

# Women's Ministry Fellowship

## By-Laws

### Article I NAME

Women's Ministry Fellowship shall be the name of the organization for the women of Northside Baptist Church, Elkhart, Indiana.

### Article II PURPOSE

1. The purpose of Women's Ministry Fellowship is to minister to the needs of the women of our church.
2. To encourage spiritual growth and maturity.
3. To equip women to serve in the church.
4. To inform and encourage them to be involved in missionary and community outreach.

### Article III THE EXECUTIVE BOARD

**Section 1:** The Executive of the Board of the Women's Ministry Fellowship shall consist of members of Northside Baptist Church and shall be elected annually. The Executive Board consists of the President, Vice-President, Secretary and Treasurer. The wife of any Pastor, presently serving on the pastoral staff, shall be an ex-officio member of the Executive Board. The ministries are described in detail in Appendix A of the Women's Ministry Fellowship By-Laws.

**Section 2:** The Coordinators must be members of Northside Baptist Church and shall be elected annually for the following ministry opportunities: Fellowship, Meal Outreach, Missionary Care, Hospitality, Encouragement, Decorating, Worship & Instruction, Special Projects, Food Pantry. The ministries are described in detail in Appendix A of the Women's Ministry Fellowship By-Laws.

## Article IV NOMINATING COMMITTEE & ELECTION

1. The President shall appoint a nominating committee consisting of three women.
2. Nominating Committee should begin seeking nominations to fill the slate in September.
3. Election of all officers shall be held *during the Women's Ministry monthly meeting* in January.
4. Nominations from the floor will be taken of those present or those who have given prior consent.
5. The President shall appoint two tellers.
6. A teller that has been nominated for a given office shall refrain from counting votes.
7. Voting will be by ballot vote.
8. Coordinators shall be elected by the Women's Ministry Fellowship. Nominations shall be taken by individuals personally submitting their own names and by nominations taken from the floor at the annual Women's Ministry meeting. Nominations from the floor will be taken of those present or those who have given prior consent. Voting will be by ballot vote. Elected coordinators can then choose an individual to assist her with her duties for the year.

## Article V GUEST SPEAKERS AND/OR MISSIONARY SPEAKERS

Guest speakers, who are not members of Northside Baptist Church, and/or missionaries of Northside Baptist Church must first be approved by the Deacon Board.

Guest speakers will be paid a minimum of \$25.

## Article VI REVISING, UPDATING, OR AMENDING BY-LAWS

These by-laws may be revised or amended at any regular Women's Ministry meeting by simple majority vote of the ladies present and voting, providing the proposed change has been announced at a previous regular business meeting.

# **ATTACHMENT**

## **APPENDIX A**

Ministry Descriptions for Officers and Coordinators of the  
Women's Ministry Fellowship  
Northside Baptist Church

# **Decorating Coordinator**

## **Ministry Description**

This is a team-oriented ministry under the guidance of the Women's Ministry Executive Board, specifically the President or Vice President. This ministry is led by a Coordinator who utilizes various helpers within the ministry. The Coordinator must be a member of Northside Baptist Church and in good standing. Helpers must be regular attendees of Northside Baptist Church and in good standing.

## **Responsibilities**

### Decorating of Church Areas

Decorate areas of the church appropriately and in a timely fashion using various helpers that have shown an interest to assist with this ministry.

Areas to decorate include but not limited to:

Church Sanctuary

Foyer

North Hallway

Work within a fixed budget established by the church.

Keep storage room organized and decoration record book up-to date.

Coordinate with church Office Manager to avoid decoration scheduling conflicts, e.g. VBS / Passion Play / Funerals, etc.

Decorating Events include but not limited to:

Seasons

Holidays

Missions Conference

Church Special Events

Women's Ministry Events

Keep a list of helpers that have signed-up to assist with the Decorating Ministry in order for this to be a church wide ministry.

Work closely with the Pastor/Leadership of the church to accomplish the overall ministry goals of the church.

Announce special needs to the congregation using the church bulletin and/or have the Pastor/Leadership announce it from the pulpit.

# **Encouragement Coordinator**

## **Ministry Description**

This is a team-oriented ministry under the guidance of the Women's Ministry Executive Board, specifically the President or Vice President. This ministry is led by a Coordinator who utilizes various helpers within the ministry. The Coordinator must be a member of Northside Baptist Church and in good standing. Helpers must be regular attendees of Northside Baptist Church and in good standing.

## **Responsibilities**

### Secret Sisters

Secret Sisters is designed to encourage women in their walk with Christ by assigning a "Secret Sister", a secret encourager and prayer warrior.

The Encouragement Coordinator and helpers collect names and pertinent information from women in our congregation who have signed-up for this ministry and match them with another woman, usually for a one-year time period.

If at any time the Coordinator determines that it would be in the best interest of the ministry to shorten/lengthen the Secret Sister match-up time period, this can be done after approval by the Women's Ministry Executive Board.

Throughout the year the Coordinator should remind Secret Sisters participants of their responsibilities to encourage and pray for each other.

If women need to drop-out of the Secret Sisters, the Coordinator needs to make certain that all involved parties are aware of the changes and, if possible, make different arrangements.

Revealing of the Secret Sisters should be made special in some way.

### Mentoring & Encouragement

Look for ways that women could mentor and/or encourage other women.

Keep a list of helpers that have signed-up to assist with the Encouragement Ministry in order for this to be a church wide ministry.

Work closely with the Pastor/Leadership of the church to accomplish the overall ministry goals of the church.

Announce special needs to the congregation using the church bulletin and/or have the Pastor/Leadership announce it from the pulpit.

# **Fellowship Coordinator**

## **Ministry Description**

This is a team-oriented ministry under the guidance of the Women's Ministry Executive Board, specifically the President or Vice President. This ministry is led by a Coordinator who utilizes various helpers within the ministry. The Coordinator must be a member of Northside Baptist Church and in good standing. Helpers must be regular attendees of Northside Baptist Church and in good standing.

Currently, this ministry position is filled by the Pastor's wife, Mrs. Lori Henry, and does not fall under the annual election guidelines.

## **Responsibilities**

With the assistance of a team of helpers, the coordinator arranges

Ladies Retreat

Mother/Daughter Event

Special Events to encourage fellowship

Keep a list of helpers that have signed-up to assist with the Fellowship Ministry in order for this to be a church wide ministry.

Work closely with the Pastor/Leadership of the church to accomplish the overall ministry goals of the church.

Announce special needs to the congregation using the church bulletin and/or have the Pastor/Leadership announce it from the pulpit.

# **Food Pantry Coordinator**

## **Ministry Description**

This is a team-oriented ministry under the guidance of the Women's Ministry Executive Board, specifically the President or Vice President. This ministry is led by a Coordinator who utilizes various helpers within the ministry. The Coordinator must be a member of Northside Baptist Church and in good standing. Helpers must be regular attendees of Northside Baptist Church and in good standing.

## **Responsibilities**

Oversee the Food Pantry which is currently located in the basement of the church.

Make sure food is stored in an orderly manner on clean shelves.

Check expiration dates, rotate stock and expose of expired items.

Have clean shopping bags available to give to patrons for items that are received.

Place an updated list of needed items at designated area in the foyer.

Keep a list of helpers that have signed-up to assist with the Food Pantry Ministry in order for this to be a church wide ministry.

Work closely with the Pastor/Leadership of the church to accomplish the overall ministry goals of the church.

Announce special needs to the congregation using the church bulletin and/or have the Pastor/Leadership announce it from the pulpit.

# **Hospitality Coordinator**

## **Ministry Description**

This is a team-oriented ministry under the guidance of the Women's Ministry Executive Board, specifically the President or Vice President. This ministry is led by a Coordinator who utilizes various helpers within the ministry. The Coordinator must be a member of Northside Baptist Church and in good standing. Helpers must be regular attendees of Northside Baptist Church and in good standing.

## **Responsibilities**

Organize various churchwide fellowship events including, but not limited to the following: Pie Night, New Member Activities, Passion Play Dinner, etc.

Arrange meals and housing for visiting groups and evangelists.

Oversee the church and White House kitchens.

Purchase supplies for fellowship events and the kitchen(s) as needed.

Keep a list of helpers that have signed-up to assist with the Hospitality Ministry in order for this to be a church wide ministry.

Work closely with the Pastor/Leadership of the church to accomplish the overall ministry goals of the church.

Announce special needs to the congregation using the church bulletin and/or have the Pastor/Leadership announce it from the pulpit.



# Meal Outreach Coordinator

## Ministry Description

This is a team-oriented ministry under the guidance of the Women's Ministry Executive Board, specifically the President or Vice President. This ministry is led by a Coordinator who utilizes various helpers within the ministry. The Coordinator must be a member of Northside Baptist Church and in good standing. Helpers must be regular attendees of Northside Baptist Church and in good standing.

## Responsibilities

### Meals

Organize meals for individuals/families in need.

Check with individuals/families to determine the quantity needed, special food needs, and time span meals will need to be provided.

### Funeral Dinners

Arrange funeral dinners as per request from the Pastor/Leadership of the church.

Determine what food(s) to be served and make proper arrangements.

Purchase, cook and serve meal utilizing help of Meal Outreach ministry helpers.

Organize set-up of tables and chairs as per the specific need.

### Gift Baskets/Flowers/etc.

Giving of gifts during the Thanksgiving/Christmas season to Shut-Ins and other persons that would benefit.

Items are assembled either during a regular Women's Ministry meeting or by helpers of the Meal Outreach Coordinator at another designated time, then delivered.

A list of gift recipients should be compiled and verified by the Pastor/Leadership in order to determine current needs, names will be added and/or withdrawn as per their suggestions.

Keep a list of helpers that have signed-up to assist with the Meal Outreach Ministry in order for this to be a church wide ministry.

Work closely with the Pastor/Leadership of the church to accomplish the overall ministry goals of the church.

Announce special needs to the congregation using the church bulletin and/or have the Pastor/Leadership announce it from the pulpit.

Attachments: Appendix A

Rev. 10/11/18

# **Missionary Care Coordinator**

## **Ministry Description**

This is a team-oriented ministry under the guidance of the Women's Ministry Executive Board, specifically the President or Vice President. This ministry is led by a Coordinator who utilizes various helpers within the ministry. The Coordinator must be a member of Northside Baptist Church and in good standing. Helpers must be regular attendees of Northside Baptist Church and in good standing.

## **Responsibilities**

### Missionary Cards

Work with helpers to prepare cards for signing at Women's Ministry monthly meetings.

Mail cards.

Replenish cards as needed.

Keep missionary addresses, birthdays & anniversaries updated while keeping helpers informed of updates.

### Missionary Cupboard

Keep missionary cupboard stocked through special drives held throughout the year.

Take missionaries to the missionary cupboard as well as the food pantry in order to choose and receive needed items.

Work with Missions Coordinator for special events or needs.

Keep a list of helpers that have signed-up to assist with the Missionary Care Ministry in order for this to be a church wide ministry.

Work closely with the Pastor/Leadership of the church to accomplish the overall ministry goals of the church.

Announce special needs to the congregation using the church bulletin and/or have the Pastor/Leadership announce it from the pulpit.

# **President of Women's Ministry**

## **Ministry Description**

The President is the head of the Women's Ministry Fellowship Executive Board, and ministers under the guidance of the church leadership. She must be a member of Northside Baptist Church and in good standing.

## **Responsibilities**

Broadly oversee all Women's Ministries to ensure they function in such a way that the women of the church are reaping the full benefits of these ministries.

Help the coordinators to achieve their full potential in serving God and the church.

Plan the programs for the Women's Ministry monthly meetings to keep with the overall purpose of the Women's Ministry Fellowship as well as the direction of the church, being assisted by the Vice President and other coordinators as indicated.

Work with Pastor/Leadership to ensure compliance with church guidelines and directives, as well as the overall ministry direction.

Conduct all business meetings according to Robert's Rules of Order.

Submit a ministry report for each quarterly business meeting of the church.

# **Secretary of Women's Ministry**

## Ministry Description

The Secretary/Assistant Secretary is part of the Women's Ministries Executive Board and ministers under the guidance of the President or Vice President. She must be a member of Northside Baptist Church and in good standing.

## Responsibilities

Record the minutes for the Women's Ministry monthly meetings as well as for the periodic officers' meetings.

Read the minutes at the Women's Ministry monthly meetings for approval of the general membership having minutes available for review as needed.

Take attendance at the Women's Ministry monthly meetings.

Assist with announcements to the congregation using the church bulletin and/or the pulpit, and/or have the Pastor/Leadership announce it from the pulpit.

Assist with correspondence and mail.

# **Assistant Secretary of Women's Ministry**

## Ministry Description

The Assistant Secretary shall be elected by the second highest number of votes for Secretary at the annual Women's Ministry election.

Assists the Secretary as needed, utilizing current guidelines.

Shall perform the duties of the Secretary in her absence.

# **Treasurer of Women's Ministry**

## **Ministry Description**

The Treasurer/Assistant Treasurer is part of the Women's Ministries Executive Board and ministers under the guidance of the President or Vice President. She must be a member of Northside Baptist Church and in good standing.

## **Responsibilities**

Keep records of finances of the Women's Ministry Fellowship.

Give a report at the Women's Ministry monthly meeting for approval of the general membership having financial records available for review as needed.

Submit a financial report for each quarterly business meeting of the church.

Collect, count and deposit the offering for the Women's Ministry monthly meetings.

Count and deposit monies collected for special projects.

All monies are to be counted by two people as per church guidelines.

Treasurer and/or Assistant Treasurer write and sign all checks.

All expenditures over \$30 must be approved by the membership and/or the Executive Board of Women's Ministry Fellowship.

# **Assistant Treasurer of Women's Ministry**

## **Ministry Description**

The Assistant Treasurer shall be elected by the second highest number of votes for Treasurer at the annual Women's Ministry election.

Assists the Treasurer as needed, utilizing current guidelines.

Shall perform the duties of the Treasurer in her absence.

# **Vice President of Women's Ministry**

## **Ministry Description**

The Vice President is part of the Women's Ministries Executive Board and ministers under the guidance of the President. She must be a member of Northside Baptist Church and in good standing.

## **Responsibilities**

Works with the President on Women's Ministry monthly meetings and special events.

Assists the President as needed, utilizing current guidelines.

Shall perform the duties of the President in her absence.

### Devotions

Keep a list of women that are signed-up to give devotions for each Women's Ministry monthly meeting and make sure a devotional is planned.

### Hostess

Keep a list of women that are signed-up to host and provide refreshments for Women's Ministry monthly meetings.

### Babysitting

Arrange helpers/babysitters for Women's Ministry monthly meetings and special events using established Northside Baptist Church nursery guidelines as follows:

Two (2) helpers/babysitters must be present at all times

Ages 16 and older

Completed "Reducing the Risk" offered through Northside Baptist Church

Helpers/babysitters will be paid a minimum of \$10 per person, per event.