



# The Ministry of the Annual Christian Women's Retreat

## Our Mission

To provide a ministry to women and girls for growth and development through learning and fellowship. We achieve this end by providing an outreach effort over and above their local church programs; by hosting an annual retreat conference that provides a forum for education and empowerment and by promoting a holistic approach to living that includes learning in the areas of spiritual growth, mental and emotional wellbeing, social empowerment, and physical wellness.

And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ.

Ephesians 4:11-12

Since we have gifts that differ according to the grace given to us, *each of us is to exercise them accordingly*: if prophecy, according to the proportion of his faith; if service, in his serving; or he who teaches, in his teaching; or he who exhorts, in his exhortation; he who gives, with liberality; he who leads, with diligence; he who shows mercy, with cheerfulness.

Romans 12:6-8

**The ACWR has a place for you. Join us this weekend to learn more about the retreat and all the areas that make up this wonderful ministry!**



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### **Service Description for Program and Planning Ministry Leader: Vicky Moore**

Do you have a special interest in organizing and designing opportunities for worship that will help others experience their relationship with God, grow in the knowledge of God, and help them live more faithfully as Christian women? Then the Program and Planning Committee is where you are called to serve!

#### **PURPOSE**

The purpose of the ACWR Program and Planning Committee is to plan and coordinate all worship and workshop sessions and special activities for the entirety of the Annual Women's Retreat Conference.

#### **RESPONSIBILITIES**

- Work closely with ACWR Committees, and host churches, (as needed) to select "Retreat Themes", workshop titles, and speakers
- Serve as a think tank for brainstorming creative ideas for worship
- Adhere to ACWR planning timelines for conference
- Notify prospective workshop speakers, worship presenters, retreat participant, and sending confirmation materials
- Collect speaker biographies
- Prepare final draft of retreat program for publication
- Submit completed budget forms to the Director of Finance
- Tally workshop evaluations for review by with the Executive Committee
- Coordinate on-site activities with Ushers and Greeters
- Meet as needed via virtual platform for planning.

#### **QUALIFICATIONS**

- Excellent organizational and planning skills
- Ability to effectively prioritize tasks
- Ability to competently handle multiple programs, meeting various needs for short-term projects, long-term programs, and future planning
- Great attention to details
- Be committed to prayer and the study of God's word
- Maintain a clear understanding of the Biblical importance of worship
- Be willing to serve as a part of a team or as a leader
- Understand and support the purpose and mission of the ACWR
- Willingness to attend regularly schedule committee meetings.
- Willingness to attend the annual advisory board meeting held in the fall
- A Regular participant and attendee of the ACWR



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**Program & Planning Cont.**

**SCRIPTURE**

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so worship God acceptably with reverence and awe. Hebrews 12: 28



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### **Service Description for the Youth Ministry Ministry Leader: Bea Osbey**

Are you young at heart and full of energy? Does working with young people invigorate you? Do you have a nurturing and patient spirit? Are you interested in helping young people see their full potential in the Lord? Do you have a desire to share the knowledge and love of Jesus to young people in an engaging and enthusiastic way? Then serving on the youth committee is for you!

#### **PURPOSE**

The purpose of the Youth Committee is to engage young people in their faith helping them to explore who God is and what He has to say about their lives. Helping them to understand their true value within an environment of fellowship and mentoring.

#### **RESPONSIBILITIES/TASKS**

- Get youth, ages 10-18, and young adults, ages 19-25, involved in faith-based activities and spiritual awakening by providing biblical teaching and practical training for middle school, high school, and young adults that attend the ACWR
- Plan, implement, and evaluate Bible based youth sessions for the ACWR
- Recruit, plan, implement, and evaluate the ACWR's Bible based biennial Debutante program that ministers to the whole person; spiritually, physically, and emotionally.
- Plan ways to Increase youth participation in the ACWR
- Provide hands on activities that equip and challenge young ladies to engage in a personal relationship with Christ
- Foster Christian sisterhood among the ACWR attendees
- Determine areas of priority or focus for the ACWR

#### **QUALIFICATIONS**

The primary qualifications for serving on the youth committee include a heart for the concerns and needs of young people and faithfulness to follow-through with responsibilities. Knowledge and experience are not a prerequisite to serve on this committee. The youth committee has a wide variety of responsibilities and therefore requires a diverse set of skills, gifts and experience including the following:

- A faithful, personal relationship with Christ
- A youthful, patient, fun loving spirit
- Excellent leadership, communications, and collaboration skills
- Ability to effectively use multiple communication modes
- Good social and inter-personal skills to be able to work with, lead, organize, care for youth and young adults



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***Youth cont.***

- Excellent organizational and planning skills, and good at prioritizing. Ability to competently handle multiple programs, meeting various needs for short-term projects, long-term programs, and future planning
- Be committed to prayer
- Be willing to serve as a part of a team or as a leader
- Understand and support the purpose and mission of the ACWR
- Willingness to attend regularly schedule committee meetings.
- Willingness to attend the annual advisory board meeting held in the fall
- A Regular participant and attendee of the ACWR

**SCRIPTURE**

As the scripture teaches, `Train up a child in the way he should go and when he is old, he will not depart from it.

Proverbs 22:6



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### **Service Description for Media and Communications Ministry Ministry Leader: Angela Wilson**

Do you have great technical skills? Are you good at creating engaging and attractive content? Do you love to spread the word, especially good news, and positive messages? We'd love to have you join our ministry.

#### **PURPOSE:**

To inform, inspire, and excite the ACWR audiences and beyond about the important ministry of the ACWR to include but not limited to our mission, our activities and/or events. To disseminate information about ACWR to audiences to keep them current and up to date through various mediums and platforms. To promote and market the ministry of the Annual Christian Women's Retreat. To develop content to communicate, engage, and create connection to the retreat and its activities.

#### **RESPONSIBILITIES**

- Compose, edit, and distribute various types of content, including material for a website, social media marketing material and other types of content that take the message to the public.
  - Website Administration by learning website technology and keeping information current and up to date
  - Create and produce internal/external newsletters for the organization
  - Create and distribute mass emails in a succinct with attractive graphic designs with various calls to action
  - Link mass emails to other technology such as other websites
  - Create and post short messages about ACWR activities and events through social media including developing other content around holidays, special retreat related events
- Set up audio and visual connections at the retreat to engage attendees with weekend activities, using inspirational graphics and messages and to share messages and facilitate understanding of all that is being shared throughout the weekend.
  - Meet with AV personnel on site to find out capabilities and pricing and develop plan to ensure all AV is in place for the retreat
  - Develop visual package such as songs, scriptures, videos, and other visual elements
  - Organize and maintain schedule of visual presentations and speaking/singing to ensure program is shared as smoothly as possible
- Maintain a database of retreat participants and supporters
  - Assemble annual program book
  - Track registrations

#### **QUALIFICATIONS**

- Good oral and written communication skills
- Self-leadership skills



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***Media & Communications, cont.***

- Decision-making and critical thinking skills
- Ability to and prioritize communication projects
- Attention to detail
- Well-organized
- Proficient with technology and/or possess high aptitude in learning new programs
- Creative
- Team Oriented
- Committed to deadlines

**SCRIPTURE**

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24



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### **Service Description for Logistics Committee Ministry Leader(s): Tebrysa Matchem & Dana Jenkins**

Are you great with details and enjoy researching? Do you have access to a computer and available to travel? Then you may want to join the Logistics Committee. This committee helps scout out potential sites for our retreats and ensure the sites meet the needs of the annual conference.

#### **PURPOSE**

To ensure meeting locations meet the needs of the retreat so that the women can participate seamlessly without interruption or disruption so they can focus on the spiritual aspects of the gathering.

#### **RESPONSIBILITIES**

- Understand and support the purpose and mission of the ACWR
- Research various options for sites to hold the ACWR
- Review cost estimates and quotes
- Select a venue in alignment with the established budget
- Determine meals, lodging and AV costs to the attendee
- Ensure the venue meets the various needs of ACWR attendees
- Complete a site walk through
- Develop a menu related to number of attendees and the various dietary needs
- Make sure the venue has the necessary AV and technology equipment
- Able to meet virtually on a quarterly basis and more frequently during the months preceding the retreat or when a specific logistic need arises
- Willingness to attend the annual advisory board meeting held in the fall
- Regular participation and attendance at the ACWR

#### **QUALIFICATIONS**

- Possess the desire to assist in planning and faithfulness to follow-through with responsibilities.
- A keen attention to detail
- Enjoy conducting research
- Have access to a computer
- Available to travel
- Work well with others
- Able to anticipate the needs of others
- A knack for negotiating fair pricing
- Ability to foresee potential problems and determine a reasonable solution
- Be willing to serve as a part of a team or as a leader

#### **SCRIPTURE**

Let all things be done decently and in order.

1 Corinthians 14:40





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### **Service Description for Usher and Greeter Team Ministry Leader(s): Tebrysa Matchem & Phyllis Tilford**

Do you have a warm and welcoming spirit that is clearly reflected in the way you treat others? Do you have a love for all God's children and a gift for encouraging others? Are you interested in creating a welcoming environment and setting the tone for every participant's personal experience at the ACWR? Then serving on the Usher & Greeter team is just for you!

#### **PURPOSE**

The usher and greeter are people chosen to reflect the warmth and welcome of Christ himself. Always conscious of Christ's words "For I was...a stranger and you welcomed me," (Matthew 25:35). They facilitate the smooth movement of people throughout the weekend by being a friendly face, a guide and someone who can answer questions. They have a welcoming spirit and understand that when people feel welcomed and valued, they are more likely to engage in worship and have a positive experience.

#### **RESPONSIBILITIES**

- Understand and support the purpose and mission of the ACWR
- Assist with retreat registration
- Stand at the entryway to the meeting spaces and greet attendees as they arrive
- Escort individuals to their seats or direct them as to empty seats
- Understand and are familiar the schedule and the appropriateness of seating during various segments of the program
- Help those who need special seating or accommodations.
- Collect offerings at the appointed time during the program
- Distribute materials and evaluations to attendees as they arrive and collect evaluations as they depart
- Represent the ACWR by keeping a smiling face and welcoming spirit
- Arrive at least fifteen minutes before every program and remain assist as needed and socialize with lingering attendees
- Makes introductions between new visitors and regular ACWR participants
- Regularly participate and attend the ACWR

#### **QUALIFICATIONS**

The primary qualifications for serving as an usher/greeter include a warm and welcoming spirit and the desire to meet the needs of others. Knowledge and experience are not a prerequisite to serve on this committee. The usher/greeter committee has a wide variety of responsibilities and therefore requires a diverse set of skills, gifts and experience including the following:

- Have a strong desire to serve in the ACWR ministry
- Must be comfortable with all individuals
- Enjoy initiating conversations with strangers and friends alike



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***USHER/GREETER cont.***

- Have a good head for remembering names, faces and details
- Must be pleasant, courteous, and friendly, able to start up conversations naturally and easily
- Able to anticipate others' needs and do everything possible to meet them
- Must be responsible and trustworthy as there will be some money-handling
- Able to give and follow directions and point people in the right direction
- Must be flexible
- Must be hospitable

**SCRIPTURE**

Better is one day in your courts than a thousand elsewhere; I would rather be a doorkeeper in the house of my God than dwell in the tents of the wicked.

Psalm 84:10



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### **Service Description for Mission/Benevolence Ministry Ministry Leader: Ayme Jones/Kathy Jones**

Do you have a special gift for encouraging others either through thought or deed? Are you concerned about the needs of others and have a desire to minister to them in their time of need? Are you interested in demonstrating the love of Christ through service to others? Look no further, the benevolence/missions committee is for you!

#### **PURPOSE**

To be a blessing to those who may need special encouragement, acknowledgement, and comfort during difficult life circumstances. To be a blessing to those in the community that are in need.

#### **RESPONSIBILITIES**

- Establish a thoughtful vision for missions/benevolence in accordance with the purpose and mission of the ACWR
- Elevate the awareness of the ACWR and its participants on the biblical basis for missions/benevolence, and current opportunities to provide support for missionary initiatives
- Increase participation in missions both individually and as an organization
- Stimulate prayer for missions/benevolence concerns
- Determine ways to encourage those experiences specific needs such as loss or health concerns
- Determine areas of priority or focus for the ACWR
- Develop various mission opportunities
- Able to meet virtually on a quarterly basis and more frequently during the months preceding the retreat or when a specific missions/benevolence need arises
- Willingness to attend the annual advisory board meeting held in the fall
- Regular participation and attendance at the ACWR

#### **QUALIFICATIONS**

The primary qualifications for serving on the missions/benevolence committee include a heart for the concerns and needs of others and faithfulness to follow-through with responsibilities. Knowledge and experience are not a prerequisite to serve on this committee. The missions/benevolence committee has a wide variety of responsibilities and therefore requires a diverse set of skills, gifts and experience including the following:

- Practice a faithful, personal relationship with Christ
- Be interested in missions both at home and abroad
- Consider missions as a vital role of the ACWR
- Have a desire to learn more about mission opportunities
- Be committed to prayer
- Be willing to serve as a part of a team or as a leader
- Understand and support the purpose and mission of the ACWR



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**Mission/Benevolence cont.**

**SCRIPTURE**

For I was hungry, and you gave me something to eat, I was thirsty, and you gave me something to drink, "I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.

Matthew 25:31-40



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### **Service Description for the Prayer Ministry Ministry Leaders: Tebrysa Matchem & Sandy Presly**

Do you have a heart for the hurting, and are able to pray with others? Are you empathetic, compassionate and have a heart for God? Do you have a desire to uphold the ACWR and its ministries and the community in prayer? If so, you have just found the ministry you have been looking for. The Prayer Ministry takes time to soothe and help those hurting by praying for them. Come by the Prayer Ministry table for more information.

#### **PURPOSE**

To facilitate and promote a strong prayer life by encouraging women seek to turn to God for answers for situations in their lives. To give women opportunities to share and uplift through study and devotions.

#### **RESPONSIBILITIES**

- Understand and support the purpose and mission of the ACWR
- Receive and pray for concerns and requests from ACWR participants
- Educate, empower, and inspire others in their prayer lives
- Be available to pray with someone if the need arises
- Cover the various ministry teams of the ACWR with prayer and to receive any prayer concerns they may have.
- Make the Prayer Room at the retreat a peaceful environment, supplied with prayer resources for anyone desiring a place to pray.
- Work with ACWR leadership to provide opportunities for ACWR participants to enrich their prayer lives
- Assist with the planning and facilitation of the weekly prayer call.
- Willingness to attend the annual advisory board meeting held in the fall
- Regular participation and attendance at the ACWR

#### **QUALIFICATIONS**

- Strong personal relationship with Christ and belief in the power of prayer.
- Belief that prayer is the lifeline of our relationship with God
- Commitment to the growth and advancement of God's Kingdom
- Knowledge of God's call upon your life
- Ability to pray, praise, and worship sincerely
- Ability to discern the ways and the leading of the Spirit per time and season
- Knowledge of the depth of God's words and an understanding of the channels of prayers
- Ability to communicate effectively in love and listen patiently to the needs of others
- Ability to maintain confidentiality

#### **SCRIPTURE**

Don't worry about anything; instead, pray about everything. Tell God what you need and thank him for all he has done.

Philippians 4:6



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### **Service Description for the Scholarship Ministry Ministry Leader: Charlene Jones**

You are blessed to be a blessing to others! What joy it is to know that you played a significant part in the life of an individual by doing so little. Would you like to travel the path of success with one most deserving person, seeking an opportunity to succeed by extending their education? You have arrived at your destination; the Annual Christian Women's Retreat Scholarship Committee needs you!

#### **PURPOSE**

The purpose of the scholarship committee is to oversee the annual scholarship and to ensure the timely and fair disposition of scholarship funds. We as a committee have no greater purpose than what the Lord has called us to do. Philippians 2:4 - Each of you should look not only to your own interests, but also to the interests of others. Committed to being Christ-like in all our endeavors.

#### **RESPONSIBILITIES/TASKS**

- Publicize and solicit scholarship applications
- Evaluate and review scholarship applications based on materials that will be supplied to you
- Make decisions based on the applicants' responses
- Solicit donations to ensure scholarship availability
- Maintain donor contact information
- Provide donors with scholarship updates
- Follow up with awardees

#### **QUALIFICATIONS**

- Ability to work with other reviewers in a team environment
- Openness in revealing any conflict of interest with potential scholarship applicants
- Understanding of the need for fairness, objectivity and nondiscrimination within the scholarship selection process
- Ability to focus on the specific selection criteria in determining the award winners
- Able to help execute fundraising ideas and complete them in a timely manner
- Understand and support the purpose and mission of the ACWR
- Willingness to attend regularly scheduled committee meetings.
- Willingness to attend the annual advisory board meeting held in the fall
- A Regular participant and attendee of the ACWR

#### **SCRIPTURE**

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.

Philippians 2:3-5



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### **Service Description for the Finance/Fundraising Committee Ministry Leader: Charlene Jones**

Do you have the gift of raising funds to support a ministry or something you believe in? Do you believe in the ministry of the ACWR? Are you able to help others catch your vision and passion? Then the Finance /Fund Raising ministry of the ACWR are a perfect fit for you!

#### **PURPOSE**

The purpose of the finance/fundraising committee is to ensure that the ACWR is a good steward of the financial blessings received and to assist in raising funds to maintain the financial viability and stability of the organization.

#### **RESPONSIBILITIES/TASKS**

- Find, create and implement fundraising opportunities to help sustain the organization
- Provide financially based support and recommendations
- Review and recommend financial policies and procedures
- Support and review development of operational and project budgets
- Monitor and report on the funds, income, and expenses of the ACWR
- Submit financial reports as required
- Determine actual costs of an event to ensure the retreat remains self-supporting yearly

#### **QUALIFICATIONS**

- Aptitude with numbers
- Budget minded
- Able to brainstorm creative ways to raise funds
- Strong integrity
- Understand and support the purpose and mission of the ACWR
- Willingness to attend regularly schedule committee meetings.
- Willingness to attend the annual advisory board meeting held in the fall
- A Regular participant and attendee of the ACWR

#### **SCRIPTURE**

And my God will meet all your needs according to the riches of His glory in Christ Jesus.

Philippians 4:19



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*NOTE: Some duties or ministries may be specifically appointed for special purposes where there is a need for certain requirements, unique skills and/or expertise. If there is something that is not in this listing, but you have identified a unique need, or you want to know more about, please email us [acwretreat@gmail.com](mailto:acwretreat@gmail.com).*