

ZOU PRESBYTERIAN WOMEN FELLOWSHIP

Zou Presbyterian Church Synod



**KIPUIHUOINA BU
GUIDELINE**

3rd Edition 2015

ZPWF Kipuihuoina Bu
Revised and Enlarged

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Tuanah ahun zil a kilawm khomza allowance khu hachin or nichin office kai dungzui in a muthei dinga, amuthei ding dawl khu Committee in bikhieh abawl sah ding hi. Tuaban ah a poimaw dungzui a zinna leh kizahna anei khahna zousie ah pei dan pangai bang in DA leh Bahara pieh ahiding hi.

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KHEN GIETNA:

DAN BAWLNA LEH SIAMTHA NA:

Kipuihuai nabu (Guideline) khu bawlphat leh siemtha kul aum hun chiangin ZPWF Session Khawmpi in apoimaw thu genkhawm in siemphat akuulta chi thupass khat abawl masa dingua, tua zouchieng in Zou Presbyterian Church Synod ah ngetna abawl dingua, tuateng zouchiang leh abawl/siamphat ding dan bozui thei ahipan dinghi.

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ASUNGA THU UMTE

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KHEN SAGINA:

WOMEN WORKERS TE TERM LEH HUN AWL

Women workers te term leh maban um ding dante tam anei a bang ahiding hi.

1. Secretary for Women Relations
2. Warden for Tuunnu Liimbel
3. Cook for Tuunnu Liimbel

Ama uteng khu ZPWF term kumni bangin apei ding hi.
Term abei masang in lamkai (Office Bearers) ten asepzom ding uleh, sep zomlou ding thu ngaitua masa in kul-leh-poimaw asah uleh termkia ading sepzomsah (Extend) abawlding uhi. Tua zou chiang leh Central Committee ah Report abawl ding uhi.

4. Secretary for Women Relations in bang zieh amakhat a Suty apoimo leh Chairperson/Secretary ahilouleh i/c Executive Secretary ten akul dan zil in ana ngaitua sah ding uhi.
5. Warden leh Cook ten bang zieh amakhat a hunawl (Suty) adei ua ahileh a poimaw dungzui in a enkoltu/akisaipi Committee in ana ngaituo zel ding hi.
6. Bang zieh amakhat a Secretary for Women Relations panmun a pang leh sem ding mi dei bang a, alem tanlou hun ahing um khah tahleh tua hun ah ZPWF Secretary tu kha penpen in atung a khen guhna a Secretary Relations mawpuohna kigen sate bangin mopuahna ala ding hi.

D **Auditing:**

1. ZPWF Account tengteng khu kumkhat sungin nivei Audit bawl ahiding hi.
2. Sum lam mawpawten Auditor te Audit thei dingin Record buteng, Receipt bu teng, voucher leh lekha poimaw zousia khu ahuntah in akoikhe zel ding uhi.

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KHEN GUH NA:

SECRETARY FOR WOMEN RELATION

Secretary for Women Relations te nasep ding tam anei a bang ahi.

1. Khawmpi leh Central Committee chiangin Ex-Officio member ahidinga, tuabanah Committee minute zousia bozuiding poimaw teng ah mawpuohna alading hi.
2. Amanu khun Chairperson/Secretary leh i/c Executive Secretary te toh kikum in District leh local tetawh kithuzah tuana poimaw zousia ah na asem ding hi.
3. Amanun District leh khochin akul leh poimaw dungzui in a visit thei zel ding hi.
4. Amanun Khawmpi chiangin numeite nasep dan taangpi report ape zel dinghi.
5. Amanu term khu ZPWF term toh a kibang dinghi.

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THUMAPUI:

Pasian mapuina zal a Zou Presbyterian Women Fellowship in Pasian gam nna i sepnate peitou zel in tu in Kipuihuoina bu bawl phat kul atamtah ziahin 4th ZPWF Session dt.12 March, 2011 Resl. No. 16 na in bawl phat ding in phalna ape tahi.Tuazou in Central Committee in angaitua a tuachin Zou Presbyterian Church Synod kung ah guideline hing bawl thasah dingin ana kingen hi. Tualeh ZPCS in zong bawl tha thei dingin phalna ahing peta hi. ZPCS 2nd Executive Committee Dated 10/06/2011 Resl. No. 11. Tuachin Dt.08-07-2011 3rd ZPWF Office Bearers Committee Resl No.7 na in bozui a tua nah Central Committee member teng kungah copy khat chiat etdih dingin Dt.22-11-2011 nin i/c Executive Secretary in ana hawmkheta hi.Tualeh Dt.07-02=2012 nia 4th Central Committee Resl No.3 na member teng apat Guideline etdih dinga kihawm pen gen khawmna leh suhdih na kinei a Committee kia chianga abu release bawl thei dingin amawpoten hing bozui pai ta uhen chia ngansia ahi. Tami KIPUI HUAI NABU (GUIDLINE) kisun zou pen a bei tah ziehin ZPWF Central Committee in ngaituo tha kia ahia, tuanah mawpuohna nkipie bang in 15th Office Bearers Meeting in ngaituo in Resolution No. 1 of 17th November 2014 phasah dungzui in copy 200 hing kibawl kia (re-print) ahi hi. “Tam Kipuihuoina Bu” bawlphat na ah Assembly PWF Guideline sap haam apat kilet khie a, tuateng banah ZPWF Guideline 2006 apen enton kawm in tami kipuihuoina bu hing ki bawl khie ahi.

Koipou Khochin leh Numei zousian tami I kipuihuai nabu khu izuichiat ding uh ahi ta hi.

Tami danbu zui chiat thei dingin Pasian in ei gualjawl chiat taken.

KHEN KHATNA

MIN, THUPI LEH ATUP

Amin : Zou Presbyterian Women Fellowship (zpcs)

Thupi : Tahsa leh hagau a numeite dopsang leh khrist a ding a
theipitu hiding

Adinna jieh leh atup:

1. Hattuumte nasepna pichin nadiing a, numeite sepkhawmna.
2. Khantanhoi puonjah leh khrist a diing a palai nasep.
3. Member chitna: Zou Presbyterian Church Synod sung a numei piching zousie khu member hisa ahia, dan zoukim te khu member piching (full member) ahi hi.
4. Tami kipuihuoina bu khu Local PWF, District PWF, ZPWF tanah akibanga zahchiet/zuichiet ding ahi.

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KHEN NGANA:

SUM LEH PAI LAM (FINANCIAL MATTERS)

A Sum hing lut dan ding (Funraising):

1. Antangham sum tekhu Local chin in gang taha Office a sunlut zing ding ahi. Khopi sung hattuum ten kalchin in asunglut ding hi.
2. District chin apat:
 - a) ZPWF Target
 - b) Taga thawlawm
 - c) Industry thawlawm/avan leh adangdang te khu Office a sunlut chiat ding ahi.
3. Committee in kul leh poimo asah dung zuiin sum muthei nading (Funraising) tuamtuum te abawlbe thei dinghi.

B Bank Signatories:

1. Finance Secretary
2. Treasurer
3. i/c Executive Secretary tekhu Bank Signatories ahi ding uhi.

C Budgeting:

Kumchina Budget Estimate bawl ding khu:

1. Finance Secretary
2. Treasurer
3. i/c Executive Secretary teng in khawmpi pawmthei dingin Budget Estimate abawl masa zel ding uhi.

KHEN LINA:
BIENNIAL CONFERENCE:

1. Kumni danin (Biennial Conference) Session khawmpi aum ding hi.
2. Session khawmpi umlou kumin Pasian thu a houlimna toh kisai, Seminar, Crusade leh adangdang aum ding hi.
3. Session Khawmpi kumleh Seminar neikum te ah kumkhat sunga nasep nate District chin apat in report piahna aumzing ding hi.
4. Biennial in kipei nan leh Jubilee neina ding tawh kisai ah PWF Assembly in kum china asimdan khu zuiding ahi.

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KHEN NINA

KIVAIPUOH DAN LEH KITEELDAN

A. Office Bearers:

Tam aneia bangin Lamkai (Office Bearers) a um ding hi.

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Asst. Secretary
5. Finance Secretary
6. Treasurer
7. Industry Secretary

B. Kiteel Ding Dan:

1. ZPWF (Synod)liang ah:

Lamkai (office bearers) term khat abei chiengin abana lamkai ding teelna nei ahi diing hi. Kiteel ding kum akhun Central Committee in teel aumding min guatna (Nomination) zatding khu District teng kungah ama District let leh neudan zilin ahun taha kul leh poimaw asah za uh bikhieh in ngetna abawl masa ding uhi. Amabou Zou Presbyterian Women Fellowship in kul-leh-poimaw asah dungzui in a belapthei ding hi.

NOTE:

- i) Tualsung Local, District leh Synod asepnasepzom theilou koi tobang member aum khah tahleh Committee in kul asah dan zilin ama mun ah midang aguang thei ding hi.
- ii) Hattuum sunga Numei te nasep na ah buai na leh hamsat na bih aum khah tah leh a enkol tu Hattuum Local (Church) ah gialtho in atheisah ding uhi.

2. *District liang ah:*

Lamkai (Office Bearers) te term abeia kiteel ding kum chiangin District Committee dinglai khu Nomination Committee ahingal ding uhi. Tuachin District Committee in teela umding min list khochin let leh neu dungzui in (Nomination) ala ding hi. Tua local chin apat min hing kipete lah a panin lamkai ding guatna (Nomination) anei ding uhi. Tua zou chiangin Committee member ding aguatsuah ngalding uhi. Tuachin lamkai leh Committee member aguat te ukhu Session ah luikhia in namdet (Approve) abawl ding uhi.

NOTE:

- i) Committee member ding khu Local china Chairperson leh Secretary te guat ahi ding hi. Tuateng banah member belap dia poimaw tinten aum khah leh Session ahilou leh Committee in mi thum (3) tan aguanbe thei ding uhi.
- ii) Ex-Officios: District Chairman leh Bieltu Pastor tekhu Ex-Officios member ahi ding uhi.

3. *Tualsung Local ah:*

Kumni term khat abei chianga kiteelding chiangin tualsung numei pawl Committee dinglai pen in abana lamkai ding teelna anei dinga tuanah local a Numei dan zoukim tengteng khu member ahi ding uhi. Lamkai (Office Bearers) teng banah Hattuum member tamdan dungzui in Committee Member 10-15 tan neithei ahi dinga ama bou Committee in poimaw-leh-kul asah dung zui in 5 tan abelap thei ding hi.

Tua leh Women woker dang warden leh etc tezong member ahi ding uhi.

III. ***Quarum:***

Central Committee nasep dingte (Functions):

1. Committee member te lah ah akimkhat aum leh Committee bawl/neithei ahi dinghi.
2. Khawmpi khat leh khawmpi khat kikal a ngaituading poimote abozui ding uhi.
3. Khawmpi thupass leh Committee thupass te abozui ding uhi.
4. District chin apat thu poimaw hing lutte abozui ding uhi.
5. Khawmpi chianga report ding leh recommend ngaite abawl ding uhi.
6. I hattuum pulam tetoh kisai khah nading ahunleh amun zila aum khahtah lezong angaitua thou ding uhi.

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KHEN THUMNA:
COMMITTEES

Tam anei abangin Committee a um ding hi.

A Nomination Committee:

Nomination Committee member dingin Central Committee dinglai te ahi ding uhi.

I. *A nasep dingte uh:*

1. Office Bearers leh Committee member a guan lawh thei ding mi amau District let leh neu toh kituah kilawm asah dan un min list ngetna abawl masa ding uhi.
2. Khawmpi (Session) a namdet (Approve) thei dingin Office Bearers leh Committee members ding guatna (Nominate) abawl ding uhi.
3. Departmental Secretary tuamtuum guankuul aum leh tuate zong ana guang ding uhi.
4. Khawmpi pomthei dingin Auditor mini ana guang zel ding uhi.

II. *Central Committee member dingte:*

Central Committee member ding khu:

1. Office Bearers teng
2. District Chairperson/Secretary teng
3. Ex-Officios:
 - i. i/c Executive Secretary
 - ii. Secretary For Women Relations
- iii. Moderatos ZPCS
- iv. Sr. Secretary ZPCS te ahi ding uhi.

NOTE:

- i) Ex-Officios: Local Committee in LCC te lah apanin mikhat ape dinga tuakhu Adviser ahi dinga, Comiittee leh vaihawm nate ah Adviser khu apang zing dinghi.
- ii) I Presbyterian pumpi peidan ahi banah ei Zou Synod in I etton deu Mizoram Synod leh Synod chin inzong azui ahi ziehin Ziltawp nitah khu Local chin a Numei te kikhop ni ahizing ding hi.
- iii) Lamkai leh member a panhun sung dingkhu kumni term khat ahi dinga “ kiteel kumpen local PWF,District PWF, ZPWF tanah akum kibang a kiteel teitei ding ahi. Aziehpem local a Chairperson/Secretary te khu District ah Committee member a guatding leh District Chairperson/Secretary tekhu ZPWF a Committee member a iguat chianga aterm/akum akibang a apeithei na dingin.

C. Kiteelna:

ZPWF (Synod) ah:

1. Chairperson ding khu Zou Presbyterian Church Synod in ahing guat ding ahi.
2. Office Bearers dangte pen Nomination Committee in guatthaw (nominate) in ang bawl dingua tuapen Session ah luikhiet leh namdet ahi ding hi.
3. Khawmpi zouchiang leh member teeltha teng min list khu Secretary in Synod kungah gialtho in ape ding hi.
4. Session in a namdet Office Bearers leh Committee member thate in Khawmpi zou a Committee nei masah penpen ah mawpuohna alapan ding uhi.
5. Chairperson pawtkhia khu termkhat sung Committee member in apang dending hi.

D. Apan Hunsung Ding (Term):

Office Bearers leh committee memberte (panhun) sungding khu kumni(2) term khat ahi dinghi. Mikhat in Panmun (portfolio) khat khu kumli (term ni) tan akizom in apothai dinghi.hinan leh termni zouchianga midangin apuahzou chiangin akul leh poimo dungzui in mopuahna apokia thei dinghi. Tampen Local PWF,District PWF,ZPWF tana zuiding ahihi. Ama bou khoneu sengseng amiding umvawtlou na munte ah akum bikhiah angai sih hi.

E. Office Bearers te nasep ding:

I. *Chairperson:*

1. Amanu khu Committee zousia ah alianpen ahi ding hi.
2. Amanu Central Committee, Nomination Committee, leh khawmpi liante ah Chair ah atou zing ding hi.
3. Amanun Committee chinteng a entup zing ding hi.
4. Amanun Committee chinteng a lamkai banah na asem zing dinga Committee zong a suhat ding hi.
5. Amanu khu Secretary tawh aki thuzah zing dinga, Committee hoitaha apeithei na ding leh, bangchi leh thu pass te aki bozui zouthei diai chikhu maw apo ding hi.

II. *Vice Chairperson:*

1. Amanun Chairperson a umtheilou ding chiangin Central Committee leh Khawmpi te ah Chair ala ding hi.
2. Amanun Chairperson thatang in Committee apei hoithei na ding in maw apaw dinghi.

III. *Secretary:*

1. Amanun Committee hat (call) nadingah Chairperson tawh akikum zing dinghi.
2. Amanun Committee chianga Agenda dingte aguangtuah masa zel ding hi.
3. Amanun Central Committee leh Khawmpi thupass te khu hoitah in agial lut dinga, bozui ding te hoitah in abozui ding hi.
4. Amanun Khawmpi chiangin report apeding hi.

IV. *Assistant Secretary:*

1. Amanu Central Committee leh Khawmpi chiangin agialtu in apang zing dinghi.
2. Amanun thupass te bozui na ah Secretary aki thuapi zing ding hi.

V. *Finance Secretary:*

1. Amanun budget estimate ding Treasurer leh i/c Executive Secretary toh kikum in ana guonggal ding hi.
2. Amanun bang chihlai pouin sum dinmunte entup in ana theichian zing ding hi.

VI. *Treasurer:*

1. Amanun Finance Secretary leh i/c Executive Secretary tawh Joint Account ah sum koilut leh sum lahdoh nate abawlkhawm ding uhi.
2. Amanun sum zahna leh paina (Financial transaction) zousia abawl dinga khawmpi chiang in zong Financial report abawl ding hi.
3. Amanun Committee in anamdet (Approve) bawlthei dingin Budget Estimate tekhu Finance Secretary leh i/c Executive Secretary te tawh ana bawldel ding uhi.