

*Women's Ministry
of Faith*



2020-2021 Handbook



*Women's Ministry of Faith
Equipping for Ministry*

Mission:

Our mission is to provide opportunities for women to grow spiritually, develop friendships, encourage one another, and become equipped for ministry.

Goal:

Women's Ministry of Faith
Equipping for Ministry.

1 Thessalonians 5:11

"Therefore encourage one another and build one another up, just as you are doing." (ESV)

Go forth into the world in peace;

Be of good courage;

Hold fast that which is good;

Render to no one evil for evil;

Strengthen the fainthearted;

Support the weak;

Help the afflicted;

Honour all people;

Love and serve the Lord, rejoicing in the

Power of the Holy Spirit.

And the blessing of God Almighty,

The Father,

The Son, and the Holy Ghost,

Be upon you,

and remain with you forever.

Amen.

The Book of Common Prayer

Women's Ministry of Faith 2020-2021 Calendar

Theme: "Strengthening Our Homes"

"Even the sparrow finds a home, . . . Blessed are those who dwell in your house, ever singing your praise! Blessed are those whose strength is in you, . . ." – Psalm 84:3a, 4, 5a

September 17 Thursday 7- 8:30 pm	Kick-Off Meeting Speaker: Pastor Nicoletti
October 22-24 Thurs. – Sat.	Women's Retreat, Falls Creek Retreat Ctr.
November 19 Thursday 7-8:30 pm	Women's Ministry Meeting "Becoming My Husband's Caregiver" Panel
December 5 Saturday 11:00 am - 1:00 pm Doors open 10:30 am	Christmas Brunch Jocelyn MacGregor
January 21 Thursday 7-8:30 pm	Women's Ministry Meeting "Living and Loving Through a Difficult Marriage" Panel

February 11 Thursday 7-8:30 pm	Women's Ministry Meeting <i>"Domesticity"</i> Panel
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March 25 Thursday 7-8:30 pm	Women's Ministry Meeting <i>"Sex in Marriage "</i> Dawn Darby
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April 15 Thursday 9-8:30 pm	Women's Ministry Meeting <i>"Mental Health—Spiritual Health"</i> Panel
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May 1 Saturday 11:00 am - 1:00 pm	WMF Spring Tea TBA
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Women's Ministry of Faith, Administrative Team

Director	Dawn Darby
Team Members	Shari Roland Sarah Gauthier Khalia Bentson Hilary Kvale

Committee Chairwomen

(Committee members serve from September through August)

Annual Meeting Dinner	Sandra Chiou
Bible Study	Dawn Darby
Coffee	Terri Hurlbut
Friendship Circles	Dawn Darby
Funerals	Cheryl Anderson
Kitchen	Kathy Hannula, Sally Lethbridge, Margo Kelly
Meals on Wheels	Jane Lewellen
Mother's Encouragement Group	Stacie Aown, Rachel Nicoletti
New Mother's Helper	Wendy Matsuda
Nursery	Rachel Moore, Kelly Gutierrez
Presbytery Meeting Hospitality	Dawn Darby
Showers	Abi Gross
Special Needs	_____
Special Receptions & Anniversaries	Constance Heermann
Sunshine (Visitation)	Jenni Sullivan

Event Coordinators

Women’s Retreat, Oct. 22-24: WMF Admin. Team,
Christmas Brunch, Dec. 5: Tina LeFebvre
Spring Tea, May 1: Nancy Rowan,
Shari Roland

Event Coordinators

Women's Fall Retreat, Oct. 22-24

General: Dates, location, and speaker are already determined. We will be retreating to Falls Creek Retreat Center, Raymond, WA on October 22-24, 2020.

Specific: Tasks needed include: Compose a guide book, advertising, organizing sign-ups, and taking in money.

Coordinators: WMF Admin., Sarah Gauthier, Tammy Hanks

Christmas Brunch, Dec. 5

General: Date, location, and speaker will be provided. The Christmas Brunch is on the church calendar for Saturday, December 5, 2020, 10:30am – 1pm in DeSoto Hall.

Specific: Tasks needed include: Arranging for music & decor, food planning & prep, advertising, organizing sign-ups, taking in money, and babysitting.

Coordinator: Tina LeFebvre

Spring Tea, May 1

General: Date, location, and speaker will be provided. The Women's Spring Tea is on the church calendar for Saturday, May 1, 2021, 11am – 1pm in DeSoto Hall.

Specific: Tasks needed include: Arranging for music & decor, food planning & prep, advertising, organizing sign-ups, taking in money, and babysitting.

Coordinators: Nancy Rowan, Shari Roland

Committee Descriptions

Annual Meeting Dinner

General: Organize meal for the annual church meeting on last Wednesday in January.

Specific: Enlist volunteers and help in set-up, preparation, and clean-up. Prepare sign-up sheet, order, and pick up food.

Chairwoman: Sandra Chiou

Bible Study

General: Oversee Women's Bible Study leaders. Contact Session liaison for approval of proposed Bible Studies.

Chairwoman: Dawn Darby

Bible Study Leaders

General: Facilitate Bible Study

Specific: Lead prayer time. Research possible Bible Studies books/materials. Consult with chairwoman to confirm lesson choice. Secure study materials. Provide for childcare if necessary. Compile email/phone contact list of Bible Study attendees. Organize sign-up sheet for snacks. If in Women's Fellowship Room, set up room for refreshments. Ensure room is cleaned up at the end of the meeting.

Bible Study Leader:

Dawn Darby, Tuesday morning Bible Study

Coffee

General: Enlist volunteers to prepare and serve coffee and tea each Sunday morning after the worship services.

Specific: Instruct volunteers in set-up, preparation, and proper clean-up. Take inventory of supplies, purchase as required.

Chairwoman: Terri Hurlbut

Friendship Circles

General: Once a month, a small group of women meet in order to get to know one another, pray for one another, and follow Titus 2:3-5 which says "Older women likewise are to be reverent in behavior, not slanderers or slaves to much wine. They are to teach what is good, and so train the young women to love their husbands and children, to be self-controlled, pure, working at home, kind, and submissive to their own husbands, that the word of God may not be reviled."

Specific: Arrange groups and provide suggested topics.

Chairwoman: Dawn Darby

Funerals

General: Coordinate food as desired by family.

Specific: Be responsible for enlisting volunteers for food, preparation, and cleanup for funeral receptions.

Chairwoman: Cheryl Anderson

Sunshine Committee

General: Encourage elderly and homebound folk in church body. Maintain a list including addresses, birthdays, and other pertinent information.

Specific: Coordinate with the church office to keep up with any special needs our elderly and homebound folks have. Find ways to meet the needs, if appropriate and encourage them in any case. Enlist others to reach out. Organize Sunshine Basket delivery at the November WMF meeting. Plan occasional encouraging events.

Chairwoman: Jenni Sullivan

with the deacon liaison to be informed of special needs known to the deaconate. Note: Needs may arise that are not due to “incapacitating circumstances” and advice should be sought from the Women’s Ministry Administrative Team as to the appropriateness of the Special Needs Committee undertaking the responsibility. In some cases, it may be better to redirect the request to friends or family.

Chairwoman:

Special Receptions

General: Provide for the various social receptions of the church such as Farewells, Easter, and July-August Sunday School Treats. Plan and provide for an annual celebration after an evening service to commemorate benchmark wedding anniversaries.

Specific: Coordinate receptions for folk leaving the church (held after evening service). After each Easter morning worship service coordinate coffee and light finger food, served in DeSoto Hall. In July-August during the Sunday School hour coordinate treats. Maintain list of wedding anniversaries and plan annual celebration. Enlist volunteers and help in set-up, preparation, and clean-up.

Chairwoman: Constance Heermann

Kitchen

General: Oversee kitchen maintenance.

Specific: Organize group kitchen clean-ups as necessary. Clean refrigerator once a month. Remind clean-up crew for each function to do their laundry of kitchen towels, aprons, & tablecloths.

Chairwomen: Kathy Hannula, Sally Lethbridge, Margo Kelly

Meals on Wheels

General: Provide meals for those families needing extra help due to illness, death in family, adoption or childbirth. Enlist volunteers to provide meals and deliver. Maintain volunteer list.

Specific: Meal needs will be requested via TNT (This ‘n That) the church’s email announcement system. Use the website “takethemameal” for volunteers to sign-up and take meals. Keep informed of any handicapping illnesses, injuries, childbirths, or deaths in the church family.

Chairwoman: Jane Lewellen

Mother’s Encouragement Group - M.E.G.

General: Titus 2:3 & 4 teaches us that “older women...are to be reverent in behavior....They are to teach what is good, and so train the young women to love their husbands and children.”

Specific: Maintain a fellowship for mothers of younger children to meet together. Arrange schedule for meeting dates. Arrange for childcare. Ensure room is cleaned up at the end of the meeting.

Chairwomen: Stacie Aown, Rachel Nicoletti

New Mothers' Helper

General: Help new mothers with needs related to caring for their newborns.

Specific: Assist and provide advice for new mothers regarding nursing, bathing, and other needs related to their babies, at the request of the new mother.

Chairwoman: Wendy Matsuda

Nursery

General: Schedule volunteer nursery attendants for Sunday School, Sunday morning & evening worship services.

Specific: Enlist volunteers and prepare a quarterly schedule (coordinate with church office schedules). Post current schedule in nursery. Be responsible for laundry of linen weekly, mattress cleaning quarterly, and clean the toys. Establish rules for volunteers and for parents leaving children in the nursery.

Chairwomen: Rachel Moore, Kelly Gutierrez

Presbytery Meeting Hospitality

General: Provide meals and snacks for Presbytery meetings held at Faith Presbyterian Church.

Specific: Provide a meal on Thursday night or Friday noon; coffee breaks morning and afternoon on Thursday and Friday morning when Presbytery meets at FPC.

Chairwoman: Dawn Darby

Showers

General: Coordinate wedding showers and baby showers.

Specific: Contact expectant mothers and engaged women to determine if a shower is appropriate. Find women willing to hostess showers. Instruct hostesses in group-gift procedures (collect money and purchase gift), budget allowance, the proper method of requesting the money, where the decorations closet may be found. In certain situations it may be appropriate to encourage a shower to be held privately.

Chairwoman: Abi Gross

Special Needs

General: Provide special services (not financial) for those in need due to illness or other incapacitating circumstances.

Specific: Keep informed of needs that may arise due to unique circumstances. Help may include babysitting, housecleaning, gardening, grocery shopping, transportation, etc. Enlist women to assist. Coordinate