

MANUAL
for
Free Will Baptist Women's Organizations

by
Women Nationally Active for Christ
(WNAC)

of the
National Association of Free Will Baptists, Inc.

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Brief History of WNAC

June 13, 1935, a group of women met at the Black Jack Free Will Baptist Church in Pitt County, North Carolina and organized a national Free Will Baptist women's organization.

Earlier Free Will Baptist women, or Free Baptist women as they were sometimes called, in the Northeast had an organization and their own mission board sending out and supporting missionaries in India. What had earlier been the Freewill Baptist Female Missionary Society, was organized June 12, 1873 as the Free Baptist Woman's Missionary Society with the board authorized to receive funds and send missionaries. By 1920, however, that organization had turned over its assets and funds to the American Baptist group that the northeastern Free Baptists merged with in 1910.

Although the women tried to keep a Free Will Baptist women's movement alive, from 1920 to 1935 there was no national organization. Free Will Baptists were alive in the Southeast, Southwest, and Midwest. Women in Texas, Missouri, Ohio, and North Carolina knew about the women's organization in the Northeast. Some of them had helped support the missionaries and contributed funds to the Free Baptist Woman's Missionary Society.

Following the 1910 merger, local groups of women continued to organize and work for the cause of Christ. These groups used various names---Missions, Women's Home Missions, Woman's Work, Ladies' Aid Societies, Women's Missionary Society and Auxiliaries. The earliest record we have of a group in the South is 1899. The minutes of the Glennville, Georgia church mentions an auxiliary and the pastor said he had received on his annual salary \$5.95 from "the sisters."

When the women organized in 1935, they chose the name Woman's National Auxiliary Convention. Mrs. Fannie Polston, elected the first national field secretary, stated the purpose for the organization: "to lead the women of the Free Will Baptist church into a larger share in the winning of the world to Christ." The women's organization offered all the women of the church a place of service and purposed to develop their spiritual life, increase interest in the mission task of the church, train them in systematic and proportionate giving, and unite them in a spirit of fellowship in God's service.

The five vice presidents showed the emphases at the time. The first was in charge of publications and literature. The second vice president was responsible for Christian education. The third was in charge of the missions department. The fourth was responsible for seeing that stewardship was taught and practiced. The fifth was responsible for the benevolence work.

The National Association of Free Will Baptists organized in November 1935. Thursday, November 6, the Association approved and accepted the women's national organization. WNAC has continued since that year.

A History of WNAC Manuals

From the beginning the women had manuals or guide books to help in the building of women's groups. In 1927 the Eastern General Conference published a book to help women's groups organize and fulfill the purpose stated as "promoting a greater interest and unity in all lines of Christian service." This booklet was revised in 1932. After the 1935 organization, the Handbook for *Free Will Baptist Auxiliary Societies* was published. It had eight pages and sold for five cents. In 1940 Mrs. Agnes Frazier offered a manuscript she had written and freely gave to the convention, the *Manual of Woman's Auxiliary Methods*. From that time forward the *Manual* underwent various revisions. One of the most thorough revisions was made in 1955 by Clarence and Rose Bowen.

In 1967, Mrs. Cleo Pursell, executive secretary-treasurer, suggested the convention form a study committee to evaluate the organization and make recommendations. These recommendations required a new manual. At this point, two manuals were written. One was for the local groups while the other was for the district, state, and national organizations which were later combined into one.

The women of WNAC have always had a forward look. In 1990 the women adopted as a theme for the last decade of the 20th Century, "Our Faces Toward Tomorrow." In that same year, the convention elected a study committee to evaluate the work of WNAC and suggest any changes they felt would help lead into the next century. The committee made no major changes in the organization. Changes included a new name, a different song, and a restatement of the primary purpose. This same year the committee mandated a new manual and a yearbook.

The 2001 manual and its revision in 2005 contained the approved changes. This manual combined the previous two manuals and included the officer's guides, WNAC Constitution and By-Laws, with suggested constitutions and by-laws for local, district, and state organizations.

In July 2014 the WNAC convention voted to petition the National Association of Free Will Baptists to become a national department. The petition was approved during the NAFWB business session. WNAC's proposed charter was adopted during the 2015 NAFWB business session. It was officially signed on October 2, 2015 during the annual WNAC board meeting.

Five Basic Things

Watchword: "Laborers Together" (I Corinthians 3:9).

Definition: A service organization of the church

Purpose: We are women seeking to fulfill the Great Commission through our God-designed roles in our homes, churches, communities and the world.

Hymn: "People Need the Lord"

Colors: Lavender and white

OFFICER'S GUIDELINES

Any group needs someone to help guide and direct its members toward the goals it wants to accomplish. Local groups, along with district, state, and national conventions elect their own officers. These groups may add or delete suggested officers from their organization. WNAC is limited by the constitution and bylaws printed in this manual.

Suggested officers

Local: coordinator, assistant coordinator, secretary, treasurer, missions chairman, study chairman, prayer chairman, and service chairman.

District: president, vice president, secretary, treasurer, field worker, missions chairman, study chairman, prayer chairman, service chairman.

State: president, vice president, secretary, treasurer, field worker, three committee members elected from the body at large.

National: nine-member board having chairman, vice-chairman and secretary.

Requirements

Each officer elected to a position at any level should be a member of a Free Will Baptist church and a member of a local women's group in good standing with WNAC. Each selected should have and be growing in the following characteristics.

***Spiritual fitness**—She should have a vital, growing relationship with her Lord. She grows through Bible study, prayer, and obedience to God's word. She should be able to say to her women, as Paul said, "Follow me as I follow Christ (I Corinthians 11:1)."

***Poise and confidence**---Poise means the person is aware of who she is, accepts herself and doesn't let outside forces throw her off balance. This poise comes from knowing God and knowing that she is doing her work for Him. He will be final judge of her motives and accomplishments.

***Caring**---Every officer must care about the organization, her church, and her women. She must care about the command of Christ to carry the gospel to the ends of the earth. She also has a healthy concern for herself—watching her personal appearance and cultivating healthy habits.

***Loyalty**---Any officer should be loyal to her organization. Such loyalty means attending meetings, inviting others, assisting in the work, being dependable. But she should also be loyal to her church and its members.

***Humility**----Any Christian leader is marked by humility. Jesus, our leader, said of Himself, “I am among you as he that serveth (Luke 22:27).” He reminded His disciples, “Whosoever will be great among you, let him be your minister: And whosoever will be chief among you, let him be your servant (Matthew 20:26-27).” We are in the world as servants, first of God and then of others.

***Dedication**---A dedicated life for the Christian is a life set apart for God. “Present your bodies a living sacrifice, holy, acceptable unto God which is your reasonable service (Romans 12:1).” He claims our time, talents, and our very lives. The officer will show her dedication as she lives out His commands in her everyday life and in her work with women.

Coordinator/President:

- The coordinator and assistant coordinator are responsible for seeing that the women’s organization functions smoothly, that all the other officers are carrying their part of the work well. They cannot do all the work themselves. They must be leaders who motivate and encourage others to fulfill their responsibilities.
- Planning – planning is a very important part of the year’s work. Early in the year after officers are elected, the coordinator should call all the officers together. This meeting may be at a luncheon or brunch, in her home or a private room in a restaurant. The officers constitute the executive committee for the local group. They are charged with the responsibility of planning the work of the year.
 - Make the meeting a comfortable, open forum so that the women will feel free to make suggestions, disagree or ask questions.
 - Invite the pastor to your planning meeting and see that he has a copy of the plan for the year.
 - Share your plan with the church calendar committee.
 - Respect each woman.
 - Make each feel she is an important part of the team.
 - Help each woman realize that her job is important.
 - Help each become familiar with her job.
 - Be an encouragement throughout the year.
- Presiding – The coordinator is responsible for presiding at local meetings or see that her assistant is ready to preside. She should see that everything is done in an orderly fashion. *Robert’s Rules of Order* will help her in the business sessions, but she must remember that the rules were made to help the body do its work more efficiently. She should keep it simple and let the women know what the main objective is. Business sessions should move smoothly and not take up too much time. Good planning always helps.

Assistant Coordinator/ Vice President

- The assistant coordinator may be asked to serve as publicity and enlistment chairman for the local women's group. As this chairman she will publicize regular and special meetings of the group in the church paper and bulletin, with posters and notices on the bulletin boards and special invitation cards.
- She should involve all the members in contacting absentees and inviting prospective members. The *Program and Plan Book* and the TREASURE magazine will also have suggestions for enlistment.
- She should have some method for reaching each new woman who joins the church and enlisting her for the women's group.
- She will also plan special enlistment campaigns during the year. The official enlistment month is January.
- Of course she should be ready always to preside when the coordinator asks or fill the shoes of the coordinator if it should become necessary.

Secretary:

- Good records preserve histories that people will be reading 100 years from now. Some people think of keeping records as pure drudgery. But some people enjoy keeping diaries and journals. The secretary's records are diaries or journals that will reveal the women of today to the women of tomorrow. The secretary is a historian. Years from now the only things that people may know about the women's group is the record preserved by the secretary.
- The secretary's position is very important for the present also. She is a help to the leaders and the members of the organization. She can help keep meetings on track, remind people of what they decided earlier, and generally keep everyone aware of where the organization is going.
- Like the other officers, she serves as a planner on the executive committee. She also keeps minutes of the executive committee meetings.
 - Every secretary should cultivate certain qualifications:
 - Legible handwriting, typing or computer skills
 - A basic knowledge of letter writing
 - The ABC's of records keeping: Accuracy, Brevity, Completeness
 - An eye for detail
 - A concern for prompt, on time reporting
 - A desire for accuracy
 - Anyone can work at being a better secretary.
 - Study some simple forms of minutes, business, and social letters.
 - Know the WNAC Manual thoroughly.
 - Attend leadership study courses, and seminars.
 - Attend local, district, state, and national meetings.

- Keep abreast of changes in the organization.
- Accurate Records
- Membership Role and Prospect List – The secretary should keep the membership roll up to date with correct addresses and telephone numbers.
- Reports – take minutes. If committees are elected or appointed, she makes a copy of the names and gives it to the chairman of the committee. After each meeting she gets a copy of the minutes to each officer.
 - She reads the minutes of the previous meeting at each monthly meeting. If there are corrections, she notes them in the margin.
 - She is responsible for the annual report to the district, according to the date set by the district where her group is a member. The forms are available from www.wnac.org or by calling the WNAC office at 1-877-767-7662.
 - The annual report should include names, addresses and telephone numbers of the officers and the names of the delegates to the annual convention.
 - The accuracy of the local report will be reflected in the district, state, and national reports. These reports become a part of the permanent record of FWB women's work.
- Agenda – The agenda should include old and new items of business, a list of reports the group may want to hear, and any other items the coordinator needs to present at the meeting.
- Meetings – She should attend all local meetings and executive committee meetings. If she cannot be present, then she should ask someone to take minutes for her.
- History – The secretary can help preserve the heritage for the future by keep careful records.

Treasurer:

- Money! Handling money is always a demanding job. Caring for money that women have given to God's work adds an extra weight of responsibility. The treasurer for a women's group is trusted with this responsibility. The funds she receives must be carefully guarded and used at the wish of the women in her group.
- A treasurer may teach the women to be tithers, to be generous and cheerful givers. She may also guide the women so that the funds are disbursed wisely.
- Keeping careful records and seeing that the money gets to the right places at the right time can give the treasurer a great deal of satisfaction. Checking the figures and making sure that the books balance requires painstaking detail work, but correct figures give a pleasant glow of satisfaction. The careful treasurer is always ready to give an account of her funds.
- A treasurer should have certain qualifications, but she can learn and grow as she serves.
 - She should have some business ability.
 - She should know how to count money and be accurate with figures.
 - She should know thoroughly the WNAC financial plan and the projects of her district and state.
 - She should be able to keep neat and accurate records.
 - She should be willing to make regular deposits, disburse funds, and make reports regularly.

- A treasurer should encourage the women to support the FWB Together Way plan among the women, in the state, and in the district. It includes regular giving to the Cooperative Fund, designated giving, and four major offerings during the year.
 - April – World Missions Offering
 - September – The Rest of the Family Offering
 - November – Mission: North America Offering
 - December – The Paul Ketteman Memorial Offering for Free Will Baptist Bible College
- A treasurer receives all funds and disburses them as the group instructs her.
- The funds she receives may include some of the following:
 - Local membership fees
 - District, state, and national membership fees
 - *TREASURE* subscription funds (send directly to the WNAC Office)
 - Monthly General Fund Offering for the WNAC office
 - Gifts according to the WNAC plan (Check the Program and Plan Book for special offerings.)
 - Gifts to local, district, and state projects.
- The treasurer should forward her funds each month to the designated place using the forms available from the WNAC office or downloadable on the website (www.wnac.org).

Prayer / Missions Chairman:

- The missions chairman is charged with the responsibility of keeping FWB missions and missionaries, both Home and International, before the women in her church. She may use a variety of ways to fulfill this responsibility. Prayer cards are available from the Home and International Offices.
- She should plan the weeks of prayer for her group. Include in these plans the World Mission Offering and the Mission: North America Offering.
- Emphasize April as International Missions Month, November as National Home Missions Month.
- Involve the women in writing notes of encouragement and sending birthday cards to missionaries. The Program and Plan Book includes a missionary birthday calendar.
- Encourage your women to give to the Provision Closet. Home and International missionaries may choose items from the closet. The closet is a warehouse filled with linens, dinnerware, flatware, Tupperware, small electrical appliances and other supplies needed to set up housekeeping. Gift cards to Wal Mart or Target, restaurants, fast food establishments (McDonald's, Subway, Wendy's, Burger King, etc.) are always great for the missionaries. Cash that is received is kept in a separate account to meet special needs of missionaries while they are on the field.
- Keep a bulletin board current with pictures of missionaries, letters, maps, and other reminders to women.
- She would distribute prayer reminders at each monthly meeting. Suggestions are in the Program and Plan Book and also online at www.wnac.org.

Service Chairman:

- Help her women serve in their homes, churches and communities.
- Learn what service opportunities are available in the local church: teaching, nursery worker, greeter, helping with the music program, etc.
- Check for opportunities to serve and witness in the community: nursing homes, retirement centers, hospitals, homes for children, crisis pregnancy centers, rescue missions, etc.
- Survey the women and seek to match each one to a service opportunity.
- Report services performed and opportunities available.
- Share testimonials when possible.
- Plan special services: volunteers, friendship chains, food service committee, etc.

Study Chairman:

- Plan annual studies: missions, Christian living, manual, etc.
- Assist with the church library.
- Teach your women to read critically, and , like the more “noble” Jews in Berea, search the scriptures and approve those things that agree with the Word.
- Be willing and ready to teach.
- Invite guest teachers.
- Evaluate each study personally and by participants.

Field Worker:

- Organize new groups in her district/state.
- Keep in touch with and encourages new groups.
- Promote district, state, and national projects.
- Teach manual, prayer, Christian living or mission studies.
- Report to the district/state as requested.
- Promote the Dr. Mary Ruth Wisehart Scholarship to young women enrolling in one of our five Free Will Baptist Colleges.
- Encourage participation in the national project, retreats and annual convention. (Power-point presentations with accompanying scripts are available from the WNAC office.)

Offerings for Weeks of Prayer

World Missions Offering

- Formerly called the Laura Belle Barnard Offering
- *Touching the Untouchables* chronicles Miss Barnard's ministry and will be advantageous in acquainting your women with her.
- This offering helps to underwrite all ministries of the International Missions department.
- Utilize the packet of information sent to each auxiliary from International Missions.
- Encourage your women to fill a WMO coin bank during this emphasis.
- Be creative in challenging your women to give: the price of an Easter outfit; a month's cell phone payment; give coins each time you eat a meal; etc.

Mission: North America Offering

- Formerly called the Lizzie McAdams Offering
- Acquaint your women with Mrs. McAdams and her contributions to Free Will Baptists.
- Utilize the packet of information sent to each auxiliary from Home Missions.
- Be creative in challenging your women to give: the cost of a Thanksgiving meal; the price of kitchen appliances that make our lives convenient; etc.

Alice Lupton Offering

- This offering supports your state's home mission works.
- Check with your state mission board for missionaries, special projects, and other financial needs.
- Use seasonal ideas for daily offerings during the month.
- Take an offering after a special prayer service for your state home missionaries.

Plan ahead. Involve your entire church family, including the homebound "pray-ers." Promote. Publicize.

WNAC Membership Fees

WNAC has an annual membership fee of \$15.00 allowing each member to be part of an international network of women striving for the same purpose and goals. Together we can accomplish much more than if we work separately. The current dues of \$15 were set in 2005. We do receive co-op funds but that does not underwrite the financial obligations of the office. Listed below are the major functions of the WNAC office.

- Maintain the Steward Provision Closet for our missionaries to shop free of charge for home/school supplies
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- Promote WNAC
 - Locally: emphasis cards, ads in denominational publications, visiting state meetings/retreats, etc.
 - Internationally: Bible Institutes, partnerships, womens retreats, etc.
 - Maintain a social media presence: Facebook; Twitter; Pinterest; E-blasts
 - Maintain our website (www.wnac.org)
- Coordinate/administer all national meetings
- Provide support system for local, district, and state WAC groups
- Seek to enroll new local WAC groups
- Publish *Treasure* quarterly, a Bible study guide for women
 - Assume all costs not covered by the subscription price set in 2005. (\$12/year or \$11/year for 5 for more to one address)
 - Design, publish, and promote Bible studies for use in WAC meetings and on individual basis.
- Promote special weeks of prayer
 - Pre-Easter before World Missions Offering (International Missions) in April
 - Pre-Thanksgiving before North American Missions Offering in November
- Receipt all monies given to missions or designated projects and disburse funds according to each WAC's **instructions**.

- Administer funds and provide student scholarships for students
 - Cleo Pursell Foreign Student Scholarship (students studying at our Bible institutes in their native language)
 - Dr. Mary R. Wisheart Student Scholarship (young ladies studying at one of our FWB colleges)
 - -----International Student Scholarship (international students studying at one of our FWB colleges in the United States)

- Set and manage overall WNAC annual budget: travel, rent, utilities, printing, postage, insurance, salaries, etc.

Please call or email anytime you have questions.

- 877-767-7662
- 615-760-6150
- elizabeth@nafwb.org
- phyllis@wnac.org

This thought was shared by one of our WAC members:

“I consider the membership fee an offering I give to a ministry I believe in and want to see continue.”

WNAC Emphasis Offering

Local groups send funds which are used to pay for rent, utilities, salaries, printing costs, promotional materials and other expenditures. In 1965, August was designated as Emphasis Month, which was later changed to May. This allows the local WAC group a designated time to publicize and promote WNAC to the entire church body and receive a love offering.