CFC
CHRIST FELLOWSHIP CENTRE

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Women's Ministry Service Programme & Branch Organiser's Guide

Weekly services | Monthly gatherings | Quarterly services | Annual conference

Prepared from the CFC Constitution Final 2022
For implementation by local branches under pastoral and National Office oversight

01 | CONSTITUTIONAL FOUNDATION

Purpose, aims and authority

This guide translates the CFC Constitution's provisions for Mothers and Men organisers into a practical Women's Ministry rhythm for every branch. The constitution states that both ministries follow the same organisational pattern.

Constitutional aims of the organisation

- Develop women spiritually, personally and practically.
- Build unity and love among members in the assembly.
- Recognise gifts and talents and create opportunities to serve.
- Promote mutual help, compassionate care and testimony.
- Teach the Word of God and share the fruit of biblical teaching.
- Bridge generations between younger and older women.
- Teach practical stewardship, work and financial management.
- Strengthen clean, healthy homes and godly marriages.
- Establish accountable meetings through elected office bearers.
- Serve the church vision under local pastoral and National Office guidance.

Implementation rule

Each branch may adapt service days and times to its environment, but changes should be discussed with the local Pastor and the National Office. This guide is an operational recommendation and does not amend the constitution.

Recommended ministry scriptures

Titus 2:3-5	Mature women model godly character and teach what is good.
Proverbs 31:26-31	Wisdom, faithful instruction, diligence and the fear of the Lord.
Acts 16:13-15	Women gather in prayer, receive the Word and open their homes to ministry.
Hebrews 10:24-25	Meet faithfully and encourage one another toward love and good works.

02 | BRANCH STRUCTURE

Women's Ministry leadership and organiser's role

The ministry is accountable to the local Pastor and works through an elected committee. Office bearers normally serve for at least one year, unless unforeseen circumstances require a change.

Office	Core responsibility
Chairperson and Vice Chairperson	Call and lead meetings, keep the programme active, receive correspondence and consult the Pastor.
Secretary and Vice Secretary	Issue notices, record attendance and minutes, compile reports, and obtain Chairperson and Secretary signatures after approval.
Treasurer and Vice Treasurer	Record offerings, arrange prompt banking, retain deposit records and report transparently.
Two Trustees	Provide continuity, dependability, oversight and protection of ministry resources.
Branch Organiser	Coordinate, train, visit, encourage and report; work with the committee under pastoral and National Office oversight.

Branch organiser's practical duties

- Spiritual example: be responsible, prayerful, Spirit-filled, rooted in Scripture, peaceable and committed to the work.
- Know the field: maintain an accurate list of women, assemblies and groups in the assigned branch or region.
- Plan and visit: prepare a visitation plan and notify the Chairperson before every official visit; the Chairperson consults the Pastor.
- Train leaders: teach meeting procedure, committee roles, reporting, ministry care and approved fundraising methods.
- Encourage participation: identify needs, develop gifts and strengthen attendance, unity and intergenerational fellowship.
- Protect finances: never take ministry money home or personally handle fundraising proceeds; be present for counting and banking.
- Work through governance: remain accountable to the committee weekly, monthly and quarterly and request meetings through the Chairperson when needed.
- Report faithfully: keep daily activity notes and submit a truthful month-end report for review and approval.

03 | WEEKLY SERVICE

Thursday Women's Service at each branch

The constitution identifies Thursday daytime as the Mothers' Service. Every branch should set a practical time, publish it consistently and consult the National Office when adapting the pattern.

Time	Service item	Person responsible	Purpose
10 min	Welcome, opening song and prayer	Chairperson / assigned leader	Gather the women in unity and focus.
10 min	Scripture reading and prayer requests	Secretary / prayer leader	Bring real family, church and community needs before God.
20 min	Intercession	Prayer coordinator	Pray for salvation, families, marriages, leaders, the sick and the nation.
30 min	Word of God / teaching	Approved speaker	Develop members through sound biblical instruction.
15 min	Testimonies and ministry care	Chairperson	Share what God has done and identify women needing follow-up.
15 min	Practical development topic	Organiser / invited facilitator	Cover finances, home care, marriage, parenting, skills or health.
10 min	Offering, notices and assignments	Treasurer and Secretary	Accountable stewardship and clear communication.
5 min	Closing prayer	Chairperson / Pastor	Commission members to apply the teaching.

Suggested rotating weekly emphasis

Week 1	Prayer, consecration and spiritual growth
Week 2	Marriage, parenting, home and relationships
Week 3	Skills, work, financial stewardship and self-help
Week 4	Outreach, compassion, hospital/home visits and testimony
Week 5	Leadership development, evaluation or combined fellowship

04 | MONTHLY SERVICE

Combined branch Women's Ministry gathering

Recommended frequency: once each month, preferably on the last Thursday or a branch-approved Saturday morning. This brings all local groups together for worship, training, care and accountability.

Before the service	During the service	After the service
Organiser Confirm theme, speaker, branch participation and visitation needs. Secretary Send notice at least 7 days ahead and collect weekly activity notes. Treasurer Prepare opening balance and supporting records.	1. Worship and opening prayer 2. Minutes and matters arising 3. Branch/group reports 4. Bible teaching 5. Practical development workshop 6. Care and outreach testimony 7. Offering and financial update 8. Notices, assignments and prayer	Committee Approve minutes and reports; sign minutes through Chairperson and Secretary. Organiser Follow up absent groups and women needing care. Chairperson Report significant matters to the Pastor.

Monthly ministry outputs

Minimum standard

• One approved monthly report reflecting the true state of weekly meetings, attendance, teaching, visits and challenges.
• One ministry action such as visiting the sick, helping a vulnerable family, outreach or mentoring younger women.
• One development activity based on the constitutional aims: Bible knowledge, home care, financial management, marriage, skills or leadership.
• One clear plan for the next month with responsible persons, dates and follow-up actions.

Recommended monthly report fields

Branch and month | meeting dates | attendance | teaching themes | prayer requests | testimonies | sick/home visits | outreach | development activities | finances received and banked | challenges | assistance required | plan for next month | Chairperson and Secretary signatures | Pastor acknowledgement.

05 | QUARTERLY SERVICE

Regional Women's Ministry service and review

Recommended timing: March, June, September and December, or dates approved by the Regional and National Offices. Quarterly gatherings unite branches, review progress and resource the organiser for branch visits.

Quarter	Ministry emphasis	Required action
Quarter 1	Consecration, vision and leadership readiness	Approve annual branch plans and confirm committee details.
Quarter 2	Evangelism, compassion and mid-year development	Review six-month progress and align with the June CFC Church Conference.
Quarter 3	Women, families, mentorship and community impact	Hold the major ministry rally or approved annual Women's Conference where scheduled.
Quarter 4	Thanksgiving, evaluation and preparation	Approve annual report, next-year priorities and alignment with the December Convention.

Quarterly service programme

1	Registration, worship and opening prayer	Host branch
2	Minutes, attendance and branch reports	Regional Secretary
3	Correction, encouragement and organiser feedback	Quarterly Chairperson and Organiser
4	Main biblical teaching and ministry	Approved speaker
5	Leadership or practical development workshop	Organiser / facilitator
6	Financial report, organiser transport fund and banking plan	Treasurer
7	Branch visitation plan, resolutions and closing prayer	Chairperson, Organiser and Pastor

Constitutional accountability

The organiser fund is collected at quarterly meetings and sent to Head Office for organiser transport. The organiser must not take ministry money home, but should be present when money is counted and banked. After quarterly meetings, the organiser should visit and encourage assemblies rather than ending the work at the meeting.

06 | YEARLY CONFERENCES

Annual Women's Conference and CFC-wide gatherings

The constitution does not set a separate date for a Women's Conference. The following annual pattern is therefore recommended, subject to approval by the National Office and the annual CFC calendar.

Gathering	Timing	Purpose and participation
National Women's Conference	Once yearly; preferably August or another National Office-approved date	Women from all branches gather for worship, biblical teaching, prayer, leadership development, family strengthening, skills, outreach and fellowship.
CFC Church Conference	Normally June	Organisers and appointed delegates attend. Church matters, regional reports, year plans, development ideas and constitutional matters are discussed.
CFC Convention	December	Agreements from the June Conference are presented to the wider membership for implementation and the movement gathers in fellowship.

Suggested National Women's Conference framework

Session 1	Consecration and identity	Prayer, worship, salvation, holiness and identity in Christ.
Session 2	Women of the Word	Bible teaching, testimony and intergenerational discipleship.
Session 3	Healthy homes and marriages	Godly relationships, parenting, counselling and family support.
Session 4	Empowerment and stewardship	Financial management, skills, work, enterprise and responsible service.
Session 5	Leadership and mission	Develop gifts, mentor younger women, outreach and branch action plans.
Closing	Commissioning	Adopt resolutions, pray for branches and commission organisers and committees.

Conference planning team

National Women's Organiser | National/Regional committee | Host Pastor and branch committee | Programme Director | Intercession team | Worship team | Registration and hospitality | Finance team | Safety and medical support | Communications and reporting.

07 | ANNUAL OPERATING CALENDAR

A simple rhythm for every branch

Dates should be confirmed through the local Pastor, Regional leadership and National Office before publication. The purpose is consistency, not rigidity.

Frequency	Gathering	Key responsibility of branch organiser
Every Thursday	Local Women's Service	Ensure teaching, prayer, care, records and follow-up are functioning.
Monthly	Combined branch gathering and committee review	Compile truthful reports, follow up absences, review finances and set next actions.
Quarterly	Regional Women's Service	Present approved branch reports, support the organiser fund and plan assembly visits.
June	CFC Church Conference	Attend when appointed; carry branch and regional matters through proper channels.
Once yearly	National Women's Conference	Mobilise attendance, prepare delegates, coordinate transport and submit outcomes.
December	CFC Convention	Support implementation of adopted decisions and year-end thanksgiving.

Approval and reporting pathway

WEEKLY RECORDS	MONTHLY APPROVAL	QUARTERLY REVIEW	PASTOR / NATIONAL OFFICE
Attendance, teaching, prayer, visits, testimonies and finances	Members review; Secretary records; Chairperson and Secretary sign	Regional leaders correct, encourage and consolidate	Pastor receives significant matters; National Office guides adaptations

> **Final standard**
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> Every service should produce spiritual growth, stronger relationships, practical care, transparent stewardship and a clear next action. Reports must reflect what truly happened - not a recitation - and should be read and approved before submission.

Constitution reference

Prepared from CFC Constitution Final 2022, especially: Weekly Services (pp. 11-12); Organisers - Mothers and Men follow the same pattern (pp. 13-17); Conferences and Convention provisions (pp. 8-9); and branch leadership duties relating to conferences, weekly services and ministry organisation (p. 19).