

APPENDIX E

WESLEYAN WOMEN

7300. Purpose: The purpose of Wesleyan Women is to develop mature, godly women who recognize and respond to the spiritual and physical needs of persons worldwide. Core values of the auxiliary include providing fellowship and support for women, motivating a benevolent spirit of generosity, and encouraging a desire for excellence in Christian women's leadership.

7302. Vision Statement: Wesleyan Women doing what we can, when we can (Mark 14:8, The Message).

A. Constitution of Local Wesleyan Women

7306. Article 1. Name. The name of a local organization may be Wesleyan Women of _____ Wesleyan Church or (church name) Wesleyan Women. A registered local organization is called a chapter.

7308. Article 2. Purpose. The local executive committee shall carry out the purposes of the auxiliary by developing an effective women's ministry in their church and providing information, instruction, and guidance. Motivation for benevolence shall be provided by promotion of local, district, and area projects and missions support.

7310. Article 3. Relationship. The chapter shall function as a part of the local Wesleyan Church, be subject to the supervision of the pastor, and be amenable to the local board of administration.

7315. Article 4. Ministries. The executive committee shall plan ministries consistent with the stated purposes of Wesleyan Women.

(1) Chapters are encouraged to develop a variety of ministry cells based on common interests and/or convenient meeting times.

(2) The women of the local church are encouraged to meet annually to evaluate the effectiveness of their ministry.

(3) Women who take part in any women's ministry activities in the local church shall be identified as participants.

7320. Article 5. Finances. Benevolence is a core value of the auxiliary. The local chapter shall cooperate with the district, area, and general organization in promoting and raising funds for administration, approved

ministries, projects, and missions support. All funds raised for district and general projects and missions support are to be sent to the district Wesleyan Women treasurer.

7325. Article 6. Local Wesleyan Women Officers.

(1) **Executive Committee.** It is recommended that the director, assistant director, outreach director, secretary, treasurer and coordinator of Wesleyan Kids for Missions (WKFM) constitute the local executive committee. The pastor is a voting member by virtue of his office.

(a) Registered chapters may choose a leadership team, rather than the traditional officers listed above. This team should be established in cooperation with the pastor and the local board of administration.

(b) The executive committee shall direct the affairs of the chapter and the WKFM, subject to the approval of the local board of administration.

(2) **Other Officers.** Other officers and committees may be elected by the chapter or appointed by the executive committee, subject to approval of the local board of administration.

(3) **Delegates to District Wesleyan Women Convention.** Registered chapters shall be entitled to the following representation at the district convention: director, WKFM coordinator, women pastors, pastor's wife (when a church has multiple staff, she may designate another ministry wife to serve in her place), and at least one elected delegate.

(a) Registered chapters with team leadership may send two leaders (same as local director and local WKFM coordinator) plus the pastor's wife and elected delegate(s) according to the representation system of their district.

(b) The district convention may establish a system of multiple representation from larger registered chapters.

(c) Women's ministry groups (not registered as Wesleyan Women chapters) may send two delegates who shall be voting members of the convention.

(4) **Qualifications.** Executive officers and delegates shall be members of The Wesleyan Church and be active in that chapter's ministry.

(5) **Nominating Committee.** The nominating committee shall consist of three to five members who were elected during the previous year's annual business meeting. The pastor or his representative is a voting member by virtue of his office and shall preside over committee meetings. The nominating committee shall endeavor to present two or more nominations for director. The local board of administration must approve the nominations

for local director and may make other nominations. The nominating committee should endeavor to present two or more nominations for all other elected positions.

(6) **Election Procedures.** Executive officers, delegates, nominating committee members, and other officers shall be elected at an annual business meeting. Executive officers shall be elected by ballot and by majority vote. Other officers and committee members may be voted on or appointed in the manner desired. The election of the executive committee must be ratified by the local board of administration.

(7) **Term of Service.** The initial election of a local director is for one year and reelection thereafter may be for terms of two years. All other officers may serve for one year. However, the local executive committee, in cooperation with the pastor and the local board of administration, may recommend that the chapter vote on whether or not they wish to offer longer terms for their officers. Officers shall serve from the beginning of the district fiscal year through the agreed term or until their successors are elected.

(8) **Amenability and Vacancies.** All chapter officers, committee members, and delegates shall be amenable to the local board of administration, and may be removed for cause or whenever the best interests of the church or the chapter so require by a majority vote of the local board of administration. The local board of administration shall fill a vacancy for director from nominations by the executive committee or by the board. Other vacancies may be filled by the executive committee.

7330. Article 7. Duties of Local Officers.

(1) **Criteria.** Officers shall carry out their duties in keeping with *The Discipline*, the Constitution, and the *Handbook* of Wesleyan Women.

(2) **Local Director.** The local director shall cooperate with the district director, provide leadership to the chapter under the oversight of the pastor, serve as a member of all local Wesleyan Women committees except the nominating committee, report to the local church conference and to the local board of administration as requested, and shall serve as a member of the district Wesleyan Women convention.

(3) **Local Assistant Director.** The assistant director shall cooperate with the director as requested and shall be ready to assume the duties of the director when necessary.

(4) **Local Outreach Director.** The outreach director shall promote local, district, and world outreach ministries and projects.

(5) **Local Secretary.** The secretary shall keep a record of all participants at all Wesleyan Women events and shall record the minutes of all

executive and chapter meetings.

(6) **Local Treasurer.**

(a) **Fiscal Procedures.** The treasurer shall receive, record, and disburse funds raised by the chapter, remitting monthly all funds intended for the district or General Church to the district Wesleyan Women treasurer in keeping with the financial plans of the district and general Wesleyan Women. Funds not sent through Wesleyan Women should be handled by the church treasurer.

(b) **Reports.** The treasurer shall report to the executive committee, the local board of administration, and the local church conference as requested. She shall submit an annual report to the district Wesleyan Women treasurer. The treasurer's books shall be submitted to the local church auditing committee annually or as requested by the local board of administration.

(7) **Local Wesleyan Kids for Missions (WKFM) Coordinator.** The coordinator shall strive to lead boys and girls to Christ, to prepare them for Christian service by the study of the Bible and missions, and to raise funds for worldwide projects. She shall cooperate with the local Wesleyan Women director and executive committee. She shall receive, record, and disburse funds raised by the local WKFM, remitting monthly all funds intended for district or general projects to the district coordinator and submitting financial records to the local church auditing committee. She shall report to the district coordinator, the local church conference, and the local board of administration as requested. The coordinator is a member of the district Wesleyan Women convention.

(8) **Assistant Coordinator of Wesleyan Kids For Missions.** An assistant coordinator may be nominated by the local WKFM coordinator to be approved by the local Wesleyan Women executive committee. The assistant shall cooperate with the coordinator as requested and shall be ready to assume the duties of the coordinator when necessary.

7335. Article 8. Local Wesleyan Kids for Missions. (WKFM).

(1) **Purpose and Relationship.** The Wesleyan Kids for Missions is an auxiliary of Wesleyan Women that seeks to lead boys and girls to Christ, to train them for Christian service by the study of the Bible and missions, to promote among them a true interest in Christian missions, and to raise funds for worldwide evangelism. If there is no local Wesleyan Women, the local board of administration may elect a local WKFM coordinator to provide the WKFM program.

(2) **Membership and Dues.** Active membership shall include all

children through grade six who pay the membership dues. Honorary membership shall be open to all persons who have completed the sixth grade or are over twelve years of age who pay the membership dues. Membership dues shall be approved by the General Board of The Wesleyan Church. For a local WKFM to be organized, there must be members paying the annual membership dues.

(3) **Meetings.** Meetings of the local WKFM shall use program materials produced by the general WKFM coordinator. Offerings will go for projects approved by the general Wesleyan Women executive committee and promoted by the general WKFM coordinator.

B. Constitution of District Wesleyan Women

7340. Article 1. Name. All local chapters within the bounds of a district may be known collectively as Wesleyan Women of the _____ District of The Wesleyan Church.

7345. Article 2. Purpose. The district executive committee shall carry out the purposes of the auxiliary by promoting and helping develop effective women's ministries in all local churches and providing information, instruction, and guidance to chapters. Motivation for benevolence shall be provided by promotion of district, area, and general projects, and missions support.

7350. Article 3. Relationship. The district Wesleyan Women shall be subject to the supervision of the district superintendent and be amenable to the district board of administration.

7355. Article 4. Ministries. The ministries of district Wesleyan Women shall be:

(1) To help develop effective women's ministries in every local church. This ministry will be registered as a chapter, and leadership may be structured as the church chooses. They shall carry out the purposes of Wesleyan Women.

(2) To help develop WKFM units that promote ministry to children and carry out the purposes of Wesleyan Kids For Missions.

7360. Article 5. Finances. Benevolence is a core value of the auxiliary. The district shall cooperate with the local, area, and general organizations in promoting and raising funds for administration, approved ministries, projects, and missions support. All funds received from local chapters or raised by the district for general projects and missions support are to be sent to the general Wesleyan Women office.

7365. Article 6. District Officers.

(1) **Executive Committee.** It is recommended that the director, assistant director, outreach director, secretary, treasurer, and WKFM coordinator constitute the district executive committee. The district superintendent is a voting member by virtue of office.

(a) Some districts may choose to elect a leadership team, rather than the traditional officers listed above. This team should be established in cooperation with the district convention body, the district superintendent, and the district board of administration.

(b) The executive committee shall direct the affairs of the district and the WKFM, subject to the approval of the district board of administration.

(2) **Qualifications.** District officers, committee members, and general convention delegates shall be covenant members of The Wesleyan Church and active in a local chapter.

(3) **Other Officers.** Other officers and committees may be elected as desired.

(4) **Nominating Committee.** The district nominating committee shall consist of three or more members who were elected during the previous year's district convention or appointed by the executive committee. The district superintendent or a representative is a voting member by virtue of his office and shall preside over committee meetings. The nominating committee shall endeavor to present nomination(s) for director. The district board of administration must approve the nomination(s) for district director and may make other nominations. The nominating committee should endeavor to present two or more nominations for all other elected positions. It is recommended that the nominating committee represent the entire district and serve staggered terms. Members shall not serve more than three consecutive years.

(5) **Delegates to General Wesleyan Women Convention.** District delegate(s) and alternate delegates to the general convention shall be elected by ballot at the district convention preceding the general convention. If the last annual session is within sixty days of the opening date of the general convention, the district convention may elect its delegate(s) at the previous session. The (newly elected) district director, district WKFM coordinator, and elected delegate(s) shall be voting members of the general Wesleyan Women convention. If either the director or the WKFM coordinator is unable to attend, her elected assistant shall attend in her place. Alternate delegates shall fill vacancies in the order of their election. The number of

delegates for which each district is eligible will be determined by the general executive committee.

(6) **Election procedure.** Executive officers, delegate(s), and other officers shall be elected at the annual district convention. Executive officers shall be elected by ballot and by majority vote. Other officers, nominating committee members, and other committee members may be elected or appointed as desired. The election of the executive committee must be ratified by the district board of administration.

(7) **Term of Service.** The initial election of a district director is for one year and reelection thereafter may be for terms of two years. All other officers may serve for one year. However, the district executive committee, in cooperation with the district superintendent and the district board of administration, may recommend that delegates to the district convention be given the opportunity to vote on longer terms for their officers. Officers shall serve from the close of the convention through the agreed term or until successors are elected.

(8) **Amenability and Vacancies.** All officers and committee members shall be amenable to the district board of administration and may be removed for cause or when the best interests of Wesleyan Women or the district so require by a majority vote of the district board of administration. The district board of administration shall fill vacancies for director from nomination(s) presented by the district Wesleyan Women executive committee; however, the district board of administration may make other nominations, if desired. Other vacancies may be filled by the executive committee.

7370. Article 7. Duties of District Officers.

(1) **Criteria.** All officers shall carry out their duties in keeping with *The Discipline*, the Constitution, and the *Handbook* of Wesleyan Women.

(2) **District Director.** The director shall cooperate with the General Director and the general executive committee, give leadership to the district Wesleyan Women under the oversight of the district superintendent, preside over executive committee meetings, preside over the district convention unless the General Director or her representative is present and presiding, help organize chapters in every church by working with the pastors and local boards of administration, give leadership to chapter directors, and report to the district conference, the district convention, and the district board of administration as requested. She shall be a voting member of the general Wesleyan Women convention.

(3) **Assistant District Director.** The assistant director shall cooperate with the director as requested and shall be ready to assume the duties of the

director when necessary.

(4) **District Outreach Director.** The outreach director shall be responsible for coordinating local, district and general Wesleyan Women outreach ministries and projects.

(5) **District Secretary.** The secretary shall record the minutes of the district Wesleyan Women convention and of the executive committee meetings. She shall provide materials for the annual district conference journal.

(6) **District Treasurer.** The treasurer shall receive, record, and disburse funds remitted by local treasurers or raised by the district in keeping with the financial plans of the district and general Wesleyan Women. All funds intended for the General Church shall be transferred monthly to the general Wesleyan Women office. The district treasurer shall report to the district executive committee, district convention, district board of administration, and district conference as requested. The treasurer's financial records shall be submitted to the district auditing committee, as directed by the district board of administration.

(7) **District Wesleyan Kids for Missions (WKFM) Coordinator.** The coordinator is encouraged to conduct an annual meeting with local WKFM coordinators for inspiration, fellowship, and instruction. The coordinator shall serve under the oversight of the district director, the district executive committee, and the district superintendent. She shall endeavor to organize units in every church by working with the pastors and the local boards of administration and provide instruction and resources to the local coordinators. The district coordinator shall receive, record, and disburse all funds remitted by local units or raised by the district WKFM in keeping with the financial plans of the district and general WKFM. The coordinator shall report to the district executive committee, the district convention, the district board of administration, and district conference as requested. The WKFM financial records shall be submitted to the district auditing committee, as directed by the district board of administration. An annual report shall be sent to the general coordinator. The district coordinator shall be a voting member of the district and general Wesleyan Women conventions.

(8) **Assistant District Coordinator of Wesleyan Kids For Missions.** An assistant coordinator may be elected by the Wesleyan Women convention body or appointed by the district coordinator subject to the approval of the executive committee. The assistant coordinator shall assist the coordinator as requested and shall be ready to assume the duties of the coordinator when necessary.

7375. Article 8. District Convention.

(1) **Purpose and Organization.** An annual convention shall be held to provide a time of inspiration, motivation, fellowship, and Christian challenge; to receive reports, elect district officers, make recommendations to the district board of administration and/or to the general executive committee; and to care for all district business. The General Director of Wesleyan Women or her representative shall preside over the district convention when present; otherwise, the district director shall preside. The district convention may establish and appoint convention committees as desired. A time and place for the annual convention shall be recommended by the district executive committee and approved by the district board of administration.

(2) **Voting Members of District Wesleyan Women Convention.** District officers, local directors, local WKFM coordinators, elected delegates or alternates, women pastors, the district superintendent's wife, pastors' wives, and zone chairs shall be voting members of the district convention.

(a) Registered chapters with team leadership may send two leaders (same as local director and local WKFM coordinator) plus the pastor's wife and elected delegate(s) according to the representation system of the district.

(b) With recommendation of the executive committee, the convention body may elect to establish a system of multiple representation from larger registered chapters.

(c) Women's ministry groups (not registered as Wesleyan Women chapters) may send two delegates who shall be voting members of the convention.

(3) **Approval.** All plans and actions adopted by the Wesleyan Women district convention shall be subject to the approval of the district board of administration.

C. Constitution of General Wesleyan Women

7380. Article 1. Name. All local and district Wesleyan Women organizations shall be known collectively as Wesleyan Women, an auxiliary of The Wesleyan Church.

7385. Article 2. Purpose. The general executive committee shall carry out the purposes of the auxiliary by promoting and helping develop effective women's ministries for local and district levels and providing information, instruction, and guidance. Motivation for benevolence shall be

provided by promotion of area and general projects and missions support.

7390. Article 3. Relationship. Wesleyan Women shall function as an auxiliary of The Wesleyan Church.

7395. Article 4. Ministries. The ministries of Wesleyan Women shall be:

(1) To help develop and equip district leaders to establish effective women's ministries in every local church.

(2) To promote a spirit of benevolence throughout the organization.

(3) To help develop and equip district WKFM coordinators to establish WKFM units in every local church.

7400. Article 5. Finances. Wesleyan Women shall promote systematic giving for general funds and approved projects, with all promotion and projects subject to the direction of the General Church.

7405. Article 6. General Wesleyan Women Convention.

(1) **Purpose and Organization.** A general convention shall be held to provide a time of inspiration, motivation, fellowship, and Christian challenge; to receive reports, elect general Wesleyan Women officers, make recommendations to the General Board of The Wesleyan Church and/or to the general executive committee; and care for all business pertaining to the auxiliary. The general convention shall be held the year preceding General Conference at a time and place recommended by the general executive committee and approved by the General Board of The Wesleyan Church.

(2) **Voting Members.** General Wesleyan Women officers, district directors, district WKFM coordinators, and elected delegates or alternates shall be voting members of the general convention. Districts with team leadership may send two leaders (same as district director and district WKFM coordinator) and elected delegate(s) according to the representation system. Nonvoting participants shall be encouraged to attend.

(3) **Planning.** The general executive committee shall plan the general convention program, appoint necessary committees, make assignments for workshops and seminars, and receive reports for evaluation and action.

(4) **Finances.** The general executive committee shall develop a plan for the collection of funds to subsidize the expenses of the general convention.

7410. Article 7. General Wesleyan Women Officers.

(1) **Identification.**

(a) **Executive Officers.** The executive officers are the General Director of Wesleyan Women and the assistant general director. The General Director shall recommend an assistant general director to be approved by the executive committee and ratified by the General Board

of The Wesleyan Church.

(b) **General Executive Committee.** The executive committee members are the general director, assistant general director, area representatives, and the general WKFM coordinator.

(2) **Qualifications.** Members of the executive committee shall be covenant members of The Wesleyan Church and active in a local women's ministry at the time of election and during the term of service. Each area representative must reside within the represented area.

(3) **Nominating Committee.** The nominating committee shall consist of two members from each representative area who were elected during the previous general convention. One of these shall be from the executive committee and the other from a different district in the area. No members of the nominating committee shall succeed themselves. The supervising General Superintendent or a representative is a voting member by virtue of office and shall preside over the meetings. The nominating committee shall present the nomination(s) for General Director and area representatives. The General Board of The Wesleyan Church must approve the nomination(s) for General Director and may make other nominations. The nominating committee shall serve from the close of the general convention through the close of the following general convention.

(4) **Election Procedure.** The general convention body shall elect the General Director from the approved nominee(s).

(5) **Area Caucus.** The General Director shall appoint persons to convene caucuses of the area delegates for the purpose of electing two area representatives who will serve on the general executive committee. Consideration should be given to the names that are presented by the nominating committee; however, other nominations may be made from the floor. In addition to electing area representatives, the caucus will elect two members to the nominating committee who will serve for the following general convention. Election may be by acclamation or ballot as determined by the caucus members. Election must be ratified by the general convention. The newly elected executive committee shall meet at the close of the general convention to establish the time and place of their first meeting.

(6) **Term of Service.** The members of the general executive committee shall be elected for a term of four years or until the next general convention. They shall serve from the close of the convention in which they are elected until the close of the next convention, or until their successors are elected

(7) **Amenability and Vacancies.** The general officers shall be amenable to the General Board of The Wesleyan Church and may be removed

by a majority vote of all its members. The General Board of The Wesleyan Church shall fill the vacancy of General Director from nominations presented by the general executive committee or the General Board of The Wesleyan Church. The salary of a retiring General Director of Wesleyan Women shall continue for one month beyond the date of her termination of service. Other vacancies may be filled by the executive committee.

7415. Article 8. Duties of General Wesleyan Women Officers.

(1) **Criteria.** The officers shall perform their duties in keeping with *The Discipline*, the Constitution of Wesleyan Women, and the *Policy of the General Board for Wesleyan Women*.

(2) **General Director.** The General Director of Wesleyan Women shall give leadership to Wesleyan Women and WKFM under the general oversight of the supervising General Superintendent and the Wesleyan Women executive committee; be responsible for the general office; submit a nomination for an assistant director to be approved by the executive committee and ratified by the General Board of The Wesleyan Church; employ the general WKFM coordinator; preside over the general convention; preside over the general executive committee; preside over district conventions when present; endeavor to visit each district at least once during the quadrennium for inspiration and promotion of general programs and interests; authorize the assistant general director, the general WKFM coordinator or the area representatives to preside over district conventions; publicize and promote the interests of Wesleyan Women; help district directors organize local chapters; and report to the general executive committee and the General Board of The Wesleyan Church annually or as requested. She is a voting member of the General Conference.

(3) **Assistant General Director.** The assistant general director shall work under the oversight of the General Director and in cooperation with the executive committee. Her duties shall be assigned in keeping with her gifts and strengths as well as the needs of the ministry. She is nominated by the General Director, approved by the executive committee, and ratified by the General Board of The Wesleyan Church.

(4) **General Wesleyan Kids for Missions (WKFM) Coordinator.** The general WKFM coordinator shall work under the oversight of the General Director of Wesleyan Women and in cooperation with the general executive committee. She shall be chosen and employed by the General Director with ratification by the executive committee. The coordinator shall seek to carry out the purposes of WKFM by working with district and local coordinators. She shall plan, promote, and conduct a meeting of the district coordinators in

conjunction with the general Wesleyan Women convention; prepare program and promotional materials for use by local and district coordinators; promote projects approved by the general executive committee; and report to the general convention and the executive committee as requested.

(5) **General Executive Committee.** The newly elected general executive committee shall meet at the close of the general convention to establish the time and place of their first meeting. The general executive committee shall hear the reports and approve the plans of the General Director and the general WKFM coordinator, assist the General Director in preparing recommendations to the General Board of The Wesleyan Church, prepare the official *Handbook of Wesleyan Women*, establish Wesleyan Women and WKFM financial plans, promote service projects, hear progress reports from area representatives, initiate plans for the advancement of the ministry, and provide for such Wesleyan Women and WKFM publications as authorized by the *Policy of the General Board for Wesleyan Women*. It shall recommend to the General Board of The Wesleyan Church the time and place for the general convention, be responsible for planning the program, and recommend to the General Board of The Wesleyan Church a plan for subsidizing the expenses of delegates attending the general convention. It shall cooperate with the General Secretary in developing procedures for compiling statistics on the local, district, and general levels.

(6) **Advisory Committee.** During the first regular meeting of the executive committee, a vice-chair and a member-at-large will be elected to serve on the advisory committee. The advisory committee members are the General Director, assistant general director, general WKFM coordinator, the vice-chair, and the member-at-large. This committee shall meet at the call of the General Director. Minutes of these meetings shall be sent to the general executive committee and the supervising General Superintendent.

7420. Article 9. General Treasurer of Wesleyan Women. The General Treasurer of The Wesleyan Church shall be the general treasurer of Wesleyan Women.

D. Amendments to Wesleyan Women Constitutions

7425. The local, district, or general constitutions of Wesleyan Women and those parts relating to its auxiliary, WKFM, may be amended by majority vote of the General Board of The Wesleyan Church at any regular or special session.