**THE TEXAS AUXILIARY**

**Statement of Principles for TEXAS BMA AUXILIARY**

 **Article I – Name**

 This organization shall be called the Women’s Missionary Auxiliary of

Texas.

 **Article II – Definition**

 The Texas Women’s Missionary Auxiliary is the associated effort of the

 local auxiliaries/women’s ministries, represented by messengers of the

 churches in the Baptist Missionary Association of Texas.

 **Article III – Statement of Purpose**

The Texas Women’s Missionary Auxiliary is a group of women authorized by the Missionary Baptist Churches of Texas, to encourage a spirit of Christian cooperation among the churches and to provide extended outreach for all the women of the churches; to encourage and aid in the organization of local groups in every church affiliated with the Baptist Missionary Association of Texas; to educate and assist local and district auxiliaries/women’s ministries; and to serve as a link between the local, district, and national groups.

 **Article IV – Time of Meeting**

 The annual meeting is held at the time and place selected by the

 messengers in an annual assembly, or according to the time and place

 selected by the Baptist Missionary Association of Texas.

 **Article V – Officers**

 The officers of the Texas State Auxiliary, who shall be elected annually,

are as follows: president, first vice president, second vice president, third vice president, treasurer, assistant treasurer, two recording secretaries, editor, historian/media editor, project promoter, song director, Girl’s Missionary Auxiliary-Young Ladies promoter, assistant GMA/YLA promoter, Sunbeam promoter, assistant Sunbeam promoter, project selection committee (composed of three), an advisory council (composed of three pastors from the BMA of the Texas), and a nominating committee (composed of three and elected from the floor).

The officers shall not serve in the same office more than two consecutive years, with these exceptions: (1) the treasurer and assistant treasurer, who shall not serve in the same office more than ten consecutive years; (2) the GMA/YLA promoters and Sunbeam promoters; the historian/media editor; and the recording secretaries; shall not serve in the same office more than five years. (The recording secretaries should not be replaced at the same time). (3) One member of the project selection and nominating committees is to be elected annually. They serve on a staggered basis with three year term limit. One member goes off each year, when another is elected. In the event of a vacancy, it will be filled with the same expiration date as the one vacated. The third year member is chair person of the committee; (4) The advisory council is elected annually for a one year term.

The salaried officers are: (1) treasurer, assistant treasurer, editor, and historian/media editor. The salary amounts to be set during the annual meeting.

State officers are to be reimbursed for expenses incurred while fulfilling their duties. This would include printing and/or mailing, the cost of supplies, displays, visual aids, and travel (the mileage amount and limit amount to be set annually). Project promotion expenses are to be taken from the project fund and limit to be set annually.

**Article VI – Duties of Officers & Recommended Activities**

**Section 1 President**

1. Provide Leadership

Serve as the leader of Texas women which is the key link between the national, district and local groups. Preside over all regular Texas and officer’s meetings and call special meetings. (Call on the first vice-president to preside at your discretion.) Actively promote the work of the women’s auxiliaries/women’s ministry groups. Gain an understanding of the objectives of the work and be able to offer information and guidance concerning the entire women’s program. Be prepared to share the objectives and to supply specific officer helps, program materials and information about the projects. Visit as many district and local groups as time permits.

Organize your staff of officers and communicate with them regularly. Conduct an officers’ planning session as early as possible. Refer questions to the Advisory Council and depend upon them as your parliamentarians. Call special meetings when needed.

 b)Appoint Committees as Directed

Appoint committees as needed to carry out plans and programs of the Texas women. The following standing committees work during the annual meetings: registration; petitionary letters; finance; and resolutions. Provide the committee chair person with the forms to use in reporting. Choose them from among the regular members of the women of the churches in the Baptist Missionary Association of Texas. (It is best to appoint women in the locality of the meeting place for the registration committee.)

The host committee is made up of the district Women’s Missionary Auxiliary president and her officers in the area where the annual meeting is held. These women may work with you to coordinate the work and make the necessary arrangements that are best done locally. These include the following: suggesting names of area women to serve on the registration committee; arranging for a nursery location and workers (these workers to be paid from the general fund of the Texas Women’s Missionary Auxiliary); arranging for display space and tables, seating, etc.; and often providing the name tags (optional).

 c)Lead in Educational and Training Efforts

Be available with the assistance of the second vice president to plan and present retreats and seminars. Call upon other officers to participate.

d) Give a Report at the Annual Session

Prepare a summarized report of the Texas auxiliary work to present to the annual session of the Baptist Missionary Association of Texas. (This is done by the incoming president and is prepared, read to the body at the appointed time, and given to the state clerks for publication.) Include the accomplishments of the prior year, project fund information (old project and amount and new project and goals), and a list of the incoming officers. Keep it as brief as possible

**Section 2 First Vice President**

1. Serve as Assistant to the President

Serve as the first assistant to the president. Be available to assist the president as she requests. Preside in the absence of the president. Prepare an agenda (the president may provide a copy) for use if/when the president is absent or invites you to preside. Gain an understanding of the objectives of the work and a working knowledge of the Manual and guidebook, as well as parliamentary procedure. (In the event the president resigns or becomes unable to perform her duties, you would assume her responsibilities until the next election of officers.)

1. Encourage personal service as a lifestyle.

Emphasize the importance of personal service. The servants’ heart shows the joy of serving the Lord by serving others.

1. Serve as Enlistment Chairperson

February is enlistment month. Present a plan of enlistment which may be used in the local and district meetings. Promotion should begin with an article outlining a plan, a theme and instructions for the procedure. The article should be sent to the editor and the media director.

1. Welcome New Groups

Provide the petitionary letter form, and invite new women’s groups to petition for membership in the state group. New members are recognized at the annual meeting. Seek ways of emphasizing the welcome to each new group soon after the meeting. Write a note of welcome to the new groups soon after the meeting.

1. Lead in Pastor’s Appreciation

It is customary in some states for the first vice-president to lead in a special pastor and deacon recognition called “Pastor (or Deacon)

 Appreciation Week.” Plan and publicize special activities to honor

 them.

 f)Reporting

Write an annual report and send to the Treasurer for the annual report booklet.

**Section 3 Second Vice President**

1. Prepare and Present Programs

You will be responsible for the program for the annual meeting. Plan the program and presentation method. Confer with the president and keep her informed of your plans and progress. (When the meeting is over, express appreciation to all who helped.) You will assist the president in planning retreats and workshops.

1. Select a Theme for the Year.

Seek the leadership of the Holy Spirit to guide in your selection. As soon as the theme is chosen, notify the president, editor and media editor to publicize the new theme. (You may find help in selecting the theme from Scripture verses, tracts, song titles, etc.) As the program plans are developed, be sure to notify (well in advance) each one who will participate.

1. Inspiration and Information

Seek to motivate the women of Texas. Offer specific officer helps, program materials and information about projects. Provide leadership in the areas of spiritual program content and effective presentation. In addition to providing programs for the regular meetings, communicate with local and district officers through the state papers, newsletters, and media (websites / facebook pages etc). Invite local and district second vice-presidents to share their original programs.

1. Reporting

Send a written report of the year’s activities to the treasurer for the annual program booklet.

1. Preside When Called Upon

In the absence of the president and first vice president, you would be called upon to preside. Be informed of the activities of the women, and be prepared to preside should the need arise. Study the manual and guidebook, as well as parliamentary procedure.

 **Section 4 Third Vice President**.

1. Encourage Daily Bible Reading and Study

Promote Bible Study and the use of literature and tracts through correspondence, personal contact, social media, and the Baptist Progress. Prepare a list of inspirational books, and book reviews, with suggestions for group and personal study, for the web-site. Encourage local and district third vice presidents to contribute materials to be used in an online library of resources for study, programs, missions, and promotional ideas. Send articles for Baptist Progress to the Editor and for the web-site to the Media Editor.

1. Reporting

Send a written report of the year’s activities to the treasurer for the annual program booklet.

1. Preside When Called Upon

It would be rare but could happen, in the absence of the president, first and second vice presidents, you might be called upon to preside. Be informed of the activities of the auxiliary, and be prepared to preside should the need arise. Gain a working knowledge of the manual and guidebook as well as parliamentary procedure.

 **Section 5 Recording Secretary and Assistant**

1. To Keep a Record of All Meetings

Keep an accurate record of all proceedings of annual and officer meetings.

Each one should write up the proceedings and then compare to make sure nothing is omitted. Write what is done, motions, seconds, and whether it is carried or tabled. If possible include the full names. For instance, Mrs. John (Jane) Doe.

1. Maintain and Preserve

Place minutes in a notebook, using reinforced paper. Preserve filled minute books by storing them in a designated storage place, noting in current minutes where they may be found.

1. To Give Notice of Special Meetings

Provide necessary details to the editor and media director to publicize special meetings. Notify newly elected officers who were not present at the time of their election.

1. To Prepare the Minutes for Publication

Furnish a copy of the minutes to the president, treasurer, historian/media director, place one in the official notebook and send one to the Texas BMA clerks for publication.

**Section 6 Treasurer and Assistant**

 a)To Encourage the Cooperation of All Auxiliaries/Women’s Ministries

Communicate with district and local workers through correspondence and personal contact. Work with the president to keep the auxiliaries informed of the progress made throughout the year; and with the editor, project promoter and media director to keep the public informed, especially the status of the project receipts.

b)To Maintain a Current Roll

Maintain a list of those who contribute, the amounts and designation of funds. Keep a file of members, including their officers’ names and addresses, adding those who petition and are accepted into the state auxiliary. (When an auxiliary has petitioned and been accepted, it will remain a member, even if inactive. When it becomes active, it need not petition again, but its members may merely present themselves at a state meeting to be reinstated.)

c)To Make an Annual Report

Make an annual report which shall include the total auxiliaries reporting, contributions to the project fund, general fund, and designated funds and balances in all funds. List the group who gave the most, second and third amounts to the current project. The report to be included in the program booklet for the annual meeting.

1. To Act as the Financial Agent

Act as the financial agent of the body by receiving and disbursing all funds pertaining to the Texas Women’s Missionary Auxiliary general fund, Texas project fund and any designated funds for their respective recipients. Record and file statements in the permanent minutes, indicating financial institutions where auxiliary funds are deposited. (The treasurer is to be paid such salary per year as may be voted at each annual meeting. The assistant is to be paid when sharing duties at the request of the treasurer).

e)To Prepare the Program Booklet

The program booklet for the annual session will be prepared in cooperation with the president and second vice-president. Notify officers of the deadline date for receiving reports and suggest format for reports. Send the program to the editor and media director early enough for distribution to the Baptist Progress. (Provide a copy of the agenda to the first vice-president.)

 **Section 7 Assistant Treasurer**

a)To Assist the Treasurer

Learn the duties of the office. Work with the treasurer to divide the duties as needed.

b)Act on Her Behalf

In her absence or when she is unable to perform, be prepared to receive and record all transactions.

 **Section 8 Girls Missionary Auxiliary/YLA Promoter**

1. Encourage, Promote, and Publicize GMA Work

Cooperate with the promoter and advisory council to plan and evaluate the auxiliary work.

 b) Promote Youth Auxiliaries.

Travel, carry on correspondence and conduct workshops to keep the counselors informed of activities through internet, phone, and the Baptist Progress.

 c) Encourage the use of the Forward Steps Program.

d) Lead in Organizing New Girls’ Missionary Auxiliary Groups

Stay in touch with counselors in your state, working with district promoters.

1. Lead in Planning and Conducting the Annual Houseparty

Be responsible, with the assistant GMA promoter for coordinating and planning of an annual the GMA houseparty.

1. Make an Annual Report

Compile the report of the year’s activities. It should include numerical and financial information. Send a copy of the report to the treasurer for the annual program booklet.

 g)Maintain A Financial Record

The expenses shall be paid by the vote of the Texas Women’s Missionary Auxiliary.

 **Section 9 Assistant Girls Missionary Auxiliary/YLA Promoter**

1. Review the Duties of the GMA Promoter.

Cooperate with the GMA promoter. Help in planning the Texas house-party, as well as the year’s activities.

1. Lead in the Forward Step Program

Publicize ideas to encourage the use of the Forward Steps program.

1. Assist in Organizing New Girls’ Missionary Auxiliary Groups

Cooperate with the GMA Promoter, helping to stay in touch with counselors in your state, working with district promoters.

 **Section 10 Sunbeam Director**

1. Enlist, Equip, and Inform Sunbeam Promoters

Be responsible for overseeing the total scope, purpose, curriculum and activities of the Texas Sunbeam auxiliary. Travel, carry on correspondence and conduct workshops to promote Sunbeam work.

1. Serve As A Coordinator

Lead the Local Counselors and District Promoters, encouraging them to participate in a Texas Sunbeam house party.

1. Make an annual report

List the year’s activities and plans for the coming year. Send a copy of the report to the treasurer for the annual program booklet.

1. Maintain a Financial Record

Good records must be maintained. The expenses shall be paid by the vote of the Texas Women’s Missionary Auxiliary.

Further information may be obtained on the Youth Auxiliaries website or by contacting the national Sunbeam Director.

 **Section 11 Assistant Sunbeam Director**

1. Learn the Qualifications And Duties of the Sunbeam Director
2. Be Familiar With Materials

Learn about the publications, resources, meeting dates, etc.

1. Assist the Sunbeam Director

Share in carrying out her duties.

1. Perform activities of the auxiliary

Help when needed and be available to help and/or serve in her absence.

 **Section 12 Editor**

 a)Receive And Edit Articles For The Baptist Progress

Serve as the public relations officer of the Women’s Missionary Auxiliary. Assemble material for the women’s page in the Baptist Progress. Create a positive image of the auxiliary as an organization involved in missions, benevolence, Christian education, youth auxiliaries, evangelism and Bible study through frequent articles concerning the nature, objectives and work of the auxiliary.

b)Assist in Promoting the Project

Publish information periodically and include the amounts given.

c)Write Articles of Interest

Prepare articles on the state women’s work for publication in the Baptist Progress. Write articles of interest about officer’s activities to be published by their local newspapers and do spotlights on Missionaries and their families.

 d)Make an annual report of the year’s activities.

Send a copy to the treasurer for the annual report booklet.

 **Section 13 Historian/Media Editor**

1. Preserve History

Compile and keep vital statistics on the progress of the Texas auxiliary/women’s ministry. Prepare a good scrapbook containing pictures, programs and news clippings. Display the scrapbook at the state meetings.

1. Maintain the Texas Web-page

Provide information with material that will note coming activities, provide contact information, and include historical reports and other items of interest. Encourage other officers to use the web to promote their plans.

1. Reporting

Make an annual report of the year’s activities. Send a copy of the report to the treasurer for the annual program booklet.

 d) Recall Heritage

Prepare a display of items of history. You might wish to plan a celebration of an anniversary or to honor workers who have contributed much to the work of the auxiliary. Consult the president and second vice-president well in advance to coordinate the plans.

 **Section 14 Song Director**

1. Set a Spiritual Atmosphere

The Song Director will direct the congregational music and assist with special music at all the meetings. Consult with the president, second vice president, and pianist to plan the selections to be used.

1. Be Punctual

Plan well in advance of the meeting date.

1. Express Appreciation

Thank and those providing special music and assist in any way.

 **Article VII - Membership**

The local auxiliaries/women’s ministries make up the membership of the state auxiliary. Each church is entitled to three messengers who have been chosen from membership in a BMA church and elected by her auxiliary/women’s ministry, provided that the church is a member of the Texas BMA.

 **Article VIII – Contributions**

All contributions of the auxiliary are to be given voluntarily and sent to the treasurer to be disbursed as voted by the auxiliary or designated donor.

 **Article IX – Expenses**

Regular and necessary expenses incurred by elected officers in carrying out their duties and not otherwise provided should be paid by vote of the auxiliary, annually. These expenses may include postage, cost of printing, phone calls, supplies, travel, etc. The amount may be estimated and a limit set in keeping with the financial condition of the auxiliary.

 **Article X – Committees**

The president shall appoint a committee of four for registration, and two each for committees on petitionary letters, finance and resolutions at each annual meeting. She shall appoint, by vote of the group, any other committees deemed necessary.

 **Section 1 Registration Committee**

 a) Provide a Registry to Enroll the Attendees

 Make paper and pens available for the regular or called sessions.

b)Give a Report

When requested by the presiding officer, report the number of auxiliaries/women’s ministries, visitors, and churches represented. A form is available for your use.

 **Section 2 Petitionary Letters Committee**

 a) Receive and Study Petitionary Letters

Determine if all things are in order for receiving the new groups into the fellowship of the body. Their church must be a member of the BMA of Texas. If they have petitioned in the past, but have made a new start, they are already members and do not need to petition again.

 b)List the Petitioning Groups and Compile a Report

The list should be read to the messengers soon after the assembly has been called to order. Forms are available for reporting.

 c)The Petitioning Messengers Are Officially Members

 Their messengers are seated upon the vote to receive them. A form is

 available for your use.

 **Section 3 Finance Committee**

 a)Receive All Funds

 This includes all receipts.

 b)Keep a Record of All Funds

 Record the amount, name and address of the contributor, and the

 purpose for which it was designated. Undesignated funds are entered in

 the general fund.

 c)Make a Report of the Funds

 Read the Financial Report to the messengers, and turn all monies over to

 the Treasurer for disbursement. A form is available for your use.

 **Section 4 Resolutions Committee**

 a) Write and Present Resolutions of General Interest

 Consider resolutions that call attention to subjects such as those

 concerning bereavement or current events.

 b) Use Resolutions to Convey Appreciation

 Resolutions should include a vote of thanks to those responsible for the

 preparation and participation in the meeting.

 **Article XI – Amendments**

The Statement of principles may be amended at any regular session of the auxiliary by a vote of two thirds of the messengers present, provided that the amendment is offered in writing at the first meeting of the session.

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| **SUGGESTED****Order of Business** Call to order by the presidentWelcomeSong service and prayerDevotional (Miss GMA or Alternate)Petitionary letters called forWelcome to new auxiliaries and visitorsAppointment of committeesProgramBusiness:Officers’ meeting minutes presentedReports of officers and committees(May be printed)Song service and prayerUnfinished businessNew business:Project selectionElection of officersReport on registration and financeResolutionsAdjournment |

Alternate

Order of Business

(Plan for two sessions: (1) Business; (2) Program)

Business

Call to order and welcome by the president

Song and prayer

Petitionary letters received

Appointment of committees

Minutes of previous meeting distributed

Reports of officers and committees

(Should be printed)

Unfinished business

New business

Project Recommendation

Election of officers

Adjournment

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Program

Welcome to messengers, new messengers and visitors

Devotional (Miss GMA or Alternate)

Program

Announcement of new officers and project

Resolutions

Adjournment