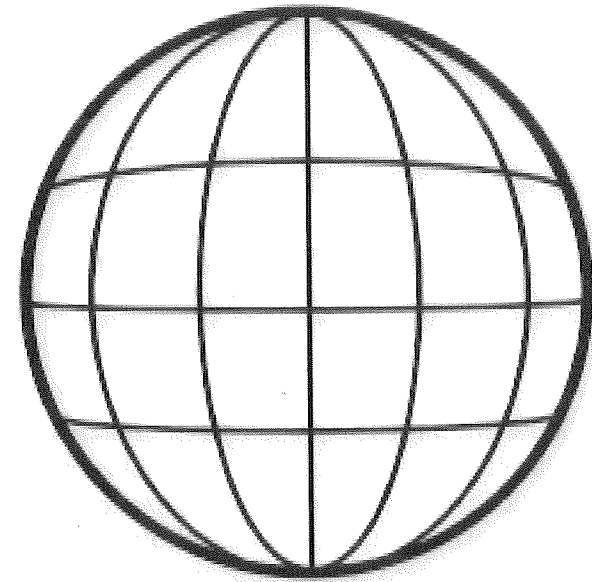


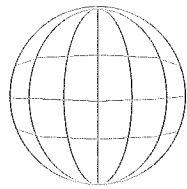
THE WOMEN'S MISSIONARY AUXILIARY

MANUAL AND GUIDEBOOK

Mrs. John Wilson



DiscipleGuide
CHURCH RESOURCES

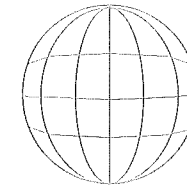


Women's Missionary Auxiliary
Manual and Guidebook

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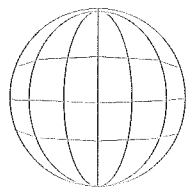
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Foreword

After thirty-seven years a new manual and guidebook — and it is my special privilege to write the foreword!

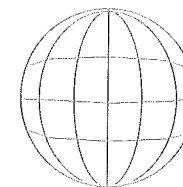
Author Bettye Wilson has drawn on her vast experiences in Women's Missionary Auxiliary work to give us much more than a manual. Along with the usual objectives and duties of officers, she has included numerous suggested activities and some of her own proven methods for serving in various capacities of the auxiliary.

I commend Bettye for her willingness to give of her time and to express in this manual and guidebook her love for the auxiliary. Her loyalty, industry, goodness, trustworthiness, and ministry shine through to inspire us all. Bettye has provided instruction and guidance that will challenge women to better service for many years.

Everyone in the Women's Missionary Auxiliary is encouraged to read and study this manual and guidebook and practice what it teaches.

"Let all things be done decently and in order" (I Corinthians 14:40).

—Mrs. John W. Duggar



Motto

"Beside this, giving all diligence, add to your faith virtue; and to virtue knowledge; and to knowledge temperance; and to temperance patience; and to patience godliness; and to godliness brotherly kindness; and to brotherly kindness charity" (II Peter 1:5-7).

Colors

Royal Blue, Gold, and White

Song

"Reaching Out in Service"

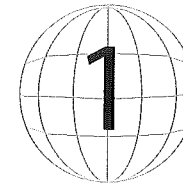
Fiscal Year

March 1 — February 28

Special Dates

February	Enlistment
March	Special Emphasis—General Fund
April	Annual Session
June	Workshop—Meeting (optional)
September	Youth Auxiliaries Emphasis
December	Executive Committee Meeting

Plan of Work



What Is Women's Missionary Auxiliary?

Opportunities Unlimited

The Women's Missionary Auxiliary is a group of women authorized by missionary Baptist churches on the local, district, state and national levels, banded together to encourage each other in their Christian growth and to aid in the ministries of their church and her associations through personal ministry and youth auxiliaries. She seeks to actively help the churches of the Baptist Missionary Association of America to carry the gospel to every corner of the world through local missions projects, personal and corporate evangelism, Christian education, and benevolence. She seeks to serve as an advocate for the needs of local, state, interstate, and foreign missionaries to the churches of the Baptist Missionary Association of America.

The Auxiliary is an organization designed to provide a scriptural avenue of service to women who wish to use their talents and resources to magnify the Lord. Women who are interested in spiritual growth through Bible

study, support and promotion of worldwide missions, evangelism, benevolence, and Christian fellowship will find unlimited opportunities in the Women's Missionary Auxiliary.

Members

Each woman of the church should be encouraged to be an active member of the Women's Missionary Auxiliary. Newcomers and unenlisted women in the community may be invited to attend and become a part of the group. Information should be provided to prospects explaining the benefits of being involved in the auxiliary. The Women's Missionary Auxiliary is a place for all ages, talents, and resources to come together to find a meaningful ministry especially suited for women.

Messengers

The local auxiliaries make up the membership of district, state, and national auxiliaries. Messengers are the voting members. One must be a regular member of a local auxiliary to serve as an officer or messenger of a local, district, state, or national auxiliary. Visitors are welcomed in all meetings of the auxiliary, whether local, district, state, or national.

Meetings

Regular meetings provide opportunities for consistent spiritual growth, stewardship, and enrichment. Special meetings offer added emphases in certain areas of learning, inspiration, and experience. Perhaps the most important aspect of auxiliary work is "what happens" in the meetings. Each meeting should be approached with advance planning and preparation. A challenge should be issued to those who attend to be obedient to

the will of the Lord and to be sensitive to the needs of others. Opportunities for fun and fellowship should be included in the schedule of meetings. Various methods of presentation should be used, taking care always to make it worthwhile to attend. This should be true of local, district, state, and national meetings. An effort should be made by the officers to include as many women as possible to assist in the activities. Those who are inactive or who do not feel qualified to participate should be recruited as prayer partners.

The local auxiliary may meet for Bible study or select a study of subjects relevant to Christians in today's world. Courses of study and programs should be chosen to inspire and challenge the members to spiritual growth and maturity.

The following plans have been effective, but you may choose a plan to accommodate the needs of your group.

Plan 1—Regular Bible study for three weeks with missions emphasis and business meeting one week of each month. Special activities such as visitation, benevolence, fellowship, etc., may be planned for the fifth week, which occurs once each quarter.

Plan 2—The alternate plan of work may be used by designating one week of each month for missions, one for Bible study, one for evangelism, and one for benevolence. Chairpersons are selected to lead on the respective days.

Plan 3—Monthly meetings with a program, missions study, or Bible study when weekly meetings are not possible.

Special meetings such as prayer or missions retreats may be added to the regular schedule to build closer relationships among the members. Such meetings are usually held on Friday night and Saturday morning. A well-planned program will allow time for getting acquainted and fellowship. The retreat time is more informal and intimate than regular meetings. The program should stir

the heart, refresh the mind, and leave a spirit of excitement for those who love and serve Him.

District, state, and national auxiliaries meet at the appointed times for inspirational programs; to carry out selected projects; and to teach, train, and motivate workers. The outreach is greatly extended by uniting with sister auxiliaries.



The Local Auxiliary

The local auxiliary is subject to the authority of the church which authorizes its organization. An annual planning session should be held either before the year begins or at the earliest possible time afterward. A plan for enlistment emphasis, missions education, project selection, study material, and officer training should be outlined and duties assigned. The plan should be approved by the church.

Officers of the district, state, and national auxiliaries are available to assist with training workshops, to share new ideas, and to recommend resources for a successful auxiliary.

It is important that a local auxiliary send regular reports to the district, state, and national corresponding secretaries. Names and addresses of officers should be sent as soon as changes are made to establish a link in communication.

Statement of Principles for a Local Auxiliary

Article I—Name

This organization shall be called the Women's Missionary Auxiliary of the _____ Baptist Church at _____.

Article II—Definition

The Women's Missionary Auxiliary is a church-authorized group of women, banded together for the purpose of serving Christ by helping to promote the plans and programs of their church as they grow and mature in the Christian graces.

Article III—Object

The object of the group is to meet at the time agreed upon by the local auxiliary to study God's Word, and to coordinate their efforts that the Lord Jesus Christ may get greater honor out of their lives as He uses them to help humanity in both temporal and spiritual matters. Activities should include missions promotion, Christian education, evangelism, benevolence, and youth auxiliaries.

Article IV—Membership

When a woman attends three consecutive meetings she is eligible for membership, and upon her request may be enrolled in the auxiliary as a regular, associate, or honorary member, according to her qualifications.

Section 1—Regular members are women whose membership is in the church authorizing the auxiliary. Only regular members can vote or serve as officers.

Section 2—Associate members are women who hold membership in other Baptist Missionary Association churches. Those members may serve on programs.

Section 3—Honorary members are women who desire to attend the auxiliary meetings but who are not members

of a Baptist Missionary Association church.

All members are included in the total enrollment of the auxiliary.

Article V—Officers

Good leadership is the key to the success of the auxiliary. Four things should characterize those who are chosen as officers:

Love for the Lord and a desire to serve Him by serving others is the most important attribute of any officer.

Enthusiasm inspires others to get involved.

Availability encourages women to offer their time and talents to the Lord's service.

Demonstration of a dedicated life sets the standard for the members.

The officers of the local auxiliary (each local group may elect only the officers needed) shall be president, first vice-president, second vice-president, third vice-president, secretary and/or treasurer, reporter, historian, Bible teacher or Bible study chairperson, chairperson of missions, evangelism, benevolence, director of youth auxiliaries, Girls' Missionary Auxiliary promoter, Sunbeam director, and promotion chairperson, all of whom shall be elected annually. A Girls' Missionary Auxiliary reviewing council, composed of three to five women, shall be appointed annually by the president. (The president and secretary are members of the state and national executive committees.)

When a vacancy occurs in the office of president for any reason, the first vice-president will assume the duties of the president. A first vice-president shall be elected at the next business meeting. If the first vice-president

declines to serve, a president will then be elected. When a vacancy occurs in any other elected office, election to fill the vacancy will be held at the next business meeting.

Article VI—Duties of Officers and Recommended Activities

Section 1—President

a. To Preside Over All Meetings

Study the manual and parliamentary procedure to have an understanding of the objectives of the work. Become informed of the conditions and needs and be ready to offer information and guidance concerning the entire auxiliary program. Be a consultant for the other officers and be familiar with their duties. Prepare a notebook with the following information: members' names and addresses; officers; all committees appointed; district, state, and national officers; themes; projects; open list of prospects (cooperate with first vice-president); calendar with important dates marked; goals (add notes of plans to attain them); an agenda for each business meeting (note highlights for future reference); spiritual section with plan of salvation; copy of the Standard of Excellence; and a copy of the manual and guidebook. Suggest that each officer make a notebook unless yearbooks are available.

b. To Appoint All Committees

Appoint all committees not otherwise provided for, taking care to select qualified persons. Involve as many women as possible. Follow up to determine if assistance is needed and to encourage those on committees to function.

c. To Call Special Meetings

Call special meetings when necessary, taking care that information of time, place, and purpose is well publicized. Work with the second vice-president and reporter.

d. To Serve as an Ex Officio Member of All Committees

As an ex officio (by virtue of office) member of all committees, be a consultant when needed. It is not necessary to meet each time the committee meets, but be informed of the activities.

e. To Lead in Cooperation With the Complete Auxiliary Program

Be active in leading the auxiliary to cooperate with local, district, state, and national auxiliary programs and to encourage attaining the Standard of Excellence (in cooperation with the first vice-president). Attend meetings of those groups when possible and report to the local auxiliary of the activities and projects. Serve as a member of the executive committee of the state and national Women's Missionary Auxiliary.

f. To Develop a Team Spirit in Your Auxiliary

Consult with the pastor to share your goals and ideas and request his prayer support. Listen to his suggestions and incorporate his ideas into your plans. Organize your staff of officers and delegate as much responsibility as possible. Keep the members informed of all activities and opportunities of service. Let them know when, where, how, and why they could be involved. Strive to keep harmony among the members of the auxiliary and earn the respect of the members of the church.

Section 2—First Vice-President

a. To Preside in the Absence of the President

Be prepared to substitute for the president on short notice. (You will be expected to assume the duties of the president should a vacancy occur in that office.) Study the manual and guidebook, parliamentary procedure, and your auxiliary program. Compile a notebook containing the following: a sample agenda; a copy of the manual and guidebook; a calendar (with important dates marked); a list of members; names and addresses of officers (local, district, state, and national); a list of prospective members;

a section for plans; a spiritual section; and a miscellaneous section.

b. To Serve as Enlistment Chairperson

Plan a special emphasis for enlistment, preferably near the beginning of the new year. Consider a meeting such as a luncheon, salad supper, etc. Encourage faithful members to bring someone. Choose the friendliest, most outgoing members to help you greet and introduce new members and prospects. Prepare an interesting and informative enlistment program (work with the second vice-president). Ask the auxiliary president to extend a hearty welcome. Sample Program: (1) Who We Are; (2) When and Where We Meet; (3) What We Do—projects and activities; (4) How to Become Involved; and (5) The Benefits of Being a Member.

c. To Serve as Personal Service Chairperson

Challenge the women to use their individual talents to serve the Lord by ministering to others. Encourage participation in benevolence, evangelism, and missions. The auxiliary is no longer required to fill in personal service report forms; however, the emphasis on personal service should be stressed. The auxiliaries who wish to use the personal reports for evaluation are encouraged to continue their use.

d. To Lead in Pastor and Deacon Recognition (Optional)

Suggest special activities for showing appreciation to the pastor during the designated week. Use similar plans for deacon appreciation week.

Section 3—Second Vice-President

a. To Serve as Program Chairperson

Plan and present inspiring programs at such times as designated by the local group. Programs do not just happen; they are produced. Keep the president advised of your plans. It is wise to plan for a year, and it is important to plan for the allowed time. Mark the dates and fill

in the tentative subjects. List the ideas you feel need to be explored, and begin to fill in such things as the title, method of presentation, persons who are needed or are available to participate, etc. Choose from various topics and methods of presentation. Consider the most important aspect of your programs — the challenge left with the hearers. The information, instruction, or inspiration you have presented should instigate concern and action. Be sure the content of your programs is scriptural, realistic, and understandable. The response will vary. One woman may want an opportunity to participate; another may be willing to give financially; and still another might agree to pray.

b. To Preside in the Absence of the President and First Vice-President

Prepare to preside in the absence of the president and first vice-president. Study the manual and guidebook to learn of the overall work of the church and the auxiliary. Prepare a sample agenda to use when needed.

Section 4—Third Vice-President

a. To Serve as Chairperson of the Literature Committee

Promote and encourage daily Bible study and serve as chairperson of the literature committee. Appoint others to help. Promote daily Bible reading by preparing an honor roll with special recognition for those who are daily Bible readers for a specified period. Suggest areas of study and encourage the women to unite in their daily devotional time. Work with the benevolence chairperson to supply Bibles to those who have none. Promote the use of tracts, Bibles, and other printed materials and encourage the use of materials published by the Baptist Missionary Association of America. Introduce and publicize the annual study course book. Provide a selection of tracts for distribution.

b. To Preside in the Absence of the President, First Vice-President and Second Vice-President

Prepare to preside in the absence of the president, first vice-president, and second vice-president. Study the manual and guidebook to learn of the overall work of the church and the auxiliary. Prepare a sample agenda to use when needed.

Section 5—The Secretary and/or Treasurer

a. To Record and Keep Proceedings

Be faithful and punctual to all meetings when possible. Notify the assistant when it is not possible to attend, being sure to acquaint her with the duties and giving her the necessary data so there will be a continuous record of all meetings. Record minutes in a notebook with reinforced pages or a bound book that will provide a permanent record. Record accurately and with enough detail to preserve the spirit and actions of the auxiliary. The records should be specific but not overly descriptive, and they should never express personal reactions or feelings.

b. To Prepare and Read the Minutes

Prepare minutes to include the following information: the kind of meeting, regular, stated, special, or called; the name of the group; the date of meeting and place when it is not always the same; the fact of the presence of the president and secretary or, in their absence, the names of their substitutes; whether the minutes of the previous meeting were read and approved or their reading dispensed with; all main motions, points of order or appeals; and usually the hours of meeting and adjournment when the meeting is only for business. Record the attendance and offerings of all meetings, and minutes of business meetings only.

c. To Receive and Disburse All Funds

Keep accurate records of income and expenses and disburse funds according to the vote of the auxiliary. Be prepared to give a balanced report of finances at every business meeting. Prepare four copies of the financial report; retain one copy for local records to be read in church conference and send one copy to the district, state, and national auxiliary each quarter. Send a copy of the report to all places, even though money is not sent. (Refer to Article VI, Affiliation and Reports, for more instructions.)

d. To Serve on the State and National Executive Committee

Serve as a member of the executive committee of the state and national Women's Missionary Auxiliary. Attend meetings of those groups when possible.

e. To Give Notice of Special Meetings

Work with the president and reporter, when special meetings are called, to make sure everyone is informed of the time, place, purpose, and special events of the called meeting. Notify members who were absent of any action which would affect them.

Section 6—Reporter

To Serve as the Public Relations Officer

Report through the columns of newspapers and religious journals, church bulletins, bulletin boards, and with oral announcements. Include the name of the group, when and where the meeting was held or will be held, and what the purpose of the meeting was or will be. Note the highlights of the meeting with enough detail to be interesting but not enough to be boring. Mention key people, actions, and observations. Be enthusiastic with the facts to make the reader feel that to be present would be a joy. Articles of interest relating to meetings are only one way of reporting. Use posters, signs, and newsletters for the purpose of getting the news out.

Work with the president and other officers and let them know you are willing to take care of any publicity that is needed. Women want to know that your auxiliary is working diligently throughout the year.

Section 7—Historian

a. To Preserve History

Compile and keep vital statistics on the progress of the local auxiliary. Prepare a good scrapbook containing pictures, programs, and news clippings.

b. To 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 8—Bible Teacher or Bible Study Chairperson

a. To Choose Study Material

Present a choice of study material to the auxiliary. (Consult your third vice-president.) If the interests and needs are too varied, consider having more than one circle. For some groups, the Bible study could be a study of basic doctrines of Christian living. Others may profit from deeper studies on prophecy, family relationships, community involvement, etc.

b. To Prepare and Lead Class Bible Study

Prepare the Bible lesson with much prayer and study of the Scriptures. Choose material containing a study guide and helps to organize the lessons, if you are a beginner. Plan ways of presenting the lessons that will continue to inspire women to study between meetings and encourage participation in class. Use various methods such as workbooks, flannelgraph, object lessons, pictures, and drawings to make the lessons more interesting. They will remain in the memory long after class time is over.

Section 9—Missions Chairperson

To Encourage Missions Outreach

Prepare and present mission programs designed to encourage and strengthen support for Baptist Missionary Association missionaries. The missions outreach is divided into four areas: local, state, interstate, and foreign fields. Learn about each area and include them in your plans. Keep the auxiliary informed of the current news of the interstate and foreign missionaries and their field of service by reading *The Gleaner*, the bi-monthly missions magazine. Consult state papers and other information concerning state, district, and local missions. Use the prayer calendar from *The Gleaner* to prepare your own poster or calendar. Post the current information in a prominent place, or read it aloud during the program as a reminder to pray for missions around the world.

Gather medical supplies for medical missions and send to the person designated by the Baptist Missionary Association Missions Department.

Section 10—Evangelism Chairperson

To Lead in Reaching and Winning Others

Cooperate with the pastor in evangelism. Make a study of the community and lead in a visitation program planned to reach the unsaved or unchurched person. Be responsible for having materials (tracts, bulletins) available for use in visitation (materials are to be provided by the auxiliary or the church). Present interesting programs on soul-winning and visitation techniques. Suggest ways members may help in evangelism.

Section 11—Benevolence Chairperson

To Discover and Meet Needs in the Church and the Community

Lead in the selection of a benevolence project and its completion. When people are in need, there is an opportunity to show the love of Christ to them. Present programs on the many opportunities of service such as

preparing food for the bereaved or ill; providing clothing for the needy; maintaining a nursing home ministry; giving financial support to children's homes; carrying on a senior citizens ministry; and sending cards of cheer to the sick, shut-in, bereaved, and lonely. Arrange for the necessary materials to carry on the benevolent work.

Section 12—Director of Youth Auxiliaries

To Coordinate the Work of the Sunbeams and Girls' Missionary Auxiliary-Young Ladies' Auxiliary

Acquaint yourself thoroughly with the curriculum. Lead the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoters and Sunbeam director in planning and evaluating lessons and activities for the year. Work closely with the Women's Missionary Auxiliary president in reporting and presenting financial needs to the Women's Missionary Auxiliary. Support all church-related functions. Detailed information regarding all aspects of youth auxiliary activity may be found in the Counselor's Guidebook. (Statements of Principles of a Local Girls' Missionary Auxiliary may be found in guide six on page 171 and instructions for leaders in guide one, page 11, and for reviewing council in guide two, pages 26-33.)

Section 13—Girls' Missionary Auxiliary Promoter

Study the Girls' Missionary Auxiliary curriculum and participate in planning sessions called by the director of youth auxiliaries. Assume the responsibility of recommending counselors (to be approved by the Women's Missionary Auxiliary), guiding the Girls' Missionary Auxiliary weekly sessions, setting goals, planning, teaching, and evaluating the work of the Girls' Missionary Auxiliary. Support all church-related functions and promote the district, state, and national Girls' Missionary Auxiliary projects and meetings. A complete guide for promoters may be found in the Counselor's Guidebook. (Statements of Principles of a Local Girls' Missionary Auxiliary may be

found in guide six on page 171, instructions for leaders in guide one, page 11, and for reviewing council in guide two, pages 26-33.)

Section 14—Sunbeam Director

Be responsible for overseeing the total scope, purpose, and activities of the Sunbeam auxiliary. Maintain an open line of communication between the Women's Missionary Auxiliary and the Sunbeam auxiliary. Serve as a coordinator for the counselors, or you may be a counselor. Complete guidelines for your office will be found in the Sunbeam Manual and Handbook.

Section 15—Promotion Chairperson

a. To Promote the Local Project

Prepare materials for use in promoting the objectives and projects of the auxiliary. Lead the auxiliary in setting goals for local projects and in making suggestions for reaching those goals. Provide information to the reporter for publicizing the project.

b. To Promote District, State, and National Projects

Cooperate with the district, state, and national committees in the promotion of projects and the work in general.

Article VII — Affiliation and Reports

There are four links in the chain of communication for Women's Missionary Auxiliaries. The basic organization is the local group. They affiliate with the district, state, and national auxiliaries to extend their outreach.

Each auxiliary should provide information (president, secretary, pastor, enrollment, and average attendance) to the district, state, and national auxiliaries per quarter by completing the financial report.

1. Retain one copy for local records to be read in church conference.

2. Submit one copy to the district secretary-treasurer

Women's Missionary Auxiliary

at the quarterly meeting (monthly or bimonthly), making one check payable to the district Women's Missionary Auxiliary for contributions to the district work.

3. Submit one copy to the state corresponding secretary, making one check payable to the state Women's Missionary Auxiliary for all contributions to the state general fund, state Women's Missionary Auxiliary projects, and the departments of the state association.

4. Submit one copy to the national corresponding secretary with one check — to the Women's Missionary Auxiliary of the Baptist Missionary Association of America — including contributions to the national general fund, national Women's Missionary Auxiliary projects, and departments of the Baptist Missionary Association of America.

Article VIII—Contributions

Voluntary contributions may be made to the general fund and project funds. Designated contributions will be disbursed according to the will of the donor. Each auxiliary is urged to contribute regularly to the general fund and projects for local, district, state, and national programs.

Article IX—Expenses

Regular and necessary expenses incurred by officers in carrying out their duties should be paid by vote of the auxiliary. These expenses may include postage, cost of printing, phone calls, supplies, etc. The amount may be estimated and a limit set in keeping with the financial condition of the auxiliary.

Article X — 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.

Order of Business
for a Local Auxiliary

Call to order by the president

Opening song and prayer

Recognition of visitors, special guests, and
new members

Business

Reading of minutes and treasurer's
report

Other reports (committees, officers)

Unfinished business

New business

Bible study and/or program
(chairperson in charge)

Announcements

Adjournment



The District Auxiliary

Statement of Principles for a District Auxiliary

Article I—Name

This organization shall be called the district Women's Missionary Auxiliary of _____

Article II—Definition

The district Women's Missionary Auxiliary is the associated effort of the local auxiliaries of the Baptist Missionary Association churches in the district represented by messengers of the auxiliaries as authorized by the churches.

Article III—Object

The object of the district auxiliary is to strengthen the spirit of Christian cooperation among the local auxiliaries by forming a connecting link of communication between the local and state auxiliaries. It should further the auxiliary work by helping in the promotion of district, state, and national programs and projects.

Article IV—Time of Meeting

The time of meeting shall be quarterly. The specific time and place should be selected by the vote of the messengers when in session.

Article V—Officers

The officers of the district auxiliary, who shall be elected annually, are as follows: president, first vice-president, second vice-president, and third vice-president, who shall not serve in their offices more than two consecutive years; recording secretary, assistant recording secretary, treasurer, and assistant treasurer (some district auxiliaries prefer the one office of secretary-treasurer, combining the duties of the two), corresponding secretary, director of youth auxiliaries, Sunbeam director, Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter (some district auxiliaries prefer to elect a Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter and assistant promoter, and Sunbeam director and assistant director rather than the three mentioned above), reporter, historian, promotion committee (composed of three), and an advisory council. The president and recording secretary are members of the state and national executive committees.

Article VI —
Duties of Officers
and Recommended Activities

Section 1—President

a. To Preside Over All Meetings

Lead your district auxiliary forward with plans, programs, and projects. Preside over all district meetings. Make an agenda for each meeting to include items of business, names of those who will participate, lead in prayer, etc. Work closely with the first vice-president and notify her promptly when you will be unable to attend a district meeting.

Conduct an officers' planning meeting at least once each year. Make sure the officers know their duties and have the necessary information and supplies to carry them out. Contact each officer by phone or note before each meeting.

Get to know the women, the churches, and the district officers. Study the conditions and needs, and be ready to offer information and guidance to the local auxiliary officers concerning the entire auxiliary program. Visit with as many local auxiliaries as your time and opportunity will permit to offer assistance. A quarterly newsletter could improve communication.

Be an example in Christian witness, missionary activity, personal service, and participation. Be punctual for every meeting — begin and end on time.

b. To Appoint All Committees

Appoint all committees not otherwise provided for, taking care to select qualified persons. Involve as many women as possible. Follow up to determine if assistance is needed and to encourage those on committees to function.

c. To Call Special Meetings

Call special meetings, when necessary, taking care that information of time, place, and purpose is well publicized.

Work with the second vice-president, secretary, and reporter. Serve as an ex officio member of all committees.

d. To Assist in Organizing New Auxiliaries

Lead in organizing auxiliaries in churches with no auxiliaries. Contact the pastor and a key woman in each church and offer to meet with the women of the church. Give information on the activities of an auxiliary as well as district, state, and national work. Offer positive suggestions of the benefits of a Women's Missionary Auxiliary in the local church. Assist in the reorganization of inactive auxiliaries by inviting them to attend district meetings, conferences, and seminars.

e. To Work With State and National Auxiliaries

Act as a key link between the local women and the state and national auxiliaries. Move forward with the plans, programs, and projects of the state and national auxiliaries. Attend all state and national meetings when possible in order to represent your district well. Advise the secretary to send a list of district officers' names and addresses to the state and national presidents as soon as they are elected.

Section 2—First Vice-President

a. To Preside in the Absence of the President

Be prepared to substitute for the president on short notice. (You will be expected to assume the duties of the president should a vacancy occur in that office.) Study the manual and guidebook, parliamentary procedure, and your auxiliary program.

b. To Serve as the Enlistment Chairperson

Make a survey of churches in your district with inactive or no auxiliaries. Work with the president to provide information and encouragement to each one with the hope of enlisting them. Encourage strong auxiliaries to adopt inactive groups, inviting them to participate in special activities.

Section 3—Second Vice-President

a. To Be Chairperson of the Program Committee

Select a theme for the year and plan programs to carry it out. The program will be the spiritual highlight of the meetings. Use a variety of methods of presentation, and be sure to plan for the amount of time allotted. Give detailed information of your aim for the program and the time schedule to all participants. Work closely with the president and other officers. Send copies of the program to each auxiliary in the district at least a week prior to each meeting. Ask the reporter to publicize your programs.

b. To Preside in the Absence of Other Presidents

Be prepared to preside in the absence of the president and first vice-president. Make a sample agenda for emergency use.

c. To Prepare a Yearbook (Optional)

A yearbook is an invaluable tool for both officers and members. Include the following information: theme — with scripture and special song; names and addresses of district officers; program for each meeting with date, place, and time noted; district project information; directory of churches in the district with pastors' names; directory of local auxiliaries, with names and addresses of their presidents and secretaries; state and national officers, projects, and goals; calendar, with special meetings marked and any other information needed.

Section 4—Third Vice-President

a. To Promote the Use of Good Literature

Encourage the use of materials published by the Baptist Missionary Association of America and other literature and materials helpful to women's work. Provide an attractive display of books and tracts at each district meeting. (Make arrangements ahead of time for space.) Order books and tracts from the Baptist Publishing House or your state book store. Distribute an assortment of tracts packaged

in zip-lock bags. Advertise the current study course book. Give a short book review or make announcements concerning books that are available in your officer's report.

Encourage the reading of ~~The Gleaner~~, the missions magazine. Provide sample copies and subscription envelopes, and offer to collect and mail them. (Sample copies of The Gleaner may be requested from the Baptist Missionary Association of America missions department.)

Mission: World

b. To Preside in the Absence of Other Presidents

Prepare to preside in the absence of the president, the first vice-president and the second vice-president. Make a sample agenda for emergency use.

Section 5—Recording Secretary and Assistant

a. To Keep a Record of All Meetings

Be punctual, with note pad in hand, to keep an accurate record of all meetings. The minutes should contain the following information: the kind of meeting, regular, stated, special or called; the name of the group; date of meeting and place; the fact of the presence of the president and secretary or, in their absence, the names of their substitutes; whether the minutes of the previous meeting were read and approved or their reading dispensed with; a record of the attendance, number of officers present, offerings, and actions of the auxiliary; all main motions, points of order or appeals; and usually the hours of meeting and adjournment when the meeting is only for business.

Focus
Detail

Be prepared to read the minutes when called upon. To save time, provide hand-out copies of minutes for everyone (optional).

b. To Give Notice of Special Meetings

Provide details concerning special activities and meetings to the reporter for publicity. Make notes of committees, meetings, and data for the president's use.

Section 6—Treasurer and Assistant

a. To Receive and Disburse Funds

Receive funds and keep accurate records of all contributions. Pay out funds as voted by the messengers or designated by the contributors.

b. To Present a Financial Report

Make a financial report at each district meeting, showing all income and expenses and the balance on hand for the period. To save time, provide hand-out copies of financial reports (optional).

Section 7—Corresponding Secretary

a. To Encourage Cooperation

Make contacts with district and local workers through correspondence and personal visits. Work with the president to keep the auxiliaries informed of the progress made in the work throughout the year and with the first vice-president on enlistment plans.

b. To Maintain an Up-to-Date Roll

Keep a file of auxiliaries, including their officers and addresses, who have petitioned and been accepted into the district auxiliary. (When an auxiliary has petitioned and been accepted, it will remain a member, even if inactive. When it becomes active, the members need not petition again, but merely present themselves at a district meeting to be reinstated.) Establish contact with a key woman in each church which does not have an active auxiliary. Communicate regularly, passing along information concerning special events and prayer requests. Send a list of district officers and their addresses to the state and national presidents as soon as they are elected.

Section 8—Director of Youth Auxiliaries

Coordinate the work of the Sunbeams and Girls' Missionary Auxiliary. Acquaint yourself thoroughly with the curriculum. Lead the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoters and Sunbeam directors in planning and evaluating lessons and activities for the year and in organizing new auxiliaries. Detailed infor-

mation regarding all aspects of youth auxiliary activity may be found in the Counselor's Guidebook. (Statements of Principles of a district Girls' Missionary Auxiliary may be found in guide six on page 172, with information for district youth leaders on page 177.)

Section 9—Girls' Missionary Auxiliary Promoter

Cooperate with the director of youth auxiliaries and assist in organizing new Girls' Missionary Auxiliary groups in your district. Lead the girls in selecting and supporting worthy projects. Meet with the director of youth auxiliaries and district Girls' Missionary Auxiliary advisory council to plan and evaluate the work. Detailed information regarding all aspects of youth auxiliary activity may be found in the Counselor's Guidebook. (Statements of Principles of a district Girls' Missionary Auxiliary may be found in guide six on page 172, with information for district youth leaders on page 177.)

Section 10—Sunbeam Director

Be responsible for overseeing the total scope, purpose, and activities of the district Sunbeam auxiliary. Maintain an open line of communication between the Women's Missionary Auxiliary and the Sunbeam auxiliary. Serve as a coordinator for the local counselors, encouraging them to participate in district activities. Plan, evaluate, and guide the programs, projects, and activities of the district Sunbeams. Refer to the Sunbeam Manual and Handbook for complete information.

Section 11—Reporter

a. To Be the Publicity Officer

Prepare and publish news of your auxiliary. Work closely with the president, second vice-president, and secretary. Send notices to the local groups before each meeting. Encourage reporters in the local auxiliaries to use posters, visuals, bulletin inserts, and announcements to publicize auxiliary events.

b. To Prepare Articles of Interest

Prepare articles for appropriate publications concerning special events, projects, etc., to publicize the district auxiliary. Relate what was done rather than what was said. Mention the selection or completion of projects, records that may have been set or broken, and special program highlights. Consider doing a profile of special workers, supportive pastors, and missionaries. (The expenses involved in this office shall be paid for by the vote of the district auxiliary.)

Section 12—Historian

a. To Preserve History

Make your work both interesting and helpful. Keep a good scrapbook containing pictures, programs, and news clippings. Display the scrapbook at the district meetings. Compile vital statistics on the progress of the district auxiliary. (The expenses involved in this office shall be paid for by the vote of the auxiliary.)

b. To Recall Heritage

Call attention to items in the history of your district by making an occasional spot announcement recalling a special event. Give the date, place, event, and results. Plan to celebrate special occasions such as anniversaries. Consult the president and second vice-president well in advance to coordinate the plans.

Section 13—Promotion Committee

a. To Set Goals

Lead the district auxiliary to set a goal amount for the project and offer ideas for promotion. The best promotional tool is information about the need, how the money will help, and how much is needed to complete the project.

b. To Advertise

Prepare materials to be used in advertising the district auxiliary project. Provide posters and printed material for take-home use. Mail quarterly project news to all

auxiliaries. Publicity and promotion will encourage generous offerings.

c. To Cooperate With State and National Pro- moters

Promote state and national projects. (The expense involved shall be paid for by vote of the district auxiliary.) Contact state and national project promotion committees for information and materials.

Section 14—Advisory Council

a. To Strengthen the Work

Observe the proceedings of the auxiliary and make constructive comments. Suggest ways to correct failures to adhere to the policies of the Baptist Missionary Association of the district. Call attention to any errors in proceedings and advise concerning parliamentary procedures.

b. To Avoid Problems

Advise on any correspondence related to requests for funds or assistance out of the ordinary course of auxiliary work.

Article VII—Membership

The local auxiliaries make up the membership of the district auxiliary. Each local auxiliary is entitled to three messengers who have been chosen from her membership and approved by her church to vote on her behalf, provided that the church has been received into the fellowship of the local Baptist Missionary Association. Regular members may serve as officers of the district auxiliary.

Article VIII—Contributions

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

Article IX—Committees

Each district auxiliary is to provide for any committees

deemed necessary. They may be appointed by the president or elected by the district auxiliary. The registration committee may be provided by the entertaining church.

Article X—Expenses

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

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.

Order of Business for a
District Auxiliary

Assembly called to order by the president

Song service and devotional

Welcome

Response

Receiving of new auxiliaries

Program (chairperson in charge)

Business

Minutes read and approved

Unfinished business

New business

Sermon

Adjournment and announcements

Lunch

Place of meeting

Designation of project

Resolutions

(Items of business pertaining to each
district auxiliary may be added.)

Program continued

Adjournment