



ALLIANCE WOMEN MINISTRIES

Western Pennsylvania District

Director's Policy and Guide Book

Revised October 2011

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October 2011

MINISTRIES

To all Alliance Women,

Please use this booklet to guide you as you serve our International Workers and the women of our churches. This will help you to carry out the five objectives of fellowship, discipleship, outreach, missions and prayer. Refer to it often, and it will guide you. We want to be "Simply Fragrant" and spread the fragrance of Christ as we meet with people and as we minister to them. God uses us to spread His knowledge everywhere like a sweet-smelling perfume. Our offering to God is this: We are the sweet smell of Christ among those who are being saved and among those who are being lost. (2 Corinthians 2:14-15) So, let's reach in to see what in our lives can be changed to make us the fragrance that Christ wants us to be. And reach up to ask God to help us to do that. And then reach out to those around us, to spread the knowledge of His fragrance to others.

What a privilege it is to serve as District AWM Director, visiting the many area rallies and meeting so many wonderful women committed to missions. May we continue to serve together and have a real part in fulfilling the Great Commission. To God be the glory!!

In His Service,

Ethel Fennick

AWM Director for WPA District of The C&MA



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 one of these and should pass it on to her successor when she leaves office.
2. **Leadership Link**—An informative guide sent out by the National AWM proclaiming Christ in the lives of women.
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 Directory**—WPA District officers, Area Directors and Area Assistant Directors are listed with their addresses, email addresses and phone numbers.
5. **Alliance Women Ministries National Website**—www.alliancewomen.org. Your source for monthly resources, leadership tools, forms, and a wealth of helpful material.
6. **Alliance Women Ministries District Website**—www.cmawpa.org. Your source for District AWM Updates, events, etc. (see "Alliance Women" tab under "District Ministries")
7. **The C&MA Website**—www.cmalliance.org. Locate international workers, Alliance news, resources, CMA Statement of Faith and much more.
8. **Work Guide**—Download practical project information from the National AWM website.
9. **alife**—The magazine of The Christian and Missionary Alliance—www.alliancelife.org.

ORGANIZATIONAL STRUCTURE

National Committee of Alliance Women Ministries

Comprised of the National Executive Team and elected Directors of the district organizations.

National Executive 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 currently serving on this team—Resource Guide Editor and the Webmaster [both are appointed positions.]

District Committee

Comprised of the District AWM Executive Committee and the Directors of the Area Alliance Women Ministries, *as well as the Retreat Chairlady and district project chairladies (e.g. Corresponding Secretary, Small Gift Ministry Chairlady).

District Executive Committee

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 Committee 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 Committee

Comprised of the Area Executive Committee, the Directors of Local Alliance Women Ministries, and the Pastors' Wives of the churches within the Area. Officers of District Alliance Women Ministries shall be members ex officio of the Area Committee.

Area Executive Committee

Comprised of the following officers: Director, Assistant Director, Secretary, Treasurer, and such others as may be deemed necessary and members of the National Executive Committee and District Executive Committee 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 Executive Committee

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

ALLIANCE WOMEN MINISTRIES NATIONAL PROJECT AWARENESS SUNDAY

This is to be presented yearly.

ANNUAL REPORTS

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

COMMUNICATIONS (Bi-monthly Update)

- All updates shall be available on the website and shall be sent to retired pastors' wives who request them.
- The update shall be sent to international workers home on furlough, each National AWM Executive Committee member, and all District AWM Directors.

DIRECTORIES

District Directory

- Names and addresses of the District AWM Executive Committee will be provided to Area AWM Directors and churches via a Directory. The Directory will include the following:
 1. Executive Committee Members' names, addresses, telephone numbers, email addresses
 2. Expiration dates for their terms of office
 3. District AWM Personnel names, addresses, telephone numbers, email addresses
 4. Area Churches, Area Directors and Assistant Directors
- A new directory will be prepared and distributed every year.

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 distributed every year.

FINANCE

- **Area Checking Accounts** - Area checking accounts 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 AWM 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, AWM National Project, Outfit Assistant Fund, Bangkok Guest Home, etc.

penses including mileage for AWM purposes and shall submit to treasurer for reimbursement. Reasonable reimbursement will be made for copies made by committee members.

- **National and District Contribution** - The AWM contributions are to be sent to the District AWM 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.

Honorarium

a. Rallies:

1. Area Rally: 1 service = \$30 + mileage/travel expenses
2 services = \$50 + mileage/travel expenses
2. Mahaffey Rally: Monetary gifts will be given to personnel invited to participate in a Rally:
Speakers: 1 = \$100 + mileage/travel expenses,
2 or more = \$50 each + mileage/travel expenses
Organist, pianist, worship leaders and special music = \$10
International Workers (active, retired, candidates, appointees, apprentices, associates) participating in the "Parade of Nations" = \$10 per family
3. Int. Workers - one meal ticket for each family member for use the day of the Rally

- b. Officers: Gifts to outgoing officers should not exceed \$30.00. Gifts to outgoing District AWM Directors 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 AWM (except the Retreat Committee) shall be annually agreed upon at the first meeting of the District Executive Committee in each calendar year.

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

FUNDING: DISTRICT DIRECTOR'S EXPENSES

Council Expenses:

Expenses of the District Director will be covered by the General Fund of the District AWM 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 Worker Tour:

The District AWM Director will have the opportunity to go on one AWM International Worker Tour during her term/terms of office. This should be considered at the beginning of her

style of missions through hands-on ministry experience.

MAHAFFEY GROVE

The WPA District AWM Executive Committee will determine times of shopping. The following will be permitted to go through the Grove on Mahaffey Rally Day:

1. 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, IFAP, Chaplains, Chapel Pointe, and other international workers approved by the District AWM Executive Committee.
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 AWM 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 AWM Executive Committee will set the National Project Goal annually. Deadline for churches to give to the National Project is May 15.

OUTFITS

Each Local AWM will be asked to contribute \$25 per Outfit Call (6 Outfit Calls per year). The District AWM Treasurer is directed to forward all outfit monies to the CMA National Office. On 7/12/99 the Outfit Monies were set as follows:

First time adult	\$850.00
Returning single adult	\$750.00
Returning married adult & child	\$650.00
New baby to be	\$650.00
Retiring international worker	\$650.00
International Worker Associate adult	\$225.00
International Worker Associate child	\$165.00

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 AWM Executive Committee on a case-by-case basis.

PERSONNEL

Terms of Office shall begin October 1 following elections at the Annual Alliance 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 AWM

3. C&MA speakers are automatically approved. Non-Alliance speakers or support for Non-Alliance workers require the approval of the District AWM Executive Committee.
4. Notify the District AWM Director of the rally date--send a flyer.
5. \$25.00 of every Spring Rally offering is to be sent to the District AWM Treasurer for the needs of 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 AWM 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.

RETREAT GUIDELINES

Retreat Committee Personnel

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

•**Vice Chairman:** The Chairman appoints the Retreat Committee Vice Chairman for a period of one year. Tenure of office is not to exceed four consecutive terms. Name must be submitted to the District AWM Executive Committee 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 AWM Executive Committee 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 AWM Treasury.
- The Retreat Committee will decide upon projects.
- A quarterly report should be sent to the District AWM Executive Committee, and a year-end report is to be included in the AWM Director's Report.
- It is recommended that the Retreat Committee review the mileage reimbursement rate annually and set their own rate.

SCHOLARSHIP

1. In August the District AWM Executive Committee will review the availability of scholarship funds for the coming year.
2. The amount of money for the scholarship will be determined at the discretion of the District AWM Executive Committee.
3. Scholarship will be given to an international worker candidate from WPA with school debt.
4. In early September a contact is to be made to the CMA Director of International Worker Candidates regarding those who qualify.

BYLAWS

ORGANIZATION

Section 1. Committees

District Committee

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 Committee Meetings.
2. Retreat Chairman, Corresponding Secretary, and Chairmen of Project Ministries shall be members of the District Committee.
3. The term of the Retreat Chairman shall be two years and she is eligible for not more than three consecutive terms.
4. Corresponding Secretary and Chairmen of Project Ministries shall be appointed by the Director and approved by the Executive Committee for terms of one year.

District Executive Committee

1. Other members of the Executive Committee shall include: Assistant Secretary, Outfit Chairman, two Members-at-Large, wife of the District Superintendent, and any member of the National Executive Committee residing in the district.
2. Assistant Secretary shall perform the duties of the Secretary in her absence. She shall prepare the District Alliance Women's Directories and other materials deemed necessary by the Executive Committee. 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 Chairman shall be responsible for coordinating outfits for outgoing missionaries 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 Committee. 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 Committee shall appoint someone to complete her term.

Nominating Committee

The Nominating Committee Chairman shall be appointed by the Director.

Section 2. Officers

Director: The Director shall represent the District Alliance Women at General Council.

ORGANIZATION

Section 2. Officers (continued)

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

Secretary: The term of office for 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.

MEETINGS

Section 1. Meetings of District Alliance Women

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

Section 2. Annual Business Meeting

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

Section 3. Meetings of District Committee or District Executive Committee of Alliance Women

1. The District Alliance Women Executive Committee shall meet at least three times annually.
2. The District Committee shall meet at least twice annually.

FINANCE

Section 1. Expense Fund

1. District Expense Fund. Each Local Alliance Women Ministries is requested to contribute an amount designated by the District Executive Committee.
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 Alliance Women Treasury.
3. Travel Reimbursement. When necessary for any of the officers of the District Alliance Women to travel in the District for authorized Alliance Women business, they should be reimbursed for mileage from the General Fund of the District Alliance Women Treasury.
4. International Worker Outfits. Outfit Calls shall be sent to Local Alliance 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 by a CPA after the close of the fiscal year and before District Conference.

Section 2. Projects

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

BYLAWS

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

NATIONAL AWM POLICIES (formerly "Constitution")

DISTRICT AWM POLICIES (formerly "Constitution")

LOCAL AWM POLICIES (formerly "Constitution")

Up-to-date versions of the National, District and Local Alliance Women Ministries Policies (formerly named "Constitutions") are available on the national Alliance Women Ministries website (www.alliancewomen.org) under "Resources."

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?

TOTAL OFFERINGS	\$ _____
EXPENSES:	
Honorarium	\$ _____
Travel	_____
AWM Dist. Expense Fund (10% due every rally)	_____
Project	_____
Other (food, postage, babysitting, etc.)	_____
Total Expenses	\$ _____
BALANCE FROM THIS RALLY	\$ _____

AREA DIRECTOR

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Email _____

AREA ASSISTANT DIRECTOR

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Email _____

AREA SECRETARY

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Email _____

AREA TREASURER

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Email _____

COMMENTS OR SUGGESTIONS:

**AREA OFFICER
CHANGE FORM**



AREA _____

Director _____

Address _____

Phone _____ Email: _____

Assistant Director _____

Address _____

Phone _____ Email: _____

Secretary _____

Address _____

Phone _____ Email: _____

Treasurer _____

Address _____

Phone _____ Email: _____

Month elections are held: _____

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

Thank you!

GUIDELINES FOR LOCAL AWM DIRECTOR

1. Be familiar with the policies, bylaws, objectives and relationships of the Local AWM to the Pastor and Church Governing Board, the WPA District. and the National, District, and Area Alliance Women Ministries.
2. Keep the Pastor informed of all Alliance Women Ministries. Give him announcements and bulletin inserts well in advance.
3. Schedule and preside over all AWM meetings.
4. The Local Executive Committee 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 AWM website.
5. Prayer is our MOST IMPORTANT responsibility. Always look for better ways to promote prayer.
6. Be sure all Outfit Calls are sent promptly to the District AWM Treasurer.
7. Set a reasonable goal for the AWM National Project and plan how you will present and promote it 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 AWM functions.
12. Keep business meetings short and to the point.
 - An agenda is essential. (see "How to Conduct a Business Meeting" on page 21)
 - Provide brief updates: Secretary and Treasurer reports, announcements regarding outfits, TCK, National Project and information from District and Area AWM Directors.
13. Encourage your committee to invite your District AWM 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 23) Alliance Women Ministries fiscal year runs July 1 through June 30.
15. Send the Annual Report (see form on AWM website) to your Area AWM Director by July 15.
16. When you leave your position, be sure to pass on resources, District AWM materials and any other information you have to the new Director.

Suggestions:

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

GUIDELINES FOR LOCAL AWM ASSISTANT DIRECTOR

1. Be familiar with the policies, bylaws, and objectives of Alliance Women Ministries.
2. Attend all Executive Committee and Local AWM 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 AWM SECRETARY

1. Attend all Executive Committee and Local AWM 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

GUIDELINES FOR LOCAL AWM TREASURER

1. Attend all Executive Committee and Local AWM 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 Committee plus mileage/travel expense.)
3. Local Checking Account: It is recommended that Local AWM 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, AWM National Project, Outfit Assistance Fund, Bangkok Guest Home, 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 Alliance Women Ministries of Western PA with the purpose CLEARLY MARKED. Only one check is necessary.
 - Project monies (deadline May 15)
 - Outfit monies as shown on District AWM Treasurer's sheet include in the AWM Update
 - 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 AWM fiscal year (July 1 through June 30) for your Local AWM Director to include in her Annual Report to the Area AWM Director. (see form on AWM website)
8. Prepare a detailed financial report for the fiscal year of your church to be included with the Local AWM 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.

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, etc.
7. Appoint sub-committees where needed (e.g. music, field study, special features)
8. Take full responsibility for the care of invited speakers

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 reminders 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 AWM 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 AWM 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 AWM attendance and giving

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 tags 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

NOTE: It is not necessary to conduct a business meeting each time your AWM 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 Committee. The scheduled Annual Business Meeting of the Local AWM is a must for elections and other business.

Regular AWM 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, adjournment, etc.)
3. Copy of Local AWM Policies: to define the structure, purpose and organization of the group (see www.alliancewomen.org)
4. Copy of Local AWM Bylaws: to define the means of carrying out policies
5. Copy of the book *Parliamentary Procedures*

Annual AWM Business Meeting

Nominations

The form of nominations called for in AWM Policies is that of a nominating committee with further nominations from the floor.

1. Call for report of the Nomination Committee.
2. Open the floor for further nominations, considering each office separately.
3. Accept a motion to close the nominations for each office after giving sufficient time.

Elections

AWM Policies calls for election by ballot except in cases where only one nomination is presented. Be prepared with ballots and tellers in order to conduct the election. If no nominations from the floor:

1. A motion would be in order to dispense with the ballot and instruct the secretary to cast a ballot for the nominee or slate of nominees. A second of this motion is necessary.
2. This motion requires a unanimous vote in order to elect the nominees; one negative vote

**LOCAL OFFICER
CHANGE FORM**



CHURCH _____

Director _____
Address _____
Phone _____ Email: _____

Assistant Director _____
Address _____
Phone _____ Email: _____

Secretary _____
Address _____
Phone _____ Email: _____

Treasurer _____
Address _____
Phone _____ Email: _____

Month elections are held: _____

Please send to the District AWM Secretary and Area AWM Director within two weeks after your elections (even if your officers have not changed). ____ ***Thank you!***

REPORTS AND RECORDS

Report forms are available on the National AWM 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:

<i>Adopted TCK</i>	Date	Page
Motion to adopt TCK (name, address, birthday)	4-30-08	2
Appointment of TCK Chairperson	4-30-08	2
Decision for amount to spend on gifts	5-19-09	3
List of gifts send for Christmas	10-5-09	10
 <i>Special Events</i>		
TCK Birthday Party (date)	3-29-08	14
Banquet (speaker, theme, date)	11-5-09	11

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 AWM Secretary and Area AWM Director. It is very important to keep these mailing lists updated. (see page 22)
3. **Local AWM 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 AWM Calculation Worksheet (available at www.alliancewomen.org) will help to simplify completion of the Annual Report.
 - A. Retrieve a copy of the Local AWM Annual Report form and the Local AWM Annual Report Instructions (available at www.alliancewomen.org).
 - B. Prepare report after the last AWM meeting in June.
 - C. Always include the name of your church (as found in the District Directory).
 - D. Include all statistics for the AWM fiscal year which is July 1 through June 30.
 - E. Make one copy for your file and send one to your Area AWM Director by July 15.

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

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

AWM FINANCES

National Expense Fund Contribution \$50 per year	Helps to cover National AWM Committee expenses such as office, postage, etc.
District Expense Fund Contribution \$40 per year	Helps to cover District AWM Committee expenses such as office, postage, sending the District AWM Director to Council and Conference, etc.
National Project	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 AWM Treasurer by May 15 in order to be included in the current fiscal year.
Bangkok Guest Home	\$25 from the offerings at the Spring Rallies is to be sent to the District AWM Treasurer for needs of the Bangkok Guest Home. Each District in the U.S. is assigned a Guest Home or an MK School to help support.
Retreat and Rally Area Tithes	10% of offerings from Area Rallies and Retreat profits are presented to the District AWM Treasury.

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

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

July	Outfit Call #1	\$25	National Expense Fund (\$8) District Expense Fund (\$7)	\$15
September	Outfit Call #2	\$25	National Expense Fund (\$8) District Expense Fund (\$7)	\$15
November	Outfit Call #3	\$25	National Expense Fund (\$8) District Expense Fund (\$7)	\$15
January	Outfit Call #4	\$25	National Expense Fund (\$8) District Expense Fund (\$7)	\$15
March	Outfit Call #5	\$25	National Expense Fund (\$8) District Expense Fund (\$7)	\$15
May	Outfit Call #6	\$25	National Expense Fund (\$10) District Expense Fund (\$5)	\$15

AWM FINANCES (continued)

OUTFIT POLICY

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

First time adult	\$850	Retiring international worker	\$650
Returning single adult	\$750	International Associate adult	\$225
Returning married adult & child	\$650	International Associate child	\$165
New baby to be	\$650		

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 Alliance Women Ministries website: www.alliancewomen.org

The following forms are located under "Resources"

- Local Report Form
- Local AWM Calculation Worksheet
- Local Annual Report Instructions

- Area Report Form
- Area Annual Report Instructions

Responsibilities and Guidelines

One of the continuing ministries of Alliance Women Ministries 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 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’s 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 to 4 months in advance for promoting, collecting and mailing. 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.
- **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 AWM 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 AWM 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 Alliance Women Ministries can no longer fulfill your TCK adoption responsibilities, **PLEASE** relinquish by contacting your District TCK Secretary right away so that your TCK can be reassigned and won’t be neglected. We have churches on a waiting list for TCK adoption.

Setting up a File for Your TCK

Setting up a file of information for your Local AWM 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 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 favorite 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 AWM.
- **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 AWM Annual Report.
- **TCK ADOPTION FORMS AND HELPS**

CLARIFICATION OF INTERNATIONAL WORKER CATEGORIES

CAREER INTERNATIONAL WORKER

Career 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 workers, candidates must meet the established requirements, including the intention to serve with the CMA on a long-term basis.

INTERNATIONAL WORKER ASSOCIATE

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, relief and development workers (CAMA).

CAREER INTERNATIONAL WORKER ASSOCIATE

International worker associates who have served in a support role for at least one four-year term and have affirmed their commitment to long-term service with the CMA may request to be moved to career international worker associate status.

INTERNATIONAL WORKER ON SPECIAL ASSIGNMENT

To qualify as international workers on special assignment, individuals must have credentials issued by the CMA to serve with another organization overseas. While on special assignment, international 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 CMA 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 international worker partner status for a specific period of time by the CMA.

INTERNATIONAL WORKER ON LOAN

By mutual agreement of the parties concerned, qualified individuals may be loaned by the CMA to serve with another organization for a specific period of time. International workers on loan continue to receive regular allowance and benefits.

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 worker service. Experienced international workers on the field are assigned to serve as mentors to apprentices. Apprentices must raise their own funds to cover their support costs.

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

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. In order 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 CMA 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, Alliance Women Ministries, 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 25 for amount given to each worker)
- A letter is sent from the Outfit Chairlady (a member of the District AWM Committee) 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 calls are requests for money sent to each Local AWM six times a fiscal year—July, September, November, January, March and May. Each call will be for \$25. Change in the amounts for outfit are determined by the District AWM Executive Committee as needed.

AWM INTERNATIONAL WORKER CUPBOARD SUGGESTIONS

Linens

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

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 repellent
Music and sermon CDs

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

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

HOW TO PRAY FOR INTERNATIONAL WORKERS

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

SUGGESTIONS FOR PRAYER WITHIN THE AWM PROGRAM

One of the main objectives of the Alliance Women Ministries 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, 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 Cuffey

NATIONAL AND DISTRICT PROJECTS

National AWM Project

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

District AWM Project

The WPA District of Alliance 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. Twenty-five 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 Alliance Women Ministries in their respective areas. When a special need arises, the District AWM Executive Committee informs the Local AWM.

WORK GUIDES

Instructions and lists of various projects requested by our international workers are available on the Alliance Women Ministries website (www.alliancewomen.org).

SMALL GIFT MINISTRY

From time to time, small "hands-on" projects are requested by our international workers. Contact the WPA District AWM 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.

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 AWM 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:
 - theme of the meeting
 - 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!)
 - 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 committee 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 committee 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

ALLIANCE WOMEN MINISTRIES EXECUTIVE COMMITTEE 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 Committee Meeting (when and where)
- XII. Next Program Planning Meeting (when and where)

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
- Name tags
- 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

TEN LEADERSHIP PRINCIPLES OF AWM

1. Consider your position in Alliance Women Ministries 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 Committee. 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 lazy, 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 "*Alliance 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 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.

PROMOTING VARIETY IN YOUR AWM MEETINGS

IMPORTANT: INVOLVE YOUR ALLIANCE WOMEN EXECUTIVE COMMITTEE 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 Alliance Women Ministries 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 ice-breakers, 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.
USE EVERYONE WHO IS WILLING TO BE USED.
 - 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

PROMOTING VARIETY (continued)

7. Locations

Fellowship Hall	S.S. classroom	Restaurant
Sanctuary	Tent	Porch
Individual's home	Hunting camp	Museum
Park, picnic area	Chapel in hospital or nursing home	Other places of interest to emphasize theme for month

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 name tags. 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.

PROMOTING FELLOWSHIP IN YOUR AWM 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 Alliance 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 Alliance Women Ministries.