

MWMU Executive Director  
Job Description

1. Serve as liaison to the Missouri WMU Board.
  - a) Serve as ex-officio member of the MWMU Board without voting privileges.
  - b) Work with the MWMU president in planning and executing the WMU Annual Meeting, meetings of the MWMU Board, and the state MWMU Council.
  - c) Work with the Age Level Consultant in enlisting WMU Age Level Specialists. Work with the WMU Age Level Specialists in coordinating the training and enlisting of WMU Special Workers.
2. Fulfill responsibilities to help WMU function effectively in Missouri.
  - a) Build and maintain positive relationships with peers, WMU leaders, pastors, churches, Directors of Missions, and others relating to missions' education.
  - b) Be able to make presentations, lead conferences, and effectively communicate one to one, with small groups and before large audiences.
  - c) Be a visionary leader.
3. Communicate on a regular basis with WMU Leadership.
4. Develop a network of trained leadership for WMU.
5. Coordinate the work of the WMU Nominating Committee.
6. Plan, coordinate and execute the state WMU calendar and budget as a part of WMU/Women's Mission and Ministry.
7. Work with MBC office support staff assigned to WMU work.
8. Keep WMU resource materials available.
9. Promote missions education that includes:
  - a) WMU age-level organizations preschool through adult.
  - b) SBC and MBC mission activities.
  - c) Training in the biblical basis of missions.
  - d) Training on what's going on in modern missions.
  - e) Work with the Age Level Consultant to inform WMU Age Level Specialists about involvement opportunities/projects for preschoolers, children, students and adults as she receives them from MBC and delegate the responsibility of promoting those to the WMU Age Level Specialists.
10. Develop statewide promotion of these three key and vital mission offerings:
  - a) Annie Armstrong Offering for North American Missions
  - b) Rheubin L. South Missouri State Missions Offering
  - c) Lottie Moon Offering for International Missions
11. Oversee the ordering and mailing of promotion mailings for mission offerings.
12. Relate to SBC Woman's Missionary Union, Lifeway, International Mission Board and the North American Mission Board as appropriate to fulfil the responsibilities stated above.
13. Represent Missouri WMU at WMU, SBC Board meeting.

Job Description  
Missouri WMU Specialists: Preschool, Children, Student, Adult

1. Actively enlist Special Workers in the eight regions
2. Attend national leadership training meetings as available and requested by professional staff. Expenses will be paid.
3. Train MO WMU Special Workers.
4. Communicate with Special Workers and keep them updated in assigned age-level.
5. Serve as a resource to the MWMU Professional Staff and MWMU Board.
6. Assist in planning and implementing any state events related to assigned age-level.
7. Attend all MWMU board meetings and give a report at each meeting.
8. Expenses to attend board meetings are paid through WMU/MBC budget.
9. Travel expenses (mileage reimbursement, motel, and meals) for training as requested by local churches and associations are paid by the local church or association as they can afford. If a local church or association cannot afford to cover their travel expenses, travel expenses will be paid through the WMU MBC budget as the WMU MBC budget allows.
10. Be ex-officio members of the WMU Board without voting privileges.

Job Description  
Missouri WMU Foundation State Ambassadors

1. Promotes the WMU Foundation to people in churches and associations.
2. Explains the basic of WMU Foundation giving vehicles like state/national Touch Tomorrow Today endowments, WMU Vision Fund, and Second Century Fund.
3. Serves as a link between the Foundation and donors in your area. (Missouri)
4. Provides information about the Foundation to state, associational, and church leadership.
5. Sends information about potential donors to the WMU Foundation staff.
6. Prays for God's direction of the WMU Foundation.
7. Attends a MWMU Board Meeting as requested by the MWMU President. (in November).
8. Be ex-officio member(s) of the MWMU Board without voting privileges.
9. Expenses for attending MWMU Board meetings for the WMU Foundation State Ambassadors are paid out of MWMU/MBC funds.
10. Expenses for attending professional development conferences/training for WMU Foundation State Ambassadors are paid out of the Alberta Gilpin Fund. (pg 11, i)
11. Expenses for providing consultations/trainings in Missouri are paid out of the Alberta Gilpin Fund.

Missouri WMU Board Annual Covenant Year\_\_\_\_\_

By:\_\_\_\_\_Postion:\_\_\_\_\_

As a member of the Missouri WMU Executive Board, I commit myself to fulfil the duties of my position as outlined in the Operational Policy and Procedures.

I will strive to complete the following goals:

Long Term Goals	Action Plan	Target Date	Completed
Short Term Goals	Action Plan	Target Date	Completed

Signed\_\_\_\_\_Date\_\_\_\_\_  
Person Writing Covenant

Signed by\_\_\_\_\_Date\_\_\_\_\_  
Missouri WMU President and/or Missouri WMU Director

Name \_\_\_\_\_  
 (Last) (Maiden) (First) (Middle)

Birth \_\_\_\_\_  
(County) (Town) (State)

(Place of Marriage) (Date of Marriage)

---

City \_\_\_\_\_ State \_\_\_\_\_

---

---

Conversion: \_\_\_\_\_  
 (Date) (Age) (Name of Church)

---

---

Local Church Activity

Sunday School: General Director \_\_\_\_\_ Department Director \_\_\_\_\_ Teacher \_\_\_\_\_  
Discipleship Training: Director \_\_\_\_\_ Department Director \_\_\_\_\_ Teacher \_\_\_\_\_  
VBS: Director \_\_\_\_\_ Teacher \_\_\_\_\_ Secretary \_\_\_\_\_  
Church Treasurer \_\_\_\_\_ Church Librarian \_\_\_\_\_ Church Clerk \_\_\_\_\_  
Choir Director \_\_\_\_\_ Choir Member \_\_\_\_\_ Church Committee Chair \_\_\_\_\_  
Others: \_\_\_\_\_

Associational Service in the above areas: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Missouri Baptist Convention Service: \_\_\_\_\_

\_\_\_\_\_

Southern Baptist Convention Service: \_\_\_\_\_

\_\_\_\_\_

WMU Service - Local Church

\_\_\_\_\_  
\_\_\_\_\_

WMU Service - Associational

\_\_\_\_\_  
\_\_\_\_\_

WMU Service – State

\_\_\_\_\_  
\_\_\_\_\_

WMU Service – National

\_\_\_\_\_  
\_\_\_\_\_

Use extra sheet, if needed, to detail the following:

Authorship (books, booklets, curriculum material, periodicals):

\_\_\_\_\_  
\_\_\_\_\_

Special Awards of Recognition (name, date, place):

\_\_\_\_\_  
\_\_\_\_\_

Club or Group Membership (name, date, place):

---

---

---

Public Service (education, political, military):

---

---

---

Hobbies and Leisure Interests:

---

---

---

Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

## MISSOURI PRAYER NETWORK

### EMERGENCY MISSIONS PRAYER REQUESTS

1. State office will contact members of the MWMU Board. We will identify this as an emergency missions prayer request.
2. Regional Consultants will inform each associational WMU Director.
3. Regional Consultants should ask associations to pass along the request to the churches.

### MWMU BOARD PERSONAL PRAYER REQUESTS

Upon notification of an emergency personal prayer request, the state office shall inform all members of the MWMU Board.



Job Description

Resource Consultant

1. Oversee operation and promotion of MWMU Book Store using the MWMU Book Store Guidelines.
2. Order books, resources and WorldCraft items from National WMU in consultation with the President. Maintain the inventory.
3. Coordinate with MWMU Executive Director and MWMU Ministry Assistant on arrival of orders at the MWMU office.
4. Request payment by MWMU treasurer of items ordered.
5. Deposit receipts from sale of book store items in a timely manner.
6. Set up Book Store for MWMU board meetings, Missions Celebration, Council Update and other events as needed, requesting assistance with pricing, and transporting of inventory as needed.
7. Communicate with Regional Consultants and Specialists to arrange for books, resources and WorldCraft items to be available for book stores at regional training events and age level retreats.
8. Review the monthly Book Store financial reports from the treasurer.
9. Along with the Finance Committee, annually review the MWMU Book Store Guidelines.
10. Be an ex-officio member of the MWMU Board of Directors without voting privileges.
11. Some expenses to attend events at which the Resource Consultant will sell materials will be paid from WMU/MBC budget.
12. Share information with the Resource Consultant replacement should they be unable to continue in this position.

## Mary O. Bidstrup Scholarship

This scholarship is available through the Alberta Gilpin Fund for churches and/or campuses that have no WMU organizations. This scholarship is given as a memorial to Mary O. Bidstrup who served as Executive Secretary of Missouri WMU.

Based upon resources available, a maximum of eight (8) \$100 scholarships are granted annually. Applications are distributed each year to associational WMU Directors. The scholarship check shall be sent to the person recommending the applicant. These scholarships shall be used to begin WMU work by providing money for WMU training and/or materials.

A church or campus may apply for the scholarship by being recommended by the associational WMU Director, or associational Director of Missions. The application is mailed to Missouri WMU Vice-President and scholarships are approved and granted on a first come-first served basis.

-----  
Mary O. Bidstrup Scholarship Fund Application  
\$100 Scholarship

Name of Church/Campus \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Association \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

This money shall be used in the following ways for training and/or materials:

Item

Amount

This shall enable us to begin \_\_\_\_\_  
(age-level organization)

Recommended by: \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Send to: Edna White  
MO MWU Vice-President  
507 Wrenwood  
Strafford, MO 65757  
417-849-0045



**RECOMMENDATION TO NOMINATING COMMITTEE**

I would like to recommend:

Name \_\_\_\_\_

Address \_\_\_\_\_

(Street, Route, or Box)

(City, State, Zip)

Phone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Church \_\_\_\_\_ Association \_\_\_\_\_

Recommended for (circle one):

President

Regional Consultant

Missionary Advocate

Prayer Advocate

Communications Consultant

Language Consultant

African-American Consultant

Nominating Committee

Vice-President

Secretary

Treasurer

Reasons for recommending this person:

Submitted by:

Name \_\_\_\_\_

Address \_\_\_\_\_

(Street, Route, or Box)

(City, State, Zip)

Return to: Chairman, Nominating Committee (address/city/state/zip) by September 1.

This form may be copied if you want to make additional recommendations.

Qualifications for MWMU Board

1. Each member shall be an active participant in local, associational, and state WMU activities.
2. Each member shall have current WMU leadership experience in the local church.
3. Each member shall be involved in the total program of the local church.
4. Each member shall have proven ability to communicate with all WMU publics.
5. The President shall have served previously on the Board of Directors, formerly known as Leadership Team Executive Committee.
6. The Secretary, Treasurer, Communications Consultant, and Prayer Advocate shall have access to and knowledge of computer technology.
7. The Regional Consultants shall have experience in Associational WMU work.

**MEMO TO:** (NAME)

**FROM:** Missouri WMU Nominating Committee

**DATE:**

Greetings to a partner in missions!

You are one of several being recommended to serve on the Missouri WMU Board of Directors as \_\_\_\_\_. This team is made up of women involved in local and state WMU work that carry on the business of Missouri WMU. This group meets at least twice a year to share together about work in our state and to develop strategies to further God's Kingdom through effective mission education and to mobilize churches and individuals to missions involvement.

If you are interested in being considered for this important position, please fill out the enclosed Profile Sheet and return it to the Chairman of the Nominating Committee by (DATE).

If you have any questions about meetings, expectations, etc. this is the person to whom you can relay those questions. You can also call the Chairman of the Committee who is listed at the bottom of the Profile Sheet.

THANKS for all you do in your part of Missouri to promote missions and the cause of Christ.

Attach a recent photo of yourself

## PROFILE SHEET

Name \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Fax \_\_\_\_\_

Place of Employment \_\_\_\_\_

Children \_\_\_\_\_ Ages or Adult \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Year of high school graduation \_\_\_\_\_ Name of school \_\_\_\_\_

Year of college graduation \_\_\_\_\_ Name of school \_\_\_\_\_

Degrees \_\_\_\_\_

Vocational History (list any positions held two or more years)

Tell us about your conversion experience.

Church membership

Name \_\_\_\_\_ City \_\_\_\_\_ Association \_\_\_\_\_

WMU Service – Local Church \_\_\_\_\_

WMU Service – Associational \_\_\_\_\_

WMU Service – State \_\_\_\_\_

WMU Service – National \_\_\_\_\_

Other Local Church Activity \_\_\_\_\_

Other Associational Service \_\_\_\_\_

Other Missouri Baptist Convention Service \_\_\_\_\_

Southern Baptist Convention Service \_\_\_\_\_

What gifts and abilities would you bring to this position?

What is your vision for this position, as you understand it?

We will ask the following persons to send a reference:

Your church WMU Director:

Name	Address	Phone
------	---------	-------

Your associational WMU Director:

Name	Address	Phone
------	---------	-------

Your pastor:

Name	Address	Phone
------	---------	-------

Your Director of Missions:

Name	Address	Phone
------	---------	-------

Please list two other references you wish us to contact

Name	Address	Phone	Relationship
------	---------	-------	--------------

Name	Address	Phone	Relationship
------	---------	-------	--------------

This form as been filled in by \_\_\_\_\_

Signature	Date	Phone
-----------	------	-------

Return to: Chairman, address, phone

**Deadline to return to be considered: (DATE)**



## REFERENCE FORM

Reference on \_\_\_\_\_

Address \_\_\_\_\_

This person is one of several recommended to serve on the Missouri WMU Board of Directors. This team is made up of women involved in local and state WMU work that carry on the business for Missouri WMU. Please fill out the following based on your opinion of her. (If you do not know, check "no information.")

Is she spiritually mature? Yes \_\_\_\_\_ No \_\_\_\_\_ No information \_\_\_\_\_

Is she growing spiritually? Yes \_\_\_\_\_ No \_\_\_\_\_ No information \_\_\_\_\_

Does she have WMU experience? Yes \_\_\_\_\_ No \_\_\_\_\_ No information \_\_\_\_\_

Is she involved in her local church?  
If yes, how? Yes \_\_\_\_\_ No \_\_\_\_\_ No information \_\_\_\_\_Is she involved in her association?  
If yes, how? Yes \_\_\_\_\_ No \_\_\_\_\_ No information \_\_\_\_\_

Is she a leader? Yes \_\_\_\_\_ No \_\_\_\_\_ No information \_\_\_\_\_

Is she a self-starter? Yes \_\_\_\_\_ No \_\_\_\_\_ No information \_\_\_\_\_

Does she work well with other people? Yes \_\_\_\_\_ No \_\_\_\_\_ No information \_\_\_\_\_

Comments:

What are her:

STRENGTHS

WEAKNESSES

What are her special talents, skills, abilities, etc.?

Would you recommend her to serve? Yes \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Relationship \_\_\_\_\_ How many years? \_\_\_\_\_

DEADLINE DUE: October 1.

Please return to: Chairman, address, phone

ONLY THE NOMINATING COMMITTEE WILL HAVE ACCESS TO THIS FORM.

Questions to be used by Nominating Committee during phone interview

1. Do you understand the length of the term of office for this job?
2. Are you aware of attendance requirements?
3. Have you read the job description?
4. Do you understand the expense reimbursement policy?
5. For regional consultants ask: Do you know your region and the associations involved?
6. Do you have any questions?
7. Are you willing to accept this position?

## MISSOURI ACTEENS COUNCIL APPLICATION

I, \_\_\_\_\_, understand the Missouri Acteens Council requirements  
(Print name)  
and responsibilities. I agree, should I be chosen, to adhere to those guidelines. I acknowledge  
that

\_\_\_\_\_ and \_\_\_\_\_  
(My Acteens Advisor) (Other adult name)  
are nominating me for the Council.

Are you a Christian? \_\_\_\_ yes \_\_\_\_ no. Write a paragraph telling us about your conversion  
experience (may use back of paper or attach a separate sheet).

Write a paragraph on why you would like to serve on the Missouri Acteens Council (may use back  
of paper or attach a separate sheet).

Make comprehensive list of activities (church, school, community) in which you are involved (may  
use back of paper or attach a separate sheet).

Church Name \_\_\_\_\_ City \_\_\_\_\_

Acteens Advisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Pastor's Signature \_\_\_\_\_

Parent/Legal Guardian Consent

I consent for \_\_\_\_\_ to serve as a member of the Missouri  
Acteens Council, and I give my permission for her to attend the required meetings.

Parent/Legal Guardian Signature \_\_\_\_\_

Acteen's Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Deadline for Missouri Acteens Council Nomination Forms and Application – December 31.

Send to: Missouri WMU Student Consultant  
Missouri Baptist Convention  
400 East High Street  
Jefferson City, MO 65101  
Telephone Number: 573-635-7931

**Please send a photo with application (application will not be accepted without it). Photo  
needs to be clear and sharp for use in Missouri Baptist publications.**

(MUST BE FILLED OUT BY ACTEENS ADVISOR)

## MISSOURI ACTEENS COUNCIL NOMINATION

1. Name of Acteen \_\_\_\_\_
2. Address \_\_\_\_\_  
 (Street, Route, or Box) \_\_\_\_\_  
 (City) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ email \_\_\_\_\_
3. Birth Date \_\_\_\_\_  
 Age \_\_\_\_\_ Grade in School \_\_\_\_\_ Years as an Acteen \_\_\_\_\_
4. Missions Quest Level achieved \* \_\_\_\_\_
5. Involvement in church Acteens activities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Involvement in associational Acteens activities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Other activities in which she is involved (church, community, school, mission trip, activators, etc.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Special talents, abilities, interests \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Why do you think this Acteen ought to serve on the Missouri Acteens Council?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Is this Acteen a Christian? \_\_\_\_\_ How long? \_\_\_\_\_

11. Acteen's Church \_\_\_\_\_

12. Other comments:

13. Your signature \_\_\_\_\_ Date \_\_\_\_\_

14. Your relationship with nominee and how long have you known her?

\_\_\_\_\_  
\_\_\_\_\_

Deadline for nomination forms and application from Acteen is December 31.

Send forms to: Terry Broeker  
26973 275<sup>th</sup> Ave  
Ewing, MO 63440

(MUST BE FILLED OUT BY AN ADULT- other than parent)

MISSOURI ACTEENS COUNCIL NOMINATION

1. Name of Acteen \_\_\_\_\_
2. Acteen's Church \_\_\_\_\_  
(City)
3. Activities in which Acteen is involved (church, community, school) \_\_\_\_\_
4. Special talents, abilities, interests \_\_\_\_\_
5. Why do you think this Acteen ought to serve on the Missouri Acteens Council?
6. Other comments:
7. Your Signature \_\_\_\_\_ Date \_\_\_\_\_
8. Your relationship with nominee and how long have you known her? \_\_\_\_\_

Deadline for nomination forms and application from Acteen is **December 31.**

Send forms to: Terry Broeker  
26973 275<sup>th</sup> Ave  
Ewing, MO 63440

**MISSOURI EMERGING LEADERS NOMINATION FORM**  
**Deadline: June 1, 20\_\_**

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone number\_\_\_\_\_ e-mail\_\_\_\_\_

Age\_\_\_\_\_ School grade\_\_\_\_\_ Acteens group\_\_\_\_\_

Church membership\_\_\_\_\_ Association\_\_\_\_\_

Check the activities in which the applicant has been involved. The applicant is to write a brief explanation or description of each involvement on a separate sheet of paper.

- \_\_\_\_\_ Missions/ministry projects
- \_\_\_\_\_ Witnessing
- \_\_\_\_\_ Acteens/Missions Interchange missions events
- \_\_\_\_\_ Missions Quest
- \_\_\_\_\_ Missions trips
- \_\_\_\_\_ WMU camps/retreats
- \_\_\_\_\_ WMU camps/retreats (age appropriate)
- \_\_\_\_\_ Associational or church officer/planning groups
- \_\_\_\_\_ NAC/Blume

Applicant must be available for

- EL Summit
- Missions Celebration

Signed\_\_\_\_\_

Church WMU Director

Signed\_\_\_\_\_

Acteens Advisor

Return this form with 4 letters of recommendation from (1) Church WMU director, (2) Acteens Advisor, (3-4) two other persons (such as pastor, church staff, etc.) on or before June 1, 20\_\_.

In the letters of recommendation, each person should respond to the following:

1. Give an example of how this applicant has been involved in doing missions. Missions is what the church does to take the love of Jesus Christ to persons not related to the church.
2. Share how the applicant has demonstrated a missions lifestyle.
3. Tell how the applicant has demonstrated leadership skills.
4. How has the applicant shown a quality missions life?
5. How has the applicant participated in missions learning experiences?

Send the nomination form and all letters to:

Bonnie Carter  
 1803 CR 1430  
 Cairo, MO 65239



**RECOMMENDATION FOR SPECIAL WORKER**

I would like to recommend:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

- Recommended for:
- ☐ ADULT- Women on Mission, MyMission, Adults on Mission
- ☐ STUDENT- Acteens, Challengers, Youth on Mission
- ☐ CHILDREN- Girls in Action, Royal Ambassadors, Children in Action
- ☐ PRESCHOOL- Mission Friends

Reasons for recommending this person: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by:

Name \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

**SEND FORM TO APPROPRIATE AGE-LEVEL SPECIALIST:**

ADULT- Connie Craig, 4025 Edgewood Road, Hannibal, MO 63401-2434,  
home: 573-221-8490 cell: 573-231-6400 [ccraig5491@sbcglobal.net](mailto:ccraig5491@sbcglobal.net)

STUDENT- Bonnie Carter, 1803 CR 1430, Cairo, MO 65239  
home: 573-881-8960 [mbcarter@mcmsys.com](mailto:mbcarter@mcmsys.com)

CHILDREN- Lori Bohannon, 18278 Hwy J, Conway, MO 65632  
home: 417-589-8482 [lori.bohannon@gmail.com](mailto:lori.bohannon@gmail.com)

PRESCHOOL- Ruth Carpenter, 8504 Overton Dr., Raytown, MO 64138  
cell: 816-225-0182 home: 816-356-2201 [jimruthcarpenter@sbcglobal.net](mailto:jimruthcarpenter@sbcglobal.net)

*This form may be copied if you want to make additional recommendations.*

Missouri WMU Board of Directors Report  
**(Due to President at April, July and November Board Meetings)**

Date\_\_\_\_\_

Name\_\_\_\_\_

List short-term goals identified in Annual Covenant completed:

List long-term goals identified in Annual Covenant on-going/completed:

\_\_\_\_\_ Number of conferences led or attended during the reporting period.  
Where and how many participants?

\_\_\_\_\_ Number of other types of contacts made during the reporting period.  
What kind of contacts and how many?

Other comments below

-----