

Devotional Book

GC Department of Women's Ministries

The GC Department of Women's Ministries encourages women throughout the world to contribute to the WM devotional book. Submissions must be from personal experiences of God's presence in the lives of women, or how it applies to women's lives. Profits from the sale of the devotional books go to the GC Women's Ministries Scholarship Fund to assist women in their educational pursuits.

GC Women's Devotional Book General Guidelines

- Contributions will be accepted on a wide variety of spiritual, uplifting, encouraging topics, primarily from positive, PERSONAL EXPERIENCES of God's presence in the lives of women. Sermons will not be accepted.
- This book will be marketed outside the SDA Church as well as within the Church; therefore, all terminology should be non-specific so all can understand and so as not to offend those of other religious persuasions.
- Authors are encouraged to submit multiple contributions. Please do not, however, submit a devotional a second time if it is currently under consideration for publication in one of the devotional books. If you have been notified that a devotional has not been accepted, please do not resubmit it unless there have been significant changes made to it.
Note: We cannot return unused manuscripts.
- Those who contribute to this project do so agreeing that the profits from the royalties of this publication will go to the General Conference Women's Ministries Scholarship Fund. They further agree that they will receive no payment for any contributions submitted or accepted for publication.
- The publishing house retains the right to make the final selection of which devotionals will be published, and to edit all contributions.

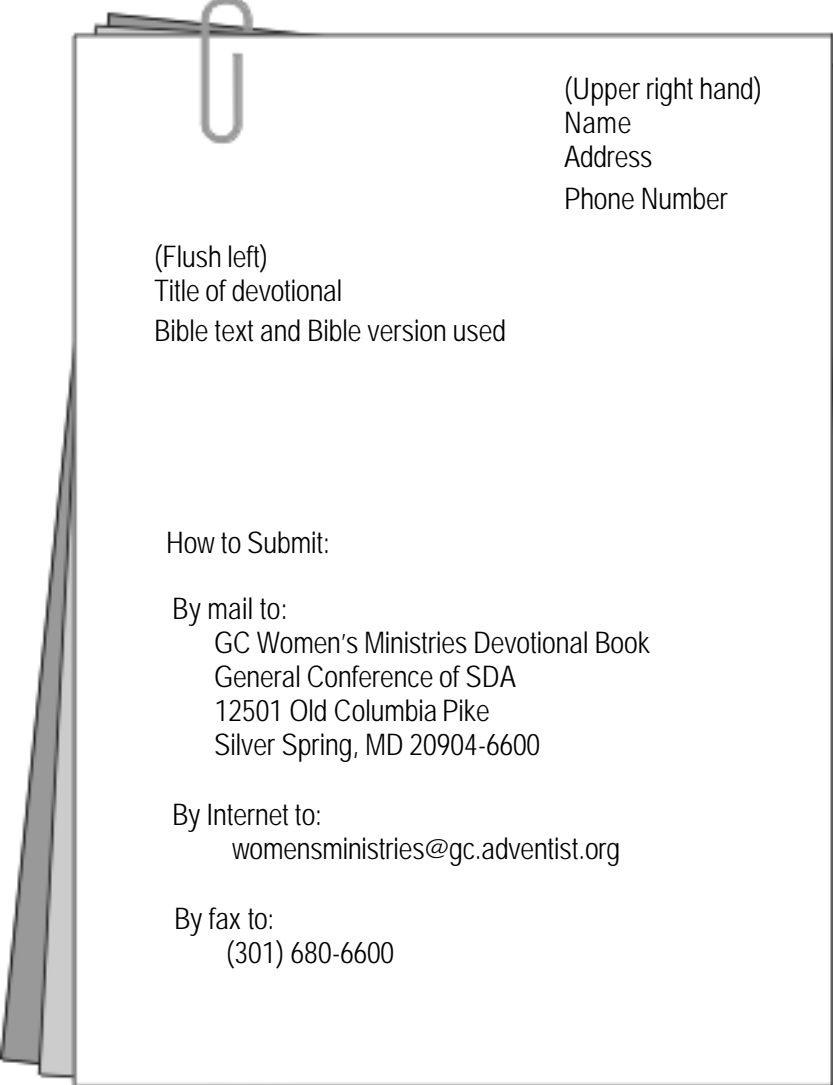
DEADLINE: October 1 of each year for the book published two years later, but submissions are accepted any time.

Notification to Authors

Due to editing and publishing schedules, your submission may not appear in a devotional book until at least two years after we have received it. You will be notified by mail whether or not the devotionals you submitted will be published in the devotional book.

Format Guidelines

Each submission should be set up as follows:



(Upper right hand)
Name
Address
Phone Number

(Flush left)
Title of devotional
Bible text and Bible version used

How to Submit:

By mail to:
GC Women's Ministries Devotional Book
General Conference of SDA
12501 Old Columbia Pike
Silver Spring, MD 20904-6600

By Internet to:
womensministries@gc.adventist.org

By fax to:
(301) 680-6600

Content

In English; paragraphs indented; double spaced; 375-425 words; typed. No poems, anonymous submissions, or pseudonyms will be accepted. Submissions should be sent in on computer diskette as well as hard copy, saved in WordPerfect 5.1 and higher. The author should include written permission if using material from other sources (e.g. quotes).

Biographical Sketch

Each author should include three to four lines of information on herself such as occupation, church or civic involvement, other articles/books published, hobbies, personal accomplishment, etc.

How to Submit

Your devotional may be submitted in one of the following ways:

1. By e-mail:

The address to use to submit your devotionals is:
womensministries@gc.adventist.org

(*Note – you will get a preliminary notice by email that your submission has been received. Do NOT send the devotional also by hard copy or fax unless you don't receive our e-mail notification)

Do **NOT** use any codes: i.e. paragraph styles; font styles such as italics, bold, or all caps. These make it difficult to edit your devotional.

1. By mail:

On a computer disk saved in WORD format; include a hard copy. Please name your file(s) with your last name and devotional title as follows:
lastname-title.

Or, you may mail a typed copy (not saved on disk). Our mailing address is:

GC Women's Ministries Devotional Book
General Conference of Seventh-day Adventists
12501 Old Columbia Pike
Silver Spring, MD 20904-6600

3. By Fax: 301-680-6600

When you mail or fax a devotional, you will receive a letter by mail to let you know that your submission has been received. This will usually be sent within two weeks.

Please encourage women to contribute. We would like a global participation with a varied cultural and ethnic flavor. ☺

(The Devotional Book Guidelines are also on our website: <http://wm.gc.adventist.org>)

Directing a Division Women's Ministries Scholarship Program

Application Forms

The General Conference Department of Women's Ministries will supply you with an original; you will duplicate it (double-sided) for distribution in your division. (See Appendix II for a copy of the application).

You should photocopy each completed application before you send it to the General Conference in case anything is lost or you need to refer to the application for any reason.

Completion Form

We will supply you with a checklist form (See Appendix I) that is to be attached to the front of each application; you can duplicate as many copies as you may need. Fill in the section above the double lines. The General Conference will fill the section below the double lines. We ask that you not send an application until everything in your part has been filled in.

You may want to prepare a form letter to send out with the applications cautioning applicants about enclosing transcripts, about using the recommendation forms from our office, about typing, about translation, and attaching photos. It is imperative that the applicant signs her application. No money will be sent unless all of the requirements are met.

Deadlines

The Review and Herald will be giving us the profit from the previous year's devotional book in about February and we will notify each division immediately as to how much there will be for scholarships that year. The General Conference Scholarship Committee will be meeting in July and January only. You will need to set your division deadlines according to the school year in your part of the world so that the applications reach the GC in time for one or the other of these meetings. If you do not submit any acceptable applications in any given year, the money will be returned to the GC for redistribution.

Division Scholarship Committee

Each division should establish a scholarship committee to review all scholarship applications and to decide how your money will be distributed, following

the Guidelines. Exceptions to the Guidelines may be approved by the GC Scholarship Committee to meet special needs of particular fields.

You will note that the checklist (See Appendix I) asks for the date that the scholarship applications were passed by the Division Scholarship Committee. You must have these voted on by your committee **before** forwarding them to the GC. You will note also that the guidelines read: "Each division ~~Office~~ [Department] of Women's Ministries shall present the candidates for approval to the division committee." It is good for the division committee to know about the money women in your division are receiving through Women's Ministries.

General Conference Scholarship Committee

The General Conference Scholarship Committee will make the final decision on all scholarships and the granting of exceptions to the "Guidelines."

Guidelines

Please review carefully all criteria set forth in the "General Conference Women's Ministries Scholarship Fund - Guidelines." (see following chapter)

Photos

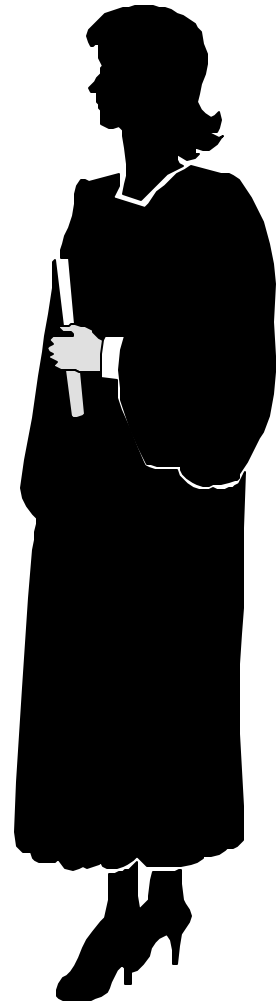
If a student is submitting an application for a second or third year, it is not necessary to send a new photo if there was one with the original application. The photos are used primarily for publicity of the scholarship program.

Presentation of scholarships

You should choose a time and place that will give the most exposure and publicity for the Women's Ministries Scholarship Program. For instance, if it is done at a college, making the presentations in connection with a board meeting or some other event at which church officials could be present also, would be advantageous. Be certain to get good photos and write a story for your division paper. Please send pictures to the General Conference so that they can be used for publicity.

Recommendation Forms

It is important that each applicant submit the required three recommendations on the forms provided so that you have the requested information. If the applicant wishes to ask other people to submit additional recommendations that is also acceptable.



Scholarship Program Brochures

Distribute these as widely as possible as this is one of the principal ways of letting people know about the scholarship program. Through these, people can request applications or know how to make donations. You will need to stamp each brochure with your address so that people will know where to contact you.

Schools

It is important to note that the Women's Ministries scholarships are to go to students attending Adventist colleges or universities in their home division only; if the course or major is not offered in their division, or they are not attending an Adventist school, please make a note on the checklist form as to why your committee passed this application so the General Conference Scholarship Committee can give it the same consideration.

Selection

As the scholarship program becomes better known, there will be an increase in the number of applications. You will want to set up some type of criteria for your division so you can select the most needy and be able to award enough money to each so that it will be meaningful. These scholarships will not be full scholarships—the recipients should still work and the family help as much as possible so that others can receive some help also.

Testimonials

In the letters from the GC office to each recipient, there will be a request that each recipient send a letter of thanks to the women who write for the devotional books, sent through the GC. You may want to request these also for reporting and fund raising in your division.

Translation

You may want to translate the application forms, but please be aware that the applications must be filled out in English to be forwarded to the General Conference so it may be best if the applicant gets help with translation and does it in English. The GC will not do any translating.

Financial Statement

Each applicant is required to write a paragraph describing her financial resources, obligations, and needs. This is your only way of knowing there is real financial need, so this paragraph is of vital importance. You may feel the need to request even further information from the applicant or the school to get a full picture of the student's financial standing.

Submitting an application for a second year

If a student is submitting an application for a second or third year, it is not necessary to fill out a new application form or send a new photo if she had already submitted one the year before. It is however, necessary to send a current grade transcript, personal financial statement, and three new recommendations from school, church, and work. This will help the committee members evaluate the current standing of the student before making a decision. 🍷



Thus far, most scholarships have been funded by profits from the Women's Ministries daily devotional books for women.

They include:

Among Friends
The Listening Heart
A Gift of Love
Close to Home
A Moment's Peace
From the Heart
This Quiet Place
In God's Garden
Fabric of Faith

General Conference Women's Ministries Scholarship Fund - Guidelines

The General Conference Women's Ministries Scholarship Fund, for the last two years of college-level study primarily, is being established to fund scholarships for women who are committed to serving the mission of the Seventh-day Adventist Church who would otherwise be unable to afford a Christian education.

Funding

1. Funding of the scholarship program shall be through sales of the Women's Ministries Devotional book, donations solicited from Adventist Health Systems, Adventist Laymen's Services and Industries, retirees, women's organizations, and other interested groups and individuals.
2. Contributions shall be sent to the General Conference in care of the Women's Ministries Scholarship Fund.
3. Contributions shall be distributed directly to the educational institutions involved.
4. Donors may choose to give direct scholarships or through an endowment plan and may specify the field of study in which they wish to sponsor a student.
5. "Named" scholarships shall be accepted in an individual's name, a family name, or the name of an organization (such as a women's organization)
6. "Unnamed" contributions shall be placed in a pool for the Women's Ministries Scholarship Fund.

Procedures

1. Scholarships shall be available to Adventist women in all the world divisions.
2. The program will be promoted through a brochure, the General Conference Women's Ministries newsletter, and other available channels.
3. Application forms shall be distributed to Adventist schools within the world divisions.

4. Applications shall be channeled through the division Women's Ministries directors who will be part of the screening process.
5. Each division office of Women's Ministries shall present the candidates for approval to the division committee. Before any moneys are transferred, the names recommended by the division committee shall be forwarded to the General Conference Department of Women's Ministries.
6. The division Women's Ministries director shall make the actual presentation of the scholarship and file regular reports to the General Conference Department of Women's Ministries.
7. The division Women's Ministries directors shall endeavor to facilitate a mentoring relationship between the scholarship recipients and those donors wishing to cultivate such a relationship.

Criteria

1. Each recipient shall sign a "Commitment Statement," agreeing to uphold the standards of the Church and to use her education to further the mission of the Seventh-day Adventist Church.
2. Students shall be required to study within their own division, unless some special arrangement is made in order to complete a specific field of study.
3. The General Conference Department of Women's Ministries shall put safeguards in place to protect the program from nepotism and favoritism.
4. Each institution receiving scholarship moneys must agree that these scholarships are over and above other scholarships that are available to women in that institution.

Selection Process

1. Students shall be considered on the basis of personal commitment to the mission of the Seventh-day Adventist Church, leadership skills, and academic achievement.
2. The overall ethnic balance in determining scholarship recipients shall be considered.
3. High school scholarships in developing countries shall be considered.
4. The General Conference Department of Women's Ministries shall consult with Griggs University to work out programs for students in isolated areas.

International Women's Day of Prayer

Since 1990, the Department of Women's Ministries at the General Conference has promoted a special day when women have the opportunity to strengthen their spiritual bonds as they pray for and with each other. The International Women's Day of Prayer is the first Sabbath of each March. In past years this special day has been celebrated in a variety of ways: prayer breakfasts, fasting and prayer, consecration services, women preaching the sermons for church services and other special programs. A resource manual, with ideas and a planning guide for making this a life-changing day for women and men in the church, can be obtained from the conference Women's Ministries director.

The International Woman's Day of Prayer provides an opportunity for women to learn about each other and prayer for one another. It is a time to reunite with God and one another to strengthen spiritual bonds. Prayers for women everywhere create a spiritual network of empathy and understanding between Adventist women. Thousands of women (and men) gather to pray on this day. Although the essential purpose of the day is for prayer, the day can also provide women with an opportunity to strengthen their ties with other Christian women as they pray together.

Where possible some may want to expand the day of prayer to include a weekend prayer conference where participants can come to gain a deeper understanding of the need for prayer, its significance, blessings, and meaning in their lives. Weekend prayer conferences can address topics of interest such as: the prayer of scripture, how to pray scriptural promises, how fasting can enhance our prayer life, God's will and prayer, intercessory prayer, answered and unanswered prayer, closet prayers, and how to help our children develop a prayer life of their own. ☪



Women's Ministries Emphasis Day

Women's Ministries Emphasis Day is on the Church's Calendar of Days and Events and falls on the second Sabbath each June. It is an opportunity for women to lead out in a worship service and a chance to educate the church regarding the purposes of Women's Ministries. It is an ideal time to introduce your leaders and committee to the church family and to invite women who have not been involved to join.

The Women's Ministries leader should meet with the pastor at least six months prior to this day to discuss special plans for this Sabbath. This is a possible opportunity to plan a full day of activities including Sabbath School, the worship service, a fellowship dinner, and perhaps an afternoon program. The leader may also want to use this time to honor women in the congregation who have done something unusual or outstanding. Resources for this purpose are available through the General Conference Women's Ministries Department. 🌸

What is Ministry?

"Ministry is demonstrating God's love by meeting the needs of people who already know Him as well as those who can be reached for Him."

(A Designer's guide for Creative Women's Ministries)

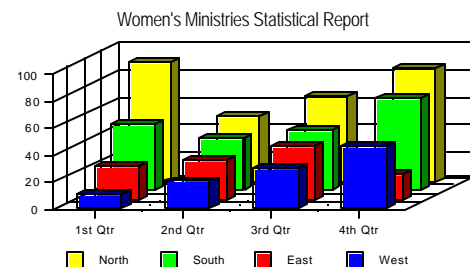
Women's Ministries Statistical Reports

In business and religious circles, statistics speak a language of their own which cannot be denied. They are used to prove a point, gain cooperation, as well as financial and material support for projects.

With this in mind, what better way to encourage cooperation for Women's Ministries than to gather our statistics every year and distribute the exciting results of women working together for the glory of God around the world?

There are two types of statistical report forms:

- GC Women's Ministries Quarterly Statistical Report
- GC Women's Ministries Statistical Report



Responsibilities of the Division Women's Ministries Director:

1. To distribute the **“Quarterly Statistical Report”** forms to their union and conference/mission directors. Statistics are to be gathered by the conferences/missions and unions on a quarterly basis. It gives the director an idea of how active and effective the women in their divisions are and helps them plan for future programs or outreach. The more accurate the reporting, the better. The division director may want to add other items to this form that are of interest and aim in that particular field.
2. To fill out the **“Statistical Report”** with information gathered from conferences and unions throughout her division and submit that report to the General Conference Department of Women's Ministries by February 1, each year.

We cannot stress enough the importance of consistency and accuracy in the reporting. (See attached sample forms.) 📄

**General Conference Department of Women's Ministries
2001 Annual Statistical Report**

Division	Retreats/ Congresses	SDA Women Attending	Non-SDA Women Attending	Reclaimed Members	Training Seminars	Series of Evangelistic Meetings	Other Meetings	Scholarships Awarded	Baptisms
Africa-Indian Ocean									
Eastern Africa Div.									
Euro-Africa Div.									
Euro-Asia Div.									
Inter-American Div.									
North American Div.									
North Asia Pacific D.									
South American Div.									
South Asia Pacific D.									
South Pacific Div.									
Southern Asia Div.									
Trans-European Div.									
Southern Africa Un.									
Totals									

CODE FOR CHART (COLUMNS):

RETREATS/CONGRESSES: Number of women's **weekend** or **full day retreats or congresses**.

SDA: Number of Adventist women attending retreats.

Non-SDA: Number of Non-SDA women attending retreats.

RECLAIMED: Number of reclaimed members (**members who have left the church, and are choosing to return**).

TRAINING SEMINARS: Number of training seminars (equipping people to develop their gifts and talents to more effectively serve in God's work).

EVANGELISTIC MEETINGS: Number of **series** of evangelistic meetings conducted by women.

OTHER MEETINGS: Number of other programs provided: Prayer Breakfasts, Women's seminars, Small Groups, Support Groups, Bible Studies, Prayer Ministries, Special projects, etc.

SCHOLARSHIPS AWARDED: Number of scholarships awarded from GC Women's Ministries Scholarship Fund.

BAPTISMS: Number of persons baptized as a direct result of Women's Ministries.

Division: _____
 Quarter: _____

**General Conference Women's Ministries
 Quarterly Statistical Report
 2001**

Circle one: Union Conference	Retreats/ Congresses	SDA Women Attending	Non-SDA Women Attending	Reclaimed Members	Training Seminars	Series of Evangelistic Meetings	Other Meetings	Scholarships Awarded	Baptisms

CODE FOR CHART (COLUMNS):

RETREATS: Number of women's **weekend** or **full day retreats**.

SDA: Number of Adventist women attending retreats.

Non-SDA: Number of Non-SDA women attending retreats.

RECLAIMED: Number of reclaimed members (**members who have left the church, and are choosing to return**).

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BAPTISMS: Number of persons baptized as a direct result of Women's Ministries..

News from the world of...

Women's



MINISTRIES

General Conference Department of Women's Ministries

The Department of Women's Ministries at the General Conference publishes a monthly newsletter, *News from the World of Women's Ministries*. The purpose of this newsletter is to keep Women's Ministries division and union directors, as well as other interested leaders and workers in Women's Ministries, abreast of pertinent news and information, especially as it relates to women.

Types of articles that appear in the newsletters are: travel reports by the director or associate director, editorials, news from the world field, statistics, resources available, special meetings or events held by women, scholarship information, leadership tips, human interest stories, devotional book guidelines, evangelism successes, and more. Articles are primarily written by the editor, or associate editor, with invitations for editorials or assigned stories given to division directors and designated General Conference representatives.

The Newsletter is distributed worldwide to over 800 people, with the largest mailings to Women's Ministries division directors to send to their union directors and presidents. The Newsletter is also published via the Internet to enable interested computer users to know what is happening in the world of Women's Ministries.

Creating a Newsletter

Communication is the main reason behind having a newsletter. As your ministry grows, you will need to attract volunteers, program participants, and financial supporters. But first, you have to convey a sense of energy, growth, and action. Active, growing ministries attract support; if people don't hear about women's ministries, how can they support it? Here are some basic steps to follow when you are creating a newsletter for your ministry: As you plan, please keep the following in mind:

- # Why you are publishing the newsletter?
- # Who is your audience and what benefit will they gain from the newsletter?

Creating a Newsletter:

WHY

What is your purpose in publishing the newsletter?

WHO

Who is going to get the newsletter, and what will they gain from it?

The Planning Stage

Step One

Decide who has the vision, skills, and equipment to produce a newsletter. One person does not have to possess all three elements. A team approach might mean regular production of the newsletter.

Step Two

Brainstorm with your advisory group to choose a name for the newsletter. Then, after making a selection, spend time reflecting on the name. Is the group energized by it?

Step Three

Continue your planning by creating a budget. Costs include computer supplies, photocopying or printing, paper, envelopes, labels, postage, etc. Including photos increases the cost of productions. When evaluating postage costs, consider postal regulations for bulk mail. Do you have enough names on your mailing list to qualify for bulk mail? Do you have enough volunteers to do a proper job with bulk mailings?

Calculate the cost for one issue. Study your overall Women's Ministries budget, and decide how many issues you can afford to print. Is that number enough to communicate regularly with your constituents? You may have to re-do your priorities.

Step Four

Determine the content of the newsletter. What type of topics and issues will be covered?

Step Five

Decide who will write news stories and features. Check into copyright laws. If you want to reprint other people's work, you should get their permission.

Step Six

Identify sources of information and statistics about women.

When you complete the planning, you should know who will write, edit, and produce the newsletter for what amount of money.

Publishing the Newsletter

When planning your articles, consider the following:



Outline your article first.

- Use a catchy headline
- Fill in specifics
- Put the main point at the beginning in a news story



Be brief.

- Don't take 1,000 words to explain something that could be done in 300



Write interesting news pieces.

- Start sentences using different words and phrases
- Make sure you use a variety of words
- Write sentences that vary in lengths
- Group information appropriately in paragraphs



Use photographs or clip art to help tell the story.

- Crop only the portion of the photograph needed
- Photographs should be clear and distinct (in focus)
- Use medium or close-up photographs
- Use quality clip art for better reproduction
- Action pictures are much better than people lined up



Be creative in your layout.

- Make each article look appealing
- Use larger fonts for headlines; smaller fonts for news itself
- Use subtitles for variety
- Use italics and bold print sparingly for emphasis



Allow adequate time for preparing each issue of your newsletter, writing the news, and mailing the newsletters to subscribers. Calculate the production time and create a production schedule, building in some grace period for glitches.

Newsletters, when used appropriately, can provide a wealth of information. Work hard to give your readers information and news that will help them share what's happening in Women's Ministries around the world, inspire them to continue their good efforts on behalf of women, or prompt them to action. 🍷

Women's Ministries Leadership Certification

It had long been felt that there should be some type of leadership training/certification program for Women's Ministries directors—some course of instruction so that they would know what Women's Ministries really is about, as well as training in leadership. Then several divisions began to have classes, but the question was, what should be presented? Would the General Conference please come up with a course? As a result of such requests, the Women's Ministries Leadership Certification Program is being developed and it is hoped that it will be ready by the year 2002.

The course being developed for the Women's Ministries Leadership Certification curriculum will consist of eight sections:

- I. History and Philosophy of Women's Ministries
- II. Biblical Studies
- III. People Skills/Personal Growth
- IV. Speaking Skills
- V. Leadership Skills
- VI. Writing Skills
- VII. Nurture Projects
- VIII. Outreach Projects

Each section will consist of seminars which are being written by women who have special knowledge in each area. These seminars can be presented by anyone studying the seminar material or by some other person knowledgeable in the area, and the seminar can be a guide. These seminars can be presented at leadership conferences, retreats, certification programs, advisories, etc. Most seminars are designed to take one-and-a-half hours; some are longer, one about six hours (How to Study the Bible). Or these seminars can be studied by any woman who is unable to attend one of the formal presentations. For certification it will be recommended that about fifteen of the core seminars be taken, as well as some electives. It is hoped that the certificate will be very meaningful and that it will indicate that the woman holding it has been trained and has many skills that will fit her for Women's Ministries leadership.

Personal Ministries is also developing a leadership training program. When that program is finished, it is expected that some of those courses can be taken in the place of some of the Women's Ministries Leadership Certification classes. 🍀



Adventist Women of Distinguished Service

During 1995—Year of the Adventist Woman, it was decided to honor some of the important women of Seventh-day Adventist Church history in a photo display at the General Conference World Headquarters. After much study, it was decided to divide our church history into three 50-year segments and choose ten women from each of those eras, and as much as possible, choose women that represent the different parts of the world field.

This display, located on the wall opposite the offices of the Department of Women's Ministries at the General Conference World Headquarters, has become one of the more popular stops on the GC World Headquarters tour. This display is also available to women in the various parts of the world so that they too could visualize many of the women who served their church so faithfully, and understand that women have always been an important part of the history and leadership of the Seventh-day Adventist Church.

Seventeen pictures of the women from the General Conference display have been chosen, framed, and sent to each world division. Because different women are more known in and important to various parts of the world, the seventeen chosen are not always the same for each division. There are also three empty frames so each division can add additional women who are important to that field. ***If you would like to use this display for a program or project, contact your Women's Ministries division director.***

Suggestions of places the display can be used:

- college libraries or college campuses
- at women's congresses, training sessions, or retreats
- at conference or union constituency meetings
- at camp meetings
- at individual churches during International Women's Day of Prayer in March or Women's Ministries Day in June

As often as possible, some type of program or pamphlet giving historical sketches of the women, announcements, posters, or other forms of publicity should be used in connection with the pictures so that people have a clearer understanding as to what the pictures are all about. 🌹

Stamp Poster

In 1993, the Department of Women's Ministries began circulation of a stamp poster entitled "Women Who Have Changed the World!" The poster, measuring 21" x 30", features women from around the world who have made significant contributions to society. The idea for the poster came from Milton Murray, former director of Philanthropic Services for Institutions at the General Conference. The stamps were collected, and through contract with the Review and Herald, the poster was designed.

The poster is sold through gift catalogs and the Smithsonian Museum Shop, as well as through our office. The profits from the sale of the poster have been used for special projects and to develop resources for women and to pay for translating resources.

The poster retails for US\$6.00 plus shipping (US\$2.50; overseas varies) and is available in single copies or large quantities to be sold as a fund raiser for WM groups, schools, Pathfinders, etc. In orders of 50 or more the price is US\$4.00 plus shipping. They can be ordered directly from the Department of Women's Ministries at the General Conference World Headquarters by sending a purchase order or check payable to GC Women's Ministries Posters. 🐾

