



## *State Program*

*2018 – 2020*



## *Table of Contents*

<b>I.</b>	<b>STATE MINISTERS' GENERAL POLICIES AND PROCEDURES.....</b>	<b>2</b>
<b>II.</b>	<b>YOUTH AND DISCIPLESHIP DEPARTMENT .....</b>	<b>10</b>
<b>III.</b>	<b>MINISTRIES DEPARTMENT .....</b>	<b>13</b>
<b>IV.</b>	<b>MINISTERIAL DEVELOPMENT.....</b>	<b>15</b>
<b>V.</b>	<b>WOMEN'S DISCIPLESHIP DEPARTMENT .....</b>	<b>16</b>

*Virginia Church of God*  
***State Program***  
*2018 - 2020*

**I. STATE MINISTERS' GENERAL POLICIES AND PROCEDURES**

A. Purpose

- i. That the Administrative Bishop convene at least one meeting in every two year period to consider all recommendations of the Administrative Bishop and the State Council.
- ii. Further, that we establish Roberts Rules of Order, revised edition, as a parliamentary guide.

B. Elected Boards

- i. State Council
  - a. The State Council shall consist of eleven (11) members which are elected biennially.
  - b. Members of the State Council shall be Ordained Bishops.
  - c. Members of the State Council who have completed two consecutive terms of office shall be ineligible for election to any board for a period of two (2) years.
- ii. State Youth and Discipleship Board
  - a. The State Youth and Discipleship Board shall consist of nine (9) members which are elected biennially.
  - b. Members of the State Youth and Discipleship Board shall be Ordained Bishops or Ordained Ministers.
  - c. Members of the State Youth and Discipleship Board who have completed two consecutive terms of office shall be ineligible for election to the State Youth and Discipleship Board for a period of two (2) years.
- iii. State Ministries Board
  - a. The State Ministries Board shall consist of seven (7) members which are elected biennially.
  - b. Members of the State Ministries Board shall be Ordained Bishops or Ordained Ministers.
  - c. Members of the State Ministries Board who have completed two consecutive terms of office shall be ineligible for election to the State Ministries Board for a period of two (2) years.

C. Election Process

- i. No person shall be eligible to serve on more than one (1) elected board at any given time.
- ii. When voting for elected boards the names of persons receiving more than ten (10) votes will be read to the voting constituency. A complete list of the voting results will be posted.

D. Eligibility

- i. Any individual leaving the employ of the Virginia State Office executive staff shall be considered ineligible for any elected office for a period of two (2) years following the end of their employment.
- ii. No minister who has a ministerial report outstanding that is more than 90 days late at the time of the election or appointment shall be eligible to be elected or appointed to any board.
- iii. No pastor whose church treasurer's report is more than 90 days delinquent at the time of the election/appointment shall be eligible to be elected or appointed to any board unless the Administrative Bishop has approved a plan for reconciliation of the delinquent amount.
- iv. If a ministerial report of an elected or appointed board member is more than 90 days late during their term of service, that member shall be removed from the board.
- v. If the church treasurer's reports of a church pastored by an elected/appointed board member become more than 90 days delinquent during the pastor's tenure on the board, that member shall be removed from the board.

E. Process for Filling Vacancies

- i. Alternates for each elected board shall be determined by evaluating the final vote taken for the specified board. The members having the next two (2) highest vote counts after the election of the final member of the board shall serve as alternates. The unelected member with the highest vote count will be the first alternate and the unelected member with the second highest vote count will be the second alternate.
- ii. Any vacancies shall be filled with the first and second alternates.
- iii. If an alternate is called upon to begin service they shall be considered to have served a full term if they serve more than one year.
- iv. In the case where both alternates are called upon to serve, any further vacancies on the board shall not be filled until the time of the next election.

F. Appointed Boards and Committees

The Administrative Bishop is granted the authority to appoint the following boards and committees.

- i. Board of Trustees
- ii. Building Advisory Boards (Eastern and Western)
- iii. Chaplain's Ministries Board
- iv. Hispanic Ministries Board
- v. Historical Board
- vi. Lee Alumni Board
- vii. Ministerial Development Board
- viii. Ministerial Examining Boards (Eastern and Western)
- ix. Music Board
- x. Prayer Board
- xi. Spiritcare Board
- xii. Vital Initiative Board
- xiii. Women's Ministry and Discipleship Board
- xiv. World Missions Board

See **Supplement I** for selection, purpose, and duties of the above boards.

G. Virginia Districts

- i. District Overseers

The state shall be divided into districts, and each district shall be under the care and supervision of a District Overseer appointed by the Administrative Bishop. For duties and authorities of the District Overseer, see **S43. DISTRICT OVERSEERS** of the Church of God Book of Discipline, Church Order and Governance (COG Minutes).

- ii. Offering for District Overseer

When the District Overseer visits a church on official business, the church and pastor are responsible to receive an offering or give an honorarium for expenses.

- iii. Death within District/State

All District Overseers shall notify the Administrative Bishop of a serious illness or death of a minister and/or his spouse, or immediate family within his district. In case of death, the State Office will notify all ministers.

H. Church Policy

- i. Reports

That all ministers and church treasurers are required to mail or electronically submit their reports no later than the 5th of each month. Further, that ministers and churches not reporting are to be notified by the

Administrative Bishop. (For instructions regarding church monthly reporting, see **Supplement II.**)

ii. Finances

Every church shall have a finance committee that conforms to the guidelines set forth in **S54. FINANCIAL SYSTEM I. FINANCE COMMITTEE** in the COG Minutes.

iii. Requests for Financial Assistance

That requests for financial assistance shall be made to the State Office through the District Overseer of their respective district; and shall become void at the close of each Assembly period.

Requests for emergency assistance should only be submitted in writing after every available alternative has been explored by the local church, e.g., mortgages, re-mortgaging, sale of property. It should be noted that any emergency assistance allocated to a local church by the Administrative Bishop and/or State Council is de facto a loan, unless otherwise specified.

iv. Pastor's Compensation

That each church be encouraged to follow the International General Assembly recommendations for compensation of the pastor as set forth in **S68. COMPENSATION FOR PASTORS** of the COG Minutes.

v. Designated Monies

Each pastor is responsible to ensure that all designated funds and reports for the State and International Headquarters are sent in an appropriate manner. Should these funds be spent for any other purpose, the pastor may be charged with misappropriation of funds.

vi. Pastoral Changes

In the event of a pastoral change, a complete financial report shall be provided for the incoming pastor, and a copy of the said report shall be sent to the Administrative Bishop. The forms are available from the State Office.

vii. State Office Hours

The State Office is open from 8:30AM until 4:30PM every Monday through Friday. The office will be closed for lunch from 12:00PM until 1:00PM.

I. Minister's Retirement Plan

Each minister in the State of Virginia shall take the initiative in working toward 100% support of the Ministers' Retirement Plan by contributing 10% of his ministerial income, in accordance with the Church of God Benefits Board, Inc.

J. Center for Ministerial Care

That our ministers and their family members be encouraged to take advantage of the Center for Ministerial Care during times of personal crisis and severe emotional trauma. The Center for Ministerial Care is designed to give moral support and spiritual assistance to the Church of God ministers and their immediate family members. Experienced, Spirit-filled counselors have been selected in strategic locations nationwide. The Center for Ministerial Care can be contacted at by telephone at 1-800-342-5683.

K. General, State and Regional Meetings

- i. Every minister is expected to attend and support statewide and regional meetings and conferences.
- ii. That the dates and speakers of the state and regional meetings shall be left to the discretion of the Administrative Bishop and State Council.

L. Membership

i. Opportunity for Membership / Water Baptism

That each pastor give membership opportunities often. Further, that all new converts be encouraged to be baptized in water.

ii. Lord's Supper / Washing of Feet

That the ordinances of the Lord's Supper and Washing of the Saints' Feet be observed one or more times a year.

iii. Excluding Members

That pastors refrain from excluding more than five (5) members at one time without the approval of the District Overseer and/or Administrative Bishop.

iv. Certificate of Membership

That we encourage the local church to provide every member with a "new member packet" and a "certificate of membership."

v. Receiving Members



Church membership is scriptural, and any person presenting himself as a prospective member is making a serious and far-reaching decision. It is the responsibility of the pastor to see that all persons making themselves available for membership are fully informed of the doctrine, teachings, government, and heritage of the Church of God. In keeping with this responsibility, the pastor shall inform all persons presenting themselves for membership through one or more of the following ways:

- a. Counsel with prospective members privately concerning the membership requirements and their responsibilities to them.
- b. Conduct special membership classes where prospective members are taught membership requirements.
- c. Read and explain the membership requirements in a public meeting.

vi. Membership Roll

That the pastor and church treasurer maintain an accurate, up-to-date membership roll, staying in contact with members who are unable to attend church regularly, and members who are in the armed forces, encouraging them to attend and transfer their membership to local Churches of God or Ministry to the Military Centers in the areas where they are stationed.

vii. Receiving Organized Churches into Denomination

When a church or an association of churches desires to become affiliated with the Church of God, thus becoming a part of the International General Assembly, the church or association must follow the established procedure for acceptance into the Church of God as set forth by the International General Assembly.

M. Retired Ministers

i. Adoption Program

That each local congregation consider the implementation of the Adoption Program for a retired Virginia minister or minister's widow as outlined in **S48. MEMBERS V. LOCAL CHURCH AND RETIRED MINISTERS** in the COG Minutes

ii. Banquets

That we host an annual Christmas banquet in honor of all retired ministers and their widows/widowers.

iii. National Retired Ministers' Conference

That we encourage each retired minister to attend the National Retired Ministers' Conference.

iv. Virginia Benevolence Fund

That a Credentialed Minister's Widow and/or Widowers Benevolence Fund be established in the state of Virginia. To be eligible for benefits from the fund, the beneficiary must be either the minister or the spouse of a qualified member of the Benevolence Fund (Exhorter, Ordained Minister, Ordained Bishop, Minister of Music, or Minister of Christian Education). Each applicant would deposit \$10.00 premium into the fund, which would be held in escrow by the State Treasurer. Upon the death of any member of the fund, the Administrative Bishop, or one so designated by the Administrative Bishop, would deliver the principal in the fund to the beneficiary. Then each member would be notified of the death and be asked to send in another \$10.00 within thirty (30) days from the date of notice. If they fail to do so within the time limit, their name would be deleted from the membership list. The only record kept by the State Office will be names of the members, mailing addresses, beneficiaries and the amount of the fund.

N. State Officials

That whenever the Administrative Bishop, State Youth and Discipleship Director or State Ministries Director visits a church, an honorarium be given to defray any incurred expenses.

O. State Campground

The State Office is to seek additional income by renting the Campground. Further, local churches are encouraged to rent/use the Campground facilities. (See **Supplement III** for details related to campground rental.)

P. Deeds and Contracts

i. General Information

Each pastor shall familiarize himself with the laws of the State of Virginia before negotiating property transactions and appointing trustees and shall be apprised that when appointing trustees, buying or selling church properties, it must be approved by the Circuit Court of the county or city where the transaction is taking place. Further, church deeds must be recorded after they have been approved by the Administrative Bishop. Copies of all church deeds are to be placed on file at the State Office.

ii. Approval from District Overseer/Administrative Bishop

The approval of the District Overseer and the Administrative Bishop must be granted prior to buying or selling property; or remodeling or building new structures.

The Church of God Warranty Deed form is provided in **Supplement VII** section of this document and shall be used or the wording shall be used when deeding church property with an attorney.

Q. Construction/Remodeling

- i. Location of property plans for new church building, parsonages, additions or major remodeling shall be submitted to, and approved by the District Overseer, and then submitted to the Administrative Bishop for his approval before any contracts are signed. All financing programs are to be included with the above.
- ii. Churches shall not proceed with securing architectural renderings prior to expansion approval by the Administrative Bishop.

R. Loans

- i. That local church loans be considered for approval by the Administrative Bishop and State Council upon completion of the following process:
  - a. Submittal to the Administrative Bishop of a request for church loan including pertinent information. Forms are available from the State Office. (A copy of said form is included in **Supplement VII** of this document: Pastors Guide: Building Projects and Loans)
  - b. That the appropriate State Advisory Building Committee completes their stated duties and responsibilities. (See **Supplement I.**)
  - c. That the local church submits appropriate financial statements and fulfills any requirements issued by the Administrative Bishop and/or State Council to affirm financial capability to sustain requested loan.
  - d. Complete all appropriate documentation as required by the Church of God and the state of Virginia.
- ii. That pastors of churches with mortgages carry a “Key-Man” policy valued at not less than 10% of the principal loan, for a term consistent with amortization. Beneficiary is to be the local church. That pastors of churches with no mortgage debt be encouraged to carry at least a minimum “Key-Man” policy of \$25,000 to \$50,000. A photocopy shall be mailed to the Administrative Bishop for the local church file in the State Office. That pastors be informed of the nature of “Key-Man” policies and how to obtain them. It will be the responsibility of the local church to pay the premium.

S. Editorial Corrections

That the Administrative Bishop and State Council be authorized to make standard editorial corrections to the State Program in accordance with General Assembly actions, decisions, and program development.

II. **YOUTH AND DISCIPLESHIP DEPARTMENT**

A. Mission/Vision

The Virginia Church of God Youth and Discipleship Department will instill Pentecostal values into students for the purpose of building the Kingdom of God.

B. Ministry to Youth and Children

We encourage each local congregation to give high priority to its ministry to youth and children. Congregations can demonstrate this commitment by recruiting and equipping leaders who will effectively minister to children, youth and young adults. Resourcing these leaders with curriculum, equipment and budgetary support will increase effectiveness.

i. Training

Local church youth and children's leaders are encouraged to join the Church of God National Youth Leaders Association or the National Children's Leaders Association. They are also encouraged to participate in the national and regional NYLA and NCLA conferences.

ii. Youth Ministry

iii. Children's Ministry

That each local church place priority on children's ministries and on planning a comprehensive program.

That we encourage those individuals who are called to children's ministry to accept the call and challenge; that we support them and assist them with preparation and training.

That each church earnestly endeavor to conduct a children's church program with well-planned services for respective ages.

iv. Boy's Ministries

That every church sponsors a club ministry program for boys in their local church and community. That consideration be given to the review of the Royal Rangers boys club curriculum. An information packet can be obtained from the International Department of Youth and Discipleship.

v. Girl's Ministries

Local churches are asked to consider organizing Girl's Clubs – YLM, Joybelles, Bluebelles and Little Sweethearts – for the purpose of the spiritual and personal development of the girls of the church.

That each Girl's Club be encouraged to charter with the International Youth and Discipleship Department, and each counselor be encouraged to complete the C.E.T.C. training course.

That each Girl's Club send in a monthly report to the State Office postmarked by the 5th of each month.

That each Girl's Club participate in Girls Clubs Week in February of each year using the National Girls Club Week packet made available at a minimal cost from the International Youth and Discipleship Department. That an offering be received for the translation/distribution of Girl's Club literature and sent to the State Office with the report.

That each church send their women and girls to the State Girl's Ministries Jamboree each year.

That each Girl's Club leader be encouraged to attend at least one Girl's Club, children's ministry, and/or youth ministry training seminar/class each year.

That each counselor and prayer mother be encouraged to subscribe to Insight, the official online publication of the International Girl's Clubs Department.

vi. Youth Missions

Youth and children from each local church should be provided with an opportunity to raise funds for the annual Youth World Evangelism Action (YWEA) project. Resources to assist in raising these funds will be supplied by the Department of Youth and Discipleship.

Instilling the value of missions into youth and children will produce adults who are committed to the cause of the Great Commission.

vii. Events

a. Winterfest / Kidfest

Annual gatherings for youth and children are sponsored by the General Department of Youth and Discipleship. These events allow the constituents of local congregations to join together with other groups from across the denomination. Local congregations

should strive to make it possible for their youth and children to take part in these events.

Winterfest is designed for middle and high school students. Regional events take place across the United States. There are typically two events that are convenient for Virginia groups to participate in. Smoky Mountain Winterfest takes place in Knoxville, TN and Premier Winterfest is held in Ocean City, MD.

Kidfest is conducted on a regional basis with events taking place in Charlotte, NC; Gatlinburg, TN; and Ocean City, MD.

b. Talent Festival

Children and young people are afforded the opportunity to participate in the Talent Festivals. The Talent Festival is designed for young people age 13-19, and for children age 6-12. This event is scheduled biennially in the year in which there is no General Assembly.

c. Youth Camps

The State Youth and Discipleship Director and the State Youth and Discipleship Board shall plan and conduct youth camps each year.

Pastors should strive to recruit volunteer workers for the camping program. A proportionate number of volunteers should be supplied based on the number of campers that the church sends.

C. Discipleship

Providing discipleship training for all age levels should be a major emphasis of the local congregation. Discipleship initiatives encourage the development of spiritual, family and social values.

i. Sunday School

We affirm our commitment to the ministry of the Sunday School, and we resolve to continue to implement new methodologies of imparting God's Word as it relates to the daily life of the believer in changing times. Local churches should evaluate and consider new models of Sunday School, as well as exploration of methods that will increase Sunday School participation.

ii. Curriculum

We encourage churches to select and utilize curriculum based on Pentecostal doctrine in order to maintain consistent, thorough, and biblically sound teaching on discipleship in our Sunday School program.

iii. Sunday School Format

Congregations are encouraged to conduct discipleship training in a fashion that is most conducive to their culture and setting.

iv. Family Training Hour

Consideration should be given to conducting discipleship training during the week. Age specific training should be offered to those in attendance.

### III. MINISTRIES DEPARTMENT

Recognizing that America is now one of the world's largest mission fields, we pledge to join with the directive of the International Church of God General Offices to Finish the Great Commission in the Spirit and Power of Pentecost.

We will direct our efforts and energies during the rest of the 21st Century to each of the priorities listed below.

A. Evangelism

i. State Evangelist(s)

a. That the State Ministries Director and the State Ministries Board, with approval of the Administrative Bishop, establish a program of financial assistance for State Evangelist(s). Areas of consideration for financial assistance shall include:

- (1) Provision of a monthly housing allotment
- (2) Assistance at Christmas
- (3) Assistance for Camp Meeting
- (4) Assistance to attend the International General Assembly
- (5) Assistance for other meetings, retreats, etc., if evangelists are expected to attend.

b. When possible that state retreats and seminars for evangelists be conducted.

c. Each evangelist shall make a report to the State Ministries Director concerning the results of each revival.

d. Each evangelist is to keep the State Ministries Director informed of their itinerary.

ii. Revival

- a. That each church prays for revival, and that every effort be made to bring the church to a point of revival.
- b. That each church endeavor to have at least one revival and two special evangelistic weekend efforts per year.
- c. That each pastor, in planning for revival, makes a special effort to see that the evangelist's offering is at least equal to the pastor's salary, expense allotment, and housing.
- d. That a revival shall not be cancelled by the pastor or evangelist without giving at least a 30-day notice, except in an emergency. If a revival is cancelled with less than a 30-day notice, a letter of explanation will be submitted to the State Office. Where possible, financial consideration should be given to the evangelist in the event of an emergency cancellation.

iii. Outreach

- a. Local churches shall be encouraged to conduct outreach events that accomplish the goal of making the church and its ministries known in their local community.
- b. Two fully-equipped block party trailers shall be maintained by the Ministries Department and made available to local churches for minimal cost to facilitate the conducting of outreach events.

B. Church Planting

Our aim is to start healthy new churches in an effective manner. An effective manner is based on Matthew 9:35 and Acts 13-14. It includes the following components.

- The right person/people.
- The right place.
- The right work.
- The right support.

Starting a Church of God in Virginia proceeds according to the following eight steps.

- i. Submit an application along with recommendation forms.
- ii. Complete an application interview.
- iii. Complete an assessment interview.
- iv. Complete feasibility study.
  - a. Demographics and needs of the people in the community.
  - b. Status of churches in the community.
- v. Submit church planting proposal.
- vi. Implement approved proposal.



vii. Begin fundraising. Possible sources include:

- a. Bi-vocational salary
- b. Spouse's salary
- c. Parent church support
- d. Fundraising appointments
- e. New field funds

viii. At appropriate place of health and stability, organize the church.

C. Church Revitalization

Churches must be constantly evaluating current ministries for the purpose of improvement and increase effectiveness.

The Ministries Department has teamed with USA Missions to provide access to resources that will assist church leaders in their assessment of current ministry contexts. Resources and coaching are available to church leaders who enter into a formal plan of revitalization.

D. Fund Raising for Church Planting and Church Revitalization

Local churches are encouraged to set aside one Sunday a year (preferably the last Sunday in September) for the purpose of raising awareness of the need to plant new churches. The Ministries Department will provide resources to the local church to assist in this effort.

E. Women in Ministry

That every licensed female minister in the state be encouraged to participate in the Women in Ministry Conference sponsored by USA Missions.

#### IV. MINISTERIAL DEVELOPMENT

The Church of God has prescribed training programs for individuals who desire to obtain ministerial credentials. To assist candidates in fulfilling the requirements, the Ministries Director along with the Ministerial Development Board will offer the Calling and Ministry Studies (CAMS) program and the Ministerial Internship Program (MIP) once each year.

A. Calling and Ministry Studies (CAMS)

- i. CAMS assists individuals in discovering their divine call and place in ministry and aids the church in assessing the suitability of the candidates for licensed ministry in the Church of God. This is a prerequisite for becoming an Exhorter minister.
- ii. Each candidate is required to attend the prescribed seminars and complete the daily assignments and reading materials.

- iii. Upon completion of the CAMS requirements, candidates shall be interviewed by the Ministerial Development Board to determine if they should proceed with ministerial licensure.

B. Ministerial Internship Program (MIP)

- i. This program is an integral part of ministerial training in the Church of God. Successful completion of this program is required for advancement from Exhorter to Ordained Minister.
- ii. All interns are assigned to a supervising pastor who will instruct and guide the intern in various aspects of church work and ministry. The interns are required to attend the monthly seminars and complete the daily assignments and reading materials. Interns are assigned on either regular status or equivalent status.
- iii. “Equivalency” requires that an intern participate in MIP during the designated time period and complete all reading requirements under the supervision of the Ministerial Development Board. All interns are required to attend the monthly seminars and be tested. To qualify for “equivalency” status, a person must meet one of the following:
  - a. One year of senior/lead pastoral ministry
  - b. One year of evangelism ministry
  - c. One year of associate pastoral ministry
- iv. Equivalentents will be assigned a supervising pastor, but are not required to leave their current ministry position.

V. **WOMEN’S MINISTRY AND DISCIPLESHIP DEPARTMENT**

A. Women’s Ministries and Services

- i. Purpose and Objectives

That each church maintain a women’s ministry for the purpose of promoting fellowship among its women, enhancing their spiritual lives, to engage in prayer for the welfare of the church and the unsaved women, and to be involved in ministries where their influence could be effective for God, the Church, and the community. Further, they are to raise funds to be disbursed in behalf of the local church, state and general work, after consulting with and having approval of their pastor.

- ii. Uniting Women

That each church seek to provide a program designed to unite and nurture women in the faith and the work of the Lord using the *Women’s Ministries Resource Manual* and the *Virginia Women’s Ministries Leadership Manual* as organizational guides.

iii. Quarterly Reports and Articles

- a. That each local president be personally responsible to see that the quarterly report is completed by the local secretary, initialed by pastor/pastor's wife, and mailed to the State Office in a timely fashion.
- b. That each local president select a reporter who will be responsible for sending information and pictures of special activities for publication in the *Virginian* or on the departmental Facebook page.

iv. Prayer and Devotions

That each local group encourage women to commit to a prayer covenant, Bible study and family and/or private devotions.

B. Involvement

i. Bible Study and Scripture Memorization

That January be designated as Bible Study Month and that each church be encouraged to use the Women's Ministry and Discipleship recommended Bible Study. Further, that scripture memorization be encouraged each month.

ii. Outreach Ministries

- a. Neighborhood Bible studies.
- b. Visitation to nursing homes, shut-ins, hospitals, and prisons.
- c. Assisting in building bridges into the community by providing outreach ministries such as food pantry, clothes closet, etc.

iii. Social Concerns

a. War Against Pornography Awareness Week

Local groups are encouraged to observe Awareness Week by educating church members, encouraging local law enforcement agencies to enforce current laws against illegal obscenities, networking with other Christian groups and participating in a "White Ribbon" campaign.

b. Sanctity of Human Life Sunday

Local groups are encouraged to observe Sanctity of Human Life Sunday during the month of January by reading the Resolution on Abortion adopted by the International Women's Ministries Board of Directors. It is suggested that white ribbons be worn or displayed in the church.

c. Domestic Violence Awareness Month

Whereas the International General Assembly has stated that reaping the harvest must begin in the home, local groups are encouraged to observe Domestic Violence Awareness month during April by reading or distributing the Resolution on Family/Domestic Violence.

C. World Missions Project

That each local church support the announced Women's Ministry and Discipleship World Missions project. November, February, and April are designated as special emphasis months.

D. Smoky Mountain Children's Home

That each local group participate in the Mother's Day offering each year and that this offering be sent directly to the State Office with the May treasurer's report or the quarterly Women's Ministries report.

E. District Women's Ministries President

That the wife of the District Overseer serve as the District Women's Ministries President who will assist in the promotion and development of the Women's Ministry and Discipleship on the district and acquaint and initiate the state program to the women on the district. In the event the District Overseer's wife is unable/or desires not to serve, recommendations should be made by the District Overseer to the Administrative Bishop for a replacement.

F. International Women's Ministries Day

That each local group observe International Women's Ministries Anniversary during the month of October or a time feasible with the local church calendar, and receive an offering for the translation/distribution of literature. This offering is to be sent to the State Office.

G. Women's Ministry and Discipleship Board

See **Supplement I**.

H. Women's Ministry and Discipleship Facebook

That a state Facebook page be published and continuously updated. Its purpose shall be to give progress reports, promote, provide resources, address current needs, be informative, and motivate.

I. Evangelism

i. Covenant Sister

That each local group be encouraged to support our Covenant Ministry Sisters Program by contributing financially each month and by receiving a special offering for the Covenant Sisters during the holiday season and contributing to special projects. The mission to the Covenant Ministry Sisters is to concentrate resources on specific ministry projects including leadership development, evangelism, ministerial training, church planting, strengthening of existing churches and ultimately helping mission states to become self-supporting.

ii. Home Missions

That we encourage each local group to send \$3.00 with their quarterly report to assist ministers' spouses within Virginia when special needs arise.

iii. Kids Crusades, VBS, Children's Revivals

That each local group seek to provide a program such as listed.

J. Special Activities

i. That each local group conduct an annual "Kick Off" meeting to recruit new members, install officers and to outline basic objectives for the coming year.

ii. That all ministers' wives be encouraged to attend conferences, retreats, district and state meetings, and scheduled statewide women's activities. Further, that pastors' wives and local officers encourage local women to attend activities that include laity.

K. Appreciation for Pastor's Wife

That the pastor's wife be given special recognition in conjunction with the annual Pastor's Appreciation Day or a special week be set aside in her honor. Further, that she be considered with love gifts on special occasions such as birthdays, anniversaries, International General Assembly, Camp Meeting, Christmas, etc.