Section 2.

Spring and fall rallies are encouraged in each district.

ARTICLE III Duties of the National Board

Section 1.

The National Board shall perform the duties entrusted to them by the WMF and in every way possible further its interests. They shall provide a WMF Bible study, informational literature, program materials and a suitable financial program. They shall promote activities that reflect the WMF purpose (Constitution, Article II).

Section 2.

The National Board shall be empowered to act officially between meetings of the WMF Convention. The National Board may seek counsel from the Advisory Committee (By-laws, Article VI). Decisions shall be reported to the next convention.

Section 3.

The National Board may postpone implementation of a proposal adopted by the National Convention if circumstances so require.

Section 4.

The National Board shall fill a non-elected position with a qualified person through a letter of call and provide a job description and salary (By-laws Article VI, Section 4).

Section 5.

The National Board shall meet at least five times each year upon call of the president or any other officer.

ARTICLE IV Duties of each Office

Section 1.

The President shall preside at the National Convention of the WMF and at all meetings of the National Board and the Advisory Committee (By-laws, Article VI, Section 2). She shall be an ex-officio member of all committees and otherwise perform the duties pertaining to her office.

Section 2.

The Vice-President shall in the absence of the President assume the duties of the said office, and shall perform such other duties as the President or the National Board may designate.

Section 3.

The Second Vice-President shall in the absence of the President and/or the Vice President assume the duties of the said office, and shall perform such other duties as the President or the National Board may designate.

Section 4.

The Recording Secretary shall record minutes of all the meetings held by the National Board and the Advisory Committee. She shall insure that the National WMF adheres to its constitution and by-laws and be custodian of the archives.

Section 5.

The Communication Secretary shall perform such duties regarding communications as the President or the National Board may designate.

Section 6.

The Treasurer shall keep account of and be responsible for the WMF treasury, receive all contributions and pay bills that are endorsed by the National President. She shall present to the National Convention an audited report of the financial status of the WMF.

ARTICLE V Non-Elected Positions

Section 1.

The Executive Secretary shall attend meetings of the National Board and the Advisory Committee. She shall make available to local WMFs the publications designated by the National Board and fulfill the responsibilities included in her job description.

Section 2.

The Women's Outreach Coordinator (WOC) shall be available as a resource person to encourage the purpose of the WMF. She shall fulfill the responsibilities included in her job description.

Section 3.

Prior to establishing a new non-elected position, the National Board may seek counsel from the Advisory Committee. The need for this position shall be presented to the National Convention for discussion and approval.

ARTICLE VI Advisory Committee

Section 1.

The Advisory Committee shall consist of those currently serving as District presidents of the WMF. In areas where there is no organized District WMF, the National Board may appoint a representative to the committee.

Section 2.

The Advisory Committee is convened and chaired by the National WMF President at the request of the National Board or at least five members of the Advisory Committee

for the purpose of providing counsel to the National Board. Meetings may be conducted in person, by mail, electronic mail or by conference call.

Section 3.

The Advisory Committee shall meet with the National Board to review decisions of the convention, except for the election of officers in order to better promote the work of the WMF.

Section 4.

The Advisory Committee shall provide counsel to the National Board when a replacement is to be named to complete a term on the National Board or when a non-elected position is to be filled.

ARTICLE VII Standing Committees**Section 1.**

The Standing Committees of the National WMF shall be appointed by the National Board and serve for one year. These committees shall be announced at the National Convention.

Section 2.

Standing Committees shall meet as necessary to fulfill the duties assigned them by the National Board.

Section 3.

Standing committees shall report to the National Convention.

ARTICLE VIII Amendments

These By-laws may be amended at the National WMF Convention by two-thirds vote of those present and voting, providing the proposed amendment has been submitted to the National Board and published in both The Ambassador and the WMF Newsletter prior to the WMF Convention. Changes to a proposed amendment to the By-laws must be presented in writing to the convention prior to discussion and vote. The change will become part of the amendment if approved by a majority of those present and voting. The amendment will become part of the By-laws if approved by two-thirds of those present and voting.

WMF Day Program

updated 2022

Registration begins about one hour before the program.

Program includes:

- Bible study/Devotion
- Speakers/Workshops
- Memorial Service

- Annual Business Meeting
 - President's Report
 - Secretary's Report
 - Treasurer's Report
 - Nominating Committee Report/Elections
 - Resolutions Committee Report
 - Old Business
 - New Business
 - Adjournment

WMF Mission Festival

The WMF is in charge of organizing the Mission Festival Service on a chosen evening of the AFLC Conference.

Program includes:

- Praise and Worship
- Welcome
- Message
- Offering
- Greeting from Missionaries/Commissioning Service, etc.
- Closing Remarks and Benediction

WMF Breakfast

This may not happen every year. When it is going to it is mentioned with the WMF Day program and is usually held the next morning following WMF Day.

Other Nationwide gatherings

These gatherings may not be held annually but as deemed necessary or advantageous to the women of the AFLC.

DISTRICT

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.

BUSINESS MEETING

Be familiar with the constitution in your District and be sure to follow it.

Be aware of what business is necessary to discuss. Reading and approving reports from the previous meeting; old business; new business, Cradle Roll report, other reports from committees, etc. You may want to consult any mailings that you have received from the National WMF or contact the WMF President to see if there are any suggestions from them.

Election of officers – Please be mindful of how your constitution is set up for this procedure.

TREASURY

Please be mindful of how your District covers the expenses for the Rally and contribute accordingly.

Expenses that may occur:

Administrative – postage, phone calls, etc related to rally preparation.

Honorarium/travel for Guest Speakers – Decide on this in advance and have checks ready and be sure to Thank them.

District President Expenses to Conference – Plan to assist your District President/ representative with expenses to the National Convention in June. The amount may depend on the location of the annual meeting. If the District President is unable to attend the National Convention, she should arrange for a substitute from the District Officers.

Offerings – The offerings that are taken during the rally should be designated during the business meeting as to which project they will go towards.

PHYSICAL ASPECTS

- Invitations – should be sent out to all of the churches in your district.
- Registration – Prepare a registration table to record those attending and provide name tags.
- Bulletin – prepare a bulletin for the day so the ladies are informed of what is going to take place during the day.
- Ushers – Have ushers available to receive the offerings and to help direct your guests.
- Food – Provide as necessary for the length of your rally. This may include:
 - Luncheon – a simple noon meal for all to enjoy
 - AM/PM Coffee breaks – for the breaks during the sessions in the morning and a
 - little something for the ladies before they head home again in the afternoon following the session.
- You may want to include other churches in the District to help out in these areas so that all of the work doesn't fall on the one church.
- Decorations – Let your creativity flow. Create table decorations, name tags, banner(s) to go along with the theme of your rally.

(Sample) DISTRICT WMF CONSTITUTION

ARTICLE 1 – NAME

The name of this organization shall be the _____ District Women’s Missionary Federation of the Association of Free Lutheran Congregations.

ARTICLE 2 – PURPOSE

To promote and support the program of the AFLC Women’s Missionary Federation on the National, District and Local levels, as set forth in Article 2 of the National constitution. *

1. Through the dissemination of information concerning Lutheran congregations.
2. Through financial support of this program and through Prayer.

*To awaken and deepen interest in and love for the Kingdom of God at Home and abroad, thus sharing in the great missionary enterprise of the Christian Church through:

1. Monthly WMF Bible studies
2. The distribution of literature and information concerning the missions of the Women’s Missionary Federation.
3. Personal involvement and financial contributions to the ministries of the Association of Free Lutheran Congregations through its regularly established boards.

To unite all the women of the Association of Free Lutheran Congregations into the deeper fellowship of consecrated service for the missions, the charities and the Christian Education program of our association.

To organize missionary activities and children’s missionary groups wherever possible.

ARTICLE 3 –MEMBERSHIP

1. Any AFLC Women’s group or individual affiliated with or promoting and supporting the work of the AFLC may become a member of this organization by notifying the president or secretary to this effect.
2. Membership Dues
 - a. For speakers’ fees and incidental expenses
 - b. Suggested minimum amount \$25.00
 - c. Payable by March 1 the following year
 - d. Each congregation will be notified by mail

ARTICLE 4 – MEETINGS

1. The District WMF shall hold two meetings a year: one in the Spring and one in the Fall. The executive board and the host church will designate the exact dates.
 - a. Times and schedule of the rally will be determined by the Executive Board working directly with the Host Church.
2. The Executive Board may call special district meetings.

3. It is recommended that each congregation within the Illinois District appoint or elect a contact person (or President) of their WMF for the purpose of directing the WMF Missions and activities.
4. All district WMF members present at any such meeting shall have the right to vote.
5. A motion made and seconded must carry by a 2/3-majority vote of those present to pass.
6. The Executive Board shall make a recommendation for the rally offerings to be voted on by the members present. All suggestions from the floor will be considered.

ARTICLE 5 – OFFICERS

1. Officers of this organization shall be elected at the Spring Rally. Officers to be elected are President, Vice President, Secretary, Treasurer, and Missions Secretary.
2. The officers shall be elected at each Spring Rally for a term of two years.
 - a. President, Treasurer and Missions Secretary – on the odd numbered years.
 - b. Vice President and Secretary – on the even numbered years.
3. Election of officers shall be by a simple majority vote, this shall constitute an election.
4. No officer shall succeed herself more than once.
5. All officers shall perform the duties of their offices and shall serve until their successors have been elected and qualified.
6. Any person holding office in this organization must be a member of an AFLC Church.

ARTICLE 6

This constitution may be adopted, altered, or amended in the same manner as prescribed in Articles 3 and 4 of the bylaws.

BYLAWS

ARTICLE 1 – DUTIES

1. The officers shall perform the duties entrusted to them by the District WMF and in every way possible promote its missions program.
 - a. The President shall preside at all meetings of the district and all meetings of the Executive Board. She shall be ex-officio member of all committees except the Nominating committee and otherwise perform the duties pertaining to her office.
 - b. The Vice President shall, in the absence of the President, assume the duties of said office, and shall perform such other duties as the President or Executive Board may designate.
 - c. The Secretary's duties shall be recording and correspondence. The Secretary shall keep the minutes of all the meetings of this organization and of the Executive Board. She shall notify the National WMF First Vice President of the names of the new officers each year immediately following their election. She shall, in due time, together with the President, give public notice of the date, hour and place of the District WMF Rally meetings.
 - d. The treasurer shall keep accurate accounts of all money received and expended, pay all expenses authorized by the Executive Board, and make an annual report to

the organization. She shall send all gifts for the WMF projects to the Treasurer of the National WMF.

- e. The Missions Secretary shall promote and encourage support of World Missions and Home Missions. She will give a report on the missions and missionaries at the District Rallies.

ARTICLE 2 – BOARD

1. The Executive Board shall consist of all the elected and appointed officers. It shall be empowered to act officially between the Rally meetings of this organization, originate and execute extra district activities, reporting for approval such actions to the next District Rally. It shall fill any vacancies occurring in the Executive board during the year.
2. Temporary committees may be appointed by the President or Executive Board to perform specific duties related to the program of this organization.
3. The Nominating Committee shall consist of 2 members appointed by the President to a term of one year. They shall present a slate of officers for election at the Spring Rally. It is recommended that the Nominating Committee be appointed at or directly following the Spring Rally.
4. The President or Executive Board shall appoint the Auditing Committee. It is recommended that the audit be completed by February each year so the books are in order prior to the Spring Rally.

ARTICLE 3 – BYLAW ADOPTION

The revised bylaws and/or constitution may be adopted at any District Rally business meeting of this organization by a 2/3 majority vote provided copies of said bylaws have been submitted for study to the Executive Board, individual members and member organizations two months prior to the next District Rally business meeting.

ARTICLE 4 – EXCEPTIONS

Article 2 of the Constitution cannot be changed.

Revised (DATE)

LOCAL

LOCAL WMF of the AFLC

Membership

1. Group Membership:

Any women's group active in the work of the Association of Free Lutheran Congregations and interested in furthering mission work are members of the WMF.

2. Individual Membership:

All AFLC women are encouraged to participate in the work of the WMF. Individuals who are not members of congregations in the AFLC, but are

interested in supporting the missions of the WMF may become members.

Apply through the National WMF President. Upon reviewing the application, the National WMF Board may declare them as members.

Responsibilities of Local Officers

1. Officers of the WMF must be members of congregations affiliated with the Association of Free Lutheran Congregations.
2. The President presides at all general meetings and any WMF Board meetings. She is a member ex officio of all committees except the nominating committee and performs the required duties of her office.
3. The Vice President should work very closely with the President. She presides in the absence of the President and performs such duties as may be assigned to her by the President or the Board.
4. The Secretary records and keeps the minutes of all meetings. She is to perform other duties as assigned by the Board.
5. The Treasurer receives, records and compiles income and expenditures of the local WMF, pays all authorized bills, gives the financial reports as required by the Board, and submits contributions to the National WMF Treasurer.
6. The Missions Secretary gives a report and keeps the ladies updated on the Missionaries that the WMF supports through the Missionary newsletters and the World Missions web site.
7. The Cradle Roll Secretary plans and maintains the Cradle Roll Program. She orders cradle roll packets from the WMF Executive Secretary for each pre-school child. An Enrollment form, certificate, and other materials for each child are included in the packet. The certificate and other materials are distributed to the parents as directed in the packet. The enrollment forms are kept on file until the child graduates into Sunday School. The bill (which includes the cost of the packet and postage) is sent with the packets, so please do not pay the bill until after the order is received.

Meetings of the Local WMF

In smaller churches, the local WMF usually meets once a month with the women working through the WMF Bible Study. This is also the time when the business for the organization may be transacted. In larger churches, the entire group may meet less frequently with smaller groups for monthly or weekly Bible studies and the organizational business may be handled by the elected officers. Many other creative ideas and suggestions for variety in the meetings are included in this Resource Manual. Updates on these and other items will be sent to you each fall. They will be numbered and will be replacements of the specific pages indicated.

To keep the WMF mailing list up-to-date, the names, addresses, telephone numbers and e-mail addresses of new officers need to be sent to the Executive Secretary as soon as an election is held. (Address Update sheets are located in section VI. Other Resources)

Starting a New WMF

1. At the very beginning, appoint a temporary chairperson and planning committee who will confer with the pastor about organizing the WMF. The planning committee should consider contacting the **President or Executive Secretary of the WMF for guidance and help in this undertaking.**
2. Survey the church membership for possible interest among the women.
3. Call a special meeting of all women of the church to discuss:
 - A. needs and goals for such an organization within your church
 - B. WMF Bible studies
 - C. WMF Financial Planning and Prayer calendar
 - D. financial goals and procedures of the WMF
 - E. the proposed local constitution and by-laws
 - F. plans for the adoption of the constitution
 - G. plans for the election of officers
 - H. dates & times of meetings.
 - I. adopt a vision statement
 - J. continue in prayer for the beginning of this new organization
4. Set the date for the first meeting and announce it in your church bulletin at least for three weeks before the meeting.
 - A. Have your first Bible study
 - B. Elect your officers
 - C. Bathe your work in prayer
 - D. Enjoy the fellowship and encouragement of one another
5. Continue your meetings with the frequency you have decided on in your planning meetings. Be sure the meetings begin with prayer and the Bible study before any business is discussed. May God bless you as you start out on this new adventure in your congregation!

SAMPLE WMF CONSTITUTION

Adopted (DATE)

ARTICLE I—Name

The name of this organization shall be YOUR CHURCH NAME HERE Women's Missionary Federation (WMF) OR THE NAME OF YOUR WOMEN'S ORGANIZATION of the Association of Free Lutheran Congregations.

ARTICLE II—Purpose

As members of the WMF of CHURCH NAME Lutheran Church, we humbly acknowledge our dependence on our Lord and Savior, Jesus Christ, and desire to serve and glorify Him through all of the endeavors of this organization. It shall be our mission then to take an active role in missionary work at home and abroad, to strengthen Christian fellowship among our members and to further abide in our Lord through service to the larger congregation through:

- A) monthly WMF Bible Studies and business meetings.
- B) the distribution of literature and information concerning the missions of the WMF on a local and national level.
- C) personal involvement and financial contributions to the ministries of the AFLC through the National WMF.

ARTICLE III—Membership

All CHURCH NAME women are encouraged to participate in the work of the WMF OR THE NAME OF YOUR WOMEN'S ORGANIZATION. Individuals who are not members of the congregation but are interested in supporting the missions of the WMF OR THE NAME OF YOUR WOMEN'S ORGANIZATION may become members by applying to the Executive Committee of the WMF, and said board, having assured itself of the sincerity of the applicant's intentions, shall then declare them as members.

ARTICLE IV—Annual Meeting

Section 1

The annual meeting of the WMF shall be held in MONTH of each year. Election of officers takes place at this time.

Section 2

All WMF members of CHURCH NAME are entitled to vote at this meeting.

Section 3

The Annual WMF Day of the National WMF is held each year in conjunction with the AFLC Annual Conference and all members are encouraged to attend. Non-members are welcome to attend as visitors.

ARTICLE V—Officers

Section 1

The officers of CHURCH NAME AND WMF OR THE NAME OF YOUR WOMEN'S ORGANIZATION must be members of the congregation.

Section 2

The officers of the WMF shall be: President, Vice-President, Secretary and Treasurer IF YOU HAVE OTHER OFFICERS ADD THEM HERE that are elected at the annual meeting held in WHAT MONTH, for a term of _____ years.

Section 3

All officers shall be elected by ballot, and a simple majority OR DETERMINING FACTOR shall constitute election.

Section 4

All officers may be eligible for re-election but no officer shall hold the same office for more than two successive terms. The President and the Treasurer will be elected the even-numbered years and the Vice-President and Secretary will be elected the odd-numbered years. IF YOU HAVE OTHER OFFICERS ADD THEM HERE The newly elected officers of the WMF shall officially assume their duties _____.

ARTICLE VI—Committees

The committees of the WMF shall be those provided for in Article II of the By-laws.

ARTICLE VII—Amendments

This constitution may be altered or amended at the annual meeting of the WMF by two-thirds vote, provided the proposed change or amendments have been presented in writing at a previous meeting.

BY-LAWS

ARTICLE I—Duties of Officers

The officers shall perform the duties entrusted to them by the members and in every way possible to further its interests.

1. The President presides at all general meetings and the Executive Committee meetings. She is a member ex officio of all committees except the nominating committee and performs the required duties of her office.
2. The Vice-President should work very closely with the President. She presides in the absence of the President and performs such duties as may be assigned to her by the President or the Board. One of her duties could be to find new ways to interest the women who are not actively participating.

3. The Secretary records and keeps the minutes of all meetings. She is to perform other duties as assigned by the Board.
4. The Treasurer receives records and compiles income and expenditures of the WMF, pays all authorized bills, and gives the financial reports as required by the Executive Board.

IF YOU HAVE OTHER OFFICERS ADD THEM HERE WITH THEIR LIST OF DUTIES

ARTICLE II— Committees

Section 1

The Executive Committee shall consist of all elected officers. It shall be empowered to act officially between meetings of the WMF, reporting such action to the next regular meeting. It shall be empowered to fill any vacancies occurring during the year in the Executive Committee.

Section 2

The standing committees shall be appointed by the members and Executive Committee and shall serve for one year or length of term deemed necessary. They shall present reports to the membership during the regularly scheduled monthly meetings unless a special report is otherwise required.

ARTICLE III—Meetings

Section 1

The WMF shall meet monthly and/or as deemed necessary to conduct its business, to discuss the WMF Mission of the month and review the WMF newsletter.

Section 2

All women are encouraged to attend the spring and fall rallies held in our district.

Section 3

The WMF Bible study shall usually be conducted monthly or as needed to complete the scheduled Bible Study lessons.

Section 4

Because of the many demands upon our time, it is well that the WMF Officers plan wisely. They should spend time in prayer and endeavor to establish goals for the year, and plan to achieve these goals. Immediately following the election of new officers, it is well that the new elected officers meet with the WMF officers, including those going off the board to evaluate the program of the past year and to consider goals for the coming year.

ARTICLE IV—Missions

Section 1

The AFLC ministries which WMF supports through personal involvement and financial contributions are World Missions, Home Missions, Christian Education and WMF General Fund.

Section 2

Special missions shall be supported upon the decision of the members.

SAMPLE CONSTITUTION FOR LOCAL WOMEN'S MISSIONARY FEDERATION

(For a Larger Congregation)

____(Organization name)____ Constitution

ARTICLE 1—NAME

The name of the organization shall be _____ of (CHURCH NAME) _____ in (CITY, STATE) _____. (CHURCH NAME) is part of the Association of Free Lutheran Congregations .

ARTICLE 2—PURPOSE

“And Jesus came up and spoke to them, saying, ‘All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.’” Matthew 28:18-20.

Older women likewise are to be reverent in their behavior, not malicious gossips nor enslaved to much wine, teaching what is good, so that they may encourage the young women to love their husbands, to love their children to be sensible, pure, workers at home, kind, being subject to their own husbands, so that the word of God will not be dishonored. Titus 2:3-5

The purpose of _____(Organization name)_____ is to obey God’s Word as written in Matthew 28: 18-20 and Titus 2:2-5. This is done by providing activities that will help us win others for Christ, build our faith, and equip us to share our faith and ourselves. These activities can meet a variety of needs women may have and also enable each woman to use the gifts God has given her. This will also help the women of _____(organization name)_____.draw closer to God, to each other, and to those around them.

ARTICLE 3 – MEMBERSHIP

Any woman who is a member of _____(CHURCH name)_____ is considered a member of _____(ORGANIZATION name).

ARTICLE 4 –MEETINGS

1. The _____(Organization name)_____ shall hold an Annual Meeting in the fall of the year (Or specified time of the year or month designated).
2. Any member of _____(Organization name)_____ present at the meeting shall have the right to vote.
3. Any motion seconded and carried must pass by a simple majority.

4. The Leadership Team may call special business meetings as needed, giving two weeks notice in the church bulletin.
5. Three (#) members of ____ (Organization name) ____ may call a business meeting, giving two weeks notice in the church bulletin.

ARTICLE 5 – OFFICERS

1. Officers for the Leadership Team of ____ (Organization name) ____ shall be elected at the Annual Meeting. Those elected shall begin serving their term the following January 1st. Officers to be elected are President, Special Events Coordinator, Hospitality Coordinator, Bible Study Coordinator, Secretary and Treasurer (OR the officers that you as a group designate).
2. The officers shall be elected for a term of two years. The President, Special Events Coordinator and Treasurer shall be elected on opposite years of the Hospitality Coordinator, Bible Study Coordinator and Secretary.
3. Election of officers shall be by a simple majority vote.
4. No officer shall serve more than two successive terms on the Leadership Team.
5. Any woman holding an office on the Leadership Team must be a member of ____ (CHURCH NAME) ____.
6. At each Annual Meeting a nominating committee shall be elected for the next year, and shall consist of three ____ (Organization name) ____ members who are currently not on the Leadership Team.

BYLAWS

ARTICLE 1 –DUTIES

1. The officers shall perform the duties entrusted to them by the ____ (Organization name) ____ and with God's strength and guidance promote the purposes of ____ (Organization name) ____.
2. The President shall oversee all the workings of the ____ (Organization name) ____, making sure the activities planned are carried through and fulfill the purposes of ____ (Organization name) _____. She calls meetings of the Leadership Team as necessary. She shall be ex-officio member of all committees established by the Leadership Team.
3. The Bible Study Coordinator shall oversee the Bible study ministries of ____ (Organization name) _____. She takes initiative to help Bible studies get started as guided by the Leadership Team. She finds leaders for the Bible studies and helps them find topics and times, as needed.

4. The Special Events Coordinator oversees outreach events held by ___(Organization name)__. She can organize them herself or delegate the responsibility. She works with the Hospitality Coordinator for food service.

5. the Hospitality Coordinator oversees food service at any event held by ____ (Organization name)____. She can organize it herself or delegate it to a work group or others. She sets up the yearly rotation for coffee serving on Sunday mornings and sets up the work groups each year. She specifically oversees the kitchen Committee and the Work Groups Leaders.

6. The Secretary keeps the minutes at the Leadership Team meetings, at the Annual Meeting and other business meetings that may be held. She deals with any correspondence as guided by the Leadership Team.

7. The Treasurer shall keep accurate accounts of all money received and expended, and pay all expenses as authorized by the Leadership Team. She shall make a report to the Women's Fellowship.

8. The Leadership Team shall appoint a member of itself to be the President pro tempore in the absence of the President.

ARTICLE 2 – LEADERSHIP TEAM

1. The Leadership Team shall consist of all the elected and appointed officers. It shall be empowered to act officially between the meetings of ____ (Organization name)____ . It shall fill any vacancies occurring during the year until the next Annual Meeting.

2. Temporary committees may be established by the Leadership Team to perform specific duties related to fulfilling the purpose of ____ (Organization name)____.

ARTICLE 3 – BYLAW OR CONSTITUTIONAL CHANGE

The revised bylaws or constitution may be adopted at any Annual meeting of ____ (Organization name)____ by 2/3 majority vote provided copies of the proposed revisions to the bylaws or Constitution have been submitted for study to the Leadership Team and individual members two months prior to the Annual Meeting.

