

ALLIANCE WOMEN POLICY

I. NAME

Section 1. National Level

This ministry shall be known as *Alliance Women of The Christian and Missionary Alliance*.

Section 2. District Level

It is suggested that this ministry be known as *Alliance Women of the _____ District*. Flexibility is granted to district superintendents and DEXCOM regarding the name given.

Section 3. Local Level

The local church is granted autonomy to determine the name of its women's ministry.

II. RELATIONSHIP

Section 1. National Level

Alliance Women is a ministry of The Christian and Missionary Alliance (C&MA). The Alliance Women national director serves as a member of the Church Ministries Leadership Team (CMLT) and is amenable to the vice president (VP) for Church Ministries.

Section 2. District Level

The Alliance Women district director serves as a member of the Alliance Women National Leadership Team (NLT) and shall maintain a relationship with the National Executive Team (NET).

The Alliance Women district director and her leadership team exist to serve the ministry needs of the district and is amenable to the district superintendent and the District Executive Committee (DEXCOM).

Section 1. Local Level

Alliance Women encourages the local women's ministry director or volunteer in each church to share her contact information with the district director to maintain communication of pertinent information regarding women's events and opportunities in the district.

Alliance Women encourages all women in the local church to follow Alliance Women on social media (websites, Facebook, Instagram, Twitter) to stay informed of opportunities and events for women in our Alliance family, including the Alliance Women national project.

III. STRUCTURE

Section 1. National Teams/Committees

- a. **National Executive Team (NET).** The NET shall provide direction for Alliance Women and shall be comprised of the following: national director, national assistant director, secretary, and others deemed necessary by the national director. Members of the NET shall be persons of good Christian character and members in good standing of a Christian and Missionary Alliance church. The national director, in consultation with the VP for Church Ministries, shall appoint the members of her NET.

National Director. The Alliance Women national director (ND) shall work closely with the VP for Church Ministries to coordinate and advance the objectives of the organization and attend the Church Ministries Leadership Team (CMLT) meetings. (See ND ministry description.)

Assistant Director. The Alliance Women national assistant director shall preside at all meetings in the absence of the national director and fulfill specific responsibilities as delegated by the national director. In the event of the resignation or death of the director, the assistant director shall fill the vacancy until the position is filled by the VP for Church Ministries. She will participate in an annual performance review with the national director. The recommended term of service shall be a minimum of two years and a maximum of eight years.

Secretary. The Alliance Women national secretary shall keep the minutes of all NET and NLT meetings and fulfill specific responsibilities as delegated by the national director. The official records are the property of Alliance Women and The Christian and Missionary Alliance. In the event of the death, resignation, or appointment of her successor, the official records shall be passed on to the newly appointed NET secretary. The secretary will participate in an annual performance review with the national director. The recommended term of service shall be a minimum of two years and a maximum of eight years.

Members-at-Large. NET members-at-large shall be responsible to perform such duties as designated by the national director. Each will participate in an annual performance review with the national director. The recommended term of service shall be a minimum of two years and a maximum of eight years.

- b. National Leadership Team (NLT).** The NLT shall be comprised of the NET and Alliance Women district directors appointed by district superintendents. All members of the NLT are expected to attend the annual Alliance Women NLT training meeting.
- c. Temporary Committees and Task Forces.** The Alliance Women NET, in consultation with the NLT, maintains the privilege to form a special committee or task force to accomplish a specific task or address a specific issue.

Section 2. District Teams/Committees

a. District Leadership Team (DLT). The DLT shall serve as a liaison between the Alliance Women NET and local churches, provide direction for district Alliance Women events and be comprised of an Alliance Women district director (DD) and others deemed necessary in consultation with the district superintendent (DS) and DEXCOM. Members of the DLT shall be persons of good Christian character and members in good standing of a Christian and Missionary Alliance church. DLT member positions are filled through appointment by the DD in consultation with the DS and DEXCOM. The official records of district Alliance Women are the property of both the district and Church Ministries. All financial records shall be audited annually. In the event of the death or resignation of the incumbent, the current records necessary for fulfilling the obligations of the office shall be passed on to the newly appointed officer, the Alliance Women district director or the district office.

District Director. The Alliance Women district director (DD) shall preside at all meetings of the DLT. She shall work closely with the DS and DEXCOM to advance the objectives of the district. The DD shall work with a designated individual from the district to establish a budget, track and categorize expenses, and request disbursement of funds. If preferred, the DD can delegate these responsibilities to a member of the DLT. The DD shall be appointed by the DS and approved by DEXCOM and shall participate in an annual performance review. The recommended length of service shall be a minimum of two years and a maximum of eight years.

DLT members. DLT members shall be responsible to perform such duties as designated by the District Director (DD). Each member will participate in an annual performance review with the DD. The recommended term of service shall be a minimum of two years and a maximum of eight years.

Temporary Committees and Task Forces. The DLT, in consultation with the DS and DEXCOM, maintains the privilege to form a special committee or task force to accomplish a specific task or address a specific issue.

Section 3. Local Teams/Committees

Alliance Women does not dictate the structure of women's ministry within the local church. If a local Alliance Women team exists, it is amenable to the local women's ministry director or the local pastor, as determined by each local church.

IV. MEETINGS

Section 1. National Meetings

a. National Executive Team (NET). The Alliance Women national director, in consultation with the VP for Church Ministries, shall call a meeting of the Alliance Women NET as needed.

b. National Leadership Team (NLT). The Alliance Women NLT shall meet in conjunction with General Council of the C&MA, or, on alternate years, at an annual training meeting, led by the NET. Registration fees for NLT meetings shall be determined by the NET. Alliance Women district directors are expected to attend the annual NLT meeting for the purpose of networking and understanding national Alliance Women ministry objectives. When district leadership is transitioning to a new district director, the incoming Alliance Women district director is strongly encouraged to attend, either as a guest of or in place of the outgoing district director.

Section 2. District Meetings

a. District Leadership Team (DLT). The Alliance Women DLT shall meet as needed to plan and coordinate women's events for the district. All women's events should include elements that connect women to Jesus, the work of The Alliance, and each other. Any business pertinent to the organization may also be conducted.

b. District Conference. The Alliance Women district director is expected to attend the annual District Conference for the purpose of representing the ministry of Alliance Women. The district director shall present an annual report at District Conference. A copy of this report shall be sent to the Alliance Women national director.

c. DEXCOM. It is recommended that the Alliance Women district director be invited to DEXCOM meetings when appropriate for the purpose of understanding district objectives and strategic goals and to offer insight into collaborative efforts.

V. FINANCIAL POLICY

Section 1. Expenses

a. National Team. Each NET member shall arrange her travel to NET and NLT meetings. Travel expenses to NET meetings shall be reimbursed unless a P-Card is used. Receipts must be presented for reimbursement. Mileage shall be reimbursed at the current National Office mileage rate; tolls and parking fees shall be reimbursed. Meals shall be reimbursed up to the limits established by National Office policy. NET members may choose to fly or drive. However, if the cost of driving exceeds airfare, only the cost of the lowest airfare possible shall be reimbursed. When flying, the lowest airfare should be obtained. Rental car expenses must be approved in advance and rental vehicles made available for team use to qualify for reimbursement. Hotel arrangement information for NET and NLT meetings shall be given to the NET members in advance and hotels shall be direct billed. NET members shall double up when possible. When attending Council with a spouse, NET members shall room with another team member until her spouse arrives. When a spouse's attendance is official, the cost of the room shall be split between Alliance Women and his C&MA office. When a NET member rooms with guest, the guest shall pay half of the cost of the room. The national director has the privilege of making exceptions to this rule. A designated National Office employee from Alliance Accounting will categorize and reimburse approved NET travel expenses. NET travel expenses fall under Alliance Women budget project number 16-02, Executive Committee.

b. National Director. The Alliance Women national director will be given a P-Card to use for ministry expenses. The national director is responsible to maintain receipts for each P-Card expense and perform the monthly P-Card Statement Review, categorizing each expense and submitting a receipt when required. Completed Alliance Women P-Card Statement Reviews are sent to Church Ministries for review.

c. District Teams. The work of the District Leadership Team shall be considered a service to Christ and the Church. Expenses related to this ministry shall be reimbursed as determined by district policy.

d. Local Teams. The work of women's ministry shall be considered a service to Christ and the Church. Expenses related to this ministry shall be reimbursed as determined by local church policy.

Section 2. Budgets and Accounting

a. National. The fiscal year begins on July 1 and ends on June 30. The Alliance Women national director, Alliance Accounting (National Office) representative, and a representative from Church Ministries shall work together to establish an annual budget. The Alliance Women annual budget shall be approved by the vice president for Church Ministries.

b. District. The fiscal year begins on July 1 and ends on June 30. The Alliance Women district director, in consultation with the district superintendent and DEXCOM, shall establish an annual budget to fund district Alliance Women initiatives. An annual audit shall be completed by the district to verify the use of funds. It is recommended that district Alliance Women accounting be incorporated into the accounting system of the district.

c. Local. The budgets and accounting of local women’s ministry shall be determined by local church policy. It is recommended that women’s ministry budgeting and accounting be incorporated into the accounting system of the local church.

Section 3. Reporting

a. National. The national director shall submit an annual fiscal-year-end financial report to the Alliance Women NLT and the Church Ministries Leadership Team (CMLT).

b. District. The district director shall submit an annual fiscal-year-end financial report to DEXCOM.

c. Local. The local church will determine reporting procedures and expectations for women’s ministry.

VI. AMENDMENTS

These policies may be amended by the vice president for Church Ministries with the approval of the Board of Directors of The Christian and Missionary Alliance.

VII. OPERATING PROCEDURES

Operating procedures not in conflict with these policies may be adopted by a two-thirds vote of the NET and the approval of the VP for Church Ministries.