

MICROSOFT

COCHUSA United Christian Women's Ministries

Revised Handbook

3rd edition

2012

This document contains the policies, procedures and guidelines governing the

United Christian Women's Ministries

Of the

Church of Christ (Holiness) U.S.A.

MISSION STATEMENT

The United Christian Women's Ministries encourages women of all ages to cultivate their relationship with Christ and provide services that will challenge, train and equip its members and future generations for ministry, evangelism and spiritual growth.

VISION STATEMENT

The **United Christian Women's Ministries**, through faith and prayer, will:

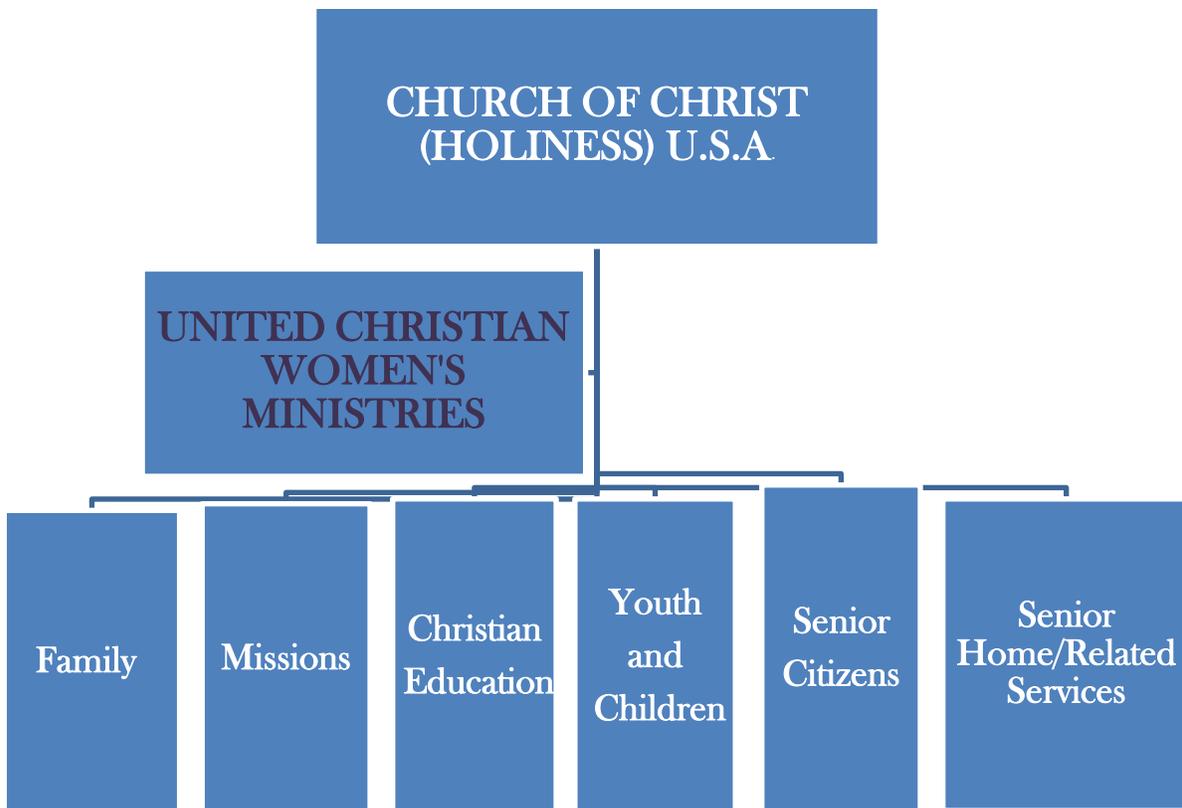
Uplift the name of Jesus

Cultivate relationships with accountability

Work to train, educate, build and evangelize

Mentor women, new converts, youth and children

ORGANIZATION CHART



HISTORY

In the early 1800's, the first Baptist missionary organization in the country, for women, began. During antebellum days, Negro women worked with their white counterparts in "laying rails" for the great Underground Railroad, an enterprise of the purest missionary effort.

In the 1900's the Women's Auxiliary Convention was organized. Since that time, women's organizations have been a viable and integral part of the church and Christian women have organized to promote awareness and involvement in works that serve the Lord and help mankind.

In August of 1906, sisters' meetings, Bible bands and prayer bands were a part of the Church of Christ (Holiness) U.S.A. During the national convention of 1909, Sister Fannie Jones, wife of Bishop C.P. Jones, organized the "Christian Women Willing Workers" (C.W.W.W.). During the national convention of 1912, that organization was received as a national auxiliary.

Sunbeams, Standard Bearers and Junior C.W.W.W.'s were established under the auspices of the C.W.W.W.'s, for the purpose of nurturing and training girls and young women. The Junior C.W.W.W. requested and was granted independence from the C.W.W.W.'s at the national convention of 1954. Bishop M.R. Conic, Senior Bishop and President of the convention recommended that the name of Junior Women be changed to Women's Auxiliary of the Church of Christ (Holiness) U.S.A., in his annual address to the convention in Chicago, IL. The Women's Auxiliary was to undertake the raising of funds for a home for the aged or for delinquent boys and girls. The decision was made to raise funds for the home for the aged.

Shortly thereafter, the C.W.W.W.'s began again, to organize young women. That reorganization was called C.W.W.W. #2.

In 1995 at the national convention in Dearborn, MI, the Board of Bishops challenged the three women's group to become one. The national Parent Body adopted merger plans and in April of 1997, the executive boards of the three women's groups met in Chicago, IL, to activate the merger process. Bishop Emery Lindsay and Deacon Earmon Irons assisted Sisters Geraldine Drake, Charlotte Riddick Parker and Regina Washington in the facilitating the meeting.

In May of 1997, the merger committee presented a preliminary report to the Board of Bishops for approval. The report was disseminated to the women's bands at the diocese, district and local levels as well. In August of 1997, the executive boards of the three groups met in Crystal City, VA, to finalize plans and nominate officers for the unified group. On August 12, 1997, final merger plans and a slate of officers were presented to all three women's groups for ratification. On August 13, the plans and officers were presented to the Board of Bishops for approval. On August 14, the same information was presented to the Parent Body of the national convention. On August 15, 1997, with ratification complete and all pertinent parties having received the merger plans and slate of officers, the C.W.W.W. #1 and #2, and the W.A.C.C. became the United Christian Women's Ministries of the Church of Christ (Holiness) U.S.A.

PAST NATIONAL PRESIDENTS

C.W.W.W.

Fannie Jones 1909 - 1917
P.O. Frazier 1917 - 1936
Loretta Pruitt 1936 - 1939
Irene Dunn 1949 - 1944
T.M. Washington 1944 - 1946
Gladys Moore 1946 - 1964
Cora Harvey 1964 - 1972
Naomi Dixon 1972 - 1980
Thomasine Brown 1980 - 1988
Anita B. Jefferson 1988 - 1996
Geraldine Drake 1996 - 1997

W.A.C.C.

Alice Hamilton Pote 1954 - 1964
Maude Conic 1964 - 1972
Evia Moore 1972 - 1980
Kermit Hill 1980 - 1988
Susie Bell Jones 1988 - 1996
Charlotte Riddick-Parker 1996 - 1997

C.W.W.W #2

Ida Bell 1948 - 1952
Alice Hamilton 1952 - 1954
Leola Ballard 1960 - 1962
Myrtle Callion 1962 - 1963
Ruby Morgan 1963
Ann Bingham 1964
Leola Ballard 1965
Ruby Morgan 1966
Queen E. Sutton 1968
Synolve F. Moore 1969 - 1972
Melvia Dean 1972 - 1980
Ethelyn Taylor 1980 - 1984
Patricia Lindsay 1984 - 1992
Linda Campbell 1992 - 1996
Regina Washington 1996 - 1997

U.C.W.M.

1997 - 2001	Geraldine Drake
2001 - 2004	Geraldine Drake
2004 - 2008	Regina Washington
2008 - 2012	Regina Washington

U.C.W.M. Action Plans Of the COCHUSA Strategic Plan

- * Develop a mentoring program focusing on health, etiquette, social graces, public speaking and values.
- * Organize and structure training at the national convention to ensure continuity in training. (*All training will be sponsored by the various auxiliaries and will occur concurrently.*)
- * Teach, train and develop all females of our homes, churches and communities in the areas of spiritual growth, parenting and homemaking; empowering them to become productive leaders and citizens.
- * Address special needs of seniors in our churches and communities by developing a ministry to provide housing, information services and programs by which they can experience a safe, enriched and empowered life.
- * Put forth every effort to have every female member of COCHUSA also be a member of the **U.C.W.M.**

PIN



PLEDGE

United by the Holy Spirit with a commitment to Christ, love for the sisters of faith
and for the lost,

As a member of the **United Christian Women's Ministries**
of the Church of Christ (Holiness) U.S.A.,
I pledge to be obedient to the Word of God.

I will walk worthy of the vocation wherewith I am called, with all lowliness and
meekness, with longsuffering, forbearing others in love.

With prayer and strength of mind, body and soul,
I affirm my support to families, Christian education and missions.

This pledge I will keep, not just for the times we meet;
But His will to constantly pursue
That I may please the Lord in everything I do.

CONSTITUTION AND BY-LAWS

PREAMBLE

Whereas we shall not be slothful in business and that all things should be done decently and in order, it is therefore necessary that all organizations have a form of government. We, therefore, adopt the following constitution for the United Christian Women's Ministries of the Church of Christ (Holiness) U.S.A.

Article I. Name

This organization is known as the United Christian Women's Ministries of the Church of Christ (Holiness) U.S.A.

Article II. Purpose

The purpose of the United Christian Women's Ministries is to enable women to grow together in their relationship to Christ and in their service to Him by providing services that will prepare, train and equip individuals and groups for the implementation of ministries.

Article III. Membership

All adult female members in good standing with the Church of Christ (Holiness) U.S.A. are eligible for membership in the United Christian Women's Ministries.

Article IV. Officers

Elected officers shall be known as President, 1st and 2nd Vice-Presidents, Recording Secretary, Assistant Recording Secretary, Correspondence Secretary, Financial Secretary, Treasurer and Parliamentarian. Appointed positions shall be Program Facilitator, Family Ministry Facilitator, Missions Ministry Facilitator, Christian Education Facilitator, Senior Citizens' Home and Related Services Ministry Facilitator, Senior Ministries Facilitator, Youth and Children's Ministry Facilitator and Retreat Facilitator.

To hold an office on any level (local, district, diocese or national), one shall be an active member of a local band.

To hold a national office, one shall have served as an officer of the local, district or diocese organization for a period of at least one year.

The executive board shall consist of all elected officers, diocese presidents, missionaries and appointed positions (facilitators) and supplementary members (appointed by the president).

The presiding officer (bishop) shall approve the election of all officers, at each level.

Terms for elected officers on the district and diocese levels shall be four years. A maximum of two consecutive four-year terms is permitted.

Article V. Meeting

The local meetings shall be held weekly or monthly at such time and place as the group may direct. District, diocese and national meetings shall be held at least once a year. All members shall contribute liberally, make reports, confer together concerning the work and receive instruction from the Word of God. The president shall have power to call extra meetings whenever necessary.

CONSTITUTION AND BY-LAWS (cont.)

Article VI. Work In Harmony

The local, district, diocese and national organizations shall work in unity with each other. The president or her designee shall make a monthly report to her local church. The president or her designee shall send to the district, diocese or national convention a completed correspondence report.

Article VII. Disbursement Procedures

All monies shall be drawn from the treasury by draft and signed by any two of the following: the president, financial secretary or treasurer. At the local, district and diocese levels, an agreed upon procedure shall be used for disbursement of funds.

Article VIII. Constitutional Revision Process

This constitution may be changed or amended by the executive board of the **United Christian Women's Ministries**, with the approval of its membership, the Board of Bishops and the parent body.

STRUCTURE

Elected officers shall be known as president, 1st and 2nd Vice Presidents, Recording Secretary, Assistant Recording Secretary, Correspondence Secretary, Financial Secretary, Treasurer and Parliamentarian. The duties of the elected officers are below and apply to the local, district, diocese and national levels.

President

It shall be the duty of the president to oversee the interest of said auxiliary. She shall preside at the meetings of the auxiliary and its executive board.

The president is to see that all by-laws of the constitution are enforced.

The president gives information on the state of the auxiliary, encouragement and recommends measures for improvement of the auxiliary in the form of an annual address, and at other times as she shall deem necessary.

The president shall have power to fill all vacancies until the next session convenes.

The president shall call meetings of the executive board and of other committees when necessary.

The president shall represent the **United Christian Women's Ministries** in meetings of the parent body and shall confer with the officials of the parent body when necessary, in the interest of the auxiliary.

The president shall insist that all dioceses are properly represented in the national convention.

It shall be the duty of the president to oversee the interest of said auxiliary. The president shall appoint a supervisor for Children and Youth Ministries. The appointed supervisor shall be a woman filled with the Spirit of God and who has a special love for children.

The president or designee shall approve vouchers for payment.

Vice President (1st, 2nd)

The 1st, 2nd vice president shall be available to perform all the duties of the president during the absence or inability of the president and shall aid the president in carrying forward and developing the functions of the **United Christian Women's Ministries**.

Recording Secretary

The recording secretary shall keep an accurate and complete record of the proceedings of each meeting. She shall receive reports of transactions performed by other officers and facilitators. She shall be responsible for all written communications.

Assistant Recording Secretary

The assistant recording secretary shall perform the duties of the recording secretary when that officer is absent or incapacitated. The assistant recording secretary shall aid the recording secretary in carrying out the secretarial functions and shall perform other clerical duties as assigned.

Financial Secretary/Assistant Financial Secretary

The financial secretary and/or her assistant shall keep a complete and accurate record of all finances of the auxiliary; render monthly reports on the financial status of the auxiliary, including bank reconciliation, to the U.C.W.M. officers and the COCHUSA Audit Committee; and shall be responsible for issuing checks upon receipt of all approved vouchers.

Correspondence Secretary/Assistant Correspondence Secretary

The National United Christian Women's Ministries correspondence secretary and/or her assistant is responsible for collecting and reporting membership data of the dioceses. This membership data includes additions to and subtractions from the diocese UCWM and Daughters of Esther bands; also included in information received are delegate names for the national UCWM committees. UCWM correspondence information originates at the local church, is forwarded to the district, then the diocese and finally, ***before the national convention***, to the correspondence secretary, who prepares the final report for the national convention. In addition to the report, the correspondence secretary will assign delegates to committees if no choice was designated on the correspondence reporting form at the diocese level. This officer does not record or handle monies/funds.

Treasurer

The treasurer shall be the custodian of all funds of the **United Christian Women's Ministries**. She shall receive and deposit all funds of the auxiliary and make annual reports to the auxiliary.

Parliamentarian

The duty of the parliamentarian is to insure that all business is conducted in an appropriate manner. She should be well-versed in Roberts' Rules of Order, Revised, for doing business.

Appointed Officers

The appointed officers shall include *Program Facilitator, Family Ministry Facilitator, Missions Ministry Facilitator, Christian Education Ministry Facilitator, Seniors' Ministry Facilitator, Senior Citizens' Home and Related Ministries Facilitator, National Retreat Facilitator, Youth and Children's Ministries Facilitator; and Clothing Line Coordinator.*

Facilitators' Responsibilities

Program Facilitator:

- a) Chair program committee for (standing appointment for 2 years)
- b) Coordinate/implement ideas from ministry facilitators
- c) Assume responsibility for scheduling ministry initiatives at the local level and prepare calendar for the auxiliary at the appropriate level
- d) Contact each person that has been placed on program at least one month prior to the scheduled program

Family Ministries Facilitator:

- a) Chair sub-committees related to family ministries
- b) Develop programs/workshops related to family need (e.g. finances, marriage, health, parent/child relationships)
- c) Develop Christian counseling ministry or nationwide Christian counseling network
- d) Provide and distribute resource materials
- e) Develop initiatives to meet the needs of children and young ladies
- f) Establish mentoring programs for young ladies. Educate families about resources for senior care; promote provision for the needs of seniors and for their caregivers
- g) Research and disseminate information on available resources and services for seniors and for physically and mentally challenged individuals

Missions Ministries Facilitator:

- a) Chair sub-committees related to missions
- b) Serve as liaison to World Mission Board
- c) Promote interest/appreciation for home and foreign missions
- d) Disseminate missions-related news (newsletter)
- e) Encourage local church fund-raising efforts for foreign missions
- f) Coordinate solicitation/dissemination of needed materials for missionaries and missions ministries
- g) Develop missions initiative at local/district/diocese levels

Christian Education Ministries Facilitator:

- a) Chair sub-committees related to Christian education
- b) Serve as liaison between COCHUSA Board of Education and women's group
- c) Coordinate fund-raising efforts for C.M.&I.
- d) Encourage others scholarship activity at local level
- e) Disseminate resource materials
- f) Develop workshops for national convention sessions in conjunction with program facilitator
- g) Make on-site visits to C.M.&I. to assess needs and build rapport
- h) Seek sources of grants or write proposals to fund projects at C.M.&I. or other scholarship efforts
- i) Encourage development of talents/gifts among youth
- j) Develop discipleship programs for women/girls at local churches

National Retreat Facilitator:

- a) Oversee planning for women’s national biannual retreat; collaborating with host Diocese President/Diocese Retreat Facilitator on date and location of national retreat
- b) Maintain a list of host dioceses, hosting year(s)
- c) Publish calendar of future retreats, distribute at national convention
- d) Create/maintain financial portfolio for retreat (banks/authorized signers; financial statements; final financial accounting/report)
- e) Disseminate retreat information
- f) Assisting host diocese as needed

Youth and Children Facilitator:

- a) Provide information and ideas to assist in developing effective youth ministries
- b) Chair program committee for youth activities
- c) Ensure youth are involved in effective spiritual and social training, which should include weekly Bible study and verse memorization. Other activities may include lock-ins, adopt-a-buddy@church, sports, Bible/scripture-knowledge competitions, discussions on do’s-and-don’ts of dating, building self-esteem, homemaking, cooking, arts-&-crafts, etc.
- d) Plan Christian entertainment
- e) Develop standards for induction of members from children’s ministries group through a “rites of passage” into youth ministries group. In the Youth & Children’s Ministry handbook (p. 15), the “Blossom Season” was designed to recognize the young lady who transitioned from a girl into womanhood. The purpose of the rite of passage is to provide teaching or activities that are applicable for the appropriate age levels. The age groups or levels are as follow:

Classification	Ages	School Years & Beyond
Level 1	5-10	Elementary School
Level 2	11-13	Middle School
Level 3	14-17	High School
Mentor	18 and above	Adult

Additionally, there is a rite of passage ceremony or program (located in the Facilitator’s Handbook, p. 15) created to recognize the girls who have transitioned from one level to the next level. The facilitator can provide certificates or awards to highlight the special moment of transition or spiritual growth during the ceremony. The idea is to choose what you need to help you provide biblical principles that re applicable for the group’s understanding, age or maturity.

(e) Under the umbrella of Youth & Children’s ministry, the Daughters of Esther were developed (2002) for the girls to emulate an ordinary biblical character (female) who was chosen by God to accomplish an extraordinary task. Esther’s life is an example of what God can do with a life submitted to Him. Therefore, Esther was chosen as a role model for our girls because of her strength, courage, patience, wisdom, humility, faith and leadership. These are qualities that will help our girls to grow spiritually.

(f) As Daughters of Esther, the girls are part of a Christian environment that promotes sisterhood, friendships, service, prayer, holiness, bible study, learning, mentoring, and care for the well-being of others.

(g) A yearly curriculum (9 months) is developed to capture or incorporate the objectives of the ministry into the local churches. In the curriculum, there is a monthly theme, bible teachings, teachable moments, and lessons, in/out reach activities as well as ideas to develop effective youth ministries.

(i) The Daughter of Esther Session is conducted annually (concurrently with the National UCWM session) to ensure that the goals and objectives of this ministry are met. The main goal is to provide a venue or platform for ministry, biblical teaching, sisterhood, learning, and growing spiritually. Hopefully our ministry and expression of God's love will be visible to others and be a witness to the joy that comes from being Christian sisters.

- a) Provide information and ideas to assist in developing effective youth ministries
- b) Chair program committee for youth activities
- c) Ensure youth are involved in effective spiritual and social training, which should include weekly Bible study and verse memorization. Other activities may include lock-ins, adopt-a-buddy@church, sports, Bible/scripture-knowledge competitions, discussions on do's-and-don'ts of dating, building self-esteem, homemaking, cooking, arts-&-crafts, etc.
- d) Plan Christian entertainment
- e) Develop standards for induction of members from children's ministries group through a "rites of passage" into youth ministries group

Senior Citizens' Home and Related Services Ministries Facilitator:

- a) Chair sub-committees related to senior citizens home and related services
- b) Promote provision for the needs of seniors and their caregivers
- c) Educate families about needs for senior care

Senior Ministries Facilitator:

- a) Promote provision for the needs of seniors and their caregivers
- b) Educate families about needs for senior care
- c) Research and disseminate information that may prove helpful to individuals with mental and physical challenges.

MINISTRIES

The United Christian Women's Ministries shall focus on the following:

- A. Family Ministry – addressing the needs and concerns of the family as a unit and as individual members
 - 1. Marriage and Family
 - 2. Single Women
 - 3. Training for future women's ministries
 - 4. Children and Youth
 - 5. Seniors' Care
- B. Missions – reaching out for the purpose of evangelizing at home and abroad
 - 1. Domestic missions – develop a program for the physically and mentally challenged; nursing home/hospital visitation; personal evangelism/witness
 - 2. Foreign missions
 - 3. Training
- C. Christian Education – supporting and providing educational opportunities
 - 1. C.M.&I. support (financial and other)
 - 2. Scholarships
 - 3. Fine Arts training
 - 4. Develop and train Christian educators
 - 5. Prepare women to do Christian service
 - 6. Develop and publish Christian Education materials
- D. Senior Citizens' Home and Related Services
 - 1. Promote independent living for seniors
 - 2. Promote development and operation of an independent living facility
- E. Senior Ministries
 - 1. Provide learning opportunities to improve lifestyles of seniors
 - 2. Provide support for seniors and their caregivers
- F. Youth and Children
 - 1. Provide means for development of youth and youth activities
 - 2. Create programs to assist youth leaders

PROJECTS

- A. **CM&I School**
 - 1. Capital improvements
 - 2. Library
 - 3. Scholarships
 - 4. Teacher Bonuses
 - 5. Jar Fund

- B. **World Missions**

- C. **A New Beginning - An independent living village**
 - 1. Construct building and place cornerstone
 - 2. Furnish and complete interior
 - 3. Maintenance

- D. **Newsletter**
 - 1. The Communicator
 - 2. Publish semi-annually

- E. **President of the Year Award** - Diocese Presidents only

- F. **Family Ministry Grants**

- G. **Cook books**
 - 1. 2003
 - 2. 2005
 - 3. 2009

- H. **Woman of the Year** - per Diocese

- I. **Diocese Activities Reports**

- J. **CM&I Scholarship Award**

OTHER

PERCENTAGE ALLOTMENTS

1. Family	6.3%
2. Missions	7.8%
3. Christian Education	29.1%
4. Operations	35.3%
5. Youth/Children	6.3%
6. Seniors	5.8%
7. Senior Home	9.4%

DRESS CODE

Members of the U.C.W.M. are strongly encouraged to wear white-and-purple attire with the U.C.W.M. pins, during all district, diocese and national conventions. Members may also wear goldenrod attire to accessorize.

UNITED CHRISTIAN WOMEN'S MINISTRIES
INFORMATION ABOUT THE
FAMILY MINISTRY GRANT APPLICATION

UCWM Family Ministries is designed to address the needs and concerns of the family, as a unit and its individual members. It is one of the most important arms of the United Christian Women's Ministries of the Church of Christ Holiness USA.

This application provides a way for local **UCWM** bands to obtain funds from the National **UCWM** Family Ministry to assist in promoting the works of the local band to meet the needs of the family. The **criteria for grants include overall spiritual impact on the family and Church, financial need, Christian character, service to others, and future goals.**

Applicants must:

1. **Complete the attached application.** The application is required for all grants awarded through the National **United Christian Women's Ministries**. All spaces must be completed for the application to be considered.
2. Attach the **three required reference forms**, to be signed by: local band pastor, *FM Grant Form 2004-01*; district and diocese president, *FM Grant Form 2004-02*; and Presiding Bishop, *FM Grant Form 2004-03*.

Submit the completed Grant Reference Forms to:

United Christian Women's Ministries Family Ministry Grant Committee

Attention: National Family Ministry Facilitator

3. **Submit an essay** (no more than two pages typed and double-spaced), which describes (1) your family ministry goals; (2) how this grant will enhance your family ministry program; and (3) the quality of your family ministry program.

Note: Four national awards will be granted annually to local bands. Multiple churches within a Diocese may qualify and be the recipient of a **Family Ministry** grant. Award amounts will be five hundred dollars (\$500.00) per band. **This award is not designed to sustain the ministry of any band(s).** Future awards to previous recipients may be granted only for those bands demonstrating new and creative means of Family Ministry.