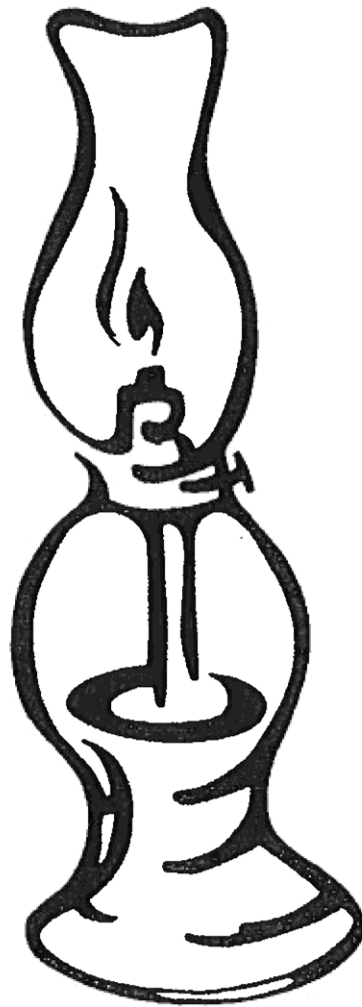


Bethel Presbyterian WIC

Vision - Passion - Commitment - Focus - Wisdom - Confidence - Unity



Job Descriptions

BETHEL PRESBYTERIAN CHURCH WOMEN IN THE CHURCH

The **purpose** of the **Women in the Church** is that every woman knows Christ personally and be committed to extending His Kingdom in her life, home, church, community and throughout the world

The **framework** of the **Women in the Church** organization provides an opportunity for each woman to know and exercise her gifts and abilities and use them to the glory of God in the total work and worship of the Church.

The **goal** is that this purpose will become a reality as women are given opportunities to respond to the Gospel and to pray, study the Scriptures, fellowship and serve the Lord together.

Every adult woman member of the Church is a member of the **Women in the Church**.

The **Women in the Church** organization recognizes that all ministries and activities of the Church are under the authority and guidance of the Session.

**"For Zion's sake I will not rest
and for Jerusalem's sake I will not keep silent,
until her righteousness goes forth as brightness,
the salvation thereof as a lamp that burneth"
Isaiah 62:1**

BETHEL PRESBYTERIAN WIC PRESIDENT

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goal by providing supervision, planning and coordination of the work of the WIC.

GOAL:

The President facilitates the function of the officers of the WIC Council by providing leadership to the WIC Council through use of organizational skills and growth in her personal relationship with Jesus Christ as her Lord and Savior.

APPOINTMENT:

The President is elected by the WIC after prior approval by the Session*. 1 yr term - (2-year commitment) She serves a one-year term as President-Elect. followed by a one term as President

DUTIES:

- Plans for and presides at WIC Council Meetings and General WIC meetings.
- Develops WIC Annual Calendar (including dates of WIC Council Meetings and other functions in which WIC participates) at the beginning of the year.
- Communicates with the Session WIC representative to ensure that Session approval is obtained for changes in WIC structure, officers/teachers, study material or other significant plans/events.
- Maintains communication with Fellowship Presbytery, President or officers and communicates to Circle Chairman and/or WIC Council significant information.
- Is a voting delegate at the Fellowship Presbytery WIC business meetings.
- Appoints committees as needed and may serve as ex-officio member of any committee except the Nominating Committee.
- Participates in and supports circles in rotating fashion.
- Plans orientation/training for WIC Officers prior to their installation.
- Makes sure that new members are added to the circle rolls once they join the church.
- Appoints Bereavement Chair, co-chair and group chairman to ensure equal distribution of active members.
- Prepares the yearly WIC booklet or arranges for the booklet to be updated yearly as well as the Job Descriptions once revised and voted on and approved by WIC Council.
- Attends the bi-yearly meeting with other Bethel ministry leaders.
- Presents an annual report at the WIC General Meeting in January and gives written report to Secretary and Historian.
- Serves on the Fellowship Presbytery WIC Nominating Committee.
- Mentors the President-elect with the duties and responsibilities of the office and provides opportunities for her to participate in leader responsibilities to prepare her for taking over as President the following year.

Please Note:

Session approval is obtained through request to WIC Session Representative.

Chairman will select Nominating Committee Members; both chairman & members should be active WIC members and prior WIC Council Members.

"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." I Peter 4:10

BETHEL PRESBYTERIAN WIC PRESIDENT-ELECT

PURPOSE: to contribute fulfilling WIC's stated Purpose and Goal by providing supervision, planning and coordination of the WIC

GOAL:

- The President-elect assists the President in facilitating the function of the officers of the WIC Council by providing leadership to the WIC Council through use of organizational skills and growth in her personal relationship with Jesus Christ as her Lord and Savior.

APPOINTMENT:

- The President-elect is elected by the WIC after prior approval by the Session. 1year term (2-year commitment). The President-elect serves one year term as President-elect followed by a one-year term as WIC President.

DUTIES:

- Assists the WIC President with her duties as needed.
- Participates as an active member on the WIC Council
- Familiarizes herself with the presidential duties in preparation for presiding as President the following year.
- Presides at the WIC Council General Meetings in absence of the President.
- Fills the unexpired term of the President in the event of her resignation.

Session approval is obtained through request to WIC Session Representation

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms” I Peter 4:10

BETHEL PRESBYTERIAN WIC CHILDCARE COORDINATORS

GOAL: The two Childcare Coordinators provide organizational support to the church at large by staffing the Infant and Toddler classes as needed.

APPOINTMENT: The Childcare Coordinators are selected by the WIC nominating committee after approval from the Session and the current WIC Council. There will be a chair and co-chair working together- serving a two-year (2) term. The co-chair will move to the chair position and another coordinator will be elected every year.

DUTIES:

- Both Childcare Coordinators are active members of the WIC Council and should attend the WIC Council Meetings whenever possible.
- Assures that the infant and toddler classes are adequately staffed for the Sunday Morning Worship service.
- Obtains volunteers for special events as directed by the WIC Council.
- Develops an annual schedule of volunteers for church services and provides the church secretary with a list of the volunteers to include in the weekly Worship Guide.
- Monitors infant and toddler classes to ensure that adequate adult coverage is present.
- Assures that the infant room has sign-in/sign-out sheets available.
- Maintains infant and toddler supplies which are to be paid for from the Bethel General Budget. Receipts are to be presented to the church Treasurer for approval and reimbursement.
- Make recommendations to WIC Council of purchases or changes as needed to maintain a safe, sanitary and attractive environment.
- Presents an annual report at the WIC General Meeting in January. Written report should be given to Secretary to retain with other WIC records.

Anyone serving in the Infant and Toddler classes must have a background check prior to serving. Bethel's current child protection policy states that 2 adults should be present in each room. Husband and wife are allowed to serve together.

Infant and Toddler supplies include baby wipes, goldfish, snacks, juice, cups, liquid soap, cleansers, paper towels, tissues and other supplies as needed.

BETHEL PRESBYTERIAN WIC SECRETARY

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goal by organizational support to the President and WIC Council

GOAL:

The Secretary provides organizational support to the WIC using

- documentation
- communication/correspondence.

APPOINTMENT:

- The Secretary is elected by the WIC after prior approval by the Session
- She serves a 2 (two) year term.

DUTIES:

- Is a member of the WIC Council and attends WIC Council Meetings
Records minutes of the WIC Council Meetings and of the business session of the WIC General Meeting
- Sends minutes to each Council member for approval by email. At the next Council meeting ask for a vote to approve minutes or make changes as needed.
- Reads any communication to Council as directed by President
- Notes and includes written annual reports from WIC Council members as attachments to Minutes of General meeting in January of each year
- Completes and mails reports as needed and directed by the President
- Informs Office Administrative Assistant of announcement for the Worship Guide, monthly Focus and Church calendar as directed by the President
- Acts as chairman of the WIC Council Nominating committee.

Session Approval is obtained through request to WIC Session Representative.
See attached guidelines for content of WIC Council Minutes and WIC General Meetings.

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms” I Peter 4:10

BETHEL PRESBYTERIAN CHURCH - **SECRETARY** - GUIDELINES FOR
MINUTES OF WIC COUNCIL MEETINGS. (page 2)

MINUTES OF WIC COUNCIL MEETINGS INCLUDE:

- The kind of meeting – regular or special.
- Date, hour and place of meeting
- List Council members who attended the meeting and those who were absent.
- Record who gives the devotion. and Scripture used
- Correction/ Approval of previous minutes
- Record of all reports presented
- Record of each motion made with name of person making motion, person seconding motion and outcome of Vote by WIC Council
- Record of all action to be taken, council member responsible and time frame for completion (if applicable).

Note:

Record what is done, not everything that is said; Keep minutes together in a designated notebook

Send minutes to all Council Members as soon as possible after Council Meeting by email

GUIDELINES FOR MINUTES OF WIC GENERAL MEETINGS:

- The kind of meeting (general, joint. etc.); Date, hour and place of meeting:
- Officer presiding
- Number of Circle Members present from each Circle:
Decisions made, or business conducted
- No need to record entertainment information.

BETHEL PRESBYTERIAN WIC TREASURER

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goal through handling WIC funds with a standard of accuracy and accountability that reflects positively on the WIC, the Church and Jesus Christ.

GOAL:

The Treasurer will:

Receive and record all monies received
Distribute funds in a timely manner as directed by the WIC Council: Provide reports to WIC Council, WIC and Session as requested.

APPOINTMENT:

The Treasurer is elected by the WIC after prior approval by the Session*. She serves a two (2) year term.

DUTIES:

The Treasurer:

- Is a member of the WIC Council and attends WIC Council meetings
- Receives and records all money received by the WIC
- Disburses funds as directed in the annual Budget in WIC Booklet, as well as. non-budgeted items when directed by WIC Council
- Documents non-budgeted items with receipts when possible
- Provides reports as follows:
 - at scheduled WIC Council Meetings and WIC General Meeting in January providing written report to Secretary
 - annually to WIC Historian for calendar year
 - annually to Fellowship Presbytery Treasurer
 - arranges an annual audit of WIC books
 - provides the WIC Council a proposed annual budget for the next year upon request of the President
 - advises Circle Treasurers of reports needed and of money to be collected for Bible Study Books
 - receives a monthly report from each Circle Treasurer documenting names of Circle members and the amount of monetary donations to WIC and forwards that report to the Church Office for inclusion in the annual statement sent to members for tax purposes.

*Session approval is obtained through request to WIC Session Representative

"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." I Peter 4: 1

BETHEL PRESBYTERIAN WIC HISTORIAN

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goal by accurately recording the history of Bethel Presbyterian Church.

GOAL:

The Historian has the responsibility for accurately recording the history of the Church. To this end she:

- Assembles and records facts
- Submits the history for the calendar year, Jan. 1 to Dec. 31.

APPOINTMENT:

The Historian is elected by the WIC after prior approval by the Session*. She serves a two (2) year term.

DUTIES:

The Historian:

- Is a member of the WIC Council I and attends WIC Council Meetings
- Records Church history in chronological order which includes:
- Recording statistical data (new members, members removed from roll or who transfer, deaths, births, marriages, baptisms)
- Recording officers. financial reports and budgets of Church and WIC
- Attaching written items (such as weekly worship guide, monthly church newsletter and programs of all special events)
- Attaching newspaper article weddings, recognition, obituary attaching pictures taken at church activities

Submits signed Annual History to the Clerk of Session and Session for approval and signature

Distributes copies of the Church History as follows

1. PCA Historical Center
478 Covenant Ln, St. Louis. MO 63141
(This copy should be written on Acid Free paper that is available in the Church Office marked for WIC History)
2. WIC Fellowship Presbytery Historian
3. Bethel Presbyterian Church WIC President
4. In the Family Life Center storage room (where chairs/tables are stored) in the fireproof cabinet
5. Bethel Presbyterian WIC Historian (and passes to her successor);
6. Church library.

Presents an annual report at the WIC General Meeting in January and gives written report to the WIC Secretary.

*Session approval is obtained through request to WIC Session Representative.

BETHEL PRESBYTERIAN WIC - MISSION TO NORTH AMERICA AND TO THE WORLD

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goal by encouraging each woman to extend Christ's Kingdom beyond her own home and congregation.

GOAL:

The Mission to North America (MNA) Chairman and the Mission to the World Chairman (MTW) and Co-Chairman plan opportunities for each WIC member to witness, show hospitality, pray for the lost by helping each WIC member to understand her mandate from her Lord in Acts 1:8 and Matthew 28:19

APPOINTMENT:

The Missions Chairman and Co-Chairman are elected for a two-year period by the WIC after approval from the Session.

DUTIES:

The Mission Chairman and the Co-Chairman:

- Are members of the WIC Council and attend WIC Council meetings
- Are members of Bethel Presbyterian Church Mission's Committee and periodically provide a summary report to the WIC Council
- Participate, as determined by the Church Missions Committee, in the Church wide Missions Conference held in the spring
- Promote the work of the General Assembly's Mission to North America Committee (request to be placed on their mailing list by writing to Mission to North America, 1700 North Brown Rd., Ste 102, Lawrenceville, GA 30043-8122, Ph 678-825-1200)
- Promote the PCA love Gift Offering in July and the Christmas Joy Gift in collaboration
- Plan, organize and coordinate children's Christmas Play with prior Session approval* for material and in coordination with church calendar. Collect the Christmas Joy Gift – Ministerial Relief Fund.
- Encourage the WIC to work closely with churches of Fellowship Presbytery WIC
- Present an annual report at the annual WIC General Meeting in January and give a written report to the WIC Secretary.

*Session approval is obtained through request to WIC Session Representative.

**Obtain from General Assembly materials needed for promotion of the current love gift project as the General Assembly recipient rotates annually. Also obtain materials to promote the Joy Gift.

BETHEL PRESBYTERIAN WIC CHRISTIAN EDUCATION CHAIRMAN

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goal by encouraging each woman to know Jesus Christ in a personal way as her Lord and her Savior, to grow in Him and to be committed to extending His Kingdom.

GOAL:

The Christian Education Chairman and the Co-Chairman seek to provide and promote opportunities for every woman to know Christ personally. To this end she encourages:

- Daily private Bible reading and participation in the Circle's Bible study
- Daily private prayer and participation in the Circle's group prayer and prayer chain
- Grow through Christian reading or audio visuals.

APPOINTMENT:

The Christian Education Chairman and the Co-chairman serve a two (2) year overlapping term. The Co-chairman assumes the position of Christian Education Chairman during her second (2nd) year. The Co-chairman is elected by the WIC after prior approval by the Session.

DUTIES:

The Christian Education Chairman and the Co-chairman:

- Are members of the WIC Council and attend WIC Council Meetings
- Present a devotion at WIC Council Meetings and as requested, at General WIC meetings:
- Encourage Christian reading by individual WIC members by making available or recommending books or audio visuals with Session approval*
- Advise WIC Council of the annual Circle Bible Study Book (Obtaining prior Session approval* is required and soliciting input from Circle Chairmen and Bible Study teachers is recommended) and distributes Books to Circle Chairmen
- Advises WIC Treasurer of expected invoices/credits for Study Books; Plan, organize and coordinate Vacation Bible School including:
 - Obtains Session approval for Study materials
 - Schedules in coordination with Church calendar
 - Submits to Deacon Chairman receipts for reimbursement and summary of expenses for use in projecting budget.
- Present an annual report at the annual WIC General Meeting in January and give written report to the WIC Secretary.

*Session approval is obtained through request to WIC Session Representative.

"For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ: Till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ:" Ephesians 4: 12-13.

BETHEL PRESBYTERIAN WIC SOCIAL COMMITTEE CHAIRMAN

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goal by offering WIC members the opportunity to serve our Lord Jesus Christ through participation in service and fellowship events of the WIC.

GOAL:

The Social Chairman organizes and coordinates the social events of the WIC to offer WIC Members opportunities for service.

APPOINTMENT:

The Social Chairman is elected by the WIC after prior approval by Session* and serves a two (2) year term.

DUTIES:

The Social Chairman

- Is a member of the WIC Council and attends WIC Council Meetings
Plans menu and determines food, supplies and assistance needed for setting up and decorating and cleanup for each event
- Communicates with Circle Chairman (prior to monthly circle meetings when possible) to inform them of assistance and/or food needed for each specific event:
Events include the following as well as others as requested by the WIC President:
 - a) Christmas Play refreshments:
 - b) Community Thanksgiving or Easter Service refreshments (if held at Bethel Church)
 - c) Coordination of Reformation Event in October (parents provide food):
 - d) Presbytery Meeting Meal (General or WIC if event is held at Bethel Church)
 - t) Senior Citizens Luncheon the last Wednesday in July.
Restocks paper/plastic supplies (such as plates, napkins, cups, tablecloths, utensils, plastic wrap and aluminum foil)
Restocks kitchen cleaning supplies (such as dish and dishwasher detergent and appliance. dish and sink cleaners)

*Session approval is obtained through request to WIC Session Representative.

"As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith." Galatians 6:10

BETHEL PRESBYTERIAN WIC CIRCLE CHAIRMAN

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goals by ministering to each woman in her circle thus encouraging her to know Jesus Christ in a personal way as her Lord and her Savior, to grow in Him and to be committed to extending His Kingdom. The Circle is the most intimate fellowship in all the WIC work; therefore, it is within this group that the purpose of the organization will have its greatest impact.

GOAL:

Circle members are inspired to knowledge, growth and service in Jesus Christ as the Circle Chairman creates within her Circle a joyous fellowship by:

- A. Showing her love and concern for each Circle Member:
- B. Visiting the Circle Members and knowing them in a personal way:
- C. Practicing loving leadership in carrying out her duties
- D. Seeking personal growth through daily Bible study and prayer time so that she can be a radiant, joyous Christian herself.

APPOINTMENT:

The Circle Chairman is elected by the WIC after prior approval by the Session*. She serves a two (2) year term.

DUTIES:

The Circle Chairman:

- Is a member of the WIC Council and attends WIC Council Meetings
- Prepares an Agenda and presides at the monthly circle meetings
- Appoints a vice-chairman, secretary-treasurer, two social committee members and selects teachers for the Bible study books selected by Christian Education
- Distributes study books to circle members
- Organizes circle prayer chain.

BETHEL PRESBYTERIAN WIC
CIRCLE CHAIRMAN

(Page 2)

Communicates, coordinates and encourages her members to participate in service opportunities which include the following:

*Session approval is obtained through request to WIC Session Representative.

**As noted in the \VIC Booklet.

***Report includes time and date of meeting, officers, average attendance, met budget items and additional activities.

"By this shall all men know that ye love one another." John 13:35

BETHEL PRESBYTERIAN WIC BEREAVEMENT COMMITTEE

PURPOSE: to contribute to fulfilling WIC's stated Purpose and Goal by offering WJC members the opportunity to serve our Lord Jesus Christ by providing a meal for the family of deceased church member on the day of the funeral or memorial service.

STRUCTURE:

A Bereavement Chairman with the as-needed assistance of a Co-chairman heads the Bereavement Committee

The Bereavement Committee is divided into four (4) Groups, which include all local WIC members

Group Chairmen head each of the four (4) Groups.

APPOINTMENT:

A Bereavement Chairman, Co-chairman, Group Chairmen are appointed by the WIC President and approved by WIC Council. The President also re-organizes groups annually to include new members and ensure equal distribution of WIC members who are currently able to be more involved in this service.

DUTIES:

SUPPLIES:

The paper products supplied by the church and stored in the Family Life Center kitchen are available for use when providing a meal. The non-disposable China, glasses, cups and utensils are available, if preferred, for meals served in the Family Life Center. If the meal is to be served at a home, disposable dishes from the Church Kitchen should be taken to the home unless the family indicates otherwise. Cloth table covers may be used but it is the responsibility of the Group to launder and return them in a timely manner.

“As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith.” Galatians 6:10