CONSTITUTION OF THE WOMEN’S MINISTRY
of
COMMUNITY BIBLE CHURCH

ARTICLE I – NAME

The name of this organization shall be the WOMEN’S MINISTRY of COMMUNITY BIBLE CHURCH.

ARTICLE II – PURPOSE

To inspire spiritual living; to stimulate interest in Missions; to promote fellowship and friendship among women and to allow an opportunity for women to exercise their spiritual gift so that they may fulfill their role in the body of Christ.

ARTICLE III – MEMBERSHIP

Open to any woman who is active in Community Bible Church.

ARTICLE IV – BOARD MEETINGS

There will be board meetings during the year at which business will be discussed and reports given from any team leader. The meetings will be scheduled at the discretion of the board and will be open to any women that wish to attend.

ARTICLE V – BOARD MEMBERS

The board members of the Women’s Ministry must be members of Community Bible Church and shall consist of: at least 6, but no more than 8 women. Two members will rotate off annually with replacements to fulfill the required number of board members. The board will choose successive members with their term beginning in January.

ARTICLE VI – TEAM MINISTRIES
Section 1: The EXECUTIVE board shall consist of members of Community Bible Church.

Section 2: The KITCHEN team shall consist of 4-6 women with a preferred yearly rotation of 2 members.

Section 3: The FOOD team shall consist of 6-8 women with a preferred yearly rotation of 2 members.

Section 4: The NURSERY team will consist of 6-8 women with a preferred yearly rotation of 2 members.

Section 5: The FUNERAL team shall consist of 6-8 women with a preferred yearly rotation of 2 members.

Section 6: The HOSPITALITY team shall consist of 4-6 women with a preferred yearly rotation of 2 members.

Section 7: The DECORATING team will consist of 4-6 women with a preferred yearly rotation of two members.

Section 8: The EVENT teams will consist of volunteers to plan and execute a special event as approved by the Board. These events can be suggested to the Board by any Women’s Ministry member. The Event team will work on 1 event per year and the teams will change yearly.

ARTICLE VII – DUTIES OF THE BOARD

The Board will function as a team. One member of the Board will keep accurate records of discussion at each meeting. A treasurer will keep accurate record of all monies received and disbursed. Funding for Women’s Ministry will be through donations given at events and/or free will offerings. There will be 3 Board members on the signature card of the checking account. An annual itemized report of receipts and disbursements will be available for audit.

ARTICLE VIII – DUTIES OF THE MINISTRY TEAMS

Section 1: EXECUTIVE BOARD
A. Shall plan and arrange the calendar year of events for WM.
B. Shall have the power to fill vacancies as they occur.
C. Shall be under the authority of the Board of Elders of CBC.

Section 2: KITCHEN TEAM
A. Shall select items, equip, and organize the kitchens as needed.
B. Shall organize an annual thorough cleaning of both kitchens.

Section 3: FOOD TEAM
A. Shall be in charge of set-up, preparation, serving, and clean-up associated with church potlucks when the entire congregation is involved.
B. Will call congregation for food needs as warranted, ex. new babies, illness, funerals, or special needs.

Section 4: NURSERY TEAM
A. Shall provide a schedule for nursery workers for functions as needed.
B. Shall keep nurseries stocked with supplies and cleaned.
C. Shall be in charge of baby showers – see Policies Article 10, Section 2.

Section 5: EVENT TEAMS
A. Shall plan and execute all aspects of the special event which could include the following: setting up, decorating, program, food, and clean up, or whatever is needed to complete the event.
B. Will compose a written record of each event detailing the activities to be turned into the Board two weeks after the event. (Suggested events could be: Christmas Dinner, Mother’s Day Luncheon, Fellowship Dinners, Women’s Retreat, Father Son Game Feed, Father Daughter Date Night, Sanctuary Flower Calendar, Photo Board, Decorating Sanctuary for Christmas, etc.)

Section 6: HOSPITALITY TEAM
A. Shall reach out to those who are new to our church, answer questions/ provide information regarding church ministries.

Section 7: DECORATING TEAM
A. Shall help with events if requested by the Event team.
B. Shall decorate the sanctuary for Christmas, Easter, and the fall season.

Section 8: FUNERAL TEAM
A. Shall be in charge of set-up, preparation, serving, and clean-up associated with funerals.
B. Shall keep written record in a notebook of all details associated with each funeral including the number served, food served, how much was served, and any other important information.

ARTICLE IX – EXECUTIVE BOARD
Section 1: New board members will be chosen by the existing Board and approved by the Board of Elders.

**ARTICLE X – POLICIES**

Section 1: All TEAMS shall keep the Board informed of their activities, events, and concerns.

Section 2: Baby showers will be given to the first child born or adopted to a family regularly attending Community Bible Church. Individuals volunteering to host the event should notify the nursery chairman in order to avoid duplication. Subsequent babies will receive a Bible Story book funded by Women’s Ministry, and an umbrella shower open to the church body.

Section 3: Amendments to this Constitution may be suggested to the Board at any time. Should the Board decide to recommend the change, it will be brought to a vote before the women members. There will be a notice in the bulletin two weeks prior to the scheduled meeting, announcing the proposed change and the meeting date.

Section 4: Funds for events must be approved by the Executive Board prior to the event.

Revised July 2007