

THE UFCCM INTERNATIONAL WOMEN'S MINISTRY GUIDELINES AND DESCRIPTION

PURPOSE: The UFCCM International Women's Ministry is designed and established to address through spiritual fellowship, social interaction, and educational opportunities those issues that are relevant to Christian women. While it is specifically designed for women 18 years of age and over, when necessary, issues of younger female believers may be addressed through various extension programs of this ministry. As the UFCCM continues to grow it is the intention of the Presiding Prelate to organize and establish a Young Women's Ministry specifically to address young women under the age of 18. This Young Women's Ministry will be an independent Ministry distinct from the Women's Ministry. Until then, the Women's Ministry is charged with the responsibility of including young women in its programs as conveniently as practical. The objective of the UFCCM International Women's ministry is to build up its members in the Biblical principles of womanly character, so that they may be directed, strengthened and encouraged in their pursuit of being the type and example to others of Christian women according to God's will as expressly revealed in the Sacred Scriptures. In addition, the UFCCM International Women's Ministry will provide a forum where women may share their issues and concerns with each other with the aim of arriving at strategies and workable solutions to issues facing Christian women in contemporary society.

NAME: The name of the UFCCM International Women's Ministry (**IWM**) may be determined by its Chair Lady, National Assistant Chair Ladies for the Continental United States and Caribbean, respectively, in concert with its officials and members. The approval of the Presiding Prelate is required for the Official change of name. It is suggested that the name of the UFCCM International Women's Ministry be "The UFCCM International Women's Ministry," however, the suggestion given may be changed by means of the process described above.

MEMBERSHIP: Membership in the UFCCM International Women's Ministry will be inclusive of all UFCCM affiliate women who are in good standing within their local church. The membership of the UFCCM International Women's Ministry shall consist of all women as described above, of the age 18 years or older. (Membership will temporarily include younger women as described under above section, **PURPOSE**.) Membership is voluntary, and none shall be required to be a part of the UFCCM International Women's Ministry as a condition of maintaining good standing in the UFCCM. The International Women's Ministry Chair Lady shall endeavor to establish local chapters of the UFCCM International Women's Ministry throughout the UFCCM on the Jurisdictional, Provincial and District levels.

SPECIFIC POLITY: The only **International level officer** of the UFCCM International Women's Ministry will be the International Women's Ministry Chair Lady of the UFCCM International Women's Ministry. Said officer shall be appointed by the Presiding Prelate for a three-year term and may remain in office

THE UFCCM INTERNATIONAL WOMEN'S MINISTRY GUIDELINES AND DESCRIPTION

beyond such term, at the pleasure of the Presiding Prelate. In addition, The National Assistant Chair Lady for the Continental United States and the National Assistant Chairlady for the Caribbean are appointments made by the Presiding Prelate in conjunction with the UFCCM Episcopal Board of Bishops (**EBOB**). As growth takes place in the UFCCM and the International Women's Ministry, the creation of additional National or Foreign Assistant Chair Ladies may be done as the need arises. The Assistant Chair Lady(s) will be governed by the same terms of service guidelines as stated above for the International Chairlady.

All other officers shall be elected or determined by agreement of the leadership of the UFCCM International Women's Ministry. Such leadership consist of (1) The UFCCM International Women's Ministry Chair Lady, The Assistant National and Assistant Foreign Chair Lady(s) and shall be selected from among its membership. Such officers shall be in office for two years. At the end of two years they may be re-elected or requested to continue in place, or someone else may be elected or assigned to the position, as per above. The maximum number of consecutive terms that an officer may serve is three consecutive terms (six years). By decision of the membership of the UFCCM International Women's Ministry, petition to the Presiding Prelate may be made for the modification of the above rules. The Presiding Prelate is not obligated to honor such request for modification but shall prayerfully take any such petitions under the most serious consideration.

UFCCM International Women's Ministry:

1. Assistant Chairpersons

- a. The duties of the Assistant National or Assistant Foreign Chair Lady shall be to perform the duties of the Chair Lady in the event of the absence or incapacitation of the current International Women's Ministry Chair Lady.
- b. The Assistant National Chair Lady may also be assigned by the International Women's Ministry Chair Lady to perform specific assignments such as presiding over meetings, recruitment of members, overseeing that elected officers perform their duties etc. She may also be assigned by the International Women's Ministry Chair Lady to establish chapters of the UFCCM International Women's Ministry on Jurisdictions, Provinces, Districts and Churches as requested by the International Chair Lady. The International Chair Lady will secure the consent of Jurisdictional Bishops for the establishment of such chapters.

THE UFCCM INTERNATIONAL WOMEN'S MINISTRY GUIDELINES AND DESCRIPTION

2. **Administrative Assistant:**

- a. In consideration that an Administrative Assistant has been appointed and is fully functional in position, such person shall be considered a Staff Official of the IWM.
- b. Such individual shall serve at the will of the International Women's Ministry Chair Lady.
- c. This position may be considered as a personal appointment of the International Women's Ministry Chair Lady and shall be responsible for duties assigned to her by the IWM Chairlady but will not supersede the position and responsibilities of the Assistant National and Foreign Assistant Chair Ladies of the IWM.
- d. In addition to duties assigned by the IWM Chair Lady, The Administrative Assistant shall be responsible for compiling and making the Annual Written Ministry Report for the IWM to the Chairlady of the Secretariat for presentation to the UFCCM Episcopal Board of Bishops. Such report should be approved by the Chair Lady of the IWM prior to submission as per above.

3. **Secretary:**

- a. The Secretary shall be responsible for recording proceedings of all UFCCM International Women's Ministry meetings and forwarding copy of such meetings to the UFCCM Presiding Prelate, the Chair of the UFCCM International Women's Ministry, and all officers of the UFCCM International Women's Ministry.
- b. The Secretary shall appear in person and shall be responsible for presenting an Annual report, approved by the Chair Lady of the UFCCM International Women's Ministry to the Annual Conference.
- c. The Secretary shall be responsible for contacting members through the Jurisdictional, Provincial and District Chair Ladies of the Local Chapters of the UFCCM International Women's Ministry to notify them of all meetings, planned activities, announcements etc.
- d. As per instruction requested by the **Administrative Assistant**, all secretaries must submit their reports in writing to the Administrative Assistant who will present the same to the IWM staff officers.

THE UFCCM INTERNATIONAL WOMEN'S MINISTRY GUIDELINES AND DESCRIPTION

4. Assistant Secretary

- a. The duties of the Assistant Secretary shall be the same as those of the Secretary, in the absence of the Secretary.

5. Intercessory Prayer leader (Chaplain)

- a. The Chaplain shall perform those duties assigned to her by the Chair of the IWM. (*International Women's Ministry*)
- b. The Chaplain shall be an Ordained Elder, a member of the UFCCM in good standing and an active member of the IWM.
- c. The Chaplain may serve at the will of the IWM Chairlady and may continue in office as long as the Chair Lady desires.

6. Treasurer:

- a. The Treasurer shall be responsible for receiving all assessments duly agreed upon by the UFCCM IWM, maintaining a written record of such assessments and forwarding all monies received to the Office of the UFCCM Secretary General.
- b. Upon the advice and instruction of the Chairman of the UFCCM IWM, the Treasurer shall be responsible for making all requests for funds, being held in the UFCCM National Treasury on behalf of the UFCCM IWM, to the UFCCM Secretary General.
- c. Request for funds not collected or raised by the IWM must be requested in writing to the UFCCM Secretary General. The release of such funds shall depend upon the assets of the UFCCM National Treasury.
- d. All funds paid out by the Secretary General for the UFCCM IWM shall be paid by check to the Chair of the UFCCM IWM.

7. Local Officials:

- a. Each Jurisdiction, Province and District shall have an organized structure of officers and shall be set up on the order of the UFCCM IWM approved organizational platform.

THE UFCCM NATIONAL WOMEN'S MINISTRY GUIDELINES AND DESCRIPTION

MEETINGS:

1. Time shall be set aside at each annual conference of at least one hour for the UFCCM IWM Annual Meeting. The International Women's Ministry Chair Lady shall make request to the Annual Conference Planning Committee Chairperson, at least 4 months prior to the Annual Conference, for the allocation of additional time for any special IWM event.
2. The IWM shall hold a Biannual IWM Conference. The time and place must be determined by the UFCCM Episcopal Board of Bishops during the Annual EBOB (*Episcopal Board of Bishops*) Conclave.
3. The First such Conference shall commence in the year 2020. Submission must be made to the EBOB by The Annual Conference 2019 or the Annual EBOB Conclave in November 2018, for approval of time and place for First Women's Conference. Submission of request must be given in writing to:
 - a. Dr. Margaret A. Tindal
Executive Secretary, EBOB
TeacherTindal@UFCCM.org
4. In addition, during the Biannual UFCCM Women's Conference, The International Women's Ministry Chair Lady of the UFCCM IWM may request that a specific time be set aside on each Jurisdiction for meeting of Jurisdictional Chapter of the UFCCM IWM. This meeting shall consist of the International Women's Ministry Chair Lady, all UFCCM IWM officials and the Jurisdiction, Provincial and District officials. The International National Chair Lady of the UFCCM IWM may preside over such meetings when possible via conference call or other electronic communications media, whenever physical presence of the same is inconvenient.
5. The Chair Lady of the UFCCM IWM, with the agreement of the officers and members of the UFCCM IWM, may request that the UFCCM EBOB appoint a biannual IWM Ministry Conference to take place concurrently with a National Men's Conference.

ASSESSMENTS:

By majority agreement of members, the International Women's Ministry Chairlady of the UFCCM IWM shall submit to the Presiding Prelate, who shall present the same to the UFCCM Episcopal Board of Bishops at his earliest convenience, any decision by the UFCCM IWM to establish a UFCCM IWM "membership fee". Should such a "fee" be approved by the Presiding Prelate and the Board of Bishops, all such monies received shall be forwarded to the UFCCM Secretary General who shall hold such funds in the UFCCM National Treasury for the IWM.

THE UFCCM NATIONAL WOMEN'S MINISTRY GUIDELINES AND DESCRIPTION

Twenty-five percent (25%) of all such "membership fees" shall be donated to the UFCCM National Treasury upon receipt of the same.

The UFCCM IWM may from time to time fund the IWM through programs and fund-raising events to fund the UFCCM IWM. The same donation to the National UFCCM treasure as indicated in the above paragraph shall apply.

Special Events:

From time to time the UFCCM IWM, with the approval of the Presiding Prelate, may hold special events in pursuit of its goals and mandate. Unless otherwise approved by the Presiding Prelate, such events may not coincide with any regularly scheduled Annual UFCCM events.