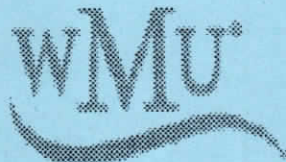
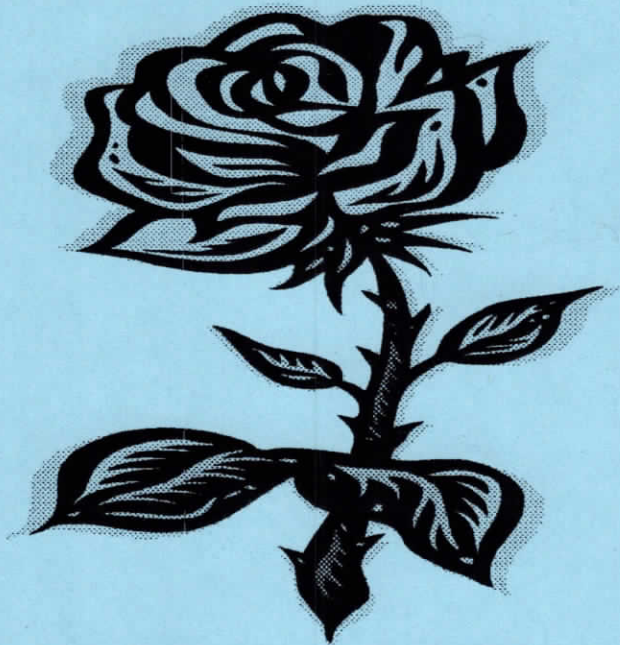


Ebenezer Baptist Church Women's Missionary Union



2013

OPERATING GUIDELINES



**407 Auburn Avenue NE
Atlanta, Georgia 30312**

**Rev. Raphael G. Warnock, Ph.D., Senior Pastor
Rev. Natosha Reid Rice, Ministry Liaison**

2012-2013 WMU Executive Board

President	Linda Dees
1 st Vice President	Deaconess Catrita Aycock
2 nd Vice President	Deacon Deborah Shields
Secretary	
Assistant Secretary	Rachel Martin
Financial Secretary	Elva Thurman
Assistant Financial Secretary	Karen Stokes
Worship Leader	Deaconess Daisy Russell
Worship Leader	Deaconess Patricia Roper
Worship Leader	Lilieth Jones
Community Outreach Chairperson	Deacon Jackie Adams
Special Program Coordinator	Andrea Darden
Social Committee Chairperson	Deaconess Hattie Shipp
Acteens Leader	Karen Williams
Acteens Leader	Jacqueline Lott Jackson
Publicity	Connie Dees
Advisors / Historians	Sarah Reed, Gladys L. Glover, Esther Jean Roberts, Deacon Ophelia Underwood

Circle Chairpersons

Azzie Lee Neal	Ollie Wood
Carrie Dean Boston	Deacon Rose C. Howell
Circle of Faith	Connie Walton
Esther Jean Roberts	Esther Jean Roberts
Hines Rogers	Deaconess Deborah Dupree
Janie B. Lowe	Vonda Simpson
Jennie C. Williams	Linda Dees
Lizzie P. Thomas	Deacon Gladys Camp
Mary Beth Slade	Gloria Bell
Rosa Lee Spear	Deaconess Delores Mims

Past Presidents Advisory Council

Alyson Norman Morrissette (Immediate Past), Gladys L. Glover,
Deacon Gladys Camp, Trustee Terry Bell Woods,
Deacon Ophelia Underwood

Ebenezer Baptist Church ~ Women's Missionary Union

OPERATING GUIDELINES

I. Mission Statement

The commission of the Women's Missionary Union (hereafter known as the WMU) is to promote missions on the local, state, and national level, in support of the programs of Ebenezer Baptist Church, rendering to the needs of the sick and shut-in members of the Church, the needs of the community, and the needs of those who are less fortunate; through visitations, greeting cards, and phone calls, personal witnessing, service and teaching, and other appropriate action as deemed necessary.

II. History

The "MISSION", as Mrs. Jennie C. Williams (the first President) called it during its inception in 1908, laid the foundation for what is now known as the Women's Missionary Union at Ebenezer Baptist Church. Mrs. Williams served as President from 1908 until her passing in 1941. The first mission circle was organized in 1933 and named in honor of Mrs. Williams.

Presidents of Ebenezer's WMU:

Jennie C. Williams, Azzie Lee Neal, Laura Henderson, Deacon Ophelia Underwood, Deacon Gladys Camp, Gladystine Lovelace, Trustee Terry Woods, Gladys Glover, Alyson Morrisette, and Linda Dees (current)

III. Mission Definition & Purpose –

Definition of Mission. What is Mission? "To tell people about Jesus – if they do not know Him." "Mission is proclaiming the good news that God loves the world. Bible passages in the Old and New Testaments tell about the need for the church to be in mission. Read Isaiah 58:1-12 and Matthew 25:31-45."

Purpose of Mission Work - The WMU does four kinds of work to fulfill its purpose.

1. Teach missions.

When missions are taught and learned, a change takes place in the learner. Jesus' command to go to all people everywhere becomes personalized. Learning and doing are bound together. The teaching of missions leads to action – to involvement in missions.

2. Engage in mission action and personal witnessing.

Ministering is significant in mission action. It is seeing and meeting social or emotional needs of persons. (I was hungry – *you fed me*, a stranger – *you made me welcome*, naked – *you gave me clothes*, sick – *you took care of me*, in prison – *you visited me*. Matt. 24: 35-36) Ministering is necessary. Witnessing is essential. Witnessing tells persons why help is being given. It meets the spiritual need by telling who Jesus is and how an individual can know him personally.

3. Support missions.

Mission support includes praying, giving, emphasizing the need for persons to hear and respond to God's call to mission service, and providing encouragement and personal ministries for missionaries and their families. Mission support is closely related to mission study. Through study, members gain basic understanding about prayer, stewardship, the tithe, and people involved in mission service. Study is not complete, however, until it leads to action.

4. Interpret and undergird the work of the church.

Persons aware of the work of the church can understand it, relate to the work, and participate meaningfully in it. When the WMU and other basic programs work together, the church can accomplish more things.

IV. National, State & Local Affiliations

- a. **National.** Ebenezer Baptist Church is a member of the *Progressive National Baptist Convention*. The purpose of this organization is to provide global mission. (Ex. Adopted child from Haiti.)
- b. **State.** Ebenezer Baptist Church is a member of the *New Era State Baptist Convention*. The purpose of this organization is to provide statewide mission. (Ex. Camilla Project – a part of rural South Georgia – where food, clothing, and shelter was provided for people in this area.)
- c. **Local.** Ebenezer Baptist Church is a member of the *Atlanta Missionary Baptist Association*. The purpose of this organization is to provide citywide mission. (Ex. Sick and Shut-in care, Morehouse School of Religion, etc.)

V. Organizational Structure

- a. The Senior Pastor, or his designee, provides spiritual guidance and support to the WMU.
- b. The WMU is comprised of the following 10 missionary Circles that fulfill the mission and purpose of the WMU in various ways:

Azzie Lee Neal Circle – provides clothing to infants at Atlanta Medical Center.

Carrie Dean Boston Circle – provides infant clothing to Grady Hospital's Teenage Mother's Clinic.

Circle of Faith – provides hair care services for the elderly residents of Sadie G. Mays Rehabilitation Center.

Esther Jean Roberts Circle – supports global missions and the Grady Hospital Nursery with layette items.

Hines-Rogers Circle – serves on the Fulton County Juvenile Court Restorative

Jennie C. Williams Circle – mentors Girl Scouts and young people directed by the court to enter Ishmael's Promise.

Janie B. Lowe Circle – provides spiritual nurturing to Parkview Nursing Home residents and provides clothing to infants at Atlanta Medical Center.

Lizzie P. Thomas Circle – ministers to the community and the needs of women and children at local homeless shelters.

Mary Beth Slade Circle – provides prayers, words, songs and gifts as comfort to residents of Parkview Nursing Home.

Rosa Lee Spear – supports sick and shut-in members and volunteers on the church's hospitality ministry serving dinner to families after funerals.

The members of these 10 circles work jointly to provide service through the Genesis Shelter, the Sadie G. Mays Hair Care Ministry, and the annual Love Feast sponsored by the Community Outreach Committee of Ebenezer Baptist Church.

- c. The **Executive Board** is the governing body that helps the WMU to meet its goals, objectives, and challenges. The Executive Board is composed of all WMU officers, the circle chairpersons, and past presidents' advisory council. An effective board reviews and analyzes programs, issues, challenges and concerns for recommendations to be made to the membership. This process results in shorter meetings, continuity of adherence to the operating guidelines & structure and involvement of all members. Any member who so desires may attend to observe these meetings.
- d. The *Mission Study Class* was organized on February 2, 1942 by Mrs. Annie Hudson. The first book studied was "Stewardship and Mission". In 1945, during World War II, a Prayer Calendar was designed that listed all service men and friends of the church. Each day at noon the class members prayed a unity prayer for these persons. The class continues to meet monthly.

VI. Amendments

The Executive Board will review the operating guidelines every year. The Operating Guidelines will be amended by a majority vote of the membership in attendance at the regular monthly meeting.

VII. Duties of Officers

President The President presides at the designated monthly meeting. She is also chairperson of the Executive Board and presides at that meeting. She is the point of contact for WMU. She is the pilot at the wheel. She must know the course where she is going and how to get there. She must be able to adjust to any situation, and always have close connection with the Master pilot. She must pray as if everything depends on God, and work as if everything depends on her. She must study. It is no sin to be ignorant, but it is a sin to remain so. (Duties as cited by Mrs. Laura Henderson, 1989.) She will serve as team leader, team member, coordinator, and advisor to all of the WMU officers and circles. She will fully support the roles of each WMU officer and circle officer, and will assist them as needed.

First Vice President She will preside at the monthly meetings on a rotating basis or whenever called upon. She will perform the duties of the President in her absence or when called upon. She is chairperson of the Enlistment Committee. Her committee is made up of Enlistment chairpersons of each circle. She will work systematically to bring in new members and contact absentees. She will encourage the organization of new circles when there is a need. She will be responsible for coordinating Hands On Meetings and special events throughout the year such as the WMU Sunday, Roses In Action, and other events as deemed necessary.

Second Vice President She will preside at the monthly meetings on a rotating basis or whenever called upon. She will perform the duties of the President and First Vice President in their absence or when called upon. She will serve as the coordinator or liaison for all of the regular mission program events, such as the Cottage Prayer Retreat, New Era State Convention, Northern Region, Atlanta Baptist Association, etc. She will serve as the communicator for the WMU by providing information regarding the regular mission program events, and give updates or have updates given of such events. She will receive, log and distribute WMU mail.

Secretary She will be responsible for recording minutes, and maintaining records of the WMU meetings and the Executive Board meetings, and providing appropriate written copies. She will work closely with the President, First Vice President and Second Vice President to maintain written records of special events and regular mission program events. She will assist Publicity Advisor as needed to place all announcements of meetings, special programs and events in the church's bulletin and ensure that circle chairpersons are properly informed. She will work with the Assistant Secretary to maintain an updated roster of all circles, circle chairpersons, and members. The roster will include names, positions held within the circle, home and e-mail addresses, and telephone numbers.

Assistant Secretary She will perform the duties of the secretary in her absence or whenever called upon. She will assist Publicity Advisor as needed to place all announcements of the WMU meetings, special programs and events in the church's bulletin. She will ensure that all circle chairpersons are properly informed. She will maintain a roster of all circles, circle chairpersons, and members. The roster will include names, positions held within the circle, home and e-mail addresses, and telephone numbers. She will update the roster as needed. She will provide a copy of the roster to WMU members.

Financial Secretary She will be responsible for maintaining records of the WMU income, disbursements and balances. She will provide written financial reports of all financial allocations at the Executive Board meetings (January, April, August, October) and WMU business meetings (February, May, June August, September, October). She will work with the church financial officer to balance records.

Assistant Financial Secretary She will assist the Financial Secretary in carrying out her duties. She will perform the duties of the financial secretary in her absence or whenever called upon.

Worship Leader She will be responsible for coordinating the devotion for all WMU meetings. She will work closely with the First Vice President to ensure that the devotional period and planned meeting program is covered at each meeting. She will coordinate the Cottage Prayer season. She will coordinate the devotion for the WMU Sunday and the Roses In Action, as needed.

Assistant Worship Leader She will assist the Worship Leader in carrying out her responsibilities. She will work with the program committee to ensure that missionary programs are prepared for all WMU business meetings.

Community Outreach Chairperson She will be responsible for planning and organizing the community outreach activities for Ebenezer's sick and shut-in. She will serve as the liaison for the Genesis Shelter ministry and Sadie G. Mays hair care ministry. She will be responsible for researching and maintaining information on current and potential outreach projects. "Winning souls to Christ is the main duty of this committee. The circle chairpersons will work with the Community Missions Chairperson." (Mrs. Laura Henderson, 1989)

Special Program Coordinator She will work with the first vice president to coordinate special programs such as the Cottage Prayer Retreat, WMU Day, Roses In Action and events related to the WMU in an effort to ensure the WMU's growth and stability. She will work closely with the President, First Vice President and Second Vice President.

Social Committee Chairperson She and her committee will see that the place of meeting is attractive and comfortable. They will welcome and introduce new members and visitors, and plan a social for the meeting every quarter or at least twice a year. They will perform the same duties for Executive Board meetings. She will coordinate repast or meals for Cottage Prayer Retreat, WMU Day, Roses in Action, or as needed.

Historian and Protocol She will keep the WMU updated about traditions and customs as they relate to the local, state and national programs and conventions. She will notify the WMU of policies and procedures as they relate to the Progressive National Baptist Convention, Inc.

Publicity She will be responsible for publicizing all meetings, traditional programs (i.e. Cottage Prayer Retreat, WMU Day, Roses In Action, etc.) and special events. She will be responsible for promoting new programs and events relating to the WMU, such as Hands On meetings.

ACTEENS Leader She will be responsible for leading and mentoring the ACTEENS in preparing, doing, and assessing the ACTEENS meetings and service projects. ACTEENS is the WMU missionary program for girls, ages 12-17. She will serve as the liaison between ACTEENS and WMU. She will work closely with the WMU President, First Vice President, and Second Vice President and other ACTEENS Advisors to keep them informed of all ACTEENS activities.

Circle Chairpersons The circles are the working units of the WMU and the chairpersons are the key team leaders. They are to the circle what the president is to the organization as a whole. They are the chairpersons because there is only one president in the organization. The circle meets to supplement, not supplant, the monthly meeting of the WMU. On each chairperson is placed the full responsibility for encouraging the circle's participation in the whole program. Every circle chairperson, every circle program chairperson, every circle enlistment chairperson should take advantage of the opportunity at the circle meeting to enthusiastically announce and urge every member to attend the regular monthly

meeting of the WMU. Circle pride is having 100 percent attendance. (Duties as cited by Mrs. Laura Henderson, 1989)

Past Presidents Advisory Council (PPAC)

The Past Presidents Advisory Council (PPAC) is comprised of all living past WMU Presidents. PPAC (pronounced as pack) shall serve as members of the Executive Board, as well as Advisors. The immediate Past President shall serve as the liaison for PPAC and the Executive Board. PPAC shall receive the same Courtesies for illness, death, weddings, and births as stated in the 2007-2008 Operating Guidelines under SECTION XIII. Hospitality.

VIII. Election Procedures

1. Officers will serve a two (2) year term; with no more than two terms being consecutive.
2. Election of officers will be held at the regular monthly meeting in November of even numbered years by secret ballot.
3. Each term will begin on the first day of January in odd numbered years.
4. In the event of vacancy of an office, a special election will be held with nominations from the floor.
5. A nominating committee will be appointed by the President at the regular monthly meeting in September of even numbered years.
6. The nominating committee will be made of at least five members.
7. Serving on the nominating committee does not exclude one from running for office.
8. The nominating committee will prepare a slate of two nominees for each office to be filled. Individual ballots will be printed with a space for one nomination from the floor.
9. The nominating committee will act as counters for the election night. They will report the results to the President.

IX. Meetings

The WMU meets monthly, with the exception of January and July, on the Monday after the third Sunday at 6:00 pm. The January meeting is not held due to the Martin Luther King, Jr. Holiday celebration. July is our vacation month. The WMU President sets the agenda.

The WMU Executive Board meets on the Monday after the second Sunday in January, April, August and October. The WMU President sets the agenda.

X. Special Programs

The Cottage Prayer Retreat is held annually on a Saturday as close as possible before Palm Sunday.

WMU Day is observed annually on the third Sunday in May during the 8:00 am and 11:00 am worship services.

The Roses In Action, a fund raising event, is held annually in the afternoon of the fourth Sunday in October.

XI. Financial Assessments

Each circle will be assessed \$150 for WMU Day and a minimum contribution of \$300 for the Roses In Action. These assessments will be used to meet the needs of the WMU operating budget.

XII Uniform

The WMU uniform consists of white dresses or suits with yellow corsages and is worn on WMU Day and other days as requested by the WMU President.

XIII. Hospitality

- a. **ILLNESS** – A plant or donation will be sent to WMU Executive Board members who are hospitalized for a minimum of three (3) days (first visit of the year only). Cards will be sent to WMU Executive Board members who have entered the hospital for 1-2 days and/or subsequent visits during the year and to those who are temporarily prevented from leaving home due to illness. Plants will be sent at a cost not to exceed **\$50.00** per person.
- b. **DEATH** – A donation and/or plant at a cost of no more than **\$50.00** will be sent to the family of the WMU Executive Board member who has died or the WMU Executive Board member who has lost a member of their immediate family. Cards will be sent to the WMU Executive Board member who has lost an extended family member. Immediate family members are spouse, children, parents, and siblings. Other family members will be considered as needed.
- c. **WEDDINGS** - A gift certificate in the amount of **\$50.00** will be given to the WMU Executive Board member who is getting married.
- d. **BIRTHS** - A gift certificate in the amount of **\$50.00** will be given to the WMU Executive Board member who is giving birth.

XIV. Communications

The President and Vice Presidents will utilize e-mail, Calling Post, bulletin, and the Horizon Newsletter to communicate news and events to the WMU and church or to solicit information as needed (i.e. call meetings, special programs, and reports).

Calling Post - The Public Group ID (PGID) number allows WMU members to call 1-800-925-7443, enter the PGID number (183-951-8494), and hear the WMU's latest message. To hear the Executive Board's latest message, call the same 800 number; enter the PGID number (137-241-1475). This is especially beneficial for those members who may have missed a delivered message, are not home to receive a message, or for those instances where a message needs to be heard after hours. The ability for a member to hear messages with the PGID is available 24 hours a day and 7 days a week.

Email – WMU's e-mail address is ebenezerwmu@gmail.com

Bulletin Announcements – Announcements are submitted to the church office by phone, fax or e-mail at info@ebenezerchurch.us.

Horizon Newsletter – Written articles or announcements are due to Vivian Scruggs by the 15th of each month (vlscruggs@bellsouth.net).