



# ***Bylaws***

## ***American Baptist Women's Ministries of West Virginia***

Approved  
October 18, 2019

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**BYLAWS**  
of the  
**AMERICAN BAPTIST WOMEN'S MINISTRIES**  
**OF WEST VIRGINIA**

**ARTICLE I – EXECUTIVE COMMITTEE**

**SECTION 1 – MEMBERSHIP**

The Executive Committee shall consist of the following:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer and Treasurer Elect
6. Coordinator of Personal Development Ministries
7. Coordinator of Church and Community Ministries
8. Coordinator of Mission and Service Ministries
9. Convention Liaison

**SECTION 2 - DUTIES**

The Executive Committee shall:

1. Function as the Executive Board between meetings of the Board. Actions of the Executive Committee shall be ratified by the Executive Board at their next meeting;
2. Meet prior to the meetings of the Executive Board or at the call of the President;
3. One-third of the members shall constitute a quorum;

**ARTICLE II – EXECUTIVE BOARD**

**SECTION 1 – MEMBERSHIP**

The Executive Board shall consist of the following:

1. All elected officers
2. Coordinator of Registration
3. Coordinator of Scholarships
4. Coordinator of Resources
5. Coordinator of Good Samaritan
6. Communications Coordinator

All elected board members, and appointed officers, must be a member of a West Virginia Baptist Convention church.

## **SECTION 2 – DUTIES**

The duties of the Executive Board shall be to:

1. Transact the official business and provide leadership;
2. Send communications to Association counterparts at least three times a year in addition to Seasons publication articles.

## **SECTION 3 – MEETINGS**

### **A. STATE**

1. The American Baptist Women's Ministries Executive Board meetings shall be held in March, prior to Women's Day at the Annual Meeting, in November, and at the discretion of the President. Also at the discretion of the President meetings can be held electronically if there is need for a vote on a pressing issue. Said issue and voting statistics will be recorded as meeting minutes by the secretary.

### **B. NATIONAL**

1. The President and President-elect will attend National American Baptist Women's Ministries Conference and/or Board Meeting. Registration fees, room and board, and transportation will be paid for from allocated funds.

# **ARTICLE III – OFFICERS**

## **SECTION 1 – LISTING OF OFFICERS**

The state officers of American Baptist Women's Ministries of West Virginia shall be:

1. President
2. First Vice-President
3. Second Vice-President

4. Secretary
5. Treasurer
6. Treasurer Elect
7. Coordinator of Personal Development Ministries
8. Coordinator of Personal Development Ministries Elect
9. Coordinator of Church and Community Ministries
10. Coordinator of Church and Community Ministries Elect
11. Coordinator of Mission and Service Ministries
12. Coordinator of Mission and Service Ministries Elect
13. Coordinator of Conference
14. Coordinator of Conference Elect
15. Coordinator of Love Gift
16. Coordinator of Spiritual Growth Retreat
17. Coordinator of Spiritual Growth Retreat Elect

All “elect” officers shall use their one-year term as a training period working in conjunction with the current officers.

## **SECTION 2 – ELECTION**

The state officers shall be elected at the annual meeting of American Baptist Women’s Ministries of West Virginia upon nomination by the Nominating Committee or by nomination from the floor.

The following officers will be elected in **ODD** years:

1. President
2. First Vice-President
3. Second Vice-President
4. Coordinator of Personal Development
5. Coordinator of Love Gift
6. Coordinator of Spiritual Growth Retreat Elect
7. Treasurer Elect (as needed - when treasurer is completing her third year as treasurer)
8. Coordinator of Church and Community Elect
9. Coordinator of Mission and Service Elect
10. Coordinator of Conference

The following officers will be elected in **EVEN** years:

1. President
2. First Vice-President

3. Second Vice-President
4. Secretary
5. Treasurer Elect (as needed - when treasurer is completing her third year as treasurer)
6. Coordinator of Church and Community
7. Coordinator of Mission and Service
8. Coordinator of Conference Elect
9. Coordinator of Personal Development Elect
10. Coordinator of Spiritual Growth Retreat

### **SECTION 3 – VACANCIES**

Vacancies which occur between elections shall be filled by the Executive Committee upon recommendation of the Nominating Committee. These appointments are subject to ratification by the Executive Board at its next meeting.

### **SECTION 4 – TERMS OF OFFICE**

The term of office shall be one year as officer-elect and two years as the officer except for the office of Treasurer. The term of office for the Treasurer shall be four years, one year to be mentored as the elect, two years as the officer and one year as the supervisor of the new treasurer elect. In the event a treasurer cannot be found since it is a very specialized position, a treasurer can serve two consecutive terms of office if needed. The secretary and Coordinator of Love Gift shall serve a two-year term with no “elect” year. No officer, except the Treasurer, shall be eligible to hold the same office for more than one term, nor be elected or appointed to any office until at least one year has elapsed since the termination of her current office. A woman elected or appointed to fill a vacancy for one year of an unexpired term shall be eligible to be elected or appointed for another full term.

## **ARTICLE IV – DUTIES OF OFFICERS**

### **SECTION 1 – PRESIDENT** – shall:

1. Preside at all business meetings of American Baptist Women’s Ministries of West Virginia and its Executive Board;
2. Be the recognized representative of American Baptist Women’s Ministries of West Virginia on the Executive Committee and Executive Board of the WV Baptist Convention and other denominational and interdenominational organizations;
3. Coordinate, promote and encourage use of appropriate programs and materials developed by the National American Baptist Women’s Ministries;
- 4.

5. Be ex-officio member of all committees except Nominating;
6. Submit an annual report as requested by the West Virginia Baptist Convention;
7. Represent the American Baptist Women's Ministries of West Virginia at the National Conference and the National Board meetings of American Baptist Women's Ministries;
8. Shall attend meetings as required by virtue of her office, i.e. Executive Committee of the West Virginia Baptist Convention and the Executive Board of the West Virginia Baptist Convention;
9. Appoint a board member to represent her, where acceptable.
10. Appoint all committees and working groups;
11. Appoint annually, in consultation with and approval of the Executive Committee, the Coordinator of Registration, Coordinator of Scholarship/Loan, Coordinator of Project Good Samaritan, Coordinator of Resources, Communication Coordinator.
12. Invite to any meetings(s) any Association President(s), appointed officer(s) and others who may contribute their expertise to the ministry.
13. Contact quarterly the churches assigned to President (1/3 of the Association Churches) to develop relationships and encouragement with church contact; to provide event information, opportunities for projects and general information. Any changes in contact information will be reported to the Secretary.
14. Send regular communication to local association presidents, providing assistance as needed.

**SECTION 2 – FIRST VICE-PRESIDENT** – shall:

1. Work closely with the President and make herself available for any special assignments the President and/or Executive Committee deem necessary;
2. Shall immediately fill in as president if the president becomes incapacitated;
3. Be responsible for scheduling and coordinating the yearly audit;
4. Upon invitation, speak at local churches or association functions;
5. Attend all meetings of the WV American Baptist Women's Ministries to include Conference, Spiritual Growth Retreat, and Women's Day;
6. Attend all board meetings per year and participate in all Executive Board and Executive Committee meetings;
7. Be ex-officio member of all committees except Nominating;
8. Be responsible for contacting on a quarterly basis 1/3 of the assigned Association Churches to develop relationships and provide encouragement; to provide event



information, opportunities for projects and general information. Any changes in contact information will be reported to the Secretary.

**SECTION 3 – SECOND VICE-PRESIDENT** – shall:

1. Be ex-officio member of all committees except Nominating;
2. Be responsible for contacting on a quarterly basis 1/3 of the assigned Association Churches to develop relationships and provide encouragement; to provide event information, opportunities for projects and general information. Any changes in contact information will be reported to the Secretary;
3. Upon invitation, speak at local churches or association functions;
4. Shall have other duties as determined by the President and/or the Executive Committee and appropriate to the office;
5. Serve a one-year term as Second Vice-President with automatic move to First Vice-President for a one-year term and then to the office of President for a one-year term – total term of three years.

**SECTION 4 - SECRETARY** – shall:

1. Record the business minutes of all meetings of this organization;
2. Conduct the correspondence as directed;
3. Keep a roll of the members of the Board and a record of their attendance at all meetings;
4. Send a complete list of officers and coordinators, with addresses, immediately after the Annual Meeting, to the following:
  - a. Executive Minister of the West Virginia Baptist Convention;
  - b. Executive Board of American Baptist Women's Ministries of West Virginia;
  - c. WV American Baptist Women's Ministries Association Presidents;
  - d. The office of the American Baptist Women's Ministries in Valley Forge, Pennsylvania;
5. Send copies of the minutes of Board Meetings to all Executive Board members and the Association Presidents;
6. Compile information, update association board changes and keep an updated list of current officers;
7. Provide a copy of the approved minutes of each executive board meeting to the Communication Coordinator for placement on our website.

8. Prepare for historical preservation, a report to summarize the accomplishments and emphasis for the year. This report is to be placed on file with the West Virginia Baptist Historical Society. It should include the following:
  - a. Amount given to Love Gift;
  - b. Amount given to the Scholarship Loan Program, the number of recipients and their names; the amount given to Special Project and for what it was designated
  - c. Amount given for White Cross requests;
  - d. Amount given to Mission Outreach Project (MOP), the recipient of the funds and any other pertinent information;
  - e. Report of the Women's Conference including the program and vital statistics;
  - f. Report of the Spiritual Growth Retreat including the program and vital statistics;
  - g. Report of any other American Baptist Women's Ministries of West Virginia state gathering, including the program and vital statistics;
  - h. Names and accomplishments of women receiving special recognition by the West Virginia Baptist Convention, American Baptist Women's Ministries of West Virginia, the American Baptist Churches/USA, or the National American Baptist Women's Ministries;
  - i. Current year's issues of Seasons;
  - j. Number of subscriptions to Seasons;
  - k. Photo of the current president for her term;
  - l. Special emphasis for the year;
  - m. Copy of Women's Day booklet and program.

**SECTION 5 – TREASURER** – shall:

1. Have general oversight of the finances of the organization under the direction of the Executive Board;
2. Be responsible for the receipt, deposit, disbursement and investments of all funds ~~except Love Gift~~;
3. Present a written report of these receipts and disbursements at each meeting of the Executive Board;
4. Serve as a financial advisor on all committees dealing with funds;
5. Serve as chairman of the Finance Committee;
6. Maintain records of investments;
7. Prepare records for annual audit and distribute annual report;
8. The Treasurer's calendar year is completed with the annual closing of the books;
9. Serve as mentor to the Treasurer Elect during her last year in office;
10. In the event a treasurer cannot be found since it is a very specialized position, a treasurer can serve two consecutive terms of office;

11. Retain all financial records for seven years prior to the current year according to WVBC policy;
12. Prepare quarterly financial report for President and other board members as needed. January, February, March due by April 15; April, May June due by July 15; July, August, September due by October 15; October, November, December due by January 15.

**SECTION 6 – TREASURER-ELECT – shall:**

1. Serve a four-year term;
2. Will be mentored for her first year by the Treasurer;
3. Shall serve as mentor for the treasurer elect in fourth year of her term.

**ARTICLE V – COORDINATORS OF AREAS OF MINISTRIES**

**SECTION 1 – CHURCH AND COMMUNITY COORDINATOR**

1. This area of ministry is designed to provide opportunities for women to build God's faith community by developing relationships with one another; with girls and women of all ages; with their own families; with our American Baptist family; with our brothers and sisters of other denominations; and with women and men in professional church leadership;
2. This coordinator shall identify and develop resources related to this area of ministry, which is also designed to provide opportunities for women to serve their communities, studying issues of concern and involving themselves in meeting the physical and spiritual needs of others in their homes and their communities;
3. Areas of focus include but are not limited to worship, evangelism, family, partnership, local issues, support of women in professional ministry, mission study theme (general), community service, ABC-USA identity, ecumenical involvement, cross cultural relationships, friendship and fun, support and encouragement, new American Baptist Women's Ministries Groups;
4. She shall chair the Special Project Committee;
5. She shall choose, with the help of her committee and in cooperation with the Mission Support Department of the West Virginia Baptist Convention, the annual Special Project;
6. She is responsible for notification to the Associations regarding their individual monetary allocations for the Special Project;

7. The Church and Community Coordinator, the Mission and Service Coordinator, and the Personal Development Coordinator will serve as Program Chair for Women's Day on a yearly rotating basis.

**SECTION 2 – CONFERENCE COORDINATOR** – shall:

1. Serve as chairman of the Conference Committee;
2. Together with a committee, plan, promote and publicize state conference;
3. During the year as Coordinator of Conference-elect, observe and assist with planning and share specific duties by working with the Coordinator of Conference and the Conference Committee.

**SECTION 3 – LOVE GIFT COORDINATOR** – shall:

1. Present the challenge and promote plans for raising Love Gift;
2. Recommend an annual state Love Gift goal for Board approval;
3. Give guidance to associations.

**SECTION 4 - MISSION AND SERVICE MINISTRIES COORDINATOR** – shall:

1. Identify and develop resources related to this area of ministry which is designed to provide opportunities for women to serve God's world; participate in American Baptist mission outreach; study courses of concern and involve themselves in meeting the physical and Spiritual needs of others in our nation and God's world;
2. Areas of focus include, but are not limited to, national and global issues; special interest missionaries; mission study theme; mission education and tours;
3. Serve as chairman for the Mission Outreach Project (MOP) Committee;
4. She shall choose, with the help of her committee and in cooperation with the Mission Support Department of the West Virginia Baptist Convention, the annual Mission Outreach Project (MOP);
5. The Church and Community Coordinator, the Mission and Service Coordinator, and the Personal Development Coordinator will serve as Program Chairman for Women's Day on a yearly rotating basis.

**SECTION 5 – PERSONAL DEVELOPMENT COORDINATOR**

1. Shall identify and develop resources related to this area of ministry, which is designed to provide opportunities for each woman to become and develop as God's person through deepening her faith, developing her gifts and becoming a more effective Christian disciple and steward;

2. Areas of focus include but are not limited to personal Bible study, prayer, discovery of gifts, discipleship, reading, Bible Books of the month, stewardship (time, talents, money), developing leadership skills, faith development;
3. The Church and Community Coordinator, the Mission and Service Coordinator and the Personal Development Coordinator will serve as Program Chairman for Women's Day on a yearly rotating basis.

**SECTION 6 – SPIRITUAL GROWTH RETREAT COORDINATOR** – shall:

1. Chair the Spiritual Growth Retreat Committee;
2. Plan, promote and execute the retreat in cooperation with the Spiritual Growth Retreat Committee;
3. During the year as Spiritual Growth Retreat elect, observe and share specific duties by working with the Coordinator of Spiritual Growth Retreat and the Spiritual Growth Retreat Committee.

**SECTION 7 – WV HOPE COORDINATOR** – shall:

1. The 2<sup>nd</sup> Vice President shall serve as the WV HOPE Coordinator during her one-year term of office as 2<sup>nd</sup> Vice-President.

## **ARTICLE VI - COMMITTEES**

The President shall appoint the following committees and other committees as she deems necessary:

**SECTION 1 – ADVISORY COMMITTEE**

This committee shall consist of not more than three members to be chosen from the membership of the Board. They shall assist the President in making decisions between meetings of the Board. The Advisory Committee shall offer advice to the President. Matters needing action shall be referred to the Executive Committee.

**SECTION 2 – AUDIT COMMITTEE**

This committee is to consist of at least two people not affiliated with the Executive Board. They shall examine and authenticate financial records. The purpose of an internal audit is to review the financial operations and report to the membership that proper accounting procedures are being followed and that the published reports are an accurate reflection of the finances and financial transactions of the organization for the period being reviewed. This

should be done annually at the close of the year and reported soon after the audit is completed. The Audit Committee:

- Should review the monthly bank statements and the reconciliation worksheets for each to see that the statements and accounts reconcile;
- Should review a number of transactions (purchases, check requests, etc.) to verify receipts for those expenses according to the policies for such;
- Should review the budget and charges to the specific budget accounts for accuracy and compliance;
- Should review the investment statements, if there are investments, and compare them with the financial reports for accuracy;
- Should verify the paper trail of sample donor activity to assure the procedures of the organization are being followed and gifts are properly recorded and deposited;
- Should prepare a written report and present it to the organization with its findings. It may be a simple statement that they found the accounts and reports in order with no material variances in policy and procedures. Or, if they find issues that should be addressed, they should recommend changes to help the accounting procedures to be accurate and transparent.

### **SECTION 3 – CHURCH AND COMMUNITY COMMITTEE**

This committee shall be chaired by the Coordinator of Church and Community to consist of not less than two members. This committee is to develop ideas and distribute material related to this area of ministry, along with other duties as assigned.

### **SECTION 4 – CONFERENCE COMMITTEE**

This committee shall be chaired by the Coordinator of Conference and is to consist of not less than four board members to serve with the Coordinator of Conference. This committee shall plan, promote and publicize the State Conference

### **SECTION 5 – CONSTITUTION COMMITTEE**

This committee shall consist of not less than four members which shall review the constitution and bylaws of the American Baptist Women's Ministries of West Virginia and make recommendations to alter or upgrade, if needed, to the Executive Committee at either the spring or fall meeting.

**SECTION 6 – FINANCE COMMITTEE**

This committee shall be chaired by the Treasurer and is to consist of not less than three board members. This committee shall prepare the budget and act in an advisory capacity to the entire Board.

**SECTION 7 – MISSION AND SERVICE COMMITTEE**

This committee shall be chaired by the Coordinator of Mission and Service to consist of not less than two members. This committee shall develop and distribute material related to this area of ministry, along with other duties as assigned.

**SECTION 8 – MISSION OUTREACH PROJECT (MOP) COMMITTEE**

This committee shall be chaired by the Coordinator of Mission and Service to consist of not less than four board members. The committee shall work in conjunction with the West Virginia Baptist Convention liaison to make recommendations of the Mission Outreach Project to the Executive Board, preferably at the October meeting. All monies received in any given year shall be used for this project.

**SECTION 9 – NOMINATING COMMITTEE**

This Committee is to consist of not less than three or more than five board members. This committee shall present annually a slate of nominees for elected officers and coordinators. This committee shall recommend to the Executive Board nominees to fill any vacancy that may occur between elections of the organization.

**SECTION 10 – PERSONAL DEVELOPMENT COMMITTEE**

This committee is chaired by the Personal Development Coordinator and is to consist of not less than three members to serve with the chair as appointed by the President. This committee is responsible for identifying, developing and distributing resources related to this area of ministry, along with other duties as assigned.

**SECTION 11 – SCHOLARSHIP/LOAN COMMITTEE**

This committee is chaired by the Scholarship/Loan Coordinator and is to consist of not less than five board members to serve with the Coordinator of Scholarship/Loan. This committee shall act on all applications for scholarships.

**SECTION 12 – SPECIAL PROJECT COMMITTEE**

This committee shall be chaired by the Coordinator of Church and Community to consist of not less than four board members. The committee shall work in conjunction with the West

Virginia Baptist Convention liaison to make recommendations of the Special Project to the Executive Board, preferably at the October meeting. All monies received in any given year shall be used for a project within West Virginia. The committee shall establish quotas for associations and promote the Special Project throughout the year.

### **SECTION 13 – SPIRITUAL GROWTH RETREAT COMMITTEE**

This committee is chaired by the Spiritual Growth Retreat Coordinator and is to consist of not less than four members to serve with the Coordinator of Spiritual Growth Retreat. This committee shall plan, promote and publicize the Spiritual Growth Retreats.

### **SECTION 14 – WOMEN’S DAY COMMITTEE**

This committee is chaired by a Presidential appointee and is to consist of not less than three members to serve with the chair as appointed by the President. This committee shall plan, promote and publicize the Annual meeting in October. The appointments of the chairpersons by the president shall be on a rotation basis as follows: Church and Community Coordinator, Mission and Service Coordinator, and Personal Development Coordinator.

## **ARTICLE VII – PRESIDENTIAL APPOINTMENTS**

All appointees shall serve at the will and pleasure of the President and shall be appointed annually and shall have full voting rights and privileges.

### **SECTION 1 – PROJECT GOOD SAMARITAN COORDINATOR** - shall:

1. Coordinate and supervise the Project Good Samaritan;
2. Attend Executive Board meetings at the invitation of the president.

### **SECTION 2 – REGISTRATION COORDINATOR** – shall:

1. Be responsible for registration at events of the American Baptist Women’s Ministries of WV;
2. Attend Executive Board meetings at the invitation of the President.
3. Provide attendance numbers for each event and provide them to the board at subsequent meetings.

### **SECTION 3 – COMMUNICATION COORDINATOR** – shall

1. Coordinate the publication of Seasons;
2. Give suggestions to officers for material to be included on their page;
3. Supply officers with writing guidelines;



4. Make assignment list of officers to write for each issue;
5. Attend Executive Board meetings at the invitation of the President.
6. Maintain a social media presence through Facebook and any other social media selected by the board.
7. Monitor the webpage to keep it current, adding or deleting outdated information where appropriate | coordination with the WVBC contact person.

**SECTION 4 – SCHOLARSHIP/LOAN COORDINATOR** – shall:

1. Serve as chairman of the Scholarship/Loan Committee, which will act on all applications;
2. Promote the Scholarship/Loan Program among the women of the state;
3. Direct the Treasurer in the payment of approved scholarship loans;
4. Maintain contact with scholarship recipients, including providing them with repayment schedules for loans;
5. Give guidance to associations and coordinate assignments to each association;
6. Attend Executive Board meetings at the invitation of the President;
7. The President can appoint an assistant coordinator to assist in the above tasks.

**SECTION 5 - COORDINATOR OF RESOURCES** - shall:

1. Serve as the chairman of the Resource Team;
2. Recruit members of the Resource Team.

## **ARTICLE VIII – LIAISONS**

**WEST VIRGINIA BAPTIST CONVENTION (WVBC) LIAISON** – shall:

1. Be appointed by the Executive Minister of the West Virginia Baptist Convention;
2. Keep lines of communications open between the American Baptist Women's Ministries of WV Executive Board and the WVBC regarding items of mutual interest such as dates, etc.;
3. Attend American Baptist Women's Ministries activities and be available for advice and counsel;
4. Serve as an ex-officio member of Executive Committee and the Executive Board of American Baptist Women's Ministries of West Virginia.

## **ARTICLE IX – LISTING OF EVENTS (See Policy Section)**

### **SECTION 1 – ANNUAL MEETING (WOMEN’S DAY)**

The Annual Meeting (Women’s Day) of this organization shall be held at the time and place of the Annual Meeting of the West Virginia Baptist Convention.

### **SECTION 2 – WOMEN’S CONFERENCE**

### **SECTION 3 – SPIRITUAL GROWTH RETREAT**