

Crossroads Presbyterian Church

Women's Ministries By-Laws

Article 1 **Name**

This organization shall be known as the Women's Ministries of Crossroads Presbyterian Church, Potomac Presbytery, Presbyterian Church in America.

Article 2 **Purpose**

The purpose of the Women's Ministries is to provide opportunities for women to grow in the love and knowledge of Christ and to equip and encourage one another so that we may exercise our faith, fulfilling our biblical roles in the family, congregation, community, and the world.

Article 3 **Authority**

The Women's Ministries shall be under the authority of the Session of Crossroads Presbyterian Church.

Article 4 **Participants**

The Women's Ministries programs and events shall seek to reach and include all women who attend Crossroads Presbyterian Church -- members, regular attendees, and visitors. While some programs/events may target members and regular attendees (such as the ministry to new mothers), other programs/events may target visitors.

Article 5 **Women's Ministries Council**

The leaders of the Women's Ministries shall be active members of Crossroads Presbyterian Church who have been approved by the Session. These leaders shall include: the Coordinator, (optional) Secretary, (optional) Treasurer, Publicity Chairman, Discipleship Chairman, Fellowship & Events Chairman, Mercy Ministries Chairman. The Women's Ministries Council will include these leaders and the Advisors (wives of the Teaching Elders on staff).

Each appointed leader shall serve a one-year term. New terms shall begin on June 1 of each year.

Article 6 **Council Meetings**

The Women's Ministries Council shall meet once each month/quarter and additionally as deemed necessary by the Coordinator. Each Council member is expected to make a commitment

to attend all Council meetings. Other persons may attend as deemed necessary or helpful to matters at hand.

Each WM Council member is expected to prepare a report on activities in her area for each council meeting.

Article 7 **Duties of the Women's Ministries Council Members**

The Coordinator shall

- A. Serve a one-year term;
- B. Preside at all meetings of the Women's Ministry Council;
- C. Preside at all general meetings of the Women's Ministries;
- D. Attend ministry meetings as requested and oversee activities of each ministry by working with the Chairmen;
- E. Correspond with Pres-WIC regarding meetings of Pres-WIC and advise appropriate local chairmen of their activities so that information may be distributed in a timely fashion to local church women.
- F. Prepare written quarterly reports for the Session about the activities and events of Women's Ministries. Attend Session meetings if requested by the Session.
- G. Attend periodic church staff meetings, as requested by the Pastoral staff.

The Secretary (optional) shall

- A. Serve a one-year term;
- B. Attend all meetings of the Council. She shall take minutes and distribute them in a timely fashion to all Council members and to the ruling elder in charge of Women's Ministries;
- C. Read minutes of the previous meeting and request approval of them at each Council meeting;
- D. Help as needed with thank you notes and other correspondence.

The Treasurer (optional) shall

- A. Serve a one-year term;
- B. Attend all meetings of the Council and report the financial status of the organization;
- C. Assist in the planning of the annual budget and then submit it to the Session for approval;
- D. Handle receipts for reimbursement of expenses incurred by members in effecting Women's Ministries activities.

The Publicity Chairman shall

- A. Serve a one-year term;
- B. Coordinate all publicity regarding Women's Ministries for church, presbytery, denomination, and community publications in a timely fashion;
- C. Coordinate bulletin inserts, flyers, and posters, making sure information is current, visible, available, and welcoming to both members and visitors;
- D. Oversee the set-up, appearance, staffing, and take-down of the Women's Ministry Information Table each Sunday morning, making sure information is current.
- E. Work with Crossroads staff to update WEB page information and to check periodically for accuracy.

The Discipleship Chairman shall

- A. Serve a one-year term;
- B. Work with the Publicity Chairman to publicize discipleship opportunities for women;
- C. Promote a sense of covenant community by planning purposeful discipleship opportunities;
- D. Coordinate and oversee all Bible study, discipleship, and mentoring groups by
 - 1. Helping select teachers/leaders and submitting their names for Session approval;
 - 2. Coordinating dates, times, and locations of each group;
 - 3. Overseeing the selection and ordering of study materials;
 - 4. Encouraging and supporting the teachers/leaders through regular contact;
 - 5. Visiting each Bible study group at least once during a year;
- E. Prepare a quarterly written report for the Women's Ministries Council.

The Fellowship & Events Chairman shall

- A. Serve a one-year term;
- B. Work with the Publicity Chairman to publicize fellowship opportunities for women;
- C. Promote a sense of covenant community by planning purposeful fellowship events;
- D. Appoint chairpersons and committees as needed and oversee the committee activities of all events;
- E. Help select and oversee chair persons and committees for the Women's Retreat(s);
- F. Prepare a quarterly written report for the Women's Ministries Council.

The Mercy Ministries Chairman shall

- A. Serve a one-year term;
- B. Work with the Publicity Chairman to publicize service opportunities for women;
- C. Promote a sense of service in the covenant community by encouraging proactive service;
- D. Help select or appoint chairpersons and committees for existing and potential ministry areas and oversee the committee activities of all events;
- E. Prepare a quarterly written report for the Women's Ministries Council.

Article 8
By-Laws

By-Laws may be amended by a majority vote of the Women's Ministries Council. Proposed amendments shall be submitted for discussion at least one Council meeting prior to the vote. Changes approved by the Council will be submitted to the Session for approval.

Article 9
Terms of Council Members

Council members, with the exception of the Advisors, will serve for one-year terms from June 1 to May 31.

Article 10
Selection of Council Leaders

Selection of the new Council leaders shall be by the process of a Nominating Committee. Each February the Women's Ministry Council will appoint a nominating committee composed of

at least three WM Council members to identify qualified and willing women for each of the appointed Council seats. The Coordinator will submit this roster of nominees by March first to the Council and then to the Session for appointment. The newly appointed officers and the outgoing officers will have the month of May to transfer turn-over files and other pertinent information.

Article 11 **Recording and Reporting**

Each of the Council Members shall keep accurate records of events and activities in her area throughout the year. A notebook is suggested with descriptions of sub-committees and how their successes were achieved, mistakes made, "standard operating procedures," time-lines, etc. as a turn-over file for the next leader of each ministry.

In addition, each Council Member shall keep a record of names of women who were active in service/leadership in her ministry area. This record will be a useful tool in identifying future leaders for Women's Ministries.