EXCITING POSSIBILITIES
FOR ADVENTIST WOMEN’S MINISTRIES

A PURPOSE FOR EVERY WOMAN

Starter kit for the local church
South Pacific Division of the Seventh-day Adventist Church
Welcome to Adventist Women’s Ministries!

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This is a starter kit for the local church. We have tried to make this kit as user friendly and practical as we possibly could. If you have any questions about any of the material, please feel free to contact our office at the South Pacific Division, or your own Director of Adventist Women’s Ministries at your Conference/Mission.

You will find information on what Adventist Women’s Ministries is all about as well as a job description for the coordinator of the local church.

Then we’ve included a few things that you can do in your church to enhance the ministry for the women in the church as well as to reach out to the women in your community.

We hope and pray that this brochure will be of help to you as you minister to God’s women.
ADVENTIST WOMEN’S MINISTRIES
LOCAL CHURCH COORDINATOR JOB DESCRIPTION

- The leader is appointed by the local church nominating committee
- The Adventist Women’s leader is a member of the church board

GOALS AND OBJECTIVES

- Assist the church in meeting the spiritual, emotional, and intellectual needs of women in their various stages of life and cultural diversity
- Create an environment that encourages productivity, rewards effort and initiative, and provides a spiritual climate in which each woman can experience growth
- Assess the needs of the women in the church through surveys. Act as chairperson for the Adventist Women’s committee to develop programs and activities to meet the needs through surveys
- Work closely with the pastor and the conference Adventist Women’s director. Be an active member of the local church board sharing information on women’s activities, and harmonize these with the church program
- The church board or nominating committee selects the leader in the local church
- Qualifications include a sensitive, caring nature, a clear spiritual understanding of God’s design for women, and a burden for women’s broad needs and concerns

DUTIES AND RESPONSIBILITIES

The major duties and responsibilities of the leader includes the following:

1. **ESTABLISH A COMMITTEE** — The leader will work with the church board to establish a committee. The committee should be composed of women interested in the broad spectrum of women’s needs and concerns. The purpose of the committee is to brainstorm, develop strategies, and assist in planning programs and activities that relate to women’s specific and varied needs.

2. **NEEDS ASSESSMENT** — The leader will work closely with her committee to survey the needs of the women in the local church and community. Survey questionnaires can be used to obtain this information.

3. **PROGRAM DEVELOPMENT** — The leader will work with her committee and the pastor to develop and implement programs or seminars, and network with existing support groups active in the church. She and her committee may decide to sponsor such programs as support groups for abused women, support for elderly members, single parents, health care, hygiene, time management, grief recovery, spiritual care (discipleship), witnessing, personal devotions, self-improvement, and support for women married to non-believers, etc. Other activities may include prayer breakfasts, literacy programs, day care, and programs for the elderly.

4. **CHAIRPERSON OF THE ADVENTIST WOMEN’S COMMITTEE** — It is the responsibility of the local church Adventist Women’s leader to chair the committee. She will encourage ideas and plans that maximize women’s
MENU—Breakfast: bread, cereal, pancakes, fruits, hot drinks jam, butter, milk, juice. Lunch: salad, bread, one main dish, either potatoes or rice and a simple dessert (either fruits or cake). Tea: soup, sandwiches, fruits and a drink.

Don’t forget that the main emphasis is PRAYER not the food!

Concentrate quite a lot of your attention on the decoration. First impressions are very important.

PROGRAM—Warm personal welcome — One of the organizing women does the welcome.

• All sit down. This same woman explains how the Prayer Breakfast is going to work. You can then, if you wish, sing a song if there’s someone who can accompany either on the piano or guitar. Distribute the words to the song to everyone (or use data projector).

• Read a short text or a proverb on that day’s theme. A short prayer thanking God for His gifts. Invite the women to participate in the buffet, while chatting and getting to know each other. (There should always be at least one Adventist lady at a table).

• After about 45 minutes, finish the meal and present the theme. You could eventually sing another song.

THEME — This is not an evangelistic series. What we desire, is to lead everyone towards the Bible through the themes chosen. Where possible, distribute to everyone a paper having the text and a few questions. At each table we’ll reflect on the text and the questions.

At each table, a person is chosen to write down the thoughts expressed on the theme.

According to our past experience, up to now, it is our guests who participate the most, even if they have little or no experience with the Bible.

IMPORTANT — We will talk about our experiences with God

• We don’t teach. We don’t judge. We don’t know everything better than others

• Our guests should feel at ease, desire to come back and see us as women who learn and listen.

CLOSING — After about 35 minutes, the leaders get each table’s comments. One can then make a short resume of the theme discussed or read an appropriate text. Prayer and information on next month’s meeting.
**DON'T FORGET** — Prepare a card to hand out to all the participants with a poem, prayer or text on that day’s theme.

We can ask the addresses of our guests to send them invitations to our next meeting.

We can also have a table displaying our books and put program plans of other church activities. Propose a Bible study group at someone’s home to delve deeper into the subject.

If there are children present, organize a nursery for next time.

Do not hesitate to contact our office for further help.

**ADVERTISING** — An Example

THE SEVENTH DAY ADVENTIST CHURCH OF .................

INVITES ALL WOMEN TO A BREAKFAST

Sunday: February 1 at 9:00 a.m. to 11:00 a.m. at (Church address).

We cordially invite all women who desire to communicate and who ask themselves questions on what’s happening in their lives and questions about God. This week’s theme: Why does God allow all this suffering?

**A BREAKFAST FOR WOMEN** — The Bible group of the Seventh-day Adventist church in _____ invites you to join them in a friendly “Bible Study Breakfast” at (time and address). We will discuss a Bible text in small groups. This week’s topic: ‘God is Love’. This is for all women and all ages. For further information please call (telephone).

**THEME EXAMPLE** — “ACCEPT ONE ANOTHER” “We who are strong ought to bear with the failings of the weak and not to please ourselves. Each of us should please his neighbor for his good, to build him up. For even Christ did not please himself but, as it is written: ‘The insults of those who insult you have fallen on me.’ For everything that was written in the past was written to teach us, so that through endurance and the encouragement of the Scriptures we might have hope.

May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ. Accept one another then, just as Christ accepted you, in order to bring praise to God.” Romans 15:1-7.

**QUESTIONS FOR DISCUSSION**

1. How do you understand this text in Romans?

2. According to you, what is the most important part of the text?

3. How can we put these words into practice?
WHAT IS "SPECIAL SISTERS?"

It's a special program for ladies. Most women who have participated have found it is an encouragement. Friendships are made and strengthened. For the next six months, each woman who is participating will have the name of another woman.

During that time, you are encouraged to pray regularly for the person whose name you have received. Send them a note once a month to let them know that you are thinking of them. Small gifts for special occasions can also be shared. Any gift sent should be inexpensive. This program is not about giving or receiving gifts. It's about giving and receiving encouragement. But for everything you send, never sign your name, just "Your Special Sister."

During the six months, someone else will be doing the same thing for you. You may leave your notes and gifts on the table in the coatroom (or a place decided upon by the group). Check it regularly for yourself. If you would like to participate, fill out the questionnaire on the next page and hand it in by ______ (date). We will be having a kick-off tea on ______ (date) here at the church. More information on the tea will be given when you receive the information on your special sister.

Yes, I’d like to participate in special sisters. I understand that I will receive the name of another woman and for the next six months I am to pray regularly for her, sending her notes each month and occasionally a small gift.
A LIST OF DETAILS YOU NEED TO COMPLETE

- Name ____________________________
- Birthday _________________________
- Anniversary _______________________
- Favourite colour ____________________
- Colour of home _____________________
- Style of Home ______________________
- Favourite food _____________________
- Least favourite food ________________
- Favourite snack ____________________
- Things I collect ____________________
- Hobbies, interests ___________________
- What I like to do in my spare time ___________
- Favourite Scripture/Bible story ________
- Type of books/music I enjoy ___________
- Things I would appreciate your prayers for ___________
- Anything else you would like your special sister to know about you ___________