

# **Here's How**

**American Baptist Women's Ministries  
of Ohio**



- We recognize the worth of all women and girls
- We value our American Baptist family relationships

**Who's Who**

**Ohio Executive Committee**

President, Secretary, Treasurer  
 Coordinator of Personal Development Ministries  
 Coordinator of Church and Community Ministries  
 Coordinator of Mission and Service Ministries  
 Coordinator of Conference  
 Coordinator of ABGIRLS  
 Coordinator of Publicity/TELLHERGRAM  
 Coordinator of Conference Coordinator-in-Training  
 Coordinator of Spiritual Growth Retreat

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**Ohio Board of Managers**

Executive Committee

Chairwomen: Love Gift, White Cross, Care and Share, Scholarship, Historian

Association AB Women's Ministries Presidents

Immediate past president who shall serve one year

Associate members \*

\* All past presidents of ABMW of Ohio, and those by virtue of their office or position with ABC/Oh for the tenure of that position.

\* Without vote or expense

See the Ohio ABWM Directory for phone numbers and email addresses of the Board of Managers.

**National Board**

Executive Committee

Region/State AB Women's Ministries Presidents

**National Office Phone Numbers**

Administrative Assistant (general info/travel info)	610-768-2288
Business Manager (finances/contributions/inventory)	610-768-2285
Executive Director	610-768-2284
Associate Executive Director	610-768-2283
FAX (please indicate on fax cover sheet "AB Women's Ministries")	610-768-2275

Or call toll free	800-ABC-3USA (800-222-3872)
Administrative Assistant	ext. 2288
Business Manager	ext. 2285
Associate Executive Director	ext. 2283
Executive Director	ext. 2284

Judson Press (orders)	800-4-JUDSON (800-458-3766)
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**Office Mailing Address**

AB Women's Ministries  
 P.O. Box 851

**UPS Mailing Address**

AB Women's Ministries  
 588 North Gulph Road

## **Part II            The Ohio Board**

The board is comprised of the executive committee members plus the board of managers.

### **The Ohio Executive Committee**

Please see page   1   for composition of the executive committee.

#### **Meetings**

##### **Executive Committee:**

- 1 - In the fall in conjunction with the annual state spiritual retreat, usually in September.
- 2 - With the Board of Managers in conjunction with the Ohio Annual Gathering, on Women's Day.
- 3 - In January with a scheduled snow date at the ABC/Ohio office, as available.
- 4 - In the spring, usually in March in most recent years at Grand Prairie Baptist Church,
- 5 - In the summer prior to state conference.

##### **Board of Managers:**

- 1 - On Women's Day in conjunction with the Ohio Annual Gathering.
- 2 - In the spring, usually March, in conjunction with the Executive Committee
- 3 - In the summer, usually June, prior to state conference in conjunction with the Executive Committee

Meeting locations may vary according to the needs of the group. The length of time to meet may vary depending on the amount of business to be discussed.

## **Duties of all Officers, Coordinators, and Chairwomen**

- 1 - It is understood that in every case, elected officers, coordinators, and chairwomen shall use and promote denominational and approved interdenominational literature and materials available in their field.
- 2 - Understand the exact nature of your responsibilities and be dependable in fulfilling those responsibilities in a timely manner; handle all correspondence promptly as received.
- 3 - Be prompt in attending all meetings and delivering materials or reports for which you are responsible; be aware of special interest items to be promoted at executive committee and board meetings, conferences and other meetings.
- 4 - Serve as a resource person for association/local church counterparts, and be available to speak to them as needed.
- 5 - Serve wherever assigned by the president with enthusiasm and sensitivity to the needs of others.
- 6 - Be creative, resourceful, and flexible in planning and implementing team work within the prescribed budget, as adopted by the executive committee.
- 7 - Help American Baptist women at every level to know and understand the core values of AB Women's Ministries and keep them central to all that is done.
- 8 - Prepare assigned Tellhergram articles pertaining to the information of your office, and send to the Publicity Coordinator by the deadlines; September 1, January 1, and April 1.
- 9 - Encourage all women to subscribe to the Leader's Reader and Tellhergram, use and encourage others to use materials and resources produced and/or recommended by AB Women's Ministries and American Baptist Churches/USA; stay abreast of denominational news through the ABC/USA and ABC/Ohio website and other free denominational periodicals related to the responsibilities of their office.
- 10 - Continue to develop leadership potential through reading, studying, and attending training events; keep abreast of new books and resources pertinent to assigned responsibilities that might be helpful in developing workshops, programs and other resources.
- 11 - Promote the Ohio Women's Conference and the Ohio Gathering for Girls (both sponsored by AB Women's Ministries) and share in leadership as requested by the conference committee. Prepare workshop pertinent to your area including a verbal presentation and handouts as needed to assist the association counterparts to perform their jobs more effectively.

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- 12 - Participate, when possible, in other conferences and accept speaking engagements to interpret the mission of AB Women's Ministries and American Baptist Churches USA.
- 13 - Attend and participate when possible, in AB Women's Ministries meetings on every level and programs and celebrations of Church Women United (for information CWU in your area, contact the national CWU office).
- 14 - Promote the funding opportunities for AB Women's Ministries as often as possible and appropriate.
- 15 - Understand the relationship between AB Women's Ministries and their organizations within American Baptist Churches USA.

## **Information/Resources used by all Officers, Coordinators, Chairwomen, and all ABW**

- 1 - The National Board office located at Valley Forge is the home base for ABWM at all levels. Our ABWM information and resources originate here.
  - 2 - abwministries.org is the website maintained for access to all current information about ABWM.
  - 3 - The Leader's Reader is produced and recommended by ABWM and ABC/USA. Our national counterparts use this tool to communicate new information and keep us informed. It is available on the website, or you may subscribe by mail at 1-800-222-3872.
  - 4 - The ministry and resource teams of the National Board continually work to develop our published resources made available for ministry to women and girls. ABWM has a contractual relationship with Judson Press to provide our resource materials as we need them: Check the website often for new or discontinued publications.
- 1 - Program Book pertaining to the current theme .
  - 2 - Bible study series (Women of the Word)
  - 3 - Leadership materials (Real Women/Real Leaders)

- 4 - Logo items
- 5 - Ministry resources (Teambuilders/Icebreakers, mission projects, advent)
- 6 - Love Gift - (new ideas for Love Gift, brochures, boxes, envelopes)
- 7 - ABWM free items (General ABWM brochure, Vital Partners form, national support envelopes, order forms for resources, Christian Community Credit Union partnership information.
- 8 - ABGIRLS Program Resources (G.I.R.L.S., leadership, Volume 1 Wholeness - CD curriculum, cd wallet, brochures. Many of the resources are available in Spanish. Orders may be online at [www.abwministries.org/store](http://www.abwministries.org/store) or 1-800-458-3766)
- 9 - The Guide to ABWM, based on Dvirnak material (1991) is no longer printed, but is useful as a guide.
- 10 - Podcast series - click on Real Women, Real Leaders (useful Spiritual Growth, devotional, and informational podcasts)
- 11 - Words of Vitality - (devotional material)
- 12 - The Bible
- 13 - "SheReads: A Book Club for Women", in partnership with Judson Press. Check the web, or 1-800-4-JUDSON
- 14 - Bridging the Gap: A Conference-Call Ministry for Young Adult Women, as announced on the national website

## **The President**

### **Duties**

Preside at all meetings of the American Baptist Women of Ohio, the Board of Managers, and the Executive Committee. Coordinate and promote all plans and policies affecting the work of ABW of Ohio, and give guidance to association presidents. Serve as a member, ex officio, of all committees except Nominating.

As a presiding officer, she presides:

- 1 - At all sessions of the Annual Meeting at Women's Conference in June
- 2 - At the Women's Day session of ABWM in conjunction with the state Annual Gathering
- 3 - At the ABWM banquet on Women's Day (introduces guests and makes them feel welcome)
- 4 - At all meetings of the Board of Managers:
  - a - In October prior to the Annual Gathering
  - b - In March (at Grand Prairie Baptist Church)
  - c - In June (prior to the conference)
- 5 - At all meetings of the Executive Committee:
  - a - In September in conjunction with the fall Spiritual Retreat

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- b - In March prior to the Board of Managers' meeting.
- c - In June prior to the Conference
- d - In Jan. with a scheduled snow date

She is responsible for setting the dates for the Executive Committee meeting in January and September, and the Board of Managers meeting (and Executive Committee meeting) in March, and for clearing these dates with the host at those locations. She also confirms the dates and times for all other meetings. She may call additional meetings of the Executive Committee when necessary. She plans the agenda for all meetings during which she presides.

As a training officer, the President:

- 1 - Plans and carries out workshop(s) at Conference for association and local presidents, and circle leaders as planned by the Conference Committee.
- 2 - Plans meeting/training session for association presidents at the March Board of Managers' meeting.
- 3 - With the assistance of the Executive Committee plans orientation and training for incoming officers (also at the March Board of Managers meeting). She also arranges for these persons to be invited to the spring Board of Managers meeting for such training (at their own expense).
- 4 - Gives leadership to the Executive Committee and Board of Managers in planning and implementing goals, programs, and procedures based on the mission statement of AB Women's Ministries.

As an ex officio member, the President:

- 1 - Serves on the Conference Committee - three meetings a year: September, January, and March (in conjunction with Board of Managers meeting).

- 2 - Serves on the Scholarship Committee - usually one meeting a year, in conjunction with the March Board of Managers meeting.
- 3 - Serves on the Bylaws Committee - usually one meeting in the first year of the president's first term, for review and updating; other meetings in other years if needed. The Committee is replaced at the end of this year.

By virtue of her office, the President:

- 1 - Is a member of the ABC/Ohio Regional Board, which meets about four times a year at the ABC/OH office. The President will be assigned to one of the committees of this board, and will be expected to report on what the women are doing. A written report may be requested by the chair. An expense report for mileage only may be submitted to the ABW treasurer.

Notices are sent for all these meetings from ABC/Ohio.

- 2 - Is an associate member of the national ABW Board of Managers, and attends board meetings each year about 3 days prior to the ABW conference at the ABWM National Conference. Travel expenses for this event is shared by the national board. Other expenses are paid by ABWM/Ohio including registration, board and room.

Traditionally, the ABWM/Ohio President plans the "Ohio party" for Ohio conferees and spouses (reasonable refreshment expense paid for by ABWM/Ohio) publicizing this event as recommended at Conference. She also schedules a group picture-taking event at some time during the week (not official - everyone brings own camera).

In the biennial year the President is encouraged to attend the ABWM Conference with all expenses being paid by ABWM/Ohio.

As ABWM/Ohio representative, the President;

- 1 - Attends, if possible, the Church Women United Spring Assembly, expenses (travel and registration) paid by ABWM/Ohio.
- 2 - Presides at all sessions at ABWM/Ohio conference.
- 3 - Participates in conference communion service under the direction of the Conference Chairwoman
- 4 - May attend other interdenominational or inter-Baptist events as they arise.
- 5 - Attends, if possible, the Ohio Bible and Mission Conference at least once during her term.

### **Additional Resources:**

Executive Director, ABWM and Associate directors  
Roberts Rules of Order

## **The Secretary**

### **Duties**

- 1 - Serves as a member of the Executive Committee.
- 2 - Keeps an accurate record of the meetings of ABWM. Records of these meetings shall include:
  - a. Place, time, date and type of meeting as well as the name and office of the presiding officer.
  - b. Names of persons present and absent.
  - c. Agenda items as listed on the printed agenda plus items added to the agenda by the membership.
  - d. Corrections and approval of the minutes of the previous meetings.
  - e. Exact wording of each motion, name of maker, and action taken on the motion.
  - f. Action taken on reports. Only the essential portions of the reports are recorded in the minutes.
  - g. Changes voted in the bylaws at an annual meeting. These changes are to be noted in red ink on her official copy of the bylaws (unless a complete revision is adopted), with the date of change recorded.
  - h. Special assignments for members, noting the name of the member, her responsibility and the date the assignment is due.
  - i. Her signature.
- 3 - Mails copies of the minutes, within three weeks after the Executive Committee and Board of Managers meetings, to the President for approval, suggestions and/or modifications before their distribution to the committee/board members (in one month from the meeting).
- 4 - Serves as custodian of all records and of such official papers as may be placed in the care of the Secretary.
- 5 - Cares for correspondence as directed by the Executive Committee, Board of Managers, or the President.

- 6 - Keeps the President informed upon matters of unfinished business, helping to prepare agendas for annual, Executive Committee, and Board of Managers meetings as requested.
- 7 - Reports recommendations of the Executive Committee to the Board of Managers.
- 8 - Keeps an updated list of policies and motions adopted by AB Women's Ministries with the date of adoption. (yearly list)
- 9 - Coordinates with the President for announcement of all meetings of AB Women's Ministries.
- 10 - Gives guidance to her counterparts, using Tellhergram as a primary communication vehicle.
- 11 - Record Retention: AB Historical Society will be contacted for storage of old or excess records.  
AB Historical Society, 3001 Merce University Drive, Atlanta, GA 30341-4155, #678-547-6680,  
email: [www.baptisthistory.us](http://www.baptisthistory.us)

### **Additional Resources:**

Roberts' Rules of Order  
AB Historical Society

## **The Treasurer**

### **Duties**

- 1 - Serves as a member of the Executive Committee.
- 2 - Oversees the finances of AB Women's Ministries under the direction of the Executive Committee; deposits the money, writes the checks, and monitors the accounts.
- 3 - Emphasizes the importance of adequate financing for state, association, and local AB Women's Ministries programs and provides assistance in planning and using a budget to them.
- 4 - Maintains a checking account in the name of the organization with at least one other authorized signature on the account.
- 5 - Records and deposits receipts promptly, noting the purpose for which they were given.
- 6 - Pays promptly expenses which are covered by the budget, and requests approval from the Executive Committee before paying for non-budgeted items.
- 7 - Forwards promptly monies designated for specific purposes.
- 8 - Keeps accurate records of all transactions.
- 9 - Prepares finance status reports:
  - a - For regularly scheduled Executive Committee/Board of Managers meetings.
  - b - Year-end report for the annual meeting in June.
- 10 - Promotes Love Gift giving in cooperation with the Love Gift chairwoman.
- 11 - Interprets and promotes the financial support of all national, state, and local funds and projects of the ABWM.
- 12 - Serves as the Finance Committee Chairwoman. This group prepares an annual budget, monitors financial reports, and plans adequate support of the organization. This is presented to the Executive Committee and Board of Managers, and introduced at the annual meeting.
- 13 - Monitors the financial reports she receives from the ABWM bank accounts monthly for accuracy.

### **Additional Resources:**

## **The Coordinator of Personal Development Ministries**

### **Duties**

- 1 - Serves on the Executive Committee, board, as well as other committees, as assigned by the President.
- 2 - Provides suggestions and resource ideas for individuals and small groups for Bible study, prayer, personal Christian living, spiritual retreats, etc., that will enable each woman to deepen her own spiritual life and develop as Gods' children.
- 3 - Encourages prayer and study groups related to the needs of women of various ages and circumstances.
- 4 - Reviews content on AB Women's Ministries' website that relates to personal development ministries and works with staff to keep information updated and relevant.
- 5 - Encourages association counterparts to participate in the state conference of AB Women's Ministries, conference, assemblies, and workshops.



- 6 - Assists the President in planning for worship, devotions and spiritual growth experiences during the board meetings.
- 7 - Promotes the work of Church Women United, including the World Day of Prayer celebration.
- 8 - Promotes the Baptist Women's Day of Prayer (sponsored by BWA/NABWU)
- 9 - Gives guidance to her counterparts, using Tellhergram as a primary communication vehicle.
- 10 - Studies the Bible to understand the biblical mandates for spiritual growth.
- 11 - Encourages women to expand their horizons by trying things they have never tried before, stepping out in faith and pointing the way for other women, encouraging them to experience God's power in a whole new way in their lives.
- 12 - Encourages women to find someone to keep them accountable and someone they can mentor.
- 13 - Solicits officers and others to provide a devotional for the Women's Conference Devotional Booklet. She does this by email, telephone, or letters to her counterparts.
- 14 - Be a woman of prayer, always lifting up ABW Ministries at every level.
- 15 - Keeps a current list of the Bible books of the month, and provides the information for the women in the packet at the annual Conference.

## **Additional Resources:**

### **The Coordinator of Church and Community Ministries**

#### **Duties**

The Coordinator of Church and Community Ministries provides opportunities for women to build God's faith community. She studies the Bible to understand the biblical mandates for being the church in the world. She shares these mandates with others and seeks ways women can enable the church to become all that God intends it to be.

The Coordinator of Church and Community Ministries should be familiar with other groups in the church that have similar goals, such as the diaconate and/or the fellowship, outreach, or social concerns committee. She is ABW Ministries' contact person for advising others how to be effective within these groups.

Church and Community has three emphasis: relationships, faith community and community outreach. The Coordinator's job is to provide opportunities for women to be involved in these ministries within the congregation and in the community where the church is located.

The Coordinator of Church and Community is on the ABW Ministries of Ohio Executive Committee.

The Coordinator of Church and Community will:

- 1 - Communicate with association counterparts (who in turn communicate with local churches).
  - a - Letters will be sent as necessary.
  - b - Personal contact by telephone or letter to counterparts, as needed.

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- c - Receive and distribute the Baptist Women's Day of Prayer material to counterparts via mail in June (and to other women at the October lunch during Women's Day at the annual ABC/Ohio Gathering).
- d - Receive and distribute material from the national counterpart, or from other sources on the theme which Church and Community has been assigned.
  - 1 - The Coordinator will develop awareness of, and promote, the current ABWM theme.
  - 2 - The Coordinator may choose to promote and focus on the state project if it is a concept or a social issue on which she can provide meaningful information: abused women, poverty, hunger, as an example.
- e - Report forms:
  - 1 - Distribute a report form to all association Church and Community Coordinators before March 5.
  - 2 - Ask that they solicit from their counterparts within the churches of their association, a compiled list of activities and submit it back to the association. The association Coordinator will summarize her report and submit her report to you by May 1.
  - 3 - You will summarize these association reports and submit a copy to state and national as soon as possible thereafter. (Suggest sending a copy to each association to raise awareness of how much work is

being done and to encourage associations who have not reported to submit a report the following year.

- 2 - Write articles for the Tellhergram and submit them to the Coordinator of Publicity & Tellhergram: due September 1 - January 1, and April 1.
- 3 - Attend the special Executive Committee meetings and Board of Managers meetings in March, June and October as well as the Women's Day at the ABC Gathering.
- 4 - Attend the special executive meeting of ABWM/Ohio in January.
- 5 - Prepare written reports of your activities for board meetings and give copy to state President and Secretary.
- 6 - Prepare and conduct a Church and Community workshop at the Women's Conference in June as requested by the Conference Committee.
- 7 - Will serve as the resource person and committee member responsible for Women's Day at the Ohio Annual Gathering, gathering resource material. Will collect the notebook from the chairwoman at the conclusion of the Women's Day and pass it on to the next years' chairwoman when she has been delegated. The chairwoman is usually the ABWM President of the host association.

## **Additional Resources:**

## **The Coordinator of Mission and Service Ministries**

### **Duties**

The Coordinator of Mission and Service will:

- 1 - Serve on the Executive Committee, Board of Managers and other committees as assigned by the President.
- 2 - Represent ABW Ministries as a member at large on the State Mission Support Team.
- 3 - Maintain awareness of current mission-related resources and suggests ideas for mission education and promotion.
- 4 - Do the contact and research of mission opportunities to make the recommendation of the yearly state project to the Executive Committee and Board of Managers. Chris Marziale coordinates the work between International Ministries and A.B.W. Ministries, and assists in choosing international projects. Victoria Goff coordinates with ABWM and national missions.
  - a - The state mission project rotates on a 3-year cycle. One year will be an ABC/in-state mission, the next year a national mission, and the next year an international mission
  - b - In the case of the state mission project, the ministry works strictly in Ohio, and the money generated by the project stay entirely within the state of Ohio. The ministry selected needs to have an ABC/Ohio affiliation.
- 5 - Present the new state mission project at the Annual Conference and closes out the old project either with a check, an announcement, or both.
- 6 - Will pursue procurement of a composer for a song representing the project, if possible. Sheryl Wise has been able to do this in recent years.
- 7 - Promote the state project at ABC/ABWM gatherings:
  - a - Womens' Day at the Annual Gathering
  - b - Spiritual Retreat
  - c - Bible and Missions Conference
  - d - Other events as called upon and available

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- 8 - Makes herself available as possible to visit and speak to her association and local church counterparts about the missions we support as well as the state project.
- 9 - Keeps the women informed about special interest missionaries. Changes of address and special needs can be put in the Tellhergram.
- 10 - Informs the women of what the geographic study is each year, and includes that information in the packet at conference.
- 11 - Prepares a packet of current or new information as appropriate, for each association at the annual state conference. Items may include:
  - a - Geographical Study
  - b - Current list of special interest missionaries
  - c - Information about the state project
  - d - Information about mission trips
  - e - Mission conferences, meetings, special events

- 12 - Promotes and interprets the World Mission Offering and the One Great Hour of Sharing offering.
- 13 - Promotes contributions for Refit of missionaries and new church planters, and interprets how International Ministries and National Ministries use Refit funds given by American Baptist women.
- 14 - Interprets the methods used by International and National Ministries for:
  - a - assignment of special interest missionaries
  - b - distribution of profiles and missionary newsletters
  - c - proper methods for mailing cards, letters and gifts to missionaries

**Additional Resources:**

**COORDINATORS OF SPECIALIZED MINISTRIES**

**Conference Coordinator**

**Duties**

Oversees general planning of Annual Conference.

- 1 - Is a member of the Executive Committee, Board of Managers, and Conference Committee.
- 2 - Attends all Executive Committee, Board of Managers, and Conference Committee meetings. Will notify President of attendance - or absence - in a timely manner.
- 3 - Plans and leads Conference Committee meetings - develops agenda for such meetings. After all Conference Committee meetings, sends all agendas and pertinent material to absent member of the Conference Committee.
- 4 - In cooperation with members of Conference Committee and Executive Committee, secures Conference Bible Study leader, Song Leader, Musicians, Missionary (ask Ohio Mission Support Minister to help), Local Arrangements, Planning with the Conference Facility Coordinator, Registrars, and Communion Leaders.
- 5 - In cooperation with members of Conference Committee and Executive Committee, secures workshop leaders for workshops.
- 6 - Secure banner. If new banner is to be made, secure people to make the banner.
- 7 - Ensure the facility has a copy of ABC of Ohio Insurance Policy. The ABC Ohio office handles this for us. Contact them in April to provide insurance policy to the Conference site.
- 8 - Writes articles for Tellhergram promoting Conference.
- 9 - Plans and prepares the Registration Brochure. Ensures the Registration Brochures are mailed out in March or early April.
- 10 - Plans and prepares for printing of the Program Book.
- 11 - Keeps President abreast of plans and progress of Conference planning.
- 12 - Keeps accurate records of expenses to submit to Treasurer.
- 13 - Keeps copies of all correspondence - both to and from - including refusals. All should be dated.
- 14 - Compile Conference Evaluations and prepare an evaluation summary for successor.
- 15 - Maintains an orderly workbook (notebook) to pass on to successor.
- 16 - Write Thank You letters to all who have participated in Conference programs, or given help of any kind to make Conference a success.

**Additional Resources:**

**Conference Co-Coordinator**

**Duties**

Works closely with the Coordinator in the general planning of Annual Conference (Gathering).

- 1 - Is a member of the Executive Committee, Board of Managers, and Conference Committee.

- 2 - Attends all Executive Committee, Board of Managers, and Conference Committee meetings.  
Will notify President of attendance - or absence - in a timely manner.
- 3 - Secures Chairwomen for the following divisions:
  - a - Dining room hostess, who secures her own co-chairwomen, and all assistants.
  - b - Usher Chairwoman - who secures her own co-chairwomen, and all assistants.
  - c - Special Guest Hostesses - 1 for the Bible Study Leader and 1 for the Missionary.
  - d - Nurses, who secures her own co-chairwoman.
  - e - Timer. One is sufficient, but ask if she would like an assistant.
- 4 - Secure Bookstore representative (i.e., Cokesbury) or secure Bookstore Chairwoman, who will secure her own Co-chairwoman and assistants if ABW women are providing the bookstore.
- 5 - Keeps copies of letters written or received. Sends copies to the Coordinator.
- 6 - Keeps account of her expenses to send to Treasurer.
- 7 - Meets as needed with Ushers and Hostesses. Keep Usher Chairwoman informed as to time of offerings, change in procedures, additional responsibilities (such as assisting in Communion) and have all handouts to her before sessions in which they will be needed.
- 8 - Write Thank You notes to all participants she secured as soon as possible after Conference ends.
- 9 - Keep a workbook (notebook) to pass on to successor.

### **Additional Resources:**

## **Conference Coordinator-in-Training**

### **Duties**

Works closely with the Coordinator and Co-Coordinator in all planning of Annual Conference.

- 1 - Is a member of the Executive Committee, Board of Managers, and Conference Committee.
- 2 - Attends all Executive Committee, Board of Managers, and Conference Committee meetings. Will notify President of attendance - or absence - in a timely manner.
- 3 - Will be available to assist Coordinator and/or Co-Coordinator with specific duties in the following:
  - a - If there is to be a Mission Store, secure Mission Store Chairwoman, who will secure her own chairwoman and assistants.
  - b - Secure "bell-hops" (young people from local churches) to assist conference attendees with their luggage and Care & Share items.
- 4 - Will keep copies of all correspondence, to and from, and send a copy to the Coordinator.
- 5 - Keep accurate records of expenses to send to Treasurer.
- 6 - Send Thank You notes to all you have asked to be participant, as soon as possible after Conference ends.
- 7 - Keep a workbook (notebook) to pass on to successor.

### **Additional Resources:**

## **Coordinator of ABGIRLS**

### **Duties**

- 1 - Serves on the Executive Committee.
- 2 - Resource person for the State of Ohio's associations and individual churches. Churches requiring information about the programs or how to start a group will work with her.
- 3 - Be aware of the resources for ABGIRLS that are available, will keep abreast with new information through the national ABGIRLS newsletter, the website, the national coordinator, and will keep the Executive Committee informed of new information.

- 4 - Submit articles to the Tellhergram September 1, January 1, and April 1 to keep the women informed of new information, news, events, and encourage women throughout the state to utilize the resources available to them for ABGIRLS.
- 5 - Continue to be creative and to seek God's guidance for ways to improve, encourage, and to "raise up" ministries with girls and young women.
- 6 - Serve as the chairperson to seek and plan activities to bring ABGIRLS together statewide for spiritual renewal, training, and fellowship. This has been done annually in conjunction with the ABWM Conference, but as the needs of the girls change, so may the gatherings.
- 7 - Promotes the National Gathering for Girls.
- 8 - Gives guidance to her counterparts, using the Tellhergram and ABGIRLS Leader e-Newsletter as primary communication vehicles.
- 9 - Works with staff to provide a report for the AB Women's Ministries Treasurer of income and expenses of the State Gathering for Girls within two months after it ends (any ABGIRLS budget recommendations for the next year should also be made at this time)

### **Additional Resources:**

ABGIRLS Leader  
E-newsletter

### **Coordinator of Publicity/Tellhergram**

#### **Duties**

- 1 - Serves on the Executive Committee as well as other committees as assigned by the President.
- 2 - Promotes and publicizes events of the ABWM of Ohio
- 3 - Edits and distributes the Tellhergram:
  - a - Sends reminders to the Executive Committee when articles are due.
  - b - Edits and checks articles for content, punctuation, verifies dates, if included.
  - c - Sends the completed newsletter to the Webmaster of ABC/OH to be placed on the website at abc-ohio.org.
- 4 - Communicates other pertinent and up-to-date information as appropriate to the webmaster.
- 5 - Keeps in touch with the websites, Executive Committee, and other resources to determine the events that need to be included in the newsletter or on the website.

### **Additional Resources:**

### **Coordinator of Spiritual Growth Retreat**

#### **Duties**

The role of the Spiritual Growth Retreat Chairperson is to plan and coordinate the once a year Retreat held in the fall. The Retreat is held in September of each year and for the last six plus years it has been held in Mt. Vernon, OH the third week-end in September.

The Spiritual Growth Retreat (SGR) Chairperson responsibility is to:

- 1 - Delegate; Delegate; Delegate
- 2 - Set the date on the ABC/OH calendar
- 3 - Secure the church and hotel

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- 4 - Set up the chef and her staff for the meals
- 5 - Set up the music staff
- 6 - Obtain a speaker, and a mission speaker, and other program personnel
- 7 - Get publicity out about the Conference
- 8 - Lead the Conference and make sure all are on time
- 9 - Obtain thank you gifts for the staff that served
- 10 - Serves on the Executive Committee as well as other committees assigned by the President

The job is from September to September. The term is three years.

In September you end the current Conference. Just after the current Retreat, secure the location for the following year's Retreat and hotel (block the rooms, usually about 10).

In January recheck with location and hotel to make sure you are on the current year's calendar. Contact ABC/OH to see who is on the mission calendar for the year. If Ohio does not have access to the Foreign Missionaries on the current year's calendar, utilize local area missionaries, racetrack chaplains and camp directors. They are all missionaries. (Try not to follow-up a racetrack chaplain with another racetrack chaplain, etc.)

Begin laying out time schedule and begin designing advertising (brochures, registration, and posters). Advertise in the Tellhergram and at Women's Conference, and make sure all churches receive forms.

The things we have found that work the best are:

- 1 - Let women deal with the hotel direct and they can use their charge cards direct.
- 2 - Let the Treasurer deal with the rest of the cost requirements.
- 3 - Make sure all invoices are accompanied with the right paperwork and approved by you. (Spiritual Growth Retreat is a self-supporter. It is a "cash in" and a "cash out" situation and not budget controlled.)

One of the requirements is to do an article for each Tellhergram.

The way the election term goes is you and the new chair will be sharing the responsibilities for the first assignment in her term.

The procedures from past years have been:

- 1 - Thursday evening - get acquainted
- 2 - Friday - all day conference
- 3 - Friday Evening - worship or getting to our hearts
- 4 - Saturday - speaker and missions
- 5 - Saturday - dismissed at noon
- 6 - Saturday afternoon - state board meeting

Some of the new experimental situations we are working with for 2008 season are:

- 1 - Thursday night - state board meeting
- 2 - Friday and Saturday - conference
- 3 - Children's program for up to twelve years of age

## **Additional Resources:**

### **Love Gift Chairwoman**

#### **Duties**

Each new President appoints this position at the beginning of her term and as needed.

- 1 - Serves on the Board of Managers and other committees as assigned by the President.
- 2 - Serves cooperatively with the Treasurer who interprets and also promotes Love Gift.
- 3 - Promotes the giving of Love Gift and communicates ideas for creative ways to perform this fund-raising.

## **Page 12**

- 4 - Interprets and informs the women of the procedures for reporting Love Gift. Reporting may be through the individual church treasurer, recording the contribution on the appropriate line of the report sent to the state office. Another way to report is to send the money to the appropriate association Treasurer using the form she has provided.
- 5 - Keeps informed of the current Love Gift income figures as provided by the National Coordinator, and relays the status of giving to the Board of Managers as well as the individual associations.
- 6 - Keeps informed of the available Love Gift news and resources and relates this to the women via the Tellhergram.
- 7 - The Chairwoman should not set a State Love Gift Goal, nor suggest one to the associations. Associations should feel free to set their own goal if they so desire.

## **Additional Resources:**

### **Scholarship Chairwoman**

#### **Duties**

Each new President appoints this position at the beginning of her term and as needed.

- 1 - Serves on the Board of Managers and other committees as assigned by the President.
- 2 - Promotes the assistance of American Baptist students who are preparing for missionary and/or church related vocations.
- 3 - Presides over the Scholarship Committee (see Scholarship Committee).
- 4 - Communicates with the students and reports progress and needs to the women using the Tellhergram as her primary communication vehicles.
- 5 - Arranges for checks to be sent to the students according to the Committee Bylaws and Guidelines.
- 6 - Works closely with the Treasurer to monitor scholarship funds.

## **Additional Resources:**

### **Care & Share Chairwoman**

#### **Duties**

Each new President appoints this position at the beginning of her term and as needed.

- 1 - Serves on the Board of Managers and other committees as assigned by the President.
- 2 - Presents Care & Share at circles and/or association meetings or other speaking engagements as requested (be available, if at all possible).
- 3 - Present Care & Share needs through the Tellhergram by preparing appropriate articles for Fall, Winter and Spring.
- 4 - Promotes and encourages Care & Share giving, sharing a cooperative relationship with the Mission and Service Coordinator in the promotion of this area.
- 5 - Pick up and deliver Care & Share items, if in the area.
- 6 - Encourage Care & Share givers to tour and deliver items direct to their chosen ministry.
- 7 - Contact all Care & Share recipients several times a year to determine needs and gather requests. Letters, emails, or phone calls prior to the Annual ABC/Ohio Gathering and ABW Annual Conference.
- 8 - Keep ABW updated regarding personnel changes at our various ministries.
- 9 - Prepare Care & Share lists for distribution at Women's Conference, Annual ABC/Ohio Gathering and for speaking engagements.
- 10 - Present a display at both the Annual ABC/Ohio Gathering and ABW Conference, if appropriate that year.
- 11 - Attend ABW Board of Managers meetings as scheduled (March, June and October).
- 12 - Provide a reporting form to distribute to the associations at the Annual Conference, including the due date on the form.
- 13 - Prepare an annual report of Care & Share giving, based on the reports returned by the associations. Present this report to the Board of Managers at the next scheduled meeting.
- 14 - Set up and manage the Care & Share drop off/pick up area at Women's Annual Conference. Encourage helpers)
- 15 - Keep ongoing records of Care & Share giving and pertinent correspondence.
- 16 - Recommend changes and/or additions for Care & Share programs to the Board of Managers.

## **Additional Resources:**

### **White Cross Chairwoman**

#### **Duties**

Each new President appoints this position at the beginning of her term and as needed.

- 1 - Serves on the Board of Managers and other committees as assigned by the President.
- 2 - Promotes and encourages White Cross participation, sharing a co-operative relationship with the Mission and Service Coordinator in the promotion of this area.
- 3 - Prepares the White Cross requests for each association yearly, based on what activities and quantities were reported on the previous year's report. These are made ready for distribution at the Annual

Conference.

The state requests and yearly information is received around the month of March from the National Office at Valley Forge. National ministry information is prepared and distributed by Victoria Goff, and the international from Chris Maiziales. The White Cross chairwoman then sorts the monetary request forms, patterns, etc. according to the directions enclosed with the shipment.

- 1 - She divides the requests among the associations of the state, noting the information each group has supplied on the previous year's report form.
- 2 - Much sorting, dividing, and counting is required, and begins as soon as the Valley Forge shipment arrives. 3 - Keep in touch with national and international ministries to follow any new information or changes that need to be reported to the women, using the Tellhergram as the main communication vehicle.
- 4 - Promotes the resources available for White Cross, available free of charge (shipping donation requested) from Judson Press. The Magazine includes bulletin inserts, dedication service, and much more. Magnets, bookmarks, and brochures using the present theme "Showers of Blessings" are also available and good distribution items.

### **Additional Resources:**

### **Historian**

#### **Duties**

Each new President appoints this position at the beginning of her term and as needed.

- 1 - Serves on the Board of Managers and other committees as assigned by the President.
- 2- Promotes the historical documentation of the organization's activities by photographs, written documentation, and retention of pertinent bulletins, brochures, notes, invitations, and mementoes representing those activities.
- 3 - Attends as many meetings and events as possible for photography, or delegates others to assist.
- 4 - Retains in her possession the ABWM of Ohio scrapbooks for as long as she serves in this capacity.
- 5 - May contact the AB Historical Society as needed when properties become extensive. See section on Secretary for address.

### **Additional Resources:**

AB Historic Society

### **Workbooks and Files**

Every officer, coordinator and chairwoman maintains a workbook and file of materials related to her area of responsibility. The workbook and files should be kept current by adding new materials and removing items that have been updated or are no longer valid. When her term of service is concluded, she passes the workbook and files of materials to her successor **as soon as possible**.

### **A Member's Workbook Includes**

- 1 - Current notices and agendas for meetings of the executive committee and board of directors
- 2 - The directory revised as corrections are shared
- 3 - A current roster of her association counterparts
- 4 - Minutes of the past year for the executive committee, board of directors, team, and committee to which she relates

- 5 - Bylaws of AB Women's Ministries of Ohio
- 6 - Here's How
- 7 - Dates to Remember
- 8 - The most recent distributed budget and financial report of AB Women's Ministries of Ohio
- 9 - Theme/Priorities
- 10 - Materials related to her area of work
- 11 - Reports made and received
- 12 - "Calendar" of responsibilities/deadlines for her office



## **Member's File Includes**

- 1 - Tellhergram - most recent 3 issues
- 2 - The most recent two issues of Leader's Reader
- 3 - The Guide to American Baptist Women's Ministries, if available (or access to)
- 4 - Current ABW Women's Ministries ministry resources
- 5 - Current materials related to her area of responsibility
- 6 - Up-to-date promotional brochures and pamphlets related to the work of the organization
- 7 - Complimentary materials sent by the AB Women's Ministries office or ABC-related organization
- 8 - Correspondence related to her responsibilities
- 9 - Minutes of the executive committee and board of managers meetings for two years (the secretary keeps a permanent file of records).

## **Committees of the Board**

### **Introduction**

The organization, planning, and work of American Baptist Women's Ministries is carried out primarily by committees of the State Board. There are many responsibilities shared in common by all committees and their leadership. This section will begin with the general responsibilities common to all, and then will describe specific responsibilities of each committee and its leadership.

### **General Responsibilities for all Committees**

- 1 - Plan and set goals for their particular areas of responsibility
- 2 - Evaluate whether or not the goals are met
- 3 - Report to the Executive Committee
- 4 - Maintain awareness of issues concerning women and girls

### **General Responsibilities for all Leaders of Committees**

- 1 - Serve as members of the Executive Committee and Board of Managers, and facilitate all meetings of the committee to which the President has assigned them.
- 2 - Plan a tentative agenda for the meeting well in advance, seeking the input of members and the President.
- 3 - Facilitate committee meetings, select a Secretary to record the minutes.
- 4 - Communicate with all members of her committee, including reports to members following meetings.
- 5 - Encourage creative participation by all members and encourage a free sharing of ideas in a non-judgmental atmosphere.
- 6 - Delegate tasks as necessary.
- 7 - Maintain communication with staff throughout the implementation of plans, providing input where deemed necessary.
- 8 - Maintain communication with other committee leaders on shared projects as necessary.
- 9 - Promote resources produced or selected by AB Women's Ministries.
- 10 - Attend to time during meetings.
- 11 - Work with the members of her committee to plan reports and recommendations at the Executive Committee and Board of Manager's meetings as necessary.
- 12 - Give written reports to the Secretary at the conclusion of oral reports at Executive Committee and Board of Managers meeting.
- 13 - Plan for prayer/devotions to start each meeting.
- 14 - Give assignments far enough in advance to assure ample time for completion.
- 15 - Notify members of special meetings in addition to those scheduled.

- 16 - Distribute copies of materials prepared for the work of the team to each member.
- 17 - Encourage members to bring suggestions to the meetings and to participate in the discussion.
- 18 - Make certain the members understand the responsibilities of the team.

## **General Responsibilities for All Secretaries to Committees**

- 1 - Record minutes and all votes at meetings of the committee.
- 2 - Prepare and send the minutes of the meetings within three weeks to committee members and President.
- 3 - Take care of committee correspondence not assigned to other members of the committee.

## **COMMITTEES**

### **The Nominating Committee**

#### **The Purpose**

To prepare in advance a list of nominees for office to be presented for election at the annual meeting of AB Women's Ministries at the State Conference.

#### **Contacts**

Even though the work of AB Women's Ministries is volunteer, it requires experienced leaders who can give an appropriate amount of time; it is important to consult with the following:

- 1 - Experienced workers in the states.
- 2 - The up-to-date file of potential leaders in the possession of the current chair of the committee.
- 3 - The outgoing officers whose positions are to be filled.
- 4 - The current Executive Committee and Board of Managers.

#### **The Committee**

Comprised of:

The three state officers serving the last year of their term.

Two Association Presidents appointed by the President.

1- Becomes familiar with:

- a - The bylaws and Here's How of AB Women's Ministries, seeking clarification, if needed.
- b - The core values of AB Women's Ministries.
- c - The job descriptions for the specific jobs to be filled.
- d - The committee's complete scope of responsibility

2 - Compiles

- a - A list of offices to be filled, length of term, etc.
- b - The names and qualifications of women who might be considered for office, and the offices they might hold.
- c - An ongoing roster of names of those women especially fitted by training and/or experience for a particular office or offices.

3 - Determines the process it will follow to select and confirm candidates for each open position, including:

- a - Discovering as much new talent as possible and considering carefully the special abilities of each woman for each task.
- b - Seeking the woman most suitable in every way for the task to be done.
- c - Securing nominees who represent all areas and churches within the state. If two women seem to be equal in abilities for the office, the area or church not represented as yet on the board should be given first consideration.
- d - Refraining from naming any member of the Nominating Committee to any office.
- e - Keeping conversations within the committee confidential.

4 - Determines possible candidates for each office and:

- a - Prioritizes candidates based on conversation with references, skills, and past experience.
- b - Approaches top candidate for each position, describing in full the task which will be hers if she is elected.
- c - Includes in communication an up-to-date job description for the office, information concerning time involved for Executive Committee and Board of Managers meeting and State Conference, information concerning expenses, the list of qualifications for nominees.
- d - Specifies that a term of office is three years except in the case of an unexpired term of office. (Refer to the Bylaws)

### **When Selecting a Nominee, the Committee:**

- 1- Seeks women with the following qualities:
  - a - Meets requirements of nominees as specified in the AB Women's Ministries Bylaws.
  - b - A sincere and deep commitment that grows out of a personal experience of decision and dedication to God's purpose for our world.
  - c - An understanding of and dedication to the mission of the church.
  - d - Insight and acceptance of the mission and vision of AB Women's Ministries and an understanding of its relationship to the total program of the American Baptist Churches Ohio.
  - e - Recognition of a state office as a responsibility of service and leadership accepted in the full knowledge of the demands on time, energy and talents.
  - f - Willingness to become fully acquainted with the specialized skills and qualifications needed in a particular area or office and to honestly appraise her ability to fulfill these qualifications and skills before accepting a nomination.
  - g - Realization that her responsibilities to her state office shall receive her first priority of the time she devotes to AB Women's Ministries, which includes a willingness to relinquish her positions in her area/association, or local church if necessary.
  - h - Ability to work with others as a team member.
  - i - Knowledge of local, area/association, region/state, and national work of American Baptist Women's Ministries.
  - j - Ability to communicate well through the written word in preparation of copy for Tellhergram, correspondence, etc.
2. Seeks women who reflect the diversity of American Baptist women (clergy/lay, age, geographic, and racial/ethnic representation).

### **The Chair**

- 1 - Keeps an ongoing list of potential nominees in the records. Passes on this file to the next chair.
- 2 - Prepares a written report for the AB Women's Ministries President and Secretary to be read at the spring Board of Managers meeting for approval. Recommendation to present the slate of nominees at the Annual Conference follows this approval. Nominees for the offices of ABWM of Ohio should be invited to the spring Board of Managers meeting at their own expense.

### **Conference Committee**

#### **The Purpose**

To plan the Annual Ohio State Women's Conference sponsored by AB Women's Ministries.

#### **Special Notes**

- 1 - The annual meeting of AB Women's Ministries shall be a part of the Conference. The President is responsible for setting the agenda.
- 2 - AB Women's Ministries will reimburse workshop leaders for workshop materials, up to \$20 per workshop, as a Conference expense.

#### **The Committee**

- 1 - Plans the Conference sponsored by AB Women's Ministries
- 2 - Chooses the goals and purpose, theme and Scripture, program and leaders of the Conference.

#### **The Chair**

- 1 - Is the Coordinator of Conference
- 2 - Begins initial plans for the next year's Conference at the summer meeting (thrust, theme, purpose, main leaders), and finalizes those plans at the fall meeting
- 3 - Additional responsibilities page 9.

# **Women's Day Committee (ABC/OH Annual Gathering)**

## **The Purpose:**

To plan and produce an inspirational as well as educational experience for the AB Women of Ohio, their associates and guests. This is held in conjunction with the ABC/Ohio Annual Gathering in the fall. (Usually October)

## **The Chair**

The Chair of the Women's Day luncheon and program is the ABWM President of the host association.

- 1 - The chairwoman receives the workbook with guidelines and previous committee notes from the Coordinator of Church and Community who may serve as her resource person if needed.
- 2 - Maintains contact with the chairperson of the Annual Gathering, traditionally Rev. Bob Cassady, one of the Ministers of Congregational Development of ABC/Ohio. Verifies meeting dates and location with him for the Local Arrangements Committee of which she is a member.

## **Budget**

The luncheon and program is paid for by the ladies' advance registration payments. There is not a reserve planned in ABC or ABW budget for this. This is why advance registration and payment is necessary. Payment of the hotel needs to be made by the time and day of the luncheon. This is common policy at many conference/banquet facilities.

**The chairwoman selects and appoints the rest of the committee she needs to accomplish the following:**

## **Plan the Program**

- 1 - Select a speaker who will be inspirational, motivational, educational, and interesting. Check with the Missions Board to see if there are missionaries available at that time.
- 2 - Elicit the advice of Rev. Cassady, the new Executive Committee and other active women for ideas for speakers and other program participants.
- 3 - Check with ABC/OH to see if they will provide sound equipment. If it is available by the hotel, check for possible costs and charges to use the equipment - also the operator.
- 4 - Arrange for music if the committee wishes - performer and sound; song leader and instruments; music or words available on power point? Availability of sound equipment and operator.
- 5 - Printed programs - available at the luncheon.

## **Distribute Publicity**

Program plans, cost, and a prepared registration form should be ready for distribution and sent to the Coordinator of the Tellhergram by September 1 to be included in the fall issue. Details and registration form is made available for ABC/OH Annual Gathering packets and publicity distribution. Deadline is available from the Chairman of the Gathering.

## **Women's Conference Promotion**

The Conference Committee should prepare a skit or other means of promotion for the upcoming ABWM Conference in the summer. This takes place during the program agenda.

## **Offering**

Delegates bring baskets or other containers. Discusses with the Treasurer where the offering will go, and arranges prayer for the offering. Determines who will accept the money that day.

## **Decorations**

- 1 - Many choose to establish a theme, but this is optional.
- 2 - Table centerpieces may or may not be furnished by the hotel.
- 3 - Favors, candy, mints, etc. are at the chairwoman's discretion; church ABW groups may be called upon to donate their talents.
- 4 - Verify cost of items provided by the hotel to determine if they need to be included in the registration fee - centerpieces, tablecloths, etc.

## **ABWM Display for the ABC/OH Gathering**

- 1 - Discuss and arrange with the ABWM President/Executive Committee
- 2 - The Ohio display board is available for use at this Gathering and is kept by the Ohio ABWM President or designee. It is also available for other meetings of the ABWM at the expense of the ABW group issuing the request.
- 3 - An additional display board is available from ABWM, Valley Forge. See this information listed under “displays” of the Here’s How.
- 4 - The purpose is to promote and generate interest in what is happening in Women’s Ministries. Provide resource handouts - White Cross, AB Women and Girls, Love Gift, State Project; attempt to represent each area of ABWM.

## **The ABC/Ohio Chairman and Committee arranges:**

- 1 - Meeting room and continental breakfast for the Board of Managers meeting held in the morning of Women’s Day prior to the luncheon.
- 2 - The chairman will verify the tentative number for attendance at the Board of Managers meeting, and the time frames for the meeting and luncheon for the agenda of the day.
- 3 - Menu selections are determined by the ABC/OH chair due to group pricing and contractual arrangements. Input by the womens’ chair may be requested.

Copies of the agenda, program, menu, planning notes are kept in the workbook and returned to the Coordinator of Church and Community following the Women’s Day events. Reports are made at the Executive Committee and Board of Managers meetings that are scheduled during the planning process, by the ABW chair.

The chairwoman discusses and determines the complimentary guest list according to the Bylaws, with the President /Executive Committee as needed. She will arrange for appropriate thank you or letters of appreciation following the event.

Retired missionaries, national or international, past presidents of ABWM of Ohio shall be given complimentary banquet tickets. Missionaries, active or retired from national ministries or international ministries who are invited to the conference shall have one half registration fee and cost of the luncheon paid.

## **FINANCE INFORMATION**

As stated in the Bylaws, the fiscal year runs from September 1 - August 31.

The Treasurer oversees all of the ABWM of Ohio funds, and forwards to national as appropriate.

### **AB Women’s Ministries Funds**

- a - Ohio Conference Fund - money specified for those costs from registration fees, donations specifically designated.
  - b - Fall Retreat Fund - money specified for these costs from registration fees and money specifically donated for Retreat.
  - c - ABGIRLS - conference registrations and specific donations.
  - d - Tellhergram - monies deposited from subscriptions.
  - e - Special fund - money donated for areas not specified in the above areas; the Treasurer will take care of contacting the donator to verify the destination of the amount, if necessary.
  - f - Sunshine - funds donated for flowers, cards, etc. to commemorate illness, etc; contributions are usually offerings from the Board of Managers.
  - g - Expense in promotion of the state project is to be taken from that project fund.
  - h - Treasurers from the local churches send their monies to the Association Treasurers, and they in turn send the monies to the State Treasurer. The deadline for money to the State Treasurer is May 15 of each year. If monies are received after May 15 for the state project they will go toward the next years’ project.
  - i - Some local churches may opt to submit their Love Gift money through the local church Treasurer on themonthly report of mission support; using the line designated “ABWM Love Gift”.
- 1- National Support** - These unrestricted contributions keep AB Women’s Ministries going. National Support pays salaries, rent, buys supplies, pays for postage, meetings, travel (including region presidents to the annual board meeting ), and all the other expenses that keep a national organization like ours going. Individuals can give directly to National Support, or channel their gifts through their state AB Women’s Ministries Treasurer. Every association and region is urged to include National Support funding in their budgets. In short, National Support funds the mission of American Baptist Women’s Ministries, statewide and nationally.

- 2 - **Vital Partners** - Many women and groups understand the importance for AB Women's Ministries to have adequate cash on hand to pay the bills, and so they give to National Support on a regular basis. We call them "Vital Partners". Some give monthly, some give quarterly, and some give annually. Some give \$100 a month, others give \$25. It can be any amount, but a minimum of \$10 a month is suggested, or any way one wants to give the suggested minimum of \$120.00 per year. We need more Vital Partners!
- 3 - **Leadership Development** - This fund provides money for conference scholarships, leadership, state officer training, educational experiences for national and state officers, and travel for region conference speakers. Individuals and groups often give to this fund in memory or in honor of someone.
- 4 - **Refit** - AB Women's Ministries passes along your Refit contributions through international ministries to "refit" missionaries who are returning to the mission field after their home assignment year and to "outfit" new missionaries getting situated overseas. Refit money is also given through national ministries to new church planters here in the United States to help them as they start a new church.
- 5 - **Endowment Funds** - AB Women's Ministries has two Endowment Funds, one for women's ministries, and one for our ABGIRLS ministry. The American Baptist Foundation manages the investment of the funds. Each year we budget the use of a small portion of the fund, to help cover costs to do women's and girls' ministries. Individuals are encouraged to give to the Endowment Funds at any time. We also urge you to include them in your will or in a Gift Annuity or Charitable Remainder Trust that generates income back to you during your lifetime.
- 6 - **Current Needs List** - This is our national office "wish list". There are always items and projects that are needed, if funding is available. Some people enjoy giving money to help meet particular needs, such as furniture, computers, office equipment or some other project. If you are interested, contact the national office to request a copy of the Current Needs List, or view it online.

### **American Baptist Women also Support Love Gift and White Cross**

- 1 - **Love Gift** - Love Gift began in 1932 when the women decided to raise extra funds to strengthen American Baptist mission work. Love Gift is distributed to regional and national mission efforts in the same way that United Mission is distributed. And as a thank-you from the denomination, AB Women's Ministries annually receives United Mission dollars in an amount equivalent to 15% of the total Love Gift received that year. Love Gift contributions are usually sent with the local church's mission giving (noted separately as ABWM Love Gift), Love Gift may also be sent directly to the association Treasurer, who then forwards it to the state Treasurer.
- 2 - **White Cross** is a program of International Ministries and National Ministries that appeals to American Baptist women's groups. We hope every church receives and completes White Cross requests for needed supplies and monies for mission sites in this country and around the world. With each request are instructions where to send the various requested items and the funds. Contact your region's White Cross Coordinator if you have any questions about your request.

### **FINANCE COMMITTEE**

- 1 -The ABWM Treasurer is the chairwoman
- 2 -The committee consists of three Association Presidents appointed by the State President.
- 3 -The group assists the Treasurer to prepare the annual budget, monitor financial reports and plan adequate support of the organization, to be presented at the annual meeting.

### **FINANCIAL AUDIT**

The Executive Committee shall recommend two Auditors (or one professional auditor if available on a volunteer basis) annually to the Board of Managers. They will audit the Treasurer's books, and submit a report at the October meeting, but will not serve on the board.

### **GENERAL EXPENSE INFORMATION**

#### **MILEAGE**

- 1 - ABWM of Ohio will pay twenty-five (25) cents per mile (from the General Fund) for:
  - a - Board of Manager members to Board of Managers meetings.
  - b - Non-board committee members to one Board of Managers meeting; one committee meeting apart from the regularly scheduled Board of Managers meetings.
  - c - Immediate past President to Board of Manager meetings for one year.
- 2 - A local church or association requesting a state officer to be present as a speaker, workshop leader, etc.

should be responsible for payment of expenses (25 cents/mile) for that officer. May also include meals and lodging.

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### **VOUCHERS**

The Treasurer requires a travel voucher to be completed and submitted together with a receipt if possible for all reimbursements.

### **DUES**

Each association shall pay the amount of fifty (50) cents per participating member (average attendance at rallies) to ABWM of Ohio. Money from Association dues is deposited in the General fund.

**SCHOLARSHIP MONEY** is sent directly to the school of the recipient, usually in August. The scholarship chair provides the addresses to the treasurer.

### **WOMEN'S DAY LUNCHEON**

- 1 - Funded by the pre-registration fees
- 2 - Complimentary tickets to the luncheon are offered with an invitation to the Executive Minister and spouse, past ABWM of Ohio Presidents, and retired missionaries. This is paid from the General fund.

### **CARRIE BELL BROWN FUND - (Scholarships)**

Annual Scholarships will be awarded from this fund annually in the amount of \$100 each to individuals from the Dayton Christian Center:

- a - 6 youth to attend Kirkwood Camp and Conference Center or the ABGIRLS June Conference.
- b - 4 adults to attend the ABWM of Ohio Conference in June.

### **ANNUAL STATE CONFERENCE EXPENSES**

#### **ABGIRLS**

- 1 - Conference fees for ABGIRLS are placed in AB Women's Ministries Conference Fund.
- 2 - All other Conference expenses for ABGIRLS, such as bible study leader, etc., are paid from the ABGIRLS fund. (January 1998 conference committee minutes)
- 3 - State ABGIRLS Coordinator's Conference fees will be paid from ABGIRLS fund.

#### **CONFERENCE COORDINATOR**

Conference fees will be paid by AB Women's Ministries out of conference funds.

#### **CONFERENCE REGISTRAR**

The Registrar of Conference shall have 2 of her registrations paid out of conference funds. (3/17/03 Board of Manager's minutes)

#### **EXECUTIVE MINISTER AND SPOUSE**

Shall be given complimentary tickets to Mission Banquet at Conference, if one is planned.

#### **MISSIONARIES**

Whether active or retired BIM or BNM who are invited to Conference shall have 2 registration fees and cost of Mission Banquet( if one is planned) paid.

#### **WORKSHOP CONDUCTORS**

Those who are conducting workshops and who are not members of the Board of Managers shall be given meals on the day of the workshop and shall be reimbursed for mileage and workshop copying expenses.

#### **PAY FROM CONFERENCE FUND UNLESS NOTED OTHERWISE IN DETAILS.**

#### **PAYMENT OF EXPENSES FOR:**

## **President of Ohio ABWM**

### **Meetings:**

- 1 - January and September Executive Committee meeting
- 2 - October Board of Managers and ABC/Ohio Annual Gathering

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- 3 - Spring Board of Managers meeting
- 4 - ABC Biennial (other than travel, which is paid by ABC)
- 5 - ABC/Ohio Regional Board (travel only)
- 6 - ABWM of Ohio Annual Conference
- 7 - ABWM National Conference
- 8 - Registration for Church Women United Spring Assembly

### **Other:**

- 1 - Mileage at the same rate as other board members (\$.25/mile)
  - 2 - Meals - medium rate - enroute when necessary
  - 3 - Tips - reasonable
  - 4 - Hotel - single minimum rate
  - 5 - Registration and delegate fees when necessary
  - 6 - Telephone calls necessary to the work of ABWM
  - 7 - Other office expense (postage, copying, etc.)
- Most expenses are paid from the General fund, but Leadership Training is sometime appropriate.

### **Executive Committee of ABWM**

- 1 - Mileage to Executive Committee and Board of Managers meetings (\$.25/mile)
  - 2 - Expense of copying distributed materials as necessary
  - 3 - Secretary - expenses of photocopying and postage
- Completed vouchers with receipts are to be turned in to the Treasurer for reimbursement if requested.

It is at the discretion of the Treasurer to interpret and determine which fund is appropriate for deposits, withdrawals, and reimbursements. She will use the national/state descriptions for which the funds were intended for her decision making. Accurate information on the vouchers is necessary for her determination of disbursement.

ABWM of Ohio will pay the registration fee for any elected state officer who attends the ABWM National Conference. Vouchers are required with receipts for all reimbursements.

### **SCHOLARSHIP COMMITTEE**

The committee is comprised of chairwoman assigned by the President; the chairwoman appoints three to five association Presidents to serve with her. Following the March 1 deadline each year, the committee reviews the applications to determine those students who are qualified for scholarships according to the Bylaws. The names of the qualified students are brought to the following spring Board of Managers meeting where the amount of scholarship money for each student is determined by Bylaw specifications, balance of the fund, and the number of qualified applicants. The chairwoman and Treasurer will then collaborate to distribute the dollar amount voted upon by the Board of Managers.

### **BYLAWS COMMITTEE**

This committee is chaired as noted in the Bylaws by the Secretary. Serving with her are 3-5 association Presidents. The President may serve as needed.

The committee is activated by the Secretary every three years at the beginning of each new President's term and in the event amendment or updates are needed.

See Article XII in the Bylaws for amendments.

### **OTHER INFORMATION COMMUNICATIONS**

#### **Stationery**

Stationery supplies may be requested as needed from the AB Women's Ministries office. Other supplies may be purchased locally and recorded on the officer expense voucher forms for reimbursement.

#### **National Newsletters and Other Communications**



All members of the Executive Committee, Board of Managers, or Leadership Team of ABGIRLS are automatically subscribed to the following communications upon the start of their term. Please note that officers are requested or invited to submit to some newsletters, others are generated by staff. Each newsletter description below includes subscriber information. All officers are encouraged to communicate this information to women and girls whenever possible.

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### **Leader's Reader**

*Leader's Reader* is a free bi-monthly e-Newsletter written by the national officers, consultants, and staff of AB Women's Ministries. The audience is AB Women's Ministries leaders and other subscribers. Information for *Leader's Reader* should be sent to the national President before her announced deadline for inclusion in the next issue. It is the responsibility of staff to edit and distribute *Leader's Reader* in January, March, May, July, September, and November. There may be an occasional extra issue to relay timely information.

Subscriptions to *Leader's Reader* are open to anyone; interested persons may contact the national office to request that they be added to (or removed from) the distribution list. It is also available on the AB Women's Ministries website in PDF format. Those without Internet access may request to receive *Leader's Reader* in print, delivered by U.S. mail, for \$10/year to cover photocopying and postage. Persons wishing to no longer receive *Leader's Reader* should request the national office staff to remove their address from the distribution list. (Whenever possible, region/state officers should be encouraged to download and print copies of *Leader's Reader* for members of their board without Internet access. Band should encourage local leadership to do the same.)

Region/state newsletter editors are encouraged to use information from *Leader's Reader* in their own newsletters as well, in addition to using information, ads, and logos available through the AB Women's Ministries website.

*Leader's Reader* and the ABGIRLS Leader e-Newsletter (below) replace and expand upon the former practice of "counterpart letters", as well as programmatic information formerly available through *On the Way...with American Baptist Women*. These e-Newsletters are a much more effective way of getting current and helpful ministry information to leaders in women's and girls' ministry. National officers are asked to encourage, whenever possible, local and association leaders to be sure they are receiving *Leader's Reader* and AB Girls e-Newsletter in some form.

### **ABGirls Leader e-Newsletter**

The ABGIRLS' National Leadership Team compiles a free quarterly e-Newsletter for leaders in ministry with girls. Staff edits and distributes the e-Newsletter in September, December, March, and June. Anyone may request the national office staff to add their email address to, or remove it from, the ABGirls Leader e-Newsletter email distribution list. It is also available on the AB Women's Ministries website in PDF format. The ABGIRLS Leader e-Newsletter is not available in print.

### **Website Update e-Newsletter**

The national office staff send out a free monthly e-Newsletter update to subscribers, sharing what new things are on the AB Women's Ministries website. Anyone may request the national office staff to add their email address to, or remove it from, the Website Update e-Newsletter email distribution list. The Website Update is not available in print or in PDF form.

### **TELLHERGRAM**

- 1 - The Tellhergram is the publication of the Ohio ABWM. It is available 3 times a year - fall, winter, and spring issues for a \$4.00 subscription fee. It is also available for email viewing on the abc-oh.org. website. Subscriptions can be sent to: Coordinator of Publicity/Tellhergram.
- 2 - Articles of this publication are submitted by the officers of the Executive Committee, Board of Managers, and others interested in promoting and publicizing events of the ABWM of Ohio. If you wish to submit an article, contact the Coordinator for information.

### **Displays**

-A limited number of tabletop displays that interpret/promote AB Women's Ministries and the ABGIRLS ministry are available from the national office on a first-come, first serve basis to use at national and regional events, when the displays are not required for use by the national board. A \$50 deposit is required and will be refunded when the display is returned.

The national office will cover shipping costs to the person requesting use of the display. The display is to be returned immediately following the event, at the expense of the requesting party.

-The ABWM of Ohio display board is available for use by the Board of Managers, and other AB women to use for promoting Ohio ABW and Girls events. It is kept by the president or designee with other properties, and is available at the expense of the requesting group. Notify the president with your request.

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### **Speakers for Region/State Events**

Current AB Women's Ministries national officers, ABGIRLS National Leadership Team members, and staff of AB Women's Ministries welcome the opportunity for speaking and leading workshops and other training events, and are qualified as approved speakers. AB Women's Ministries has limited funding to cover approved speakers' transportation to and from the region and lodging/meals en route. All other expenses are covered by the hosting group. Approval of travel funding from AB Women's Ministries is dependent upon the following procedures:

- 1 - Requests for a national officer, NLT member, or staff member to be a speaker at region/state women's events must be made through the Executive Director of AB Women's Ministries, who will contact the officer or staff member to verify that she will be available and advise how travel arrangements are to be made
- 2 - Official representatives of AB Women's Ministries and ABGIRLS are responsible for promoting Love Gift and funding opportunities for AB Women's Ministries and ABGIRLS, as well as thanking audiences for their financial support of the organization's ministries.
- 3 - No one shall officially represent or speak for AB Women's Ministries other than current officers and staff, unless authorized and requested to do so by AB Women's Ministries. Anyone representing the Executive Committee of AB Women's Ministries should clearly reflect the policies and philosophies of the Executive Committee.
- 4 - Consultants represent their own boards unless specifically requested by AB Women's Ministries to speak for them.
- 5 - All those designated as official representatives of AB Women's Ministries or ABGIRLS are responsible for keeping informed of current developments in AB Women's Ministries, AB GIRLS, ABCUSA, and their own areas of responsibilities.
- 6 - Former national officers and staff may be invited to make their contribution as experienced persons but should clearly indicate they do not represent the current Executive Committee of AB Women's Ministries. No travel funding for them is available from AB Women's Ministries, due to limited funds.
- 7 - Gifts (items) may be kept by the speaker. Honoraria (monies beyond expenses) are to be sent to AB Women's Ministries.

### **Bereavement**

- 1 - Deceased State Presidents should be honored with a memorial service at the Women's Conference or Women's Day of the Ohio Annual Gathering, whichever event falls closest to the time of bereavement.
- 2 - Should the death of a past State President or current Board of Managers occur, a \$20. memorial gift will be sent in her honor to the Leadership Development fund of the ABWM/USA. This money will be taken from the general fund. The President of ABWM/OH will send a letter of appreciation and ratification of the gift to the deceased member's home church, and also to her family.

### **Forms**

Samples of forms and vouchers are attached to this document. They are not part of the numbered pages so you may use them to photocopy additional forms.

### **Amendments**

The *Here's How of Ohio* may be amended by the Executive Committee of American Baptist Women's Ministries of Ohio as needed at any scheduled meeting.

Adapted for Ohio from the National Here's How  
Adopted for AB Women's Ministries of Ohio: 6/5/08  
Revised 3/14/09 By the Executive Committee

