

Leadership Pledge

Recognizing that the call to leadership in the church is a call to service as modeled in the life and ministry of Jesus Christ, and

Realizing the manner in which a leader's life creates a wide and lasting influence

I solemnly declare that, by God's grace,

I dedicate my life to humble service in whatever capacity or post I may be called upon to hold.

I covenant to lead a spiritual life of Bible study, prayer and Christlike behavior.

I accept my leadership assignment as a sacred trust which is to be used for the glory of God.

I promise to uphold the high moral standards of Christian life and leadership.

I vow to be a faithful steward and do my utmost to protect the interests of the church and to nurture its development.

I determine to strive for excellence in every aspect of my life and work.

I pledge to demonstrate a spirit of cooperation and openness with my colleagues, realizing that in a multitude of counselors there is wisdom.

I commit myself to the principles of shared leadership in the church.

I devote myself to the noble purpose of advancing the kingdom of God and preparing people for the return of Jesus.

Signature

Place

Date

Committees

Effective Leadership Qualities

(See... How to Begin a Women's Ministry in the Local Church, Section VI-1 & 2)

How to serve on a committee:

Committees provide a process for making group decisions, for sharing information, and for organizing the workforce. It involves more people in the process which provides for feedback and ideas from a varied source. Largely a male-dominated system, there has been more effort to include more women on church committees in recent years. However, many are the pitfalls into which the inexperienced woman falls.

“Understand, however, that men and women usually participate on a committee in different ways. A man feels he is effective if he speaks frequently; a woman tends to believe an effective participant should listen carefully and respectfully. The result is that women tend to think men are either rude or fully informed, while men believe women don't care or are disengaged from the committee goals. Worse, silent women become ‘invisible’ and powerless.

It has been pointed out that women sometimes use certain non-verbal language that tends to sabotage their power in committees. Examples of these types of non-verbal language are:

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| <ul style="list-style-type: none"> • Facial Expressions • Clothing • Body Language |
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Used incorrectly, these three examples can create a negative impact. To depict a more professional image, women are encouraged to:

- Leave the purse at home. Do not tilt your head when speaking (otherwise you look weak).
- Stand authoritatively.
- Stake out territory by spreading your papers and materials around your place at the committee table.
- Learn to keep talking when interrupted (if need be, raise your voice).
- Do not allow yourself to become invisible, to be perceived as having neither power nor rights and therefore, easily ignored.
- Lastly, learn how to ask questions and make constructive or affirming comments regularly in committees.

Here are some of the other points every woman should know in regards to serving on a committee:

TIPS FOR SERVING ON A COMMITTEE

- **Arrive on time.**
- **Be informed.** Read the agenda ahead of time. Listen to the arguments. Follow the reasoning of both sides.
- **Know the rules.** Ask questions of experience parliamentarians before going to committee. Read the rule book that Seventh-day Adventists at all levels of the church follow: *General Conference Rules of Order* (Review & Herald Publishing Assoc.) You can ask for a copy of this from your local conference or union.
- **Speak to the point.** Don't waffle.
- **Keep cool.** Getting angry turns people against your cause.
- **Be gracious.** Accept defeats with grace.
- **Choose the hill that you are willing to die on.** You cannot fight for every cause. Be sure that when you take a stand, the cause is one that matters in eternity.
- **Keep a prayerful attitude.**

Source: taken from "Speaking Out-Part 3" by Noelene Johnsson, *Kids' Stuff Magazine*, April-June, 1996.

How to chair a committee:

Abraham Lincoln once said, "Before a person starts to go someplace he must first be sure where he is." Effective chairpersons must know where they are, where they are going, how they are going to get there, and what they are going to do after they arrive. Much of a committee's success depends upon its chairperson. When you call a committee meeting, be sure it is for a specific purpose. Committees can waste everyone's time if they are called when not needed.

Here are some tips on how to chair a committee:

TIPS ON CHAIRING A COMMITTEE

- **Set an Agenda.** Know it and follow it well. Be sure your committee members receive a copy of the agenda beforehand so they know what will be discussed and will be able to come prepared.
- **Know the rules.** Talk to the church pastor or other experienced persons to learn the rules of order.
- **Be fair.**
- **Be impartial.** Thank each speaker the same way without indicating where you stand on the issue.
- **Appoint a secretary and a time keeper.** Having a secretary to keep the minutes will leave you free to concentrate on the issues being discussed.
- **Set a closing time.** At the onset of the committee, suggest a closing time and if it is agreed upon by the committee, abide by it.
- **Keep the process moving.** Remind speakers to focus their remarks to the point.
- **Encourage participation from the body.**
- **Be a good communicator.** Be able to communicate your ideas, the goals of your organization and the direction in which the meeting needs to go.

Source: taken from "Speaking Out- Part 4" by Bill and Noelene Johnsson, *Kids' Stuff Magazine*, April-June, 1996.

Agendas

The agenda is the business to be considered during a meeting. It should be distributed at least twenty-four hours prior to the meeting. Organizations using regular parliamentary procedure usually follow a fixed agenda. Here is a typical example:

AGENDA

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| <p>I. Call To Order. The chair says “The meeting will please come to order.”</p> <p>II. Quorum*. The chair notes if a quorum is present.</p> <p>III. Minutes. The secretary reads a record of the last meeting.</p> <p>IV. Officers’ Reports. Often limited to a report from the treasurer, but others may report at this time.</p> <p>V. Committee Reports. First come reports from standing (permanent) committees, then from special (temporary) committees.</p> | <p>VI. Special Orders. Important business previously designated for consideration at this meeting.</p> <p>VII. Unfinished Business. Business left over from previous meetings.</p> <p>VIII. New business. Introduction of new topics.</p> <p>IX. Announcements. Informing the assembly of other subjects and events. Time of the next meeting should be announced.</p> <p>X. Adjournment. The meeting ends by a vote, or by general consent, or by chair’s decision if time of adjournment was prearranged.</p> |
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***Quorum:** *The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.*

Motions

How do members get their say? They make motions! A motion is a proposal that the assembly TAKE A STAND or TAKE ACTION on some issue.

Members can:

- Present motions (make a proposal)
- Second motions (express support for discussion of another member’s motion)
- Debate motions (give opinions on the motion)
- Vote on motions (make a decision)

To make a motion, say, “I move that....” It is often helpful to write out your motion before presenting it.

Four General Types of Motions

<p style="text-align: center;">Main Motions</p> <ul style="list-style-type: none"> introduces subjects to the assembly for its consideration. They cannot be made if another motion is before the assembly. 	<p style="text-align: center;">Privileged Motions</p> <ul style="list-style-type: none"> are the most urgent. They concern special or important matters not related to pending business.
<p style="text-align: center;">Subsidiary Motions</p> <ul style="list-style-type: none"> change or affects how the main motion is handled (they are voted on before the main motion). 	<p style="text-align: center;">Incidental Motions</p> <ul style="list-style-type: none"> are questions of procedure that arise out of other motions.

Only delegates or members with the right to vote may make motions or speak to motions. As you make motions, remember that your motion must relate to the business at hand. It usually will need to be seconded, which means that another member would like to consider your motion. Parliamentary procedure guards the right to free and full debate on most motions. If amended, amendments must relate to the subject as presented in the main floor. Most motions require only a majority vote, but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

Although a motion may grow out of reports or discussion, a committee should not discuss a topic unless there is a motion, and a second, indicating that the group wants to address that topic.

Five methods of voting on a motion:

1. **By voice.** Those in favor say “aye” and those opposed say “no”. For majority votes only. A member may move for an exact count.
2. **By show of hands.** Members raise their hands as sight verification of or as an alternative to a voice vote.
3. **By roll-call.** If a record of each person’s vote is needed, each member answers “yes”, “no” or “present” (indicating the choice not to vote) as his or her name is called.
4. **By ballot.** Members write their vote on a slip of paper. This is done when secrecy is desired.

5. ***By general consent.*** When a motion isn't likely to be opposed, the chair says, "If there is no objection..." Members show their agreement by their silence. If someone says, "I object" the matter must be put to vote.

HOW DO I PRESENT MY MOTION?

1) Obtain The Floor

- a) Wait until the last speaker is finished.
- b) Rise and address the chair. Say, "Mr. (or Madam) Chairperson".
- c) Give your name. The chair will recognize you by repeating it.

2) Make Your Motion

- a) Speak clearly and concisely.
- b) State your motion affirmatively.
- c) Avoid personalities and stay on the subject.

3) Wait For A Second

- a) Another member will say, "I second the motion."
- b) Or the chair will call for a second.
- c) If there is no second, your motion will not be considered and there can be no discussion unless someone makes a different motion which is then seconded.

4) Chair States Your Motion

- a) The chair must say, "It is moved and seconded that we. . ."
- b) After this happens, debate or voting occur.
- c) Your motion is now "assembly property" and you can't change it without consent of the members.

5) Expand On Your Motion

- a) Mover is allowed to speak first.
- b) Direct all comments to the chair.
- c) Keep to the time limit for speaking.
- d) You may speak again after all other speakers are finished.
- e) You may speak a third time by a motion to suspend the rules with a 2/3 vote.

6) Placing The Question

- a) The chair asks, "Are you ready for the question?"
- b) If there is no more discussion, or if a motion to stop debate is adopted, a vote is taken.
- c) The chair announces the results.

(The a-b-c- of Parliamentary Procedure. A Scriptographic Booklet. Channing L. Bete Co., Inc. 1974)

Preparing the Meeting Room

The physical arrangement of your room requires careful preparation. You will also need to prepare for any audio/visual needs of your speaker. Be sure to check with your presenter. Here are some things to consider:

1. Do you need to reserve a room?
2. What size of a room do you need? (dependent on the number of committee members)
3. What kind of equipment do you need? Does it work, or does it need repair? Is someone assigned to run the equipment?

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| <input type="checkbox"/> overhead projector/extra bulbs | <input type="checkbox"/> microphone/lapel microphone |
| <input type="checkbox"/> screen | <input type="checkbox"/> slide projector/trays/remote control |
| <input type="checkbox"/> blackboard/whiteboard/chalk/markers/erasers | <input type="checkbox"/> cassette player/ recorder |
| <input type="checkbox"/> VCR | <input type="checkbox"/> electrical outlets/ extension cords |
| <input type="checkbox"/> large paper pad with markers | <input type="checkbox"/> _____ |

4. Do you need to print handouts? Pens or pencils?
5. Refreshments? (e.g. a pitcher of water and disposable cups).
6. Tables and chairs, lectern or podium? Are they arranged to promote good eye contact for discussion?
7. Are signs posted to point members to the correct meeting place?
8. Temperature of the room? Do you know how to control it? Remember if it is too warm some will fall asleep and if it is too cold, they will want to rush through the meeting.

Minutes: Record keeping

The committee minutes are an efficient way of keeping accurate records. Appoint a secretary for the committee so that you will have a permanent record of what was discussed and voted on. It will also leave you free to concentrate on the issues being discussed. It is not necessary to write down every single detail, rather, the secretary of the committee should focus on several key aspects:

1. Who is in attendance and which committee members are absent.
2. What decisions were agreed on either by consensus or were voted on. If the decision were voted on, who made the motion and who seconded it?
3. What assignments were made during the course of the meeting? To whom were they made? This is very important so that they can follow up this meeting with a letter confirming the assignments with each of the persons involved.

4. What is the topic of the next meeting?
5. When will the next meeting be held.

Biblical Insights for Committees

“Trust in the Lord with all your heart and lean not on your own understanding; in all ways acknowledge Him, and He will make your paths straight.” (Proverbs 3:5,6, NIV)

“Many seek an audience with a ruler, but it is from the Lord that (a person) gets justice.” (Proverbs 29:26)

“Speak up for those who cannot speak for themselves.” (Proverbs 31:8)

“Do not be over righteous, neither be overwise.” (Ecclesiastes 7:16, NIV)

“Trust in the Lord and take courage. Wait for the Lord and He will strengthen your heart. Wait, I say, on the Lord!” (Psalms 27:14, Open Word)

Rules for Effective Speaking

Nothing is more essential to success in any area of life than the ability to communicate well. Nothing can compare to the joy of being able to communicate love, of being heard and understood completely, of discovering some profound insight from another person's mind, or of transmitting your own thoughts to an appreciative audience. Communication is ESSENTIAL; however, our communication is not always successful. Here are a few tips for effective speaking:

1. Always "join" with an audience before speaking to them, through a short story or a recent significant event to them, letting them know that you have something in common with them.
2. Be able to summarize the point of your presentation in one sentence.
3. Stay within the allotted time; do not go over, unless the majority of the audience requests you to speak longer.
4. Use humor.
5. Use stories to illustrate but keep them short and to the point.
6. Be vulnerable and real to your audience. Do not distance yourself or build barriers between you and your audience.
7. Speak on topics that you are interested in.
8. Keep variety in your presentation, even when you have to present the same talk twice.
9. Continually assess your presentation style; be open to change.
10. Know your weakness and try to use them to your advantage.
11. Most Important: Be continually open to God's prompting and PRAY before doing anything else. His message is more important than your/my message.

Sources: Kent, C. *Speak up with Confidence*. Nashville: Thomas Nelson Publishers.
Walters, L. *Secrets of Successful Speakers*. New York: McGraw-Hill, Inc.
White, E.G. *The Voice in Speech and Song*. Boise, ID: Pacific Press Publishing Assoc.

How to Recruit and Manage Volunteers

Working with volunteers is not a simple process. A successful leader follows certain procedures for recruiting volunteers, provides orientation to the volunteer's role, supplies a clearly written job description and training for the specific tasks, and supervises the implementation of the task with generous amounts of encouragement for the volunteer.

♥ Almost nine out of ten people say, "Yes," when someone asks them to donate their time for a specific purpose.

♥ People who are asked personally are four times as likely to volunteer as those who aren't.

Action Steps:

Identify and articulate a need

The successful leader of volunteers must first identify a real need in her congregation or community. She then develops a mission statement that clearly states the need and the response. People want to make a difference. They will respond to needs that they perceive are important.

Start the recruitment process with a review of current helpers

How do they feel about their roles? Do they feel ownership of the program or event? Are some facing burn-out? Are they so excited about the ministry that their enthusiasm is contagious and pulling in their friends?

♥ Adults who had positive experiences with volunteering while they were children or teenagers continue to volunteer throughout their lives.

Evaluate the pool of potential volunteers

How many of your congregation are not involved with your ministry? Who are the professionals in the community that might donate limited services (such as a lecture or presentation?) Who else can you prayerfully challenge to serve?

Know what you want the volunteers to do

Have a plan with clearly spelled out goals, objectives, and role descriptions.

Schedule training for the various tasks

Don't be intimidated by the word "training." It doesn't need to be time-consuming or filled with charts. Your helpers need orientation about the role you are

asking them to fill. Clear statement of goals and procedures up-front avoids many misunderstandings and frustrations later.

When a leader delegates a task, she should also empower the other person

This person should feel a vote of confidence and be able to implement and to imprint her style and ideas. Delegating does not mean turning over a task to another person and never checking back. Supervision is needed to see that the task is getting done and to assure its quality.



Reward your volunteers. Recognize their contribution. Here are some ways to show appreciation.

- Personal encounter
- Public acknowledgement
- Letter
- Certificate
- Awards/recognition banquet
- Volunteer of the week/month/year
- Thank you events
- Refreshments
- Birthday cards, get well cards, thinking of you cards, thank you cards
- Slide program showing volunteers throughout the year
- Bulletin boards/photos of volunteers/rosters of volunteers
- Newspaper releases

Work as a team

Cooperation in the team requires give-and-take between two or more people.

Learn what motivates your helpers

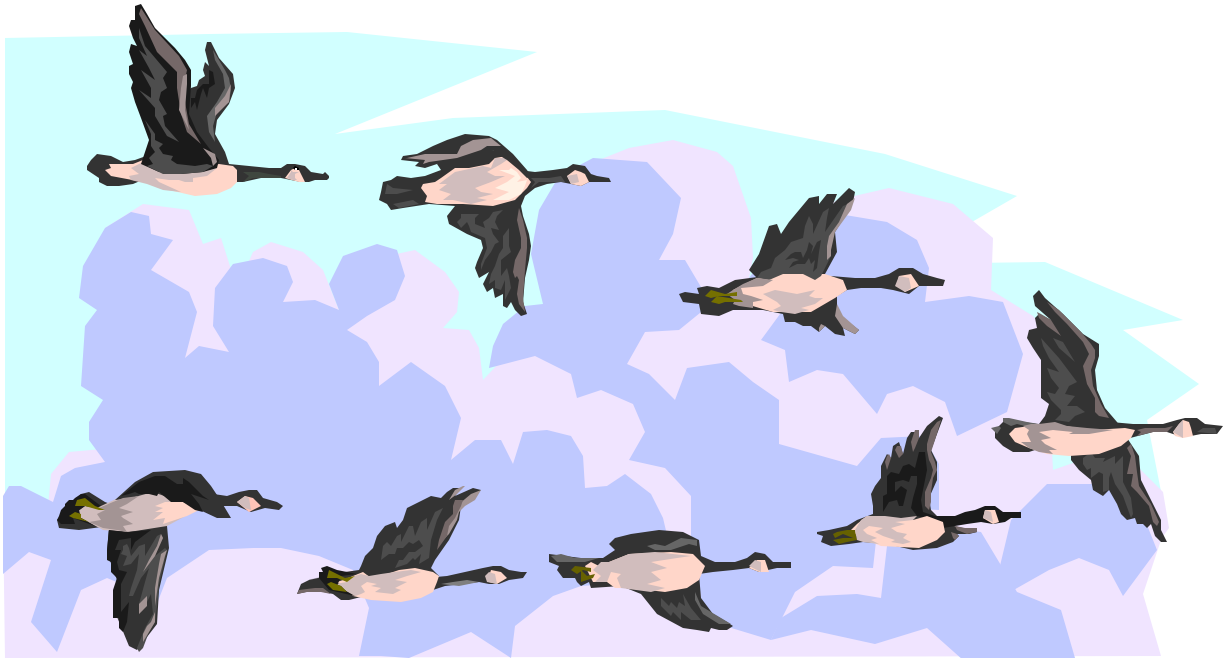
Volunteers need to feel that they are making a difference. They need clear communication about the progress of the project and their role. Listed below are the "Motivation Principles" for volunteers:

1. Make volunteers feel **NEEDED**.
2. Match the **RESPONSIBILITY** with the **INTEREST, ABILITY,** and **PSYCHOLOGICAL** need of the volunteer.
3. Give the volunteer **MEANINGFUL** assignments.
4. Help the volunteer to be **SUCCESSFUL**.
5. Make the volunteer feel **APPRECIATED**.

Major symptoms and causes of volunteer burnout are:

Symptoms: Missed meetings, tardiness, critical attitude, lack of enthusiasm, interpersonal problems.

Causes: Frustration in meetings, lack of job description, lack of appreciation, and overload.



The Canadian Geese are an excellent example of good teamwork. We can learn from these birds who follow their leader. They show concern for one another by landing when one of their flock is injured or ill and staying by the weak one until it is able to fly again or dies. When the lead goose tires, another moves into the lead position with a fresh sense of direction and energetic stamina. And if you've ever been outside when these geese fly overhead, you've heard them honking. According to one naturalist, the geese honk to assure their leader that everything is all right in the ranks and that the whole flock is following enthusiastically.

Sources: "America's Volunteers," (1997, Independent Sector, Washington, DC)

"The Canadian Christian Sourcebook," (1995, Genesis Publications, Mississauga, ON)

Watts, Dorothy Eaton. *Recruiting & Managing Volunteers; Instructors Guide.*

AdventSource, 1997.

Williams, Dennis E., and Gangel, Kenneth O. *Volunteers for Today's Church—How to Recruit and Retain Workers*, Baker Books, 1993.

Team Building and Training

As a leader, you should inspire the best efforts of your team in order to meet your organization's goals. Members need to know that they are valued, trusted, and respected. They need to feel like they belong to an organization. They need to know that the work they are doing is an integral part of the organization's functions. When all this is achieved, we have cultivated a team.

SIX TEAM-BUILDING ACTIVITIES

- Clarifying team members roles
- Building trust
- Inducing members to contribute to overall department performance
- Sharing the recognition of goal achievement
- Enhancing member's problem-solving skills
- Using participative management techniques

Source: taken from, Patricia Murdock Miller's book: *Powerful Leadership Skills for Women*. National Press Publication, 1988.

Characteristics of Highly-Cohesive Teams

- Team members understand and share the leader's vision.
- Group members respect and ideally like one another.
- Individuals derive satisfaction from being a member of the team.
- Communication is open and all members are encouraged to participate in discussions and, where possible, decision-making.
- The group has a sense of team pride.
- There is little conflict on the team, and when conflict occurs, it is handled using constructive problem-solving techniques.
- Group members are encouraged to cooperate with each other.
- The group learns to work together in a relaxed fashion.
- Team recognition and credit for a good job is freely given.
- Team members understand and share goals, objectives, and mission.¹

¹ Manning, Marilyn and Patricia Haddock. *Leadership Skills for Women*. Crisp Publication, Inc. 1989.

- Team building promotes a trusting atmosphere where employees feel they can communicate without threat. Members become involved in a common goal. Through this, members will feel important, valued, and challenged and will give their best work.

Help your staff grow

As a leader, an important message to your followers is that everyone, regardless of experience or job title, should be constantly improving. Daily work becomes an ongoing classroom. Some ways to foster personal improvement include:

- Attending other seminars and workshops.
- Work directly with members to share insights.
- Devise group projects for cross training.
- Visit other women's organizations or Women's Ministries departments.
- Develop or attend training courses within the church or conference.
- Encourage special projects which enhance skills and abilities.
- Read books, journals, and articles.
- Plan working retreats for your committee.
- Delegate work to able women.
- Conduct evaluations and get feedback; be open to changes and new ideas.
- Encourage questions.
- Praise, encourage and nurture your members.
- Send them for certification programs.
- Help everyone to intentionally mentor as well as have a mentor.

Whatever avenue you use, the message you send when you encourage growth is that you encourage people to expand their skills and knowledge. 🍓

Source: Heim, Pat and Elwood N. Chapman. *Learning to Lead*. Crisp Publications, Inc. 1990.

Women Mentoring Women

"Give instruction to the wise, and they will become wiser still; teach the righteous, and they will gain in learning.

Proverbs 9:9, NRSV



Jesus Christ chose twelve people from humble walks of life, and for three years He taught them everything He could. When He returned to heaven, He left the awesome challenge of sharing the plan of salvation in the hands of these diversified disciples. Today, our challenge is similar. And Jesus is our role model for mentoring potential church leaders.

What is a mentor?

Mentoring can be defined as having a significant beneficial effect on the life or style of another person, generally as a result of personal one-on-one contact. A mentor befriends, teaches, and inspires. Through her involvement with a younger woman, a mentor shares from the abundant wealth of her life: her knowledge about marriage, career, children, and interpersonal relationships. She encourages the younger woman, encouraging their involvement, and creating paths for them as they reach for their potential in Christ. In a mentor, we are not looking for women who are faultless, but for women who have responded biblically to crisis in their lives.

"The older women, similarly, should be reverent in their demeanor, not scandalmongers or slaves to excessive drinking; they must set a high standard, and so teach the younger women to be loving wives and mothers, to be temperate, chaste, busy at home, and kind, respecting the authority of their husbands. Then the gospel will not be brought into disrepute."

Titus 2:3, Revised English Bible

Three types of "mentoring" programs:

1. A mentor for ourselves
2. Mentor someone else
3. Establish a mentoring program in your Women's Ministries group

For the person desiring a mentor:

- Find someone you admire/ whose leadership style you admire.
- Find someone who is sympathetic to the needs of women.
- Find someone who understands church structure and politics (don't be afraid to ask a man).
- Ask for mentoring (if refused, do not take it personally).
- Set up a meeting time.
- Develop some goals for your mentoring:
 - a. what do you hope to gain from this relationship?
 - b. are you willing to commit to doing all the relationship requires?
- Prepare questions for your mentor.

As a “*mentoree*” you should be eager to learn, be a team player, be patient, take risks, and have an open, positive attitude. Be sure to ask questions and listen carefully. Keep a journal of valuable counsel, and put into practice what you are learning. Ask God to help you as you learn new things that will make you an effective Christian.

Who are potential “Mentors”?

WM Leader	Departmental Person	Business Leader
Woman Pastor	Professor	Professional

For Those Who Desire to be Mentors:

- Find someone you can mentor (a woman who is young in age or in leadership).
- Find someone with potential leadership (e.g. your successor, a conference leader, a local church leader).
- Study a bit about mentoring.
- Set up a contract: set a time for mentoring, set mutually agreed upon goals, evaluate your mentoring style from time to time.

As a “*mentor*” you will play the roles of a teacher, guide, counselor, motivator, sponsor, advisor, coach, role model, etc. Build your relationship on biblical wisdom. Give time to the person in whose potential you believe. Let them fully develop their potential. Also, ask yourself, “What does this person need in order to grow?” and then try to provide it. Be committed, serious, and readily available to the person you mentor. Cultivate a relationship of respect, trust, and partnership.

Set up a church mentoring program:

Plan programs or meetings, for the group or individual, on topics of interest such as:

- a) How to take care of children in church
- b) How to dress for success
- c) How to realize your Christian potential
- d) How to cope with the stresses in life

Pair women with experience with those that need mentoring:

- a) Experienced mothers with new mothers
- b) Young career women with college women
- c) College women with academy/high school girls
- d) Grandmothers with young girls, especially those at boarding school

Plan special projects such as:

- a) Secret sisters/ Friendship sisters/ Secret Friends
- b) Prayer Partners

Make sure there is equal opportunity and commitment. Make it an opportunity for spiritual support and prayer. Find ways to promote self-esteem without cost. Contact your Women's Ministries division director for more information about "mentoring." A seminar on mentoring can be purchased from your GC Women's Ministries Department. See "Program and Projects" for a mentor project entitled "Heart-to-Heart." 🍷

Sources: Stenbakken, Ardis. *A Model for Mentoring*. GC Women's Ministries.

Long Range Planning

Your vision is your picture of the future. It is critical to have a vision, but a vision alone is not enough. You also need to create some specific goals to reach your vision. Goals have a more limited time horizon. Some leaders write yearly goals; others are more comfortable writing goals on a six-month basis. As you and your Women's Ministries committee sit down at the beginning of the year to plan your activities and projects, be sure to look ahead into the future. Have a vision about what you want to accomplish in your ministry. Brainstorm and prepare surveys in order to learn what are the needs of the women in your area. Once you know this, you can set into motion the planning process.

As you think of your vision of where you want to go, think of your goals as the specifics about how to get there. The development of specific goals keeps a Women's Ministries program continually on track and provides a measure of its direction and effectiveness. Here are some tips on how to write goals that work:

- Be **SPECIFIC**. Identify either the exact outcome you want or the process.
- Make goals **MEASURABLE**. How will you determine whether you've been successful or not?
- Goals must be **REASONABLE** and **REALISTIC**. Make sure your goals are humanly possible to achieve.
- Goals need to be **TIME SPECIFIC**. Have deadlines.

Sources: Heim, Pat and Elwood N. Chapman. *Learning to Lead*. Crisp Publications, Inc. 1990.

Finding and Caring for a Speaker

The success of an event or program often rests with the speaker. It is imperative that you find a speaker that is appropriate for the event you are planning. Don't be afraid to look into free-lance speakers and authors. Also, keep in mind denominational employees and Women's Ministries leaders. Make a list of potential keynote and seminar speakers. Be sure you or someone on your committee can recommend the speaker. Although no one is perfect, it is important for speakers to be exemplary Christians and outstanding presenters. You should choose speakers that present high-quality material that inspire others to a relationship with Christ.



Half of the success of the speaker, and therefore your program, depends on the arrangements made on her behalf. A group that cares for their speakers well will reap many benefits for the ministry. In the book *Designing Effective Women's Ministries*, that is written by Jill Briscoe, Laurie Katz McIntyre, and Beth Seversen, they outline these suggestions for helping your group secure the speakers it wants and making them feel at home.

Before the Invitation

1. Decide honorariums or fees to be awarded.
2. Appoint a speaker-contact chairperson. She will make all the calls to the speaker.
3. Determine the kind of speaker best suited for your program.
4. Obtain references or tapes of your potential speakers.

The Invitation

1. Be specific.
2. Plan to contact a well-known speaker one to two years in advance. Confirm availability of date and acceptance to speak, then send a follow-up letter with details regarding the speaking engagement.
 - **confirm** date (again).
 - **state**: purpose of event, location, time and time span, number of times expected to speak and topics.
 - **describe**: length of presentations, type of audience, anticipated number, sponsoring group, accommodations, travel arrangements, remuneration plans, and translation needs.
 - **request**: a biography and picture - for publicity.
 - **provide** name and telephone number of contact person.

Before the Event

1. Send copy of all printed promotional materials to the speaker.
2. Update her of any changes from the original invitation.
3. Arrange and pay for transportation costs if this is required.
4. Inquire about special needs: audiovisual, handouts, special dietary needs (indicate what the meal plans are).
5. Contact speaker a few days before the event to cover any last minute needs.
6. Advise speaker as to who will be meeting her and who the hostess is.

During the Event

1. Provide transportation.
2. Have program materials on hand and review the program with the speaker.
3. Help the speaker keep to the time schedule.
4. See to practical requests: dietary needs, rest, prayer, study time, water at the podium.

Follow-up

1. Send a prompt thank-you note with the remuneration.
2. If evaluations were received, share with the speaker some personal comments and compliments.
3. Return publicity photographs. 📷

Spiritual Gifts

Spiritual gifts are gifts given by the Holy Spirit to those who have a relationship with God; the gifts are for the edification of the body of Christ. *You must first have a relationship with God before you will have a spiritual gift.*

“The spiritual gifts differ from God’s other gifts to us in that we are still the receivers but no longer the benefactors. They are given to us for the purpose of us ministering to others both through nurture and outreach.”² We are told that Christians have spiritual gifts, and the reason for that is, that only those who have the Holy Spirit in their lives can receive gifts by the Spirit (Rom 8:9; 1 Cor 12:7). But, how can we identify a spiritual gift and distinguish it from a natural talent?

“A natural talent may be something we are born with, like the ability to sing, or it may be something we have developed through the years, such as playing a musical instrument. Our natural talents are useful but they deal primarily with the surface of life. They do not touch on the important issue of our relationship with God. We can develop a natural talent without growing spiritually. Spiritual gifts differ from natural talents in two important aspects. First: in the motivation. The motivation for spiritual gifts is based on our love for God and our love for others. Second: they have different goals. The goal for a person with a spiritual gift is to lead others to Christ and to build up the body of Christ. We cannot develop a spiritual gift without growing spiritually.”³

How do we identify our gift/gifts?

First, pray about it. Ask the Holy Spirit to help you find and develop your gift. Secondly, involve yourself in many different ministries, then ask yourself these questions:

- “What types of ministry did I enjoy most?
- In what types of ministry did I see positive results?
- What spiritual abilities do others see in me?
- Which ministry have I been asked to do again and again?
- What types of ministry blend with my God given temperament?
- Which of my regular daily activities could have a spiritual application (e.g. teaching, helping, administration)?”⁴

² Kendel, Birthe. *My Spiritual Gifts Seminar*. General Conference Dept. of Women’s Ministries

³ Ibid.

⁴ Porter, Carol and Mike Hamel. *Women’s Ministries Handbook*. P.36. Victor Books, 1992.

Thirdly, try using a *Spiritual Gift Inventory*. There are a number of different inventories that you could use. Check with your Women's Ministries division director to see what they have available. You could also purchase Birthe Kendel's "*My Spiritual Gifts Seminar*" through the GC Department of Women's Ministries. Another inventory that has proved helpful is Roy Naden's inventory entitled "*Your Spiritual Gifts. Making the Great Discovery.*"

Summary of Possible Gifts:

Teaching: instructor; explain and apply established doctrines; convey the truths of God in a way that His people will learn and enjoy learning.

Prophecy: to speak out; proclaim the Word of God to believers; presents new insights from study.

Evangelism: (Support Person) strong desire to see that the gospel is spread to unbelievers; (The Evangelist) preaches to unbelievers, perhaps in different places.

Contributing/Giving: delights to give money to service of God; wise stewardship; good management of money.

Exhortation: challenges believers and urges them to follow the teachings of Scripture.

Pastor: shepherd, cares for and feeds the flock; nurturing, caring for and being concerned about the spiritual well being of individuals or groups.

Administrator: steering, direction, organizing, delegating, sets goals, practical.

Leadership: good leader, has followers, ability to organize tasks/people and complete it.

Healing: prays for the sick; ability to touch with words or presence, caring.

Mercy: kind; sympathetic; empathic; is *there* for others who are disadvantaged or in hardship.

Hospitality: loves to entertain; generous; open house; warm welcomes.

Discernment of Spirits: is able to distinguish source of spiritual power: God vs. Satan, True vs. False, Divine vs. Human.

Faith: believes in the plan and purpose of God; able to see God's working; stands firm in faith, helps build up the faith of the church body.

Service: helper; task oriented; unselfishly meets the needs of others through practical help.

Knowledge: scholarly gift for research; compilation; understanding and analyzing the truth of God.

Wisdom: ability to apply knowledge; application of Biblical principles to daily lives, makes wise and careful decisions.

Prayer/Intercession: effective prayer warrior; prays often; fervently.

Women need a power from within.



Not a power over others, but a power within
that allows them to work with others.



Spirit of Prophecy Quotations Regarding the Use of Spiritual Gifts

"We greatly need consecrated women who, as messengers of mercy, will visit the mothers and the children in their homes."— *Welfare Ministry*, 146.

"God calls for earnest women workers, workers who are prudent, warmhearted, tender, and true to principle. He calls for...women who will take their minds from self and their personal convenience, and will center them on Christ..."— *Testimonies Vol 6*, 118.

"Women are needed who are not self-important, but gentle in manners and lowly of heart, who will work with the meekness of Christ."— *Welfare Ministry*, 150.

"The Lord has a work for women as well as for men. They may take their places in His work at this crisis, and He will work through them...They can do in families a work that men cannot do, a work that reaches the inner life. They can come close to the hearts of those whom men cannot reach. Their labor is needed."— *Welfare Ministry*, 145.

"We may do a noble work for God if we will. Woman does not know her power for God...There is a higher purpose for woman, a grander destiny. She should develop and cultivate her powers, for God can employ them in the great work of saving souls from eternal ruin."— *Testimonies Vol 4*, 642.

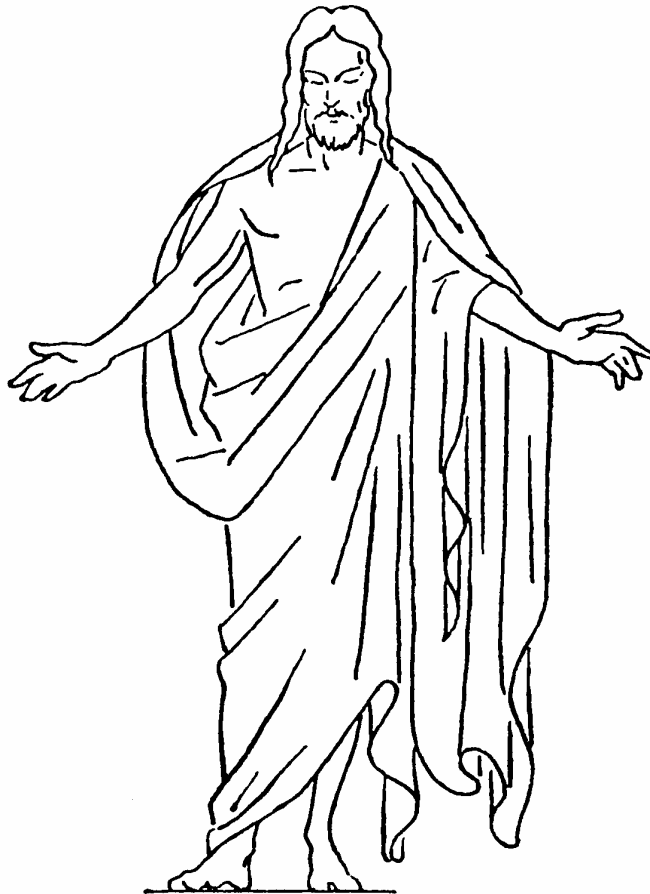
"Each is to work in cooperation with Christ for the salvation of souls. Not more surely is the place prepared for us in the heavenly mansions than is the special place designated on earth where we are to work for God."— *Christ's Object Lessons* 326, 327.

"If you divest yourselves of selfishness, and strengthen your souls by constant communion with God, you may promote the happiness of all with whom you come in contact. You will notice the neglected, inform the ignorant, encourage the oppressed and desponding and, as far as possible, relieve the suffering. And you will not only point the way to heaven, but will walk in that way yourselves."— *Testimonies Vol 4*, 567.

"It is the love of God continually transferred to us that enables us to impart light. Into the hearts of all of us who are united to God by faith the golden oil of love flows freely, to shine out again in real heartfelt service to God."—*Christ's Object Lessons*, 419.

"Intelligent Christian women may use their talents to the very highest account...Wives and mothers should in no case neglect their husbands and their children, but they can do much without neglecting home duties..."—*Welfare Ministry*, 164.

UTILIZING SPIRITUAL GIFTS



Exercise: Ask each woman to identify what part of the body of Christ she is and why.

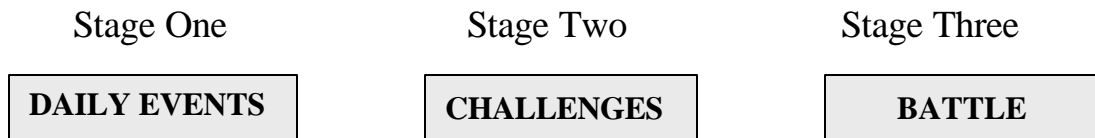
Example: *I am the mouth because I can talk to people and help them solve problems...*

I am the hands because I can care for the sick and needy...

Conflict Management

Conflict is inevitable. However, if conflict is identified early and deliberate steps are taken to modify events and manage the emotions, almost any conflict can become a source of opportunity. Left unchecked, conflict is dangerous to you, your people, and your ministry. A leader's attitude toward conflict determines whether it occurs openly and whether it's a positive force that invokes problem-solving behavior.

Three Stages of Conflict



Recognizing and dealing with the three stages of conflict

- Stage One** conflict is the least threatening and easiest to manage. This stage is characterized by day-to-day irritations. A Stage One conflict and the accompanying emotions can best be addressed with coping strategies.
 1. Initiate a process that examines both sides. Can a framework be built that encourages understanding with one another?
 2. Ask if the reaction is proportional to the situation or is it being magnified due to emotions.
 3. Identify points of agreement and disagreements and work on them.

- Stage Two** conflict requires more training and specific management skills. This stage takes on an element of competition typified by a “win-lose” attitude. Here, people are the problem, therefore you must implement a people management strategy.
 1. Create a safe atmosphere. Provide an environment where everyone is secure.
 2. Be hard on the facts, soft on the people. Get details, clarify generalizations.
 3. Do the initial work as a team, sharing in the responsibility for finding an alternative everyone can live with.

4. Look for middle ground but do not suggest compromise (compromise implies “giving up”).
 5. Allow time for both parties to come towards an acceptable middle ground.
 6. Sit in a circle—it is harder to compete sitting next to someone, than across from one.
- At *Stage Three*, the objective shifts from wanting to win toward wanting to hurt. Being right and punishing wrong becomes the consuming motivations in this stage. Negotiation and arbitration are the skills needed here.
1. Details are important. Pay attention. There will be a lot of negative emotion.
 2. Company time must be expended to interview every possible participant.
 3. Logic and reason are not effective in this stage. Redirect individuals who are at the lower stages of conflict and provide an alternative source for their energy.
 4. Clear corporate goals and a sense of direction will be necessary. Delegate tasks to people and redirect events, encouraging the skills of everyone. 🍀

Problem Solving Rules

- **Attack the problem**, not the person. Avoid using the word “you.”
- **Verbalize** your feelings, but never act on them.
- **Move** from justification to resolution. Work towards an agreeable solution for all.
- **Look forward** (opportunity), not backward (blaming).
- **Identify** the points where you can give rather than take.
- Remember, **the angrier the event the less likely logic will work.** Let them know that you recognize their anger, but we need to focus on the issues, not emotions.

10 CONFLICT RESOLUTION SKILLS EVERY WOMAN MUST KNOW

- Ability to listen
- Be a role model
- Can initiate discussion
- Ability to create feedback
- Ability to make personal change
- Be vigilant
- Ability to deal with fear
- Ability to facilitate others
- Be a learner
- Find resources

Sources: Hendricks, William. *How to Manage Conflict*. National Press Publications, 1991

10 Commandments of Human Relations

- Speak to People
- Smile at People
- Call People by Name
- Be Friendly
- Be Cordial
- Be Genuinely Interested
- Be Generous with Praise
- Be Considerate
- Give Service
- Add to these: a sense of humor, a big dose of patience, and a dash of humility, and you will be rewarded many-fold.