



Territorial Women's Ministries

Promotion

2012-13 Program Year

"Ask and you will receive so that your joy
will be the fullest possible joy!"
John 16:24 (NCV)

Catch the Joy

Women's Ministries
The Salvation Army
USA Southern Territory

Joy Welcomes,
Joy Embraces,
Joy Celebrates,
Joy Encourages

The Southern Territory
Women's Ministries
invites you to

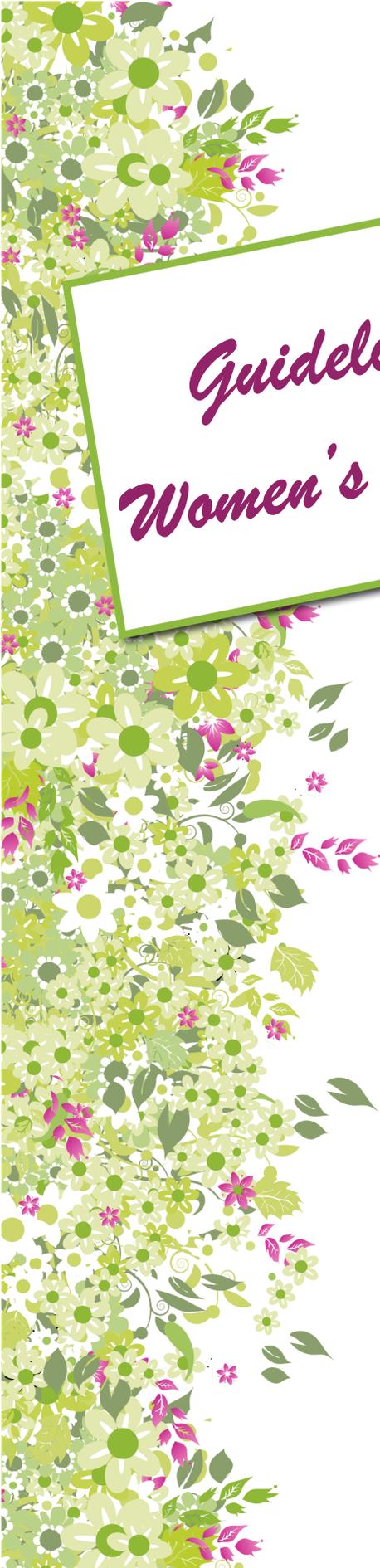
Catch the Joy of ministry!

The contents of this notebook will give you the expectations and guidelines for Salvation Army Women's Ministries in the Southern Territory, as well as provide resources for ministry opportunities. May we creatively find ways to meet the needs of the women in our communities.

Vision Statement

The Salvation Army Women's Ministries encompass various opportunities for all women where they are valued, encouraged, equipped, and invited to catch the joy through Christian faith and fellowship.

Our mission is to provide opportunity to win women for Christ and assist in their spiritual growth, nurturing an awareness of the needs of the family, the community, the nation, and the world.



*Guidelines for
Women's Ministries*

Guidelines for Women's Ministries

VISION STATEMENT

The Salvation Army Women's Ministries encompass various opportunities for all women to be valued, encouraged, equipped, and invited to catch the joy of Christian faith and fellowship. Our mission is to provide opportunity to win women for Christ and assist in their spiritual growth; nurturing an awareness of the needs of the family, the community, the nation, and the world.

ADMINISTRATION:

Administration of Women's Ministries comes under the following leadership:

1. **International**
 - a. World President/World Secretary, Women's Ministries
 - b. Zonal Secretary, Women's Ministries (Africa, Americas and Caribbean, Europe, South Asia, South Pacific and East Asia)
2. **Territorial**

Territorial President/Territorial Secretary for Women's Ministries
3. **Divisional**

Divisional Director/Divisional Women's Ministries Secretary
4. **Corps**
 - a. Corps Officer: is responsible for Women's Ministries.
 - b. Corps Women's Ministries Coordinator: Where there are several women's group leaders, one should be appointed as the Corps Women's Ministries Coordinator. She is to be a Salvationist who may be one of the leaders of the Women's Ministries groups in the Corps. The term of service is for a limited period of no more than two years with the option to renew by the Corps Officer. The Corps Women's Ministries Coordinator may be appointed to the Corps Council as the representative of the women's groups.
 - c. Leaders of Women's Ministries groups may be commissioned as local officers, appointed or warranted in accordance with territorial policy. Note: Background checks are required by Territorial policy for all leadership positions. Territorial policy does not indicate a credit check must be included unless the leader will serve in any capacity with financial responsibility.

MEMBERSHIP:

Each corps is required to conduct Women's Ministries programs for women aged 16 (by October 1, 2015) and above. Current 14 year old members will be grandfathered in the program. Each group should develop and encourage women as outlined in the vision statement of Women's Ministries.

PROGRAM EXPECTATIONS:

All Women's Ministries combined must reach or exceed a minimum of **44 meetings per year**. The possibilities are endless. Enjoy the freedom of implementing a variety of programs to meet the needs of women in your community. **Worship, Education, Fellowship and Service** programs will bring women into active participation in benefiting the corps, community, nation and world.

As an expression of service to others, all Women's Ministries groups **must** participate annually in contributing to the support of the following projects:

International Self-Denial World Mission Fund
Divisional Projects (Even Years)

Harvest Festival
Corps Projects (Odd Years)

PLANNING PROCEDURES:

Planning Meetings for all Women's Ministries groups should be held regularly. Meeting frequencies are at the discretion of each group and their leadership. The Women's Ministries Coordinating Team is required to meet annually.

Membership of the Corps Women's Ministries planning team includes the Corps Officer, who convenes and presides over the meeting, the Corps Women's Ministries Coordinator and leaders of all the women's groups. Others may be included as desired. The purpose of this meeting is to plan, develop and evaluate the mission and activity of each Women's Ministries group. This team will generate the Women's Ministries calendar for the Corps and forward a copy to the Divisional Women's Ministries Secretary.

ACCOUNTABILITY:

1. A "Needs Survey" will be done every other year.
2. Every corps must conduct an annual outreach event that meets the needs of the "Needs Survey."
3. Regional Focus Group discussions may be planned as needed by DHQ.
4. Annual Women's Ministries review will be conducted by the Divisional Director of Women's Ministries and/or the Divisional Women's Ministries Secretary. A copy of the Final 12-month report is to be attached to the Review and Revision form. A composite report of all corps in the Division will be submitted to Territorial Headquarters.

FINANCE:

The Corps Officer and leaders of groups are responsible to ensure accounting for group finances is strictly carried out in accordance with Salvation Army policy.

STATISTICAL REPORTING:

The CCSR Program Code #99 is specifically for reporting Women's Ministries. This allows all activity for Women's Ministries to be reported in one program.

3001 - There are four Option Codes for use with the CCSR line 3001 Reports. They are as follows:

3001-85	Fourfold
3001-86	Focus
3001-87	Outreach
3001-88	Women's Ministries Other

3002 - Divisional Headquarters Use Only. Record the number of Women's Ministries events, such as camps, rallies, retreats, conventions, and institutes. Record number of delegates (as the attendance) as well as volunteer hours.

(See: "RECORDS" for the full descriptions of what constitutes a meeting and how to correctly report statistics for your Women's Ministries in the Central Territory).

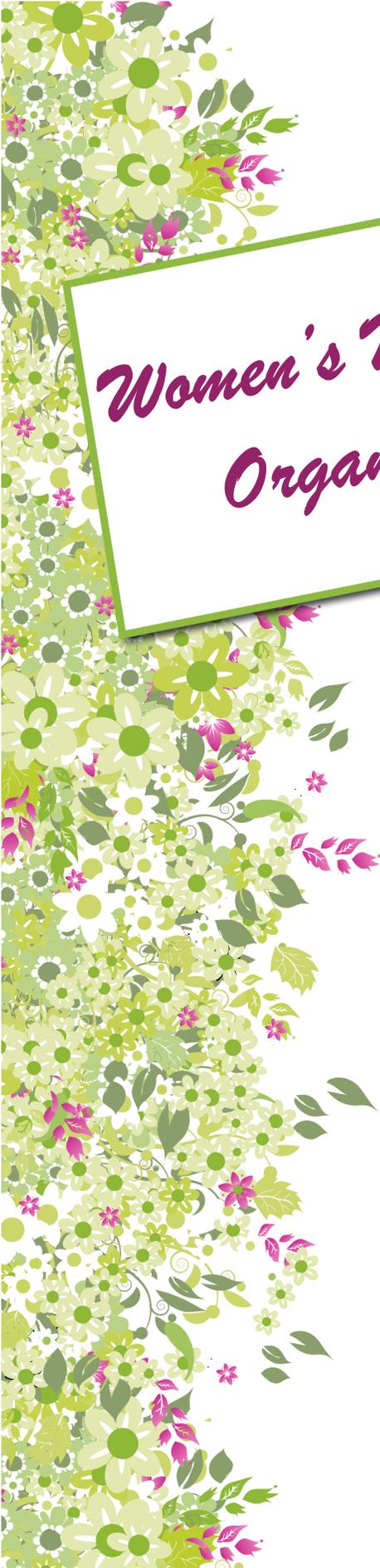
WOMEN'S SUNDAY:

Every corps must feature a Women's Sunday each year in order to give members the opportunity to participate in Corps worship services, present Women's groups to the Corps and attract new members.

SPECIAL EVENTS:

Other Special events may include, but are not limited to:

1. Conferences or retreats
2. Corps Family Events
3. Quarterly Combined Women's Ministries Events
4. Annual Recognition & Celebration event which is an opportunity for all Women's Ministries groups to gather together.



*Women's Ministries
Organization*

Women's Ministries Organization

GETTING STARTED

Reaching women in today's world means aiming at moving and multiple targets! Therefore, it is key to involve women in the decision-making process, ownership and responsibility. People must be the primary consideration and programming should always come second.

It is a never-ending challenge to remain relevant and effective. Evaluation is essential for an effective ministry.

As you prepare for your Planning Meeting consider how you will use your "Needs Survey" to determine interests and desired outcomes for your community.

NEEDS SURVEY

Using a Women's Ministries Needs Survey in your corps or community group near your corps is a great way to find out what ladies want on an individual basis. These surveys can be great tools to gather information that you need when planning your Women's Ministries year and gearing activities and events to fit the needs of your entire group. Keep in mind that your Needs Survey should not just be women currently in your women's groups, but should include all women in your corps, social services and surrounding community.

Women's Ministries Needs Surveys will be done every two years. It is important for the Corps Officer to lead the way in identifying the needs in their community and providing a program that is relevant.

Women's Ministries Organization

Many of these suggestions have been adapted from the resource: *Designing Effective Women's Ministries* by Jill Briscoe .

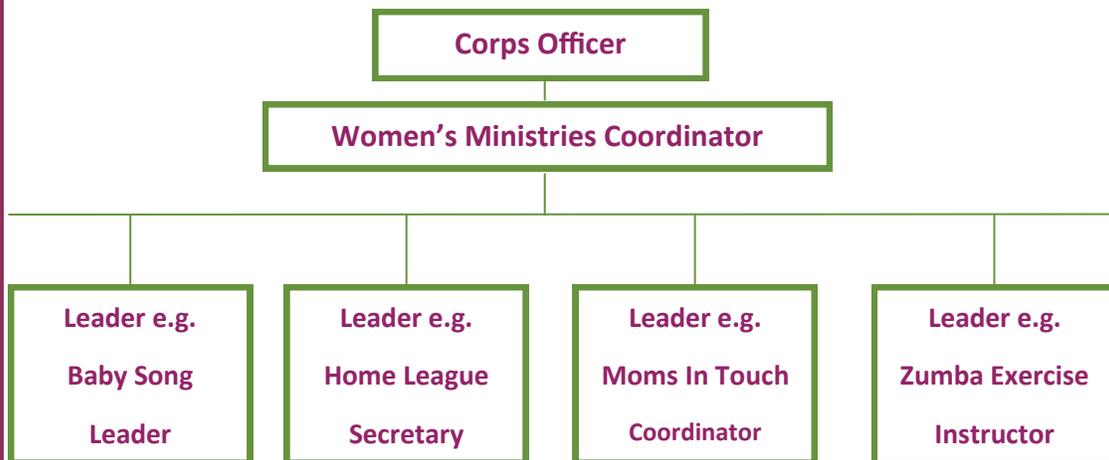
Other Resources:

Ladies Meeting Check Up by Julia Bettencourt

Program Planning Worksheet

Sample Quarterly/Six-Month Schedule for Women's Ministries

STRUCTURE



Women's Ministries Organization

PLANNING MEETINGS

Planning Meetings for all Women's Ministries groups should be held regularly. Meeting frequency is at the discretion of each group and their leadership.

The Women's Ministries Coordinating Team is required to meet annually. Membership of the corps Women's Ministries team includes the Corps Officer who convenes and presides over the meeting, the Corps Women's Ministries Coordinator, and the leaders of all the women's groups. Others may be included as desired, the purpose of this meeting is to plan, develop and evaluate the mission and activities of each Women's Ministries group. This team will generate the Women's Ministries calendar for the Corps and forward a copy to the Divisional Women's Ministries Secretary.

Planning Meeting Agendas for each group—May include the following:

- Devotional Thought

- Are we meeting needs? Reaching NEW women?

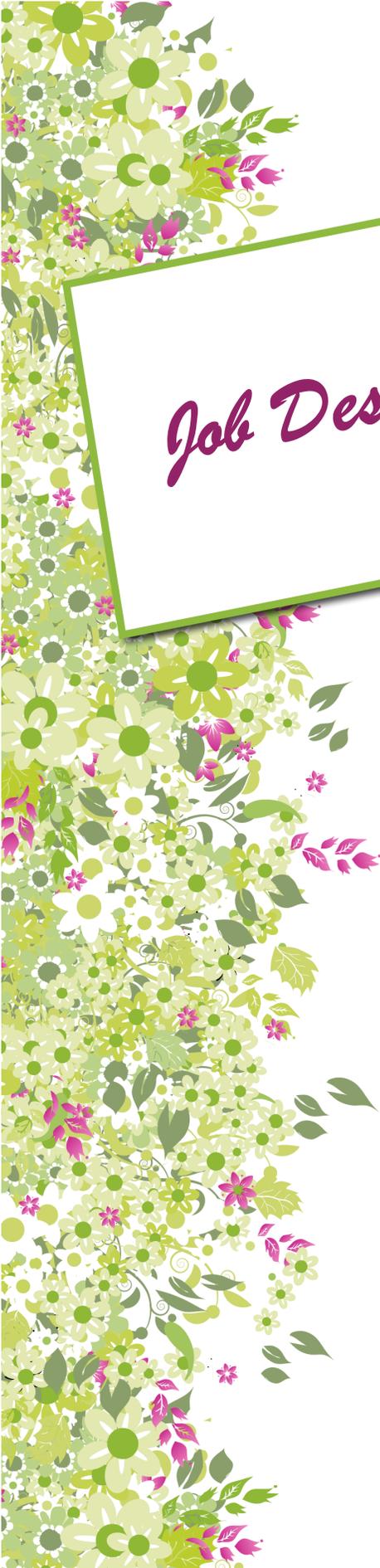
- Reviewing outcomes of previous plans

- Planning Calendar

- Analyzing attendance at Corps level

- Leadership Training

View your planning meeting as an opportunity for leadership development—Involve your women every step of the way.



Job Descriptions

CORPS MINISTRY POSITION DESCRIPTION
THE SALVATION ARMY



WOMEN'S MINISTRIES

In any corps there may be all or some of the following groups which are known collectively as Women's Ministries.

A Fourfold group is typically the Home League program, but may operate under another name.

A fourfold group meets weekly for a minimum of 44 weeks a year and has a balanced program of worship, service, fellowship and education.

Focus groups are formed in response to specific needs or interests, i.e. there is a "focus." Several groups may cluster to fulfill the balanced program.

Outreach groups are intended as short-term groups or initiatives to reach women and do not maintain memberships. An outreach group may evolve into a focus group.

Women's Ministries Secretary

Home League Secretary

Treasurer

Chaplain

Membership Chairperson

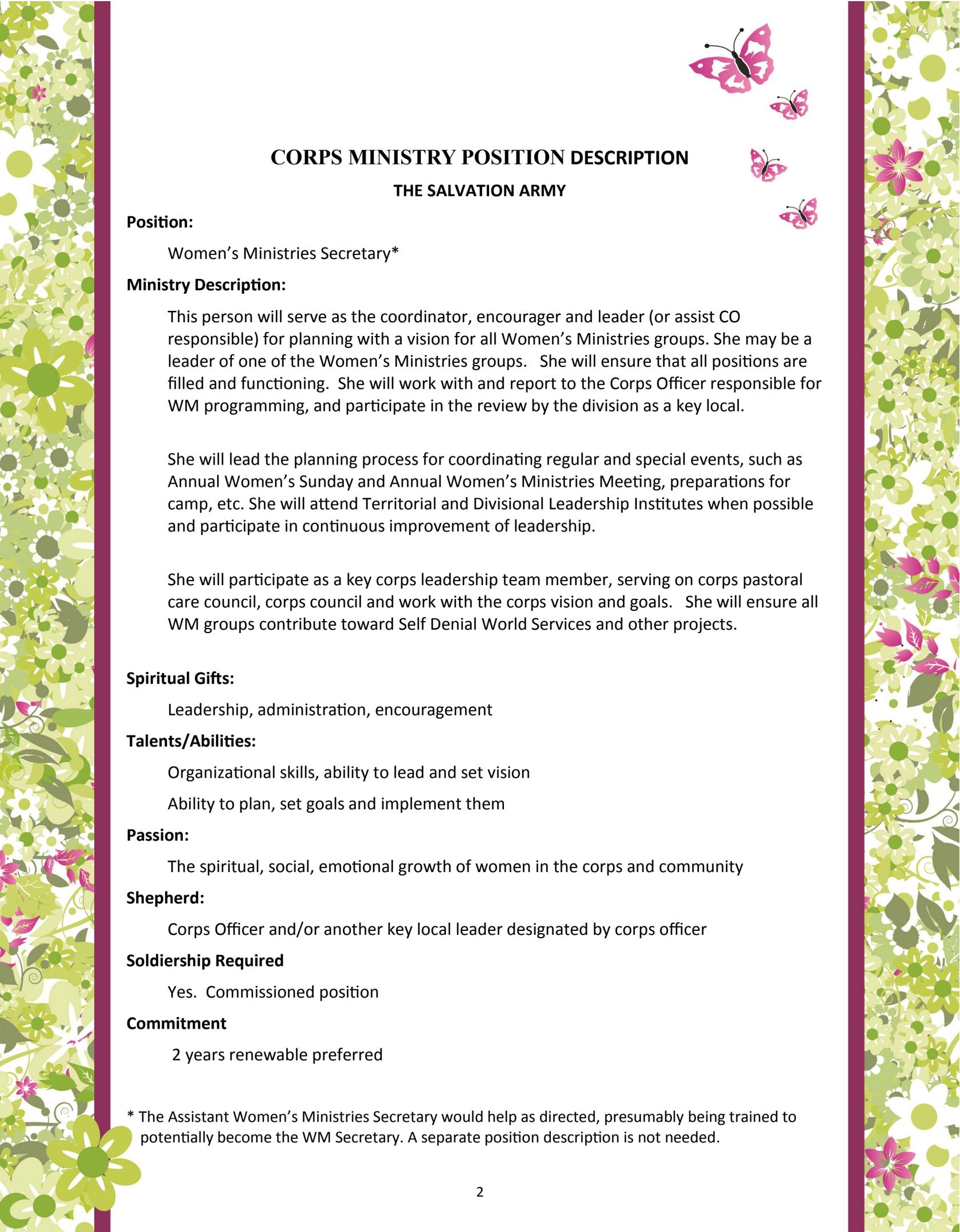
Program Chairperson

Focus Group Leader

Outreach Leader

Additional Local Officer template

Note: WM Guidelines database provides a helpful resource for developing additional Local Officer/ministry positions



CORPS MINISTRY POSITION DESCRIPTION

THE SALVATION ARMY

Position:

Women's Ministries Secretary*

Ministry Description:

This person will serve as the coordinator, encourager and leader (or assist CO responsible) for planning with a vision for all Women's Ministries groups. She may be a leader of one of the Women's Ministries groups. She will ensure that all positions are filled and functioning. She will work with and report to the Corps Officer responsible for WM programming, and participate in the review by the division as a key local.

She will lead the planning process for coordinating regular and special events, such as Annual Women's Sunday and Annual Women's Ministries Meeting, preparations for camp, etc. She will attend Territorial and Divisional Leadership Institutes when possible and participate in continuous improvement of leadership.

She will participate as a key corps leadership team member, serving on corps pastoral care council, corps council and work with the corps vision and goals. She will ensure all WM groups contribute toward Self Denial World Services and other projects.

Spiritual Gifts:

Leadership, administration, encouragement

Talents/Abilities:

Organizational skills, ability to lead and set vision

Ability to plan, set goals and implement them

Passion:

The spiritual, social, emotional growth of women in the corps and community

Shepherd:

Corps Officer and/or another key local leader designated by corps officer

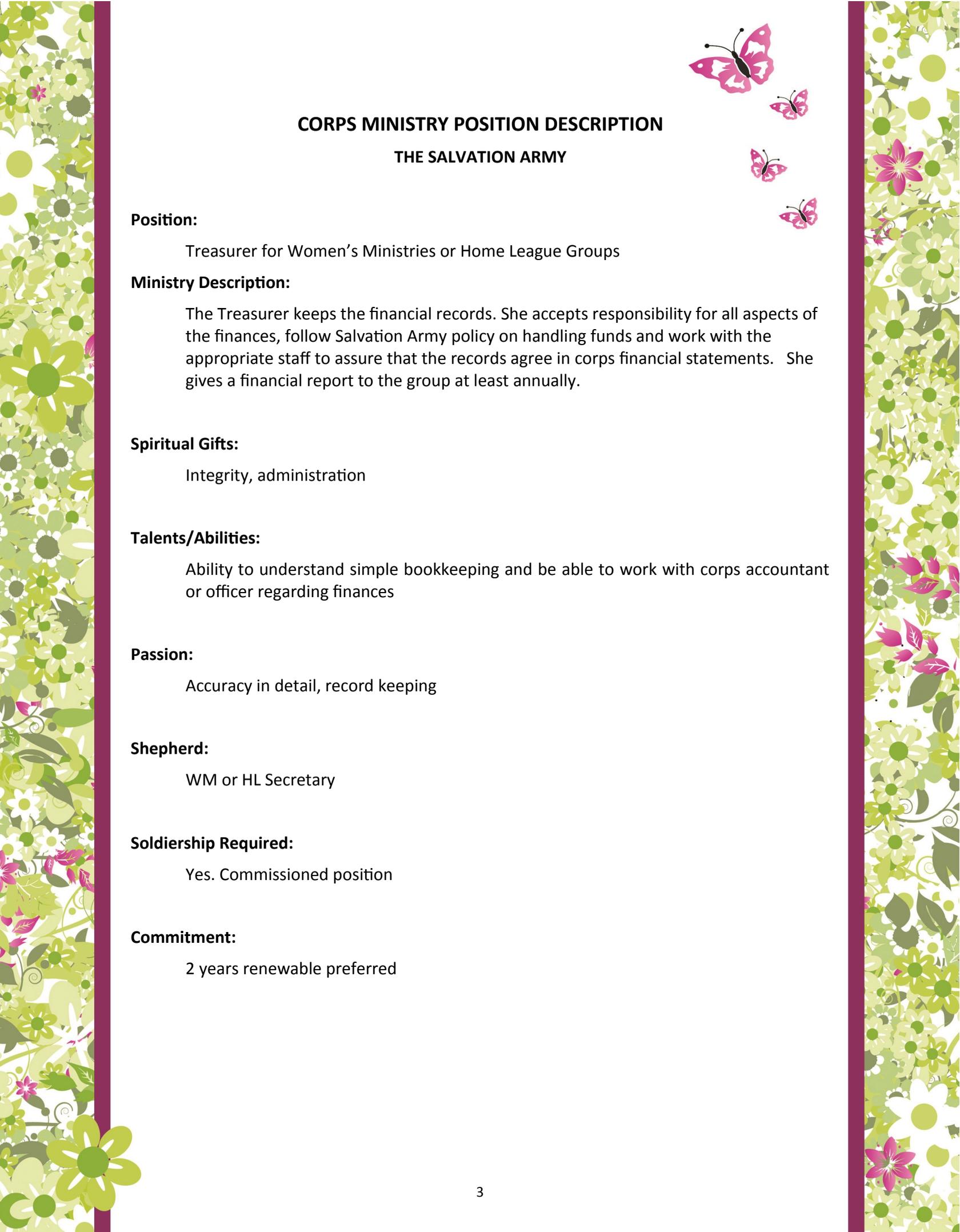
Soldiership Required

Yes. Commissioned position

Commitment

2 years renewable preferred

* The Assistant Women's Ministries Secretary would help as directed, presumably being trained to potentially become the WM Secretary. A separate position description is not needed.



CORPS MINISTRY POSITION DESCRIPTION

THE SALVATION ARMY

Position:

Treasurer for Women's Ministries or Home League Groups

Ministry Description:

The Treasurer keeps the financial records. She accepts responsibility for all aspects of the finances, follow Salvation Army policy on handling funds and work with the appropriate staff to assure that the records agree in corps financial statements. She gives a financial report to the group at least annually.

Spiritual Gifts:

Integrity, administration

Talents/Abilities:

Ability to understand simple bookkeeping and be able to work with corps accountant or officer regarding finances

Passion:

Accuracy in detail, record keeping

Shepherd:

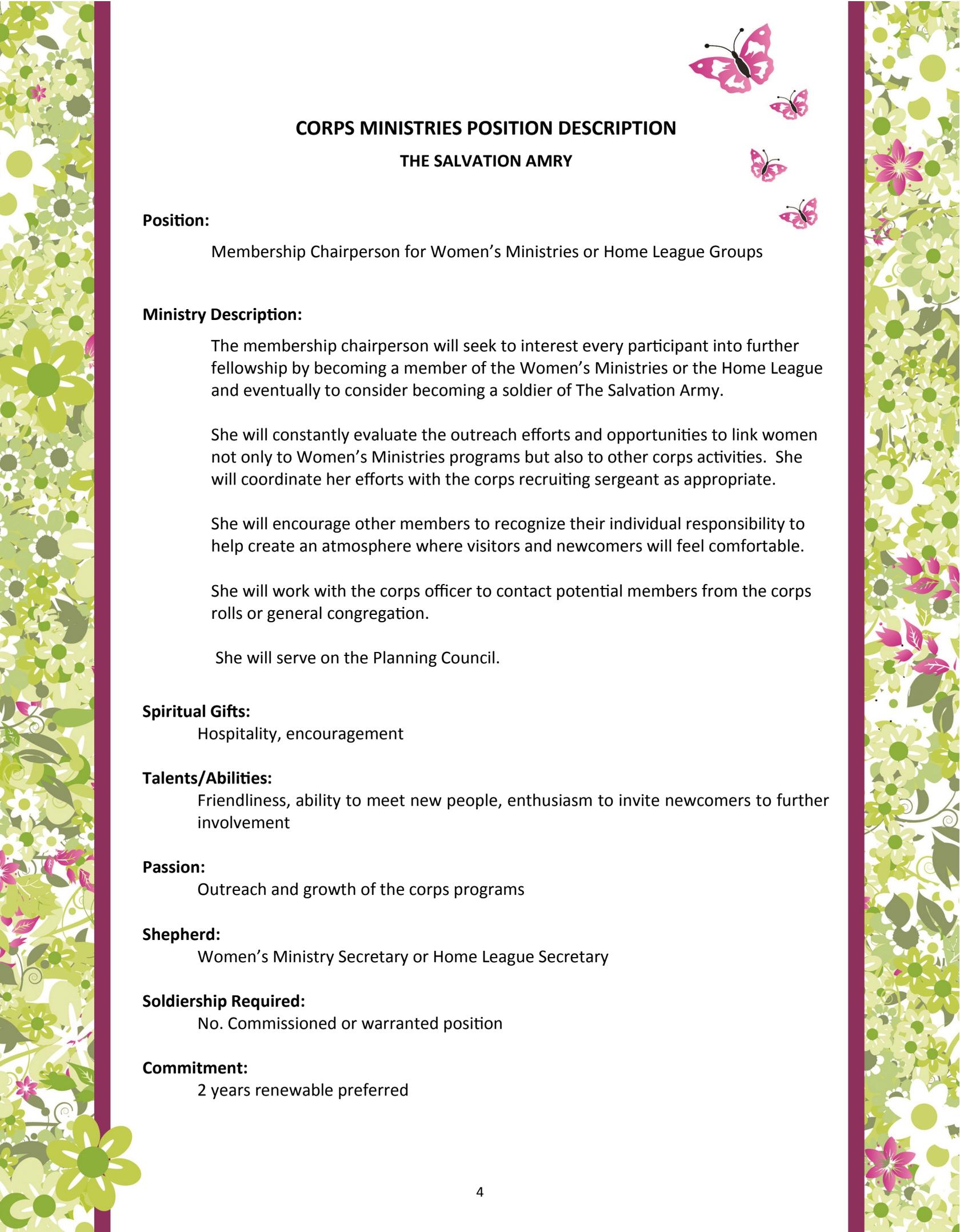
WM or HL Secretary

Soldiership Required:

Yes. Commissioned position

Commitment:

2 years renewable preferred



CORPS MINISTRIES POSITION DESCRIPTION

THE SALVATION AMRY

Position:

Membership Chairperson for Women's Ministries or Home League Groups

Ministry Description:

The membership chairperson will seek to interest every participant into further fellowship by becoming a member of the Women's Ministries or the Home League and eventually to consider becoming a soldier of The Salvation Army.

She will constantly evaluate the outreach efforts and opportunities to link women not only to Women's Ministries programs but also to other corps activities. She will coordinate her efforts with the corps recruiting sergeant as appropriate.

She will encourage other members to recognize their individual responsibility to help create an atmosphere where visitors and newcomers will feel comfortable.

She will work with the corps officer to contact potential members from the corps rolls or general congregation.

She will serve on the Planning Council.

Spiritual Gifts:

Hospitality, encouragement

Talents/Abilities:

Friendliness, ability to meet new people, enthusiasm to invite newcomers to further involvement

Passion:

Outreach and growth of the corps programs

Shepherd:

Women's Ministry Secretary or Home League Secretary

Soldiership Required:

No. Commissioned or warranted position

Commitment:

2 years renewable preferred



CORPS MINISTRY POSITION DESCRIPTION

THE SALVATION ARMY

Position:

Chaplain for Women's Ministries or Home League Groups

Ministry Description:

The Chaplain is responsible to influence the spiritual life of women involved by assisting in spiritual aspects of programs. She should prepare devotions, pray, give individual spiritual encouragement, visit absentees and know current prayer requests. She should contribute to the worship element of the four-fold program. She should refer important spiritual needs to the corps officers and maintain appropriate confidentiality.

She should be faithful in Sunday worship at the corps or her local church and set a good example through her personal spiritual life.

Spiritual Gifts:

Discernment, faith, intercession, encouragement

Talents/Abilities:

Christian disciple, able to share her faith with others, able to listen

Passion:

Spiritual growth

Shepherd:

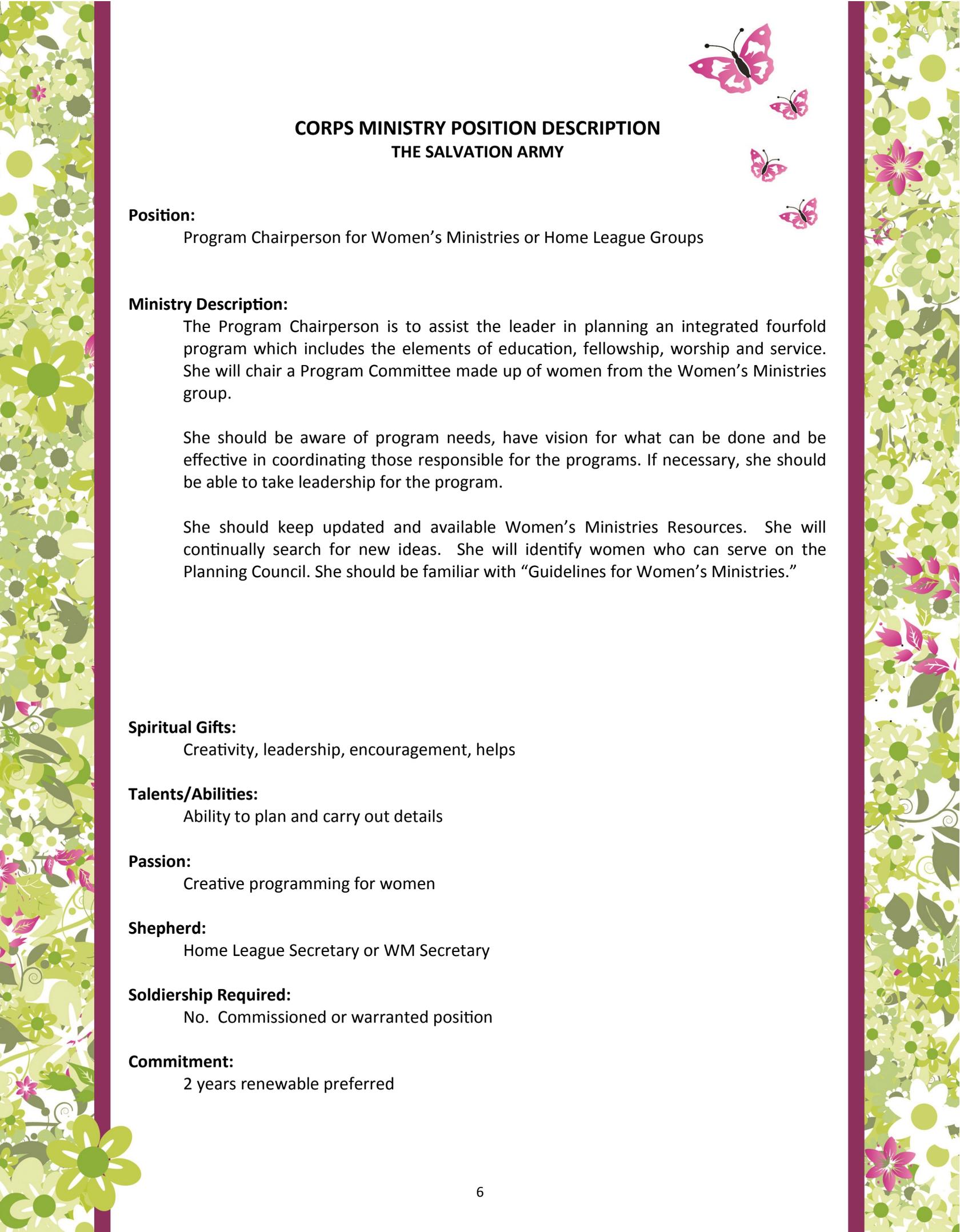
Corps Officer

Soldiership Required:

No. Can be commissioned or warranted position

Commitment:

2 years renewable preferred



CORPS MINISTRY POSITION DESCRIPTION THE SALVATION ARMY

Position:

Program Chairperson for Women's Ministries or Home League Groups

Ministry Description:

The Program Chairperson is to assist the leader in planning an integrated fourfold program which includes the elements of education, fellowship, worship and service. She will chair a Program Committee made up of women from the Women's Ministries group.

She should be aware of program needs, have vision for what can be done and be effective in coordinating those responsible for the programs. If necessary, she should be able to take leadership for the program.

She should keep updated and available Women's Ministries Resources. She will continually search for new ideas. She will identify women who can serve on the Planning Council. She should be familiar with "Guidelines for Women's Ministries."

Spiritual Gifts:

Creativity, leadership, encouragement, helps

Talents/Abilities:

Ability to plan and carry out details

Passion:

Creative programming for women

Shepherd:

Home League Secretary or WM Secretary

Soldiership Required:

No. Commissioned or warranted position

Commitment:

2 years renewable preferred

CORPS MINISTRY POSITION DESCRIPTION

THE SALVATION ARMY



Position:

Focus Group Leader

Ministry Description:

The Focus Group Leader is responsible for the aspect of Women's Ministries where a group is formed to meet a specific need or interest. For example: Women's Bible Study, Moms & Tots, exercise, scrapbooking, Parenting Teenagers, Cooking on a Budget, etc. It is possible to either assign one person to set up the groups and coordinate several focus groups under the interest of Women's Ministries or to find individual leaders for specific groups.

The leader will ensure the focus group program is planned and implemented, and be responsible for the funds of the group if there is no treasurer. If possible, she will engage other women to help in the logistics of the group and should use the model of other local officer positions to involve people in the functioning of the group.

She should encourage the women, showing concern for their spiritual, emotional, social and physical wellbeing. She should find someone to assist in inviting new women and keeping accurate records of attendance, addresses, membership roster, statistics, etc.

She will coordinate her programs and plans with the Women's Ministries Secretary/Coordinator and corps officer or as directed.

Spiritual Gifts:

Leadership, encouragement, helps, teaching, service

Talents/Abilities:

Creative, leadership skills, friendly, enthusiastic about the subject of the focus group

Passion:

Women's programming

Shepherd:

Corps officer, Women's Ministries Secretary

Soldiership Required:

No. Commissioned or warranted position

Commitment:

Length of Focus group or up to two years renewable

CORPS MINISTRY POSITION DESCRIPTION

THE SALVATION ARMY

Position:

Outreach Leader

Ministry Description:

The Outreach Leader will be responsible to plan short term groups, special programs or activities to attract women who are not currently members of a women's ministry group or are unchurched. She will find ways to bridge with non-Christians helping them to find spiritual comfort, fellowship and purpose in The Salvation Army. If interest in the "short term" group continues, the group may evolve into a focus group with membership and another woman may take over its leadership.

Where possible she will use the resources available to offer creative and meaningful methods of reaching women in a holistic manner.

She will coordinate her programs and plans with the Women's Ministries Secretary and corps officer. She will keep a list of women attending, record statistics and manage finances in the approved way.

Spiritual Gifts:

Evangelism, Encouragement, Teaching

Talents/Abilities:

Compassionate and relational, creative

Passion:

Caring for women, evangelism

Shepherd:

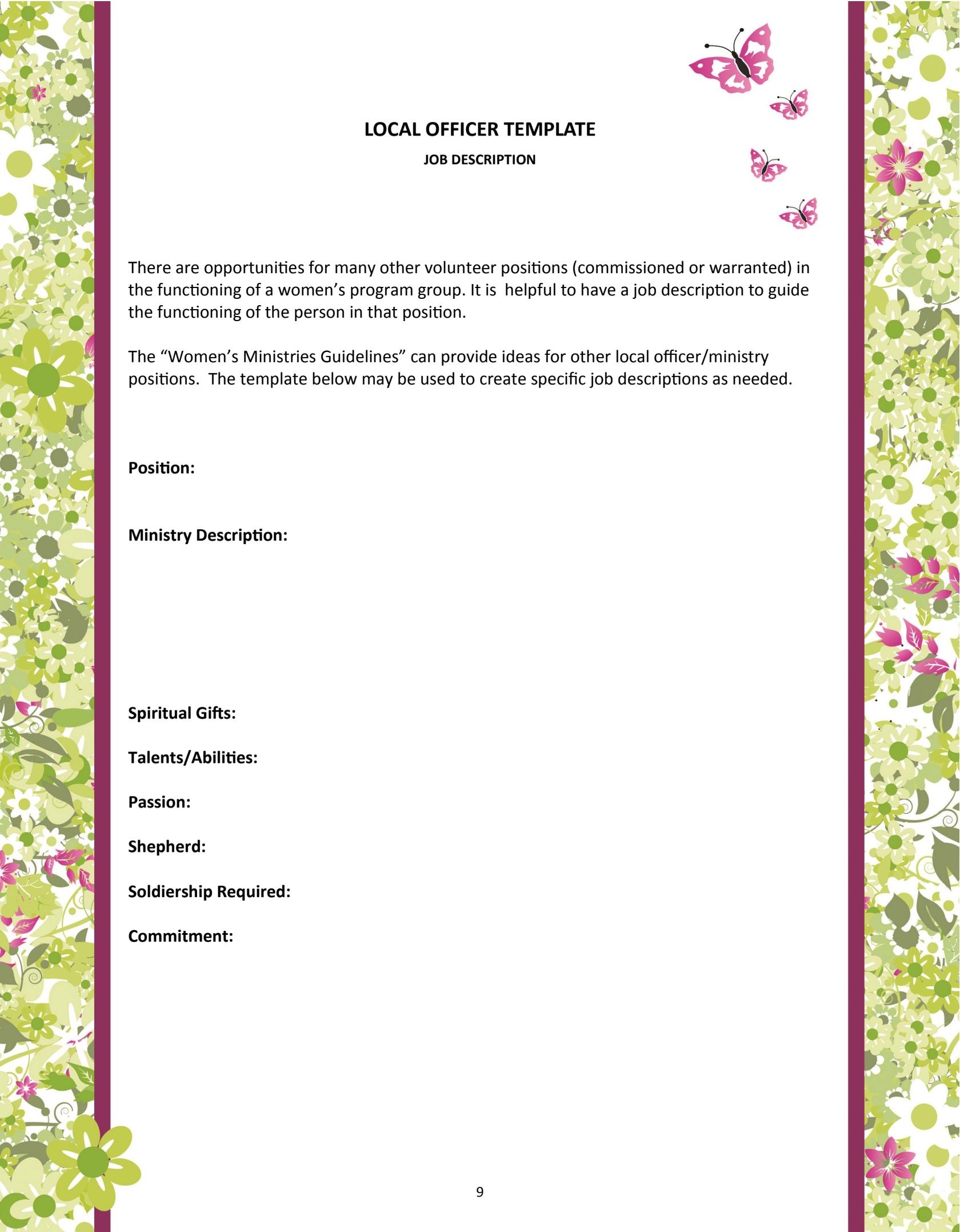
Corps officers, Women's Ministries Secretary

Soldiership Required:

No. Commissioned or warranted position

Commitment:

1 to 2 years renewable preferred



LOCAL OFFICER TEMPLATE

JOB DESCRIPTION

There are opportunities for many other volunteer positions (commissioned or warranted) in the functioning of a women's program group. It is helpful to have a job description to guide the functioning of the person in that position.

The "Women's Ministries Guidelines" can provide ideas for other local officer/ministry positions. The template below may be used to create specific job descriptions as needed.

Position:

Ministry Description:

Spiritual Gifts:

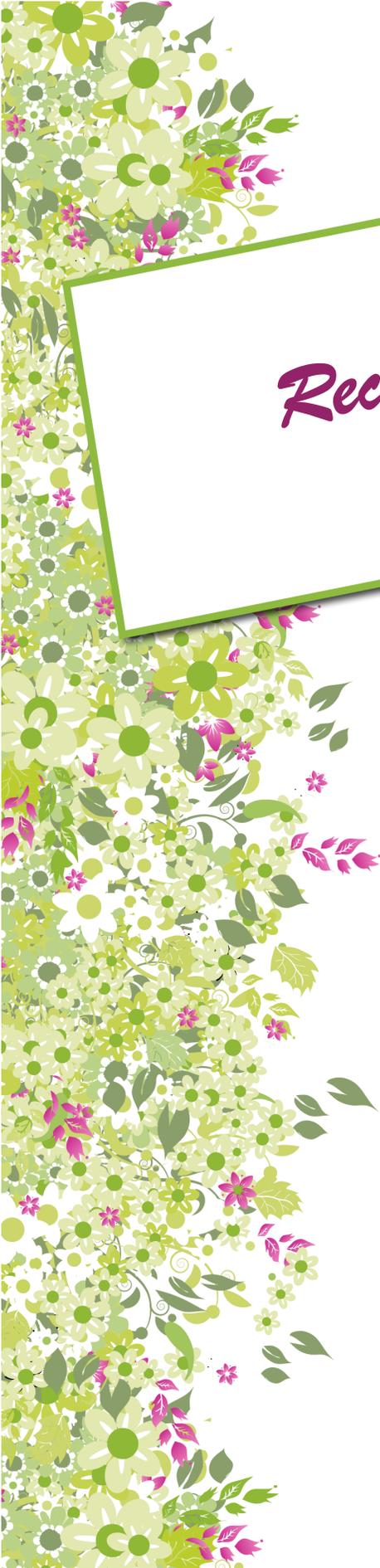
Talents/Abilities:

Passion:

Shepherd:

Soldiership Required:

Commitment:



Records

Guidelines for Women's Ministries

Records

A. Accountability

Accountability provides tools to analyze and evaluate Women's Ministries particularly in regard to membership, attendance and stewardship of resources. It further helps the local corps to get a clear picture of the effectiveness of Women's Ministries in their community.

B. Statistical Reporting

The CCSR Program Code #99 is specifically for reporting Women's Ministries. This allows all activity for Women's Ministries to be reported in one program.

3001 - There are four Option Codes for use with the CCSR line 3001 Reports. They are as follows:

3001-85 Fourfold

3001-86 Focus

3001-87 Outreach

3001-88 Women's Ministries Other

3002 - Divisional Headquarters Use Only. Record the number of Women's Ministries events, such as camps, rallies, retreats, conventions, and institutes. Record number of delegates (as the attendance) as well as volunteer hours.

3005 – Families linked to Corps through Women's Ministries. Record the number of new families linked to the corps as a direct result of a Women's Ministries program. For example, a member/participant of the Women's Ministries program has invited a family to attend a meeting or event of the program. This family is counted as one family linked to the corps through Women's Ministries.

The following lines will make it possible for corps to track the number of soldiers,

adherents and seekers as a direct result of Women's Ministries:

1510 - Members and Participants Made Soldiers through Women's Ministries.

Record the number of new soldiers added to the corps as a direct result of a Women's Ministries program.

1515 - Members and Participants Made Adherents through Women's Ministries.

Record the number of new adherents added to the corps as a direct result of a Women's Ministries program.

2405 - Adult Seekers Section I – Record names of seekers 16 years of age or over, **NOT** entered in the Seekers' Register during the preceding 12 months, and not listed on the Recruits or Soldiers' Roll of any Salvation Army Corps.

2410 - Adult Seekers Section 2 – Record names of seekers 16 years of age and over, previously entered in the Seekers' Register during the preceding 12 months, or listed on the Recruits' or Soldiers' Roll.

C. Memberships – Members and Participants

Membership in Women's Ministries is open to all women 16 years of age and over who have attended a minimum of four meetings, not necessarily consecutively. Record **only** women currently on Fourfold or Focus roll on the CCSR - line 3001, under the appropriate option code (Fourfold -85, Focus-86). This number must agree with the membership reported on the WM Comprehensive Unduplicated Roll Database.

Participants are women who take part in a Women's Ministries group (Fourfold, Focus or Outreach) who are 16 years of age (as of October 1, 2015) and older, who have either chosen not to become "members" or have not yet met the requirement of membership. Participants may become members.

No membership will be recorded under the Outreach or Women's Ministries Other Option Codes. However, while Outreach groups do not maintain membership, they should maintain a roster on the WM Comprehensive Unduplicated Roll Database (names, addresses and phone numbers) as Participants.

Revising the Rolls – Women’s Ministries members may be added at any time during the year.

Women who have attended a Fourfold or Focus group within the past 12 months are retained as members. Before removing a woman who has been absent for more than 12 months it is assumed that they have been visited or contacted and encouraged to return. Other reasons to remove members or participants are that they have:

1. Died
2. Left the corps area and/or transferred
3. Requested non-renewal

4. A member may be transferred at any time and added immediately to the new Comprehensive Unduplicated Roll. They are removed from the roll by the Divisional Director of Women’s Ministries, Divisional Women’s Ministries Secretary or Assistant Divisional Women’s Ministries Secretary at the Annual Review and Revision. **If any other officers conduct the review, permission must be received in advance by territorial administration.**

D. Meetings

1. Regular Women’s Ministries will be scheduled as follows
 - a. Fourfold group(s) will schedule and hold weekly meetings. A minimum of 44 weekly meetings must be held per year. Report meetings and attendances on CCSR report line 3001-85.
 - b. Focus group(s) will report meetings and attendances on CCSR report line 3001-86. If a cluster of Focus groups replace the balanced fourfold program, a Focus group meeting would be scheduled and held weekly for a minimum of 44 weeks of the year.
 - c. Outreach group(s) report meetings and attendances on CCSR line 3001-87. There is not a minimum/maximum number of meetings required.
2. Make-Up Meetings
 - a. Regularly scheduled meetings may be made up if there is a change in the corps schedule or a cancellation of a meeting due to severe weather.
 - b. Make-up meetings should be held within the quarter, or if the missed meeting occurs in the last week of the quarter, within the following month.

- c. When a make-up meeting is held in the same week as a regularly scheduled meeting, report two (2) meetings and two (2) attendances.

3. Corps Evangelistic Meetings

- a. When a Corps Evangelistic Meeting is held during the time of a regularly scheduled Women's Ministries meeting, report one (1) meeting on the CCSR report, line 3001 under the appropriate option code (see "B" Statistical Reporting). Count **all the women** present as the attendance for the regular scheduled meeting.
- b. If the Women's Ministries serves refreshments after the Corps Evangelistic Meeting, report as one (1) meeting and the number of women who helped with the refreshments (advance preparation, serving or clean-up) on the CCSR report, line 3001-88. **Men and children present should be counted on CCSR report, line 2335 or 2280. Please do not include them in the Women's Ministries Statistics.**
- c. When a Corps Evangelistic Meeting is held in addition to the regularly scheduled Women's Ministries meeting and refreshments are not served by the Women's Ministries, the statistics are counted on the CCSR, line 2335 or 2280.

4. Family Activity

- a. Women's Ministries is encouraged to sponsor and support Family Activities.
- b. When it is held at the time of the regularly scheduled meeting, the meeting and all women who are present are recorded on the CCSR report, line 3001 under the appropriate option code (see "B" Statistical Reporting).
- c. When it is held at another time during the week, it is recorded on the CCSR report, line 3220 as one (1) meeting with the total attendance. All women who assist or serve are recorded on CCSR, line 3001-88 (Women's Ministries Other)
- d. Only one Family Activity may be recorded each quarter.

5. Fund-Raising

- a. Women's Ministries also conducts fund-raising events such as Bazaars and Sales to which the public is invited as well as the people of the corps.
 - Report one (1) meeting and the women assisting with the activity as the attendance under the appropriate option code (Fourfold -85, Focus-86).

6. Women's Ministries Other Meetings (3001-88)

- a. Any meeting, other than a regularly scheduled Fourfold or Focus Group, is recorded on CCSR line 3001-88 Women's Other Meeting with the following exceptions:
 - Make-up Meetings (See Meetings #2)
 - Corps Evangelistic Meetings (see Meetings #3)
 - Family Activity (See Meetings #4)
- b. Other meetings recorded on CCSR line 3001-88 include Women's Ministries sponsored programs and/or activities such as:
 - Quarterly Planning Councils
 - Committee Meetings
 - Chorus Rehearsals
 - Mother and Daughter Banquets
 - Cleaning Bees, etc.
- c. On occasion Women's Ministries assists or serves at activities and programs. Report the number of meetings on CCSR report, line 3001-88. Only women assisting in the preparation and serving, etc. of these activities are to be reported. The number and attendances of these activities and programs are to be reported on the appropriate lines of the CCSR report (see notations) ***If uncertain contact your divisional statistician.***
 - Corps Dinners—including holiday refreshments (3220)
 - Dinners for Youth Groups (3220)
 - Refreshments for Vacation Bible School (2340)
 - Advisory Board Dinners (4115)
 - Meals for Bereaved Families (3220)
 - Wedding Receptions (3220)
- d. If several Other Meetings are held during the week, report the number of meetings and the combined attendances on CCSR report, line 3001-88.

E. Outreach Groups

1. Outreach groups are short term, experimental faith ventures which meet in addition to the Fourfold or Focus group(s). They may include:
 - a. Bible Study
 - b. Baby Song – bringing young mothers & infants together to enjoy music and learn parenting skills

- c. Cooking Classes
 - d. Craft Classes – scrapbooking, sewing, ceramics, quilting
 - e. Exercise Classes
 - f. Other
2. Meetings and attendances are recorded on CCSR report line 3001 option code 87.
 3. While this group does not maintain a membership, they should maintain a roster of names, addresses and phone numbers. This information will be included on the Women’s Ministries Comprehensive Unduplicated Roll.

F. Special Events and Activities

1. Annual Women’s Sunday
 - a. The fourth Sunday in October is designated as Women’s Sunday and is to be observed by each corps.
 - b. When the Women’s Sunday meeting is conducted Sunday morning it is reported as the Sunday morning meeting CCSR report line, 2200. **It is not reported as a Women’s Ministries statistic.**
 - c. When the Women’s Sunday meeting is conducted Sunday evening, it is reported as the Sunday evening meeting CCSR report line 2275. **It is not reported as a Women’s Ministries statistic.**
 - d. If a Women’s Ministries Appreciation Dinner, Luncheon or Tea is conducted it is recorded on the CCSR report line 3001 under the appropriate option code. (Fourfold – 85, Focus – 86).
 - e. The collection for all women’s meetings on Women’s Sunday will be considered Senior Meeting income.
 - f. You need the following information for the spring Women’s Ministries six-month report: Number of meetings conducted, number of women attending all meetings and total attendance of meetings (including men, women and children).
2. Annual Women’s Ministries Meeting
 - a. An Annual Women’s Ministries Meeting may be planned by each individual Women’s Ministries group or one combined meeting. (see, Section 2, page 4)
 - b. It is recorded on the CCSR report, line 3001 under the appropriate option code (Fourfold – 85, Focus – 86).
3. Membership/Visitation Campaigns
 - a. A membership/visitation Campaign is to be conducted at least once a year.

- b. Report visitation as one meeting and the number of members/participants' visiting on CCSR report line 3001 under the appropriate option code (Fourfold – 85, Focus – 86).
 - c. Visitation is reported on the CCSR report:
 - Line 2460 – Others (for number of hours of visitation)
 - Line 2470 – Total Persons Visited
4. Women's Ministries Rallies and Camps
- a. Women's Ministries members should be encouraged to attend Divisional Women's Ministries rallies and camps.
 - b. Attendance at a Divisional Women's Ministries rally or camp is recorded on CCSR report line 3001 under the appropriate option code (Fourfold – 85, Focus – 86) as one (1) meeting and the number of delegates as the attendance.
 - c. If attendance at a Divisional Women's Ministries rally or camp is held over a Sunday, delegates should be counted in the corps Sunday statistics (Sunday School 2100; Holiness 2200).
5. Mini-Institutes
- a. Sectional Mini-Institutes may be conducted in conjunction with the Annual Review and Revision.
 - b. Attendance at a Mini-Institute is recorded on CCSR report line 3001 under the appropriate option code (Fourfold – 85, Focus – 86), as one (1) meeting and the number of delegates as the attendance.

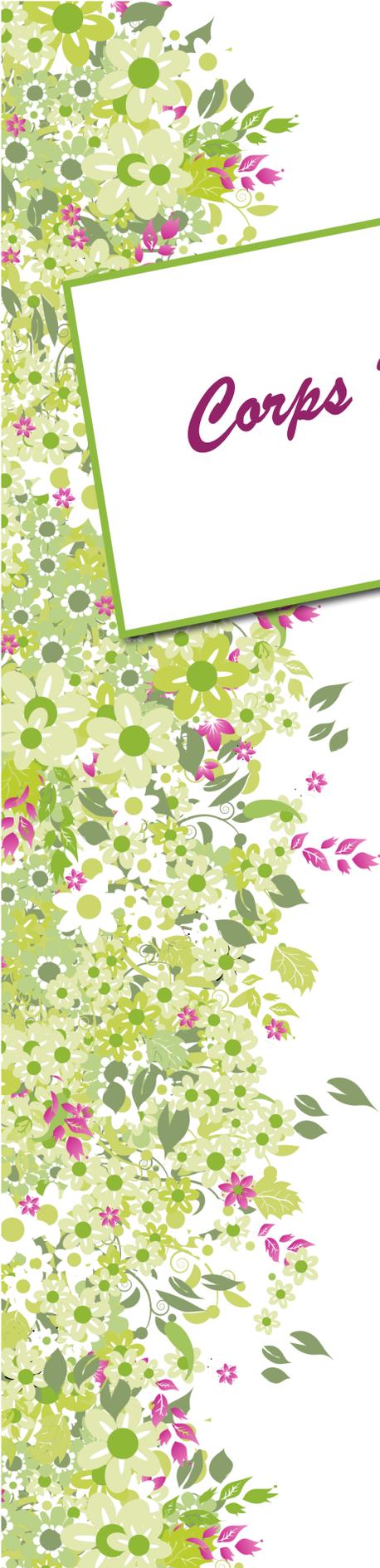
G. New Women's Ministries

1. A Women's Ministries will be established in every corps.
2. With the opening of a new corps, Women's Ministries are to be organized as soon as possible in consultation with the Divisional Director of Women's Ministries.
3. Any group of women meeting in a new corps with the prospect of organizing a Women's Ministries, or that would develop into a Women's Ministries, should be reported on CCSR report line 3001-87 Outreach.
4. A roster of names, addresses and phone numbers will be maintained at the corps for all participants on the WM Comprehensive Unduplicated Roll.
5. Once the Women's Ministries has been established the membership, meetings and attendances will be reported on CCSR report line 3001 under the appropriate option code (Fourfold – 85, Focus – 86). Additional Outreach groups are optional.

H. Volunteer Hours

1. A volunteer is a worker rendering service to The Army for which she is not paid (CCSR Definitions, page 12, Hours Served by All Volunteer Persons.)
2. Hours of service given for preparation and leading regularly scheduled meetings by Women's Ministries local officers, warranted leaders and members, are recorded as Volunteer Hours on CCSR report line 3001 under the appropriate option code.
3. Attendance of women at regular scheduled meetings is not recorded as Volunteer Hours.
4. The hours of service given by women during Other Meetings, i.e., preparing and serving meals, cleaning bees, Quarterly Planning Council, Committee Meetings, etc., are reported as Volunteer Hours on the CCSR report, line 3001-88

(Updated 8/20/2012 USC WM)



Corps Reports

Guidelines for Women's Ministries

Corps Reports

Corps Reports are located:

USC Corps Officer Report Book Database

**(NOTE: all Women's Ministries reports are due
at the discretion of the individual division)**

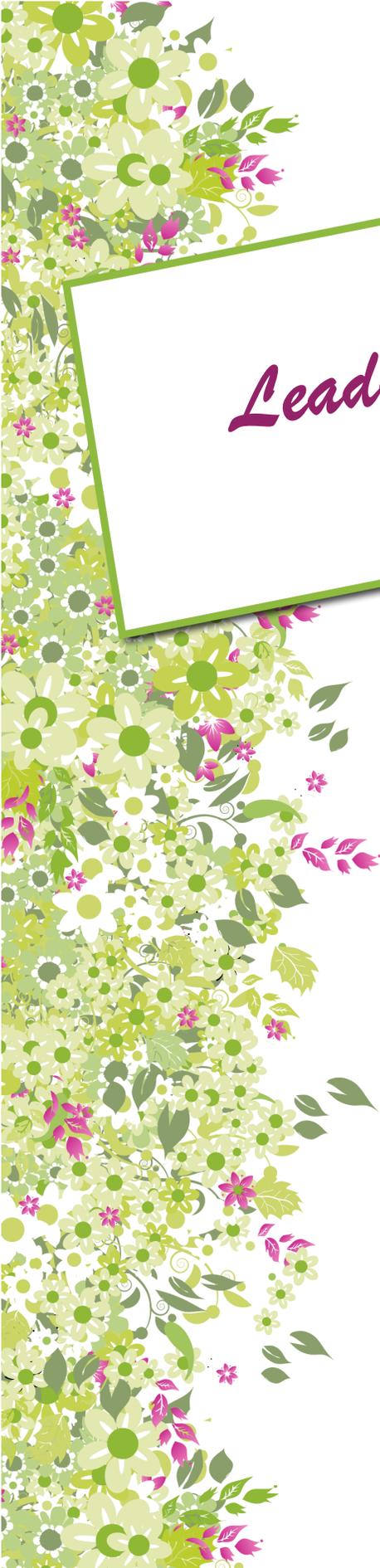
6-Month Report— International Self Denial World Mission Fund

12-Month Report—Women's Sunday & Harvest Festival

NOTE:

Save corps reports on your computer in a file you create named
"REPORTS" use the topic and the corps name.

Submit saved reports via lotus notes to the DWMS.



Leadership

Evaluating Your Leadership As a Women's Ministry Leader

Julia Bettencourt

Although a lot of times, good leaders seem to be just born with great leadership qualities, it doesn't take away from the fact that some people can become great leaders just by working at it. Look over the following things. Some of these you may already possess, but others you may just need to make a point of working at to be on your way to becoming a great women's leader in your local church.

1. **Are You Friendly?** Friendliness is one of the major things that the women in your church will notice if you are their leader. Nobody likes an unfriendly person. Reach out to the women in your church. Greet them. Talk to them. Have fellowship with them.
2. **How's Your Smile-O-Meter?** A leader that doesn't smile usually brings others down around them. A smile and a pleasant facial expression can go a long way in your role of leadership.
3. **Are You An Encourager?** A great leader has a way of uplifting others. Each of the women in your church are at different stages and all need that extra spark of encouragement right where they are at in their life.
4. **How's Your Attitude?** Everyone can tell if you have a bad attitude about something, whether it is personal or whether it revolves around your church. Don't let a bad attitude affect your ministry of leadership.
5. **Are You Committed?** Are you committed to your role of leadership?
6. **How's Your Obedience?** Are you obedient to the Lord in your daily life? If you are going to be a leader of the women in your church, your life must be in tune with the Lord first of all.
7. **How's Your Willingness To Learn?** Do you have a "know it all" perspective? A good leader is always learning from life and from those around them.
8. **How's Your Confidence?** Are you a confident leader? Get organized; learn all you can about what you intend to do in your ministry, hone your skills, and trust in the Lord and it will bring up your confidence level.
9. **How's Your Patience?** Patience will surely come in handy when you are dealing with a lot of different women with different goals and desires, having different perspectives, and walking at different stages in their lives.
10. **How's Your Temper?** When working with other ladies, you will not always agree on everything and sometimes harsh and unkind words may be directed your way as the leader. Have your temper in check beforehand.
11. **Is Your Tongue Tamed?** Nothing will knock you down more notches in the eyes of the ladies of your church than when something inappropriate comes out of your mouth. It

doesn't even have to be something that is unkind; it can just be some little remark that should have been left unsaid.

12. **Are You Organized?** An organized women's ministry is a well-oiled machine and there are less distractions and hang-ups when you make sure everything runs smoothly.
13. **Are You Willing To Serve?** Good leaders are always good at serving too. A big part of women's ministry in the local church is serving the other women.
14. **How's Your Tactfulness?** Sticky situations are inevitably going to come up. Being blunt doesn't usually win people over. Learning to be firm and tactful at the same time is a wonderful trait to strive for in a leader.
15. **Can You Delegate?** A one-woman show never works. It will not only wear you out and wear you down but it will hinder the work you are trying to accomplish. Learn to recognize the gifts of others and allow them to use those gifts. Delegating can be your best friend.
16. **Are You Humble?** A good leader will embody humility. It's the best way to accomplish all you need to do as a leader.
17. **Where's Your Priorities?** Do you have your priorities in order? If you don't, it will not only bring you down, but also the women's ministry you are trying to lead. Remember God first, family second, and ministry third and things will fall into place.
18. **Are You Spirit-Filled?** Being in tune with Christ and walking in the Spirit is a must for a Christian leader of any kind, whether it is women's ministry or any kind of Christian work. Allow for His leading.
19. **Are You A Prayer Warrior?** Don't miss out on the benefits prayer can do for you and your women's ministry. Constant communication with the Lord is a must.
20. **How's Your Witness?** Do you care for the souls around you? A heart to bring others to the saving knowledge of Christ is imperative.
21. **How's Your Vision?** Do you know what you want to accomplish in your leadership role? Set some goals for your women's ministry and for yourself as a leader.
22. **Do You Have Open Ears?** Listening to others is one of the key ingredients to becoming a great leader. Being attentive to hearing the needs, wants, and desires of those around you will help you focus on the issues important to them.
23. **How's Your Confidentiality?** Because you are in leadership, anything someone tells you ought to be held in confidence. Your ladies will naturally feel more at ease with sharing with you just because you are in leadership. Don't take this lightly. Never break a confidence.

Julia Bettencourt's first love is Women's Ministry. She has enjoyed helping others with their church banquet and event planning over the years as well as writing women's devotionals and articles on the subject. Her website started in 2001 and she has been blessed to meet so many women's ministry leaders and pastor's wives that are concerned about women's needs in their churches.

You can find my [devotionals](#), [articles](#), and many [women's ministry themes](#) on the website to help you with your ministry. I enjoy making crafts of all kinds. You'll find many of my crafts, some relating to ministry on my [Made2BCreative Blog](#). I also enjoy drawing web graphics in my computer paint program. You can pick up some of my mouse drawn graphics for your website or blog and visit my [Pinterest Boards](#). This website is a reflection of the gifts and talents that the Lord has blessed me with over the years. I trust that you in turn will be blessed with what the Lord has chosen to lay on my heart to share with you.

Julia accepted Christ as her personal Savior at the age of 9 years old. She has been married for over 25 years and they have been involved in various church ministries.



Leadership Training

“Why is it that He gives us these special abilities to do certain things best? It is that God’s people will be equipped to do better work for Him.” Ephesians 4:12 (Living Bible)

It is important to provide training so the leader will feel comfortable in her new role.

It is essential for the Officer to make certain each new leader is equipped with instructions to aid her with these new responsibilities.

The word “training” can have several meanings. Sometimes it is associated with skills, feelings and attitudes. The College for Officer Training is familiarizing cadets with the basics of Women’s Ministries and the duties of each local officer. After being commissioned, the Officer learns as she instructs others in acquiring desired skills.

There are times when you will be only one step ahead of the one that is being trained. Leaders like to interact with the Officer. They often copy people they like and admire. Therefore, the Officer should be a good example as far as preparation and carrying through is concerned. Most leaders appreciate and follow officers who move along side them as a teammate.

In any group of people, three distinct types can be found:

A. Creators

Creators are the smallest group. They can take an idea, add new or different elements and come up with a concept that appears refreshing and meaningful.

B. Organizers

Organizers are willing to do a job and work with creators to develop an idea into action

C. Doers

Doers are the largest group. They enjoy doing what they are asked to accomplish a larger task to which they are committed. To ask a creator to organize will cause frustration while a doer does not create or organize well.

Match people with positions. Put a woman in a position where she can exercise her gifts. This will motivated her to make a commitment.

Women also fit into other categories:

- A. Those who make things happen
- B. Those to whom things happen
- C. Those who watch things happen
- D. Those who don't even know that things are happening.

The last two make poor leaders. When looking for a person to fill a position, there are certain things to look for.

Everyone has some ability. Identify abilities, and put them to use. This will greatly strengthen the power of your women's ministries group(s).

It is truly difficult to see Officers struggling to do a job by themselves when there are people in the corps who could easily assist or take charge.

How do you find these people? **STOP, LOOK, LISTEN.** Stop long enough to study and analyze the people in the corps. Survey women already coming to your group. Look at what they are doing. LISTEN?

What are their job skills? What do they like to do? What do they do well? Maybe they are trying to suggest that they can serve better in those fields.

Allow people to try their wings and stretch their abilities. Discover and apply all the ability that is there. Help women see their own possibilities and encourage them to try leadership roles. Don't force a job on anyone, this is often the difference between those who become good leaders, and those that are ineffective. Women will perform much better if they are aware of their strengths and feel they are using those abilities as they choose. When you can let people try new things and stretch themselves.

It is important for Officers to see themselves as facilitators, enablers and managers of potential leaders. Be sensitive to the strengths of an individual and amplify them. Skills necessary to work with leaders can be developed in people who have the desire and persistence to help others use their gifts and abilities.

Training is essential and must be based on certain fundamentals. Experience can be related to current tasks. Training involves orientation and skills. The time to train women—leaders is before they take up the task.

Prayerfully consider each position that needs to be filled and do the following :

- A. Make an appointment to outline the position you wish her to fill.
- B. Discuss the real commitment required of the task. Tell her you have prayed about it and feel that God had led you to her.
- C. It is crucial she knows the position required. Explain the responsibilities that go along with the task.
- D. Give the prospective leader the material to be used in her job. Make sure she knows what the job entails.
- E. If she agrees, get a set a time commitment with her. She may want a trial period. Let her observe meetings.

When a person accepts a leadership responsibility make it a special occasion for her. Present the leader at a public meeting. In the leaders presence have other leaders of the women's ministries group stand as a sign of unity. Follow with a prayer or rededication. List names in the bulletin and Corps newsletter. People love to be appreciated. Building

Leadership Resources

Resources for developing leadership skills of Women's Ministries

www.uscwomensministries.com

Kyria.com (also: TodaysChristianWoman.com)

Chosen in Christ, Called to Influence. This website offers leadership articles and practical advice for women in Christian Leadership. Free newsletters and great downloads from their Gifted for Leadership blog are free.

Juliabettencourt.com

The Creative Ladies Ministry website is "a place to uplift and encourage you sprinkled with fun!" Check out these articles: [Evaluating Your Leadership As a Women's Ministry Leader](#) and [A Vision for Volunteers](#).

Justbetweenus.org (also Tellingthetruth.org)

For women with a heart for ministry. Great websites and on-line magazines. Editor is Jill Briscoe. Jill is also the author of the bestselling book: [Designing Effective Women's Ministries](#). "Tellingthetruth.org" also includes material from Stuart and Pete Briscoe.

Teamtk.org

The Salvation Army Ministry Toolkit is a new website where you can download free graphics, devotional and program ideas and resources. You can also upload your own original ideas and programs to share with others.

Group.com

Group Women's Ministries offers Bible Study curriculum, retreat kits, books and program subscriptions.

Lifeway.com

This site provides a variety of resources for purchase, including leadership materials.

Womensministry.net

This website offers forums, icebreakers, articles, program helps and a variety of other resources for Women's Ministries.

Leadership II

Reading Assignments

How about occasionally assigning a good book to your leaders? Open their minds to a current thought-at-large and ask for their feedback. Even short questions at the end of each chapter (or the entire book) can function to broaden your leaders' base of knowledge and insight. Suggested queries might be: "What did you learn about God through this chapter and what did you learn about yourself?" or "How could our ministry benefit from this idea and how would you implement it?" or "What did you find personally challenging about this book and how can I encourage you in that right now?"

Reviews and Updates

Staying in touch with your leaders and learning about their needs will help you best meet those needs and guide your leaders' growth. Schedule quarterly meetings (over a meal is nice) to get together and share. You may want to prepare an evaluation form which can be discussed at the meeting. This form might contain questions such as:

1. What are the key needs of your ministry right now?
2. What are your personal and ministry goals for the next quarter?
3. What was the most successful aspect of the last ministry project your group completed? What was the greatest disappointment?
4. How am I doing as your leader? What do you need me to do differently?

Ask for and expect honesty. Trust your leaders and display interest in facilitating their growth, your own growth and creating excellence in ministry. Scheduled review sessions do not eliminate the need for ongoing reviews, challenge, and communication between you and your leaders. Plan to spend time together discussing ministry and their personal lives and needs. These special times of togetherness can go far in creating a solid bond between you and your leaders.

Entertainment

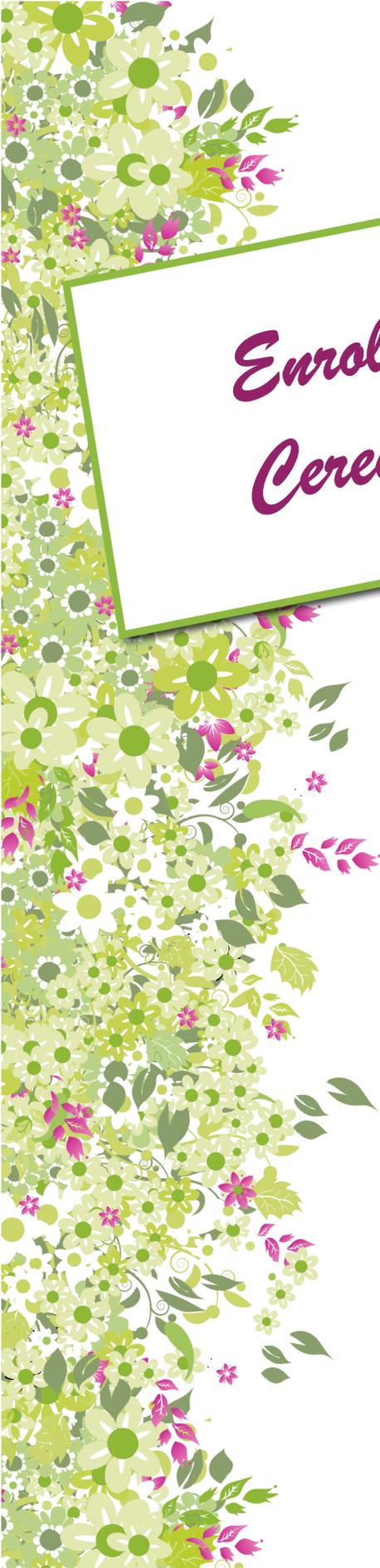
All of us need to put work aside at times and just have fun. Some of the most valuable leadership development will occur when you are not looking. Get your leaders together for a special outing (movie, dinner, or a game night at someone's house). You do not need to enforce

a “no business” rule, simply keep in mind that the goal is to have fun, be together, and show you care.

Conferences/Seminars

A significant learning option is to send leaders to conferences or seminars. Many reputable organizations offer excellent training for leaders, including Walk Through the Bible, Christians for Biblical Equality, Campus Crusade, and Leighton Ford Ministries. (*) Encouraging your leaders to attend other church events can also be helpful and invigorating. They will undoubtedly obtain new ideas and perhaps a deeper appreciation for how your church or organization operates.

- * Please take advantage of any leadership opportunities provided by your region, Divisional Command or Territorial Headquarters.



*Enrollment
Ceremonies*

Building Bouquets of Blessings That Are... Grounded In Christ

**Women's Ministries Enrollment Service
Major Lisa Frost**

Biblical Foundation: Ephesians 3:14-19 (English Standard Version)

For this reason I bow my knees before the Father, from whom every family in heaven and on earth is named, that according to the riches of his glory he may grant you to be strengthened with power through his Spirit in your inner being, so that Christ may dwell in your hearts through faith—that you, being-rooted and **grounded** in love, may have strength to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, that you may be **filled** with all the fullness of God.

Psalm 34:8 (The Message Bible)

Open your mouth and **taste**, open your eyes and see— how good GOD is.
Blessed are you who run to him.

Supplies: Large Coffee Cup Planter, Coffee Beans, A Variety of Packaged Coffees, Espresso, and Flavored Creamers and Syrups. Small Coffee Mugs Filled With Coffee Blessings for New Members.



Leader – Corps Officer:

Oh, I love a good cup of coffee with lots hazelnut creamer. I also love a Starbucks Venti Mocha Chocolate Chip Frappuccino. MMM...Coffee! Coffee can be found in every country around the world. It is one of the largest, most valuable primary products in world trade. You can have it anyway you want it. You can have a cup of hot, black coffee or you can have it with your favorite shot of syrup or cream. You can have a little Java, or some creamy Cappuccino. You can have a little Latte, or a mixed Mocha. Or you can express yourself with an extra shot of Espresso. MMM...Coffee...**grounded, and blended to perfection.**



I can also envision that special place where I enjoy my cup of coffee at home. It's a place where I feel comfortable and relaxed. I also can envision my favorite coffee café where I love to go with my girlfriends to pray, relax, chat, and laugh. A place where I can totally be myself. A place where everything is literally '**good to the last drop**'.

The Salvation Army Women's Ministries is one of the largest women's organizations in the world. Wherever The Salvation Army flag flies, you will find women who are *grounded* in Christ and engaging in a variety of Women's Ministries programs. These programs have been **blended to perfection** to meet the needs of women in their corps, community, and nation.

I would like to invite the women who desire to be a part of this International Sisterhood known as The Salvation Army Women's Ministries to join me.



Women's Ministries Secretary:

Friends, we stand here this day on common '**grounds**' as women who want to savor our time with God and each other. We are women who want to worship, to laugh, to learn, and to share as we grow closer to God and each other. We are women who want to make a difference. We are women of God!

Just as there are many types of coffee beans, coffee brewing methods, coffee syrups, and coffee creamers so there are many ways women can stay **grounded** in Christ. The Salvation Army Women's Ministries offers us that opportunity.



Leader - Corps Officer:

We are women of God who are empowered to be....Aged to Perfection. (Education)

'**Aged to Perfection**' means that someone has gained knowledge and experience through learning, to be known as mature or one in whom excellence can be seen. When coffee

beans have been **'aged to perfection'** they bring forth a **flavorful roast that is simply delicious.**

The Psalmist encourages us to... *"Open your mouth and taste, open your eyes and see—how good GOD is. Blessed are you who run to him."* (Ps. 34:8)

We improve and develop our selves as we learn new truths and principles. We improve and develop our selves as we learn from our own experiences as well as the experiences of other Godly people. When we are constantly learning we bring forth a **flavorful roast in our lives that is simply delicious.**

When we are **'aged to perfection'** we are building beautiful bouquets of blessings that are **'grounded'** in Christ.



Women's Ministries Secretary:

We are women of God who are empowered to be....Daily Infused. (Service)

The daily intake of caffeine varies from one coffee lover to another. Coffee provides the boost of energy needed to sometimes complete daily tasks.

As women of God we are **'daily infused or energized'** by the example of Jesus Christ to serve others around us. Jesus in Matthew 25 reminds us that we will be known by our acts of service. We are to feed the hungry, clothe the naked, befriend strangers, visit prisoners, and care for the sick.

When we are **'daily infused'** we are willing to exchange our lives for others. We are willing to give up being noticed...being right...being comfortable...to serve others in the name of Jesus Christ.

When we are **'daily infused'** we are building beautiful bouquets of blessings that are **'grounded'** in Christ.



Leader - Corps Officer:

We are women of God who are empowered to...."Espress" Ourselves. (Fellowship)

Espresso is not a specific bean or roast level; it is a coffee brewing method. Any bean or roasting level can be used to produce authentic espresso and *different beans have unique flavor profiles lending themselves to different roasting levels and styles.*

We are authentic women of God who are different and unique. We all have different gifts and abilities. We all have different life experiences. In Women's ministries we can celebrate our uniqueness. We can **'espress'** ourselves to be the person He calls us to be. When we **'espress'** ourselves... we want to be in each other's company, to share things together and to help and support each other both physically and spiritually.

In Romans 12: 5-16 we are encouraged to **'esspress'** ourselves by using the gifts He has given us to build up the Body of Christ.

When we are **'expressing'** ourselves we are building beautiful bouquets of blessings that are **'grounded'** in Christ.



Women's Ministries Secretary:

We are women of God who are empowered to be....Filled To The Brim. (Worship)

'Filled to the brim' means to be completely satisfied, and to be as full as possible. Our lives can be **'filled to the brim'** with responsibilities and busyness that quickly drain the life and energy out of our souls. But when we are **'filled to the brim'** with worship for the King of Kings, our lives are overflowing with praise, thanksgiving, joy, peace, and love that give us life to the fullest.

As women of God, we want a soul that's **'filled to the brim'**, too. We want to live the life Jesus dreamed for us when he declared, "I have come that (you) may have life, and have it to the full" (John 10:10).

Light

Women's Ministries Enrollment Service
Lt. Judith Fetzer

This ceremony is interactive, and is intended for use at the conclusion of a Holiness Meeting, or as a stand-alone Women's Ministries program.

Introduction

The Salvation Army Women's Ministries is an exciting organization to be part of. Established in 1907, we are now one of the largest women's organizations in the world. Today we are honoring the newest members of our local Women's Ministries group, (***insert names*). During this Enrollment Ceremony, a number of objects will be used to help us understand what membership means for these ladies, and what God desires for each of us as we journey together.

Fellowship

(***Insert Names*) have been attending Women's Ministries for a number of weeks/months, and have decided they want to become active members. Membership means more than signing a piece of paper; becoming a Women's Ministries member means there is a designated space for you in the hearts of the women in our fellowship. Membership means that when you are absent, we will notice.

Do you remember when strings of Christmas lights were interconnected in such a way that when one little bulb burned out, the entire string would cease to function? Many of us experienced the frustration of taking each bulb out of its socket in order to test for the shortage. Our lives have been so improved by LED lights, because now the lights themselves depend only on the source of power. When one little light burns out, it is easily identified because there is a dark space where there should be light.

We as individuals in this group depend on Jesus Christ alone as our source of power. At the same time, when one of us is missing, hurting or "burning out" we can easily identify the need because there is a dark space where there should be light. Colossians 2:2 tells us that it is good "to be encouraged and knit together by strong ties of love," (NLT).

This string of Christmas lights reminds us that we need on another. Fellowship is one of the four purposes of Women's Ministries.

Invite all Women's Ministries members to take an individual LED light from the holiness table and "plug it in" to the string of lights. Then invite your new members to join, linger a moment as you hand each one her light saying "Welcome to our fellowship." Before the women all return to their seats, pray for loving fellowship to define the Women's Ministries group. Invite ladies to sit before continuing.

Worship

As wonderful as LED lights are, scientists are working on improving them, working on "green" and natural ways to light up our decorations. One study discovered how fireflies make light, and scientists have identified two specific enzymes that combine to make the firefly glow. It is only when these two enzymes mix that the body of the little bug lights up and bring joy to many children who spend their summer nights chasing them.

In the same way, our faith needs to combine with the knowledge of Jesus Christ. It is only when faith and Jesus are combined that a person's life can be transformed and lit up, glowing with the light of God. Read Ephesians 2:8-9.

During this portion, refer to the "FireFly Jar" created ahead of time. Projecting pictures of lightening bugs may also be helpful. For additional information on the research referred to see <http://grist.org/list/the-christmas-lights-of-the-future-will-run-on-firefly-juice/>.

**The light of a firefly reminds us that we each need individual faith in Jesus Christ.
Worship is one of the four purposes of Women's Ministries.**

Service

Christmas lights and fireflies have helped us celebrate the enrollment of our newest members. These two objects have many things in common. Of course we know they are sources of light, but they are also sources of joy for people all over the world. Both fireflies and Christmas lights bring to mind wonderful memories of childhood, and bring a smile of contentment to our hearts.

In the book *Joy, A Gift For God*, (1975) Mother Theresa writes, "Joy is prayer—Joy is strength—Joy is love—Joy is a net of love by which you can catch souls. God loves a cheerful giver. She gives most who gives with joy. The best way to show our gratitude to God and people is to accept everything with joy. A joyful heart is the inevitable result of a

heart burning with love. Never let anything fill you with sorrow as to make you forget the joy of the Christ risen.”

During this portion, lift the net from the Holiness Table.

Our Women’s Groups will do many activities together. Some of the most important things that we do will be in joyful service to others - expressing our knowledge and love for Jesus, and inviting new ladies into our fellowship.

This net reminds us that we need to remember others, and include them with joyful service. Service is one of the four purposes of Women’s Ministries.

Education

During Women’s Ministries we learn new skills, hear from speakers, and go on interesting outings that open our minds to the world God created. Often, our learning takes place through a craft or project –many of us learn by putting our hands to work.

At the conclusion of our Worship Service/Women’s Ministries meeting, you are invited to create your own firefly jar as a reminder of today’s ceremony.

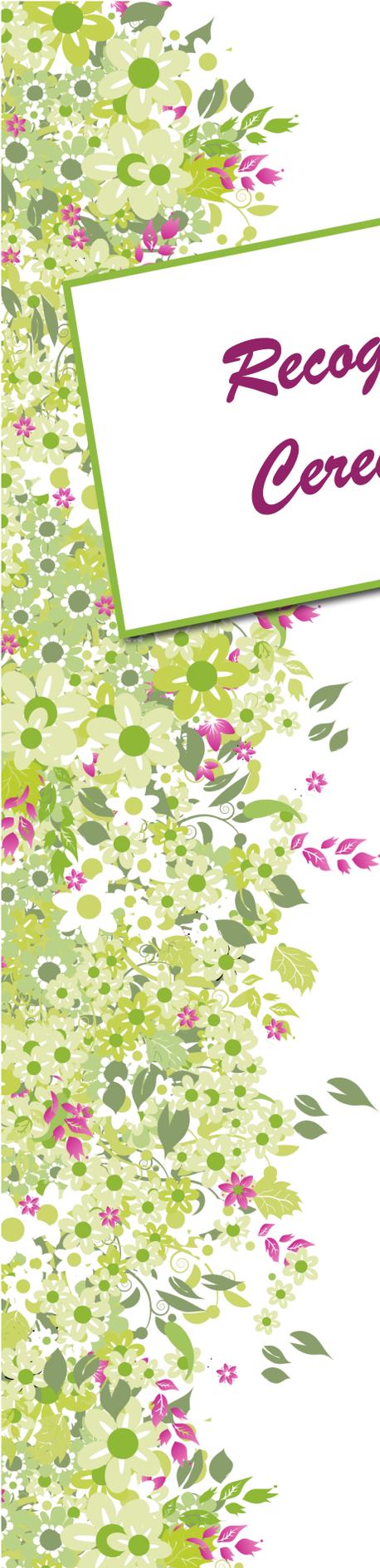
Doing simple crafts reminds us that we are constantly learning new skills and ways of seeing things. Education is one of the four purposes of Women’s Ministries.

Consider concluding your service with songbook song 227 “Are you seeking joys that will not fade.”

Following the service/meeting, have tables and supplies ready for each person to complete his or her own Fire Fly Jar. You may want to put an LED tea light in the bottom of each jar, and attach a tag with Mother Theresa’s quote on one side and Matthew 5:16 on the other.

Conclusion: 227 – Are you seeking joy that will not fade

Benediction



*Recognition
Ceremonies*

Iced Venti

Women's Ministries Recognition Service
Captain Angie Pennington

Ordering a coffee to specifications at Starbucks can be something like learning a foreign language. The choices start easy—do you want it for here or to go, and then start gaining in complexity. Do you want short, tall, grande, or venti; pike, decaf pike, or bold; single, double, triple, or quad shots of espresso poured ristretto, half-caff, stirred, or macchiato style; do you want vanilla, hazelnut, mocha, white chocolate mocha, cinnamon dolce, toffee nut, raspberry, classic, peppermint, caramel, or chai syrup and do you want that skinny or regular; and finally, should your milk be whole, 2%, or nonfat milk? On top of all of that, Starbucks etiquette dictates all of those instructions must be rattled off in rapid fire, as you approach the counter, so as to not hold up the line. Ordering sounds something like this: Venti six shot Starbucks double shot with 4 pumps Vanilla, 2% milk, and whipped OR half-caff, quad ristretto, iced Venti, 3 pump classic, 3 pump Vanilla, extra breve, light ice, Starbucks double shot. Who knew ordering a cup of Joe could be so complicated?

In today's coffee-obsessed world, no two drinks taste alike. And while we might not all agree on what kind of coffee tastes good, we hopefully all can agree on what tastes terrible—because no one likes a bad cup of coffee. Being a good leader is similar—we can each lead in different ways and in our own areas of strength. We all have something to offer and all is pleasing to God. However, a leader that leaves a bitter or sour taste in your mouth is recognizable to everyone. In your leadership role, keep your influence fresh and exciting. Like a new flavor at Starbucks, people will be drawn to your individuality and your positive attitude.

The secret to effective leadership is found in Proverbs 3:5-6: "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight." Jesus is clear about how He wants us to lead: He asks us to make a difference in our world by being effective servant leaders.

As you think about your role in Women's Ministry and the leadership you provide, think about how Jesus might do your job differently than you. As the following scriptures suggest, Jesus wants to do His work in you and through you:



“Come to me, all you who are weary and burdened, and I will give you rest. Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls . . .” {Matthew 11:28-29}

“I am the vine; you are the branches. If a man remains in me and I in him, he will bear much fruit apart from me you can do nothing.”{John 15:5}

“If you remain in me and my words remain in you, ask whatever you wish, and it will be given you.” {John 15:7}

“If you love me, you will obey what I command. And I will ask the Father, and he will give you another counselor to be with you forever—the Spirit of truth. The world cannot accept him because it neither sees him nor knows him. But you know him for he lives with you and will be in you. I will not leave you as orphans; I will come to you.” {John 14:15-18}

Women's Ministries Recognition Skit

By Major Carolyn Schuetz & Lyn Walton

Set-up: table holding framed Scriptures & readings.

Skit/Scene I: Two chattering women enter from the side. They talk about getting together, expressing their reluctance because of time constraints. Exit other side, still talking.

Processional: Soft music. Each leader to be honored will enter, one at a time, as in a wedding procession. As each enters, read a Scripture verse and comment on her spiritual gift. Other leaders may assist. Hand her the framed remembrance.

Q & A: Features interviews, asking pre-planned questions so that each woman has a chance to give something of her testimony.

Devotional: Mary & Martha

Mary and Martha made a place for Jesus; first in their home and then, in their hearts. Think of it: to be able to open your front door and welcome Jesus in for the best meal you could make. What an honor.

While Martha put her whole heart into making Jesus comfortable, Mary "sat at the Lord's feet listening to what he said." Martha pled to Jesus for help, wanting Him to prod Mary to get up and help immediately. Instead--here's the surprise--Jesus answered: "Martha, Martha," . . . "you are worried and upset about many things, but few things are needed—or indeed only one. Mary has chosen what is better, and it will not be taken away from her." (Luke 10:38-42)

Martha already knew *what was needed!* She needed Mary to take responsibility and help! While the words of Jesus must have shocked Martha, He didn't put Martha down for that wonderful service. She was more comfortable being service-oriented.

So often, Jesus surprises. Could it be that He wanted to see both characteristics in Martha—the server and the devoted heart?

True, we need to draw close to Jesus. But you know those wonderful fellowship meals that you enjoyed? They wouldn't happen without Martha. Who did the housework? Who made it happen? As Salvationists we are doers; we are Marthas.

And when we listen to Jesus; we become like Mary, who drew his commendation. It takes effort to be a Martha in your leadership role in the Corps, but it also takes a great deal of effort to be that intentional leader who prays, pouring out your love to Him. He values both.

I challenge you, as Women's Ministry Leaders, to fulfill Christ's mandate. Some occasions call for us to serve groups where we have no time for individual conversations. Those times are needful.

On the other hand, we must have daily time alone with the Lord. And we must be intentional in planning times to speak with individuals, to take time for them. Even if it's sharing a sandwich in the park, we can be that Mary who is sitting at the feet of Jesus, hearing His heart as we listen and pray for another. When we've spent time establishing spiritual relationships with women, later those One Minute Manager moments take on new significance. Often the best gift is the gift of yourself.

Skit/Scene II: Same women sit together, each holding a cup, intent on conversation, voices low. Then, clasping hands and bowing heads, they pray. Leaving, they express how much they needed this time and how they wish they'd done it sooner, even promising to get together again soon. Last words: "Thank you for arranging for my kids to be taken care of; *thank you for giving of yourself.*" Hug and go.

Dedication Prayer: End.

EXAMPLES OF AFFIRMATIONS

(Name of woman) _____, as (name of office or responsibility) _____, you demonstrate (or show) your wonderful gift of _____. (then add personal comment and/or Scripture)

Administration: Mary Woods, as secretary of the Women's Ministries/Home League, you have already demonstrated your administrative ability by organizing woman to complete a number of ministry tasks. We especially enjoyed your Home League program on "The Seder" that you and your committee presented last spring. When I think of you, I think of Moses, and how he delegated the work among other leaders so that none were overloaded (Exodus 18:13-27). I encourage you to continue to promote teamwork among the women of our Corps.

Clerical/Treasurer/Recorder: You are a keeper of details. Remember, it's not "The devil is in the details," but "Faithfulness is in the details." The Bible reminds us: "For the LORD loves the just and will not forsake his *faithful* ones." (Psalm 37:28)

Teaching/Education: "To teach is to touch a life forever." [anonymous] To you I give the Lord's promise: "Now go; I will help you speak and will *teach* you what to say." (Exodus 4:12)

Prayer/Chaplain/Worship: Your gift of prayer is a rich deposit for the Body of Christ, His Church. I challenge you to pray the Scripture, that you may impart great blessings to others in prayer. Ephesians 3:14-21

Crafts/Artists/Fellowship: Exodus 35:26 speaks of "all women whose hearts are *stirred with a skill*," who did their part in crafting the beautiful priest's garments. God called on those who were stirred with a skill in order to build the Temple as well.

Music: Your music expresses joy! Psalm 100

Compassion/Comfort: You've had some troubles in your life, but the Lord is using all that for good. Remember always: "God comforts us in all our troubles, so that we can comfort those in any trouble with the comfort that we ourselves have received from God." 1 Cor. 1:4

Mercy: Thank you for showing mercy. "Be merciful, just as your Father is merciful." Luke 6:36

RESOURCE QUESTIONS FOR Q&A

What is your favorite ministry activity?

What is the most significant thing at the Corps that helps you to grow spiritually?

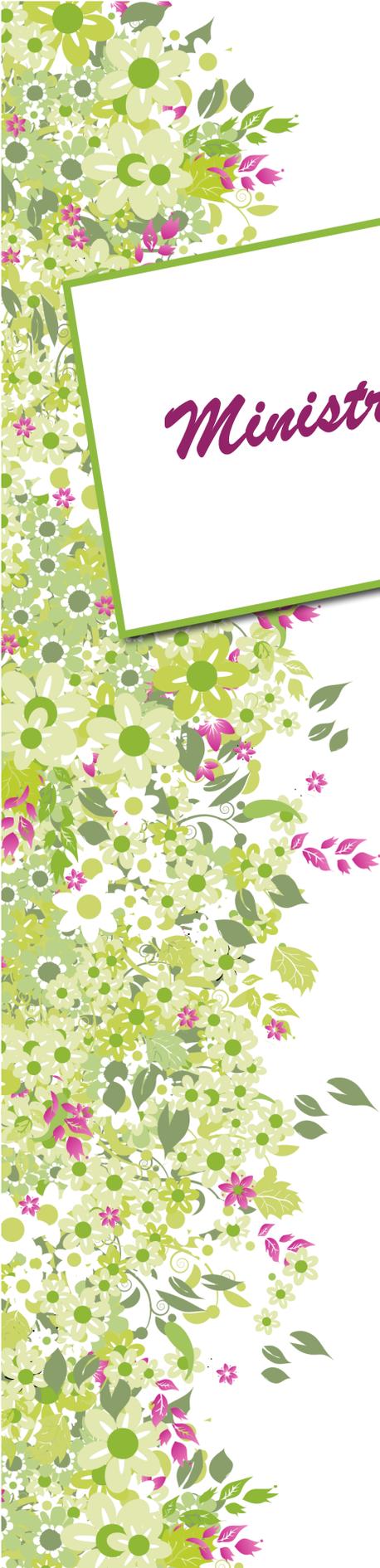
What is your greatest area of fulfillment in your service at the Corps?

What keeps you going when you get bored or tired in doing service for the Lord?

What do you read that inspires you as a leader?

What inspires you to pray?

Who is someone who inspires you to be the best leader and why?



Ministry Menu

Faith Building

Faith Building seeks to bring women to Christ and provide discipleship for spiritual growth. These resources are useful for developing Bible studies and prayer ministries.

Free Sites:

juliabettencourt.com—The Creative Ladies Ministry website is “a place to uplift and encourage you—sprinkled with fun!”

tsamtk.org—The Salvation Army Ministry Toolkit is a new website where you can download free graphics, devotional ideas, program ideas, and Women’s Ministries resources. You can also upload your own original ideas and programs to share with others.

tellingthetruth.org—Jill Briscoe’s website provides free podcasts, downloads and sermons by Jill, Stuart and Pete Briscoe. Jill is also the author of the bestselling book, “Designing Effective Women’s Ministries.”

christianitytoday.com—This site offers Bible study curriculum, including studies specifically for women. These downloadable studies are available for purchase.

toolsformentoring.com—This site offers free Bible study ideas, worship materials and small group prayer resources.

godsquad.com—This is a ministry of campus crusade for Christ ministries and officers articles and resources for ministry.

spirithome.com—This website provides free articles on a variety of topics concerning Bible study, prayer and small groups.

hannahscupboard.com—You can find devotional materials, articles, instructions for prayer walking and prayer groups and a variety of other resources on this site.

Fee Based Sites:

todayschrisianwoman.com (also called Kyria.com) - This website offers uplifting articles and practical advice for Christian women. (Annual Membership—\$19.95)

womenoffaith.com—This website offers information on the popular Women of Faith conferences, as well as a variety of books and music for purchase.

ctainc.com—Christian Tools of Affirmation offers promotional products to help encourage God’s people. Products include candles, pens, bookmarks and other items that include inspirational expressions

group.com—Group Women’s Ministries offers Bible study curriculum, retreat kits, books, and program subscriptions.

womensministry.net—This website offers forums, icebreakers, articles, program helps and a variety of other resources for Women’s Ministries. (Annual \$69.97 or quarterly \$19.97)

christianwomendirectory.com—This website is a directory of various Faith Building Resources for women. (Monthly \$24.99; Annual \$249.00; Lifetime \$999.00)

lifeway.com - This site provides a variety of resources for purchase, including Bible study and prayer curriculum.



Health & Wellness

Health and Wellness programs provide an opportunity to help women develop healthy habits for body, mind and heart. Ideas may include Cooking Clubs, Wellness Groups, Exercise Clubs, Biggest Loser Clubs and Recovery Meetings.

Free Sites:

hungry-girl.com—You will find loads of healthy recipes at this Weight Watchers website. Be inspired to have cooking parties using healthy ingredients.

wellness.com—This website offers to be your “guide to the best of health and wellness.”

nationalwellness.org—This site contains blogs, articles, and other resources to incorporate into your Women’s Ministries.

exercise.about.com—This website contains information about exercise, including target areas, forming groups, etc.

celebraterecovery.com—find resources for recovery from addictions, abuse and other areas of life’s stresses.

Fee Based Sites:

weightwatchers.com—Take advantage of recipes, exercise tips, calorie counting and other ideas from one of the leading organizations in weight management. (Join for \$29.95 plus \$18.95 per month)

tops.org—You will find helpful tips, blogs, online support and other resources for having weight loss groups. (Annual fee is \$29.50)

Interest Groups

Focus Groups can be based on the shared interests of the women in the corps. Ideas include ladies' night out, scrapbooking, crafts, book clubs, life skills, shopping clubs, game clubs, cooking clubs or gardening clubs.

Free Sites:

ehow.com—You can type “Christian girls night out” in the search box and read about many ideas for a fun outing with your women or type in “teach life skills” in the search box and you will find many ideas for teaching life skills to adults.

creativememories.com—This website offers products and tips for scrapbooking, including Faithbooking (incorporating your Christian testimony with scrapbooking.)

scrapbooking.about.com—This site contains blogs and ideas for creating page layouts

bhg.com—The Better Homes and Gardens website is full of ideas for a variety of crafts

mycraftbook.com—This site offers free craft ideas for a variety of mediums.

craftideeas.com—You can find free downloadable craft ideas at this site.

craftbits.com—This website is another resource for free ideas and craft tips.

crossings.com—A great place to find affordable books to use for a book club ministry (You can browse the books without a Membership)

christianbook.com—A great place to find affordable books to use for a book club ministry.

book-Club-Queen.com— This website offers advice and tips for starting a book club, choosing the right book, and other how-to advice for book clubs.

make-my-Christian-life work.com—Here you will find articles, tools, information and encouragement for successful Christian living.

onlineorganizing.com—This site offers advice about organizing your home, office and life.

thriftyfun.com—You can find resources for gardening and craft ideas.

Other interest groups that need little to no preparation are:

Shopping Club— Just shop ‘til you drop!

Game Club—Find out everyone’s favorite games and have fun!

Movie Club—either get a group together to watch a movie at someone’s home or head to the theaters. Plan a time to meet for coffee or dessert to discuss the movie.



Social Ministry

Social Ministry focuses on service, outreach missions and social Issues. Opportunities may include Child Sponsorships, fighting human trafficking, media influences, fighting pornography and service projects

Free Sites:

usc.salvationarmy.org— You can find information about Salvation Army Child Sponsorships through the Territorial website under “World Missions.”

pluggedin.com—learn about the dangers of modern media and find resources to help women make smarter viewing and listening choices.

parentstv.org—the Parents Television Council monitors programs on TV and gives advice to parents.

afa.net—another resource in the fight against immorality in media and culture.

wrapfamily.com—this site offers resources in the fight against pornography.

humanesociety.org—Learn how your group can help rescue or care for animals in your community.

Your Women’s Ministries can offer support to those experiencing difficulties such as blended families, divorce and domestic violence through the following websites:

stepfamilies.info—National Stepfamily Resource Center -This website offers articles and blogs for blended Families.

ncadv.org—The National Coalition Against Domestic Violence website provides fact sheets and articles about preventing, reporting and recovering from domestic violence. (The membership is not needed for information on the website.)

divorcesupport.com—This site contains a variety of resources for those going through divorce such as forums, blogs, chat rooms, articles, etc.

Seasons of Life

*You can plan ministries that focus on the needs of women in various stages of life
(young/single moms, senior citizens, teens and young adults, working women, etc.)*

Free Sites:

mops.org—Mothers of preschoolers is an organization that offers resources to young mothers.

mothersintouch.org—Moms in Touch is an organization of mothers who gather to pray for their children.

ncoa.com—The National Council on Aging offers articles and advice for Seniors

tgma.ag.org—This website offers many resources for young women, including articles and blogs.

cafemom.com—this site offers blogs and articles that are particular to your geographical region.

Fee Based Sites:

aarp.com—This site provides many instructional resources for seniors. (Membership is required: \$16.00 = 1 year; \$43.00 = 3 years; \$63.00 = 5 years)

Special Events

The following resources are helpful for planning Family Events, Parties, Outreach Events, Fundraising and other Special Events.

Free Sites:

sweetmonday.com—“Women’s social on a shoestring...tied to a Generous God.”

womenoffaith.com—Plan to take your women as a group to one of the Women of Faith regional conferences for an inspiring and uplifting weekend.

juliabettencourt.com— The Creative Ladies Ministry website offers many themed events, listed alphabetically by topic. It also offers fundraising ideas.

womensministries.cc/pdf/fund_raising_ideas.pdf—This website offers ideas for fundraising for your women’s groups.

trivia-library.com—This site offers trivial facts and games on a variety of topics for use in special events.

Fee Based Sites:

group.com— Group offers subscriptions that contain many creative program ideas, including user-friendly retreats for local women’s groups.

ideasforwomensministries.com—This site offers many themed ideas for Women’s Ministries programs (You can browse to get ideas for free. Membership is \$24.00 Monthly; \$249.00 Annually or \$999.00 Lifetime.)

Other websites to find games and trivia include:

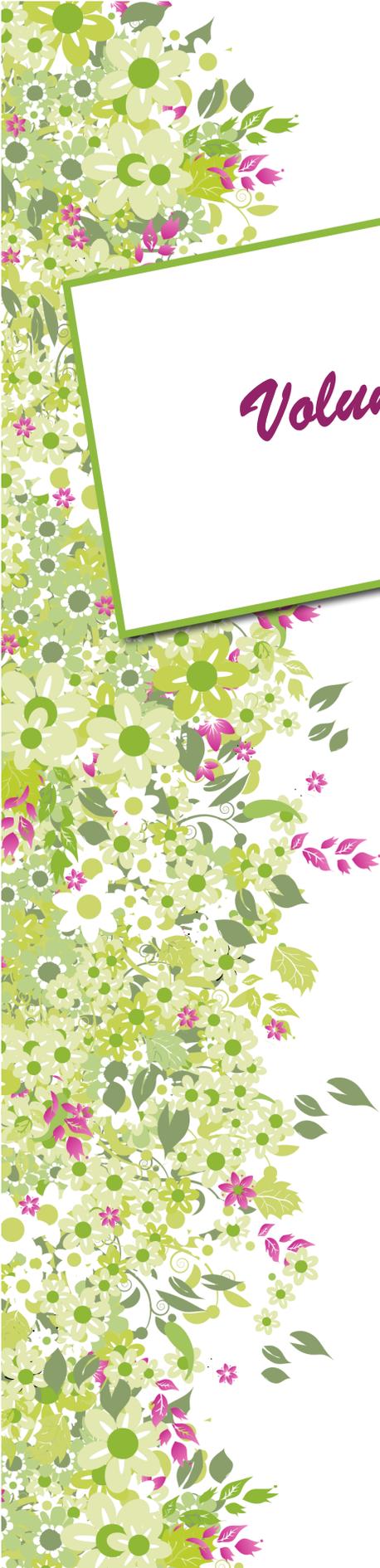
funtrivia.com

partygamecentral.com

party-games-etc.com

mrsparty.com

party-games-4-free.com



Volunteers



A Vision For Volunteers

Julia Bettencourt

What's your vision for your volunteers that participate in your women's groups and activities? Do you look at them as helpers only? How valuable are they to you?

Volunteers are special people. Each one has their own responsibilities, families, and things that take up their time but yet they volunteer some of that time to contribute to their church and women's group. Never take them for granted. See what their contribution can help you accomplish for the Lord!

- ✿ **Participation.** You can't have volunteers without having them participate. If you have a call for volunteers or a meeting for them to show up at then have something for them to do or have jobs or tasks ready to be assigned. Also, if someone volunteers, allow them to participate. I personally think if someone volunteers, there's a reason for it. You may have people volunteer who you'd personally not hand pick yourself, but God might have chosen them. Allow that person to be used. Find something for them to do. Also you may have ladies who've just started attending your church or maybe that doesn't even know the Lord personally. Don't turn them away if they volunteer. Of course you would not want to put them in a leadership position to head a team, teach a lesson or something like that. There are other things like they can be involved in like allowing them to sit with your ladies and make favors or decorations for an event or even to help with set up for an event. This is a great time to allow these ladies to spend time with Christian ladies. Make them want what you have in Christ! You may have all the "spiritual" reasons in the world for not wanting them to participate in some way, but they will not see that. If you tell them no, they can't be a volunteer, they will only see a church that doesn't want their help. A church that doesn't reach out and care for them. Most likely, those ladies will probably end up going away, never coming back, and never accepting Christ.
- ✿ **Positions.** Recruiting volunteers can be done in a lot of different ways. It probably mostly depends on your church size. Smaller churches you may just have to open it up to any volunteers. When you have a larger group of ladies to choose from, you can hand pick some volunteers to head up a team for a certain task and then make a call for all volunteers. However you get your volunteers be sure to place them in positions that they can most use their gifts and talents in. You may even want to give out volunteer surveys and ask particular questions about areas they are the most comfortable working in or which they have talents in. Be sure to consider personalities and temperaments when putting teams in place.
- ✿ **Prayer.** Make prayer a part of your planning with your volunteers. Pray for your volunteers as well as have regular prayer time with your volunteers.



Passion. Share your passion for your women's ministry or whatever event or task that is at hand with your volunteers. Be enthusiastic! There's several things listed on the **Promotional Page** (<http://www.juliabettencourt.com/articles/promotion.html>) to get your women's ministry before your church. You'll need that exposure to enlist volunteers.

* **Purpose.** Be sure to share what specific purpose your event or task has. Is there special meaning to it? Is there a special message that you are trying to get across? What do you see God doing through your event or task? Let your volunteers get motivated and encouraged by those things.

* **Possession.** Allow your volunteers to take possession of the event or task. When someone feels like they take ownership, it will give them an extra desire to do their best.

* **Planning.** Be sure that you as a leader takes charge of planning. When you are organized, your volunteers feel more comfortable in the tasks that they will be doing. Set regular times for planning meetings with your volunteers before an event. Check up on progress, deal with any problems, and assign individual tasks. Everyone should know what their particular job is and when it should be finished.

* **Preparation.** Be sure your volunteers have everything they need to accomplish their tasks. Let your volunteers know ahead of time what the chain of command is, the policy for requesting checks, and any information they may need to accomplish their part. If they need supplies for a task be sure it's on hand for them or that they have the money to purchase their supplies. There's nothing worse than for volunteers to show up at a working meeting and not have the supplies they need to move forward.

* **Power.** Give your volunteers the power to finish their tasks. It's nice as a leader to be able to have the final say but don't stifle your volunteers. Allow them to use their talents and gifts. Sometimes it requires not having things your way or just as you envisioned. There's always going to have to be some give and take. There are some things you may never want to compromise on because you feel it's too important an issue and want it handled a certain way, but there are times when you are going to have to allow your volunteers some decisions on their own. If you find yourself constantly in "need" of having to have things your way, you may want to step back and take another look at things. Volunteers don't work well under overbearing leaders.

* **Provision.** Take care of your volunteers. If you schedule a workday and it goes through lunch be sure to feed your helpers! Sandwiches and salad or a big pot of chili or soup, along with crackers and the fixings are great meals for this as it doesn't require a lot of clean up. Take-out is another option if it's in your budget. Remember to have bottles of water or a place to get water to drink and the coffee



pot going. If you only need snacks, think about using something like nuts and dried fruit or some type of trail mix. Use something with protein as a booster for your ladies. Get to know your volunteers and find out what they like to snack on. Set bowls of M&Ms and nuts on the table for your ladies to dig into if you'll be meeting around a table such as for a planning meeting. Be sure to have the air or heat on ahead of your work time if needed.

- ✿ **Peace.** Keep the peace! Don't allow arguing to creep in. Sometimes when you get together and everyone has a lot of ideas going in a lot of directions, it can become difficult. Make sure everyone is getting along and working with the right people. Hopefully, when you put your teams together you've put together people that work well together but there may be times when everyone is working on a big project all together or times when a team can hit a road-block.
- ✿ **Patience.** As a leader you will need to be patient with volunteers. Remember, they will not always be working on your time schedule. They each have their own issues, families, and responsibilities. Expecting each volunteer to be at every meeting you hold is great in theory but remember things will not always work as you intended.
- ✿ **Practicality.** Don't expect your volunteers to work miracles, even though sometimes it may seem like some of them do! Be practical and have a reasonable vision according to time-frames and what they have to work with.
- ✿ **Please.** Don't forget to use that "please" word constantly with your volunteers.
- ✿ **Praise.** Be sure to praise your volunteers. Not just in private, although that's important too, but be sure to acknowledge them in public from time to time. Have your pastor recognize them in your main services after an event. If you have a screen in your church which projects announcements and such, add in a thank you to your volunteers from time to time. If you have a church website, see about making a page to honor your volunteers. See the **Candy Notes for Volunteers Page** (<http://www.juliabettencourt.com/helps/candysayings2.html>).
- ✿ **Pats.** Give your volunteers those little pats on the back that they need from time to time. Sometimes it is the little things that make a big difference. Give cards, emails, and even smiles to your volunteers. Sending thank yous is a must but also remember special days such as birthdays and anniversaries. It shows you care on a personal level. What a great pat on the back! Make it a point to ask volunteers about their children, family, and work. Show your concern for them in a personal way. **See the Motivation and Encouragement Page** (<http://www.juliabettencourt.com/helps/encouragementlist.html>) for ideas.
- ✿ **Perspective.** Remind your volunteers Who they are ultimately serving. Gentle reminders that this event or project is for the Lord helps give perspective. A volunteer's service is not just to you as a leader or to their leadership team but it is for the Lord.



* **Play.** Have some time to get together with your volunteers that doesn't involve making 300 favors, decorating 20 tables, building sets for an event, and above that doesn't require clean up. Have some play time! Invite the volunteers to your home and have a chick flick or take them all out to coffee and don't discuss work but rather blessings and have a genuine time of fellowship. It's a great way to get to know them better in a relaxed atmosphere.

* **Presentation.** From time to time honor your volunteers in a big way by presenting them with the thanks they deserve. Have either a banquet just for them or honor them during one of your big events such as your yearly ladies retreat or even at Christmas. Having your banquet at a restaurant is usually a great choice for a Volunteer Banquet because that way no one has to "volunteer" to make preparations for it. Your church may decide to have a presentation for your volunteers during a main service.

See the **Volunteer Theme Page**
(<http://www.juliabettencourt.com/themes/volunteertheme.html>)
for more ideas.

Copyright ©2010 Julia Bettencourt
www.juliabettencourt.com

