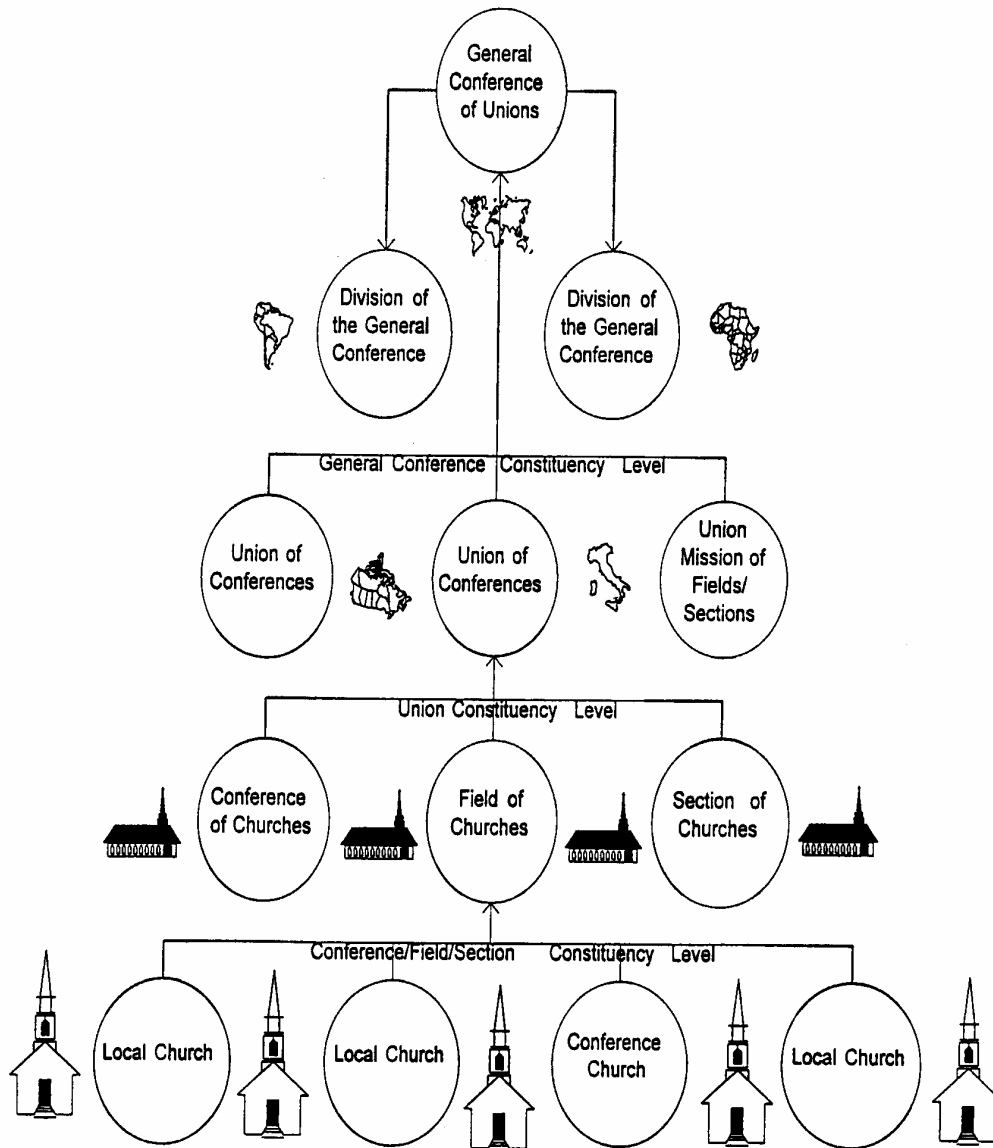


The Constituent Levels of the Seventh-day Adventist Church



Note: The organizational structure of the Seventh-day Adventist Church consists of the following levels: (1) Local Church, (2) Conferences/Fields/Sections, (3) Unions/fields which are composed of several conferences/fields/sections, (4) General Conference which is composed of Divisions supervising unions/fields in a specific geographical area.

General Conference Women's Ministries

JOB DESCRIPTION: *Division Women's Ministries Director*

- # The division director is appointed by the division committee.
- # In most cases she becomes a member of the division committee.

GOALS AND OBJECTIVES

- To inspire and equip union Women's Ministries directors to fully utilize the talents of the Adventist women throughout the division.
- To provide leadership training and resource materials to further develop union Women's Ministries leaders.
- To work closely with church administrators to learn how Women's Ministries programs can complement and support existing programs for the overall health and growth of the church.
- To keep division administrators informed of activities, achievements, and needs of Women's Ministries in their division.

DUTIES AND RESPONSIBILITIES

1. To encourage union administrators to appoint a Women's Ministries director in each union. Where applicable write a proposal showing the needs and benefits of the program.
2. To provide annual training for union directors in each division.
3. To provide unions with resource materials including program ideas, reports from other areas, and materials from the General Conference.
4. To support union, conference, and local church sponsored Women's Ministries programs with her attendance as often as possible.
5. To participate in union spiritual retreats.

6. To keep statistical records of all division-wide Women's Ministries programs by supplying union directors with statistical forms early in the year and giving a deadline for returning them.
7. To mail or fax completed statistical forms to the General Conference Department of Women's Ministries by February 1, of each year.
8. To cooperate with the General Conference Department of Women's Ministries to develop Global Mission projects in each division.
9. To serve as liaison between the division and the General Conference Department of Women's Ministries to distribute scholarships awarded through the General Conference Scholarship Fund.
10. To cooperate with the General Conference to support programs such as: the women's devotional book, the scholarship program, and The Year of the Adventist Woman, etc.
11. To provide information and advice to church administrators on issues relating to, and of particular interest to, Adventist women.
12. To be a representative to the General Conference session every five years.
13. To assist as a representative in the Women's Ministries General Conference booth.

LEADERSHIP QUALIFICATIONS

A woman chosen to lead out at the division level would do well to possess a growing faith in God, leadership and organizational skills, a balanced view of Women's Ministries, some experience in public speaking, and a commitment to minister to women. Also, she needs to be able to inspire other women, communicate goals, and work harmoniously with administrators, as well as other people.

General Conference Women's Ministries

JOB DESCRIPTION: *Union Women's Ministries Director*

- # The union Women's Ministries director is appointed by the union committee. She often serves as a member of the union committee.

GOALS AND OBJECTIVES

- To improve the potential and full utilization of the resources of women of the Adventist Church, thereby, maximizing the advancement of the church's mission.
- To provide information and advice to the officials of the church on issues related to and of particular concern to women of the Seventh-day Adventist Church.

DUTIES AND RESPONSIBILITIES

1. Facilitate planning of women's retreats for conferences.
2. Facilitate development of culture—specific Women's Ministries activities for churches within the union.
3. Establish and maintain conference Women's Ministries coordinators positions.
4. Assist conference Women's Ministries directors in planning and organizing Women's Ministries.
5. Attend conference Women's retreats around the union providing support and direction.
6. Organize, plan, and implement union-wide women's ministries and retreats.
7. Chair union Women's Ministries committee.

8. Be available as a speaker to give presentations relating to women's needs and concerns in different locations throughout the union, at women's retreats, seminars, etc.
9. Develop a Women's Ministries resource catalog.
10. Establish a resource center or central location within the union for Women's Ministries publications.
11. Function as a resource person for conference Women's Ministries directors, Women's Ministries coordinators in the local churches, and women in the Adventist Church.
12. Function in an educator role in defining and clarifying role of Women's Ministries directors and Women's Ministries leaders to the Adventist constituency (Ministers' meetings, deacons' and elders' meetings, Church Ministries period at church, departmental meetings, and to administrators and other church leaders, etc.).
13. Function as a liaison between conference directors and your division office of Women's Ministries.
14. Be an active member of your division's advisory committee.
15. Assist in planning, organizing, and implementing the direction of Women's Ministries in your division.
16. Prepare quarterly reports on Women's Ministries union-wide activities for your division director.
17. Assist in providing information and advice to the officials of the Church on issues related to, and of particular interest to, Adventist women.
18. Be a representative at the General Conference session every five years.
19. Assist as a representative in the Women's Ministries General Conference booth.

General Conference Women's Ministries

JOB DESCRIPTION: *Conference Women's Ministries Director*

- # The conference Women's Ministries director is appointed by the conference committee. She often serves as a member of the conference committee.

GOALS AND OBJECTIVES

- # To establish a Women's Ministries
- To help place a leader in every local church in your conference.
 - To inspire and support Women's Ministries leaders by providing counsel, leadership training and resource materials.

DUTIES AND RESPONSIBILITIES

1. The Women's Ministries conference director will chair the planning committee which is composed of local church Women's Ministries leaders, and individuals interested in women's needs and concerns. The purpose of the committee is to brainstorm, develop strategies, network, and assist in planning and implementing programs and activities relevant to women's specific needs at the conference level.
2. Coordinate conference activities. For example, women's retreats, one-day seminars, Women's Ministries activities held during campmeeting, etc.
3. Assist in establishing Women's Ministries leaders at the local church level.
4. Keep the union Women's Ministries director aware of local conference women's programs and activities.
5. Assist the union Women's Ministries director in planning discussions, brainstorming sessions when held in your union.

6. Assist the union Women's Ministries director in planning or conducting union-wide seminars, workshops, or activities.
7. Is a member of, and attends, the union Women's Ministries Planning Committee.
8. Keeps the church membership informed of Women's Ministries and their contributions to church life by: presenting reports on Women's Ministries activities to the conference Executive Committee, worker's meetings, and local churches when appropriate.
9. Facilitates the development of local resources on women's needs and concerns.
10. Is a liaison between the women of the conference and local conference officials.

General Conference Women's Ministries

JOB DESCRIPTION: *Local Church Women's Ministries Leader*

- # The leader is appointed by the local church nominating committee.
- # The Women's Ministries leader is a member of the church board.

GOALS AND OBJECTIVES

- The leader will assist the church in meeting the spiritual, emotional, and intellectual needs of women in their various stages of life and cultural diversity.
- The leader is to create an environment that encourages productivity, rewards effort and initiative, and provides a spiritual climate in which each woman can experience growth.
- The leader assesses the needs of the women in the church through surveys and interviews. She acts as chairperson for a Women's Ministries committee to develop programs and activities to meet the needs identified through the surveys.
- The leader is an active member of the local church board disseminating information on women's activities and harmonizing these activities with the larger church program. She works closely with the pastor and the local conference Women's Ministries director.
- The church board or nominating committee selects the Women's Ministries leader in the local church. Qualifications include a sensitive, caring nature, a clear spiritual understanding of God's design for women, and a burden for women's broad needs and concerns.

DUTIES AND RESPONSIBILITIES

The major duties and responsibilities of the Women's Ministries leader includes the following:

1. ESTABLISH A COMMITTEE

The leader will work with the church board to establish a committee. The committee should be composed of women interested in the broad spectrum of women's needs and concerns. The purpose of the committee is to brainstorm, develop strategies, and assist in planning programs and activities that relate to women's specific and varied needs.

2. **NEEDS ASSESSMENT**

The leader will work closely with her committee to survey the needs of the women in the local church and community. Survey questionnaires can be used to obtain this information.

3. **PROGRAM DEVELOPMENT**

The leader will work with her committee and the pastor to develop and implement Women's Ministries programs or seminars, and network with existing support groups active in the church. She and her committee may decide to sponsor such programs as support groups for abused women, support for elderly members, single parents, health care, hygiene, time management, grief recovery, spiritual care (discipleship), witnessing, personal devotions, self-improvement, and support for women married to non-believers, etc. Other activities may include prayer breakfasts, literacy programs, day care, and programs for the elderly.

4. **CHAIRPERSON OF THE WOMEN'S MINISTRY COMMITTEE**

It is the responsibility of the local church Women's Ministries leader to chair the Women's Ministries committee. She will encourage ideas and plans that maximize women's contribution to the mission of the church. The chair will put together an agenda, moderate discussion, and facilitate group cohesion through personal sharing, prayer, and fellowship.

5. **ADVOCATE OF WOMEN'S CONCERNS, NEEDS, AND CONTRIBUTIONS**

It is the leader's responsibility to keep the church membership informed of Women's Ministries and its contributions to church life. This responsibility includes allotting time during personal ministries, announcement period, or Sabbath school to share with the congregation at large. This responsibility includes being a liaison between the women of the church and the church board members, assisting the board members to keep in view the needs of the women in the church and recognizing the Women's Ministries as a significant and vital part of church growth and church dynamics.

RESOURCES

The conference Women's Ministries director is responsible for providing resources for the local church leaders. The Women's Ministries leaders at the union level provides training seminars for Women's Ministries leaders, and the Women's

Ministries director at the division level is available for organizational assistance, training meetings, encouragement, and resources. It is important for local leaders to attend basic training sessions sponsored by the local conference. Women's Ministries is committed to reaching the community, disciplining people, and nurturing our members around the world.

Working with Other Departments, Adventist Development and Relief Agency, and Global Missions

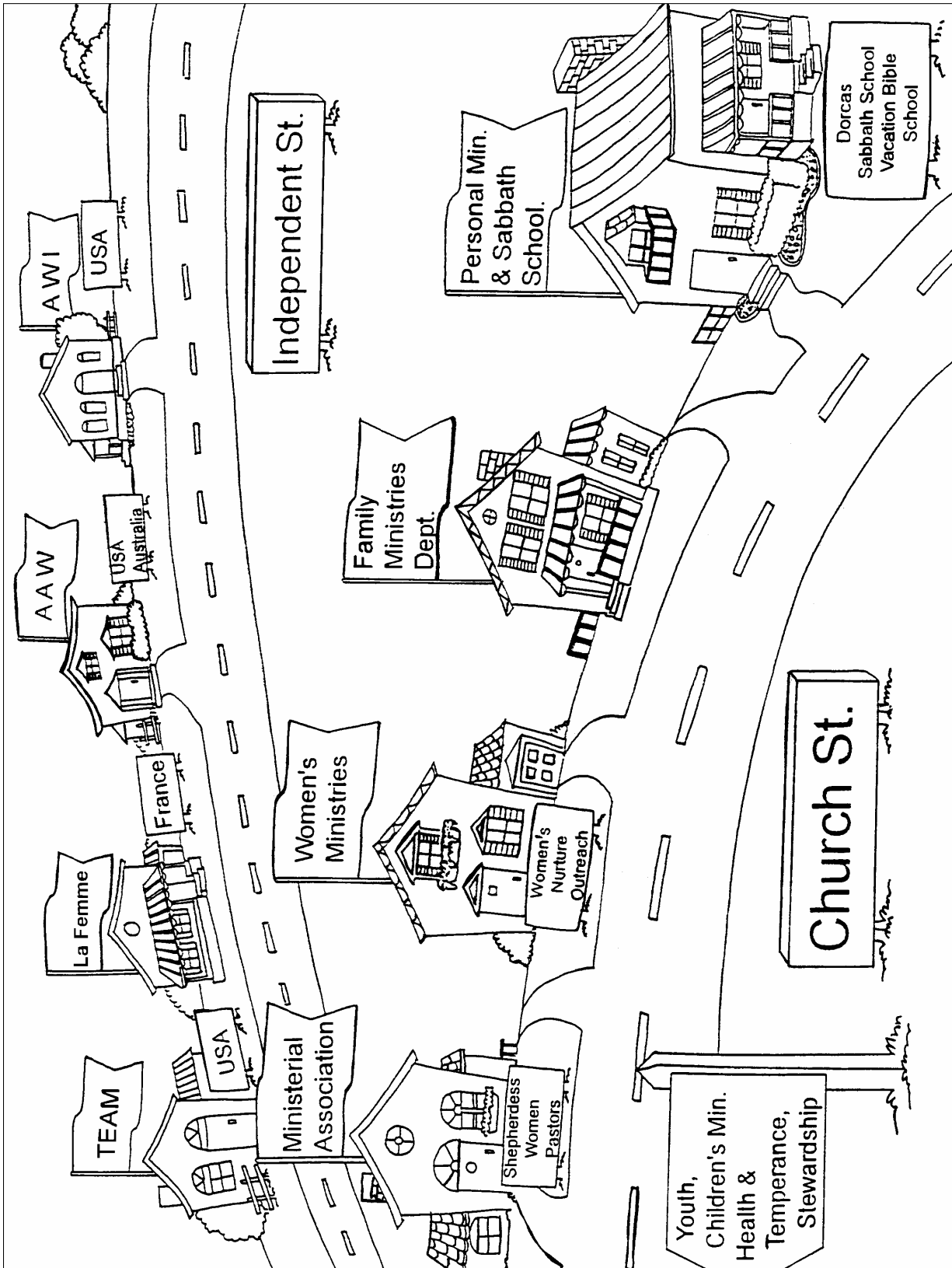
Women's Ministries should not work alone, not only because women are involved in many areas of church life, but because it needs the support of the other departments; it can and should also support them. But when working in such a setting, it is sometimes easy to step across boundaries or become involved in areas of ministry that are outside the concerns of Women's Ministries.

The accompanying illustration can help demonstrate these boundaries. Just like with our homes, we live in a neighborhood/church. Different homes represent different families/departments. We may be invited into a neighbor's home/department to participate in an activity. But we must remember we are a guest, not the home owner, and we enter and participate by invitation. As guests we do not rearrange the furniture unless asked to do so. Likewise, we may invite neighbors to our home/department for cooperative activities.

For instance, Family Ministries ministers to the family and the relationships found within families. We can invite Family Ministries to join us in programs that are of interest to both departments, and they may invite us to join them. But we should not plan or carry on activities that really belong to that department. Examples might be seminars in parenting or marriage enrichment programs. But the two departments are both interested in issues of abuse and can work together in that and other areas of mutual concern. Likewise, Women's Ministries may find many ways to cooperate with the Department of Education, especially on issues pertaining to young girls; or with Health and Temperance on issues of health that particularly affect women, such as Breathe Free for Women. Of course there are times when one woman is active in several departments—cooperation should be no problem!

In doing ground work to build interest for Women's Ministries evangelistic meetings, health and family type programs are almost always good attractions. Invite Family Ministries and Health and Temperance to present these programs. If there is no one in these departments who can do these for you, ask if it would be all right for Women's Ministries to do them.

You will note that Shepherdess is part of the Ministerial Association. Both groups are women, but Shepherdess is specifically for the wives of pastors. They may be invited to participate in Women's Ministries activities, but not required to do so—



they live in a different house. Note also that Dorcas and Vacation Bible School are part of Personal Ministries and Sabbath School. It is likely that women will be very involved in these programs, but they still belong to Sabbath School/ Personal Ministries. This opens up for women the possibility of working in a number of different areas/ministries/departments, depending on each woman's spiritual gifts.

Women who serve as pastors are another group of women who are of interest to Women's Ministries. We can serve them by helping to meet the needs and desires these women have in common with all women. But anything having to do with them professionally as pastors should be referred to the Ministerial Association.

It may be helpful for you to use this illustration also to help church lay people and leaders to understand the difference between Women's Ministries and some of the independent women's organizations. They too are concerned about women and their needs, but they are not the same as Women's Ministries.

It is beneficial to all for Women's Ministries to work closely with Adventist Development and Relief Agency (ADRA) and Global Missions. ADRA has many programs that are helpful to women and their directors/specialists can be helpful in writing proposals and securing grants that Women's Ministries can help implement. Additionally, Women's Ministries is ideally suited to doing many outreach programs to women, particularly Muslim women, or doing unique evangelistic programs. Global Missions can be a source of expertise and/or funding for such projects.

It would be helpful for the Women's Ministries director to build a good working relationship with the directors of the other church departments and services, finding ways to cooperate and promote the overall mission of the church. All will benefit. ☺