



Women's Ministry Binder Essentials

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Copyright and Printing Policy

Your purchase grants permission for copies to be made for all women's ministry team members, current and future, in your church.

Copies may also be made for sub-teams of the ministry. For example, teams created for a specific event, retreat, or conference.

You are welcome to tweak, edit, or use the resources in this book in part or whole.

Please do not post copies, in part or whole, online.

Please do not share copies of this resource with other churches.

If you have any questions about what is or is not permitted, please contact Cyndee@womensministrytoolbox.com.

How to Use

Most teams will not need all of the materials included in this packet.

If your church already has a form or procedure in place, make certain your team has the most current copy and always use it.

You are welcome to tweak, edit, or copy any of the materials in this book for use in your women's ministry. Please do not share the contents online or make copies for anyone outside of your church or team. Thank you!

Forms and worksheets are grouped together by topic:

1. Team administration

- Women's Ministry Team Covenant
- Team Contact List
- Mission Statement Worksheet
- Sample Job Descriptions
- Agenda Tips and Samples
- Ministry Health Assessment

2. Event Planning Tools

- Calendar Form
- Post Event Evaluations
- Event Pricing Guide
- Speaker Questions
- Event Planning Timeline
- Event Day Checklist
- Sign-up Form
- Childcare Form
- Publicity Form
- Information Form/ note can be used for Door Prize Form
- Event Survey

3. Budgeting Forms

- Reimbursement Requests
- Annual Budget
- Event Budgeting Worksheets

Bible study forms are included as part of my online Bible Study Facilitator Training Course which can be found at <https://www.bsfraining.com>.

Specific retreat planning samples and forms can be found as part of my [e-book EVERYTHING You Need to Know About Planning a Retreat](#).

While many are self-explanatory, each section includes specific ideas for the usage of each form or worksheet. If you have questions that are not addressed, please contact me at cyndee@womensministrytoolbox.com.

The Benefits of Binders

In a time and day when many documents are housed online, paper may seem a bit outdated. While one could certainly provide the documents included here online for their team, I've found paper still serves a purpose. It's much easier to reference a physical product during a meeting and it's often much easier to complete a worksheet as a team when everyone is holding a physical copy.

I believe we're still many years away from all of our team members owning the personal technology that would allow them to easily access and complete online documents during our team meetings. Until that day comes, provide paper copies in binders so no team member is left out.

Benefits of Women's Ministry Binders

- Binders provide a place for collating and collecting all women's ministry forms, notes, and information.
- Binders remove excuses when forms and procedures are clearly documented and distributed.
- Binders encourage team members to record information that can be beneficial for future event and activity planning.
- Binders provide an organization tool for your organizationally-challenged women.
- Worksheets and forms provide accountability by keeping women on budget and including details often missed.

Providing easy-to-use forms that address the details allows our teams to spend more time in prayer.

Women's Ministry Team Covenant

As a member of the Women's Ministry Team:

I will work to fulfill the duties for my role and complete my responsibilities to the best of my ability. If I find I am ever unable to do so, I will immediately notify the women's ministry team director.

I commit to pray for the other women on the team and will build them up with genuine words of encouragement, and offer help when appropriate.

I will strive to make my words "life giving".

I will be open to spiritual conversations and learn to share my faith story with others.

I will prioritize my life, being a good steward of my time, so that women's ministry does not become a burden.

I will be "outreach oriented". I will reach out to others during women's ministry events and activities and I will do my best to recognize the felt needs of women in our group and meet them when appropriate.

I will strive to be a good role model, not behaving in ways that would cause another person to stumble.

Name _____

Date _____

Women's Ministry Team Covenant

We take the commitment to service on the Women's Ministry Team seriously. As a leader we have a great responsibility to care for and teach the people in our church and community (Acts 20:28, James 3:1). While we do not expect perfection and know that we all fall short, we set high expectations for our behavior, commitment, and participation.

1. As a member of this church and team and as a devoted follower of Christ, do you accept the Bible as the authority in all areas of Christian life and do you desire to be completely obedient to it?

- Yes, I fully accept the authority of the Bible in my life.
- No, I do not accept its authority completely.
- I am not ready to make this commitment at this time.

2. As a member of the women's ministry team, we value unity and reconciliation. It is expected that should an issue arise, you will go directly to the leader or involved member and seek to resolve the issue Biblically. Do you commit to protecting the unity of our church and team by resolving conflict, refusing to gossip, and by cooperating with those in leadership?

- Yes.
- No, I am not ready to make this commitment.

3. Do you commit to growing in the Christian faith through regular participation in weekly services?

- Yes, I desire to regularly participate.
- No, I am not ready to make this commitment.

4. Will you strive to grow spiritually and connect with other church members through small groups, Bible studies, serving, or similar activities beyond corporate worship?

- Yes, I am already involved in such activities.
- Yes, but I am not yet involved in such activities. I am most interested in _____.
- No, I am not ready to make this commitment.

5. Our women's ministry team holds regular meetings and expects team members to be in attendance. We ask that you make attendance and participation a priority. (For example: avoid scheduling appointments during our meeting time whenever possible.) Will you commit to regularly attending and participating in the women's ministry team meetings?

- Yes, I will make this commitment.
- No, I am not ready to make this commitment.

Women's Ministry Team Covenant

6. God has gifted each of us with spiritual gifts and talents. When those gifts and talents are developed and put to use the body of Christ benefits. Will you seek to serve on the women's ministry team by discovering, developing, and using your talents to further God's kingdom?

- Yes, I have discovered the following gifts: _____.
- Yes, I do not yet know my gifts, but I desire to discover and use them.
- No, I am not ready to make this commitment.

7. We take seriously the call of Christ to love our neighbors. Are you willing to invite your unchurched friends to attend women's ministry and church events and services?

- Yes, I am comfortable reaching out to my unchurched friends and neighbors.
- Yes, but I need some help to learn how.
- No, I am not ready to make this commitment.

8. Christ also calls us to go and make disciples. Are you willing to be a part of a mentoring/discipling relationship?

- Yes, I am already in a mentoring/discipling relationship.
- Yes, but I need some guidance or assistance to make this happen.
- No, I am not willing to mentor or be mentored.

Based upon your responses to the questions above:

- I am ready to sign the Women's Ministry Team Covenant.
- I am not ready to sign the Women's Ministry Team Covenant at this time.
- I am not certain and would like to speak to someone about my concerns.

"So let us concentrate on the things which make for harmony and on the growth of our fellowship together." Romans 14:19

"May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus." Romans 15:5

Signature _____

Date _____

What Your Speaker Needs to Know

Help your speaker get to know your women and your church before she walks through the front door.

Here's some information your speaker needs to know, but might not think to ask!

Information about Your Church and Audience

1. Make-up of your audience (spiritual and chronological ages)
2. Expected size of your audience
3. Version of the Bible your church uses
4. Critical information they need to be sensitive to (i.e. Recent tragedies experienced by the congregation.)

Logistics

1. Detailed schedule for the day/weekend
2. Detailed directions – to the event site, to the room(s), the hotel, bathrooms, for parking, and any other necessary locations
3. Transportation and overnight accommodations (Who will book the airplane ticket? Rental car/driver provided? Hotel/home?)
4. Space in which event will take place (sanctuary/fellowship hall/large classroom/convention center, etc.)
5. Budgetary constraints (if you have them and they affect accommodations or payment)
6. Food options/menu if they will be eating with you
7. Décor plans that would impact them (i.e. Large items on the stage)
8. Other activities you are going to incorporate – anything from having the Lords Supper to a time of group prayer

Music

1. Worship/music arrangements (you may want to ask if there is a particular song that would complement their topic)

Information you need from them (Include the date needed)

1. Listing of all video/technical cues
2. Pages for the program
3. Bio sheet for your introduction
4. Publicity materials
5. Slides/videos
6. Flight number

Prayer

1. Information on Prayer Room/Prayer Counselors
2. Location of prayer request box

Follow-up in writing with those details that are essential.