



Seventh Episcopal District

November 2024

Dear Members of Women in Ministry:

According to Article XIII, Section 1 of the 2021-2024 African Methodist Episcopal Women in Ministry (AME/WIM) Bylaws, each Episcopal District is required to elect a President and an Executive Board within six (6) months following each General Conference. The Executive Board in each Episcopal District shall consist of the following officers: President, First Vice President, Second Vice President, Secretary, Financial Secretary, Treasurer, Statistician, Worship Leader, and Herstorlographer.

This election process is crucial to our organization, and your participation is highly valued. Therefore, the Seventh Episcopal District has organized a Nominating Committee to prepare for the election of a President and Executive Board Members.

Written notification of the election date, time, and place must be provided to all women in ministry within the Episcopal District at least 60 days before the election. **Hence, this letter is to inform you that elections of all officers will be held during the 2025 Founders Day Celebration. The date and time of the election will be provided once Bishop James L. Davis, Presiding Prelate of the Seventh Episcopal District, approves them.**

The Nominating Committee is now accepting "Letters of Intent" for the positions mentioned above. All letters must be submitted via email to teresagclarkame@gmail.com by midnight on Monday, January 27, 2025, in order to be considered. Nominees should explain in their letters why they believe they are suitable candidates for the positions and highlight any specific contributions they have made to support Women in Ministry within the Seventh Episcopal District.

To be eligible for office, nominees must be itinerant elders who have been members of AME/WIM in good standing for at least two years prior to their nomination. To ensure transparency, allow sufficient time for preparation, and facilitate a smooth and fair election process, the nomination committee will provide the necessary election information to the Episcopal District Women in Ministry within the required 60-day timeframe.

Respectfully,

Teresa Galloway Clark

REVEREND TERESA GALLOWAY CLARK
Chairperson, WIM Nominating Committee

2024 WIM Nominating Committee

Reverend Debra Grant Briggman Reverend Roberta D. Jackson
Reverend Joanna S. Coe Reverend Lebbie Lee Ligon
Reverend Rosalyn G. Coleman Reverend Wanda Rapley
Reverend Annette Edwards Reverend Sara Roberson

Please see below the duties for each position:

Section 2. Episcopal District President. The Episcopal District President shall work to achieve the mission and goals of AME/ WIM and to carry out the vision of the Connectional President and Executive Board of AME/ WIM. Her duties include but are not limited to:

- Becoming familiar with AME discipline and polity, parliamentary procedure, and AME/ WIM objectives and bylaws.
- Coordinating the membership in all Annual Conferences to assure organization by supervising the Annual Conference Coordinators and encouraging all licensed evangelists, exhorters, preachers, and clergy to become members of AME/ WIM.
- Submitting biannual reports to the Connectional President, Third Vice President, and General Secretary.
- Ensuring that Connectional dues and names of members are timely submitted to the Connectional Financial Secretary.
- Presiding over Episcopal District board meetings.
- Keeping accurate records, including, but not limited to, a minute book, which shall contain a copy of these Bylaws, the minutes of all Episcopal District Executive Board meetings and elections, and copies of all meeting notices; and an accurate record of all dues-paying members.
- The Episcopal District President must attend at least one AME/ WIM Connectional event each quadrennial.

Section 3. First Vice President. The First Vice President of the Episcopal District shall preside in the absence of the President. She shall work closely with the President to plan programming for the district. She shall help the President in identifying all women who are ministers within the Episcopal District and assist the President in all her duties. She shall be familiar with AME discipline and polity, parliamentary procedure, and AME/ WIM objectives and Bylaws.

Section 4. Second Vice President. The Second Vice President shall preside in the absence of the President and First Vice President. She shall work with the Annual Conference Coordinators to monitor financial issues and Treasurer's reports. She shall supervise public relations and dissemination of information concerning applicable dates and events. She shall act as parliamentarian.

Section 5. Secretary. The Secretary shall keep minutes of the Executive Board and Episcopal District meetings, and send correspondence to Board members. She shall maintain a minute book containing minutes from all meetings of the District Executive Board and General Membership meetings, Bylaws, copies of all meeting notices; and an accurate record of all dues paying members.

Section 6. Financial Secretary. The Financial Secretary shall keep a record of all Connectional and Episcopal District membership dues paid in the Episcopal District. She shall receive a list of all dues-paying members from the Annual Conferences and (if applicable) Presiding Elder Districts. She shall forward all Connectional dues to the Financial Secretary of the Connectional Executive Board.

Section 7. Treasurer. The Treasurer shall open an account for the Episcopal District Executive Board. She shall be responsible to work out a budget with Board approval. The budget should reflect the source and amounts of all anticipated income and expenses and shall be approved by the District Executive Board.

Section 8. Statistician. Shall distribute and receive surveys, census, reporting forms, and polls for the purpose of collecting information and summarizing useful data regarding women in ministry in the AME Church. She shall report such data to the Episcopal district and Connectional Executive Board. She shall work with the members of the Episcopal District and the Annual Conference Statistician.

Section 9. Worship Leader. The Worship Leader shall be familiar with the concept of intentional and innovative worship experiences. She should be familiar with inclusive language and promote the use of the same during all WIM worship services. She shall encourage all other members to be conscious of gender domination in the language of worship. She will be responsible with the First Vice President for all AME/ WIM worship services at Episcopal District level conferences and gatherings.

Section 10. Herstorlographer. The Herstorlographer will collect information on AME/ WIM in the Episcopal District and compile a data bank and be a resource for the District. The Herstorlographer shall coordinate with Herstorlographers on all Connectional levels and provide a comprehensive library on women in ministry and the status and role of women in ministry in her Episcopal District. The Herstorlographer should make a presentation to the Episcopal District AME/ WIM at an Episcopal District Meeting at least once a quadrennial on her findings.

Annual Conference Coordinators:

Palmetto Annual Conference	Reverend Dr. Elsa Syndab elsabsyndab@yahoo.com (843) 240-2496
Northeast Annual Conference	Reverend Dr. Debbie Bowens-Davis annlouisedavis@gmail.com (803)-983-5581
Central Annual Conference	Reverend Roberta D. Jackson Religion_111@yahoo.com (803) 707-6588
Piedmont Annual Conference	Reverend Dr. Gee Sigman alockhart.sigman@gmail.com (803) 979-3873
South Carolina Annual Conference	Reverend Dr. Barbara Terry blterry1082@gmail.com (843) 305-1082
Columbia Annual Conference	Reverend Wanda Rapley wandarapley@gmail.com (803) 960-3380

Attachment: 2019-2024 SED WIM Executive Board

2019-2024 Women In Ministry Seventh Episcopal Executive Board

Consultant: Reverend Rosalyn G. Coleman

President: Reverend Dr. Mary F. Rhodes

First Vice President: Reverend Rodella Burns-Rivers

Second Vice President: Reverend Rose M. Stokes-Small

Secretary: Reverend Betty Wannamaker

Financial Secretary: Reverend Sonya M. Lybrand

Treasurer: Reverend Dr. Eva Smiling

Worship Leader: Reverend Iris J. Brown

Herstorlographer: Reverend Sandra E. Ladson

Attachment