

## Chapter Two: District Director

### Who We Are

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Nazarene women transformed by the love of Jesus Christ, empowered by the Holy Spirit to live holy lives, committed to nurturing a community of Christlike disciples.

Expressed in a lifestyle characterized by:

- Encountering God through prayer and the Word
- Multi-generational, intentional relationships
- Leadership Development
- Compassion

Philemon 1:9-11: *I pray that your love will overflow more and more, and that you will keep on growing in knowledge and understanding. For I want you to understand what really matters, so that you may live pure and blameless lives until the day of Christ's return. May you always be filled with the fruit of your salvation — the righteous character produced in your life by Jesus Christ — for this will bring much glory and praise to God (NLT).*

Micah 6:8: *The Lord has told you what is good, and this is what he requires of you: to do what is right, to love mercy, and to walk humbly with your God (NLT).*

### Women's Ministries ... Its Reason for Being

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Women have been part of the Church's ministry since its beginning. They have been vitally involved in the outreach of the church. Perhaps it reflects the nature of women, sensing the needs of others. Because women tend to be intuitively nurturing and compassionate, women minister productively.

It makes sense for Women's Ministries to be an organized program in local churches. Women's Ministries is multi-faceted and designed

- To encourage and support women as they fill their various roles,
- To reach out to the community,
- To minister to those in the church, and
- To offer opportunities for spiritual and relational growth.

Women's Ministries is important to the church due to the vast number of women and because women need other women. Many women look for role models and mentors as they begin new stages of life such as adulthood, working, parenting, discovering life as a single adult, becoming caregivers to parents and other relatives, grandparenting, etc. The roles that women fill at home, in the workplace, and in the church are varied. These roles include being wives, mothers, new Christians, growing Christians, and caregivers to name a few. Yet, as women travel through these different roles and stages, they find commonalities. They look to women in the

same stages of life, or women who have passed through a particular stage, for advice and support. For instance, career women often look for role models as they balance life at work, home, and church.

## Philosophy, Purpose, Mission Statement

### Philosophy

We believe all women are important in God's eyes and are vital in His kingdom. We believe in unity within diversity and cooperation and caring through the inspiration and power of the Holy Spirit.

### Purpose

The purpose of Women's Ministries is to glorify God by challenging women to

- Know God personally,
- Grow in Christlikeness,
- Discover and use spiritual gifts,
- Love and serve others, and
- In all we do to reflect the beauty of the Lord Jesus Christ.

### Mission Statement

The mission of Women's Ministries is **GROWTH**

- **G**athering women
- **R**esourcing opportunities
- **O**ffering acceptance
- **W**inning others to Christ
- **T**eaching biblical truths
- **H**onoring the Spirit-filled life

Colossians 2:6-7 supports these statements: *As you therefore have received Christ Jesus the Lord, so walk in Him, having been firmly rooted and now being built up in Him and established in your faith, just as you were instructed, and overflowing with gratitude* (NASB).

## Women's Ministries Logo

The Women's Ministries logo is more than a design. It symbolizes the whole meaning of Women's Ministries within the Church of the Nazarene.

Colossians 2:6-7 is the basis for this logo: *So then, just as you received Christ Jesus as Lord, continue to live in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.*

Paul identifies Christ Jesus as Lord since we need to grow in our relationship with Him. Paul calls us to continue walking in Him — which results in our growth — and obeying Christ Jesus as Lord. As we do this, we are rooted and grounded in Him like a strong tree or built-up like a beautiful building. If our faith is established in Jesus Christ, our lives will abound with love and thanksgiving.



Paul writes about the importance of maintaining our link to our Source: Jesus.<sup>1</sup> Like the believers in Paul's day, we also face the challenges of guarding against forces that do not operate according to Jesus' life and ministry. Christ is all we need. In Him we are complete, lacking no good thing. This is a fact since Christ is Lord over everything.

The tree represents the Church growing in Christ, particularly the Church of the Nazarene. Women's Ministries, one of the many entry points into a local congregation, is depicted as one of the branches. The root represents our steadfastness in Christ. Just as a mighty tree with solid roots withstands the forces of nature, so we withstand the forces of life when we are rooted and grounded in Christ.

## **District Women's Ministries**

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The purpose of a District Women's Ministries is to resource, train, encourage, and support Women's Ministries in the local churches. The shape of Women's Ministries will be unique for each district. Some districts cover large territories of land while others compactly fit into smaller areas. Districts covering wide areas find that offering similar training sessions and retreats in different parts of the district work well. More compact districts enjoy bringing the entire district together for one training session and retreat. The number of metropolitan areas, ethnic groups, and the area's economic health also influences the design of Women's Ministries on a district.

In addition to supporting Women's Ministries in local churches, Women's Ministries may sponsor events and activities, such as conferences and retreats, on the district level. These events and activities give women an opportunity to meet and enjoy fellowship. District activities encourage women to realize they are not alone on their journeys. Hearing stories from those traveling similar paths strengthens others. Understanding how each local church functions within the district, whether large or small, helps women gain an insight to the overall responsibility of the church. Another benefit is that district events allow women to enjoy a larger special event that smaller churches cannot sponsor.

Women's Ministries events and activities on the district level may provide visitors an entry point into local churches. These events and activities allow women to invite non-Christian friends and relatives to attend a church supported function in a less threatening environment. Meeting at a retreat center, hotel, or restaurant helps break down the fear of entering a church carried by many unchurched women.

## **Structure of District Women's Ministries**

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The district director of Women's Ministries is appointed by the district director of Adult Ministries with the approval of the

Sunday School and Discipleship Ministries International chairperson and the District Superintendent. Women's Ministries reports to the District Adult Ministries Council and District Sunday School and Discipleship Ministries International Board.

Women's Ministries is not an entity to itself. The specific goals and objectives of the district Women's Ministries should be compatible with those of the district program and complement the total church program. Before implementing the philosophy, mission and purpose of Women's Ministries on your district, discuss with the Adult Ministries director the district goals and objectives for Adult Ministries and the role Women's Ministries can have in fulfilling them.

The Women's Ministries director appoints the members of the Women's Ministries Council. The council members must have the approval of the Adult Ministries director, Sunday School and Discipleship Ministries International chairperson, and the District Superintendent. This should include representatives of various sized churches, socio-economic groups, ethnic groups, locations (urban, suburban, rural, small town, etc.), and other variables unique to the district. The district Adult Ministries director is an ex-officio member of the council.

As district Women's Ministries begins, the district Sunday School and Discipleship Ministries International should budget funds to develop the ministry. Within a short time, the ministries and programs of Women's Ministries should become self-supporting. However, the district should continue to consider Women's Ministries as a budget item of Sunday School and Discipleship Ministries to promote unity and accountability. Women's Ministries is required by God and the church to be a good steward of its financial resources. The financial procedures for Women's Ministries should be the same as those of other ministries on the district.

If Women's Ministries has a separate checking account, an annual report detailing income and expenses is to be presented to the Women's Ministries Council and Adult Ministries Council. Balances over \$3,000.00 should be invested into other ministries. These may include a scholarship fund for future retreats, a district project, a local church project, or other special projects.

## **District Goals**

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- To be a role model for the local churches and communicate passion for ministry.
- To have an active Women's Ministries in every church.
- To encourage area/zone-wide ministry and to plan and implement district-wide ministry for women of all ages, ethnic, and economic backgrounds.
- To enhance the local churches by providing training, resources, and opportunities for ministry.
- To communicate information from the general church level

to the local church level.

- To raise a generation of competent, Spirit-filled leaders.

## **District Objectives**

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- To be accountable to the District Sunday School and Discipleship Ministries International Board in purpose, vision, and finance.
  - To survey and analyze local churches to determine areas in which the district can support, encourage, and equip.
  - To develop a resource center to provide CDs, DVDs, and literature.
  - To establish a newsletter (electronic or mailed) and a yearly information packet for local directors of Women's Ministries.
  - To correlate calendar planning with general, district, and local churches.
  - To develop and maintain a contact list of local Women's Ministries directors.

## **District Women's Ministries Director Job Description**

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The job responsibilities of the District Women's Ministries director are:

1. To serve on and be accountable to the Adult Ministries Council.
2. To report, present proposals, and request funding to the Adult Ministries Council.
3. To develop a well-rounded program to meet spiritual, emotional, mental, physical, and social needs of women.
4. To promote, oversee, and evaluate district activities for Women's Ministries.
5. To encourage and assist the implementation of Women's Ministries in each local church.
6. To serve as a resource person to the local Women's Ministries directors.
7. To become acquainted with the resources available through the regional Sunday School & Discipleship Ministries International (SDMI) website at <http://sdmiusacanada.org>.
8. To serve as an ex officio member of all district Women's Ministries committees.

The district director of Women's Ministries must freely give her time and talent and be able to lead the council members to successful completion their assigned tasks. An effective director stimulates others to work, is patient, and does not show favoritism or overload key members of the council. She must resist the urge to work alone, and she must never assume the credit for what the District Council accomplishes.

The district director of Women's Ministries needs to evaluate her effectiveness should she remain in this position for more than five years. She must also be sensitive to God's leading regarding

her tenure and involvement of others in the ministry. This allows other women with leadership capabilities to give new life and ideas to the district Women's Ministries.

## Forming and Organizing a District Council

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The work of district Women's Ministries director is too large for one person. While the position involves certain responsibilities, fulfilling the whole ministry is easier when the director enfranchises others to do the work of the ministry. Carefully and prayerfully select women who represent various church sizes (small, medium, large), locations (rural, suburban, urban), and balance of ministry wives and laywomen. Be sure the council reflects all age groups, church sizes, locations, and ethnic groups. Remember to include all women — the divorced, married, never-married, and widowed. This helps the ministry to stay well-rounded and to reach the multiplicity of needs. The council members must have the approval of the Adult Ministries director, Sunday School and Discipleship Ministries International chairperson, and the District Superintendent.

All council members are to be genuinely interested in Women's Ministries and active members of the Church of the Nazarene on your district. They must be dependable, able to accept responsibility, and work well with other council members. Working well with others includes being a good listener, fair-minded, and able to abide by the decisions of the council.

The General Women's Ministries Council recommends that each council member serve a limited term of three to five years. Consider a rotation system in which council members are appointed for a two, three, or four year term. With this system, a controlled number of council members rotate off the council, resulting in fresh perspective and increased variety of participation.

A treasurer, if needed, appointed by the district Women's Ministries Council handles all finances according to the guidelines of the Manual entitled "Church Treasurer" and serves of the district Women's Ministries Council.

- 136.1: To receive all monies not otherwise provided for, and disburse the same only on order of the [Women's Ministries Council].
- 136.3: To keep a correct book record of all funds received and disbursed.
- 136.4: To present a detailed [annual] financial report for distribution to the [Women's Ministries Council].
- 136.5: To present an [annual] financial report to the [District Sunday School and Discipleship Ministries International director].
- 136.6: To deliver to the [Women's Ministries Council] the complete treasurer's records at such time as the treasurer shall cease to hold office.
- 129. 22: To provide a committee, no fewer than two members of which shall count and account for all money received by

[Women's Ministries].

The treasurer's account shall be audited at least annually to protect the council members as well as the ministry. Some ministries have their books audited by professional auditors or by certified accountants. Others appoint an auditing committee.

If an auditing committee is appointed, the committee will need copies of the budget, a list of the specific responsibilities and authority of the treasurer, the treasurer's books, canceled checks, receipts, vouchers, current bank statements, and copies of the Women's Ministries Council meeting minutes documenting authorization for bill payment to conduct properly the audit.

The auditing process begins with a comparison of the bank statement at the end of the previous year with the current year's beginning balance. Total bank deposits are added and total checks paid are deducted. The resulting balance should be the same as the closing bank statement. All cash receipts are checked for agreement with the bank deposits. Finally, the Women's Ministries Council minutes are examined for approval of bill payments.

Bank statements, deposits, and paid bills should all agree. If a difference exists, the treasurer should be asked to explain the difference before the auditing committee's report is completed. The audit committee's report is to be presented in writing to the Women's Ministries Council.

## Event Planning

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A rope hobbled into the Greasy Spoon Cafe, slid into a booth, and shouted, "Waiter, bring me a coke!" The waiter looked him over and simply replied, "Nope, we don't serve coke to ropes!"

The persistent rope waited a few minutes and once again demanded, "Waiter, bring me a coke!"

The waiter, equally determined, blared, "Nope, we don't serve Coke to ropes!"

The rope, with an ingenious plan, slid to the floor beneath the table. He discreetly tied himself into a knot, frayed the ends, and hopped back into the booth. With new zeal he ordered, "Waiter, bring me a Coke!"

"Nope, we don't serve Coke to ropes ... and you are a rope, aren't you?" forcefully questioned the waiter.

The rope smugly relied, "Nope, I'm a frayed knot!"

Retreat planning can turn you into knots and fray your nerves. But it is only when you get to the end of your rope that God can and will do His great work in and through you. The 911 of the Bible is Jeremiah 33:3: *Call unto me and I will answer you and show you great and mighty things which you do not know.* Retreat planning begins with the realization that God will instruct you and anoint your efforts as you rely on Him.

## Steps to Retreat Planning

**1. Accept God's call to lead.** Allow God to transform your declaration from "I am afraid not (or a frayed knot)" to "I am not afraid!" If you have experienced a persistent, recurring dream for a women's retreat, the chances are God is calling you to lead. Prayerfully nurture that call. There is a leader in every one of us longing to be recognized and released to change our world. Retreat planning may be God's design for fulfilling your ministry potential and encouraging leadership in others.

The fear of failure and feelings of inadequacy can become a blessing when we realize what God can do through one who is willing to trust, adjust, and obey Him.

Consider these points taken from a sermon by Charles Stanley:

- My inadequacy drives me to God.
- My inadequacy forces me to live my life and do His work in the power of the Holy Spirit.
- My inadequacy provides God the privilege of demonstrating what great things He can do with so little. (Remember the five loaves and two fish.)
- My inadequacy frees God to use me to the maximum of my potential.
- My inadequacy allows God to receive full glory for His work.
- My inadequacy relieves me of the burden of trying to do God's will in my own strength.
- My inadequacy enables me to walk in the contentment and quietness of the Spirit. Psalm 46:10: "*Cease striving and know that I am God.*"

**2. Pray for a group of women who share your vision.** Meet with them to pray and plan.

Make sure that what is done is for the Lord, from the Lord, and of the Lord. Pray for:

- Harmony and a unified vision among the planning committee members.
- Selection of retreat location and a good relationship with personnel.
- Wisdom and guidance in guest selection—whether to bring in speaker, musicians, etc., or to choose women from your own group.
- The registration process and financial wisdom as rates are set.
- Publicity and effective ways of dispersing information.
- Travel safety and health of guests, workers, and attendees.
- Fun and release from the stresses of daily routines.
- God's anointing on the sessions and obedience to His life-changing Holy Spirit.
- Unsaved to attend and receive Christ as Lord.

**3. Set a date.** Work to establish a date that does not conflict with the local or district church.

Most retreat planners recommend scheduling a year in ad-



vance. Depending on the size of your group, you may need more time to secure a popular speaker or less time if your group is small. It is vital that you allow time to plan well and carefully attend to details that pave the way for a successful meeting.

**4. Choose a location.** If possible, plan for a site that is one to two hours away to provide a break from the concerns of home and work. Choose the location that best accommodates your group whether it is in a home, retreat center, the district camp grounds, or a hotel.

**5. Determine the length of your retreat.** How many speaking sessions will there be? How much time will you give your speaker per session? Will you stay one or two nights? What time will you begin registration? When will your sessions begin and end? Creating a time line is extremely helpful. Try to estimate the amount of time it will take for your meals, music, and testimonies. Build in time for the women to form small groups to share freely their faith. Record the time line and make copies available for all workers.

**6. Contact the speaker.** Be sure to convey the amount of time she has to consider your invitation. This list is not complete but it does include some ideas of details to discuss with your prospective speaker.

- Your name, your district's name, your address, and telephone number.
- The location of your retreat — send address, telephone, email.
- Dates and times of your meeting.
- Topics and/or possible themes.
- Number of speaking sessions.
- Length of time allocated for each speaking session.
- Honorarium and transportation fees, housing arrangements.
- Other guests who will have a place on the program.
- Expected number of attendees.
- Suitable clothing for climate and location.
- Request a photo, bio, CD, website address or online source.
- Confirm all arrangements in writing.
- Avoid last minute changes and communications.
- Most speakers arrive at the retreat with the materials for each session already prepared. It is unrealistic to ask speakers to change content within a week of the retreat. Remember the keynote speaker's role is to bring a message to the attendees. The keynote speaker must have time to pray and prepare for each session. This cannot be done effectively if the keynote speaker shares a room with others.

**7. Establish a budget.** Consider cost of lodging, meals, speaker fees and travel, decorations, publicity, printing, postage, equipment, scholarships, door prizes, crafts, gifts for the planning committee, etc. Your retreat fee is calculated by dividing the estimated costs by the projected number of women attending. If you are meeting in a hotel, be sure to figure tax on rooms as well as tax and gratuity on meals in the total cost.

**8. Decide on program format and set the schedule.** Will

there be workshops, music, skits, get-acquainted games, small groups, crafts, or door prizes? Do you want to include quiet time, a time for personal Bible study, or book reviews? How will you carry out your theme?

**9. Various themes can be created through the imagery of the Scriptures.** You may want to design T-shirts, magnets, center pieces, and door prizes to emphasize your theme. The following suggestions may be helpful.

- The Lord is My Shepherd (sheep)
- As for me and my house (birdhouses)
- Pause for praise (praying hands)
- Precious moments
- The fruit of the Spirit
- Love bears all things (bears)
- He is my hiding place
- The light of the world is Jesus (candles, lamps, etc.)
- Baskets of blessings (baskets)
- Beautiful feet
- You are the apple of His eye (apples)

**10. Organize the planning committees.** Assign each committee member a specific area of service. Writing out job descriptions helps to clarify expectations. As each chairperson or coordinator involves others in helping with her areas of responsibility, enthusiasm builds and attendance increases.

a. The chairperson oversees all retreat planning, corresponds with guests and facility personnel, and keeps committee members informed. This could be you. Boldly declare, "I am not afraid! I will trust and obey!" The chairperson must emphasize the power of prayer and lead the way in praying as a group for the retreat.

b. The prayer and evangelism chairperson gathers women who are prepared to let God use them to lead others to Christ. These women commit to be in prayer throughout the weekend and to be available to pray with others. If possible, provide a special room just for prayer. Remember that prayer releases God's power to save souls and He is able to meet the varied needs of those attending.

c. The publicity chairperson generates enthusiasm through skits, posters, and flyers. She designs a registration form that communicates details and states necessary information, such as: items to bring, map of retreat location, and registration information. Provide a place on the registration form for those who are handicapped to express their needs. Also include the phone number of the retreat location for family members or babysitters.

d. The registrar and her committee must be people oriented and service minded. They must be knowledgeable about the retreat accommodations as well as the program details. The registrar needs to be able to handle money and to carefully record details to insure a smooth registration process. Her committee may also be in charge of designing and distributing name tags and any information packets. Packets might include:

- Program or schedule of events.
- Pictures and biographies of guests.
- Chorus or song sheets.
- Floor plan of retreat facility.
- Evaluation form.
- Map of area shops (especially drug store or pharmacy).
- Note pad and pen.
- Tissues.
- Small gift, such as magnet with the logo or Scripture theme.

e. The hostess chairperson coordinates a group of women to serve as greeters. She should designate a speaker hostess to ensure your guest speaker's needs are met and that she is included in all other retreat activities. The speaker hostess might transport the speaker from the airport, present her with flowers, and place a fruit basket in her room to express warm welcome. Committee members must be alert and ready to meet the needs of attendees, give directions to restroom facilities, give first aid assistance, and guide attendees to the correct source of help quickly. In all ways, these women must say "Welcome!" One committee distributed hugs and kisses (chocolate candy and real hugs) as each woman entered the retreat session.

f. The music coordinator is to be sure that choruses are visible so those who are unchurched or unfamiliar with the songs will be able to participate. She also arranges for a pianist, special music, an adequate sound system, and a piano or keyboard.

g. The hospitality chairman takes charge of meals and snacks. Plan menus carefully to accommodate the majority of tastes.

h. The entertainment chairperson prepares skits and fun time. This committee might also purchase the door prizes and devise a plan to present them.

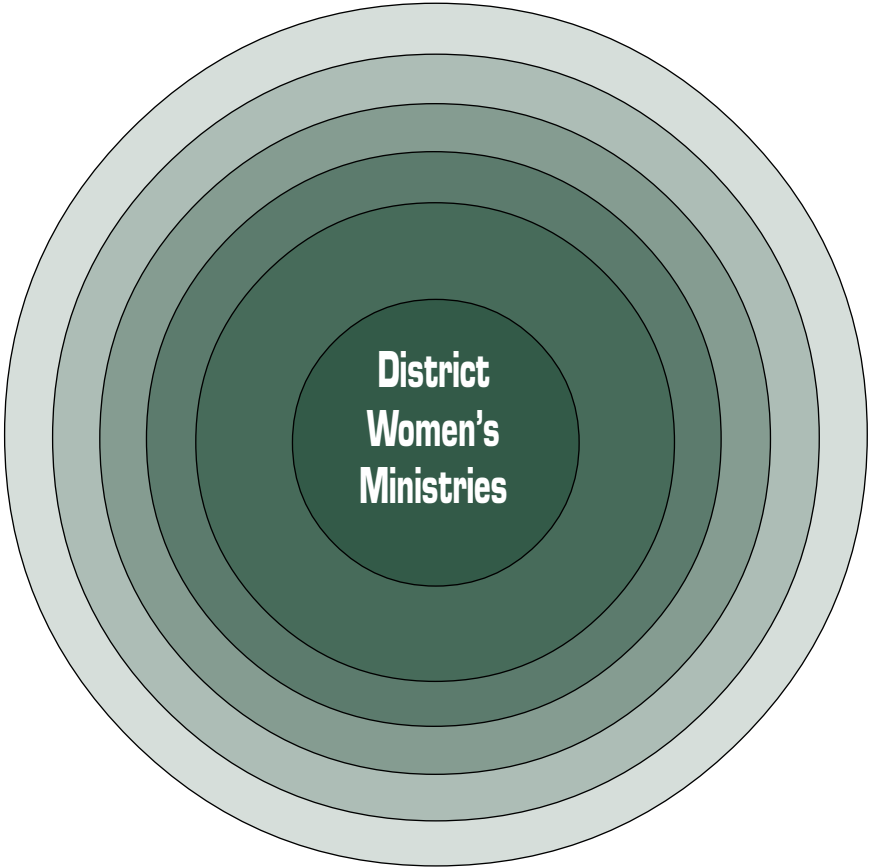
i. The decorations committee or equipment coordinator arranges the tables and chairs, sets up the projector, sees that the podium is in place, and regulates the heat or air conditioning. This committee decorates the tables and meeting rooms to fit the theme. They may also need to turn lights on and off and see that the facility is left clean and locked.







j. The research chairperson is responsible for developing an evaluation tool for retreat attendees for use as a planning tool for future retreats. This committee designs, distributes, collects, and tallies the evaluations.

These committees and the breakdown of responsibilities will vary according to your specific needs. Carefully recording day by day planning will help you when you begin planning for next year's retreat.

When fear turns you into a "frayed knot," call the "911" of the Bible, Jeremiah 33:3, and declare that you are "not afraid" to trust, adjust, and obey.

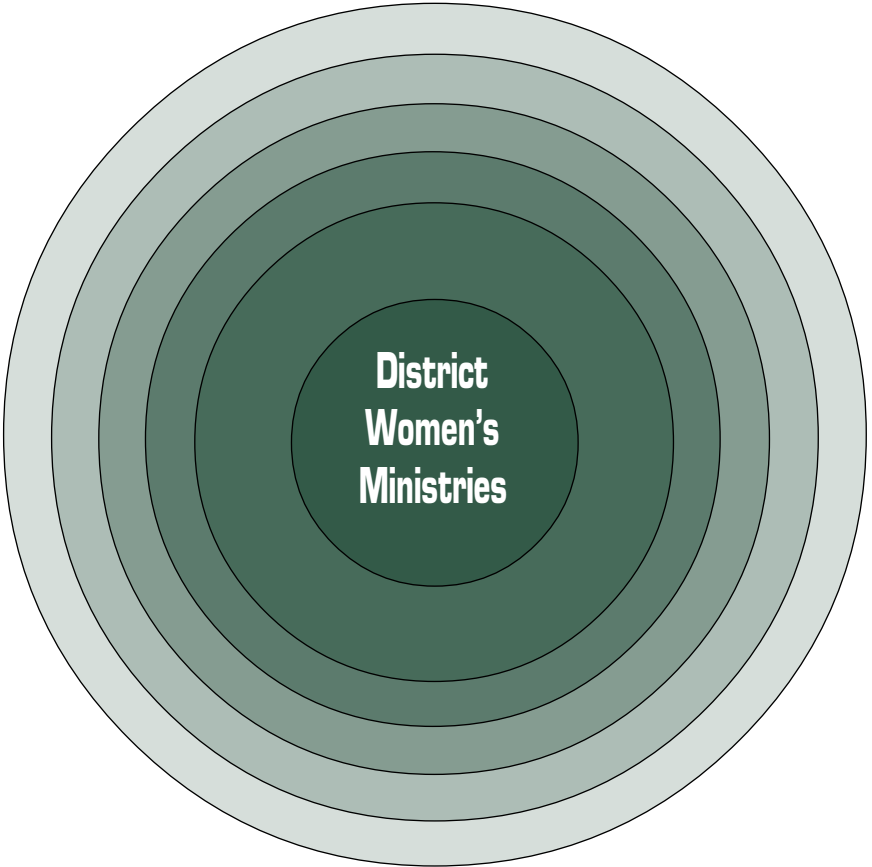
# District Women's Ministries Structure I



-  = District Superintendent
-  = District Sunday School & Discipleship Ministries International Chairperson
-  = District Adult Ministries Director
-  = District Women's Ministries Director
-  = District Ministries Council: Secretary, Asst. Director, Treasurer, Leadership Training, District Retreat, Special Projects, Resources for Local Directors, Publicity
-  = District Women's Ministries

# District Women's Ministries Structure II

(Complete your own structure using the form below)



= District Superintendent



= District Sunday School & Discipleship Ministries International Chairperson



= District Adult Ministries Director



= District Women's Ministries Director



= District Ministries Council: Secretary, Treasurer



= District Women's Ministries