



# LPC Women's Ministry

## CONSTITUTION LEXINGTON PRESBYTERIAN CHURCH WOMEN'S MINISTRY

### *ARTICLE I*

#### *NAME*

This Organization shall be known as the Lexington Presbyterian Church Women's Ministry, members of Palmetto Presbytery of the Presbyterian Church in America. For future reference, these names shall be known as follows: Women's Ministry Leadership Team (WMLT), Lexington Presbyterian Church (LPC), and Palmetto Presbytery Women's Ministry (Palmetto Pres WM), of the Presbyterian Church in America (PCA).

### *ARTICLE II*

#### *PURPOSE*

The purpose of Lexington Presbyterian Church Women's Ministry is to encourage every woman to know Christ personally, and to be committed to extending His Kingdom in her life, home, church, community and throughout the world. This can be accomplished through opportunities for women to pray, study the Scriptures, fellowship and serve the Lord together in ministry and outreach.

### *ARTICLE III*

#### *GOVERNMENT*

The WMLT shall be under the authority of the Session of Elders at LPC. Liaisons from both the Session and Diaconate shall be appointed for the WMLT.

### *ARTICLE IV*

#### *MEMBERSHIP*

Section 1. The membership of the Lexington Presbyterian Women's Ministry shall consist of every woman member of LPC.

Section 2. Women in the community, who are not members of LPC, may participate in the activities of women’s ministry but may not hold any office on WMLT.

Section 3. The local LPC/WMLT, as a member of the Palmetto Pres WM, shall be represented therein as determined by the Presbytery’s Constitution and By-Laws.

*ARTICLE V*  
*OFFICERS AND COMMITTEE CHAIRS*

The Officers and Committee Chairs that make up the WMLT shall be:

Group 1	Group 2
President-Elect	President-Elect
Special Events Chair	Secretary
Bible Studies & Discipleship Chair	Decorating Chair
Hospitality Chair	Congregational Care Chair
Encouragement Chair	Circle 1 Chair
	Circle 4 Chair

Section 1. Additional Circles may be added using the following procedures:

- A. Present request for additional circle to the WMLT.
- B. Upon approval, select a WMLT, LPC member who shall serve as the Interim Circle Chair until procedures for electing leadership team members as described in ARTICLE VIII, are met.
- C. The Interim Circle Chair shall maintain contact with the WMLT President until elections are held and shall abide by the requirements for Circle Chairs as described in ARTICLE X, Section 5.

*ARTICLE VI*  
*MEETINGS*

Section 1. All WMLT meetings shall precede monthly Circle meetings.

Section 2. Robert’s Rules of Order, Revised, is used as a guide to procedures for all meetings.

Section 3. In the Fall of each year, the Annual Meeting to which all LPC women are invited, shall be held to conduct business as necessary, elect WMLT members, provide opportunities for LPC

women to select an area of service, promote a spirit of unity and to provide fellowship, inspiration and information.

Section 4. Special meetings of all the women or WMLT may be held at the President's call or upon written request of 6 members, if due notice is given.

*ARTICLE VII*  
*NOMINATING COMMITTEE*

Section 1. The Nominating Committee shall consist of the President as Chair, the President-Elect, the Secretary, and 4 women members of LPC-at-large. The at-large members shall be appointed by the President upon recommendation of the WMLT and shall serve a 2-year term.

Section 2. The responsibilities of the Nominating Committee are to:

- A. Allow a 2-week period of time in August for women members of LPC to submit any names to be considered for service on the WMLT. In the event that more than one name for any position is submitted, the Nominating Committee shall determine by majority vote the woman's name which shall be submitted to the Session for approval.
- B. Consider Nominees for WMLT positions as submitted in accordance with Section 2A above.
- C. Consider additional women members as needed to fill WMLT positions and submit these names to the Session for approval.
- D. Contact proposed Nominees to prayerfully consider positions as outlined in the Constitution.
- E. Update Session with Slate of Nominees who have agreed to serve on WMLT.
- F. Prepare a Slate of Nominees for election by the women members of LPC held concurrent with Elder and Deacon elections. (See Article VIII, Section 6)

Section 3. The Nominating Committee shall select a WMLT member to fill any unexpired or resigned Council position, according to ARTICLE VIII, Sections 7 & 8.

*ARTICLE VIII*  
*OFFICERS AND COMMITTEE CHAIRS*  
*NOMINATION, ELECTION AND TERM OF OFFICE*

Section 1. The WMLT shall be divided into two groups, each group to be elected in alternate years. Group 1 shall be elected in odd-numbered years, and Group 2 shall be elected in even-numbered years. Each Officer shall serve for 2 years, with the exception of the President-Elect, who shall serve one year as President-Elect and one year as President. The Groups are as follows:

Group 1	Group 2
President-Elect	President-Elect
Special Events Chair	Secretary
Bible Studies and Discipleship Chair	Decorating Chair
Hospitality Chair	Congregational Care Chair
Encouragement Chair	Circle 1 Chair
	Circle 4 Chair

Section 2. Nominees from the women for WMLT positions shall be submitted to the Nominating Committee for consideration (See ARTICLE VII, 2A).

Section 3. All approved nominees must attend a training program led by the President and the President-Elect. This program shall be designed to include the vision for the WMLT, an understanding of the Constitution, and how we function as a Team. The vision for WMLT shall be explained within the framework of Covenant Theology, which includes an understanding of our reformed faith. At this time, all outgoing WMLT members shall turn over to their successors any essential materials for their respective positions.

Section 4. Each approved nominee shall write a testimony which shall be published one month before the Elder, Deacon and WMLT elections held in December.

Section 5. shall be an election of one group of Officers and committee chairs to run concurrent with Elder and Deacon elections at which time, each woman member present will be given a ballot to vote for a slate of officers.

Section 6. The WMLT shall be installed during the General Installation Service for Elders and Deacons, and shall assume their duties January 1, following the elections.

Section 7. Any resignation from the WMLT shall be made in writing to the President. A Team Member to fill the unexpired term shall be selected by the Nominating Committee, recommended to the WMLT for approval, sent to the Session for approval and elected by the WMLT.

Section 8. Should an elected position remain vacant subsequent to the annual election, an Officer shall be selected by the Nominating Committee, recommended to the WMLT for approval, sent to the Session for approval and elected by the WMLT.

*ARTICLE IX*  
*ORGANIZATIONAL FEATURES*

The Officers and Committee Chairs shall constitute the LPC/WMLT. In order to conduct the regular business of the Team, attendance of each member at monthly meetings is necessary. Other responsibilities are as follows:

- A. Consider together the overall Church program in order to plan ways for women to participate in the ministry of the congregation.
- B. Provide training opportunities for leaders.
- C. Shall assist the President in planning the Annual Fall Meeting.
- D. Send recommendations to the Session and Diaconate.
- E. Serve as a source of information for all WM groups.
- F. Hear reports from Team Members at the monthly meetings.
- G. Encourage participation in Presbytery-wide activities.
- H. Plan outreach opportunities for women.

*ARTICLE X*  
*DUTIES OF TEAM MEMBERS*

The primary responsibility of each Team member is to oversee ministry opportunities for the Women at LPC. Specific duties for each position are as follows:

Section 1. The President shall:

- A. Plan and preside at all WMLT meetings and the Annual Fall Meeting and present any business matters to the WMLT.
- B. Open WMLT meetings with a devotion or ask another Team Member to do so.
- C. Serve as ex-officio member of all Circles and WMLT Committees.
- D. Chair the Finance Committee.

- E. Chair the Constitution Review and Revision Committee.
- F. Chair the Nominating Committee.
- G. Plan and preside over the incoming WMLT training.
- H. Meet with the Pastor to discuss events which may require WMLT involvement.
- I. Prepare any Worship Guide or other notices which shall be submitted to the Church Administrative Assistant.
- J. Update WMLT Survey forms.
- K. Authorize all WMLT check reimbursement requests and submit a copy of the request to the church Treasurer.
- L. Maintain an electronic record of activities for future reference.
- M. Maintain contact with the Palmetto Pres WM as necessary.

Section 2. The President-Elect shall:

- A. In the absence of the President, perform all her duties and upon the resignation of the President, assume and fill her unexpired term.
- B. Assist the President as requested.
- C. Assist the President in training all incoming Team members.
- D. Purchase and coordinate delivery of Baby Bibles/Baby Blankets to new mothers who are LPC members, regular attendees, or upon special request.
- E. Serve on the Finance and Nominating Committees.
- F. Serve on the Constitution Review and Revision Committee.
- G. Oversee the Women's Ministry group in Church Center.
- H. Submit a budget to the WMLT President by February 1.
- I. Maintain an electronic copy of the year's activities for future reference.

Section 3. The Secretary shall:

- A. Attend the monthly WMLT meeting.
- B. Record and distribute the minutes of the WMLT meetings and the business sessions of the Annual Fall Meeting.
- C. Provide copies of the minutes to the Pastors and Session Liaisons.
- D. Provide the Church Administrative Assistant with the names of the WMLT members.
- E. Attend to correspondence and reports as directed by the President.
- F. Assist the President in preparing any Worship Guide or other notices.
- G. Serve on the WMLT Finance and Nominating Committees.
- H. Maintain an electronic copy of the year's activities for future reference.

Section 4. The Bible Studies and Discipleship Chair shall:

- A. Attend the monthly WMLT meeting.
- B. Select a team.
- C. Establish Bible studies for women.
  - 1. Develop Fall, Winter/Spring, and an optional summer study program.
  - 2. Submit study materials and names of teachers who are leading Bible studies to Session for approval.
  - 3. Coordinate dates with church office, including Children's Director and kitchen cooking staff.
  - 4. Coordinate with church office for rooms for the studies and complete room request forms on Church Center.
  - 5. Develop and design brochures and flyers to publicize the studies.
  - 6. Create advertising for Worship Guide and church website.
  - 7. Arrange for acquisition of study materials.
- D. Maintain resource list of books applicable for discipleship and/or WM groups Bible Studies.
- E. Prepare monthly report of activities for WMLT meeting.
- F. Submit a budget to the WMLT President by February 1.
- G. Maintain an electronic copy of the year's activities for future reference.

Section 5. The Circle Chair shall:

- A. Attend monthly WMLT meeting.
- B. Preside at all Circle meetings.
- C. Serve as liaison between the WMLT and her Circle.
- D. Recruit a ministry team as needed. Only the elected Circle Chair shall serve on the WMLT and attend the monthly WMLT meeting.
- E. Plan and coordinate special projects which must be approved by WMLT.
- F. Maintain an electronic copy of the year's activities for future reference.
- G. Submit proposals of study materials to Bible Studies and Discipleship Chair for approval.
- H. Prepare monthly report of activities for WMLT meeting.

Section 6. The Decorating Chair shall:

- A. Attend monthly WMLT meeting.
- B. Select a team.
- C. Coordinate with the Pastor of Worship and Service regarding the following of specific guidelines for Easter, Thanksgiving and Advent.
- D. Coordinate with Hospitality and Special Events Chair as the need arises.

- E. Coordinate decorations for Special Events as requested by WMLT.
- F. Organize the Decorations Storage Closet.
- G. Submit budgets by February 1 to WMLT President for WMLT decorating needs and for church-wide decorating needs.

Section 7. The Encouragement Chair shall:

- A. Attend the monthly WMLT meeting.
- B. Select and oversee the Encouragement Team.
- C. Contact each new woman member of LPC.
- D. Present WM opportunities at each New Members class.
- E. Prepare a monthly report of activities for the WMLT meeting.
- F. Maintain an electronic copy of activities for future reference.
- G. Submit a budget to WMLT President by February 1.
- H. Oversee the Women's Ministry Bulletin Board.
- I. Oversee the church wide Card Ministry Board.

All WMLT Encouragement Committee activities shall be shared and coordinated with other ministry groups such as: Circles, Christian Education Classes and Deacons Mercy Ministries.

Section 8. The Congregational Care Chair shall:

- A. Attend the monthly WMLT meeting.
- B. Be a member of the LPC Congregational Care Advisory Team.
- C. Determine where resources need to be utilized for:
  - 1. Coordination of meals for:
    - a. Expectant mothers and families with new babies.
    - b. Homebound (freezer meals).
    - c. Crisis situations (as determined by pastor's request).
    - d. Funeral of church and/or family member at Pastor's request.
  - 2. Coordinate the visitation to shut-ins and to those in the hospital who may need special visits (as determined by Congregational Care Advisory Team).
  - 3. Writing of cards to widows and widowers.
  - 4. Coordinate rides for the homebound.
  - 5. Communicate with other staff members, contacts made, which need further follow-up.
  - 6. Consider other encouragement needs of the LPC Body as recommended by this team, WMLT, and the Pastors.
- D. Prepare a monthly report of activities for the WMLT meeting.

- E. Submit budget to WMLT President by February 1.

Section 9. The Hospitality Chair shall:

- A. Attend the monthly WMLT meeting.
- B. Select a team.
- C. Communicate with WMLT events that may require her Team's help, such as: special requests from pastors or receptions for incoming and outgoing pastors.
- D. Coordinate with the Decorating and Special Events Team Chairs concerning the use of LPC items or as the need arises.
- E. Be familiar with the Tablecloth Policy and maintain tablecloths for LPC/WMLT.
- F. Submit a copy of the Tablecloth Policy to any LPC member that might use the tablecloths.
- G. Prepare a monthly report of activities for the WMLT meeting.
- H. Maintain an electronic copy of the year's activities for future reference.
- I. Submit a budget request to the WMLT President by February 1.

Section 10. The Special Events Chair shall:

- A. Attend the monthly WMLT meeting.
- B. Select a team.
- C. Promote, publicize, organize and encourage participation in the Palmetto Pres WM events, including the Spring Gathering and Fall Retreat.
- D. Provide special events for the women (Plans for such events must be approved by WMLT).
- E. Coordinate with Hospitality Team Leader concerning the use of LPC items, such as tablecloths, vases, etc.
- F. Prepare a monthly report of activities for the WMLT meeting.
- G. Submit a budget to the WMLT President by February 1.
- H. Maintain an electronic copy of the year's activities for future reference.

#### *ARTICLE XI*

#### *FINANCE COMMITTEE*

Section 1. The Finance Committee shall be composed of the following team members: President, President-Elect, Secretary.

Section 2. The Finance Committee shall prepare a tentative budget which shall be presented to the WMLT for approval and adoption. The budget shall then be submitted to the LPC Ministry Director for approval in order to be included in the church budget.

*ARTICLE XII*  
*QUORUM*

Section 1. Fifteen percent of the active membership shall constitute a quorum for the business sessions of Lexington Presbyterian Women's Ministry, provided there are six WMLT Members present.

Section 2. Fifty percent of the WMLT shall constitute a quorum for business meetings.

Section 3. Twenty percent of the active membership of a Circle shall constitute a Circle quorum, provided it includes one Circle Chair.

*ARTICLE XIII*  
*STANDING RULES*

Section 1. This Constitution and By-Laws shall be reviewed and revised, if necessary, at the discretion of the WMLT.

*ARTICLE XIV*  
*RECORDS*

The following records will be kept:

1. Copy of Annual Meeting minutes - (Secretary)
2. Copy of the currently approved Constitution – (President)

ARTICLE XV  
AMENDMENTS TO THE CONSTITUTION

Section 1. Any proposed amendments to this Constitution shall be submitted in writing, to the Session for approval, prior to the Annual Fall Meeting.

Section 2. This Constitution may be amended at the Annual Fall Meeting by a two-thirds vote of those members present, provided notice of the proposed amendments has been communicated to the women of LPC two weeks prior to the meeting.

Revised:           November 2007  
                          November 2010  
                          November 2012  
                          November 2015  
                          November 2023  
                          November 2025