

Women's Ministry Team Guidelines

The Women's Ministry Team exists to advance the gospel by equipping women to grow in Christ and with one another through His Word.

**Faith Reformed Church
of Cedar Grove, WI**

(Updated June 2019)

TABLE OF CONTENTS

I.	TABLE OF CONTENTS	Page 2
II.	PURPOSE	Page 3
III.	WOMEN'S MINISTRY TEAM	Pages 3-5
IV.	STRATEGIES	Pages 6

II. PURPOSE

A. Women's Ministry Team Guidelines

1. Purpose

- a. Guide Faith Reformed Church's women's ministry endeavors;
- b. Provide guidelines for making important decisions;
- c. Maintain continuity as Women's Ministry Team membership changes;
- d. Insure good stewardship in the allocation of funds and resources.
 - e. Provide accountability to women's groups that meet to make disciples who make disciples.

2. Exceptions

These Guidelines are statements of principles, not a rigid set of rules. Occasionally, exceptions will need to be made as approved by the Team as a whole.

3. Revisions

The Guidelines shall be reviewed and revised as often as needed.

4. Accountability

The Women's Ministry Team shall be accountable to the Session through the Discipleship Ministry Team.

B. Definition of Women's Ministry

Faith Reformed Church defines women's ministry as any endeavor to engage and encourage women in growing in Christ and with one another through His Word.

III. THE WOMEN'S MINISTRY TEAM

A. Purpose Statement of the Women's Ministry Team

The purpose of the Women's Ministry Team is to be a collection of women who are passionate to see other women equipped to grow in Christ and with one another through His Word.

B. Size, Selection, and Terms of Office

1. The Team shall consist of approximately six to twelve members.
2. Each member is encouraged to participate for a minimum of 3 years to provide continuity. The last year, it is suggested you have a "Timothy" or someone who is learning your role so that each person in leadership has an exit strategy. Others are trained to be in that leadership position so the responsibility can rotate and the "burden" is not always on the same person.

C. Job Descriptions for the Officers and Members of the Women's Ministry Team
Implementing Coordinators:

- a. **Chairperson** – oversee the general responsibilities of the Team, call and facilitate meetings, and assure implementation of practices in accordance with these guidelines. They will document meeting notes in a way that can be passed onto future Teams. They will attempt to assure each coordinator is communicating with the church on their respective activities and nobody is being overly burdened by their roles. The focus is to assure sustainability in tasks that are most important and maintain focus on the goal of equipping women to grow in Christ and relationship with each other.

b. **Bible Study/D-Group Oversight/Resources Coordinator(s)** –

Oversight/Facilitation - Twice a year (August and December) this person will update the list of existing Bible Studies and D-groups that are occurring/will be occurring starting in September and January, who is participating in each group, and what materials they are utilizing. They will note when each group is meeting and if the group is open to others joining their group. They are in charge of getting this information onto our church's website, and an invitation put into the church newsletter and bulletins. If women are interested in joining a Bible Study or a D-group they would be directed to this person and they would facilitate the connection process to a group or the creation of a new group if needed.

Resources/Support – in coordination with Oversight, this person is familiar with the various Bible studies that have been done by past groups and materials we have available for them (DVD series, books, etc). They are willing to review materials that groups hope to use to assure it is sound Reformed theology and would encourage the group to grow. They would add input on how best to use the materials (If it is meant for a group that wants to dig in with daily homework, lots of independent study, or if all the material is covered during the meetings, etc.). It would be this person's role to be visiting various groups once a year if able and to be planting the vision to the existing group to split and each lead their own groups. If a group is ready to split soon, they would help them to create a plan so each person doesn't fall away from being in fellowship because new people to meet with were not able to be found. This person will also be the radar on which leaders may be feeling burn-out so the Team can pray for them and attempt to strategize ways to support them.

- c. **Conferences and Retreats Coordinator(s)** - This person is in charge of informing women when there are upcoming women's events in our area. One to two retreats/conferences should be selected annually that we will recruit for a group of women to attend together that

requires staying overnight somewhere. Examples include: Silver Birch Women's Conference in September; True Women '20-Revive Our Hearts; The Gospel Coalition Women's National Conference; Wisconsin Presbytery Retreat (November). This person would be in charge of coordination of the registration, carpooling, advertising, etc.

- d. **Women's Event Coordinator(s)** - This person's focus is to create an event geared for multi-generational women (think brunch or mini-retreat), that all women in the church may attend. An outside speaker may be asked to speak. This will likely require a sub-committee that this person would recruit - food planner, decorations, MC, music, audio/visual, publicity, craft, etc. Typically this event is held/offered in February.
- e. **Prayer Events Coordinator(s)** - This woman's role is to be in charge of prayer events for women - particularly in preparation for the new school year. They will also collect a "watch list" of women in the church that may be needing to be plugged in and needing support, perhaps have declined to join a group in the past.
- f. **Youth Liaison Coordinator** - this woman's role is to also be apart of youth ministry activities. They will know the middle school and high school potential scheduling conflicts, promote the women's events during the youth regular activities like Core and Connect. They may plan specific events (with a subcommittee) for the girls where older women in the church can share their testimony and encourage the younger women in their walks. These girls are struggling with issues we hope women in the church have overcome and defeated - this person will help arrange mentorship type meetings for these issues.
- g. **Multi-Generational Mentorship/Titus 2 Coordinator(s)** - This women's role will be to coordinate/facilitate multi-generational women's events throughout the year. The goal is to share cross generational skills and strengthen Christian relationships. This can include but limited to studies, fellowship events, etc.

D. Responsibilities

1. The Team as a whole will be involved in:
 - a. Prayer
 - b. Team Budget Preparation - The Team shall prepare and present the annual women's ministry budget for consideration and adoption by the church. This may just be a plan of how much to charge for an event to cover expenses, but a vision should be worked on as a team.
2. Individual Team Members are expected to:
 - a. Attend Team meetings,

- b. Serve on sub teams as assigned,
- c. Take an active role in the decision-making process,
- d. Continue to learn more about women's ministry and women's issues.
 - e. Assume a specific role on the team and allocate sufficient time to serve effectively.

IV. STRATEGIES

Calendar of Events:

Jan - New Bible Study/D-Group invites

Feb - Women's event at Faith

March -

April - Prayer Event for Lent?

May -

June - Planned for Women's Event next year

July -

August - Start promotion for Fall Bible Study/D-Group

August - Prayer Event for school year

September - Silver Birch Retreat

October -

November - Wisconsin PCA Women's Retreat

December - New Bible Study/D-Group invites