

# ***THE WOMEN'S MISSIONARY AUXILIARY***

## **MANUAL AND GUIDEBOOK**

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### Women's Missionary Auxiliary

All changes made by the authority of the  
Women's Missionary Auxiliary  
Of the  
Baptist Missionary Association of America

Copies may be made from printed copies or from the

Website: [nationalwma.org](http://nationalwma.org)

Updated May 2022

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MANUAL AND GUIDEBOOK

### **MOTTO**

***"Beside this, giving all diligence, add to your faith virtue; and to virtue knowledge; and to knowledge temperance; and to temperance patience; and to patience godliness; and to godliness brother kindness; and to brotherly kindness charity."*** (II Peter 1:5-7)

### **COLORS**

Royal Blue, Gold and White

### **SONGS**

"Reaching Out in Service" By Ruthie Brooks

"Called" by Jerene Reddin and Judy Wallace

**FISCAL YEAR**  
March 1 – February 28

*“Let all things be done decently and in order.” (I Corinthians 14:40)*

# ***PLAN OF WORK***

MISSIONS

BIBLE STUDY

EVANGELISM

BENEVOLENCE

YOUTH AUXILIARIES

CHRISTIAN EDUCATION

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**WHAT IS WOMEN’S MISSIONARY AUXILIARY?**

Chapter 1      **WHO WE ARE**

The Women’s Missionary Auxiliary is a group of women authorized by BMAA churches. It is designed to unify and motivate the women of the churches, to represent the Lord in their homes, churches, communities, and unto the uttermost parts of the earth. This is an organized effort that can be accomplished in the local, district, state and national groups.

Special emphasis is placed on Bible Study, Evangelism, Missions, Benevolence, Youth Auxiliaries and Christian Education.

This is a time for all ages, talents and resources to join in

meetings with a purpose. Each auxiliary may choose (1) a **name** that best describes their ministry, interests and activities; (2) the **time** and frequency of meetings; (3) **officers and leaders** as needed. (There is a suggested list of officers given, but each group may choose the ones that fill their needs); (4) Three **Messengers** to represent them in the District, State and National meetings.

The District, State and National Auxiliaries are assemblies of BMAA church women's groups. All women are encouraged to attend the meetings. **Three messengers** (members of a local BMAA church) from each local group are elected to vote in the business portion of the meetings. This provides equality among the groups, regardless of number of members or amount of contributions. **All** members and visitors are welcomed in all meetings.

The District, State and National Auxiliaries assemble at the appointed times for inspirational programs, to carry out selected projects, and to teach, train and motivate workers. Each group has their elected officers, agenda and procedure. The outreach is greatly extended by uniting with sister groups for a time of inspiration and fellowship.

What an opportunity to unite our efforts, with texts, emails and messaging capabilities we can communicate and share information, instruction, inspiration and innovation. When our ladies have the information on the needs, instruction on how to fill those needs, the Lord will give them the inspiration to find fresh new ideas to complete the job with innovation.

## Chapter 2 **THE LOCAL AUXILIARY**

The local group is **very important** and the foundational base of the District, State and National Auxiliaries. Communication is vital so that information concerning meetings, projects and other information can be passed along from the local to the district, from the district to the State, and then to the National group. The group is under the authority of the church which authorizes its organization.

Officers of the district, state and national auxiliaries are available to assist with training workshops, to share new ideas and to recommend resources for a successful auxiliary.

### **Statement of Principles for a Local Auxiliary**

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

Each auxiliary may choose a name that best describes their ministry,

interests and activities. It may be the Women's Missionary Auxiliary of \_\_\_\_\_ Church, or the Women's Ministry of \_\_\_\_\_ Church, or one that is chosen by the group.

**Article II - Definition**

The Women's group is a church authorized group of women with a purpose and goal that will glorify the Lord by serving in both temporal and spiritual matters.

**Article III - Object**

The object of the group is to meet at the time agreed upon to coordinate their efforts for outreach and enrichment. Activities should include Bible study, missions, Christian education, evangelism, benevolence and youth auxiliaries.

**Article IV - Membership and Messengers**

Every woman should be encouraged to be an active member. Newcomers and un-enlisted women in the community may be invited to attend and become a part of the group. Information should be provided to prospects explaining the benefits of being involved. The group is a place for all ages, talents and resources to come together to find meaningful ministry especially suited for women.

The local Women's Missionary Auxiliary or Women's Ministry groups make up the membership of District, State and National groups, by joining via a onetime Petitionary Letter. Once the church has become a member, it need not petition again. (A Petitionary Letter Form is included in this publication.)

Messengers are the voting members. One must be a regular member of a BMAA church's local Women's Auxiliary or Women's Ministry, to serve as an

officer or messenger of a local, district, state or national group. Each local group is allowed three messengers to the District, State and National meetings.

All members are included in the total enrollment of the group.

**Article V - Officers**

The officers of the local group shall be president, first vice-president, second vice-president, third vice-president, treasurer and/or secretary, reporter, historian, Girls' Missionary Auxiliary promoter and Sunbeam director. The following committee chairpersons may be elected: Bible study leader \_\_\_\_\_ missions, evangelism, benevolence and project promotion. A Girls' Missionary Auxiliary reviewing council, composed of three to five women, shall be appointed annually by the president.

Each group should elect only the officers and committees needed.

When a vacancy occurs in the office of president, the first vice-president will assume the duties of the president. A first vice-president shall be elected at the next business meeting. If the first vice-president declines to serve, a president will then be elected. When a vacancy occurs in any other elected office, election to fill the vacancy will be held at the next business meeting.

## **Article VI - Duties of Officers**

### **Section 1           President**

- To Preside Over All Meetings

Prepare an agenda for meetings, study, business or activity. Develop and publicize a schedule, giving date, time and activity for each meeting such as, Bible Study, Program, Missions, Fellowship, etc. Study the manual and parliamentary procedure to have an understanding of the needs and opportunities for effective service. Be a consultant for the other officers. A notebook will be helpful with the following information: member's names and addresses, officers, all committees appointed, district, state and national officers, themes, projects, calendar with important dates noted, goals, an agenda for each business meeting, and a spiritual section with plan of salvation.

- To Appoint All Committees

Appoint all committees not otherwise provided for, taking care to involve as many women as possible. Some committees are best elected by the members. Keep in touch with the committee chairperson and follow up with helpful suggestions and encouragement.

- To Call Special Meetings

Call special meetings when necessary, taking care that information of time, place and purpose is well publicized. Consult with the second vice-president and reporter, to coordinate the planning and publicity.

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- To Serve as an Ex Officio Member of All Committees

As an ex officio (by virtue of office) member of all committees, be a consultant as needed. It is not necessary to attend each committee meeting, but be informed of the activities.

- To Lead in Cooperation With the Complete Auxiliary Program

Encourage participation with the local, district, state and national programs. Attend meetings personally when possible and keep the local auxiliary informed of the activities and projects.

- To Develop a Team Spirit in Your Auxiliary

Consult with the pastor to share your goals and ideas and request his

prayer support. Organize your staff of officers and delegate as much responsibility as possible. Let them know when, where, how and why they could be involved.

## **Section 2 First Vice President**

- To Preside in the Absence of the President.

You are the president's strongest supporter. Be available to help in any way you can. Be prepared to serve in the absence of the president. Compile a notebook with the following sections: a sample agenda, a calendar with important dates marked, a list of members' names and addresses, officers and all committees appointed. Also a list of district, state and national officers, themes, projects and goals will be helpful. (You will be expected to assume the duties of the president should a vacancy occur.)

- To Serve as Enlistment Chairman

Prepare a list of prospective members with contact information. (Add to your notebook.) Make an outreach plan to include a special emphasis. Stress the benefits of being a member in your outreach plans. Encourage faithful members to bring someone. Prepare an interesting and informative enlistment program (work with the second vice-president). Ask the president to extend a hearty welcome. Sample Program: (1) Who We Are; (2) When and Where We Meet; (3) What We Do – projects and activities; and (4) How to Become Involved; (5) The Benefits of Being a Member.

- To Lead in Pastor and Deacon Appreciation Plans

Suggest special activities for showing appreciation to the pastor and deacons. (This is usually done in October.)

## **Section 3 Second Vice President**

- To Serve as Program Chairperson

Plan and present inspiring programs at times designated by the local group. Keep the president advised of your plans. Mark the dates and fill in the tentative subjects. List the ideas you feel need to be explored, then begin to fill in the title, method of presentation, and persons who are available to participate. Consider the most important aspect of your programs – the challenge left with the hearers. The information, instruction, or inspiration you have present should stimulate concern, action and spiritual growth. Be sure the content of your programs is scriptural, realistic and understandable.

- To Preside in the Absence of the President and First Vice-President

Prepare to preside when the need arises. An agenda and schedule of meetings, whether for Bible Study, Program or Missions will be helpful.

## **Section 4 Third Vice President**

### Promote Bible Study

a) Promote and encourage daily Bible study and reading of Scriptural literature. Provide a selection of tracts for use and distribution. Suggest both new and old books that are inspirational and informative.

b) Work with the Benevolence Committee to provide Bibles for special occasions, (weddings, births, baptism, new convert, etc.)

c) To Preside in the Absence of the President, First and Second Vice-Presidents. (A schedule of meetings, whether for Bible Study, Program, or Missions and an agenda with meeting procedures would be helpful.)

### **Section 5            Secretary and/or Treasurer**

- To Preserve Proceedings

Be faithful and punctual to all meetings, when possible. Notify the assistant when you are not able to attend. Acquaint her with the necessary information to insure a continuous record of the meetings. Record minutes of the business meetings in a notebook with reinforced pages or a bound book that will provide a permanent record.

- b) To Prepare and Present the Minutes

Prepare minutes to include the following information: The kind of meeting, regular, stated, special or called; the name of the group; the date of meeting and place when it is not always the same; the fact of the presence of the president and secretary or, in their absence, the names of their substitutes; whether the minutes of the previous meeting were read and approved or their reading dispensed with; all main motions, points of order or appeals; and usually the hours of meeting and adjournment when the meeting is only for business. Record the attendance and offerings of all meetings, and minutes of business meetings only.

- To Receive and Disburse All Funds

Keep accurate records of income and expenses and disburse funds according to the vote of the group. Be prepared to give a balanced report of finances at every business meeting. It is also important to report to the District, State and National Group. (Refer to Article VI, Affiliation and Reports, for important details and information on reporting.)

- To Give Notice of Special Meetings

Work with the president and reporter, when special meetings are called, to make sure everyone is informed of the time, place, purpose and special events of the called meetings.

### **Section 6            Reporter**

To Serve as the Public Relations Officer

Report through the local newspapers, church bulletins, bulletin boards and with oral announcements. Include the name of the group, when



and where the meeting was or will be held, and the purpose of the meeting. Note the highlights of the meeting with just enough detail to be interesting. Mention key people, actions and observations. Use posters, signs and newsletters for the purpose of getting the news out. Let others know what your group is doing and encourage all to participate.

## **Section 7            Historian**

- To Preserve History

Prepare a scrapbook containing pictures, programs, and news clippings, as well as other information of interest. Store in a designated place known to the president and at least one member of the church staff.

- To Recall Heritage

On a special occasion, prepare a display of items of history. You might wish to plan (with the president and program chairman) a celebration of an anniversary to honor workers who have contributed much to the work of the auxiliary.

- Work with the Secretary/Treasurer to store and preserve the old minutes and other items of interest.

## **Section 8            Bible Study Leader – Teacher**

- To Choose Study Material

Present a choice of study materials to the group. (Consult your third vice-president for in-put.) If the interests and needs are too varied, consider having more than one circle. For some groups, the Bible study could be an in-depth study of the basic Bible doctrines. Others may profit from deeper studies on family relationships, community involvement, etc.

- Prepare the Bible lesson with much prayer and study of the Scriptures.

Plan ways of presenting the lessons that will continue to inspire women to study between meetings and encourage participation in class. You might choose material containing a study guide and helps to organize the lessons.

Vary your study time using object lessons, pictures, picture sources and printed material.

## **Section 9            Missions Chairperson**

### To Encourage Missions Outreach

Prepare and present missions programs designed to encourage and strengthen support for Baptist Missionary Association missionaries. The missions outreach is divided into four areas: local, state, North

American, and International fields. Publicize the World Mission Day on the last Sunday of February each year. Information about North American, International and State missions departments may be found in the BMA Directory and Handbook and BMAA Missions websites.

### **Section 10 Evangelism Chairperson**

#### To Lead in Reaching and Winning Others

Cooperate with the pastor in evangelism. Make a study of the community and lead in a outreach program, plan to reach the unsaved or unchurched person. Provide contact information on prospects and bulletins and tracts for use in visitation. Present interesting programs on soul-winning and outreach techniques. Encourage those who cannot attend to pray by giving information concerning prayer requests to them.

### **Section 11 Benevolence Chairperson**

#### To Discover and Meet Needs in the Church and Community

When people are in need, there is an opportunity to show the love of Christ to them. Present programs on the many opportunities of service, such as preparing food for the bereaved or ill; providing clothing for the needy; maintaining a nursing home ministry; giving financial support to children's homes; carrying on a senior citizens ministry; and sending cards of cheer to the sick, shut-in, bereaved and lonely. Provide information and instructions on how to complete the benevolent work.

### **Section 12 Director of Youth Auxiliaries**

(Many churches do not have a director but the duties are combined with the GMA Promoter)

#### To Coordinate the Work of the Sunbeams & Girls' Missionary Auxiliary – Young Ladies' Auxiliary

Acquaint yourself thoroughly with the curriculum. Lead the GMA promoters and Sunbeam director in planning and evaluating lessons and activities for the coming year. Work closely with the Women's ministry president in reporting and presenting financial needs. Support all church-related functions. Detailed information for GMA, and YLA can be found on the website, [nationalgma.org](http://nationalgma.org). Including the officers, project, GMA Retreat (Camp), Counselor's information, Forward Steps, New Lessons, photos and more.

### **Section 13 Girls' Missionary Auxiliary Promoter**

Study the GMA curriculum and participate in planning sessions when called by the Director of Youth Auxiliaries. Assume the responsibility of recommending counselors (to be approved by the Women's Ministry). Guide the Girls' Missionary Auxiliary regular meetings, set goals, plan, teach and evaluate the work of the Girls' Missionary

Auxiliary. Support all church-related functions and promote the district, state and national Girls' Missionary Auxiliary projects and meetings. A complete guide for promoters may be found at the website, [nationalgma.org](http://nationalgma.org).

#### **Section 14 Sunbeam Director**

Be responsible for overseeing the total scope, purpose and activities of the local Sunbeam Auxiliary. Work closely with the Women's Group of your church. Serve as a coordinator for the counselors.

Complete guidelines, Curriculum and update, projects, events, S.E.P week activities and handouts may be found on the Sunbeam website, [nationalsunbeams.org](http://nationalsunbeams.org)

[For further help you may call on the National Sunbeam Director and her assistant. Their contact information is also on the website, [nationalwma.org](http://nationalwma.org) under officers.]

#### **Section 15 Project Promotion Chairperson**

- To Promote the Local Project

Prepare materials for use in promoting the objectives and projects of the auxiliary. Lead the auxiliary in setting goals for local projects and in making suggestions for reaching those goals. Provide information to the reporter for publicizing the project.

- To Promote District, State and National Projects

Cooperate with the district, state and national committees in the promotion of projects and the work in general.

#### **Article VII - Affiliation and Reports**

There are **four links in the chain of communication** for the Women's Missionary Auxiliary. The basic organization being the local group. They affiliate with the district, state and national auxiliaries to extend their outreach.

Each auxiliary should provide information to the district if they have one. If there is not a district auxiliary in their area, then provide information directly to the state auxiliary. The district provides information to the state auxiliary if they have one, if not then provide information directly to the national auxiliary. The state auxiliary provides information to the national auxiliary.

It is important that the groups be networked for better communication and information sharing. Provide the name of your church and names and addresses of the president, secretary and pastor. The correct address for the state and national reports may be found on the

websites for the respective groups.

**Article VIII – Contributions**

Voluntary contributions may be made to the general fund and project funds. Designated contributions will be disbursed according to the will of the donor. Each auxiliary is urged to contribute regularly to the general fund and project funds for the local, district and national programs. (Where to mail the contributions? Go to the websites for your district, state and national auxiliaries.)

**Article IX – Expenses**

Regular and necessary expenses incurred by officers in carrying out their duties should be paid by vote of the auxiliary. This includes postage, cost of printing, phone calls, supplies, etc. The amount may be estimated and a limit set in keeping with the financial condition of the auxiliary.

**Article X – Amendments**

The Statement of Principles may be amended at any regular session of the auxiliary by a vote of two thirds of the messengers present.

**SUGGESTED**

**ORDER OF BUSINESS FOR A LOCAL GROUP**

Call to order by the president

Opening song and prayer

Recognition of visitors, special guests and new members

**Business:**

Reading of minutes from Previous meeting

Treasurer’s report

Officers Reports

Committee Reports

Miscellaneous Business

Unfinished business

New business

**Program**

Program, Bible study, etc.

Announcements

Adjournment

Chapter 3      **THE DISTRICT AUXILIARY**

**Statements of Principles for a District Auxiliary**

**Article I – Name**

The district Women’s Missionary Auxiliary of

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**Article II – Definition**

The district Women’s Missionary Auxiliary is the associated effort of the local auxiliaries of the Baptist Missionary Association churches in the district represented by messengers of the auxiliaries as authorized by the churches.

**Article III – Object**

The object of the district auxiliary is to strengthen the spirit of Christian cooperation among the local auxiliaries by forming a connecting link of communication between the local and state auxiliaries. It should further the auxiliary work by helping in the promotion of district, state and national programs and projects.

**Article IV – Time of Meeting**

The time of meeting shall be quarterly. The specific time and place should be selected by the vote of the messengers when in session.

## **Article V – Officers**

The officers of the district auxiliary, who shall be elected annually, are: president, first vice-president, second vice-president and third vice-president, secretary and/or treasurer, assistant secretary and/or treasurer, Girl's Missionary Auxiliary-Young Ladies' Promoter, Sunbeam director, reporter, historian, project promotion committee (of three), and an advisory council. The presidents (president, first, second and third) terms are limited to two consecutive years. All other officers may serve as long as the auxiliary deems necessary.

The above offices are suggestions. If your district does not have enough ladies to fill these positions, you can combine duties to best accommodate your group. Ideally, your district will encourage enlistment and assist other churches to organize an auxiliary or women's ministry to participate in the district.

## **Article VI – Duties of Officers & Recommended Activities**

### **Section 1            President**

- To Preside Over All Meetings

Lead your district auxiliary forward with plans, programs and projects. Preside over all district meetings. Make an agenda for each meeting to include items of business, names of those who will participate, etc. Work closely with the first vice-president and notify her promptly when you will be unable to attend a district meeting, provide her with a copy of the agenda. Conduct an officers' planning meeting at least once each year. Make sure that all officers know their duties and have the necessary information and supplies. Contact each officer before the meeting by phone, note, or email. Get to know the women, the churches and the district officers. Prayerfully consider the conditions and needs and be ready to offer information and guidance to the local auxiliaries. Visit with as many local auxiliaries as possible to encourage and strengthen the work. A quarterly newsletter could improve communication.

Be an example in witnessing, missionary support, personal service and participation. Be punctual for every meeting. Begin and end on time.

- To Appoint All Committees

Appoint all committees not otherwise provided for, taking care to involve as many women as possible. Follow up to determine if assistance is needed and to encourage those on committees to function. Serve as ex-officio member of all committees.

- To Call Special Meetings

Call special meetings, when necessary, taking care that information of

time, place and purpose is well publicized. Work with the second vice-president, secretary and/or treasurer, and reporter.

- To Assist in Organizing New Auxiliaries

Lead in organizing new auxiliaries in churches with no auxiliaries. Work with the first vice-president. Contact the pastor and a key lady in each church to offer to meet with the women of the church. Give interesting information of the benefits and joys of a local group. Assist in the reorganization of inactive groups by inviting them to attend district meetings, conferences and seminars.

- To Work With State and National Auxiliaries

Act as a key link between the local women and the state and national auxiliaries. Provide information of plans, programs and projects of the state and national auxiliaries. Attend all meetings to represent your district in state and national meetings. Advise the secretary and/or treasurer to send a list of district officers' names and addresses to the state and national presidents as soon as they are elected.

## **Section 2            First Vice-President**

- To Preside in the Absence of the President

Be prepared to substitute for the president on short notice. (You will be expected to assume the duties of the president should a vacancy occur in that office until another president is elected.)

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- To Serve as the Enlistment Chairperson

Make a survey of churches in your district. Assist the president in reaching out to those who are not active, or who have no auxiliary or ministry group. Encourage them to participate in the district activities.

## **Section 3            Second Vice-President**

- To Be Chairperson of the Program Committee

Select a theme for the year and plan programs to emphasize it. The program will be the spiritual highlight of the meetings. Use a variety of methods of presentation, and be sure to plan for the amount of time allotted. Give detailed information of your aim for the program and the times schedule to all participants. Work closely with the president and other officers. Send copies of the program to each auxiliary in the district at least a week prior to each meeting. Ask the reporter to publicize your programs.

- To Prepare a Yearbook

A yearbook is an invaluable tool for both officers and members. Include the following:

- theme – with scripture and special song;
- names and contact information of district officers;
- program for each meeting with date, place and time

noted;

- district project information;
  - directory of local auxiliaries with names and contact information for their presidents and secretaries;
  - State and national officers, projects and goals;
  - calendar, with special meetings marked;
  - other information as needed.
- To Preside in the Absence of Other Presidents

Be prepared to preside in the absence of the president and first vice-president. Make a sample agenda for emergency use.

#### **Section 4 Third Vice-President**

- To Promote the Use of Biblical Literature

Encourage the use of doctrinally sound materials helpful to women's work. Provide an attractive display of books and tracts at each district meeting. (Make arrangements ahead of time for space.) You might distribute an assortment of tracts packaged in zip-lock bags. Give a short book review or make announcements concerning books that are available when time permits.

Encourage the reading of Mission World magazine offered by request subscriptions or sample copies from:

BMAA Missions Department, P.O. Box 878, Conway, AR 72033.

- To Preside in the Absence of President and First and Second Vice-Presidents Be prepared to preside when necessary. Make a sample agenda for emergency use.

#### **Section 5 Secretary and/or Treasurer and Assistants**

- To Keep a Record of All Meetings

Keep an accurate record of all meetings. The minutes should contain: the name of the group; the kind of meeting, regular, stated, special or called; date and meeting place; the fact of the presence of the president and secretary or, in their absence, the names of their substitutes; whether the minutes of the previous meeting were presented and approved or their reading dispensed with; a record of the attendance, number of officers present, offerings and actions of the auxiliary; all main motions, points of order or appeals; and usually the hours of meeting and adjournment when the meeting is only for business. Provide copies of minutes for everyone when possible.

- To Encourage Cooperation

Make contacts with district and local workers through correspondence and personal visits. Work with the president to keep the auxiliaries informed of the progress made throughout the year and with the first vice-president on enlistment plans.

- To Receive and Disburse Funds

Receive funds and keep accurate records of all contributions. Pay out



funds as voted by the messengers or designated by the contributors.

- To Present a Financial Report

Make a financial report at each district meeting, showing all income and expenses and the balance on hand for the period.

### **Section 6            Girls' Missionary Auxiliary Promoter**

- Work with the Counselors from each church in your District. Lead the girls in selecting and supporting worthy projects. Detailed information may be obtained from the websites.
  - Provide information concerning meetings, projects and programs for the GMA work.
  - Detailed information for GMA, and YLA, can be found on the website, nationalgma.org. Including the officers, project, GMA Retreat (Camp), Counselor's information, Forward Steps, new lessons, photos and more.

### **Section 7            Sunbeam Director**

Be responsible for overseeing the total scope, purpose and activities of the Sunbeam auxiliary. Maintain an open line of communication between the Women's Missionary Auxiliary and the Sunbeam auxiliaries. Serve as a coordinator for the local counselors, encourage them to participate in district activities. Plan, evaluate and guide the programs, projects and activities of the district Sunbeams.

### **Section 8            Reporter**

- To be the Publicity Officer

Prepare and publish news of your auxiliary. Work closely with the president, second vice-president and secretary. Encourage reporters in the local groups to use posters, visual aids, bulletin inserts and announcements to publicize auxiliary events.

- To Prepare Articles of Interest

Prepare articles for appropriate publications concerning special events, projects, etc., to publicize the district auxiliary. Relate what was done rather than what was said. Mention the selection of projects, records that may have been set or broken, and special program highlights. Consider doing a profile of special workers, supportive pastors and missionaries. (The expenses involved in this office shall be paid for by the vote of the district auxiliary.)

### **Section 9            Historian**

- To Preserve History

Make your work both interesting and helpful. Keep a good scrapbook

containing pictures, programs and news clippings. Display the scrapbook at the district meetings. Compile vital statistics on the progress of the district auxiliary. (The expenses involved in this office shall be paid for by the vote of the auxiliary.)

- To Recall Heritage

Call attention the items in the history of your district by making an occasional spot announcement recalling a special event. Give the date, place, event and results. Plan to celebrate special occasions such as anniversaries. Consult the president and second vice-president well in advance to coordinate the plans.

## **Section 10      Project Promotion Committee**

- To Set Goals

Lead the district auxiliary to set a goal amount for the project and offer ideas for promotion. The best promotional tool is information about the need, how the money will help and how much is needed to complete the project.

- To advertise

Prepare materials to be used in advertising the district auxiliary project. Provide posters and printed material for take-home use. Mail quarterly project news to all auxiliaries. Publicity and promotion will encourage generous offerings. Use websites, facebook, and emails as much as possible.

- To Cooperate With State and National Promoters

Promote state and national projects by getting information from the state and national websites. (The expense involved shall be paid for by vote of the district auxiliary.)

## **Section 11      Advisory Council**

- To Strengthen the Work

Observe the Proceedings of the auxiliary and make constructive comments. Suggest ways to adhere to the policies of the district BMA. Call attention to any errors in proceedings and advise concerning parliamentary procedures.

- To Avoid Problems

Advise, when called upon, concerning correspondence related to requests for funds or assistance out of the ordinary course of auxiliary work.

## **Article VII – Membership**

The local women’s auxiliaries or ministries make up the membership of the district auxiliary. Each local group is entitled to three messengers who have been chosen from her membership to vote on her behalf, provided that the church is a member of the local Baptist Missionary Association. Regular members may serve as officers of the district

auxiliary.

### **Article VIII – Contributions**

All contributions of the district auxiliary are to be sent to the district secretary and/or treasurer to be recorded and disbursed as voted by the auxiliary or designated by the donor.

### **Article IX - Committees**

Each district auxiliary is to provide for committees as deemed necessary. They may be appointed by the president or elected by the auxiliary. The registration committee may be provided by the hosting church.

### **Article X - Expenses**

Regular and necessary expenses incurred by officers in carrying out their duties and not otherwise provided should be paid by vote of the auxiliary. These expense may include postage, cost of printing, phone calls, supplies, etc. The amount estimated and a limit set in keeping with the financial condition of the auxiliary.

### **Article XI - Amendments**

The Statement of Principles may be amended at any regular session of the auxiliary by a vote of two thirds of the messengers present.

## SUGGESTED

### Order of Business for a District Auxiliary

Assembly called to order by the president

Song service and devotional

Welcome

Receiving of new auxiliaries

Business

Minutes read and approved (Preferably presented in printed form)

Treasurer's report (Preferable presented in printed form)

Unfinished business

New business

Special music or congregational song

Program(Chairperson in charge)

Adjournment

## Chapter 4      **THE STATE AUXILIARY**

### **Statements of Principles for a State Auxiliary**

#### **Article I – Name**

This organization shall be called the Women's Missionary Auxiliary of

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#### **Article II – Definition**

The State Women's Missionary Auxiliary is the associated effort of the local auxiliaries, represented by messengers of the churches in the Baptist Missionary Association of the state.

#### **Article III – Object**

The purpose of the state Women's Missionary Auxiliary is to encourage a spirit of Christian cooperation among the churches and to provide extended outreach for all the work of the churches; to encourage and aid the organization of local auxiliaries in every church affiliated with the Baptist Missionary Association of the state; to educate and assist local and district auxiliaries; and to serve as a link between the local,

district and national auxiliaries.

#### **Article IV – Time of Meeting**

The annual meeting is held at the time and place selected by the messengers in an annual assembly, or according to the time and place selected by the Baptist Missionary Association of the state.

#### **Article V – Officers**

The officers of the state auxiliary, who shall be elected annually, are as follows: president, first vice president, second vice president and third vice president, who shall not serve in their offices more than two consecutive years; recording secretary, assistant recording secretary, corresponding secretary and/or treasurer, assistant corresponding secretary and/or assistant treasurer, director of youth auxiliaries, Sunbeam director, Girl's Missionary Auxiliary-Young Ladies' Auxiliary promoter (some state auxiliaries prefer to elect a Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter and assistant promoter and a Sunbeam director and assistant director rather than the three mentioned above while some states choose to have a Director of Youth Auxiliaries and Assistant to oversee both the GMA and Sunbeam programs.), editor and historian. All state officers are members of the state and national recommendations committees. Elected committees are the promotion committee composed of three, and an advisory council, composed of three pastors in the Baptist Missionary Association of the state.

#### **Article VI – Duties of Officers & Recommended Activities**

##### **Section 1            President**

- To Provide Leadership

Accept responsibility as the chief executive officer of the state auxiliary. Preside over all state and officer's meetings and call special meetings. (Call on the first vice-president to preside at your discretion.) Actively promote the work of the state auxiliary. Gain an understanding of the objectives of the work and be able to offer information and guidance concerning the entire auxiliary program. Be prepared to speak concerning or to teach objectives of the state Women's Missionary Auxiliary and to supply specific officer helps, program materials and information about the projects of the state Women's Missionary Auxiliary. Visit as many district and local auxiliaries as time permits.

Organize your staff of officers and communicate with them regularly. Conduct a planning session as early as possible. Refer questions to the Advisory Council and depend upon them as your parliamentarians. Call special meetings when needed.

- To Prepare the Program Booklet (Optional)

The program for the annual session will be prepared by the second vice-president, and the agenda will be prepared and the program

booklets (when customary) assembled by the president. Notify officers of the deadline date for receiving reports and suggest format for reports. Send the programs to the editor early enough for distribution to all denominational papers. (Provide a copy of the agenda to the first vice-president.)

- To Appoint Committees as Directed

Appoint committees as needed to carry out plans and programs of the state auxiliary. The following standing committees work during the annual and executive committee meetings: registration; petitionary letters; finance; and resolutions committees. Choose them from among the regular members of the auxiliaries of the Baptist Missionary Association. (It is best to appoint women in the locality of the meeting place for the registration committee.)

The host committee is made up of the district Women's Missionary Auxiliary president and her officers in the area where the annual meeting is held. These women may work with you to coordinate the work and make the necessary arrangements that are best done locally. These include the following: suggesting names of area women to serve on the registration committee; arranging for a nursery location and workers (these workers to be paid from the general fund of the state Women's Missionary Auxiliary); arranging for display space and tables, seating, etc.; and often providing the name tags (optional).

- To Lead in Educational and Training Efforts

Be available to plan and present workshops and seminars with the help of other officers.

- To Give a Report at the Annual Session

Prepare a summarized report of the state auxiliary work to present to the annual session of the Baptist Missionary Association of the state. (This is done by the incoming president and is prepared, read to the body at the appointed time, and handed to the state clerks for publication.) Include the accomplishments of the prior year, project fund information (old project and amount and new project and goals), and a list of the incoming officers.

## **Section 2      First Vice President**

- To Serve as Assistant to the President

Serve as the first assistant to the president. (In the event the president resigns or becomes unable to perform her duties, you would assume her responsibilities.) Gain an understanding of all objectives of the work and a working knowledge of the manual and guidebook, as well as parliamentary procedure.

- To Promote Personal Service Work

The personal service report is no longer in use; however, the importance of personal service has not diminished. Emphasize that importance through programs, publications and personal appearances.

Encourage the local, district and state Women's Missionary Auxiliary members to remain faithful in the Lord's service. Send a written report of the year's activities to the president for the annual program booklet.

- To Serve as Enlistment Chairperson

Present a plan of enlistment which may be used in local and district auxiliaries. February is enlistment month. Promotion should begin with an article outlining a plan, a theme and instructions for the procedure. The article should be sent to the editor of the state paper and the webpage when applicable.

Provide the petitionary letter form, and invite new auxiliaries to petition for membership in the state group. New auxiliaries are recognized at the annual meeting. Seek ways of emphasizing the welcome to each new auxiliary soon after the meeting.

- Write an annual report and send to the President for report booklet.

- To Lead in Pastor's Appreciation (Optional)

It is customary in some states for the first vice-president to lead in a special pastor and deacon recognition called "Pastor (or Deacon) Appreciation Week." Plan and implement special activities to honor them.

### **Section 3            Second Vice President**

- To Represent the State Women's Missionary Auxiliary

Prepare to represent the state Women's Missionary Auxiliary when you are invited to have the opportunity to do so. Be prepared to speak concerning or to teach the objectives of the state Women's Missionary Auxiliary when you are required to travel. Offer specific officer helps, program materials and information about projects of the Women's Missionary Auxiliary.

- Provide leadership in the areas of spiritual program content and effective presentation.

In addition to providing programs for the regular meetings, offer leadership by communicating with local and district officers through the state papers, newsletters, and electronic media (websites / facebook pages etc). Invite local and district second vice-presidents to share their original programs.

- Submit programs and ideas through the publications, and offer to participate in workshops when invited by local or district auxiliaries.

- Send a written report of the year's activities to the president for the annual program booklet.

- To Present Programs

Select a theme for the year. Seek the leadership of the Holy Spirit to

guide in your selection. As soon as the theme is chosen, notify the president and the editor so the new theme may be publicized. (You may find help in selecting the theme from tract titles, poster titles, song titles, Scripture verses, etc.) As the program plans are developed, be sure to notify (well in advance) each one who is involved. The programs should be uplifting as well as informative. Confer with the president and keep her informed of your plans and progress. When the meeting is over, express appreciation to all who helped.

- To Share Ideas

Distribute handouts which would include sample programs, helpful books and tracts, suggestions for object lessons, visuals, etc.

- To Preside When Called Upon

Be informed of the activities of the auxiliary, and be prepared to preside should the need arise. Study the manual and guidebook, as well as parliamentary procedure.

#### **Section 4 Third Vice President**

- To Encourage Daily Bible Reading and Study
- To Be Chairperson of Literature and Tract Distribution

Promote Bible Study and the use of literature and tracts through correspondence, personal contact and in state papers. Recommend literature that will strengthen the local and district auxiliaries.

- Send a written report of the year's activities to the president for the annual program booklet.
- To preside when called upon.

Be informed of the activities of the auxiliary, and be prepared to preside should the need arise. Gain a working knowledge of the manual and guidebook as well as parliamentary procedure.

#### **Section 5 Recording Secretary and Assistant**

- To Keep a Record of All Meetings

Keep an accurate record of all proceedings of annual and officer meetings. Place minutes in a notebook, using reinforced paper. Preserve filled minute books by storing them in a designated storage place, noting in current minutes where they may be found.

- To Give Notice of Special Meetings

Provide necessary details to the editor to publicize special meetings. Notify newly elected officers who were not present at the time of their election.

- To Prepare the Minutes for Publication

Furnish one copy of the minutes to the president, one to the historian, one for the official notebook and one to the state clerks for publication.

#### **Section 6 Corresponding Secretary and/or Treasurer and**



## **Assistants**

- To Encourage the Cooperation of All Auxiliaries

Make contacts with district and local workers through correspondence and personal visits. Work with the president to keep the auxiliaries informed of the progress made in the work throughout the year; with the first vice president on enlistment plans; and with the editor to keep the public informed of the activities of the auxiliaries.

- To Maintain a Current Roll

Keep a file of auxiliaries, including their officers' names and addresses, who have petitioned and been accepted into the state auxiliary. (When an auxiliary has petitioned and been accepted, it will remain a member, even if inactive. When it becomes active, it need not petition again, but its members may merely present themselves at a state meeting to be reinstated.)

- To Make an Annual Report

Make an annual report which shall include the total auxiliaries reporting, contributions to the project fund, general fund, and designated funds and balances in all funds. Send a copy of the report to the president for the annual program booklet.

- To Act as the Financial Agent

Act as the financial agent of the body by receiving and disbursing all funds pertaining to the state Women's Missionary Auxiliary general fund, state project fund and any funds for their respective state departments. Record and file statements in the permanent minutes, indicating financial institutions where auxiliary funds are deposited. (The corresponding secretary and/or treasurer is to be paid such salary per year as may be voted at each annual meeting.)

## **Section 7      Director of Youth Auxiliaries**

- Encourage, promote and publicize the work of the Sunbeams and the Girls' Missionary Auxiliary.
- Correspond through newsletters and articles in state denominational papers to keep the promoters informed of activities.
- Prepare to speak in churches, district meetings, house parties, presentations, coronations and officers/promoter training sessions.
- Work through district promoters when possible.
- Make an annual report, which shall include numerical and financial information. Send a copy of the report to the president for the annual program booklet.
- Serve as a member of the national recommendations committee.

The expenses of this office shall be paid by the vote of the state Women's Missionary Auxiliary.

Detailed information regarding all aspects of youth auxiliary activity

may be found on the GMA website.

### **Section 8            Girls Missionary Auxiliary Promoter**

- Cooperate with the director of youth auxiliaries, Sunbeam director and Girls' Missionary Auxiliary advisory council to plan and evaluate the auxiliary work.
  - Travel, carry on correspondence and conduct workshops to promote youth auxiliary work.
  - Encourage the use of the Forward Steps program.
  - Assist in organizing new Girls' Missionary Auxiliary groups in your state, working with district promoters.
  - Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

### **Section 9            Sunbeam Director**

- Be responsible for overseeing the total scope, purpose, curriculum and activities of the state Sunbeam auxiliary.
  - Travel, carry on correspondence and conduct workshops to promote Sunbeam work.
  - Serve as a coordinator for the local and district counselors, encouraging them to participate in a state Sunbeam house party.
  - Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

The expenses shall be paid by the vote of the state Women's Missionary Auxiliary.

Further information may be obtained on the Youth Auxiliaries website or by contacting the national Sunbeam Director.

### **Section 10           Editor**

- To Receive and edit articles

Serve as the public relations officer of the Women's Missionary Auxiliary. Assemble material for the women's page in the state paper, website or face-book page. Create a positive image of the auxiliary as an organization involved in missions, benevolence, Christian education, youth auxiliaries, evangelism and Bible study through frequent articles concerning the nature, objectives and work of the auxiliary.

- To Write Articles of Interest

Prepare articles on the state auxiliary work for publication in the state paper. Write articles of interest about officer's activities to be published by their local newspapers and do spotlights on Missionaries

and their families.

- Make an annual report of the year's activities. Send a copy to the president for the annual report booklet.

## **Section 11      Historian**

- To Preserve History

Compile and keep vital statistics on the progress of the state auxiliary. Prepare a good scrapbook containing pictures, programs and news clippings. Display the scrapbook at the state meetings. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

- To Recall Heritage

Prepare a display of items of history. You might wish to plan a celebration of an anniversary or to honor workers who have contributed much to the work of the auxiliary. Consult the president and second vice-president well in advance to coordinate the plans.

## **Article VII - Membership**

The local auxiliaries make up the membership of the state auxiliary. Each auxiliary/women's ministry is entitled to three messengers who have been chosen from membership in a BMA church and elected by her auxiliary/women's ministry, provided that the church is a member of the state Baptist Missionary Association.

## **Article VIII – Contributions**

All contributions of the auxiliary are to be given voluntarily and sent to the state corresponding secretary/treasurer to be disbursed as voted by the auxiliary or designated donor.

## **Article IX – Expenses**

Regular and necessary expenses incurred by elected officers in carrying out their duties and not otherwise provided should be paid by vote of the auxiliary. These expenses may include postage, cost of printing, phone calls, supplies, etc. The amount may be estimated and a limit set in keeping with the financial condition of the auxiliary.

## **Article X – Committees**

The president shall appoint a committee of four for registration, and two each for committees on petitionary letters, finance and resolutions at each annual meeting of the auxiliary. She shall appoint, by vote of the auxiliary, any other committees deemed necessary. (In some

states the church where the annual meeting convenes takes care of the duties of the registration committee.)

**Section 1 Registration Committee**

- Enroll the messengers and visitors at the regular or called sessions of the auxiliary.
- Give a report, when requested by the presiding officer or messengers, of the number of messengers enrolled.
- Make a final report of the number of messengers and visitors present and the number of auxiliaries represented.

**Section 2 Petitionary Letters Committee**

- Receive and study petitionary letters to determine if all things are in order for receiving the new auxiliaries into the fellowship of the body.
- List the petitioning auxiliaries and report them to the messengers soon after the assembly had been called to order.

**Section 3 Finance Committee**

- Receive funds brought to the annual session of the state auxiliary.
- Keep a record of the contributors, the amounts of the contributions, and the purpose for which they were given.
- Make a report of the totals to the messengers, and turn all monies over to the Corresponding Secretary/Treasurer for disbursement.

**Section 4 Resolutions Committee**

- Receive resolutions, make a thorough study of them and, if deemed advisable, present them to the body.
- Write and present such resolutions as the committee deems advisable. (Resolutions should include a vote of thanks to those responsible for the entertainment. Others may concern bereavement or current events.)

**Article XI – Amendments**

The Statement of principles may be amended at any regular session of the auxiliary by a vote of two thirds of the messengers present, provided that the amendment is offered in writing at the first meeting of the session.

**SUGGESTED**  
**Order of Business for a State Auxiliary**

Call to order by the president  
Welcome  
Song service and prayer  
Devotional (Miss GMA or Alternate)

Petitionary letters called for  
Welcome to new auxiliaries and visitors  
Appointment of committees

Program

Business:  
Officers' meeting minutes presented  
Reports of officers and committees  
(May be printed)

Song service and prayer

Unfinished business

New business:  
Project selection  
Election of officers  
Report on registration and finance

Resolutions

Adjournment

## Chapter 5      **THE NATIONAL AUXILIARY**

### **Statement of Principles of the Women's Missionary Auxiliary of the Baptist Missionary Association of America**

#### **Article I – Name**

This organization shall be called the Women's Missionary Auxiliary of the Baptist Missionary Association of America.

#### **Article II – Definition**

The national Women's Missionary Auxiliary is the associated effort of the local auxiliaries/women's ministries represented by messengers, of the churches of the Baptist Missionary Association of America.

#### **Article III – Statement of Purpose**

The Women's Missionary Auxiliary is a group of women authorized by Missionary Baptist churches on the local, district, state and national levels, banded together to encourage each other in their Christian growth and to aid in the ministries of their church and her associations through youth auxiliaries and personal ministry. She seeks to actively help the churches of the Baptist Missionary Association of America to carry the gospel to every corner of the world through local mission projects, personal and corporate evangelism, Christian education, benevolence, and by serving as an advocate for the needs of local, state, interstate and foreign missionaries to the churches of the Baptist Missionary Association of America.

She also is to encourage and aid in the organization of local auxiliaries in all the churches affiliated with the Baptist Missionary Association of America and to help in the organization of district and state auxiliaries.

#### **Article IV– Membership**

The local auxiliaries/women's ministries make up the membership of the national auxiliary. Each group is entitled to three messengers who have been chosen from her membership and approved by her church to vote on her behalf, provided her church has been received into the fellowship of the Baptist Missionary Association of America.

A new auxiliary/women's ministry may petition for membership by voting in a regular meeting to affiliate with the national Women's

Missionary Auxiliary. A petitionary letter is then prepared, approved in church conference, and presented to the petitionary letter committee at any meeting of the national Women's Missionary Auxiliary. Upon approval by the body, the messengers are seated. When an inactive auxiliary becomes active, it need not petition again.

## **Article V – Officers**

- The officers of the national auxiliary, all of whom are to be elected annually, are as follows: president; first vice-president; second vice-president; third vice-president; recording secretary; assistant recording secretary; treasurer; assistant treasurer; historian; media director; director of youth auxiliaries; Sunbeam director; Girl's Missionary Auxiliary-Young Ladies Auxiliary promoters; editor; song leader; and pianist. (All national officers are members of the national recommendations committee.) The following committees are to be elected annually: project promotion committee, composed of three; salary and expense committee, composed of three; advisory council, composed of three pastors in the Baptist Missionary Association of America; an Inspirational Resources committee, composed of five members; the president, third vice-president-chairperson, and three members elected from the floor in annual session.
- The officers shall not serve in the same office more than two consecutive years, with the exception of the treasurer and assistant treasurer, who shall not serve in the same office more than ten consecutive years; the Media director, and the director of youth auxiliaries, assistant director of youth auxiliaries, Sunbeam director, assistant Sunbeam director, Girls' Missionary-Young Ladies' Auxiliary Promoter, assistant Girls' Missionary-Young Ladies' Auxiliary Promoter, who shall not serve in the same office more than five consecutive years.
- One member of the following committees is to be elected annually on a staggered basis with three year term limit. One member goes off each year when another is elected. (The first year the committee was elected for 1-year, 2-year, and 3-year terms.) The committees are: project promotion committee, salary and expense committee, and Inspirational Resources committee.
- The advisory council, made up of three pastors, is elected annually for a one year term.

- The nominating committee, to be composed of the first vice-presidents of all the states, and the National first vice-president who will be chairman of this committee.

## **Article VI – Duties of Officers and Recommended Activities**

### **Section 1            President**

- To Represent the National Women’s Missionary Auxiliary

Prepare to represent the national Women’s Missionary Auxiliary whenever and wherever you are invited or have the opportunity to go. Gain an understanding of the objectives of the work, be informed of the conditions and needs, and be able to offer information and guidance concerning the entire auxiliary program. Be prepared to speak about or to teach Women’s Missionary Auxiliary objects and to travel at each opportunity. Offer specific officer helps, program materials and information about Women’s Missionary Auxiliary projects as needed.

Serve as a consultant for the other officers and be familiar with their duties. Refer questions to the advisory council and depend upon them as your parliamentarians. Correspond regularly with the officers and elected committee members to develop a team spirit.

Form a connecting link to the state auxiliaries by communicating with the state Women’s Missionary Auxiliary presidents.

Submit articles to denominational papers to improve communication and promote Women’s Missionary Auxiliary objectives. (You may wish to channel these articles through the office of the Media Director.)

A handbook is helpful, listing the names and addresses of national officers, projects, reporting requirements and other pertinent information. The book may be prepared, printed and distributed as you travel, with help from other officers and state presidents. A personal notebook with selected materials will be useful.

The programs for the annual session will be prepared by the second vice-president, and the agenda will be prepared and the booklets assembled by the president. Send a copy of the program to the Media Director early enough for distribution to all denominational papers. Notify officers of deadline dates and format for reports. (Provide a copy of the agenda to the first vice-president.)

- To Preside Over All Meetings

Be in charge of the annual session (during the annual Baptist Missionary Association of America meeting). The president should not



leave the podium during the meeting.

Plan a workshop or special meeting during the annual meeting of the Girls' Missionary Auxiliary of America. (Optional)

Call meetings when necessary. (It is customary to call a meeting to get acquainted with the newly elected officers and collect addresses as soon after the annual meeting as possible. Have the time and place announced, and keep it brief, so as not to keep anyone out of the main meeting.)

- To Appoint Committees and coordinate events as part of the annual meeting

Appoint standing committees who work during the annual meeting. They are the registration, petitionary letters, finance and resolution committees. Appoint three women to serve on each committee except registration, which

requires six to eight for the annual meeting. Choose women from among the membership of the auxiliaries/women's ministries of the Baptist Missionary

Association of America. (It is best to appoint women in the locality of the meeting place for the registration committee.)

Work with the host committee, made up of the state Women's Missionary Auxiliary presidents and/or the district Women's Missionary Auxiliary presidents of the area where the annual meeting is held. Cooperate with these women and assign them to coordinate the work and make the necessary arrangements that are best done locally. These include suggesting names of area women to serve on the registration committee; arranging for a nursery location and workers; (Check on state laws concerning Child Protection / Records checks for the nursery workers.) arranging for display space and tables, seating, etc; and often providing the name tags (optional).

When financially feasible coordinate a recognition for minister wives and widows at the annual meeting of the BMAA. This can be done in conjunction with a planned meal (lunch) including all ladies attending the meeting which could include afternoon breakout sessions. Coordinate this with a person in the local area of the meeting and the Treasurer of the National WMA.

Appoint a committee to plan a workshop, during the annual meeting of the Girls' Missionary Auxiliary of America (Retreat), made up of officers or women who specialize in a specific area of Women's Missionary Auxiliary work. The workshop program should be given to the Girl's Missionary Auxiliary program director early in May to be included in the program booklet printed for the Girl's Missionary Auxiliary of America. The workshop may be held at a time to be arranged with the director of youth auxiliaries, or, if space is available, a central location may be

used for display of materials. (Optional)

- To Serve on the Inspirational Resources Committee

Refer to section 15 for information on the members and procedures.

- To Serve as an Ex Officio Member of All Committees
- To Call Special Meetings When Necessary

Call a meeting in the event that a vacancy occurs in any office or a situation arises that requires the approval of the national Women's Missionary Auxiliary. Consider calling this meeting in conjunction with the Girls' Missionary Auxiliary of America if possible.

- To Present a "President's Award"

It has been customary to present a gift to the local auxiliary/ministry group that contributes the most to the project fund before the deadline of the fiscal year.

- To Sign the Official Signature Card

Sign the signature card with the treasurer for the national Women's Missionary funds.

- 
- To Prepare a Report for the Annual Session

Give a summarized report of the national auxiliary work to the annual session of the Baptist Missionary Association of America. This is done by the incoming president and is prepared, read to the body at the appointed time, and handed to the Baptist Missionary Association of America clerks for publication. Include briefly the accomplishments of the prior year, project fund information (old project and amount given and new project and goals) and a list of incoming officers. (This is subject to the approval of the BMAA president)

## **Section 2      First Vice-President**

- To Be the Assistant to the President

Assume the responsibility as the first assistant to the president. (In the event the president resigns or becomes unable to perform her duties, you would assume her responsibilities.) Gain an understanding of all objectives of the work and a working knowledge of the manual and guidebook and of parliamentary procedure. Be prepared to speak concerning or to teach Women's Missionary Auxiliary objectives, and as you may be asked, to travel in the interest of the Women's Missionary Auxiliary. Assemble materials, especially on the subjects of enlistment and personal service. Prepare to preside over the meetings in the absence of the president. (The president may request that you preside during part of the annual meeting.)

- Make an annual report of the year's activities. Send a copy of the report to the president for the annual program

booklet.

- To Promote Personal Service

The personal service report form is no longer in use; however, the importance of personal service has not diminished. Emphasize personal involvement through programs, publications and personal appearances; and encourage the local, district and state Women's Missionary Auxiliary women to remain faithful in service to the Lord.

- To Serve as Enlistment Chairperson

Prepare a plan for enlistment which can be used locally and nationally. February is enlistment month. Promotion should begin with an article, outlining a plan, theme, and instructions for the procedure. Send an article to the Media Director for inclusion in denominational publications. Prepare follow-up articles and suggested activities in denominational papers to further publicize enlistment month.

Provide petitionary letter form and invite new auxiliaries/women's ministries to petition for membership in the national group. Recognize and welcome new groups at the annual meeting. As a welcoming gesture, write a note to each new group as soon after the meeting as possible.

- To Serve as Chairperson of the Nominating Committee

The National Women's Missionary Auxiliary nominating committee consists of the first vice-president of each state auxiliary. Communicate with these ladies frequently to enlist and encourage new officers to serve in the national Women's Missionary Auxiliary. (It is understood that due to term limits the persons on this committee will change automatically.)

- To Serve as Chairperson of the Growth and Development Committee

The National Women's Missionary Auxiliary Growth and Development Committee consists of the president of each state auxiliary. The purpose of the committee is to identify the groups and their needs in order to adapt to changes in today's society. The committee is to keep a record of committee proceedings and for continuity of information, one of the two recording secretaries will attend any meetings of the committee. (It is understood that due to term limits, the persons on this committee will change automatically.)

The committee should solicit all groups to submit suggestions and ideas of how to gain new members and retain current members.

### **Section 3            Second Vice-President**

As an assistant to the president, be informed of the activities of the auxiliary and be prepared to preside should the need arise. Study the manual and guidebook, as well as resource material on parliamentary procedure.

- To Serve as Program Chairperson

Provide leadership in the area of spiritual program content and effective presentation. The programs should be uplifting as well as informative. Consult with the president and keep her informed of your plans and progress. Select a theme for the year, and notify the president and the Media Director so the new theme may be publicized. Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

- Prepare and present program for the annual meeting.

The annual meeting is held in conjunction with the annual session of the Baptist Missionary Association of America. Work with the president on the agenda and prepare an inspiring program.

It is customary to invite the current Miss GMA and Junior Miss GMA to participate on the program, and to have one of the youth workers to introduce them. Contact the young women to confirm their appearance, and designate the one to introduce them.

Work with the song leader and pianist to coordinate the music with your program theme. Plan for special music when it is needed, consulting with the musicians either to suggest or arrange it for you.

As the program plans are developed, be sure to notify (well in advance) each one who is involved. Express appreciation to all who helped.

#### **Section 4 Third Vice-President**

- To Be Chairperson of Literature and Tract Distribution

Encourage others to promote Bible Study and the use of literature and tracts through correspondence, personal contact and in denominational papers.

- To Serve as Chairperson of the Inspirational Resources Committee (formerly Study Book Committee)

The Committee shall consider possible subjects and/or materials that would be made available on the National WMA website, in an on-line Library of resources for study, programs, missions, promotional ideas, etc. Writers should be chosen from BMAA women's auxiliary / ministry groups.

(Refer to Section 14 for members of the committee)

- Make an annual report of the year's activities. Send a copy of the report to the president for the annual report booklet.

#### **Section 5 Recording Secretary & Assistant Recording Secretary**

The Recording Secretary and Assistant Recording Secretary are encouraged to work together as a team and divide the various

responsibilities listed below.

- To Record and Preserve Records

Keep an accurate record of all proceedings, and preserve all papers of the auxiliary and officer's meetings and recommendations committee. Be punctual to every meeting; or, when unable to attend, notify the president well in advance. Type minutes immediately to avoid forgetting important data. Record minutes in a notebook with reinforced paper. Use pocket pages to insert copies of programs and other loose material. Label the notebook as to the dates included, and change books as soon as one is filled. Deposit filled books with the Baptist Missionary Association Theological Seminary for safekeeping. Write minutes as concisely as possible to preserve the action of the auxiliary. Include full names of women if available (for instance, Mrs. John Doe, rather than Jane Doe.)

- To Report Annually

Make a written report (minutes) annually to the national auxiliary of the between – sessions of the officer's meetings. Keep minutes of all meetings, recommendations, committees, special meetings, etc. Minutes may be printed in the program booklet, or printed copies may be distributed rather than reading orally (optional). They should be adopted at the next meeting.

- To Notify Officers of Election

Notify newly elected officers who were not present when elected.

- To Prepare the Minutes for Publication

Send copies of the minutes and reports of both Women's Missionary Auxiliary and Girls' Missionary Auxiliary to the clerk of the Baptist Missionary Association of America within a month of the meeting. Also send copies of the Women's Missionary Auxiliary minutes and reports to the president, the Baptist Missionary Association Theological Seminary library, the Treasurer, to the historian and to the Media Director for publicity.

- To Provide Helpful Information

Assist the president by helping her with names, nominees and motions which she may not have time to list.

## **Section 6      Treasurer and Assistant Treasurer**

- To Act as the Financial Agent

Act as the financial agent of the body by receiving and disbursing **all** funds pertaining to the national Women's Missionary Auxiliary. That will include the general fund, national project fund, savings funds and any funds for their respective national departments. Record and file statements in the permanent minutes, indicating financial institutions where auxiliary funds are deposited.

- To Make an Annual Report

Make an annual report, which shall include the total auxiliaries

reporting, contributions to the project fund, general fund and designated funds, as well as balances in all funds. Send a copy of the report to the president for the annual program booklet.

- Prepare Documentation for Third Party Review

Coordinate with the Assistant Treasurer the documentation preparation of the fiscal year financial records to be sent to a committee for oversight review. This committee consisting of two ladies from the Women's Missionary Auxiliary and one minister of the Baptist Missionary Association of America will be appointed annually by the president.

- To Promote Auxiliary Work

Make contacts with state, district and local elected officers through correspondence and personal visits (if feasible) to encourage participation in the auxiliary program.

- Work with the president, the media director and the project promotion

committee to keep the auxiliaries informed of the progress or the need of additional funds throughout the year.

## **Section 7            Media Director**

The media director is the public relations officer of the Women's Missionary Auxiliary. The publicity will greatly determine the image and perception for the auxiliary as a whole. You must have an understanding of the objectives of the work and stay informed of the conditions and needs to be able to offer guidance and information concerning the entire auxiliary program. It is vital that the Lord's work through the auxiliary efforts be publicized.

- Administrator of the National WMA web page

You will be responsible for maintaining the National WMA web page (nationalwma.org). This public media source is an important tool in reaching out to ladies who need help. Provide information concerning officers, projects, programs, mission emphasis along with devotionals and other spiritual material.

Promote and advertise future meetings and programs of the Women's Missionary Auxiliary, keeping the information time sensitive.

Solicit and seek out information and announcement from other officers.

- Reporting to Denominational and Public News Sources

You will be responsible for reporting through the various denominational papers the progress of the national auxiliary work, including a summary of the proceedings of the annual meeting and any other called meetings.

Provide articles of interest about officer's activities to be published by their local newspapers and assist officers with their publicity either by writing articles or by having prepared articles published.

Whatever is placed on the web page should also be sent to the various denominational publications. Communicate with the WMA Editor of each state

where there is one elected and directly to the paper when there is none. You will find the names and addresses of the state editors in the BMAA Directory and Handbook.

- National WMA Facebook media

In keeping with the constant upgrade of social media sources, you should work closely with the administrators of the National WMA Facebook page in reporting news and announcements. Keep in mind that this source should be used to convey the most important information in the least amount of space. (You can always refer to the National WMA website page for lengthy information.)

- Finances

The expense of maintaining the web page will be paid for from the General Fund. You will need to communicate regularly with the Treasurer concerning this expense as it is subject to change periodically.

- Annual Report

Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

## **Section 8            Historian**

- To Preserve History

Compile and keep vital statistics on the progress of the national auxiliary. Keep a file of minutes for each year since the organization of the national auxiliary. Keep a scrapbook containing pictures, programs and news clippings.

In keeping with improved technology, preserve meetings and special programs through electronic means and make available for viewing on the national WMA website. Coordinate this with the Media Director.

- To Recall Heritage

Prepare a display of auxiliary memorabilia. Plan a celebration for special events and anniversaries. Prepare a manuscript on the history of the national auxiliary, when voted by the messengers. Consult with the president and second vice-president well in advance to coordinate the plans.

- Make an annual report of the year's activities. Send a copy of the report to the president for the annual program booklet.

## **Section 9            Department of Youth Auxiliaries**

A strong national youth auxiliary results from the cohesiveness of the National Youth Auxiliary Team. The auxiliary team consists of the director of youth auxiliaries, assistant director of youth auxiliaries, GMA-YLA promoter, assistant GMA-YLA promoter, Sunbeam promoter

and assistant Sunbeam promoter. As officers of the national Women's Missionary Auxiliary, they work together but have separate duties. To correlate their work and keep each other informed, the team will meet together at the annual meeting of the Women's Missionary Auxiliary of the Baptist Missionary Association of America and at the annual Girl's Missionary Auxiliary retreat.

The objectives of the Girl's Missionary Auxiliary of the Baptist Missionary Association of America is to:

- Assist local churches as well as districts and states in organizing new auxiliaries.
- 
- Offer continuing training and support to existing auxiliaries.

- **National Youth Auxiliary Team**

Budget finances of the national youth auxiliaries under the direction of the director of youth auxiliaries and the advisory council.

Recommend updates to the statement of principles to the director of youth auxiliaries.

Attend planning sessions as scheduled.

Under the direction of the director of youth auxiliaries, travel and assist in organizing new auxiliaries as well as assist in training district and state girl's missionary auxiliary leaders.

Become acquainted thoroughly with all girl's missionary auxiliary and Sunbeam curriculum.

Oversee the writing of girl's missionary auxiliary and Sunbeam materials.

Research literature in order to recommend books for reading assignments in the Forward Steps.

Assist and guide the officers of the Girl's Missionary Auxiliary of the Baptist Missionary Association of America in coordinating the annual girl's missionary auxiliary retreat.

Promote daily prayers the week before the annual retreat.

Assist in planning adult and special interest classes at the annual retreat.

Assist the director of youth auxiliaries and the advisory council in selection of speakers for the annual retreat.

Send names and addresses of counselors to the director of youth auxiliaries to update address list.

Promote the project, retreat and week of emphasis along with the officers of the Girl's Missionary Auxiliary of America.

Contribute articles to the denominational publications as well as the various means of social media ([www.nationalgma.org](http://www.nationalgma.org) and the FB page) as directed by the director of youth auxiliaries.

- **Director of Youth Auxiliaries**

Coordinate and unify the work of the Youth Auxiliary Team.



Coordinate and budget finances along with the Youth Auxiliary Team and the Advisory Council.

Propose recommendations of updates to the state of principles to the Advisory Council when necessary.

Lead bi-annual (or as needed) planning sessions of the Youth Auxiliary Team concerning literature, the annual meeting of the Girl's Missionary Auxiliary of America and promotion. (To keep financial cost to a minimum, these meetings are usually scheduled in conjunction with the annual Women's Missionary Auxiliary meeting and the annual Girl's Missionary Auxiliary Retreat.)

Travel in the interest of the Girl's Missionary Auxiliary (expenses to be paid by the vote of the national Women's Missionary Auxiliary). Coordinate and assist in the organization of new auxiliaries in local churches, districts and states, as well as training of district and state leaders of existing auxiliaries.

Represent the Girl's Missionary Auxiliary at the Camp Ministries Trustee meetings.

Coordinate with the youth auxiliary team in preparation for the annual retreat.

Coordinate an emphasis of daily prayer the week prior to the annual retreat.

Coordinate the planning of adult and special interest classes during the annual retreat.

Consult with the youth auxiliary team and the advisory council in selection of speakers for the annual retreat.

Make a report of the year's activities. Send a copy of this report to the president of the Women's Missionary Auxiliary to be printed in the annual report booklet.

Submit the minutes of the annual Girl's Missionary Auxiliary retreat to the clerk of the Baptist Missionary Association of America to be printed in the annual minute book of the association.

Keep a file of Girl's Missionary Auxiliaries and addresses of counselors. Coordinate and make all necessary arrangements for the annual mission trip along with the youth auxiliary team and the missions department.

Coordinate with the youth auxiliary team and the officers of the girl's missionary auxiliary in promoting the national project, retreat and emphasis week.

Coordinate contributions of articles to the denominational publications as well as the available social media sources.

- **Assistant Director of Youth Auxiliaries**

As a member of the Youth Auxiliary Team, assist the Director of Youth Auxiliaries as directed or assigned.

- **GMA-YLA Promoter**

A member of the Youth Auxiliary Team, work in a cooperative effort

with the director of youth auxiliaries and the Sunbeam director. Meet with them for biannual (or as needed) in planning sessions.

Make an annual report of the year's activities and give a copy to the president of the National Women's Missionary Auxiliary for the annual report booklet.

Correspond regularly with district and state Girl's Missionary Auxiliary Promoters, leading and assisting them in training workshops.

Select a theme in cooperation with the youth team.

Promote Girl's Missionary Auxiliary Week.

Oversee and assist with Miss GMA activities.

- **Assistant GMA-YLA Promoter**

As a member of the Youth Auxiliary Team, assist the GMA-YLA Promoter as directed or assigned.

- **Sunbeam Promoter**

A member of the Youth Auxiliary Team, work in a cooperative effort with the director of the team and other team members.

Correspond regularly with district and state Sunbeam promoters.

Under the direction of the director of youth auxiliaries, travel and assist in organizing Sunbeam groups in local churches. Assist in training district and state Sunbeam leaders.

Promote the national Sunbeam objectives and project.

Select a theme along with the youth team and promote Sunbeam Week.

Oversee Sunbeam activities.

Write a report of the year's activities and send it to the president of the national WMA for the annual report booklet.

- **Assistant Sunbeam Promoter**

As a member of the national youth auxiliary team, work with the team and assist the Sunbeam Promoter as directed or assigned.

- **Advisory Council**

This council is composed of the national Youth Auxiliary Team, the president of the national Women's Missionary Auxiliary, the director of youth auxiliaries from each state, the national Girl's Missionary Auxiliary adult treasurer and five adult Girl's Missionary Auxiliary workers, elected by the girls at their annual retreat/meeting. These women help implement the national goals.

At the national retreat/meeting of the Girl's Missionary Auxiliary of America, the advisory council works behind the scenes to make the meeting a memorable experience for all who attend. With their positive attitudes, words of encouragement and an abundance of hugs, they support the officers.

The work of the advisory council is to:

- Make recommendations that benefit the national Girl's Missionary Auxiliary of America. Assisting in selecting a theme and speakers for the annual retreat.

- Make financial recommendations and approve expenses.
- Make nominations for program director and assistant, evangelism director and assistant, recreation co-directors, Forward Steps coordinator and assistant, Queen Day coordinator and assistant, adult treasurer and assistant, camp superintendents, adult pianist and adult music director for the Girl's Missionary Auxiliary of America.
  - Interview nominees for the national GMA offices.
  - Meet after the annual national Women's Missionary Auxiliary meeting and at the annual Girl's Missionary Auxiliary retreat/meeting as needed.
  - A designated member shall sit on the stage with the girl officers to advise concerning parliamentary procedures during business sessions.

## **Section 10      Editor**

- Promote the Women's Missionary Auxiliary Plan of Work

Write articles featuring the Plan of Work with suggested ideas to be published in the denominational papers, the national women's missionary auxiliary website and short highlights for the national women's missionary auxiliary face-book page.

- Write articles about Missions

Write articles about mission efforts for the various denominational papers, the national Women's missionary website and short highlights for the national women's missionary auxiliary face-book page.

- Promote the Auxiliaries

Write articles of interest promoting all aspects of the Women's Missionary Auxiliary and the Youth Departments for the national Women's missionary

website and short highlights for the national women's missionary auxiliary face-book page.

Send an annual written report to the President for the report booklet.

## **Section 11      Musicians**

- **Song Director**

Direct the congregational music and assist with special music at all meetings of the national auxiliary in cooperation with the president and second vice-president.

- **Pianist**

Cooperate with the song leader in the preparation and presentation of music for all meetings of the national women's missionary auxiliary.

## **Section 12      Project Promotion Committee**

- Set A Financial Goal and Suggest Ideas for Obtaining

### That Goal

Provide information concerning the need, amount required and time allowed for the project. Prepare materials to be used in advertising and promoting the project along with suggested ideas that will enthuse and encourage participation by all groups. Submit these materials to the various denominational publications as well as the national Media Director to be printed or posted on the social media sources. A maximum allowance for advertising expenses for the ensuing year is to be determined by the messenger body during the annual meeting. With this in mind, take advantage of all available free resources for advertising. The promotion expenses are taken from the funds received prior to any disbursements being made to the project selected.

It is crucial that the chairperson of this committee communicate with the Treasurer frequently throughout the year in order that all information is accurate.

- Reporting

Make an annual report of the year's activities, sending a copy to the president for the annual report booklet. In cooperation with the media director, submit periodic reports on the progress of the project to keep it before the groups.

- Awards and Recognitions

The local auxiliary group contributing the highest amount to the project and received by the Treasurer before the financial books close on **February 28** of the current fiscal year will be awarded the President's Award.

Framed certificates will be presented by the Project Promotion Committee to groups contributing \$1,000.00 or more.

Unframed certificates will be presented by the Project Promotion Committee to groups contributing \$500.00 or more.

All other groups will be named in the report submitted by the Treasurer.

- New Project Nominations

All nominations for a project must be received by the Project Promotion Committee Chairperson and the President in writing before **April 1** of the new fiscal year. All nominations must be from a local auxiliary/ministry group. All nominations must be a BMAA sanctioned ministry. All nominations will be presented at the annual meeting, but the selection by the body of messengers will be limited to one project.

- Percentages

The percentage amount of contributions that a project receives can be changed periodically by a vote of messengers. The recommended percentages are to be presented by the Salary and Expense Committee to the Recommendations Committee prior to the annual meeting.

### **Section 13      Salary and Expense Committee**

Receive and study, anytime during the year, recommendations pertaining to the financial matters of the Women's Missionary Auxiliary. Prepare recommendations for the national meeting, sending a copy to the president to be printed in the program booklet. Designate salaried officers, others who are to receive reimbursement and funds from which payment will be made. Recommend salaries, travel expenses, mileage rates, meeting expenses, promotional costs and other expenses as necessary.

Recommended changes are subject to vote and are subject to change periodically. (See Appendix B)

### **Section 14      Inspirational Resources Committee**

- Members of Committee

The committee consists of five members: the president, the third vice-president and three members elected from the floor in annual session. The three elected shall serve for three year term(s) with the terms on staggered basis. The third vice-president will serve as the chairperson.

- Purpose of the Committee

The committee shall consider possible subjects and/or materials that would be made available on the National WMA website, in an on-line library of resources for study, programs, missions, promotional ideas, etc.

Writers should be chosen from BMAA women's auxiliary/ministry groups.

### **Section 15      Parliamentary Advisors**

- Be present in all sessions

Be present in all sessions of the annual meeting to advise the body when there is any question about whether or not the proceedings are in harmony with the spirit and principles of the Baptist Missionary Association of America. Act as parliamentarians on matters referred by the president.

- Counsel When Needed

Give advice on any correspondence related to requests for funds or assistance out of the ordinary course of auxiliary work.

### **Article VII – Contributions**

All contributions shall be raised through voluntary giving and sent to the national treasurer to be disbursed as voted by the auxiliary or designated by the donor. Each auxiliary is urged to contribute regularly to the national Women's Auxiliary work.

The Memorial Endowment Fund shall receive offerings to be invested in an interest-bearing account. The interest shall be deposited to the general fund. The principle amount shall not be used; only the interest may be drawn. Donors are encouraged to make contributions in honor of; in memory of; or as a gift in another's name. Offerings are to be mailed to the treasurer of the Women's Missionary Auxiliary of the Baptist Missionary Association of America, clearly designated to the Endowment Fund and including the name and address of the person(s) who should receive notification of the contribution.

### **Article VIII – Expenses**

Regular and necessary expenses incurred by officers in carrying out their duties, and not otherwise provided, should be paid by vote of the auxiliary. These expenses may include postage, cost of printing, telephone calls, supplies, etc. The amount may be estimated and a limit set – in keeping with the financial condition of the auxiliary – to be recommended by the salary and expense committee.

(See Appendix B)

### **Article IX – Committees**

The president shall appoint committees on registration, finance, resolutions, petitionary letters and any other committees deemed necessary for the success of the meeting and to give reports as instructed by the body.

#### **Section 1 – Registration Committee**

The duties of the registration committee are to:

- Enroll the messengers and visitors at the regular or called sessions of the auxiliary.
- Report to the body the number of messengers enrolled.
- Give a partial or full report at any time requested by a presiding officer or by the messengers.
- Give a final report at the closing session of the national auxiliary meeting of the number of messengers, visitors and auxiliaries represented.
- Give a written report to the recording secretary

#### **Section 2 – Finance Committee**

The duties of the finance committee are to:

- Receive funds brought to the annual session.
- Keep a record of the contributors, the amounts of the contributions and the purpose for which they were given.
- Make a report of the totals to the messengers and turn all monies over to the properly authorized treasurer for disbursement.
- Give a copy of the written report to the recording secretary

### **Section 3 – Resolutions Committee**

The duties of the resolutions committee are to:

- Receive resolutions, make a thorough study of them, and, if deemed advisable, present them to the body.
- Write and present any resolution deemed advisable. (Resolutions should include a vote of thanks to those responsible for the entertainment; others may concern bereavement or current events).
- 
- Give a copy of the written report to the recording secretary

### **Section 4 – Petitionary Letters Committee**

The duties of the petitionary letters committee are to:

- Receive and study petitionary letters to determine if all things are in order for receiving the new auxiliaries into the fellowship of the body.
- List the petitioning auxiliaries and report them to the messengers as called for by the president.
- Give forms and a copy of the written report to the recording secretary.

### **Section 5 – Recommendations Committee**

The recommendations committee shall be a standing committee, consisting of all national officers, the president, recording secretary, corresponding secretary and/or treasurer and the director of youth auxiliaries of each state auxiliary. The duties of the committee are to:

- Meet at a convenient time preceding the national auxiliary meeting and at other times at the call of the president.
- Hear and discuss all recommendations.
- The Recording Secretary and/or the Assistant Recording Secretary will compile and present recommendations to the national auxiliary at the annual meeting. These recommendations will be kept as part of the permanent record.
- Promote auxiliary work among all the churches of the Baptist Missionary Association of America.

### **Article X Annual Meeting**

The annual meeting shall be held at the same place as the Baptist Missionary Association of America.

### **Article XI Amendments**

The Statement of Principles may be amended at any regular session of the auxiliary by a vote of two thirds of the messengers present, provided that the amendment is offered in writing at the first session, to be voted on in a second called session.

## **ORDER OF BUSINESS FOR THE NATIONAL WMA**

Due to frequent changes in the schedule of the annual meeting of the BMA of America, an agenda/order of business will be compiled and printed in advance by the President on an annual basis

### **Chapter 6      Organizing New Auxiliaries**

#### How to Organize a Local Auxiliary/Women's Ministry

To organize an auxiliary/women's ministry in the church, the interested members should counsel with their pastor. With his approval and assurance of cooperation, they should present the matter to the church in regular conference. It should be understood that when the church authorizes the organization of an auxiliary, the members are voting their approval of auxiliary work for all ages – from children's groups through the adult women – and that the local auxiliary may at any time in the future organize as many circles as may be practical. The Young Ladies' Auxiliary, the Girl's Missionary Auxiliary and the Sunbeam Auxiliary should be considered as circles within and under the sponsorship of the general auxiliary. Any church member may offer to authorize the organization of such auxiliary.

After the church has voted approval, a date for the organization may be set, at which time either the pastor or any other person authorized by the church may preside. After a song and prayer, the one who presides should state the purpose of the meeting and appoint a secretary pro tem. The statement of principles for a local auxiliary/women's ministry should then be read. A motion would be in order to adopt those, followed by the election of the officers provided for in the manual and guidebook.

The names of the officers and the time of the meeting of the newly organized auxiliary/women's ministry should be sent to the district recording secretary for their files.

At the first opportunity the local auxiliary/women's ministry should send church-approved messengers to the meetings of the district, state and national auxiliaries to petition for membership as a cooperating auxiliary in those organizations. (Petitionary letter forms



are in this manual and can also be obtained from [nationalwma.org](http://nationalwma.org))

### How to Organize Circles With-in the Auxiliary/Women's Ministry

In order to promote growth and provide opportunity for all women to work in the auxiliary/women's ministry, it is advisable for most churches to organize circles with the local group. Some members prefer to meet in the morning, others in the afternoon, and still others at night. They may also prefer to meet on different days. Some women prefer to meet at the church building; others prefer to meet in a home in their residential areas. Having more than one group in the church promotes attendance.

When any member discovers the possibility of enlisting more women in auxiliary/women's ministry work through the organization of another circle to meet at a time and place convenient to them, she should call it to the attention of the president of the local group. They should counsel with their pastor and secure his cooperation. The president and those interested in going into the new circle should decide upon a time and place for the organization. When they meet, the president of the local group should call the meeting to order, have prayer and then preside until all officers have been elected.

Any or all of the officers for the local group as listed may also be elected for the circle. Following the election of officers and before any other business is considered, the president of the local group should turn the meeting over to the circle president. She should present other business to the group, such as the regular time and place of meetings, course of study and projects.

The above organization means that each circle can carry on business similar to all other circles of the group and independent of the general auxiliary/women's ministry, choosing their own time of meeting and their own course of study, adopting their own project and raising funds to be disbursed at their discretion without interference from the general auxiliary.

Although each circle is independent in the work, it is beneficial for all circles to cooperate, to contribute to the general auxiliary/women's ministry treasury and to support the district, state and national programs and projects.

If there is more than one circle in the local group, it is well to organize a general auxiliary as provided for in this manual and guidebook.

Order of Business for a Circle –  
Circle president in charge

Prayer

Recognition of visitors and new members

Personal Service reports filled out (optional)

Minutes read (optional)

Unfinished business

New business

Bible study (Bible teacher and/or second vice-president in charge)

Announcements

Adjournment

### How to Organize a General Auxiliary/Women's Ministry

In churches which have more than one circle, there may be a need to organize a general auxiliary/women's ministry in order to coordinate the work of the circles. In that case, any circle may call a meeting of the officers of all the circles to set the time for the organization of a general auxiliary/women's ministry and to elect a chairperson pro tem, who may then proceed with the organization as planned. At the organizational meeting any or all officers should be elected as provided in the Statement of Principles for a local group. A regular time of meeting should be set and other business presented.

At the general auxiliary/women's ministry meeting, monthly circle reports are turned in to the general auxiliary secretary, including enrollment and average attendance for the month, attendance at the general meeting and any funds that are given. The general auxiliary secretary should receive a combined monthly report from the director of youth auxiliaries of all youth auxiliary work, including Sunbeams, Girls Missionary Auxiliary and Young Ladies' Auxiliary

The general auxiliary/women's ministry is to sponsor the Young Ladies' Auxiliary, Girls' Missionary Auxiliary and Sunbeam groups within the church and to elect their leaders annually.

Three (3) messengers to the district, state and national auxiliary meetings are elected at the general auxiliary/women's ministry meeting. They are to be approved by the church in regular conference.

The general auxiliary/women's ministry is to cooperate with the district, state and national programs and projects, giving their financial support.

Order of Business for the General Auxiliary/Women's Ministry –

President in charge

Opening song and prayer

Recognition of visitors

Business  
Reading of minutes and treasurer's report  
Other reports (committees, officers)  
Unfinished business  
New business  
Announcements  
Adjournment

How to Organize Other Auxiliary Groups, Sunbeams, Girls' Missionary Auxiliary, Young Ladies' Auxiliary

If the church already has an organized auxiliary, which is duly approved by the church, it is generally supposed that such an organization has the right and privilege of advancing auxiliary work within the church by organizing groups within the local or general auxiliary. Some of the groups, under the sponsorship of the local or general auxiliary/women's ministry, would be Girls' Missionary Auxiliary-Young Ladies' Auxiliary and Sunbeam Auxiliary.

When there is a need for the organization of any or all of those groups within the church, it should be called to the attention of the local or general auxiliary/women's ministry in their regular business meeting. A motion may be offered that such a group be sponsored. After opportunity has been given to discuss the matter, the auxiliary president should call for a vote on the question. If the proposed organization is approved by the local general auxiliary/women's ministry, the director of youth auxiliaries is elected at that time. A Girls' Missionary Auxiliary promoter and counselors and Sunbeam director and counselors for the new groups should then be elected, and a time and place for the organization of the auxiliary groups should be decided upon.

Care should be taken in the selection of Sunbeam directors and counselors. Only women who are interested in the age group with which they shall work, and who by their exemplary lives shall have the confidence of such a group, should be considered. If more time is needed in order to secure qualified persons for the work, the president and director of youth auxiliaries may serve with a committee to seek women to be presented as nominees in the next local or general auxiliary meeting.

All girls in grades four through twelve should be invited to meet with the president of the local or general auxiliary, the director of youth auxiliaries, the Sunbeam director and the Girls' Missionary Auxiliary-Young Ladies' Auxiliary promoter at the time set for the organization. After a song and prayer, the president should state the purpose of the

meeting and introduce the director of youth auxiliaries, Girls' Missionary Auxiliary promoter, and Sunbeam director, who should proceed with the formal organization.

After appointing a secretary pro tem, the director of youth auxiliaries will have the reading of the statement of principles found on the website [nationalgma.org](http://nationalgma.org)

A motion would be in order to adopt those, followed by the election of the officers suggested for a Girls' Missionary Auxiliary. The promoter and director should then appoint any committees necessary and a time of meeting should be agreed upon.

For information about the duties of all officers elected for the group, contact any National Youth Auxiliary officer found on the National WMA website, [nationalwma.org](http://nationalwma.org).

The Sunbeam Auxiliary is for girls and boys in the third grade and below. They may be divided into five groups: Spark (birth to age two), Flicker (two- and three-year olds), Ray (four-, five-, and preschool six-year olds), Beam (first and second graders) and Beacon (third graders). The officers of that group will be the director, assistant director and chairperson who shall perform, whenever practical, all the duties listed for the other officers of the local or general auxiliary.

The director shall be responsible for the teaching, the programs, receiving and disbursing of funds, and making the reports to the local and general auxiliaries. If there is a director of youth auxiliaries, the director should give the

monthly report to her so that it may be combined with all other youth auxiliary reports. The Sunbeam director may give her own report. In some churches the Sunbeams have successfully met at a time when their mothers were meeting in the adult circles. For additional information or assistance contact the National Sunbeam Promoter or Assistant. Information can be found on the National WMA website, [nationalwma.org](http://nationalwma.org).

For a more effective work among the young girls, in some churches it is best to divide the Girls' Missionary Auxiliary into three groups. The youngest group is to be called a Junior Girls' Missionary Auxiliary. It should include those in grades four, five and six. The older group should be called the Junior High Girls' Missionary Auxiliary and should include those in grades four, five and six. The oldest group should be called the Young Ladies' Auxiliary and should include those in grades nine, ten, eleven and twelve. (A fourth group may also be added. If a local church auxiliary has available a group of single girls who are in

college, training for some vocation or working in the city where the church is located, those young women should be organized into an auxiliary, following the pattern of the Women's Missionary Auxiliary.)

#### How to Organize a District Auxiliary

When there are two or more local auxiliaries/women's ministries who desire an organized district auxiliary within the bounds of a county or local association of Baptist Missionary Association churches, any church may vote in conference to invite other churches to send messengers to a meeting called for the purpose of organizing a district auxiliary. Messengers present may select a moderator pro tem, and a secretary pro tem may be appointed. Those are to serve until the regular officers are elected.

The presiding officer should state the purpose of the meeting. The statement of principles for a district Women's Missionary Auxiliary should be read and adopted. Officers should be elected as provided in the statement of principles.

## Chapter 7      **Parliamentary Procedure**

### **General Rules of Decorum**

The president should call the group or assembly to order at the appointed hour and open with a devotional and a prayer.

After the secretary has read the minutes, the president should ask, "Are there any corrections?" If there are not corrections or amendments, she should say, "The minutes stand approved as read." If there are corrections or amendments, the president should say, "The minutes stand approved as corrected, (or amended)."

Any member wishing to speak should rise and address the president or the one presiding at the time. After being recognized by the chair, she may proceed with the discussion.

Any woman who speaks to a motion should confine herself to the question, avoid personalities and not arraign the motives of any other messenger. She should not cast reflection upon any act of the auxiliary, unless she intends to move to rescind the action criticized.

Unless to ask a question or to make certain privileged motions as an appeal relative to indecorum, objection to the consideration of a question, raising a point of order, calling for orders of the day, making parliamentary inquiry, raising a question of privilege, to reconsider, to call for a division of the question or assembly for voting purposes, or to announce some emergency, no woman should interrupt another

who has the floor.

The speaker who has the floor should temporarily yield when the chairperson rises to state a point of order, to make an important announcement, to raise an inquiry, to ask or offer information to clarify, or otherwise to speak. If the speaker is found to be out of order, she may not proceed.

The presiding officer should clearly state all motions or motions as amended before they are voted on by the auxiliary, or she may have the secretary to read them in the form finally offered.

All motions must be seconded, when required of them, before the presiding officer calls for discussion. When the discussion is ended, she should say, "All who favor the motion raise your hand." After the positive vote is taken she should say, "All who oppose the motion show by like sign." She may ask for a voice vote of "yea" or "nay" instead of a show of hands, or she may ask for a rising vote "for" or "against". After the vote is taken, she should state whether the motion is carried or lost.

When a member notices a breach of order, she may rise and say, "I rise to a point of order". She must state the point of order without debate. The presiding officer will decide at once whether it is to be accepted.

When a member is dissatisfied with the decision of the chair, she may say, "I appeal to the body from the decision of the chair". If the appeal is seconded, the presiding officer should ask, "Shall the decision of the chair stand?" She should take the vote, without debate, and announce the result.

### **Some Definitions of Common Parliamentary Terms**

The chair is a title given to the one who presides over or moderates the business of the auxiliary. It is used when referring personally to her while she is presiding.

To accept a report is the same as to adopt, but it is not the same as to as to receive a report.

A session is a series of meetings at one general gathering of the auxiliary; the morning meeting, afternoon meeting and evening meeting often make up one session.

Pending questions are motions which have been stated by the chair but have not been disposed of. The immediately pending question is

the one which must be considered before others are taken up.

A plurality vote is the largest number of votes cast for any nominee who is elected because of having more votes than anyone else.

A majority vote is the vote which elects a nominee because she has received more than half of all the votes cast.

Taking precedence refers to certain motions' being in order for presentation and consideration even when another motion is pending. Main motions never take precedence over others.

Amendments are motions made to affect main motions or other amendments by inserting, adding, striking out, or substituting. An amendment to an amendment may not be further amended. An amendment must be voted upon before the original. If the amendment is lost, the original motion is then acted upon. If the amendment is carried the moderator should say, "All those who are in favor of the motion as amended raise your hand". If the one who made the original motion accepts the amendment, the vote need only be taken on the motion as amended.

Substitute motions are those which are made to be inserted into an entire resolution, paragraph, or section in the place of the corresponding parts of the pending motion.

Order of the day is some definite item of business which has by the vote of the auxiliary been given a specified time for consideration. When a messenger calls for the "order of the day", she does not need a second; the business assigned to that particular hour must be called up, unless by vote it be postponed to another given time.

### **Some Subsidiary and Incidental Motions Defined**

The previous question, which any messenger can move, is a motion used to end debate and to call for an immediate vote upon the pending question.

A motion to reconsider is the calling back of a motion previously passed, for renewed discussion, treatment of, and vote upon as if it were before the auxiliary for the first time. It stands alone before the body as before its passage. A motion to "reconsider" must be made by one who voted with the majority and can be debated only when the question to reconsider is debatable.

Division of a question is a request by a messenger that the different parts of a main motion or amendment, especially when each part can

logically stand alone, be voted upon separately. Division of an assembly is a call for a vote to be taken or counted by sections of the messengers in the assembly.

To lay on the table means to postpone a question and that it may be taken up at some future time when a motion is made "to take off the table".

To postpone indefinitely means to remove the question from before the auxiliary. It actually "kills" the motion.

### **General Classifications of Motions**

Main motions are those which bring some definite proposal or subject before the auxiliary for its consideration. They never take precedence over other motions, but must yield to all subsidiary, privileged, or incidental motions. They (1) cannot be made when another has the floor, (2) must be seconded, (3) are debatable, (4) require that debate be confined to the immediately pending question, (5) can be amended, (6) require only a majority vote for adoption, and (7) can be reconsidered at the same session.

Subsidiary motions, sometimes called secondary, are those which are introduced to modify, change, delay action upon, or otherwise dispose of main and certain other motions. Those motions include to lay on the table, to move the previous question, to limit or extend limits of debate, to commit or refer, to amend and to postpone.

Privileged motions are those which, though not relating to the pending question, nevertheless take precedence over it and must be resolved before it. Those include motions to fix the time of adjournment, to adjourn (if it does not mean the dissolution of the assembly), to take a recess, to raise a question of privilege, and to call for orders of the day.

Incidental motions are those which arise out of a pending question over which they take precedence, for they must be settled before the pending question is resolved. Those have to do with questions of order and appeal, suspension of the rules, objection to the consideration of a question, division of a question or assembly for voting, methods of voting or nominating, ways of closing or opening nominations, parliamentary inquiries, requests for information, permission to withdraw a motion, to read a paper, to be excused from duty or other privileges.

### **Classification of Motions According to Purpose**



To modify or amend motions a messenger will say, "I move that the question be..." followed by (1) "amended as follows", (2) "turned over to a committee", or (3) "referred to" some person or group for study.

To defer action on some motion, report, or resolution, a messenger will say, "I move that the matter..." followed by (1) "postponed to" a certain time, (2) "made a special order" (requires a two-thirds majority vote) for a certain time or to follow a certain item of business, or (3) "laid on the table".

To suppress or limit debate on a motion a messenger will say, (1) "I move the previous question", or (2) "I move that debates be ended", or (3) "I move that this matter be postponed indefinitely", or (4) "I move that this be laid on the table".

To consider a question a second time a messenger will say, (1) "I move that the question on ... be taken from the table", (2) "I move that we reconsider the question on ...." or (3) "I move that we rescind the action take on ..."

### **Motions Which Are in Order When Another Has the Floor**

- To call for a division of the assembly
- To call for a division of the question
- To object to consideration of a question
- To raise a point of order
- To call for orders of the day
- To make a parliamentary inquiry
- To raise a question of privilege
- To make an appeal relative to indecorum or to other cases
- To reconsider

### **Motions Which Do Not Need to Be Seconded**

- Motions 1-7 above
- To ask leave to withdraw a motion
- To request name to be omitted or to be relieved of duty

### **Motions Which Can Be Amended**

- The eleven motions listed above
- To adjourn (unless qualified by a time and place of meeting)
- 
- An amendment to an amendment
- To give informal consideration to a question
- To lay on the table

- To postpone indefinitely
  - To move the previous question
  - To request permission to read a paper
  - To suspend the rules
- 10) To take from the table
- 11) To take up a question out of its proper order

### **Motions Which Are Not Debatable**

- To move to adjourn (unless qualified by time and place)
  - To make an appeal relative to indecorum
  - To close or limit debate
  - To divide the assembly
  - To divide the question
  - To lay on the table
  - To close nominations
  - To reopen nominations
  - To object to consideration of a question
- 10) To raise a point of order
- 11) To call for orders of the day
- To move the previous question
  - To raise a question of privilege
  - To suspend the rules
  - To take from the table
  - To take up a question out of its proper order
  - To make motions relative to voting
  - To ask permission to withdraw a motion
  - To ask to be relieved of duty

### **Motions Are Usually Given the Following Precedence**

- To fix the time to adjourn (when privileged)
  - To adjourn (when privileged)
  - To take a recess (when privileged)
  - To raise a question of privilege
  - To call for orders of the day
  - To lay on the table
  - To move the previous question
  - To limit or extend debate
  - To postpone to a certain time
- 10) To commit or refer
- 11) To amend
- 12) To postpone indefinitely
- 13) To make a main motion

## **Petitionary Letter Form**

Group Name \_\_\_\_\_

Church Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Local President \_\_\_\_\_

A d d r e s s

City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

Phone \_\_\_\_\_

Local Secretary

A d d r e s s

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Petitioning by Letter Only (Check Here) \_\_\_\_\_

Messengers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has Church Been Received into the BMA of America? Yes \_\_\_\_\_  
No \_\_\_\_\_

Approved in Church Conference on the \_\_\_\_\_ day of  
-----,  
20\_\_\_\_\_

## **Appendix A**

### **Accounting Policies**

#### Nature of Activities

The National Women's Missionary Auxiliary (WMA) is a non-profit organization that cooperates with the Baptist Missionary Association of America (BMAA). The organization exists to plan, promote and organize the work of women and girls within the Baptist Missionary Association of America. The WMA promotes the furtherance of women's and other ministries while assisting the BMAA with various mission and other outreach projects.

#### Basis of Accounting

The financial statement is presented on the cash receipts and disbursements basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. Therefore, revenues are recorded when received instead of when earned and expenses are recorded when paid instead of when they are incurred. Accordingly, this statement is not intended to present the results of operations in conformity with generally accepted accounting principles.

#### Contributed Services

The WMA receives a substantial amount of services donated by its members in carrying out the WMA's ministry. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition under SFAS No. 116, *Accounting for Contributions Received and Contributions Made*.

#### Income Taxes

The WMA is exempt from federal and state income taxes under Internal Revenue Code Section 501(C-3) and is exempt from filing Form 990.

#### Donations

The WMA's revenues are primarily donations received from various BMA churches and individuals. A substantial amount that the WMA receives are restricted by donors as to their use. Donations that do not have donor restrictions are used for general purposes. The WMA has a system in place to ensure that donor restrictions are met and that unrestricted funds are kept separate.

## **Appendix B**

### **Salary and Expense Recommendations**

Each fiscal year the Salary and Expense Committee in consultation with the President, Treasurer and Director of Youth Auxiliaries shall make a recommendation at the Officers / Recommendations meeting concerning expenses reimbursed and salaries for the officers as well as percentage allotments for the annual project.

The following are the recommendations presented and accepted at the 2022 annual meeting in Springfield, MO.

#### **General Expenses Reimbursed:**

The office, mail and phone expenses are to be paid for all elected officers in the performance of their duties, not to exceed **\$150.00** per year with the following exceptions:

#### **From the General Fund:**

**President** - Expense of travel (mileage or airfare), lodging and meals when traveling to the annual meeting of the Women's Missionary Auxiliary of the BMAA. (When not provided by her church)

Expense of travel (mileage or airfare), lodging and meals when traveling to speak and promote the Women's Missionary Auxiliary. (When not paid by the inviting group).

To be reimbursed for purchasing the annual President's Award not to exceed **\$100.00**.

To be reimbursed for any paid publicity for the annual meeting and women's conference not to exceed **\$200.00**. (In cooperation with the First Vice President and Second Vice President and after all free media sources are used)

**First Vice President** – As chairperson of the Growth and Development Committee expenses to not exceed **\$500.00** per year. This can be used in conjunction with the President and Second Vice President in promoting and other expenses involved with a women's conference as part of the annual meeting.

**Second Vice President** – As program chairperson expenses up to **\$1,000.00** per year. This would include props, speaker(s) gratuities, gifts, etc.

**Recording Secretary and Assistant** – Compensated **\$100.00** for each meeting recorded. If either of the elected secretaries are not present, then one appointed by the President will receive the compensation.

**Treasurer and Assistant Treasurer** – Expense of travel (mileage or airfare), lodging and meals when traveling to the annual meeting of the Women's Missionary Auxiliary of BMAA. (When not provided by her church).

To be compensated with the following hourly salary while performing the duties of their office if they so choose to be compensated.

Treasurer: **\$6.00** an hour

Assistant Treasurer: **\$5.00** an hour

**Media Editor** – To be compensated **\$250.00** per fiscal year.

**Minister's Wives / Widows Recognition** (when feasible) to not exceed **\$1,500.00** each annual meeting.

**Nursery Workers** – When available and in consideration of host state child protection laws to be compensated **\$15.00** an hour during the time of the Women's Missionary Auxiliary annual meeting and conference only.

The expense of the National WMA website and domain be paid.

An honorarium of **\$200.00** each be given to the video technician (if used) and the sound technician (appointed by the sitting President) to serve during the annual meeting and conference.

Expense of printing the report book each year.

**From the Youth Fund:**

**Director of Youth Auxiliaries** – Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of their office if she so chooses. **\$6.00** an hour.

**Assistant Director of Youth Auxiliaries** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **\$5.00** an hour.

**GMA Promoter** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **\$6.00** an hour.

**Assistant GMA Promoter** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **\$5.00** an hour.

**Sunbeam Promoter** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National Sunbeam planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **\$6.00** an hour.

**Assistant Sunbeam Promoter** - Expense of travel (mileage or airfare), lodging and meals when promoting or speaking on behalf of the Youth Department. (When not paid by the inviting group).

This would include expenses incurred as part of the National GMA planning meetings.

To be compensated with the following hourly salary while performing the duties of the office if she so chooses. **\$5.00** an hour.

The **Miss GMA and Junior Miss GMA** to be reimbursed for travel expense to the annual meeting of the Women's Missionary Auxiliary of the BMAA.

***Mileage compensation for all officers will be \$0.40 per mile.***

**From the Project Fund:**

**Project Promotion Committee** – Expenses for promotion to not exceed **\$2,000.00** per fiscal year.

*It is encouraged to utilize all available social media sources such as the National WMA website and Facebook page as well as the various other sites.*

**Expenses for gifts / certificates to be given out.**

All funds must be received by the Treasurer no later than **February 28<sup>th</sup>** of each fiscal year to qualify for the President's Award (from general fund) and for the following:

Framed certificates to groups contributing \$1,000.00 or more.

Unframed certificates to groups contributing \$500.00 to \$999.99.

**Criteria and percentages for a project:**

That nominations for a project must be submitted in writing to the President and the Project Promotion Committee Chairperson by April 1 of the current year.

The nominations must be made by a local WMA.

Each nomination may have 1 person speak briefly giving a description of the ministry and the amount needed to complete the project. The President will allow an equitable amount of time on the program if there is more than one nomination.

The nomination must be a ministry of the Baptist Missionary Association of America.

Percentages – **The WMA General Fund 15%** of contributions received.

The **selected project 85%** of contributions received.

*Note: These percentages will be reviewed and modified on a yearly basis depending on the needs of the General Fund and the Youth Fund.*

## **NOTES**