

CCNC-N REGIONAL WOMEN'S MINISTRIES COORDINATING COUNCIL

(A Mission Cluster of CCNC-N)

John 21:15-17

Purpose and Mission Statement: To empower women in their faith for spiritual growth and mission by:

--Presenting opportunities for support and fellowship, mentoring and spiritual growth

--Providing education and leader development for congregational and community involvement

--Equipping women to use their influence and put their faith into action to carry out the mission and message of Jesus Christ.

Administry Team:

James 1:25

Council Facilitator

Council Facilitator Elect (1 year prior to end of Facilitator's final term)

Recorder

Financial Coordinator

(The above four serve as the Executive Committee)

Registrar

Registrar Elect (1 year prior to Registrar's final term)

Director of Communications and Networking

Regional Staff Representative (Also serves on the Executive Committee)

The Executive Committee or Ad-ministry Team (in consultation with the full WM Coordinating Council) represents and acts for CCNC-N Women's Ministries in its various relationships, i.e. Regional Ministry Council and Executive Committee, International Disciples Women, etc. The Coordinating Council meets 3 times per year, plus 2 annual events.

Women's Ministries Council (WMC) Mission Clusters ("Grapes" Program Teams)

These teams function as mission clusters within Women's Ministries to plan and implement the programs of the Regional Women's Ministries, working with and reporting to the Women's Ministries Coordinating Council. They are represented on the Regional Ministry Council by the Women's Ministries Council Facilitator.

Faith In Action (Micah 6:8)

Leader Development (Prov. 3:5-6)

Retreat/ Renewal (Psalm 51:10-12)

--Spring Renewal of Women

--Fall Retreat ("Mission Springs")

Women of Spirit and Action (WOSA, UCC/DOC partnership)

Quadrennial Promotion

CCNC-N Regional Women's Ministries Coordinating Council Positions and Council Mission Cluster Descriptions

Council Facilitator

- Presides, leads, mentors and offers vision for the Council and the women of CCNC-N
- Coordinates with Regional Staff to schedule meetings, create agendas and send out meeting notices.
- **Is a signatory on the regional WM bank accounts.**
- Works with the Network/Communications Director to distribute information coming from Women's Ministries and the wider church.
- Serves (or designates an alternate) as the Women's Ministries Mission Cluster Representative to the Regional Ministry Council and attends these meetings. She provides a report to both the Ministry Council and the Executive Committee of the Region (both usually meet quarterly). She also provides an annual report for the Regional Annual Gathering business meeting.
- She writes welcome letters for the event packets for spring and fall events and coordinates with the WM regional staff for any communication needing to be sent to the congregations on behalf of CCNC-N WM.
- Is a member of the International Disciples Women's Ministries Cabinet and attends IDWM Cabinet meetings and Interregional meetings when set.
- May be asked to attend the annual regional women's staff training (DWLC) by ODW if the regional WM staff person is unable to attend.
- Represents the CCNC-N region in denominational, ecumenical or larger community meetings.
- Other duties and responsibilities as may be assigned
- **Maintains a binder of procedures and all relevant documents to be passed on to her successor.**
- Term: 2 years (eligible for two terms)

Council Facilitator Elect (filled from a current Council Member)

- Fills in for Council Facilitator as needed
- Works with the WM Regional Staff and Facilitator for the last year of the Facilitator's term to prepare moving into the Facilitator position
- Attends Interregional training or IDWM Cabinet meeting if these meetings fall near the end of the current Facilitator's term
- Shall assume other responsibilities as may be assigned.
- Keeps her current Council position in addition to the Facilitator-Elect role, if appropriate.
- Term: 1 year (eligible for one term only, moving into Facilitator position)

Recorder

- Keeps minutes at each Council meeting (including conference calls and votes by email) and distributes a copy to all Council members before the next meeting, preferably by email.
- **Maintains a binder of all meeting minutes of the current year, official correspondence and procedures to be passed on to successor. Files all minutes and documents of the previous year's meetings in the WM files at the regional office.**
- Coordinates with Regional Staff to take care of correspondence, such as thank you letters, cards, invitations, etc.
- Shall assume other responsibilities as may be assigned.
- Term: 2 years (eligible for two terms)

Financial Coordinator

- Coordinates with Regional Staff to receive the CCNC-N Women's Ministries financial report before each Council meeting, Spring Gathering and Fall Retreat, and year-end report.
- **Is a signatory on the regional WM bank accounts. Will transfer money between checking and savings as needed and send a monthly statement for the online savings account to the regional bookkeeper.**
- Presents a summary of the financial report at Council meetings and appropriate events.
- Determines, recommends to the Council, and implements approved fund raising events and opportunities.
- Coordinates with the Regional Staff for any Council or event expense reimbursements and refunds. (Signs and turns in forms and receipts to regional bookkeeper for check requests.)
- Collects, counts and documents all offerings collected at CCNC-N Women's Ministries events (always designate one other person to be present); put counted and sorted offerings in envelopes, seal and give to the Regional Staff Rep. (Includes used book donations and blessing box donations.)
- Turns in request forms to regional bookkeeper for checks to be issued to appropriate recipients of offerings or funds moved to appropriate accounts.
- Orders sales materials and items. Inventories all sales before/after events and records and verifies sales.
- **Coordinates with event site manager to pay any outstanding final balance (be sure to take 1-2 blank checks to event.)**
- Coordinates with the regional office to record and distribute all Gift Certificate purchases.
- **Maintains binder of procedures and all relevant documents to be passed on to successor. Files all financial reports in the WM files at the regional office.**
- Shall assume other responsibilities as may be assigned.
- Term: 2 years (eligible for two terms)

Registrar

- Receives and documents registrations for all CCNC-N Women's Ministries events by mail and online.

- Awards angel grants according to guidelines set by the Council.
- Provides housing assignments where applicable
- Creates a small team to help her check in and document all attendees, distributes keys and housing materials as appropriate and serves as the liaison with the site for any housing needs.
- Collects and clearly documents by written receipt and on the financial form all money received during registration at an event; counts and puts money into clearly identified envelope(s), seals and gives to Regional Staff Rep.
- Requests final event report from the regional bookkeeper to verify all registrations were properly charged and appropriate amounts were moved from angel grant and gift certificate accounts to the event. Submits requests via the Financial Coordinator if money needs to be moved or refunds made.
- **Registrar-Elect** will work with the Registrar for the last year of her term to be mentored into the position.
- **Maintains binder of procedures and any relevant documents to be passed on to successor. Files all registration forms and spread sheets in the WM files per event in the regional office.**
- Shall assume other responsibilities as may be assigned.
- Term: 2 years (eligible for two terms)

Director of Communications and Networking

- Responsible for coordinating database and web page management of CCNC-N Women's Ministries with the regional support staff. Receives registration spreadsheet after each event to check current emails in the Constant Contact data base, and correct, add or delete as necessary.
- Works with the Council and Regional Staff Rep. to issue publicity for events on mailing, email lists, social media and handouts at events. Provides necessary publicity to the regional office for the regional e-news and WM web page, and the NCNC-UCC Conference office.
- Edits and issues the CCNC-N Women's Ministries Newsletter or other online emailings.
- **Maintains binder of all procedures and relevant documents to be passed on to successor.**
- Shall assume other responsibilities as may be assigned.
- Term: 2 years (eligible for two terms)

Regional Staff Representative

- Serves as ex-officio (voice without vote) member of the Council and provides resourcing and leadership, including meeting agendas, event planning, nominating, communications, promotions, mailings, fund raising, sales, visioning, etc.
- **Is a signatory on the Regional WM bank accounts.**
- Works with the Coordinating Council to oversee all the financial aspects of an event including setting the budget, event registration costs, securing sites, signing contracts and making sure deposits and balances are paid.

- Works with the Retreat Team Leader and Financial Coordinator to ensure checks are issued to recipients previous to the event.
- Coordinates with the regional bookkeeper and support staff to ensure registration payments, expenses, offerings, etc. are correctly logged.
- Coordinates with volunteers to run off and assemble program books and packets
- Works with Facilitator and Financial Coordinator to secure a booth at the regional Annual Gathering and determine handouts, sales, promotions, etc.
- Receives Doris McCullough Leader Development grant applications and works with the Financial Coordinator and Facilitator to act on these applications.
- Serves as a pastor to all the women of the region, and as liaison for Women's Ministries in national events and ecumenical bodies.
- Provides WM staff reports to the Ministry Council, Executive Committee and Annual Gathering business meeting.
- Attends the annual training provided by ODW for regional women staff (DWLC) and IDWM and interregional events as planned (or designates the Facilitator, if unable).
- Oversees the distribution of the WM clergy women stole, and all programming and support for clergy women of the region.
- **Maintains a binder of procedures and relevant documents to be kept as reference in the regional office. Maintains all the WM materials, property and files at the regional office.**
- Shall assume other responsibilities as may be assigned.
- Term: ongoing with employment with CCNC-N.

CCNC-N Women's Ministries Council
Mission Cluster (or "Grapes") Descriptions

Women's Ministries Council (WMC) Mission Cluster "Grape": Faith in Action Micah 6:8

Purpose: Empower women in their faith for spiritual growth, congregational life, and mission by equipping women to use their influence and put their faith into action to carry out the mission and message of Jesus Christ.

Relationships: Reports to the Coordinating Council

Primary Functions and Commitments of the WMC Faith in Action Leader and Team:

- Team Leader serves as a member of Women's Ministries Coordinating Council and attends all meetings.
 - Works with Coordinating Council to call together a team of women who exhibit gifts to carry out the purpose of this mission cluster "grape."
 - Schedules team meetings to plan events and promotion.
 - Works with the Retreat planning team to help determine mission projects at events.
 - Works with other WM and Regional Mission Clusters to promote events and activities to put "faith into action."
 - Attends Civic and Ecumenical meetings of bodies with similar focus and legislative information.
 - Monitors local, state and national legislation for issues pertaining to the justice of women or other areas of justice and publicizes relevant appeals for social and political action and other service plans and ideas. Becomes familiar with California Council of Churches IMPACT Legislative Action Program.
 - Encourages women to exercise their right to vote.
 - Submits articles for Newsletter to Director of Communications.
- Files all registration and promotional material in the WM files at the regional office.**
Maintains a binder of processes and relevant documents to pass on to successor.
- Oversees assignments and ensures the team carries out their primary functions.

Qualifications:

- Able to attend at least the majority of meetings and events.
- A heart for mission and justice and a willingness to make connections.
- Concerned with legislative issues in the community, state, nation and world, and can convert the concern into action, challenging women to get involved.
- Facilitation and communication skills for leading a team.

Term of Service: 2 years (eligible for two terms)

Women's Ministries Council (WMC) Mission Cluster "Grape": Leader Development Proverbs 3:5-6

Purpose: Empower women in their faith for spiritual growth, congregational life, and mission by providing mentoring, resources and events for leader development.

Relationships: Reports to the Coordinating Council

Primary Functions of the WMC Leader Development Mission Cluster Leader and Team:

- Team Leader serves as a member of Women's Ministries Coordinating Council.
- Works with the Coordinating Council to call together a team of women who exhibit gifts and passion to carry out the purpose of this mission cluster "grape."
- Schedules team meetings.
- Attends Council meetings and WM events
- Works with the Retreat Planning team to provide workshop leader suggestions
- Networks with women's groups and at events to "spot" potential leaders.
- Works with Council to provide special leader development resources and trainings at regional events or for local congregations.
- Informs local congregations of the resources available for WM by the general church or other resources (help them be acquainted with the Disciples Women web site, provide WM resources workshops, etc.)
- Works with other regional mission clusters to determine areas needed for leader development and women's issues.
- **Files all registration and promotional material in the WM files at the regional office. Maintains a binder of processes and relevant documents to pass on to successor.**
- Oversees assignments and ensures the team carries out their primary functions.

Qualifications:

- Able to attend at least the majority of meetings and events
- Leadership skills and a heart for mentoring
- Resource Development
- Facilitation and communication skills; able to work with a team.

Term of Service: 2 years (eligible for two terms)

Women's Ministries Council (WMC) Mission Cluster "Grape": Retreat/Renewal

Psalm 51:10-12 Purpose: Empower women in their faith for spiritual growth, congregational life, and mission by providing opportunities for fellowship, networking, information, education and action.

Relationships: Reports to the Coordinating Council

Primary Functions of the WMC Retreat/Renewal Mission Cluster "Grape" Leader and Team:

- Team Leader serves as a member of Women's Ministries Coordinating Council and attends Council meetings and events.
- Works with Coordinating Council to call together a team of women who will plan vital, spirit-filled retreat and renewal events for the women of the region. This generally includes a one-day event in the spring (Spring Renewal) and a weekend Fall Retreat ("Mission Springs").
- Calls regular planning meetings with the team to plan events. This may include a special weekend retreat especially for planning Fall Retreat.
- Ensures planning teams follow Regional guidelines, i.e. inclusive language, commitment to diversity in all leadership and programs.
- Works with the Coordinating Council, other mission clusters, etc. to provide other trainings and retreats for the purpose of spiritual growth and nurture.

- Works with other Council “Grapes” such as Faith In Action to determine the mission projects for an event, Leader Development to determine workshop leaders, and Communications Director for promotion.
- Works directly with Registrar to get updates on registration numbers and any special needs.
- Works directly with Financial Coordinator to ensure check requests are made and budget is being followed.
- Serves with the WM regional staff as the on-site administrator during events, coordinating the various program needs and any communications with the attendees or site.
- **Files all registration and promotional material in the WM files at the regional office. Maintains a binder of processes and relevant documents to pass on to successor.**
- Oversees assignments and ensures the team carries out their primary functions.

Qualifications:

- Able to attend a majority of WM meetings and events
- A heart for spiritual growth and nurture
- Project Management Skills and good follow-through
- Facilitation Skills, good communication and able to work with a team

Term of Service: 2 years (eligible for two terms)

Women’s Ministries Council (WMC) Mission Cluster “Grape”: Women of Spirit and Action (Partnership between UCC and DOC women). Psalm 51:10-12

Purpose: Empower women in their faith for spiritual growth, congregational life, and mission by providing opportunities for fellowship, networking, information, education and action, particularly around social justice issues and empowerment for women.

Relationships: Reports to the Coordinating Council

Primary Functions of the WMC “WOSA” Mission Cluster “Grape” Leader and Team:

- Team Leader serves as a member of Women’s Ministries Coordinating Council and attends WM meetings and events.
- Works with Coordinating Council to call together a team of UCC and Disciples women who exhibit gifts and passion to carry out the purpose of this mission cluster “grape.”
- Schedules meetings with team to plan events for DOC and UCC women that offer education and opportunities to act and respond to social justice issues and women’s empowerment.
- Works with other WM “grapes” or regional mission clusters to coordinate and implement events and education around social justice issues, generally half- or one-day events. Sets the budget, oversees promotion and registration for these events.
- Networks with other regional mission clusters and congregations to identify women passionate about a cause, or retreat leaders with a program, and help that group sponsor and promote an event in various locations around the region/conference.
- Works with both CCNC-N WM Communications Coordinator and the UCC conference office to ensure promotion of WOSA events and primary causes.
- **Files all registration and event material in the WM files at the regional office. Maintains a binder of processes and relevant documents to pass on to successor.**
- Oversees assignments and ensures the team carries out their primary functions.

Qualifications:

- Able to attend the majority of WM Council meetings and events.
- A heart for spiritual growth, empowerment, and social justice
- Committed to ecumenical and interfaith relationships
- Project Management Skills, good communications and follow-through; able to work with a team

Term of Service: 2 years (eligible for two terms)

Women's Ministries Council (WMC) Mission Cluster "Grape": Quadrennial Promotion

Purpose: Empower women in their faith for spiritual growth, congregational life, and mission by promoting the International Quadrennial Assembly, encouraging women to participate in this opportunity for fellowship, networking, information, education and action.

Relationships: Reports to the Coordinating Council

Primary Functions of the WMC Quadrennial Mission Cluster "Grape" Leader and Team:

- Facilitator serves as a member of Women's Ministries Coordinating Council and attends meetings (at least 2 years before QA) and events, including QA.
- Works with Coordinating Council to call together a team of women who have attended QA and can help promote the event in a positive, excited manner by publicizing speakers, theme, location, etc. to encourage excitement and participation, including some creative way to promote QA at all WM and regional events.
- Works with Communications Director to promote QA on newsletters and social media sites.
- Serves as the liaison with the IDWM QA office and distributes information received to the Council and WM network.
- Educates women on costs and creative ways to save and finance their participation.
- Coordinates with the Regional Staff Rep to order and promote sales of QA items and keep track of inventory and sales; give sales money clearly marked to the Regional Staff Rep. after any event in which sales were made.
- Works with Council and Financial Coordinator to determine financial assistance available for attendees.
- Tracks QA registrations for the CCNC-N region with ODW and comes up with innovative ways to increase registrations. Helps women with finding transportation and roommates as needed.
- Coordinates any on-site fellowship or communications at the Assembly for CCNC-N women.
- **Files all registration and promotional material in the WM files at the regional office. Maintains a binder of processes and relevant documents to pass on to successor.**
- Oversees assignments and ensures the team carries out their primary functions.

Qualifications:

- Able to attend a majority of WM meetings and events at least 2 years prior to QA,
- Able to attend QA
- A heart for what the Quadrennial Assembly experience offers to women
- Resourceful and innovative
- Communication and networking skills (internet/e-mail required).
- Enjoys project management and follow-through; able to work with a team.

Term of Service: 2-4 years (eligible for one term only)

Ministry Partner Representatives to Regional WM Council and Events

NAPAD: Shares news of WM events and social action projects with NAPAD women and congregations. Serves as the regional rep to the national NAPAD women's council. Shares news of NAPAD events and information with CCNCN WM.

HISPANIC MINISTRIES: Shares news of WM events and social action projects with Hispanic congregations of the region, and communicates with the Western Convencion of Hispanic WM. Shares events of Hispanic WM and congregations with CCNCN WM.

NATIONAL CONVOCATION: Shares news of WM events and social action projects with Convocation congregations of the region, and communicates with the Convocation WM. Shares events of National Convocation Women and newsletter with CCNCN WM.