

when you organize

*Women's
Work*

in your parish

WHEN YOU ORGANIZE
WOMEN'S WORK IN YOUR PARISH
THE WOMAN'S AUXILIARY TO THE NATIONAL COUNCIL
281 FOURTH AVENUE NEW YORK 10, N. Y.



PRICE FIFTEEN CENTS

when you organize women's work in your parish

We are starting a new mission and wish to organize a Woman's Auxiliary. How shall we go about it?

We are planning to re-organize the women's work in our parish. How should we proceed?

We wish to unify the women's organizations in our parish. What steps ought we to take?

CLERGY AND WOMEN LEADERS FREQUENTLY ASK THESE QUESTIONS. It is the purpose of this pamphlet to make suggestions which will guide parish leaders in meeting such situations.

One point should be made clear at the outset. It is assumed that every organization in a parish is an instrument to further the purpose of the parish; an aid in carrying out its functions. There are various ways of describing a parish and its functions. As a unit in the worldwide family of the Church, it must bear the marks of family life where members care for one another. It must by its life and work proclaim the Gospel of Jesus Christ and open the hearts and minds of men, women, and children to hear the Gospel. It must create a climate in which persons can experience Christian growth, and which will produce Christians who will express their convictions in service to their fellowmen far

and near. Periodically every organized group in a parish should test its activities by such purposes.

Guiding Factors of Organization

No one pattern of organization fits every parish and mission. There are certain factors, however, that should guide any group or committee charged with working out a plan of organization:

¶ All the women of the parish should be envisioned in the planning.

¶ One reason for organizing is to enroll every woman in the work of the Church.

¶ The organization should provide for participation in the total program of the Church from the parish through the community to the world.

¶ It should be so set up that the varying talents of individuals can be developed and utilized.

¶ The organization should be flexible enough so that differing functions and short-term projects can be carried out.

¶ Officers and leaders should rotate and should have responsible committees associated with them.

¶ Meetings should be of different types, small group meetings, large general meetings, depending upon the nature of the subject to be presented or the project to be worked out. Whether the organization should be divided into guilds, units, circles, or chapters depends upon the size and character of the parish.

¶ The organization should have a definite financial plan with a budget contributed to by individual women and by receipts from money-raising functions, if necessary, with no dues levied.

Consider Elements of Program Early

SINCE organization is a tool to be used in developing and carrying out program, the various elements of program should be considered early in the planning stage of the organization, that is:

¶ Enriching the spiritual life of women, as the basis of all that they do.

¶ Increasing women's Christian knowledge and experience.

¶ Enlisting women in service and action.

¶ Providing for the participation of women in the day by day work of the parish.

¶ Giving women responsibility for tasks essential to the life of their organization.

A Comprehensive Well-Balanced Program

THE following outline suggests the content of a comprehensive, well-balanced program, which a planning group might consider. The list does not exhaust the possibilities, but is representative of the variety of activities.

1. Enriching the spiritual life of women through:

Encouraging them to share in the total spiritual life of the parish.

Emphasis on private devotions, on attendance at the services of worship, and on regularity in receiving the Holy Communion.

Providing opportunities for:

Corporate devotions, including intercessory prayer, corporate Communion, quiet days and hours, and prayer groups

Expressing in service the fruits of worship

Recognizing daily work as an offering to God

Participation in the World Day of Prayer with women of other communions.

2. Increasing women's knowledge and experience of:

The Bible and the Church's teaching

Church History

The Prayer Book

The missionary work of the Church and the ways in which the women can assist it through:

The Budget

Special Gifts

Supply Work

The United Thank Offering

Fellowship with missionaries

Recruiting for the work of the Church

The issues of citizenship, local, national, and international, which can be judged in the light of the Christian faith

The program and needs of diocesan and other health and welfare agencies and institutions

Needs in the local community which can be served through individual or group action by members of the parish

The ecumenical movement, as expressed in The World Council of Churches, The National Council of Churches of Christ in the U.S.A., The United Church Women, national, state, and local.

3. Enlisting women in service and action, such as:

Seeking out the unchurched, and newcomers to the community, in order to bring them into the fellowship of the Church and of the parish

Helping to keep the sick and shut-ins within and conscious of the fellowship

Seeing that the young people of the parish have opportunities to learn of the possibility of finding their life vocations in service of the Church

Budgetary support and special gifts to maintain and expand the missionary work of the Church

Extending and deepening the use of the United Thank Offering

The supply work as a channel for supplementary gifts, to the missions of the Church among needy people, and to other agencies ministering to human need

Relief of world need through the Presiding Bishop's Fund for World Relief and Church World Service

Resettlement of refugees

Assistance to church-related and secular health and welfare agencies and institutions, through gifts and personal service

Individual and group efforts toward developing and influencing public opinion with regard to issues of Christian citizenship

Improving intergroup understanding and relationships with other racial, cultural, religious, and social groups

Interchurch programs for a united witness in the life and work of the Churches.

4. Providing for the participation in the day by day work of the parish, including:

Teaching and administration in the church school

Helping with young people's work

The annual Every Member Canvass

Parochial calling

Care of the sanctuary, altar, and vestments

Care and maintenance of building and grounds

Publicity

Parish office work, such as mailing bulletin and other general parochial correspondence

Organizing a telephone or transportation committee for special projects

Arranging for meals and other occasions of parish hospitality.

5. Giving women responsibility for tasks essential to the life of the woman's organization:

Training leaders

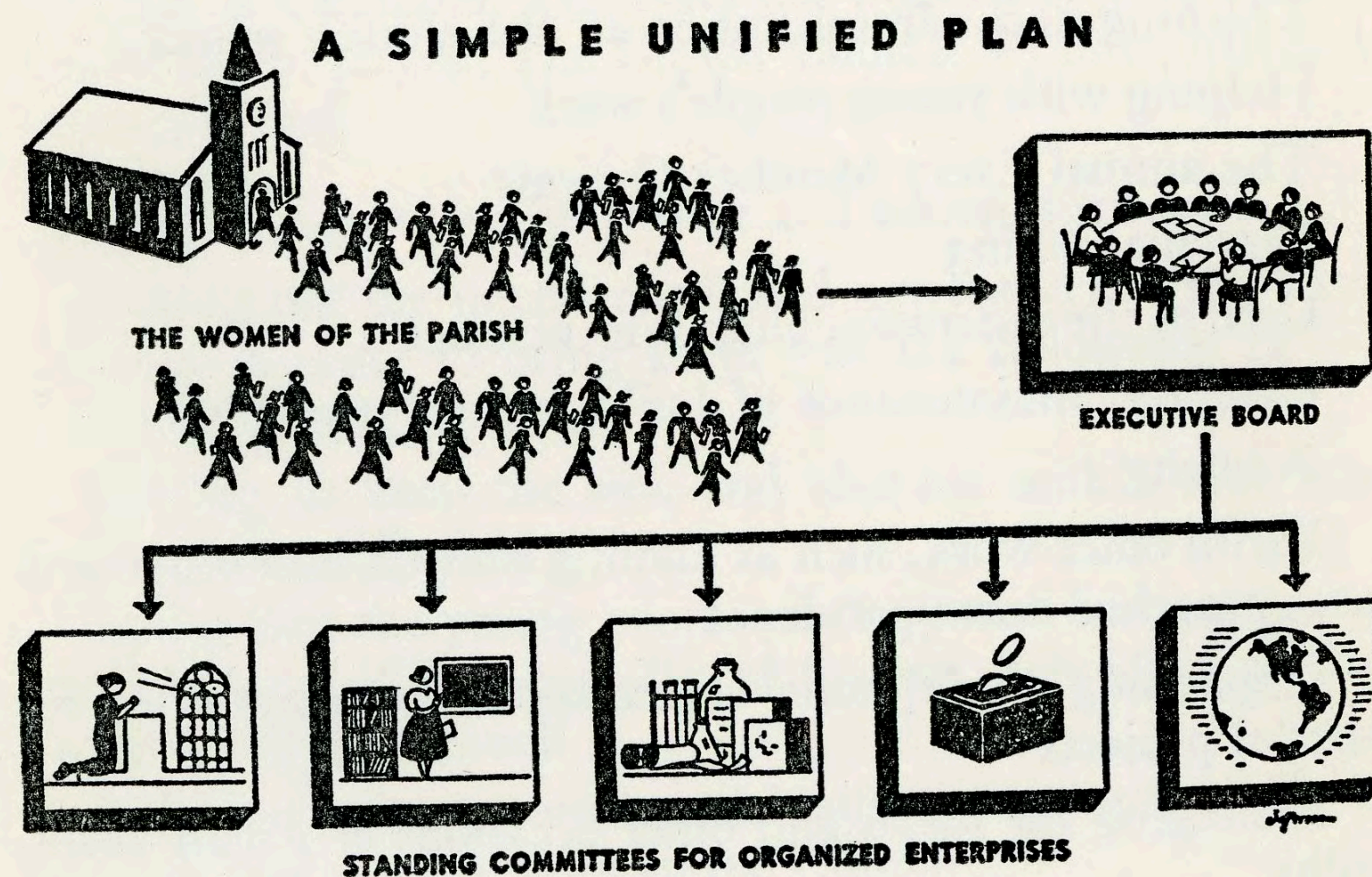
Integrating newcomers and younger women into the program and work of the organization

Management of funds

Promotion and publicity

Records and correspondence.

The organization as a means for fulfilling such a program in any given parish will depend upon the number of women, the age range, their interest, talents, and capabilities, and their availability for meetings. Any plan of organization should be kept as simple as possible. Although all the women belong to the one overall unified organization, in a large parish there will naturally be more divisions than in a small parish where the whole group can act as a unit.



Plans of Organization That Have Worked

A Simple Plan

A SIMPLE plan unites in one group all the women of the parish. The officers with the chairmen of the necessary standing committees form the Executive Board.

A More Highly Organized Plan

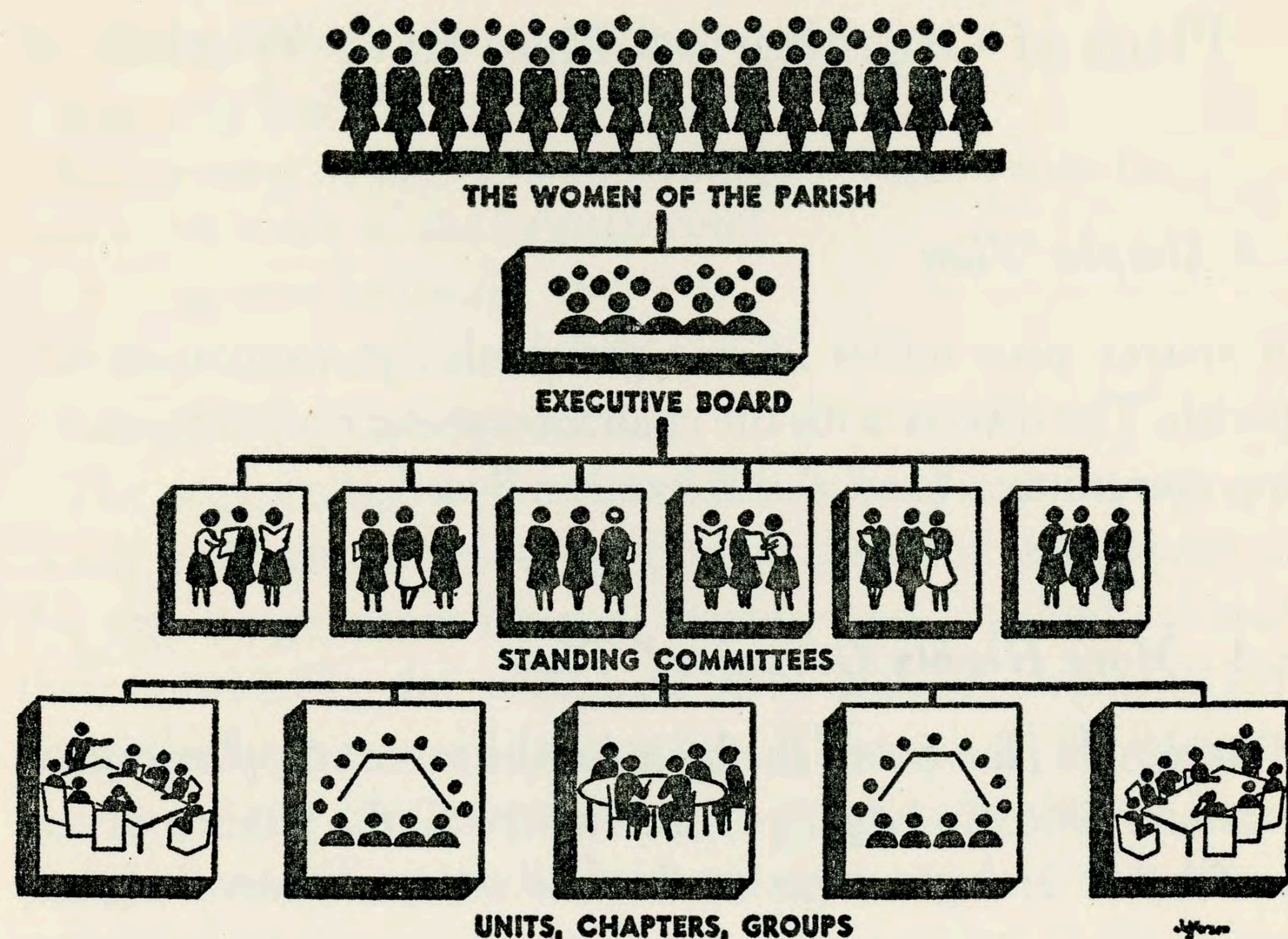
THE simple plan forms the basis for the more complex organization needed in larger parishes where all the women of the parish are brought together in one comprehensive organization.

As it is impossible to do intensive work in a large group, the whole membership may be divided into small groups of fifteen to thirty members each. The membership of each group is generally drawn by lot from the total membership. In order that each group may represent a cross section of the whole organization, potential leaders, active and inactive persons, should be distributed among the groups. The membership should be shifted at least every two years, that experience gained in one group may be made available to other members, and to discourage the formation of cliques or of group loyalty, at the expense of interest in the whole organization.

When needed, additional groups are formed for business and professional women, young adults, or other special interest groups, such as young mothers or teachers.

These units, groups, circles, chapters, or guilds (the name

A MORE HIGHLY ORGANIZED PLAN



varies with the parish) will usually meet more often than does the organization as a whole.

Many large parishes prefer an efficiently working committee structure with special groups for study and service projects established from time to time for short periods, rather than the circle plan.

The number and type of officers of the general organization depend upon the size of the organization and the type of program. They include a president, one or more vice presidents, a secretary, and a treasurer.

The Executive Board is made up of the officers, chairmen of standing committees, and group leaders, if any.

Whatever the size of the organization, an overall planning committee is essential so that functions may be meshed together into a smoothly-running whole. Such a planning committee is also the logical group to be responsible for creating

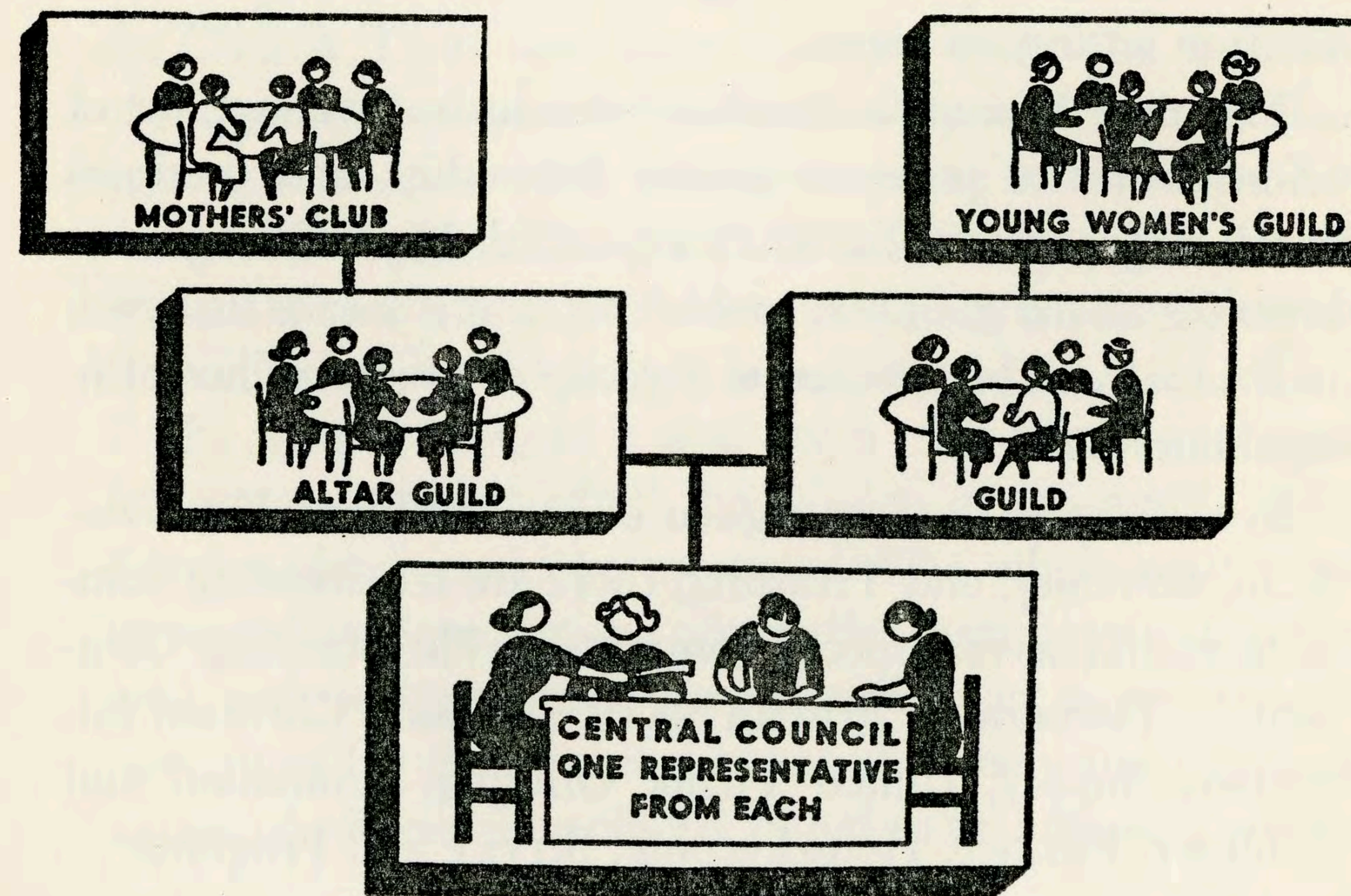
new functional committees to meet new needs, or for determining the point at which existing committees have outlived their usefulness.

There should be a sufficient number of standing committees to carry out efficiently the work of the organization in the general fields of worship, altar work, Christian education, missions (including the UTO and Supply), social relations, finance, publicity, and housekeeping.

A Federation

It is sometimes necessary to form a federation of existing organizations as an initial step, to prove the value of united action, or to meet the situation in the parish. In such a federation there is a central council made up of representatives from each organization. This council plans for united enterprises and makes sure that organization projects do not interfere with each other.

A FEDERATION: THE WOMAN'S AUXILIARY



These Plans Work

A PARISH REORGANIZES ITS WOMEN'S WORK

THE women of Grace Church, in their several organizations, watched their various activities and even their membership overlap to such an extent that it created problems. It was not that any one group was opposed to another; or that the most active members of one were not in many cases, the most active members of another; it was not any matter of attempting to exalt one over any of the rest—it was a simple matter of distribution of labor.

Therefore, it seemed wise to the women of Grace Church to investigate the possibility of creating a new organization, a unified organization, in which all the varied activities of the women might be concentrated. To this intent, each of the organizations, after serious discussion, voted to join an over-all new association, and appointed committees to act for them in setting up plans.

The new Woman's Auxiliary eliminates overlapping of effort, serves to promote greater fellowship, and produces much larger returns for work expended. It provides greater areas for all the members to work in, and it means that each individual will be attached to a group or groups of her principal interest.

In addition to the four regular offices, President, Vice President, Secretary, and Treasurer, there are ten standing committees, and several special committees. The Standing Committees: Devotions, Christian Social Relations, Christian Education, Supply, United Thank Offering, Promotion and Publicity, Finance, Housekeeping, Service and Program.

A RECTOR SPEAKS

THIS is my second attempt at developing a unified parish plan, and it has proved tremendously successful. The history of the reorganization goes back over a period of two or three years, as the whole matter will not be a success unless the ground is very carefully prepared. Since it means the absorption of every woman's organization in the parish into one Auxiliary, my method has been first to sow the seed by promoting a spirit of co-operation among the different organizations which will eventually result in a desire for unification.

When I thought this purpose had been accomplished, I called the officers of the various organizations together to discuss the problem in detail. . . . I asked the leaders of each organization to come prepared with an estimated budget of her particular work and a list of her members. Upon examination it was found that the various organizations of the parish represented only a total enrollment of 216, and considering overlapping membership of various organizations, about 150 women were taking an active part in the work of the Church. There were more than 500 women on the books of the parish. I proposed that we do away with every existing organization and divide the whole parish into groups. You can easily imagine the discussion! What was the general organization to be called? How would group members be chosen? How would leaders be selected?

The women thought it was worth trying, so we arranged for a mass meeting of all the women of the parish, when definite plans would be presented. The whole matter was presented in detail by the rector, the meeting voted to proceed, and twelve women were elected to act as an executive committee for the working out of all details and the nomination of officers. The officers found to be necessary were: a

president, recording secretary, corresponding secretary, supply secretary, United Thank Offering secretary, treasurer, educational secretary; a chairman of altar work, parish house, social service, student work, Church Periodical Club, visiting and new members, and telephone.

Group leaders were selected and assigned their memberships. . . . Since one of the main purposes of the reorganization was to promote a wider acquaintance and fellowship among the women of the Church . . . the list of women of the parish was divided into three parts. List One contained the names of all the women known to be active in the work of the Church; List Two contained the names of all those who were more or less interested; List Three the names of those women who had never manifested any interest in the work of the parish. These names were placed on individual slips and distributed impartially to each group leader. When the distribution was completed, each leader had some fifty names containing workers, semi-workers, and non-workers. These fifty names constituted her particular charge and responsibility.

A meeting was then called of the group leaders and officers to discuss the budget and other arrangements. The budget was most interesting, as every item hitherto pledged by the Auxiliary was increased. The group leaders then proceeded for the next two weeks to call diligently upon their membership and to solicit their interest. The first meeting of the group was very successful.

Two weeks later the first general meeting of the organization was held, with the parish house filled to overflowing for the first time in history. The budget and the entire scheme, even to the adoption of the name, Woman's Auxiliary, was unanimously accepted. The experiment was fully launched.

More women are at work and interested than at any time in my ministry here. . . . Every woman is being made to feel that the Church has an interest in her. I am enthusiastic in regard to the plan. . . . I know from experience that it works!

AFTER FOURTEEN YEARS

ONE parish proudly writes: "This unified plan is still followed, after fourteen years. It is improved and enlarged from time to time. An active member makes a pledge if possible, does some service, and attends such meetings as she can. There is something interesting for every woman. It is necessary to know the women, their abilities and their interests. It is a question of fitting the work to the woman. Our aim is to help each woman find the place most suitable for her."

A Definite Financial Plan: A Unified Budget

It is important that the organization have a definite financial plan. A vital part of any such plan is a carefully worked out budget, revised and changed from year to year as need arises. It is important that this shall be a unified budget, functioning through the central organization. It is the budget of the organized women of the parish as a whole.

To raise the money, voluntary pledges are recommended. This system, in place of dues, gives every woman an opportunity to make her contribution as she is able. The amount thus raised may be supplemented, if necessary, by money earned in various ways. Whatever activities are planned in this connection should be in keeping with the nature and

purpose of a Church organization, and contribute to the building up of fellowship.

The budget should provide for the running expenses of the organization and for the gifts to parish, community, diocesan, national, and worldwide projects. Based upon the estimated income of the year and the obligations to be met, the items in the budget may be something like this:

PARISH

Administrative expenses of officers and committees, postage, printed programs

Rector's discretionary fund

Summer conference scholarships for young people

COMMUNITY

Grants to social agencies for community welfare work

Contributions to interchurch organizations

DIOCESE

Diocesan Woman's Auxiliary, for current expenses

Diocesan Missions

NATION AND WORLD

Supply Work (national assignment)

Domestic and overseas missionary projects, usually pledged through the diocesan Woman's Auxiliary

Church Periodical Club

Duties of Officers

President

THE duties of the President are manifold and presuppose her willingness and ability to give generously of her time, strength, and initiative. She will be constantly aware of the purpose of the organization and keep it before the group. She will understand the various areas of women's work in the Church and be informed about its worldwide mission.

She will preside at general meetings and call and preside at meetings of the Executive Board; plan meetings so that there is ample time for the program; appoint special committees; become acquainted so far as possible with the members of the organization; make a report at the annual meeting. She will keep in close touch with the diocesan organization, attending meetings, sharing the responsibilities, and reporting when requested.

Vice President

THE Vice President presides in the absence of the president; fills the unexpired term as president in case of emergency; aids the president in her duties as requested; and acts as chairman of the planning committee or such other committee as the constitution indicates. In some organizations there are several vice presidents, each in charge of a standing committee or special area of work.

Secretary

THE Secretary carries on all necessary correspondence pertaining to the Auxiliary, as directed; keeps the minutes of the Executive Board and general meetings; sends a copy of the minutes to the president after each meeting; sends a copy of the annual report to the rector; knows the by-laws and keeps the president informed of the time to appoint special committees; keeps a card index of the women of the parish, showing address, telephone number, group to which each belongs and other data needed; sends notices of meetings to members.

In some parishes it may seem best to have both a corresponding and recording secretary. In that case, the correspondence and notices are taken care of by the corresponding secretary and the remainder of the duties by the recording secretary.

Treasurer

THE Treasurer has charge of all funds, except the United Thank Offering, and administers the same in accordance with the budget; presents monthly statements of receipts and expenditures; at the annual meeting gives a general report of the receipts and expenditures of the year. She may act as chairman of the finance committee. With the finance committee she plans the proposed budget for the year and refers it to the Executive Board for approval, after which it is presented to the annual meeting for ratification. She distributes slips for individual pledges and collects these pledges. She makes sure that the organization is informed about diocesan budget items, diocesan specials and the missions supported through diocesan funds. She pays all obligations promptly.

Functions of Committees

Nor all parishes will have all these committees, but where these committees are in operation, the list of suggested functions may be helpful.

The Executive Board is the governing body of the organization; supervises its activities and, in consultation with the rector, carries on the work. It may serve as the program planning committee.

The Board meets as often as needed, usually once a month in a large parish.

Program Planning Committee

THE Program Planning Committee is responsible for setting up objectives; surveying the interests and needs of the women of the parish; understanding the Program of the Church; planning a well-balanced program, including the emphases for group and general meetings; seeing that the program, when accepted by the women of the parish, is carried out; evaluating the results at a joint meeting with the Executive Board.

The outline of the program, when adopted, should be put in some attractive form making it available to every woman of the parish. It may be typed, mimeographed, written by hand, carried in the church paper or calendar. The responsibility for the form in which the outline is made available for distribution may be shared with the Committee on Promotion.

If there is a parish planning committee, the woman's committee should carry on its work in co-operation with it.

Standing Committees

¶ COMMITTEE ON WORSHIP

Plans and provides leadership for the worship at general and group meetings. The worship may be planned for as long as three months in advance, and be built around the theme of the program. More detailed plans will be made as the day of the meeting approaches.

Provides helpful devotional material for use at meetings and for personal Christian growth.

Makes plans for corporate communions, quiet days or hours, prayer groups.

Works and plans with other communions for the World Day of Prayer, and encourages participation by the women of the parish.

Works with the rector to integrate the worship program of the women into that of the whole parish.

Aids the effort to increase church attendance and participation in church life.

¶ COMMITTEE ON CHRISTIAN EDUCATION

Is thoroughly familiar with the content of the Program of the Church, sees that there is a balance of subjects for study, is responsible for providing the study material.

Suggests various methods in presenting subjects such as group discussions, lectures, forums, exhibits, trips, interviews, individual and group reading.

Is prepared to set up plans for developing leadership including conferences, courses, institutes, individual reading,

observations. These plans should be made in co-operation with related parish committees.

¶ COMMITTEE ON PERSONNEL

Is recommended in a parish only when the diocesan committee is prepared to provide materials and to give training.

Where appointed, it is responsible for keeping the women of the parish and, through the rector, the young people informed regarding the need for women church workers, the types of positions available, and the Training Schools. She does this through finding speakers, distributing pamphlets and by giving the rector material that might be used in the church bulletin.

If there is a fulltime woman worker in the parish, members of the Personnel Committee will get to know her and take a special interest in her.

Where a representative of college work is desired in a parish, she should be a member of the Personnel Committee.

¶ COMMITTEE ON CHRISTIAN SOCIAL RELATIONS

Keeps constantly before it the responsibility for sharing in the objectives and work of the parish committee on Christian social relations, or other parish committees concerned with special needs and programs in this general field. There should therefore be consultation with the appropriate parish committee before special projects are undertaken, and frequent reports to it.

Keeps informed about and active in the program of Christian social relations of the diocese and of the Church in the nation, through consultation and co-operation with the chairman of Christian social relations of the diocesan Woman's Auxiliary.

Co-operates with the rector in planning and promoting religious observance of special occasions which are significant in Christian social relations, and in interpreting the relation between the Christian Gospel and the responsibility of Christians, as citizens, for witnessing to their faith in their daily lives in the secular world.

Seeks, with imagination and sympathy, for opportunities to help in meeting otherwise unmet needs.

Plans for presentation of information related to current problems and needs which may become the basis for a program of action.

Develops programs of action which will provide opportunity for individuals, and for the group as a whole, to render service and to influence public opinion in relation to needs and social issues in the community, the nation, and the world.

Suggested projects which may be of concern to this committee will be found on pages 4-5.

For a more detailed description of the program and duties of this committee see *When You're Chairman for Social Relations* (15 cents).

¶ SUPPLY COMMITTEE

Has as its primary function the production and provision, for use in various fields of the Church's work, of material goods such as clothing, household and institutional linens and bedding, surgical dressings and first aid supplies: in general, articles of the kind which must be replenished or replaced annually. Serves through this function the material needs of:

Missions of the Church in the nation and in the world.

Missions, social agencies, and institutions of the diocese.

Agencies and institutions in the community, operated

under auspices other than the Church. The worldwide program of world relief operated by Church World Service.

Plans, in co-operation with appropriate committees, for presentation of the above needs in such a way that the work will be undertaken in full knowledge of and sympathy with its ultimate use. Co-operative relations are therefore indicated with committees on education, missions, and Christian social relations.

It should be emphasized that only the first of the areas of need listed is regularly assigned by the national headquarters of the Woman's Auxiliary through the diocesan supply chairman. The second is wholly the responsibility of the diocese, and may be based on an assignment by a diocesan officer, or on voluntary participation by the parishes. The third is the responsibility of the parish, and may become known through the activities of the Committee on Christian Social Relations. The last, despite its world outreach, is not made the object of an assignment; the reason is that the need is unlimited, whereas an assignment is usually for a limited quantity to meet a known and limited need.

For further information see *Tell Us About the Supply Work* (free).

¶ COMMITTEE ON THE UNITED THANK OFFERING

Informs itself about the work of the Church at home and abroad, and is aware of situations in which the United Thank Offering can help strengthen it.

Keeps informed about the latest promotional materials available at diocesan and national headquarters, and is responsible for their distribution.

Plans semi-annual presentations of the United Thank Offering. Keeps full and accurate records.

Plans with the Executive Board and Planning Committee for effective ways in which information about the Offering may be included in the program.

See *When You're U.T.O. Treasurer* (10 cents).

¶ ALTAR COMMITTEE

Works closely with the rector and under his immediate direction.

Has a systematic plan to care for all services for which the work of the committee is needed.

Arranges for adequate supplies of wine, wafers, linens.

Keeps sanctuary, linens, silver, brass, surplices, stoles, in perfect order.

Gives opportunity for the congregation to provide memorial flowers for the altar. Provides flowers from committee budget when not otherwise available.

Recruits and trains women and girls for this service.

Meets regularly to plan work, discuss problems, study altar guild manuals, the Prayer Book, liturgical services.

¶ COMMITTEE ON PROMOTION, as a service to all committees,

Sees that every woman in the parish becomes familiar with the whole scope of the program planned.

Keeps women informed of the time and place of meetings, and other important facts through: a parish calendar or paper, literature rack, postcards, posters, notices in newspapers, bulletin board, telephone committee.

Reports meetings and interesting facts to local newspapers and to diocesan and national church papers.

Shares with the Program Planning Committee in preparing a program outline for distribution to the women of the parish.

Keeps the women of the parish informed about interesting items in Church life around the world.

Secures subscribers to FORTH, *Churchways*, and other church magazines and papers.

¶ HOUSEKEEPING COMMITTEE

Is responsible for the proper care of the kitchen, china and silver, upkeep and arrangement of rooms, catering, flowers and gardens; working with the vestry or the parish committee on repair and maintenance of property.

¶ FINANCE COMMITTEE

Plans for the proper financing of the work of the women of the parish. (See page 13.)

Plans the budget and presents it to the annual meeting after study and approval by the Executive Board.

Makes sure the membership is informed about the items of the budget and the disbursements.

The Treasurer may act as chairman of the Finance Committee. See *When You're Treasurer* (15 cents).

Special Committees

THE responsibility of special committees lies outside the regular work of the various standing committees. They are appointed by the president, chairman, or leader:

For a special piece of work.

To serve for a short period of time.

To meet frequently when necessary in order to finish up their assignment.

To make a report upon the completion of their work, and be dismissed.

Constitution and By-Laws

Suggested for a Parish Organization

ARTICLE I. NAME

The name of this organization shall be _____

ARTICLE II. PURPOSE

The purpose of this organization shall be to unite the women of _____ parish in a program of worship, study, service, and fellowship which will deepen and strengthen their own spiritual lives and lead them into service for the Church in the parish, the community, the diocese, the nation, and the world.

ARTICLE III. MEMBERSHIP

Membership in this organization shall consist of those women of the parish who agree to share in its program of worship, study, service, and fellowship.

ARTICLE IV. OFFICERS

The officers of this organization shall be (*here list the officers needed; these will usually be a president, vice president, secretary, and treasurer*).

ARTICLE V. COMMITTEES

There shall be the following standing committees: (*here list the necessary committees which may include worship,*

Christian education, social relations, supply, United Thank Offering, altar, promotion, finance, and such other standing committees as the program requires).

ARTICLE VI. EXECUTIVE BOARD

The officers of this organization, together with the chairmen of standing committees and the circle or group leaders, if any, shall form an executive board.

ARTICLE VII. PROGRAM PLANNING COMMITTEE

The officers and chairmen of standing committees shall make up the program planning committee. Experts or professional workers may be brought in for special help. (The chairman of the committee may be a vice president, the educational secretary, or be elected by the group.)

ARTICLE VIII. AMENDMENT

This constitution may be altered or amended by a two-thirds vote of the members present at an annual meeting, notice of such proposed amendment having been given one month previous to said annual meeting.

By-Laws

ARTICLE I. MEETINGS

There shall be a general meeting of the organization as a whole or in groups at least once a month from September to June, (or at such other times as the organization decides). One or more summer meetings may be called if desired.

The annual meeting shall be that meeting held during the month of _____.

The Executive Board shall meet once a month previous to the general meetings, and at such other times as the president shall designate.

Committees shall meet as frequently as needed at the call of the chairman.

ARTICLE II. DUTIES OF OFFICERS

Section 1.

The Executive Board shall have general responsibility for the work of the organization and shall have power to act for the organization between meetings. It shall consult with the rector and exercise such powers as are necessary to forward the work.

The Program Planning Committee shall plan a well-balanced program for the organization, including general meetings and suggested emphases for the groups, based on the objectives, interests and needs of the organization. They shall be responsible for seeing that the program is carried out.

Section 2.

The President shall preside at general and executive board meetings and have supervision of the work of the organization.

She shall appoint the chairmen of standing and special committees, and, with the approval of the executive board, the group leaders.

She shall approve all expenditures not provided for in the budget, but authorized by the finance committee, before payment by the treasurer.

She shall be *ex officio* member of all committees.

Section 3.

The Vice President shall assist the president, and in her absence perform all the duties of that office.

She shall fill the unexpired term as president in case of a vacancy.

She may also be appointed as chairman of the Program Planning Committee or of a standing committee. (*There may be one or more vice presidents according to the needs.*)

Section 4.

The Secretary shall give notice of all meetings, keep records of the meetings and conduct all correspondence referred to her. (*When advisable, the duties of a secretary may be divided into that of a recording secretary and a corresponding secretary.*)

Section 5.

The Treasurer shall receive and disburse all funds except the United Thank Offering, report at meetings as requested by the president, and make a yearly report at the annual meeting. She may act as Chairman of the Finance Committee.

Section 6.

Chairmen of Standing Committees shall preside at all meetings of their committees and stimulate the work for which the committee is responsible.

Special Committees shall be appointed from time to time for short periods of service, as the need arises.

ARTICLE III. AUDIT

The books of the treasurer shall be audited each year before the time of the annual meeting.

ARTICLE IV. ELECTION OF OFFICERS

Officers shall be elected by ballot at the annual meeting for a term of _____ years (*two years is the customary term*). No officer, except the treasurer, shall be eligible for more than two successive terms.

For the Installation of Parish Officers

¶ *During the singing of a hymn, the rector enters and takes his place in the chancel. The officers will be seated in the chancel or the first pew.*

HYMN—appropriate selections, 490, 493, 495, 499, 502, 505.

THE CREED

The Lord be with you.
And with thy spirit.
Let us pray.

THE LORD'S PRAYER

A PRAYER FOR THE PARISH

O GOD, Holy Ghost, Sanctifier of the faithful, visit, we pray thee, this parish with thy love and favor. Enlighten our minds more and more with the light of the everlasting gospel; increase in us true religion; nourish us with all goodness, and of thy great mercy ever keep us in the same, O Blessed Spirit, who are with the Father and the Son, ever one God, world without end. *Amen.*

FOR THE WOMEN OF THE PARISH

O LORD Jesus Christ, who art the way, the truth and the life, grant to all the women of this parish increase in knowledge, obedience and love; give them a clear vision of thy will and purpose for the whole world, and help them to do their part

in calling back thy Church to simpler discipleship, readier obedience, and more loving service; for thine own name's sake. *Amen.*

¶ *The officers who are to be installed shall advance to the altar rail. The past president, or some other person duly appointed, shall say:*

Reverend Sir, the members of the _____ have indicated their faith and trust in these women by electing them as their officers for the coming year. On behalf of the _____, I present to you _____ elected to be president.

Rector. Do you accept this responsibility placed upon you by your fellow members?

President-Elect. I do.

Rector. For the sake of your own spiritual growth, and the force of your example, will you be constant in attendance of the services of the Church?

President-Elect. I will.

Rector. By virtue of my authority as rector of this parish, I install you as president of the _____ for the coming year, I present you with this gavel as a symbol of your authority and leadership, and with this Prayer Book as a reminder that you should be the leader of your fellow women in their worship as well as in their deliberation and service. May God give you grace to fulfill the duties of your office.

Presenter. Reverend Sir, I present to you _____, who have been elected vice president, secretary, and treasurer of the _____.

Rector. Will you accept these responsibilities placed upon you by your fellow members, and will you endeavor to discharge your duties to the best of your ability?

Officers-Elect. I will.

Rector. Will you, for the sake of your spiritual growth and because of your example, be constant in your attendance of the services of the Church?

Officers-Elect. I will.

Rector. By virtue of my authority as rector of this parish, I install you as vice president, as secretary, and as treasurer of _____. May God give you grace to fulfill the duties of your several offices.

The Lord be with you.

And with thy spirit.

Let us pray.

O LORD Jesus Christ, who in the days of thy flesh didst accept the services of faithful women who ministered unto thee, be pleased to pour upon these thy servants, called to serve thee in the work of _____, thy grace and heavenly benediction. Help them to walk before thee in humility, yet with a high sense of the duties of their positions. Give them carefulness, unselfishness, faithfulness, wis-

dom and zeal in the affairs committed to them. Grant that through their labors the spiritual life of this parish may be quickened and uplifted, to the glory of thy Holy Name. *Amen.*

O LORD, who hast called us all to follow thee, teach us to serve thee as thou deservest; to give and not to count the cost; to fight and not to heed the wounds; to toil and not seek for rest; to labor and not to ask for any reward, save that of knowing that we do thy will, through Jesus Christ, our Lord. *Amen.*

UNTO God's gracious mercy and protection we commit you. The Lord bless you and keep you. The Lord make his face to shine upon you, and be gracious unto you. The Lord lift up his countenance upon you, and give you strength to do his will, both now and evermore. *Amen.*

