

50 + OLMC Women's Ministry
Directives & Policies

Directives- General instructions as to procedures.

Policies- A definite course or method of action selected to guide and determine present and future actions.

ARTICLE 1. Mission Statement:

The goal of 50 + OLMC Women's Ministry is to offer senior women opportunities to build and renew friendships with other women of the parish; enjoy hospitality; strengthen faith and to serve our community. There will be social and spiritual events and occasional field trips, all based on group interest. Henceforth the group name will be called 50+ Women's Ministry.

ARTICLE 2. Leadership & Membership:

- A. Coordinator and Co-Coordinator
- B. One person to maintain the email account through the Church; known as "Email Manager"
- C. Event Planning Teams
- D. All 50+ women of the parish are welcomed to participate.

ARTICLE 3. Meeting Dates- Times- Place:

- A. Alternate meetings to facilitate in reaching working and non-working women.
- B. Meeting dates will be either Tuesdays or Thursdays or whenever a special event takes place or when the hall can be scheduled. Dates and time and place are subject to change when necessary.

ARTICLE 4. Duties of Coordinators, Email Account Manager, Event Planning Teams and Membership:

Coordinator's Duties

- A. Report to Pastor
- B. Manage Team Member Communications

- C. All Events confirmed with the Coordinator and Co-Coordinator.
- D. Maintain scheduling of monthly meeting events/reserve calendar dates and rooms as needed through the office.
- E. Make sure the Event Planning Teams have the Facility and Setup/Supply Request forms and all other forms needed for their events.
- F. Set forth, at the meeting events, an agenda/signup sheets as needed.
- G. Set forth Planning Meetings as needed.
- H. Oversee setup and cleanup for each meeting event.
- I. Time Commitment: Variable about 3 hours per month.
- J. Length of commitment: 2 Years Max.
- K. Seek and Train a successor.
- L. Preferred Competencies: Dependable, Team Building, Communication Skills, Management Skills.
- M. Key Relationships: Pastor, OLMC Staff, Women of the group.

Co-Coordinator's Duties

- A. Assist Coordinator in all areas as needed.
- B. Type all printed material needed.
- C. Ensure timely Bulletin, Pulpit Announcements, Email Blast, Evites and other appropriate media are utilized to notify and promote the 50+ Women's Ministry.
- D. Be available to help plan events; and attend planning meetings.
- E. Oversee setup and cleanup for events.
- F. Time Commitment: Variable about 3 hours per month.
- G. Length of commitment: 2 Years Max.
- H. Seek and train a successor.
- I. Preferred Competencies: Positive Attitude, Dependable, Flexible, Outgoing, Friendly, Good Communication Skills, Leadership Skills.

- J. Key Relationships: Pastor, OLMC Staff, Members of the group.

Email Manager Duties:

- A. 50 + Women's Ministry email account at church is olmcourladies@gmail.com
Maintain the password to open the account to facilitate the incoming emails from the women of the parish and direct them or answer them accordingly.
- B. Add new members to the ministry list and send the updated List to the Coordinators and to the proper Event Planning Teams.
- C. Be kept informed of all the event plannings so she can answer email accordingly.

Event Planning Teams' Duties:

- A. Consists of 2-4 Lead Volunteers from the membership list to sign up for a meeting event they would like to do.
Their choice to plan meeting events from the scheduled calendar dates
- B. All event confirmed by the Coordinators.
- C. Plan the space needed.
- D. Responsible for all details needed for the event such as: refreshments, Audio Equipment, setup and cleanup and all materials need for the meeting event. Each month's team can ask from the Membership List for donations of food, help, etc. Do not ask the same women all the time.
Request needed forms from the Coordinator.
- E. Forms needed: The Supply and Room Facilities Setup forms. Office requires these forms to be submitted three weeks prior of the event.

If it is an off campus event,
the Adult Hold Harmless/Indemnity Agreement is needed
and signed by those attending the day of the event.
These are then to be turned into the office.

- F. Once team has planned the meeting event, the completed supply and facilities forms are then to be emailed to the Coordinators for them to submit to office and execute the needed publicity for the meeting event.
- G. Team members commitment time is only for that one event they volunteered for. Each month will have a new group of volunteers to plan their event. Dates and times will already be set on the church calendar as directed by the Coordinator.
- H. Planning Time: About 4 hours or as needed.

50+ Women of OLMC Parish Duties

- A. Become a participating member by signing on through our website- olmcourladies@gmail.com
- B. Be open to volunteering to be a one-time team leader or helper for just one meeting event.
- C. Through 50+ website, make known your suggestions for meeting topics.
- D. Members will be receiving a FLOCKNOTE on their phone for an upcoming meeting event as a reminder of date and time.

2022 Scheduled Dates and Times

April 7, 2022 Thursday	10:00 A.M. to 12:00 P.M. Stations of Cross- Outside with breakfast to follow in Hall.
May 26, 2022 Thursday	Bunco 6:00 to 8:00 P.M. Main Hall
June 9, 2022 Thursday	Mass 8:00 A.M. Main Hall reserved. Suggestion- group go to the Mission Alcala or Miles Christi priest presentation.
July 21, 2022 Thursday	Option no meeting because of vacations Main Hall Reserved 6:00 to 8:00 P.M.
August 25 Thursday	Hall is reserved for 10 :00 A.M. to 12:00 P.M.
September 8, 2022 Thursday	Main Hall reserved for 6:00 to 8:00 P.M.
October Date TBA	Day-time
November 10, 2022 Thursday	Main Hall reserved for 6:00 P.M. to 8:00 P.M.
December 8, 2022 Thursday	8:00 A.M. Mass (Holy Day) Breakfast to follow in Main Hall. Confirmed on Parish calendar Suggestion: Bring gift for child or food donation for needed family.