

**Women's Ministry Guide**

**Women's Ministry Guide**

**Marnie Swedberg**

# Women's Ministry Guide



**Starting A Women's Ministry  
from Scratch: A One Hour  
Read for Busy Women**

by Marnie Swedberg  
[www.PromoTemplates.com](http://www.PromoTemplates.com)

# Women's Ministry Guide

Starting a  
Women's Ministry from Scratch:  
A One-Hour Read for Busy Women

by Marnie Swedberg  
www.Marnie.com

**Disclaimer:** This 48-page ministry guide provides a starting point - a brief overview of a complex subject. Please review the section containing suggested resources for further study.



Unless otherwise indicated, Bible quotations are taken from the Amplified Version of the Bible. Copyright 1987 by Zondervan Corporation and the Lockman Foundation.

Cover Photo  
Compliments of Bent Tree Bible Fellowship  
4141 International Pkwy  
Carrollton, TX 75007  
972.306.4477  
www.btbf.com

WOMEN'S MINISTRY GUIDE.  
Copyright 2005 by Marnie Swedberg.  
All rights reserved. Published in the  
United States of America. No part of this book may  
be used or reproduced in any manner whatsoever without  
written permission except in the case of brief quotations  
embodied in critical articles and reviews. For information  
contact: Gifts of Encouragement, Inc., PO Box 29770,  
Las Vegas, NV 89103 / 866-223-0129 / email:  
Info@Marnie.com / <http://www.Marnie.com>.

Swedberg, Marnie.  
Women's Ministry Guide / by Marnie Swedberg

First Edition/EBook: 2005

## Additional Resources by this Author

### Web Sites

- [www.ChristianWomensDirectory.com](http://www.ChristianWomensDirectory.com)  
Free resources for every woman and event planner.
- [www.PromoTemplates.com](http://www.PromoTemplates.com)  
Planning and promotional tools for Women's Ministry leaders.  
Women's Ministry Survey Templates are available here. \$9.95
- [www.WomenSpeakers.com](http://www.WomenSpeakers.com)  
Over 800 Christian women speakers from every state, denomination and experience level.
- [www.PartyShortcuts.com](http://www.PartyShortcuts.com)  
When the urge to party overrides the lack of time to prepare.

### Books & Ebooks

- [\*Marnie's Scavenger Hunt Handbook\*](#) (17.95)  
Over 50 extremely fun and easy-to-run relationship building hunts.
- [\*Entertaining Secrets\*](#) (FREE from www.Marnie.com)  
Laugh your way from coast to coast as Christian Women Speakers share their favorite quick-to-fix recipes dished up with a dose of humor based on their own entertaining mishaps.
- [\*Gasping for Grace\*](#) (8.95)  
31-Daily Devotionals for Discouraged Dieters
- [\*Girls, Games & Gifts of Encouragement\*](#) (16.95)  
The Amah-EI Story. Projects, plans, recipes, crafts and tips which enable girls to extend a helping hand to the hurting while having a blast in the process.
- [\*Marnie's Substitutions & Equivalents Guide\*](#) (9.95)  
This booklet provides all the shortcuts you'll need for those mid-recipe, missing-ingredient crises. No more changing recipes mid-stream or running to the store for some menu item. It comes with the key to the 240 page ebook, Marnie's Kitchen Shortcuts (formerly available through St. Martin's Press).

### Audio Programs

- [\*Time, Life & Relationship Management\*](#) (19.95-24.95)  
This seminar set includes a CD and workbook that will help you align your priorities with God's, simplify your life, say "Yes" to success every time, quit procrastinating, unlock creative solutions and more.
- [\*The Love You've Been Dreamin' Of\*](#) (21.95)  
Recorded live when Marnie Pinch Hit for a Camp Forest Springs Mother-Daughter Retreat, you will enjoy this 2-CD set including all 4 sessions of the Cinderella-themed weekend. You will be encouraged to embrace God's passionate love for you.

Links to all resources are found easily at: [www.Marnie.com](http://www.Marnie.com)

NOTE: Shipping/handling included, if applicable.

## Dedication

It is my great joy to dedicate this  
ebook to every woman who has a passion  
to minister to women for the cause of Christ.

Rest in the reality that it is not about us:  
It's all about Jesus!  
He will lead and He will provide.  
Hold His hand and walk along beside.

In this way, the journey will be sweet.

~ ~ ~

## Acknowledgements

In the spring of 2005, God provided me with a wonderful assistant. This project, along with many others, would still be distant dreams if it weren't for Laurie Thompson's hard work, Internet and editing skills, and selfless service. She is such a gift to me.

Thank you, Laurie, for saying "yes," when God came knocking!

Also... thank you, Dave. You saw that I was overwhelmed and you took action. You recommended that we hire someone and you were obviously listening to God, because at that time, Laurie was available. I am so grateful for your leadership, love of God and devotion to me and the kids. You are my best friend and the love of my life.

Finally... thank You, God! Oh, my heart! It is so wonderful to work for You! I just thank You for paying for everything You order, for providing for every detail, for working through this weak and broken vessel, and for giving peace when there is no visible evidence to warrant it. You are my rock and my safe place; my heart rests in You alone.

# Women’s Ministry Guide:

*Additional Resources by this Author*..... 5

*Dedication & Acknowledgements*..... 6

*Women’s Ministry Guide*:..... 7

**CONGRATULATIONS!**..... 8

    Change Management ..... 9

**CREATING A SURVEY** ..... 11

    Sample Letter to Church Leadership ..... 13

**WRITING A MISSION STATEMENT** ..... 14

    Tips for Writing a Mission Statement ..... 16

    Sample Mission Statements ..... 16

**DETERMINING A STARTING POINT** ..... 19

**THE DREAM CHART:** ..... 20

    Sample Diagrams ..... 21-23

**1<sup>ST</sup> YEAR PLAN**..... 24

**MINISTRY PROPOSAL** ..... 26

**PROCEEDING UPON APPROVAL**..... 28

**ESTABLISHING YOUR 1<sup>ST</sup> LEADERSHIP TEAM**..... 29

**APPENDIX A: POSITION DESCRIPTIONS**..... 31

    Women’s Ministry Director ..... 32

    Bible Study Coordinator ..... 32

    Bridal & New Baby Support Coordinator ..... 33

    Mentoring Coordinator ..... 33

    Missions Coordinator ..... 34

    Nursery Coordinator ..... 34

    Outreach Coordinator ..... 35

    Prayer Coordinator ..... 35

    Special Events Coordinator ..... 36

    Additional Ministries to Consider... ..... 36

    Ithaca Baptist Church Job Descriptions... ..... 37

    Another Sample..... 37

**APPENDIX B: RESOURCES** ..... 39

    Ministry Templates ..... 39

    Books & Ebooks ..... 39

    Websites ..... 42

**APPENDIX C: EIGHT SIMPLE RULES FOR A GREAT WOMEN’S MINISTRY** ..... 44

*About the Author, Marnie Swedberg* ..... 47

# CONGRATULATIONS!

Welcome to the world of Women's Ministry! It is a great honor to be able to write this guide for you.

I am so proud of you for following your heart to consider starting a Women's Ministry in your church. My desire is to provide you with a clear path as you progress from idea to implementation.

Birthing a Women's Ministry is much like having a baby. Some seem to pop right out following an easy pregnancy, brief labor, and smooth delivery, while others require bed rest, seemingly endless hours of labor, and a final, Herculean effort. Some are tragically aborted; others are taken by the Lord before breathing their first breath.

But just as with human babies, every Women's Ministry is precious in the sight of the Lord. They are each unique and I want to encourage you to proceed with your idea until God either brings forth a new Women's Ministry or until He takes it from you.

This guide was written to...

- educate you regarding the parts of the process that you can effect,
- provide you with as much pain prevention and relief as possible, and
- prepare you to welcome this new ministry with the enthusiasm it deserves.

Your first and foremost job throughout the exploration, development, and life span of your association with Women's Ministries will be God-dependence through...

## PRAYER.

Prayer will keep you 1) focused on seeking God's will instead of your own; 2) receptive to wise input from others; 3) humble in your expectations and presentations; and 4) protected from negative or hurtful attitudes and comments.

Prayer is essential because anything new or different is threatening, even if to just one person. And change is persistent! Establishing a women's ministry in your church is just the beginning of changes.

I wasn't around when my church launched their first women's ministry group in the late 1940's, but since then the church has experienced three wonderful, women's ministry direction changes:

The original group was built around the vision of making quilts to sell, to earn money to send to missions. As the church grew, a group of non-quilting women wanted to start a service group which would provide support ministries like a nursery, a food committee, a condolence team and such. The change required the groups to split and there was trauma over this. But, as a result, the women of the church were able to accomplish a much wider range of services for Christ. It was painful but resulted in a good thing.

The second change came when that new group needed to split again due to scheduling difficulties. As the children of those young moms reached the high school years, they needed a daytime meeting. However, the gals with younger families still needed to meet in the evenings when their husbands were available to help with the children. This break was easier, but it required decisions about how to divide the workload and who would sponsor the annual events. In the end, it worked out, and to this day, all three groups continue to provide three unique sets of ministries to our church body and community.

The final change came when the evening group had a heart to reach out to the women of the community with a Ladies Night Out (LNO) ministry. We knew we couldn't do justice to both, so we reorganized our women's ministry structure to allow us to reduce our service group meetings from monthly to quarterly. This provided the hours needed to host a monthly LNO event plus its planning meetings.

The LNO idea had been in our hearts for several years before God opened the door for us to actually do it. We had to walk through some valleys, but God showed up month after month as this ministry affected large groups of women, typically 70% from other churches or no church family.

## **Change Management**

The women who participated in this LNO change were completely devoted to seeking God's direction. Sometimes during a meeting we would come to an impasse where no "win/win" option seemed available. We'd just stop and pray. Then we'd proceed and God was always faithful.

Even having done all this, some of the other ladies in the church were opposed to the change. I'll never forget presenting it to a group of women who nearly tore me to

pieces. God, however, held my hand through that uncomfortable meeting. Actually, He had a dear, elderly saint, sitting beside me – and it was her hand under the table that was holding mine as I took in hurtful and unfair verbal shots directed at me personally and at our group.

I remember crying in my heart, “God, how could they so distrust me and my motives? They know me! And what about the group? Our whole motivation has been to do this Your way?”

God reminded me that Jesus was “perfect” and yet people distrusted His motives – even His own disciples argued with Him. Life is just like that.

Change is met with resistance for several reasons. The most obvious is that the enemies of God do not want progress, ever! But, even saints, because of our human nature, resist change. It is so much easier to just keep doing what we've always done.

Praying through the germination process will not insure a “yes” answer from your church leadership, but it will make sure that a God-ordained Women's Ministry is not aborted.

It will also prepare you to accept God's sovereignty as He orders your steps. He may choose to give you an easy path or a difficult one. He may end up blessing your idea or shutting it down. It is not yours to know, but it is yours to follow His lead.

And why would we ever want to do a ministry if God wasn't in it?! Like Moses said in Exodus 33:15, “If Your Presence does not go with me, do not carry us up from here!”

As you proceed through this manual, I encourage you to keep a notebook close at hand in which to jot down any ideas, Scriptures, concerns or questions that may come to mind. In fact, make a special notebook for your Women's Ministry information. I bet that by the time you're done, it will be bulging with great ideas and good counsel.

And please take advantage of the resources available to you online. Throughout this ebook you will find links to various free or inexpensive tools to help you. Click on them to find wonderful things that are available to Women In Ministry.

It is truly my honor and joy to publish this material. God bless you!

In His Loving Arms,  
Marnie Swedberg  
[www.Marnie.com](http://www.Marnie.com)

## CREATING A SURVEY

Why start with a survey?

A couple of reasons:

1. Surveys save time by allowing you to ask your own set of “burning questions” to multiple respondents all at once.
2. Surveys provide measurable results – instead of guessing, you’ll know.
3. God is a God of order. His ways are sometimes incomprehensible, but more often logical and forthright.

Having said that, it’s important to remember that no survey will be foolproof. People may not tell the whole truth and survey techniques are fallible - just look at the times when political polls don't predict the outcome of elections. Survey data can aid us in decision-making, but should not make the decisions for us. It is always important to temper our final decisions with prayer, common sense, and experience.

Your first step will be to select survey questions. We hope you will consider saving time and effort by using the complete and ready-to-go surveys available for a few bucks at [www.PromoTemplates.com](http://www.PromoTemplates.com). In order to create these survey templates, we compiled surveys that had been used by several different women’s groups for their own churches. Next we organized them into long or short form options.

To use a template, you purchase the key, open the interactive Word.doc online, insert your church’s unique information (church name, contact name and phone, survey deadline date, etc.) and then press “Print.” The master survey will print out onto a plain 8.5x11” piece of paper – from which you may make as many copies as you need.

Once you create your survey, your next step will be to approach your church leadership for permission to take it. Write a letter of intent. (A sample letter follows – reword it to make it true-to-you.) Pray first and then submit it.

Expect some hesitance.

Don't take it personally. The church leadership is responsible to God for everything they allow and disallow. They will immediately recognize the danger in surveying your church women: by doing so you will stir up desires that are currently not able to be met.

Because of this, as you approach your authorities, submit your personal goals and feelings to God. God is bigger than any human authority and if this is His ministry, He will make it happen. Rest in that.

Proverbs 21:2 encourages us that "The king's heart is in the hand of the Lord, as are the watercourses; He turns it whichever way He wills." How much more does He control the hearts of your church's leaders: those who are committed to seeking His direction?

Finally, be sure to include a deadline date on your survey. Even with this, some gals will not remember to submit it on time.

It is critical for you to contact them personally by phone before proceeding.

Women who are neglected during the survey process will feel "left out" from the start, which will make it far less likely for them to get involved later.

When you are ready to call the remaining women, don't make it too complex. Simply place a blank survey form in front of you, dial the first number and say, "Hi! This is \_\_\_\_\_ from \_\_\_\_\_ Church. We are wrapping up the Women's Ministry Survey and we hadn't heard from you yet. We really do want your input! Do you have three minutes right now? I could just ask you the questions over the phone."

Fill out the form as you go, set it aside and proceed through your list.

If you get an answering machine, leave a message explaining the situation and ask if she could either turn one in this Sunday or call you back so you could fill it in with her over the phone. Give her a "guestimated" good time to reach you.

Also, this is the ideal time to invite help from your first one or two volunteers. Review the surveys that come in early – looking for women who seem to be excited about the possibilities. Pray and then call, explaining the task (getting the outstanding surveys in) and asking for their help. Even if they can't help, they'll be excited to know that something is happening and that you thought of them.

### Sample Letter to Church Leadership

Dear \_\_\_\_\_,

I have been praying about the needs of our women for quite some time now. I have had a desire to help, but recently I was exposed to some training materials that have enabled me to actually do something about it.

Many churches have a Women's Ministry program already. Some hire full or part time staff to accommodate the workload, but most are run with volunteer help. Many churches provide a budget allowance for their women's groups, but some request the groups to be fully self-supporting. All of these things would have to be decided.

I have a heart to begin a Women's Ministry at \_\_\_\_\_ Church and I am wondering if there is a willingness on your part to let me take a survey to see if there is a need or interest among our women.

The enclosed survey, or one like it, could be placed in the bulletins over a two week period. After the deadline has passed, I will call any church woman whose survey did not get turned in. I don't want to miss anyone!

I would be happy to present a final report to you once all of the responses are in and tallied.

The goals of this survey would be to...

1. Collect demographics so we can know our women better,
2. Identify opportunities by grasping the strengths that our women possess,
3. Spot weaknesses that will help us understand what they need most, and
4. Develop strategies and plans accordingly.

I love coming to church here and am really excited about this opportunity. I will prayerfully await your response.

<Sign it here>

Type Your name  
Your telephone #

## WRITING A MISSION STATEMENT

Every church is unique. As you work to develop a Women's Ministry, it should be your goal to align this new sub-ministry with the precise direction that God has given to your church's leadership for the ministry as a whole.

Start by asking your pastor for the church's mission statement and any other written materials available regarding its philosophies and goals.

Right now you need to be concentrating on the big picture of "who" you will be as a Women's Ministry. I don't mean women's names in specific, but rather "who" as a group? You need to establish your ministry philosophy. This will be called your Mission Statement.

Survey results will be helpful later, but don't even look at them until you have drafted your Missions Statement.

Why? Because using surveys to determine your mission is a bad idea: it takes you straight to "doing" before you know your reason for "being."

Mission Statements don't answer every question, but they do simplify the decision-making process. It allows your team to flourish without getting too fragmented.

I'll use myself as an illustration.

God allowed me to understand my own personal mission statement in my early thirties. Having a firm grasp on my purpose for life has saved me from making countless bad decisions on how to invest my time resources.

I remember the day I jotted onto a little 3x5 card:

*I exist...to encourage women, to provide them with practical help and to turn their thoughts toward Jesus.*

I posted it in my kitchen cupboard door and it stayed there for years. I read it often.

What I found was that it helped me know what to do. What it didn't do, was limit my life. I still clean my house and make meals. I home school my teens. I write songs. I do all sorts of things that don't fit "perfectly" under this mission statement.

But it is a guide. And when I am asked *by someone other than my husband\** to take on a new responsibility, I hold that proposal up to the light of my mission statement. If it lines up perfectly, I ask for permission from Dave to pursue it. If it's way off, I usually don't even consider it, and if it's unclear, I pray about it.

*(\*At Dave's request, I do **many** things that do not line up.)*

Several years ago I was approached by a regional newspaper and asked to write a weekly 1,000 word column for families. It was to include some words of encouragement and a food or craft recipe that families could make together.

It was close, but it missed the mark because I couldn't see how to turn thoughts toward Christ.

As I prayed about it, God showed me how I could include godly principles and concepts, resources and suggestions that would turn thoughts toward Jesus – not in every column, but frequently. Upon understanding this, I accepted the position.

A mission statement gives us focus, but God gives us direction.

On the opposite extreme, just now we are cutting a CD featuring several of my original songs. This is not a perfect fit at all: it is geared toward encouraging congregations of both men and women. It provides worship leaders (not necessarily women) with practical help. We determined that it was close enough – and that God had gifted me, so it is our responsibility to share these songs, even though it really was a stretch.

Do you see? A mission statement should be freeing, not binding. It should provide focus without stifling what God wants to do in the moment.

In a moment, I'll explain how to begin writing a missions statement, but first, a warning...

*"You will be writing in a bubble."*

What I mean is that your perspective and experience is limited to yourself or the few of you who are working on this. Yet, your mission statement will potentially affect your women's ministry for years to come. Therefore, write it with an open hand.

I recently read a bylaws that was written by a group of leaders many years ago. One of that statutes included the phrase, "...no part of this bylaws may be changed or amended for any reason."

That is NOT a good plan! Changes is inevitable, even good.

Expect your church's leadership team, or your eventual women's ministry leadership team, to have some ideas that they would like to have incorporated.

As with any ministry, be a good steward by preparing to the best of your ability, but don't ever think of it as your own. It's not yours: it's Gods. Let Him use His body to orchestrate His desired outcomes.

### **Tips for Writing a Mission Statement**

According to consultant, Darrell Zahorsky, a good mission statement needs 3 key ingredients:

- 1) It should consist of a single, concise paragraph describing what you are going to do and for whom. Do not list individual ministries, but in a broader sense, define your purpose for existence. (Have your mother read it. If she can't understand it, rewrite it.)
- 2) It should be inspirational. It doesn't have to be earth-shaking, but it should motivate you.
- 3) It should highlight your core competency. (Ie. – Is your church all about evangelism? Your Women's Ministry must reflect that. Is it a missions-minded church? Incorporate that.)

### **Sample Mission Statements**

Here are ten examples to get you started:

1. The Women's Ministries of Christian Family Chapel exist for the purpose of equipping and enabling each woman to stand with Christ, realizing her uniqueness and significance to Him; to serve by identifying and exercising her spiritual gifts among the body; and to share by lifestyle example and a readiness to tell others about her faith... in the Splendor of Knowing God.  
<http://www.christianfamilychapel.com>\*
2. Rock Creek Women's Ministry believes that all women have value in God's eyes. We want to provide a spiritual pathway for growth and development by creating an environment where women can find love, acceptance, and encouragement. We will

honor God by enriching the lives of others as they reach beyond themselves to a community and a world that needs to know Jesus Christ.

<http://www.churchatrockcreek.org>

3. The mission of the Minnesota South District Lutheran Women's Missionary League is to assist each woman of the Lutheran Church-Missouri Synod in affirming her relationship with the Triune God so that she is enabled to use her gifts in ministry to the people of the world. <http://www.mnslwml.org/mission.htm>
4. The mission statement of the Women on Mission is to equip women of First Baptist Church to build spiritual and personal relationships through prayer, study, ministry, missions and special events.  
<http://www.fbc-midland.org/ministries/wmu/womens.html>
5. Women ministering to women for the purpose of evangelizing, equipping, and encouraging women in Manhattan and the surrounding communities.  
[http://www.westviewcommunity.com/ministries/min\\_women.htm](http://www.westviewcommunity.com/ministries/min_women.htm)
6. To extend the gospel of Jesus Christ, promote spiritual and personal growth, build friendship and interdependence, widen mental horizons and enlarge vision, encourage the stewardship of all of life, and support the united ministries and beliefs of the church of God through gifts of finance and leadership.  
<http://www.exeterchog.org>
7. The mission of the Wynkoop Center for Women in Ministry is to *equip*, *empower* and *encourage* women called by God to serve in and through the church of Jesus Christ.
  - We *equip* women by helping them recognize and nurture the spiritual gifts endowed by God and prepare the church to receive their ministry through educational initiatives.
  - We *empower* women to be confident representatives of Jesus Christ and seek to clear the systemic roadblocks they sometimes encounter.
  - We *encourage* women in ministry by providing opportunities for interaction with effective women leaders in the church.<http://www.wynkoopcenter.org>
8. To encourage and inspire women of all denominations in their spiritual journey and bring non-Christians to a saving knowledge of Jesus Christ.  
<http://www.cookministries.com/events/timeout/index.cfm?N=25,19,2,1>
9. To glorify God by encouraging women in the Lord, reaching out with the love of God and pointing to the Savior Jesus Christ. We seek to encourage women through community Bible studies, conferences, Fellowship Dinners, and Outreach Ministries.  
<http://www.womenencouragingwomen.org>

10. The Mountaintop Women's Ministry embraces women of all ages, with the purpose of joyfully leading and walking alongside them as they experience the fullness of Christ in every season of life.

<http://www.mountaintopchurch.com/default.aspx?id=107>

\*At the date of this writing, all of these links take you to the Internet page where the information was taken from. However, webmasters change URLS often, and any or all of these may change without notice.

## DETERMINING A STARTING POINT

A wise church leadership group will need to know where you plan to start and where you hope to go in the long run.

This chapter is about determining a starting point, and it's easier than you think! The survey results will provide you with clear direction.

Did 80% of your women request a Bible Study and another 70% a scrap booking club? Why not combine them? There's even a scrap booking-specific Bible study available from <http://www.grouppublishing.com>. It's light, but it might be just the place to begin.

Maybe your women asked for an in-depth Bible Study, but you don't see a skilled teacher in your group. No problem! There are all sorts of terrific studies available and they come with videos, workbooks and leaders guides. Studies by Beth Moore are the most popular right now and are available from <http://www.lifeway.org>

Was the main emphasis on starting a prayer chain? Then start one! (Detailed instructions are available at <http://www.promotemplates.com/prayer.htm>.) Maybe it was something else...

**What did your women ask for?  
That is your answer!  
Women support what they value.**

If there is a strong response toward any one area of ministry, even if it is not your favorite thing, or not at all what you were hoping and praying for, pay attention.

If you will value what they value, and meet this first challenge successfully, you will be well on your way to starting a strong ministry.

Right now, figure out the top five areas of interest from your surveys. Next, determine the number one priority as determined by the survey results. It's almost surely God's first direction for you.

## **THE DREAM CHART:** Preparing for Organized Growth

Once you have a mission statement and a starting point, the fun begins! Now it is time to ask God to help you dream big.

In this chapter you will determine where you want to go in the long-run, while the next chapter will focus on your "1<sup>st</sup> Year Proposal," outlining what you want to focus on right away.

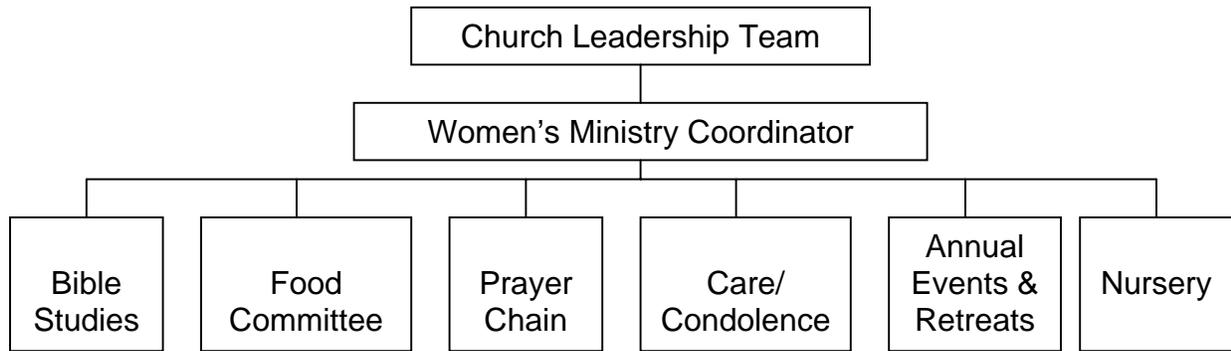
Your long-range ideas, or "Dream Chart," will look a lot like an established ministry's current organizational chart. Instead of "telling" you how to create a growth chart, I am simply including here a few examples from churches of varying sizes. These ministries have been established for at least 10 years and may have paid staff and budgets.

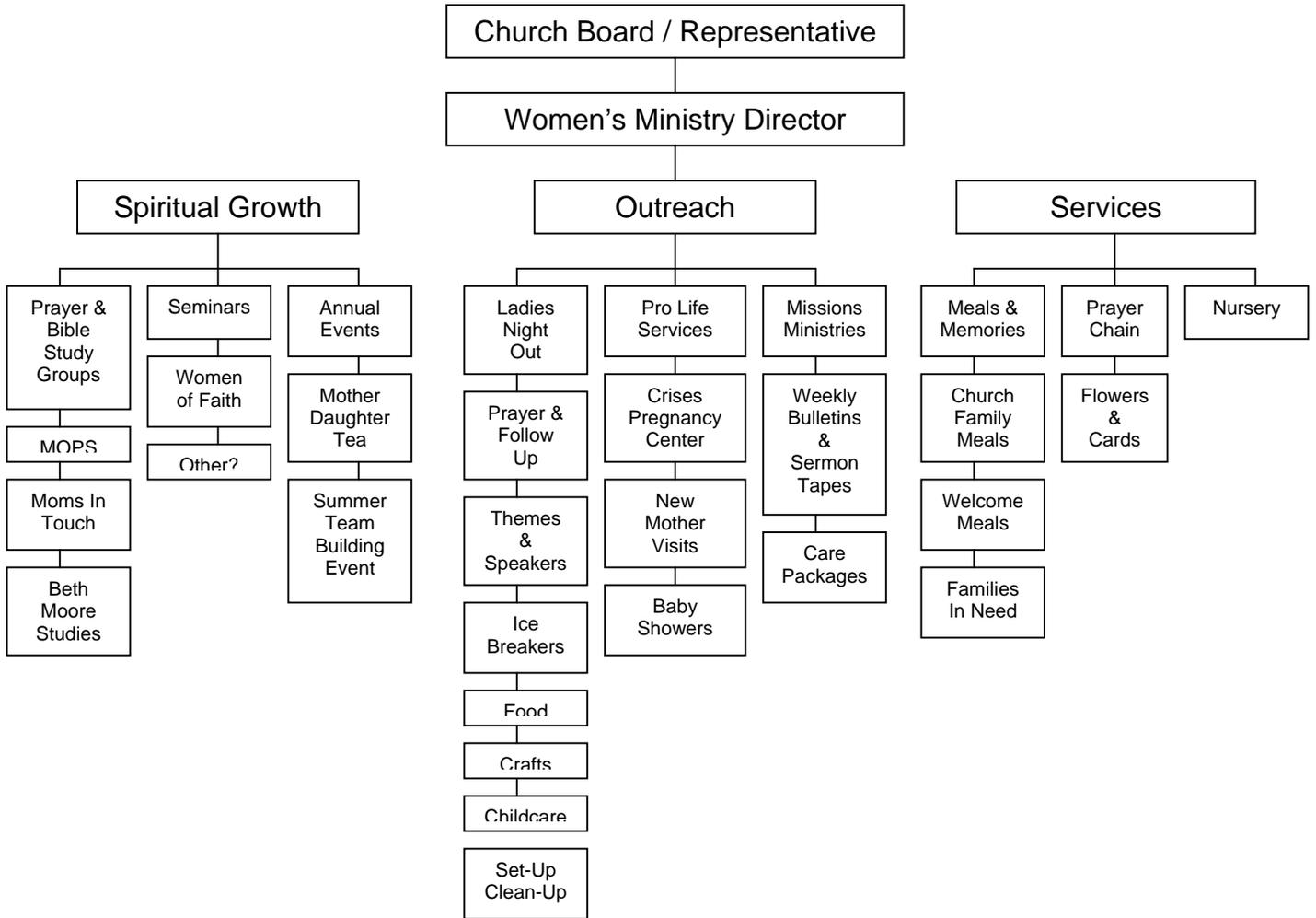
When you are building your own chart, use a pencil and don't be afraid to dream big. Use the survey results! What did your women say that they valued most?

Be somewhat realistic: dream "BIG" for your church, but not necessarily as big as the examples.

Remember, this chart is going to change many times over the years – so don't spend too much time on it now.

Just have fun and let your spiritual imagination go!





## Sample Ladies Night Out

### Minis-TREE Organizational Diagram

#### Prayer

Commit to praying weekly for LNO. Pray for the specific needs written on feedback forms. Meet for group prayer once before each event.

#### Crafts

Plan a craft that fits the time allowance and theme. Buy materials. Make samples and instruction sheets. Run the craft at LNO. Clean up.

#### Publicity

Make and distribute posters, bulletin inserts, Power Point promos. At the close of each event, provide and distribute Feedback forms and wallet-size promo pieces for the next event.

#### Speakers

Locate and engage speakers for each event. Communicate with speakers regarding fees, topics, duration and housing. Care for the needs of speakers before, during and after events. Get check from treasurer before hand. Write thank you notes

#### *TRUNK*

#### *LNO Coordinator*

**The buck stops here. All branch leaders report to the coordinator who oversees all teams and MC's events.**

**She schedules, makes agendas for, and leads a monthly planning meeting for all branch leaders.**

**She is available to team leaders for help and direction with planning concerns as well as for spiritual mentoring and personal prayer requests.**

**She provides updates to church leaders and runs any questionable concepts past them before proceeding.**

#### Welcome Table

Staff the table. Provide name tags, registration forms and change (for entrance fees).

#### Nursery

Establish a way for gals to reserve child care on a single-event basis. Schedule enough baby sitters for the event. Provide a snack for workers and children. Pay sitters.

#### Refreshments

Organize people to bring desserts. Serve and clean-up.

#### Decorations

When needed, decorate the facility to match the theme. Clean-up.

#### Follow-Up

Make calls or visits to those who requested such on Feedback form. Call new gals to let them know about Bible studies or other groups they might be interested in joining. Make copies of any Feedback forms with specific items and forward to appropriate coordinators. Prayer requests go to Prayer Coordinator, volunteers go to the responsible team leader and

## 1<sup>ST</sup> YEAR PLAN

Now is the time for diplomacy!

Imagine that your son came home from Bible college and explained that God had laid it on his heart to take you and your entire family to the mission field. Furthermore, he is pretty sure that you are all supposed to leave in two weeks – and that you and your husband are supposed to use your savings to fund the adventure.

How would you feel?! Your church leadership team will feel the same way if you give them hardly any information, but want them to approve, and possibly even budget for, a Women's Ministry that you want to start next week.

While you have been thinking about this for a long time, but it may be a new thought for them! As women of wisdom, we must take into consideration the limitations of our leaders. God already knows how your ideas are going to pan out – but the church board doesn't and they are responsible before God to manage what they have been given. That is why it is important for you to provide them with adequate information before asking them to give a decision.

My husband and I have started several businesses through the years, but we have ruled out many more. Why? Because when we did the leg work, or "due diligence," as Dave calls it, the business plan was not a good idea: there was either too much risk, too little benefit, or both.

I hate business plans. They require all sorts of time and planning and have the great potential of getting a "no" answer.

However, it is important for you to do the work of it... and, in the end, you will be much more likely to receive a positive response, although, you must continually submit that part to God's sovereignty.

The challenge of this step is to narrow down that wonderful, exciting Dream Chart into a doable 1<sup>st</sup> Year Proposal with ministry descriptions.

Return to your surveys and create a proposal including only those ministries which:

- Line up with your Women's Ministry Mission Statement,
- Line up under your church's Mission Statement,
- Are highly important to your women, and
- Are within reach considering your potential workers and funds.

Once you have narrowed it down, assign job descriptions to each position (see [Appendix A](#)). These will almost certainly be tweaked as you go along, but they provide general information for the church's leadership. They will also serve as a recruiting tool for you – should you be encouraged to pull together a Women's Ministry Leadership Team\*.

\*A Women's Ministry Leadership Teams would consist of the coordinators of each committee which falls under the umbrella of the church's Women's Ministry. If you have three committees with two sub-committees each, your leadership team will have three or six members, depending on how you want to structure it.

## MINISTRY PROPOSAL

The proposal that you actually submit to your church's leadership committee is far more important than just some words on a paper. It represents the way in which you will "do business" in the future.

And, if I may be so bold, it should reflect a sincere position of Biblical submission.

That's a hated word in our society, I know, but from God's perspective, it's a great word which provides amazing protection for us. If you don't understand the word, ask your pastor about it and do not proceed until you can start this ministry God's way – which is under the authority and spiritual blanket of your church's leadership.

When you are ready, present your ideas, and all your hard work up until this point, with a submission attitude. Don't tell them what you are going to do -- honestly ask them for their advice, input and approval.

A wise proposal will be:

- submissive (willing to adapt, add, delete or even be rejected)
- inclusive (everything they need in order to make an informed decision)
- brief (they will discuss many things at their meeting – this is just one of them)

There may be other information that you would like to add to your proposal packet, but the following are common components:

Page 1: A brief, three-paragraph, letter. In your first paragraph, assure them that you are coming to them for advice, direction and approval. In your second

paragraph, tell them what else is in the packet. Conclude by asking them to prayerfully consider the request.

Page 2: A copy of the proposed Mission Statement followed by your starting point idea.

Page 3: Demographics\*. You took a survey and they will be curious to know what

you learned. Include information about how many women are in your church, how old they are, how many kids they have, % of women with workforce careers, what types of ministries they requested and so forth.

Page 4: 1<sup>st</sup> Year Chart

Page 5: Dream Chart

\*Demographics may take more than one page. It would be great if you could find a computer-savvy friend to help you present the demographics in a way that could meet your leadership's need for logical presentation.

Each board member should have a copy of the entire proposal in their hands at least one week before they discuss it.

You may or may not be invited to the meeting, but if you are:

1. Bring along a few extra proposal packets in case someone forgets theirs.
2. Unless you are a Power Point pro, do not worry about anything fancy.
3. Once there, ask if anyone needs a copy and then provide an overview of the content. Don't read it to them (again), just take them through the points so they have opportunity to ask questions.
4. Invite them to interrupt you at any point and then, at the end, ask if there are any other questions.
5. Thank them for their time and let them know that you will be praying while they discuss the proposal.
6. Leave graciously without a decision. Let them get back to you.

### **Additional Prayer Support**

If you have a group of women who are excited about the ministry, call a prayer meeting to run parallel to the church leadership's meeting where things will be discussed. Make sure that the person leading the prayer time is clear about your goals:

1. We are not necessarily praying for a "yes" answer from the leadership team.
2. We are definitely praying that God would provide His direction and use the church leadership to let us know how to proceed.

I can promise you this: if God doesn't want you to have a Women's Ministry, you don't want one! But, if it is God's time, then you will rejoice as He takes you to the next step.

## PROCEEDING UPON APPROVAL

Upon receiving the approval of your church, it's time to call a ladies meeting\*.

Use your bulletin, power point and even a verbal invitation to insure that all women are invited to attend your first meeting.

The purpose of this meeting will be to...

- Show the ladies the demographics from the survey.
- Introduce the approved 1<sup>st</sup> step and explain why it was chosen.
- Outline the preliminary 1<sup>st</sup> year plan.
- Invite participation from the group.
- To accept nominations for leadership positions. Since this is your first time, you will need to submit nominations for approval and selection by the church leadership. Later, once the first women's ministry team has been approved by them, they may pass this part of the process back to the women themselves.
- Publicize the date of the next meeting.
- Pray together for the ministry and for individual needs.
- Enjoy a time of fellowship over refreshments.

Before the meeting...

- Publicize the meeting.
- Prepare and make copies of the agenda.
- Set up the room with chairs in a circle – for ease of communication.
- Lay a copy of the agenda on each chair.
- Set up the refreshments area.
- Pray!

## **ESTABLISHING YOUR 1<sup>ST</sup> LEADERSHIP TEAM**

The steps of preparation for your second meeting will be similar to those for the first. Use the bulletin, power point and a verbal invitation to include all your church women.

The purpose of this meeting will be to...

- Provide a Biblical basis for being content with God's choices for us.
- Announce who was selected for the available ministry positions.
- Prepare, as a group, for your 1<sup>st</sup> Step
- Publicize the date of the next meeting and/or 1<sup>st</sup> event.
- Pray together for the ministry and for individual needs.
- Enjoy a time of fellowship over refreshments.

Before the meeting...

- Get the results from the church leadership regarding position approvals.
- Publicize the meeting.
- Prepare and make copies of the agenda.
- Set up the room with chairs in a circle – for ease of communication.
- Lay a copy of the agenda on each chair.
- Set up the refreshments area.
- Pray!

At your next meeting, accomplish these goals:

- Spend 20-30 minutes in a time of devotions.
- Update the group on the progress toward your 1<sup>st</sup> Step.
- Pray together for the ministry and for individual needs.
- Enjoy a time of fellowship over refreshments.

NOTE: The women may or may not already know the results of the approval process. Before reading them, however, thank all of the women whose names were considered for being willing to do whatever God was asking them to do.

Encourage them to accept the decision of the leadership team as though it was coming directly from God Himself – and to know that if they were not chosen for a position that they hoped for, that God has something in store for them – it just isn't this.

In future years, if you decide to vote on new women's ministry leaders, be sure to use secret ballots (not the raise of hands). Voting in a group is very intimidating and peer pressure may lead to regretful decisions.

Also, when selecting ballot counters, choose two women who are not being voted upon, and who are known to be gracious, non-gossipers. It is imperative that the actual counts are not released to the group.

When reading the results, make no mention of how close (or not) the tallies were and then immediately go into prayer. Be sure to pray for the new committee members as well as for those who were not selected this time.

Follow this prayer time with refreshments and you, personally, go directly to the gals who were not chosen and encourage them in their faith. Thank them and let them know that you will be contacting them for help with projects in the near future.

Only after that should you congratulate the new leaders.

Use love as your guiding rule. Take time for the underdog and let the women's interests and needs direct your steps. Remember, the way you start this ministry will have a huge impact on the way it is run in the future.

As of this moment, you may be out of a job.... It is possible that you will not be the one selected to run things, even though you did all the work of getting it started. If this is the case, accept it as clear direction from God. He is not ungrateful for your effort, but has another project for you to tackle. I know this from experience! Just rest a bit, and then watch to see what He has for you next.

## **APPENDIX A**

### **POSITION DESCRIPTIONS**

The following position descriptions are a compilation of those used by several other church groups.

You will need to “tweak” them to fit your unique situation.

This set contains one overall coordinator with eight separate committees. In addition, there are zero to five sub-committees within each coordinator's realm of responsibility.

As a group who is just starting out, you will have to seriously limit the number of committees you want to run. A prayer-coordinator, for example, is not really necessary when starting out. Prayer is necessary – but with a small group, each coordinator must take responsibility to recruit prayer cover for her area of ministry.

This set of descriptions is not intended to make you feel guilty or overwhelmed, instead, it is here as a guideline as you add one ministry position at a time.

When selecting coordinators and team leaders, pray first, and then watch for women whose spiritual lives and gifts match the job openings.

Finally, keep in mind the principle that states that 80% of the work is done by 20% of the people. Do not rule out a woman just because she is busy. You may find, like most church leaders, that the best person to ask is the one who appears to have no time for the job.

## **Women's Ministry Director**

### **Qualifications:**

- Personal, faith-based relationship with Jesus Christ.
- Obvious faith-walk with Christ.
- Available, teachable and reliable.
- Member of church.
- Approved by church leadership.
- Strong diplomacy and organizational skills.

### **Responsibilities:**

- Oversee women's ministry activities
- Schedule, write agendas & chair women's ministry meetings
- Maintain a Women's Ministry calendar of events
- Administer and oversee ministry finances
- Supervise women's ministry coordinators
- Spiritually mentor women's ministry coordinators
- Recruit new/replacement coordinators

### **Subordinates:**

- Bible Study Coordinator
- Bridal & New Baby Support Coordinator
- Mentoring Coordinator
- Missions Coordinator
- Nursery Coordinator
- Outreach/Evangelism Coordinator
- Prayer Coordinator
- Special Events Coordinator

### **Reports To:**

- Representative from church leadership team

### **Length of Term:**

- One-three years

## **Bible Study Coordinator**

### **Qualifications:**

- Personal, faith-based relationship with Jesus Christ
- Obvious faith-walk with Christ
- Available, teachable and reliable
- Passion for the deep needs of women and for the value of Bible Study

### **Responsibilities:**

- Recruits, trains and oversees Bible Study leaders
- Helps with material selection, ordering and distribution

Helps coordinate Bible Study publicity  
Helps coordinate child care for Bible Studies, as needed

**Subordinates:**

Bible Study Leaders

**Reports To:**

Women's Ministry Director

**Length of Term:**

One-three years is typical

## **Bridal & New Baby Support Coordinator**

**Qualifications:**

Personal, faith-based relationship with Jesus Christ.  
Obvious faith-walk with Christ.  
Available, teachable and reliable.  
Spiritual gift of hospitality.  
Organizational skills.

**Responsibilities:**

Initiates, develops and oversees bridal showers & support services.  
Initiates, develops and oversees new baby showers & support services.

**Works with:**

Food Committee (food chain for postpartum meals)  
Crises Pregnancy Ministry

**Reports To:**

Women's Ministry Director

**Length of Term:**

One-three years

## **Mentoring Coordinator**

**Qualifications:**

Personal, faith-based relationship with Jesus Christ.  
Obvious faith-walk with Christ.  
Available, teachable and reliable.  
Believes in the value of women-to-women mentoring relationships.

**Responsibilities:**

Organize and supervise the mentoring program.  
Match junior and senior partners  
Facilitate rematches when necessary  
Plan, publicize and facilitate social events

**Cooperates with:**

Publicity Coordinator

**Reports To:**

Women's Ministry Director

**Length of Term:**

One-three years

## Missions Coordinator

**Qualifications:**

Personal, faith-based relationship with Jesus Christ.

Obvious faith-walk with Christ.

Available, teachable and reliable.

Passion for missions.

**Responsibilities:**

Maintain communication with supported missionaries.

Organize mission's awareness and fund-raising events.

Distribute prayer-lists and other missions-related literature.

**Works with:**

Events Coordinator to bring missionaries in as speakers.

**Reports To:**

Women's Ministry Director

**Length of Term:**

One-three years

## Nursery Coordinator

**Qualifications:**

Personal, faith-based relationship with Jesus Christ.

Obvious faith-walk with Christ.

Available, teachable and reliable.

**Responsibilities:**

Recruit, train and oversee workers for the nursery and preschool ages.

Schedule and supervise childcare during church events (or just...)

Schedule and supervise childcare during women's ministry events.

Establish communication system for childcare ministry.

Maintain supplies and standard of cleanliness for children's area.

**Cooperates with:**

Bible Study Coordinator

Special Events Coordinator

**Reports To:**

Service Coordinator

**Length of Term:**

One-three years

## **Outreach Coordinator**

**Qualifications:**

Personal, faith-based relationship with Jesus Christ.

Obvious faith-walk with Christ.

Available, teachable and reliable.

Spiritual gift of evangelism.

**Responsibilities:**

Initiate, develop and oversee outreach events.

Establish on-going evangelistic effort.

Recruit, train and coordinate altar-workers for all women's ministry events.

**Coordinates with:**

Prayer Coordinator

Special Events Coordinator

Publicity Coordinator

Facilities Coordinator

**Reports To:**

Women's Ministry Director

**Length of Term:**

One-three years

## **Prayer Coordinator**

**Qualifications:**

Personal, faith-based relationship with Jesus Christ.

Obvious faith-walk with Christ.

Available, teachable and reliable.

Passion for prayer.

**Responsibilities:**

Maintain strong personal prayer life interceding for women.

Coordinate and maintain a prayer chain.

Coordinate and schedule group prayer meetings like Mom's in Touch.

Distribute motivational prayer-related literature.

**Reports To:**

Women's Ministry Director

**Length of Term:**

One-three years

## **Special Events Coordinator**

### **Qualifications:**

- Personal, faith-based relationship with Jesus Christ.
- Obvious faith-walk with Christ.
- Available, teachable and reliable.
- Creative thinker with strong organizational skills.

### **Responsibilities:**

- Initiates, develops and oversees frequent or annual events.
- Recruits, trains and coordinates event leaders and teams.
- Appoints and supervises Program Coordinator for each event.

### **Coordinates Event Teams Including:**

- Decorations
- Food/Refreshments
- Publicity
- Facilities
- Program

### **Cooperates with:**

- Missions Coordinator (for speakers)

### **Reports To:**

- Women's Ministry Director

### **Length of Term:**

- One-three years

## **Additional Ministries to Consider...**

- Recovery Groups (Abortion, Alcoholism, Gambling...)
- Crises Pregnancy Ministry
- Cancer Support
- Widow's Support Team
- Mom's Groups (MOPS, Mom's In Touch, etc.)
- Care Givers (Prayer Support Team)
- Infertility Support
- Ministry to Battered Women
- Widow's Support Team
- Nursing Home Ministry

## **Ithaca Baptist Church Job Descriptions...**

Here are a few examples of how the Ithaca Baptist Church, <http://www.ithacabaptist.org>, lays out its job descriptions:

Hospitality Coordinator: The duties of the hospitality coordinator are:

- To chair the Social Committee
- To arrange hospitality for persons on behalf of the church
- To arrange for the greeting and welcoming of visitors to church functions
- To send flowers on behalf of the church for funerals of church members or their immediate family (parent, spouse, child, or other relative living in church member's home). The cost of flowers is not to exceed \$30.
- To coordinate the provision of pulpit flowers
- To prepare and submit an annual budget request to the Budget and Finance Committee

Nursery Coordinator: The duties of the Nursery Coordinator are:

- To chair the Nursery Committee
- To prepare and submit an annual budget request to the Budget and Finance Committee

Nursery Committee: 4 members (The Nursery Coordinator chairs this committee). The duties of the Nursery Committee are:

- To enlist and schedule nursery attendants for worship services and other special events
- To determine needs for request, and maintain nursery equipment and supplies
- To plan and develop a good, nursery program

## **Another Sample**

After I had finished compiling the information from the church groups we had collected, I found the Glenwood Community Church Women's Ministry online at:

[www.glenwoodcc.org/mins/minopp/mincat13.htm#Women's%20Leadership%20Team](http://www.glenwoodcc.org/mins/minopp/mincat13.htm#Women's%20Leadership%20Team)

I am including it because it provides all sorts of job descriptions as well as great ideas for women's ministries and events including...

Apples of Gold Mentoring Program  
Mentoring ministries leader  
Heart-to-Home  
Friday in the Park  
Scrapbooking Night

[www.Marnie.com](http://www.Marnie.com)

Women's Ministry Guide

Ladies Night Out  
Women's Retreat  
Women's Winter Conference  
Creative Exchange (One Day Retreat)  
Women's Prayer Chain  
Praise and Prayer Ministry  
Women's Prayer Calendar  
And more!

## APPENDIX B

# RESOURCES

### Ministry Templates

#### Promo Templates

[www.PromoTemplates.com](http://www.PromoTemplates.com)

Simplify your life by taking advantage of our ready-to-personalize surveys for new or updating women's ministries. Also available are interactive posters, bulletin inserts, tickets, programs and more for Brunches, Teas and Luncheons. Just enter your own event information, print and distribute.

### Books & Ebooks

#### **Building an Effective Women's Ministry:**

**\*Develop a Plan \*Gather a Team \* Watch God Work**

by Sharon Jaynes

Paperback: 365 pages

Building an Effective Women's Ministry is a one-of-a-kind how-to manual that offers a wide-range of help to women, from those just starting out to those who have a thriving ministry but could use a fresh idea or two.

#### **Designing Effective Women's Ministries**

Jill Briscoe, Laurie Katz McIntyre, Beth Seversen

Paperback: 224 pages

This book discusses the whys, starting points, components, and choices behind effective women's ministries and shows how to develop programs that are specifically tailored to your church and your community.

### **Garden Path Leadership Training**

<http://gardenpath.org/training.html>

Leadership Training Kit: manual and tape album (three - 90 min. tapes)

Learn about the nature of small groups - purposes, goals, and stages; the marks of a competent leader; the laws of leadership; establish guidelines for sharing; develop good listening skills; know how to respond, handle problems situations with ease, ten ways to avoid burnout, goal setting, tips from Nehemiah and more.

### **Leading Women to the Heart of God: Creating a Dynamic Women's Ministry**

Lysa Terkeurst, Editor

Paperback: 272 pages

Building a vibrant, God-honoring women's ministry is an enormous challenge. There are so many issues to consider and points of view to incorporate. Moody Press offers *Leading Women to the Heart of God*, a comprehensive compilation of articles by leading Christian women addressing key areas of women's ministry. The topics range from "Your Own Intimate Life with God," to "Building Your Confidence to Lead and Teach," to "Developing Leaders within Your Ministry."

### **New Doors in Ministry to Women**

by Sue Edwards, Kelley Mathews

Paperback: 320 pages

A revolutionary biblical approach to life-changing women's ministries in churches, on campuses, and around the world. The Transformation Model adapts to address the unique needs of postmodern women of all ages.

### **Resource Guide For Women's Ministry**

by Linda McGinn Waterman

Paperback: 194 pages

Resource Guide for Women's Ministry provides a wealth of information on the types of creative ministries available today plus advice on how to select the ones that best suit each woman's talents and time. Linda McGinn Waterman will help Christian women to identify their spiritual gifts, talents, and skills and use them to fulfill their own lives and the ministry of the church.

**Shepherding a Woman's Heart: A New Model for Effective Ministry to Women**

by Beverly White Hislop

Paperback: 208 pages

Women are created to be nurturers. Healthy and mature nurturers can also be shepherds of others. They have emotional sensitivities and emotional strength to truly help others recover from emotional injuries caused by wrong relationships and difficult circumstances. *Shepherding a Woman's Heart* is a book designed to motivate women to take the next steps in ministry to women. It provides both the understanding and tools needed to formulate a new paradigm that moves beyond events and studies.

**Transformed Lives: Taking Women's Ministry to the Next Level**

By Chris Adams

Paperback: 223 pages

The content of the first women's handbook, *Women Reaching Women*, laid out the basic plan for beginning an effective ministry. This book takes leaders to the next level. Topics include: spiritual gifts; leading women to serve; ministering to special needs; leadership development; and other vital, practical subjects. An appendix includes budgets, creative child care, and resources.

**Women Mentoring Women: Ways to Start, Maintain and Expand a Biblical Women's Ministry**

by Vickie Kraft, Gwynne Johnson

Paperback: 224 pages

The 21st Century has brought a new urgency for Christian women to search for meaningful relationships where they can live out their faith. This is due in part to our increasingly secular lifestyle and the radical changes in marriage and family life that have isolated and discouraged many women. *Women Mentoring Women* offers the solution to a chronic weakness in churches: the lack of involvement of wives, sisters, mothers, and daughters in vital women's ministries.

**Women Reaching Women: Beginning and Building a Growing Women's Enrichment Ministry**

By Chris Adams

Paperback

Equips women to use their spiritual gifts to reach other women and to support the work of the church. This comprehensive handbook is the foundational resource for women's enrichment ministry. Includes practical, biblical help for using and sharing spiritual gifts, developing leaders, mentoring, meeting needs through groups, special events, conferences and retreats, publicity, and more.

**Women's Ministry Handbook**

by Carol Porter, Mike Hamel

Paperback: 272 pages

A Comprehensive Guide to Reaching, Teaching, and Training Women in the Local Church

**Women's Ministry in the 21st Century:  
The Encyclopedia of Practical Ideas**

Group Publishing

Paperback

This all-in-one collection of practical, fun, easy-to-follow ideas is the perfect resource from which to build all your women's ministry programs. Topical index included. Get the inside secrets to a successful women's ministry. Add new twists to your programming with meaningful events and activities created especially for women. Plus, discover how to address making women's roles in the church deep and full of impact. Includes ideas, devotions, and lessons for fellowship and fun, celebrations, serving others, spiritual growth, movie nights, special events, outreach, and retreats.

## Websites

**Promo Templates**

[www.PromoTemplates.com](http://www.PromoTemplates.com)

Don't re-invent the wheel! Instantly access an entire set of online, interactive forms which allow you to enter your text into ready-to-print promotional tools including posters, postcards, tickets and more. Also provides many FREE How-To resources including how to start a prayer chain and Bible study and how to plan brunches, luncheons and teas and women's retreats. The ebook you are enjoying at this very moment is available through this site.

**Christian Women's Directory**

[www.ChristianWomensDirectory.com](http://www.ChristianWomensDirectory.com)

Resources for every woman and event planner. Games, crafts, studies and more.  
*"Whether I'm pulling something together at the last minute, or planning way ahead, the Christian Women's Directory is always my first stop."* Vicki Foster, FL

**LifeWay**

[www.LifeWay.com](http://www.LifeWay.com)

Beth Moore materials and Women's Ministry Training Conferences.

**Creative Ladies Ministry**

<http://www.creativeladiesministry.com>

Ideas and creative plans to help your Women's Ministry.

**Women's Ministry Network**

<http://www.womensministry.net/Newsletter/index.htm>

The Women's Ministry Network exists to enhance the efforts of Christian women and organizations whose calling is to evangelize, build-up, and mobilize women across the globe, for the sake of the Gospel. Register for a free weekly newsletter.

**Christian Women's Speakers Directory**

[www.WomenSpeakers.com](http://www.WomenSpeakers.com)

Hundreds of Christian Women Speakers from every state, denomination, experience level and fee range. Make this your first stop whenever you need a speaker for a luncheon, convention, workshop or retreat. No fees, forms or middle men: simply browse and contact the speakers directly.

**Women's Ministry Central Consultants**

<http://www.wmcc.net/>

Exists to help local churches start and maintain a Women's Ministry (WM) that will draw women into a closer relationship with Jesus Christ. We do this by providing resources for every area of WM.

# **APPENDIX C**

## **EIGHT SIMPLE RULES FOR A GREAT WOMEN'S MINISTRY**

by Frankie D. Sherman  
<http://www.frankiedsherman.com/>

### 1. Prayer

At the start of any new project or ministry begin with prayer. God's Word says, "You will find Me, when you seek Me with all of your heart." Ask the Lord to direct you as you begin this ministry. Also ask God to show you some other ladies who have a heart for women and would be willing to donate their time and talents to building the ministry. That leads to step number two which is...

### 2. People

When Jesus began his earthly ministry one of the first things that he did was to select his team (the disciples). I recommend that you start with four or five women, who are spiritually mature, have varied skills, and who have a desire to help women grow spiritually. Seek women that are not over-committed to other ministries and are willing to focus their energy on this ministry. As with any ministry you must understand your...

### 3. Purpose

Defining your purpose is what your ministry is all about. While the men Jesus chose were all unique and gifted in different areas, they had a common objective--to build the kingdom of God. Therefore it is essential that you and your team define and understand the purpose of your ministry. The best way to do that is to identify the needs of women in your church and then decide how to best meet those needs.

Based on what I have experienced, the greatest need for women is to be evangelized and discipled. This can be accomplished by providing outreach opportunities and weekly Bible studies just for women. In addition to all the wonderful in-depth studies, there is a great need in our church families to address many of the social concerns.

Almost every church member I know has either been touched by divorce, addiction, homosexuality, or abuse. There are wonderful Bible studies that are biblically based

which address these issues. Some women's ministries now provide recovery programs and support groups, if they have the dedicated and qualified leaders to facilitate them. (This may not be something you can offer in the beginning, but maybe someday.)

The second need is that women need other women. God created us to be social and being with Christian women is biblical. The way to fulfill this purpose is to provide social events where women can be together. Once you have determined the purpose of your ministry...

#### 4. Make Plans

Plan how to minister to and reach women for Christ. Start small! Try not to over plan and make promises that you cannot keep. Often times we want to meet every need and we spread ourselves too thin. To begin, select the areas that will get your ministry established. Over time you can build and grow your ministry. To keep everyone on target put your plans on....

#### 5. Paper

In order to stay focused and to accomplish goals put everything on paper. If you are blessed with a detail-oriented person on your team, have her to keep notes. Perhaps she can design a handbook for the ministry team to keep your leadership advised of policies and information. Realizing how important communication is, design a flyer or handout that has your purpose, mission statement, activities, and programs that your women's ministry provides. For just a few dollars you can make beautiful brochures or cards to get the word out about your ministry. Also if your church has a web site, be sure to include information about your women's ministry. Now that you have prayed, have a team, know your purpose, and have it down on paper, it is time to...

#### 6. Prepare

I can't over emphasize the importance of being organized and prepared for this unique ministry. Ministering to the women in your church and community is a high calling and big responsibility. To reach out and meet the needs of these women you will need to prepare. (There are some wonderful materials available to assist you in [Appendix B](#).)

#### 7. Present

...your hard work to the people it was designed for -- the ladies of your church and community. I would recommend a kick-off event: perhaps a dinner or dessert event where everyone feels comfortable. As the leader, you will want to present your team's ministry plans and purposes to the group. If you are not a speaker, have someone on your team share a 10-minute inspirational talk on the importance and strength of women

being together. Everything about this event should be exciting and upbeat. Everyone should feel welcomed.

Also provide a handout with all the dates and locations of upcoming events. Make sure to get everyone's name, telephone number and email address. Even if you have to offer a door prize to get this information, it's worth it. One more very important issue, it wouldn't be women's ministry if you didn't provide a...

## 8. Personal Touch

From the kick off, you will have many names. Divide them among your team and do follow up calls reminding them of upcoming events. Also, this is a great opportunity to invite prayer requests. A personal touch can be so meaningful and it will help you to know the women in your church on a more personal level. Keep conversations brief and resist the temptation to gossip.

Finally, remember that prayer is vital to the success of any ministry. Seek God with each detail and you can be confident that He will guide you.

### **About Frankie Sherman.**

Frankie Sherman is a speaker with <http://www.WomenSpeakers.com>. She is a Bible teacher for Christian women's events and retreats. She is a professional choreographer for musical productions and church pageantry, a stand up comedian and a member of the Singin' McFarlans Comedy Troupe, and the SC director of the Glory Girls Women Ministry. She serves on the board of Jan McCray Ministries, is a former choreographer for the Florida Citrus Bowl halftime show and the Georgia Peach Bowl and is the director of "Where 2-R-Gathered" events for mothers and daughters. Her passion is for God's women and she would love to minister to your group. Visit her website at [www.FrankieDSherman.com](http://www.FrankieDSherman.com).

## **About the Author, Marnie Swedberg**

Marnie's life is a lot like her published works... interesting, practical and somewhat unexpected.

She is a wife, home-school mom, restaurant owner, pinch-hit speaker, webhostess, author, songwriter, worship team leader, media guest and Bible study leader. Her hobbies include arranging flowers, watching sunsets, snapping photos, reading non-fiction books, singing and playing the piano.

Marnie is the author of 6 books and her most recent release is a CD/Workbook set on time and life management. Other works include a devotional, a cookbook, a party handbook, a ministry guide and more. She is the webhostess of 4 large Internet sites providing resources for Women-In-Ministry. These sites generate several million hits per year.

She is the home schooling mother of Keren (17) and Tim (13) and the long-distance mom of Mark (18) who is attending Northwestern Bible College in St. Paul, MN.

She manages the family restaurant, [www.MKTakeouts.com](http://www.MKTakeouts.com), with its 18 employees.

Marnie has been a featured guest on dozens of radio talk shows from coast to coast, on television home shows, at retreats, banquets, conventions and more. As a Pinch Hit Speaker, she seamlessly weaves her material into your pre-determined theme.

Preferring to remain available for your next emergency, Marnie rarely pre-books more than three weeks in advance. She can typically be in your studio or auditorium within 24 hours of your call. Keep her in mind should your guest ever have to cancel at the last minute due to some emergency.

She hails from Northern Minnesota where she has been enjoying sunsets with her husband Dave for 19 of their 23 years together.

Ministry and family updates are always available from [www.Marnie.com](http://www.Marnie.com).

*"I would like to take this opportunity to commend Marnie Swedberg to you. Marnie has demonstrated in many ways that she has a vital and growing relationship with Jesus Christ. She possesses an extraordinary sensitivity to God's Spirit, as well as a willingness to follow His leading unreservedly. That willingness has allowed Marnie to experience God's presence and power in ways that have challenged and encouraged many others in their journey with Christ.*

*"Therefore, I would certainly recommend Marnie to you. Her life and testimony will certainly be a blessing."*

Pastor Dan Pierce  
Woodland Bible Church  
Warroad, MN

*"Marnie has a God-given talent for speaking the deep truths of the Bible in a practical and understandable way. She spoke at our Women's Retreat and went above and beyond our expectations... a joy to work with!"*

Kandi Puder  
Event Planner

*"I have been refreshed, encouraged and uplifted. The sessions with the speaker were life-changing."*

Participant at a 4-Session Weekend  
Retreat where Marnie was the Pinch Hit Speaker

*"The words you spoke on Saturday night went straight to my heart."*

Mary Daniels  
Retreat Participant

*"Marnie is gifted with gentle words of wisdom and encouragement for the inevitable ups and downs of ministry. With discernment, she points us back to God's truth."*

Nancy Fisher  
Worship Team Coordinator & AWANA Director

*"She presents her strategies in such a straightforward, unique, and interesting manner that I was inspired to take action. And what good are sensible ideas if they are never implemented?"*

Tracey McBride  
Frugal Luxuries

*"Your site has been wonderful for me, I have received many invitations as a result of being on it, it's first rate, and so are all of you who put it together. May the Lord continue to bless you and yours."*

Patty Curl  
Christian Woman Speaker