



The State Auxiliary

Statement of Principles for a State Auxiliary

Article I—Name

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

Article II—Definition

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

Article III—Object

The purpose of the state Women's Missionary Auxiliary is to encourage a spirit of Christian cooperation among the churches and to provide extended outreach for all the work of the churches; to encourage and aid the organization of local auxiliaries in every church affiliated with

the Baptist Missionary Association of the state; to educate and assist local and district auxiliaries; 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 the state.

Article V—Officers

The officers of the state auxiliary, who shall be elected annually, are as follows: president, first vice-president, second vice-president, third vice-president, who shall not serve in their offices more than two consecutive years; recording secretary, assistant recording secretary, corresponding secretary, director of youth auxiliaries, Sunbeam director, Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter, editor, and historian. All state officers are members of the state and national executive committees.

Elected committees are the promotion committee, composed of three, and an advisory council, composed of three pastors in the Baptist Missionary Association of the state.

Article VI — Duties of Officers and Recommended Activities

Section 1—President

a. To Provide Leadership

Accept responsibility as the chief executive officer of the state auxiliary. Preside over all state and executive committee meetings and call special meetings. (Call on the first vice-president to preside at your discretion.) Actively promote the work of the state auxiliary. Gain an understanding of the objectives of the work and be

able to offer information and guidance concerning the entire auxiliary program. Be prepared to speak concerning or to teach objectives of the state Women's Missionary Auxiliary and to supply specific officer helps, program materials, and information about projects of the state Women's Missionary Auxiliary. Visit as many district and local auxiliaries as time permits.

Organize your staff of officers and communicate with them regularly. Conduct a 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. To Prepare the Program Booklet (Optional)

The programs for the executive committee and the annual session will be prepared by the second vice-president, and the agenda will be prepared and the program booklets (when customary) assembled by the president. Notify officers of the deadline date for receiving reports and suggest format for reports. Send the programs to the editor early enough for distribution to all denominational papers. (Provide a copy of the agenda to the first vice-president.)

c. To Appoint Committees as Directed

Appoint committees as needed to carry out the plans and programs of the state auxiliary. The following standing committees work during the annual and executive committee meetings: registration; petitionary letters; finance; and resolutions committees. Choose them from among the regular members of the auxiliaries of the Baptist Missionary Association. (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 state Women's Missionary Auxiliary); arranging for display space and tables, seating, etc.; and often providing the name tags (optional).

d. To Lead in Educational and Training Efforts

Be available to plan and present workshops and seminars with the help of other officers.

e. To Give a Report at the Annual Session

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

Section 2—First Vice-President

a. To Serve as Assistant to the President

Serve as the first assistant to the president. (In the event the president resigns or becomes unable to perform her duties, you would assume her responsibilities.) Gain an understanding of all objectives of the work and a working knowledge of the manual and guidebook, as well as parliamentary procedure.

b. To Promote Personal Service Work

The personal service report form is no longer in use; however, the importance of personal service has not diminished. Emphasize that importance through programs, publications, and personal appearances. Encourage the local, district, and state Women's Missionary Auxiliary members to remain faithful in the Lord's service. Send a

written report of the year's activities to the president for the annual program booklet.

c. To Serve as Enlistment Chairperson

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

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

d. To Promote the Standard of Excellence

Promote the Standard of Excellence during the year, and recognize at the state meeting auxiliaries who have attained the standard. Submit articles promoting the Standard of Excellence to state papers and by mail to local and district groups. Present, at the annual meeting, a certificate of recognition to auxiliaries who attain the standard. Sending a card or note to the local auxiliary would further encourage its work.

e. To Lead in Pastor's Appreciation (Optional)

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 implement special activities to honor them.

Section 3—Second Vice-President

a. To Represent the State Women's Missionary Auxiliary

Prepare to represent the state Women's Missionary Auxiliary when you are invited or have the opportunity to do so. Gain an understanding of the objectives of the work, be informed of the conditions and needs, and be

able to offer information and guidance concerning the entire auxiliary program. Be prepared to speak concerning or to teach the objectives of the state Women's Missionary Auxiliary when you are required to travel. Offer specific officer helps, program materials, and information about projects of the Women's Missionary Auxiliary. Provide leadership in the areas of spiritual program content and effective presentation. In addition to providing programs for the regular meetings, offer leadership by communicating with local and district officers through the state papers and newsletters. Invite local and district second vice-presidents to share their original programs. Submit programs and ideas through the publications, and offer to participate in workshops when invited by local or district auxiliaries. Send a written report of the year's activities to the president for the annual program booklet.

b. To Present Programs

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 the editor so the new theme may be publicized. (You may find help in selecting the theme from tract titles, poster titles, song titles, Scripture verses, etc.) As the program plans are developed, be sure to notify (well in advance) each one who is involved. The programs should be uplifting as well as informative. Confer with the president and keep her informed of your plans and progress. When the meeting is over, express appreciation to all who helped.

c. To Share Ideas

Prepare a display which would include sample programs, helpful books and tracts, suggestions for object lessons, visuals, etc. Use the same type of display for all meetings when space is available.

d. To Preside When Called Upon

Be informed of the activities of the auxiliary, 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. To Encourage Daily Bible Reading and Study

b. To Be Chairperson of Literature and Tract Distribution

Promote the use of literature and tracts through correspondence, personal contact, and in state papers. Recommend literature that will strengthen the local and district auxiliaries and will promote all phases of the national work. Prepare a display of available study course books, tracts, and publications for use at regular meetings. Provide copies for sale at meetings where a supply is not available, along with sample copies of state papers and The Gleaner. Send a written report of the year's activities to the president for the annual program booklet.

c. To Encourage the Use of Materials Published by the Baptist Missionary Association

Compile a booklet containing a list of study course books and prices; tracts and publications and addresses where they may be obtained; and poster ideas for advertising various publications. Write reviews of books written by Baptist Missionary Association authors — and interesting biographical sketches of those authors — for state papers. Watch for new publications and encourage their use.

d. To Preside When Called Upon

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 and parliamentary procedure.

Section 5—Recording Secretary and Assistant

a. To Keep a Record of All Meetings

Keep an accurate record of all proceedings of annual, executive, and officers meetings. 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.

b. To 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.

c. To Prepare the Minutes for Publication

Furnish one copy of the minutes to the president, one to the historian, one for the official notebook, and one to state clerks for publication.

Section 6—Corresponding Secretary

a. To Encourage the Cooperation of All Auxiliaries

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; with the first vice-president on enlistment plans; and with the editor to keep the public informed of the activities of the auxiliaries.

b. To Maintain a Current Roll

Keep a file of auxiliaries, including their officers' names and addresses, who have petitioned and been 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.) Establish contact with a key woman in each church which does not have an active auxiliary. (Work with district officers when possible.) Communicate regularly with information concerning special events and prayer requests.

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. Send a copy of the report to the president for the annual program booklet.

d. To Act as the Financial Agent

Act as the financial agent of the body by receiving and disbursing all funds pertaining to the state Women's Missionary Auxiliary general fund, state project fund, and any funds for their respective state departments. Record and file statements in the permanent minutes, indicating financial institutions where auxiliary funds are deposited. (The corresponding secretary is to be paid such salary per year as may be voted at each annual meeting).

e. To Offer Help With Reporting

Correspond with any local auxiliary which does not report properly with the financial report form. Offer suggestions and instructions for preparing and sending reports.

f. To Serve as a Member of the National Women's Missionary Auxiliary Recommendations Committee.

Section 7—Director of Youth Auxiliaries

Encourage, promote, and publicize the work of the Sunbeams and the Girls' Missionary Auxiliary. Correspond through newsletters and articles in state denominational papers to keep the promoters informed of activities. Prepare to speak in churches, district meetings, house parties, presentations, coronations, and officer/promoter training sessions. Assist in organizing new groups in local churches and districts. Work through district promoters when possible. Make an annual report, which shall include numerical and financial information. Send a copy of the report to the president for the annual program booklet. Serve as a member of the national recommendations committee. (The expenses of the office shall be paid

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by the vote of the state Women's Missionary Auxiliary.) Detailed information regarding all aspects of youth auxiliary activity may be found in Counselor's Guidebook. (A statement of principles of a state Girls' Missionary Auxiliary may be found in guide six on page 173, with information for state youth leaders on page 179.)

Section 8—Girls' Missionary Auxiliary Promoter

Cooperate with the director of youth auxiliaries, Sunbeam director, and Girls' Missionary Auxiliary advisory council to plan and evaluate the auxiliary work. Travel, carry on correspondence, and conduct workshops to promote youth auxiliary work. Encourage the use of the Forward Steps program. Assist in organizing new Girls' Missionary Auxiliary groups in your state, working with district promoters. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet. Detailed information regarding all aspects of youth auxiliary activity may be found in the Counselor's Guidebook. (A Statement of Principles of a state Girls' Missionary Auxiliary may be found in guide six on page 173, with information for state youth leaders on page 179.)

Section 9—To Serve as Sunbeam Director

Be responsible for overseeing the total scope, purpose, curriculum, and activities of the state Sunbeam auxiliary. Travel, carry on correspondence, and conduct workshops to promote Sunbeam work. Serve as a coordinator for the local and district counselors, encouraging them to participate in a state Sunbeam house party. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet. (The expenses shall be paid by the vote of the state Women's Missionary Auxiliary.) Refer to the Sunbeam Manual and Handbook for complete information.

Section 10—Editor

a. To Receive and Edit Articles

Serve as the public relations officer of the Women's Missionary Auxiliary. Assemble material for the women's page in the state paper. 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. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

b. To Write Articles of Interest

Prepare articles on the state auxiliary work for publication in the state paper. Write articles of interest about officers' activities to be published by their local newspapers. Assist other officers with their publicity, either by writing articles or by having prepared articles published.

Section 11—Historian

a. To Preserve History

Compile and keep vital statistics on the progress of the state auxiliary. Prepare a good scrapbook containing pictures, programs, and news clippings. Display the scrapbook at the state meetings. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

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.

Article VII—Membership

The local auxiliaries make up the membership of the state auxiliary. Each auxiliary is entitled to three messen-

gers 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 state Baptist Missionary Association. Only regular members may serve as officers.

Article VIII—Contributions

All contributions of the auxiliary are to be given voluntarily and sent to the state corresponding secretary to be disbursed as voted by the auxiliary or designated by the 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. 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—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 of the auxiliary. She shall appoint, by vote of the auxiliary, any other committees deemed necessary. (In some states the church where the annual meeting convenes takes care of the duties of the registration committee.)

Section 1—The Registration Committee

- a. Enroll the messengers and visitors at the regular or called sessions of the auxiliary.
- b. Give a report, when requested by the presiding officer or messengers, of the number of messengers enrolled.
- c. Make a final report of the number of messengers and visitors present and the number of auxiliaries represented.

Section 2—The Petitionary Letters Committee

- a. Receive and study petitionary letters to determine if all things are in order for receiving the new auxiliaries into the fellowship of the body.
- b. List the petitioning auxiliaries and report them to the messengers soon after the assembly has been called to order.

Section 3—The Finance Committee

- a. Receive funds brought to the annual session of the state auxiliary.
- b. Keep a record of the contributors, the amounts of the contributions, and the purpose for which they were given.
- c. Make a report of the totals to the messengers, and turn all monies over to the corresponding secretary for disbursement.

Section 4—The Resolutions Committee

- a. Receive resolutions, make a thorough study of them and, if deemed advisable, present them to the body.
- b. Write and present such resolutions as the committee deems advisable. (Resolutions should include a vote of thanks to those responsible for the entertainment. Others may concern bereavement or current events.)

Article XI—The Executive Committee

- a. The executive committee shall consist of all state Women's Missionary Auxiliary officers, the president and recording secretary of each local auxiliary, and the president and recording secretary of each county or district auxiliary. In case the president or secretary of the local auxiliary cannot attend, any of the vice-presidents and/or the assistant secretary may serve.
- b. An alternate may serve on the executive committee in the absence of either the president of a local auxiliary, or the secretary of a local auxiliary provided that she has been elected by her local auxiliary and approved by the

church of which she is a member. No more than two members from each church may vote in the executive committee meetings.

c. The committee shall meet as directed by the body or by the call of the president. The committee shall manage the affairs of the auxiliary between annual meetings.

d. Those officers who make reports at the annual meeting shall also make reports to the executive committee meeting.

e. Should a vacancy in any office occur between annual meetings, it may be filled by the executive committee at a regular or called session. Should a vacancy occur in the office of president, the first vice-president would assume the office and a new first vice-president would be elected.

f. Fifteen members shall constitute a quorum for the transaction of business in each committee meeting. (Those states which have a small number of cooperating auxiliaries may vote for a lesser number of qualified women to constitute a quorum.)

Article XII — 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.

Order of Business for
a State Auxiliary

Assembly called to order by the
president

Song service and prayer

Devotional

Welcome

Response

Petitionary letters called for

Welcome to new auxiliaries and
visitors

Appointment of committees

Business

Executive committee minutes
read

Reports of officers and commit-
tees

Annual sermon or president's address

Adjournment and announcements

Lunch

Song service and prayer

Unfinished business

New business

Project selection
Election of speaker for annual
sermon

Resolutions

Election of officers and setting of
salaries

Report on registration and finance

Program presented

Adjournment