

# *Women In the Church*



*2017-2018 Handbook*



*Mission Statement:*

The purpose of WIC is to help women to glorify God by reflecting His grace to one another through building each other up.

*Goal:*

To Build Each Other Up.

1 Thessalonians 5:11

*“Therefore encourage one another and build one another up, just as you are doing.” (ESV)*

# Women in the Church

## 2017-2018 Calendar

### Theme: “Building on a Firm Foundation”

“For no one can lay a foundation other than that which is laid,  
which is Jesus Christ.” - I Corinthians 3:11

September 21	Kick-Off Dinner & Meeting
Thursday	Speaker: Pastor Rob Rayburn
6:00 pm	Dinner
7:00 pm	Meeting

October 5-7	Ladies Retreat to Seabrook, WA
Thurs. – Sat.	<i>“Redeeming the Detours”</i>

November 16	WIC Meeting & Harvest Baskets
Thursday	Emily Downie
7-8:30 pm	

*(Note: November 18th, Christmas Bazaar, 10:00-2:00pm,  
Saturday, Tammy Hanks at the Darby’s home)*

December 2	Christmas Brunch
Saturday	Dana Skogen
11:00 am - 1:00 pm	
Doors open 10:30 am	

January 18                      Bunco Party  
Thursday  
6-8:30 pm

February 15                    WIC Meeting  
Thursday                      Janie Davey &  
7-8:30 pm                      Kimberly Reis

*(Note TBA: Couples' Retreat, Lake Quinault)*

March 15                        WIC Meeting  
Thursday                      Barbi David  
7-8:30 pm

April 28                         Spring Tea & Fashion Show  
Saturday                       Diane Collins  
11:00 am - 1:00 pm

May 19                          Field Trip & Lunch  
Saturday

## **Women In the Church Officers**

(Council members serve from June through May)

President	Dawn Darby
Vice-President	Shari Roland
Treasurer	Beth James
Secretary	Janie Irwin
At-Large	Nancy Rowan

## **Committee Chairwomen**

(Committee members serve from September through August)

Annual Meeting Dinner	Sandra Chiou
Bible Study	Dawn Darby
Child Care	Debbie Mellott
Christmas Brunch	WIC Council
Coffee	Terri Hurlbut, Margo Kelly
Funerals	Paige Price, Delores Tulfo
Kitchen	Kathy Hannula, Sally Lethbridge
Meals on Wheels	Kathy Haass, Alisha Bennett
Mother's Encouragement Group	Florence Rayburn, Dawn Darby
New Mother's Helper	Wendy Matsuda
Nursery	Dana Isenberger, Savannah Jackson
Prayer Chain, Phone	Mary Meyerhoff, Joanne O'Ban
Prayer Chain, Email	Church Office

Presbytery Meeting Hospitality  
Retreat  
Showers

Special Needs  
Special Occasions

Sunshine (Visitation  
& Harvest Baskets)

Dawn Darby  
WIC Council  
Stacie Aown,  
Jane Lewellen  
Alisha Bennett  
Constance Heermann,  
Elsie Dye  
Nancy Rowan,  
Cheryl Anderson

## **Committee Descriptions**

### **Annual Meeting Dinner**

General: Organize meal for the annual church meeting on last Wednesday in January.

Specific: Enlist volunteers and help in set-up, preparation, and clean-up. Prepare sign-up sheet, order and pick up food.

*Chairwoman: Sandra Chiou*

### **Bible Study**

General: Facilitate Tuesday morning Women's Bible Study.

Specific: Lead prayer time. Direct group decision on study materials used. Provide for nursery attendants for infants and toddlers. Compile email/phone contact list of Bible Study attendees. Set up room and prepare coffee.

Organize sign-up sheet for beverages and snacks. Be responsible for clean-up.

*Chairwoman: Dawn Darby*

### **Child Care**

General: Provide nursery attendants for infants & toddlers at all WIC meetings, showers, and other events as required.

Specific: Be responsible to inform attendants of meeting times and dates. Be responsible to inform WIC Treasurer of caregivers needing to be paid.

*Chairwoman: Debbie Mellott*

### **Christmas Brunch**

General: Coordinate all details involved in the brunch.

Specific: Plan and organize the menu and food preparation, decorations and clean up. Provide for sale and distribution of tickets. WIC Council will assist with program, music, and speaker. Coordinate meal service and wait staff.

*Chairwomen: WIC Council*

### **Coffee**

General: Enlist volunteers to prepare and serve coffee and tea each Sunday morning after the worship services.

Specific: Instruct volunteers in set-up, preparation, and proper clean-up. Take inventory of supplies, purchase as required.

*Chairwomen: Terri Hurlbut, Margo Kelly*



## **Funerals**

General: Coordinate food as desired by family.

Specific: Be responsible for enlisting volunteers for food, preparation, and cleanup for funeral receptions.

*Chairwomen: Paige Price, Delores Tulfo*

## **Kitchen**

General: Oversee kitchen maintenance.

Specific: Organize group kitchen clean-ups as necessary.

Clean refrigerator once a month. Remind clean-up crew for each function to do their laundry of kitchen towels, aprons, & tablecloths.

*Chairwomen: Kathy Hannula, Sally Lethbridge*

## **Meals on Wheels**

General: Provide meals for those families needing extra help due to illness, death in family, adoption or childbirth. Enlist volunteers to provide meals and deliver. Maintain volunteer list.

Specific: Meal needs will be requested via TNT (This 'n That) the church's email announcement system. Use the website "takethemameal" for volunteers to sign-up and take meals. Keep informed of any handicapping illnesses, injuries, childbirths, or deaths in the church family.

*Chairwomen: Kathy Haass, Alisha Bennett*

## **Mother's Encouragement Group - M.E.G.**

General: Titus 2:3 & 4 teaches us that "older women...are to be reverent in behavior....They are to teach what is good, and so train the young women to love their husbands and children."

Specific: Maintain a fellowship for mothers of younger children to meet together. Meetings to be held in the WIC room #117 in the basement from 9:30 to noon. Arrange schedule for meeting dates. Arrange for childcare.

*Chairwomen: Florence Rayburn, Dawn Darby*

## **New Mothers' Helper**

General: Help new mothers with needs related to caring for their newborns.

Specific: Assist and provide advice for new mothers regarding nursing, bathing, and other needs related to their babies, at the request of the new mother.

*Chairwoman: Wendy Matsuda*

## **Nursery**

General: Schedule nursery attendants for Sunday School, Sunday morning & evening worship services.

Specific: Enlist volunteers and prepare a quarterly schedule (coordinate with church office schedules). Post current schedule in nursery. Check inventory periodically and replenish as needed. Be responsible for laundry of linen.

Clean toys. Establish rules for helpers and for parents leaving children in the nursery.

*Chairwomen: Dana Isenberger, Savannah Jackson*

### **Prayer Chain**

General: Maintain the prayer chain.

Specific: The prayer requests concern personal, health, and family issues of church members. WIC uses two mechanisms to broadcast a request: 1. Telephone, 2. Email. Women sign up for the telephone, email prayer chain, or both. Print and distribute phone prayer chain list for those on phone prayer chain. Institute rules and be responsible to accept and pass along requests. Email prayer requests are to be directed to the church office.

*Chairwomen (phone): Mary Meyerhoff, Joanne O'Ban*

NOTE — Email prayer chain: church office.

### **Presbytery Hospitality**

General: Provide meals for Presbytery meetings held in Tacoma.

Specific: Provide an evening meal on Thursday night; coffee breaks morning and afternoon on Thursday as well as Friday morning when Presbytery meets at FPC.

*Chairwoman: Dawn Darby*

## **Retreat**

General: Coordinate all details of program, location, menu, music, and activities with assistance of WIC Council.

Specific: Responsible for securing location, enlisting volunteers to help with food, decorations, music, activities, and cleanup. Organize list of roommates, assign rooms, collect monies. Speaker appointed by the WIC Council.

*Chairwomen: WIC Council*

## **Showers**

General: Coordinate wedding showers and baby showers.

Specific: Contact expectant mothers and engaged women to determine if a shower is appropriate. Find women willing to hostess showers. Instruct hostesses in group-gift procedures (collect money and purchase gift), budget allowance, the proper method of requesting the money, where the decorations closest may be found. In certain situations it may be appropriate to encourage a shower to be held privately.

*Chairwomen: Stacie Aown, Jane Lewellen*

## **Special Needs**

General: Provide special services (not financial) for those in need due to illness or other incapacitating circumstances.

Specific: Keep informed of needs that may arise due to unique circumstances. Help may include babysitting, housecleaning, gardening, grocery shopping, transportation, etc. Enlist women to assist. Coordinate with the deacon liaison to be informed of special needs known to the deaconate. Note: Needs may arise that are not due to “incapacitating circumstances” and advice should be sought from the WIC Council as to the appropriateness of the Special Needs Committee undertaking the responsibility. In some cases, it may be better to redirect the request to friends or family.

*Chairwoman: Alisha Bennett*

### **Special Occasions**

General: Provide for the various social occasions of the church such as Farewells, Easter, and August Sunday School Treats.

Specific: Coordinate receptions for folk leaving the church (held after evening service). After each Easter morning worship service coordinate coffee and light finger food, served in DeSoto Hall. In August during the Sunday School hour coordinate treats. Enlist volunteer help as necessary.

*Chairwomen: Constance Heermann, Elsie Dye*

## **Sunshine (Visitation & Harvest Baskets)**

General: Maintain a list of elderly and homebound folk in church, including addresses, birthdays, and other pertinent information.

Specific: Prepare individual prayer cards for each Sunshine person and distribute these cards to interested and concerned women at the September WIC Meeting. Encourage women to remember the Sunshine folk by way of a visit or greeting card or telephone call on their birthdays, during sickness, and to pray for them on a continuing basis throughout the year. Organize "harvest baskets" at the November WIC Meeting and enlist volunteers to deliver them.

*Chairwomen: Nancy Rowan, Cheryl Anderson*

Go forth into the world in peace;  
Be of good courage;  
Hold fast that which is good;  
Render to no one evil for evil;  
Strengthen the fainthearted;  
Support the weak;  
Help the afflicted;  
Honour all people;  
Love and serve the Lord, rejoicing in the  
Power of the Holy Spirit.  
And the blessing of God Almighty,  
The Father,  
The Son, and the Holy Ghost,  
Be upon you,  
and remain with you forever.  
Amen.

*The Book of Common Prayer*