

MISSOURI WOMAN'S MISSIONARY UNION
OPERATIONAL POLICY AND PROCEDURES
Restated November 9, 2018

I. GENERAL

- A. The name of this corporation shall be Missouri Woman's Missionary Union, hereinafter referred to as MWMU.
1. Policy and Procedures are developed from the Bylaws of MWMU. Bylaws are printed each year in the Annual Meeting program.
 2. The MWMU Board of Directors and the MWMU Council serve as liaison between MWMU and the professional MWMU office.
 - a. The MWMU Board of Directors, hereafter referred to as MWMU Board, is composed of President, Vice-President, Secretary, Treasurer, eight Regional Consultants, Communication Consultant, Prayer Advocate, Missionary Advocate, Language Consultant and African-American Consultant elected at the MWMU Annual Meeting. (See Bylaws for tenure.)
 - b. The MWMU Council is composed of all associational WMU Directors, the MWMU Board, past Presidents of MWMU, current professional staff and retired professional MWMU staff.
 - c. The professional MWMU staff is a part of the work of the Executive Team of the Missouri Baptist Convention, hereinafter referred to as MBC.
 - (1) The staff are ex-officio members without vote of the MWMU board and MWMU Council.
 - (2) The staff will attend all board meetings and give a report at each meeting.
 - (3) Some expenses to attend board meetings are paid through the MBC MWMU budget and through the MBC Consultant travel expense budget.
 - d. The professional leadership shall select an Adult Specialist, RA/Challenger Specialist, Student Specialist, Children Specialist and Preschool Specialist. **(Exhibit 3)**
 - (1) The Specialists will serve as ex-officio members of the MWMU Board – meaning they are non-voting members of the MWMU Board.
 - (2) MWMU Board meeting attendance is required at all board meetings. Specialists will give a report at each meeting.
 - (3) Travel expenses (mileage reimbursement, motel, and meals) for trainings 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.

- (4) Some expenses for MWMU Board meeting attendance for the Adult, RA/Challenger, Student, Children and Preschool Specialists will be paid from MBC MWMU monies.
 - e. The professional staff shall also appoint Christian Women's Job Corps consultant(s) who will attend board meetings as requested by the professional staff. (possibly every other year)
 - (1) The CWJC consultant(s) will serve as ex-officio MWMU Board members-meaning they are non-voting members of the MWMU Board.
 - (2) Expenses to attend the board meeting are paid through the MBC MWMU budget.
 - f. Elect a President-elect to serve during the last year of the current president in order to acquaint her with the duties and responsibilities of the president.
 - (1) She shall be committed to assuming the role of President at the end of one year of training.
 - (2) This would be subject to election at the MWMU Annual meeting.
 - (3) The President-elect shall be an ex-officio member without vote of the MWMU Board and the MWMU Council.
 - (4) The qualifications of the President-Elect would be the same as for President.
 - (5) Attendance is expected at the following meetings: MWMU Annual Meeting, MWMU Board meetings, MWMU Council meetings, and other meetings at MWMU request and a minimum of one regional, state or national WMU meeting per year of her choice at her expense.
 - (6) Promote WMU every way possible throughout the state.
 - (7) She shall job-shadow the president as the president executes her duties.
 3. The work of MWMU is funded by monies from Cooperative Program gifts and Missouri Missions Offering (MMO) through the MBC WMU budget and by monies given directly to MWMU.
 4. Monies given directly to MWMU are designated to the Madge N. Truex Fund or the Alberta Gilpin Fund. Undesignated funds received by MWMU are equally divided between the two funds.
- B. The business of MWMU shall be conducted at the MWMU Board meetings and Annual Meeting. New business must be submitted in writing to the president two weeks prior to the opening session of Annual Meeting.

- C. MWMU Board has primary responsibility for the following meetings: MWMU Annual Meeting, MWMU Board meetings and MWMU Council meetings.
1. MWMU Annual Meeting and expenses:
 - a. The chairmen of the local committees for MWMU Annual Meeting shall be selected by the host associational WMU Director, host church WMU Director and the Regional Consultant. They shall be contacted in the summer before Annual Meeting requesting them to select local committee chairmen by October 1.
 - b. Some expenses shall be paid for MWMU Board and WMU Director Emeritus by MBC MWMU budget. The professional MWMU office shall make the motel reservations.
 2. MWMU Board meetings and expenses:
 - a. There shall be two MWMU Board meetings a year with additional meetings called as needed. Two thirds of the board membership shall constitute a quorum. These meetings shall be a time of business and preparation to strengthen WMU work in regions.
 - b. Some expenses for MWMU Board meetings are paid for members. Mileage rates for expenses are set by MBC MWMU office.
 - c. Expenses for other requested meetings shall be covered under MBC MWMU budget when so stated.
 - d. Honoraria and expenses for MWMU Board are determined annually by the MBC MWMU budget. The MWMU Board will be notified by the MWMU Executive Director/Consultant of availability and distribution of monies at the Fall MWMU Board meeting following the approval of the MBC budget.
 3. MWMU Council meetings and expenses
 - a. There shall be one meeting a year.
 - b. An associational WMU Director may designate a representative if she is unable to attend.
 - c. The yearly MWMU council update and training will be done over a Friday/Saturday with some expenses paid for each associational WMU director, past MWMU presidents, MWMU board members and current MWMU professional staff.
- D. The MWMU Board administers the Madge N. Truex Fund and Alberta Gilpin Fund. The funds are a MWMU effort supported primarily by Women on Mission members and organizations throughout the state (see Madge N. Truex Committee and Finance Committee under Committees of the MWMU Board).

- E. Lift Up Lesotho. This is a prayer partnership between Missouri Baptists and the Baptist Mission of Lesotho. It was begun in 1986 with MWMU and missionaries Randy and Nancy Sprinkle. It was later adopted by the MBC, and MWMU has the responsibility for implementing the prayer partnership. MWMU Prayerways includes prayer information.
- F. Gifting
 - 1. The professional MWMU staff shall be responsible for the planning of a party and selection of gift for the retiring president. The cost of the gift should not exceed \$500.
 - 2. Retiring MWMU Board members shall be recognized with a gift and shall be given a certificate of recognition at the MWMU Annual Meeting.
 - 3. In the case of the death of a MWMU Board member or of an immediate family member (spouse, parent, child), the MWMU Board shall send flowers or a memorial gift. (Notification of death should be given to the president who in turn notifies the professional MWMU staff and the person in charge of the MWMU Benevolent Fund.)
 - 4. In the case of hospitalization/or an outpatient surgical procedure of a MWMU Board member, the MWMU Board shall send flowers. (Notification of hospitalization should be given to the president who in turns notifies the professional MWMU staff and the person in charge of the MWMU Benevolent Fund.)
 - 5. Members of the MWMU Board shall initiate any parties or gifts for professional leadership.
- G. The professional staff shall provide annually all MWMU Board members with mailing addresses, e-mail addresses and phone numbers by region of associational WMU Directors and associational Directors of Missions.
- H. This Policy and Procedures shall be kept by MWMU Board Secretary and professional staff, and a copy shall be given to each member of the MWMU Board and each association. The Policy and Procedures shall be reviewed annually and at other times as needed.

II. MWMU PROFESSIONAL LEADERSHIP

- A. The person chosen by MWMU shall be designated MWMU Executive Director/Consultant. **(see exhibit 1)**
- B. Professional Leadership shall select an Adult Specialist, RA/Challenger Specialist, Student Specialist, Children Specialist and Preschool Specialist.

III. MWMU BOARD OF DIRECTORS

- A. Qualifications
 - 1. Each member shall be an active participant in local, associational, regional and state WMU activities.

2. Each member shall have current WMU leadership experience in the local church.
3. Each member shall be involved in programs of the local church.
4. Each member shall have proven ability to communicate with all WMU publics.
5. Nominations made from the floor of the annual meeting shall be supported by the completed Profile Sheets (**see exhibits 10 & 11**) in the Policy and Procedures.
6. The president shall have served previously on the MWMU Board / MWMU Leadership Team / WMU Executive committee.
7. All MWMU board members shall have access to and knowledge of computer technology, including email.
8. The Treasurer shall be bonded.
9. Regional Consultants shall have experience in Associational WMU work.

B. Duties of the MWMU Board

1. At the first regular meeting following annual meeting, the MWMU Board shall write/review annual covenants. (**see exhibit 6**)
2. Complete MWMU Board of Directors Report form and give to MWMU President in April, July and November. (**see exhibit 22**)
3. Assist in planning MWMU Annual Meeting. Report at each annual meeting the time and place of the next annual meeting.
4. Serve on committees as assigned by President.
5. Promote the Madge N. Truex Fund and the Alberta Gilpin Fund.
6. Attendance is expected at the following meetings: MWMU Annual Meeting; MWMU Board meetings; MWMU Council meetings; any other meetings at MWMU request; and a minimum of one regional, state, or national WMU meeting per year of her choice at her expense.
7. MWMU responsibilities take precedence over associational and local activities.
8. Churches and associations making requests should assume responsibility for expenses.
9. Promote WMU every way possible throughout the state.
10. All MWMU Board members are to annually update the list of procedures for carrying out their duties. These will be placed in the MWMU Disaster Recovery Manual.

C. Duties of MWMU Board Officers and members

1. President

- a. Plan agenda for and preside at MWMU Board meetings and MWMU Council meetings. Submit an agenda to the MWMU Executive Director/Consultant one month prior to the meeting.
- b. Appoint committees from MWMU Board: Advisory, Madge N. Truex, Policy and Procedures, Finance, Let's Grow WMU Committee and others as needed.
- c. Plan with MWMU Executive Director/Consultant and preside at MWMU Annual Meeting.
 - (1) Plan the agendas and preside at local committee meeting for Annual Meeting in consultation with MWMU Executive Director/Consultant. Submit agendas to the MWMU Executive Director/Consultant one month prior to the meeting.
 - (2) Plan the MWMU Annual Meeting in consultation with MWMU Executive Director/Consultant. Submit tentative program to the MWMU Executive Director/Consultant by November 1.
- d. Serve as a Vice President of WMU, auxiliary to SBC and attend National WMU Board meetings as a voting member. Attend National WMU Annual Meeting. Expenses provided by National WMU.
- e. Provide MWMU historical highlights of the year for the Annual Meeting program.
- f. Attendance is expected at MBC annual meeting and any other meetings at MWMU request.
- g. Monitor the execution of these Policy and Procedures. **(see exhibit 22)**
- h. Assist with orientation and training of new President up to one year at the new President's request.
- i. Appoint parliamentarian.
- j. Appoint annually three members in November with board experience, who reside in proximity to the current treasurer, to review the treasurer's report.
 - (1) The committee will review the treasurer's books to see if income and expenditures are in line and the checkbook balanced.
 - (2) The books will be reviewed in January, for the calendar year which ended in December, with a report given at the April meeting.
- k. Maintain and update annually the MWMU Disaster Recovery Manual.

- l. Will notify the MWMU Executive Director/Consultant and person in charge of the MWMU Benevolent Fund in the event of illness/death of MWMU board member or death of immediate family member.
 - m. Consult with the Madge Truex Committee on choosing an Emeritus Missionary each year to honor at our annual meeting.
 - n. Poll board members as necessary to hold a vote in order to fill a board vacancy or other urgent decisions. (A 75% response is necessary) Results shall be reported electronically and at the next board meeting.
 - o. President will appoint MWMU Foundation State Ambassadors who will attend MWMU Board meetings as requested. **(see exhibit 5)**
 - (1) The MWMU Foundation State Ambassador(s) will serve as ex-officio members of the MWMU Board – meaning they are non-voting members of the MWMU Board.
 - (2) Some expenses for MWMU Board meeting attendance will be paid from MBC MWMU monies.
 - p. President will appoint a MWMU Resource Consultant who will attend MWMU Board Meetings as requested. **(see exhibit 4)**
 - (1) The MWMU Resource Consultant will serve as ex-officio member of the MWMU Board-meaning she will be a non-voting member of the MWMU Board.
 - (2) Some expenses for MWMU Board meeting attendance will be paid from MBC MWMU monies.
2. Vice-President
- a. Preside in the absence of the President at the Annual Meeting, meetings of the board and meetings of the MWMU Council.
 - b. Succeed to the office of president upon death, resignation, removal or inability to perform her duties.
 - c. Chair the Finance Committee. (Plan committee agenda, guide budget preparation)
 - d. Report activity of Alberta Gilpin Fund to MWMU Board and to MWMU Annual Meeting.
 - e. Develop strategies for promotion/growth of Alberta Gilpin Fund.
 - f. File annually or bi-annually, the registration report with the State of Missouri by August 1.

- g. Assist in orientation and training of new Vice-President up to one year at the new Vice-President's request.

3. Secretary

- a. Serve as recording secretary. Take minutes of MWMU Annual Meeting and MWMU Board meetings. File minutes with MWMU staff within six weeks of the meeting.
- b. See that copies of minutes and handouts are distributed to the Board of Directors when appropriate. Send handouts and additional information to absent MWMU board members.
- c. Keep on file all copies of committee reports.
- d. Keep a membership roll of MWMU Board members and call roll at each meeting.
- e. Maintain a current notebook of the Bylaws, Policy and Procedures, legal documents and minutes with any amendments to these documents properly recorded. Have documents available at each meeting.
- f. Work with the President to send out notices of meetings when appropriate.
- g. Serve as Chairman of the Policy and Procedures Committee.
- h. Provide to Nominating Committee Chairman a listing of MWMU officers and board members noting tenure eligibility and a current copy of Policy and Procedures.
- i. In the absences of the President and Vice-President, the Secretary shall preside until the election of a chairman pro-tem.
- j. Assist in the orientation and training of the new Secretary up to one year at the new Secretary's request.

4. Treasurer

- a. Receive, disburse and maintain Madge N. Truex Fund and Alberta Gilpin Fund according to budget.
- b. Assist as a resource person for the Madge N. Truex Committee and Finance Committee.
- c. Maintain records for all contributions.
- d. Oversee sending receipt of the donations for charitable tax credit.
- e. Furnish financial reports for the Madge N. Truex Committee, Finance

Committee and Board of Directors at their meetings.

- f. Give full financial report at the Annual Meeting of MWMU.
- g. Oversee the filing of necessary tax reports with IRS and Missouri Department of Revenue (501(c) (3) status).
- h. Assist in orientation and training of new Treasurer up to one year at the new Treasurer's request.
- i. MWMU Treasurer will issue a "1099" Misc. Form for annual presidents' expenses.

5. Regional Consultant

- a. Network with associational WMU Directors and regional team of Special Workers to:
 - (1) Discover needs of the churches regarding mission's education and ministries.
 - (2) Initiate plans to meet discovered needs.
 - (3) Share areas of growth with region and state MWMU Board.
 - (4) Have one regional training event every year which includes training for all age level organizations. One time financial help each year as MBC MWMU budget allows.
- b. Attend the yearly Regional Consultants Training.
- c. Establish contact with Directors of Missions.
- d. Serve as a liaison between region and Communications Consultant.
- e. Lead regional team to discover, nurture and recommend adults for MWMU Board, Special Workers and Nominating Committee.
- f. Follow up on Mary O. Bidstrup scholarship recipients in region.
- g. Follow up on WMU Starter Pack requests from the National WMU website in region.
- h. Follow up on New Start forms/State incentive Plan recipients in region.
- i. Promote regional and state WMU events.
- j. Distribute form "Recommendation to Nominating Committee" to church and associational WMUs.

- k. Serve on MWMU Nominating Committee.
 - l. Assist in orientation and training of new Regional Consultant up to one year at the new Consultant's request.
6. Prayer Advocate
- a. Prepare monthly MWMU PrayerWays (coordinating requests for partnerships) Send to MWMU Executive Director and state Baptist papers, two weeks prior to month. The MWMU PrayerWays flow chart is as follows:
Prayer Advocate → state office → board members → associational offices → church WMU Directors. (Church WMU Directors distribute according to church plan.)
 - b. Develop MWMU prayer networks (Board members prayer chain, missionary requests). **(see exhibit 7)**
 - c. Prepare an annual prayer partners list for MWMU Executive Board members to present at the July Board Meeting.
 - d. Assist in orientation and training of new Prayer Advocate up to one year at the new Prayer Advocate's request.
7. Missionary Advocate
- a. Administer and promote the Madge N. Truex Fund.
 - b. Chair the Madge N. Truex committee. (Plan committee agenda, guide budget preparation, present student loan applications, etc.)
 - c. Report activity of Madge N. Truex Fund to MWMU Board and to MWMU annual meeting.
 - d. Develop strategies for nurturing Missouri missionary families (i.e. MKs, missionary parents, emeritus missionaries, and current IMB and NAMB missionaries). Plan and implement missionary family retreat.
 - e. Develop a production plan for emeritus missionary biographies.
 - f. Assist in orientation and training of new Missionary Advocate up to one year at the new Missionary Advocate's request.
8. Communications Consultant
- a. Develop and help implement comprehensive communication strategies for MWMU (i.e. resource book, newsletter, Pathway, *Word & Way* information, etc.).
 - b. Keep up to date on current mission resources.

- c. Oversee recording and maintenance of MWMU history:
 - (1) Regularly update MWMU history, *Ye Are the Branches*.
 - (2) Keep a file of MWMU pictures, news articles, minutes, etc. of MWMU events/activities occurring since the last meeting of the MWMU Board.
 - (3) Maintain a file on VIP's in MWMU history.
 - d. Be responsible to assist with the publicity booth at conventions/annual meetings at the request of the MWMU professional staff.
 - e. Assist in orientation and training of new Communications Consultant up to one year at the new Communication Consultant's request.
9. Language Consultant
- a. Serve as a representative of the language groups in Missouri.
 - b. Serve as a WMU advocate in the language congregations.
 - c. Lead in planning for WMU training for language congregations.
 - d. Serve as liaison between MBC language work and MWMU.
 - e. Keep MWMU Board updated on language resources.
 - f. Communicate to associational WMU leadership about language congregations in their regions and encourage them to have a language representative serve on their leadership team.
 - g. Assist in orientation and training of new Language Consultant up to one year at the new Language Consultant's request.
10. African-American Consultant
- a. Serve as representative of African-Americans in Missouri.
 - b. Serve as a WMU advocate in African-American congregations.
 - c. Serve as a liaison between African-American congregations and MWMU.
 - d. Serve as a resource person for WMU training that will develop African-American leaders.
 - e. Communicate to associational WMU leadership about African-American congregations in their regions and encourage them to have an African-American representative serving on their leadership team.
 - f. Assist in orientation and training of new African-American Consultant up

to one year at the new African-American Consultant's request.

IV. MWMU COUNCIL

A. Duties

1. Attend MWMU Council meetings and share information received with church WMUs.
2. Assist church WMU Directors in accurate reporting on the Annual Church Profile.
3. At the MWMU Council meeting, associational WMU Directors shall submit to the Nominating Committee names of people to serve on the MWMU Board and Nominating Committee.

V. COMMITTEES OF MWMU

A. Advisory Committee

1. The committee shall be composed of five members appointed by the president.
2. The committee shall meet at the call of the president to perform such duties as shall demand immediate attention between meetings of the board. The minutes of the meeting shall be read at the next meeting of the board.

B. Policy and Procedures Committee

1. The committee shall be composed of the Secretary, who shall serve as chairman, and two other members, appointed by the president.
2. The committee shall submit any recommendations affecting changes of the Policy and Procedures to the board. Recommendations for amendments to the bylaws shall be submitted to the committee for its review, report and recommendations to the board.
3. The committee shall perform other duties defined in the Policy and Procedures adopted by the board.
4. The committee shall review annually the policies and procedures.

C. Finance Committee

1. The committee shall be composed of the Vice-President, who shall serve as chairman, and three other members, appointed by the president.
 - a. The committee shall meet as needed to recommend the Alberta Gilpin Fund budget and promotion and to administer said funds.

- b. The committee shall perform other duties defined in the Policy and Procedures adopted by the board.
2. Initiate strategies for promotion and development of Alberta Gilpin Fund. The guidelines for use of monies in Alberta Gilpin Fund shall include, but not limited to:
- a. Seed money for starting new MWMU organizations through the Mary O. Bidstrup Scholarship Fund.
 - (1) This scholarship is granted to churches and/or campuses that have no MWMU organizations.
 - (2) Based upon resources available, a maximum of eight (8) \$100 scholarships are granted annually on a first come-first served basis.
 - (3) Applicants must be recommended by associational WMU Director, associational Missions Growth Director or associational Director of Missions and the scholarship shall be sent to the person recommending the applicant. **(see exhibit 8)**
 - (4) Regional Consultant shall be notified of scholarship recipients for the purpose of follow-up.
 - b. Funding for special ministry projects in Missouri.
 - (1) Special events
 - (2) Leadership training
 - (3) Unmet emergency needs
 - c. Acteens Council Scholarship/Awards.
 - (1) These scholarships/awards are given to Acteens to show support for young women in Missouri and to further their interest in missions.
 - (2) The scholarships/awards are given to Acteens who have completed a one year term on the Missouri Acteens Council.
 - (3) The scholarship/award is a gift of \$200, to be awarded at the completion of each year on the Missouri Acteens Council.
 - (4) The scholarship/award should be used to enhance her missional lifestyle.
 - (5) The number of scholarships shall not exceed three per year.
 - d. An annual Christmas gift for Alberta Gilpin.
 - e. Insurance and bonding for MWMU.

- f. Promotional expenses of the Gilpin Fund.
 - g. Administrative costs of MWMU.
 - h. The MWMU President's expenses.
 - i. MWMU Foundation Funds Ambassadors expenses.
 - j. Continued growth of the fund through investment opportunities.
3. Work with Treasurer in developing system of disbursing funds. The treasurer's report shall be reviewed annually by three members from the board appointed by the president.
 4. Submit promotion brochure and annual proposed budget at the Fall MWMU Board meeting.
 5. Recommend use of endowment fund monies from National WMU.

D. Madge N. Truex Committee

The committee shall be composed of the Missionary Advocate, who shall serve as chairman, and three other members, appointed by the president. The Madge N. Truex Committee shall promote and administer the Madge N. Truex Funds. They shall submit a promotion brochure and an annual proposed budget at the Fall MWMU Board meeting to include but not be limited to:

1. Student loans. The loan shall be approved by the committee and recommended to the MWMU Board for action.
 - a. Student loan requirements
 - (1) MWMU shall grant loans to seminary students and graduate students training for careers in missions.
 - (2) Preference shall be given to applicants born in Missouri or who have spent a major portion of their lives in the state. They must have been accepted for study in a graduate school or a Southern Baptist seminary.
 - (3) A full loan shall not exceed eight hundred dollars (\$800) per annum.
 - (4) All funds shall be sent to the school where the student is matriculated, to be applied to said student's credit.
 - (5) A full loan for study in a seminary or graduate school shall be granted for no more than three successive years unless the individual case merits an exemption in the judgment of the Madge N. Truex Committee.
 - (6) Each applicant shall have an interview, in person or by phone, with at

least one member of the committee or one of the professional staff members, if possible.

- (7) The committee shall distribute promissory loan notes to the approved recipients for their signatures and shall collect them for filing.
- (8) When the note becomes due, the committee shall send semi-annual statements to each recipient. All correspondence pertaining to the notes and payments on loans shall be handled by a volunteer to the committee.

b. Student loan terms

(1) Repayment

The recipient begins repayment of the loan by the first day of the seventh month following graduation and shall make monthly payments thereafter until the loan has been paid in full. In case the recipient, in looking toward appointment as a career missionary by either the North American or International Mission Board, must pursue further study or obtain additional practical experience in the field, the Madge N. Truex Committee may make exception as seems wise. In the event a recipient drops out of school, the note becomes due in full immediately unless satisfactory arrangements are made with the Madge N. Truex Committee.

(2) Maturity

The note is to be paid in full within three years after schooling has ceased unless the Madge N. Truex Committee, at its option, extends or renews the same for a period of one year only.

(3) Interest

Loans bear no interest until notes mature as set forth in "2" above, at which time any unpaid balance shall bear 4 1/2% per annum until the balance is paid.

(4) Cancellation

If the recipient receives appointment under the International or North American Mission Boards of the Southern Baptist Convention, state convention, or association affiliated with the Southern Baptist Convention, the obligation to repay the loan shall be canceled according to the terms of the note.

c. Student loan process (Madge N. Truex Fund)

(1) Request for application.

(a) The committee sends an application.

(b) The committee sends sample promissory note and Madge N. Truex brochure with application.

(2) Application received.

- (a) Original filed with committee chairman.
 - (b) The chairman sends reference forms.
 - (c) Completed reference forms filed with committee chairman.
- (3) Chairman or committee member interviews applicant in person or by phone.
- (4) Action taken by MWMU Board.
- (5) Loans approved.
- (a) The committee sends letter of approval to recipients.
 - (b) One copy of promissory note is sent with letter (original is placed in permanent file with committee).
- (6) Check is mailed.
The MWMU Treasurer mails check to school accompanied by letter of explanation.
Example: August - \$400, first semester
January - \$400, second semester
- (7) On graduation of recipient the committee sends letter to remind recipient of terms of note and obligation involved. After the committee receives word from the recipient of plans for the future; i.e., appointment to mission field, for female – full-time church related vocation, or neither the committee will either cancel the loan (notifying the recipient) or send papers on to our Madge N. Truex volunteer for her to handle the repayment of the loan. In the event a recipient drops out of school, the note becomes due in full immediately and papers turned over to the volunteer for collection unless satisfactory arrangements are made with the Madge N. Truex Committee.
- (8) Student loan report forms
- (a) The volunteer will mail report forms to all outstanding loan recipients in January and July.
 - (b) Copy filed in recipient's permanent file and a copy sent to the Madge N. Truex Committee.
 - (c) The volunteer will send a report on the status of all outstanding loans to the Madge N. Truex Committee the end of February and the end of August.
- (9) The student will send all payments to the volunteer with the check made out to the Missouri Baptist Foundation. The volunteer will acknowledge

receipt of check to student, record information in file and send the check on to the Missouri Baptist Foundation.

(10) Cancellation of loan

When a loan is partially or fully canceled and/or paid, the recipient is notified by the committee.

(11) MWMU Board meeting report

(a) At both meetings, chairman shall bring a report on status of all outstanding loans.

(b) The report shall include notes fully canceled, notes partially canceled, and notes paid.

(c) At both meetings, the Madge N. Truex committee shall examine and update student loan reports.

2. Gifts to Missouri missionaries

- a. Missouri career missionary is one appointed as a career missionary by the North American or International Mission Board of the Southern Baptist Convention, born in Missouri and/or spent a major portion of his/her life in Missouri. The appointee must consider Missouri home. The international missionary shall also plan stateside assignment in Missouri.
- b. A missionary associate is one appointed by the North American or International Mission Board of the Southern Baptist Convention, born in Missouri and/or spent a major portion of his/her time in Missouri. The appointee must consider Missouri home.
- c. A gift of \$200 is given to new Missouri missionary appointees (career/associate) to be used for equipment needed to take to the mission field. The amount of \$200 is given to a couple if one or both are from our state and a like amount to the single Missouri missionary appointee.
- d. A gift is given to a Missouri missionary (career/associate IMB) or missionary family near the close of their stateside assignment to help buy supplies to take to their field.
 - (1) \$200 - year stateside assignment
 - (2) \$100 - less than one year stateside assignment
- e. The Committee shall recommend at the Fall MWMU Board meeting a monetary Christmas gift amount to be given to Missionary Kids attending college. In honor of our Missouri Emeritus Missionaries, the remaining balance will be equally divided between the Lottie Moon Christmas Offering and the Annie Armstrong

Easter Offering.

2. Parents of Missionaries (POM) Retreat Expenses

- a. Consult with POM Officers
- b. Help financially with overall expenses of POM retreat as requested and budget allows.

E. Nominating Committee

1. Following the election of Nominating Committee at the MWMU Annual Meeting, the Chairman calls for an organizational meeting to elect a Vice- Chairman and a Secretary. This information shall be filed with the MWMU Executive Director/Consultant within three weeks.
2. Copies of Bylaws, MWMU Policy and Procedures will be provided. The Nominating Committee shall study the Bylaws and Policy and Procedures.
3. The Nominating Committee shall receive recommendations for MWMU Board members and Nominating Committee members from MWMU members. Recommendation forms will be distributed at MWMU Annual Meeting, MWMU Board meetings, council meeting and by regional consultants. **(see exhibit 9)**
4. Flow Chart
 - a. April – MWMU Annual Meeting
 - (1) Nominating Committee is elected according to Bylaws.
 - (2) Nominating Committee elects a Vice-Chairman and Secretary and notifies MWMU office of persons elected.
 - (3) Chairman provides Committee members with copies of Bylaws and Policy and Procedures.
 - (4) Receive recommendations for MWMU Board and next year's Nominating Committee at Annual Meeting. **(see exhibit 9)**
 - b. May – July
 - (1) Committee members study the Bylaws and Policy and Procedures.
 - (2) Receive recommendations from MWMU membership, MWMU Board and MWMU Council by September 1. **(see exhibit 9)**
 - c. July – First Nominating Committee Meeting
 - (1) Nominating Committee meets in conjunction with the July board meeting.
 - (a) Chairman conducts orientation.

- (b) Recommendation sheets will be distributed among Committee members.
- (2) Cover letter and profile sheet (**see exhibits 10 and 11**) and job description (from Policy and Procedures) will be sent to people being recommended to serve on MWMU Board.
 - (a) Various committee members will send these out to be returned to chairman.
 - (b) Upon receiving the forms the chairman will consult the current MBC Book of Reports to verify MBC affiliation.
- (3) Chairman sends references (**see exhibit 12**). References are returned to the chairman by October 1st.
- d. November - Second Nominating Committee Meeting
 - (1) Chairman distributes all profile sheets and reference letters under consideration for MWMU Board.
 - (2) Committee member will follow up with the committees recommended candidate by conducting individual phone interviews. (**see exhibit 13**)
 - (a) Interviews are to be completed by December 1.
 - (b) Notes of this phone conversation should be sent to nominating committee chairman.
 - (c) The nominating committee chairman will share results of all interviews with the entire committee.
 - (d) The nominating committee chairman may call a special meeting if necessary to review the slate of officers.
 - (3) Each nominee is notified in writing about her nomination, duties, dates of required meetings and election.
 - (4) Send Policy and Procedures and Bylaws to all nominees.
 - (5) Send acknowledgement to those recommended but not nominated.
 - (6) Nominate next year's Nominating Committee (see Bylaws). (Phone calls may be made and record made of the conversations.) Each nominee will be notified in writing of her nomination and of the organizational meeting of the Nominating Committee to be held at MWMU Annual Meeting.
- (7) Chairman gives list of nominees to MWMU Executive Director/Consultant by Feb. 1.

e. January or February

Publicize the nominating committee recommendations with statement of office, name, church name and WMU involvement by March 1.

f. April

- (1) Vote on nominees at MWMU Annual Meeting (electing both MWMU Board and new Nominating Committee).
 - (2) Nominating Committee Chairman will announce at the MWMU Annual Meeting just prior to the election of officers that the candidate elected as Vice-President shall become MWMU President in the event the current President cannot complete her term.
 - (3) After election the chairman destroys all reference letters and profile sheets.
5. The Committee shall have the privilege of consulting with MWMU Board President and professional staff regarding nominees.
 6. Some of the expenses of these meetings shall be paid by the MBC MWMU budget.
 7. The Chairman shall bring the report of the Nominating Committee to the Annual Meeting of MWMU. Some of her expenses shall be provided by the MBC MWMU budget.
 8. Any vacancy occurring on the Nominating Committee between annual sessions of MWMU shall be filled by the Advisory Committee.

F. Let's Grow WMU Committee

1. The committee shall be composed of four members appointed by the president. The committee will elect a chairperson.
2. The committee shall communicate with regional consultants and specialists to encourage new starts and strengthen the organization.

VI. MISSOURI ACTEENS COUNCIL

A. The Missouri Acteens Council is composed of at least one and not more than three (3) Acteens who have completed the following requirements:

1. Must be at least a freshman – 9th grade. Current high school seniors are not eligible for Acteens Council.
2. Must be a Christian and a member of a local MBC church.
3. Must be an active member of a local Acteens organization and involved in a

missional lifestyle.

4. Assist with planning and implementing PURSUIT.
 5. Agree to serve one year from MWMU Annual Meeting to the next MWMU Annual Meeting. She will serve as page for the first MWMU Annual Meeting.
 6. Provide own transportation. MBC MWMU shall provide some expenses. MWMU shall provide chaperones to all meetings the Acteens Council member is asked to attend.
 7. Must have consent of parent or legal guardian and signature of pastor or other church leader. **(see exhibit 14)**
 8. Must have Acteens Leader and another church leader (other than parent) fill out the recommendation forms. **(see exhibits 15 and 16)**
 9. Applications, along with recommendations, are due by December 31.
Send to:
MWMU Preschool/Children/Student Missions Consultant
- B. The selection of the Acteens Council is made by the MWMU Student Consultant in consultation with state student leadership. The new Acteens Council shall be presented at the MWMU Annual Meeting.
 - C. Council member shall be presented a certificate of recognition at MWMU Annual Meeting.
 - D. Upon the completion of the year served, Acteens Council members shall receive a \$200 scholarship, provided by the Alberta Gilpin fund. The scholarship should be used to enhance her missional lifestyle.
 - E. Churches and Associations using Missouri Acteens Council shall be responsible for expenses.
 - F. Council members will be invited to attend Emerging Leader Summit.

VII. MISSOURI EMERGING LEADERS

- A. Emerging Leaders is composed of Acteens or Youth on Mission young ladies who have exhibited leadership qualities in their lives. These girls must meet the following requirements:
 1. Must have at least completed 7th grade and may participate through 12th grade. The application process must be completed each year.
 2. Must be a Christian and a member of a local MBC church.

3. Must be an active member of a local Acteens or Youth on Mission group and involved in a missional lifestyle.
 4. Attend Emerging Leader Summit.
 5. Provide own transportation to Emerging Leader Summit. MBC MWMU shall provide some expenses.
 6. Must have consent of parent or legal guardian and of pastor or other church leader. (**see exhibit 18**)
 7. Must have Acteens or Youth on Mission Leader and another church leader (other than parent) fill out the recommendation forms. (**see exhibits 19 and 20**)
 8. Applications, along with recommendations, are due by June 1.
- B. The selection of Emerging Leaders is made by the MWMU Student Consultant in consultation with state student leadership.
 - C. Churches and Associations using Missouri Emerging Leaders shall be responsible for expenses.
 - D. Missouri Acteens Council members will be invited to Emerging Leader Summit. They will not be required to complete the application process.
 - E. Emerging Leaders shall be presented a certificate of recognition for attending the Emerging Leader Summit.

VIII. MWMU SPECIAL WORKER GUIDELINES

- A. Definition:
A MWMU Special Worker is a volunteer recognized by the MWMU professional staff and age level Specialist as a qualified consultant/teacher/conference leader. This person has undergone training in their area of expertise, is a recognized leader, and has experience in helping churches/associations/regions develop and enhance missions education.
- B. Minimal Requirements:
 1. Salvation experience.
 2. Membership in a local MBC church.
 3. Present service to local church or association in some aspect of respective field.
 4. Completion of a basic Special Worker training course in the respective field of ministry (This training is required each year of service as a Special Worker).

5. Written recommendation of pastor and at least one other person.
6. Ability to communicate effectively to others.

C. Special Workers are expected to:

1. Attend annual Special Worker training event every year.
2. Look for opportunities to promote their age-level organization(s).
3. Keep informed of the current issues, trends, programs, and periodicals related to age-level organization.
4. Support WMU work with attendance and/or encouragement. Be a WMU advocate.

D. The procedure for the selection of Special Workers shall be as follows:

1. Recommendations for Special Workers may come from the following: church, associational, regional or state leadership.
2. All Special Workers shall be selected by the MWMU professional staff and MWMU Specialists.
3. Information Form will be received from individuals. References will be solicited from Directors of Missions, Pastors and/or from those individuals known to be active in the field.
4. When receiving the information form/references, the MWMU professional staff and MWMU Specialists shall work to fill any existing vacancies; mindful of balance and of the need for diversity in meeting needs throughout the state.

E. Expense Policy (subject to change)

When enlisted by one of the MWMU professional staff to fill an assignment, Special Workers shall receive expenses and honorariums as follows:

1. Expenses
 - a. 35 cents per mile for car mileage (mileage rate is set by MBC office)
 - b. \$50.00 reimbursement for lodging when traveling over 200 miles one way
2. Honorariums shall be paid as the MBC MWMU budget allows.

F. Availability to churches/associations/regions:

Special Workers are trained to help Missouri Baptist churches, associations and regions with WMU work.

1. Responsibility

When churches, associations or regions contact Special Workers, MWMU does not pay expenses or honorariums.

The Special worker will need to make arrangements in the initial contact with the church, association or region for:

- a. Mileage and honorarium
 - b. Purpose of meeting or consultation
 - c. Responsibility of Special Worker
 - d. Time schedule
 - e. Location of meeting
 - f. Appropriate dress
 - g. Approximate number to attend
2. Expertise of Special Workers
- a. MWMU Special Workers are available to lead conferences, teach books, make speeches, conduct prayer retreats, speak at banquets, conduct missions ministry training and conduct camps.
 - b. Any leader needing a consultant to help develop, begin, plan, enhance, reconstruct or brainstorm MWMU work (organization or service) may seek the help of a Special Worker.
 - c. Special Workers are trained to consult by phone or in person.
 - d. Special Workers are idea and resource specialists. They will be happy to brainstorm with WMU/missions leaders and to suggest resource people or materials
3. Enlistment of a Special Worker
- Churches, associations and regions needing the services of a Special Worker may deal with the Special Worker directly or request names from a WMU Specialist

G. For additional information regarding Special Workers, contact:

One of the Specialists listed on **Exhibit 21**, the MWMU Executive Director/Consultant, or the MWMU Preschool/Children/Student Missions Consultant

IX. PROCEDURE FOR ENLISTING SPECIAL WORKERS

- A. The following procedure will be carried out by age-level specialist.
- B. Specialists may receive recommendations for Special Workers or actively “search” for them by

calling leadership in the region needing a Special Worker. **(See Exhibit 21)**

- C. (optional) Call, letting the prospective Special Worker know their name has been suggested as a potential MWMU Special Worker. Answer any questions they might have.
- D. Send a cover letter with guidelines and information form to prospective Special Worker.
- E. The prospective Special Worker returns form to the Specialist.
- F. After receiving their form back, follow up on references. Send the reference a memo and reference form along with a self-addressed stamped envelope for return.
- G. After receiving references, evaluate whether or not the prospect would make a good Special Worker according to Special Worker Guidelines.
- H. Specialist will inform MWMU professional staff of newly enlisted Special Workers.
- I. MWMU professional staff will send an invitation to the newly enlisted Special Worker to attend the Special Worker training.