



YOUR WOMEN'S MINISTRIES

MANUAL

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SURVIVAL GUIDE FOR PROSPERING THE WOMEN'S MINISTRY

IN ALL LEVELS

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1. PREAMBLE

GOD IS A GOD OF GOALS (Vision)

We as women, working together with Him, must know **WHERE** we are going, **WHAT** we plan to do and **How** to do it!

Habakkuk 2:2 tell us: “write the vision (goal), make it plain upon tablets, that he may run that readeth it”

It gives me great **JOY** and it is a privilege to introduce to you this Women’s Ministries Manual, which is your “**TABLET**”. It presents a **VISION TO YOU. READ IT and RUN WITH IT.** It is an effective and efficient guide for your Women’s Ministries, providing instructions for service in the Home, Church and Community.

It will guide you in organizing WM groups, telling how they should function, help you with your studies and give spiritual guidance to members and leadership alike.

DO NOT HIDE IT UNDER A BOWL, LET IT SHINE!
(Matthew 5:15 NIV)

The WM Manual was first written in English in America. In Africa we first published a Manual in 1972, translating it into several languages.

We offer sincere thanks to **ALL** who have so faithfully worked to produce this Manual and **SPECIAL THANKS TO OUR GOD** who guides each of us as we work for Him in His vineyard.

Yours for the Women of Africa

Florine F. Duncan
W.M. Director for Africa EMERITUS.

2. MINISTRY

WHAT IS MINISTRY

By Lois G. Tripp Van Dyke : Former Director of the General Women's Ministries

Scriptures: Matthew 25: 34-40. James 1:27, John 15: 26-27, II Corinthians 3:3, Matthew 28:20, I Corinthians 4:12.

Ministry is the life work of every Christian. It isn't merely something we do or service to the church, but it involves living our faith, moment by moment, regardless of where we are or whom we're with.

Ministry involves four major components: touching, telling, teaching and toiling

TOUCHING....

Touching is the first because it is foundational to all of the others. I am amazed at how often we talk about having a "personal" relationship with Jesus Christ, yet how impersonally we treat others, especially those who do not believe as we do.

1. Unemployed need food: we refer them to social service agencies or Dorcas funds,- a wife confides she is having marital problems, we recommend them to a marriage counsellor- distraught parents weep over disobedient or straying children; we give them a tape or a book.
2. Touching means becoming involved with people in practical ways, giving of yourself and your substance and requires personal sacrifice. Touching takes time and effort. Christ taught that intimacy is an effective ministry's key ingredient.
3. Christ defined pure ministry as being your brother's keeper, as performing common acts, which contribute to the welfare and comfort of others, not only "religious" activities, they are life's necessities: feeding the hungry, giving drink to the thirsty, being hospitable to strangers,

clothing the naked, visiting the sick and imprisoned and taking care of orphans and widows.

4. Emotional sensitivity is also a part of touching.

- Jesus was ultra sensitive to the pain and needs of others e.g. the feeding of a huge crowd. To do so, He multiplied one boy's lunch.
- The woman who had been haemorrhaging for twelve years touched Jesus and He stopped, even though He was in a hurry.

Our personal relationship with Christ must reflect in our personal relationships with one another. We have to expose ourselves to their problems, hurt, pains and joys. We must be willing to be involved.

TELLING.....

Telling or witnessing to others about the Lord. The word witness takes its root from the word *martyr* and refers to one who testifies truly about what he or she has seen, heard or knows to be true. We are to tell what we know from first-hand experience.

It is not our job to convert or save people. Our witness springs from the moving of the Spirit in our lives and the end result belongs to God. We tell and the Spirit performs, we testify and He transforms. We are simply witnesses to the truth.

TEACHING...

Ministry also includes *teaching* about the Lord, in word and deed. In each personal encounter, every Christian communicates something about his or her relationship with the Lord. (II Cor. 3:3) Your life is a teaching tool by which others learn about Jesus.

We teach others to love by being loving; fairness by treating them justly; coping with sorrow by grieving with them. The world expects Christians to be pure, loving, understanding, fair, trustworthy, and expend themselves for others. In short the world expects Christians to be like Jesus.

TOILING...

Toiling is the fourth aspect. The word *toil* refers to the kind of hard labour that results in extreme weariness and sometimes pain. Toiling means sacrificing time and material possessions and becoming emotionally vulnerable to others.

Several times Paul mentions labouring for the Lord:

- I Corinthians 4:12 “We toil, working with our hands.”
- Philippians 4:3, “ He commended the woman who shared his “struggle in the cause of the Gospel.”
- Romans 16:6 He praised a co-worker named Mary, who, He noted, “worked hard for you.”

CONCLUSION

Although the work of “life ministry” isn’t easy, it is always productive. Our labour in the Lord is never wasted and is always noticed and rewarded by Christ.

We are to be steadfast, immovable and always abounding in the work of the Lord. I Corinthians 15:58 we are to overflow with good works, doing more than is expected or required of us and actually seeking ways to serve.

Everything we do in the Spirit counts for eternity!

CHAPTER 1

DISTINCTIVES OF WOMEN'S MINISTRIES

NAME : The official name of this organization shall be the Women's Ministries of The Pentecostal Holiness Church of South Africa and other countries and shall function at the National/General, Conference and Local levels.

POLICY : The Organisational Guidelines of the various Conferences in Africa shall in no way conflict with the Organisational Guidelines of The General Women's Ministries of America or with the Manual of The (International) Pentecostal Holiness Church.

PURPOSE : To mobilize women into ministry through the development, nurture and use of ministry gifts.

MOTTO : RESHAPING LIVES FOR MINISTRY

COLOURS : PURPLE, WHITE AND GOLD

DRESS CODE: The following are guidelines recorded for those Conferences wearing a uniform. Be it resolved; that we as the women's Ministries of the Pentecostal Holiness Church are primarily concerned with the promotion of the **spirituality and welfare** of our homes, churches and communities. It is our earnest desire **to reach and win** souls and to guide them to spiritual maturity.

The Bible exhorts us to **adorn** ourselves as become true Holiness but does not specify a particular type of dress to be worn. Neither does it indicate that the wearing of a certain style gives one more power or authority than other.

ORGANISATIONAL STRUCTURE: See Guidelines of each Conference in Africa.

CHAPTER 2

HISTORY OF WOMEN'S MINISTRIES MINISTERING TOGETHER

Every woman has the desire to minister to her family, her home, her community and her church. All through the Bible we read where the women ministered in some way. Even in the wilderness when the children of Israel built the Tabernacle, the women found a place to minister along with the men of the congregation.

The progress of the Christian Church all over the world, and in Southern Africa in particular, has been due in part to the faithfulness of the women, who because of their love for Christ and their desire to see the work of the church go forward, have given freely of their money, time and possessions.

WOMEN'S MINISTRIES BEGINNINGS IN AMERICA AND IN AFRICA

In the early days of the (International) Pentecostal Holiness Church in America, women had in their hearts such as desire to express their love for Christ in working together that they began to organize local groups known as Ladies Aid, Prayer Bands and Missionary Circles. In time Mrs. Lila Berry- wife of a minister of the North Carolina Conference and mother of eight children, with the cooperation of the conference superintendent, Rev W.E. Morris, organized the women, with Rev T.A. Melton as guest speaker, on May 10, 1944. Thus the Woman's Auxiliary (as it was then known) had its beginning on a conference level. Soon other conferences followed. The General Woman's Auxiliary was officially organized and recognized at the General Conference held in Oklahoma City, Oklahoma on June 14, 1945. With this beginning, the Woman's Auxiliary spread around the world wherever the Pentecostal Holiness Church was active.

GROWTH IN AFRICA

The earliest available records show that the women of the Pentecostal Holiness Church in South Africa, desiring to better serve the Lord, united under the leadership of their missionaries, Mrs. K.E.M. Spooner and Mrs. J.E. Rhodes, as clearly as 1919. These groups were then known as the WOMEN'S PRAYER BANDS, meeting at least once a week for prayer and the study of God's Word. Classes were also instituted in which sewing and reading was taught.

In 1920, the Women's work was divided into Districts, with the election of officers taking place on a full scale in 1932. By 1933 the Districts were united under a Board at the Annual Conference held in Pretoria, and rules were set up for membership. The first recorded project was the installing of a ceiling in Headquarters church in 1938. This year also saw the beginnings of a financial system with a yearly fee being required of each member. Our pioneer missionaries and national workers had laid a firm foundation among the various races on which the future Women's Auxiliary was to be built.

On April 18, 1949, the prayer Bands were officially reorganized as the WOMAN'S AUXILIARY OF THE PENTECOSTAL HOLINESS CHURCH, with Mrs. D.D. Freeman as their Director. A position she held until her retirement in 1967. Auxiliaries were organized in Rhodesia (now Zimbabwe), Zambia, Malawi, Botswana and Mozambique. In 1962 they united under the National/General Conference and a Constitution was adopted.

In 1967, Mrs. L.M. Duncan was appointed as W.A. Director for Africa. Later Area Advisors were nominated and appointed to serve in different regions. By 1985 there were organized W.A. Conventions in all 16 Quinquennial Conferences of Africa, with National Boards serving their conferences- Western Nigeria, Eastern Nigeria, Kenya, Zambia, Malawi, Botswana, Great North, South-western, Transvaal Provincial, Eastern Transvaal, Natal, South-eastern, Cape Provincial, Indian and the South African Conference. Ten of these Conferences, in Southern Africa now joined to form the National/General Conference.

Feast of Ingathering were organized to bring in finances and produce for the Training Centres of their areas, and the TEE Program where there was no Training Centre. Finances were divided and each Conference established its own treasury based on a tithing system. Bible study Lessons were introduced as a means of training our women, and the Girls Auxiliary program was gaining momentum in several Conferences. An abbreviated edition of the W.A. Manual in several languages was also made available. Minister's Wives fellowship had been organized in some areas.

In 1986 the name Woman's Auxiliary was changed by the General Convention in America to "WOMEN MINISTRIES". Africa was glad to accept this change as the new name better described the work in which the women of the Church were engaged; enabling them to more freely exercise their spiritual gifts. The ultimate purpose was to involve ALL the women of the Church, challenging them to identify their highest potential in Christ.

In 1989 Mrs. Duncan accepted appointment as Director of Ministerial Training for Africa and ADVANCE. Mrs. Geraleen Talmage was then appointed WM Director for Africa.

REACHING OUT THROUGH THE WOMEN'S MINISTRIES...

GOALS- The W.M. Department seeks to assist each individual woman and each Ministry Group in:

- Improving relationships with God
- Improving relationships with others
- Teaching how to manage your time
- Teaching how to finance group ministries
- Finding and developing ministry gifts
- Sharing the faith
- Carrying the Gospel to the UNREACHED
- Ministering to the body of Christ
- Building Christian homes

Through working together, each woman can experience spiritual growth and development. Taking part in the work of the Women .Ministries gives great opportunities for hands that are willing to work and those who are anxious to consecrate their talents to the Lord.

The **LOCAL CHURCH** gains much through the work of the Women's Ministries members when they pray and dedicate their ministry in the home, church and community. Pastors everywhere speak out in their praise for the unselfish work of the women. Our **CHURCHES, SCHOOLS,** and **HOMES** all share in the great outreach of the Women's Ministries. The dedicated work of the Women's Ministries is effective wherever this great arm of The Pentecostal Holiness Church is active.

Through the combined efforts of ALL the women of our Church in Africa, God has worked for the betterment of the homes, churches and communities of our great country.

To ALL who have had a part in this great movement, we **THANK YOU** and say, "LET GOD AND THE HOLY SPIRIT MINISTER THROUGH YOU!"

CHAPTER 3

ORGANIZATIONAL STRUCTURE

Africa where we work as a denomination, has governments with different regulations regarding organizations and their structures. We have therefore adapted the Women's Ministries Constitutions to suit the necessary framework for the various W.M. Conventions. Conferences where we have organized work as of 1996 are listed below.

Where Church Constitutions have been printed, the Women's Ministries Constitution is included in them. Otherwise the Constitution has been printed as a separate publication. These are the Conferences operating in Southern Africa:

1. Central conference
2. eastern cape conference
3. Fire conference
4. Great North conference
5. Lineco conference
6. Mpumalanga conference
7. Mozambique conference
8. Northern Cape conference
9. Northern KZN conference
10. Southern KZN conference
11. South Western conference
12. Western Cape conference

CHAPTER 4

OPERATIONAL GUIDELINES

It is vital that women participating in the Women's Ministries be fully aware of the purpose and operation of this organization. It is that the women of the church unite for the purpose of serving Christ through ministering in the home, church and community.

All of the ministries of the Women's Ministries may be included under five main headings:

1. Spiritual Growth,
2. Evangelism Ministries,
3. Missions Ministries,
4. Service Ministries and
5. Hospitality Ministries.

The following are the suggestions for carrying out each of these ministries on the following organizational levels:

1. Local level
2. Conference level and
3. National or General level

1. SPIRITUAL GROWTH

The goal of Spiritual Growth includes:

- a. Total personal commitment to God
- b. Bible study and prayer, both individual and in daily family devotions
- c. Reading of Christian literature, through spiritual retreats, worship, service and fellowship
- d. Developing spiritual gifts through nurturing and ministering.

GUIDELINES ON ENHANCING SPIRITUAL GROWTH ON LOCAL LEVEL.

The effectiveness of Women's Ministries in your church will depend to a great extent on the efficiency of the Women's Ministries Council in carrying out their various responsibilities. The following guidelines will be of tremendous value in helping women to realize their goals.

The Women's Ministries Council should study these guidelines carefully and assume full responsibility to plan and arrange times of instruction, discussion and participation. Many goals may be realized as women become aware of opportunities or concerns and plan together ways of reaching these goals. The WM Council is to promote the following:

- a. Encourage women to create a consistent Christian environment in their homes, teaching by example and instruction the precepts of God's Word.
- b. Urge women to plan times of family devotion and Bible study.
- c. Encourage women to plan and provide wholesome family entertainment and times of fellowship.
- d. Encourage women to exchange scripture literature and tapes which have been of special benefit to them.
- e. Encourage women to exemplify loyalty to Christ, to the church, to the pastor and to the fellow believers in all their associations.
- f. Lead women to fully cooperate with the Pastor and his spouse, backing them with prayers, words of encouragement and faithful attendance at meetings.
- g. Cooperate fully with other church departments in group studies and training programs.
- h. Provide discipleship training for women on a regular basis.
- i. Encourage women to participate in district and conference events.
- j. Plan and promote periodic women's fellowship meetings for all women of the church to provide unity and spiritual support. This may be a time to share outstanding ministries or current concerns.

- k. Encourage ministry groups to become knowledgeable of current trends and concerns in their areas of ministry through contact with local agencies.
- l. Help women develop an attitude of love and compassion for others, regardless of differences of opinion, education, race, or social standing.

GUIDELINES ON ENHANCING SPIRITUAL GROWTH ON CONFERENCE LEVEL

- a. Promote prayer and intercession in the conference.
- b. Promote the recommended study courses for local groups.
- c. Arrange training seminars and spiritual retreats for local WM groups.
- d. Aid the local Director in obtaining materials on spiritual growth.

GUIDELINES ON ENHANCING SPIRITUAL GROWTH ON NATIONAL/GENERAL LEVEL

- a. Prepare and periodically update a resource list of helps for improving spiritual growth ministries.
- b. Recommend an annual study course or book.

2. EVANGELISM MINISTRIES

The goal of evangelism is to share the Gospel with those who do not know Jesus Christ as a personal Saviour by:

- a. Providing opportunities for outreach to people who need Jesus through personal and group ministries of Christian women.
- b. Leading people to relationships with the church for spiritual growth and fellowship.

GUIDELINES ON PROMOTING EVANGELISM ON LOCAL LEVEL

- a. Encourage women to become involved in the ministry of Intercession prayer for those homes with unsaved members.
- b. Urge women to share with a prayer partner.

- c. Recommend books for reading that will prepare women for soulwinning.
- d. Provide training for witnessing.
- e. Involve women in preparation for revivals
- f. Provide training for altar work.
- g. Keep women informed concerning current opportunities for evangelistic outreach.
- h. Involve women in community outreach ministries.
- i. Inform women concerning opportunities for outreach to girls through leadership in Girls Ministries.

GUIDELINES ON PROMOTING EVANGELISM ON CONFERENCE LEVEL

- a. Cooperate with all effort of evangelism and new field work within the conference.
- b. Promote the WIN (World Intercession Network) prayer program through conventions and rallies.
- c. Arrange for special training sessions for local leadership on the WM woman as a witness.

GUIDELINES ON PROMOTING EVANGELISM ON NATIONAL/GENERAL LEVEL

- a. Promote the WIN (World Intercession Network) prayer program in conventions, seminars and special mail-outs.

3. MISSION MINISTRIES

The goal for missions is to share the Gospel with those who do not know Jesus Christ as Personal Saviour, to provide missions education, and to encourage the involvement of every woman in the world wide mission of The Pentecostal Holiness Church. To accomplish this, it is necessary to:

- a. Acquaint women with each field where the PHC has work and needs of the particular fields.
- b. Involve women and families in Intercession prayer for missionaries
- c. Enable women to reach their potential through instruction and involvement

- d. Enlist women in the WIN (World Intercession Network) programme.

GUIDELINES ON PROMOTING MISSIONS IN LOCAL LEVEL

- a. Encourage women to involve their families in learning about mission fields and missionaries.
- b. Urge women to involve family members in prayer for missions and missionaries.
- c. Encourage women to participate in the Mission Program and make a personal commitment.
- d. Acquaint all ministry groups with the missions programs and activities sponsored by the National/General/ General WM board.

4. SERVICE MINISTRIES

The goal of the service ministries is simply to serve those with needs. To achieve this, it is necessary to:

- a. Help each woman become aware of needs in her family, her church and her community, including groups/ individuals with special needs
- b. Help equip women to meet these needs
- c. Involve women in meeting these needs.
- d. Encourage all WM groups to give strong support to: our church Bible School through prayer, enlistment of students and giving.

5. HOSPITALITY MINISTRIES

The goal of hospitality ministries is to make others feel at ease, to feel wanted and appreciated by:

- a. Promoting hospitality in the home, church and community
- b. Using hospitality to reach out and help people to know Jesus Christ as Saviour
- c. Teaching and modelling hospitality in inter-church activities, conferences, rallies, retreats and other church related events.
- d. Teaching women to practice hospitality in their homes.

6. SPECIAL DAYS TO BE OBSERVED ANNUALLY

- a. The **FEAST OF INGATHERING** will be held annually in each local church and subsequently by Conferences for our church Bible Schools.
- b. **WILHEIMINAH GROOTBOOM** or a **Women' Day** be observed annually in each local church. After a program is presented by the Women of the church; an offering be taken to assist the **National/General treasury**.
- c. **PASTOR'S APPRECIATION** day is a special day to honour Pastors and their families to be sponsored by each local Women Ministry group annually.
- d. **GIRLS MINISTRY DAY** - A day to be scheduled annually by each Conference to promote the program of the Girls Ministry.
- e. **PRAYER DAY** - A special day for prayer and fasting to be held annually on the 3rd, Saturday of April.

7. INCENTIVES AND AWARDS

The WM officials on each level (National/General/ General Conference, District and Local may devise and implement incentives and awards plans. The Standard of Achievement has been retained to guide new leaders in the goals of the Women's Ministries program.

8. PUBLICATIONS

- a. It is urged that every woman in leadership study the **ORGANIZATIONAL GUIDELINES** for their area and make use of the materials in the Manual.
- b. All WM members in Southern Africa are encouraged to make use of The Word Study Materials that have been made available by the Word Study National Director.

CHAPTER 4

ACTIVITIES TO BE PERFORMED AT ALL ORGANISATIONAL LEVELS

The main aim of this chapter is to give ideas on how each phase of the Women's Ministry program can be implemented. These phases or levels are as follows:

1. Local level which is basic and foundation phase.
2. District level that does not appear in the constitution but very helpful in some places for fellowship hence optional.
3. Conference level that consist of local levels or districts when they come together.
4. National or General level that is formed by all the conferences of South Africa and the neighbouring countries like Mozambique and Swaziland.

This Conference meets for fellowship, inspiration and for promotion of the established program of the Women's Ministries.

ACTIVITIES TO BE PERFORMED AT THE LOCAL, DISTRICT AND CONFERENCE LEVELS.

A. OBJECTIVES

1. Devise plans and endeavour to organize Women's Ministries in every church in the Conference, making WM materials available to newly organized groups.
2. Help existing women's groups in expanding their ministries through multiple ministry groups.

B. SPECIAL EMPHASES

1. Promote all special days and projects; emphasize quinquennial themes in their conferences.
2. Use the Standard of Achievement Program for incentive or devise their own award and incentive program.
3. Promote the use of WM and GM materials as they are made available

C. SPIRITUAL GROWTH

1. Promote prayer and intercession in the conference
2. Promote the recommended study courses for local groups
3. Arrange training seminars and spiritual retreats for local WM groups
4. Aid the local Directors in obtaining materials on spiritual growth

D. EVANGELISM MINISTRIES

1. Cooperate with all efforts of evangelism and new field work within the Conference.
2. Promote a program of Intercession prayer through conventions and rallies
(Ask for information on the WIN (World Intercession Network) prayer program)
3. Arrange for special training for local leadership on the WM woman as a witness.

E. MISSIONS MINISTRIES

1. Cooperate with and promote missions ministries as promoted in the conference.
2. Give information on the world-wide outreach of the Pentecostal Holiness Church. Advise women of their personal responsibility to help with the harvest.

F. SERVICE MINISTRIES

1. Acquaint local groups with the Bible Schools which their conference supports with Feast of Ingathering offerings, prayer and by sending students.
2. Promote the Feast of Ingathering offering annually
3. Through workshops and training sessions, keep current concerns and opportunities for neWomen's Ministryinistries before local women.

G.HOSPITALITY MINISTRIES

1. Provide hospitality for officials who minister and preside at conventions or retreats.
2. Assure hospitality for special speakers or out of conference guests who visit the conference.

ACTIVITIES TO BE PERFORMED AT NATIONAL/GENERAL LEVEL.

A. SPECIAL EMPHASES AND EVENTS

1. The National/General WM board will cooperate with the general WM board and the general Church by promoting the quinquennial and annual themes adopted by the general conference.
2. The National/General WM board will make appointments for the following:
 - a. Women Ministries Director
 - b. Girls Ministries Director

3. The National/General Women Ministries Executive Board is comprised of a Director, Vice Director, Secretary, the Administrator and all Conference Women Ministries Directors and Vice Directors. They meet when called by the Director and conduct all matters of business between sessions of the National/General Women Ministries Convention
4. The National/General Women's Ministries General Board, consisting of the National/General Executive Board and a representative from each Conference and it meets when called by the National/General Director.

B. PUBLICATIONS

1. The National/General Women Ministries board is responsible to see that Women Ministries' materials are available for the conference and local leaders.
2. Report forms will be supplied to the Conferences for their reports to the Gen. Women Ministries Convention.
3. Committee reports from the National/General Women Ministries Convention will be made available by the secretary

C. TRAINING

Development of training material on various ministries and current concerns will be made available by the Women Ministries Board.

D. SPIRITUAL GROWTH

The National/General Women Ministries Department will be responsible to:

1. Prepare and periodically update a resource list of helps for improving spiritual growth ministries.
2. Recommend study course material that will inspire and lead to spiritual growth
3. Provide programs or workshops in the conventions designed to encourage spiritual growth.

E. EVANGELISM MINISTRIES

The National/General Women Ministries Department will:

1. Promote the WIN (World Intercession Network) prayer program in conventions, seminar, etc.
2. Provide training in Evangelism in the conventions.

F. MISSION MINISTRIES

The National/General Women Ministries Department will make known the urgency of the program of Missions in view of the Lord's return. Emphasizing the need for strong prayer support as well as giving, in order that missionaries may be sent

G. SERVICE MINISTRIES

1. Educational Emphases

The National/General Women Ministries Department will:

- a. Promote our church sponsored schools in each area, urging women to help in recruitment of student for our schools.
- b. Continue to promote special prayer support for the faculties and students in our church schools.
- c. Continue to promote the Feast of Ingathering as a National/General Project.

2. Special Current Emphases

Advise of current social problem and devise ways that local groups may extend their ministries to solving these problems

H. WOMEN' MINISTERIES AND EVENTS

The National/General Women Ministries Department will:

1. Promote GM in conventions and retreats
2. Cooperate with the general Ministers' Wives Fellowship in promoting the Ministers' Wives Fellowship on Conference level.

I. WOMEN'S MINISTERIES AND SPECIAL INTEREST GROUPS

The National/General Women Ministries Department will:

1. Continue to emphasize the opportunities for expansion under the Women's Ministries programme.

CHAPTER 6

GIRLS MINISTRIES

I.GIRLS MINISTRY

“GM ” Girls Ministries. The ministry of the Women Ministry to the girls in the church is organized as follows:

LOCAL:

1. The Girls Ministries coordinator and sponsors for each group are to be members of the Pentecostal Holiness Church and will be appointed by the WM Executive Council (local) along with the Pastor.
2. The Girls Ministries coordinator and sponsor are required to complete the study of the Girls Ministries Leadership Training Manual and assessed for proper certification.
3. All Girls Ministries leadership are encouraged to purchase and study the WM Leadership Manual

CONFERENCE:

1. The conference Women Ministries board will set a goal to organize a GM in every church in the conference.
2. The conference Women Ministries board will appoint conference GM director/ officers. The conference Girls Ministries director may serve as an advisory board member on the conference Women Ministries board.
3. All conference Girls Ministry and Women Ministries leaders will be expected to complete the study of the Girls Ministries Leadership Training Manual, and complete the open- book exam.

NATIONAL/GENERAL

1. The National/General board will cooperate with the General. Girls Ministry director in promoting Girls Ministries.
2. In all Women Ministries Conventions and Retreats the Gen. Board will promote the Girls Ministries program.

Ed. Note:

(Materials on these programs will be available for sale as soon as possible. Training is a “must” for those who wish to serve as sponsors for any of these groups.

Please continue to furnish spiritual guidance for the girls in your church and Conference.

Girls are special to the Pentecostal Holiness Church. Because their lives are pressure-packed and their needs for life fulfilling directions so great, an organisation has been provided for them called Girls Ministries.

1. **PRAYER MINISTRY.** The church that becomes convinced of the need for ministering to girls will begin with prayer. This organisation must be conceived in prayer. To bear healthy spiritual fruit as it grows, there must be a continual prayer ministry, particularly by the Women’s Ministries. A church that lacks leaders can pray for the Lord to send forth laborers into the harvest field of girls. The prayer ministry should include earnest prayer that every unsaved girl will be to Christ and to others through the ministry and influence of the GM program.
2. **A PURPOSEFUL PROGRAM.** The Girls Ministries’ program provides a double faceted program. First, there are the curricula which provide girls opportunities for worship fellowship, study, training and service for Christ- His cause and the church. It is a weekly program provided in the Sponsor’s handbook for each group. The curricular will consist of fifteen years of weekly programs beginning with the three and four year olds, and extends through the twelve grade or matriculation. An Achievement program is provided based on three areas of the girls’ lives. Spiritual Life, Personal Development and Service.

CHAPTER 7

MINISTERS WIVES FELLOSHIP (MWF)

CONFERENCE

1. The Conference Women Ministries Board shall appoint a conference MWF director\ officers. The conference MWF director may serve as an advisory board member on the conference WM board.
2. The conference Women Ministries board is encouraged to promote the MWF and, together with the MWF director, make plans to involve all ministers 'wives in the conference.
3. The conference Women Ministries Director may serve as an advisory board member on the conference MWF board and attend MWF functions.

NATIONAL/GENERAL

The Gen. Board will promote MWF in conventions and retreats.

MEMBERSHIP : Membership shall be automatic, including wives of all ordained and licensed ministries and wives of Mission Worker who pastor a church.

AREAS OF INTEREST : Personal life development
Improvement of skills
Interpersonal Relationships
Service opportunities and Responsibilities

PROGRAMME IDEA

Guest Speakers
Panel and Group Discussions
Qualifications of a Minister's wife
Entertaining an Evangelist
The Minister's Wife and Leisure Time
How to Visit and Care for the Sick
The Minister's wife and the Church Family
Demonstrations and Workshops

CHAPTER 8

FINANCE AND REPORTING

1. FINANCE

LOCAL

The Women's Ministries Board is responsible to:

- a. Devise its own methods of involving all of the ministry groups in **fund raising** for special projects.
- b. Forward the **tithe to the Conference Treasury** as designated in Organizational Guidelines
- c. Receive an offering on **Women's Ministry Day** and send it through the **Conference Treasury** to the **National/General Treasury**.
- d. Collect and pay any **dues** set by the Conference Women's Ministries Convention.

CONFERENCE:

- a. Set **dues** to be paid by local Women's Ministries groups.
- b. Promote **Feast of Ingathering** among all Women's Ministries Groups and set date for Ingathering.
- c. Collect **tithes, dues, Women's Ministries Day offerings, feast of Ingathering offerings** and send to National/General Treasurer as directed in Organisational Guidelines

2. REPORTING

LOCAL

- a. Each local Women's Ministries shall keep **proper records** of their attendance, meetings and finance.
- b. Reports shall be made annually on **report forms** supplied by the conference secretary,

CONFERENCE

- a. **Report forms** shall be furnished to each local Women Ministry group annually.
- b. A copy of the report form may be obtained from the Gen. Secretary from which further copies may be made as needed for the local Women Ministry group.
- c. Reports of all groups are to be combined **and statistics** filled in on the form furnished by the Gen. Secretary.

NATIONAL/GENERAL

1. **Report Forms** to be provided to each conference secretary annually.
2. Reports from Conferences to be furnished to the Women Ministry Director for Africa.

3. FUND RAISING IDEAS

Women Ministries Leaders in many of our conferences have asked for suggestions on how to raise funds to give in the Feast of Ingathering or to use for other projects. These ideas have been submitted by Marlon Thomas and Gailya List.

- a. Women Ministry members bake cakes or cook curry and rice and offer them for sale to neighbours and friends.
- b. Make a list on Church letter-head asking friends and relatives to support our Bible Schools
- c. From existing funds purchase and give to each member a can of cool drink. After enjoying the drink, ask they then wash the can nicely... let it dry and then use it to collect small change (or big change) and on a set date have everyone to bring their FULL TINS to the WM meetings. Record each person's totals and offer a prize for the one who has the largest amount.
- d. Enlist the ladies who do handwork (crocheting, knitting, basket-weaving etc.) to make items that can be brought on TALENT DAY. These are then sold to raise funds projects.
- e. Buy fruit and vegetables at the Market and sell them at a MINI-MARKET. This will assist those in the community who do not have access to the larger markets and brings in revenue for the Feast of Ingathering. etc.
- f. Let the ladies take turns to bring tea and cake and sell them after the WM meeting or Ladies prayer meeting.
- g. Ask for donations of old (good, clean) clothing and have a jumble sale.
- h. In rural areas, rent a plot and grow beans, maize or vegetables, sell the produce in the community.
- i. Sale of meals to the whole church even to have a cultural evening with foods from different tribes or nations.
- j. A WM members may announce that she is planning a dinner, and invite friends to pay for the meal. All funds to be donated to a WM project.
- k. Members may baby-sit for mothers needing to shop or even to go to their job. Then donate the money to the WM.
- l. Buy a maize/ mealie grinding machine from WM funds. Invite the community to make use of the services. The fee charged to be returned to the WM. All funds to be used for projects of the WM.
- m. Cater for wedding receptions. Fees received over and above expenses to be used for WM projects.

CHAPTER 9

LEADERSHIP TRAINING

A. ORGANIZING A NEW WOMEN'S MINISTRIES

1. Preliminary work:

Where a WM has not existed and you desire to organize one:

- a. **Pray.** Any endeavour needs to begin with Prayer. "Apart from me you can do nothing." John 15:5
- b. **Discuss with the Pastor** the desire to have a Women Ministry in the church.
- c. Call the Conference Women Ministry Director\ Leader and ask for a date she could come to assist with the organization of the group.
- d. Have the Pastor to announce to the congregation the date of the organizational meeting.
- e. If the ladies would like to have refreshments after the meeting, a person needs to be chosen to arrange for this.

2. On the date of the Meeting:

- a. Women of the church gather at the venue. It is good to have a devotional period with singing, prayer and an inspirational message.
- b. The conference Director/ Leader will preside over the Business part and she will determine how much of the Organizational Guidelines needs to be read or explained to the individual group.
- c. A board will be elected to plan and direct the Women Ministry group.

- d. (Guidelines for the election of officers, qualifications, and term of office is all found in the Women Ministry Organisational Guidelines available in each Conference.
- e. The manual and Organisational Guidelines should be studied by the group as a whole... after the organisation, two or more meeting could be devoted to this. Everyone needs to be made aware of the concepts of Women's Ministries, their goals and operational procedures.
- f. The organizing of Ministry and Interest groups need not to be done at the organizational meeting, but can be done later when all understand the program better.

B. AGENDA FOR A REGULAR MEETING:

- a. Devotional period. In addition to singing, and prayer, there should be included a Bible Study or an inspirational message.
- b. Check roll in order to keep good statistics. Ascertain if any members are ill, make note of address or telephone number to visit or contact any absentees.
- c. Reports from group leaders
- d. Receiving of funds
- e. Discussion of any special activities, conference meetings that may be planned, or any other business which the board deems necessary.
- f. Alternate weeks: in the place of the Bible Study, have a PROGRAM- (Have a program committee to plan programs that will inspire, motivate and inform your members.) Skits, readings, invited speaker, all may be considered.
- g. Especially at various holidays, it is good to arrange a program in keeping with the season.

C. PARLIAMENTARY PROCEDURE

(HANDY HELPS ON HOW TO CONDUCT BUSINESS IN A BOARD MEETING OR IN A CONVENTION.)

1. HOW TO OBTAIN THE FLOOR

Before a member can make a motion or address the Convention she must OBTAIN THE FLOOR, that is she must rise and address the presiding officer by her title (Madam, Chairlady) The Chairperson recognizes him by calling his name or indicating that he may speak. (Yes, Mrs. – you have the floor, or yes, Mrs. You may speak

Where two or more arise at the same time the chairperson must decide who is entitled to the floor. Sometimes the two people are asked to sit and stand again in order that it can be decided as to who is to speak first.

If a member is speaking and someone stands and remains standing in order to be recognized she should not be given the floor. She should have the courtesy to remain seated as long as someone else has the floor and only when she has finished speaking and is seated, should anyone else stand to be recognized. There are also rules that state that a person cannot speak twice on a matter before the convention IF there is someone else wishing to speak.

If a motion is being debated, and you wish to speak, the chairperson may ask if you are for the motion, or against the motion and will alternate speakers from both sides when possible.

2. STATE THE REASON FOR STANDING

When one has been recognized, he can say “Thank you Mr. Chairperson, I rise to make a motion, or I rise to speak on behalf of the motion, or I rise to speak against this motion, or whatever the reason for his having addressed the Chair, She should state the purpose and then continue with what is to be said.

3. A MOTION HAS BEEN MADE

In order for a motion to be discussed on the floor, the chairperson must first ask if the motion is seconded. Another member must indicate that he is seconding the motion. Then the Chair will ask if there is any question on the motion.

4. TIME MUST BE GIVEN FOR DEBATE

After the second has been given, some time will be allowed and then if there is no question, or debate, the chair will ask for the vote to see if the convention members wish to pass the motion.

5. THE MOTION CAN BE AMENDED

While a motion is on the floor, if it is felt that an addition must be made to it, or something should be omitted from it; any member may stand, address the chair, be recognized and then state that he wishes to AMEND the motion. He will then be asked to state the amendment added or something omitted ... then becomes part of the original motion that is to be voted on.

If the person does not agree, then after any discussion on the amendment that the body may wish to make... the chairperson offers the amendment for the vote. It must be voted on first and the majority vote determines if the amendment is dropped or added to the original motion. Then if no other amendments are offered, the chair calls for the vote on the original motion and the majority vote decide whether the motion is passed or lost.

6. VOTING

Before a vote is taken on a motion, the chairperson should state the motion or have the secretary to read the motion so that it is clear to the members what they are voting for. The majority vote determines if it is passed; passed as amended or lost.

PREVIOUS QUESTION

Free debate must be allowed. There are times however when a matter has been discussed thoroughly, yet there is someone or even a group who try to insist on their own ideas and will carry the questions and discussion beyond what the majority of the members feels is necessary.

In order to stop debate a member should stand and be recognized by the chair. He then says “ I call for the previous question.”

This cannot be debated and the Chair according to parliamentary procedure must then ask for a second.

If a second is received, he then asks if he must call for a vote on the motion on the floor.

IF THIS IS CARRIED BY A TWO-THIRD MAJORITY VOTE, ALL DEBATE IS CLOSED.

If however the matter being considered comes from a committee, the one who brought it is allowed to close the debate. Immediately afterwards the chair calls for the question.

First to see if the body wants the matter to be referred to the Committee to perhaps reword the material... if this passes, it goes back to the Committee.

If the motion to return it to the Committee does not pass, the vote is taken on any amendments and then the voice is taken on the main question with any amendments.

LAY ON THE TABLE

If for some reason a matter needs to be suppressed for a later date... a motion may be made to lay the item of business on the table... this needs a two-thirds majority and cannot be brought back during the same session.

D. COMMITTEE REPORTS

The Chairperson of the committee or a member they designate reads the report before the Convention, after being recognized by the chairperson and addressing the convention member (We your Committee on _____, wish to recommend the following:

When the reading of the report is completed, the person who has read the report, then must state, "Chairlady, I move the adoption of this report." The Chairperson then asks for a SECOND... IF **SECONDED**... then the body is asked if there ARE any questions on the report. The person who read the report remains standing until all questions have been dealt with and the vote is taken. **THEN THE REPORT IS HANDED TO THE SECRETARY OF THE CONVENTION TO FORM PART OF THE MINUTES.**

E. FINANCIAL STATEMENTS

These are dealt with the same **as a Committee Report**, with the treasurer asking for the adoption of the report when he has completed reading it. The Chairperson asks for question, comments etc. And only when the vote has been taken to ascertain whether the statement has been passed or not... the treasurer may be seated.

F. MEMOIRS COMMITTEE

Names of those WM members who have died since the last convention, should be turned into the secretary or to the Chairperson of the Memoirs Committee. The Committee list the names and the church where they were members and prepare a statement to read. An appropriate Scripture is usually given and if the committee have information on the individuals, they can write a brief sketch about each one. If the list is long just the name and the church may be given.

It can be stated that a copy of the report be given to the family of each deceased member.

At the end of the report the committee names a member of the Convention to pray for the families of the deceased.

(THIS REPORT CANNOT BE DEBATED, AN IS NOT VOTED ON, HOWEVER IF SOME NAME HAS BEEN OMITTED, THIS MAY BE BROUGHT TO THE ATTENTION OF THE CONVENTION.)

When the report has been read, the committee members may remain standing, **HOWEVER** the Chairperson calls for the Convention members to stand and comply with the report which usually calls for a moment of silent prayer and then the person named in the report leads in the prayer.

SURVIVAL GUIDE FOR PROSPERING THE WOMEN'S MINISTRY IN ALL LEVELS.

The following topics are for ensuring that the women's ministry services are conducted properly, they encourage women and empower women within the church and even in the community and places of work.

The main aim is for the Pentecostal Holiness church to produce women of HIGH CALIBRE who render quality service just like in John 17: 4 where Jesus prays to God and Says " I glorified you to the last detail."

Our women should follow Paul's pattern in 2 Timothy 2:15 where he exhorts and says " study to show yourself approved, a workman who is not ashamed

The women of the Pentecostal Church should not be a SHAME wherever and whenever they have to do anything whether at home, in church, in the community or even in the work world.

CHAPTER 10

THE GUEST SPEAKER HAS BEEN INVITED. NOW WHAT?

1. INTRODUCING A SPEAKER

WHY MAKE INTRODUCTIONS?

- a. To create interest.
- b. To establish credibility
- c. To identify: WHO the speaker is, WHERE she's from, WHAT she does and HOW she's qualified to communicate information.

2. HOW TO MAKE INTRODUCTIONS

- a. Mention your speaker's background including travels, experience/ accomplishments.
- b. Identify her credentials. What preparation has she made to help her as a speaker? (Her education may be a part of this information; however, it may not be necessary.)
- c. Suggest the reason you feel the speaker will be of interest to your audience.
- d. Give the length of time she has been with any particular organisation.
- e. Mention tidbits about her family to establish a good rapport with the audience.

3. EXAMPLE OF AN INTRODUCTION

- Our speaker comes to us from (city, state or organisation) where she is (identify her position). For the past (number of years) our speaker has (travelled throughout the country, speaking to local Women's Ministries groups and at retreats and conventions). She comes to us highly recommended.
- Along with her regular duties, our speaker is a gifted writer and has appeared on television talk shows. I feel sure many of you have read her first book (name the book).
- We have looked forward to this service with great anticipation. I know you will be blessed as our speaker, (full name), comes to minister to us. (state her name again, begin applause and be seated when your speaker comes to the podium.)
- Adapt the suggested met your speaker, ask for some information in writing – a personal data sheet or a publicity release. Or, get acquainted by telephone.
- Listen to other people introduce speakers and pattern your introductions after those which interest you and bring you in close contact with the speaker.
- By properly introducing your speaker, you actually “give” her to the audience and bridge a communication gap. Try it!
- **Editor's note: Remember that the above is just examples; you must find out information concerning the person that you invite and write just about YOUR SPEAKER.**

CHAPTER 11

CREATING GOOD PUBLIC RELATIONS WITH PASTOR

It is encouraged that all women in all levels take cognisance of the following advices:

- Notify the pastor of Women Ministries board meetings
- Send copies of minutes to the pastor
- Occasionally spotlight the pastor in a Women's Ministries meeting or special event.
- Teach proper respect for the office of the pastor. He is God's servant and your leader.
- Avoid gossip about the pastoral family
- Send holiday greetings from the Women's Ministries group to the pastor as well as to other staff members
- Keep the pastor informed of all Women Ministries functions.
- Recognize the pastor when he attends any Women's Ministries function.
- Send birthday cards from the Women's Ministries groups to your pastor and other staff members.
- Encourage daily prayer for the pastoral family and ministerial staff within your church.
- Build your personal image as well as that of your office by your efficiency and conduct.
- Remember the pastor's wife blesses the pastor.

CHAPTER 12

TIME MANAGEMENT : BEA GOOD STEWARD OF TIME

Everyday should be treated as the most important day of the year, for within it are opportunities which shall never reappear.

“Be careful how you live—not unwise but as wise, making the most of every opportunity “**Ephesians 5:15**, 16 NIV. Learning this is important to becoming a good steward of our time.

1. TIME IS NATURE

Time is one of God’s unique gifts to man. Some characteristics to consider are:

- Time cannot be saved or hoarded. When a moment is past, it is gone forever.
- Time is passing. You are not killing time, it is killing you. It is ever marching forward.
- Time can be wasted. Opportunities can be lost forever. Every day should be measured so as not to allow one moment to be wasted or lost.

2. TIME ORGANIZED

Keeping track of your time by using a time log book may prove beneficial to you. The time log can be simple but valuable.

- a. Set Time Categories. Decide upon broad, general categories of time-consuming activities. Now decide what percentage of your day you wish to devote to each of these activities.
- b. Set Priorities. Divide your activities into three categories: (a) things you must do, (b) things you should do, and (c) things you would like to do. After you have gone through the day’s activities to prioritize them, be sure your time is balanced as previously discussed.

- c. Set goals for each day. Before concluding your day, list the goals you wish to accomplish the next day. Then arrange them in order of priority.
- d. Evaluate your use of time. In which areas are you most effective? Where are you least effective? Draw up a strategy for improving your stewardship of time.
- e. A good steward of time will keep these “time tips” in mind:
 - Ask God to help you use your time wisely.
 - Learn the art of concentration (do one thing at a time)
 - Develop a first-thing-first attitude towards your time.
 - Plan your time far enough ahead to accomplish all your goals.

3. TIME WASTED

Consider certain cautions that would rob us of the time we are to protect:

- a. Avoid procrastination (putting off doing things). Don't let satan convince you there is plenty of time when there is not.
- b. Avoid interruptions and disturbances that will prevent your concentration. Give your full attention to what you are doing.
- c. Don't allow lack of equipment or want of an appropriate place to hinder your progress. Make proper provisions.
- d. Guard against wasting time. Some obvious time wasters include disorganization, too much socializing, television, junk mail and outside reading, meetings, fatigue and errands.

4. MANAGEMENT OF TIME

a. AGENDA

Whenever you bring people together, write down an agenda even if it's for a meeting of 10 or 15 minutes. By doing so, you are announcing why you have come together, what you hope to accomplish and how you intend to go about it. You will save time and frustration.

b. AS SOON AS POSSIBLE

Avoid using the phrase "as soon as possible". It is absolutely meaningless. Nothing is gained or learned by it.

It is far better to set a time and be wrong, and thus learn, than to set no time at all. We tend to think we are avoiding the possibility of failure when we say "as soon as possible". However, all we do is frustrate other people.

Being specific is a great benefit to the persons for whom the work is being done. They won't have to continually worry about when it will be done.

c. BUSYWORK

Some people make real work out of keeping busy. There's a great deal of truth to the statement, "The amount of work will always expand to fill the time available to do it." Being busy on trivial things can give a false feeling of accomplishment – stacks of paper flowing over our desks or numerous appointments being made can give a false feeling of accomplished. Remember, it is not how much we are doing that is important but how much we get done. A full briefcase carried home every night is not the mark of an important person, but is sometimes the badge of poor management.

d. DECISIONS

One of the biggest time wasters is avoiding decision making. In most cases, any decision is better than none. Many people are not excellent problem solvers, but they are good decision makers. They have courage to analyze facts quickly, make a decision and then live with the results.

e. COMPROMISE

No one wants to “compromise” in an ethical sense. But compromise is at the heart of people working together. As God’s people, we need to have a fitted togetherness. Each one has special gifts as well as special needs. A good Christian compromise uses all gifts of one person or group to make up for all the weaknesses of another.

5. CREATIVE TIME

Being creative takes time. If your working environment is such that it does not permit you to have blocks of uninterrupted time, you may need to make different arrangements for a certain assignments. Find a place where no one will bother you, such as public library, your home when no one else is there, etc.

How can you schedule creative time? When you set aside time for creative work well in advance, often the mind will subconsciously be preparing you for the creative time. As ideas come to mind before that time, jot them down and put them in a file folder. When the day comes to do it, you find yourself surprisingly prepared.

6. BASIC TIME SAVERS

There are two basic ways to save time. One is to do the things we should do more effectively or, efficiently and in proper priority. The second is not to do things we shouldn't be doing at all.

7. FEAR

Fear can be one of the greatest wasters of time. There is fear of failure, fear of making mistakes and fear of wrong decisions. We must realize that as Christian we have an advantage. When we do fail, God will take our failures and mistakes and somehow blend them together for good.

8. KNOWING WHEN TO STOP

Stop when what you are doing is getting you nowhere.

Stop when you have enough ideas to reach the solution.

Stop when you have done enough planning to reach the goal.

Stop when the way you are doing things is obviously superseded by a better idea.

Stop when someone else is available that can do the job better than you can.

CHAPTER 13

SAVE THE MARRIAGE

4. SIX KEY ELEMENTS IN A GOOD MARRIAGE

a. Setting Goals

“Live life, then, with a due sense of responsibility, not as men (women) who do not know the meaning and purpose of life but as those who do” Eph. 5:15

A goal is something we would like to achieve or see happen, statement of faith.

- Goals motivate us towards the future.
- Goals give sense of direction
- Goals will help you use time more effectively.

Characteristics of well-stated goals:

- Should be stated in terms of the end result.
- Achievable in a define time period.
- Define as to what is expected.
- Practical and feasible
- Stated precisely in terms of quantity where applicable
- Have one important statement.

How can you discover and set your goals for marriage?

- Understand your purpose.
- Picture the situation
- State some long-range goals
- State your immediate goals
- Keep praying
- Be flexible and adaptable (Proverbs 13:19 TLB)
- Discuss together, categorize, prioritize, set steps towards reaching, evaluate, adjust

b. Fulfilling Needs

Maslow developed a “list” of basic needs

- Physical – air, water, food – whatever is necessary to stay alive.
- Safety – security, freedom from danger
- Love and belonging – being wanted, cared about, listened to, accepted, understood, feeling important.
- Self esteem – attention, respect, significance, value, achievement
- Self –actualisation- creative potential; becoming autonomous, ability to give love; fulfil one’s potential for giftedness.
(The first four self-centered: cannot reach the last until they are met)
- Many people stuck in early stages, become “takers”Takers never get enough, they continually drain others
- Takers may look for “givers”, what happens if both are takers?

- If basic needs are not met in childhood, we enter marriage with frozen needs; cannot be met by mate, play same recording over and over.
- If raised in an atmosphere of neglect, some long for intimacy but constantly seek mothering.
- We often try to help another in our own way, without finding out what he/ she wants; how do you know what your partner needs?
- Christians can be liberated from self-centered concerns – Matt. 5:33,34 Phil 4:6,19 Rom. 8: 35,36,39; Rom 5:8

c. Too Many Changes Cause Stress.

Things that cause stress

- an unresolved relationship – Phil 4:6,7
- Environment – John 16: 33
- Perfectionism – 1 John 4:7
- Impatience – Gal 5:22,23
- Rigidity – Eph 4:2
- Inability to relax – Isa. 32:17
- Explosiveness and anger – Prov. 29:22
- Lack of humor, little enthusiasm – Phil 4:13
- Too much competition – Ps. 37:3
- Lack of self-worth – Ps 8:4,5

Ways to cope with stress:

- Openly express your feelings
- Engage in some type of physical activity.
- Begin the practice of thought control
- Eliminate some of your deadlines
- Redo your expectations for yourself.

d. Making Decisions

“The failure of couples to identify, determine and mutually assign areas of competence and responsibility and determine who is in charge of what, is among the most destructive omissions in marriage”

Mirages of Marriage

Three basic decision-making patterns:

- According to specific order
- No particular order
- One must make decision because other does not

Types of decision issues:

- Regular
- Occasional
- Both spouses not needed to make decision

Hindrances to decision-making

- Disagreeing on goals
- Trying to solve too many problems at once
- Selfishness
- Value opinions of others higher than opinion of spouse
- Dominant spouse may not be controlling one; submissive one may control through passive resistance.
- The one who decides more quickly may dominate; slower one may feel pressured, learn to set couple pace.

Questions to ask

- Is your marital style similar to your parents?
- Is the responsibility for making decisions based on your abilities and giftedness?
- Does the one spouse fail to assume responsibility for making decision, thus forcing the other to make the decisions?
- Is your plan successful?
- Have you ever asked your spouse if he/she has difficulty making decisions?
- Have you agreed to make decisions in certain areas on your own without interference from your spouse?
- What are some of the major decisions that each of you make?
- Do our thoughts and decisions reflect our relationship with the Lord?

e. Resolving Conflict (James 4:1-4)

- Couples who have developed harmony are not those who are identical in thinking, behaviour and attitudes. They have learned to take their problems through the process of acceptance, understanding and finally, complement action.
- Conflict is not bad, it is normal; being different add excitement.
 - Bad ways of coping
 - Pretend it doesn't exist
 - Constantly discuss conflict areas
- Areas of potential conflict.
- Some beliefs and assumptions about conflict:
 - Conflict is a natural phenomenon and therefore unavoidable.
 - Conflict involves personal values and needs.
 - Conflict usually emerges as a symptoms- unfilled need
 - Most conflict is not dealt with openly because most people have been taught effective ways for resolving.
 - Conflict provides opportunity for growth in a relationship.
 - Unresolved conflicts interfere with growth and satisfying relationship
- **Five conflict styles:**
 - Yield
 - Withdraw
 - Resolve
 - Win
 - Compromise

f. Learning to Forgive (Col 3:13)

- Forgiveness is not:
 - Forgetting
 - Pretending
 - A Feeling
 - Bringing up the past
 - Demanding change before we will forgive.

- Forgiveness is:
 - Rare because it's hard
 - Self giving with no self-seeking
 - Costly and substitutional
 - Unconditional acceptance, freely given
 - Smiling silent love to your partner and swallowing the justification for keeping the insult and injury alive.
 - A relationship between equals who recognize their need for each other
 - Love that accept the hurts and abrasions of life and drops all the charges against the other person.
 - Exercising God's strength to love and receive the other person without assurance of restitution or amends.

5. HIDDEN KEYS TO LOVING RELATIONSHIPS

Recognize and Value Your Mate's Differences

The way we were parented (or not) flows into our relationships and marriage.

Communication between men and women is mainly nonverbal.

“Nothing” means something. We just don't speak the same language. Therefore, no adjustments or changes are made even when sharing takes place.

A very important principle is to make our mate feel as if they are (prove they are) the most important thing in our life. We must honour each other. Honour means to attach high value to someone or something; standing in the presence of someone who is really valuable and being overwhelmed. Our attitudes and emotions come out of the “honour”.

When we put ourselves down, we are not honouring ourselves. Honour is an incredible attitude. Whatever you want to honour, you can decide to honour. It only takes about six weeks of regularly honouring something to change your attitude- your feelings.

Honour is the greatest relationship principle – begin and continue relationships until you really do enjoy each other.

There are many physical differences between men and women.

Men have thicker skin, skull, more blood (which gives them more energy). Men's brain operate laterally while women's brains operate bilaterally. The two sides are connected more- can take in more information – part of the intuition.

Men favour the left side of the brain – language system, logical, engineering. Eighty percent of men are left-brained. Eighty percent of women are right-brained. The left brain- more cold, logical, lecturing, conquering. Right brain- feelings, personal, intimate, hugs (sing a

song, write a poem)Because men are usually left-brained and women are right-brained, this can cause problem in the home. We do not understand each other.

The difference between men and women are significant in the home. These differences can really strain in the relationships.

The average man speaks 12,000 words per day. The average woman speaks 25,000 plus words per day.

Five Significant Differences Between Men and Women

- a. Men tend to want to discover and express facts. Women like to express intuition and emotions. Women are wired for words – men for sound.
- b. Men need solutions. Women like to give sympathy. Men like to conquer. Everything is a challenge. The left-side of the brain doesn't care about feelings. Women feel.
- c. Men tend to be more objective. Women tend to be more personal. Women want to connect. Personal is the key. Men are compartmentalized –home is home, work is work. Women flow like a river, everything is part of the other.
- d. Men separate who they are from their surroundings. Women gain their identity from who they know. Men pour themselves into work. Women pour themselves into relationships; a woman has a hard time walking out on things that are undone (dishes, laundry) because that's part of her. Jokes are felt personally for a woman-not so for a man.
- e. Men tend to generalize. Women are more detailed. Woman can remember what you did to her ten years ago and what you were wearing, because women experience everything on both sides of the brain. Because women experience things on the right side of the brain, it touches their feelings. The more we experience with out feelings, the easier it is to remember.

Why are Women so Valuable?

- a. Women have a natural desire to have a great relationship.
- b. Women have a natural capacity to recognize a good relationship. Any man can tap into a woman's built-in marriage manual and he can ask her three questions (rate on a scale of 1-10):
 - I. What kind of marriage do we want?
 - II. Where is our marriage today?
 - III. What will it take to move our relationship up to a ten?

If a woman knows you are being real, she can give the answer. If you are confrontive, she'll shut down. **These three questions** can revolutionize relationships!

Learn how to add honour in your home. Do it every day with your mate, employer and children. When children do not learn to honour parents- as years pass they tend to experience more trouble, health problems, etc. Learning to honour leads to better health. It reduces the chance of heart failure. Honour is the Foundation of All Great Relationships.

Four Most Important Elements for Any Relationship. These are the essential qualities every marriage needs to survive, succeed and flourish.

- a. Security – knowing that someone is committed to me and that person is committed for life. The more insecurity, the more problems. "Why do we argue about insignificant things?" Because someone feel insecure. We don't deal with the issues of insecurity; we deal with the symptoms. This never solves the real problem. The more security, the more sunlight floods your home. The more security, the more harmony in the family. Security is an assurance of a lifetime commitment. Anytime we put conditions on our security and love, we build insecurity into it. Real love is a

commitment to care for someone, whatever condition they're in and find out why they are that way and help them.

b. Meaningful Communication\ Conversation

Women are the conversationalists of the home. Men have to make a decision to have meaningful conversation.

What is meaningful communication? It is sharing my feeling and talking about ordinary things that happen around the house.

Communication is like water to the marriage. How Women's Ministry is needed? The average marriage needs about an hour a day in meaningful conversation. It doesn't have to be sixty minutes consecutively. We must learn to communicate: how to enter in, how to close it down and how to resolve things.

Conversation will not happen if things are not right in your home. Make sure it happens if you want a good relationship.

What are things women do that discourage men? You make us feel inadequate with your words, facial expressions and body language. We do not know what you want. Men love praise! We all do! Wise people seek correction. We need to feel adequate and receive praise. Notice when we try. Reduce your criticism. One of the key factors of affairs is that someone outside of the home make the husband feel adequate while at home he feels only inadequate. Stop criticizing the areas in which we are failing- you're discouraging us. Wait until we ask, "How can I improve?"

c. **ROMANTIC OR EMOTIONAL EXPERIENCES (on a regular basis)**

Dinner (just for husband and wife) At home or at a restaurant.

Walks taken together.

Times to talk uninterrupted.

d. PHYSICAL NEEDS

What is the main physical need in the home. Touch! Meaningful touch!

Women and men need affection from their mates.

Conclusion. The great strength of a woman is the ability to develop and sense great relationships. Eight to twelve meaningful touches daily are required by a woman to maintain her physical need for touch. The great strength of a male is that they make decisions to do something because it's right/ it builds strength into their home. Men have to make a decision to strengthen their homes. Ladies, don't tell men, "You don't feel it, so forget it" Men do things first, then they feel it. Value the difference!

-Adapted from the video series, keys To Loving Relationships, by Gary Samalley.

6. BUILDING YOUR HUSBAND'S SELF- ESTEEM

- a. Accept the Good, the Bad and the Otherwise
- b. Provide a Shelter in the Storm
- c. Allow for Failure
- d. Aim to Please
- e. Cheer His Right Choices
- f. Find some Good Friends
- g. Lighten His Load
- h. Share His Vision

7. THE PATTERN FOR HUSBANDS

- a. The Husband as Provider
 - Identity
 - Unity
 - Destiny

- b. The Husband as Protector
 - Physically
 - Socially
 - Spiritually
 - Mentally and Emotionally.

- c. The Husband as a Priest
 - Comes to God on behalf of his family
 - Minister at the altar on their behalf.

- d. The Husband as a Prophet
 - Goes to someone on behalf of God
 - Exhorts according to the word of God

- e. The Husband as a Partner
 - “ Remember that you and your wife are partners in receiving God’s blessing, ” 1 Peter 3:7b, TLB

- f. The Husband as a Professor.
 - Teaches the truth of which he has become a guardian
 - The home is the classroom

- g. The Husband as a Pal
 - My family (wife and children) are my best friends!
 - Source : Jack R. Taylor, One Home Under God

8. THE PATTERN FOR WIVES

- a. She is the heart of the home.
- b. She often initiates plans.
 - One who provokes significant
 - One whose interactions cause specific results.

Her relationship to her husband is pictured in the church's relationship to our Lord Jesus Christ.

- a. She is filled with gratitude.
- b. She reverences
- c. She desire him above all others
- d. She is available
- e. She cherishes
- f. She is the reflection of her lover

9. THE DIFFERENCE BETWEEN A MASCULINE VIEW OF LIFE AND FEMININE

Although each man is unique, men n general tend to be:

- a. Repressive of their feelings
- b. Competitive
- c. Ambivalent about their dependency needs
- d. Work oriented
- e. More comfortable with thinking than feeling
- f. Erotic in their approach to love

Although each woman is unique, women in general tend to be:

- a. Expressive of their feelings
- b. Cooperative
- c. Comfortable with their dependency needs
- d. Family oriented
- e. More comfortable with feeling than thinking
- f. Romantic in their approach to love.

CHAPTER 14

A. MINISTRY TO THE WIDOWED : By Ada Lee Thurman

1. Those who ministered to widows in scripture.

- Moses and Prophets
- Jesus
- Paul
- James

2. Time to mourn

- Misconceptions of the problems
- From a year to five years

3. Stages of Grief.

- Shock
- Emotion
- Panic
- Depression
- Physical Distress
- Guilt
- Repression
- Resentment
- Hope- Acceptance

4. Support Needed

- God and his word
- Family
- Friends
- Work (Isaiah 41:10)

5. Helpful suggestion:

- Accept the fact of death, it comes to all
- Count your blessing, each morning when you awake, name ten things for which you are thankful
- Develop the grateful spirit
- Reinforce your thoughts with passages of scripture and let them work in your life.
- Be grateful for the time you had with your loved one.
- Thank God for what this sorrow is doing for you.
- God still lives, life goes on.

6. Serve and Comfort others (2 Cor. 1:3,4)

“You cannot cure sorrow by nursing it, but you can cure it by nursing another’s sorrow.”Geo Metheson

7. Do not bear Grief Alone

“Casting all your anxiety upon him, because he cares for you: 2Peter 5:7.

- Cast thy burden on the Lord
- Some enjoy their grief
- Jesus on the cross “My God, my God, why hast thou forsaken me?
“Father into thy hands I commend my spirit”

8. Selected scriptures About Death

- Strength (Isaiah 40: 28-30; 2 Cor.12:9)
- Peace (Romans 5: 1-6)
- Comfort (John 14:1-3)
- Position (1 Thess. 4: 13-18, 1 Cor. 5: 1-10)

Sources:

Neff, LaVonne “Three Women out of Four”Christianity Today

Smith , Leslie R, From Sunset to Dawn

Towns, James E. Growing Through Grief.

Jensen, Maxine Down, Beginning Again.

B. MINISTERING TO THE WIDOW : By Grace H. Hill

1. Introduction

- Who is the widow
- Definition of widow in so far as ministry
- The importance of ministry to widows (James 1:27)

2. Compassion at the Time of Loss

- Be there
- She need to know she is supported in that hour
- Provide practically
- Don't ask, "What can I do" See where is the need, and do it.
- Home watch and helps
- Someone in the home to answer the phone, receive callers and be a substitute hostess.

3. Concern when Family and Friends Must Go.

- Be there again
- To help with needed chores
- To let her know that she is not alone
- Share the life alike
- Share memories
- Laugh together, cry together
- If unable to be there, share by phone or letter
- Listen
- Emotions of grief, shock, denial, anger, guilt, depression.
- Don't be afraid of quietness
- Calmness and tearful alternate
- Companionship has healing
- Encourage careful choices

4. A time to mourn.

- Grieving takes time
- Anticipatory mourning
- Sudden grief
- Grief is not a mental illness, if just feel like it
- Realistic expectation

5. Comfort when Alone is Realized

- Through fellowship and sharing
- Carry through your promises
- Share yourself and your family
- Through those who are widowed.
- There is no better way to minister than by those who have walked the lonely road.
- Through the word and prayer

God's love, concern and promise (Prov. 15:25, Is. 54:5, Ps. 147:3, John 16:22)

6. The After flow

- The therapeutic value of work
- Be useful- help someone
- Healing
- God's plan

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Cole, Jane, "How to befriend the Bereft", Guideposts.

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