

World Day of Prayer

Resource Book

Prepared by Eileen King and Helga Hiller



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Chapter 1: National Committees

A. INTRODUCTION

Morning will come first on the islands of Tonga, in the South Pacific. For twenty-four hours the sun will rise and ride over lush jungles and stark deserts, alpine meadows and rocky seacoasts. The brightness of its light will awaken us in rural villages and teeming cities. All day long we will come to wooden pavilions in the open air, to rural churches nestled in valleys, to senior homes, hospitals and jails, to suburban churches and parish halls, to meeting rooms of many kinds and to soaring cathedrals in the midst of great cities. We will embrace, sing and pray, sharing a worship that brings us the life and faith of Christian sisters far from us. When the last light of the sun fades from Samoa and the north-western areas of Alaska, the óAmenô heard from those communities will close our circle of prayer for the world.

We often turn to a text like this one to describe how the first Friday of March each year becomes the World Day of Prayer. As we follow the sun in its 24 hour journey, we can see in our mind's eye the tens of thousands of local groups in about 170 countries all over the world coming together to pray. Each of us can participate in this worship service that has been prepared by women of one country because it has been translated into more than 90 languages. Through the prayer we draw closer to one part of the world. We become informed. We encounter differences and discover commonalities. We are inspired by the breadth and richness of the Christian faith. We come with open hearts and minds so that we can receive anew the good news of the Gospel and its challenge to build the kingdom of God

How can this be done year after year?

Every year it is God's grace that inspires women to reach from within their own denominational heritage and to link together in providing an annual sign of unity, the World Day of Prayer. God's grace motivates women each year to learn from women in another part of the world so that their prayer is informed.

Every year women respond to God's grace with generosity and their capacity to organize simply and effectively. Women are committed to partnerships based on mutuality and respect. Women are open to learning from one another. Women maximize already existing connections and reach out to those not yet engaged. When they encounter resistance they draw on reserves of patience and persistence whose source is the Gospel promise that our Christian faith brings us together. God's grace strengthens their resolve to undertake many hours of preparation in order to conduct a common worship service in tens of thousands of local communities in 170 countries.

Organizing on Three Levels

There are three kinds of structures that converge on the first Friday of March: the local, the national, the world. In the chapter that follows our focus will be on the national level.

National/Regional Committees

The WDPIC Constitution uses óRegionô and óRegionalô in a twofold way.

In order to be inclusive and to provide a non-restrictive designation the WDPIC Constitution identifies the ecumenical committee that is responsible for coordinating World Day of Prayer for

a country, as a National/Regional Committee. This wording allows freedom, is inclusive, is not restricted by geo-political designations and can respond to conditions when they change. The WDPIC Constitution also identifies "Regions" of the world namely, Africa, Asia, Caribbean, Europe, Latin America, Middle East, North America and Pacific. When determining representation on the Executive Committee, the Caribbean and North America is a combined "region".

When "Regional" is annexed to National as in "National/Regional" it is referring to the member WDP Committees of the WDP International Committee.

In the description that follows about the Member National/Regional Committee, the word National Committee will be used in the explanatory text.

There is a third way of using region when referring to an area within a country. This common understanding of "region" is not mentioned in the WDPIC Constitution but is used in the texts that follow.

Diverse Contexts Call for Appropriate Organizing

At the beginning of this text we began by reflecting on the marvelous diversity of the local communities that gather together on the first Friday of March. Let us now keep in mind the multiplicity of ways in which WDP National Committees are working within their varied contexts. There are WDP National Committees on islands in a vast ocean or sea, as in the Pacific, the Caribbean or Indian Ocean. More and more WDP Committees are emerging all across Europe, once divided by the so called iron curtain and they are now becoming ever more inter-related. Some countries in Africa, Asia, the Americas and Pacific are so large that they are or nearly are a continent. For many WDP National Committees safe travel is very expensive and surface transport can be so difficult that it is a hardship. And several WDP National Committees struggle to come together despite conflict, occupation, war, and other forms of violence.

Within their many different contexts WDP National Committees search to organize themselves in a way that engages their strengths, their possibilities, and their resources for collaboration and for building sustainable WDP networks. As a world wide community we are respectful of the varieties of ways WDP National Committees are working together.

But there are **core** elements that should be taken up by every WDP National Committee. We are describing them in this chapter.

There are also **principles** that should be followed and translated into the organizing structures of every WDP National Committee, namely to build **trust** by being **accountable** and **transparent** within the national committee, toward the constituency, and to the international ecumenical community represented by the WDP International Committee.

Taken all together we can safeguard the integrity of the WDP contribution to the larger ecumenical movement of which we are a part

Ultimately the goal of every WDP National Committee is to be in service to the local women.

B. COMPOSITION OF A WDP NATIONAL COMMITTEE

World Day of Prayer is a movement initiated and carried out by Christian women of many traditions.

While women, men and children are invited to participate in the actual WDP worship service women have the responsibility for WDP on all levels.

A National Committee is a body of women active in WDP and delegated by denominational women's organizations, by the women of churches without a separate women's organization and sometimes by an ecumenical women's organization who are willing to work together ecumenically. These representatives together are responsible for WDP in a country. To be a member of a National Committee is not a title or a lifetime position; rather it is tied to the commitment and work of making WDP happen each year in a whole country.

The composition of a National Committee takes into account the different denominations, regions, ethnic groups and languages in a country. Thus their diversity and their richness can be brought into the work of the committee and WDP can benefit from them on all levels. In other words, a National Committee is made up in such a way as to respect a balance of confessions, regions, ethnic groups and languages. How such a balance is reflected in the composition of a WDP national committee has to be worked out with mutual respect and trust in each country. The number of women on a WDP Committee on the other hand has to be manageable. The size of a committee should make it possible for each woman to speak and to be heard and to bring in her gifts into the work of the whole committee. The size should also allow for more than one meeting a year, taking into consideration distances, travel conditions in a country as well as finances that are available.

To broaden the basis of the work of the WDP Committee it can be advisable to have an alternate for each Committee member from the same group she is representing. The alternate attends the Committee meeting when the delegate is unable to come. She may receive the minutes of the meetings and the delegate keeps her informed about current matters.

Gifts, skills and training that are needed and helpful for a WDP Committee:

It is important that each WDP Committee member

- Is representative of a church women's organization or of women of a church
- Has experience with and commitment to WDP on the local level
- Is committed to ecumenism
- Is committed to good cooperation and sharing responsibility
- Is able to give the necessary time to the WDP Committee and its work

Among the Committee members the following qualifications are helpful:

- Experience of living in and/or knowledge of other cultures and languages
- Theological training and/or adult education in theology
- Experience with liturgy, bible study and music
- Experience in leadership training
- Experience in building up a network of groups

- Skills in writing and editing
- Financial background
- Knowledge of the situation and needs of women (and children) in difficult conditions in other countries and at home and experience with projects helping them.

C. WOMEN WORKING WELL TOGETHER

When we prepare and celebrate World Day of Prayer, we do this in community with other women. The Zambia Statement (see golden page of the WDPIC brochure) describes how the World Day of Prayer is a global ecumenical movement that is carried out in community:

*We pray and worship in community
 We continue our relationship in prayer and service throughout the year
 We work together as women of various races, cultures and traditions.
 We become aware of the worldwide community of people
 We become enriched by the faith experience of other Christians
 We become aware of the burdens many people have to carry
 We are challenged to use our gifts and talents and use them in the service of society*

Praying and acting together creates and strengthens community between people near and far.

The community referred to here includes all levels: world, national and local. While the development that follows is focused on the national level, there are many dimensions and descriptions that will also be helpful for working on the local and world level.

Working together in a national committee means to be dedicated to a common task and to a shared vision. Working well together is attractive and revitalizing; the outcome nurtures the members and they experience their efforts as worthwhile. This way working on a national committee becomes personally enriching and a very dear task for many women. Often personal connections are being built that reach far beyond the immediate work together. Such mutually enriching relationships develop because of the momentum intrinsic to the ecumenical and worldwide dimensions of WDP. When we focus on getting to know one another, on understanding each other within the different contexts from which we come, on opening our hearts and minds to our neighbors and to women of the world and on living with a wide open horizon instead of behind closed doors, this process becomes stimulating and energizing for all those involved and invigorates the work we do together.

WDP Guiding Principle No 6 applies directly to the topic of working well together. It talks about developing global ecumenical sisterhood and building trust with one another:

We begin on a personal level with respect and being open-hearted. This openness helps to establish relationships which make further steps possible. In an atmosphere of trust barriers that divide can be overcome. God's trust in us enables and encourages us to trust one another. Trust is also a key attitude in building authentic ecumenical relations.

Developing a Working Style

When a National Committee works together in developing its ecumenical structures and procedures it is building on the experiences of the denominational women's groups and ecumenical organizations. The goal for the WDP National Committee is to shape its own working style and procedures that can foster ecumenical collaboration each year for World Day of Prayer. It is beneficial to proceed step by step, taking time to discuss and agree on how the agenda for meetings is set up, priorities are chosen and the meeting is conducted, how decisions are made and members are kept informed, how strengths are recognized and how difficulties can be addressed, how attention is given to team building, genuine listening and sharing insights, and how the committee takes turns for times of reflection and prayer.

However the community we build through WDP and the women involved also face difficulties. Cooperation is not always easy. Sometimes different backgrounds and perspectives that women bring with them become divisive. How can we turn relationships that have become tiring and demanding into a new direction? How can we enter into a productive process that brings integration and a new outlook to a National Committee?

Some suggestions for restoring good cooperation and for preventing strained relationships in a WDP Committee

- identify at what point the partnership and mutuality that enable a WDP Committee to work as a team were lost.
- resist the temptation to impose on others your perspective or way of working. Cooperation means shared responsibility, not dominance of one over the other. Yet it is also important to prevent others from dominating.
- good cooperation is based on balance in relationships between different groups. When there is imbalance in a WDP Committee, the question needs to be asked which group is underrepresented and needs to be better represented
- try not to get pulled into competitive feelings and situations. They can stifle fresh initiative and good atmosphere. If they arise ñ try to understand the other and at the same time be aware of your own strength. Discover how you and the other actually complement each other.
- try to avoid polarization and to prevent disruptive behavior
- discover and enjoy the potential of others
- discover and enjoy your own potential
- make use of all the gifts in the group
- be aware that mutual encouragement can be the basis for growth
- value each woman in her own right
- make each woman feel welcomed and included
- be aware that each woman stands for a group of women. If she feels supported, the women of her group will feel encouraged to become active in WDP

Paying attention to special areas of collaboration

When we look at World Day of Prayer on both the national and local level, we need to give special attention and care to good collaboration between

- lay women and theologically trained women
- women working as volunteers and women working as staff

- younger women and older women

There is mutuality in this collaboration

- when all women take responsibility for the WDP worship service
- when a priority is given to study and reflection together
- when lay and theologically trained women know that their contribution is valued
- when lay and theologically trained women learn together and from one another in an ecumenical setting
- when young women theologians become familiar with WDP and get to cherish the team work in a WDP Committee.
- when women theologians make available their research on women and women's role in the bible
- when women theologians are invited to conduct bible studies during WDP preparations
- when lay women gain experience in leading bible study, for example through leadership education.
- when lay women are encouraged and supported by women theologians in conducting the WDP worship worships
- when women together help one another to clarify and express their beliefs, to interpret their faith and to grow spiritually
- when volunteers and staff stand on common ground and share the basic commitments of WDP and its motto of "Informed Prayer and Prayerful action"
- when volunteers and staff share the excitement for WDP and its vision
- when volunteers and staff together share the responsibilities and tasks of a World Day of Prayer Committee.
- when responsibilities and tasks are clearly defined
- when volunteers and staff appreciate each other's position and why the other is needed in the movement and in the work of the WDP Committee
- when volunteers and staff establish and maintain mutually supportive relationships
- when volunteers and staff are aware of their own strengths, are aware of where they need to learn from one another and are enriched by working together
- when older and younger women enter into dialogue
- when older and younger women can hear one another in the different ways of expressing themselves
- when experience gained in WDP and continuity on the one side and fresh perspectives on the other side are appreciated
- when the temptation to change one another is recognized and resisted
- when different generations of women experience that they have access to positions of leadership.

Outreach to Young Women

The WDP theme for 2000, Talitha Kumi- Young Woman Stand Up launched WDPIC's intentional focus on outreach to young women. Since then outreach to young women is an ongoing focus for WDP National Committees and the whole movement. The following

observations and suggestions come from positive experiences and outcome from Talitha Kumi workshops in different regions of the world and from ensuring that young women are part of other WDP workshops.

Young women are sensitive to know

- if they are appreciated,
- if one enjoys being with them
- if they are taken seriously
- if there is genuine interaction

When young women are given opportunities to demonstrate their capabilities

- they give their very best
- they have an experience that opens their horizons
- they discover connections that they did not know before
- they return with motivation to become involved in WDP
- they become open to consider new goals for themselves

Suggestions for WDP Committees

- Offer motivation and take steps for attracting young women
- Conduct Workshops that focus on young women
- Ensure that there is a significant percentage of young women in everything that is done at local, national and international level.
- Be creative about giving young women roles and responsibilities that they enjoy
- Seek cooperation with YWCA and other denominational and ecumenical women's organizations that work on developing participation and leadership of young women
- Recognize mother-daughter relationships in WDP.

WDP's commitment to mutuality and working well together is deeply linked to past WDP themes, like *On the journey together*, and upcoming themes, like *In Christ*, many members, yet one body.

D. OFFICERS, EXECUTIVE COMMITTEE AND SUBCOMMITTEES

About Leadership

- leadership in WDP is leadership of women
- leadership is about keeping the purpose and vision
- leadership means enabling a group and helping it to bring out its best
- leadership at its best is leadership shared by a group
- leadership means facilitation, coordination and motivation
- leadership is about good use of time and gifts of a group
- leadership is about keeping the focus
- leadership means guiding a group through necessary discussions to decisions with concrete and practical steps
- leadership is about acknowledging diversity and building collaboration.

- leadership is about giving attention to and safeguarding against one sided dominance and distortions inside and outside a group
- leadership in a WDP-Committee is responsibility entrusted for a period of time
- leadership is about willingness to commit oneself and to keep up the commitment in more difficult times
- WDP leadership is about attracting and involving capable women into WDP work and Committees
- leadership is about identifying and supporting future leaders to evolve
- leadership is about preparing for transition and passing it on when the time has come and the period of service is over

Essentials of the following also to be laid down in the Constitution of each WDP National Committee

Chairperson and Vice-Chairperson(s)

Chairperson and Vice-Chairperson(s) are elected by the WDP National Committee by secret ballot for a determined number of years. The possibility of re-election for one or more terms has to be laid out in the Constitution.

Many Committees choose to have a Chairperson and one Vice-Chairperson. In order to broaden the representation of major groupings in the Committee (for instance different language groups, Christian traditions, majority churches, minority churches) it can be advisable to elect a Chairperson and two Vice-Chairpersons.

By sharing tasks and dividing up assignments between each other Chairperson and Vice-Chairperson(s) can make their work more manageable and improve cooperation.

Major tasks of the Chairperson that can be shared with the Vice-Chairperson(s) are:
The Chairperson calls and conducts the meetings of the NC. Together with her Vice-Chairperson(s) and with the other officers she plans the agenda for the Committee meetings. The Chairperson makes sure that it is sent out in due time. The Chairperson makes sure that motions are clearly worded. She monitors timely implementation of decisions and agreed upon actions. The Chairperson is responsible for the final shape of the minutes of the NC.

The Chairperson calls and conducts the Executive Committee meetings. By virtue of her office the Vice-Chairperson(s) is (are) part of the Executive Committee meetings.

The Chairperson represents the NC toward the public in church and society. She includes the other officers and her Vice-Chairperson(s) in this task when their specific duties are concerned.

Secretary

The WDP National Committee elects a Secretary for a certain period of time. Nominees for Secretary should be proposed because of their capacity to take notes, organize information and present an accurate record of the decisions of a meeting and other significant points. Particular qualities are also needed: accuracy, attention to detail, ability to meet deadlines. The Secretary

is required to ensure that notices of the NC meetings are distributed and that the minutes of the NC meetings are properly taken. ~~and kept~~—She is required to- keep secure NC documents, minutes and papers, and to attend to correspondence as may be assigned. If there is a staff person with program responsibilities, she will be ex-officio member of the NC without vote and thus may be the appropriate person to carry out the functions of the Secretary. It can be advisable to elect a deputy recording secretary to share in this task.

Treasurer

The WDP National Committee elects a Treasurer for a certain period of time. Nominees for Treasurer should be proposed because of their familiarity with or capacity to follow financial procedures, prepare a budget and financial reports. Particular qualities are also needed: accuracy, attention to detail, ability to meet deadlines. The Treasurer is required to explain and answer questions so that the WDP Committee is fully informed. Trustworthiness entails following agreed upon procedures, resisting calls for exceptions, abiding by the budget. While the Treasurer has a specific role and responsibility in providing the financial information on which the committee makes decisions, she works closely with the other officers since the budget and financial reports are the joint responsibility of the whole committee. When everything is handled by cash or when there are local circumstances that deem it necessary, it is advisable to have a Deputy Treasurer.

Liaison Person

The Constitution of the World Day of Prayer International Committee gives the position of the Liaison Person of a National Committee a prominent place:

From Constitution WDPIC Section II National/Regional Committee

C. Liaison Person

1. The liaison person (or her proxy) shall attend the meeting of the International Committee, when so designated by the National/Regional Committee. Wherever possible this should be at the expense of the National/Regional Committee, which she represents.
2. Between meetings, she may vote by a written ballot on any official matter circulated by the International Committee, after consultation with the members of her National/Regional Committee.
3. Her responsibilities are
 - a. to compile and transmit the annual report to the International Committee as soon as possible after World Day of Prayer;
 - b. to receive the Minutes of the International Committee and progress reports from the Executive Committee;
 - c. to transmit information to the National/Regional Committee from the Executive Committee;
 - d. to express opinions on behalf of her National/Regional Committee to the Executive Committee;
 - e. Respond to correspondence from the Regional Representative or the Executive Committee.

The reasons for emphasizing this position of the Liaison Person on a National Committee are clear. The Liaison Person is the vital link between two key levels of WDP work: the national level and the world level. Through her willingness and ability to communicate she keeps her National Committee and the International Committee informed about each other's work and

concerns. It is very important that she distributes copies of important correspondence from the WDPIC office to the other officers and makes available translations of WDPIC Constitution and key sections of WDPIC Quadrennial Report and other communications.

In the 4 year cycle between Quadrennial Meetings the Liaison Person is attentive to keep the topics of the WDP International Committee on the agenda of the National Committee and helps to maintain the awareness of WDP as a global ecumenical movement. If she is careful in reporting and enjoys maintaining connections through writing she will convey a lively picture of WDP work in her country to the International Committee and to other WDP Committees. By taking an active role in the preparation and the implementation of a WDPIC Quadrennial Meeting she can bring in suggestions and experiences from her own country, she can learn from other women's experiences and she can help shape the development of WDP for the future. Through her international contacts she can be a bridge builder and mediator who helps to understand perspectives of women in other countries and the conditions in which they live, in her Region as well as worldwide.

The Liaison Person is elected by the WDP National Committee by secret ballot. Her term of office should allow for preparation and follow up of at least one or of two of the WDPIC Quadrennial Meetings. The suggested term is 5 - 6 years. It is desirable that the Liaison Person has international and ecumenical experience. Experience with working in a multi-cultural context is advantageous. For correspondence, reporting and participating in international meetings English is helpful. But as a more general rule, she should be able to communicate in English, Spanish or French or, for the ongoing contact with the International Committee, have someone to assist her in this task.

To fulfill her tasks the Liaison Person needs to work closely with the other WDP officers and, if it applies, with the WDP staff person. She has to be attentive to meeting timelines in preparing the annual report to the WDPIC office by June 30th and in corresponding with WDPIC. She presents financial matters that relate to the WDPIC Committee to the National Committee, calls for a decision and monitors the implementation.

The Liaison Person communicates with the Executive Committee Members of the Region (see Section on Work of the Executive Committee Members in their Region). In cooperation with the other officers she keeps contact with other WDP National Committees and passes on important events, concerns and requests to the National Committee.

Program Staff Person(s) (when applicable)

If applicable, program staff person(s) are ex-officio members of the National Committee without vote. They are also members of working groups whose tasks relate to their job responsibilities.

WDPIC Executive Committee Member and her National Committee

Through the WDPIC nomination process National Committees put forward for service to WDPIC and their Region women who have served the development and growth of WDP in their country. They can be a Regional Representative or a Member At Large. The vital connection

between WDPIC Executive Committee Members and their own National Committee needs to continue after their election. At the same time a Regional Representative or a Member At Large might need to pass along some of her responsibilities on her National Committee to others in order to have time for her new responsibilities.

After the Quadrennial Meeting the WDPIC office informs WDP Committees of the election results and advises that if the term of office of an Executive Committee Member in her National Committee will come to an end during this Quadrennial, provision should be made for her to remain part of the National Committee [possibly co-opted] until the end of her term on the Executive Committee. Although it might not always be possible to coordinate schedules, the ongoing relationship between the Executive Committee Member and her National Committee will be of mutual benefit. While the Executive Committee member can stay connected with the annual cycle of WDP activities, the National Committee can benefit from her insights and experiences on the world level and on the regional level. Details have to be worked out between the National Committee and the Executive Committee Member. WDP Executive Committee Members need access to email for effective communication with the WDPIC office, for communication between the Executive Committee Members in the region and with National Committees in the region. Depending on availability and local circumstances, it is recommended that National Committees make available services of the national committee as a service for the region, for example access to fax, to copier, office supplies, etc.

(NB: The WDPIC Executive Committee Member is not an officer of her national committee by virtue of being on the WDPIC Executive Committee.)

Executive Committee of the National Committee

The officers together form the Executive Committee. They work as a team. The officers report regularly to the Executive Committee and the National Committee about their specific tasks. Ongoing communication via mail, email, telephone, or fax is important. Minimally the Executive Committee meets together for an organizing session before the National Committee Meeting so that there is good coordination for a productive meeting. If applicable, program staff person(s) participate in the Executive Committee Meetings. The National Committee may authorize the Executive Committee to execute tasks.

Subcommittees, Working Groups, Advisory Committees

The WDP NC can install Working Groups, Sub-Committees, and Advisory Groups for specific tasks. They include members of the National Committee and can include women with specific skills and experiences who are not members of the WDP NC. All are called for a specified period of time. By their work they support the National Committee in its work and are accountable to it.

Such groups can be:

- Editing Group for the WDP-Service
- Editing Group for Bible Studies
- Working Group for Children's Service

- Working Group for Ecumenical WDP Preparatory Workshops
- Music-Group
- Project Advisory Committee
- WDP Committee Development and Outreach (see section H)

The WDP NC can also call ad-hoc groups for limited tasks.

E. RESPONSIBILITIES AND TASKS OF A WDP NC

AN ANNUAL JOURNEY

In order for a National Committee to bring a worship service from another part of the world to their local communities, the members embark on an annual journey. The annual preparation of this worship service requires love, care and work. Taken seriously the benefit for the members during the preparatory steps and on the first Friday in March will be extraordinary. Every step of the way is an exercise in ecumenical understanding and, each year, women are building up a relationship with another country. Over the years, women at every level are gaining an ever growing and deepening understanding of the global and ecumenical community as a dynamic unity made visible on the first Friday of March.

The observations, organizing practices and suggestions presented here are offered to assist you in developing a work plan for your WDP NC.

1. The first step is to receive, translate¹ and adapt THE WDP worship service.

About Receiving a Liturgy Each Year

Each year the WDP theme and the worship service developed by women of another country is a gift. Receiving it is a spiritual process. It needs time, open hearts and minds, careful listening and speaking, willingness to stretch beyond what is familiar.

When we receive the liturgy in a group like the National Committee, in the Editing Committee or in a local WDP group, we begin by ensuring that there is an atmosphere that is spiritually open and non-judgmental. In this way we can listen to the voices of far away women and to the biblical message they want to convey to us. In a climate of attentive listening we will hear them speak about their hopes and fears, joys and sorrows, and at the same time we will listen to the women next to us and find our own response. In this way we can ôhear one another into speakingô.

We use silence to listen. We use words to say what we heard. We move through the words to the meaning. We read the worship service like a letter women of another country have sent to the women of our country. We listen to what moves and concerns them. We use caring words to express what touches us.

¹ It is understood that “translation” in this section does not apply to countries that have English as their only language

Only then do we move to questions like: What in the situation and perspective of the writing women is different from us and from our situation as women in church and society? Why do they express themselves as they do? Why are we different? We consider how the differences in faith traditions, social conditions, political situation, status of women, history or language might affect how the women express themselves.

It can also be informative and enriching to hear the differences, the similarities and the specific concerns in the women's voices this year over against other years.

WDP Committees are called to be faithful and creative to the worship service that they receive and to the women who wrote it (Guid. Princ. 3a). Therefore find out with great care what the women of the writer WDP Committee might mean before you adapt and interpret the liturgy for your context. In other words: Don't begin to adapt before you have listened. Make it possible for local women to encounter the writing women. Don't take away what does not sound familiar; don't take away what might be the starting point for dialogue. It takes some risk to understand one another from where the other person is rather than from where I am (Guid. Princ. 4a). Allow and enable local women to enter into a dialogue with the writing women which is as productive as it is for you. Assist them to receive the worship service with open hearts and minds as a spiritual experience and to move to their own creative response (Guid. Princ. 3b/d)

The annual packet of WDP material in English is usually sent out by the WDPIC office in September, 18 months before the respective celebration of a WDP service. Translations in Spanish and in French are usually available five to six months later.

An Editing Committee, following the WDP Guiding Principles of "Listening and Speaking" and "Being Faithful and Creative", translates the worship service and makes suggestions for adaptation. This Committee also suggests translations of the theme in languages other than English.

The Editing Committee presents the results of their work to the whole WDP NC whose members also receive the authorized version of the worship service.

This follows the WDPIC policy that "the authorized worship service and accompanying materials are only for the use of the WDP National/Regional Committees. In order to respect and safeguard the work of all WDP National/Regional Committees in their process of translation and adaptation, requests for these authorized materials can not be granted in any way by any WDP National/Regional Committee as well as by the WDP International Committee."

Respecting the work of the Editing Committee the WDP NC decides about the final text and the translation(s) of the theme.

Arrangements are made for the final text to be translated into languages that are used in the country.

Usually the writer WDP Committee suggests a graphic in black and white or a picture in color which can be used in different ways by each WDP Committee (cover picture of the worship service, poster, cover of other materials, postcard, on a website etc.). This graphic or picture is a suggestion and is not binding for the receiving WDP Committees. WDP Committees are free to choose their own graphic or picture taking into account their own context and their own needs for publishing materials, for advertising WDP through posters etc. and for use in the WDP worship service.

It is best when this process is completed by May of the year preceding the respective first Friday in March.

2. The second step is to prepare resource materials as is possible within your context.

The Leader's Guide is welcomed by local leaders. It offers additional material that is not possible to include in the worship program, such as background information on the country, references to interesting websites, introduction into the worship service, suggestions for preparatory meetings and events, ideas for publicity, a fuller description of symbols or actions that are proposed, a reflection on the bible text(s), meditation on the cover picture. Sometimes it contains music with accompaniment, identifies literature for more study, occasionally it includes recipes. A leader's guide is intended to encourage confidence and spur creativity. It is also practical in providing a list of WDP materials and how to order them and the report forms with the address for where to send the reports and the offering. A leader's guide is also responsive to the needs of women in your country, including new ideas gained from experiences and suggestions made the previous year or from other countries.

Bible Studies on the biblical texts which are at the core of the worship service are widely used. Bible studies are based on the bible studies presented by the writer WDP Committee and can be developed further for your context. Ecumenical bible study sessions nurture the organizing committee both as a team and personally. Insights from bible study sessions can be the basis for meditation in the worship. After the first Friday in March, bible studies can be conducted for ongoing reflection on the theme and the bible texts.

The WDP Children's Service is provided by the writer WDP Committee and is included in the WDPIC packet. Depending on its resources and capabilities, each WDP National Committee determines whether or not it is possible to provide a WDP Children's service. An ecumenical working group with pedagogical capabilities is needed for proper adaptation and development of the children's service. The outcome is rich. Children and youth become familiar with the spirit of WDP and become acquainted with the date and with the WDP concept of partnering with another country. Young women with children, Sunday school teachers and Christian educators bring their creativity into preparing the WDP Children's Worship Service.

Music Enlivens the WDP Worship Service. Writer WDP Committees offer hymns and choruses from their own traditions. Each National Committee chooses music from the writer country and from its own traditions so that the community can sing with freshness and confidence. When possible a printed music sheet with accompaniment is offered. Attention is always given to copyright permission.

WDPIC sends to each National Committee a Music CD or Tape (master copy) of music recorded by the writer WDP Committee for the worship service and samples of folk songs or instrumental music. National Committees are free to duplicate this CD/tape or to use it to produce their own music CD/tape.

Visual Images help to give a face to the people, landscape, and social conditions of a country. WDPIC provides a slide series of 24 pictures with commentary that is also available in computer related formats, such as power point, etc.

Posters in a Variety of Sizes and Post Cards of the Cover Picture are used in different ways by many National Committees.

3. The third step is to distribute the WDP materials to local committees.

The WDP worship service and resource materials should be cost-effective so that the price for local groups is as cheap as possible. The primary goal is that all materials are used as widely as possible.

Organize the distribution of your materials effectively by using existing networks and forming linkages with women in regions/ states/ provinces, districts, rural and urban areas within your country so that there is the widest local engagement in all parts of the country

Set and keep a reliable date for completion of materials so that local groups can count on it being ready for their planning.

4. Ecumenical WDP Workshops and Training Days

Committed to Learn; Striving for Wisdom

- Each year WDP brings to women a stimulus to learn and to study. Women welcome the occasion to reflect on the significance of the annual WDP theme and to learn about the lives of people in other countries. They are keen to discover new understandings about cultures, expressions of Christianity, causes for social problems, urgent world issues and ways to address them.
- WDP furthers an attitude of learning that is open to new perspectives and that helps to grow a body of knowledge that can build on the years before.
- WDP understands learning as a mutual process of learning together and from one another. Together we strive for wisdom that shapes our understandings and guides our actions in our daily lives.
- WDP helps us to recognize better what is our own and to appreciate and respect what is other than our own. To differentiate is an important part of our learning process. Thus we build a global perspective that resembles a rainbow of many colors.
- Each year the WDP theme and worship service take up a different aspect of Christian theology in an ecumenical endeavor. Thus WDP contributes to ecumenical learning and a fuller understanding of our Christian faith.
(From WDP Guiding Principle # 8)

Educational Dimensions

Workshops and Training Days

- take place annually to give facilitators and local women a reliable possibility to be inspired and informed for their annual WDP preparation
- enable women to set out on a fascinating journey of discovery, to stay on the journey until WDP and to bring other women along with them
- give women space and time to listen to the worship service and to encounter the women who have written it in their context
- build a sense of connection with the writer country
- prompt National Committees to identify resource people from the writer country
- facilitate comprehensive understanding of the bible texts chosen in the service in their context
- enable women to be bible study leaders in their communities
- build confidence of women leaders so that they can help others to be confident
- help women understand the connection between prayer and action in this year's service and discover possible steps for action
- engage several other WDP Guiding Principles, especially (2) Listening and speaking, (3) Being faithful and creative (4) Stretching beyond what is familiar; becoming inclusive (5) Sharing acknowledges that all have something to give and to receive (9) Moving into responsible action. They can also guide facilitators and participants in their teaching and learning. Key Elements for annual WDP preparatory workshops/ training days are
 - the worship service and its context
 - the writer country ñ geography, history, sociopolitical conditions ñ situation of women, children, families ñ churches ñ art, music
 - Bible Studies on the main biblical texts in the worship service
 - creative ideas and elements for the celebration of the WDP service (ófaithful and creativeô) and for local preparation and follow up
 - celebration of the WDP service in the workshop setting

Possible Outcome: Participants as Contributors

Some countries have a practice whereby participants in the workshop become contributors to the local preparation country wide. The findings and creative suggestions from the workshops are collected and distributed or posted on the internet so that they are available for use at the local level. To make this possible, the first workshops need to be held as early as possible, so that there is still time to edit the materials and make them available for local preparations.

Organizational Dimensions

- Before the first ecumenical workshops/training days begin, the WDP worship service must be finalized so it can be fully used in the workshops/ training days. Some countries with workshops in June to August hand out draft prints of the worship service to the participants.
- In some countries ecumenical WDP workshops on a national level take place between June and October. Mostly longer journeys are necessary and they are conducted as retreats of 2 ñ 4 days. The aim is to facilitate facilitators. Sometimes some expenses for national workshops are paid by the NC.
- Ecumenical workshops on regional/ state/ province level often take place between September and November. They are mostly conducted as retreats of 2 days or as training days.
- Ecumenical workshops/training days on district level usually take place between November and February. They are offered to local WDP leaders who wish to attend keeping distances for travel as short as possible.
- A number of countries use their WDP publications, brochures and most recently their websites to provide a list of the dates and locations of workshops/ training days offered so all women can choose the event most appropriate for them.
- Where WDP preparation is also done within denominational structures, this should be considered as additional event to motivate and enable women for active participation in WDP. Joint efforts for ecumenical preparation however should be the paramount goal.

5. National Committees as Communicators

The goals are

- to keep leaders of ecumenical WDP-groups at all levels, leaders of denominational women's organizations, and leaders of related ecumenical organizations informed about WDP
- to keep the public in church and society informed about WDP
- to promote WDP through the use of public media

It is the task of the WDPNC to inform about the annual WDP preparation, celebration and the amount and the use of the offering. Other important WDP events or news items could be changes in National Committee leadership, WDPIC Quadrennial Meetings, special alerts about the writer country, special actions carried out with the WDP worship service, etc. Keep in mind that basic information about the purpose, worldwide organization and the national and local engagement in WDP needs to be communicated over and over again. The effort that this communication requires is also an expression of respect and appreciation for all that women do each year. Good communication also builds trust and confidence.

Possible ways to carry out this task are

- a circular letter that accompanies the materials being sent to local WDP groups

- annual information about WDP Committee work in an appendix to WDP service or leader's guide
- articles for use of WDP groups in their local newspapers
- information sheet to editors of newspapers, magazines, radio- and TV-stations etc...
- articles in church women's, church and other magazines
- press releases
- press conferences, for instance each year when the WDP materials are ready or on special occasions
- WDP-website – it may be helpful to look at WDPIC website and websites of other WDP-countries when you begin to develop your own

6. National Committees learn from women's experiences and report to WDPIC

A number of countries send out report forms to all groups who order WDP materials. Others evaluate carefully every letter and e-mail they receive. Others use the WDPIC Reporting Form for formulating their own questions. Creativity in organizing a reporting mechanism is important so women are encouraged to report about the experiences valuable to them. Not only statistical questions should be asked. Local women wish to be seen and heard in their efforts to prepare and conduct WDP services in a meaningful way. Don't forget to ask for pictures! When a WDP NC has wide open ears for what local women want to convey they often receive very valuable suggestions and feedback from the grassroots.

Steps needed for each WDP NC:

- Collect information and experiences from local and regional/ province/ state groups about the WDP preparatory process, including workshops and training days and about WDP itself.
- Analyze statistical information
- Identify creative implementation, difficulties, problem solving, suggestions for the future work.
- Discuss and evaluate the findings carefully in the WDP NC. Keep a sense of proportion and note that one voice may not always speak for others.
- Include the results of evaluation into your planning. Note good suggestions, possible leaders and resource people for future work.
- Use reports and evaluation for putting together your report for WDPIC. While the content of the report is the task of the whole Committee, it is the task of the Liaison Person to put it in writing and send it to WDPIC by June 30 each year.
- Report to local WDP groups about findings and evaluation of WDP preparation and celebrations. This is the best thank you and expression of appreciation you can give them!

7. National Committees determine the use and distribution of the offering, contribute toward the financial support of the International Committee and to put in place financial procedures

Offering and Contribution to WDPIC

- As early as possible before each WDP celebration start to gather information about possible use of the offering for projects so you can give local groups valuable information for announcing the purpose of the offering in WDP services. For countries with larger offering it is advisable to have a Project Advisory Committee and guidelines for projects.
- Around October or November each year when the amount of the offering is sufficiently known, decide in a Committee Meeting the actual amounts of the allocation of the offering for projects.
- Between October and January decide about your contribution to WDPIC for the current year based on WDPIC agreed upon percentage and send it by January 31st.
- For the upcoming World Day of Prayer report to local WDP groups about the result of the entire offering in the year before and about the projects it has been given to.

Financial Procedures

Most Committees will know the latest by January of each year

- the total amount of the WDP offering of the year before
- if there is a possible surplus or deficit from the sale of WDP materials after deducting expenses
- expenses for WDP work like Committee meetings, Working Groups, Staff, Preparatory Workshops, etc.

On the basis of these figures prepare a budget for the fiscal year from March until February of the coming year. Some larger WDP Committees have chosen January until December as their fiscal year because of demands in their country they have to comply with.

At the end of the fiscal year prepare a financial report, have it verified by an auditor or another independent body and present it to the WDP National Committee for approval. Decide how to report to WDP local groups.

Fill in the WDPIC Financial Report Form and send it by January 31st to the WDPIC office.

Details about Offering and Financial Procedures see Section F Finances...

8. National Committees keep in contact with other ecumenical groups/organizations and with the national council of churches or similar bodies and with other churches in your country as appropriate for WDP

By being in contact with various church and ecumenical bodies, WDP establishes its place in the wider ecumenical movement, which is supported by WDP history and achievements. On a local level, women can feel confident in building relationships with churches of all denominations and in requesting access to church spaces. By maintaining good communication one sustains a positive atmosphere for access to church media, relief and development organizations and ecumenical organizations, and for displays at church meetings and mission societies. Good communication will also help when there are misunderstandings. .

9. National Committees are in Communication with the WDP International Committee
See also Section D “Officers” about the responsibilities of the Liaison Person.

Annual Packet of WDP Worship Service and Resource Materials

Every September, 18 months before the actual celebration of a World Day of Prayer in March, each WDP NC receives from WDPIC office through its Liaison Person the packet with the worship service and resource materials namely: introductory letter, Worship Services, Bible Studies, Background Information, Children’s Service, Music, Preparatory Notes, Graphic or Picture and description.

(The materials are mailed to the Liaison Person to be copied and passed on, as agreed upon in the WDPNC, to the women and groups in charge of doing the work described above.)

Annual Report to the WDPIC Office

By June 30th of every year each WDPNC sends its annual report to WDPIC using the Report Form provided. The annual report must have the highest priority. As described above the content of the report is put together in a meeting of the WDPNC and written up and finalized by the Liaison Person.

The first part of the report form asks for basic information and statistical data. Accurate information about name, address, e-mail, telephone and fax number of the Liaison Person and about the composition of the WDPNC (names, denominations) are the indispensable basis for good communication between your WDPNC and WDPIC. All other data, including the languages used, help WDPIC to be informed about the size and outreach of WDP work in a country and to use the information in support of WDP planning and outreach.

The second part of the report form asks for the description of the process by which the service is translated and developed in a country. If this information has already been provided in an earlier report the report form asks for changes or new developments in this process.

Most important for the annual WDPIC Journal are questions 12-15 about the specific WDP celebration of the current year. It is important to be comprehensive and specific and at the same time to use descriptions and examples. Also to include good pictures.

There is a section for reporting about difficulties that have shown up in preparation and celebration of WDP and about other problems in WDP work. WDPIC is careful to monitor growth in a country and to be aware of difficulties a WDPNC struggles with.

When the annual WDPIC Journal with the reports from all over the world is received, the Liaison Person distributes copies to the National Committee.

Annual Financial Report

Beginning in 2007, a short annual financial report which includes the amount of the offering and its use, and is signed by the Treasurer and the Liaison Person, will be requested by WDPIC on a separate form and are due by January 31st.

Careful annual reporting about WDP in a country is required by the WDPIC Constitution.

Correspondence with WDPIC during the year is conducted by the Liaison Person with the WDPIC Executive Director. Questions addressed to the WDPIC office from within your country are directed back to the Liaison Person who knows about the context from which questions are asked. If the Liaison Person needs information or support to answer a letter she can write to the WDPIC Executive Director.

WDPIC Communication with National Committees in Preparation for the Quadrennial Meeting

Preparation for the Quadrennial Meeting begins in the middle of the 4 to 5 year period between two international committee meetings, when the date and venue are announced. Thereafter, time sensitive information packets are sent regarding number and choice of delegates, support for the Travel & Accommodation Fund, applications for travel/accommodation support, nomination process for WDPIC Executive Committee Members for the Region and Chairperson, review of recommended changes to WDPIC Constitution, and suggestions for themes, writers for future WDP worship services, etc. More detailed information is provided in the chapter on World Level-WDPIC. Adequate time needs to be given at National Committee meetings for discussion of the subjects listed above, decisions and proper completion of forms with required signatures.

10. NATIONAL COMMITTEES ARE in contact with WDP Committees in neighboring countries AND WITH THE REGIONAL REPRESENTATIVES.

Be in contact with NC in neighboring countries

- to coordinate tasks like translation of annual theme and choice of cover picture
- to support each other with supplying translations into joint languages, etc.
- to economize production costs for certain materials
- to exchange experiences and learn from each other
- to build partnerships

Be in contact with the Regional Representatives and other WDP Committees within the Region
For more details see Section on Regional Representatives in the chapter on world level.

11. Records and Archives

Also out of respect for the time and services contributed to the WDP movement by many women, World Day of Prayer National Committees should collect their documents and secure a safe place for National Committee records. Such an archive among other things contains National Committee Meeting Minutes, Financial Records, the annual WDP worship and resource

material, a copy of the Annual Reports to WDPIC, the WDPIC Annual Journals and Quadrennial Reports, legal documents and correspondence. These materials are historical records, are helpful for continuity and transitions and serve future WDP Committee Members to understand the origins and development of WDP in their country and worldwide.

F. OFFERING AND FINANCES

Offering

Through the WDP offering women share their resources with women and children around the world.

(From WDP Guiding Principle # 5)

It is the responsibility of the WDP National Committee to determine the use and distribution of the offering. (WDPIC Constitution)

Since the first WDP worship service celebrated worldwide in 1927 an offering was collected at each WDP worship service. As women were uniting in prayer with women around the world, asking God to help them, to relieve suffering, to bring healing, to mend brokenness, to overcome barriers, and to bring peace, justice and well being to them, they were also putting together whatever they could give as their offering.

Also from the beginning it became a guiding principle to collect the offering, even when it was very small, in each country so a real difference could be made in the lives of women and children through the projects selected. When step by step WDP Committees were formed in more and more countries, the collection and distribution of the offering became one of the main objectives of the committee. It was always clear that out of respect for the intention of the donors and the considerable sacrifice they made, the offering was to be given away.

In many countries local women's groups also paid for WDP worship programs, leaders' guides and other materials which in turn were kept as cheap as possible so the offering could be given away.

It was in the same spirit that WDP women on the local level, women in denominational women's organizations, and WDP Committee Members themselves gave their time and skills as voluntary services to the work of WDP. Sometimes larger women's or missionary organizations contributed staff services and their organizational structures to help cover expenses so that the offering could be given away.

As many National Committees developed further and also became more independent of other organizations, it became common understanding that limited expenses for the operating of the committee and for promoting WDP in a country could, by the decision of the committee, be paid from the offering collected. The principle was and is that the hiring of part time or full time staff has as its purpose to serve WDP work and its commitment to informed prayer and prayerful action. WDP National Committees have the responsibility to evaluate carefully if the present

amount of the annual offering justifies the employment of part time or full time staff and if this step will make WDP work more effective by increased quality of materials prepared, wider distribution, quality of preparatory work, better preparation of projects and in the end by a larger offering.

Also from the formation of the WDP International Committee in 1968, the WDPIC constitution called upon NCs to contribute toward the financial support of the International Committee. It was understood that this contribution would come from the offering.

However, in all these developments the basic understanding of the meaning and purpose of the offering remained unchanged.

In the process of determining the use of the offering a NC is becoming informed about various projects and the ways in which women are acting together in addressing problems and in building communities. In the process of deciding on the allocation of the offering a NC is learning about best practices and creative solutions. Consequently the distribution of the offering is another expression of the WDP understanding that every woman has something to give and to receive. Women near and far are also becoming partners in solutions to serious problems.

In making their offering women make their personal connection between prayer and action. In gathering together the offerings from all the local worships, women provide a visible sign of their ecumenical collaboration. The ecumenical partnership in prayer moves into another level of partnership within their own national committee in deciding on the allocation of the offering and then into a partnership with the recipients in support of their work.

These levels of collaboration build and strengthen women's collective power and effectiveness. By collecting the offering into a common fund, women can make a difference in the situation and lives of women and children for whom they designate it.

Gathering and sharing and the offerings are key to lived solidarity and make possible both national and international coordination. As this process is repeated each year, there is growth and renewed energy.

Financial Procedures

Each WDP National Committee puts into place financial procedures. Clear financial procedures are a protection for the women involved. They build trust because information is available and can be verified. Financial procedures follow the principles of accountability and transparency.

In keeping with the WDPIC Constitution only a National Committee can make decisions about the use and distribution of WDP Funds.

This applies to all WDP Committees irrespective of how small or large their annual WDP offering is. Consequently financial procedures might be brief or more detailed depending on your conditions.

The following outline presents procedures that have proved to be effective. They are offered for your study and adaptation.

1. To determine the fiscal year
Since the WDP takes place on the first Friday of March, it makes sense that the fiscal year begins on March 1 and ends on the last day of February. WDPIC follows this fiscal year. However, the fiscal year could be the calendar year.
2. To collect the offering, the NC sets up a system that
 - can be consistently followed throughout the country.
 - where possible this can be done by sending it to a common account or otherwise by sending it to a common address
 - sets a deadline for receiving the offering for that year
 - provides receipts
 - maintains an accurate, verifiable list of donors and contributions
 - is in compliance with legal requirements in the country
3. to allocate the offering for that year, the NC
 - announces areas of focus for the offering for that year.
 - conducts research on projects that are proposed as recipients
 - decides who are the recipients
 - decides the expenses for WDP work as approved in the annual budget.
4. to prepare and approve an annual budget
An operating principle is that WDP depends on volunteer services. Good stewardship of the offering requires very careful consideration by the NC of which expenses can be paid from the offering.

An annual budget must be cost effective and sustainable. This means it does not rely on income that can not be repeated. For example: help with printing the program for one year may not be there the next year; so how will printing costs become sustainable?

Budget figures need to be based on the approved financial report of income and expenses of the year before. Budget identifies expenditures

- for WDP projects
- for NC meetings, especially for travel and board of members, and for subcommittee meetings
- for some expenses for WDP preparatory workshop(s),
- for preparation of WDP worship materials and related educational materials; surplus from sales is counted as income
- if it applies for office and for staff services
- for contribution to WDPIC
- for cost of travel and accommodation for delegate(s) to the WDPIC Quadrennial Meeting and contribution to the WDPIC Travel/Accommodation Fund. It is recommended to designate and reserve money for the Quadrennial Meeting each year.

5. To prepare, study and approve an annual financial report based on a full account of income and expenditures, including funds carried over from the prior year and verified by an auditor or another independent body.

To decide how to report to local WDP groups

6. To decide on the kind of WDP materials the Committee is producing for local groups, the ways of and expenditures for production, and the price for the local women.
Price of WDP materials should be kept at cost so WDP materials are widely available. The aim for determining the cost of WDP materials should respect the desire of women to have sufficient money to make their contribution to the offering. For this reason there are countries that have a long tradition of providing the printed worship service at no cost to the local groups. Production, especially of the worship service, has to be completed by a date that is both early enough and reliable. Distribution should also use effective existing networks for the widest circulation.
7. To decide on the annual contribution to WDPIC based on WDPIC agreed upon percentage of the offering and to send it by January 31st of the following year.

The total offering before deducting expenses is the agreed upon basis for the percentage given for annual contribution to WDPIC.

This is a very good occasion each year for the Liaison Person to inform the NC about the work of the WDP International Committee.

To complete at this date the annual financial report form provided by WDPIC

Responsibilities of the Treasurer

For qualifications and election of Treasurer and when needed a Deputy Treasurer see Section D on "Officers"

To put in place the responsibilities of the Treasurer regarding

1. General tasks
 - Maintain accurate financial records of all income and expenditures
 - Prepare the annual budget for the approval by the National Committee
 - Prepare the annual financial report for audit/review by independent body
 - Prepare the annual financial report for approval by the National Committee
2. Financial procedures

Prepare written policy about financial procedures for the National Committee approval:

 - Accurate, complete record of income and of receipts to donors
 - Accurate, complete record of all expenditures according to the way finances are handled, (see # 2.7.1 to 2.7.3 below)
 - Expenditures have to be in keeping with the approved budget

- Determine how payment of expenditures are authorized
- For all expenditures there are itemized invoices, bills and receipts for reimbursements
- For actual disbursements specify the number of signatures needed.
- Specify financial procedures for authorizing expenditures, required signatures for disbursements, and documentation:
 - for WDP Committees with Committee Bank Account
 - for WDP Committees that handle their finances through a church or ecumenical body, there has to be a written agreement that the WDP Committee is the owner of the funds and the only one to determine its allocation and the date when it is to be released. The agreement has to contain agreed upon procedures for handling the finances, immediate report when funds arrive, release of funds when requested, and periodic account reports, semiannually at minimum. In this case you are encouraged to consult with WDPIC for support.
 - for WDP Committees that have no official bank account and carry out their financial transactions based on cash, there needs to be Treasurer and Deputy Treasurer. All cash transactions, whether for money received or paid out, need at least 2 signatures of women authorized by the WDP Committee. When by necessity money is received from an international or national group into a personal account of a committee member procedures are needed to protect the recipient. The recipient informs the donor, the Chairperson, the Treasurer and the Deputy Treasurer immediately upon receipt about the source and the amount. The officers decide on how the money is processed.

G. STEPS TOWARD BECOMING AND SUSTAINING A WDP NATIONAL COMMITTEE

Becoming a National Committee

1. There are different ways in which WDP frequently begins in a country:
 - one woman, one group of women start WDP
 - several women, several groups of women start WDP in different places
 - WDP already has grown within different language or ethnic groups or regions within a country but there is not much connection among them.
 - WDP is celebrated in an entire country but only by women of one or two denominations, and is not fully ecumenical
 - WDP is celebrated in one or several cities but not spread in rural areas around the country.
2. Possible steps to prepare to become a National Committee (not necessarily in this order)
 - If one or several of the descriptions above apply to your situation or if you are an emerging WDP Committee, ask the WDPIC office and your Regional Representatives for advise and support in the process of becoming a NC before you begin.
 - If there are several unconnected groups in your country doing WDP initiate a meeting in order to talk about the need to form a National Committee. Identify strengths and difficulties of WDP work already happening. Analyze participation in WDP according to denomination, region, ethnic and age groups. Find out where there is need for growth,

strengthening, reconciliation, cooperation, fresh ideas and concepts, input from outside of your country, etc.

- Plan ñ at best together with one of the Regional Representatives and WDPIC ñ a WDP preparatory workshop and involve women of the different parts of the country and from areas and denominations not yet reached. Repeat the following year, widening the constituency each year.
 - Or: Prepare - together with one of the Regional Representatives and WDPIC ñ a workshop applying the possibilities for workshops outlined in the Chapter about Regional Representatives.
- To achieve your goals, talk to leaders of denominational women's groups, and to heads of churches not yet participating in WDP

3. Steps to actually become a National Committee

- Talk about how you can organize together:
 - Translation, adaptation, production and distribution of WDP materials
 - Financial procedures including setting up a common account (if possible), procedures for collecting and administering the offering, office of the treasurer, financing the work of the committee.
 - Composition of a National Committee
 - Officers and their tasks: Chairperson(s), Secretary, Liaison Person, Treasurer, nomination and election procedures.
 - Preparatory workshop(s)
 - Discuss if there is a strong need and if there are financial means for staff services (for instance, on the basis of an honorarium)
- Decide who will convene the first NC-meeting, who will be invited, where it will take place, how it will be financed, what will be the agenda
- Coordinate the date with your Regional Representative and invite her
- At the meeting, vote to form a National WDP Committee and discuss the outline of a Constitution. Designate a subgroup to finalize the constitution for the next meeting.
- For the next meeting, if possible invite once more the Regional Representative. Vote on your Constitution, elect your officers and plan the next phase of your committee work.
- Inform the WDPIC office about the formation of your Committee, about election results and further plans. Include your Constitution, so your National Committee can be enrolled as a Member National Committee of the WDP International Committee.
- Inform local WDP groups, church women's organizations, denominations, national council of churches or association of churches (whatever applies to your country) and the public about the formation and the address of the committee.

Sustaining or Reorganizing a National Committee

Existing WDP Committees are encouraged to take up the steps for becoming a national committee or other parts of this chapter as a mechanism for ongoing self evaluation. Many of these steps will help to review, improve, develop and possibly reorganize the work and structure of an existing National WDP Committee. Other parts of this chapter can serve the same purpose.

In special circumstances, a process to review and to take necessary steps to reorganize a WDP-Committee and to revitalize WDP in a country can be initiated by the WDP Committee itself, by the Regional Representatives or by the WDPIC office and Executive Committee. It needs the participation of all of these partners.

Another way of sustaining a WDP National Committee is to have an ongoing working group or an ad hoc group, a WDP Committee Development and Outreach that can make suggestions to the WDP National Committee.

H. CONSTITUTION OF A NATIONAL/REGIONAL COMMITTEE

Note: Many WDP Committees already have a constitution, a charter, by-laws or an equivalent set of rules for their work. The following section is meant to identify key components and to give guidance for either writing or updating a constitution.

The Constitution of a WDP National/Regional Committee is based on and is in accordance with the Constitution of WDPIC that was most recently approved at a Quadrennial meeting. According to the WDPIC Constitution a WDP National/Regional Committee is the body that carries out the responsibilities that are stipulated in the WDPIC Constitution and is enrolled as a Member Committee of WDPIC.

The following text is meant to serve two purposes. The TOPICS are meant to help you to structure the parts that are important for a constitution. The texts themselves are suggesting what might be best covered under this topic and sometimes the texts offer alternatives. At the end, there are suggestions for committees that are considering becoming a registered not-for-profit organization in their country. The topics and texts that follow are also meant to be considered by WDP Committees that are updating or amending their constitution or by-laws.

The length of the following explanations does not suggest that a constitution has to be long. The length and style of a constitution will vary according to the very different, sometimes difficult conditions in countries. There will be some committees that will be able to describe how they are organized in a statement agreed upon by the WDP Committee that might fit on not much more than a single sheet of paper.

PREAMBLE

The preamble is a brief introduction that states who the Committee is, what its key purposes and rights are, and that it is part of the WDP International Committee. It might be helpful to quote from the opening paragraphs of the WDPIC Constitution.

WORLD DAY OF PRAYER is a worldwide movement of Christian women of all traditions who come together to observe a common day of prayer each year and who in many countries have a continuing relationship of prayer and service.

It is a movement initiated and carried out by women in countries in Africa, Asia, Caribbean, Europe, Latin America, Middle East, North America, Pacific.

It is a movement symbolized by an annual day of celebration (the first Friday of March) to which all people are welcome.

It is a movement which brings together women of various races, cultures, and traditions in closer fellowship, understanding and action throughout the year.

The following wording may also be helpful

The World Day of Prayer (country) Committee is the WDP National Committee for (country) and is part of the world wide ecumenical movement of World Day of Prayer. The World Day of Prayer (country) Committee is acting in accordance with the Constitution of the World Day of Prayer International Committee and carries out the responsibilities and tasks of a member national committee.

NAME

The use of the titles "World Day of Prayer (country) Committee", "Women's World Day of Prayer (country) Committee", or "Ecumenical Committee for World Day of Prayer of (country)" or equivalent titles and translations in other languages are consistent with the intentions and practices of WDPIC.

COMPOSITION, MEMBERSHIP & TERM OF OFFICE

1. Criteria for composition and membership will take up the WDPIC Constitution II A:
A member National/Regional Committee shall be representative of the Christian community, taking into account the multi- racial nature of its society and the diversity of its Christian traditions.
2. Name the denominational women's organizations, churches and possibly ecumenical women's associations that make up the Committee at present by delegating members.
Include a clause that provides for denominations not yet represented to become members of the committee in the future.
3. Consider the possibility of having an alternate for each member from the same group she is representing, who is kept fully informed and who will step in to attend meetings when the member is not available.
4. Possibility for co-opting women.
5. Term of membership is determined on the basis of considerations for continuity, experience and renewal. The term should provide sufficient time for members to gain experience and for the whole committee to benefit from continuity and reliability. Committee members also need to know that their commitment is for a defined period of time. At the same time, a committee needs change and fresh contributions from new members. Average terms range between 4 and 6 years. Possibility for being re-delegated should be stated.
6. Provide for the possibility of installing working groups, or advisory groups to support the Committee in specific tasks. State the length of service (term) and purpose and provide for including women (with a specific experience) who are not members of the Committee. Stipulate that these groups are accountable to WDP National Committee.

RESPONSIBILITIES

The WDPIC Constitution in Section II B describes a number of the tasks for a National Committee. In this chapter on National Committees there is a fuller description in Section E on Responsibilities and Tasks of a National Committee and in Section F on Offering and Finances. Taking up both sources write up for your situation the Responsibilities of your committee
“Within the WDP National/Regional Committee” and “Toward the International Committee”.
WDPIC Constitution II C 1 to 3 about the tasks of the Liaison Person can be included here.

MEMBER NATIONAL/REGIONAL COMMITTEES

Responsibilities Within the National/Regional Committee -

1. to determine policy and procedure for World Day of Prayer within the nation/region;
2. to make provisions for preparation and training of leadership;
3. to determine the use and distribution of the offering;
4. to promote, strengthen and encourage ecumenical fellowship and growth through the World Day of Prayer movement;
5. to keep in contact with national churches and councils of churches within the nation and with other organizations as appropriate about World Day of Prayer.

Toward the International Committee -

1. to receive, adapt, translate and distribute World Day of Prayer materials to local committees;
2. to report on the annual World Day of Prayer observances and related activities to the International Committee;
3. to contribute toward the financial support of the International Committee;
4. to elect or appoint a liaison person to be a member of the International Committee.

Liaison Person

1. The liaison person (or her proxy) shall attend the meeting of the International Committee, when so designated by the National/Regional Committee. Wherever possible this should be at the expense of the National/Regional Committee, which she represents.
2. Between meetings, she may vote by a written ballot on any official matter circulated by the International Committee, after consultation with the members of her National/Regional Committee.
3. Her responsibilities are
 - a. to compile and transmit the annual report to the International Committee as soon as possible after World Day of Prayer;
 - b. to receive the Minutes of the International Committee and progress reports from the Executive Committee;
 - c. to transmit information to the National/Regional Committee from the Executive Committee;
 - d. to express opinions on behalf of her National/Regional Committee to the Executive Committee;
 - e. Respond to correspondence from the Regional Representative or the Executive Committee.

MEETINGS

- State how many regular meetings or a minimum number of meetings a year. Provide for possibility of additional meetings. Include a regulation about who can ask for additional or emergency meetings (for example: one third of the Committee members can ask for a meeting and they name the topic(s) they wish to have on the agenda; or the Executive Committee deems that a meeting is necessary and states why.)
- State the time period before a meeting by which invitation and agenda have to be sent out in writing (for example: general invitation 6- 4 weeks before the meeting, agenda 3-2 weeks before the meeting).
- State the quorum of Committee members that have to be present to make decisions (if the constitution provides for alternates: two-thirds of the members, otherwise: half of the members).
- Decisions are taken with simple majority. In case of a tie vote the decision is considered as not taken (or wording like WDPIC Constitution III A 6: In the case of a tie vote, the Chairperson will not have a casting vote). Clause about how to treat abstentions. There are basically two different ways used in democratic procedures in different regions of the world:
 1. abstentions reduce the number of votes cast
 2. when abstentions and negative votes together are more than the positive votes, the motion is rejected (the intention is to have a majority of positive votes in order for the motion to be passed.)
- Officers are elected by secret ballot with simple majority of the votes cast. Clauses about tie votes and abstentions (see above) apply. Elections may happen at different times because of the different terms of office or when an officer gives up her office or leaves the Committee. For each election a Nominating Committee has to be appointed. Members of the Nominating Committee cannot stand for election. If for unexpected reasons they wish to accept a nomination, they have to step down from the Nominating Committee in time before the Committee meeting. In this case the Nominating Committee notifies the Chairperson so a replacement can be called if deemed necessary. The Nominating Committee usually also conducts the election.
- Items that must be included in the agenda of the Committee: decisions about annual WDP worship service and about the production, cost and distribution of WDP materials, decisions about the use and distribution of the offering, election of officers, decisions about annual budget and financial report, decisions about employment of staff, admission of new member bodies.
- Possibility and regulations about postal votes in time sensitive cases or cases of emergency. Possible wording: The Executive Committee sends the proposed motion to the members of the Committee and requests them to send in their vote within a stated period of time. The result of the vote cast is binding when a determined number of committee members [two-thirds or half, see above] have participated in the postal vote and the majority of these members have approved the resolution. The result of the vote shall be recorded in the minutes of the next meeting. ñ Alternative wording in WDPIC Constitution VI B: Business items may be proposed and circulated by the Executive Committee between the meetings and a postal vote taken when necessary. The result of the vote shall be recorded in the Minutes of the next meeting.

- If Committee members are delegated by other bodies (denominational and ecumenical women's organization, churches) two clauses may be important:
 - Each Committee member votes according to her conscience and for the best interest of WDP
 - Only women can be members of the Committee

OFFICERS –TERMS—EXECUTIVE COMMITTEE

Officers are elected by the WDP National Committee by secret ballot for a determined number of years. For Chairperson, Vice Chairperson(s), Secretary and Treasurer a term of 3-4 years is recommended. The possibility of re-election for one or more terms has to be laid out in the constitution. Due to the international dimensions of the office of the Liaison Person, the term of 5-6 years is suggested. The length of term should allow for preparation and follow up of at least one or of two of the WDPIC Quadrennial Meetings.

The officers are Chairperson, Vice-Chairperson(s), Secretary, Treasurer, and Liaison Person. Each officer has specific responsibilities. The officers together form the Executive Committee. They prepare the National Committee meetings and carry out the ongoing business of the committee. Executive Committee meetings are held as appropriate for each country and minimally before each National Committee Meeting.

It seems wise that the National Committee set out in a separate paper the tasks and procedures of the Executive Committee.

FINANCES

To make a general recommendation about a section on finances in the constitution of a national committee is not possible because the number of WDP worship services and the amount of the WDP national offering differ so greatly among countries.

Thus the minimal requirement is to say that the National Committee receives/collects the WDP offering and determines its use and distribution.

For many Committees the following list of financial responsibilities of the committee that can be put into the constitution might be helpful: to determine the fiscal year, to collect the offering, to allocate the offering, to prepare and approve an annual budget, to prepare and approve an annual financial report, and to decide on the annual contribution to WDPIC.

The responsibilities of the Treasurer should be described in relation to the financial responsibilities of the National Committee.

CURRENT BUSINESS

Give name and address of the WDP office or name and address of the woman responsible for current business of the National Committee.

APPROVAL OF THE CONSTITUTION AND AMENDMENTS THEREAFTER

The constitution and amendments to the constitution have to be approved by a two-third majority of those members of the WDP National Committee who have voting rights.

This is important because there needs to be a broad based acceptance of what the constitution regulates.

BECOMING A REGISTERED NOT-FOR-PROFIT ORGANIZATION WITHIN YOUR COUNTRY

More WDP Committees now than in the past see the need to become registered as a not-for-profit organization or association in their country. This is a big step for a National Committee. It will be necessary that the basic purposes and requirements of the WDPIC Constitution for National Committees are taken up in the new legal documents. In the future such committees will need to inform WDPIC before they begin the process and to consult with WDPIC on important clauses since they would be the legally recognized body that is representing the World Day of Prayer international movement in their country.

For many registered not-for-profit associations a "Conflict of Interest Policy" becomes necessary. For some countries it is sufficient to have a conflict of interest policy in their by-laws which is then binding for the committee members. In other countries an annual statement regarding conflict of interest needs to be signed by each member of the committee.

Chapter 2: Regional Representatives

A. Introduction to the Work of the Executive Committee Members in their Regions

The two women who are elected to be the regional representatives share the responsibilities and tasks that they have for their region. Their effectiveness is based on how well they work together. As they develop their partnership and build trust with one another they contribute to the realization of WDP's vision of global ecumenical sisterhood in their region. It is important that they look to one another mindful that each one has something to give and receive. In a region from which a Member At Large* is elected she is included in the communication and planning of the two representatives for that region.

B. Suggestions for how Regional Representatives begin and develop their working partnership for their region:

After the election at the Quadrennial Meeting find time:

1. To get to know one another on a personal level and on a work level

The following questions may be helpful:

- What experiences in WDP and in other areas do I bring?
- What is my style of working?
- Accustomed to: working alone; working in a team, writing letters, communicating by telephone, fast to respond/too fast to respond, slow to respond/too slow to respond, structured thinking, coming up with new ideas, focused, distracted, etc.
- What means of communication are accessible to me? Telephone, email, reliable postal service.
- What are my experiences in my national committee as it has tried to relate to WDP Committees in the region?
- What else can I offer?
- What foreign language skills could I consider working on so as to enlarge my possibilities for communication?
- As regional representative how do I stay connected to my own WDP Committee?

2. To put together what you both know about WDP in the Countries of the Region

- What experiences do I have with other WDP Committees?
- Look at the WDPIC Journals for the last 4 years. What can we learn about WDP Committees in our region?
- Which WDP Committees hold WDP preparatory workshops or training days?
- Which countries need special support in developing WDP?
- Are there already partnerships between different WDP Committees within our region?
- Which neighboring countries could support one another in WDP development?

- Identify possibilities for sharing and support.
- To arrange time for discussion with the prior Executive Committee Members of the Region to learn from their experiences for the questions above
- To formulate mutual agreements and commitments as basis for your work in the region
 - How do we keep each other informed on a regular basis?
 - How do we divide work between us? Who could be the main contact for each country (keeping in mind language, geographical location, knowledge of a country etc)?
 - How does each one keep the WDPIC Executive Director informed on a regular basis?

C. Communication between Regional Representatives and National Committees in their region

- To begin and maintain communication with the National Committees is one of the key ways to become informed about WDP in the region.
- In turn National Committees are encouraged to share with the regional representatives important experiences related to WDP as well as joys and sorrows.
- Regular and sustained communication provides support for the development of WDP in countries and National Committees of the region.
- It will be important to consider the language diversities of a region when planning how best to communicate with the whole region and with different countries.

D. Communication with and reports to the WDPIC office

- Maintain regular communication with the WDPIC Executive Director.
- In turn, the Executive Director passes on important information from the Regional Representatives to the Chairperson and to other Members of the Executive Committee when appropriate.
- For the mid quadrennial Executive Committee Meeting and the Quadrennial Meeting, each regional representative writes her own report
- At the beginning of the Quadrennial, Executive Committee Members receive templates or hard copies of the WDPIC letterhead. WDPIC policy is that the stationery is only used for WDP related communication. Use of the stationery by Regional Representatives and Member At Large for financial solicitation is not permitted.

E. Relationship of Regional Representative to her National Committee

Through the WDPIC nomination process National Committees have put forward for service to the WDP Region women who have served the development and growth of WDP in their country. This vital connection between the Regional Representatives and Member At Large, if applicable, and their own National Committee needs to continue after their election. At the same time a

Regional Representative might need to pass along some of her responsibilities on her National Committee to others in order to have time for her new responsibilities.

After the Quadrennial Meeting the WDPIC office informs WDP Committees of the election results and advises that if the term of office of an Executive Committee Member in her National Committee will come to an end during this Quadrennial, provision should be made for her to remain part of the National Committee [possibly co-opted] until the end of her term on the Executive Committee.

Executive Committee Members need access to email for effective communication with the WDPIC office, communication between the Executive Committee Members in the region and with National Committees in the region.

Depending on availability and local circumstances, it is recommended that National Committees make available services of the national committee as a service for the region. For example access to fax, to copier, office supplies, etc.

F. Finances

In keeping with WDP principles, the work on the regional level WDPIC depends on resource sharing wherever it is possible.

Because the principle of accountability is exercised in the work of the Regional Representatives adequate provisions for financial disclosure to the region and to the WDPIC office have to be put in place.

Where there is a need to have email newly established a plan for how access can be realized and how much money WDPIC can contribute is worked out between WDPIC and the Executive Committee Member.

If a National Committee is not able to help with making available basic services for regional communication a request is made to WDPIC for postage, paper and envelopes, cost for fax, telephone for special calls, etc and together a plan for financial support is worked out.

The auditing process for the WDPIC office requires itemized invoices, bills and receipts for all expenditures. This procedure applies as well to all transactions in the region.

WDP development workshops within a region need long range planning, finding income sources and preparing a budget. This budget also identifies how the Executive Committee Member's travel is covered. From the start of the planning the WDPIC office is kept informed.

If a WDP National Committee invites a Regional Representative to a special event or to a National Committee Meeting, generally the inviting committee covers the expense of her travel and board.

When other responsibilities bring Executive Committee Members to different parts of their region, this may be an opportunity to meet with the respective WDP National Committee(s) or members.

G. WDP Workshops at Different Levels

The WDP motto, Informed Prayer-Prayerful Action, has motivated **WDP Committees to conduct preparatory conference, training days or workshops each year**. These preparatory workshops/conference days have proved to be beneficial in providing for deeper understanding of the theme, the worship service and the WDP writer country. They offer opportunities for Bible Study on the principal biblical text(s) in the context of the WDP worship service for that year and help participants to develop creative ideas for WDP on all levels. The outcome is a greater readiness for the first Friday of March and a stronger connection with the country from which the worship is coming. At the same time there is ongoing ecumenical outreach, leadership development and skill building through such workshops.

There are possibilities for how WDP National Committees and Regional Representatives can support one another and can support developing WDP Committees and newly emerging WDP Groups.

- Where preparatory workshops and conference days are being conducted extend an invitation for a few WDP women from another country.
- Invite one or two experienced women from another WDP Committee to help plan and conduct a preparatory workshop or conference day.
- Regional Representative could work with a WDP National Committee to organize a preparatory workshop.

Special WDP workshops are intended to reach and include a larger number of women representing the diversity of a country or several countries. Special workshops offer basic elements of WDP preparatory workshops and can also focus on additional themes related to WDP e.g. ecumenical cooperation, outreach to young women, leadership and partnership building, skills building for conflict resolution and information about critical issues such as HIV/AIDS. Special workshops can also offer ways of reconciliation and healing for WDP women suffering from conflicts between their countries or from ethnic divisions or long time separations.

Special WDP workshops can be organized and conducted by

- Regional Representative(s) with one, two or several WDP National Committees
- WDPIC with Regional Representative(s) and one, two or several WDP National Committees

Framework and Benefits of conducting a Special WDP Workshop
With one WDP National Committee

- Planning addresses the needs and conditions of a specific country
- Provides experiences for a large number of women and not just a few, including young women
- Strengthens the ecumenical cooperation and interaction within the specific conditions of a country.
- Helps to look at the diversity within a country, for example ethnic diversity, urban/rural areas, etc.
- Provides an opportunity for local women to express their leadership skills and capabilities.
- Broadens the leadership basis for the WDP National Committee

With two WDP National Committees

- when they share a common language(s)
- when their conditions are similar enough to profit from each other's experiences
- when they are small enough to ensure maximum and wide representation
- when there is a possibility
 - for mutual learning
 - for future mutual exchange and support e.g. WDP materials, translations,
 - for future joint preparatory work
 - for developing relationships among communities along their borders

With several WDP National Committees

- when communication and interaction within an area needs strengthening
- when travel is cost effective for bringing countries together
- when language diversity can be effectively and economically addressed
- when there is a comparable ecumenical situation in countries to benefit from one another's experience and to foster creative solutions,
- when there are several countries in which WDP is beginning to develop or needs special help in order to grow.
- when there is a theme or critical issue which relates to women of WDP and can be taken up within a special workshop.

Wise planning for a region includes giving priority to one or two areas within a region for one quadrennial and then moving into other areas for the next quadrennial.

Workshops give women the opportunity for encounter with women from outside their own localities and with women from other countries. Workshops empower and inspire women to look beyond their own borders and to grow in understanding one another.

The design of the workshop should enable its participants to replicate it on the level at which they work, local, provincial, district, national, etc. It is important that the women who are invited take this responsibility for multiplying the experience seriously and are committed to doing so.

H. Regional Meetings

Each quadrennial meeting provides the opportunity for the delegates from each region to gather together for several regional meetings. The regional meetings carry out important functions for the quadrennial meeting. Every effort is undertaken to have delegates from as many national committees as possible attending the quadrennial WDPIC Meeting. In this way WDP National Committees understand themselves as part of the global WDP community and the WDP community of their region.

As a rule regional meetings outside of this quadrennial WDPIC framework are beyond the financial capabilities of WDP Committees. Costs for travel, visas, accommodation, meals, translation, administration and program run almost as high as the cost for WDPIC Quadrennial Meetings.

Chapter 3: International Committee

A. Introduction

How is it possible for a network of volunteer women to conduct an international ecumenical movement? How does WDP live and function on the world level?

Over the years women of WDP have built structures and developed principles that guide and empower them at whatever level they cooperate. These structures give concrete expression to WDP core guiding principles:

- Developing global ecumenical sisterhood; building trust with one another.
- Stretching beyond what is familiar; becoming inclusive
- Sharing in which all have something to give and to receive

Thus, WDPIC is a vibrant network of the WDP national committees, the Executive Committee and the WDPIC office. WDP is first a program and we develop around it the essential structures that sustain the annual day of prayer. The strength of WDP is renewed each year by the worldwide celebration of the WDP worship service and the process of ecumenical preparation. WDPIC has practical structures and minimal staff that work well. WDP structures organize what is necessary and essential. They serve the movement and help it to grow. The WDPIC movement operates mainly through communication and functions on the basis of sharing.

WDPIC calls upon women in numerous countries that have a wide range of capabilities to work in mutually supportive resource sharing

WDP structures on the world level are meant to serve the movement. They are structures that help WDP keep its character and identity as a movement. The strength of the WDP movement is at its base, not at the top. Our structures have to be strong enough to help the movement at the grassroots live and grow but they do not intend to build structure for the sake of structures. The WDP movement on all levels has to remain modest with the essential contribution of volunteers. It is always limiting and reviewing itself to make the movement grow and not the structures. Resources from large and small countries and from WDP National Committees with smaller and larger means help the world movement to work. All give according to capacity, all make an effort.

For the structures of WDP it is essential that WDP is an ecumenical movement. On the world level we organize around the demands of a common worship conducted in many places, many languages and by a rich diversity of people. Our basic commitment is to work together. Each one brings in the strength of her own roots. We come from where we are and we bring what we have. Together we develop something new. We are part of an ecumenical movement that appreciates all the participants, sustains a vital connection with them and brings them and their gifts together for prayer and action. We are part of a movement that together is on the way to God's Kingdom that is present and still is to come. We are part of a movement that each year anew follows God's invitation to pray and act, celebrate and rejoice together.

WDP has such a simple, clear and effective structure that we have a treasure that we can use for many years. It is a lay movement and it is a women's movement. It is ecumenical in its very

heart, combining local and worldwide ecumenism in a unique way. WDP is connected with a firm date which is now known within the churches and among many women. WDP is inclusive in terms of nationality, language, race, culture, church, and even more because everyone can take part in prayer be she educated or illiterate, weak or strong, healthy or sick.

Excerpt from Presentation on the Future of WDP at the Stony Point Quadrennial Meeting 1986

B. Quadrennial Meeting

Every four to five years, WDP national committees send delegates to the WDPIC International Meeting. These delegates are keenly aware that they are sent on behalf of many. They represent the members of their National WDP Committee and the many local women who celebrate WDP in their country. The delegates bring with them the faces and context of all these women. During the meeting, the women at home are seen and encountered through their delegates. Many delegates, especially those who are there for the first time, come with a deep sense of excitement, enthusiasm, awe, humility, wonder, amazement. They pray, sing, worship and work, listen and share, cry and laugh, dance and celebrate together.

The WDPIC International Meeting makes visible the amazing world wide connection that exists on the first Friday of March each year. It takes a lot of effort, work, planning, organizing, and sacrifice to make this unique experience happen every four to five years.

National Committees prepare for the meeting on many levels: reflection on the choice of the delegates to represent them, financial support for their travel and accommodation, careful study of the documents and appropriate decision making about the suggestions for a future writer country and theme, nominations for Chairperson and Region, and reports on their national committee. As is possible for them, WDP National Committees are called upon to contribute to the Travel Accommodation Fund that helps delegates from other countries that otherwise would not be able to attend.

Before they leave home the delegates make arrangements for their families and to take leave from their professional work. They organize their travel, a task which in many countries is strenuous and time consuming. They study documents and come prepared with an open mind. During the meeting, they strive to overcome obstacles of language and struggle to communicate. They ask for help, offer help, share wisdom and enter into the responsibilities of the WDPIC International Meeting. They adjust to working in a diverse and multi-cultural international group. When they return home full of exciting experiences and insights they are called up to report and to share what they have learned at the international level.

The host committee undertakes many sacrifices. They mobilize scores of volunteers, they tackle the complexities of arranging visas and welcoming women from all parts of the world. They shape a venue into a welcoming place, and they offer home visits.

Each international meeting is woven from these many efforts. A tapestry from many threads emerges. Those who carry responsibilities at the international level have a deep appreciation for all the efforts that enable them to work and to act on behalf of all. There is a prevailing spirit of sharing. There is commitment to communicate under all circumstances, even when there are

obstacles. WDPIC Quadrennial Meetings are rooted in a sense of stewardship that requires integrity and accountability. Striving for transparency is part of all processes and is indispensable in the use of funds. The Quadrennial Meetings provide an experience of leadership that is in service to one another and the whole movement.

C. Executive Committee at the World Level

The Executive Committee is the responsible body between the WDPIC International Meetings. The Members of the Executive Committee together provide a global perspective in the decision making and coordination of the world-wide ecumenical movement that is World Day of Prayer.

The Members of the Executive Committee are themselves engaged in a process of widening their understanding of faith traditions, churches, societies, cultures, and organizing structures.

Developing a global perspective makes it possible to set priorities, to be attentive to balance and to make informed decisions appropriate to the world level.

The Executive Committee is comprised of women who volunteer to serve in this capacity.

Meetings of the Executive Committee

The newly elected Executive Committee has a short organizing meeting at the end of the WDPIC International Meeting
Once between the WDPIC International Meetings
The Executive Committee meets for three days just before the WDPIC International Meeting
The Executive Committee is the steering committee for the WDPIC International Meeting
At the WDPIC International Meeting, Members conduct the meetings of their region
and facilitate the working groups

Qualities and Skills Needed for the Members of the Executive Committee

Good relational skills

Reliable and responsible in accomplishing commitments that were made

Faithful in writing reports, letters, e-mails

Involved in the work of her WDP National/Regional Committee

Experience in organizing groups and activities

Experience in leadership roles

Responsibilities

- 1) The annual study of the future WDP worship service and materials and submitting her written observations and suggestions to insure that the worship service will be understood in all parts of the world and that there is global awareness as well as features and elements of the writer country.
- 2) Reliable and timely communication with WDPIC Office,
- 3) Available to participate actively in Executive Committee Meetings and the WDPIC International Meetings.
- 4) Evaluation of the past and preparation for the next WDPIC International Meeting

- 5) *The responsibilities within the region are described comprehensively in the Chapter 2: “Executive Committee Members in their Region”*

Succession of Members of the Executive Committee

In the event that a member of the Executive Committee for a region is not able to carry out her responsibilities, then the nominee at the WDPIC Quadrennial Meeting with the next highest vote will succeed as Executive Committee Member for that region. Once elected this is counted as a term of office. Should the vacancy occur one year or less before the upcoming WDPIC Meeting, the replacement process is not carried out. **Constitution III D-1**

Member at Large

A Member at Large is elected at the WDPIC International Meeting to represent one of the three major Christian traditions that otherwise would not be present in the Executive Committee. If needed, one or two members-at-large to ensure the inclusion of the major Christian traditions - Catholic, Orthodox, Protestant - to serve as members of the Executive Committee. **Constitution III A 3**

The participation of a Member at Large keeps a major Christian tradition in the awareness and work of the entire Executive Committee. She is a full member of the Executive Committee and takes part in its responsibilities and decision making functions.

The election of a Member at Large also becomes a special opportunity for ecumenical outreach and growth in her region. She is included in the communication and planning of the two representatives for that region. In this way during the quadrennial she shares in the experiences in the region and the region can benefit from her participation.

It is also the basic responsibility of each regional representative to be aware of the three major Christian traditions in her region, in order to deepen ecumenical understanding.

Succession of a Member At Large

In the event that a Member-At-Large is not able to carry out her responsibilities, then the nominee at the WDPIC Quadrennial Meeting with the next highest vote from the same major Christian tradition as the Member-At-Large being replaced will succeed as Member-At-Large. Once elected this is counted as a term of office. **Constitution III D 2**

Chairperson of the Executive Committee

The Chairperson is a woman who has shown good leadership, clear understanding of World Day of Prayer and a commitment to its goals and its vision. She is elected from the previous Executive Committee, either from a region, or the member at large. She takes on specific leadership tasks for the whole movement. She brings with her the qualities described for the members of the Executive Committee. She needs to have time that she can dedicate to this work.

The Chairperson works in partnership with the Executive Director and the Executive Committee. She builds on the experience gained from serving on the previous Executive Committee. She facilitates, coordinates and motivates. She helps to bring forward the gifts and skills of those with whom she works. In difficult situations she is able to help the movement come through them in a way that makes deeper understanding and growth possible. She is able to communicate the contribution of WDP to the ecumenical movement.

Responsibilities

- 1) The Chairperson conducts the meetings of the Executive Committee and the Executive Advisory Group. She chairs the WDPIC International Meeting.
- 2) She maintains regular communication with the Executive Director and is knowledgeable about activities of the WDPIC office and the Executive Committee.
- 3) She works with the Executive Director and the Executive Committee Members in preparing the WDPIC International Meeting and various workshops and activities.
- 4) She represents WDPIC at meetings of the International Committee for the Fellowship of the Least Coin.

Succession of the Chairperson

In the event that the Chairperson is not able to carry out her responsibilities, then the Alternate to the Chairperson will serve as Chairperson. **Constitution III B 11**

Treasurer

In collaboration with the WDPIC Chairperson and Executive Director, the Treasurer is responsible for the annual financial report according to recognized accounting procedures. She monitors that the income and expenses are in accordance with the budget. She evaluates the performance of investments and assists in responding to inquiries about finances from WDP National Committees. A primary function of the Treasurer is to advise the WDPIC Executive Committee about financial statements, accounting procedures, budget proposals and assessment of investments.

Due to the need for a woman who has expertise in finance and is at the same time related to World Day of Prayer there is a special process for the selection of the Treasurer: the Executive Committee recommends to the WDP International Committee for appointment an appropriate woman. The Treasurer is a voting member of the Executive Committee.

Because of the legal status of the WDP International Committee as a registered not for profit organization, there are annual requirements for reports to New York State and to the US Internal Revenue Service. The Treasurer needs to be a resident of the United States and needs to be familiar with these processes.

Executive Advisory Group [EAG]

The Executive Advisory Group is a subcommittee of the Executive Committee. Its members need to have time that they can dedicate to this work.

The Executive Advisory Group is composed of a maximum of four members: the two ex-officio members are the Chairperson and the Treasurer. One member is elected by the Executive Committee at its first organizing meeting; she shall also serve as Alternate to the Chairperson. The fourth member is selected by the Executive Director.

The EAG meets annually with the Executive Director as an advisory and support group regarding finances and the development of future WDP services. The Executive Advisory Group also assumes the responsibility to conduct the annual evaluation of the Executive Director.

Executive Director

The Executive Director is a non-voting member of the Executive Committee and the Executive Advisory Group. In partnership with the Chairperson she carries out functions necessary for preparing and conducting the Quadrennial Meetings, Executive Committee and Executive Advisory Group meetings and for minutes, reports, and follow up and implementation after the meetings. She maintains relationships with National/Regional Committees through the Liaison and Contact Persons.

The Executive Director works with the National Committee responsible for preparing the worship service, by reflecting together on the intent and the scope of the theme and by interpreting the guidelines for a well-planned service with a global perspective. The process begins with a preparatory workshop attended by women representing regions and churches of the country. She supports and advises the preparatory teams in developing the worship service and all related resources. She coordinates the annual study of WDP worship service and materials by the WDPIC Executive Committee as described above. She arranges for translations and for sending all resources to National Committees.

The Executive Director is responsible for an annual journal that includes reports from National Committees on the World Day of Prayer celebrations and other items related to the work of National Committees. As appropriate and possible she contributes articles and messages to other publications.

Throughout the year the Executive Director communicates directly with the Executive Committee and many national committees, often sharing in their joys and sorrows, and serving as a reference and guide in their development and in difficult situations that they are facing.

The Executive Director provides for the development of the leadership of women and strengthening national committees through workshops and skills training.

The Executive Director has fiscal responsibilities for income and expenditures, for financial records and reports, for monitoring investments and for preparations for the annual audit.

The Executive Director is responsible for the job description, selection, regular evaluation, supervision and termination of full or part-time staff.

The Executive Director puts a special emphasis on furthering ecumenical relationships on all levels.

óThe Executive Director shall serve the International Committee in carrying out its functions and shall be responsible to the Executive Committee of the International Committee.ô (Constitution V)

D. WDPIC Office

The WDPIC office is located at The Interchurch Center, a chartered building committed to being a supportive environment for not-for-profit religious, educational and community service organizations. It is conveniently located in a neighborhood noted for its concentration of churches, seminaries, colleges and universities. The official address for the WDP International Committee is: 475 Riverside Drive, Room 729, New York, NY 10115.

The Interchurch Center offers rent well below the cost for office space in New York City. It also provides many services and a good infrastructure for its tenants.

Today the Interchurch Center is home to the offices of the World Council of Churches USA, the National Council of Churches of Christ USA, Church World Service USA, several national denominations, the WDP USA Committee and Church Women United USA. WDPIC benefits from networking with the agencies in the building and neighborhood and from the information sharing that is a regular program there. Guests to the WDPIC office are often visitors to other 475 offices, participants at United Nations events or WDP women who are visiting in the New York area.

Since the beginning in 1927 WDP worship services have been sent out to the world from New York City and since 1960 from The Interchurch Center. This continuity has helped to make the address of the WDPIC office well known in many places.

In 1992 WDPIC became incorporated within New York State and in 1993 WDPIC was recognized by the Department of the Treasury of the United States as a not for profit, 501 c 3 organization.

When the Executive Advisory Group meets it does so in the WDPIC office. The mid-quadrennial meeting of the Executive Committee is also held in the NYC area. The choice of New York for these meetings is based on the need for easy access to the resources of the office.

The WDPIC office carries out program responsibilities and many tasks required for the international coordination and administration of the WDP International Committee including fulfilling legal requirements.

While the WDPIC fiscal year is March to February, it is better to describe the program work of the office on a calendar from September to the end of August.

<u>September:</u>	Final preparation and distribution of the WDP Worship Service with
<u>October:</u>	Design, layout and production of the WDPIC Annual Journal

- November: Distribution of the WDPIC Journal
Preparation and distribution annual Reporting Form
- January/February: Joint preparation with WDP USA for a WDP worship service at
- March: Begin preparations for the audit
- April: Work with the Accounting Firm for the Audit
Mail Copies of the next WDP Worship Service, Bible Studies to the
- May/June: Executive Advisory Group Meeting:
Review of Audited Financial Report
Personnel Review
Review of observations and recommendations of the Executive
Full Executive Committee Meeting once in a quadrennial
Preparation of Minutes and Reports
Finalize audio CD of music
- July: Collect annual WDP Reports, collating statistical information and
- August: Finalize the choice of pictures for the slide set
Prepare the text for the slide series
When possible arrange for translation of slide text.

Ongoing tasks:

- Finances: Record contributions, expenses, payroll and investment activity into the accounting system,
- Communication: Respond to inquiries and requests, send occasional circular letters, assist WDP Committees as they develop WDP, undertake tasks and address challenges.
- Workshops: with Writer WDP Committee and at National or sub-regional levels.
- Prepare applications for grants and follow up reports for grants received;
- Collect and maintain copies of historical documents, records and files;
- Develop Resource Book as a reference for WDP Committee
- Receive guests; attend meetings.

During each Quadrennial:

- Preparation of midterm Executive Committee Meeting
- Extensive correspondence with WDP National/Regional Committees regarding:
 - qualification for voting and alternate delegates,
 - contributions to Travel Accommodation Fund
 - criteria for distribution of Travel Accommodation Fund
 - responsibilities for nominations for Chairperson and Region
 - suggestions for future themes and writers
 - program for strengthening national committees
 - Close collaboration with the hosting committee

After each Quadrennial meeting:

- Informing all WDP National/Regional Committees about the decisions made at the meeting.

The WDPIC office has two staff persons the Executive Director and the Administration/Publications Associate.

The responsibilities of the Executive Director were described on page 4-5.

The Administration/Publication Associate is accountable to the Executive Director and has responsibilities for the general management of the office, the technical oversight of the office computers and equipment, the production (print) of resource materials, the collation of annual reports and the design and layout of the annual journal, the maintenance of accurate database of contacts in the WDPIC network and the detailed tasks and assistance needed for the international coordination of World Day of Prayer.

E. Legal Status:

WDPIC is a not for profit corporation registered in New York and recognized the Department of Treasury of the United States as tax exempt 501 c 3 organization.