Great Commission Women

Great Commission Women Ministries
Western Pennsylvania District

Director’s
Policy and Guide Book

Revised February 2015
# TABLE OF CONTENTS

Welcome Letter from the District Director........................................................................................................3

## GENERAL AND DISTRICT ORGANIZATION

- Overview of GCW Organizational Structure ..................................................................................................4
- GCW Mission, Core Values & Goals ..................................................................................................................5
- Western PA District GCW Policies and Guidelines ..........................................................................................6
- District Bylaws ..................................................................................................................................................12

## AREA ORGANIZATION

- Guidelines for Area GCW Director ..................................................................................................................15
- Area Rally Report Form ....................................................................................................................................16
- Area Officer Change Form ................................................................................................................................17

## LOCAL ORGANIZATION

Guidelines for:

- Local GCW Director ........................................................................................................................................18
- Local GCW Assistant Director .......................................................................................................................19
- Local GCW Secretary .....................................................................................................................................19
- Local GCW Treasurer .....................................................................................................................................20
- Local GCW Leadership Team Suggestions .....................................................................................................21
- Local Officer Change Form ................................................................................................................................23
- How to Conduct a Business Meeting .............................................................................................................24
- GCW Nominating Committee and Election Procedures ..................................................................................25

## REPORTS, RECORDS AND FINANCES

- Reports and Records ........................................................................................................................................26
- GCW Finances ..................................................................................................................................................27
- Annual Report Forms .......................................................................................................................................28

## THIRD CULTURE KIDS (TCK) ADOPTION

- Responsibility and Guidelines .........................................................................................................................29
- Setting up a File for Your TCK .........................................................................................................................30
INTERNATIONAL WORKERS

Clarification of International Worker Categories ..........................................................31
Corresponding with International Workers ..................................................................32
Corresponding with International Workers in Creative Access Countries ..................33
International Workers on Home Assignment ..............................................................34
Helping International Workers Prepare Their Outfits ...............................................35
International Worker Cupboard Suggestions ..............................................................36

PRAYER

How to Pray for International Workers .................................................................37
Suggestions for Prayer within the GCW Program ..................................................38

PROJECTS

National and District Projects ..................................................................................39

PROGRAM PLANNING

How about a Special Speaker? ..............................................................................40
Leadership Team Meeting Worksheet (sample) ......................................................41
Organizing a Meeting (sample) ..............................................................................42

LEADERSHIP TIPS

Ten Leadership Principles ......................................................................................43
Promoting Variety in Your GCW Meetings ..............................................................44
Promoting Fellowship in Your GCW Meetings ......................................................46
February 2015

Great Commission Women walk along side our International Workers helping to spread the priceless message that Jesus loves them and He gave His life for them.

One way we spread the Good News is through “storytelling”. Think of the times Jesus used stories to get His message/point across while He was walking among men. We all have a “story” to tell of how Jesus has made a difference in our lives. Now is our opportunity to share the greatest story ever told – JESUS!!!!!

This booklet will help guide you in your ministry as you may have questions about “how to”.

As always, I am here to serve and help you. Please feel free to contact me anytime. I love hearing from you. Together, we serve our wonderful God in fulfilling the Great Commission.

Blessings,

LuAnne Baker
GCW Director for Western PA

The following is a list of resources that should be helpful as we serve Him together:

1. Director’s Policy and Guide Book – Contains many helpful suggestions plus policies, forms, bylaws, etc. Every Director should be in possession of this booklet and should pass it on to her successor when she leaves office.

2. eLinks – A newsletter sent out by the National GCW encouraging women in their daily walk with our Lord.

3. WPA District International Worker Prayer Directory – Western PA District International Workers and their families are listed by field with other personal information.

4. WPA District GCW Directory – WPA District officers, Area Directors, Area Assistant Directors listing with addresses, email addresses and phone numbers.


8. Work Guide – Download practical project information from the National GCW website.


10. Great Commission Connection (GCC) – Contains current information to help promote missions in your church. Produced by Disciple-making Ministries of the WPA District.
OVERVIEW OF THE GREAT COMMISSION WOMEN

ORGANIZATIONAL STRUCTURE

**National Leadership Team of Great Commission Women:** Comprised of the National Executive Leadership Team and elected Directors of the district organizations.

**National Executive Leadership Team:** Comprised of the following officers: Director, Assistant Director, Secretary, Treasurer, two Members-at-Large, and such others as may be deemed necessary. (The term of office is three (3) years, but eligible for not more than two (2) consecutive terms in each office; the Member – at – Large is a two (2) year term, and eligible for not more than three (3) consecutive terms in this office). Other members serving on this team – Resource Guide Editor and the Webmaster (both are appointed positions).

**District Leadership Team:** Comprised of the District GCW executive Leadership Team and the Directors of the Area Great Commission Women, as well as the Retreat Chairlady, Prayer Calendar Chairlady and District Project Chairladies (e.g. Corresponding Secretary, Small Gift Ministry Chairlady).

**District Leadership Team:** Comprised of the following officers: Director, Assistant Director, Secretary, Treasurer, and such others as deemed necessary, e.g. Outfit Chairlady, Assistant Secretary, two (2) Members-at-Large, the wife of the District Superintendent, and members of the National Executive Leadership Team who reside in the District. (The term of office for the Director and the Assistant Director is two (2) years, but eligible for not more than three (3) consecutive terms in each office; the offices of Secretary, Assistant Secretary, Outfit Chairlady and Treasurer are two (2) year terms, eligible for not more than three (3) consecutive terms in these offices; the Member – at – Large is elected for one (1) two year term).

**Area Leadership Team:** Comprised of the Area Executive Leadership Team, the Directors of Local Great Commission Women, and the Pastors’ Wives of the churches within the Area. Officers of District Great Commission Women shall be members ex officio of the Area Leadership Team.

**Area Leadership Team:** Comprised of the following officers: Director, Assistant Director, Secretary, Treasurer, and such others as may be deemed necessary and members of the National Executive Leadership Team and District Executive Leadership Team residing in the Area. (The term of office is two (2) years, but eligible for not more than three (3) consecutive terms in each office).

**Local Leadership Team:** Comprised of the following officers: Director, Assistant Director, Secretary, Treasurer, and such others as may be deemed necessary. (Term of office is one (1) year, eligible for not more than six (6) consecutive terms in office).

*These officers are included as directed by the Bylaws of the Western Pennsylvania District Great Commission Women.*
GREAT COMMISSION WOMEN
MISSION, CORE VALUES & GOALS

MISSION

Great Commission Women, an auxiliary ministry of the Christian Missionary Alliance, exists to glorify God as devoted Christ followers of all generations, empowered by the Holy Spirit to live the Word, do the work, and reach the world.

CORE VALUES

The Core Values of Great Commission Women shall be active commitment to:

1. Effective Fervent Prayer
2. Immersion in the Word
3. Intentional Spiritual Formation
4. Spirit Led Giving
5. Faith Filled Risks
6. Heart for Reaching the Lost
7. Spiritual Heritage Emergence

GOALS

1. To enlist every fully devoted Christ follower of all generations in effective fervent prayer.
2. To encourage Christ followers to seek an intimate relationship with Him through intentional spiritual formation.
3. To engage in reaching the lost.
Western Pennsylvania District
Great Commission Women

Policies and Guidelines

GREAT COMMISSION WOMEN NATIONAL PROJECT AWARENESS SUNDAY

This is to be presented yearly.

ANNUAL REPORTS

The Local GCW Director is to submit her report to the Area GCW Director by July 15th, and the Area GCW Director is to submit her report to the District GCW Director by August 15th.

COMMUNICATIONS (Bi-monthly Update - District Newsletter)

- All updates/newsletters shall be available on the District Great Commission Women website and shall be sent to retired pastors’ wives who request them.

- All updates/newsletters shall be sent to International Workers on home-assignment, each National GCW Executive Leadership Team member, and all District and Area GCW Directors.

- Area Directors are to send updates/newsletters to all Local Directors in their Area.

DIRECTORIES

District Directory

- Names and addresses of the District GCW Leadership Team will be provided to Area GCW Directors and churches via a Directory. The Directory will include the following:
  1. Executive Leadership Team Members’ names, addresses, telephone numbers, email addresses
  2. Expirations dates for their terms of office
  3. District GCW Personnel names, addresses, telephone numbers, email addresses
  4. Area Churches, Area Directors and Assistant Directors

- A new directory will be prepared and on the District Great Commission Women’s Website when updates are made.
Policies and Guidelines (continued)

WPA International Worker Directory

- Names of WPA International Workers will be provided to Area Directors and churches yearly via a Directory. The Directory will include the following:
  1. Country serving in
  2. First year in field
  3. Anniversary date
  4. Name and birthday of each family member
  5. Home District
  6. Home/Adopted Church

- A new directory will be prepared and on the District Great Commission Women’s Website when updates are made.

FINANCE

- **Area Checking Accounts** – Area checking account may retain up to $100 of undesignated funds. Larger amounts may be held if they are designated. For tax exemption purposes, the Area Director should use her church’s ID number.

- **Local Checking Accounts** – It is recommended that Local GCW checking accounts keep a moderate balance of undesignated funds in their treasuries so the Lord’s money will not remain idle. Money can be distributed to funds such as: Great Commission Fund, Approved Missionary Specials, GCW National Project, Outfit Assistant Fund, Bangkok Guest Home, etc.

- **Bangkok Guest Home** - $50.00 of each Spring Rally offering is to be sent to the District GCW Treasurer for the Bangkok Guest Home Fund.

- **Churches used as meeting place** - $25 per meeting will be given for use of facilities for District Leadership Team meetings.

- **Expenses District Executive Leadership Team** – Members shall keep record of expenses including mileage for GCW purposes and shall submit to treasurer for reimbursement. Reasonable reimbursement will be made for copies made by Leadership Team members.

- **National and District Contribution** – The GCW contributions are to be sent to the District GCW Treasurer six times a year - $15 for each call. National Contribution is $50 per year and District Contribution is $40 per year for a total of $90 per year.
Policies and Guidelines (continued)

Honorarium

a. Rallies:
   
1. Area Rally:
   a. One service = $50 + mileage/travel expenses
   b. Two services = $75 + mileage/travel expenses

2. Mahaffey Rally: Monetary gifts will be given to personnel invited to participate in a Rally:
   a. Speakers: One = $100 + mileage/travel expenses
      Two or more = $50 each + mileage/travel expenses
   b. Organist, pianist, worship leaders, and special music = $10
   c. International Workers (active, retired, candidates, appointees, apprentices, associates) participating in the “Parade of Nations” = $10 per family

b. Officers: Gifts to outgoing officers should not exceed $30.00. Gifts to outgoing District GCW Director should not exceed $100.00.

Memorials – The District will give a gift of $100 to the surviving spouse at the death of either a retired or active International Worker.

Mileage – The mileage reimbursement rate shall be set at the current National Standard. The mileage reimbursement rate for all those serving in a voluntary manner within GCW (except the Retreat Committee) shall be annually agreed upon at the first meeting of the District Executive Leadership Team in each calendar year.

Petty Cash - Petty Cash Expense funds will be set up for the District GCW Director ($100), Treasurer ($25) and Corresponding Secretary ($50). Each will account for what is spent.

FUNDING: DISTRICT DIRECTOR’S EXPENSE

Council Expense:

Expenses of the District Director will be covered by the General Fund of the District GCW Treasury for:

• Registration
• Round trip airfare or mileage, whichever is practical
• Meals – A per diem meal allowance will be provided using National Office standards for International Workers (A check will be given to the Director before Council.)
• Room allowance

District Prayer Conference

Same as council expense reimbursement above.

International GCW Tour:

The District GCW Director will have the opportunity to go on one International GCW Tour during her term/terms of office. This should be considered at the beginning of her term of office if she is able. The Director’s overseas tour will be funded with a free will offering. This will include basic tour package from her point of departure plus one night’s hotel cost for the night before leaving for tour.
Policies and Guidelines (continued)

GLOBAL VENTURE ENVISION

GCW encourages participation, financial support and prayer support for anyone involved in Global Ventures, which is specifically designed to give college students an authentic exposure to the C&MA (Christian and Missionary Alliance) style of missions through hands-on ministry experience.

MAHAFFEY GROVE

The WPA District GCW Executive Leadership Team will determine times of shopping. The following will be permitted to go through the Grove on Mahaffey Rally Day.

1. The C&MA International Workers (active, retired, appointee, candidate, apprentice, associate) from ANY District.
2. Personnel from agencies sanctioned by the C&MA such as CAMA Services, Market Place, Chaplains, Chapel Pointe, and other International Workers approved by the District GCW Executive Leadership Team.
3. Pastors from small churches as determined by the District Superintendent each year.

THIRD CULTURE KIDS (TCKs)

- A minimum of $50 and a maximum of $70 (not to include postage costs) should be spent on gifts to adopted TCKs throughout the year, including birthday and Christmas.
- A gift of $100.00 from the District GCW General Fund will be given to each TCK at high school graduation. It will be sent in care of the parents in a card in time for graduation.
- Names of TCKs are to be deleted when parents no longer work overseas, or after 2 years of leave of absence.

NATIONAL PROJECT

The District GCW Executive Leadership Team will set the National Project Goal annually. Deadline for churches to give to the National Project is May 15th.

OUTFITS

Each Local GCW will be asked to contribute $25 per Outfit Gift (6 Outfit Gifts per year). The District GCW Treasurer is directed to forward all outfit monies to the C&MA National Office. On 7/12/99 the Outfit Monies were set as follows:

- First time /International Worker $850.00 each
- Returning/Single International Worker $750.00 each
- Returning/Married International Worker or Child $650.00 each
- New Baby-to-Be $650.00 each
- Retiring International Worker $650.00 each
- International Worker Associate Adult $225.00 each
- International Worker Associate Child $165.00 each
- First time Market Place Worker/CAMA $425 each
- Returning Market Place/CAMA $200 each
Policies and Guidelines (continued)

OUTFIT ASSISTANCE

Outfit Assistance Fund has been established to provide monies to assist churches that may need help in outfitting their International Workers. Monies will also be used for workers’ unexpected needs, determined by the District GCW Executive Leadership Team on a case-by-case basis.

PERSONNEL

Terms of Office: shall begin October 1 following elections at the Annual Great Commission Women’s Business Meeting.

Small Gift Ministry Chairlady is to coordinate small projects that a particular field would have need of. This prevents the duplication of projects and would enable more “hands on” work.

Corresponding Secretary, and Small Gift Ministry Chairlady are appointed by the District GCW Director and approved by the District GCW Executive Leadership Team.

Treasurer. After her final term, she will serve as Assistant Treasurer for one year on the District Executive Leadership Team.

RALLY (AREA) PLANNING GUIDELINES

1. 10% of the rally offering is to be sent to the District GCW Expense Fund.

2. The rally is to be planned by the entire Area GCW Leadership Team.

3. C&MA speakers are automatically approved. Non-Alliance speakers or support for non-Alliance workers require the approval of the District GCW Executive Leadership Team.

4. Notify the District GCW Director of the rally date – send her a flyer.

5. $50.00 of every Spring Rally offering is to be sent to the District GCW Treasurer for the needs for the Bangkok Guest Home.

6. Mileage/travel expense should be reimbursed in accordance with current guidelines.

7. Following the rally, a copy of the program and the Area Rally Report Form should be sent to the GCW District Director within 2 weeks.

RECORDS

Each officer should keep records pertinent to her position for a period of three years. All financial records should be kept for a period of seven years.
Policies and Guidelines (continued)

RETREAT GUIDELINES

Retreat Committee Personnel

- **Chairlady:** The District GCW Executive Leadership Team appoints the Retreat Committee Chairlady for a period of two years. Tenure of office is not to exceed three consecutive terms. It is suggested that the Chairlady be someone who has previously served on the Retreat Committee. The Chairlady will make reports to the District GCW Leadership Team.

- **Vice Chairlady:** The Chairlady appoints the Retreat Committee Vice Chairlady for a period of one year. Tenure of office is not to exceed four consecutive terms. Name must be submitted to the District GCW Executive Leadership Team for approval.

- **Committee Members:** The Chairman shall determine the number of persons needed to serve on the Retreat Committee. The Treasurer and Registrar shall be appointed for a period of two years, not to exceed two consecutive terms. Others shall be appointed for a period of one year, not to exceed four consecutive terms. The Chairman will present a list of tentative members to the District GCW Executive Leadership Team for approval.

Retreat Monies

- The Retreat Committee Treasurer shall handle Retreat Committee monies.

- The Retreat Committee treasury balance shall not exceed $5,000 after the expenses for the current retreat year have been cared for.

- The tithe or 10% from the retreat profit shall go into the District GCW Treasury.

- The Retreat Committee will decide upon projects.

- A quarterly report should be sent to the District GCW Executive Leadership Team, and a year-end report is to be included in the GCW Director’s Report

- It is recommended that the Retreat Committee review the mileage reimbursement rate annually and set their own rate.

SCHOLARSHIP

1. The scholarship will be awarded annually from income created from a permanent, endowment funded by the Western PA Great Commission Women.

2. Selection for the scholarship will be made by Nyack College Scholarship Committee.

3. Student applicant requirements: full-time student who attends Nyack College or the Alliance Theological Seminary and is an adherent or member of the Western PA C&MA, intending to serve overseas with the C&MA.

4. Notice of the Award will be sent to the District Great Commission Women’s Director.

TRAINING

The District GCW Executive Leadership Team will conduct training sessions each summer. The training will include Area GCW Directors, Local GCW Directors, Local GCW Officers and Pastors’ Wives. At these training sessions, packets of materials will be handed out for the upcoming year.
Great Commission Women of the Western Pennsylvania District

Of The Christian and Missionary Alliance

DISTRICT BYLAWS

Section 1. LEADERSHIP TEAM

District Leadership Team

1. If neither Area Director nor Assistant Director is able to attend, the Area Director shall appoint someone to represent the Area at the District Leadership Team Meetings.

2. Retreat Chairlady, Corresponding Secretary, and Chairladies of Project Ministries shall be members of the District Leadership Team.

3. The term of the Retreat Chairlady shall be two years and she is eligible for not more than three consecutive terms.

4. Corresponding Secretary and Chairladies of Project Ministries shall be appointed by the Director and approved by the Executive Leadership Team for terms of one year.

District Executive Leadership Team

1. Other members of the Executive Leadership Team shall include: Assistant Secretary, Outfit Chairlady, two Members –at – Large, wife of the District Superintendent, and any member of the National Executive Leadership Team residing in the district.

2. Assistant Secretary shall perform the duties of the Secretary in her absence. She shall prepare the District Great Commission Women Directories and other materials deemed necessary by the Executive Leadership Team. The term of office shall be two years and she shall be elected on alternate years from the election of the Secretary. She is eligible for not more than three consecutive terms.

3. Outfit Chairlady shall be responsible for coordinating outfits for outgoing International Workers and other appointed Christian workers from the District. The term of office shall be two years and she shall be elected at the same time as the Secretary. She is eligible for not more than three consecutive terms.

4. Members – at – Large shall be responsible to perform such duties as designated by the Director and Executive Leadership Team. The term of office shall be two years each being elected on alternate years. Each is eligible for one term.

5. Vacancies – When an officer, with the exception of the Director, is unable to complete her term of office, the Executive Leadership Team shall appoint someone to complete her term.

Nominating Committee

The Nominating Committee Chairlady shall be appointed by the Director.

Please refer to page # 25 for Great Commission Women Nominating Committee and Election Procedures.
Section 2. OFFICERS

Director: The Director shall represent the District Great Commission Women at General Council, District Prayer Conference, and shall be a member of the District Missions Committee. An annual report for District Great Commission Women shall be prepared for this Conference and copies will be made available on the WPA District website for each church.

Assistant Director: The Assistant Director shall serve as the TCK Adoption Coordinator.

Secretary: The term of office for the Secretary shall be two years.

Treasurer: The term of office for Treasurer shall be two years and she shall be elected on alternate years from the election of the Secretary.

Section 3. MEETINGS

Meetings of District Great Commission Women

The District Retreat shall be the responsibility of the Retreat Committee appointed by the District Executive Leadership Team.

Annual Business Meeting

The Annual Business Meeting shall convene at the District Prayer Conference at a time set by the Conference Program Committee.

Meetings of District Leadership Team or District Executive Leadership Team of Great Commission Women

1. The District Great Commission Women Executive Leadership Team shall meet at least three times annually. All reports should be sent to the District Secretary so they can be posted on the District GCW website, two weeks prior to all meetings.

2. The District Leadership Team shall meet at least twice annually.

Section 4. FINANCE

Expense Fund

1. District Expense Fund. Each Local Great Commission Women Ministries is requested to contribute an amount designated by the District Executive Leadership Team.

2. Council and Conference Expense. The expenses of the District Director shall include the amount of round trip airfare or mileage, hotel, meals, and registration. These expenses shall be covered by the General Fund of the District Great Commission Women Treasury.

3. Travel Reimbursement. When necessary for any of the officers of the District Great Commission Women to travel in the District for authorized for Great Commission Women business, they should be reimbursed for mileage from the General Fund of the District Great Commission Women Treasury.

4. International Worker Gifts. Outfit Gifts shall be collected from Local Great Commission Women six times annually.

5. Fiscal Year. The Fiscal Year shall be from July 1 through June 30.

6. District Financial Records. The financial records of the Treasurer shall be audited annually after the close of the fiscal year and before District Conference.
Projects

It is the responsibility of the District Great Commission Women to aid the Bangkok Guest Home.

District Great Commission Women Ministry Bylaws shall be reviewed and updated at least every five years.


Up-to-date versions of the National, District and Local Great Commission Women Ministries Policies are available on the national Great Commission Women website (www.greatcommissionwomen.org) under “Resources.”
GUIDELINES FOR AREA GCW DIRECTOR

1. Before placing a name in nomination for any Area GCW office, the Nominating Committee should get a recommendation from that woman’s pastor and verify that she is a member and active in the Local Great Commission Women Ministries.

2. The Area GCW Director, as a member of the District Leadership Team, should attend scheduled meetings of this Leadership Team. If neither she nor her Assistant Director is able to attend, she should appoint someone to represent the Area at the District Leadership Team meeting.

3. Rallies:
   - Rallies are to be planned by the entire Area Leadership Team (officers, Local Directors, Pastors’ Wives, and Assistant Pastors’ Wives).
   - Publicity is important and should be received at least one month prior to the event.
   - Notify the District GCW Director of rally dates.
   - C&MA speakers are automatically approved. Non-C&MA speakers must be approved by the District GCW Executive Leadership Team.
   - Provide babysitting. This will encourage young mothers to attend.
   - Small awards may encourage attendance (to first-timers, record attendees, etc.).
   - Although the Spring Rally project is the Bangkok Guest Home, other projects may include Edinboro, Mahaffey or Suncrest Camps; any approved Alliance Special; a District project.
   - Send Area Rally Report Form to the District GCW Director within two (2) weeks after rally. (See pages 16 – 17).

4. Send the Annual Report Form to the District GCW Director by **August 15th**.

5. Finances:
   - Honoraria: One (1) speaker, 1 service = $50 minimum plus mileage/travel expense
     One (1) speaker, 2 services = $75 minimum plus mileage/travel expense
     (mileage rate shall be set at current National Standard)
   - Tithe of rally offering is to be sent to the District GCW Treasurer
   - Spring Rally Project: $50 for Bangkok Guest Home. (send to District GCW Treasurer)
   - Keep a moderate balance in treasury so Lord’s money is not idle. (see Finance on page 7)

6. Offer instructions to Local GCW Directors for the use of the eLink and website, records and forms as needed.

7. Regularly evaluate the performance of the Area in implementing the Objectives and Core Values as stated in the National Policies.

8. Keep an up-to-date database and inform the District GCW Director and District GCW Secretary of new or inactive churches in your Area.

9. Delegate responsibility where possible, but review the person’s progress regularly.
# AREA RALLY REPORT FORM

Name of Area __________________________________________________________

Name of Area Director __________________________________________________

Date of Rally __________________________________________________________

Rally Location _________________________________________________________

Host Church (if different from above) ______________________________________

Attendance at Rally _____________________________________________________

Rally Theme ____________________________________________________________

Rally Speaker(s) ________________________________________________________

Rally Project ____________________________________________________________

How did you advertise this rally? __________________________________________

<table>
<thead>
<tr>
<th>TOTAL OFFERINGS</th>
<th>$ ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSES:</td>
<td></td>
</tr>
<tr>
<td>Honorarium</td>
<td>$ __________</td>
</tr>
<tr>
<td>Travel</td>
<td>$ __________</td>
</tr>
<tr>
<td>GCW Dist. Expense Fund</td>
<td>$ __________</td>
</tr>
<tr>
<td>Project</td>
<td>$ __________</td>
</tr>
<tr>
<td>Other</td>
<td>$ __________</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$ ______________________</td>
</tr>
</tbody>
</table>

BALANCE FROM THIS RALLY $ ______________________

BALANCE IN TREASURY $ __________
AREA OFFICER CHANGE FORM

AREA ______________________________

DIRECTOR

Address

City ________________ State __________ Zip ____________

Home Phone _______________ Cell Phone _________________________

Email ________________________________

Assistant Director

Address

City ________________ State __________ Zip ____________

Home Phone _______________ Cell Phone _________________________

Email ________________________________

Secretary

Address

City ________________ State __________ Zip ____________

Home Phone _______________ Cell Phone _________________________

Email ________________________________

Treasurer

Address

City ________________ State __________ Zip ____________

Home Phone _______________ Cell Phone _________________________

Email ________________________________

Month elections are held: _________________

Please send to the District GCW Secretary within two weeks after your elections (even if your officers have not changed). THANK YOU!
GUIDELINES FOR LOCAL GCW DIRECTOR

1. Be familiar with the policies, bylaws, objectives and relationships of the Local GCW to the Pastor and Church Governing Board, the WPA District, and the National, District, and Area Great Commission Women Ministries.

2. Keep the Pastor informed of all Great Commission Women Ministries. Give him announcements and bulletin inserts well in advance.

3. Schedule and preside over all GCW meetings.

4. The Local Executive Leadership Team should meet at least quarterly for prayer and planning. At the first meeting after elections, plan your yearly calendar following the monthly resources provided in the Leadership Link on the GCW website.

5. Prayer is our MOST IMPORTANT responsibility. Always look for better ways to promote prayer.

6. Be sure all Outfit Gifts are sent promptly to the District GCW Treasurer.

7. Set a reasonable goal for the GCW National Project and plan how you will present and promote during the year.

8. Determine how you will support District projects.

9. Appoint committees or chairpersons, delegating responsibilities to others in order to involve as many as possible (e.g. program, promotion, prayer, projects, decorations, refreshments, TCK, workdays.)

10. Involve your Assistant Director, working closely to keep her informed.

11. Encourage ladies to attend all rallies, retreats, workshops and other GCW functions.

12. Keep business meetings short and to the point.
   - An agenda is essential. (see “How to Conduct a Business Meeting” on page 24)
   - Provide brief updates: Secretary and Treasurer Reports, announcements regarding outfits, TCK, National Project and information from District and Area GCW Directors.

13. Encourage your committee to invite your District GCW Director to one meeting each year.

14. Be sure records are kept up to date so that an accurate report is made to your church for their Annual Meeting at the end of their fiscal year. (see “Reports and Records” on page 26) Great Commission Women Ministries fiscal year runs July 1 through June 30.

15. Send the Annual Report (see form on GCW website) to your Area GCW Director by July 15.

16. When you leave your position, be sure to pass on resources, District GCW materials and any other information you have to the new Director.

Suggestions:

- Pray about everything
- Consult with others (Pastors, officers, members) before making important decisions.
- Once the decision is made, commit it to the Lord

“And now may the God of peace who brought again from the dead our Lord Jesus, …equip you with everything good that you may do His will, working in you that which is pleasing in His sight, through Jesus Christ;”
GUIDELINES FOR LOCAL GCW ASSISTANT DIRECTOR

1. Be familiar with the policies, bylaws, and objectives of Great Commission Women Ministries.
2. Attend all Executive Leadership Team and Local GCW meetings.
3. Be informed on all major issues and items of business.
4. Take charge if Director is unable to do so.
5. Be prepared to accept the Director’s position if asked. Do not accept the office of Assistant Director if you are unwilling to step in if the Director moves, becomes ill, etc.
6. Stay in close communication with the Director so that you are fully informed if you must suddenly assume her duties.

GUIDELINES FOR LOCAL GCW SECRETARY

1. Attend all Executive Leadership Team and Local GCW meetings.
2. Communications
   - Notify all committee members of all meetings
   - Write thank you notes
   - Distribute information as Director directs
   - Order materials as requested by Director
   - Prepare any other communications as requested
3. Minutes
   a. Regular Meetings
      - Use an adequate notebook
      - Include details of short business sessions
      - Record date, time, place, attendance and offering
      - Record theme and how it was carried out by speaker/other features
   b. Committee Meetings
      - Record motions and who made them
      - Record what action was taken on motion, but not the discussion
      - Prepare minutes immediately after the meeting
      - Send copies of minutes to all committee members within 2 weeks
4. When you leave office, pass on all records and information to your successor.
GUIDELINES FOR LOCAL GCW TREASURER

1. Attend all Executive Leadership Team and Local GCW meetings.

2. Be responsible for all monies. If possible, open a bank account and pay all authorized expenses, bills, honoraria, travel expenses, postage, etc. by check. (Honoraria should be established by the Executive Leadership Team plus mileage/travel expense).

3. Local Checking Account: It is recommended that Local GCW checking accounts keep a moderate balance of undesignated funds in their treasuries so the Lord’s money will not remain idle. Money can be distributed to funds such as: Great Commission Fund, Approved International Worker Specials, GCW National Project, Outfit Assistant Fund, Bangkok Guest House, etc.

4. Be prepared to take an offering at the regular meetings. Have another person (e.g. the secretary) count the offering with you and carefully record receipts.

5. Make checks payable to Great Commission Women of Western PA with the purpose CLEARLY MARKED. Only one check is necessary.
   - Project monies (deadline May 15th)
   - Outfit monies as shown on District GCW Treasurer’s sheet include in the GCW Update and website
   - District and National Contributions
   - Other projects

6. Make a monthly report for each regular meeting. This should include:
   - Balance brought forward
   - Receipts for month
   - Total receipts
   - Disbursements for month (itemized)
   - Total disbursements
   - Balance on hand

7. Prepare a detailed report for the GCW fiscal year July 1 through June 30 for your Local GCW Director to include in her Annual Report to the Area Director. (See form on the GCW website).

8. Prepare a detail financial report for the fiscal year of your church to be included with the Local GCW Director’s Annual Report at the church Annual Meeting.

9. Have books audited at the end of the fiscal year by the church auditor.

10. When you leave office, promptly turn over all records, information, and funds to your successor.
LOCAL GCW LEADERSHIP TEAM SUGGESTIONS

PROGRAM COMMITTEE

1. Take responsibility for International Worker education at each meeting
2. Invite International Workers to speak; arrange for special features
3. Plan interesting, varied, inspirational programs with a central theme
4. Present field studies with take home facts for information and prayer
5. Arrange for appropriate music
6. Provide variety in location, seating, order of service, time of day, day of week, etc.
7. Appoint sub-committees where needed (e.g. music, field study, special features)
8. Take full responsibility for the care of invited speakers
9. Provide child care

PRAYER COMMITTEE

1. Prepare prayer requests from the field to be studied
2. Determine what is to be communicated from International Workers prayer letters
3. Make take home prayer reminder to complement theme
4. Keep prayer requests from all available sources up to date
5. Use a variety of methods in presenting prayer requests
6. Find ways to teach new Christians how to pray
7. Organize prayer chains and prayer cells

PROJECT COMMITTEE

1. Promote the National and District GCW Projects (skits, media, bulletin boards, literature, posters, progress reports)
2. Organize workdays apart from your regular monthly meetings
3. Promote the TCK program

PROMOTION COMMITTEE

1. Prepare posters, bulletin announcements and inserts, and invitations for GCW meetings
2. Ask permission to make announcements in Sunday School classes and church services
3. Organize a campaign to invite women to attend
4. Look for creative new ways to promote GCW attendance and giving
LOCAL GCW LEADERSHIP TEAM SUGGESTIONS (continued)

REFRESHMENT COMMITTEE
1. Plan a simple refreshment appropriate to the theme or country to be studied
2. Plan for advance preparation, attractive serving and prompt clean-up
3. Involve others

DECORATION COMMITTEE
1. With simple decorations, follow the theme, color and motif, being careful to stay within budget
2. Set up platform, seating and equipment needed for the meeting
3. Prepare name and place cards if desired
4. Make the atmosphere as attractive and comfortable as possible

TRANSPORTATION COMMITTEE
1. Solicit volunteers willing to provide transportation
2. Invite those who need a ride to contact you
3. Arrange a schedule if necessary for car pooling
4. Be alert to newcomers who may hesitate to request transportation
LOCAL OFFICER CHANGE FORM

CHURCH______________________________

DIRECTOR
Address______________________________________________________________
City________________________________________State_________Zip______________
Home Phone_________________________________Cell Phone_____________________
Email__________________________________________

Assistant Director
Address______________________________________________________________
City________________________________________State_________Zip______________
Home Phone_________________________________Cell Phone_____________________
Email__________________________________________

Secretary
Address______________________________________________________________
City________________________________________State_________Zip______________
Home Phone_________________________________Cell Phone_____________________
Email__________________________________________

Treasurer
Address______________________________________________________________
City________________________________________State_________Zip______________
Home Phone_________________________________Cell Phone_____________________
Email__________________________________________

Month elections are held: _________________________

Please send to the District GCW Secretary and Area GCW Director within two weeks after your elections (even if your officers have not changed).  

THANK YOU!
HOW TO CONDUCT A BUSINESS MEETING

NOTE: It is not necessary to conduct a business meeting each time your GCW meets for a prayer and inspirational meeting. Any business pertinent to the organization may be conducted on these occasions, but much of the routine business can be cared for by the Local Executive Leadership Team. The scheduled Annual Business Meeting of the Local GCW is a must for elections and other business.

Regular GCW Business Meeting

Purpose of a Business Meeting

1. To select leadership
2. To discuss finances
3. To plan for the future
4. To resolve difficulties

Tools Recommended for Conducting a Business Meeting

1. Chairperson: to direct the business in an orderly manner while protecting the rights of each member
2. Agenda: a listing of items to be accomplished at the meeting (e.g. call to order, scripture, prayer, secretary’s report, treasurer’s report, other reports, old business, new business, elections, adjournments, etc.)
3. Copy of Local GCW Policies: to define the structure, purpose and organization of the group (see www.greatcommissionwomen.org)
4. Copy of Local GCW Bylaws: to define the means of carrying out policies
5. Copy of the book Parliamentary Procedures
**Annual GCW Business Meeting**

**GCW Nominating Committee and Election Procedures:**

**DISTRICT**

At the Fall GCW District Executive & District Leadership Team meeting, the GCW District Executive Team shall appoint a nominating committee of 3-4 ladies. This committee shall meet to suggest/place names in nomination for open offices. The District Director shall appoint the Nominating Committee Chairlady. All potential nominees shall be members-in-good-standing of a Christian & Missionary Alliance church. The District Director shall be amenable to the District Superintendent. Potential nominees shall be contacted to verify they will allow their names to stand before placing their names into nomination. A written nomination for the GCW District Director shall be submitted by the Nominating Committee Chairlady to the District Superintendent for elections at the Annual Prayer Conference General Assembly Business Meeting. All other district offices shall be elected at the GCW Annual Business Meeting held during Prayer Conference.

**AREA**

At the Fall Area Rally Planning Meeting, a nominating committee shall be formed of 3-4 ladies. This committee shall meet to suggest/place names in nomination for open offices during the Area Spring Rally. Before placing a name in nomination for the GCW Area Director, the nominating committee shall get a recommendation from the potential nominee’s Pastor to verify that she is a member in good standing of her local Alliance church. Other potential nominees for Area offices shall be members in good standing with their local Alliance church and contacted by the nominating committee to verify that they will allow their names to stand before placing their name into nomination. Elections shall be held during the Spring Area Rally.
REPORTS AND RECORDS

Report forms are available on the National GCW website. Reports and records show us our areas of strength and weakness, enabling us to improve our efforts to fulfill the Great Commission.

1. **Master Record Book** – This book should include regular and committee meeting minutes. Subjects could be indexed, using a separate page for each one. Sample pages could look like this:

<table>
<thead>
<tr>
<th>Adopted TCK</th>
<th>Date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion to adopt TCK (name, address, birthday)</td>
<td>4 – 30 – 08</td>
<td>2</td>
</tr>
<tr>
<td>Appointment of TCK Chairperson</td>
<td>4 – 30 – 08</td>
<td>2</td>
</tr>
<tr>
<td>Decision for amount to spend on gifts</td>
<td>5 – 19 – 09</td>
<td>3</td>
</tr>
<tr>
<td>List of gifts sent for Christmas</td>
<td>10 – 5 – 09</td>
<td>10</td>
</tr>
</tbody>
</table>

   **Special Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCK Birthday Party (date)</td>
<td>3 – 29 – 08</td>
<td>14</td>
</tr>
<tr>
<td>Banquet (speaker, theme, date)</td>
<td>11 – 5 – 09</td>
<td>11</td>
</tr>
</tbody>
</table>

2. **Change of Officer Forms** – The Local Director and Secretary should decide who will send Change of Officer notices and/or address updates to the District GCW Secretary and Area GCW Director. It is very important to keep these mailing lists updated. (see page 25)

3. **Local GCW Annual Report** – The Local Director, Secretary and Treasurer should work together to complete the Annual Report form. Be sure it is accurate and complete. Use of the Local GCW Calculation Worksheet (available at [www.greatcommissionwomen.org](http://www.greatcommissionwomen.org)) will help to simplify completion of the Annual Report.

   a. Retrieve a copy of the Local GCW Annual Report form and Local GCW Annual Report Instructions (available at [www.greatcommissionwomen.org](http://www.greatcommissionwomen.org)).
   
   b. Prepare report after the last GCW meeting in June.
   
   c. Always include the name of your church (as found in the District Directory).
   
   d. Include all statistics for the GCW fiscal year, which is July 1 through June 30.
   
   e. Make one copy for your file and send one to your Area GCW Director by **July 15th**.

   **Thank you for your faithfulness in completing these reports and sending them in promptly!**

   It makes the work of the Area GCW Director so much easier if she does not have to make special effort calling for late reports.

   And your District GCW Director receives a special reward for having 100% reporting!
**GCW FINANCES**

<table>
<thead>
<tr>
<th>National Expense Fund Contribution</th>
<th>$50 per year</th>
<th>Helps to cover National GCW Leadership Team expenses such as office, postage, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Expense Fund Contribution</td>
<td>$40 per year</td>
<td>Helps to cover District GCW Leadership Team expenses such as office, postage, sending the District GCW Director to Council and Conference, etc.</td>
</tr>
<tr>
<td>National Project</td>
<td></td>
<td>National Projects are approved by the National Church Ministries of The CMA. Participation is voluntary. A small percentage of the National Project goes to Intercultural Ministries in the U.S. Final monies should be sent to the District GCW Treasurer by May 15th in order to be included in the current fiscal year.</td>
</tr>
<tr>
<td>Bangkok Guest Home</td>
<td></td>
<td>$50 from the offerings at the Spring Rallies is to be sent to the District GCW Treasurer for the needs of the Bangkok Guest Home. Each District in the U.S. is assigned a Guest Home or an MK School to help support.</td>
</tr>
<tr>
<td>Retreat and Rally Area Tithes</td>
<td></td>
<td>10% of offerings from Area Rallies and Retreat profits are presented to the District GCW Treasury.</td>
</tr>
</tbody>
</table>

**Note:** The District GCW Executive Leadership Team gives automatic approval to CMA Rally offering projects, but NON-ALLIANCE offering projects MUST BE APPROVED by the District GCW Executive Leadership Team.

All giving in the CMA is voluntary. These are suggested amounts. Anything “above” is always appreciated. Thank you for your generous, faithful, sacrificial giving!

**CALENDAR**

<table>
<thead>
<tr>
<th>Month</th>
<th>Outfit Gift</th>
<th>Amount</th>
<th>National Expense Fund</th>
<th>District Expense Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Gift #1</td>
<td>$25</td>
<td>$8</td>
<td>$7</td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Gift #2</td>
<td>$25</td>
<td>$8</td>
<td>$7</td>
</tr>
<tr>
<td>November</td>
<td>Gift #3</td>
<td>$25</td>
<td>$8</td>
<td>$7</td>
</tr>
<tr>
<td>January</td>
<td>Gift #4</td>
<td>$25</td>
<td>$8</td>
<td>$7</td>
</tr>
<tr>
<td>March</td>
<td>Gift #5</td>
<td>$25</td>
<td>$8</td>
<td>$7</td>
</tr>
<tr>
<td>May</td>
<td>Gift #6</td>
<td>$25</td>
<td>$8</td>
<td>$7</td>
</tr>
</tbody>
</table>

**Note:** It is only necessary to write one check to include all funds.
GCW FINANCES (CONTINUED)

OUTFIT POLICY

Each church will be asked to contribute $25 per Outfit Gift. The District Treasurer is directed to forward all outfit monies to the CMA National Office. Outfit monies are set as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First time adult</td>
<td>$850</td>
</tr>
<tr>
<td>Returning single adult</td>
<td>$750</td>
</tr>
<tr>
<td>Returning married adult &amp; Child</td>
<td>$650 each</td>
</tr>
<tr>
<td>New baby to be</td>
<td>$650</td>
</tr>
<tr>
<td>Retiring International Worker</td>
<td></td>
</tr>
<tr>
<td>International Associate Adult</td>
<td></td>
</tr>
<tr>
<td>International Associate Child</td>
<td></td>
</tr>
<tr>
<td>First time MarketPlace/CAMA</td>
<td></td>
</tr>
<tr>
<td>Returning MarketPlace/CAMA</td>
<td></td>
</tr>
</tbody>
</table>

The home church of each International Worker should report to the Outfit Chairlady what has been contributed to the family so that other churches may be informed about remaining needs. Items at the Mahaffey Camp “Grove” are offered to all International Workers.

ANNUAL REPORT FORMS

Annual Report Forms are found on the Great Commission Women Ministries website:
www.greatcommissionwomen.org

The following forms are located under “Resources”

- Local Report Form
- Local GCW Calculation Worksheet
- Local Annual Report Instructions
- Area Report Form
- Area Annual Report Instructions
TCK ADOPTIONS
Responsibilities and Guidelines

One of the continuing ministries of Great Commission Women in the WPA District is the “adoption” of our Third Culture Kids (TCKs). The word adopt can be defined, “to take voluntarily as one’s own child”. That is what we endeavor to do through TCK Adoption. We take an International Worker’s child into our church family. It is our privilege to partner with our workers by expressing love and care for their children. Here are some ideas and some suggestions to help you in this very significant ministry.

- **Pray** for your TCK regularly.
- **Send Gifts**, at least on birthdays and Christmas. It is nice to send small gifts on a few other occasions as well. (Check with your TCK Parents about postal regulations, duty charges, and the best way to send money and/or gifts.) Plan ahead and mail early. Mark your calendar 3 or 4 months in advance for promoting, collecting and mailing. A minimum of $50 and maximum of $70 (not to include postage costs) should be spent on gifts to adopted TCKs throughout the year.
- **Communicate** with your TCK and your TCK’s family. Frequent letters and cards will let your TCK know he/she is important. You might send pictures of your local church ministry and ask for a picture of him/her. If they have a phone, email address or easy access to fax, try one of these methods to communicate. Ask to receive their family newsletter. Make note of address changes if your TCK goes away to school.
- **Endeavor to see your TCK when the family is on Home Assignment**. If possible have your TCK and his/her family come for a whole church occasion or invite mom and TCK for a women’s event. U.S. contact information is available from your District GCW Director.
- **Keep records**. Keep a file of all TCK information, activities, gifts, and expenses. Be sure this information is kept up-to-date and is included in your GCW Annual Report. This file should be passed along to the new TCK coordinator when appointed. Consider keeping a scrapbook of all notes, pictures and information. Moms love to see these later!
- **Continue the adoption as long as possible**. A TCK is considered “adoptable” until he/she is 21 years old, graduates from college, gets married or until the parents are no longer serving as International Workers or have been on leave of absence from overseas assignment for two years.

If at some point circumstances change and your Local Great Commission Women can no longer fulfill your TCK adoption responsibilities, PLEASE relinquish by contacting your Assistant District Director right away. She is responsible for TCK adoption and your TCK can be reassigned and won’t be neglected. We have churches on a waiting list for TCK adoption.

**BE FAITHFUL!**
Setting up a file of information for your Local GCW TCK adoption ministry will prove to be very beneficial over the years that he/she is your adopted TCK. Not only will this provide orderly storage for all of your information, but also it will be a great help to any new TCK chairperson that serves in the future.

Your file may include these headings:

- **PERSONAL**
  
  This file should include your TCK’s birth date, address, grade in school, address at school, family members’ names and ages, plus favorites things, interests, hobbies, likes, dislikes, etc.

- **CORRESPONDENCE**
  
  File the letters, notes and emails you receive from your TCK and his/her parents by year. This assists in referring back to information and prayer requests. Mark each letter with the date received.

- **PICTURES**
  
  Collect pictures of your TCK, his/her parents and family, the school where he/she attends, the country in which his/her parents serve, any pictures or articles found in *alife*, and his/her visits to your Local GCW.

- **GIFTS**
  
  Keep a record of gifts sent to your TCK, cost or value of the gifts, plus postage and mailing costs. This helps to avoid duplication and in completing your GCW Annual Report.

- **TCK ADOPTION FORMS AND HELPS**
CLARIFICATION OF INTERNATIONAL WORKER CATEGORIES

INTERNATIONAL WORKER - CLERGY
International Workers are generally involved in church-planting ministries, evangelism, theological training, and other activities related to the establishment and development of the national church. To qualify as career international workers, candidates must meet the established requirements, including the intention to serve with the CMA on a long-term basis.

INTERNATIONAL WORKER - VOCATIONAL
Since some ministries overseas do not require formal theological study or experience in full-time, church-related vocations, associates are appointed for a specific period of time to serve as medical professionals, teachers, dorm parents, office workers, guest house managers, graduate-level theological educators, skilled technicians.

INTERNATIONAL WORKER APPRENTICE
The International Worker Apprentice program provides an opportunity for candidates to obtain hands-on overseas ministry experience while completing the requirements for career International Workers service. Individuals choose to do their two-year service overseas instead of in a church setting in the U.S. Upon their apprentice completion, they must be approved by the Board of Directors for official International Worker status. They must raise their own funds to cover their support costs.

MARKET PLACE WORKER
Marketplace ministries is an association of the C&MA lay professionals employed in international secular settings. Skilled specialists, marketplace personnel support creative-access ministries with emphasis upon building Christ’s Church, making disciples and establishing them in the local church where possible. These personnel seek to be self-supporting through their vocations; however, many rely upon partial support from the Alliance family and other financial partners. Designated gifts to the GCF have helped to establish marketplace ministries workers in a growing number of countries.

CAMAPersonal work and financial support for workers to plant churches and serve as an integral part of the Alliance. CAMA is often referred to as the relief and development arm of our worldwide ministry. They provide refugee, disaster, and famine relief, dig wells, serve in microenterprise ventures, and provide medical assistance, educational services and language and vocational training. In many projects, CAMA and Alliance International Workers labor side-by-side. (For legal and historical reasons, CAMA’s work is funded through the CAMA Advance Fund.)

ENVISION
Envision coordinates group short term missions trips for all ages as well as academic internships. Short term service opportunities (one to two years) expose participants to injustices and human suffering, such as human trafficking, poverty, droughts, and inadequate education as well as medical care in developing countries. Envision workers must raise their own support.

INTERNATIONAL WORKER ON SPECIAL ASSIGNMENT
To qualify as International Workers on special assignment, individuals must have credentials issued by the C&MA to serve with another organization overseas. While on special assignment, inter-national workers are fully supported by the organization with which they work.

INTERNATIONAL WORKER PARTNER
To qualify as International Worker partners, individuals must be members of a local C&MA church and meet the qualifications of career International Workers or associates. International Worker partners are funded from sources outside the Great Commission Fund and are granted inter-national worker partner status for a specific period of time by the C&MA.

INTERNATIONAL WORKER ON LOAN
By mutual agreement of the parties concerned, qualified individuals may be loaned by the C&MA to serve with another organization for a specific period of time. International Workers on loan continue to receive regular allowance and benefits.
CORRESPONDING WITH INTERNATIONAL WORKERS

Corresponding with International Workers on the field can be a blessing for both you and our International Workers. Your communication is a tangible reminder to those serving overseas of your care and support. In return, God will increase your heart for missions and may open doors of friendship. Encourage your family members to become involved as well!

Here are some suggestions of things you may want to include in your correspondence:

- News from your hometown or the International Worker’s hometown (if you know)
- A brief introduction of your family members (you could include a photo)
- Hobbies or interests you are enjoying (gardening, scrapbooking, quilting, traveling, etc.)
- How you have seen God at work in your life recently
- How God is working in your church or home
- A verse that has special meaning to you
- Indicate some interest and understanding of the International Worker’s work or field
- Share joy, faith and hope
- Be sensitive to the spiritual needs of the reader
- If you are praying for him/her, say so!
- Ask for specific prayer requests. Show an interest in the family.
- Don’t preach a sermon.
- Don’t waste space apologizing for not writing sooner!
- Consider including a small gift (bookmark, packet of garden seeds, etc.)
CORRESPONDING WITH INTERNATIONAL WORKERS
IN CREATIVE ACCESS COUNTRIES (CAC)

With the advance of Christ’s Kingdom in this new millennium, several fundamental assumptions related to Christian work have changed. As the kingdom advances, the risks increase. To be vigilant and avoid endangering our International Workers in Creative Access Countries, the CMA has drafted the following commandments:

1. Refer to a person serving Jesus in a CAC as a “worker.”

2. Do not feel obligated to give out information over the phone to an information seeker. Obtain a call-back number and contact name.

3. Do not mention the names and locations of CAC workers on websites or in other publicly-accessible forms of communication.

4. Do not mention the names and locations of CAC workers in any published or posted materials.

5. Shred any written materials containing information on CAC workers.

6. Do not include CAC workers in official directories and listings of attendees at conferences and special events. Without the permission of the workers, their names and images should not be in publicly accessible photos or videos.

7. Do not release any information regarding the children of CAC workers without parental consent.

8. Direct any CAC-related media inquiries to one of the following at the CMA National Office: Office of Vice-President of International Ministries, Office of CAMA Services/IFAP Director.

9. Seek an opportunity to get on the worker update mailing list for as many CAC workers as possible, especially those from your churches and district. Encourage other followers of Jesus in your sphere of influence to do likewise so that we can join together in praying for the advance of the Kingdom of God among those living behind barriers designed to keep the gospel out. Remember never to forward or copy this type of correspondence to anyone.

10. If you need help, direct your questions regarding specific CAC situations to the Office of International Ministries at the CMA National Office. (719-599-5999)

In all of this, we’re on a journey working to increase our intentional vigilance in ways that help our people and partners serving in dark and difficult places. As the journey continues, your discretion, patience, and care are very much appreciated!
INTERNATIONAL WORKERS ON HOME ASSIGNMENT

International Workers returning from the field can bring only limited baggage. With some advance planning, we can make them comfortable and help them adjust quickly. Following are some possibilities:

1. Welcome them with open arms and open heart. Make them a part of your church family by involving them in your activities.

2. You might take an offering in advance of their arrival and present a check to them for getting started.

3. Finding a house within their budget would be a great contribution to their peace of mind. Possibly have your group find enough furniture to make them comfortable.

4. How nice it would be to find the food cupboards stocked so that a shopping trip could be delayed until after jet-lag recovers. A “Love Barrel” in your church could hold foods, toiletries and paper goods collected for their home assignment.

5. Does someone have an “extra” car that would be adequate for the year? Possibly a good mechanic would be willing to keep it running as a ministry.

6. Have some toys available for young TCKs.

7. Take advantage of opportunities to invite International Workers on home assignment to speak at your Sunday School, Great Commission Women, church, etc.

8. Soup and salad and other light meals on tour are welcome.

9. International Workers on tour will appreciate your offer to mail items chosen from your “cupboard” to their home so they are not loaded down with bundles as they move from place to place.

10. Don’t be offended if some things are refused. These may be forbidden imports or not used on their particular field.

11. In gathering outfit items, remember that quality is more important than quantity. Foreign laundering methods will test the strength of many fabrics.

12. Give a special “Farewell” when it’s time to say goodbye. Promises of prayer and concern will assure them of your support. Ask to be placed on their mailing list so that you can pray specifically.

13. Keep in touch while they are away.
HELPING INTERNATIONAL WORKERS
PREPARE THEIR OUTFITS
FOR RETURNING TO THE FIELD

* Outfit monies are paid to International Workers once every four years. If an International Worker is on Home Assignment after two years, he/she has the option of receiving half of his/her outfit at that time. (See page 28 for amount given to each worker)

* A letter is sent from the Outfit Chairlady (a member of the District GCW Leadership Team) to the International Worker’s home church informing them that an International Worker from their church is home from the field and getting their outfit ready for return. A report form will be included for the local church to return to the Outfit Chairlady showing how the church helped their International Worker while home.

* Outfit gifts are requests for money from each Local GCW six times a fiscal year—July, September, November, January, March and May. Each gift will be for $25. Change in the amounts for outfit is determined by the District GCW Executive Leadership Team as needed.
GCW INTERNATIONAL WORKER CUPBOARD SUGGESTIONS

Linens
- Dish cloths, dish towels
- Tablecloths, place mats, napkins
- Pot holders
- Handiwipes
- Sheets
- Towels
- Light blankets
- Laundry bags
- Handkerchiefs

Children
- Puzzles, games, toys, puppets
- Balls
- Books and Bibles
- Markers and coloring pencils
- Watercolors, brushes
- Construction and drawing paper
- Party supplies, gift wrap
- Hobby supplies
- CDs
- Shorts, shirts
- Socks, training pants

Household
- Cleansers
- Detergents
- Clothespins and clothesline
- Room deodorants
- Tupperware
- Measuring cups, spoons
- Spices
- Utensils and kitchen gadgets
- Scissors, needles, pins
- Thread, buttons, Velcro
- Pens, pencils, paper
- 3X5 cards
- Greeting cards
- Note cards
- Flashlights
- Insect repellant
- Music and sermon CDs

Bath and Medicine
- Soap
- Deodorant
- Toothpaste, toothbrushes
- Dental floss
- Mouthwash (in plastic)
- Shampoo
- Conditioners
- Qtips, cotton balls
- Hairbrushes and combs
- Disposable razors
- Hand creams or lotions
- Aspirin, Tylenol
- Band Aids
- First aid cream
- Ace bandage
- Heating pad
Pray for the unsaved—the lost to whom the International Workers go—the pre-believers—whose minds are still in darkness. “And even if our gospel is veiled, it is veiled to those who are perishing. The god of this age has blinded the minds of unbelievers, so that they cannot see the light of the gospel of the glory of Christ, who is the image of God.” (2 Corinthians 4:3-4)

Pray for the message that the International Workers proclaim, that Jesus is Lord. It is so easy for the message to get confused if the International Workers’ body language conveys arrogance—Western culture arrogance, “preaching ourselves” as Paul puts it. That could be technological arrogance as International Workers bring vehicles, camcorders, videos, computers—all things that are common and necessary to our culture, but pricey and hard to obtain and maintain in some countries. It could be intellectual arrogance as International Workers come out as teachers and leaders and administrators. So...2 Corinthians 4:5, “For we do not preach ourselves, but Jesus Christ as Lord, and ourselves as your servants for Jesus’ sake.”

Pray for the messenger, who Paul says is “your servant for Jesus’ sake” (verse 5). This common clay pot is easily broken or chipped. There’s a purpose in that, so that the light of the Treasure contained inside might show through—“in order to show that the supreme power belongs to God (verse 7). It’s hard being knocked and chipped and broken, but Paul says, “often troubled, but not crushed, sometimes in doubt, but never in despair...badly hurt at times, but not destroyed” (verses 8-9). So pray for your International Workers’ physical and emotional well-being, as well as for their spiritual health and vitality. (2 Corinthians 4:7, 8-9)

Pray for the believers, those who have been and are being saved as “God’s grace reaches more and more people.” “All this is for your benefit, so that the grace that is reaching more and more people may cause thanksgiving to overflow to the glory of God.” (2 Corinthians 4:15)

This reminder of how to pray: Throughout the day, use the happenings of your life as the categories’ to pray for your International Worker’s life. This will personalize prayer for you, dotting the prayer scene with everyday happenings and turning every circumstance into an occasion to pray for your workers. Whatever happens becomes your cue to pray.

- When you waken, remember the time differences and figure out what your International Worker might be doing or what might be the worker’s need that day.
- Pray for your International Worker to be aware of God’s mercies that are new every morning.
- At your own quiet time with God, pray for your International Worker to have time – and take time – to draw near to God, and that they might be renewed in spirit, filled with God’s Holy Spirit, and not relying on themselves to do the work of God.
- At breakfast, pray for God’s provision for your International Worker, for daily needs.
- When frustrated with your own little child, or with your computer, or the stove, pray for your International Worker, remembering that they are only human.
- Pray for the 1001 little things that come up to interfere and cloud their vision.
- If you get a paper cut on your finger or a headache or if you have a doctor’s appointment, let it remind you to pray for the health needs of your International Worker.
- If you take your child to the bus stop, pray for the children at TCK school, their teachers and dorm parents.
- When you hear the news, pray for the political situation and safety of your worker.
- Whatever happens with you, pray for your worker knowing that they are just like you.
SUGGESTIONS FOR PRAYER
WITHIN THE GCW PROGRAM

One of the main objectives of the Great Commission Women is that of intercession for our CMA International Workers. It is important that we plan for meaningful prayer times. This objective of prayer should not be overlooked or underestimated when planning your programs. Following are some suggestions for scheduling prayer.

Form Prayer Groups
Divide the women into groups of 2, 4, 6 or more.
* Could meet weekly or bi-monthly in addition to the regular monthly meeting.
* Could meet in the morning, afternoon, evening or once a month during prayer sessions during the church’s mid-week meeting (with pastor’s permission).
* Location could be at the church, in homes, or in the same area of a city.
* A prayer leader should be appointed for stability.
* The main purpose for meeting is that of prayer. The leader should direct the content to be sure the group adheres to this purpose.
* Keep a diary of requests and answers. Subjects could be divided; i.e., specific area of the world, specific overseas ministry, specific district personnel, and specific church related ministries.
* Once again, the prayer groups are mainly for a concentrated prayer ministry only.

Form Telephone Prayer Chain
* At a given morning or time agreed upon by members of the chain, the leader phones the first member on her list with the requests.
* The second person then phones the next person and relays the request.
* Then at a predetermined time (e.g. 11:00 a.m.) the women all pray for those requests.

Prayer Time in Regular Monthly Meetings
* Pray at planned periods throughout the meeting.
* Learn some scripture songs and have a prayer time in song.
* Distribute a prayer reminder that fits the theme of that month’s meeting.
* Use varied ways to divide the women into small groups. Give prayer subjects to each group.
* Give specific women related prayer situations (i.e. young mothers to young mothers, singles to singles, etc.)

Suggested books on prayer:
What Happens When Women Pray by Evelyn Christenson
Waiting on God by Andrew Murray
With Christ in the School of Prayer by Andrew Murray
Transferable Concepts—How to Pray by Campus Crusade for Christ
Prayers of a Godly Woman by Jim Gallery
The Prayer of Jabez for Women by Darlene Wilkinson
Prayers for New Mothers by Angela Thomas Guffey

(Compiled by Louella Gould, Phyllis Westover and the GCW District Executive Leadership Team)
NATIONAL AND DISTRICT PROJECTS

National GCW Project
Great Commission Women Ministries presents a large overseas project each year for which money is collected. This project is presented each year at the National Leadership Team meeting and terminates in May. The Annual GCW DVD offers many ideas for presenting and promoting the National Project.

District GCW Project
The WPA District of Great Commission Women Ministries is responsible for assisting the Bangkok Guest Home with special projects. As the need arises for linens, draperies, appliances, etc., we provide funds to help supply the necessary improvements. Fifty ($50) dollars from each Spring Area Rally offering is designated for this purpose.

CAMPS
Edinboro, Mahaffey and Suncrest camps are assisted in many ways by the Great Commission Women in their respective areas. When a special need arises, the District GCW Executive Leadership Team informs the Local GCW

WORK GUIDES
Instructions and lists of various projects requested by our International Workers are available on the Great Commission Women Ministries website www.greatcommissionwomen.org

SMALL GIFT MINISTRY
From time to time, small “hands-on” projects are requested by our International Workers. Contact the WPA District GCW Small Gift Ministry Chairlady regarding instructions for specific projects. Funds are also appreciated to cover the expense of shipping these items to the workers who have requested them.
HOW ABOUT A SPECIAL SPEAKER?

Consider having a special speaker for your monthly local meeting occasionally. You will probably also want one for banquets, teas, rallies, retreats, or other out-of-the-ordinary functions.

Advantages:
A special speaker can bring new insight, provide variety and help educate us to the reality of missions in a way impossible through book study alone.

Where to find a speaker:
1. International Workers on home assignment or newly appointed workers
2. Retired International Workers who live in your area
3. Short-term mission personnel
4. Alliance people who have recently visited a mission field
5. Parents of International Workers
6. Exchange students at your local schools
7. Contact your Area and District GCW Directors for suggestions

Some tips:
1. Write or phone the person as far in advance as possible to secure the date.
2. In your correspondence include:
   a. theme of the meeting
   b. amount of time you want her to speak (Cut down on other parts of the service when you have a special speaker – for example, she can present the devotions as she speaks. GIVE HER TIME!)
   c. type of audience (Let her know if there will be unbelievers, etc.)
3. If she travels a distance, invite her to dinner in advance and ask if she needs overnight accommodations. Suggest that she bring along a friend if it is a long drive. Send her clear directions to the house or meeting place.
4. Ask if she will need any multi-media equipment.
5. Determine with your leadership team what you will pay her. You must cover her expenses.
6. It is proper to pay mileage plus an honorarium. Do NOT ask a speaker, “What do you get?” or “What should we pay you?” YOU determine this with your leadership team in advance. It is proper to ask the mileage but better to look it up and figure it out in advance. If the speaker is local, it is perfectly proper to give a small gift (writing paper, a mug, etc.) but be sure you have it prepared in advance. Have the check in an envelope or gift already wrapped with a thank-you note. It is best to pay by check, not cash.
7. Extra touches are nice but not necessary. Depending on the formality of the occasion, you may want to have a corsage for the speaker or give her a centerpiece after the occasion as a remembrance.
8. Assign a “hostess” to meet the speaker at the door, sit with her, help her set up equipment, etc. You can do this, but you may need to ask someone else if you are busy arranging last minute details. The speaker should not stand or sit alone waiting for her part in the program.

Share the blessing:
Send your speaker a thank-you note specifically mentioning what you appreciated most and what positive comments others have made.

Inform the Area or District GCW Director when you have had a good speaker.
GREAT COMMISSION WOMEN
EXECUTIVE LEADERSHIP TEAM MEETING WORKSHEET
(Sample)

DATE: ____________________

I. Minutes

II. Treasurer’s Report

III. Preview Agenda

IV. Devotions

V. Results and Evaluation of Last Meeting
   1. Attendance
   2. Offering
   3. Needs met
   4. Outstanding features
   5. Suggestions for improvement

VI. Committee Reports and Plans

VII. Coming Events and Their Details

VIII. District News
   1. Outfit of the month
   2. Special projects
   3. Special events
   4. Prayer requests
   5. Other

IX. Skeleton Program Plans

X. Other Special Items on Agenda

XI. Next Executive Leadership Team Meeting (when and where)

XII. Next Program Planning Meeting (when and where)
ORGANIZING A MEETING (Sample)

MONTH: _________________ DATE: _________________ TIME: _____________________________

LOCATION: _______________ THEME/PURPOSE: ___________________________________________________________________________________

MESSAGE EMPHASIS OR TOPIC: ___________________________________________________________________________________

TYPE OF PRESENTATION (speaker, drama, etc.) _______________________________________________________________________

FEATURE FIELD AND INTERNATIONAL WORKER: _______________________________________________________________________

PUBLICITY: ___________________________________________________________________________________

Room Preparations (who is responsible) _______________________

Location
  Seating arrangement
  Equipment needs
  Motif
  Decorations
  Nametags
  Colors
  Bulletin board or map display

Program Personnel
  Chairperson
  Guest speaker or other
  Guest speaker’s hostess
  Special feature (if any)
  Equipment needs
  Special music
  Pianist or other

Program Portions
  Scripture
  Songs
  Offering procedure
  Devotional procedure (if any)
  Type of education/field study
  Type of prayer time
  Visual prayer requests
  Take home prayer reminders
  Fellowship activity
  Special announcements

Additional Provisions
  Refreshments
  Kitchen clean up
  Meeting room clean up
  Transportation (if any)
TEN LEADERSHIP PRINCIPLES OF GCW

1. Consider your position in Great Commission Women a divine appointment for which you will need the anointing and gifting of the Holy Spirit.

2. Guard and oil the work with prayer.

3. Guard a right relationship with others: do not be intimidated by problems or criticism, and never react with hostility in your heart toward any situation or person. Do not take things personally.

4. As you work with/through others, be positive, be encouraging, and be enthusiastic. MOTIVATE, do not MANIPULATE.

5. Refuse to be discouraged with yourself (Satan's #1 tactic). Don’t be discouraged with others or your group as a whole. Expect God to act in your behalf. Never say, “if,” but “when.” This opens up new ways of doing things.

6. Avoid calling attention to small numbers. Small does not equal insignificant.

7. Use your Executive Leadership Team. Make them accountable and responsible. Be sure they see the Big Picture.

8. Set goals and pursue them (hard work). Plan for change and be creative. Don’t be distracted by scoffers (Noah wasn’t), the uncommitted, or those with their own agenda. KEEP YOUR EYES ON THE LORD.

9. Take every opportunity to upgrade your involvement and abilities. Be open to suggestions and develop “Great Commission Women Eyes.”

10. THINK VARIETY AT ALL TIMES. Do not get in a rut!

THEME VERSE: Whatever you do, do your work heartily, as for the Lord rather than for men; knowing that from the Lord you will receive the reward...It is the Lord Jesus Christ whom you serve. Colossians 3:23-24.

THE BIG PICTURE: Remember, you are influencing your women to accomplish things AROUND THE WORLD, for the GLORY OF GOD.

(Compiled by LuAnne Baker)
PROMOTING VARIETY IN YOUR GCW MEETINGS

IMPORTANT: INVOLVE YOUR GREAT COMMISSION WOMEN EXECUTIVE LEADERSHIP TEAM IN PLANNING YOUR MONTHLY MEETINGS!

1. **Aim for Variety.** Your meetings must be attractive to your women. Use suggestions in this book and on the Great Commission Women website.

2. **Be assured that the Lord is interested in all your planning.** Believe that He can guide you in your pre-planning. Sometimes your programs will have to be changed due to unexpected circumstances, but don’t let that deter you from long-range planning.

3. **Don’t Procrastinate.** Make sure that you have on hand the idea books and guidelines needed for your planning sessions. Order program resources far in advance of meeting dates.

4. **Form Sub-Committees:**
   A. **Promotion and Publicity** for monthly meetings
   B. **Decorations**—favors, prayer reminders, invitations
   C. **Room Preparation**—arrange furniture, obtain equipment, clean up, etc.
   D. **Devotional**—see Leadership Link monthly resources
   E. **Prayer Secretary**—prepare a variety of ways for prayer session, obtain prayer requests from International Worker letters.
   F. **Refreshments**
   G. **Music**—contact musicians, prepare them for meeting themes, select appropriate music
   H. **Speaker’s Hostess**—plan to meet and assist speaker before the meeting begins

5. **Public Relations Ideas**
   A. Prepare a booklet of your coming monthly meetings and activities to give to each woman in your church. Let each page represent each month, and include your meeting theme, date, time, place, guest, activity, and anything else you wish to present. Make it attractive.
   B. Prepare personal invitations for each lady for each monthly meeting. Assign two ladies dressed in costume of the country being studied that month to greet and pass out invitations when people are coming for Sunday School and church services.

6. **Order of Service/Meeting**
   A. Open your meetings differently. Try icebreakers, mixers, etc. Keep a constant surprise from meeting to meeting.
   B. Use different women for offering, devotions, refreshments, chorus leader, etc. The Director and committee members don’t have to do everything themselves.
   C. Don’t always have prayer, song, offering, devotions, etc. in the same order. Deliberately change them. KEEP THEIR ATTENTION.
   D. Use different ways of collecting the offering. i.e., collect it as the ladies leave, or imitate the way nationals collect their offering – have a march offering, collect it in muffin tins or baskets, etc.

7. **Locations**
   - Fellowship Hall
   - S.S. classroom
   - Restaurant
   - Sanctuary
   - Tent
   - Porch
   - Individual’s home
   - Hunting camp
   - Museum
   - Park, picnic area
   - Chapel in hospital
   - Other places of interest to
   - or nursing home
   - emphasize theme for month
PROMOTING VARIETY (continued)

8. Seating Arrangements
Don’t always sit in rows. Here are some suggestions for alternate groupings:
* Sit in a semi-circle or full circle
* Sit around a large table, around small tables
* Sit in small groups
* Place symbols, numbers, etc. on chairs that correspond to symbols on their nametags. Play an activity for women to get to know the person sitting next to her. Help your women get to know more about each other.

9. Special Features
* Skits
* Project Presentations
* Demonstrations
* Hints & Tips: homemaking, community involvements, crafts, self-development
* Quizzes: historical, geographical, characters, missions
* Talks from professionals: nurse, lawyer, teacher, doctor, etc.
* Testimonies from your women
* Mystery testimony or guest
* Video/DVD from International Worker from your District (Send the worker a blank tape/disk and ask them to record segments of their lives on the field.)
* Book reviews
* Panel discussions

10. Prayer Request Presentations
* Type requests on cards—keep on file until answered or let women take home for continued prayer coverage.
* Give each group or woman an area of the world for which to pray.
* Give each group or woman a district International Worker for whom to pray. (see District International Worker Directory)
* Pray DURING a field study—stop after an important fact or need is presented and pray specifically for that request. During this meeting do not break into groups, but pray throughout the study,
* Divide your requests into various subjects or headings and have each group pray for related requests in each subject.
* Give out pictures of International Workers you are praying for during your prayer time.
* Pray around thankful themes, worship themes, etc.
* Copy monthly prayer requests take them home or insert these requests in the church bulletin to include everyone in this ministry.
PROMOTING FELLOWSHIP IN YOUR GCW MEETINGS

1. Have a **New Friendships Fellowship Night** to become acquainted with the new ladies in your church or group. Make sure that they are individually invited. Center your program on getting to know them.

2. Plan a special activity (bowling, dessert party, video, games, etc.) that includes ALL AGE GROUPS. Provide some fellowship during the year that does not segregate ages. It is important to bridge the generation gap for a healthy “family atmosphere” among women of the church. The younger women may discover a new appreciation for Mrs. Jones.

3. Have a **Hobby Night** and let everyone bring and show something she does creatively. Let each lady tell why she likes her hobby. This can reveal the “other side” of ourselves that we often neglect to share.

4. Make sure that your group has a person or persons appointed to visit, send cards, flowers, etc. to those girls or women who are sick or in need of help in some way. It’s also nice to recognize a person who graduates or receives some honor.

5. Annually adopt sisters for each woman in the church. Divide your ladies and teens into two’s or three’s. Each small group of sisters prays for each other in specific ways during the year. They may send birthday cards, exchange visits, etc. Have a night of fellowship using a “Sisters” theme.

6. Plan a picnic, trip to a historical place, zoo, etc. Include the elderly women of your church (and those who find it hard to get around). This helps them to feel included.

7. Plan something special with the teenage girls of your church. Many are hungry to feel that you care about them—don’t be fooled if they put on a “cool front.”

8. Plan **Shop Till You Drop** day for all ages.

9. Plan a series of meetings centered on the development of the total woman—use speakers, DVDs, etc. or sponsor a popular study series or course on the subject. This could also be used as a fellowship outreach to the women of your town or city.

10. Periodically present a planned order of service that involves direct discussion between your ladies. Design a series of questions to enable each member to participate and to contribute some personal praise or prayer need. “Does anyone have something to share today?” won’t always spark spontaneous sharing.

11. Send information to the ladies of the church at various times during the year letting everyone know of the Great Commission Women activities, decisions, projects, etc. No woman should be made to feel guilty because she does not attend the meetings. Everyone should be made to feel part of the church family and should be informed of the activities in which the ladies are involved. An atmosphere of “belonging” is an important one to convey, and it often prompts the desire to be more involved with Great Commission Women Ministries.

(Compiled by Jean Wolters, LuAnne Baker and the GCW District Executive Leadership Team)