

# **Constitution and By-Laws**

## **May \_\_\_\_\_, 2024**

### **Constitution**

#### **Article I** **Name**

The organization will be known as the Women's Ministry of All Souls Presbyterian Church of Urbana, Illinois, of the Presbyterian Church in America.

#### **Article II** **Mission and Focus**

The mission of the Women's Ministry is to support the life and ministry of the church as helpers and examples of biblical womanhood.

The focus of the Women's Ministry is to:

- Make its purpose God's glory and our authority God's Word (1 Cor 10:31; 2 Tim 3:16).
- Train women in the biblical principles and practices of godliness, and to encourage women to fully utilize their spiritual gifts in ministry to their families, the church, community, and world (Rom 12; Eph. 4:1-16; Eph. 5:22-24; Titus 2:3-5; 1 Tim 5:1-16).
- Serve and support the unique needs of the women of All Souls (Rom 16:1-2, 3, 6, 12; Ephesians 4:15-16).
- Obtain consent, communicate, and coordinate plans and activities with the Session and others involved in church ministry (1 Tim 2:11-12; 1 Tim 3:1-13; Heb. 13:7, 9, 17).

#### **Article III** **Membership**

Section 1. The membership of the Women's Ministry shall consist of all female members of All Souls, eighteen years old and above. Every member may vote, teach (see By-laws, Article III, Section 5B), take lead volunteer roles, or hold office in the Women's Ministry.

Section 2. Women who are regular attenders, eighteen years old and above, and covenant children, shall be encouraged to take part in the Women's Ministry and shall receive the same support and care as members, but may not vote, teach, take lead volunteer roles, or hold office in the Women's Ministry.

## **Article IV Leadership Team**

Section 1. The Women's Ministry Coordinators shall serve on the Leadership Team, which is responsible for conducting the business of the Women's Ministry.

Section 2. The Women's Ministry Coordinators shall be the following: Coordinator, Assistant Coordinator, Compassion Coordinator, Fellowship Coordinator, and Discipleship Coordinator.

Section 3. The Coordinator and Assistant Coordinator shall serve for a term of three years beginning in June. The Compassion, Fellowship, and Discipleship Coordinators shall serve a term of two years beginning in June. Once the Coordinator and Assistant Coordinator's term has expired, they cannot be nominated or serve as Coordinator and/or Assistant Coordinator for a period of three years.

Section 4. The Women's Ministry shall be under the authority of the All Souls Session and the Education and Discipleship Team. The All Souls Education and Discipleship Team shall approve the proposed budget, teachers, curriculum, and Bible studies.

## **Article V Stated Meetings**

The Leadership Team shall meet every month, or as needed prior to a Session meeting date. The Coordinator and/or Assistant Coordinator may call for additional meetings as needed.

## **Article VI Amendments**

Section 1. The Constitution may be amended annually at the May Leadership Team meeting by a quorum of the Leadership Team members (see Bylaws, Article V). Any Coordinator may propose an amendment and all proposals must be submitted in writing to the entire Leadership Team at least one month in advance of the May Leadership Team meeting.

Section 2. After being voted on by the Leadership Team, all proposed amendments shall be submitted in writing to and approved by the Education and Discipleship Team Leader, and, if necessary, the Session.

Section 3. In the event of an amendment to the Constitution prompted by the Session, there shall be no need for written submission. The Session will work with the Women's Ministry Coordinator to present any amendments to the entire Leadership Team.

Section 4. All approved amendments shall be posted and available on the Women's Ministry page on the All Souls PCA Website within one month after being passed.

## **By-laws**

### **Article I Nominations**

Section 1. For open Leadership Team positions, nominations may be submitted by any female member of All Souls, eighteen years old and above. Nominations shall be open for at least two consecutive weeks between the months of April and May. Members under twenty-one years old may not serve on the Leadership Team.

Section 2. Nominations must be submitted in writing or digitally. Members submitting nominations may not ask permission of the nominee. Members shall not notify their nominee before or after submitting a name. Every attempt should be made to keep nominations anonymous and confidential.

Section 3. Nominations shall be submitted to the Women's Ministry Organizational Subcommittee (the Subcommittee) upon closure of the nomination period.

Section 4. From the nominees submitted, the Subcommittee shall confirm the slate of nominees to the Session at least two weeks before the May Session meeting. The slate shall have no more than two nominees per Coordinator position.

Section 5. The Session shall select and approve the nominations. The Subcommittee shall contact those women to confirm whether they are willing and able to accept the position.

Section 6. The new Coordinators shall assume office at the June Leadership Team meeting. The new Coordinators shall be introduced and installed at the next Women's Ministry gathering following that June meeting.

### **Article II Organizational Subcommittee**

Section 1. The Organizational Subcommittee shall:

- A. Sort the proposed nominations and produce a slate of nominees for the Session.
- B. Contact those nominees who were approved by the Session to confirm whether they are willing and able to accept the position.
- C. Report which nominees have accepted the position to the current Leadership Team and the Session.

Section 2. The Session shall appoint three female members of All Souls who are at least twenty-one years old to the Subcommittee.

Section 3. The Subcommittee is a temporary, one-time committee formed during the years in which nominations are received for open positions on the Leadership Team. The Subcommittee shall be dissolved once the new Leadership Team positions have been filled.

Section 4. Subcommittee members shall not be considered for Leadership Team positions while they are serving on the Subcommittee.

### **Article III Duties of Coordinators**

Section 1. The **Coordinator** shall:

- A. Preside over all Leadership Team meetings.
- B. Be the main liaison to the Session and provide reports to the Session as requested.
- C. Be the main liaison to the Education and Discipleship Team and provide reports as requested.
- D. Obtain Session approval for functions of the Women's Ministry as needed.
- E. Work closely with the Assistant Coordinator and other Coordinators to develop annual goals and planning.
- F. Prepare financial reports and proposed budgets as needed.
- G. Coordinate the functions and activities of the Leadership Team.
- H. Pray for, mentor, encourage, and assist the other Coordinators.

Section 2. The **Assistant Coordinator** shall:

- A. Work closely with the Coordinator and other Coordinators to develop annual goals and planning.
- B. Record and distribute the minutes of the Leadership Team meetings.
- C. Create and maintain the calendar of events for the Women's Ministry and ensure it is distributed according to Article IV.
- D. Work closely with the Coordinator to prepare financial reports and proposed budgets as needed.
- E. Pray for, encourage, and assist the other Coordinators.

Section 3. The **Compassion Coordinator** shall:

- A. Work with the members of the Women's Ministry, the other church teams, and the Diaconate to coordinate services to meet the needs of the church, members, attenders, and community (i.e., plan and schedule meal trains, support for college students, and funeral help to the church family).
- B. Plan other activities, which compassionately serve and support the unique needs of the women of All Souls, as well as that of the church, members, attenders, and community.
- C. Pray for, encourage, and assist volunteers.

Section 4. The **Fellowship Coordinator** shall:

- A. Plan and arrange for single events, including but not limited to baby showers, bridal showers, women's breakfasts, and other events as agreed upon by the Leadership Team.
- B. Coordinate with other church teams (i.e., Hospitality) to serve or help organize service at other fellowship events.
- C. Pray for, encourage, and assist volunteers.

Section 5. The **Discipleship Coordinator** shall:

- A. Plan a devotion for each Leadership Team meeting.
- B. Plan and arrange for Women's Bible Studies and other Christian discipleship opportunities, which provide spiritual growth and strengthen relationships between all women in the church by:
  - a. Selecting teachers and submitting their names for Session approval.
  - b. Overseeing selection of materials for Session approval.
- C. Pray for, encourage, and assist volunteers.

Section 6. The **Assistant Coordinator** shall, in the absence of the **Coordinator**, perform all the duties of that office. If, for any reason, the Coordinator must resign from the office before her term has expired, the Assistant Coordinator shall become Coordinator and hold office through the unexpired term of the former Coordinator. The position will then be open for nominations during the next nomination period, as described in Article I, Section 1.

Section 7. If, for any reason, any other Coordinator must resign the office before her term has expired, the Leadership Team may appoint another Coordinator with Session approval. That *pro tempore* Coordinator shall hold office through the unexpired term. The position will then be open for nominations during the next nomination period, as described in Article 1, Section 1.

Section 8. The responsibility of each Coordinator is to serve the mission and focus of the Women's Ministry. The duties of each Coordinator shall be carried out with the inclusion and participation of all the members of the committee she chairs.

#### **Article IV Calendar**

Section 1. The calendar for events shall be approved at the monthly meeting by the Leadership Team.

Section 2. The calendar shall be posted on the Women's Ministry page on the All Souls website and distributed through the All Souls newsletter and bulletin.

#### **Article V Quorum**

Section 1. A quorum is necessary to conduct a meeting for the Leadership Team.

Section 2. The Coordinator or the Assistant Coordinator and two other Coordinators shall constitute a quorum for the Leadership Team.

## **Article VI Order of Business**

1. Prayer
2. Call to Order
3. Devotion
4. Reading and Approving of Minutes
5. Approving of Coordinator's Budget Report
6. Reports from:
  - Coordinator/Assistant Coordinator
  - Compassion Coordinator
  - Fellowship Coordinator
  - Discipleship Coordinator
7. Unfinished Business
8. New Business
9. Adjournment with prayer

## **Article VII Amendments**

Section 1. The By-laws may be amended at any Leadership Team meeting by a quorum of the Leadership Team members (see Article V). Any Coordinator may propose an amendment and all proposals must be submitted in writing to the entire Leadership Team at least one month in advance of the next Leadership Team meeting.

Section 2. After being voted on by the Leadership Team, all proposed amendments shall be submitted in writing to and approved by the Education and Discipleship Team Leader, and, if necessary, the Session.

Section 3. In the event of an amendment to the By-laws prompted by the Session, there shall be no need for written submission. The Session will work with the Women's Ministry Coordinator to present any amendments to the entire Leadership Team.

Section 4. All approved amendments shall be posted and available on the Women's Ministry page on the All Souls PCA Website within one month after being passed.