

**2009 Women's Ministry Guide**



# **WOMEN'S MINISTRY**

*Team Captain  
Training Meetings  
Master Calendar  
Bible Study Coordinator  
Crafts Coordinator  
Special Music Coordinator  
Testimonies Coordinator*



# Women's Ministry Guide

## TEAM CAPTAIN

We have given you some helpful organization tools, especially if this is your first time. What is within this guide is the outline and is to be used in conjunction with material of your choice.

As the head of the Women's Ministry, your role is to oversee the entire Women's Ministry program. You'll need to understand every component, in order to answer questions, and facilitate the preparation done by each coordinator. Don't be afraid to ask questions.

**Your first step.** Meet with your team leader, adult advisors, and other team captains. Decide together what your overall program will look like and what themes will be chosen. Check out our website for materials available. Use ours or your own.

Make sure you follow the guidelines given to us by the Mexican government. For more information, look at the *Registration Manual*, page 21. For the most recent updates or to e-mail us with questions, go to our web site at [www.mexicooutreach.org](http://www.mexicooutreach.org)

**Your second step.** With the help of the other leaders, discuss who would be best for the different positions and decide roughly how you will assign tasks. In the end, it is good to let team members volunteer for the tasks. Keep in mind that even if one person is the craft coordinator, they might be involved with several other aspects of the program. The goal is to get everyone involved and be organized in the process. Copy the coordinator pages and pass them out to your newly assigned coordinators.

**The Training Meetings.** In each team training meeting lead by the team leader, there will be time for you, the team captain of Women's Ministry, to lead your coordinators in planning the program and practicing different pieces with everyone who will be involved. The following training pages are there for your planning. In each meeting you should check off with each coordinator and allow each coordinator time to lead in their area especially if there is practice to be done. In every meeting there should be song singing practice, stories practice, testimonies practice, etc.

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Date:		Date:		Date:	
Meeting #1		Meeting #2		Meeting #3	
<b>Prayer Coordinator Section:</b> <b>Prayer Focus.</b> "Prayer Disease" Prayer: Proverbs 3:5-6 (NASB) <b>Prayer Activity.</b> "Prayer Disease" Antibiotic.		<b>Prayer Coordinator Section:</b> <b>Prayer Focus.</b> "Secret" Prayer Partner: Matthew 6:5-8 (NASB) <b>Prayer Activity.</b> Restaurant Prayer.		<b>Prayer Coordinator Section:</b> <b>Prayer Focus.</b> How to Prayer: Matthew 6:9-15, (NASB) <b>Prayer Activity.</b> "Praying like Jesus for others" Prayer.	
<b>Women's Ministry:</b> Team Captain  Bible Study  Crafts  Special Music  Testimonies	Assign tasks, practice 1-3 songs today Have each day of ministry outlined.	<b>Women's Ministry:</b> Team Captain  Bible Study  Crafts  Special Music  Testimonies		<b>Women's Ministry:</b> Team Captain  Bible Study  Crafts  Special Music  Testimonies	

Date:		Date:		Date:	
Meeting #4		Meeting #5		Meeting #6	
<b>Prayer Coordinator Section:</b> <b>Prayer Focus.</b> "Remove the Veil": 2 Corinthians 10:3-5, (NASB) <b>Prayer Activity.</b> "Removing the Veil" Prayer.		<b>Prayer Coordinator Section:</b> <b>Prayer Focus.</b> The Prayer God Answers: Isaiah 58:6-9, (NASB) <b>Prayer Activity.</b> "Fasting" Prayer.		<b>Prayer Coordinator Section:</b> <b>Prayer Focus.</b> Humbled: Luke 18:10-14, (NASB) <b>Prayer Activity.</b> "Tax Collector's" Prayer.	
<b>Women's Ministry:</b> Team Captain  Bible Study  Crafts  Special Music  Testimonies		<b>Women's Ministry:</b> Team Captain  Bible Study  Crafts  Special Music  Testimonies		<b>Women's Ministry:</b> Team Captain  Bible Study  Crafts  Special Music  Testimonies	

Date:	Date:	Date:
1st Ministry Day	2nd Ministry Day	3rd Ministry Day
<ul style="list-style-type: none"> <li>• <b>10:00 am to 6:30 pm - Ministry</b></li> <li>• Women's Ministry</li> <li>• Program (Approx. 1.5 hours)</li> <li>Bible Study</li> <li>Crafts</li> <li>Special Music</li> <li>Testimonies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>10:00 am to 6:30 pm - Ministry</b></li> <li>• Women's Ministry</li> <li>• Program (Approx. 1.5 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>10:00 am to 6:30 pm - Ministry</b></li> <li>• Women's Ministry</li> <li>• Program (Approx. 1.5 hours)</li> </ul>

Date:	Date:
4th Ministry Day	5th Ministry Day
<ul style="list-style-type: none"> <li>• <b>10:00 am to 6:30 pm - Ministry</b></li> <li>• Women's Ministry</li> <li>• Program (Approx. 1.5 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>10:00 am to 6:30 pm - Ministry</b></li> <li>• Women's Ministry</li> <li>• Program (Approx. 1.5 hours)</li> </ul>
	<ul style="list-style-type: none"> <li>• Good-bye Celebration at your ministry site.</li> </ul>

# BIBLE STUDY COORDINATOR

**Tools Provided:** see our resource section on our web site at [www.mexicooutreach.org](http://www.mexicooutreach.org)

**Responsibilities:**

1. Be prepared to have one Bible study each day. We suggest you have continuity throughout the week, and choose an overall theme for the week as well as a topic for each day. This Bible study can be seen as a story time, but giving the women freedom to dialogue about a text is powerful, especially if there are women from the neighborhood who don't know Jesus interacting with the women of the church. Bringing in women from the neighborhood to participate in the women's ministry time, is a great goal to have.

2. Keep the material for the Bible study brief and evangelistic. Sometimes, the best thing is to go verse by verse through evangelistic passages. The book of John is a good place to start, as well as the "Romans Road", which is also good and basic. Try your best to avoid doctrinal debates. The goal is that the Bible study be focused on Jesus, and not on subjects like global warming or the end times.

Women's Ministry: Bible Study	Ministry Day 1	Ministry Day 2	Ministry Day 3	Ministry Day 4	Ministry Day 5
Who is facilitating the study today?					
What Bible text or study is assigned for today?					
Props Needed					

# CRAFTS COORDINATOR

**Tools Provided:** see our web site at [www.mexicooutreach.org](http://www.mexicooutreach.org)

**Responsibilities:**

1. Prepare enough crafts for 10 women, but be prepared in case your numbers are higher. It doesn't hurt to have one extra craft for each day of ministry. Better too much, than too little. Your numbers can grow each day as the word gets out that you are there. If there is extra room, don't hesitate to continually invite women of the neighborhood.
2. Crafts should follow the Bible study and the theme for the day, but not always. You might have a fun craft for women that doesn't have a message or theme, but is elegant or useful for their homes or for them personally.
3. The women, as you may know, do a lot of work and rarely get a chance to have time for themselves. The crafts are great reminders that Jesus loves them too, so choose crafts that represent how special they are.
5. It is wise to have name tags made, maybe even as a craft, so that you can call on the women by name. Have someone write down all the names of the women, so you can remember them and pray for them.

Women's Ministry: Crafts	Ministry Day 1	Ministry Day 2	Ministry Day 3	Ministry Day 4	Ministry Day 5
Who is leading the crafts today?					
What crafts?					
Materials Needed					

# SPECIAL MUSIC COORDINATOR

**Tools Provided:** see our web site at [www.mexicooutreach.org](http://www.mexicooutreach.org)

**Responsibilities:**

1. We called this section special music, but it can be worship songs too. If you have accomplished musicians or singers, it is wonderful to have a solo performed, either with instruments or singing.
2. Choose your worship songs and practice 1-3 songs each training meeting. These songs can be the same songs for adults that are sung during evening services at your ministry site, but it's nice to add new ones .
3. Write out the songs in Spanish on large poster board (or foam core board).
4. Some songs might need an explanation. If the words are expressing a deep spiritual concept you might need to explain it.
5. Remember, the core purpose for worship and special music is to glorify Jesus.

Women's Ministry: Special Music	Ministry Day 1	Ministry Day 2	Ministry Day 3	Ministry Day 4	Ministry Day 5
Who is performing or leading today?					
What worship songs or solos?					
Materials Needed					

# TESTIMONIES COORDINATOR

**Tools Provided:** use the *Student Manual*, pages 15-17.

**Responsibilities:**

1. Everyone should be ready to give their testimonies. It may seem to be an easy assignment, but this is actually one of the hardest. The spiritual battle wages over this, so we suggest you pray for each team member and their preparation for giving testimonies.
2. Review the testimonies, and make sure they are personal and not duplicates of other team members. Help each team member with their grammar. Keep in mind that content should be appropriate for your audience. We recommend that the adult advisors (especially if they are women) from your team be available to give testimonies during the women's ministry.
3. Working with your translators, also evaluate "slang" and determine what should be changed so that the intent of the testimony is understood clearly when translated.
4. Have them practice their testimonies with you and, if possible, with a translator.
5. Have them pick a day to present their testimonies in Mexico and list it below.

Women's Ministry: Testimonies Prep	Meeting #1	Meeting #2	Meeting #3	Meeting #4	Meeting #5	Meeting #6
Review each testimony with each person during your training meetings. Track them here.						

Women's Ministry: Testimonies	Ministry Day 1	Ministry Day 2	Ministry Day 3	Ministry Day 4	Ministry Day 5
Who is giving their testimony to the women and on what ministry day?					