

MWMU Executive Director/Consultant
Job Description

1. Serve as liaison to the MWMU 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 MWMU 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 MWMU Leadership.
4. Develop a network of trained leadership for MWMU.
5. Coordinate the work of the MWMU Nominating Committee.
6. Plan, coordinate and execute the MWMU calendar and budget.
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 MWMU 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 MWMU 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 National WMU, International Mission Board and the North American Mission Board as appropriate to fulfil the responsibilities stated above.
13. Represent MWMU at National WMU Board meeting.

Preschool/Children/Student
Missions Consultant
Job Description

1. Serve as liaison to the MWMU Board.
 - a) Serve as ex-officio member of the MWMU Board without voting privileges.
 - b) Represent and report on Preschool/Children/Student levels at MWMU Board meetings and MWMU annual meeting.
 - c) Maintain accountability to the MWMU Board and the MWMU Executive Director/Consultant.
 - d) Work with MWMU Executive Director/Consultant in enlisting MWMU Age Level Specialists. Assist in coordinating the training and enlisting of MWMU 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) Assist churches with ways to implement missions education into preschool, children and student ministries as needed.
 - c) Promote MWMU preschool, children and student events and emphases.
 - d) Coordinate and implement all events related to preschool, children and students.
3. Plan, coordinate and execute the MWMU calendar related to preschool, children and student age levels. Communicate with the MWMU Executive Director/Consultant to coordinate calendar.
4. Plan, coordinate and execute the MWMU budget related to preschool, children and student age levels.
5. Give support, encouragement, and direction to age level Specialists.
 - a) Communicate regularly with Specialists.
 - b) Plan and carry out meetings with Specialists when needed.
 - c) Delegate responsibilities to Specialists relating to their age level.
6. Relate to National WMU and National WMU age level leadership.
 - a) Communicate by email and phone when needed.
 - b) Attend affinity group trainings and/or meetings when possible.

MWMU Specialists: Preschool, Children, Student, RA/Challenger, Adult
Job Description

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 MWMU 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 MBC MWMU 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 MBC MWMU budget as the MBC MWMU budget allows.
10. Be ex-officio members of the MWMU Board without voting privileges.

Resource Consultant
Job Description

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. Prior to ordering all orders must be approved through email by the President.
3. Maintain Inventory.
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 MBC MWMU budget.
12. Share information with the Resource Consultant replacement should they be unable to continue in this position.

MWMU Foundation State Ambassadors
Job Description

1. Promotes the WMU Foundation to people in churches and associations.
2. Explains the basics 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 MBC MWMU 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.

MWMU Board Annual Covenant

Year _____

By: _____ Position: _____

As a member of the MWMU 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 _____
MWMU President and/or MWMU Director/Consultant

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.

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 MWMU.

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 MWMU 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:

<u>Item</u>	<u>Amount</u>
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This shall enable us to begin _____
(age-level organization)

Recommended by: _____ Date _____

Position _____

Address _____

City _____ Zip _____

Send to:

Connie Craig
4025 Edgewood Road
Hannibal, MO 63401-2434
573-231-6400

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 MWMU Board/WMU Leadership Team/WMU Executive Committee.
6. All MWMU Board Members shall have access to and knowledge of computer technology, include email.
7. The Regional Consultants shall have experience in Associational WMU work.

MEMO TO: (NAME)
FROM: MWMU Nominating Committee
DATE:

Greetings to a partner in missions!

You are one of several being recommended to serve on the MWMU Board of Directors as _____ This team is made up of people involved in local and state WMU work that carry on the business of MWMU. 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
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Your associational WMU Director:

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

Your pastor:

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

Your Director of Missions:

Name	Address	Phone
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Please list two other references you wish us to contact

Name	Address	Phone	Relationship
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Name	Address	Phone	Relationship
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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 MWMU Board of Directors. This team is made up of individuals involved in local and state WMU work that carry on the business for MWMU. Please fill out the following based on your opinion of this person. (If you do not know, check "no information.")

Is this person spiritually mature? Yes _____ No _____ No information _____

Is this person growing spiritually? Yes _____ No _____ No information _____

Does this person have WMU experience? Yes _____ No _____ No information _____

Is this person involved in their local church? Yes _____ No _____ No information _____
If yes, how?

Is this person involved in their association? Yes _____ No _____ No information _____
If yes, how?

Is this person a leader? Yes _____ No _____ No information _____

Is this person a self-starter? Yes _____ No _____ No information _____

Does this person work well with other people? Yes _____ No _____ No information _____

Comments:

What are this person's:

STRENGTHS

WEAKNESSES

What are this person's special talents, skills, abilities, etc.?

Would you recommend this person 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
Deadline: January 31

Date _____
Name (print) _____
Address _____
Phone _____ Email _____
Age _____ School year _____ Birthday _____
Church Name _____ City _____

1. Are you a Christian? ____yes ____no
Write a paragraph telling about your salvation experience. (attach a separate sheet)
2. List activities in which you are involved at church, school, and your community. (attach a separate sheet)
3. Write a paragraph stating why you would like to serve on the Missouri Acteens Council. (attach a separate sheet)
4. Send a photo with this application. Photo needs to be clear and sharp for use in Missouri Baptist publications.

I, _____, understand the Missouri Acteens Council requirements and responsibilities. I agree, should I be chosen, to adhere to those guidelines.

Acteen Signature _____ Date _____

Parent or 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 or Guardian signature _____

Pastor (or other church leader) signature _____

Send to: Teri Broeker
26973 275th Ave
Ewing, MO 63440
tbroeker@marktwain.net

Dear Acteens Council Member,

Thank you for serving with MWMU this year on Acteens Council. We are pleased to present you with a scholarship. Please use this money to further your interest in missions.

(Suggestions: training, mission trip, conferences)

Answer the questions below:

How did you use (or plan to use) your scholarship?

How did this experience help you to grow in missions.

Return by Dec 31 to:
Teri Broeker
26973 275th Ave
Ewing, MO 63440
tbroeker@marktwain.net

MISSOURI EMERGING LEADER APPLICATION
Deadline: June 1

Date _____

Name (print) _____

Address _____

Phone _____ Email _____

Age _____ School year _____ Birthday _____

Church Name _____ City _____

- 5. Are you a Christian? ____yes ____no
Write a paragraph telling about your salvation experience. (attach a separate sheet)
- 6. List activities in which you are involved at church, school, and your community. (attach a separate sheet)
- 7. Write a paragraph stating why you would like to serve as a Missouri Emerging Leader. (attach a separate sheet)
- 8. Send a photo with this application. Photo needs to be clear and sharp for use in Missouri Baptist publications.

I, _____ understand the Missouri Emerging Leader requirements and responsibilities. I agree, should I be chosen, to adhere to those guidelines.

Student Signature _____ Date _____

Parent or Legal Guardian Consent:

I consent for _____ to serve as a member of the Missouri Emerging Leaders, and I give my permission for her to attend the required meetings.

Parent or Guardian signature

Pastor (or other church leader) signature

Send to: Teri Broeker
26973 275th Ave
Ewing, MO 63440
tbroeker@marktwain.net

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, Youth on Mission
 - RA/CHALLENGER- Royal Ambassadors, Challengers
 - CHILDREN- Girls in Action, 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- Valerie Howe, P.O. Box 141, Lebanon, MO 65536-0141
cell: 417-588-7458, valhowe@earthlink.net
- STUDENT- Beverly Hilton, 23050 E Highway, Carrollton, MO 64633
cell: 620-200-5098, beverlyhilton47@gmail.com
- RA/CHALLENGER- John & Lori Bohannon, 18278 Hwy J, Conway, MO 65632
cell: : 479-381-2424, lori.bohannon@gmail.com
- CHILDREN- Abigail Moore, 59261 Scotts Lane, New London, MO 63459
cell: 573-501-1239, abbiemomof4@hotmail.com
- PRESCHOOL- Vivian Howell, 1843 Current Street, Liberty, MO 64608
cell: 816-214-1132, vivianhowell06@earthlink.net

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

MWMU Executive Director/Consultant – Laura Wells, 636-209-0027, dwells6779@sbcglobal.net
MWMU Preschool/Children/Student Missions Consultant – Teri Broeker, 573-478-3512, tbroeker@marktwain.net

**MWMU Board of Directors Report
(Due to President at April, July and November 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
