

**BYLAWS OF WOMEN'S MINISTRY OF FAITH  
FAITH PRESBYTERIAN CHURCH  
TACOMA, WA  
April 2024**

**ARTICLE I—NAME**

The name of this organization shall be: Women's Ministry of Faith. In these bylaws, the organization shall also be referred to as "WMF". The address is Faith Presbyterian Church, 620 S. Shirley St., Tacoma, WA 98465.

**ARTICLE II—MISSION**

The mission of WMF is to provide opportunities for women to grow spiritually, develop friendships, encourage one another, and become equipped to fulfill their God-given design in whatever context He calls them.

**ARTICLE III—MEMBERS**

The women who attend Faith Presbyterian Church, Tacoma, WA are members of WMF. Those 18 years of age and older can vote at set meetings of WMF.

**ARTICLE IV—OFFICERS (also known as the WMF Team)**

The Officers of the Women's Ministry of Faith shall consist of a Director, Co-Director, Secretary, and Treasurer. No woman may serve in more than one role at the same time.

The Director will be elected/reelected every two years, without term limits, by the women in the church at a called meeting.

The Director will appoint the Co-Director, Secretary, and Treasurer from among the women in the church, seeking input from any current officers. These terms will run without term limits. When possible, terms will come to an end at the end of the WMF year in June, with the officer giving as much time as possible for the current WMF Team to choose her replacement.

The officers will meet at least once a year to plan the agenda for the year, and regularly during the year to prepare for coming events.

The WMF Team will also be responsible for appointing other women to chair the committees of WMF as well as coordinate events.

All the officers, whether voted in by the women in the church or chosen by the WMF Team will be approved by the senior pastor of Faith Presbyterian Church. Any WMF Team member can be removed by a simple majority of the session for any reason. If any WMF Team member wishes to remove one or more Team members, they will meet with the pastor of Faith Presbyterian Church for an initial discussion, after which discussion the WMF Team may bring the matter before the session.

## **ARTICLE V—JOB DESCRIPTIONS & REQUIREMENTS**

### **Women's Ministry Director—Faith Presbyterian Church**

#### **Mission**

The Women's Ministry Director will support the pastors and elders of Faith Presbyterian Church and will provide, under their leadership, consistent oversight of Faith's ministry to women in the church. She will teach and lead in large and small group environments. She will equip volunteers to minister to the needs of the women in the church, as well as other duties to the church body as a whole.

The Women's Ministry Director will develop and oversee Women's Ministry of Faith and will provide opportunities for women to grow spiritually, develop friendships, encourage one another, and become equipped for ministry.

#### **Job Description**

1. Recruit other women to come alongside her as an administrative team in volunteer roles.
2. Encourage her Team through routine communication as well as monthly Team meetings and annual planning meetings.
3. Oversee the women's committees and facilitate participation by women in the church in ministry to the church body.
4. Coordinate the calendar of women's events and meetings, including regular meetings, and special events such as, but not limited to, the women's retreat, Christmas Brunch, Spring Tea, etc.
5. Coordinate women's gatherings such as Bible studies, Sunday School classes, Mothers' Encouragement Group, etc.
6. Maintain the Women's Fellowship space by ensuring it is clean, organized, and appropriately stocked with necessary supplies.
7. Attend conferences as a representative of Faith Presbyterian Church at the discretion of the session.
8. Oversee the development and administration of a budget for Women's Ministry of Faith.

#### **Job Requirements**

1. A member in good standing of Faith Presbyterian Church.
2. Adherence to the same doctrinal standards as church officers.

3. Preferred 3+ years active involvement in Christian ministry leadership at Faith.
4. Well grounded and knowledgeable in the Scriptures with formal or informal Bible training or ministry experience.
5. Strong administrative, interpersonal, and organizational skills.
6. Effective written and oral communication skills.
7. Experience leading and coordinating Bible studies.
8. Teachable, discrete, a servant-leader, able to delegate, a clear communicator.
9. A woman with a desire to see women in the church grow in their faith and connect with each other.
10. Will meet with the session at the session's discretion.
11. Position reports to the senior pastor.

### **Women's Ministry Team Members—Faith Presbyterian Church**

#### **Job Description**

1. Attend monthly Team meetings and annual planning meetings.
2. Assist the Director in overseeing and coordinating the women's committees, events, and meetings. This may involve some or all of the following: collaborating with other officers, planning women's ministry events, finding and recruiting volunteers for women's ministry activities, managing set up and clean up for women's ministry events, finding committee chairwomen, making women's ministry announcements and communicating women's ministry event plans to the women of the congregation, leading women's ministry events, locating speakers for official women's ministry activities, actively pursuing relationships with women in the congregation, coordinating with the deacons, pastors, elders, church administrator, and church secretary regarding women's ministry events, etc.
3. The Co-Director will lead meetings in the absence of the Director.
4. The Secretary will take minutes of the monthly Team Meetings and distribute to the other members.
5. The Treasurer will oversee the bookkeeping, help ensure adherence to the budget, and keep in contact with the administrator or bookkeeper of Faith Presbyterian Church regarding available money to be spent.
6. Attend conferences as a representative of Faith Presbyterian Church at the discretion of the session and Director.

#### **Job Requirements**

1. A member in good standing of Faith Presbyterian Church.
2. Adherence to the same doctrinal standards as church officers.
3. Preferred 2+ years active participation and involvement in Christian ministry and church life at Faith.
4. Teachable, discrete, a servant-leader, able to delegate, a clear communicator.

5. A woman with a desire to see women in the church grow in their faith and connect with each other.
6. Position reports to the WMF Director.

#### **ARTICLE V—MEETINGS**

Meetings or gatherings for women in the church will be held regularly (approximately once a month) during the “school” year, September through May. These meetings will be held in person, unless meeting using webinar is more appropriate for the occasion. (For example, during a time of illness, or if the meeting requires special sensitivity.)

Special meetings may be called by the WMF officers to elect/reelect the Director or to amend the bylaws. Such meetings will be publicized one month in advance through verbal announcements at WMF meetings and bulletin announcements. Email announcements will be sent via the TNT (This ’n That) distribution list during the week of the meeting.

In order to vote at a meeting, women must be physically present. No quorum is required. For any such vote to pass, a simple majority of the women present is necessary.

WMF special events may include, but are not limited to, occasions such as the women’s retreat, Christmas Brunch, and Spring Tea.

#### **ARTICLE VI—AMENDMENT OF BY-LAWS**

These bylaws may be amended at any meeting called for the women in the church by the WMF officers, specifically for this purpose, or by the session of Faith Presbyterian Church.