



General Information

Organization, Constitution, and Bylaws

GENERAL INFORMATION

CUMBERLAND PRESBYTERIAN WOMEN'S MINISTRY

Cumberland Presbyterian Women's Ministry shall be a part of the congregational unit of the Missions Ministry Team. It shall be under the direction of a person known as the Director of Cumberland Presbyterian Women's Ministry. This person shall be a member of the administrative staffs of the Mission Ministry Team.

Cumberland Presbyterian Women's Ministry will enable the churches to provide a ministry whereby the women of the Church realize the full potential of their Christian commitment while maintaining the historic concern for the global outreach of the Church.

The unit shall provide a program of women's ministry for the Cumberland Presbyterian Church that would involve women of all ages in prayer/Bible study, missions/service/outreach, and fellowship/encouragement.

FINANCE

OUR UNITED OUTREACH

The finances for the operating budget of the Division of Cumberland Presbyterian Women's Ministry will be provided by the Missions Ministry Team from its proportion of Our United Outreach, the denominational unified budget. The Cumberland Presbyterian Church provides an opportunity for every congregation to participate in the ongoing ministries of the denomination through Our United Outreach. Each institution, board, commission, and agency of the denomination participates in and receives some funding from OUO which has as its basis 10% of the current income of a congregation for denominational ministries.

It is assumed that members of Cumberland Presbyterian Women's Ministry as members of the church will support their church's giving to Our United Outreach.

SECOND MILE GIVING

Second Mile Giving is additional giving to the work of the denomination by the local church. Second Mile projects may be chosen and the money given directly to any concern, institution, or agency in the Cumberland Presbyterian Church.

Each year the Convention selects two Special Projects which are recommended to the local organizations as "priority" projects for the year beginning fifteen months hence. The effort enables the women of the church to promote and support a particular need in a united way, but it does not preclude giving to other Second Mile Projects which a group may choose.

ENDOWMENT GIVING

Endowments are funds which are legally barred from being spent, and the income from them is used to carry on various programs as specified by the donor. These funds are administered by the Board of Stewardship and provide a major source of income for the various boards and agencies to which the endowment is given. See Order Form located in the Resource section of this manual for details

Contributions to these endowments provide additional income to the existing programs of the denomination. There are several ways of doing this:

- (a) A contribution of any amount may be sent to the Board of Stewardship with a designation of the Endowment Fund to which the gift is to be given. A list of established Endowment Funds may be obtained by writing to the Board of Stewardship, 8207 Traditional Place, Cordova, TN 38016-7414.
- (b) A contribution of \$30.00 to the Missions Ministry Team for the Perpetual Membership Endowment Fund by an individual or an organization entitles the donor or the individual specified by the donor to a Certificate of Recognition. A woman who makes such a contribution or is honored with such a gift is entitled to register as a Perpetual Member of her regional organization and the Convention with all the rights and privileges of a delegate.
- (c) A contribution of \$50 to the Diamond Perpetual Endowment Fund by an individual or an organization entitles the donor or the individual specified by the donor to a Certificate of Recognition. A woman who make such a contribution or is honored with such a gift is entitled to register as a Diamond Perpetual Member of her regional organization and the Convention with all the rights and privileges of a delegate.
- (d) A contribution of \$100 to the Patron Endowment Fund of any board or agency of the denomination by an individual or organization entitles the donor or the individual specified by the donor to a Certificate of Recognition from the recipient Board. A woman who makes such a contribution or is honored with such a gift is entitled to register as a Patron Member of her regional group and the Convention with all the privileges of a delegate.

A person may receive more than one Patron Membership. The money and information for a Patron Membership is sent directly to the board or agency giving the Patron Membership. Only those being given by the Missions Ministry Team are sent to the Missions Ministry Team.

(e) A contribution of \$125 to the Silver Patron Endowment Fund of the Missions Ministry Team

entitles a woman who has served twenty-five years or more in the Cumberland Presbyterian Church to become a Silver Patron Member and receive a Certificate of Recognition. A woman who makes such a contribution or is honored with such a gift is entitled to register as a Silver Patron Member of her regional group and the Convention with all the privileges of a delegate.

(f) A contribution of \$150 to the Golden Patron Membership Fund of the Missions Ministry Team

entitles a woman who has served fifty years or more in the Cumberland Presbyterian Church to become a Golden Patron Member and receive a Certificate of Recognition. Any person who has served 50 years or more in the educational ministry of the church may become a Golden Patron Member of the Board of Christian Education and receive a Certificate of Recognition. A woman who makes such a contribution or is honored with such a gift is entitled to register as a Golden Patron Member of her regional group and the Convention with all the privileges of a delegate.

All Certificates of Recognition given for endowment fund contributions may be given to honor or recognize persons either living or deceased with only one name per certificate.

An application for memberships is included in the Cumberland Presbyterian Women's Ministry Resource Manual.

CONVENTION OFFERING

Each year the local groups participate in the program of Convention by sending an offering for the Convention project. It may be brought by the attending delegate or mailed to the Missions Ministry Team.

BLESSING BOX

The Blessing Box idea has been a traditional way of raising money for missions. Although the Blessing Box is no longer a specific feature of the mission program, those churches wishing to use this means of promoting contributions for special offerings may do so.

FINANCIAL SUPPORT OF REGIONAL GROUPS

Each regional group determines its basic financial needs for a given year, establishes a budget, and then requests each local group to accept a fair amount to be paid into the regional group treasury. Each regional group shall determine if the financial support is to be paid annually, semiannually, or quarterly.

This support shall be based on the size of the local group and its ability to give (small organizations should not be expected to provide as much financial support as stronger groups).

REGIONAL OFFERINGS

Giving to missions and other denominational programs is primarily the task of congregations. However those which choose to receive an offering are encouraged to contribute this offering to an approved Special Project.

THE SYSTEM OF REPORTING

The following reports are to be made by organizations of Cumberland Presbyterian Women's Ministry.

ANNUAL REPORT OF THE TREASURER OF THE REGIONAL GROUP

Report forms are located in the Structure section of this Resource Manual and on the Cumberland Presbyterian Women's Ministry web page. One copy is to be sent to the regional president and one copy to the Missions Ministry Team, and one copy kept for the regional records. This report *is due by May 1*.

ANNUAL REPORT OF THE REGIONAL PRESIDENT

The report forms are in the Cumberland Presbyterian Women's Ministry Resource Manual and on the Cumberland Presbyterian Women's Ministry web page. One copy is to be sent to the Missions Ministry Team and one copy kept for the regional group records. This report *is due by May 1*.

ANNUAL REPORT OF THE EXECUTIVE COMMITTEE OF THE LOCAL GROUP

The reports are to be sent to the regional president, recording secretary, the Missions Ministry Team, and one copy kept for the records. The reports *are due May 1* for the reporting period September 1 - August 31. Report forms are located in the Structure section of this manual.

CONVENTION REPORT

An annual report of Cumberland Presbyterian Women's Ministry will be included in the report of the Missions Ministry Team to the General Assembly. This report, the minutes of the annual Convention, a directory of Convention and regional officers and the local group presidents will be printed in booklet form and mailed annually to all Convention officers, regional presidents and corresponding secretary-treasurers, local presidents, and others requesting copies.

TOOLS FOR OFFICERS

The Guidelines for Cumberland Presbyterian Women's Ministry, includes the basic information, Constitution and Bylaws for local groups, regional organizations and the Convention. The officers' duties are included in the bylaws of each group. The *Guidelines* are included in the Resource Manual and may be purchased separately through the Resource Center.

The *Resource Manual* is the primary resource for local and regional groups. It includes program resources for the three tracks, *The Guidelines*, the purpose and mission statements, officer resources, and other related materials. Updated materials for the Resource Manual will be provided.

The Missionary Messenger is the official publication of the Missions Ministry Team available free to all church families upon request. It includes general mission articles, current news from the fields, topics for discussion, special days, activities of particular interest to church members, and additional resource listings.

The *Women's Ministry Newsletter* is the official publication of the Convention Executive Committee. It includes happenings from across the denomination.

WHERE TO ORDER

The contents of the Resource Manual can be ordered from the Cumberland Presbyterian Resource Center, , 8207 Traditional Place, Cordova, TN 38016-7414; 901.276.4581; resources@cumberland.org

All correspondence concerning *The Missionary Messenger* should be sent to The Missionary Messenger, 8207 Traditional Place, Cordova, TN 38016-7414.

Endowment Membership application forms are in the Resource Manual, the Web page, or may be ordered from Missions Ministry Team. Patron Membership blanks should be ordered from the

Board or agency that is to become the recipient of the endowment gift. Golden Patron Membership application blanks should be ordered from the Missions Ministry Team or Christian Education.

Organization of Cumberland Presbyterian Women's Ministry

LOCAL GROUPS

ORGANIZATION

A group is considered a local group of Cumberland Presbyterian Women's Ministry when it

W takes the name

W strives to fulfill the purpose of the organization

W accepts the financial responsibility of the organization

W commits itself to the fulfillment of the mission of the Redeemed Church

MEMBERSHIP

All women of the church are considered members of Cumberland Presbyterian Women's Ministry. Those women of the local congregation and community who have indicated their willingness to be involved in Cumberland Presbyterian Women's Ministry shall be active members of the local organization.

That is, those who

strive to fulfill the purpose of the organization

make a financial contribution

attend meetings

participate in completing projects and activities

Each local group should choose a track that will challenge each woman to be an active member and use her talents, her time and her money in the mission of Jesus Christ.

OFFICERS

The officers shall be: President; President-elect; Recording Secretary; Treasurer.

(See the Bylaws for officers' duties)

COMMITTEES

The work of the local group may be carried on by committees:

Executive Committee

Nominating Committee

Other committees as needed

(See the Bylaws for committees' duties)

MEETINGS

The members of a local group should meet regularly for Bible study, programs, prayer and fellowship.

All women of the local groups are encouraged to attend the regional meetings and it is most important for officers to attend.

CIRCLES

It is recommended that when large enough the membership of local groups be divided into circles. Circles may be determined on the basis of interest groups, geographical area groups, morning, afternoon, and evening groups, and so on.

The size of the circle is not important. Small groups can do an effective work if they are committed to the purpose of Cumberland Presbyterian Women's Ministry.

An Outpost Circle may be a small group of women in a church that functions as part of a local group in a larger nearby church.

A circle may secure its operational expenses through one of three ways: (1) by retaining 25% of the money collected within the circle, the remainder going into the organizational treasury; (2) by receiving an amount from the organization's treasury budgeted for each circle; (3) by making a pledge to the organization and retaining other funds for operational expense.

RELATIONSHIP TO THE CHURCH

The local group is composed of women who are, first of all, members of the congregation whose programs and activities are under the supervision of the church session. Just as Cumberland Presbyterian Women's Ministry is responsible to the Missions Ministry Team, the local group is responsible to the church's mission committee and should work with the committee

in making its plans for the year. The work of Cumberland Presbyterian Women's Ministry should be incorporated in the report of the missions committee to the church session.

In churches where there is no missions committee, Cumberland Presbyterian Women's Ministry may assume the responsibilities of this committee.

Each year the General Assembly approves special churchwide offerings and denominational emphases to be promoted on special days during the calendar year. These will be listed on the Calendar in the Resource Manual.

Organization of Cumberland Presbyterian Women's Ministry

REGIONAL GROUPS

A regional group of Cumberland Presbyterian Women's Ministry is composed of the local groups assigned to meet together for fellowship and worship.

MEETINGS

The regional groups shall meet twice a year, probably in the spring and fall, at a time and place determined by the group. Each local group is entitled to one delegate. The delegates, together with the regional officers, Golden Patron, Silver Patron, Patron, Diamond Perpetual, Perpetual and Life Members (holding membership prior to 1966), shall constitute the membership of the meeting.

Each region will select one delegate and one alternate to the June Cumberland Presbyterian Women's Ministry Convention. (One youth delegate may also be seated.) The purpose of an alternate is to serve if the delegate cannot attend. According to the Bylaws, each region will have one regional delegate to Convention who will serve on the Regional Council (1 vote). Other attendees will register as local delegates or endowment members.

PROGRAMS

The regional meetings shall be inspirational, informative, and interpretive. Program ideas for the executive committee's planning are in the Resource Manual.

OFFICERS

The officers shall be: President; President-elect; Recording Secretary; Treasurer.

(See the Bylaws for officers' duties)

The officers are elected annually in the fall, installed in the spring, and shall be active members of local groups which they represent. Convention delegates are elected in the fall and names submitted to the Missions Ministry Team by March 31.

Delegates shall be officers of their regional group unless no officer can attend. In that case, an active member of the regional group can be appointed as a delegate from the regional group.

(See Constitution and Bylaws for officers' duties.) It is strongly recommended that the incoming president serve as delegate to Convention if at all possible.

COMMITTEES

The following committees are suggested:

Executive Committee

Auditing Committee

Credentials Committee

Nominating Committee

(See the Bylaws for committee duties)

DELEGATE/VISITOR REGISTRATION

Each organization is entitled to one delegate (officers should first be considered). All delegates including Golden Patron, Silver Patron, Patron, Diamond Perpetual, Perpetual and Life Members are to register at the meeting indicating the type of delegate for which they are serving. Visitors are also requested to register.

FINANCE

The expense of the regional group shall be met by the financial support paid by the local groups.

For those regional organizations taking an offering it is recommended that the offering be used for approved Special Projects.

RELATIONSHIP TO PRESBYTERY

The regional group is responsible to the presbyterial Missions Ministry Team.

STANDING RULES

Each regional group may have standing rules to meet its own particular needs, provided they do not conflict with the Constitution and Bylaws of Cumberland Presbyterian Women's Ministry and the Missions Ministry Team.

Cumberland Presbyterian Women's Ministry

Constitution of Local Groups

ARTICLE I - NAME

This organization shall be called a local group of Cumberland Presbyterian Women's Ministry of the Cumberland Presbyterian Church in (city) _____, of _____ regional group, _____ Synod.

ARTICLE II - PURPOSE

It shall be the purpose of the organization to accept and share the love and joy of Jesus Christ through the ministry of women in the Cumberland Presbyterian Church as we pray, study God's Word, and reach out through mission, service, encouragement and fellowship.

ARTICLE III - MEMBERSHIP

Section 1. The membership of a local group of Cumberland Presbyterian Women's Ministry shall be the resident women membership of the church and community women who support the purposes.

Section 2. Active membership shall be those members who support the purposes of the organization, attend the meetings when possible, make a financial contribution to the organization's program, or participate in projects and activities of the organization.

Section 3. When large enough, the membership can be divided into circles.

ARTICLE IV - OFFICERS

The officers shall be a president, president-elect, recording secretary, treasurer. The circle chairperson may serve on the executive committee.

ARTICLE V - MEETINGS

Section 1. The general meetings of a local group and the circles shall be held regularly. The executive committee shall meet monthly, or as necessary to meet the needs of the organization.

Section 2. Special meetings may be held at the call of the president, or by vote of the organization.

ARTICLE VI - GOVERNMENT

The organization of a local group, as a constituent organization of the Cumberland Presbyterian Church, shall be responsible to the mission committee and governed by the church session as required by Cumberland Presbyterian polity.

ARTICLE VII - COMMITTEES

The president, with the approval of the executive committee, shall appoint committees as necessary to carry on the ministry. A nominating committee will be needed each year.

ARTICLE VIII - AMENDMENTS

The Constitution and Bylaws of a local group may be amended by a two-thirds vote of the members present and voting at any annual Convention. The suggested changes shall be published at least thirty days prior to the annual Convention. All amendments must be approved by the Missions Ministry Team of the Cumberland Presbyterian Church.

Bylaws for Local Groups

ARTICLE I - MEMBERSHIP

Section 1. The membership of a local group of Cumberland Presbyterian Women's Ministry shall be the resident women membership of the church as recorded in the church's official records and community women who support the purpose.

Section 2. Those women who support the purpose set forth for the organization, attend the meetings when possible, make a financial contribution to the organization's program, or participate in projects and activities shall be listed as active members.

Section 3. Women of the community who support the purpose and share in the activities of the organization may be active members. Women who desire to serve in the office of president, president-elect, or represent the organization as delegates to the meetings or Convention must be an active member of a Cumberland Presbyterian congregation.

Section 4. All members of the local group are entitled to vote when present at the meetings.

Section 5. When large enough, the membership can be divided into circles.

ARTICLE II — HONORARY MEMBERSHIPS

Section 1. A woman holding a Life Membership in the missionary auxiliary prior to 1966 may continue to have the privileges extended to Life Members in the past of registering as a Life Member and voting in her respective regional meeting, and in the annual Convention of Cumberland Presbyterian Women's Ministry.

Section 2. A woman holding a certificate of Perpetual Membership may register as a Perpetual Member and vote in her respective regional meeting and in the annual Convention of Cumberland Presbyterian Women's Ministry.

Section 3. A woman holding a Certificate of Diamond Perpetual Membership may register as a Diamond Perpetual Member and vote in her respective regional meeting and in the annual Convention of Cumberland Presbyterian Women's Ministry.

Section 4. A woman holding a Certificate of Patron Membership may register as a Patron Member and vote in her respective regional meeting and in the annual Convention of Cumberland Presbyterian Women's Ministry.

Section 5. A woman holding a Certificate of Silver Patron Membership may register as a Silver Patron Member and vote in her respective regional meeting and in the annual Convention of Cumberland Presbyterian Women's Ministry.

Section 6. A woman holding a Certificate of Golden Patron Membership may register as a Golden Patron Member and vote in her respective regional meeting and in the annual Convention of Cumberland Presbyterian Women's Ministry.

ARTICLE III - DELEGATES

Section 1. The local group is a member of the regional organization and the annual Convention of Cumberland Presbyterian Women's Ministry and is entitled to send one delegate to the meeting of each. Each delegate has her respective alternate who will become her successor in the event the elected delegate cannot serve.

Section 2. Only those members who are members of the church they represent may serve as delegates (officers should be considered first as delegates).

Section 3. The organization shall determine its own policy regarding the payment of the delegates' expenses.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. The executive committee is composed of the officers and circle chairpersons.

Section 2. The executive committee shall meet monthly or as necessary to carry out its task. It shall consult the Resource Manual and make plans and recommendations for the best possible means of fulfilling the organization's purpose.

Section 3. The executive committee shall approve the naming of the annual committees which the president shall appoint. The president may appoint short-term committees as needed.

Section 4. The executive committee shall make an annual report to the mission committee and the session; the executive committee also makes an annual report to the Missions Ministry Team, regional president and treasurer by May 1.

Section 5. The executive committee shall work with the treasurer in compiling all reports so that they may be accurate and consistent.

Section 6. The executive committee may appoint someone to fill a vacancy occurring in any office or committee with the exception of the president whose office is assumed by the president-elect.

Section 7. The executive committee shall hear and act on recommendations from officers and committees.

Section 8. The executive committee shall secure a representative to serve on the church's mission committee.

Section 9. The executive committee shall assume the role and function of officers and committees which the local group does not have.

Section 10. The executive committee shall recommend annual goals to the local group.

Section 11. The executive committee shall expedite the business session by submitting recommendations for action or appointing short-term committees to study the issues and make recommendations.

ARTICLE V - NOMINATION, ELECTION, AND TERM OF OFFICE

Section 1. A nominating committee appointed by the president shall present at the May general meeting of Cumberland Presbyterian Women's Ministry the names of members to serve as officers, the consent of each having been obtained. Nominations may also come from the floor, provided the consent of said nominees has been obtained. After nominations are made, the election shall proceed. A majority of all votes cast shall constitute an election.

Section 2. All officers shall be elected annually. They may serve two consecutive years with the exception of the Treasurer, who may serve four consecutive years.

Section 3. The newly elected officers shall be installed in August and shall assume office on September first.

Section 4. Names and addresses of newly elected officers shall be sent to the Missions Ministry Team and to the regional secretary by May 1.

Section 5. The delegate and her alternate to the annual Convention shall be elected at least two months prior to that meeting and their names sent to the Missions Ministry Team. Delegates and their respective alternates to the regional meetings shall be elected at least one month prior to the meeting. A person may be enrolled at any one of these meetings in only one capacity, either as an officer of that body, a delegate, a Golden Patron, Silver Patron, Patron, Diamond Perpetual, Perpetual, or a Life Member (prior to 1966).

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1. PRESIDENT

The president is to preside over all meetings of the executive committee and the whole body. She is to communicate with all members (churches) and seek to help them in any way that she can. She is, along with her executive committee, responsible for planning the year's program and meetings, as well as any special events such as fundraisers, retreats, etc. The president should read and make use of *The Missionary Messenger*, *The Women's Ministry Newsletter* and subscribe to and read *The Cumberland Presbyterian* magazine, and keep informed from the Cumberland Presbyterian Women's Ministry web site. She should network with women in her church, her region and her denomination for inspiration, encouragement, prayer and fellowship. With the help of the rest of the executive committee, she is responsible for the accurate and timely dispatch of all reports to the next level of church government.

SECTION 2. PRESIDENT-ELECT

The president-elect is responsible for aiding the president in all her duties and taking her place at any time she is absent. She is generally responsible for publicizing the programs and communicating with the members. She is to be prepared to take over as president at the end of the president's term. She is also responsible for keeping missionary information and projects before the executive committee and the group.

SECTION 3. RECORDING SECRETARY

The secretary is to keep accurate records of each meeting of the executive committee and the group. She is to keep an attendance roster and is also responsible for keeping accurate historical records that can be sent to the Historical Archives for permanent records.

SECTION 4. TREASURER

The treasurer is to keep accurate records of all monies received and all expenditures and report the results of those transactions to the body. She is responsible for sending all offerings and apportionments to the designated persons.

SECTION 5. THE CIRCLE CHAIRPERSON

(See ARTICLE VIII, Organization of Circles, Section 3)

ARTICLE VII - DUTIES OF COMMITTEES

Section 1. The **nominating committee** is appointed by the president well in advance of the May meeting. It shall present at the May meeting the names of members to serve as officers, the consent of each having been obtained. In contacting prospective officers, the duties and responsibilities should be clearly defined. The committee seeks to discover the talents and interests of persons in the organization and where they might best be able to serve. The committee may also function in the nomination of delegates to the regional meetings and Convention. The report of this committee does not preclude nominations from the floor. (See Articles V and VI)

Section 2. Other committees may be appointed by the president as needed to carry out the ministry.

Section 3. When a committee's function and duties are completed the committee may be dissolved.

ARTICLE VIII - ORGANIZATION OF CIRCLES

Where there is sufficient membership within the organization of Cumberland Presbyterian Women's Ministry, it is recommended that circles be formed. Membership of circles should not as a rule exceed fifteen members; and it may have as few as five or six and have effective programs, studies and service activities to justify its existence. A rule cannot be established to govern the size of an organization or a circle, for any group of women who feels a concern for the mission of the Church and seeks to fulfill the purpose set forth for the organization may have an organization.

Section 1. Each circle shall have a chairperson, a co-chairperson, and a secretary-treasurer.

Section 2. The method of electing chairpersons is optional:

They may be elected by the circle members at the first meeting in September.

They may be appointed by the executive committee.

They may be elected in May by circles that do not rotate membership.

Section 3. The circle chairperson shall preside over the circle meetings and executive committee meetings, leads in planning the activities and business of the group. She shall serve as a member of the local executive committee and as such seek to coordinate the activities of the circle with the total group's responsibility in fulfilling its purpose. She works with the circle co-chairperson who has responsibility for programs, subscribes to and reads *The Cumberland Presbyterian*, reads *The Missionary Messenger* and the *Cumberland Presbyterian Women's Ministry Newsletter*, and prays for the work of Cumberland Presbyterian Women's Ministry and her circle.

Section 4. The co-chairperson and the secretary-treasurer shall be elected by the circle members from among its membership at the first meeting of the year, or in May where membership does not rotate.

Section 5. The co-chairperson shall preside at the circle meetings in the absence of the chairperson, and may serve as the program chairperson of the circle.

Section 6. The secretary-treasurer shall take minutes, assume responsibility for the circle's correspondence, and receive and disburse funds as necessary. She shall keep a roll of the circle membership.

Section 7. Circles shall meet at a time decided upon by the members of the circle.

Section 8. In small churches or where it does not seem wise to organize a local group, an Outpost Circle may be formed under the sponsorship of an active local group in the region. This circle has the same organization and program as a regular circle. The women may attend the regular meeting of the sponsoring organization.

ARTICLE IX - MEETINGS

Section 1. The general meeting of the organization of Cumberland Presbyterian Women's Ministry shall be held regularly at the time most convenient for the majority of members. The program consists of prayer/Bible study, mission/service/outreach, and/or fellowship/encouragement. A short business session may be necessary.

Section 2. The circle meetings shall be held monthly for the purpose of prayer/Bible study, Mission/Service/Outreach, Fellowship/Encouragement, and Christian service activities.

Section 3. The executive committee shall meet monthly, or as necessary to transact its business and make plans for the organization's work. It shall meet at the call of the president.

Section 4. A training session for officers shall be held each year after the new officers have been elected. Resource materials include the Resource Manual, *The Guidelines*, *The Missionary Messenger*, the *Women's Ministry Newsletter*, and other materials that will enable the officers to work more efficiently and effectively as they seek to fulfill their responsibilities. The executive committee shall set the date for this meeting.

ARTICLE X - FINANCE

After a study of the church's financial program, and the operational expenses and obligations of the organization, a budget and the means which the organization shall use for raising its funds shall be suggested.

SECTION 1

The total budget of the organization must be sufficient to:

- a. meet the operational and promotional expenses of the organization
- b. pay the financial support to the regional group
- c. afford a program of Christian service activities

- d. meet the organization's accepted part (if any) of the church's giving to Our United Outreach
- e. make a contribution to the Special Projects and other second mile projects recommended by the Boards
- f. make an offering to the annual Convention

SECTION 2

The organization of Cumberland Presbyterian Women's Ministry is encouraged to support the denominational program through endowment giving. See Endowment Giving in the General Information section of the guidelines for details.

SECTION 3

In an organization with circles, all money (freewill, pledges or gifts) shall be received by the circle treasurer, recorded, and remitted to the treasurer in keeping with the budget. The circle's operational expenses are secured through one of three ways: from an amount in the treasury budget for each circle; by retaining 25% of money collected within the circle; or making a pledge to the circle and retaining other funds in the treasury.

ARTICLE XI - QUORUM

A majority of the *active* membership of Cumberland Presbyterian Women's Ministry shall constitute a quorum for the transaction of business.

ARTICLE XII - STANDING RULES

Each organization may have standing rules to meet its own particular needs, provided they do not conflict with the Constitution and Bylaws of Cumberland Presbyterian Women's Ministry and the Missions Ministry Team.

ARTICLE XIII - ORDER OF BUSINESS

A suggested order of business for the general meetings of the organization is as follows:

- Call to order
- Worship/Devotion/Prayer
- Program
- Roll call or attendance count
- Reading and approving of minutes
- Report of officers and committee chairpersons
- Unfinished business
- New business
- Closing prayer
- Fellowship period

Cumberland Presbyterian Women's Ministry

Constitution of Regional Groups

ARTICLE I - NAME

This organization shall be called the _____ Regional Group of the (Synod) _____ of the Cumberland Presbyterian Church.

ARTICLE II - OBJECTIVE

The objective of the regional group of Cumberland Presbyterian Women's Ministry shall be to enlarge, strengthen, and assist the local groups within the bounds of the regional group. The meetings shall be inspirational, informative, and interpretive in nature, seeking to give emphasis to the organization's purpose in the light of the Church's mission, and to provide study opportunities, sharing sessions, and training that will be helpful to the growth and enrichment of each local group.

ARTICLE III - MEMBERSHIP

All local groups of Cumberland Presbyterian Women's Ministry within the bounds of the regional group are members of this organization.

ARTICLE IV - OFFICERS

The officers shall be president, president-elect, secretary and treasurer. Each officer shall be an active member of a local Cumberland Presbyterian Church and an active member of its Cumberland Presbyterian Women's Ministry organization. These officers shall be elected at the fall meeting, installed at the spring meeting, and will assume office immediately.

ARTICLE V - MEETINGS

The regional groups should meet at least twice a year, probably in the spring and fall, at a time and place determined by the group. Each local group within the bounds of the regional group is entitled to one delegate. These delegates, together with the regional officers, Golden Patron, Silver Patron, Patron, Diamond Perpetual, Perpetual, and Life Members (holding membership prior to 1966), shall constitute the membership of the meetings, and shall be entitled to vote. A person may be enrolled in only one capacity, either as a regional officer, a delegate, a Golden Patron, Silver Patron, Patron, Diamond Perpetual, Perpetual or Life Member.

Visitors are always welcome in every meeting and should be registered as visitors.

ARTICLE VI - DELEGATES

The regional groups of Cumberland Presbyterian Women's Ministry shall be entitled to send one delegate (and one youth delegate) to the annual Convention. These delegates and their respective alternates shall be officers of the regional group unless no officer can attend. It is strongly urged that the incoming president serve as delegate to Convention if at all possible. If the incoming president or another officer cannot attend, an active member of the regional group can be appointed as a delegate from the regional group.

Delegates' names and addresses are to be sent to the Missions Ministry Team by March 31.

ARTICLE VII - ORGANIZATION OF A NEW REGIONAL GROUP

Section 1. A regional group may be organized when there are at least three local groups of Cumberland Presbyterian Women's Ministry, but no regional group.

Section 2. The presence of at least one representative from each of three local groups shall be required to effect the organization of a regional group.

ARTICLE VIII - AMENDMENTS

The Constitution and Bylaws of the regional may be amended by a two-thirds vote of the members present and voting at any annual Convention. The suggested change shall be published at least thirty days prior to the annual Convention. All amendments must be approved by the Missions Ministry Team of the Cumberland Presbyterian Church.

Bylaws for Regional Groups

ARTICLE I - EXECUTIVE COMMITTEE

Section 1. The officers of this organization shall constitute the executive committee, a majority of whom shall form a quorum. It shall meet at the call of the president.

Section 2. The executive committee shall direct the affairs of this organization, formulate plans, implement the programs submitted by the Missions Ministry Team and submit necessary recommendations to the regional group for action.

Section 3. The executive committee shall plan for an Officers' Preparation Day in the late summer or early fall which could be in the form of a retreat or a series of workshops.

Section 4. The executive committee shall review the local group reports to determine what assistance local groups need to strengthen their work. Assistance may be given through visits, workshops, or regional programs.

Section 5. The executive committee shall seek to enlist churches without organized Cumberland Presbyterian Women's Ministry and assist them in their organizational process.

Section 6. The executive committee shall plan a budget to submit to the regional group and notify each local group of its financial support amount.

Section 7. The executive committee shall establish goals for the regional group and outline a plan by which the goals can be met.

Section 8. The executive committee shall have power to fill vacancies occurring within its body during the year, with the exception of the president whose office shall be filled by the president-elect.

Section 9. The executive committee shall prepare a written report on the ministry of the organization to the presbyterial Missions Ministry Team prior to each meeting of presbytery in order that it may be included in the Board's report to presbytery.

Section 10. The executive committee shall serve as "Shepherds" being assigned to a group of local groups for contact, to find out their needs, provide for fellowship opportunities, keep

them informed about the work of the regional group, and encourage and support them in their work and participation in the regional activities.

ARTICLE II - NOMINATION, ELECTION, AND TERM OF OFFICE

Section 1. A nominating committee, consisting of three members representing three different local groups shall be appointed by the president at the spring regional meeting. This committee shall present at the fall meeting names of members to serve as officers, the consent of each having been obtained. This committee shall also nominate the delegate and alternate to the annual Convention of Cumberland Presbyterian Women's Ministry. After nominations from the floor (if any, and provided consent of nominees has been obtained), the election shall proceed and a majority of votes cast shall constitute an election.

Section 2. All officers shall be elected annually; no officer shall hold the same office for more than two consecutive years with the exception of the treasurer, who may serve four years.

Section 3. The nominating committee shall make provision in selecting nominees to have a fairly equal balance between old and new officers, thus offsetting the possibility of all new personnel assuming office at the same time.

Section 4. Nominees should have served in the corresponding office at the local level.

Section 5. The newly elected officers shall be installed at the closing session of the spring meeting and will assume office immediately. The officers elected at the fall meeting will participate in the planning meeting and serve as officers-elect until they are installed at the spring meeting.

ARTICLE III - DUTIES OF OFFICERS

SECTION 1. PRESIDENT

The president shall have general oversight of the work of this organization, direct its correspondence, call the executive committee meetings, and supervise the planning of the programs for the regional meetings, and preside over all meetings of the regional group and the executive committee. The president shall serve as an *ex officio* member of all committees except the nominating committee, make annual reports to the Missions Ministry Team, visit local groups and offer encouragement and help as needed.

SECTION 2. PRESIDENT-ELECT

The president-elect shall assist the president and preside in the president's absence or on request, and assume such duties as may be assigned to her. Upon the resignation of the president, the president-elect shall become president and serve through the unexpired term of the former president. The president-elect shall succeed to the presidency at the conclusion of the current term. She is also responsible for keeping missionary information and projects before the executive committee and the group. She is responsible for gathering, publishing and disseminating the information for *The Women's Ministry Newsletter*.

SECTION 3. SECRETARY

The secretary shall record the minutes of all meetings of the regional group and the executive committee, and be responsible for the printing and distribution of the minutes, send notices and reports of meetings to the proper publications, and handle the publicity of the organization. She is also responsible for keeping accurate historical records that can be sent to the Historical Archives for permanent records.

The secretary shall keep an up-to-date list of the officers of each local group, and send to the Missions Ministry Team a list of the regional officers and delegates immediately after election.

SECTION 4. TREASURER

The treasurer shall record all monies received and all expenditures disbursed as directed by the organization, make a financial report at the spring and fall meetings of the organization, and have the books audited annually either by an auditor or by an auditing committee appointed by the executive committee.

If an offering is received at the regional meeting, the treasurer shall send it to the Missions Ministry Team for a special project as directed by the regional group.

From the local annual reports the treasurer shall compile a financial report. One copy of this report shall be sent to the Missions Ministry Team by May 1, and one copy shall be retained by the regional group for its information and use.

ARTICLE IV - COMMITTEES

Section 1. Executive committee (see Article I).

Section 2. Nominating committee (see Article II).

Section 3. The Credentials committee shall be appointed by the executive committee in advance of the regional meeting. This committee shall be responsible for the registration of all delegates and visitors to the meeting, and shall make a report of registration to the regional body.

Section 4. The Auditing committee shall be appointed by the executive committee at the spring meeting of the Regional organization for an annual audit of the treasurer's books. All books, bank statements, deposit slips and cancelled checks shall be examined by the committee and a report of the findings submitted to the organization. The committee may make suggestions and recommendations relative to its findings for the organization's adoption and action. The books may be audited by a C.P.A. if the organization chooses.

Section 5. The regional groups of Cumberland Presbyterian Women's Ministry may have other committees as deemed necessary.

ARTICLE V - MEETINGS

Section 1. The meeting of a regional group of Cumberland Presbyterian Women's Ministry shall be inspirational, interpretive and educational in nature. The program shall be designed to give emphasis to the organization's purpose in the light of the Church's mission, and provide opportunity for enrichment through worship, study, sharing, and fellowship. Resource materials shall be provided by the Missions Ministry Team as a guide for the executive committee in planning its meetings. Business shall be transacted and plans made that are necessary to advance and stimulate the ministry of the regional group.

Section 2. An annual meeting of the officers for the purpose of study and preparation for the year's work shall be held as soon as possible after the new officers are installed.

Section 3. An officer preparation day shall be planned to provide local group officers and members help in interpreting their duties and responsibilities; provide new resources for creative programming; provide encouragement and inspiration for assuming the

responsibilities; and create a strong bond of fellowship between the leadership of local and regional groups.

Section 4. Executive committee meetings shall be called by the president as necessary to plan programs and transact business that will be beneficial to the work of the organization.

ARTICLE VI - FINANCE

The expense of the regional group shall be met by the financial support paid by the local groups of Cumberland Presbyterian Women's Ministry. The amount for each local group shall be determined by the regional executive committee based on the budgetary needs of the organization and divided proportionately between the local groups. The size of the local group and its ability to give shall be the major factors in determining the amount of the financial support assigned.

ARTICLE VII - QUORUM

Two regional officers and at least one delegate from each of a majority of local organizations shall constitute a quorum for the transaction of business.

ARTICLE VIII — STANDING RULES

Each regional group may have standing rules to meet its own particular needs provided they do not conflict with the Constitution and Bylaws of Cumberland Presbyterian Women's Ministry and the Missions Ministry Team.

ARTICLE XIII - ORDER OF BUSINESS

A suggested order of business for the general meetings of the organization is as follows:

Prelude

Call to Worship

Theme Hymn

Devotional Message

Prayer

Offering (See Opportunities for Giving in the Structure section of the Resource Manual)

Welcome

Appointment of Committees

Report of Regional/Synodical Retreat (fall or spring)

Report of Convention Delegate(s) (fall)

Fellowship of the Least Coin

Membership Presentations

Lunch

Theme Song

Business Session

Committee Reports

Election of Officers (fall)

Installation of Officers (spring)

Prayer

Cumberland Presbyterian Women's Ministry

Constitution for Convention

ARTICLE I - NAME

The organization shall be known as the Cumberland Presbyterian Women's Ministry Convention of the Cumberland Presbyterian Church.

ARTICLE II - OBJECTIVE

The objective of the organization shall be to advance the spiritual enrichment and effective operation of the local and regional organizations of Cumberland Presbyterian Women's Ministry through an annual Convention of fellowship, worship, learning, and program emphases.

ARTICLE III - MEETING

The Cumberland Presbyterian Women's Ministry Convention shall meet annually at the time and place set for the General Assembly. It shall convene on Tuesday following the opening of the General Assembly and close on Thursday.

ARTICLE IV - MEMBERSHIP

Representatives of the Missions Ministry Team, the executive staff of the Missions Ministry Team, officers of the Convention, a delegate from each of its local and regional organizations, Golden Patron, Silver Patron, Patron, Diamond Perpetual, Perpetual, and Life Members (holding membership prior to 1966), shall constitute the membership of the Convention and shall be entitled to vote. A person may be enrolled in only one capacity.

ARTICLE V - DELEGATES

Regional groups of Cumberland Presbyterian Women's Ministry shall be entitled to send one delegate to Convention (and one youth delegate). Delegates' names and addresses shall be sent to Missions Ministry Team by March 31. Any changes should be sent to the Board

immediately. Regional delegates and their respective alternates shall be officers of the organization unless no officer can attend. In that case, an active member of a local group can be appointed as a delegate from the regional group. Local groups shall be entitled to send one delegate to Convention and they shall be active members of the Cumberland Presbyterian Church which they represent.

ARTICLE VI - PROGRAM

The program for Convention shall be planned by the Convention Executive Committee and the Director of Cumberland Presbyterian Women's Ministry of the congregational unit under the direction of the Missions Ministry Team. It shall be inspirational and worshipful in nature, challenging all women to become actively involved in the mission of Jesus Christ, and providing ways in which they can meet this challenge.

ARTICLE VII - OFFICERS

The officers of the Convention shall be president, president-elect, recording secretary, and the immediate past president. Each officer shall be an active member of a Cumberland Presbyterian Church and an active member of a local group. These officers shall be elected by the Convention each year.

ARTICLE VIII - QUORUM

The Convention president or president-elect, one member of the Missions Ministry Team, one member of the executive staff, and one delegate of a majority of the regional groups shall constitute a quorum for the transaction of business brought before the body.

ARTICLE IX - AMENDMENTS

The Constitution and Bylaws of the Convention may be amended by a two-thirds vote of the members present and voting at any annual Convention. The suggested changes shall be published at least thirty days prior to the annual Convention. All amendments must be approved by the Missions Ministry Team.

ARTICLE X - FINANCE

Section 1. Funds for the expenses of Convention will be provided by the Missions Ministry Team from the operating budget for Cumberland Presbyterian Women's Ministry and Convention registration fees.

Section 2. An offering known as the Convention Offering shall be brought by the delegates to the annual Convention to be used for a special project adopted by Convention.

Bylaws for Convention

ARTICLE I - NOMINATION, ELECTION, AND TERM OF OFFICE

Section 1. A nominating committee composed of six members—one person from each of the five synods plus one other member on a rotating basis—shall work one year in advance and submit nominees for officers to the Convention. The members of the nominating committee shall serve one three-year term and cannot succeed themselves. Two members shall rotate off each year and two new members will be chosen. The two members shall include one past Convention officer and one member at large.

Section 2. All officers shall be elected annually and shall serve for a term of one year with the exception of the president-elect. The president-elect shall become the president. The officers shall assume office at the close of Convention and continue through the following Convention or until their successors are elected.

Section 3. Nominees should have served in the corresponding office at the Regional level.

ARTICLE II - COMMITTEES

Section 1. The executive committee is composed of the officers of the Convention and they work with the Director of Cumberland Presbyterian Women's Ministry. The president shall be chairperson of the committee. This committee shall give assistance to the Director of Cumberland Presbyterian Women's Ministry in making plans for the program of Convention, making recommendations for the organization's approval, appointing committees, and performing those tasks which will promote the purpose of Cumberland Presbyterian Women's Ministry within the denomination.

The committee shall make an annual report to the Missions Ministry Team to be included in the Board's report to the General Assembly.

The executive committee shall meet annually with the executive and/or one board member of each of the denominational boards and agencies to discuss programs, needs, and ways by which there can be mutual support.

The executive committee shall meet at the call of the Director of Cumberland Presbyterian Women's Ministry.

Section 2. The credentials committee is responsible for the registration of all delegates and visitors to Convention, and shall make a daily report on total registration to the Convention. This committee shall be appointed by the executive committee prior to Convention.

Registration forms shall be provided by the Division of Cumberland Presbyterian Women's Ministry.

Section 3. Nominating committee members shall be nominated to the Convention by the current nominating committee and elected by the Convention. Its makeup and duties are described in Article I.

Section 4. Other committees as are needed may be appointed by the executive committee.

ARTICLE III - DUTIES OF OFFICERS

SECTION 1. PRESIDENT

The president shall preside over the meeting of Convention and the Convention executive committee, work with the Director of Women's Ministry to give insights into the ministry of the women in the denomination, including ideas and suggestions for programming, and give assistance in implementing the work and purpose of the organization. The president shall serve as an *ex-officio* member of the Missions Ministry Team.

SECTION 2. PRESIDENT-ELECT

The president-elect shall assist the president and preside in the president's absence or on request, and assume such duties as may be assigned. The president-elect assumes the office of president upon the president's retirement or resignation. The president-elect shall succeed to the presidency at the conclusion of the current term.

SECTION 3. RECORDING SECRETARY

The recording secretary shall record the minutes of the Convention and of the executive committee meetings, and perform other such duties as belong to the office.

SECTION 4. PAST PRESIDENT

The immediate past president shall work with the executive committee and give any assistance she can that will enhance and expedite the work and purpose of Cumberland Presbyterian Women's Ministry.

ARTICLE IV - PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority is the current edition of *Robert's Rules of Order*.

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901-276-4581
resources@cumberland.org
www.cumberland.org/CPRC

The Missionary Messenger
8207 Traditional Place,
Cordova, TN 38016
901-276-4572,
<http://ministrycouncil.cumberland.org/themissionarymessenger>

The Cumberland Presbyterian Magazine
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Cordova, TN
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901-276-4572
<http://ministrycouncil.cumberland.org/thecpmagazine>

The Historical Foundation
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212-870-2347; Fax: 212-870-2338
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www.cumberland.org/gao

Ministry Council
8207 Traditional Pl. Cordova, TN 38016
901-276-4572,
Fax: 901-276-4578
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Church Women United
Fellowship of the Least Coin
475 Riverside Drive, Suite 500
New York, NY 10115-0599
(Place to send FLC offerings)

Church Women United Service Center
Box 326
Kutztown, PA 19530-0326
(Celebration Day resources only)
610-683-5710

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8207 Traditional Pl. Cordova, TN 38016
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