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).
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.
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 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.
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!)
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 jabpbristol@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 luncheon 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
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!)
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!)
SOCIAL MEDIA AND WEBSITE

SOCIAL MEDIA

Facebook.com/celebrationwomensministries

Instagram: @celebrationwm

Twitter: @celebrationwm

Youtube.com/user/Celebration Ministry

WEBSITE

Scroll down to find:
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Events Menu – Includes National and Chapter Events

Leadership Information Menu – Includes Submit a Chapter Events, Chapter Manual, National Leadership Team, Chapter Locations, Keys 2 a Daughter's Heart Equipping Event Resources

Prayer Menu – Includes Prayer Request and Prayer Resources

Register/E-store – Is where you find information to register for National Events and purchase some of our resources

Donate – You can donate using a credit card or Paypal

Partner with Us – Allows you to sign up to be a financial partner
TREASURER

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)!
# CELEBRATION MONTHLY FINANCIAL REPORT

for the Month of _____________

Chapter: ______________________

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<tr>
<th>Product Sales</th>
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<th>Other:</th>
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<tr>
<th>Expenses</th>
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<tr>
<th>10% Conference Tithe</th>
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<tr>
<th>Product Purchase (for resale)</th>
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<th>Year-To-Date</th>
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<th>Facility cost/rent</th>
<th>Current Month</th>
<th>Year-To-Date</th>
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<th>Sound</th>
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<tr>
<th>Travel/lodging/meals</th>
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<th>Printing/postage</th>
<th>Current Month</th>
<th>Year-To-Date</th>
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<th>Scholarships (__________)</th>
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<th>Supplies</th>
<th>Current Month</th>
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<th>Net Income (Total Income - Total Expenses)</th>
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<tr>
<th>Current Ending Balance to Carry Forward**</th>
<th>Current Month</th>
<th>Year-To-Date</th>
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* 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.
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!)
1. **Communication Tools** – Our primary means of communication are the National Newsletter and the Celebration website. We recommend the Chapter board and team to receive the newsletter and encourage you to sign up other interested ladies of the chapter.

   a. Email the **street addresses or email addresses for the newsletter** collected from the information sheets at your events to News@CelebrationMinistries.org.

   b. Share **news about your chapter** — testimonies, interesting news, new officers, pictures, etc. to News@CelebrationMinistries.org. This will be for the newsletter and other promotions.

   c. To **promote Chapter events** in our newsletter, the Sounding the Trumpet prayer letter, as well as our website, we now have an online form you may fill out. Visit http://www.celebrationministries.org/leadership-information/chapter-event-form/ and follow the prompts.

   d. Please check the **website** for helpful information, www.CelebrationMinistries.org

   e. You can access us on **Facebook** at Celebration Women’s Ministries.

   f. You can access us on **Instagram** at “@celebrationwm.”

   g. You can access us on **Twitter** at “@celebrationwm” as well.

   h. Our **YouTube Channel** is http://youtube.com/user.CelebrationMinistry.

2. **Celebration Brochures!** Please give brochures to the first-time visitors at each of your meetings. They can be placed on the tables or in Table Hostess packets. Brochures will help answer questions about Celebration Women’s Ministry. If your Chapter does not have any current brochures, please request more by emailing Leadership@CelebrationMinistries.org.

3. **Minutes** – mail or email Chapter Minutes to both our National President, Judy Graham, President@CelebrationMinistries.org and our VP of Leadership Development, Kim Bell, Leadership@CelebrationMinistries.org.

4. **Change of Officers**—Email changes to Chapter officers to Leadership@CelebrationMinistries.org. Update the Chapter Information Sheet as needed.

5. **Prayer Ministry**—

   a. Send personal prayer requests to Prayer@CelebrationMinistries.org
b. Send chapter prayer requests and chapter meeting dates for the Sounding the Trumpet Letter to Julie Puckett at jabpBristol@gmail.com. The letter will be sent out weekly. Please share requests with your team and intercessory prayer group.

c. Prayer requests may also be submitted online at http://celebrationministries.org/prayer/prayer-request/.

d. If you would like to receive the “Sounding the Trumpet” letter or be on the personal prayer chain, send an email to Prayer@CelebrationMinistries.org.

6. **Tithe**—Thank you for sending the tithe from your meeting offerings and Treasurer’s reports to Ann Sparks, P. O. Box 4187, Bryan, TX, 77805-4187. The checks should be made payable to “Celebration.” Ann’s email address is Treasurer@CelebrationMinistries.org.

7. **Conference Events**—We encourage you to participate in and attend National Conference, Leadership Training events, the Texas Annual Conference Luncheon, and other National, regional events such as Celebration United. You are our key to communicating with your Chapter!

8. **Leadership Events** – Officers are expected to attend Leadership Training once a year. Please watch for these, or volunteer to host one! A leadership session is scheduled every 2 years in conjunction with National Conference.

9. **Regular Board Meetings and Prayer Meetings**—These are very important for developing your board, your team, and furthering the ministry. Don’t forget the 5-point prayer focus on Mondays. This can be found on the website at www.CelebrationMinistries.org.
Other Information:

Our Address List is available to Presidents of Local Chapters by emailing secretary@celebrationministries.org.

To get contact information for a Chapter near you, email secretary@celebrationministries.org and include your city and state.
SAVE THE DATE

CELEBRATION

NC 2021

APRIL 23-25

THE HYATT INTERCONTINENTAL
HOUSTON TEXAS