**THE TEXAS AUXILIARY**

**Statements 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 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 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 auxiliaries.

**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**

**Section 1 – Elected positions**

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, project promoter, song director, Girl’s Missionary Auxiliary/YLA promoter, assistant GMA/YLA promoter, Sunbeam promoter, assistant Sunbeam promoter, project selection committee (composed of three), a nominating committee (composed of three and elected from the floor), and an advisory council of three.

**Section 2 – Term Limits**

The presidents/vice-presidents shall not serve in the same office more than two consecutive years. The treasurer, assistant treasurer, and the two recording secretaries shall not serve in the same office more than ten consecutive years. One member of the project selection and nominating committees is to be elected annually. 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 advisory council is elected annually for a one-year term. All other officers may serve no more than five consecutive years. The timing of these terms will begin when a new officer is installed to each position following the adoption of these standards (Nov 2025).

**Section 3 – Officer Expenses**

State officers are to be reimbursed for expenses incurred while fulfilling their duties. This would include, but is not limited to, printing and/or mailing, the cost of supplies, displays, visual aids, and travel.

**Section 4-Officer Salaries**

The following officers will receive an annual salary:

Treasurer $500

Assistant Treasurer $150

Editor $200

**Article VI**

**Duties of Officers & Recommended Activities**

**Section 1 – President**

a. 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 officers and communicate with them regularly. Conduct an officers’ planning session as early as possible. Refer questions and/or concerns 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 for the annual meeting is made up of Women’s Missionary Auxiliary/Women’s Ministry leaders 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 to assist in planning and presenting 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). Keep it as brief as possible.

**Section 2 – First Vice-President**

a. 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.)

b. 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.

c. 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.

d. 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.

e. Lead in Pastor’s Appreciation

Lead in a special pastor and deacon recognition called “Pastor (or Deacon) Appreciation Month.” Plan and publicize special activities to honor them.

f. Reporting

Write an annual report and send to the treasurer for the annual program booklet.

**Section 3 – Second Vice-President**

a. 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 and editor to publicize the new theme. (You may find help in selecting the theme from Scripture verses, tracts, song titles.) As the program plans are developed, be sure to notify (well in advance) each one who will participate.

b. The Retreat

Organize and plan the retreat with the assistance of the president and other officers.  The host committee from the church or district will assist with planning and preparation.  Registration fees will be waived for speakers/teachers/musicians at the retreat.

c. The Annual Meeting

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.)

d. Reporting

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

e. To 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**.

a. Encourage Daily Bible Reading and Study

Promote Bible Study and the use of literature and tracts through correspondence, personal contact, the Baptist Progress and the Texas WMA web presence. 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 to the Editor for publication on any/all platforms.

b. Reporting

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

c. Preside When Called Upon

It would be rare but could happen, in the absence of the president and 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 Secretaries**

a. 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.

b. Maintain and Preserve

A hard copy of all minutes is to be preserved in a designated storage place, noting in current minutes where they may be found.

c. Give Notice of Special Meetings

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

d. Prepare the Minutes for Publication

Furnish a copy of the minutes to the president, treasurer, historian, editor, and send one to the Texas BMA clerks for publication.

**Section 6 – Treasurer**

a. 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 project promoter and editor to keep the public informed, especially the status of the project receipts.

b. Maintain a Current Roll

Maintain a list of those who contribute, the amounts and designation of funds. Keep a file of members, 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. 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.

d. 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.

e. 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 early enough for distribution to the Baptist Progress. Send a digital copy of the program booklet to the editor of the Baptist Progress for archival purposes.

**Section 7 – Assistant Treasurer**

a. Assist the Treasurer

Learn the duties of the office. Work with the treasurer to divided 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**

a. Encourage, Promote, and Publicize GMA Work

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

b. Promote Youth Auxiliaries.

Travel, carry on correspondence and conduct workshops. Keep the counselors informed of activities through personal contact, a web presence, 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 individual church GMA counselors and work with district promoters.

e. Lead in Planning and Conducting the Annual Girls’ Retreat

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

f. 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

Good financial records must be maintained. The expenses shall be paid from the youth fund, with the approval of the advisory council.

**Section 9 – Assistant GMA/YLA Promoter**

a. Review the Duties of the GMA Promoter.

Cooperate with the GMA promoter. Help in planning the Texas girls’ retreat, as well as the year’s activities.

b. Lead in the Forward Step Program

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

c. Assist in Organizing New Girls’ Missionary Auxiliary Groups

Cooperate with the GMA Promoter, helping to stay in touch with local church GMA counselors and working with district promoters.

**Section 10 – Sunbeam Director**

a. Enlist, Equip, and Inform Sunbeam Promoters

Be responsible for overseeing the total purpose, scope, curriculum and activities of the Texas Sunbeam auxiliary. Communicate, publicize, travel and conduct workshops to promote Sunbeam work.

b. Serve as a Coordinator for the Local Counselors and District Promoters, encouraging them to participate in a Texas Sunbeam house party.

c. Make an annual report

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

d. Maintain a Financial Record

Good financial records must be maintained. The expenses shall be paid from the youth fund, with the approval of the advisory council.

**Section 11 – Assistant Sunbeam Director**

a. Learn the Qualifications and Duties of the Sunbeam Director

b. Be Familiar with Materials

Be a resource for the materials available for use with sunbeams: where to find the material, how it can be used, individuals who might act as a resource, etc.

c. Assist the Sunbeam Director

Share in carrying out her duties.

d. Perform activities of the auxiliary

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

**Section 12 – Editor**

a. Serve as the Public Relations Officer of the Texas Women’s Missionary Auxiliary

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.

c. Write Articles of Interest

Write and/or solicit articles on the state women’s work for publication in the Baptist Progress, on the Texas WMA Facebook page, and/or the Texas WMA website. This could include articles of interest about officer’s activities to be published by their local newspapers or spotlights on Missionaries and their families.

d. Maintain the Texas WMA web presence

This would include consistently providing information about coming activities, and contact information; encouraging other officers to use the website to promote their plans; and, include historical reports and other items of interest.

e. Reporting

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

**Section 13 – Historian**

a. 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.

b. 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.

c. Reporting

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

**Section 14 – Song Director**

a. Set a Spiritual Atmosphere

The Song Director will work in conjunction with the president and second vice-president to determine the program music for all meetings. She is responsible for securing an accompanist when she is leading the music. On occasion, with consultation between song director and second vice-president, a visiting musical group could be solicited for a meeting. There would be a need to plan well in advance of the meeting date.

**Section15 – Project Promoter and Selection Committee**

a. The Project Selection Committee, a committee of three, is comprised of the Project Promoter and two other ladies. The other two committee members will serve two years, with one elected and one to rotate off each year. Should a vacancy occur, someone would be elected to fill the unexpired term.

b. The Project Selection Committee, with the Promoter acting as chairperson, and should:

(1) call meetings

(2) send information to the editor for dissemination

(3) solicit project nominations

(4) provide a form to be used to make a nomination, with the deadline date, address to be used, as well as the amount needed to complete the “project” nominated, included in the publicity.

c. The Committee must research nominations to verify information and to prepare them for the program booklet.

d. The nominations should include:

(1) the project name

(2) estimated cost to fill the need

(3) clear address of church making the nomination

(4) The name and address of a knowledgeable person to contact when further information is needed

e. Projects must be for BMAA work, preferably, BMAT work.

f. In addition, the Project Promoter will:

(1) set the goal amount for the project, to be announced at the state meeting following the selection

(2) share ideas of how to raise funds for the project via The Baptist Progress, mailouts, Facebook, and the WMA website

(3) keep informed of the current amount raised and regularly share this information

(4) encourage local and district WMAs to participate in fund raising endeavors

**Section16 – Nominating Committee**

a. The nominating Committee is elected by the body from the floor, and consists of three elected members, each serving a three-year term. One selected and one rotating off each year, and the president serving as an ex-officio member.

b. The president, serving as chairman of the committee, is to arrange meetings and lead in the nominating process.

c. The work of the committee is to be done with discretion, taking care not to disclose information until final decisions are made.

d. The committee is to prayerfully consider each name submitted, research those who are proposed, and select those who will be presented as nominees to the annual meeting of the state WMA.

c. Members of the committee should contact each person under consideration to request permission to place her name in nomination, making it clear to her that it is merely a nomination at this point. Election will depend upon action by the WMA state body, who has the option to

nominate from the floor.

e. Nominees must be recommended by their local group and:

(1) Be an active member of her local church

(2) Be active in local and district women’s ministry

(3) Be able to attend regular state and officers’ meetings

(4) Be competent to fill the nomination

(5) Be willing to make the commitment of time and effort that are necessary to serve.

f. The committee must prayerfully evaluate the character, qualifications, willingness, the ability to work with the other prospective officers, and depend upon the Holy Spirit to lead in the final selection.

**Section 17 – Advisory Council**

a. The Advisory Council consists of three pastors who are elected to advise on matters of ethics, doctrine, and procedure.

b. They are to be present in all sessions of the annual meeting to advise the body if there is a question about the proceedings being in harmony with the spirit and principles of the Baptist Missionary Association of Texas.

c. They are to act as parliamentarians on matters referred by the president.

d. They are to advise on any correspondence related to requests for funds or assistance out of the ordinary course of women’s ministry work.

**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**

a. Regular and Necessary 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 officer team. These expenses may include postage, cost of printing, phone calls, supplies, travel, guest speakers or musicians, nursery workers for meetings, etc. The amount may be estimated and a limit set in keeping with the financial condition of the auxiliary.

b. Project Promotion Expenses

Project promotion expenses are to be taken from the project fund, not to exceed 1 %.

c. Youth Auxiliaries’ Expenses

The expenses for the Girls Missionary Auxiliary, YLA, and Sunbeams shall be paid from the youth fund, with the approval of the advisory council.

**Article X – Committees**

The president shall appoint committees for registration, petitionary letters, and finance 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.

**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 Fund

Read the Financial Report to the messengers, and turn all monies over to the Treasurer for disbursement. A form is available.

**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.

**SUGGESTED**

**Order of Business**

Call to order by the president

Welcome

Song service and prayer

Devotional (Miss GMA or Alternate)

Petitionary letters called for

Welcome to new auxiliaries and visitors

Appointment of committees

Program

Business:

Officers’ meeting minutes presented

Reports of officers and committees

(May be printed)

Song service and prayer

Unfinished business

New business:

Project selection

Election of officers

Report on registration and finance

Resolutions

Adjournment

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

(10/2025)