Welcome to *Celebration*!

We are excited that you are interested in starting a Celebration Chapter in your church! The Celebration Chapter Manual contains everything you need to get started. The purpose, goals and vision are listed, as well as a leadership directory of women who are ready to answer any questions regarding the different areas of the ministry.

The foundation of Celebration is prayer. So we encourage you to read carefully the guidelines for intercessory prayer groups. As you seek God’s will for your chapter, you will truly “celebrate” as the strength of your leadership and your women continually develops. That is just the beginning. In this manual you will find officers’ duties and team examples, how to conduct a meeting, speaker information, guidelines for praise and worship and much more.

Celebration is “Jesus ministering to women.” In Luke 4:18-19, Jesus was anointed by the Holy Spirit to bring salvation, healing and equipping to all who seek Him. We believe that same anointing is on Celebration ministry, that through Jesus all women will fulfill their destiny in Him.

May you be blessed as you begin your journey.

*The Celebration National Board*

**www.CelebrationMinistries.org**
"The Spirit of the LORD is upon me,  
Because He has anointed me  
To preach the gospel to the poor;  
He has sent me to heal the brokenhearted,  
To preach deliverance to the captives  
And recovery of sight to the blind,  
To set at liberty those who are oppressed;  
To preach the acceptable year of the LORD."

Luke 4:18-19
# TABLE OF CONTENTS

**Revision 5 (2016)**

**Ministry Information** *(red)*

- PURPOSE ........................................................................................................1
- MISSION ...........................................................................................................1
- GOALS ............................................................................................................2
- Current Celebration Organization Chart ...........................................................2
- Future Celebration Organization Chart ............................................................3
- HISTORY OF CELEBRATION ..........................................................................4-5
- Beliefs that are Upheld by the Celebration Organization ....................................6
- Frequently Asked Questions ..........................................................................7-8

**Celebration National Board Email Address List** *(yellow)* .......................................9

**Quick Reference Guide** ..................................................................................10

**Starting a New Celebration Chapter** *(blue)* ....................................................13-14

**Guidelines for Intercessory Prayer** *(green)* .....................................................15
- Five Point Prayer Focus ................................................................................17
- Responsibilities of the Intercessory Prayer Leaders ..........................................18
- Preparation for the Intercessory Prayer Group ................................................18
- Celebration Prayer Time ................................................................................19
- ACTS - Model for Prayer Time .......................................................................19
- Prayer Forms ..................................................................................................20

**Celebration Chapter Board Guidelines** *(orange)* .............................................21

- Qualifications for All Leaders in Celebration ..................................................23
  - PRESIDENT .............................................................................................24-25
  - VICE PRESIDENT ..................................................................................26
  - CORRESPONDING SECRETARY ............................................................27
  - RECORDING SECRETARY ..................................................................28
  - TREASURER .........................................................................................29-30
  - WORSHIP TEAM LEADER .................................................................31
  - PRAYER TEAM LEADER ....................................................................32
- Nomination of Chapter Board Members .........................................................33
- Leadership Transition .....................................................................................33
- Successful Celebration Chapter Board Meetings ..........................................34
  - Making Your Chapter Board Meetings Work For You .................................34-35
  - Agenda Basics .........................................................................................36
- Leadership Connection Events ........................................................................37
- Reporting Requirements ................................................................................38

**Chapter Board Meeting Minutes** ....................................................................38
- Officer Addresses ..........................................................................................38
- Treasurer’s Report ........................................................................................38
- Ministry Action Plan ......................................................................................38

**Celebration Chapter Meetings** *(purple)* ..........................................................39

- FORMULA FOR A SUCCESSFUL MEETING ............................................41
  - Prayer .......................................................................................................41
  - Preparation ...............................................................................................41
  - Agenda .....................................................................................................42
Celebration Women’s Ministry Forms (light blue) .......................................................... 73
Meeting Forms ........................................................................................................... 76-81
Speakers Forms ......................................................................................................... 82-83
Administrative Forms .................................................................................................. 84-91
Cash Count .................................................................................................................. 92
Decision Card ............................................................................................................... 93
Worship Form ............................................................................................................... 94
Banner Instructions ...................................................................................................... 95

Presiding .................................................................................................................... 42-43
Peace .......................................................................................................................... 44
Guidelines for Choosing Celebration Speakers ....................................................... 45-46

Celebration Team Members & Chapter Ministries (pink) ............................................ 47-49
PUBLICITY ................................................................................................................. 50-51
DECORATIONS ............................................................................................................ 52
GREETERS .................................................................................................................. 53
TABLE HOSTESSES ................................................................................................. 54
REFRESHMENTS ......................................................................................................... 55
REGISTRATION ............................................................................................................ 55
WORSHIP .................................................................................................................... 56
The Worship Leader ..................................................................................................... 56
The Worship Team Member ......................................................................................... 56
Preparation .................................................................................................................. 56
Song Selections ............................................................................................................ 57
Flow of Worship Songs ............................................................................................... 58
Day of the Celebration Meeting .................................................................................. 59
Basic Equipment Needs ............................................................................................... 59
Accompaniment .......................................................................................................... 59
The CCLI License ........................................................................................................ 60
Additional Resources .................................................................................................. 60
PRAYER TEAM MINISTRY ......................................................................................... 61
Preparation for Prayer Team Ministry .......................................................................... 61
Prayer Team Ministry Time ......................................................................................... 61-63
THE MESSAGE OF SALVATION ................................................................................ 64-66
CELEBRATION BANNERS ....................................................................................... 67
General Banner Guidelines .......................................................................................... 67
Banner Symbolism ....................................................................................................... 67
General Notes .............................................................................................................. 68
Materials Needed .......................................................................................................... 69
BIBLE STUDY MINISTRY ......................................................................................... 70
Bible Study Materials .................................................................................................. 70
Types of Bible Studies ................................................................................................ 70
Organization of Bible Studies ....................................................................................... 70
BOOKS TO ENHANCE YOUR BIBLE STUDY MINISTRY .................................. 71-72
MINISTRY MODELS ................................................................................................. 72

Guidelines for Choosing Celebration Speakers ....................................................... 45-46
Preparation for Prayer Team Ministry .......................................................................... 61
Prayer Team Ministry Time ......................................................................................... 61-63
THE MESSAGE OF SALVATION ................................................................................ 64-66
CELEBRATION BANNERS ....................................................................................... 67
General Banner Guidelines .......................................................................................... 67
Banner Symbolism ....................................................................................................... 67
General Notes .............................................................................................................. 68
Materials Needed .......................................................................................................... 69
BIBLE STUDY MINISTRY ......................................................................................... 70
Bible Study Materials .................................................................................................. 70
Types of Bible Studies ................................................................................................ 70
Organization of Bible Studies ....................................................................................... 70
BOOKS TO ENHANCE YOUR BIBLE STUDY MINISTRY .................................. 71-72
MINISTRY MODELS ................................................................................................. 72

Celebration Women’s Ministry Forms (light blue) .......................................................... 73
Meeting Forms ........................................................................................................... 76-81
Speakers Forms ......................................................................................................... 82-83
Administrative Forms .................................................................................................. 84-91
Cash Count .................................................................................................................. 92
Decision Card ............................................................................................................... 93
Worship Form ............................................................................................................... 94
Banner Instructions ...................................................................................................... 95
Celebration
A Woman to Woman Ministry

“The Spirit of the Lord is upon me, because He has anointed me to preach the gospel to the poor. He has sent me to heal the brokenhearted, to preach deliverance to the captives and recovery of sight to the blind, to set at liberty those who are oppressed, to preach the acceptable year of the Lord.”

Luke 4:18-19 (NKJV)

Celebration Women’s Ministry, Inc. is organized by the authority of the Lord Jesus Christ and is related to the United Methodist Church through the Texas Annual Conference. It is open to all women regardless of denomination, age, and cultural or ethnic heritage.

PURPOSE

The purpose of Celebration is to strengthen and enrich the spiritual lives of women by helping them discover and grow in the fullness of life that God intended for all women to experience as citizens of His Kingdom on earth and as a foretaste of His Kingdom in heaven.

This is a woman to woman ministry of sharing, encouraging, discipling, and mentoring in the faith. Its focus is presenting the truth and beauty of the message of salvation, healing, renewal, and restoration in a manner that reaches the inner-woman.

Celebration is not a para-church organization. It will always encourage and expect its members to fully participate in the local church.

Celebration serves as a framework for all women who seek to discover their freedom and healing in Jesus Christ through sharing in experiences of praise worship, personal witness and testimony, prayer, Bible study, and fellowship.

MISSION

Celebration’s mission is to equip women to do the work of the ministry for the edification of the body of Christ (Ephesians 4:12) and to fulfill The Great Commission (Matthew 28:19-20).
**GOALS**

- Spreading the message and assurance of salvation to women in the church who may know about Jesus Christ but who have not claimed Him as personal Savior and Lord.

- Releasing the power of God for freedom, healing, and transformation in the lives of women by offering opportunities for sharing the experiences and expressions of faith with other women.

- Discipling women in their journey of faith so that they are drawn into an ever deepening relationship with God and live a joy-filled life.

- Evangelizing and reaching out to other women in the community in the name of Christ by testifying to the truth of the Gospel message.

---

**Current Celebration Organization Chart  **

**GOD**

God the Father, Jesus Christ, his Son and the Holy Spirit is our authority on all matters

**Celebration National Board**

Oversees the activities of all of the Celebration Chapters

**District Representative**

Oversees the activities of the Celebration Chapters in her district and reports to the National Board

**National Representative**

Out of Conference Chapters

**Local Chapters**

---

**Celebration is related to the United Methodist Church through the Texas Annual Conference and is open to all women regardless of denomination, cultural or ethnic heritage.**
Future Celebration Organization Chart

GOD
God the Father, Jesus Christ, his Son and the Holy Spirit is our authority on all matters

Celebration National Board
Oversees the activities of all of the Conference Boards

Conference Board
Oversees the activities of the Celebration Chapters in their conference

Conference Board
Oversees the activities of the Celebration Chapters in their conference

District Representative
Oversees the activities of the Celebration Chapters in her district and reports to the National Board

District Representative
Oversees the activities of the Celebration Chapters in her district and reports to the National Board

District Representative
Oversees the activities of the Celebration Chapters in her district and reports to the National Board

District Representative
Oversees the activities of the Celebration Chapters in her district and reports to the National Board

Local Chapters

Local Chapters

Local Chapters

Local Chapters

Local Chapters
The History of Celebration Women’s Ministry

Celebration began in an informal meeting of three women as they shared their thoughts and personal experiences related to the burden God had placed on their hearts for other women’s needs. It was evident from the start that their personal interests and strengths lay in three related areas of ministry, and that these three components, combined with sharing together in worship and praise, would provide a solid foundation for, and balance within, a new women’s ministry.

Founders

Judy Graham, a member of Chapelwood UMC, had previously held positions of leadership in para-church women’s ministry groups. She felt God calling her to share the message of salvation and healing through a personal relationship with Jesus Christ, and to equip other women to do ministry. Susan Jackson, the wife of the Rev. Jim Jackson, felt an urgency for programming that equipped women for greater development of their faith, fostered accountability, and encouraged mentoring relationships. Marty Sholars, a Licensed Professional Counselor and wife of the Rev. Nick Sholars, recognized the healing power of God that is available to all women who come to Him.

As the women discussed their ideas and their commitment and allegiance to the United Methodist Church, it became clear that the women’s ministry they envisioned was not through another para-church organization, but a ministry opportunity within the church. In the fall of 1997, the three shared their thoughts with Texas Conference Bishop Woodrow Hearn, who suggested a meeting with him and the United Methodist Women conference-level officers during the May 1998 Annual Conference. The result of that meeting was a “green light” to determine the level of interest for such a women’s ministry.

Formation

The first event planned was a meeting on September 19, 1998, with sixty-five women leaders representing twenty-two churches who would faithfully intercede in prayer on a monthly basis for Celebration. Then, on October 2, 1998, committees were created. These committees met at Chapelwood UMC on November 7, 1998, to formalize plans to introduce Celebration Ministries to the Texas Annual Conference. A Celebration newsletter was launched in December, and a retreat for the committee chairpersons was held January 8-9, 1999.

A meeting was held with Bishop Hearn and the Conference Cabinet on January 12, 1999, to explain the proposed women’s ministry and the formative steps that had been undertaken.
On January 21, Area Provost Jim Foster met with the Rules Committee of the Texas Annual Conference, which recommended placing Celebration under the Committee on Devotional Life.

Another informational meeting was held January 30, 1999, at Marvin UMC in Tyler to introduce this vision for a women's ministry to the East Texas churches. Again, the response was enthusiastic, with fifty-five women from sixteen churches attending.

A February 1999 article on Celebration appeared in the “Cross Connection,” the denominational publication, informing churches throughout the Conference of the proposed women’s ministry and announcing the upcoming introductory rally.

Support for the new ministry was demonstrated in a dramatic way at the Houston area Celebration Rally at St. Luke’s UMC on March 13, 1999. More than 500 women representing 75 churches participated in praise & worship, learned about the ministry, and heard a person testimony by Joan Epstein, Kathie Lee Gifford’s mother.

On April 10, 1999, at First UMC Houston West Campus, Celebration’s first Leadership Training was held for women interested in starting chapters in their churches. The response was enormous.

An April 28, 1999, meeting with Dr. Phyllis Riney, chairperson of the Committee on Devotional Life, led to the approval of the proposed positioning under this committee.

Then, on June 3, 1999, delegates to the Texas Annual Conference meeting approved the inclusion of Celebration as a women’s ministry under the Committee on Devotional Life. Soon after, chapters began to be chartered in local churches in the Conference.

Celebration has continued to grow and expand, under the direction of the Holy Spirit, into other areas of the country as more women are equipped and healed through the ministry and desire to share the gospel of Christ with those around them.
Beliefs that are Upheld by the Celebration Organization

• God is the Creator of all things.
• All persons are created in the image of God.
• All persons are sinful and need Jesus Christ for salvation.
• Sin causes alienation from God and personal brokenness.
• Jesus Christ is the only way to wholeness and restoration of relationship with God.
• Jesus Christ is the Son of God, born by the power of the Holy Spirit to the Virgin Mary.
• Prayer is communication with God, and it results in the deepening of our relationship with Him.
• With God all things are possible.
• The power of God’s grace brings healing and wholeness.
• All persons have spiritual gifts that are to be used in ministry.
• The greatest gift is love.
• Love of God, others and self is necessary for healthy living.
• Peace and joy are God’s gifts of grace to all persons, and they are always attainable.
• All persons are called to be obedient to the Word of God and His will as expressed in the Holy Bible.
• The Bible upholds the dignity of all women and calls them to ministry.
• Women are called to be witnesses to the Christian faith that sets all persons free and brings healing.
Frequently Asked Questions

Why Celebration?

God is calling women in the body of Christ into ministry to each other. It is a need that He sees, which is evidenced by the fact that He has begun moving women in that direction. The founders of Celebration simply recognized a work that God was already doing and felt called to join His ministry. Celebration serves as both an “umbrella” and foundation for women’s ministries in which the focus is salvation, healing, and equipping. By offering both speakers and studies in these three areas, Celebration meets the full range of women’s needs.

Why does Celebration stress worship?

Praise & worship is the heart of why we assemble as believers, for in worship we not only meditate on the goodness of God, we express our love and thanksgiving and celebrate with joy the wonder of His grace given to us in His Son, Jesus Christ.

How does it fit within the United Methodist Church?

Celebration is a women’s ministry under the Texas Annual Conference. Celebration chapters are chartered within local churches and are designed to complement existing women’s ministries within local churches, not conflict with them.

What does Celebration look like in the local church?

Celebration Chapters usually hold monthly, bi-monthly, or quarterly events with a speaker, praise & worship, and a prayer ministry time. (See Chapter Events) They may also sponsor small groups such as Bible studies or prayer groups.

How does Celebration function within the Conference?

Celebration functions as an autonomous women’s ministry sanctioned by the United Methodist Church through the Texas Annual Conference. There is a denominational and inter-denominational aspect to Celebration. The ministry is sponsored by the United Methodist Church and yet invites the participation of women of all denominations, regardless of cultural or ethnic heritage.

What about funding and finances?

Celebration does not receive any funding from the Conference or any other denominational source. All expenses are met through the receiving of offerings, donations, and partner gifts. Celebration does not support any call for payment of dues and believes, instead, that all contributions should be gifts from the heart. This is a ministry that was created in response to God’s leading and stands in faith that He will provide as we follow in obedience.
How can women in the local church start a Celebration chapter?

Start a Celebration chapter by earnestly seeking God’s will and the commitment level of your church members. Meet regularly for praise worship and prayer. Obtain your pastor's approval and contact the National Board. For more details, please refer to *Starting a Celebration Chapter*.

How is Celebration chartered in the local church?

Your church chapter will be receive a charter after an "Experience Celebration" event. A *Leadership Training* for the officers and team leaders will be scheduled and the charter presented at that time of commitment to serve Jesus through Celebration. See *Starting a Celebration Chapter* for further information.

How is Celebration structured?

At the National level, there is a National Board consisting of ten to twelve women serving two-year terms. They will oversee specific areas, such as praise worship, prayer, training, etc. District Representatives serve as the liaison between the church chapters within their District and the National Board. Celebration in the local church should be led by a Celebration Chapter Board consisting of a president, vice president, corresponding secretary, recording secretary, treasurer, worship leader, and prayer leader. Cluster organizations of Celebration may be formed in which two or more churches work in partnership in this ministry. The charter requirements are the same.

Can women from other churches participate?

Yes! Celebration encourages the participation of all women, regardless of denomination, cultural or ethnic heritage.

Can other church denominations participate in Celebration?

Yes! Any church can host a local chapter for Celebration when there is a clear call and commitment to serving Christ through the ministry of Celebration, full agreement with the statement of beliefs, the qualifications for leaders in Celebration as stated in this manual, approval of the pastor, and five to ten women willing and qualified to serve as officers and team leaders who have attended Leadership Training. See *Starting a Celebration Chapter* for further information. Some might choose to charter as Affiliate Chapters. (See *Affiliate Chapters* in the same section.)
# National Conference Board Address List

<table>
<thead>
<tr>
<th>Position</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td><a href="mailto:president@celebrationministries.org">president@celebrationministries.org</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td><a href="mailto:treasurer@celebrationministries.org">treasurer@celebrationministries.org</a></td>
</tr>
<tr>
<td>Secretary</td>
<td><a href="mailto:secretary@celebrationministries.org">secretary@celebrationministries.org</a></td>
</tr>
<tr>
<td>VP of Communications</td>
<td><a href="mailto:news@celebrationministries.org">news@celebrationministries.org</a></td>
</tr>
<tr>
<td>VP of Leadership Development</td>
<td><a href="mailto:leadership@CelebrationMinistries.org">leadership@CelebrationMinistries.org</a></td>
</tr>
<tr>
<td>VP of Praise Worship</td>
<td><a href="mailto:praise@CelebrationMinistries.org">praise@CelebrationMinistries.org</a></td>
</tr>
<tr>
<td>VP of Conferences</td>
<td><a href="mailto:conference@celebrationministries.org">conference@celebrationministries.org</a></td>
</tr>
<tr>
<td>VP of Special Events</td>
<td><a href="mailto:info@CelebrationMinistries.org">info@CelebrationMinistries.org</a></td>
</tr>
<tr>
<td>VP of Prayer</td>
<td><a href="mailto:prayer@CelebrationMinistries.org">prayer@CelebrationMinistries.org</a></td>
</tr>
<tr>
<td>Newsletter Editor</td>
<td><a href="mailto:news@CelebrationMinistries.org">news@CelebrationMinistries.org</a></td>
</tr>
<tr>
<td>Registration</td>
<td><a href="mailto:register@CelebrationMinistries.org">register@CelebrationMinistries.org</a></td>
</tr>
</tbody>
</table>

*Please be advised the Celebration Address List is proprietary, intended only for use by officers and members of Celebration Ministries. Any dissemination, distribution, use or copying of this Address List outside the Celebration organization is prohibited without the prior written consent of the Celebration National Conference Board.*
Quick Reference Guide

Website: www.CelebrationMinistries.org

Fiscal Year: January 1st to December 31st

Honorariums: The honorarium amounts are discretionary and should be based upon the size of your chapter, the offering or any special monetary gifts that have been given in your area. We suggest at least $100 for the speaker and a minimum of $25 for the musicians, if you have special music. Each chapter should cover the costs of travel as well.

Mileage: Celebration National Board reimburses mileage at $.32 per mile. Chapters may set their own mileage reimbursement rates, if they wish.

Checks: Checks for nation-wide events should be made payable to: Celebration.

Addresses: A comprehensive list of National Board officers and Chapter Presidents is also available on the website.

Board Minutes: Send to the National Board President. Email: President@CelebrationMinistries.org and send to the National Board Vice President of Leadership Development. Email: Leadership@CelebrationMinistries.org

Treasurer's Reports Send to the National Board Treasurer. Email: Treasurer@Celebrationministries.org

Meeting Dates: Send to the National Board Vice President of Communications to have your dates added to the website and the newsletter. Email: News@CelebrationMinistries.org
Starting a New Celebration Chapter
Starting a New Celebration Chapter

You’ve been invited to another Celebration chapter meeting or perhaps you attended a Leadership Training Event or the National Conference. You’ve been blessed by the ministry, and your excitement to have Celebration in your church or community is something you think about a lot. How do you get started? You can invite some women from your church over for coffee and share the Celebration video and Celebration brochures (available from the National Board).

The next steps are:

✔ Make prayer a priority for the first few months.

This ministry is based upon seeking the direction of God and the work of the Holy Spirit through prayer. Prayer is the place of beginnings, so start on your knees. Begin to meet with a core group of interested women (it may be two or twenty) to pray and receive God’s vision for your Celebration chapter. Let Jesus and the Holy Spirit knit your hearts together as you pray.

As you begin to meet with this core group, find a time once a week or once every two weeks to pray. This can be after church, on a weekday morning or evening, whatever works best for your group (one group committed to stop where they were every day at noon and pray for Celebration at their church).

Expect God to answer your prayers! Prayer is the foundation for starting a new Celebration group. Agree to pray together for three months and see what God does.

Suggestions for prayer:
• Pray for your church, your pastor, and your church leadership
• Pray for open and receptive hearts
• Pray for doors to be open and obstacles to be removed
• Pray for leadership to be raised up, for women to be called for specific roles in Celebration (i.e., officers, worship leaders)

For additional guidelines for starting a prayer group, see Guidelines for Intercessory Prayer.

Scriptures to pray over your group:

Luke 11:9-10; Matthew 18:19; James 1:5-8
As you begin the prayer meetings, contact either the District Representative or the National Board president and let her know you are interested in starting a Celebration chapter in your church. They will work with you in getting started and add you to the national intercessors prayer list. Upon request either the District Representative or the National Board president will send you a copy of the Celebration Chapter Manual for your information and guidance. Your cost for the manual is $20.00 (+$5 S&H) or it can be downloaded for free from the website.

✔ Seek and obtain the approval of your pastor.

All Celebration chapters are established under the authority of God and His representative, the pastor. As such, before a Celebration chapter can be started, you must receive the approval of your pastor and any other appropriate committees in your church.
Schedule an Information Meeting

After you have prayed and received the approval of your pastor, prospective Celebration chapters hold an informational meeting (an “Experience Celebration” event) for members of their church and/or the churches in their community. The District Representative and the National Board will work with you for this meeting.

Basically, the information meeting is a Celebration meeting that the prospective chapter presents in accordance with the Celebration Chapter Manual. Members of the National Board or Leadership Training Teams will assist with praise worship and prayer team ministry. Additionally, one of the members of the National Board or a District Representative will be the speaker for the meeting. If possible after the meeting, members of the leadership team will meet with the prospective local board and committee members to discuss the vision and plans for their chapter.

Begin praying and thinking about prospective board and team members.

To begin a Celebration chapter, you’ll need a minimum of five to ten women to serve as leaders who affirm the basic Christian beliefs that are upheld by Celebration Women’s Ministries.

You’ll need a president, vice president, corresponding secretary, recording secretary, treasurer, worship leader, and prayer team leader. Additionally, you will need team members to fill the positions for meetings as outlined in the Celebration Chapter Manual. The requirements and responsibilities for all of the board members are outlined under the section Celebration Chapter Board.

Officer and Team Training

As soon as possible, select officers and team leaders. The Celebration survey form (See Forms) should be filled out at your Information Meeting. It will be very helpful in selecting your team leaders. The Leadership Events will then conduct a time of welcoming and officer training to help your new Celebration chapter board and team members minister confidently in their new positions.

Chartering

A chartering ceremony is held for all members of the chapter upon completion of the above. The board members are brought forth and sign the chartering book. A chartering certificate is presented to the chapter and they may either display it or put it in the president’s files for safekeeping. The new chapter will be added to the website and be included in all of the ministry updates.

Affiliate Chapters

Churches outside the United Methodist denomination who wish to be part of Celebration may choose to charter as an Affiliate Chapter. This means they are choosing to affiliate with Celebration Women’s Ministries, Inc. in ministry to the women in their church and community, while retaining their own denominational or non-denominational status.

These chapters would need to affirm the basic Christian beliefs that are upheld by Celebration Women’s Ministries and follow the structure as outlined here in the Chapter Manual. While they would be affiliated with Celebration and enjoy all that comes with that connection and association, they would remain under the authority of their chartering church.
Guidelines for Intercessory Prayer
Five Point Prayer Focus

Praying for and with this ministry is vital to its success – God moves in answer to prayer. Please be one that stands in the gap and builds up the wall on behalf of those that need salvation, equipping, and healing. Pray that Celebration completes and walks in what we are called to do. Thank you. Please pray for:

1. Renewal and revival in us and in the ministry of Celebration
2. Renewal and revival in the United Methodist Church and in our Nation
3. Luke 4:18-19 would be manifested in all of our Celebration Events
4. Wisdom, Discernment and Guidance from God for Celebration Ministries
5. Unity: that we may be one in the Spirit, one in like-mind, and one in our actions in Jesus Christ.

We have Prayer Opportunities!

Prayers are prayers offered for Celebration in a setting of 2 to 3 women or more, anytime, anywhere, anyplace – basically an intercessory prayer group. Whether you are getting together with Celebration sisters from your chapter or praying at home, you are joining with like-minded women who have been called “for such a time as this” to pray for the ministry of Celebration. The purpose is simply to get the body of believers in Celebration to focus and pray for the needs and concerns of Celebration, their churches, and for themselves.

Sounding the Trumpet (prayer concerns) will be sent to you each Monday via e-mail and will list the upcoming events and Board and Chapter concerns. Thank you for taking the time to come before the Lord, asking for His blessing, protection, and guidance for Celebration in all that He is leading us to do. Our scripture basis for this is found in Matthew 18:19-20— “Again I say to you that if two of you agree on earth concerning anything that they ask, it will be done for them by My Father in heaven. For where two or three are gathered together in My name, I am there in the midst of them.”

Email Julie Puckett at jabbristol@gmail.com

Celebration Prayer Concerns

God answers prayer. We would like to pray for your concerns. Please e-mail us your prayer requests so that we can join with you in seeking God. In your e-mail please let us know if we can pass your prayer needs to our prayer warriors via email, by giving us your name, home church, and state.

Email us at Prayer@CelebrationMinistries.org.
Guidelines for Intercessory Prayer
“Sounding the Trumpet- Nehemiah 4:20”

“Create in me a pure heart, O God, and renew a right spirit within me.”
Psalm 51:10 (KJV)

Your prayer group provides a beautiful, practical way to “carry each other’s burdens,” Galatians 6:2 (NIV). As Celebration prayer groups come together in prayer in each city and state, they form a network of women on their knees, an enormous invisible undergirding of spiritual strength. The formation of the Intercessory Prayer Group is the first step in becoming a Celebration Chapter.

Responsibilities of the Intercessory Prayer Leader

Start a prayer group at your church to pray for the following needs:

• The staff and ministries of your church, including Celebration.
• To come against any barriers (strongholds) that you become aware of that hinder the acceptance of Celebration or the work of the Holy Spirit in your church.
• For anointed speakers both for your local chapter and national events.
• For any chapter needs as well as personal prayer needs for members of your group.
• The National leadership of Celebration. For direction, guidance and protection as they break new ground. (See the Five Point Prayer Focus.)
• For new Celebration chapters to be started.
• For finances to meet the needs of the ministry.
• For those who still do not know Jesus Christ as their Lord and Savior

Receive and pass on to your intercessors the prayer list from the ministry:

• A list of prayer needs that come up in the weekly National prayer meetings will be sent to all chapter intercessory prayer leaders. This is the Sounding the Trumpet
• Make sure the prayer requests from your local events are prayed over. (See forms at the end of this section for your use.)

Be prepared for the Intercessory Prayer Group:

• Spend personal prayer time, making sure your heart is right toward God, asking God to reveal to you His requests for the ministry; make sure you are walking in forgiveness toward those in your prayer group and your church.
  Journal these requests, so that you will have them handy during intercessory prayer time. Record any scripture that God has placed on your heart.
• Talk to your pastor and Celebration leadership and ask for any prayer requests for upcoming events, ministry, personal or leadership needs.
• Arrange for a place and childcare well ahead of time.
• Create a prayerful atmosphere. Resolve to not take any phone calls and ask intercessors to turn off their cell phones during prayer time.
• Provide a brief time of fellowship (fifteen minutes). This is a time of sharing and getting to know one another. You may want to serve light refreshments.
Feel free to let your group find its own unique sense of identity. You might have a traditional prayer group, meeting once a week, or you might have several groups of two or three women meeting at different times. You might have a group of Celebration women who “meet” to pray over the phone for a half-hour each Friday. Maybe you and a handful of other interested women all work together and you can meet twice weekly at lunchtime for fifteen minutes. Or maybe it works better for your group to get together for one hour early Saturday morning every other week. Do what works. Do what fits into your lifestyles and frees you to pray!  Matthew 18:19.

Celebration Prayer Time - “Come into His Presence”

• Agree on a time to start and close the prayer time and stay within that time frame.
• Encourage everyone to pray and stress the confidentiality of all prayer requests. Prayer time is not a time to participate in “godly gossip” about the needs presented to you for prayer. Don’t be afraid to pray for every detail of your requests.
• Begin with Praise & Worship (10 minutes) See Worship Ministry, “Guidelines for Choosing Music”. Listen for God’s direction as you open your hearts for prayer.
• As one person prays, each member of the group should listen to the request and agree quietly in prayer with the person praying the request. This will help reduce duplicate prayer requests being voiced.
• Keep the prayers focused. Remain focused on one area until you feel ready to move on.
• Pray in a positive fashion. This can be accomplished by praying the Word of God.
• Be sensitive to the needs of the group as a whole. Listen to the other members and agree with them. Listen for the guidance of the Holy Spirit as you pray. A need may come to mind that has not been verbalized. Do not be hesitant about praying for that need. Prefer praying for the needs of others over your own needs.
• Remember this is a “Prayer Group” not a “Share Group.” Don’t spend more time sharing the need than you do praying over it!
• Consider keeping a notebook or journal to record prayer requests, answers, and to record what God is saying to you.
• Pray that Luke 4:18-19 will be fulfilled in all Celebration events.

ACTS - Model for Prayer Time

One of the best ways to get into the Presence of God is through song. Start with singing (Psalms 147:1), then use the following as a guideline for your time in prayer:

A  Adoration  To worship and honor God, Jesus Christ, and the Holy Spirit for who they are, and what they have done, and what they are doing on our behalf.  
Psalms 100:4,5; Psalms 111

C  Confession  Confessing our sins and asking forgiveness for our shortcomings - for missing the mark - and to receive God’s forgiveness.  1 John 1:9

T  Thanksgiving  The giving of thanks for our salvation, answered prayer, protection, provision, etc.  Psalms 95:1-7

S  Supplication  To ask humbly, earnestly, and fervently of God, in Jesus’ name.  
Philippians 4:6,7; James 5:16
Email Prayer Teams

We would love to have you join the prayer network of Celebration Women's Ministry. There are TWO areas in which you can make a difference.

1 PERSONAL PRAYERS If you would like to pray for personal prayer requests email: prayer@CelebrationMinistries.org. We receive the prayer requests and email them to you.

2 SOUNDOING THE TRUMPET PRAYERS The prayer needs for all Chapters and National Celebration are sent out each Monday by Julie Puckett. If you would like to send her your Chapter prayer requests, contact her at jabpbristol@gmail.com.

When sending a request for either area, please include your Name and Church/Chapter. If you would like to join either or both teams and receive these prayer requests and join us in prayer, please fill out the information listed below.

☐ YES! Put me on both prayer teams!
☐ I would like to be a part of Celebration's Personal Prayer Team.
☐ I would like to receive the Prayers and pray for Celebration's needs!

Please print clearly

Name: ________________________________ Email: ________________________________

Prayer Request

We invite you to submit your prayers to be prayed for by our Celebration Prayer Team. You may take them to a Prayer Team member or leave them on the table.

The earnest prayer of a righteous person has great power and produces wonderful results. ~James 5:16
Qualifications for All Leaders in Celebration

You’re a qualified candidate to serve as a member of the National Board, as a District Representative or on a Chapter Board if you:

• Are a born-again believer in Jesus Christ

• Are in agreement with Celebration’s purpose, mission, goals & beliefs

• Embrace Celebration’s mission to lead women to Jesus Christ and provide opportunity for Christian women to grow in their faith and minister to others

• Will seek to help fulfill Celebration’s mission in your church and community through prayer and evangelism

• Will be an active participant in Celebration and are enthusiastic and knowledgeable about this ministry

• Have a desire to serve others

• Regularly read the Bible, have a basic knowledge of it, and seek daily fellowship with the Lord

• Show leadership potential and are willing to learn and grow in teamwork with others

• Have the support of your husband, if married

• Are of legal voting age

• Will attend board meetings, Celebration meetings, leadership training sessions, and other nationwide Celebration events

• Will pray with others to receive Jesus Christ as Savior

• Are willing to serve at least for one year
Celebration Chapter Board

The Celebration Chapter Board consists of at least five officers: the president, vice president, recording secretary, corresponding secretary and treasurer and may include the praise & worship leader and prayer leader. Each woman’s life may be very different and yet they have a common purpose - to share the gospel, bringing the life-changing news of Jesus’ love and concern to the women of their church, neighborhood and community. They stand with God, believing He will use Celebration to bring Jesus to women in a way they can understand and to equip and strengthen them in their walk with the Lord.

PRESIDENT

As the Chapter President:

• You’re a pacesetter and an overseer for the board and your chapter.

• You are the spokeswoman for the board, the moderator over the board meetings and the leader of your board and team. Both the board and fellowship will tend to reflect your leadership tone and style. (And there are many “right” styles, not just one.)

• You’re a visionary, leading your board to believe, anticipate and plan for God to use your chapter to bless women in your community. You are to keep the vision of Celebration before your chapter.

• You guide and inspire the board and chapter to be true to Celebration’s mission in your church and community: to lead women to Jesus Christ and provide opportunity for Christian women to grow in their faith and minister to others. You take the lead in keeping Celebration’s emphasis on prayer and evangelism central to all that your board and chapter does. If your board isn’t reaching non-Christian women, you help the board consider why and to plan specific ways to seek out and draw them. Believing in the high honor and value God places on women, you encourage your chapter to rise to be a place of hope and healing in your community.

• You’re a leadership catalyst, watching for and bringing out the potential of the other officers.

• Like the Chief Justice on the Supreme Court, you recognize that you serve as “the first among equals.” So you encourage your fellow officers to rise in their area of responsibility and decision-making, freeing them to succeed and to make mistakes. You help them develop a healthy sense of ownership for their portion of the ministry. You encourage their involvement, respect their differences, value their perspective, and help them come into their best as leaders and as members of the board.
• You’re an initiator, stirring the board to action. But don’t panic! This doesn’t mean you accomplish all these things yourself; it’s a team effort. But you do get things started, and you keep the momentum going by keeping a watchful eye over the ongoing health and well-being of the board and chapter.

• You start the ball rolling by putting appropriate items on your board agendas. You take the lead in guiding the board to rejoice and grow in the Lord together, set tangible goals each year, discover the needs in your church and community, plan the chapter meeting, launch and maintain ministries.

• You train your replacement.

If you’re the President, you also:

• Preside at board meetings. You prepare the agenda, keep the meeting moving along, encourage everyone’s involvement and see that motions are made and seconded on items requiring a vote. You also share with your board all reports and correspondence from the National Board or District Representative.

• Make sure that each member of your board receives her own copy of the Celebration Chapter Manual or has easy access to a copy.

• Preside at your local Celebration meetings. This doesn’t mean you have to do it all. It’s great if other officers are involved. But you give oversight to the meeting, helping it fit together in a cohesive way.

• Prepare an agenda for your event to give to your team.

• Give the speaker all the information she needs, such as the time allotted for her message and details about the closing of the meeting and prayer ministry.

• Make sure those attending your Celebration meeting are kept updated about any Celebration retreats, conferences, prayer groups, Bible studies, ministry opportunities, etc. available to them.

• Return to the board any pre-meeting jitters, your gavel and any other Celebration property when you leave office. (But you get to keep the wonderful memories!)
VICE PRESIDENT

As the Vice President, you’re like an air traffic controller for your ministry teams. You’re their point of contact, their liaison on the board. That makes you a listening ear, a vote of confidence, a voice of encouragement for them. You help the women in the areas of ministry they oversee start rolling down the runway and take off safely, and you help keep them steadily on course when needed. The ministry team women and Celebration team ministries are your special interest. That makes you a leader of leaders, someone who loves helping others spread their wings and take off!

If you’re the Vice President, you:

• Meet the qualifications listed under *Qualifications for all leaders in Celebration.*

• Serve as a contact point, a liaison to the board for the team leaders (e.g., table hostess, greeters, etc). This includes making yourself available to them for advice and support, providing each new team leader or worker with a copy of the training materials or guidelines she needs, and providing them with the names of those who have indicated that they want to help, and watching for and developing emerging ministry team leaders, with the okay of the board.

• Oversee the intercessory prayer team leader. If you do not have one at this time, you establish regular prayer meetings.

• Assume all duties of the president upon her request or in her absence, or if she becomes unable to do her job (although you may or may not become president when the president actually leaves office). You are her back-up!

• Return to the board any words of encouragement and meeting reports. (But you get to keep the wonderful memories!)
CORRESPONDING SECRETARY

As the corresponding secretary, you’re the chief personal correspondent for the board, whether you write with a ballpoint pen or a computer keyboard. Your notes, letters, meeting flyers, e-mails, and forms may wing their way to speakers, members, and the national board. Although you handle lots of information and paperwork, you don’t let yourself be eaten up by the “paper tiger.” You remember that behind all the facts and figures are always individual faces. For those who go to their mailboxes and find something from you, you’re part of the warmth behind the Celebration name.

If you’re the Corresponding Secretary, you:

• Meet the qualifications listed under Qualifications for all Leaders in Celebration.

• Handle a wide variety of correspondence for the fellowship, including thank you notes, reports, and, on request of the president, confirming arrangements with speakers. When corresponding with the national office, you make a major contribution toward reducing confusion by including the name of your chapter.

• Send a Chapter Information Form (see Forms) to notify the National Board of your officers. Promptly send any changes in your chapter’s officers, e-mails, addresses, phone numbers, pastors, etc.

• Handle publicity for all meetings unless a publicity team leader is chosen.

• Return to the board any writer’s cramp, unused stamps, and any other Celebration property when you leave office. (But you get to keep the wonderful memories!)
RECORDING SECRETARY

As the recording secretary, you’re the one who draws an ongoing “road map” for the board by taking minutes. At first glance, it’s possible your minutes just look like good reading material to fall asleep by. But don’t be fooled. In reality, they capture the action and direction of your board in a nutshell. Your notes help your board see where you’ve come from, where you’re headed and how you plan to get there. You help bring the dreams of the board into simple, concrete terms.

If you’re Recording Secretary, you:

• Meet the qualifications listed under Qualifications for all Leaders in Celebration.

• Record the minutes, a brief summary of all board meetings. The minutes are then read and approved at the next meeting. (See Form of Board Minutes under Forms).

• Are diplomatic about what you record, since some issues discussed could be embarrassing to those involved if made public. If you’re unsure, just ask the rest of the board, “Do you think I should include this?”

• Include in the minutes such things as the date; who is in attendance; income, expense, and balance figures from the treasurer; all motions; highlights of upcoming plans for Celebration meetings; a recap of reports from team leaders.

• Promptly send copies of the minutes to your local President, the National President, Vice President of Leadership Development, and your Pastor. (You don’t need to wait until the minutes are approved.) Mailing or e-mailing your minutes without delay keeps your National team and pastor/staff person abreast of your latest happenings and the ideas on your drawing board. If using e-mail, please use Word software.

• Keep a file of minutes for the past three years and pitch those that are older. (We don’t want you to drown in paper.)

• Assist the treasurer in counting money at the chapter meeting.

• Return to the local board all doodle pads, bandages for paper cuts, file folders, and any other Celebration property when you leave office. (But you get to keep the wonderful memories!)
As your chapter’s Treasurer you manage the financial “cookie jar” for the board and fellowship. You know that the treasury is more than just money. You see it as God-given resources to carry out Spirit-led goals and to touch lives for Jesus. As you keep a watchful eye over the flow of funds, you have one of the best vantage points for seeing God provide for your needs again and again. That makes you a natural encourager to be for faithful, active stewardship of all God gives.

If you’re Treasurer you:

• Meet the qualifications listed under Qualifications for all Leaders in Celebration.

• Have some basic bookkeeping knowledge or experience, or an aptitude for working with numbers and learning basic bookkeeping principles.

• Manage all chapter funds. This includes overseeing the collection of offerings and all other income as well as properly counting and depositing funds following your home church’s required guidelines.

  1. Ask your pastor or church administrator for permission to either (1) open a separate bank account using your church’s tax ID number and address, or (2) deposit Celebration monies into your church’s accounts. If using the church account, ask that a separate line item be set up for Celebration.

  2. All cash funds should be counted by two officers, as soon as possible, who will attest to the count on the cash count sheet with their signatures.

  3. If using the churches account, checks should be made payable to your local church with a reference to Celebration in the memo part of the check. Before submitting checks for deposit, it is recommended that you make copies of them to keep with a copy of the deposit slip.

  4. Maintain a record of deposits to and withdrawals from chapter funds. If your church treasurer does not do so for your Celebration funds, you will need to send receipts for tax purposes to those donors who contribute over $250 in a single transaction. (See Letter for Contributions, under Forms)

• With your Celebration Chapter Board’s approval, pay the bills of the chapter and make approved reimbursements for expenses with Celebration funds. Follow your church’s guidelines on requirements for receipts.

• Prepare and present a Monthly Financial Report (or quarterly, if applicable) at your regular Celebration chapter board meetings. This should include income
and expenses and your chapter balance. Provide a copy to the recording secretary to be included as part of the minutes. *(See Monthly Financial Report under Forms.)*

- Submit your chapter tithe of ten percent (10%) of your gross offering to the National Board Treasurer with a Monthly Financial report following each of your chapter events. These funds help support the expansion of Celebration Women’s Ministry and assist with Leadership Training. At year-end, please submit a copy of your annual report to the National Board Treasurer. *(See Monthly Financial Report under Forms.)*

- Have each speaker complete IRS Form W-9 *IF: 1)* You will be paying $600 or more to her in this tax year; *AND 2)* She is NOT incorporated. This same rule applies to any other unincorporated individual to whom you will pay $600 or more to perform a “service” (i.e. your sound person). *(See Forms, W-9).*

If an individual is paid more than $600 in the calendar year, you will need to provide them with an IRS Form 1099-MISC by January 31 of the following year. If you have a separate checking account for your chapter, you will need to file this form. Contact the National Celebration Treasurer for further information. If your funds are channeled through your church’s account, verify that your church is preparing.

- Make certain any guest, speaker or teacher receives an honorarium along with reimbursement for travel expenses. The honorarium should be decided upon in advance by your Celebration Chapter Board be a minimum of $100, depending upon the income of your chapter. The purpose of an honorarium is to bless your speaker, so be as generous as possible. See the *Quick Reference Guide* for travel reimbursement amounts, or your chapter board may decide at what rate mileage reimbursement will be paid (up to the IRS set rate.) Musicians providing special music should also be given an honorarium of a recommended $25 minimum.

If requested by your Chapter Board, present an Offertory/Stewardship Devotional at your chapter event when the offering is taken. This should include an explanation of the chapter tithe to National and any other charities, as well as to whom checks should be made payable.

- Return to the board all stiff fingers from unfolding all those dollar bills, all coin wrappers, and any other Celebration property when you leave office. (But you get to keep the wonderful memories)!
WORSHIP TEAM LEADER

As the Worship Team Leader, you oversee the worship of your chapter. You are responsible for leading worship at your chapter board meetings and Celebration Chapter meetings.

If you’re the Worship Team Leader, you:

• Meet the qualifications listed under *Qualifications for all Leaders in Celebration*.

• Have some base knowledge or experience with leading worship or musical direction.

• Lead in worship at your Board meetings. You help the Board come into unity in God’s presence before they begin their business. Make sure that you provide the words to the songs you will be singing.

• Recruit and prepare the worship team for your Celebration meetings. *See Chapter Teams and Ministries*.

• Select and prepare the music for your Celebration meetings.

• Make sure the words to the music are available to the women attending the Celebration chapter meetings through PowerPoint.

• Work with the sound person, if you have one. All sound checks should be done before the women arrive for the meeting.

• Are prepared to play softly during the closing prayer ministry time.

• Return to the board any music or equipment that belongs to Celebration when you leave office. (But you get to keep the wonderful memories!)
PRAYER TEAM LEADER

As the Prayer Team Leader, you oversee the prayer ministry of your chapter. Celebration chapters are built on prayer. You provide the all important prayer coverage for your chapter. It is your job to keep your chapter “on track” with prayer. There are two aspects of Celebration prayer ministry: one is intercessory prayer coverage that should continue in an ongoing fashion for your chapter, and the other is the prayer ministry that takes place at your meetings.

If you’re the Prayer Team Leader, you:

• Meet the qualifications listed under Qualifications for all Leaders in Celebration.

• Set up the regular intercessory prayer times for your chapter, church, and Celebration. See Intercessory Prayer.

• Lead in prayer at your board meetings. You might also be asked to lead the prayer time before your Celebration chapter meetings and pray with the speaker.

• Recruit and prepare the prayer ministry team for your meetings and oversee prayer ministry time at the end of your meetings (along with the President). See Chapter Teams and Ministries.

• Make sure there are prayer request cards available for the women at your meetings. You also make sure those requests are gathered and prayed over either during the meeting or afterwards by your Board and/or prayer team.

• Emphasize to the board, and/or prayer team, the confidentiality of those prayers.

• Return to the board your worn out knee pads and prayer lists when you leave office. (But you get to keep the wonderful memories!)
Nomination of Chapter Board Members

Whenever a vacancy occurs on the Celebration Chapter Board, the following guidelines should be used for filling that vacancy:

• The current board members will accept nominations from women within Celebration for any vacancy on the Celebration chapter board.

• The nomination should include information as to why the nominee is capable of handling the board position (spiritual gifts, personal abilities, leadership skills).

• All nominees must consent to the nomination and meet the Qualifications for Celebration Chapter Leaders.

• After names have been submitted to the Chapter Board, current Celebration Chapter Board members will review the nominations, pray to ask God’s guidance as to who He wants to serve on the Celebration Chapter Board, and then vote on the submissions.

• A vote of a majority of the members of the current Celebration chapter board will elect a new person to the board to fill any vacancy.

Leadership Transition

Once you have new officers and/or team leaders in place, it is important to train them and provide for a smooth transition.

• In order to make sure the new officers and team leaders know what their jobs are, the outgoing board can hold a mini-team training. During this time, make sure that everyone has a manual or a copy of their jobs from the manual. They should also have a copy of the Qualifications for Leadership and a copy of the Message of Salvation. Go over the job descriptions and let them ask questions. Break into small groups of 3 and pray for each other. They should also attend an area leadership training event as soon as possible!

• It is important to have the outgoing team leader or officer spend whatever time necessary to mentor and train the new person. (Time will vary depending on the position being filled.)

• The actual transition can take place at a Celebration meeting. You can recognize the current board and team leaders, thanking them for their service, then call up the new leadership (which should include some crossover, people who are staying on). Introduce and pray over the new team. Emphasize their calling to these positions and their servant leadership. Some groups might wish to give a small gift (like a flower or bookmark) to either outgoing or incoming leadership.
Successful Celebration Chapter Board Meetings

Regular Chapter Board meetings are vital to the strength of a local Celebration chapter. They help the leadership team stay focused and unified.

Making Your Chapter Board Meetings Work For You

In today's world, your time is one of your most precious commodities. While the ministry of Celebration is in God's control, He needs each officer to be committed to their responsibilities. If one person is missing or if the board meetings “just never seem to happen”, the whole ministry is affected.

- **Make your meetings serve you.** Find out what time, location, and length of meeting best fits your board’s lifestyles. Every board is unique; do what it takes to make your meeting work for you. If you never can get everything done, do you need to delegate more responsibility to team leaders? Are you trying to do too much? Can you simplify?

- **Know what you want to accomplish.** A simple written agenda is helpful in giving direction to your meeting. Since the president oversees the board meeting, is natural choice to put together the agenda. The agenda should be sent electronically to all the board before the meeting.

- **Love one another.** It’s out of love for one another that your board meetings need to begin and end on time, follow basic rules of order, and emphasize involvement by everyone.

- **Have the president truly preside.** This means she follows her basic agenda, stimulates discussion, keeps the meeting moving, and brings items being discussed to a clear point of decision: yes, no, or let’s table this for further consideration later.

- **Don’t be afraid of a simple majority.** When the time comes for a vote, a simple majority is fine. It’s wonderful to have the whole board in unanimous agreement, but it’s not required. In fact, having differing viewpoints and occasional split votes can be a healthy sign that your board members feel confident voicing their honest opinions.

- **Do things in bite-sized portions.** Times of prayer, worship, and personal ministry can be kept simple and brief and still be deeply meaningful. On occasion you may want to scatter nuggets of prayer throughout the business portion of the meeting, instead of tackling everything at once in a long prayer time. For example, “Let’s take three or four minutes right now and pray about this decision.”
• **Don’t get too serious.** It creates wrinkles. Seriously, we all agree that the Father’s business is the most important business on earth. Just don’t get so intense that you forget to laugh and enjoy each other.

• **Keep a people focus.** Few things are more refreshing. For example, “Can I tell everyone a great testimony from our last event?” This business is every bit as legitimate as something like the treasurer’s report. Reminding each other of the real reason you’re involved in Celebration - to touch women with Jesus’ love - is a natural energizer.

• **Respect your physical limits.** Take a stand-up stretch break every thirty minutes. And don’t try to meet longer than an hour and a half without taking a ten to fifteen minute break.

• **Put on the brakes if you’re going in circles.** Be brave enough as a board to say, “Our meetings don’t seem to be working well. Any ideas why not?” You won’t find a better way until you acknowledge that the present one isn’t working as well as it could.

• **Etiquette.** Matters and discussions concerning board business must remain within the board. Board members should feel free to express personal opinions in meetings. If ideas or opinions are not accepted at that time, stop and pray, asking God for His guidance and wait on His timing. All board members should accept and respect the Board’s consensus in lieu of their personal opinions.

• **Gossip.** Please refrain from any gossip about your sisters in Christ. Encourage each member of your chapter to “set an example for the believers in speech, in life, in love, in faith and in purity.” 1 Timothy 4:12 (NIV)

• **E-mail** is an acceptable channel for communication and inspiration for all women in Celebration, including board and chapter members. As all e-mails are part of the public domain, Celebration encourages all Celebration women to use prudent care and godly principles of communication at all times. Specifically, we ask that:

  Celebration e-mail lists should be used solely by Celebration women for Celebration business and not to promote personal agendas or for forwarding jokes or chain letters.

  All matters concerning correction, resolving conflicts, or personal matters should be performed in person, face-to-face and under the covering of prayer, not by e-mail.

  Matters discussed at board meetings should remain confidential and within the board and should not be discussed by e-mail.

• **When Someone Hurts Another.** If one of your Celebration members has hurt feelings as a result of the words or actions of another person, it is the responsibility of the hurt person to personally contact the person who offended them and resolve the hurt or problem in love. If the problem is resolved, thank God! If not, the persons involved should contact the President and ask for prayer and assistance in conflict resolution.
Agenda Basics

Here are a few of the things you’ll want to include on your board meeting agendas (not necessarily in this order). Maybe you can think of others.

• Date
• Those present
• Prayer, praise & worship
• Approval of minutes
• Treasurer’s report
• Correspondence - letters read from National Board
• Old business - items already on the drawing board
• New business - new items
• Reports from team leaders
• Personal ministry

Remember all meetings are subject to change by the Holy Spirit!
Leadership Connection Events

The National Vice President of Leadership Development will lead an all-day meeting or retreat (depending on time constraints) for all of the members of the National Board, the District Representatives, the Chapter Officers and Team leaders. This is a wonderful opportunity for the leadership to be encouraged in their ministries, to gain a vision for the year to come, to meet others who share the same responsibilities, to share the joys and struggles each chapter has had during the year, and to review new policies and procedures, if any. These regional meetings or retreat locations are determined by the National Board Vice President of Leadership Development and participation is strongly encouraged in at least one event a year.
Reporting Requirements

Chapter Board Meeting Minutes
Prepared by the chapter Recording Secretary after each chapter board meeting and submitted by regular or e-mail to the National Board President, Vice President of Leadership Development, and District Representative. For e-mail submissions, please use Word. See Forms, Form of Board Minutes. It is suggested that a copy of the minutes also go to the pastor so that he is aware of the plans for the ministry.

Officer Addresses
See Forms, Chapter Information. The original should be submitted to the National Board Vice President of Leadership Development and a copy should be sent to your District Representative.

Celebration Event Report
See Forms, Celebration Event Report Form. Prepared after each Chapter Celebration Event, copies should be sent to the National Board President and the National Board Vice President of Leadership Development.

Treasurer’s Report
Prepared by the chapter Treasurer and submitted to the National Board Treasurer after each board meeting. Each chapter should keep the original report and send a copy to the National Board Treasurer. See Forms, Monthly Financial Report.

Ministry Action Plan
See Forms, Ministry Action Plan. This form is due each year and is prepared by the Celebration Chapter Board members. Copies should be submitted to the District Representative and to the National Board Vice President of Leadership Development.
Celebration
Chapter
Meetings
Celebration Chapter Meetings

*Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms... so that in all things God may be praised through Jesus Christ.*

1 Peter 4:10-11 (NIV)

**FORMULA FOR A SUCCESSFUL MEETING**

\[ P + P + P = P \]

**Prayer + Preparation + Presiding = Peace!!!**

**Prayer**

Establish a strong intercessory prayer group to intercede for Celebration, chapter needs, and your Celebration event.

It is recommended that all board officers, praise & worship leader, prayer team, as well as intercessors attend.

See *Guidelines for Intercessory Prayer* for ideas for an intercessory prayer meeting.

**Preparation**

**Choosing your speaker** - Pray for God’s person with His message for His appointed time. The Holy Spirit knows what your women need. *See Guidelines for Choosing Celebration Speakers.*

**Location** - Choose your date and reserve your location, working with the appropriate committees and the church office. One week before and then the day prior to the meeting, confirm the meeting arrangements. A specific person can be assigned to do this task.

**Announcements** - Inform team leaders to turn in announcements to the president before the day of the meeting - not during meeting. You can make announcement sheets for each person attending or use PowerPoint to put announcements up before the meeting starts.

**Special Music** - Tell the person one song rather than the amount of time they will have on the agenda. The number of songs also depends on how much extra time you have in your meeting.

**Logistics** - Assign an officer or team leader, who arrives early for the meeting and is faithful, to check all details for room set-up, such as: microphone is turned on, have someone in charge of sound system, know where volume control is for sound system, light switches, and where temperature control is for the room or who to contact to take care of it.
Agenda

• Spend time with the Lord to get His direction for the meeting: the purpose, order of service, who should be assigned to each part. It is not necessary to use every officer at each meeting.

• Prepare a detailed agenda for each person having a part in the meeting. Include the order and time for each part (2-3 min.) and what each person is to do (announcements, prayer, offering, etc.).

• Notify each person in advance about their part. This will enable them to have time to pray and prepare for their part. During the meeting, they are to come to the microphone, ready (you don’t have to be called), this shows you have a well-planned meeting.

• REMEMBER - the women have come to hear the speaker, so keep preliminaries, which includes praise worship to one hour. It is not necessary for everyone to have a scripture or mini-teaching - save that for special luncheons, board meetings that include the team leaders or Bible studies.

Praise Worship Leaders - Stress with them the importance of bringing women into worship. It is not necessary to talk between songs. Be aware there is an anointing not only on tunes but also on words of songs - they bring a message. The praise worship leader’s planning and spiritual preparation is as important as the speaker’s planning and spiritual preparation. See Chapter Teams & Ministries, Worship.

Be Aware - Realize we have an enemy who will try to get our mind off God’s purposes for our meeting, who comes in subtle ways and attacks in areas of our personal lives, etc., but know you are called and chosen for this time to do God’s work, know the greater One is in you, God is in control, Jesus has defeated Satan so we can stand, be strong, resist our enemy, press on!!!

Presiding

On the Day of the Meeting - As a leader, arrive early and attend to your job (pass out agendas, check room set-up, temperature, microphones). Guard your peace, walk in love, don’t tell your problems to everyone and focus on yourself - we walk in the Spirit not in the flesh. There is a job to do!

Pray Before the Meeting - This is a time of coming into agreement for the meeting and giving thanks for what is going to be done, taking authority, and receiving the corporate anointing. Be sensitive to the Holy Spirit if one of your women needs special prayer before the meeting starts and pray for her.

Start on Time - Board members should sit near the front. This enables those who have a role in the meeting to do their part more quickly.

Opening - Be enthusiastic, make the women feel welcome, encourage them to receive, focus on the women and allowing God to meet their needs. The opening is not a time to tell your personal problems at the microphone; rather, to focus on Jesus.
Announcements - Be brief and be enthusiastic.

Offering - Exhort women to give regularly to Celebration - our organization is a faith ministry. Our only source of income is from offerings. Notify the pianist in advance to play while people are writing out checks (or you may choose to have special music). Give them instructions- Tell them what to do with their offering (ie, put it in basket on the table) and who to make it out to (usually to the church with Celebration in the memo line) and plenty of time to write out checks. The Treasurer and Recording Secretary can count the offering after the meeting.

Prayer Requests - Provide a time and a way for them to turn in their prayer requests (hostesses can be helpful here). A general prayer over the requests may be included in the opening prayer, at the offering, or by speaker. Be careful not to bring the women’s focus back on their problems. Jesus is the Answer!

Testimonies in Addition to Speaker - If you are led of the Lord to have one, the testimony should be fresh (for example, relating what God did at last meeting). This will build women’s faith to receive at this meeting. Testimonies should be kept brief - 3 to 4 minutes at the most.

Introducing the Speaker - In preparing your brief introduction, think of yourself as the connecting link between the speaker and the mind of the audience who will be listening to her. The introduction should present enough information to establish credentials, show why the speaker is gifted on her subject and give the audience a reason to listen. It is not necessary to read a long list of schools attended or accomplishments. Don’t give the message the speaker will be giving—that’s her assignment.

Be Sure That Your Meeting Ends on Time - Assume that each woman has as busy a schedule as you do. Celebration does not want any woman to leave feeling guilty because the meeting is running late and she has other responsibilities to attend to, or, even worse, not being able to be ministered to because of the lack of diligence in keeping the meeting on time.

Closing - The president should be prepared to close the meeting. You can ask the speaker to close with prayer and minister in prayer to the women for their needs, or you can close.

Encourage the women to come for prayer.

Have assigned prayer team members and board officers to pray with women. The president or another officer (authority figure) should stay at the microphone to oversee the ministry time. An officer can be assigned to direct flow of women coming for ministry. Dismiss the women by inviting them back.

The praise worship leader and the pianist should be prepared with worship songs. Give lots of love, hugs and have plenty of tissues ready! “The anointing breaks the yoke!”
Peace

P - PRAISE and all glory to the Father

E - ENTHUSIASM about the things the Lord is going to do in women’s lives

A - ACCOMPLISH the will of the Lord by guidance of the Holy Spirit

C - CONSCIENTIOUS about our duties, concise and to the point

E - EXCELLENCY in leadership equals an effective meeting
Guidelines for Choosing Celebration Speakers

- Speakers may be United Methodist or non-Methodists as long as they agree to and sign the Agreement for Celebration Speakers (See Forms).

- The best solution would be for the leadership team to hear the speaker themselves. Speaker suggestions from other chapters, who have heard effective messages, is also helpful. Ask if an (audio or visual), book or website is available, obtain these and have several women provide input on the message.

- If necessary, receive the approval from your pastor about the speaker before issuing her an invitation.

On first contact with the prospective speaker be clear about:

- Date (firm or negotiable?)
- Time of day (meal included?)
- Location
- Amount of speaking time
- Subject for speech
- Any other major people/events on the agenda
- As if the speaker has a speaker fee. If not, offer an honorarium to her
- Coverage of travel expense, lodging, meals.
- A description of the audience the speech will target
- Ask if the speaker will have CDs or books to sell (will she need assistance?)

As soon as possible after an acceptance has been received be sure to clarify:

- Any travel arrangements

- Your desire for a biographical sketch and photo to be sent so there’s information for publicity

- Location detail:
  1. Room size
  2. Seating arrangements
  3. Sound requirements (Are they necessary? Will she be using yours or hers? Would she prefer a hand-held or lapel microphone, is her message to be recorded, etc.)
  4. Parking and entry door information
  5. Send (electronically or by mail) your guest speaker a map to facilitate her travel, if necessary

- Any special needs, concerns or interest in the audience
• Travel expenses (Will you be paying mileage? Can it be included with the honorarium?)

• If her message is to be recorded, make sure she signs the **Talent Release Form (See Forms)**.

• Make sure she completes and signs the **IRS Form W-9 (See Forms)** if she is required to do so (**See Treasurer**). This form must be completed and signed or the Chapter will have to deduct a thirty percent (30%) withholding tax from her honorarium in order to comply with Internal Revenue Service Regulations. The Chapter Treasurer should keep the executed Form W-9 with her records.

**The day of the Celebration meeting:**

• Be early

• Have a hostess posted at the door to warmly greet and assist the speaker

• Have the hostess introduce the speaker to the leadership team

• Have the leadership team pray for the speaker

• Show the speaker the area she’ll be speaking from; test the sound system

• Provide a drink (usually ice water) near the speaker stand

• Introduce your guest to as many attendees as possible. This gives her a “feel” for the audience and may yield information she can use to minister

• Following ministry time, the Chapter Treasurer presents the honorarium to the speaker

**Follow-up as soon as possible.**

• Thank the speaker with a written note within one (1) week after the meeting
Celebration
Team Members
and
Chapter Ministries
Celebration Team Members & Chapter Ministries

Celebration is composed of women and teens faithfully serving God through the spiritual gifts that have been given to them. Each member of Celebration is encouraged to use their gifts to serve as members of the board or of any of the ministry teams within Celebration: prayer, worship, media, publicity, decorations, greeters, table hostesses, refreshments, registration, banners, or Bible studies. Each person and role that they undertake is extremely valuable in the ministry. (Don’t forget to invite the teenagers to be on your team as well! They make wonderful greeters and praise team members, among other things.)

Team Leaders Needed for a Celebration Chapter

**Publicity** - Responsible for getting the word out about events.

**Decorations** - Responsible for getting a team together to decorate the tables for the events.

**Greeter Coordinator** - Responsible for recruiting and training greeters.

**Table Hostess Coordinator** - Responsible for recruiting and preparing Table Hostesses.

**Refreshments** - Responsible for coordinating the food.

**Registration** - Responsible for registration for the events.

**Worship Leader** - Responsible for planning worship, recruiting a praise team, and sound system person.

**Prayer Leader** - Responsible for planning prayer times and recruiting and training prayer team.
PUBLICITY

How beautiful on the mountains are the feet of those who bring good news, who proclaim peace, who bring good tidings, who proclaim salvation, who say to Zion, ‘Your God reigns!’

Isaiah 52:7

The job of publicity is to get the word out! This is an important, time sensitive role in your Celebration group.

Strategy

• Think about your audience. How old are they? Are you trying to reach people in your church? Are you trying to reach people in your community? How can you get the word out to them?

• Be creative to get the word out. Mail postcards, hand out invitations, post flyers around town, send letters to area churches, use your church newsletter, use public service announcements on local radio, TV stations and neighborhood newsletters. Contact your District office and get it on the District website. Find out what’s available in your area. Use the Celebration newsletter and website.

• Leverage social media channels to promote Chapter Meetings. Create a Chapter Facebook page on which you may share ("post") events. Provide your Chapter Facebook web address at all Chapter Meetings. Encourage ladies to "follow" your page as well as the National Celebration Facebook page. (See Quick Reference Guide for National social media channels).

• Be sure to allow plenty of time. Start with the date of the event and work backwards with a calendar to determine lead times. How far in advance do you want to get the word out and how detailed should the advertisement be at that point? For instance, three months before the event you may only need to put a blurb in your newsletter (i.e., Mark your calendar!)

• If you send letters to area churches, you would want to give them at least 2 months so that they can advertise it themselves. One month before, you might send a mailer to your mailing list. This would need more specific information. Two weeks before you might want to make an announcement at church—you would need to address the "who, what, when, where" issues directly then to make it easy for your audience to respond. If you have a monthly meeting, your advertising time frame will be different than if you have a bi-monthly or quarterly meeting.

• Personal invitations are the best publicity whether by phone or in person. So get out there and spread the word!
Writing Your Advertisement

• You have considered your strategy and thought about your audience. You are ready to begin the preparation of your advertisement.

• You want people to read your advertisement and decide this is something they want to attend! Make it look and sound inviting!

• Organize your material in an orderly and logical sequence with all facts, quotations, and any artwork or photos to enhance your publicity.

• Be concise. Use bullets instead of paragraphs. People won’t read much! Use differing typesets to highlight:

  Celebration! Experience it!
  Saturday, June 21

• Write succinctly and to the point, but descriptively; use adjectives and active verbs to give your writing color.

• Keep your advertising clear and simple. Use wide heavy lines when writing on poster board. Use color when possible. Use easy to read fonts - at least 18 points on flyers.

• Simple borders can enhance the message of your advertisement. Too much, however can actually become a hindrance. Sometimes less is more!
DECORATIONS

Trust in the Lord with all your heart; do not depend on your own understanding. Seek His will in all you do, and He will direct your paths.

Proverbs 3:5,6 (KJV)

Choose a Theme

Select a theme that reflects the message to be conveyed. Use the speaker’s topic to spark any creative juices (i.e., New Birth - butterflies; Service - a pitcher & towel; Connection between sisters of Christ - a quilt or woven tapestry). Candles are always a wonderful way to portray the presence of the Holy Spirit.

Remember Your Budget

Decorations do not need to be elaborate to be effective. Remember that “less is more” can be a very true statement. A single candle with greenery can be a very dramatic and elegant centerpiece. If table coverings are too expensive, opt for placemats made from copy paper. If you purchase decorations, choose something that can be changed or updated, such as a grapevine basket. Change the contents from flowers to candles to candy to Christmas ornaments.

If your budget is limited, choose a single pillar candle for the centerpiece and place a decorative bookmark or other memento at each place. Bookmarks can be made on the computer and laminated or made with inexpensive satin ribbon and beads.

It is not the amount of money spent on decorations that leaves the lasting impression, but the knowledge that they were prepared with love.

Let God be Your Guide

Remember that you are not ultimately responsible - God is. Don’t fret, He will provide. Talk with others about your project and you will be surprised how many ideas come your way. Use ideas from other women, update them, put your personal touch on them and they will be used to the glory of God.

When the day arrives and everything falls into place, you will know that God truly was in control.
Do not forget to entertain strangers, for by so doing some people have entertained angels without knowing it.

Hebrews 13:2 (NIV)

It is such a blessing to be greeted by a warm smile and a cheerful hello! A greeter plays a special role in Celebration. She represents the joy of Christ! She has the gift of making people feel welcome and is always willing to serve others. In recruiting greeters, look for women who are faithful and welcoming.

**A Celebration Greeter is:**

- **Friendly** - she leaves her troubles at home. She is truly interested in her guests. She helps, by her greeting, to set the tone of the meeting by showing Jesus' love to all who enter.

- **Prepared** - she arrives early and is organized. She is at her designated place on time.

- **Loving** - she offers hugs and/or hands to those coming into the room.

- **Knowledgeable** - she is familiar with the facility. She is able to direct her guests to the meeting room, the nursery or restrooms.

- **Sensitive to special needs and/or disabilities** (hearing, sight, wheelchairs)

Greeters serve in the parking lot, at the door, along long hallways, in the meeting room, or at the registration table.

Serving as a greeter or organizing a greeter team is a very fulfilling experience especially when you love people!

This simple task can mean so much! Who knows, you just may be entertaining angels!
Offer hospitality to one another without grumbling. Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.

1 Peter 4:9-10 (NIV)

The purpose of the table hostess is to make everyone feel comfortable and welcome through the love of Christ. Prior to the event, ask for volunteers or recruit women you know to engage easily in conversation, a “natural” hostess.

**Hostesses are responsible for:**

- Welcoming and introducing table members, initiating conversation or icebreakers.

- Distribution of name tags and door prize tickets (unless handled at the registration table). Distribution of prayer requests forms, information and paperwork to guests as well as the collection of information and the offering.

- Making sure guests have their needs met with refreshments and any questions they may have.

Approximately one week prior to the event, the Table Hostess Coordinator can send a letter to table hostesses informing them of their responsibilities and expectations. Icebreakers can be suggested to follow the theme or topic of the event. Prepare hostess packets with paperwork for each table. Registration forms can include whatever information you desire to collect from your guests.

**Packets may include:**

- Registration form
- Name tags
- Door prize tickets
- Agenda
- Prayer request cards
- Instructions for hostesses

Being a table hostess is a very important job as well as a fun way of meeting other women and sharing your love of the Lord.
REFRESHMENTS

...If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ...

1 Peter 4:11

There are many ways of doing refreshments. You can do light refreshments (cookies and coffee), or a brunch with finger foods, all the way to a catered full meal. Just make sure that whatever you do contributes to your overall goal of ministering to women!

The Refreshment Team Leader should oversee:

• Coordinating the food plans—either doing pot luck or assigning certain foods.
• The kitchen the day of the event.
• The serving of the food.
• The cleanup of the kitchen.

Your team can provide all the food or do a sign-up and have many people involved in bringing it or have it catered! Do whatever works for your church and allows women to best hear the message the speaker has to bring.

REGISTRATION

Registration, too, can vary from chapter to chapter, depending on what is needed. For most events, pre-registration is not required (although it is nice to have an idea of how many to expect). It is also helpful if you are planning to provide a nursery. Name tags are great and can be done in advance, if you have pre-registration or have each individual make a name tag when they come in. It is important to have some way to capture contact information from the women that are in attendance. The Celebration Information Survey or Sign-in Sheet is a useful tool to have out at every event for this purpose. (See Forms).
A time is coming and has now come when true worshipers will worship the Father in Spirit and in Truth for they are the kind of worshipers the Father seeks.

John 4: 23-24

The primary goal of Celebration worship is to create a fresh avenue of contemporary worship for women’s ministries. When we worship, the focus is not on us, but on Jesus... the Author and Finisher of our faith. Celebration worship is not to serve as a vehicle for performance or personal opinion.

**The Worship Leader**

- Has a heart to worship God
- Is spiritually and musically prepared to lead others into the presence of God
- Is willing to submit to the authority of the leadership of their chapter
- Has a servant’s heart
- Is willing to recruit, mentor and rehearse a worship team
- Is on time
- Selects and prepares music for the meetings that is appropriate for the theme of the chapter meeting and familiar to the women who will be attending

**The Worship Team Member**

- Has a servant’s heart and is under the direction of the worship leader
- Attends rehearsals and is prepared musically and spiritually
- Makes every effort to be in unity with other team members and worship leader

**Preparation**

It is important for the Worship Leader and her team to be musically and spiritually prepared. Rehearsals for Celebration worship should be informal, low-key and provide a friendly atmosphere for the development of the ministry.

- Start rehearsals on time
- Begin your rehearsals with informal worship and short prayer
- Be an “encourager” to your singers
• Spend time learning the music for upcoming chapter meetings – practice and knowledge of selected songs is crucial to the success of your music ministry and should be a priority in your Celebration group

• Close with prayer

• End rehearsals on time

**Song Selections**

*But seek first his kingdom and his righteousness, and all these things will be given to you as well.*

Matthew 6:33 NIV

Spending time in personal prayer and worship will ignite your worship as you lead others into His presence. It will also help as you make song selections for the upcoming Celebration Event.

1. Do these songs honor God?

2. Are they scriptural? Do the lyrics speak Truth?

3. Do they encourage the women to engage in worship?

4. What songs relate to speaker’s scripture theme or topic?

5. Are most of the women familiar with these songs?

6. Are the songs in a comfortable singing range for women?

7. Can I or someone else play the accompaniment music or chords?

8. Have I considered the one woman or women who may only know traditional hymns?

9. Is there a need for special music?

*Celebration is a “bridge” ministry, therefore it is important to select praise & worship songs that are familiar to most of the women. Incorporating one familiar hymn is always a good way to provide that “bridge”. The Celebration meeting is not a format to teach new songs. We can fully experience the joy of worship and the presence of God when we are familiar with the music and lyrics.
The flow of Celebration worship usually begins with upbeat praise songs bringing the women together to worship God and celebrate Jesus. As the Holy Spirit leads you, flow into more worshipful songs and finally intimate, reflective praise & worship.

Here is one example of a worship set:

“Friend of God”    Key of G
“Blessed Be Your Name”    Key of G
“How Great Is Our God”    Key of G
“There Is None Like You” [or]
   sing the chorus “How Great Is Our God” Key of G

Keep familiar songs “fresh”. Many songs can be sung slow or fast. “Amazing Grace” at the end of the worship or “Shout to the Lord” with a more reflective style would work well.

We are preparing our hearts for the message that will be shared. When singing songs back to back, try to continue playing between songs as you move to the next one.

As a worship leader, submit to the leading of the Holy Spirit. Leave Him room to touch hearts (yours included).
The Day of the Celebration Meeting:

- Arrive early to set up equipment, warm-up praise team and be sure to take the time to pray. If set-up can be done the night before, that's even better!
- If you have presentation slides, know who's running it and be ready.
- Make sure you have someone to run sound system.
- Check microphones and sound before the women begin arriving.
- About 15-20 minutes before the meeting begins, either play background music or have the team sing. This helps set the tone of the chapter meeting.

Opening

If there is to be a song to open the meeting before announcements, make sure that it is upbeat. Have fun with this!

Praise Worship

The length of time for praise worship at a Celebration meeting should be 15-20 minutes. Begin with upbeat praise and flow into the more worshipful songs. Our desire is to usher in the presence of God.

Special Music

If there is to be special music during the offering, it is the Worship Leader’s responsibility to select the song, and the singer. Once again, it is always best if the song relates to the “theme” and topic the speaker will be sharing.

Prayer Ministry Time and Closing

The Worship Leader should be prepared to play soft prayerful songs during the prayer ministry time. One way to close the meeting is to bring the women together with an upbeat song (i.e. “Celebration Theme Song” or “Blessed Assurance”).

Basic Equipment Needs

Accompaniment

- Piano, electronic keyboard, guitar, other instruments
- Accompaniment CDs may be used if no other instruments are available
- Sound system with microphone(s) and enough output for any electronic instruments
- Microphone stands
• Music stands
• Words to the music

The CCLI License

The Christian Copyright License (CCLI) number must be displayed on every slide or printout. For chapter meetings, you will need to use your church’s number. If your church does not have one you can contact CCLI at:

Christian Copyright Licensing, Inc.
17201 NE Sacramento St.
Portland OR 97230
www.ccli.com

ADDITIONAL RESOURCES

Worshipmusic.com
Split trax – instructional videos – digital music and more!

Christianbook.com
Split trax and sheet music
CCLI – Song Select lead sheets and chord charts – ability to change key

Praisecharts.com
Sheet music/chord charts – ability to change key

1christian.net
Chord charts and ability to change key – subscription

Integrity Music – www.integritymusic.com

The Celebration Hymnal (Word Music) www.wordmusic.com

Songs for Praise & Worship & More Songs for Praise & Worship
(Word Music) www.wordmusic.com

The United Methodist Hymnal

The Cokesbury Hymnal
www.lillenas.com
All The Best Songs of Praise & Worship
Master Chorus Book II

The Heart of the Artist, Rory Noland, Zondervan Publishing House
He’s Been Faithful, Carol Cymbala, Zondervan
Worship Believers Experiencing God, Henry Blackaby, Ron Owens
Spiritual Leadership, Henry and Richard Blackaby
PRAYER TEAM MINISTRY

... he has anointed me to preach good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to release the oppressed...

Luke 4:18 (NIV)

Prayer Ministry Time is the time in our event where we invite ladies to come forward for individual prayer, usually at the end of the event, after the speaker has finished. This prayer time is an important aspect of Celebration and should be one of the highlights of our events. We believe in the power of prayer and we want to offer our ladies the opportunity to be prayed for every time they attend a Celebration event.

Preparation for Prayer Team Ministry

• Each prayer team member before attending the event should prepare herself for ministry by having a time of personal praise prayer; and a time of confession to deal with any personal issues which may block her ability to minister. We must be free of unconfessed sin and unforgiveness to allow the power of God to flow through us.

• Pray for God to fill you with his love and compassion for the persons you will be praying with. Pray for a fresh anointing and filling of the Holy Spirit for healing.

• Pray for wisdom and discernment. Ask God to show you how to pray.

• Pray for God to send the women forward who need prayer. Pray for miracles and expect them!

Prayer Ministry Time

Each person who comes for prayer has a burdened heart. This burden may come from physical, emotional or spiritual needs. A physical need may have caused them to come for prayer, but they may have an emotional need as well. They may be going through difficult times in their lives that the Lord can use for spiritual growth or they may need to know Jesus as Lord and Savior. As each person comes forward:

• Ask the person to state the prayer request simply and clearly. Keep conversation about peripheral things (life history, symptoms, points of interest, and so on) to a minimum.
• **Listen to the person.** This involves looking the person in the eye, concentrating on them, being intentional in your listening. Do not allow yourself to be distracted (by others or thinking how you will pray). Do not finish sentences for them. Do not be afraid of silence. Do not talk them out of their tears. The emphasis should be on God and on that person.

• When the person has verbalized the request, **repeat what you’ve heard** to confirm that you understand what the person has said.

• **Ask the person these questions:** “How can I pray for you?” or “What do you want Jesus to do for you today?” The answers to these questions will reveal the emotional needs in their lives that should be addressed in prayer.

• Bring to prayer this confidence: **God is with you.** He is able to give you anything you think you may lack. Through Christ you are qualified to pray. But don’t try to do too much in one prayer session. Recognize that there may be limits to what God wants to accomplish in that session. Agree to meet and pray in subsequent sessions, if necessary and if possible.

• **Communicate the love and compassion of Jesus Christ.** Many who are involved in healing ministries strongly emphasize the importance of compassion for the one you are praying with. It is through this “feeling with” (the literal meaning of compassion), this empathetic love, that God’s healing power flows.

• **Pray with your eyes open.** Oftentimes you will see in their eyes or their countenance the Holy Spirit working through your prayer and the Holy Spirit can give you new insights as to what to pray.

• **Allow room for the Holy Spirit to lead.** The Spirit may give you a great knowledge of the person’s true needs, a knowledge that enables you to pray differently than you had first intended. Listen to the Spirit’s prompting.

• If the person has not accepted Jesus Christ as their Lord and Savior, share the message of salvation with them and lead them in the prayer for salvation. **See The Message of Salvation.**

• When you are finished praying, **allow a brief time of quiet,** then ask the person to thank God (silently or aloud) for loving her through the prayer time.

• It may become obvious that the person or family needs help in addition to prayer. **Encourage the person to seek guidance from a qualified counselor or from the pastor.** Remember, you are not expected to solve every problem through prayer.
• **Don’t expect prayer to be a magic tool.** All God asks is that you expectantly believe in His powerful love. You serve as an assistant who places one hand in God’s and the other in the person’s for whom you are praying. You are there to help someone “make the connection” with God.

• **Follow through.** Continue to pray for the person and her needs after the initial time of prayer. Follow up with repeated times of prayer with each individual if you feel it is necessary and if it is possible.

• **Maintain confidentiality of all prayer requests.** It is a sacred trust when someone shares their deepest needs and asks you to pray for them. Never share this information with anyone, even other prayer groups.

• We recommend that two pray together, one praying silently while the other is ministering in prayer. Sometimes another person will come up to the one praying silently and then that will necessitate one-on-one.

**Do Not:**

• Engage in casual conversation at the altar. This is distracting to all and can interfere with the Holy Spirit’s Ministry.

• Pray loudly. Praying loudly draws attention to you and may allow others to hear a very personal prayer request.

• Make the person feel that they do not have enough faith to receive healing or an answer to their prayers.

• Judge, be critical or make a person feel guilty about their prayer request. Be careful not to preach directly or in your prayers.

**Finally, Persevere!**

Since this type of prayer time is not normally offered in many of our churches it is sometimes difficult for the ladies to come for prayer, but persistence is the key. As we continue to offer this time, more and more ladies will come, so don’t give up. Keep offering it even if you have few takers. Encourage your officers and team leaders to come for prayer. Sometimes it just takes one or two people to break the ice and others will follow.

For more information on personal and intercessory prayer see *Guidelines for Intercessory Prayer.*
The Message of Salvation
“...to preach the good news to the poor...” Luke 4:18

God's Great Love for Us

God loved us so much that He created us in His own image to experience life and fellowship with Him, and to be assured of His love.

John 3:16 “For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.”

John 10:10b “I have come that they may have life, and have it to the full.”

We are Separated from God, We Need a Savior

We are created in God's image but He gave us free will and a freedom of choice. Our choices can separate us from God or draw us closer to Him.

Romans 3:23 “For all have sinned and fall short of the glory of God.”

Isaiah 59:2 “But your iniquities have separated you from your God; your sins have hidden His face from you, so that He will not hear.”

Proverbs 14:12 “There is a way that seems right to a man, but in the end it leads to death.”

Jesus Christ is the Answer

Jesus paid the penalties for our sin when he died on the cross and rose from the grave. Through Christ we can have a personal relationship with God.

1 Peter 3:18 “For Christ died for sins once for all, the righteous for the unrighteous, to bring you to God...”

Romans 5:8 “But God demonstrates His own love for us in this: While we were still sinners, Christ died for us.”

John 3:17 “For God did not send his Son into the world to condemn the world, but to save the world through him.”

1 John 1:7b “… and the blood of Jesus, his Son, purifies us from all sin.”
1 Timothy 2:5  “For there is one God and one mediator between God and men, the man Christ Jesus.”

Hebrews 10:12  “But when this priest had offered for all time one sacrifice for sins, he sat down at the right hand of God.”

**Our Response is to Confess our Sin and Receive Jesus Christ as Savior and Lord**

*We need to acknowledge and confess our sinfulness, trust in God’s forgiveness and let Him control our life.*

1 John 1:9  “If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness.”

Romans 10:9-10  “That if you confess with your mouth, ‘Jesus is Lord,’ and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved.”

Romans 10:13  “...Everyone who calls on the name of the Lord will be saved.”

John 1:12-13  “Yet to all who received him, to those who believed in his name, he gave the right to become children of God - children born not of natural descent, nor of human decision or a husband’s will, but born of God.”

Acts 4:12  “Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved.”

**God Assures us of our Salvation**

*If we have confessed our sin and prayed to receive Jesus Christ as Savior and Lord, then the Bible tells us that we have eternal life. Eternal life is our gift from God through Jesus. We are born into God’s family through the supernatural work of the Holy Spirit who lives in every believer.*

John 5:24  “I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned; he has crossed over from death to life.”

Ephesians 2:8-9  “For it is by grace you have been saved, through faith - and this not from yourselves, it is the gift of God - not by works, so that no one can boast.”
1 John 5:12-13  “And this is the testimony: God has given us eternal life, and this life is in his Son. He who has the Son has life; he who does not have the Son of God does not have life. I write these things to you who believe in the name of the Son of God so that you may know that you have eternal life.”

How to Share to Receive Christ as Savior and Lord

• Share with the woman that God loves her and that Jesus Christ paid the price for her sins.
• Ask if she will admit that she is a sinner and needs Jesus to be her Savior.
• Ask if she is willing to turn from her sins (repent).
• Ask if she believes that Jesus Christ died for her on the cross and rose from the grave.
• Open a Bible and have her read Romans 10:9-10.
• Explain to her that these Scriptures tell us that confession leads to salvation and that you are going to lead her in a short prayer. Ask her to repeat after you as you pray.
• Allow the Holy Spirit to guide your prayer so that she will be sure to:
  1. Acknowledge that she is a sinner (repentance)
  2. Ask the Father to cleanse her, by the blood of Jesus, from every sin she has committed - from the day she was born to this very moment.
  3. Invite Jesus to come into her heart and to be Lord of her life.
  4. Thank God for saving her soul.
• Leverage the Message of Salvation card (See Forms) to assist you through this experience.

Sample Prayer

Dear Lord Jesus,

I know that I am a sinner and that I need your forgiveness. I believe that you died for my sins. I want to repent and turn from all of my sins. Please cleanse me of all my sins from the day of my birth until now. I now invite you to come into my heart and my life. Please cover me with the blood of Jesus and make me clean. I want to trust and follow You as the Lord and Savior of my life. Thank you, God, for saving me and for the gift of eternal life. Amen.

• Share the assurance of salvation verses with her. Emphasize that she is saved according to God’s Word, whether or not she feels any differently than she did before the prayer.
• Give lots of hugs and warmly welcome your new Sister in Christ!!!
CELEBRATION BANNERS

Banners serve as a rallying point for God’s people. Used in the Old Testament when an army was going into battle, banners were a visual reminder of who the army represented and to whom the army belonged. “Celebration” represents Jesus - our Christ, King, Savior and Lord. It is the person of Jesus Christ who is our “rallying point”. Our banner represents who we represent and to whom we belong.

In a worship setting, our banner also provides a visual focal point. Drawing our eyes to the Celebration Banner, we are drawn away from the things of the world and our spiritual minds can focus on the person of Jesus Christ. Celebration has a National Banner and each local chapter is encouraged to create their own banner that represents their chapter.

General Banner Guidelines

In keeping with the Celebration theme, please use the five Celebration women, their colors and placement somewhere on the banner. This will be sort of a logo for “Celebration”. Also, use the words, “Celebrate Jesus.” Font style would be your choice.

Material choice is up to each chapter. Please find a way to personalize your banner so that it will identify your group, area or church.

Included at the back of this manual are the outlines of each of the five women. The patterns for the women are sized proportionately to each other; i.e., if enlarging pattern size, enlarge all patterns the same percent.

Banner Symbolism

The banner background is usually white, representing the holiness of God. Using gold fabric for the letters reminds us of the Kingship of Jesus. The vertical flow of the grain of the moire fabric represents the vertical worship in which our hearts are touched by the Father. The cords hanging in thirds at the sides of the banner represent the Triune Godhead, the Trinity: Father, Son and Holy Spirit.

The colors of the worshiping women are significant:

RED: First and foremost, the blood of Jesus. It was specifically the blood shed on the cross that satisfied the demand of God’s holiness, establishing a covenant with those who received Him, providing the means to be reconciled to God.
For in him all the fullness of God was pleased to dwell, and through him God was pleased to reconcile to himself all things, whether on earth or in heaven, by making peace through the blood of his cross.

Colossians 1:19-20 (NIV)

**BLUE:** Washing of Water and the word; as a sign and symbol of receiving God’s grace.

Jesus said to her, “Everyone who drinks of this water will be thirsty again, but those who drink of the water that I will give them will never be thirsty. The water that I will give will become in them a spring of water gushing up to eternal life.

John 4:13-14 (NIV)

**GREEN:** Growing in the Lord, a time of preparation

I pray that the God of our Lord Jesus Christ, the Father of glory, may give you a spirit of wisdom and revelation as you come to know him, so that, with the eyes of your heart enlightened, you may know what is the hope to which he has called you, what are the riches of his glorious inheritance among the saints.

Ephesians 1:17-18 (NIV)

**PURPLE:** Assuming responsibility as a Child of God, called with a plan and a purpose.

But you are a chosen race, a royal priesthood, a holy nation, God’s own people, in order that you may proclaim the mighty acts of him who called you out of darkness into his marvelous light.

1 Peter 2:9 (NIV)

**Gold:** Continual refinement in our walk with the Lord Jesus Christ. Purification in our lives before the Lord.

...even if now for a little while you have had to suffer various trials, so that the genuineness of your faith - being more precious than gold that, though perishable, is tested by fire - may be found to result in praise and glory and honor when Jesus Christ is revealed.

1 Peter 2:9 (NIV)

**General Notes**

In creating your chapter banner we ask five (5) things:

- That you use the grouping and colors of the women on your banner
- That you use the theme “Celebrate Jesus” - the font choice, placement, etc. is entirely up to your group
• That you personalize or customize your banner for your area or group of women
• That you first pray about it
• That you listen to what the Holy Spirit guides you to do - if perplexed, continue to pray and listen!!

You may have a vision for your chapter banner but do not sew. Don’t let that discourage you from being involved. Seek out the experts and allow them to use their gifts.

You may choose to shop with a friend when it comes to material selection. Remember that two heads, when they share a common vision, are always better than one.

Worship and pray while you sew, cut, glue and paste. Play praise music, pray for the Holy Spirit to use the work of your hands to touch the women who God will be bringing into your Celebration chapters. Pray for your role within your local church, for the leadership in your Celebration chapter and church.

Allow your banner-making time to be one of bringing worship and praise to God.

The dimensions of the Conference Banner are 45 x 79 inches.

**Materials Needed**

- Banner front material
- Lining fabric
- Fabric for Celebration women (red, blue, green purple & gold)
- Curtain rod

**NOTE:**

The patterns for the five (5) women found in the *Forms* at the end of this manual are in proportion to each other, but not to scale for all banners. If the size of the grouping needs to be changed, enlarge or decrease the pattern sizes equally.

If the lining fabric is light weight, double line the banner. The extra weight will help it hang smoothly. Before sewing the top of your banner, determine how, where and perhaps how often your banner will be hung or carried. This will help you determine where/how to attach the curtain rod in the top of your banner. Some use one large 3” buttonhole through the lining fabric in the back of the banner to attach to the banner stand. Your church may have places where banners are traditionally hung, from the ends of the curtain rod extending past the width of your banner.
BIBLE STUDY MINISTRY

There are women (and men) in every church who attend regularly, teach and/or work on various committees, yet do not know Jesus Christ as their Savior and Lord. For this reason, faithful presentation of the Gospel message to women in a supportive, nurturing environment is essential to a church’s women’s ministry. Bible-based studies, personal testimonies, songs, and accountability groups provide a Gospel-rich environment in which individuals can move from head knowledge about Christ to the full realization of their salvation and the joy of a personal relationship with their Living Lord.

Bible Study Materials

- Pray for God’s guidance in the selection of Bible study materials. Ask God to raise up leadership for the study, while remembering that it is the Holy Spirit who will illumine the scriptures for the women. Pray through every step in launching the study. Pray that God will give the women a hunger to be in His Word.

- Ask your minister and Christian education coordinator for study suggestions. Look at Bible study materials at local Christian bookstores.

- Purchase leader’s manual from these and other studies (e.g. Beth Moore studies, Mind of Christ, Experiencing God, Alpha, First Place, etc.) for evaluation of content.

- Make sure your pastor is in agreement

Types of Bible Studies

- Plan a Bible study as a way of introducing “baby Christians” to the Word for perhaps the first time.

- Identify short-term Bible studies for “baby Christians” and seek leadership for such a study.

- Conduct a study of intercessory prayer. Books by the following authors are recommended: Terry Teykl, Evelyn Christenson, Becky Tirabassi, and Stormie Omartian. Organize the study and promote it along the lines recommended for launching a Bible study.

Organization of Bible Studies

- Select a short-term (4-6 weeks) or longer study to be offered exclusively to women.

- Determine a time and place for the study. (daytime versus night time; Sunday versus weekday; at church or in someone’s home)
• Conduct a “publicity campaign.”—notices in church bulletin and newsletter; posters and flyers; announcements during informal moments of worship services; written invitations, phone calls, etc.

• Remain committed to preserving the quality of your Bible study. Don’t let it become just a social occasion or let refreshments become the focus.

• Consider having meeting in a home instead of the church.

• Invite new members of the church and encourage women to invite their neighbors and friends from outside the church. The focus is women studying the Word of God, not denominationalism.

**BOOKS TO ENHANCE YOUR BIBLE STUDY MINISTRY**

Celebration often recommends a yearly study or author in association with our National Spring Conference.

**Salvation**
- Beth Moore Studies ................................................................. Beth Moore
- Classic Christianity ................................................................. Bob George
- Divine Romance ................................................................. Gene Edwards
- Experiencing God ................................................................. Henry Blackaby
- No Wonder They Call Him Savior ........................................ Max Lucado
- Tea time with God ................................................................. Dee Brestin
- The Purpose Driven Life ..................................................... Rick Warren
- The Contagious Christian ......................................................... Bill Hybels

**Healing**
- Always Daddy’s Girl ................................................................. H. Norman Wright
- Boundaries .............................................................................. Cloud and Townsend
- Breaking Free ................................................................. Beth Moore
- Forgive and Forget ........................................................................... Lewis Smedes
- In the Grip of Grace ................................................................. Max Lucado
- Shattering Your Strongholds ................................................ Liberty Savard
- Silent September ................................................................. Joyce Landorf
- The Greater Healing ................................................................. Marty Sholar
- What’s So Amazing about Grace ........................................ Phillip Yancey
- Women: Purpose, Position, and Power ............................... Mary Jean Pidgeon

**Equipping**
- Created For Commitment ....................................................... A. Weatherell Johnsen
- Growing Kids God’s Way ..................................................... James Dobson
- Friendship of Women .............................................................. Dee Brestin
- His Needs, Her Needs ............................................................... Willard Harly
Ministry Models

Celebration has developed a variety of ways of doing ministry over our years as a ministry. Below are several of these variations:

Cluster Model - Several Methodist churches in an area cluster together to have a Celebration chapter. The charter is still held by one local church, but the leadership team is made up of women from several local churches. Sometimes the events are hosted by more than one church.

Community Model - Area churches (including other denominations) work together to have a Chapter. The charter is usually held by a United Methodist Church, but the leadership team can include women from other denominations.

Affiliate Chapters - Chapters in churches outside of the UMC can choose to charter as Affiliate chapters. (See Starting a New Chapter- Affiliate)

Prison Ministry - Celebration chapters can sponsor Bible Studies and regular Celebration events in their local women’s prison. The team could consist of women from their chapters and women in the prisons.

Small Groups - Many Celebration chapters sponsor women’s Bible studies or prayer groups that are a vital part of their ministry.

Youth - Celebration encourages teenagers to be involved in Celebration. We encourage them to attend their local chapter events and to be involved on the team. We also have a Youth component to our National Conference.
Celebration Women’s Ministry FORMS

Meeting Forms
• Celebration Interest Survey
• Meeting Agenda
• Celebration Event Report Form
• Newsletter Sign-Up
• Celebration Event Sign-In Sheet
• Prayer of Salvation Card

Speakers Forms
• Agreement for Celebration Speakers
• Talent Release Agreement

Administrative Forms
• Form of Board Minutes
• Chapter Information Form
• Ministry Action Plan
• Letter for Contributions
• Monthly Financial Report
• IRS Form W-9
• Cash Count
• Decision Cards

Worship Forms
• Celebration Theme Song – Let’s Celebrate!

Banner Forms
• Patterns
MEMBERSHIP INTEREST SURVEY
PLEASE PRINT

Name: ________________________________
Street Address: _______________________
City: __________________ State: _______ Zip Code: _______________________
Home Telephone: _____________________
Work Telephone: _____________________
Fax Number: _________________________
E-mail Address: ______________________
Church Affiliation: ___________________

Celebration Committees in your Church:

☐ Intercessory Prayer
☐ Registration
☐ Publicity
☐ Decorations
☐ Refreshments
☐ Greeters
☐ Table Hostess
☐ Photographer

☐ Telephones
☐ Banners
☐ Finances
☐ Sound
☐ Prayer Team Ministry at Meetings
☐ Musicians - Piano, Keyboard, Guitar
☐ Vocal Musicians
☐ Audiovisual / Presentation / Media

I can attend Celebration Events: _____ Weekdays _____ Saturday _____ Evenings

Please let us know your gifts and talents:

____ I would be interested in having Celebration at my church

____ I would like to be on the mailing list for the national Celebration newsletter
Meeting Agenda Sample

Celebration Chapter

Meeting Agenda (Always included but you can change the order: welcome, prayer, announcements, offering, praise & worship, speaker, prayer ministry time)

Date and Time

9:45    Prayer with team and speaker
9:50    Music playing as people gather
10:00   Welcome/Opening Remarks (Name)
         (Can include recognizing visitors, prayer, scripture theme for meeting, thanking women for coming, exhorting them to expect to receive from the Lord today, etc.)
10:05   Announcements (Name)
         (Next meeting, conference events-leadership training, retreats, chapter events planned, door prizes, etc.)
10:10   Sharing of a 3 minute testimony from a woman the Lord has ministered to in a past meeting. (This is a faith builder.)
10:13   Offering
         (Have pianist play or have special music)
10:18   Praise & Worship (20 minutes)
10:38   Introduction of Speaker (Name)
10:40   Speaker (30-45 minutes--some will take longer, some less)
11:20   Ministry Time (pianist, praise team available to worship, prayer team available to pray with women)

Close the meeting.

SUBJECT TO CHANGE BY THE HOLY SPIRIT!
CELEBRATION EVENT REPORT FORM

Please send this report to the National Conference President after each Celebration Event

Celebration Chapter: ____________________________________________________________

Date of Event: ________________________________________________________________

Theme of Event: ______________________________________________________________

Speaker & Topic: (Please comment) _____________________________________________
____________________________________________________________________________
____________________________________________________________________________

Number of Attendees: _______  Approx. age: __________  __________  __________  ______
(12-18)      (19-39)       (40-65)       (65 +)

Ethnicity: _______  _______  _______  _______  _______
Caucasian  Hispanic  African-American  Asian  Native-American  Other

Other Churches Participating: ____________________________________________________
____________________________________________________________________________

Did anyone express interest in Celebration from another church? _________________

Did you have anyone sign-up for the newsletter? _________________________________
(If so, please forward this information to the National VP of Communications.)

Number who came to know Jesus Christ as their personal Lord and Savior: _______

Number who rededicated their life to Jesus Christ: ________________________________

Do you have any testimonies to share from the event (healings, answered prayers)?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Celebration Ministry Newsletter Mailing List
If you would like to receive the Celebration Newsletter please sign up below

Please Print

Name: ___________________________  Address: ___________________________

City/State: ___________________________  Zip: ___________________________  Phone: ___________________________

Email: ___________________________  Church: ___________________________

Send newsletter by: (check one) mail: _______ email: _______ Interested in starting Celebration at my church _______
<p>| | | | | | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>NAME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHURCH AFFILILATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERESTED IN LEARNING MORE?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prayer of Salvation

Dear Lord Jesus,
I know that I am a sinner and that I need your forgiveness. I believe that you died for my sins. I want to repent and turn from all of my sins. Please cleanse me of all my sins from the day of my birth until now. I now invite You to come into my heart and my life. Please cover me with the blood of Jesus and make me clean. I want to trust and follow You as the Lord and Savior of my life.

Thank You, God for saving me and for the Gift of eternal life.
Amen.

Romans 10:9,10

Date Prayed

Person who prayed with me:

Phone Number:

Email:

Salvation is a gift!

Please tear off and give this section to one who prayed salvation prayer. Keep larger portion for your follow up.

Name:

Phone:

Email:

Prayer of Salvation

Dear Lord Jesus,
I know that I am a sinner and that I need your forgiveness. I believe that you died for my sins. I want to repent and turn from all of my sins. Please cleanse me of all my sins from the day of my birth until now. I now invite You to come into my heart and my life. Please cover me with the blood of Jesus and make me clean. I want to trust and follow You as the Lord and Savior of my life.

Thank You, God for saving me and for the Gift of eternal life.
Amen.

Romans 10:9,10

Date Prayed

Person who prayed with me:

Phone Number:

Email:

Salvation is a gift!
AN AGREEMENT FOR CELEBRATION SPEAKERS

1. I agree to teach scriptural messages/testimonies which “rightly divide the word” of God (II Timothy 2:15) and lift up “Christ and him crucified” (1 Corinthians 2:2).

2. I understand that my Celebration speaking platform is not a forum for complaints about any other part of the Methodist Church or any other denomination, or political or social issues. Rather, the speaking platform is a vehicle for messages of healing, salvation and equipping in keeping with the purpose of Celebration Women’s Ministries.

3. I understand the local chapter will provide prayer team support.

4. I can affirm basic Wesleyan doctrine:

   • I believe there is “one living and true God” in the persons of Father, Son and Holy Spirit.*

   • I believe that God took flesh in the form of “Jesus Christ who truly suffered, was crucified, dead and buried to reconcile the Father to us” and to be a sacrifice for sins.*

   • I believe Christ rose from the dead and now sits in heaven until he returns at the last day for our judgment.*

   • I believe that the Holy Spirit is one with God and proceeds from the Father and the Son.*

   • I believe the holy scriptures contain “all things necessary to salvation.” *

   • I believe “we are accounted righteous before God only by the merit of our Lord, Jesus Christ, and not by our own works or deserving.” *

* Taken from the Articles of Religion of the United Methodist Church, The Book of Discipline, 2004, pages 59-61

Date: ______________, 201__

By: ___________________________
TALENT RELEASE AGREEMENT

This Agreement is entered into and effective as of the ___ day of _____, 20___, between ________________, of ________________ ("Speaker") and Celebration Women’s Ministry, Inc., a Texas non-profit corporation ("Celebration").

WHEREAS, on ______ 20___, Speaker will be personally delivering a speech in conjunction with a gathering of Christian women organized by Celebration and held at _______________________; and

WHEREAS, it is anticipated that Speaker’s entire speech will be recorded on cassette tape or other media and will be duplicated by Celebration and copies may be sold or distributed to other Celebration chapters by Celebration’s representatives;

NOW THEREFORE, the parties to this Agreement agree as follows:

Speaker grants to Celebration the exclusive right to use, reproduce publicize and sell Speaker’s recorded speech from the Celebration event at the date listed above and hereby releases Celebration from any liability associated with Speaker’s copyrights and common law rights to such speech.

The terms set forth in this Agreement constitute the entire agreement between the parties with respect to subject matter of this agreement. No person acting or purporting to act on behalf of Celebration has made any promises or representations except those expressly contained in this agreement. No modification, amendment, waiver, termination or discharge of this agreement or any provisions of this agreement shall be binding on any party, unless confirmed by written instrument signed by the respective party.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on separate dates as indicated below their signatures.

Speaker:

______________________________
Name:

Dated: ________, 20___

Celebration Women’s Ministry, Inc.

______________________________
Name:

Title:

Dated: ________, 20___
Minutes of the Board Meeting

[Date]

The following persons were present at this meeting of the chapter board:
[List each person's name, title; list any guests’ names]

The minutes of the meeting held on ________ were presented to the board for their approval. [If there are any changes to the minutes, note them here]. After discussion, the minutes of the last meeting are approved [as submitted] or [as revised].

Treasurer's Report

For the period from the last board meeting to today, the Treasurer reports the following:

Previous Balance in the Account: $__________
Income $__________
Expenses ($__________)

Current Balance in the Account: $__________

[If there were large amounts of income or expenses, give an explanation here]. (For example, you had a special offering that was authorized by the board for a local need, you were having your anniversary dinner and spent more on decorations or name tags, or your Bible studies needed extra supplies, etc.)

A *Monthly Financial Report* should be included with the minutes.

Report from Last Celebration Event

[Include the number of women attending, information about the program, other denominations present, women accepting Christ as their Lord and Savior, women rededicating their lives to Christ, any healing testimonies]
Team Leader Reports

[NOTE: The following is a guideline listing of Celebration teams you may or may not have in your chapter - please use the titles for the teams that you do have]

Intercessory Prayer Team
[Insert information from their report]

Worship Team
[Insert information from their report]

Prayer Ministry Team
[Insert information from their report]

Bible Study Team
[Insert information from their report]

Banner Team
[Insert information from their report]

Celebration Meeting Team - includes decorations, refreshments, greeters, table hostesses, publicity, media presentations

Plans for Upcoming Celebration Meetings

[Make a note of future meetings, speakers, themes, special recognitions, etc.]

The meeting ended with prayer over each of the issues and plans presented.

Respectfully submitted,

[Name of Secretary]
[Telephone Number]
[Date]
CHAPTER INFORMATION

CHAPTER NAME:
NUMBER OF TIMES PER YEAR YOU MEET:
USUALLY MEET (DAY, MONTH, TIME):
AVERAGE NUMBER OF WOMEN ATTENDING:
AGE GROUPS OF WOMEN ATTENDING:
GREATEST EXPERIENCE WITH CELEBRATION IN YOUR CHAPTER:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Address</th>
<th>Phone(s) &amp; E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corresponding Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recording Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Praise &amp; Worship Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prayer Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CURRENT DATE:
Celebration Ministry Action Plan

Name of Celebration Chapter: _____________________________________________

Please pray about this form, asking God for wisdom and direction. Review this with your Board as you prepare for the new year.

1. How would you describe the health of your chapter?

2. What strengths have you seen develop in your chapter?

3. What weaknesses are of concern to you?

4. What plans do you have to address these concerns?

5. What are your three highest priorities for the coming year?
   a. 
   b. 
   c. 

6. How has your chapter reached out to the community this year?
7. How do you plan to equip, develop, and encourage the women in your chapter this year? (ie. Bible studies, events...)

8. What are your monetary needs for the upcoming year and how do you plan to address them?

9. The most helpful way the National Board could serve our chapter at this time is.....

10. The following are prayer needs for our chapter:

11. Please share any testimonies of how God has used Celebration in your church and/or in individuals.

Prepared by:__________________________________________
Date:_________________________________________________
Telephone or e-mail:____________________________________
LETTER FOR CONTRIBUTIONS  
(for contributions over $250)

CELEBRATION LETTERHEAD

[Date]

Jane M. Doe  
Street Address  
City, State, Zip

Dear Jane,

We have received your check in the amount of $250.00 dated _________, 20___. Thank you for your gift. Generosity like yours enables us to grow together as women in faith and ministry with and to one another.

IRS requirements provide that you receive a receipt from us if you have given a one-time gift of $250.00 or more. It is understood that no goods or services were provided in exchange for this donation. Thank you so much for your support of Celebration.

Sincerely yours,

[Name]  
Treasurer  
[Celebration Chapter Name]
CELEBRATION MONTHLY FINANCIAL REPORT
for the Month of ______________, ______
Chapter: ________________________

Chapter President
Chapter Treasurer
Address
City/State/Zip
Phone
Fax
E-mail
Event/Speaker:

This report is submitted by:
(Treasurer’s Signature)

Prior Month Ending Balance
Income

<table>
<thead>
<tr>
<th>Offerings</th>
<th>Current Month</th>
<th>Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Donation $250 or More*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Income

| | Current Month | Year-To-Date |
| | | |

Expenses

<table>
<thead>
<tr>
<th>10% Conference Tithe</th>
<th>Current Month</th>
<th>Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Tithe (_________ )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product Purchase (for resale)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility cost/rent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel/lodging/meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honorariums</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing/postage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships (_________ )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses

| | Current Month | Year-To-Date |
| | | |

Net Income (Total Income - Total Expenses)

| | Current Month | Year-To-Date |
| | | |

Current Ending Balance to Carry Forward**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

* IRS requires you to send a receipt to any donor making a one-time gift of $250 or more.
** This amount should tie to the balance in your checking account or fund balance with the church.

**W-9**

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company
   - Other (see instructions)

   Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is disregarded as a single-member LLC that is disregarded from the owner unless the owner of the LLC is disregarded, or the LLC is treated as a partnership. Also, a single-member LLC that is disregarded by the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

   (If applicable, enter name of foreign entity (e.g., the U.S.)

5 Address (number, street, and apt. or suite no). See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

---

**Part I**

TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name To Give The Requester for guidelines on whose number to enter.

Social security number

or

Employer identification number

---

**Part II**

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or my rating for a taxpayer to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding because of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person defined below;
4. The FATCA code(s) entered on this form (any) indicating I am exempt from FATCA reporting is correct.

Certification instructions. You must certify, as in (2) above, that you have not been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of capital, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are required to file certification, but you must provide your correct TIN. See the instructions for Part II, later.

---

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-S (proceeds from real estate transactions)
- Form 1098-K (merchants and third party network transactions)
- Form 1098 (home mortgage interest, 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you may be subject to backup withholding. See What is backup withholding, later.

---

Cat. No. 10231X

Form W-9 (Rev. 11-2017)
<table>
<thead>
<tr>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coin</td>
</tr>
<tr>
<td>Currency</td>
</tr>
<tr>
<td>1's</td>
</tr>
<tr>
<td>5's</td>
</tr>
<tr>
<td>10's</td>
</tr>
<tr>
<td>20's</td>
</tr>
<tr>
<td>Checks</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>Total checks</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>Total collection</td>
</tr>
<tr>
<td>$</td>
</tr>
<tr>
<td>Counted by</td>
</tr>
<tr>
<td>Verified by</td>
</tr>
</tbody>
</table>
Today, I made a decision...

- To accept Jesus Christ as my Lord and Savior
- To rededicate my life to Jesus Christ
- To answer God’s call for service

Name: ____________________________________________
Email: ____________________________________________
Phone: ____________________________________________
Let's Celebrate

Bill and Kim Nash

Soprano

The Spirit of the Lord is upon me to spread the gospel throughout the earth. He sent me to heal the broken hearted through the power of His Word. To open the eyes of the blind and set the captive free. To preach the acceptable year of the Lord and praise the One Who died for me. Celebrate! Oh! Celebrate!

His goodness and His mercy His everlasting love! Celebrate!

Oh! Celebrate! Everything He is and all He's done for us —

everything He is and all He's done for us —

Celebrate!
Celebration Banner
Info?

How do I get more information? Please visit our website to view our manual under Leadership Information or contact leadership@celebrationministries.org.

www.celebrationministries.org

Find us on social Media

- facebook.com/celebrationwomensministries
- Instagram: @celebrationwm
- Twitter: @celebrationwm
- youtube.com/user/CelebrationMinistry

Salvation
Healing
Equipping

a 501(C)(3) non-profit corporation