

MISSOURI WOMAN'S MISSIONARY UNION
OPERATIONAL POLICY AND PROCEDURES
Restated November 2007

I. GENERAL

- A. The name of this corporation shall be Missouri Woman's Missionary Union, hereinafter referred to as MWMU.
- 1) Policy and Procedures are developed from the Bylaws of MWMU. Bylaws are printed each year in the Annual Meeting program.
 - 2) The MWMU Board of Directors and the MWMU Council serve as liaison between MWMU and the professional WMU office.
 - a) The MWMU Board of Directors, hereafter referred to as MWMU Board, is composed of President, Vice-President, Secretary, Treasurer, eight Regional Consultants, Communication Consultant, Prayer Consultant, Missionary Advocate, Language Consultant and African-American Consultant elected at the MWMU Annual Meeting. (See Bylaws for tenure.)
 - b) The MWMU Council is composed of all associational WMU Directors, the MWMU Board, past Presidents of MWMU, and retired professional WMU staff.
 - c) The professional WMU office is a part of the work of Church Outreach Team of the Missouri Baptist Convention. The staff is ex-officio members without vote of the MWMU Board and MWMU Council.
 - d) The professional leadership shall select an Adult Specialist, Youth Specialist, Children's Specialist, Preschool Specialist and a Women's Ministry Consultant. They are ex-officio members without vote of the MWMU Board and MWMU Council.
 3. MWMU is funded by monies from Cooperative Program gifts through the WMU/Women's Mission and Ministry budget and by monies given directly to MWMU.
 4. Monies given directly to MWMU are designated to the Madge N. Truex Fund or the Alberta Gilpin Fund. Undesignated funds received by MWMU are equally divided between the two funds.
- B. The business of MWMU shall be conducted at the MWMU Board meetings and Annual Meeting. New business must be submitted in writing to the president two weeks prior to the opening session of Annual Meeting.
- C. MWMU Board has primary responsibility for the following meetings: MWMU Annual Meeting, MWMU Board meetings and MWMU Council meetings.
- 1) MWMU Annual Meeting and expenses:
 - a) The chairmen of the local committees for MWMU Annual Meeting shall be selected by the host associational WMU Director, host church WMU Director and the Regional Consultant. They shall be contacted in the summer before Annual Meeting requesting them to select local committee chairmen by October 1.

- b) Motel and meal expense shall be paid for MWMU Board and WMU Director Emeritus by MWMU. The professional WMU office shall make the motel reservations.
 - 2) MWMU Board meetings and expenses:
 - a) There shall be two MWMU Board meetings a year with additional meetings called as needed. Two thirds of the board membership shall constitute a quorum. These meetings shall be a time of business and preparation to strengthen WMU work in regions.
 - b) Expenses for MWMU Board meetings are paid in total for members. Mileage rates for expenses are set by MWMU office.
 - c) Expenses for other requested meetings shall be covered under WMU/Women's Mission and Ministry budget when so stated.
 - d) Honoraria and expenses for MWMU Board are determined annually by the WMU portion of the WMU/Women's Mission and Ministry budget. MWMU Board will be notified by the WMU Director of availability and distribution of monies at the Fall MWMU Board meeting following the approval of the Missouri Baptist Convention budget.
 - e) Expense monies are to be used for gas, phone, postage and any other expenses incurred while carrying out duties.
 - 3) MWMU Council meetings and expenses
 - a) There shall be one meeting a year.
 - b) An associational WMU Director may designate a representative if she is unable to attend.
 - c) A meal is provided at the Council meeting.
- D. The MWMU Board administers the Madge N. Truex Fund and Alberta Gilpin Fund. The funds are a MWMU effort supported primarily by Women on Mission members and organizations throughout the state (see Madge N. Truex Committee and Finance Committee under Committees of the MWMU Board).
- E. Lift Up Lesotho. This is a prayer partnership between Missouri Baptists and the Baptist Mission of Lesotho. It was begun in 1986 with MWMU and missionaries Randy and Nancy Sprinkle. It was later adopted by the Missouri Baptist Convention, and MWMU has the responsibility for implementing the prayer partnership. MWMU PrayerWays includes prayer information.
- F. Tianjin. This is a prayer partnership between MWMU and the city of Tianjin. In May 1996, MWMU unanimously adopted a prayer partnership with Tianjin, China, one of the 100 Gateway Cities of World A. MWMU PrayerWays includes prayer reminders.
- G. Gifting
 - 1) The professional WMU office shall be responsible for the planning of a party and selection of gift for the retiring president. The cost of the gift should not exceed \$500.
 - 2) Retiring MWMU Board members shall be recognized with a gift and shall be given a certificate of recognition at the MWMU Annual Meeting.

- 3) In the case of the death of a MWMU Board member or of an immediate family member (spouse, parent, child), the MWMU Board shall send flowers or a memorial gift. (Notification of death should be given to the president who in turn notifies the professional WMU office and the person in charge of the MWMU Benevolent Fund.)
- 4) In the case of hospitalization/or an outpatient surgical procedure of a MWMU Board member, the MWMU Board shall send flowers. (Notification of hospitalization should be given to the president who in turns notifies the professional WMU office and the person in charge of the MWMU Benevolent Fund.)
- 5) Members of the MWMU Board shall initiate any parties or gifts for professional leadership.

- H. The professional staff shall provide annually all MWMU Board members with mailing addresses, e-mail addresses and phone numbers by region of associational WMU Directors and associational Directors of Missions.
- I. This Policy and Procedures shall be kept by MWMU Board Secretary and professional staff, and a copy shall be given to each member of the MWMU Board and each association. The Policy and Procedures shall be reviewed annually and at other times as needed.

II. MWMU PROFESSIONAL LEADERSHIP

- A. Vivian McCaughan shall be designated MWMU Director. **(see exhibit 1)**
- B. Professional Leadership shall select an Adult Specialist, Youth Specialist, Children's Specialist, Preschool Specialist, and Women's Ministry Consultant. **(see exhibit 2)**

III. MWMU BOARD OF DIRECTORS

A. Qualifications

- 1) Each member shall be an active participant in local, associational, regional and state WMU activities.
- 2) Each member shall have current WMU leadership experience in the local church.
- 3) Each member shall be involved in programs of the local church.
- 4) Each member shall have proven ability to communicate with all WMU publics.
- 5) Nominations made from the floor of the annual meeting shall be supported by the completed Profile Sheets (exhibits 10 & 11) in the Policy and Procedures.
- 6) The president shall have served previously on the MWMU Board / MWMU Leadership Team / WMU Executive committee.
- 7) The Secretary, Treasurer, Communications Consultant, and Prayer Advocate shall have access to knowledge of computer technology.
- 8) The Treasurer shall be bonded.

B. Duties of the MWMU Board

- 1) At the first regular meeting following annual meeting, the MWMU Board shall write/review annual covenants. **(see exhibit 3)**
- 2) Assist in planning MWMU Annual Meeting. Report at each annual meeting the time and place of the next two annual meetings.
- 3) Serve on committees as assigned by President.
- 4) Promote the Madge N. Truex Fund and the Alberta Gilpin Fund.
- 5) Attendance is expected at the following meetings: MWMU Annual Meeting; MWMU Board meetings; MWMU Council meetings; any other meetings at MWMU request; and a minimum of one regional, state or national WMU meeting per year of her choice at her expense.
- 6) MWMU responsibilities take precedence over associational and local activities. Churches and associations making requests should assume responsibility for expenses.
- 7) Promote WMU every way possible throughout the state.
- 8) All MWMU Board members are to annually update the list of procedures for carrying out their duties. These will be placed in The MWMU Disaster Recovery Manual.

C. Duties of MWMU Board Officers and members

- 1) President
 - a) Plan agenda for and preside at MWMU Board meetings and MWMU Council meetings. Submit an agenda to the professional WMU office two months prior to the meeting.
 - b) Appoint committees from MWMU Board: Advisory, Madge N. Truex, Policy and Procedures, Finance and others as needed.
 - c) Plan with MWMU Director and preside at MWMU Annual Meeting.
 - 1) Plan the agendas and preside at local committee meeting for Annual Meeting in consultation with MWMU Director. Submit agendas to the professional WMU office one month prior to the meeting.
 - 2) Plan the MWMU Annual Meeting in consultation with MWMU Director. Submit tentative program to the professional WMU office by November 1.
 - d) Serve as a Vice President of WMU, auxiliary to SBC and attend National WMU Board meetings as a voting member. Attend WMU SBC Annual Meeting. Expenses provided by WMU SBC.
 - e) Provide MWMU historical highlights of the year for the Annual Meeting program.
 - f) Attendance is expected at Missouri Baptist Convention and any other meetings at MWMU request. Expenses for these meetings are provided by MWMU.
 - g) Monitor the execution of these Policy and Procedures. (see exhibit 15)

- h) Assist with orientation and training of new President up to a year at the new President's request.
 - i) Appoint parliamentarian.
 - j) Appoint annually three members in November with board experience, who reside in proximity to the current treasurer, to review the treasurer's report.
 - 1) The committee will review the treasurer's books to see if income and expenditures are in line and the checkbook balanced.
 - 2) The books will be reviewed in January, for the calendar year which ended in December, with a report given at the April meeting.
 - k) Will notify the professional WMU office and person in charge of the MWMU Benevolent Fund.
 - l) Appoint a Jefferson City resident as the contact person for the missionary house in Jefferson City. As needs arise she would assess the needs and then contact the Madge Chairman who would follow Madge procedures.
 - m) Consult with the Madge Committee on choosing an Emeritus Missionary each year to honor at our annual meeting.
 - n) Consult and work with the Youth Specialist on the Emerging Leaders Strategy. (see exhibit 16)
 - o) Poll board members as necessary to hold a vote in order to fill a board vacancy. (a 100% response is necessary)
 - p) President will appoint a Missouri Funds' Consultant(s). A line item for Funds' Consultant(s) expenses will be included in Gilpin Budget.
- 2) Vice-President
- a) Preside in the absence of the President at the Annual Meeting, meetings of the board and meetings of the MWMU Council.
 - b) Succeed to the office of president upon death, resignation, removal or inability to perform her duties.
 - c) Chair the Finance Committee. (Plan committee agenda, guide budget preparation)
 - d) Report activity of Alberta Gilpin Fund to MWMU Board and to MWMU Annual Meeting.
 - e) Develop strategies for promotion/growth of Alberta Gilpin Fund.
 - f) File annually registration report with state of Missouri by August 1.
 - g) Assist in orientation and training of new Vice-President up to a year at the new Vice-President's request.
- 3) Secretary

- a) Serve as recording secretary. Take minutes of MWMU Annual Meeting and MWMU Board meetings. File minutes with professional WMU staff within six weeks of the meeting.
- b) See that copies of minutes are sent to the Board of Directors when appropriate.
- c) Keep on file all copies of committee reports.
- d) Keep a membership roll of MWMU Board members and call roll at each meeting.
- e) Keep on file the current addresses, phone numbers, pertinent information and biographical sheets on each board member. **(see exhibit 4)**
- f) Maintain a current notebook of the Bylaws, Policy and Procedures, legal documents and minutes with any amendments to these documents properly recorded. Have documents available at each meeting.
- g) Work with the President to send out notices of meetings when appropriate.
- h) Serve as Chairman of the Policy and Procedures Committee.
- i) Provide to Nominating Committee Chairman a listing of MWMU officers and board members noting tenure eligibility and a current copy of Policy and Procedures.
- j) In the absences of the President and Vice-President, the Secretary shall preside until the election of a chairman pro-tem.
- k) Assist in the orientation and training of the new Secretary up to a year at the new Secretary's request.

4) Treasurer

- a) Receive, disburse and maintain Madge N. Truex Fund and Alberta Gilpin Fund according to budget.
- b) Assist as a resource person for the Madge N. Truex Committee and Finance Committee.
- c) Maintain records for all contributions.
- d) Oversee sending receipt of the donations for charitable tax credit.
- e) Furnish financial reports for the Madge N. Truex Committee, Finance Committee and Board of Directors at their meetings.
- f) Give full financial report at the Annual Meeting of MWMU.
- g) Oversee the filing of necessary tax reports with IRS and Missouri Department of Revenue (501(c) (3) status).
- h) Assist in orientation and training of new Treasurer up to a year at the new Treasurer's request.

- i) MWMU Treasurer will issue a "1099" Misc. Form for annual presidents' expenses.
- 5) Regional Consultant
- a) Network with associational WMU Directors and regional team of Special Workers to:
 - 1) Discover needs of the churches regarding missions education and ministries.
 - 2) Initiate plans to meet discovered needs.
 - 3) Share areas of growth with region and state MWMU Board.
 - b) Establish contact with Directors of Missions.
 - c) Serve as a liaison between region and Communications Consultant.
 - d) Lead regional team to discover, nurture and recommend women for MWMU Board, Special Workers and Nominating Committee.
 - e) Follow up on Mary O. Bidstrup scholarship recipients in region.
 - f) Promote regional and state WMU events.
 - g) Distribute form "Recommendation to Nominating Committee" to church and associational WMUs.
 - h) Serve on MWMU Nominating Committee.
 - i) Assist in orientation and training of new Regional Consultant up to a year at the new Consultants' request.
- 6) Prayer Advocate
- a) Prepare monthly MWMU PrayerWays (coordinating requests for partnerships.) Send to state office and state Baptists papers, six weeks prior to month. The MWMU PrayerWays flow chart is as follows: Prayer Advocate → state office → board members → associational offices → church WMU Directors. (Church WMU Directors distribute according to church plan.)
 - b) Develop MWMU prayer networks (Board members prayer chain, missionary requests). **(see exhibit 5)**
 - c) Prepare an annual prayer partners list for MWMU Executive Board Members to present at the July Board Meeting.**
 - d) Assist in orientation and training of new Prayer Advocate up to a year at the new Prayer Advocate's request.
- 7) Missionary Advocate
- a) Administer and promote the Madge N. Truex Fund.
 - b) Chair the Madge N. Truex committee. (Plan committee agenda, guide budget preparation, present student loan applications, etc.)

- c) Report activity of Madge N. Truex Fund to MWMU Board and to MWMU annual meeting.
 - d) Develop strategies for nurturing Missouri missionary families (i.e. MKs, missionary parents, emeritus missionaries, and current IMB and NAMB missionaries). Plan and implement missionary family retreat.
 - e) Develop a production plan for emeritus missionary biographies.
 - f) Assist in orientation and training of new Missionary Advocate up to a year at the new Missionary Advocate's request.
- 8) Communications Consultant
- a) Develop and help implement comprehensive communication strategies for MWMU (i.e. resource book, newsletter, Pathway, *Word & Way* information, etc.).
 - b) Be responsible for providing information to state office for the WMU/Women's Missions and Ministry web page. (www.mobaptist.org/mowmu).
 - c) Keep up to date on current mission resources.
 - d) Attend January Board meeting of WMU, SBC as designated by professional staff and President.
 - e) Oversee recording and maintenance of MWMU history:
 - 1) Regularly update MWMU history, *Ye Are the Branches*.
 - 2) File in professional WMU office pictures, news articles, minutes, etc. of MWMU events/activities occurring since the last meeting of the MWMU Board.
 - 3) Maintain a file on VIP's in MWMU history.
 - f) Be responsible for the publicity booth at conventions/annual meetings at the request of the advisory committee.
 - g) Assist in orientation and training of new Communication Consultant up to a year at the new Communication Consultant's request.
 - h) Maintain and update annually the MWMU Disaster Recovery Manual.
- 9) Language Consultant
- a) Serve as a representative of the language groups in Missouri.
 - b) Serve as a WMU advocate in the language congregations.
 - c) Lead in planning for WMU training for language congregations.
 - d) Serve as liaison between MBC language work and MWMU.
 - e) Keep MWMU Board updated on language resources.
 - f) Communicate to associational WMU leadership about language congregations in their regions and encourage them to have a language

representative serve on their leadership team.

- g) Appoint language special workers for different ethnic groups in our state. They would serve with the Language Consultant to coordinate ethnic ministries in their regions. Yearly training/updates would be offered.
 - h) Assist in orientation and training of new Language Consultant up to a year at the new Language Consultant's request.
- 10) African-American Consultant
- a) Serve as representative of African-Americans in Missouri.
 - b) Serve as a WMU advocate in African-American congregations.
 - c) Serve as a liaison between African-American congregations and MWMU.
 - d) Serve as a resource person for WMU training that will develop African-American leaders.
 - e) Communicate to associational WMU leadership about African-American congregations in their regions and encourage them to have an African-American representative serving on their leadership team.
 - f) Serve as a liaison between MWMU and Missouri Baptist Women's Missionary Prayer Fellowship. **(see exhibit 6)**
 - f) Assist in orientation and training of new African-American Consultant up to a year at the new African-American Consultant's request.

IV. MWMU COUNCIL

A. Duties

- 1) Attend MWMU Council meetings and share information received with church WMUs.
- 2) Assist Church WMU Directors in accurate reporting on the Annual Church Profile.
- 3) At the MWMU Council meeting, associational WMU Directors shall submit to the Nominating Committee names of people to serve on the MWMU Board and Nominating Committee.

V. COMMITTEES OF MWMU

A. Advisory Committee

- 1) The committee shall be composed of five members appointed by the president.
- 2) The committee shall meet at the call of the president to perform such duties as shall demand immediate attention between meetings of the board. The minutes of the meeting shall be read at the next meeting of the board.

B. Policy and Procedures Committee

- 1) The committee shall be composed of the Secretary, who shall serve as chairman, and three other members, appointed by the president.
- 2) The committee shall submit any recommendations affecting changes of the Policy and Procedures to the board. Recommendations for amendments to the bylaws shall be submitted to the committee for its review, report and recommendations to the board.
- 3) The committee shall perform other duties defined in the Policy and Procedures adopted by the board.
- 4) The committee shall review annually the policies and procedures.

C. Finance Committee

- 1) The committee shall be composed of the Vice-President, who shall serve as chairman, and three other members, appointed by the president.
 - a) The committee shall meet as needed to recommend the Alberta Gilpin Fund budget and promotion and to administer said funds.
 - b) The committee shall perform other duties defined in the Policy and Procedures adopted by the board.
- 2) Initiate strategies for promotion and development of Alberta Gilpin Fund. The guidelines for use of monies in Alberta Gilpin Fund shall include, but not limited to:
 - a) Seed money for starting new WMU organizations through the Mary O. Bidstrup Scholarship Fund.
 - 1) This scholarship is granted to churches and/or campuses that have no WMU organizations.
 - 2) Based upon resources available, a maximum of eight (8) \$100 scholarships are granted annually on a first come-first served basis.
 - 3) Applicants must be recommended by associational WMU Director, associational Missions Growth Director or associational Director of Missions and the scholarship shall be sent to the person recommending the applicant. **(see exhibit 7)**
 - 4) Regional Consultant shall be notified of scholarship recipients for the purpose of follow-up.
 - b) Funding for special ministry projects in Missouri.
 - 1) Special events
 - 2) Leadership training
 - 3) Unmet emergency needs
 - c) Acteens Council Scholarships.
 - 1) These scholarships are given to Acteens to show support for and to further missions education among young women in Missouri.

- 2) The scholarships are given to Acteens who have served one year on the Missouri Acteens Council.
 - 3) The scholarship is a one-time gift of \$200, to be awarded at the completion of her year on the Missouri Acteens Council.
 - 4) The scholarship is to be used for her education at the college of her choice or for a WMU training opportunity.
 - 5) The number of scholarships shall not exceed three per year.
- d) An annual Christmas gift for Alberta Gilpin.
 - e) Insurance and bonding for Missouri WMU.
 - f) Promotional expenses of the Gilpin Fund.
 - g) Administrative costs of MO WMU.
 - h) The MO WMU President's expenses.
 - i) Continued growth of the fund through investment opportunities.
- 3) Work with Treasurer in developing system of disbursing funds. The treasurer's report shall be reviewed annually by three members from the board appointed by the president.
 - 4) Submit promotion brochure and annual proposed budget at the Fall MWMU Board meeting.
 - 5) Recommend use of endowment fund monies from WMU, SBC.

D. Madge N. Truex Committee

The Madge N. Truex Committee shall promote and administer the Madge N. Truex Funds. They shall submit a promotion brochure and an annual proposed budget at the Fall MWMU Board meeting to include but not be limited to:

- 1) Student loans. The loan shall be approved by the committee and recommended to the WMU Board for action.
 - a) Student loan requirements
 - 1) MWMU shall grant loans to seminary students and graduate students training for careers in missions. MWMU shall also grant loans to women at the graduate level who are training for a full-time, church related vocation.
 - 2) Preference shall be given to applicants born in Missouri or who have spent a major portion of their lives in the state. They must have been accepted for study in a graduate school or a Southern Baptist seminary.
 - 3) A full loan shall not exceed eight hundred dollars (\$800) per annum.
 - 4) All funds shall be sent to the school where the student is

matriculated, to be applied to said student's credit.

- 5) A full loan for study in a seminary or graduate school shall be granted for no more than three successive years unless the individual case merits an exemption in the judgement of the Madge N. Truex Committee.
- 6) Each applicant shall have an interview, in person or by phone, with at least one member of the committee or one of the professional staff members, if possible.
- 7) The committee shall distribute promissory loan notes to the approved recipients for their signatures and shall collect them for filing.
- 8) When the note becomes due, the committee shall send semi-annual statements to each recipient. All correspondence pertaining to the notes and payments on loans shall be handled by a volunteer to the committee.

b) Student loan terms

1) Repayment

The recipient begins repayment of the loan by the first day of the seventh month following graduation and shall make monthly payments thereafter until the loan has been paid in full. In case the recipient, in looking toward appointment as a career missionary by either the North American or International Mission Board, must pursue further study or obtain additional practical experience in the field, the Madge N. Truex Committee may make exception as seems wise. In the event a recipient drops out of school, the note becomes due in full immediately unless satisfactory arrangements are made with the Madge N. Truex Committee.

2) Maturity

The note is to be paid in full within three years after schooling has ceased unless the Madge N. Truex Committee, at its option, extends or renews the same for a period of one year only.

3) Interest

Loans bear no interest until notes mature as set forth in "2" above, at which time any unpaid balance shall bear 4 1/2% per annum until the balance is paid.

4) Cancellation

If the recipient receives appointment under the International or North American Mission Boards of the Southern Baptist Convention, state convention, or association affiliated with the Southern Baptist Convention, the obligation to repay the loan shall be canceled according to the terms of the note.

c) Student loan process (Madge N. Truex Fund)

1) Request for application.

- a) The committee sends an application.
 - b) The committee sends sample promissory note and Madge N. Truex brochure with application.
- 2) Application received.
- a) Original filed with committee chairman.
 - b) The chairman sends reference forms.
 - c) Completed reference forms filed with committee chairman.
- 3) Chairman or committee member interviews applicant in person or by phone.
- 4) Action taken by MWMU Board.
- 5) Loans approved.
- a) The committee sends letter of approval to recipients.
 - b) One copy of promissory note is sent with letter (original is placed in permanent file with committee).
- 6) Check is mailed.

The MWMU Treasurer mails check to school accompanied by letter of explanation.

Example: August - \$400, first semester
January - \$400, second semester

- 7) On graduation of recipient the committee sends letter to remind recipient of terms of note and obligation involved. After the committee receives word from the recipient of plans for the future; i.e., appointment to mission field, for female – full-time church related vocation, or neither the committee will either cancel the loan (notifying the recipient) or send papers on to our Madge N. Truex volunteer for her to handle the repayment of the loan. In the event a recipient drops out of school, the note becomes due in full immediately and papers turned over to the volunteer for collection unless satisfactory arrangements are made with the Madge N. Truex Committee.
- 8) Student loan report forms
- a) The volunteer will mail report forms to all outstanding loan recipients in January and July.
 - b) Copy filed in recipient's permanent file and a copy sent to the Madge N. Truex Committee
 - b) The volunteer will send a report on the status of all outstanding loans to the Madge Truex Committee the end of February and the end of August.
- 9) The student will send all payments to the volunteer with the check made out to the Missouri Baptist Foundation. The volunteer will

acknowledge receipt of check to student, record information in file and send the check on to the Missouri Baptist Foundation.

10) Cancellation of loan

When a loan is partially or fully canceled and/or paid, the recipient is notified by the committee.

11) MWMU Board meeting report

- a) At both meetings, chairman shall bring a report on status of all outstanding loans.
- b) The report shall include notes fully canceled, notes partially canceled, and notes paid.
- c) At both meetings, the Madge N. Truex committee shall examine and update student loan reports.

2) Gifts to Missouri missionaries

- a) A Missouri career missionary is one appointed as a career missionary by the North American or International Mission Board of the Southern Baptist Convention, born in Missouri and/or spent a major portion of his/her life in Missouri. The appointee must consider Missouri home. The international missionary shall also plan stateside assignment in Missouri.
- b) A missionary associate is one appointed by the North American or International Mission Board of the Southern Baptist Convention, born in Missouri and/or spent a major portion of his/her time in Missouri. The appointee must consider Missouri home.
- c) A gift of \$200 is given to new Missouri missionary appointees (career/associate) to be used for equipment needed to take to the mission field. The amount of \$200 is given to a couple if one or both are from our state and a like amount to the single Missouri missionary appointee.
- d) A gift is given to a Missouri missionary (career/associate IMB) or missionary family near the close of their stateside assignment to help buy supplies to take to their field.
 - 1) \$200 - year stateside assignment
 - 2) \$100 - less than one year stateside assignment
- e) The Committee shall recommend at the Fall MWMU Board meeting monetary Christmas gifts to be given in the following priority order: Missionary Kids, Emeritus Missionaries, Journeymen, and US/C2ers attending college in Missouri.

E. Nominating Committee

- 1) Following the election of Nominating Committee at the MWMU Annual Meeting, the Chairman calls for an organizational meeting to elect a Vice-Chairman and a Secretary. This information shall be filed with the state WMU office within three weeks.

- 2) Copies of Bylaws, MWMU Policy and Procedures will be provided. The Nominating Committee shall study the Bylaws and Policy and Procedures.
- 3) The Nominating Committee shall receive recommendations for MWMU Board members and Nominating Committee members from MWMU members. Recommendation forms will be distributed at MWMU Annual Meeting, WMU Board meetings, council meeting and by regional consultants. **(see exhibit 8)**
- 4) Flow Chart
 - a) April – MWMU Annual Meeting
 - 1) Nominating Committee is elected according to Bylaws.
 - 2) Nominating Committee elects a Vice-Chairman and Secretary and notifies state WMU office of persons elected.
 - 3) Chairman provides Committee members with copies of Bylaws and Policy and Procedures.
 - 4) Receive recommendations for MWMU Board and next year's Nominating Committee at Annual Meeting. **(see exhibit 8)**
 - b) May - October
 - 1) Committee members study the Bylaws and Policy and Procedures.
 - 2) Receive recommendations from MWMU membership, MWMU Board and MWMU Council. **(see exhibit 8)**
 - c) November
 - 1) Deadline for recommendations by November Nominating Committee meeting.
 - 2) Nominating Committee meets
 - a) Chairman conducts orientation.
 - b) Recommendation sheets will be distributed among Committee members.
 - c) Cover letter and profile sheet **(see exhibits 9 and 10)** and job description (from Policy and Procedures) will be sent to people being recommended to serve on WMU Board (various committee members will send these out to be returned to chairman).
 - d) December – First Week

Each committee member will follow up by conducting a phone interview of the person assigned to her. She makes notes of this conversation to share with the committee.
 - e) January

Chairman sends references **(see exhibit 11)**. References are returned to the chairman.

- f) February - Second Nominating Committee Meeting
 - 1) Chairman distributes all profile sheets and reference letters under consideration for MWMU Board.
 - 2) Discuss phone interview.
 - 3) Nominate each member on the MWMU Board (phone calls may be made and record made of the conversation).
 - 4) Each nominee is notified in writing about her nomination, duties, dates of required meetings and election.
 - 5) Send Policy and Procedures and Bylaws to all nominees.
 - 6) Send acknowledgement to those recommended but not nominated.
 - 7) Nominate next year's Nominating Committee (see Bylaws). (Phone calls may be made and record made of the conversations.) Each nominee will be notified in writing of her nomination and of the organizational meeting of the Nominating Committee to be held at MWMU Annual Meeting.
 - 8) Chairman gives list of nominees to state WMU Director.

g) March

Publicize the nominating committee recommendations with statement of office, name, church name and WMU involvement.

h) April

- 1) Vote on nominees at MWMU Annual Meeting (electing both MWMU Board and new Nominating Committee).
 - 2) After election the chairman destroys all reference letters and profile sheets.
- 5) The Committee shall have the privilege of consulting with MWMU Board President and professional staff regarding nominees.
 - 6) The expenses of these meetings shall be paid by the WMU/Women's Mission and Ministry budget.
 - 7) The Chairman shall bring the report of the Nominating Committee to the Annual Meeting of MWMU. Her expenses shall be provided by the WMU/Women's Mission and Ministry budget.
 - 8) Any vacancy occurring on the Nominating Committee between annual sessions of MWMU shall be filled by the Advisory Committee.

VI. MISSOURI ACTEENS COUNCIL

A. This Council is composed of at least one and not more than three (3) Acteens who have completed the following requirements:

- 1) Must be 15 years of age by March 1. Current high school seniors are not

eligible for Council.

- 2) Must be a Christian and a member of a local Missouri Baptist church.
 - 3) Must be an active member of a local Acteens organization and involved in missions projects.
 - 4) Must assist with planning and implementing the State Acteens Retreat.
 - 5) Must agree to serve one year from MWMU Annual Meeting to Annual Meeting. She will serve as page only for the first Annual Meeting.
 - 6) Must provide own transportation. MWMU shall provide expenses and chaperones to all meetings the Council member is asked to attend.
 - 7) Must have consent of parent or legal guardian and pastor's signature on application form. **(see exhibit 12)**
 - 8) Must have Acteens Advisor and an adult (other than parent) fill out the nomination forms. **(see exhibits 13 and 14)**
 - 9) Applications are due by March 1. Send to MWMU Director, Missouri Baptist Convention, 400 East High Street, Jefferson City, Missouri 65101.
- B. The selection of the Acteens Council is made by the Youth Specialist in consultation with the WMU Executive Director and President. The new Acteens Council shall be presented at the MWMU Annual Meeting.
- C. Council members shall be presented a certificate of recognition at MWMU Annual Meeting.
- D. Churches and associations using Missouri Acteens Council shall be responsible for expenses.