



RESOURCE BOOK

Information

Resources

Services

Women's Missionary Society

Introduction

In 1999 the Women's Missionary Society produced its first *Resource Book* for groups, presbyterials, and synodicals. It was well received and well used.

Now, we present for your use the WMS *Resource Book II*. Included is timely information, relevant resources, and special services. You will notice differences because we are now well into a technological age where the internet can help us to keep up with changes and distribute new information and resources.

Through discussions with WMS members new sections have been added. Some of the material has been adapted from the *Resource Book* (1999). We hope that you will find this resource helpful as you plan your meetings. Please feel free to adapt any of the material. We encourage YOU to add other useful resources and information.

We would like to thank those from the WMS national staff and other writers who contributed material to the *Resource Book II*.

It was both a joy and a challenge to collect and write this resource, but we trust that it will be useful and valuable to all those who serve in leadership roles in the WMS family.

The Rev. Dr. Lynda Reid
Synod Education Consultant
Synodical of Central, Northeastern Ontario & Bermuda

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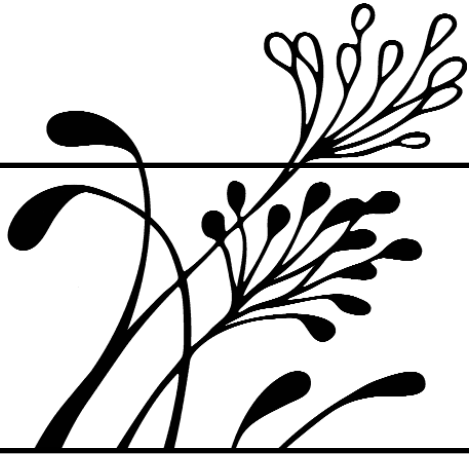
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Information

Our Story

On May 15, 1914, in Knox Church, Toronto, three organizations united to form the Women's Missionary Society, Western Division, of The Presbyterian Church in Canada. Each of these organizations had evolved from specific missions and involved women from Quebec to British Columbia.

In 1864 the Ladies Auxiliary Association formed in Montreal to assist the Church of Scotland in work among the French. As the work expanded to include "Home, French, and Foreign Work" the name of this organization was changed twice and finally became the Woman's Missionary Society, Montreal.

In 1876, in Toronto, the Woman's Foreign Missionary Society was founded to assist the Foreign Mission Committee of the Church in the work among women and children in the foreign mission field, which then included work in Western Canada among the First Nations and newcomers from Europe.

The Women's Home Missionary Society was organized in 1903. This Society grew out of the Atlin Nurses' Committee, which, in 1898 had answered the need for nursing service in the Klondike. The Women's Home Missionary Society opened and supported hospitals in remote areas of Canada and developed educational and social service work. Deaconesses were trained and sent to work among settlers in Western Canada and immigrants in cities from Toronto to Vancouver. Clothing and other supplies were gathered and sent to people in need across the country.

In 1972 the mission work of The Presbyterian Church in Canada and the Women's Missionary Society was integrated.

WMS now fulfils their purpose by supporting the missions of the Church through promotion of mission, study, and prayer. Their grants to the greater Church and to the regional staff are vital to the work of the Church.

**The Women's Missionary Society
is a community of Christians
whose purpose,
in response to the love of God
in Jesus Christ,
is to encourage one another and
all the people of the church
to be involved in local and world
mission through prayer, study,
service, and fellowship.**



Meet the National Staff

The national staff is here to help your group, presbyterial, and synodical. Someone in the national office can:

- respond to questions regarding WMS;
- assist you with program material;
- answer questions about finances, bequests, and leadership development grants; and
- help you purchase pins, certificates, books, and resource material.

Executive Director

The Executive Director is responsible for all phases of the Society's work. The Director works with the Council Executive, the Finance Committee, the Personnel Committee, and the Annual Council. She also handles correspondence and minutes, implements policy decisions, supervises staff, and relates to General Assembly Agencies.

Program and Marketing Coordinator

The Program and Marketing Coordinator is responsible for developing program resources on mission, promoting the Society's mission and work, and the layout of *Glad Tidings*. She is in contact with local groups, presbyterials, and synodicals.

Editor of *Glad Tidings*

The Editor of *Glad Tidings*, the official magazine of the WMS, is responsible for developing the theme and content of each issue, writing, proofreading, editing, and overall production. She works to ensure that this magazine, which originated in 1925, continues to be a success.

The Book Room Manager

The Book Room Manager promotes and distributes study resources, devotional, and educational material. She also oversees the operation of the general distribution service. The Book Room staff prepare and take book displays to the Annual Council, General Assembly, and other events. They also package books to send to WMS and congregational events and meetings.

Administrative Assistant and Circulation Manager, *Glad Tidings*

The Administrative Assistant sends out mailings and notices of meetings and is responsible for minutes and reports, including the annual report. As Circulation Manager for *Glad Tidings* she manages subscriptions.

Resource Consultants

The Book Room Resource Consultants serve customers, prepare book displays, organize special consignments, and process orders.

Financial Officer

The part-time Financial Officer works with the Financial Services of The Presbyterian Church in Canada managing the bookkeeping for the WMS. She also assists the treasurer of the WMS Council.

Contact them through: wms@presbyterian.ca or 1-800-619-7301



WMS is an Organization of The Presbyterian Church in Canada (not a court)

The Women's Missionary Society (WMS) is an autonomous organization within The Presbyterian Church in Canada (PCC). The WMS has its own constitution and bylaws. The WMS Council makes decisions about its mandate, personnel, and finances. It is required to report to the General Assembly of The Presbyterian Church in Canada.

Clarifying the Difference Between:

1. a court of the church and an organization or society in the church; and
2. a committee of a court and an organization within the bounds of the court.

1. Courts and Organizations

There are four courts in The Presbyterian Church in Canada: session, presbytery, synod, and General Assembly. The courts of the church are the governing bodies which have oversight of all activities done in the name of the Presbyterian Church within their bounds. This means that groups such as Presbyterian Young Peoples Society and WMS are responsible to keep the courts informed of their activities.

2. Committees and Organization (using synod as an example)

The relationship of a committee of synod to the synod is different than the relationship of a synodical organization within the synod.

A committee of synod is appointed by synod and is expected to carry out synod's instructions. It is responsible to the synod for what it does in its name.

On the other hand, an organization that is a part of The Presbyterian Church in Canada, functioning within the bounds of the synod sets its own agenda and carries out its particular work. Therefore the synodical should keep the synod informed of what it is doing so that the synod is aware of what is happening within its bounds in the name of the Presbyterian Church.

When our organization (WMS) is asked to report to a court, it has an obligation to do so. It is an opportunity to make the wider church aware of the part the WMS has in the total ministry of the church.



Structure of WMS

Organizational Chart

Who Attends?

Responsibilities

Representative ministers and elders

The General Assembly of The Presbyterian Church in Canada

Approves the constitution of the WMS
 Receives the annual report of the WMS

Elected Council Executive members

Ex-officio members

- synodical presidents
- representation from LMA
- elected delegates from synodicals

The Council (The Legislative Body)

Legislates regarding the work of the Society
 Receives the report of the Society from Council Executive
 Approves all financial reports and budget estimates

Elected members

Ex-officio members

- synodical presidents
- representation from LMA

Council Executive (The Administrative Body)

Administers and directs the work of the Society in accordance with recommendations from Council
 Has full responsibility for all members of the national WMS staff

Elected officers

Presbyterial presidents

Elected delegates from presbyterials

Visitors welcome

Synodicals

Carry out recommendations of Council and Council Executive
 Promote the Society's work within their bounds
 Receive reports from presbyterials
 Report to Council Executive

Elected officers

One delegate from each group

Visitors welcome

Presbyterials

Promote the Society's work within their bounds
 Receive reports of groups
 Report to synodicals
 Offer opportunities for leadership development and mission education

Groups and Affiliated Groups

Receive free-will offerings from groups and forwards them to the national WMS

The Members

NOTE: LMA is the Life & Mission Agency of The Presbyterian Church in Canada



Finances

How Do They Work?

Overview of Funds

The WMS funds are primarily made up from presbyterial givings, gifts/donations, and bequests. With these funds the WMS is able to support mission projects, mission education, seminary students and international students, regional staff, mission exposure tours, and *Presbyterians Sharing*. It also supports The Book Room and publishes *Glad Tidings*.

These funds are second-mile donations from WMS members who also give to their local church and *Presbyterians Sharing*. Groups send in their contributions to their presbyterials who in turn forward the funds to the national WMS office. It is the Council Executive who makes financial decisions for the disbursement of the funds.

From time to time, bequests are left to the WMS. Some have restrictions on how the fund is to be used. But most bequests today have no restrictions and it is left to the discretion of Council Executive.

Grants—Process and Decision-making

The WMS considers grant requests from our mission partners and Presbyterians within the bounds of the Society. All applications are received and given to the Finance Committee for their consideration and recommendation to Council Executive. Council Executive considers the recommendations of the Finance Committee and has the final decision-making power on all financial matters.

The Finance Committee meets three times a year, just before Council Executive meetings. Applications that require a decision before the next Finance Committee meeting are considered by the Executive Director and the national treasurer. Together, they have the power to issue a decision, which is later homologated by the Finance Committee and Council Executive.

Available Grants: Endowment Funds, Undesignated Legacies, and Presbyterial Givings

Endowment Funds: Through the generosity of WMS members, there are several funds available to assist WMS members, presbyterials and synodicals, and the youth of our church to participate in events which would provide mission education and leadership development. These funds are: Isabella Brown Memorial Fund, Giollo Kelly Memorial Fund, Children & Youth Leadership Development Fund, and Louise Reith Memorial Fund. There are also endowment funds with some restrictions. These funds are dispersed at the discretion of Council Executive as they consider in-coming grant requests. More detailed information is available through the national WMS office.

Undesignated legacies: These funds are legacies which were given without any restrictions as to where the funds can be used. They are dispersed by Council Executive decision as grant requests are considered.

Presbyterial Givings: The free-will offerings collected by the local groups are sent to the national WMS through the presbyterials. These funds are used for the on-going operational expenses of the national WMS, as well as three on-going grants which are given every year, as follows: \$150,000.00 to *Presbyterians Sharing*, \$200,000.00 to regional staffing, and \$1,000.00 each to the three theological colleges.

More detailed information is available in the Annual Report as well as in *On the Move...In Mission*.

The WMS is grateful for the generosity of all of its members without which WMS mission would not be possible. For more information, contact the Executive Director, WMS, at 1-800-619-7301 or 416-441-1111.



Glad Tidings

Glad Tidings is the magazine of the WMS, published six times per year. It contains relevant articles, worship services, news of international partners, and celebrates events in the life of groups, presbyterials, synodicals, and WMS Council.

About *Glad Tidings*

The mission statement of *Glad Tidings* is to report on the work of the WMS and to challenge, encourage, and motivate its readers. Although it is the magazine of the WMS, it includes articles, prayers, and poems for everyone. It is also a great way to learn more about the mission work of the WMS and the PCC.

Three times a year, *Glad Tidings* contains a worship service appropriate to the season of the year. It is complete with scriptures, meditation, prayers, and hymns. These can be used your WMS group meeting, in an informal congregational service, or in a mission committee meeting.

To find out more about *Glad Tidings*, connect with your *Glad Tidings* contact person. Each WMS group should have a *Glad Tidings* contact person who submits both subscriptions and money on behalf of the group.

For those with visual problems, the magazine is also available in large print and audio-cassette tape.

Promoting *Glad Tidings* in your Congregation

There are so many different ways of promoting *Glad Tidings* magazine. Here are some ideas of how we can increase interest and thus subscriptions.

- Request up to 20 free copies of the magazine for your promotional needs anytime during the year. Please contact the *Glad Tidings* Circulation Manager.
- Order an extra subscription to give to a shut-in or for your church library.
- Place a copy in seniors/nursing homes, public libraries, or in your doctor's office.
- Give a gift subscription to a youth leader, church school teacher, church secretary, minister, someone who cannot afford the cost, a new member of your church, music director, member of session, younger woman, or a youth group member.
- Give *Glad Tidings* as a Christmas gift to a friend or relative.
- Prepare a display for your church library or narthex or during coffee hour.
- Hand out copies of the magazine on special Sundays during the year, for example, Thankoffering Services or Mission Awareness Sunday. A copy of the magazine can be handed out with the church bulletin as a way of promoting it to everyone in the congregation.
- Talk about the magazine and refer to the interesting articles it contains.
- Use excerpts from the magazine in your church newsletter or Sunday bulletin (giving appropriate credit).



Memberships and Certificates

Life Membership

Presenting a Life Membership certificate is a way of recognizing those who are related to the work of the Society or who have shown an interest in it. A life membership in the Society, indicated by a Life Membership certificate, may be obtained by the payment of \$50 through the presbyterial treasurer.

Life Membership pins are available from the national WMS office. This pin recognizes that an individual has received a certificate.

Honourary Membership

A Certificate of Honourary Membership is a way of honouring people who, through their interest and work, have contributed to the work of the Society. Such a certificate may be obtained by the payment of \$100 through the presbyterial treasurer.

An Honourary Membership pin is available from the national WMS office. This pin recognizes that an individual has received a certificate.

Certificate of Recognition

A Certificate of Recognition may be used to honour a child, youth, or an adult whose involvement, individually or through a group, enhances the life and witness of the congregation.

- \$10 for a child, 9–11 years old
- \$25 for a youth, 12–24 years old
- \$25 for an adult

A pin or a pendant/charm is available from the national WMS office for individuals receiving the certificate.

In Memoriam Certificate

An In Memoriam certificate is a tribute to a deceased individual who was a member of the WMS or was interested in the work of the Society. It may be presented to the family of the deceased or to the group of which she/he was a member. An In Memoriam certificate may be obtained by the payment of \$25 through the presbyterial treasurer.

Ordering Certificates

The treasurer of the group presenting the certificate sends the money to the presbyterial treasurer along with an application for the certificate,

- giving the name of the recipient,
- the date of the presentation, and
- the name of the local group making the gift.

Please allow five to 10 business days for preparing the certificate and mailing.

Payment for the Life Membership, Honourary Membership, In Memoriam certificate, and/or Certificate of Recognition must be given or raised specially and not taken from regular contributions. The treasurer of the group remits the money to the presbyterial treasurer. This money is forwarded to the national WMS office and is included in the presbyterials yearly givings.



Membership Pins—cost of pins includes GST and postage.

- Gold filled Honourary Membership pin—\$115.00
- Gold filled Life Membership pin—\$65.00
- Recognition pin or pendant/charm—\$26.75

NOTE: The price of pins, pendant, and charms may change occasionally. Please watch Glad Tidings for updates or inquiry as indicated below.

Order from:

Administrative Assistant

Women's Missionary Society, The Presbyterian Church in Canada

50 Wynford Drive, Toronto, ON, M3C 1J7

1-800-619-7301



Forming a New Group

There are several things to do when forming a new group.

Permission

You must get permission from your church's Session to form a group. Session should be informed of the purpose and activities of the WMS.

Inaugural Meeting

The group should hold an inaugural meeting at which the executive is elected and installed (*see Responsibilities of Those Holding Office*). This is normally held in conjunction with a worship celebration welcoming the group into the Society. The presbyterial should be involved either as a whole or by representation. It would be good to have representation of Session present too.

The presbyterial should also have a special welcome celebration for the new group.

Communication

Inform the presbyterial and the national WMS office of the name and address of a contact person, for example, the secretary of the group.

Finances

When the group has been established, it should apply for a registration number from Revenue Canada, Charities Division, Ottawa, ON, K1A 0L5, 1-800-267-2384 or 1-888-892-5667 (bilingual). It is important to clearly identify the name of the group and not to vary the name in any way, otherwise there will be a delay in getting the number. You will need Form T2050 and the Guide T4063.

Along with the application, the group will need a letter from the Executive Director of the Women's Missionary Society affirming that it is a bona fide group within the WMS. Contact the Executive Director at 50 Wynford Dr., Toronto, ON, M3C 1J7. She will send an appropriate letter to the group along with a copy of the constitution. Both the letter and the constitution should accompany the application to Revenue Canada. Each year groups are expected to report through the Annual Charity Return from Revenue Canada. If the group fails to report they will have to register all over again.



A Group Disbands

1. Inform the presbyterial by writing to the secretary.
2. Be sure that all historical records are stored in a safe and accessible place. This could be in your church or you could seek advice from The Presbyterian Church in Canada Archives, 50 Wynford Dr., Toronto, ON M3C 1J7, 416-441-1111, 1-800-619-7301, fax 416-441-2825.
3. When you no longer need your registration number and want to give it up, you must write a letter to Revenue Canada, Charities Division, Ottawa, ON, K1A 0L5, 1-800-267-2384. Ask for a “voluntary revocation” of your number. Be sure that the name of your group is exactly the same as listed for the registration number.
4. All funds on hand that have been donated for the use of the WMS should be turned over within one year of the “voluntary revocation” of your registration number, to the presbyterial to go into either the WMS general fund or earmarked for a particular use.
5. The congregation and the presbyterial should mark the closing of a group in some way. There could be a special event or time set aside during a Sunday service for this purpose. The presbyterial could set aside time at one of its meetings or could plan a special event. The involvement of the minister of the congregation and a presbyterial officer is important during the planning of such events (*see Celebration Service for Closure of WMS Groups and Certificate of Appreciation*).
6. Individuals who want to stay in touch and be kept informed can do so by:
 - subscribing to *Glad Tidings*;
 - asking to be on the local group mailing list whereby they will receive material from the national WMS office;
 - join a neighbouring WMS group; and/or
 - stay connected with the presbyterial.



Responsibilities of Those Holding an Office

As a member of an executive one must have a good working knowledge of the Women's Missionary Society. It will be important for an executive member to:

- be actively involved in WMS;
- keep current on all matters pertaining to the WMS to promote its work;
- be familiar with the workings of the group, presbyterial, synodical, and/or Council Executive;
- (usually) prepare a written annual report on the work of the office; and
- forward current files and relevant materials at the end of term.

President

- Preside at all meetings including executive meetings, except when the vice-president is delegated to do so.
- Be informed of the duties of all officers and conveners on the executive. Guide, in a diplomatic way, the officers and conveners in carrying out their duties.
- Have a carefully planned agenda for all meetings. The agenda will be planned in collaboration with the secretary.
- Know correct business procedure, preside with dignity, begin on time, and control the length of the meeting. When presenting a question for discussion, the president states the facts only. If the president wants to express an opinion she should ask someone to take the chair while she does so.
- The president of a group is a member of the presbyterial; the president of a presbyterial is a member of the synodical; the president of synodical is a member of Council Executive.

Recording Secretary

- Keep minutes of all meetings
 - record motions with name of mover and seconder
 - note unfinished business
 - include summary of treasurer's report(Detailed reporting of speeches, hymns, etc. is not necessary in formal minutes.)
- Prepare agenda in consultation with the president, using minutes to determine unfinished business.
- Keep a roll of executive members and members. Record attendance at executive, sub-executive, and annual meetings.
- Prepare notices of meetings.
- Minute book responsibilities
 - have the minute book in order at all times
 - keep in a safe place
 - pass it on to successor on appointment
 - see that all minute books are in safe-keeping as valuable historical records

NOTE: At many levels of the WMS, the work of the corresponding and recording secretaries has been combined into one office. In such cases the person could be listed as the secretary. The secretary is responsible for the duties of both the corresponding and recording secretaries.

Corresponding Secretary

- Take care of correspondence
 - report receipt of letters immediately to the president



- read letters at meetings
- promptly reply in accordance with actions taken at meeting
- write thank you letters to people who have assisted
- file letters received plus copies of letters sent and keep for one year
- Serve as the president's right hand helper.
- Have the correspondence file in order at all times and forward relevant material at the end of term.

Treasurer

NOTE: The WMS has a complete list of responsibilities and procedures for the treasure. Please ensure that each treasurer has this list. The following are general duties.

- Receive and keep an account of all money received and disbursed.
- Have a bank account open in the name of the group/presbyterial/synodical.
- Pay all duly authorized accounts.
- Submit a detailed statement of finances at the regular meetings.
- Group and presbyterial treasurers are responsible for forwarding money received for the mission of the WMS nationally.
- Group and presbyterials must have a government issued Charitable Receipts Number. The treasurers are responsible for renewing annually the Income Tax Registration Number and annually submit the required Income Tax Declaration to Revenue Canada.
- Groups and presbyterials should be aware that the general fund remittance for the end of one year must reach the national office by the first week in January of the next year. Date the cheque into the year it refers to, for example, December 31st.
- Have the books examined annually by the financial examiner appointed at the annual meeting.
- A group/presbyterial/synodical may have an expense fund for its own use. A report on this fund should also be presented at each regular meeting.

Presbyterial and Synodical Report Officers

Each presbyterial and synodical will require a variety of report officers who are able to advise on their portfolio and receive and prepare reports for the next level of the WMS organization. Each presbyterial and synodical should prepare job descriptions to outline specific responsibilities.

A more complete guide to the responsibilities of the various officers is available from the national WMS office.



Hosting a Mission Speaker

You are preparing for Mission Awareness Sunday, a Thankoffering Service, or a presbyterial event and you want someone to share their personal experience of the church in mission.

Discuss with your group what kind of mission speaker you would like to hear from. Would you be interested in learning more about local mission? Regional mission? Our international partners? Would you like to hear the experience of a short-term volunteer? Or a participant in a mission exposure tour? Consider how you will connect this learning experience to the overall strategy for mission education in your congregation.

How to Find a Mission Speaker

- Check the Presbyterian web site for the current list of available speakers (www.presbyterian.ca/experiencemission/speakers).
- Read PCConnect to find out which mission speakers may already be visiting your area.
- Contact the regional staff in your area for suggestions.
- Contact the Mission Interpretation office of the PCC, 1-800-619-7301, three–four months in advance of your event. You may have one or two speakers in mind or the theme of your event. Be sure to set your date prior to calling the office. After the speaker has been confirmed you will receive the speaker's contact information and make further arrangements directly with them.

Your Responsibilities as Host

It is important that you communicate directly with your mission speaker to let them know details about the engagement, including:

- date and time of the service/event;
- venue with directions;
- theme of the service/event;
- name of local contact person with telephone and e-mail;
- equipment available for them to use—projector, screen, etc.;
- the type of presentation they have prepared;
- whether or not they require help with transportation;
- if they need a place to be billeted before or after the event;
- other expectations of your group; and
- inquire if the speaker has other needs or concerns.

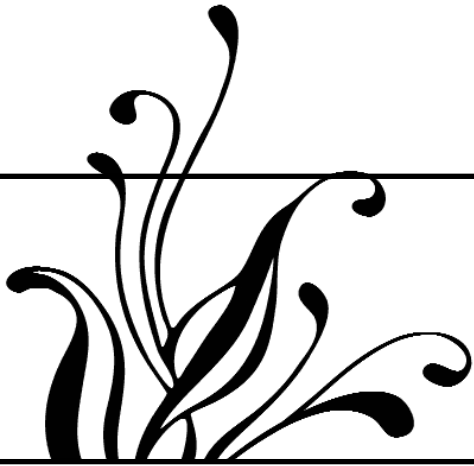
Financial Responsibilities

If you are making the arrangements with the speaker directly, you should offer transportation costs and honorarium. Should the speaker decline reimbursement, present a small gift or make a contribution to the project of the speaker's focus.

If you obtained the speaker through the Mission Interpretation office, major expenses will be covered. However, you should send an honorarium (suggestion of \$75.00–\$150.00 payable to The Presbyterian Church in Canada) to the Mission Interpretation office. The honorarium may be given to the speaker or sent to:

The Presbyterian Church in Canada
c/o Mission Interpretation, 50 Wynford Drive, Toronto, ON, M3C 1J7





Resources

Business Meetings And Procedures

Some meetings require time to conduct business. It is best to do the business concisely, preferably after the program of the meeting, unless the meeting is purely a business meeting, for example, an executive meeting.

This is a brief guide for those who preside over general, group meetings, and meetings of committees. At committee meetings, procedures are usually more informal and their actions are usually recommendations to the group of which they are a committee.

Parliamentary Procedure

Certain rules, known as parliamentary procedure, are observed in a business session for the purpose of conducting an orderly meeting. The use of such procedure enables a group to consider a situation as thoroughly and as quickly as possible before coming to final decisions.

The president (or convener) and secretary should prepare an agenda (a list of various things to come to the meeting) before the meeting begins. The following is an order of business that is often used.

- Call to order
- Review of minutes of the previous meeting
- Reports from officers and standing committees (including the executive)
- Report from special committees
- Unfinished business
- New business
- Announcements
- Adjournment

The presiding officer:

- calls the meeting to order;
- has the minutes of the preceding meeting reviewed with necessary corrections made and approved;
- receives motions or suggestions made by members and puts them to the meeting; and
- preserves order at all times.

Members should present their proposals in the form of motions and have the opportunity for a thorough discussion.

Motions

Motions are required for matters finance, nomination, constitution and by-laws, and recommendations/resolutions. Other matters can simply move forward when the group 'agrees' to the action. You may 'agree' as a group to accept the agenda or when deciding dates of events or meetings.

When a motion is required, it is formulated, and should not be debated or acted on until it has been seconded. When seconded, the presiding officer states the motion and asks for a discussion. If there is no discussion, the motion is voted on. The presiding officer announces whether the motion is carried or defeated.

A motion can be amended by adding to, inserting, or deleting a part; but the amendment cannot be acted on unless seconded.



An amendment is voted on before the original motion. If the amendment is lost, the original motion is considered. If the amendment is carried, then the motion as amended is voted on.

Decisions by Consensus

Instead of formal motions you may want to make decisions by the consensus process, which requires no mover, no seconder, or a vote. To come to a consensus:

- thoroughly discuss the issues, problems, and options;
- state the preferred decision; and
- ask if all can accept the decision.

Someone may not fully accept a decision, but will accept the judgement of the majority of the group and will not hamper its progress. You do not have consensus if anyone will actively work to change the decision.

Committees

Standing or permanent committees are appointed annually and act throughout the year.

Special committees or task groups are appointed for a particular purpose. When their work is accomplished, they are discharged. A special committee/task group usually consists of three to five members and is appointed by the president or nominated and elected by the group.

When committees report, the convener (or whoever is reporting) moves that the report be received for consideration. When it is agreed to hear the report, the report is given, following which motions to adopt, amend, or defeat are in order.

When the committee to nominate officers is ready to report, the president asks someone else to chair, unless she has stated clearly not to serve for another term and is sure that she will not be re-nominated.

For a more complete guide on parliamentary procedure see:

Robert's Rules of Order, Henry M. Robert, Pyramid Publications

Available from the The Book Room, 1-800-619-7301, bookroom@presbyterian.ca



Program Planning

Each program, meeting, or event should have a theme or purpose. The focus can be bible study, mission education, business, or a special presentation. While the president and secretary sets the agenda for each meeting (*see Business Meetings and Procedures*), the program part may be planned in different ways and carried out by any of the groups members.

Good programs don't just happen:

They are the result of

Care

Thought

Prayer

Work

Initiative

Enthusiasm

Who Does the Program Planning?

There are several ways to do the planning. You can:

- set up a program committee;
- assign individuals or teams of two to organize the program; or
- the executive members can plan the program.

Things to Do While Planning

- Have a thorough discussion of what the group hopes to accomplish through programs and seek suggestions from members of the group.
- Review the current church's study resource and consider how the materials can be used appropriately with your group. A considerable amount of material is recommended each year so that groups have a variety from which to choose. It is not expected that groups will use all the material in one year.
- Consider special occasions such as Christmas, Easter, Thankofferings. Try visits to and from other groups.
- Prepare an outline for the year and assign people to take leadership for each meeting.
- Make a plan for advertising each meeting both to members of the congregation and to others in the community.
- Remember, the more people involved in each meeting, the greater the interest.
- Keep in mind the needs, interests, resources, and particular abilities of the members.

Worship is Essential

Worship should be an integral part of each program. It should be planned in keeping with the theme and content of the program, and done in co-operation with those presenting the program. The offering should be received as part of worship.

The Method of Presentation is Important

The difference between the ordinary and the unique is found in the finishing touches. Every effort should be put forth to make each program as interesting and attractive as possible. Check that all the small details have been taken care of, for example, equipment on hand.



Be Relevant

- Watch for opportunities to keep the group up-to-date on mission.
- Draw attention to relevant articles in newspapers and current publications.
- Information, posters, and pamphlets are available from the Education for Mission department of the Life and Mission Agency of the PCC, 1-800-619-7301.
- Arrange for news items of happenings and activities of missionary personnel to be present at meetings (*see Helpful Resources*).

Evaluate

Evaluate the activities of the group from time to time to be sure that the programs are fulfilling the purpose intended.



Preparing Devotions

You have been asked to conduct devotions ...Where do you begin? What do you do?

SAY YES!

First, pray for guidance, then decide if you are going to do your own outline and content, or use material from a devotional book or other resource.

If you decide to develop your own:

- choose a bible verse or passage;
- decide what is the main theme or focus of the scripture text—check your church library or ask your minister for a bible commentary on the text;
- prepare a brief meditation on the passage by sharing a story which could be found in a resource or an example from your own life which illustrates the text; and
- be sure to develop how this verse or passage relates to life, to challenges, or to encourage daily living.

Invite the group to participate.

- Play-act the biblical passage with the characters taking direction from the narrator of the story.
- Use a finger labyrinth.
- Try liturgical dance or movement.
- Make use of posters or a picture that speaks to the theme of the devotion.
- Use paints or modeling clay/play dough.
- Present the scripture text as a dramatic reading.

The format for a devotion might include the following, but can be changed to suit the situation.

- Call to worship (opening statement)
- Hymn of praise
- Prayer of adoration
- Scripture reading
- Talk or illustration (meditation) that is applicable to life
- Prayer of thanksgiving and for others
- Offering
- Hymn relating to the meditation
- Closing prayer

If you are called upon to do evening prayers:

- set the mood for coming to prayer with music or quiet words;
- choose an opening hymn;
- select a scripture verse or short passage of scripture; and
- call for responsive prayer—you may open and close with prayer, inviting the group to share.

If you choose to use a prepared resource:

- ensure that the resource is relevant to the theme of the meeting/event;
- read the resource carefully before hand;



- assign prayers and readings well ahead of time so participants are prepared; and
- check your church library for devotional books.

NOTE: The Book Room has a wide selection of devotional material suitable for group use.

Leading public prayer

- Pray for guidance.
- Take time to reflect on the theme of the meeting or the worship you are leading.
- Make a list of things you wish to include in the prayer.
- Create your prayer using words that are straight forward and yet descriptive about what you want to say.
- Use inclusive language such as: we, not I; men and women; persons; us.
- Review what you have written and make revisions and changes.
- Read it out loud a few times before you present it.
- When you pray, remember to speak slowly and clearly—and your prayer should have feeling and sincerity in it.
- Don't forget to say AMEN at the end!

NOTE: There are many books of prayers, devotional material, and prayers in the Bible to help you develop the prayer you need for the situation.



Preparing A Bible Study

So, you've been given a scripture text and asked to prepare a bible study. Where do you start? Your first questions might be "Why didn't they pick a prepared bible study? Why the big noise if it doesn't quite fit the theme of our event?" Don't let these discouraging thoughts deter you. You are quite capable of preparing a thought-provoking study for the group. Input by the participants is important as you share the scripture together but do not settle for 'pooled ignorance.' You will need to provide background information and build a plan for the learning session. Just give yourself enough time and keep these things in mind as you prepare.

- First—pray. Then, read the scripture text aloud. Do not assume you already know what the story is about. Read the text with fresh eyes and alert ears as if you have never heard the story before.
- Make note of your first impressions. Did a certain phrase or word have significance for you? Did the main character in the text have a new insight?
- Read the text again more thoroughly this time. You may also want to read it from more than one translation.
- Do not presume you already know what the story is about. Now, read the stories around the chosen text. Does what comes before or after influence the story?
- Now it may be time to get some professional help. Here's hoping you have access to some bible commentaries on the text. Many Bibles have reference notes. Often there is a section before the books in the Bible, which sets them in context. Try the church library or the minister's study for an up-to-date commentary. Scholars have worked for years to interpret God's Word for today's world. And because our world keeps changing, scholars find deeper and deeper meaning and insight into these ancient words.
- When you feel comfortable with the insights you have gained, you are now ready to tackle the format of the actual bible study session and the questions you want the participants to talk about.

General Format of a Session

- *Introduction:* Read the scripture text. You may ask for general comments about the text, or as you did upon first approach, highlight phrases or new insights. A question you might ask is: "What did you hear that was new? Did you hear it in a different way?"
- *Explore the text:* Here, you want to be sure the participants have the story and the circumstances around the text in their minds. You may want to present SOME of the background material you gleaned from the scholars. Explore the feelings and insights of the characters in the story. Think together about the significance of the text for the day on which it was first heard. You might ask: "What difference did this story or text make to the people involved?"
- *God's Word for today:* Now you want to personalize the text. Here are some questions you could ask:
 - What difference does this story make to my life? My thinking about God? About Jesus' place in my life?
 - What new insights have we gained about God's grace? Mercy? Love? Yearning? Care? Patience?
 - What does this text have to say to the WMS? The Church?
 - How does this text change how I act? Think? Where I put my energy?



Reporting On A Meeting Or Event

Here is a simple outline of what you should report when you have attend a meeting or event and you want to share with another group of people:

1. Name the theme and/or the reason for the meeting or event.
2. Name the main speaker or presentation and two or three points of the presentation.
3. State why the topic or speaker was of interest to WMS.
4. Share any follow-up action suggested by the speaker or what you may have thought about.
5. Share important business discussed and how it is relevant or affecting your group/presbyterial/synodical or the WMS nationally.
6. Personal reflection: name a highlight of the whole event for you and share why you would take someone to the next event or meeting of this group.



Evaluating and Re-Energizing Your Group

Is your group tired? Are the same people coming time after time, even when you have invited others? Are you in a rut? Is everything you do an effort and just not worth it?

Relax

You're not unusual. You're not ready to give up—ARE YOU?!? Every so often a group should take a look at itself and break out of a familiar mold. Just ask yourself a few questions.

Review

- Ask each person present: What activities, programs, or jobs give you energy? Speak to your soul? Are part of your life?
- Ask each person present: What activities, programs, or jobs drain energy?
- List the goals of the group or state the main purpose of the group.
- How do the events or jobs that give you life relate to the purpose?
- Do the activities, programs, or jobs that drain energy contribute to the group's purpose or goals? If not, how can they be dropped? If they are important to the ministry of the congregation, should they be given to another group?

Re-energize

Here are some suggestions for getting out of the rut or maybe sharing responsibilities more evenly.

- Work in teams of two to fulfill responsibilities.
- President and/or secretary for the group could be on a rotation. CAUTION: the treasurer should be one person duly elected by the group.
- Co-ordinate mission activities and mission awareness with the congregation's mission and outreach committee.
- If possible, connect with another WMS group within the congregation or presbyterial.
- Evaluate the format of your meetings and be flexible. For instance, not every meeting requires discussion of business.
- For other suggestions see *Ideas for Promoting Membership*.

Process for Group Makeover

- Break into small groups in one of two ways:
 - Women from the same group sit together (when more than one local group is present)
 - Choose one of three model groups to join
 - small group (when your local group is less than 8)
 - medium group (9–15)
 - large group (15+)
- Each small group moves through the following steps that are displayed on an easel or poster.
 - List all the jobs that need to be done in your group.
 - List the goals of the group, for example, to provide fellowship, to study mission, to do mission projects, to raise funds, whatever applies to your group.
 - Return to the list of jobs. Put a line through any job not related to the goals of the group. Add any jobs that you think were missed.



- On a new piece of newsprint, start putting jobs that go well together into categories, for example, all administrative jobs in one list, all program jobs in one list. The total number of categories should be less or equal to the number of people in your group that could help with leadership. Give each category a title that describes it. These are your new job descriptions! Another way of doing this step would be to cut the list of jobs into strips with one job on each strip and move them around into job categories. Discuss how these new job descriptions could be used in your group.

Pondering Presbyterial

- Quickly review the basics of current presbyterial job descriptions so that the group has an idea of what each executive member does.
- If the group needs more than a brief overview, then:
 - Break into table groups and divide the job descriptions between the groups.
 - Each table group can read their assigned job description and do a brief point-form summary.
 - Gather as a whole group and have the table groups present their summaries.
- Divide into table groups. Give each group one of the following assignments:
 - Half-size Executive—rearrange the jobs and revise the job descriptions to create a presbyterial executive half the size of the current one.
 - Teams—create an executive with teams or subcommittees by rearranging duties. For instance, there could be an administrative team, a program team, etc. Each team or subcommittee would have a convenor that would sit on the executive. What executive positions would still be needed?
 - Do they have another idea of a way to reorganize the presbyterial?

Do not worry about bylaws for the structure of presbyterial. Now is a time for dreaming and if a new way of doing things is chosen by the presbyterial we can look at a trial period and the bylaws at that time.

Hopefully participants will leave with new ideas of how to structure their own groups.

They may wish to give their ideas for presbyterial restructuring to the executive for study or even recommend using a new structure on a trial basis.

Use charts, diagrams, moveable pieces, and other creative ways to make this more than a reading and writing task.

(Based on a workshop developed by Erin Crisfield)



Ideas For Promoting Membership

The Local Group

Personal Contact

- Choose one person each month to visit, for example, a new mother, a newcomer to the community, or a recent retiree.
- Send cards to anyone in the congregation who is sick, depressed, shut-in, or away at university.
- Befriend a younger woman in the congregation—offer to babysit, take her grocery shopping, etc. Get to know her and share your enthusiasm for mission.
- Sponsor young women to special events, for example, conferences, retreats, or women's camps.
- Invite potential members to presbyterial or synodical meetings and events.
- Personally invite people to different events so that they discover the group is involved in current and world issues.
- Once or twice a year involve members of the congregation in such things as: items from study materials; mission weekends; special mission evenings; potluck for all ages; or a luncheon for new members of the congregation having representatives from different organizations chat and answer questions (avoid formal presentations).

Program and Meeting

- Develop interesting programs. Look at your meeting and program through the eyes of a newcomer.
- Survey the women in the congregation to find interests.
- Diversify the program to: attract women who have not been educated in mission work or assist members who find the usual program a bit heavy.
- Appoint hostess(es) at your meetings to be sure everyone is included, especially at refreshment time.
- Offer to drive people to a meeting or special event.
- Change meeting time or day if necessary—plan meetings to vary time and place.
- Provide child care at meetings, if necessary.
- Hold joint meetings with another women's group.
- Offer to present a mission program for a meeting of an existing group, for example, a young mother's bible study.

Communication and Visibility

- Develop a good relationship with your minister.
- Use your congregation's newsletter to write articles on WMS activities and program—include an invitation to a meeting.
- Place *Glad Tidings* in the church library or on the book table or in the information rack.
- Once or twice a year send a letter to all women in the congregation suggesting ways to support missions through the WMS with a financial contribution, introducing *Glad Tidings*, and providing opportunities to assistance with programs or projects.
- Seek permission to celebrate Mission Awareness Sunday.
- Install WMS officers during church service.
- Offer leadership for mission education in church school and use the Learning/Sharing material (available from The Book Room, 1-800-619-7301, bookroom@presbyterian.ca).



- Inform the congregation about the mission arms of The Presbyterian Church in Canada, for example, encourage a Minute for Mission during church service, display posters, use of WMS banners, etc.
- Adopt a person in mission work or a special mission project to develop a personal interest.

The Presbyterian and Synodical

Encouragement and Support for Groups

- Plan for leadership development in synodicals and presbyterials. Expand your invitation to potential leaders who may be reluctant to take an office due to lack of knowledge.
- Involve young women or associate members in planning programs and when exploring future plans.
- During presbyterial and/or synodical camps, retreats, rallies, and conferences provide time to reach out to potential members.
- Sponsor youth and young women to special events.

Communication and Visibility

- Communication needs constant attention at all levels so that information is passed on and people know where to look for assistance.
- If your presbyterial or synodical has a group officer she could work with the president to encourage and visit presbyterials or groups. Synodical officers should visit presbyterials while presbyterial officers should visit groups.
- Visit congregations where there are no WMS groups. Perhaps visit the minister, an existing women's group, or an individual interested in mission.
- Presbyterials and synodicals should make an annual report to the presbytery or synod. You may also have the opportunity to work closely with a presbytery or synod committee.
- Use the following resources to communicate the work of WMS: The pamphlet "Introducing the WMS," missionary profiles, *Stories of Mission, On the Move...In Mission* as well as the WMS Annual Report and General Assembly's Acts and Proceedings.
- Choose membership to be the theme for the year. Set aside time on the agenda of each executive and presbyterial to share what groups have tried to reach out to others. After the meeting, copies of the ideas should be distributed to all the groups.

Developing Relationships Between WMS Levels

Too often WMS members at the local level do not know what is happening at the national level or how their contributions of prayer, service, and finances are making it possible for mission in Canada and internationally. In order to encourage maximum participation try to make a regular visit to the groups in your area of responsibility.

Visit a local group

Why?

- To get acquainted
- To let local groups know that you care about them
- To provide assistance that local group may need
- To provide information about the WMS
- To share program ideas and resources
- To develop leadership skills within local group



Who?

One or several of the officers of presbyterial.

Are the officers willing to visit?

There may be reasons why some persons cannot commit themselves to visit local groups. It is best to check this out at the beginning. Some may have family or work commitments that make it difficult; others might feel too inexperienced. If some people feel a bit shy or think they are not able to do this, arrange for two or three to go together so they can support and encourage each other.

How?

When your presbyterial executive has decided who are available to visit, notify the local groups of their availability. Each presbyterial is different. Plans will have to take particular circumstances into account. If a presbyterial would like the president to visit every group during her term of office, then it will be necessary to contact the groups to determine dates of meetings and times that would be most suitable. A presbyterial could send out a notice indicating that certain officers are available to visit groups and describe what the officers could do during the visit. Enclose a reply sheet on which groups can indicate what officers they would like to have visit and suggest convenient dates. Some of this could be done at presbyterial meetings, by mail, by e-mail, or by telephone.

When?

Every effort should be made to make the visit at the most convenient time for the group.

What?

Review the group reports from the previous year to determine a need or special interest. When deciding what to do while visiting a group, look carefully at the *why* question. What is done will depend on why the visit is being made. Even if the purpose is just to get acquainted with the group the visitors should contribute in some way to the group's program. This provides a focus—something that the members can remember after you've gone.

During your visit you can sharing what other groups in the presbyterial are doing. The literature officer could bring a display and do a few book reviews. The group officer could introduce the church's study or provide help in choosing alternative resources. The group and *Glad Tidings* officers could work together showing how the church's study resource interrelate with the magazine's content. Some groups might like to focus on developing a skill such as leading worship or bible study. Another might like the finances explained which provides an opportunity for the treasurer to personalize the figures acquainting groups with WMS and Life and Mission staff and projects. The possibilities are endless!

Take along a visual display and/or handouts. These will enhance your presentation (*see Making a Display*).

Remember to keep presentations sharply focused. It is better to have a short, sharp presentation than a long drawn out one.

NOTE: A newsletter is also a great way to develop relationships between different levels of the WMS. Try sending a regular newsletter to groups including stories of group activities, announcements for upcoming events, a list of prayer requests and remembrance celebrations, and news from all the mission arms of the PCC.



Making A Display

Effective exhibits and displays are well planned, well organized, and eye-catching.

What Makes a Good Display?

- *Purpose:* Every good display has a purpose. Everything in the display expresses this central purpose.
- *Simplicity:* Less is more. Use only the essentials to catch the viewer's attention. A good display stimulates thinking, gives the viewer the main idea and lets them fill in the details. The impact and power of a display comes from the quick flash of communication.
- *Contrast:* Communication is aided if the viewer of the display gets the main idea at one glance—but is so attractive they want a second look. This effect comes best from vivid contrast—varied colors, texture, and shape.
- *Lighting:* A few simple spotlights, well placed, can make a world of difference in a display. Good use of light increases the power to attract attention and makes it easier to examine the items on display.
- *Lettering:* Select color and style that interpret the feeling of your idea. Letters are worthless unless they are readable. Exaggerated lettering used with restraint and imagination can give zest to the bulletin board. Check to see that your letters are correctly placed. Be sure spelling is correct. Felt pens add color and produce a feeling of texture. Letters of cork, wood, or Styrofoam can dramatize your display and create special moods and effects.
- *Presentation Board:* Your first step will be to purchase or make a tri-fold presentation board. These are available through business supply stores. They come in various materials such as corrugated cardboard and foam core board—usually 48" wide by 36" high.

Table Displays

Here are some hints to make a table display attractive and educationally worthwhile. You may want to put a display of materials that advertise/promote WMS on the table in front of a display. Make the arrangement of the material orderly and balanced. Unless an exhibit is neat, it is not likely to be attractive. When materials vary in height and size, the taller and larger articles may be placed toward the back of the table (if it is against a wall) or toward the centre (if the table is in the middle of the floor).

A table that has a flat surface is monotonous. Variation in the height of the display adds interest. Some very simple props may be made from scrap materials to give variety in height and placement. A variety of box sizes will give different size pedestals.

The use of audio-visuals requires preplanning (including knowing where the outlets are and what may be needed to keep people from tripping over wires). Someone needs to be assigned to keep constant supervision (and perhaps operation) of such a display.

The use of a background can do much to enhance a table exhibit. Such a background can be achieved in several different ways. One way is to back the table up against a bulletin board which is decorated to carry out the theme of the exhibit. If this is not possible or desirable, a colorful background can be made by mounting books or book covers on poster boards. Materials from multi-media and art kits can be effectively used in this way.

A Few More Ideas

- Create book mobiles from book covers.
- Place posters and/or direction signs at nearby points to show where the display is.
- Make directions on program folders easy and clear.



- Corrugated cardboard or fabrics make good textured backgrounds where needed.
- Books can be attractively arranged on painted step ladders, etc.
- Use a laminated map of the world to locate mission partners.
- Pictures of Presbyterian missions are available on the PCC web site.

When You Might Use a Display

- Mission Awareness Sunday
- Anniversaries
- Congregational promotion Sunday
- Presbyterial/synodical meetings and events



Helpful Resources

Listed below are resources for planning worship, devotions, and special programs for your groups. The books listed can be purchased from The Book Room, 1-800-619-7301, bookroom@presbyterian.ca. For additional resources contact your regional staff.

Magazines and Publications

Glad Tidings

The Presbyterian Message

The Presbyterian Record

Annual Report of the Women's Missionary Society

Stories of Mission

WMS Matters! (newsletter—formally, *WMS Ways*)

Making Connections (church's study produced every two years)

Partners (Learning/Sharing study produced yearly for children and youth)

PCConnect (e-newsletter of the PCC)

Klempa, Lois and Doran, Rosemary (2002). *Certain Women Amazed Us*. Toronto: Women's Missionary Society.

Women's Missionary Society (1989). *A Lively Story!* Canada: Women's Missionary Society.

Annual Report of the Atlantic Mission Society

Other WMS Resources

On the Move...In Mission

WMS Updates (group e-mail list)

Mission Awareness Sunday Service

Resources for Planning Worship

Bell, John L. (2002). *Present on Earth: Worship Resources on the life of Jesus*. Glasgow: Wild Goose Publications.

Bell, John L. and Wild Goose Worship Group (2002). *Stages of the Way: Worship Resources for Lent, Holy Week, Easter*. Glasgow: Wild Goose Worship Group.

Blythe, Teresa A., (2006). *50 Ways to Pray: Practices from Many Traditions and Times*. Nashville: Abingdon Press.

Dismer, Karen (2000). *Morning by Morning: Daily Meditations from the Writings of Marva Dawn*. Sydney: Eerdmans Publishing.

Gilliss, Martha A., editor (2002). *Let us Pray: Reformed Prayers for Christian Worship*. Louisville: Geneva Press.

Group Publishing (2003). *Warm Ups and Warp Ups: 101 Great Ideas for Small Groups*. Loveland: Group Publishing.

Law, Philip, editor (2007). *Praying with The Bible*. Louisville: Westminster John Knox Press.

Long Bostrom, Kathleen (2006). *Finding Calm in the Chaos: Christian Devotions for Busy Woman*. Louisville: Westminster John Knox Press.

McCord Adams, Marilyn (2005). *Opening to God: Childlike Prayer for Adults*. Louisville: Westminster John Knox Press.

Pickard, Jan, editor (2005). *Dandelions and Thistles: Biblical Meditations from Iona Community*. Glasgow: Wild Goose Publications.



- Rubietta, Jane (2005). *Resting Place: A Personal Guide to Spiritual Retreats*. Downer's Grove: InterVarsity Press.
- Rupp, Joyce (2006). *Fresh Bread and Other Gifts of Spiritual Nourishment*. Notre Dame: Ava Maria Press.
- Rupp, Joyce (2001). *Inviting God In Spiritual Reflections and Prayers Throughout the Year*. Notre Dame: Ava Maria Press.
- Rupp, Joyce (2000). *Out of the Ordinary Prayers, Poems and Reflections for Every Season*. Notre Dame: Ava Maria Press.
- Schaper, Donna (1999). *Sabbath Keeping*. Cambridge: Cowley Publications.
- Schaper, Donna and Camp, Carol Ann (2000). *Labyrinths From the Outside In: Walking to Spiritual Insight: A Beginners Guide*. Woodstock: Skylight Paths Publishing.
- Sheely, Steve (1998). *Ice Breakers and Heart Warmers: 101 Ways to Kick Off and End Meetings*. Nashville: Serendipity House.
- Tirabassi, Maren C. and Tirabassi, Maria (2007). *Before the Amen: Creative Resources for Worship*. Cleveland: Pilgrim Press.
- Wild Goose Publications (1997). *Cloth For the Cradle: Worship Resources and Readings for Advent Christmas and Epiphany*. Glasgow: Wild Goose Publications.

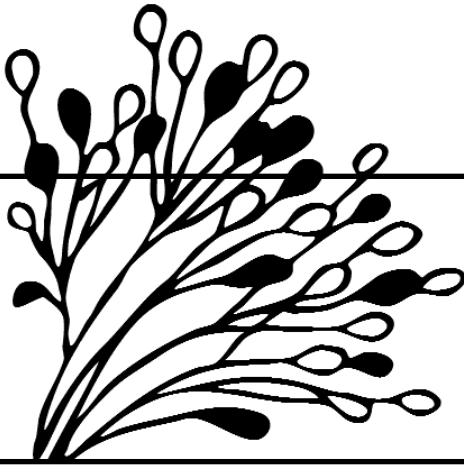
Resources for Planning and Further Study

- Boyer, Carolyn (2004). *An Interactive Study Guide to Living Faith*. Toronto: Presbyterian Church in Canada. Group Publishing (2004). *Women's Ministry in the 21st Century: The Encyclopedia of Practical Ideas: Bible Studies, Spiritual Growth, Service Projects, Special Events*. Loveland: Group Publishing.
- Huntly, Alyson C. (2000). *Naomi's Daughters: Bridging the Generations*. Toronto: United Church Publishing.
- Thompson, Marjorie J. (1995). *Soul Feast: An Invitation to the Christian Spiritual Life*. Louisville: Westminster John Knox Press.
- Van Schooneveld, Amber (2008). *Party Divas! 12 Fabulous Parties for Women's Ministry*. Loveland: Abingdon.
- Wehrheim, Carol (2002). *Getting It Together: Spiritual Practices for Faith, Family and Work*. Louisville: Westminster John Knox.

Bible Studies

- Covenant Bible Series, faithQuest Publishers and/or Brethren Press.
- Bowman, John David (1989). *Psalms*.
- Burkholder, Connie (2007). *Exodus: Freed for the Journey with God*.
- Dubble, Curtis (1995). *Real Families: From Patriarch to Prime Time*.
- Lowery, Richard H. (1994). *Revelation: Hope for the World in Troubled Times*.
- Peterson Miller, Karen (1989). *Disciplines for Spiritual Growth*.
- Roop, Eugene (1997). *Esther*.
- Rosenberger, Mary Sue (1991). *Abundant Living Wellness from a Biblical Perspective*.
- Rosenberger, Mary Sue (1998). *The Lord's Prayer*.
- Young, James David (2002). *James: Faith in Action*.
- Morgan, Dale Lindsay (2008). *Jubilee! Luke's Gospel on the Poor, 2008-2009 Horizons Bible Study*. Louisville: Horizons.
- Price, Ian (2001). *The Spirit of Life Five Studies to Bring Us Closer to God*. Wood Lake Books.





Services

Installation Service

Qualified or Called

Scripture: Mark 1: 16–20

Leader: He wasn't very well qualified—he deserted his own people, lived in another country, was wanted by the authorities for killing a man, looked after sheep for a living, and couldn't put two sentences together that would stand up in a debate. God called him to persuade Pharaoh to release the enslaved Israelites from Egypt. You know the rest of the story—his name was Moses and he did persuade Pharaoh to let God's people go.

They weren't qualified at all. Some worked as fishermen, one was a tax collector, one a loafer, one a doubter, one liked to deal with money. They were common men, doing common tasks for daily living. Jesus called them to 'follow me,' and follow in his footsteps.

How often do we shy away from a needed service because we don't feel like experts and we don't want to embarrass ourselves? We would do well to remember that God doesn't simply call the qualified—God qualifies the called.

Time and again we are reminded through the scriptures that we are called by God. God chose us and marked us with the sign of water and the Spirit at our baptism. From that time on, we are called upon to be co-workers with God, called upon to use the gifts God has bestowed upon us, called upon to tell the good news of God's love for all.

God qualifies the called if we are open to learn from the experiences given to us. As you, the executive, assume your offices this year, remember—don't hesitate to ask questions; take the opportunities offered you to learn more about your job; step into the wider circles of WMS and the church in mission to become more aware of Christ working in the world.

To the officers:

With this in mind, will you endeavour to be faithful to the trust committed to you by this group? Will you try, to the best of your ability, to know the mission work of the church and in every way to further the cause you represent? *I will.*

Will you serve the people with energy, intelligence, imagination, and love, relying on God's mercy and rejoicing in God's promise through Jesus Christ? *I will.*

To the members:

Will you support your executive by prayer and acceptance of mutual responsibility? *We will.*

You are now duly installed and I charge you to work together to fulfill the purpose of the WMS.

Prayer:

O God, help us to know your will and give us wisdom and courage to fulfill it. Help us not to be hesitant to invest ourselves in order to be faithful servants. Bless all that we do together in the coming year. In Jesus' name. Amen.



Installation Service

Christ's Commission

Leader: At this time we joyfully set apart those who will be the officers of _____ for the coming year.

Scripture: Matthew 28:19–20

Leader: Christ commissioned those who shared his earthly ministry with him and promised I am with you always to the end of the earth. We too, are called to go and tell, each in our own position of leadership. And we, too, have Christ's promise of companionship.

Prayer (unison):

O gracious God, our hearts are full of thanksgiving for the challenge before us.
We are humbled when we think of the tasks that lie ahead.
Make us faithful and give us strength to carry out our duties.
With the help of your Spirit, may our different gifts help us to faithfully go and tell.
Amen.

To the officers:

Will you endeavour to be faithful to the trust given to you by this group/presbyterial/synodical?
Will you, to the best of your ability, carry out the duties of your office, relying on God for wisdom and guidance? *I will.*

To the members:

Will you give your co-operation and loyal support to these leaders so that they may carry out their duties effectively? *We will.*

Our ways of working may differ, our responsibilities may vary, but as one, we can work to renew and respond to the challenge which God has given to us, and be co-workers with Christ.

Prayer (unison):

O God, you have called us out of nothingness to the significance of co-workers with you in building a world where your love can cover the earth. Renew our commitment to the way of life you have shown us in Jesus of Nazareth. We ask for unity of purpose so that together we may declare your wonderful deeds and proclaim your love to the world. Through Jesus Christ our Lord. Amen.



Installation Service

What is Old and What is New

Scripture: Matthew 13:51–53

Leader: This less familiar passage from Matthew comes near the end of chapter 13. Jesus has been speaking to the disciples in parables, about nine in all. As these parables tumble over one another in a very short span of time, you can imagine the look of bewilderment some of the disciples have on their faces. Jesus stops and asks the disciples: “Have you understood all this?” They answer: “Yes.” He says to them:

“Therefore every scribe who has been trained for the kingdom of heaven is like the master of a household who brings out of his treasure what is new and what is old.” Treasures—old and new.

Your executive is made up of members who have served for many years. They are wise, seasoned, and knowledgeable. Added to this are new members serving on the executive for the first time. They are fresh, eager, and willing to contribute. Both old and new are part of the treasure.

Invite those elected to come forward and stand in a circle. Ask them to lightly touch the person beside them on the elbow or shoulder. Ask the members to remain where they are and also touch the person next to them.

Leader: Now the old and new are connected to each other and you are connected to each other. I will now ask the questions to install the executive.

To the officers:

Do you accept the call to leadership and commit yourself to serve the group/presbyterial/synodical?
I do.

To the members:

Will you support the executive with prayer and patience? *We do.*

To the officers:

Will you honour and use the gifts God has given to you? *I will.*

To the members:

Will you be tolerant and understanding of the decisions of the executive? *We will.*

To the officers:

Will you be faithful to the trust given to you by this group/presbyterial/synodical? *I will.*

To the members:

Will you give co-operation and loyal support to those you have elected? *We will.*

To the officers:

Will you rely on God for guidance, wisdom, and strength? *I will.*

To all:

Will you follow the purpose of the Women’s Missionary Society? *We will.*

Prayer:

Gracious God, as you call us to serve, we are honoured and yet feel the burden of our positive



response to your call. We are guided by God's strong hand and encouraged by Jesus' example.

Thank you that we have a special bond and connection with the others in this Society. We are all a faithful and mission-minded people.

Holy Spirit, give these officers strength and wisdom to serve you.

Faithful God, we ask that you help us to support each other in the mission of the church and in the task to which we have been called.

In the name of Jesus Christ. Amen.

Carol Mackowski
Synodical of Southwestern Ontario



Installation Service

Using Gifts (A)

Leader: God's various gifts are handed out everywhere;

All: But they all originate in God's Spirit.

Leader: God's various ministries are carried out everywhere;

All: But they all originate in God's Spirit.

Leader: God's various expressions of power are in action everywhere;

All: But God himself is behind it all.

Leader: Each person is given something to do that shows who God is...

All: All kinds of gifts are handed out by the Spirit, and to all kinds of people!

(1 Corinthians 12:4-11 The Message)

All: In response to the love of God in Jesus Christ, we will use our gifts to further God's mission here in Canada and throughout the world.

Leader: In order that the purpose of the WMS may be carried forward in the life and work of this group/presbyterial/synodical you have elected an executive to give leadership. The elected officers will now make a promise to this group:

Officers (unison):

Relying on God's strength and guidance, we promise to carry our responsibilities with diligence, enthusiasm, and a caring spirit toward all with whom we will work. We promise to give generously of our time and unique gifts to further the purpose and programs of this group/presbyterial/synodical and the Women's Missionary Society.

Members' response (unison):

We promise to support those whom we have chosen with love, understanding, and our gifts of service. We promise to pray for them, encourage, and support them to the best of our ability.

Leader: The executive is now duly installed. I charge you to work together to fulfill the purpose of the WMS.

Prayer (unison):

Almighty God, as we have accepted the challenge of serving in your kingdom, we humbly ask for your guidance in carrying out our assigned tasks as officers and members of this group/presbyterial/synodical. Make us aware of our gifts and how they may be used to share the message of your good news. We ask this in Jesus' name. Amen.



Installation Service

Using Gifts (B)

This liturgy can be used if the executive remains the same as the previous year.

Leader: God's various gifts are handed out everywhere;

All: But they all originate in God's Spirit.

Leader: God's various ministries are carried out everywhere;

All: But they all originate in God's Spirit.

Leader: God's various expressions of power are in action everywhere;

All: But God himself is behind it all.

Leader: Each person is given something to do that shows who God is...

All: All kinds of gifts are handed out by the Spirit, and to all kinds of people!

(1 Corinthians 12:4-11 The Message)

All: In response to the love of God in Jesus Christ, we will use our gifts to further God's mission here in Canada and throughout the world.

Leader: In order that the purpose of the WMS may be carried forward in the life and work of this group/ presbyterial/synodical you have an executive to give leadership. The officers will now renew their commitment to this group:

Officers (unison):

Relying on God's strength and guidance, we promise to carry our responsibilities with diligence, enthusiasm, and a caring spirit toward all with whom we will work. We promise to give generously of our time and unique gifts to further the purpose and programs of this group/presbyterial/synodical and the Women's Missionary Society.

Members' response (unison):

We promise to support those whom we have chosen with love, understanding, and our gifts of service. We promise to pray for them, encourage, and support them to the best of our ability.

Prayer (unison):

Almighty God, as we have accepted the challenge of serving in your kingdom, we humbly ask for your guidance in carrying out our assigned tasks as officers and members of this group/presbyterial/synodical. Make us aware of our gifts and how they may be used to share the message of your good news. We ask this in Jesus' name. Amen.



Installation Service

Weaving a Wreath of Service

Advance Preparation

Tie a narrow, bright ribbon to short pieces of grapevine (available at craft stores) or twigs. Make two for each person being installed.

Weave undecorated grapevine (or other pliant vine) into a wreath, to be held by the leader as a symbol. Also needed are copies of this service, a Bible, and the *Book of Praise* 1997.

Preparing the Setting

Invite everyone present to form a circle. The installer, holding the wreath, stands in the centre of the circle or places the wreath on a stand in the centre and takes her place as a part of the circle. When all are in place, an assistant distributes two ribbon-tied pieces of grapevine to each officer being installed.

The Ceremony

Read the names of retiring officers and thank them. Then, read the names of all the executive, including new leaders.

Hymn: “Called as partners in Christ’s Service” #587 (*Book of Praise* 1997)

Scripture: John 15:1–12

Leader: Will all who are able please stand?

Jesus said, “I am the vine, you are the branches.” We who believe in Him are offshoots of Christ’s presence on earth. As Christians, we give back to God fruits of our lives. All together, we form this circle like vines wound into a wreath, a shape that is round, with no beginning and no end, symbolizing God’s eternal love and creation.

To the officers:

I ask all officers, new and continuing, to form a circle within the larger circle, much as the Women’s Missionary Society is formed—small groups within congregations and within The Presbyterian Church in Canada.

Officers, you are elected to enable the work of the Women’s Missionary Society in this group/ presbyterial/ synodical. The fruits of your labour will be a blessing to God and to yourself. Will you use your gifts to work for God through your office? *I will.*

Do you believe this organization is part of the true vine, which is Christ, watered by the same Holy Spirit and rooted in the same faith as all other parts, to do God’s work in the world? *I do.*

Officers, your responsibility is to encourage this group and this congregation to fulfill the mission of Jesus Christ. Your job is to find ways in which all can be challenged to be part of this mission. Your commitment will set an example. Do you accept or renew your leadership responsibilities? *I do.*

To the members:

Members of the WMS, you have heard the promise of your elected leaders. They can do their work only if you support them. Do you pledge this support? *We do.*

Officers, consider the bits of grapevine in your hands. Individually, they signify your personal commitment and, together, they make a wreath of fellowship and mission. Pieces added to the



wreath I hold in my hand signify the common commitment to service we share as members of the Women's Missionary Society.

This wreath will increase in size as we add new branches in the year to come. As we part, take one branch home to remind yourself of your promises, and place one in our common wreath as a sign of your promise to be faithful to the growth and work of the WMS.

Prayer (unison):

Dear God, our Creator and Sustainer, thank you for showing all of us new ways of service. Let each one of us find a place to weave our skills and talents into a wreath of joy, remembering always to "love one another as you have loved us." In Jesus' name, we pray. Amen.

*Adapted from HORIZONS, March/April 1997.
(From January/February 1998 Glad Tidings, p.24)*



Installation Service

Circle Liturgy

Where possible, ask everyone to stand in a circle.

Scripture: 1 Thessalonians 5:11–24

Prayer:

Creator God, whose voice we hear in the wind and whose breath gives us life to the world hear us for we are small and weak. We need your strength and wisdom. Make our hands respect the things you have made. Make us wise to understand the ways of our people. Help us to learn the lessons you have hidden under every rock and leaf; and let our bodies work in harmony with all creation. Amen.

Leader: The images of our service of installation come from the book *The Sacred Tree* by Four Worlds Development Corporation. Our circle is continuous and unbroken and we are all equal parts of it.

From the EAST comes the capacity to watch over and guard the wellbeing of others. A good leader learns to see things as they are connected to all other things; to have hope and trust in the vision of God.

To the executive/leaders:

Do you welcome the work for which you have been chosen, and will you serve the people with energy, intelligence, imagination, and love, relying on God's mercy and rejoicing in God's promises? *I do.*

The SOUTH is the direction of the sun. In it we find physical strength and vigor. It is a time of preparing for the future. Do you promise to give of your strength both physical and spiritual for the uplifting of those whom you serve, encouraging and leading them in the light of the gospel of Jesus Christ? *I do.*

The WEST is the direction of the unknown, of dreams, meditation, and prayer—the place where our faith is tested. Will you endeavour to care for your spiritual life; spending time in prayer, meditation, and study so to ensure in all your work that you remain faithful to the purpose of the WMS trusting in Jesus Christ as your guide? *I will.*

The NORTH is the place of winter—of white snow that reminds us of the white hair of our elders. It is here that we rely on accumulated wisdom.

To all those assembled:

Do you accept these persons as chosen by God through the voice of this Society to lead us, and do you agree to encourage them, respect their decisions, and follow as they guide, serving Christ who alone is head of the church? *We do.*

Prayer:

Almighty God, in every age you have chosen servants to lead your loyal people. We thank you for these whom you have called to serve. Give them special gifts to lead us well. You call us all to be ambassadors of Christ entrusting us with the message of reconciling love. Give us the courage and discipline to follow where your servants rightly lead us that together we may show your wonderful love to the world, through Jesus Christ our Lord. Amen.

Brenda Patterson (July/August 1998, Glad Tidings)



Installation Service

Call to Service

This service could be responsive between leader and people or the leader could say both parts or ask one other person to assist.

Scripture: Ephesians 4:11–13

Leader: Christ continues ministering in and through the church and calls Christians to participate.

All: As Christ's body on earth we all have gifts to use in the church and world to the glory of Christ our King and Head. (Living Faith 7.2.1)

Leader: Our loving God is not looking for genius or perfection. Great talent is not required to be in partnership with God. God is not charmed by our panic ridden activity, but God asks for our faith and obedience to the task to which he has called us.

All: As members of the Women's Missionary Society, we rejoice that we join others in prayer and study so that personally and together, our vision may be sharpened and deepened. We pray for clear insight so that we may respond well to God's call to service. We dedicate our variety of gifts to the mission of God. Amen.

To the members:

Will you endeavour to live out Jesus' call to use your gifts wisely and to follow the purpose of the WMS?

Respond with the WMS purpose OR:

We are a community of Christians whose purpose, in response to the love of God in Jesus Christ, is to encourage one another and all the people of the church to be involved in local and world mission through prayer, study, service, and fellowship.

To the officers:

Realizing your limitations, will you rely on God for guidance, wisdom, and strength? Through your Christian faith, will you seek to find God's unfailing support? *I will.*

To the members:

Will you as members of this group/presbyterial/synodical give your co-operation and keep the executive in your prayers? *We will.*

You are now installed to your various offices and I charge you to work together to fulfill the purpose of the WMS.

Prayer (unison):

Ever present God, you continue to call us to use our gifts in tasks that require special responsibility. Help us to be uplifted by the special bond within this WMS branch. May we always be aware of your guiding hand and keep us faithful to the example of Jesus Christ. Grant our executive the energy and imagination to serve your faithfully. Bless all that we do in mission in the name of Jesus Christ. Amen.



In Remembrance

In preparation choose an appropriate scripture and hymn to reflect the person's life. You may choose to have a symbol to remind us of the hope of the resurrection. Or place flowers in a vase for each person, light a candle for each person, or pour water into a jug. Other symbol ideas could be the cross, small stones, bread, or a picture.

Begin by naming those who are to be remembered.

Follow this with scripture.

Scriptures (suggestions):

- John 13:39–14:7
- Psalm 23
- Psalm 121
- Isaiah 43:1–7
- Revelation 21:1–4
- Romans 8:37–39
- 2 Timothy 2:8–13
- Romans 14:7–12
- John 10:14–16
- Hebrew 12:1–2

Hymns: See Our Hope is God section in *Book of Praise* 1997

Speak briefly about the person/people. If at presbyterial, ask someone from the group to share a memorable story of the person/people.

Prayer:

Gracious God, sometimes memories are difficult and sometimes they are delightful. Today we remember those faithful servants who followed your call and are now safe in your house. They have left an imprint on our lives with their commitment, their energy, and their love. As your disciples they gave us a pattern to follow, an example of Christ's love and service. We thank you for their lively witness. Each time you call on us, we will listen and obey as these your servants have done before us. Ever present God, we are assured that your Holy Spirit is comforting those who mourn the death of: _____. We pray all these things in the name of Jesus Christ. Amen.



Celebration Service For Closure Of WMS Groups

Scripture: Psalm 67 read responsively

Introduction

First, let me take you back in time.

It is 1876, fifty women are meeting, representing various congregations in Toronto. One of these women is Mary Gordon (wife of the Rev. Daniel Gordon). They have formed the Women's Foreign Missionary Society. Each woman will then form an auxiliary in her own congregation after the session has given approval. Presbyterials will be organized wherever auxiliaries in sufficient numbers are working within presbytery boundaries.

And so it began. A handful of seeds carefully sowed with faith, hope, perseverance, and hard work, and especially a vision: to unite all women, girls, and children of the church in prayer, study, and service for the advancement of the Kingdom of God at home and abroad.

Today, we are here to acknowledge the WMS at _____ Church that grew and influenced countless others directly and indirectly, doing so humbly and with great devotion.

A brief history of the group may be read or remembered at this time.

Closing

The group being honoured today has a long history of partnership, supporting the ministry and mission of the gospel in their own communities, across Canada and beyond. They have faithfully lived out the gospel of our Lord Jesus Christ. They have been faithful members of _____ Presbyterial and have contributed in leadership and hospitality over these many years.

Lord, when was it that we saw you hungry and gave you food or thirsty and gave you something to drink?...And the king will answer them, "Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me." *Matthew 25:37, 40 (NRSV)*

Prayer:

Loving God, we thank you for the work of your servants who consistently and conscientiously have followed your call to go and tell. They have cared for, and sometimes cried for, missionaries across our land and beyond. They have baked and knitted, they have studied, prayed, and written countless letters, and they have rejoiced and mourned with their brothers and sisters who traveled into unknown situations and unknown places in the name of Jesus Christ.

We ask that you will bless their hours and days and years of love. Remember those who have left our groups but continue to leave their imprint of discipleship upon us. It is through them that we have the example of your love and nurture in the Gospel.

Thank you, O God for all the special moments shared in these groups, of Christian friends caring for each other and for the many people beyond their communities. May their work and ministry continue to multiply through the people they have influenced and loved.

We pray all these things in the name of Jesus Christ, our great teacher and missionary. Amen.

or



Gracious God, we give you thanks for your faithful servants who have given of their time, talent, and financial gifts to follow your call to go and tell.

Their lives have been a witness to the purpose of the WMS as a community of Christians whose purpose in response to the love of God in Jesus Christ is to encourage one another and all the people of the church to be involved in local and world mission through prayer, study, service, and fellowship.

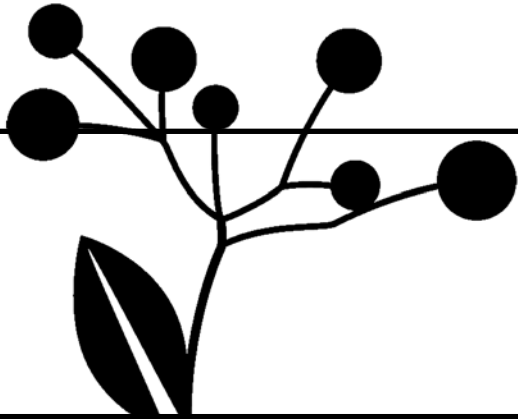
We give thanks for the support and encouragement they have given to the men and women who have served in your ministry locally, nationally, and globally.

May we continue to carry on their legacy of faithful service. For we pray in the name of Jesus Christ our Lord. Amen.

Hymn: “Help us to help each other, Lord” #489 or “Our Father in heaven” #469 or “Blest be the everlasting God” #454 (*Book of Praise* 1997)

Based on material submitted by Pat White, Goderich, September 1996





Appendix

Certificate of Appreciation



Women's Missionary Society

of The Presbyterian Church in Canada

Presented to

WMS

_____ in recognition of valuable contributions to the Society

President

Date

Years of Service

CERTIFICATE OF APPRECIATION

Sincere gratitude and appreciation is extended to

who has faithfully served as

From

To

Date

Signature

CERTIFICATE
of APPRECIATION

Presented to

with sincere gratitude and appreciation for faithful service

WOMEN'S MISSIONARY SOCIETY

of The Presbyterian Church in Canada

DATE

PRESIDENT

CERTIFICATE
of APPRECIATION

Presented to

with sincere gratitude and appreciation for faithful service

WOMEN'S MISSIONARY SOCIETY

of The Presbyterian Church in Canada

DATE

PRESIDENT

Women's Missionary Society

Women's Missionary Society

WOMEN'S MISSIONARY SOCIETY

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