

CONSTITUTION & BY LAWS FOR WOMEN IN THE CHURCH AT CHRIST THE KING PRESBYTERIAN CHURCH

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CONSTITUTION

ARTICLE I: NAME

This organization shall be known as the Women In the Church of the Christ the King Presbyterian Church, North Texas Presbytery, PCA.

ARTICLE II: PURPOSE

The purpose of the Women In the Church is that every woman know Christ personally and be committed to extending His Kingdom in her life, home, church, community, and throughout the world.

ARTICLE III: MEMBERSHIP

The membership of the Women In the Church at Christ the King, PCA shall consist of every woman member of the church, as well as, teens and regular attendees who hold to the fundamentals of the faith as revealed in the Word of God.

ARTICLE IV: OFFICERS

The officers shall be appointed as necessary, their number and function to be determined by the Session in view of the needs and opportunities of the local church. The officers comprise a council which coordinates the Women In the Church ministries. Officers are women who are members in good standing at Christ the King, PCA. If a woman is married, she must have the support of her husband before accepting an officer position.

ARTICLE V: WIC COUNCIL

The WIC Council shall be composed of the appointed officers. Currently the offices include: President, Vice-President, Secretary, Treasurer, and Historian.

ARTICLE VI: GOVERNMENT

The Women In the Church shall be under the authority of the Session of Christ the King, PCA. Session approval of officer nominations, Committee Coordinators, Bible teachers, study materials and matters of similar importance must be secured prior to any public announcement.

ARTICLE VII: MEETINGS

The number and time of meetings shall be determined by the needs of the local church. Currently, the Council is expected to meet quarterly.

ARTICLE VIII: AMENDMENTS

Section I: When a constitution has been adopted, it may be amended at any meeting to which all the women in the church are invited, by a two-thirds vote of those members present and voting, provided notice of the proposed amendment has been publicly communicated to the women two weeks prior to the meeting.

Section II: All such proposed amendments shall be submitted in writing, signed by two members of the WIC Council and approved by the Session of Christ the King.

BYLAWS

ARTICLE I: NOMINATION AND APPOINTING OF OFFICERS

Section I: *Members of WIC may submit nominations to the Session or WIC Council during the announced time.

Section II: The appointing of officers shall be made at the discretion of the Session.

Section III: Any vacancy in office may be filled by appointment of the Council at the discretion of the Session until the end of the unexpired term.

ARTICLE II: DUTIES AND REQUIREMENTS OF ADMINISTRATIVE OFFICERS

Section I: President

Requirements of the President

- A. The president will have completed the Teacher Training Program at CTK and/or have other training or merit as observed and approved by the Session of CTK. Areas of competency should include, but are not limited to:
 1. English Biblical Knowledge
 2. Biblical Theology
 3. Hermeneutics
 4. Westminster Standards: Westminster Confession of Faith, Westminster Larger & Shorter Catechisms
 5. Foundations for Biblical Womanhood – CE&P
- B. Understanding of the Presbyterian Church in America's history and government
- C. Be a member in good standing of Christ the King Presbyterian Church, PCA.
- D. Be approved by the Session of Christ the King Presbyterian Church, PCA.
- E. If married, her spouse must be in agreement with her serving in this capacity.
- F. Able to serve the expected term. The term of office for the president is one year, with a maximum of three consecutive years. Each year the Session of Christ the King, PCA and the WIC Council will review the office of president.

Duties of the President

- A. Plan for and moderate all general meetings of the women and WIC Council meetings.
- B. With the Council shall nominate Coordinators of the various standing WIC Teams for the approval of the Session.
- C. Maintain contact with the WIC Session representative or other staff whose ministries WIC supports so that the WIC activities may be coordinated with the overall plans and activities of the congregation.
- D. Meet bi-annually with the Session of CTK and provide the Session with a Quarterly Status Report regarding WIC at CTK.
- E. The president will address and/or inform the Session of CTK of potential problems and concerns regarding WIC at CTK.
- F. Work with and provide leadership to the Team Coordinators of the Growth group.
- G. Present Quarterly Status Reports to the Council regarding the Growth group.
- H. Present a condensed narrative report of the year to the Session and shall give to the Clerk of the Session a copy of this report.
- I. The president will provide leadership training for the WIC Coordinators. Training can be accomplished through the direct instruction by the President or by other means and resources approved by the Session (i.e.: books, special speakers, retreats, video, etc.).
- J. The president will ensure a list of all speakers, books or other materials related to WIC

functions is submitted to the Session for approval.

- K. Maintain contact with the North Texas PresWIC Council and communicate any information from the PresWIC to the WIC Council and women of CTK.
- L. Keep an up-to-date folder on the activities of the president to be passed on to the new president (ideally there should be a hard copy and an electronic file).

Section II: Vice-President

Requirements of the Vice-President

- A. Be a member in good standing of Christ the King Presbyterian Church, PCA.
- B. Be approved by the Session of Christ the King Presbyterian Church, PCA.
- C. If married, her spouse must be in agreement with her serving in this capacity.
- D. Able to serve the expected term. The term of office for the Vice-President is one year, with a maximum of three consecutive years. Each year the Session of Christ the King, PCA and the WIC Council will review the office of Vice-President.

Duties of the Vice-President

- A. Preside in the absence of the president.
- B. Temporarily fill the office of the president in the event of her resignation, until the Session and Council have installed a new president.
- C. Work with and provide leadership to the Team Coordinators of the Care and Hospitality Groups.
- D. Present Quarterly Status Reports to the Council from the Care and Hospitality Groups.
- E. Address and/or inform the Council of potential problems and concerns regarding WIC at CTK.

Section III: Secretary

Requirements of the Secretary

- A. Be a member in good standing of Christ the King Presbyterian Church, PCA.
- B. Be approved by the Session of Christ the King Presbyterian Church, PCA.
- C. If married, her spouse must be in agreement with her serving in this capacity.
- D. Computers skills are desired.
- E. Able to serve the expected term. The term of office for the Secretary is one year, with a maximum of three consecutive years. Each year the Session of Christ the King, PCA and the WIC Council will review the office of Secretary.

Duties of the Secretary

- A. Keep attendance at all meetings.
- B. Take minutes of all Council meetings. The President and Secretary will sign all copies. Originals will be kept in the “Minute Folder” and a copy of the approved minutes given to the Clerk of the Session.
- C. Report the minutes at each monthly meeting, when called upon.
- D. Send Thank you notes from the WIC Council, when appropriate.
- E. Keep records current and the Minute Folder ready to pass to the new secretary.

Section IV: Treasurer

Requirements of the Treasurer

- A. Be a member in good standing of Christ the King Presbyterian Church, PCA.
- B. Be approved by the Session of Christ the King Presbyterian Church, PCA.
- C. If married, her spouse must be in agreement with her serving in this capacity.
- D. Basic book-keeping skills are desired, as well as, proficiency in Excel or similar

software.

- E. Able to serve the expected term. The term of office for the Treasurer is one year, with a maximum of three consecutive years. Each year the Session of Christ the King, PCA and the WIC Council will review the office of Treasurer.

Duties of the Treasurer

- A. Will attend all WIC Council meetings.
- B. Keep abreast of the quarterly expenditures for each budgeted item and reconcile them with a end of the quarter report for WIC. Keep track of different spending patterns and the balance in each line item during that year. Help decide which account should be used when a special item is purchased.
- C. Coordinate the WIC love offering video and presentation at CTK annually. Collect money for the Love Gift and send to headquarters each year.
- D. Keep copies of all receipts and reimbursements associated with the Council.
- E. Notify the different Team Coordinators if they have a budget. Let them know the amount they have been allocated, give guidelines for spending, and how to receive approval for special or unforeseen purchases.
- F. At the request of the Finance Committee, provide a summary of the expenses incurred during the year and a projection of the funds needed for the upcoming year. The report will consist of budget projections needed for the coming year, as advised by the Team Coordinators, based on expenses incurred during the present year.
- G. Review last year's budget and the spending pattern for the present year. Formulate a budget for the upcoming year, when requested by the Finance Committee. Take into account new items, which may be "one-time" needs (i.e. special decorations, computer programs, etc.) along with comments from the different committee members.
- H. *[Future] Be the liaison between the Deacons and any WIC spending.*
- I. Work with the CTK Office to keep records of all monies and identify the account involved. Be ready to pass all records on to the new treasurer as soon as possible after installation of new officers.
- J. Serve as an advisor to the Finance Committee and provide the Finance Committee of the church with a summary of the expenses incurred during the year and a projection of the funds needed for the upcoming year.

Section IV: Historian

Requirements of the Historian

- A. Be a member in good standing of Christ the King Presbyterian Church, PCA.
- B. Be approved by the Session of Christ the King Presbyterian Church, PCA.
- C. If married, her spouse must be in agreement with her serving in this capacity.
- D. Able to serve the expected term. The term of office for the Historian is one year, with a maximum of three consecutive years. Each year the Session of Christ the King, PCA and the WIC Council will review the office of Historian.

Duties of the Historian

- A. Attend all WIC Council meetings.
- B. Record the history of CTK and submit an annual history to the WIC Council and the Session for approval. The approved history shall be forwarded to the PCA Archives at Covenant Theological Seminary, 12330 Conway Road, St. Louis, MO 63141.
- C. Keep records current in order to pass on to the new Historian, as soon as possible after installation of the new officers.

Section V: Duties of the WIC Council

- A. Meet regularly, currently the Council is expected to meet quarterly. Special meetings may be called by the president as needed.
- B. Conduct long range and detailed planning.
- C. To consider and evaluate the WIC at CTK in order to plan ways for women to participate in the work of the congregation.
- D. To send recommendations to the Session for women's activities.
- E. To appoint committees as needed.
- F. To maintain contact with the PresWIC and encourage participation in presbytery-wide activities for women.

ARTICLE III: GENERAL REQUIREMENTS, EXPECTATIONS, AND ACCOUNTABILITY FOR WIC TEAM COORDINATORS

Section I: Requirements

- A. Be a member in good standing of Christ the King Presbyterian Church, PCA.
- B. Be approved by the Session of Christ the King Presbyterian Church, PCA.
- C. If married, her spouse must be in agreement with her serving in this capacity.
- D. Able to serve the expected term. A Team Coordinator is expected to serve a minimum term of one year, with a maximum of five consecutive years. Each year the Session of Christ the King, PCA and the WIC Council will review the Team Coordinators.
- E. Be willing to participate in annual training and other group meetings.
- F. Those serving with Bible Study and Book Club, due to the teaching nature of these groups, will have completed the Teacher Training Program at CTK or the equivalent as discerned by the Session of CTK.

Section II: Expectations

- A. A Coordinator will maintain rosters, policies, procedures, budget, etc. relating to the team she is responsible to coordinate.
- B. A Coordinator will amend policies procedures as needed. All amendments will be sent to the WIC Council for consideration and approval.
- C. Report quarterly to the Council the program, activities, and plans for her particular area of responsibility.
- D. Enlist women to serve on committees as needed.
- E. A Coordinator will actively mentor/train the other women on her team – particularly her future replacement.
- F. *[Future] Coordinate, as needed, with the church childcare coordinator concerning WIC event childcare matters.*

Section III: Accountability

WIC Team Coordinators are accountable in that capacity to the WIC Council under the direction and authority of the Session of Christ the King, PCA.

ARTICLE IV: AMENDMENTS

Suggested amendments to the bylaws may be submitted at any regular meeting by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at a previous regular meeting in writing and with signatures. The suggested amendment will then be sent to the Session for final approval.

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* In this document, “member(s)” refers to Women In the Church, unless otherwise stated. This includes women who are members of Christ the King, PCA and those women who regularly attend Christ the King, PCA.

CRITERIA FOR THE NOMINATION OF WIC OFFICERS AND TEAM COORDINATORS

1. The Nominee must be a member of Christ the King.
2. The Nominee must be a mature Christian.
3. The Nominee must have the appropriate knowledge and understanding of the PCA and CTK.
4. The Nominee must have a heart for Women's ministry and desire to serve.
5. The Nominee must have been involved in WIC at CTK for at least one year prior to leadership.
6. The Nominee must meet the stated requirements inherent to the position to which they have been nominated.

THE WIC TEAMS ARE DIVIDED INTO THREE GROUPS: CARE, HOSPITALITY, AND GROWTH

CARE:

- Temporary Meals
- Showers
- Nursery
- Cookie

HOSPITALITY:

- Coffee Table
- Fellowship Meals
- Annual Events
- College

GROWTH:

- WIC Events
- Book Club
- Bible Study
- Prayer

