

ALLIANCEWOMEN HANDBOOK

2021–2022 Edition

August 2021

Version 2.6

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MINISTRY OVERVIEW

Our Mission: We exist to exalt Jesus and complete His Great Commission.

Our Vision: We desire to connect women to Jesus, the work of The Alliance and each other

Our Guiding Principle: Connecting Women for Kingdom Impact.

We desire to connect women...

- to Jesus through the testimony of His Word in our blog posts,
- to the work of The Alliance through our projects and publications, and
- to each other through regional women's events such as retreats and conferences and through leadership development opportunities.

This is how we live out our identity as a Christ-centered Acts 1:8 family.

We define Kingdom Impact as spiritual transformation in individuals and communities.

- We connect locally and regionally because the gospel transforms individuals and communities.
- We connect globally because the gospel is for all people. We desire to bring all of Jesus to all the world.

Our Values: Alignment and Collaboration

On the national level

- Alliance Women has adopted the Mission Statement of The Alliance, the identity of a Christ-centered Acts 1:8 family, and the priorities of Love, Proclaim, Reach and Launch.
- The Alliance Women national director serves as a member of the Church Ministries Leadership Team (CMLT).
- Alliance Women actively considers how it can champion key Alliance priorities as identified by Church Ministries (CM): prayer and the deeper life, church planting, church advance, missions mobilization, worker and spouse health, leadership development, and discipling.
- Alliance Women affirms the concept of maintaining an impactful, meaningful presence locally, as stated by Alliance Missions (AM), and works actively with AM to champion the work of The Alliance globally.
- Alliance Women, as a member of U.S. Alliance ministries, affirms the AM strategic themes of serving communities, multiplying church networks, and developing people, and is committed to working towards these ends in our communities.

On the district level

- The Alliance Women district director is encouraged to collaborate with the district superintendent and DEXCOM upon invitation and under their direction.
- The Alliance Women district director is expected to attend the annual Alliance Women National Leadership Team (NLT) training and maintain alignment with national Alliance and Alliance Women priorities.

Our Goal: We desire to establish a sustainable network of regional leaders committed to Connecting Women for Kingdom Impact.

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.

MINISTRY DESCRIPTION NATIONAL DIRECTOR

PURPOSE AND TERM OF OFFICE

The Alliance Women national director (ND) shall work closely with the VP for Church Ministries to coordinate and advance the objectives of the organization. The ND shall be appointed by the VP for Church Ministries and shall participate in an annual performance review. The recommended term of service is left to the discretion of the VP for Church Ministries.

EXPECTATIONS/VALUES/QUALIFICATIONS

The Alliance Women ND shall meet all expectations, values, and qualifications as communicated in Operations Manual (OM)-3a National Executive Team Ministry Description.

MEETINGS

The Alliance Women ND shall preside at all meetings of the National Executive Team (NET) and National Leadership Team (NLT). The ND shall work with the NET to plan and implement NLT meetings.

Fall NET Meetings are held at the National Office in Colorado Springs, Colorado, or at a designated venue as determined in consultation with the VP for Church Ministries (CM) and the NET.

Spring NET Meetings are held on location two days prior to the NLT pre-Council meeting. On non-Council years, the spring NET meetings are held in Colorado Springs two days prior to the NLT meeting.

- **Meeting room:** When meeting in Colorado Springs, Colorado, request a conference room in the National Office through the Executive Administrative Assistant to the VP of CM. When meeting prior to Council, request a conference room through the Alliance Events office.
- **Travel:** Refer to OM-2a National Policy
- **Ground Transportation:** The ND is responsible to arrange for a rental car for the NET on site as needed.
- **Accommodations:** In consultation with the National Office events coordinator, the ND will arrange accommodations and communicate to the NET members at least one month prior to the meeting.
- **Meals:** The ND will pay for all NET meal expenses via P-card.
- **Agenda:** The ND is responsible to prepare the agenda for the NET meetings.

RESPONSIBILITIES TO ALLIANCE WOMEN

- **National Executive Team:** The Alliance Women ND shall appoint all members of the NET, delegating responsibilities and conducting an annual performance review with each member.
- **Communication:** The ND shall maintain regular communication with the NET and NLT. Databases with contact information for Alliance Women District Directors shall be maintained and updated in collaboration with the national secretary.
- **Budget:** The ND shall work with a designated representative from Alliance Accounting to establish a budget, track and categorize expenses, and request disbursement of funds. Monthly financial reports shall be reviewed. Pertinent financial information shall be shared with the Alliance Women NET, the NLT and the VP for CM.
- **Promotion:** The ND shall promote the ministry of Alliance Women through active modeling of its core values and goals, engaging in effective public relations.
- **Speaking engagements:** The Alliance Women ND shall make herself available as a speaker at women's events. All expenses are to be covered by the party extending the invitation. The NET must approve exceptions before budgeted Alliance Women funds are used. Honorariums are considered personal monies of the ND.
- **District Retreats:** The ND is encouraged to attend two Alliance Women district retreats as an attendee only, pending available funds.
- **Consulting:** The Alliance Women ND shall assist and consult with district Alliance Women leadership teams, district superintendents and DEXCOM members in matters pertaining to the ministry and mission of the district's Alliance Women ministry.
- **Publications:** The Alliance Women ND shall oversee the production of ENGAGE, the Alliance Women newsletter. The ENGAGE shall consist of two publications per year distributed in June and November.
- **World Travel Expenses:** Alliance Women budgeted funds, if approved by the VP for CM, will cover travel expenses to/from a country when the ND is invited to speak for Alliance Women.
- **Vision Tours:** If possible, the ND is to accompany all national Alliance Women sponsored overseas tours approved by the VP for CM. Budgeted Alliance Women funds will cover the expenses of the ND.
- **Operation Manual (OM):** The ND shall review the Alliance Women OM annually in connection with the VP for CM.

RESPONSIBILITIES TO CHURCH MINISTRIES

- **Travel Expenses:** Budgeted Alliance Women funds will cover the ND's documented expenses. P-card expenses are to be documented with receipts/account numbers and reconciled on the Wells Fargo account as directed by the National Office.
- **CMLT:** The Alliance Women ND shall attend CMLT meetings.
- **Reports:** The Alliance Women ND shall submit a report as requested prior to each CMLT meeting and such other reports as requested by the VP for CM.
- **Home Assignment Missions Seminar (HAMS):** The ND shall attend HAMS to represent the ministry of Alliance Women, participating as requested by event planners. HAMS usually takes place in July. Budgeted Alliance Women funds will cover travel and conference expenses.
- **Resonate:** When possible, the ND shall attend Resonate, the gathering of new workers in The Alliance, to represent the ministry of Alliance Women, participating as requested by event planners. Resonate usually takes place in August. Budgeted Alliance Women funds will cover travel and conference expenses.
- **InterChange:** When possible, the ND shall attend InterChange, the gathering of district superintendents in The Alliance, to represent the ministry of Alliance Women and to build relationships, participating as requested by event planners. Interchange usually takes place in November. Budgeted Alliance Women funds will cover travel and conference expenses.

MINISTRY DESCRIPTION NATIONAL EXECUTIVE TEAM

MISSION STATEMENT

The Alliance Women National Executive Team (NET) provides leadership and manages the ministry decisions of Alliance Women on a national level.

EXPECTATIONS

Alliance Women NET members are expected to adhere to the guidelines set forth by the C&MA. NET members are expected to have a basic knowledge of the organization, its purposes, and its policies. NET members should strive toward living a life that is an example to others of their relationship with God and others.

VALUES

Alliance Women is committed to conducting a ministry that:

1. Exemplifies Christ-like service in pursuit of our purpose and mission
2. Operates with integrity
3. Demonstrates a servant's heart
4. Values and respects team members
5. Upholds a high standard of performance

QUALIFICATIONS

Alliance Women NET members are expected to meet the following qualifications:

1. Commitment to Christ – profess a personal belief in Jesus Christ as personal Savior.
2. Commitment to a local Alliance church as an active member.
3. Commitment of time – the amount of time required may vary greatly within the team, but NET members must be able to make a firm commitment.
4. Commitment to Christian lifestyle – NET members must be representatives of Christ in both public and private life, demonstrating maturity, emotional stability, healthy interpersonal relationships, and a stable living situation.
5. Commitment to teamwork and assigned duties – NET members must be willing to cooperate with Alliance Women national director supervision and be responsible to agree upon time schedules and tasks.

MEETINGS

The Alliance Women National Executive Team (NET) meets twice a year either on location at General Council or at the C&MA National Office in Colorado Springs, Colorado, unless other arrangements are deemed necessary by the national director in consultation with the VP for Church Ministries. NET members are expected to attend all meetings and be fully engaged as outlined below.

FALL MEETINGS INCLUDE, BUT ARE NOT LIMITED TO:

- Evaluation of previous activities
- Goal setting
- Outline the details of the National Project (NP)
- Plan the National Leadership Training (NLT) Spring Meeting details including time/place on non-Council years
- Plan for the Council details on Council years
- Plan the June **ENGAGE** Magazine content and assignments
- Discuss old and new business
- Delegate assignments to NET members for various aspects of the ministry

SPRING MEETINGS INCLUDE BUT ARE NOT LIMITED TO:

- Review and make final preparations the National Leadership Team (NLT) Spring Meeting and Council responsibilities on Council years
- Plan the November **ENGAGE** Magazine content and assignments
- Discuss old and new business.
- Set dates/locations for Fall NET meeting
- Delegate assignments to NET members for various aspects of the ministry
- Conduct the NLT meetings
- Evaluate the NLT meetings afterwards
- Administrate Council responsibilities on Council years

EXPENSES/TRAVEL/ACCOMMODATIONS – see National Policy, Section V. Finance

eLINKS

eLinks articles are published two times per month through email and are posted on the Alliance Women website. The national director (ND) will write an article for the 1st of each month and articles for the 15th or each month will be assigned to NET members or individuals approved by the ND. Articles are to be 400 words and submitted to Alliance Editorial ten days prior to the scheduled publication date.

MINISTRY DESCRIPTION DISTRICT DIRECTOR

PURPOSE AND TERM OF OFFICE

The Alliance Women district director (DD) shall be appointed by the district superintendent (DS) and approved by DEXCOM and shall participate in an annual performance review. The DD is encouraged to collaborate with the DS and DEXCOM upon invitation and under their direction. The recommended length of service shall be a minimum of two years and a maximum of eight years.

EXPECTATIONS

Alliance Women District Directors are expected to have a basic knowledge of the organization, its purposes and its policies. They should strive toward living a life that is an example to others of their relationship with God and others. Alliance Women district directors shall be individuals who profess a personal belief in Jesus Christ as personal Savior and are active participants in a local Alliance church.

An Alliance Women district director must be willing to cooperate with her district superintendent and DEXCOM, working collaboratively to accomplish the objectives of both Alliance Women and the district she serves.

ANNUAL MEETING ATTENDANCE

The Alliance Women district director is expected to attend the annual National Leadership Team (NLT) meeting for the purpose of networking and understanding the national objectives of the ministry of Alliance Women. If she is unavailable, she shall send a representative as her replacement.

COUNCIL ATTENDANCE

It is recommended that district funding be budgeted to allow the Alliance Women district director to attend Alliance Council.

DISTRICT CONFERENCE ATTENDANCE

The district director is strongly encouraged to attend her District Conference for the purpose of representing the ministry of Alliance Women and presenting her annual report.

OTHER RESPONSIBILITIES

These responsibilities may be amended by the district superintendent and/or DEXCOM. Furthermore, some of these responsibilities may be delegated to district team members.

- **District Leadership Team:** The Alliance Women DD shall appoint all members of her team with the approval of the DS/DEXCOM, delegating responsibilities and conducting an annual performance review with each member.
- **Communication:** The DD shall maintain regular communication with her team, the DS/DEXCOM and local women's ministry leaders. Databases with contact information shall be maintained and updated regularly. Database updates shall be submitted to the Alliance Women national secretary on February 1 and September 1, or as requested, for national communications. The DD is strongly encouraged to maintain a social media presence for district Alliance Women, sharing what has been posted on the national Alliance Women platforms and generating content for district-related posts. The DD is encouraged to develop a communication strategy with the DS/DEXCOM regarding information shared with the local churches via Alliance Women or district newsletters.
- **Events:** The DD and her team shall plan, coordinate, communicate, and implement opportunities for women to gather for the purpose of experiencing the deeper life and being on mission together. The DD shall submit a completed Event Evaluation Form to the national director after each event.
- **Promotion:** The DD shall promote the ministry of Alliance Women through active modeling of its core values and goals, engaging in effective public relations through regular communication within her district. The DD shall participate in active promotion of the Alliance Women National Project at women's events and District Conference.
- **Strategy Meeting:** The Alliance Women DD shall meet with the district superintendent once a year to develop a strategy to coordinate Alliance Women and district initiatives. If invited, the Alliance Women DD shall attend select DEXCOM or district office meetings.
- **Budget:** The DD shall work with a designated representative from her district to establish a budget, track and categorize expenses, and request disbursement of funds. Monthly financial reports shall be reviewed. Pertinent financial information shall be shared with the district team and the DS/DEXCOM.
- **Reports:** The Alliance Women DD shall submit an annual report at District Conference. A copy of her report shall be sent to the Alliance Women national director.
- **Missions Mobilization:** The DD shall cooperate with the district missions mobilizer (DMM) to develop a strategy for the implementation of the Third Culture Kid (TCK) Program, Guest home/dorm Ministries, and the Outfit Fund Gift. The DD and DMM shall also discuss effective ways to promote international workers (IWs) on Home Assignment (HA) for the purpose of prayer support/encouragement.

**ALLIANCE WOMEN
TEAM MEMBER APPLICATION FORM**

POSITION: _____

Name: _____

Address: _____

Telephone: _____ E-Mail: _____

District: _____ Church: _____

MISSION STATEMENT

Alliance Women team members provide leadership and manage the ministry decisions of Alliance Women in collaboration with designated Alliance leadership as outlined in national and district Alliance Women policy.

EXPECTATIONS

Alliance Women team members are expected to adhere to the guidelines set forth by the C&MA. Team members are expected to have a basic knowledge of both The Alliance and Alliance Women, its purposes, and its policies. Team members should strive toward living a life that is an example to others of their relationship with God and others.

VALUES

Alliance Women is committed to conducting a ministry that:

1. Exemplifies Christ-like service in pursuit of our purpose and mission
2. Operates with integrity
3. Demonstrates a servant's heart
4. Values and respects team members
5. Upholds a high standard of performance

QUALIFICATIONS

Alliance Women team members are expected to meet the following qualifications:

1. Commitment to Christ – profess a personal belief in Jesus Christ as personal Savior.
2. Commitment to a local Alliance church as an active member.
3. Commitment of time – the amount of time required may vary greatly within the team, but members must be able to make a firm commitment .
4. Commitment to Christian lifestyle – team members must be representatives of Christ in both public and private life, demonstrating maturity, emotional stability, healthy interpersonal relationships, and a stable living situation.
5. Commitment to teamwork and assigned duties – team members must be willing to cooperate with designated supervisors and be responsible to agreed-upon time schedules and tasks.

ADDITIONAL INFORMATION REQUIRED

- Please attach biographic sketch which includes (Note: we respect your privacy regarding your personal story; if a personal interview is more appropriate, please inform the person listed below.)
 - A personal testimony of your spiritual journey
 - Leadership experience
 - Ministry experiences
- Please attach a letter of recommendation from your pastor
- Please attach a character reference from someone other than your pastor

Return this form by _____ to:

**ALLIANCE WOMEN
TEAM MEMBER ANNUAL EVALUATION FORM**

DATE OF EVALUATION: _____

EVALUATOR: _____

Name: _____

Position: _____

Telephone: _____ E-Mail: _____

EVALUATE: Where I'm At

- Skills and abilities, I possess:

- Responsibilities and projects I possess:

FOCUS: Where I'm Going

- Responsibilities and projects I would like to offload:

- Responsibilities and projects I am willing to take on:

GROWTH GOALS

List up to three ministry goals

- 1.
- 2.
- 3.

NATIONAL PROJECT GUIDELINES

The Alliance Women National Project (NP) will be selected annually by the National Executive Team (NET) with guidance and final approval by both the Alliance Missions (AM) and Church Ministries (CM) vice presidents.

- A. **Financial Goal** shall be set annually by the NET.

- B. **Promotional Materials.** Digital and printed promotional materials shall be created by the NET in collaboration with the National Office Communications.

- C. **Fiscal Year** shall be July 1 to June 30.
 - 1. Project monies shall be sent to the C&MA National Office in Colorado Springs *no later than June 30.*
 - 2. Any project monies posted after June 30 will automatically be applied to the next year's project goal.
 - 3. All checks should be made out to ***The Christian and Missionary Alliance*** with Alliance Women noted on the memo line.

- D. **Project Funds** shall be distributed as follows:
 - 1. Thirteen percent (13%) of all NP funds received shall be transferred monthly into the Alliance Women National Ministry Fund (NMF) for operating expenses and project promotion.
 - 2. Four percent (4%) of all project funds received shall be transferred to the Great Commission Fund (GCF) at the end of the project year.
 - 3. At the end of the fiscal year the final amount collected, minus the 17% outlined in D.1. and D.2., shall be disbursed as follows:
 - a) 80% to Alliance Missions (AM)
 - b) 20% to Multicultural Ministries for projects as specified.

- E. **Financial Records** relating to the collection and disbursement of NP funds are available for review at any time. Requests for financial reports shall be directed to the Alliance Women national director.

- G. **Reporting:** The entire amount received for the NP including the 13 percent for the NMF and 4 percent for the GCF shall be reported annually by the Alliance Women national director in consultation with Alliance Accounting.

OUTFIT FUND GUIDELINES

The Alliance Women National Executive Team (NET) shall distribute Outfit Fund information to district directors at the annual National Leadership Team (NLT) meeting. Outfit gifts are taxable income funds above and beyond individual salaries for the purchase of furniture, appliances, clothing, and other household set up needs.

Each district shall determine its participation in Outfit Fund giving.

Apprentice status individuals who have chosen to complete their two-year service overseas rather than in a U.S. church are not yet eligible to receive outfit gifts until they have subsequently been approved by the Board of Directors for official IW status. District Executive Teams, however, can choose to give an offering or gift to an apprentice as deemed appropriate.

Districts are encouraged to provide a one-time gift to retiring IWs who have previously been outfit gift recipients.

Outfit Policies – from Alliance Missions (AM) Handbook

Section F. Paragraph A. Subparagraph 5 (page F1)

Cash Grant in Lieu of Freight. In lieu of an IM- paid ocean freight shipment, all workers traveling to regions other than Africa will receive a cash grant in the amount of \$600 per adult and \$250 per child, plus an appliance allowance of \$1,000 per family unit for first-term workers. These funds may be used toward airfreight costs, excess-baggage charges, and/or the purchase of outfit items on the field. (Africa workers should refer to paragraphs c and e in subsection B immediately below).

Section G. Paragraph A. Subparagraph f (page G-2, G-3)

Outfit Funds. Donors may make contributions to help defray the costs of worker outfits by sending their donations to the C&MA designated: “Outfit Fund for (Worker’s Name).” The donor is issued a tax-deductible receipt. Outfit funds are not assessed the customary 15 percent ministry support fee.

All worker outfit funds are considered personal income according to the following:

- 1) Outfit funds sent directly to workers must be declared as personal income. Workers are personally responsible to pay any tax liability incurred due to outfit funds received.
- 2) Outfit funds receipted by the National Office are reported on the worker’s monthly earning statements and W-2 forms. Appropriate taxes are withheld.
- 3) Outfit funds may not exceed \$25,000 in a rolling five-year period, beginning January 1 of the year the worker departs for the field.
- 4) Outfit funds may be used only for their designated purpose.

Section G. Paragraph G (page G-9, G-10)

Outfits. Workers are allowed to raise funds for their outfit needs. District Alliance Women often contribute to this need. This assistance is provided on a voluntary basis and may vary from district to district.

1. **Size.** The size of a worker's outfit should reflect a lifestyle appropriate for worker's assignment in the local culture.
2. **Personal Income.** All worker outfit funds are considered personal income (see "Outfit Funds," in Section G.A.2.f.).
3. **Outfit Lists.** Outfit funds should be used for items noted on this list:
 - Appliances and power tools
 - Multi-media and communication materials
 - Clothing
 - Household furniture
 - Office equipment and supplies
 - Other items the field may specifically recommend
4. **Major Appliances.** Certain outfit items, such as refrigerators and stoves, are to be used for more than one term on the field.
5. **Firearms and Ammunition.** Unless explicit permission is granted by the FLT/team and IM, firearms may not be taken to the field or purchased there. Workers are not permitted to carry a firearm for defense against human beings under any circumstances.