

UNITED  
METHODIST  
WOMEN  
HANDBOOK

2017–2020

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# Purpose

United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

# Living Our Vision

*United Methodist Women is turning faith, hope and love into action on behalf of women, children and youth around the world.*

We provide opportunities and resources to grow spiritually, become more deeply rooted in Christ and put faith into action.

We are organized for growth, with flexible structures leading to effective witness and action.

We equip women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches.

We work for justice through compassionate service and advocacy to change unfair policies and systems.

We provide educational experiences that lead to personal change in order to transform the world.



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**SECTION 1**

Introduction

# SECTION 1

## INTRODUCTION TO YOUR HANDBOOK

God's mission has been on the heart of our members throughout the organization's history. With faith, hope and love, women have been responding to God's call in their lives: The woman who anointed Jesus' head with precious perfume; Esther, who stepped out to save her people; and the woman at the well who, despite her social standing, boldly proclaimed Christ and brought salvation to her community are all among the ranks of faith-filled women. They are part of a long chain of prayerful, loving, giving, courageous, caring and compassionate women who might have been called bold, brash, radical, unorthodox or even unreasonable and have faithfully lived out God's mission in the world. They lived by grace and set the example for our foremothers who met in 1869 at the church on Tremont Street in Boston, who displayed wisdom and collected the resources to send the first women missionaries to India. Likewise, Isabella Thoburn and Dr. Clara Swain answered the call to serve women in India at a time when women with little means had neither status nor standing in society; Theresa Hoover raised up women leaders in the 1950s and went on to be the deputy general secretary of the Women's Division of The United Methodist Church; and Virginia Laskey established a scholarship fund for theological education for women and continued the tradition of breaking out of confining structures that impede God's ongoing mission.

**The United Methodist Women Handbook 2017–2020** is meant for all members of United Methodist Women.

Use the handbook to learn about how you can engage in mission more effectively in your church, your community and God's world. In the pages ahead, you'll learn about the work of United Methodist Women, explore ways to engage in mission, connect with one another and find practical tips and suggestions for your work. Tools to organize your mission work are listed in the text as well as resources to help you as you assume responsibility.

### WHAT'S NEW

The 2017–2020 Handbook is organized to provide you with guidelines and policies while equipping groups to organize in ways that make the most sense for you. While sections of the Handbook detail specific roles and responsibilities, such as elected leadership positions, how finances are handled and other specifics, please consider the rest as a guide. Organize yourselves in ways that help you fulfill the Purpose, best use the gifts of your members and meet the needs of your community in the world. The ultimate goal is to live out God's mission by engaging in the Purpose and Living Our Vision.

## QUICK GUIDE

While the entire handbook is beneficial for all members, use the following quick guide to help you find pertinent information regarding your role in the organization and resources to help you.

- If you are a leader:
  - At the local level, you will find pages 27–30 useful.
  - At the district level, you will find pages 31–32 relevant to you.
  - At the conference level turn to pages 33–35.
  - At the jurisdiction level, check page 35.
- If you want to understand special terminology and familiarize yourself with new terms, you can look them up in the glossary on pages 173–182.
- If you would like to know the correct way to reproduce the logo and tagline, the brand book starting on page 183 will guide you.
- If you need forms, go to page 157.
- If you would like to learn the guidelines of the organization in the constitution and the bylaws, see pages 101–155.



**SECTION 2**

Know Your  
Mission  
Organization

## SECTION 2

### KNOW YOUR MISSION ORGANIZATION

#### **BIBLICAL BACKGROUND**

Since its founding nearly 150 years ago, the work of each part of the organization is focused on the mission set for us by Jesus Christ, as expressed through the Purpose and lived out through our vision.

We follow in the tradition of women like Ruth, who not only spoke words of love to her mother-in-law, Naomi, but acted on them. Ruth was a foreigner who did not know the God her mother-in-law worshiped. However, by staying with Naomi and following God's ways, Ruth provided comfort and hope for a new future.

The story of Ruth is the story of faith, hope and love in action—a hallmark of United Methodist Women members. United Methodist Women is organized so that each member may live out her calling and faith story for God's mission. God calls everyday people like us to step out in faith to minister to people in need of God's hope and love in their lives, to walk with them and to be formed ourselves. It could be a mother-in-law, a neighbor or a refugee halfway around the world.

The programs of United Methodist Women help accomplish mission and ministry in your personal life, church, community and the world.

#### **THE PURPOSE OF UNITED METHODIST WOMEN**

The Purpose provides the foundation for the work and witness of United Methodist Women.

United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

This statement, adopted by the General Conference of The United Methodist Church as part of the Constitution of United Methodist Women, is the official Purpose of United Methodist Women. Within these words we find our reason for being as an organization of laywomen mobilized for mission:

- To be a community of women.
- To know God.

- To be whole persons through Jesus Christ.
- To develop a creative, supportive fellowship.
- To expand concepts of mission.

Peggy Billings, former missionary and head of Christian Social Action for United Methodist Women, wrote extensively on the Purpose in the pamphlet *Acting Out Our Conversion* published in 1974. She notes that each part is dependent on the other. We cannot know God and experience freedom through Jesus Christ without fellowship. And that fellowship with God and our sisters is what leads us into mission and helps us experience Christ more fully.

## **THE VISION OF UNITED METHODIST WOMEN**

United Methodist Women vision for 2010–2020 sharpens and energizes the Purpose of United Methodist Women to remain vital in the years to come. The vision describes a United Methodist Women organization that is:

### **LIVING THE VISION**

Turning faith, hope and love into action on behalf of women, children and youth around the world.

- We provide opportunities and resources to grow spiritually, become more deeply rooted in Christ and put faith into action.
- We are organized for growth, with flexible structures leading to effective witness and action.
- We equip women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches.
- We work for justice through compassionate service and advocacy to change unfair policies and systems.
- We provide educational experiences that lead to personal change in order to transform the world.

## **HISTORY**

United Methodist Women is founded on the work of the organization's foremothers and women's groups in the predecessor churches of The United Methodist Church. The beginning of United Methodist Women can be traced to an 1869 meeting of eight women on a stormy night in Boston. They first met to specifically learn about women's health and education needs in India from missionary wives on itineration in Boston.

The eight women who were present called another meeting, wrote a constitution and organized the Methodist Woman's Foreign Missionary Society (WFMS). By the end of 1869, the newly formed organization raised funds and sent Isabella Thoburn, an educator, and Clara Swain, a doctor, to India.

Women in the Methodist and Evangelical United Brethren traditions organized at about the same time in history (1869–1893). This was a time when women and children were legally classified as “chattel,” legally dead, nonpersons. There was little service to women because of prejudice and cultural attitudes in the church and in society. In addition to the foreign missionary societies, home missionary organizations worked to change situations for women and children in the United States.

Since that time the organization has expanded from:

- Two missionaries in India to work in more than 80 countries.
- Three hundred dollars to millions of dollars for the program of United Methodist Women.
- Eight women to approximately 800,000 in membership.

The 2012 General Conference of The United Methodist Church approved actions from Women’s Division and the General Board of Global Ministries to make United Methodist Women an autonomous organization within The United Methodist Church, separating the national policymaking body of women from Global Ministries for the first time in more than 70 years.

## **SCOPE OF THE ORGANIZATION’S WORK**

United Methodist Women members join in God’s mission as they are transformed by their relationship with God through prayer, study and the empowering of the Holy Spirit. United Methodist Women prepares laywomen to lead where they are and in places they never thought they would be—in their church, United Methodist Women, work settings, community, state, nation and world.

Members are committed to growing spiritually, developing leaders, participating in education that begins with personal transformation and an interconnected pattern of compassionate service and passionate advocacy. They equip themselves for mission through education and leadership training, learning about and raising awareness about justice issues and engaging in service and advocacy on behalf of women, children and youth in the United States and around the world.

Mission Giving provides the necessary support for the mission program to carry on the mission of United Methodist Women as an integral part of the whole mission of The United Methodist Church. The current needs of women, children and youth in the United States and around the world call on United Methodist Women members to offer our hearts and hands more generously than ever.

It is our challenge as Christian women united in an organized effort in mission to understand that the Christian faith calls us to be truly present in the world and, at the same time, to understand that we do not work by our own efforts alone but in and by the grace of God. To do this, we are called to create whole lives where the private and the public are integrated. The resources to do this are in the faith.

— Peggy Billings, *Acting Out Our Conversion*



## ADVOCACY AND SERVICE

Esther risked her life to bring attention to the impending genocide of her people. She understood that her position of influence was granted by God “for just such a time as this” (Esther 4:14b). She also understood that by using her position to appeal for her people she could lose everything.

Advocating for justice is risky business, but it is what we are called to do. God clearly instructs the readers in Micah 6:8, “He has told you, O mortal, what is good; and what does the Lord require of you but to do justice and to love kindness and to walk humbly with your God?”

United Methodist Women is specifically charged to “support ministry with and advocate for the oppressed and dispossessed with special attention to the needs of women, children and youth” (*The Book of Discipline of The United Methodist Church*, 2016, ¶1319). The national office provides resources and opportunities for members to help improve the lives of women, children and youth nationally and internationally through advocacy and direct service. Women, children and youth are our concern and partners of our work.

Advocacy allows us to be agents of transformation by calling us to change the systems that exclude women, to eliminate barriers to women’s progress and to be proactive in our efforts. Compassionate service takes us to where the hurt and pain are and gives us a glimpse of God’s image in all God’s people.

Programs such as Christian social action and national and international ministries engage United Methodist Women members in advocacy and service on a daily basis.

### Christian Social Action

United Methodist Women has been challenging social injustice for nearly 150 years. Members improve the lives of women, children and youth nationally and internationally. In all advocacy efforts United Methodist Women supports its work with a scriptural basis and adheres to the denominational mandates in the *Book of Discipline* and *Book of Resolutions of The United Methodist Church*. United Methodist Women works in partnership with coalitions on many justice issues to extend its reach.

United Methodist Women continues its long-standing advocacy work on peace and justice, education, racial justice, immigrant rights, the environment, economic justice, women's health, the rights of children, human rights, and farm workers' rights, to name a few. In addition, recent emphases include human trafficking, global migration, domestic violence climate change, health care and food justice. For the current quadrennium, United Methodist Women will focus on climate justice, maternal and child health, criminalization of communities of color, and economic inequality.

**2017–2020**  
**PRIORITY ISSUES**  
Climate Justice  
Maternal and Child Health  
Criminalization of  
Communities of Color  
Economic Inequality

United Methodist Women's **educational resources and programs** provide opportunities for learning and engagement around these issues.

### ***Action Alerts***

Action Alerts keep interested individuals informed about important legislation and policies regarding issues of particular concern for United Methodist Women and its members. Alerts encourage individuals to contact their representatives or other legislators to push for change. You can sign up to receive email alerts or read them online at **[www.unitedmethodistwomen.org/actionalerts](http://www.unitedmethodistwomen.org/actionalerts)**.

### ***Church Center for the United Nations***

United Methodist Women, the General Board of Global Ministries and the General Board of Church and Society together carry a long legacy of support for developing international peace and cooperation, education and advocacy through the work at the Church Center for the United Nations (CCUN), which is owned by United Methodist Women. Established in the 1960s, CCUN serves as a door of access for the denomination as well as for other nongovernmental ecumenical and interfaith organizations to the United Nations (U.N.).

United Methodist Women works closely with Ecumenical Women to organize parallel events and host delegations, particularly for events like the annual Commission on the Status of Women. We continue to support and participate in the work of the Rights of Indigenous Peoples at the U.N.

Another important ministry of CCUN is that of hospitality. The center offers desk space and office facilities to groups and individuals advocating for human rights. The Tillman Chapel offers space for prayer and meditation as well as scheduled services.

United Methodist Women provides education and opportunities through the Seminar Program. It equips more than a thousand youth and adults every year on key issues related to peacemaking, climate justice, immigration, racial justice, globalization, poverty and more to enable transformational learning leading to advocacy.

United Methodist Women also joins with others to sponsor delegations as representatives of The United Methodist Church to international events held in the United States and abroad.

## National Ministries

### ***National Mission Institutions***

United Methodist Women through their Mission Giving and service supports National Mission Institutions. Nearly 100 National Mission Institutions are located across the United States, serving as community centers, women's residences, treatment centers, colleges and schools. They offer a variety of services and work with communities to meet emerging needs.

Find a National Mission Institution near you using the map online at:  
**[www.unitedmethodistwomen.org/nmi](http://www.unitedmethodistwomen.org/nmi)**.

### ***Office of Deaconess and Home Missioner***

Deaconesses have been a part of our tradition as a church since 1888, and at the 2004 General Conference the home missioner program was established, providing laymen with an opportunity to serve in a lifetime relationship in The United Methodist Church. For much of its history the office of deaconess was associated with the women's mission organization. In 1964, the Board of Mission (later General Board of Global Ministries) began their responsibility for this office, and in 2010 it was assigned to the United Methodist Women National Office. In some ways of thinking, the deaconesses have "come home," and United Methodist Women members are very happy to be more closely connected with them.

In 2012, General Conference voted to assign oversight of the denomination's office of deaconess and home missioner to the new national United Methodist Women organization and confirmed United Methodist Women's direct administrative responsibility for the world in national and international mission that it had continued to fund through the years.

In 2016, the Office of Deaconess and Home Missioner was formally established as an Order of Deaconess and Home Missioner in The United Methodist Church by the General Conference.

As servants of the church in the world, deaconesses and home missionaries commit to a lifetime professional vocation led by the Spirit of God in ministries of love, justice and service. Deaconesses and home missionaries of The United Methodist Church earnestly seek to carry forward their ministry in sincerity and in love under the direction of the church. Their ministry is often with those who are most marginalized, representing the love and concern of the believing community for the needs of the world. The motto of deaconesses and home missionaries is "I serve neither for reward nor recognition but from gratitude and love; my reward is that I may serve." Together as a mutually supportive covenant community, they are one expression of the ecumenical world diaconate that reaches out in service to all parts of the earth.

For more information go to: [www.unitedmethodistwomen.org/dhm](http://www.unitedmethodistwomen.org/dhm).

### International Ministries

#### ***Global Justice Volunteers***

The Global Justice Volunteers Program arose from a recognized need to develop opportunities for young adults as part of an overall effort to broaden volunteer mission opportunities.

In cooperation with the General Board of Global Ministries, this program enables young adults who are 18–30 years old to have short-term mission experiences living and learning alongside people whose lives are shaped by justice work. The program provides opportunities for service, learning and cross-cultural exposure. Through this, program individuals explore the links between faith and justice through mission work.

### ***Bible Women Program***

The Bible Women Program, originally initiated by the early female missionaries, brings leadership training and development to marginalized people in rural and urban areas. Through a participatory method, women work with trainers to focus on Bible study, literacy, health, nutrition, economic development and an understanding of women's rights.

### ***Regional Missionary Initiative***

The Regional Missionary Initiative was developed in response to requests for leadership and organizational development support from Methodist and United Methodist women around the world.

Regional missionaries work in their assigned areas to assist women, children and youth. They work in solidarity with women in their regions on specific issues. They assist the women and youth they work with in developing projects and programs that meet their expressed needs and priority issues. Regional missionaries also build relationships with Methodist, United Methodist, ecumenical and grassroots programs that focus on issues of health, gender, equality and elimination of violence among women and support for uprooted and marginalized people. Currently, regional missionaries are working in areas covering Sub-Saharan Africa, Asia, Latin America and the Caribbean.

### ***Ubuntu Journeys***

Ubuntu Journeys are unique, short-term mission learning opportunities for United Methodist Women members to interact with the world through mission partners. These journeys are about women of faith coming together through shared mission to address social issues and discover new ways of working together, supporting one another and growing spiritually. Together with global sisters, United Methodist Women members share the experience of worship, prayer and spiritual reflection and engage in mission that will cultivate faith, hope and love into action.

To find out about upcoming Ubuntu Journeys, go to: [www.unitedmethodistwomen.org/ubuntu](http://www.unitedmethodistwomen.org/ubuntu).

### ***Grants and Funding Opportunities***

A number of funding opportunities are available for national and international ministries and the deaconess and home missioner program for scholarships, training, education, property resourcing, annual gifts and access to resources.

To learn more, go to: [www.unitedmethodistwomen.org/what-we-fund/grants](http://www.unitedmethodistwomen.org/what-we-fund/grants).

## **EDUCATING FOR MISSION**

Mission education is important to deepen spiritual growth and our understanding of how God is presently at work in the world. Mission education also challenges us to respond to God's invitation to engage in mission through compassionate service and justice advocacy. With this in mind, United Methodist Women provides many opportunities for mission education through events, programs and personal study.

## Mission u (Schools of Christian Mission)

### “Learning Together for the Transformation of the World”

Mission u is a unique learning experience where attendees gain insight into local and global issues through engaging study, community building, and dynamic worship. Mission u brings together women, men, youth and children to explore the implications of our Christian faith in today’s contexts. Participants engage with topics related to spiritual growth, a geographic area and a current issue, leaving each Mission u better equipped to set faith into action and to lead the mission studies themselves in local or district settings.

Mission u continues the legacy of Schools of Christian Mission began by the Woman’s Home Missionary Society in the mid-1930s. The conference organizations of United Methodist Women now carries forth the important work of planning and implementing this dynamic mission education experience for the whole church.

For locations of conference Mission u events and a listing of current study topics, please visit the United Methodist Women website at [www.unitedmethodistwomen.org/mission-u](http://www.unitedmethodistwomen.org/mission-u).

## National Seminar

This quadrennial event equips United Methodist Women members to renew their commitment to know God and to join in the local and global mission of justice and advocacy through Bible studies, workshops, forums and service opportunities.

## Seminar Program on National and International Affairs (Seminar Program)

The United Methodist Seminar Program is a transformative educational program for groups of youth and adults aimed to engage complex social issues from a perspective of faith. A team of facilitators and educators custom design interactive exercises, dialogue and engagement with human rights activists, grassroots and religious leaders, with the hope that participants gain a deeper understanding of their role as people of faith and agents of change.

Current contact information and more details about the Seminar Program are available online at [www.unitedmethodistwomen.org/seminar-program](http://www.unitedmethodistwomen.org/seminar-program).

## Reading Program

For nearly 150 years, members of United Methodist Women and predecessor organizations have been involved in mission that includes prayer, study and action. The Reading Program is a study opportunity that promotes action.

Every year, the United Methodist Women national organization recommends a diverse range of books to broaden exposure to a variety of concepts. Books are organized into the following categories:

- Education for Mission
- Nurturing for Community

- Social Action
- Spiritual Growth
- Leadership Development

Lists of books for the reading program and more information are available on the United Methodist Women's website: [www.unitedmethodistwomen.org/readingprogram](http://www.unitedmethodistwomen.org/readingprogram).

## SPIRITUAL GROWTH

Spiritual growth and theological development are at the core of United Methodist Women. Studies on specific spiritual growth topics are available through Mission u. Resources such as the United Methodist Women Bible, Bible studies in **response** magazine, Prayer Calendar and the Program Book provide resources so that members can create opportunities for spiritual nourishment.

Reflections and materials for annual observances are also available online at [www.unitedmethodistwomen.org/spiritual-growth](http://www.unitedmethodistwomen.org/spiritual-growth).

## EQUIPPING FOR LEADERSHIP

Mary Magdalene was among the women who led the disciples to the risen Christ (Matthew 28:10). She knew Jesus well because she had spent time learning from him and following him from town to town (Matthew 27:55–56). This meant that when the time came she could recognize Jesus by his voice and his words. Mary Magdalene, along with Jesus' mother, Mary, ran to tell the disciples.

Preparation and study help us become better leaders and better followers of Christ. Members of United Methodist Women can participate in several training and educational opportunities throughout the year for personal and corporate growth. Leadership training is central to the mission of United Methodist Women.

Training for United Methodist Women members is developed specifically for those in leadership positions in the organization and is typically offered on national, conference and district levels. Some regional and national events are open to all members, regardless of their position within the organization.

More information about training events is available online at [www.unitedmethodistwomen.org/what-we-do/equip-leaders/leadership-development](http://www.unitedmethodistwomen.org/what-we-do/equip-leaders/leadership-development).

## Language Ministries

The Office of Language Ministries serves to promote leadership and mission engagement of United Methodist Women members whose primary or preferred language is other than English to fulfill the Vision and Purpose of United Methodist Women.

## MEMBERSHIP OUTREACH

The Samaritan woman we know simply as “the woman at the well” in John 4 boldly stepped out to invite her community to Christ. She lived at the fringes of her community. She would go to the well to draw water when no one else was there. When she heard the good news that this was the Messiah who was speaking to her, she proclaimed this good news in the city so boldly that they all followed the woman they had once ostracized to meet Jesus.

The woman at the well went outside of her comfort zone to invite others to meet Jesus. We, too, can reach outside of our comfortable groups of friends to invite others to join United Methodist Women—a place to nurture faith, experience community and engage in mission.

United Methodist Women is the official women’s organization of The United Methodist Church. Its membership is voluntary and open to all women committed to and engaged in mission who affirm the Purpose. Membership in The United Methodist Church is not required.

“Membership shall be open to any woman who indicates her desire to belong and to participate in the global mission of the Church through United Methodist Women. The pastor(s) shall be an ex-officio member of the local unit and of its executive committee” (*The Book of Discipline of the United Methodist Church*, 2016, ¶256.5).

By seeking to build a community of women committed to mission, United Methodist Women is expanding programs and concepts of mission to reach every local United Methodist Church.

## FUNDING THE MISSION

*For if the eagerness is there, the gift is acceptable according to what one has—not according to what one does not have. I do not mean that there should be relief for others and pressure on you, but it is a question of a fair balance between your present abundance and their need, so that their abundance may be for your need, in order that there may be a fair balance. As it is written, “The one who had much did not have too much and the one who had little did not have too little.”*

—2 Corinthians 8:12–15

Paul asks the Corinthian church to help the struggling church in Jerusalem. He reminds them that giving is a matter of faith. Today there is abundance in Corinth, so that they may help others. Tomorrow, it may be Corinth that has need and because they shared so freely others will help them out of their abundance.

When we give, we give in the knowledge that what we have was given by God and that what we need will be supplied by God. All our resources, natural and financial, are from God, and it is the responsibility of people of faith to see that these resources are made available to meet the needs of all. Luke 8:1-3 tells us of how the women who followed Jesus helped support his ministry.

Mission Giving, which is mission money used for any part of our mission work, provides funds to which all mission programs have access. It allows the work of United Methodist Women to reach far beyond our church walls and into the lives of women, children and youth who are often outside the bounds of our traditional ministries. Gifts and pledges are given out of what we have to accomplish God's mission in the world.

## Pledge

Women prayerfully make pledges to their local organization or district. Their Mission Giving contributes to local mission, spiritual formation, programs for membership development and outreach in the community. The pledge journeys from the local to the district and then to the conference. The pledged amount designated for mission is sent to the national office and budgeted for ministries with women, children and youth in the United States and all around the world. Women are involved in mission at each step of the way.

For most members, making an offering to her unit's Pledge to Mission is a way of supporting the organization and expressing her commitment to mission. However, a pledge or financial gift is not a prerequisite for membership.

## Budget

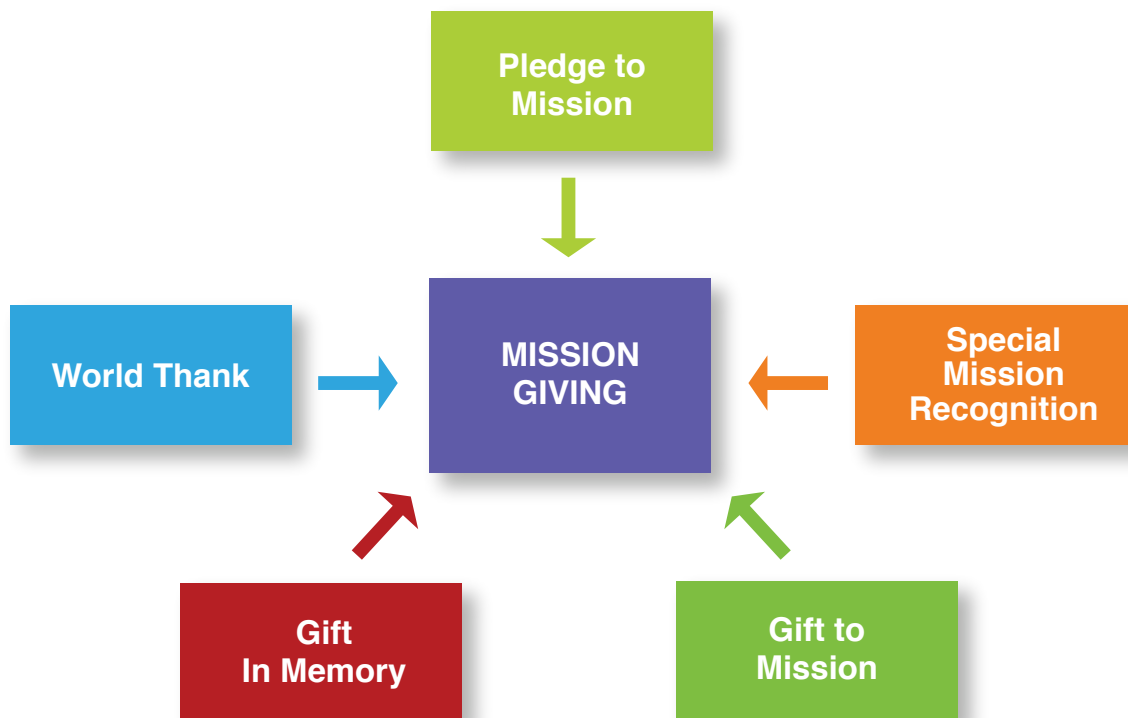
United Methodist Women National Office acts as a steward of United Methodist Women members' Mission Giving, which is disbursed according to its budget. In addition, gifts specified for special projects are routed directly to the places for which they are designated. Pledges to mission and specific mission gifts sent to the national office fund the entire program of mission and leadership development.

The United Methodist Women's budget is voted on and approved by a volunteer board of directors who are United Methodist Women members and elected from the jurisdiction organizations of United Methodist Women.

Decisions about budgets and giving are based on a strong belief in mission education, leadership development and the centrality of the needs of women, children and youth.

Get a better understanding about how your mission dollar is spent at [www.unitedmethodistwomen.org/5channels](http://www.unitedmethodistwomen.org/5channels).





## Five Channels of Giving

Not all United Methodist Women members can travel the world, but their mission dollars can and do through the five channels of Mission Giving.

Resources for the channels of giving are available online at [www.unitedmethodistwomen.org/5channels](http://www.unitedmethodistwomen.org/5channels).

### ***Pledge to Mission***

This is the largest channel of Mission Giving. Individual women pledge the amount that they will give to their local organizations to help fulfill the Purpose of United Methodist Women.

The conference United Methodist Women pledges a specific amount to the United Methodist Women national organization for mission with women, children and youth and retains a designated percentage to be used for district and conference administration and membership development expenses. This channel of giving enables us to sustain and strengthen our historic commitments and relationships in the United States and around the world.

### ***Special Mission Recognition***

An individual or group can recognize a faithful worker in mission by giving her or him a Special Mission Recognition pin. A certificate and a pin are available to honor the individual. Gift amounts range from \$40 to \$2000.

### ***Gift to Mission***

Gifts to Mission are typically made in honor of someone for a special occasion. Cards are available to present your gift.

### ***Gift in Memory***

You can honor the memory of someone special by giving a Gift in Memory of her or him. Cards are available to represent your gift. Your donation makes additional mission work possible in the United States and around the world.

### ***World Thank Offering***

Throughout the year United Methodist Women members participate in a long-held tradition of giving a spontaneous gift of gratitude for God's abundance and in celebration of the joys of life. Members often have offering boxes or other containers (see the United Methodist Women Mission Resources website: [www.umwmissionresources.org](http://www.umwmissionresources.org)) in their homes where they collect the offering throughout the year and then bring them to a special service of thanksgiving. A World Thank Offering program is available every year in the United Methodist Women Program Book and on the website.

The funds collected are used in the total program of mission carried on through the national United Methodist Women organization in the United States and around the world.

### Supplementary Giving

United Methodist Women members also give special offerings that support special grants, including the following:

#### ***Brighter Future for Children and Youth***

United Methodist Women offers grants of up to \$4,000 for projects and programs addressing the needs of children and young people between the ages of 5 and 18 in the areas of violence prevention, anti-abuse programs and relationship abuse awareness.

Projects funded by Brighter Future grants:

- Cultivate spiritual life and values.
- Provide direct and comprehensive services to young people.
- Demonstrate the ability to raise additional funds from other sources.
- Include significant involvement of women and youth at grass-roots level.
- Promote respect for and appreciation of racial and ethnic diversity.

Learn more about Brighter Future at [www.unitedmethodistwomen.org/brighter-future](http://www.unitedmethodistwomen.org/brighter-future).

### *Call to Prayer and Self-Denial*

This annual observance gives local and district organizations an opportunity to study and reflect on a particular theme each year and to designate funds for ministries related to that theme. The offering is given on a rotating basis for designated purposes: Programs and mission institutions related to United Methodist Women; capital expenditures (property and building needs) in United Methodist Women institutions; the Retirement Benefits Fund, which helps retired missionaries and deaconesses; and one year is reserved for other projects that apply to be a part of the offering.

Offerings from the Call to Prayer and Self-Denial provide support for mission through grants and dedicated gifts to programs with women, children and youth.

Learn more at [www.unitedmethodistwomen.org/call-to-prayer](http://www.unitedmethodistwomen.org/call-to-prayer).

Special giving also supports grants for higher education, leadership development and resources, among others.

### Major and Planned Giving

Through major and planned giving United Methodist Women extends faith, hope and love into the future. A member of United Methodist Women can ensure that the mission work she passionately cares about continues by naming United Methodist Women in her will or using another approach to major or planned giving.

Major gifts are significant donations made on an occasional or one-time basis to support an organization, often for capital campaigns or special fundraising drives. Major gifts may be paid out over a period of years. A planned gift is often deferred, meaning that the gift, such as a bequest, life insurance policy or pooled-income fund, is not available for the organization to use until a future time.

Women began making these kinds of gifts more than a hundred years ago. Their generosity is still making a difference in the lives of women, children and youth.

### The Legacy Fund

The Legacy Fund is a forward-thinking permanent endowment with income dedicated to strengthening United Methodist Women. The total program of United Methodist Women is mission. United Methodist Women service, advocacy and transformative learning opportunities equip members to be agents of change and promote the empowerment of women that is essential to address the root causes of so many conditions that harm women, children and youth.

The Legacy Fund will provide the tools, resources and personnel to distribute United Methodist Women's grants and scholarships, coordinate with mission personnel, support technological updates such as operating systems for data and communication and more. Ensuring a regular source of support for these core expenses will free future generations to budget Mission Giving to connect directly with the needs of women, children and youth. It will allow our successors to promote Mission Giving in a new way.

You are part of this legacy as we continue our five-year celebration of the 150th anniversary of United Methodist Women. The Legacy Fund campaign, officially launched at Assembly 2014, will be celebrated at Assembly 2018 and will culminate in 2019—our 150th year. The celebration of the 150th anniversary involves the organization at all levels in raising contributions for the Legacy Fund to permanently sustain our ongoing mission with women, children and youth.

## **STRUCTURE OF THE ORGANIZATION**

Timothy's mother, Eunice, known for her strong faith, which she passed on to her son and future generations, is a reminder that the work we do today affects the outcomes of tomorrow.

United Methodist Women is organized to live out the Purpose. This may mean that different groups are organized differently and that they may need to change their structure from time to time to encourage ministry and mission. Flexible structures give us the freedom to organize in ways that best fit our groups and best allow us to participate in God's mission.

United Methodist Women, like The United Methodist Church, is connectional. The major relationships of United Methodist Women are through:

- The local organization.
- The district organization
- The conference organization.
- The jurisdiction organization.
- The national organization.

Every level of the organization is involved in mission as they live out the Purpose of United Methodist Women.

During the 2009–2012 quadrennium, the board of directors and staff leadership of Women's Division (of the General Board of Global Ministries) along with leaders and members throughout the organization became increasingly convinced that the time was right to take steps to strengthen and refresh our organization. Studies on congregational vitality and the global nature of the church created a discussion about change among the leadership of United Methodist Women. Phrases like “adaptive leadership” and “adaptive challenge” were being used in many places, and these ideas helped United Methodist Women leaders to ask questions about how we were building the organization we need to be in order to express our faith and follow God in ministry to the world. Discussion about governance changes throughout the church made it seem like the right time to consider our own structure.

Inviting members and leaders to consider the Purpose, to think about new ways to do the work of education, spiritual growth, leadership development and connecting our service with our advocacy is what will help us to be a growing and fruitful organization—an organization for every woman of every generation who wants to be involved in a multiracial, mulitethnic, multilingual and multi-socioeconomic status organization.

This is why changes were proposed to the constitution of each part of the United Methodist Women organization, allowing them to better engage in mission in their respective communities.

## **PLACE IN THE CHURCH**

United Methodist Women is an integral part of The United Methodist Church. See *The Book of Discipline of The United Methodist Church*, 2016. It not only provides advocacy and service on behalf of women, children and youth but also takes a lead role in expanding concepts of mission for the whole church as its leaders serve in various places throughout the United Methodist connection: United Methodist Women conference president is a member of her annual conference and often serves on a variety of committees; members of the conference leadership team (also referred to as the executive committee) may also serve on the conference Commission on the Status and Role of Women and Board of Church and Society or equivalent structures; the local organization president is a member of the church administrative council.

The local United Methodist Women member usually serves in a variety of ministries. Being a part of United Methodist Women provides her with training to equip her as a leader in her church and community. Some of this training may be put to use in organizing service and advocacy work or it may be the background that prompts women to seek elective office, including serving as a delegate to general or jurisdictional conference.

Women have always banded together for the work of mission, and while the core of our work remains the same, the way we organize to best accomplish the tasks of mission has evolved.

## **CONNECTION WORLDWIDE**

Mutuality is basic to the mission of United Methodist Women as we collaborate with organizations worldwide that address the condition of women, children and youth around the world. By working with other faith-based groups and groups that share concerns similar to United Methodist Women, we amplify what we are able to do to end oppression, discrimination, injustice, abuse and violence in the world.

Learn how you can become a part of this vast network through your organization of United Methodist Women:

## **CHURCH WOMEN UNITED**

This inclusive Christian women's movement was founded in 1941 and represents Protestant, Roman Catholic and Orthodox women and women of other Christian denominations. It is organized into units across the United States and Puerto Rico to work for peace and justice and is recognized by the U.N. as a nongovernmental organization (NGO).

## **CHURCH WORLD SERVICE**

United Methodist Women participates in the work of Church World Service (CWS) as a part of The United Methodist Church. CWS works with its vast network of partners in the United States and overseas to address issues of hunger, poverty and refugee resettlement as well as advocacy, peace and justice. CWS and its partners also provide tangible assistance following disaster and response to poverty and hunger in our world.

## **THE COMMISSION ON THE STATUS OF WOMEN**

The Commission on the Status of Women (CSW) is one of the original commissions from the founding of the U.N. in 1946. Meetings are organized each year around specific themes. The annual event is, according to the U.N., an opportunity for women to influence the U.N.'s "concrete recommendations for governments, intergovernmental bodies and civil society to implement at the international, national, regional and local levels." United Methodist Women partners with Ecumenical Women and NGO-CSW through worship, advocacy and collaboration on important side events to inform the event's themes.

## **ECUMENICAL WOMEN**

Ecumenical Women is an international coalition of church denominations and ecumenical organizations which have status with the Economic and Social Council at the United Nations. Members share a common mission and vision of global justice, and train and empower its network to advocate for gender equality at the United Nations.

## **JUSTPEACE CENTER FOR MEDIATION AND CONFLICT TRANSFORMATION**

JustPeace helps churches and individuals better deal with conflict and seek peaceful solutions by providing education, resources and opportunities to practice and learn new conflict resolution skills. United Methodist Women representatives serve on the board of this mission organization of The United Methodist Church.

## **NATIONAL COUNCIL OF CHURCHES AND WORLD COUNCIL OF CHURCHES**

United Methodist Women participates in both of these ecumenical organizations as a part of The United Methodist Church on committees and teams.

The National Council of Churches in the USA is an ecumenical organization consisting of more than 50 denominations. The World Council of Churches is a global organization with 349 member denominations and churches representing 110 countries and territories. Both organizations promote ministries of unity, justice and peace by bringing together their members around various issues through their common faith in Jesus Christ.

## NATIONAL JUSTICE FOR OUR NEIGHBORS

United Methodist Women engages in the work of the National Justice for Our Neighbors (NJFON) as part of their work with and on behalf of immigrants. NJFON is a faith-driven United Methodist ministry that welcomes immigrants into churches and communities. JFON provides free immigration legal services, education and advocacy. NJFON facilitates the mission of United Methodist annual conferences and local congregations as they respond to the needs of the immigrants in their midst. United Methodist Women has a member on their board of directors.

## UNITED METHODIST COMMITTEE ON RELIEF

United Methodist Women participates in the work of the United Methodist Committee on Relief (UMCOR) as the United Methodist organization that works to alleviate suffering worldwide. UMCOR programs respond to disasters, address the root causes of hunger and poverty, promote global health and work for sustainable development. United Methodist Women works with UMCOR to support its work with women, children and youth and funds complementary work in some cases. United Methodist Women also provides rent-free property to UMCOR at Sager Brown in Baldwin, La., and contributes untold volunteer hours and kits of all kinds.

## UNITED METHODIST GLOBAL AIDS FUND

The United Methodist Global AIDS Fund raises donations and disburses grants that support HIV/AIDS education, prevention, treatment and care programs in the United States and worldwide. United Methodist Women members serve on the committee that determines how these funds will be used.

## WORLD DAY OF PRAYER

Christian women in more than 170 countries around the world participate in this movement by setting aside the first Friday in March as a common day of prayer. The movement affirms that prayer and service go hand in hand by encouraging participants to use their God-given gifts to serve others.

See [worlddayofprayer.net](http://worlddayofprayer.net) or [www.wdp-usa.org](http://www.wdp-usa.org).

## WORLD FEDERATION OF METHODIST AND UNITING CHURCH WOMEN

United Methodist Women is a member of the World Federation of Methodist and Uniting Church Women. This is a fellowship of officially recognized groups of Methodist, United and Uniting Church Women that are organized in units from many nations who affirm its Purpose. This group has state, regional and world gatherings.

See [www.wfmucw.org](http://www.wfmucw.org) for information.





**SECTION 3**

Roles and  
Responsibilities  
in the  
Organization

## SECTION 3

### ROLES AND RESPONSIBILITIES IN THE ORGANIZATION

#### BIBLICAL BACKGROUND

Tabitha was a disciple in the city of Joppa. “She was devoted to good works and acts of charity” (Acts 9:36b). Widows wept and Peter traveled to mourn the death of this woman mentioned in Acts. She was not only a believer but also a do-er as the mourning widows attested when they showed Peter what she had done for them. We do not know what moved him to do what he did next, but God saw fit to use Peter to raise Tabitha from the dead so that more would believe.

Our belief is shown through what we do. Tabitha is an example of this as are Esther, Rahab and the Samaritan woman. The widowed women showed Peter evidence of Tabitha’s faithfulness through what she did for them. As members of United Methodist Women, we are called to not only believe but also to do. Just as Tamar took what could be considered drastic action to stand up against injustice (Genesis 38), we are also called to boldly speak out against injustice in our society.

#### OVERVIEW

United Methodist Women depends on laywomen who use their God-given gifts to engage in God’s mission in the world. United Methodist Women is committed to developing strong leaders through education and training that equip women with leadership skills.

We offer women opportunities to develop a deeper understanding of mission, grow spiritually and have the opportunity to make a difference in the lives of women, children and youth.

While any woman can join United Methodist Women as a member, United Methodist Women elected leaders must be laywomen who are willing to commit their talents, time, energy and effort to serve God’s mission. Presidents at all levels of the organization must be members of a United Methodist church.

As a member of United Methodist Women, you have the opportunity to serve at the local, district, conference, jurisdiction and national levels. Learn more about that leadership in this handbook.

## LEADING WITH THE PURPOSE IN MIND

### **The Purpose of United Methodist Women**

United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

Our work is inspired by our Purpose and turning faith, hope and love into action. Making this statement a living reality is our goal. Commitment to God's calling, sensitivity to others, openness to new ideas and a heart for mission are all needed to foster the values that are at the core of the Purpose.

## LOCAL UNITED METHODIST WOMEN ORGANIZATION

United Methodist Women is organized according to the group's need and size. Most United Methodist Women groups relate to a local church. Each local organization of United Methodist Women should have a leadership team that at minimum consists of a president, vice president, treasurer, secretary and chair, committee on nominations. (*The Book of Discipline*, 2016, cf. 256.5) Additional leaders are chosen and committees or task groups are formed as needed.

## ORGANIZATIONAL OPTIONS AND OPPORTUNITIES

### Subgroups and Circles

Forming subgroups or circles allows members an opportunity to focus on special mission interests in smaller groups. They provide greater flexibility and freedom for participation, nurture and leadership development. Some women find that their circle is their primary connection for prayer, study and spiritual growth.

Subgroups and circles may relate to the local organization by selecting representatives to be members or connect with the leadership team and/or other committees, as appropriate.

### Cluster or Charge Groups

Smaller groups in a local church may be strengthened by joining with United Methodist Women members in other churches to form a charge, or cluster or other regional group.

## Online Connections

Social networking through **umwonline.org** provides yet another way to organize and connect with others with a passion for mission. The primary purpose of the UMWOnline is to enhance the ways in which we connect and communicate with one another.

## Leadership

Accepting a leadership role requires a commitment of time, energy and effort. But in return, you develop a deeper understanding of mission, grow spiritually and are sustained by the knowledge that you are making a difference in the lives of women, children and youth and unjust systems.

## Leadership Team or Executive Committee

The local organization should be structured so that the work of administration, finance, program planning, planning for mission, record keeping and nominations can be carried out. A member must be named president, and she or someone named by the team must serve as the contact person for the district organization and serve on the local church council.

The leadership team assigns responsibilities for all basic functions. It includes the following persons:

- President
- Vice president
- Treasurer
- Secretary
- Chair, committee on nominations
- Member at large
- Pastor (ex-officio)

Other persons may also be recruited to plan programs of spiritual growth, mission education and advocacy work according to the needs of your group and community. Others might organize programs for individual study and hands on mission. Each organization should recruit leaders needed to make sure that opportunities for spiritual growth, mission education, leadership development, service and advocacy are available to members throughout the year.

## ELECTED LEADERSHIP RESPONSIBILITIES

The president, treasurer, chair of the committee on nominations, and secretary of the local organization each have a counterpart in the district and conference organizations of United Methodist Women. Your district counterpart will be available to give you practical advice about how to carry out your duties and will be a source of support as you learn more about being a leader of United Methodist Women. She will provide training and give advice.

## Term and Tenure of Elected Leaders

Leaders are elected for terms that are determined by their local or district unit. It is advisable to fill a vacancy within a period of three months. Tenure, or the maximum amount of time a woman may serve, is described in the bylaws of United Methodist Women.

## TASKS OF MISSION: LIVING THE VISION

Mission is and has been at the heart of the organization for nearly 150 years. Our mission tasks grow out of the vision and outcomes as described in *Living the Vision for 2010–2020* (see page 7) and offer a way for United Methodist Women groups to organize themselves. In this section of the Handbook you will learn more about ways of being in mission. Look for more information in Section 4, “Take on the Tasks.”

Every United Methodist Women’s group works in a unique setting. Study the scripture insight and guidelines below to help determine how your group can engage in mission as you seek to live out the Purpose.

<b>Task: Scripture Insight</b>	<b>What You Can Do: Guidelines</b>
Valuing Our Mission Acts 14:27	Take time to celebrate your accomplishments. Review and evaluate your strengths and needs. Reflect on how God has been at work.
Organizing for Mission Acts 14:23	Prepare for mission by evaluating how you are organized. Consider how you welcome newcomers from different ethnicities, age groups and economic backgrounds. Discuss how you make mission possible through your group activities such as prayer, learning, serving, giving, advocacy and community building.
Planning for Mission Acts 13:2–3	Discuss with your local United Methodist Women group about what it means to plan for mission and what God might be calling you to. Network with other United Methodist Women leaders to learn how they plan for mission.
Building Community Acts 15:35–36	Build community through your relationships in your local United Methodist Women’s group and the community at large. Welcome new people to the group. Attend United Methodist Women events at all levels of the organization. Network and collaborate for events and other activities.

<p>Living the Vision: Growing Spiritually Acts 18:8–11</p>	<p>Become aware of opportunities and resources to foster spiritual growth within your local United Methodist Women’s group. Opportunities arise out of programs, meetings, functions, events and needs of member commitment with women, children and youth around the world. In addition to the Bible, mission studies, <b>response</b> magazine, the Program Book and Prayer Calendar are all resources to help members grow spiritually.</p>
<p>Living the Vision: Serving and Advocating Acts 16:16–18</p>	<p>Respond to the biblical call and denominational mandate to be in mission through advocacy and compassionate service to do justice as God would see it. Identify local opportunities to work with others.</p>
<p>Living the Vision: Educating for Change Acts 17:19–34</p>	<p>Participate in educational opportunities such as Mission u, the Seminar Program and the Reading Program. Read <b>response</b> magazine and other publications and utilize electronic resources to learn about current mission concerns and topics.</p>
<p>Living the Vision: Developing Leaders Acts 18:24–28</p>	<p>Grow as a leader through the opportunities to serve and learn. The district, conference and national organizations regularly provide a variety of training, educational and experiential opportunities.</p>
<p>Living the Vision: Supporting Ministries with Women, Children and Youth Acts 11:19–30</p>	<p>Promote support for the mission of United Methodist Women through pledges, special gifts to mission and long-term gifts such as endowments. United Methodist Women’s gifts are transforming lives of women, children and youth around the world.</p>

In Section 4, “Take on the Tasks,” you’ll find practical suggestions for implementing the tasks of mission.

## **DISTRICT UNITED METHODIST WOMEN ORGANIZATION**

The district United Methodist Women organization works with the local organizations in their district to live out the Purpose. It provides support through training and other educational events and encourages Mission Giving, spiritual growth, membership outreach, mission education and social action and promotes the plans and work of the conference and United Methodist Women's national office. Ministries and opportunities for learning and advocacy for this quadrennium include maternal and child health, criminalization of communities of color, climate justice, and economic inequality.

The district organization supports women as they participate in the work of the church and as they assume positions of responsibility and leadership. Each district is unique, with its own opportunities and challenges.

### **MEMBERSHIP**

All United Methodist Women members within the district are members of the district organization. They may be asked to serve on various boards, councils, commissions and committees of the district and/or annual conference as needed.

Districts may provide additional membership options: District groups may be formed when women from different churches meet in locations other than a local church, such as a college campus, retirement community, online community or workplace.

### **LEADERSHIP TEAM**

United Methodist Women members from within the district are elected to leadership roles to serve at the district level. Each leadership team should include a president, treasurer, secretary and chair of the committee on nominations. Additional persons may be named at large or for specific functions as they help the district organization fulfill the Purpose. Additional teams or committees may be formed as needed to fulfill the PURPOSE and to meet the needs of the district.

### **WORK/MISSION OPPORTUNITIES**

The district organization helps local organizations by providing program assistance, leadership development, mission interpretation, resources and encouragement.

Members of the leadership team have specific responsibilities as well as some that are common to all. These common responsibilities include:

- Understanding and upholding the Purpose and the constitution and bylaws of United Methodist Women.
- Developing personal spiritual practices.
- Preparing through reading, studying and participating in district and conference meetings, leadership training and educational opportunities such as Mission u.

- Using and promoting **response** magazine.
- Understanding, interpreting and engaging the membership in the current United Methodist Women emphases on climate justice, criminalization of communities of color, maternal and child health, and economic inequality.
- Strengthening relationships with other district leaders for effective teamwork and collaboration. Example: District lay leader, United Methodist Women president and district superintendent.
- Offering training for local leaders.
- Regularly engaging in planning, goal setting and evaluation with the leadership team.
- Promoting Mission Giving.
- Ensuring membership lists are used appropriately and safeguarding them from distribution outside of the organization.
- Promoting United Methodist Women's mission among all women in the church.
- Working to ensure the participation of a diverse, inclusive group of women in all parts of United Methodist Women, including strategies to start or reorganize local organizations so that all women members connect to a local or district group. District leaders plan and coordinate regular visits to congregations and local groups to offer support, discuss local needs, share information and provide an open channel for communication.

## Annual Meeting

District leaders plan and lead an annual meeting to conduct the business of the district organization. The meeting may also include worship and other program. (See section on tips in Section 4 for further information about annual meetings and program planning.)



## CONFERENCE UNITED METHODIST WOMEN ORGANIZATION

The conference United Methodist Women leadership team works with the district and local organizations to fulfill the Purpose. The organization develops programs to meet the needs and interests of women and the concerns and responsibilities of the global Church and promotes Mission Giving, spiritual growth opportunities, member outreach, leadership development, mission education and opportunities for hands-on service and social action. The conference encourages opportunities for learning and ministry that connect our current priority issues: maternal and child health, climate justice, criminalization of communities of color, and economic inequality.

The conference leadership team works to help local and district organizations connect with what is happening at the conference and national level.

### MEMBERSHIP

All members belonging to local United Methodist Women within the conference boundaries are members of the conference organization. Members of the conference organization may be asked to serve on various boards, councils, commissions and committees of the conference, jurisdictional and/or national organizations as needed.

### LEADERSHIP TEAM

United Methodist Women members from within the conference are elected at the annual meeting to leadership roles that help the organization fulfill the purpose. The leadership team should include at least a president, treasurer, secretary and the chair of the committee on nominations. Additional persons may be named either at-large or in the designated roles approved by the conference. Additional teams or committees may be formed as needed to fulfill the Purpose.

### WORK/MISSION OPPORTUNITIES

In addition to fulfilling the Purpose by living out the tasks of mission, the conference organization provides program assistance, leadership development, mission interpretation, resources and encouragement.

Members of the leadership team have specific responsibilities as well as some that are common to all. These common responsibilities include:

- Understanding and upholding the Purpose and constitution and bylaws of United Methodist Women.
- Developing personal spiritual practices.
- Preparing through reading, studying and participating in district and conference meetings and leadership training and educational opportunities such as Mission u.
- Using and promoting **response** magazine.
- Understanding, interpreting and engaging the membership and district organizations in the current United Methodist Women emphases on climate justice, maternal and child health, criminalization of communities of color and economic inequality.

- Strengthening relationships with other leaders for effective teamwork and collaboration such as conference lay leader, Volunteers in Mission coordinator, conference secretary of Global Mission, chair of Commission on the Status and Role of Women, Chair of Commission on Religion and Race, Board of Church and Society, Justice for Our Neighbors board representative, bishop and cabinet.
- Offering training events for district counterparts and other leaders.
- Encouraging leaders and district organizations to participate in the work of the conference United Methodist Women organizations and in the work of the annual conference.
- Regularly engaging in planning, goal setting and evaluation with the leadership team.
- Establishing a relationship with district counterparts.
- Promoting United Methodist Women's mission among all women in the church.
- Working to ensure the participation of a diverse, inclusive group of women in all parts of United Methodist Women.

Conference and district organization leadership can:

1. Connect with groups located in the vicinity of where each local leader or elected officer lives.
2. Plan to attend local gatherings and events. It is always encouraging when elected leaders take an interest in local groups.
3. Affirm and acknowledge the mission work local groups are doing in their communities.
4. Be a source of information, knowledge and resources for local groups.
5. Share what is going on at different levels of the organization, giving emphasis to how the local organization can participate and contribute to the larger work.
6. Listen to local group concerns and experiences and share them with the conference or district mission team.
7. Track which groups are visited and keep note of their needs. Follow up on providing relevant resources, mailings and information to them.
8. Follow your visit with thank-you notes to the group and to the pastor.
9. Pay special attention to groups in remote or rural areas so they feel connected to the larger community.
10. Keep in touch with those groups you are not able to visit by making personal phone calls on a regular basis.
11. Highlight the work being done in different parts of the conference by including articles in your newsletter and website.
12. Visit and be in contact with the pastors at local churches.

You may want to set up a system and schedule to make sure that all groups receive some attention from the district and conference organizations.

When you are visiting a group in which another language is spoken, try to find someone who can help translate for you. Do not expect to understand everything. The main thing is that the group understands that you care.

## Legacy Fund

During the United Methodist Women's 150th anniversary celebration period, 2014-2019, a forward-thinking permanent endowment has been established with income dedicated to strengthening United Methodist Women. Each conference is asked to participate and invite a leader to serve in a non-tenured role as the Legacy Fund Conference Liaison.

The conference liaison will:

- Serve as the go-to person in the conference for Legacy Fund-related information and promotional items for conference, district, local events and groups.
- Serve on the conference team through 2019 as a connection to the 150th anniversary and Legacy Fund-related programs and information.
- Share information with the Legacy Fund team, conference leadership team and wider conference executive committee.
- Build relationships within the conference.
- Secure time on the agenda of the conference executive meetings, annual meetings and other events to talk about the Legacy Fund.
- Participate in Legacy Fund presentations, workshops and attend national training events.
- Work with conference communications coordinator to ensure Legacy Fund information is included in conference and district newsletters, websites, social media, and other communication vehicles.
- Present the planned giving workshops at least twice per year in your conference.

Conferences with long relationships with National Mission Institutions and other United Methodist Women projects promote knowledge of work of these organizations and hands-on service as may be appropriate and support Mission Giving.

Conference leaders offer support, assess local and district needs and provide an open channel for communication. They share stories on how mission dollars are used to address specific needs in the world and transforming lives.

## Annual Meeting

Conference leaders plan an annual meeting to conduct the business of the conference organization. The meeting may also include worship and other programs. (See section on tips in Section 4 for further information about annual meetings and program planning.)

## **JURISDICTION UNITED METHODIST WOMEN ORGANIZATION**

The organization of United Methodist Women within the bounds of a jurisdiction of The United Methodist Church implements the election process for the United Methodist Women's national board of directors and is responsible for special programs.

## UNITED METHODIST WOMEN NATIONAL ORGANIZATION

The United Methodist Women National Office provides support and structure for the mission of United Methodist Women at all levels of the organization. At the national level, the organization of United Methodist Women is led by a board of directors with advisory input from the program advisory group. The work is guided by the Purpose and implemented by the staff. The board of directors sets the policy, secures funds from the members and determines the budget that provides opportunities for women to connect within the United States and around the world.

**The board of directors** consists of 25 directors, 20 of whom are elected by their jurisdiction, and five are nominated and elected by the national organization. From these directors a team of leaders are nominated and elected.

### WORK

The work of the national United Methodist Women Board of Directors can be broken down into the areas listed below.

#### Policy: Committee on Governance

The board of directors determines the official policies of the organization and how it will operate and conduct its work. It also handles nominations between organizational meetings and board self-evaluation.

#### Strategic Plan: Committee on Planning and Assessment

The board is responsible for directing the staff on development of a strategic plan for the organization and setting measurements to assess the organization's work. This committee is responsible for working with the staff to bring recommendations to the full board for consideration. See "Living the Vision" on page 7.

#### Budget: Committee on Finance

The national organization secures funds through the channels of giving to provide critical program funding to ministries with women, children and youth. The board of directors approves the budget based on United Methodist Women's mission priorities.

#### Care of Retirees

United Methodist Women National Office has a commitment to care for retired deaconesses, missionaries and home missionaries who were directly employed by United Methodist Women. The Brooks-Howell home in Ashville, N.C., is part of the obligation of this care.

#### Property

The board of directors authorizes use of funds for upkeep of United Methodist Women properties.

## Job Description: United Methodist Women Director

The board of directors oversee both the United Methodist Women national organization and the United Methodist Women Corporation. The director is also a member of the National Organization Program Advisory Group. Her duties include but are not limited to:

- Elect officers for the corporation.
- Protect the assets and monitor the finance and financial structures of the corporation.
- Ensure the corporation complies with the state of New York applicable law for not-for-profit organization.
- Rely, when necessary, on information/opinion provided by a member of the corporation, a committee of the board, or counsel to make sound decisions for the corporation or the organization.
- Set policies for the organization and monitor the implementation of those policies.
- Approve the total budgets for the organization.
- Establish and review major objectives and strategies of the organization.
- Hire, supervise and provide support to the general secretary/CEO.
- Evaluate the work of the general secretary/CEO to ensure it is both addressing the needs of the membership and in line with *The Book of Discipline*.
- Elect annually the assistant general secretaries.
- Be available to represent United Methodist Women on boards of United Methodist Women-related institutions and other ancillary groups as assigned.
- Be available to represent United Methodist Women on other agency boards as assigned.
- Be able to travel to semi-annual board meetings.
- Be able to travel to other occasional events as may be required.
- Be available to meet by conference calls for committee meetings as well as occasional board meetings.
- Be prompt in responding to electronic communications and provide feedback as necessary.
- Be a connected/participating presence in district and conference organizations.
- Serve as a representative of the membership both on the program advisory and board levels.
- Serve as liaison between her local, district, conference, jurisdiction membership and the national organization as well as the national staff.

**Further details about the Board of Directors can be found in Section 6, Constitution and Bylaws.**

**The United Methodist Women Program Advisory Group (PAG)** brings program recommendations to the board of directors. The 70 to 80 members of the PAG are from a variety of positions within United Methodist Women and the church. They meet at least once a year to study issues and prepare recommendations to the national board regarding mission priorities, mission education work and program guidance for United Methodist Women.

The program advisory group includes:

- United Methodist Women's 25-member board of directors.
- The five United Methodist Women jurisdiction presidents.
- A representative from each conference not already represented on the 25-member board.
- Representatives from United Methodist agencies, the deaconess and home missionary community, and, with voice but no vote, United Methodist Women regional missionaries and representatives of World Federation of Methodist and Uniting Church Women.
- Five members selected by the board of directors for diversity.

### Job Description: Program Advisory Group Member

- Serve in a critically important role as a visible and available liaison between her local, district, conference and jurisdiction member, as well as the national organization. In that role, she is a listener—learning all that she can while also sharing and interpreting information as an encourager to all membership at all levels.
- Serve as a regular communicator of the needs of the membership to the board of directors and the national staff as well as sharing the Purpose, Vision and full scope of work of the organization and our history with all.
- Serve as a representative of the membership, capable of making recommendations to the board of directors regarding a broad range of programmatic issues including, but not limited to: leadership development opportunities, membership growth, spiritual growth practice, education and interpretation activities; advocacy and fund raising development.
- Interpret and promote the Legacy Fund at all levels of the organization specifically working with the conference Legacy Fund teams and liaisons, and personally giving an individual traceable gift to the Legacy Fund.
- Be available to represent United Methodist Women on boards of United Methodist Women-related institutions and other ancillary groups as assigned.
- Be able to travel to annual Program Advisory Group meetings as well as other occasional events as may be required.

In addition to these responsibilities, members of the Program Advisory Group will assume particular tasks related to the 2017–2020 quadrennial Legacy Fund. These tasks include,

- Know and be able to explain the purpose of the Legacy Fund.
- Promote giving opportunities to others.
- Serve on conference mission team and provide update reports on national news, programs and initiatives, including the Legacy Fund.
- Serve on conference Legacy Fund team, if appointed.
- Support conference Legacy Fund liaisons by sharing national resources and training.
- Partner with conference liaisons to encourage members to share legacy stories.
- Interpret the ways members can give to the Legacy Fund and the importance of giving.
- Encourage local members, groups and districts to share information about their Legacy Fund promotion activities.

- Share feedback from conferences with the national office.
- Give to the Legacy Fund in a traceable way so that 100 percent participation can be documented.

## OPPORTUNITIES TO CONNECT

The national office offers opportunities for members to connect globally through the United Methodist Women's Assembly, seminars and other events to learn about mission, deepen their faith, connect with one another and be inspired to action. Other ways members connect nationally and worldwide can be found on page 21.

## EDUCATIONAL OPPORTUNITIES

The national organization provides educational opportunities for members by sponsoring and conducting training events and providing scholarships. Programs such as Mission u, the Seminar Program, the Reading Program and National Seminar are examples of such programs. Educational opportunities center around the current emphases on climate justice, maternal and child health, criminalization of communities of color and economic inequality.

## LEADERSHIP FOR MISSION

Since its founding, United Methodist Women has prepared leaders to be in mission. Programs like Mission u (Schools of Christian Mission), justice education and leadership development help equip the church's leaders to be involved in mission in their daily lives.





**SECTION 4**

Take on  
the Tasks

## SECTION 4

### TAKE ON THE TASKS

#### BIBLICAL BACKGROUND

*While he [Jesus] was at Bethany in the house of Simon the leper, as he sat at the table, a woman came with an alabaster jar of very costly ointment of nard, and she broke open the jar and poured the ointment on his head.*

—Mark 14:3

The woman who anointed Jesus was a woman of action and faith. She saw the need for Jesus to be appropriately honored and filled it, even if it meant breaking cultural taboos and risking her most precious possession.

When we take on any mission task we look through the eyes of faith at the needs around us, within our group, church, community, country and the world. Then, we look at what we have: our unique talents, resources and creativity, and then we listen to the call of God. When we find the places where these intersect we find our way to fulfill the Purpose. Like the woman with the alabaster jar, sometimes this means breaking with tradition to appropriately honor Christ by addressing the needs that we see.

#### ASSESSING YOUR CONTEXT

How your group functions will be influenced by women's lives today. Each group should take time to talk about what membership means, discern God's call in the United Methodist Women's Purpose, and celebrate, vision, plan and organize in ways that will work best for your setting.

#### RECALL: OUR PURPOSE

Start your assessment by reexamining our Purpose, mission tasks, and the vision. As you discuss needs and expectations, think about how you can work together to live out the Purpose within your group. Recalling our Purpose, consider,

What is most meaningful to you as United Methodist Women members? What is your reason for being?

#### OUR PURPOSE

**United Methodist Women shall be a community of women whose purpose is to know God and experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.**

- To be a community of women.
- To know God.
- To experience freedom as whole persons through Jesus Christ.
- To develop a creative and supportive community.
- To expand concepts of mission.
- To participate in global ministries.

Your United Methodist Women's group works in a setting that is unique. Your community and your congregation may have changed over time. When you go about the work of assessing the needs of your organization and your community and how you will engage in mission, keep in mind the contributions and needs of members. They bring hope, expectation and anticipation as gifts, talents and resources, as well as responsibilities, burdens and need for fellowship. Consider:

- What has changed in your group, church or community, for example in the past 10 years?
- What are needs you see in your group, church and community? Which of these do you feel called to address?
- How do you verify what you believe are the needs?
- What gifts and contributions can your members make to address these needs?
- What leadership roles do we need?
- What types of functions need to be accomplished by the leadership team? What will be the tasks? Are they realistic or feasible? Should additional roles be added to them?
- Look at your list from question 2. Will this type of leadership team move you to where you need to be? Why or why not?
- Who will identify the leaders? Which ones will be nominated by the committee on nominations? Which ones can be short-term? Should any of the responsibilities be shared between two people?
- How do you value other forms of leadership? How will you identify other leaders? Could "non-members" be among your leadership?
- What new ways of working may be needed in order to include short-term, emerging and diverse perspectives and leadership styles? How will this move you toward our Vision/Purpose?

## **PREPARE: TASKS FOR MISSION**

The following are some suggestions for planning and organizing the work of your group.

### **VALUING OUR MISSION**

Take time to honor what you have accomplished together.

- Plan at least one program each year in which you look back to celebrate what you have accomplished.
- Honor the contributions of the organization's leaders and members. Consider honoring them with a Special Mission Recognition pin.

- Remember to evaluate what you do well and what you would like to do better in the upcoming year. Reflect on and pray about how God has been at work among you.

## ORGANIZING FOR MISSION

Evaluate your group's structure in light of your activities and events to ensure you are organized in a way that will help and support you as you take on the tasks at hand.

- Set aside a time to go over the year's plans and ensure that there's leadership for all initiatives and events.
- Review events and programs to see if they involve and invite a variety of people.
- Inventory your work to see the many ways you are/could be involved in God's mission.
- Assess how many times women were personally invited to participate.

## PLANNING FOR MISSION

Plan for mission events and other programs well in advance.

- Designate a person or team of people to organize the event or program. Consider the gifts and passions of different group members before inviting them to take leadership.
- Consider whom you might ask to join you in this work through both planning and participation. This may include other United Methodist Women's groups, women in other Methodist denominations, other faith-based groups or community organizations.
- Publicize your event using a range of media: newsletter, Sunday bulletin, bulletin board, social media, website, email, phone calls, personal invitation.

## BUILDING COMMUNITY

United Methodist Women is a supportive community that builds, expands and strengthens relationships by inviting others to participate in our work and mission, and joining others in participation in their work.

- Visit and establish a relationship with a nearby United Methodist Women's group, or women's groups of other faith expressions.
- Enlist non-members to share experience and expertise in planning and presenting a program or educational opportunity.
- Engage with other groups in your congregation that share common interests, e. g., youth group, United Methodist Men, mission or church and society committees.
- Attend United Methodist Women district and conference events.

## ACT: LIVING THE VISION

The vision of United Methodist Women is to “turn faith, hope and love into action on behalf of women, children and youth around the world.” Living our vision is expressed in the five vision statements which provide a framework for planning and action:

- We provide opportunities and resources to grow spiritually, become more deeply rooted in Christ and put faith into action.
- We are organized for growth, with flexible structures leading to effective witness and action.
- We equip women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches.
- We work for justice through compassionate service and advocacy to change unfair policies and systems.
- We provide education experiences that lead to service and advocacy in order to transform the world.

### LIVING OUR VISION

**Growing spiritually**  
**Organizing for growth**  
**Developing leaders**  
**Serving and advocating**  
**Educating for change**

Using the multi-faceted vision statements, here are some actions that can lead us into living the vision. What other ideas do you have?

## LIVING OUR VISION: GROWING SPIRITUALLY

Growing spiritually helps us to better understand how we can be a part of God’s mission in the world.

- Use the meditations and other resources on United Methodist Women’s website [www.unitedmethodistwomen.org](http://www.unitedmethodistwomen.org).
- Pray using the Prayer Calendar.
- Plan programs that encourage spiritual growth among the group.
- Connect prayer and Bible study to issues being addressed.
- Build a prayer network among members.
- Create prayer partners with other groups in the church and United Methodist connection (youth, scouts, men’s groups, district team, mission interns, Global Justice Volunteers, deaconesses, home missionaries).
- Organize the spiritual growth study and develop “what it means for us” list as a result.
- Use resources in United Methodist Women’s Bible to help the group see more deeply into the biblical text.

## LIVING OUR VISION: ORGANIZING FOR GROWTH

Organizing for growth asks us to plan, work and involve members, leaders and others in ways that expand our resources, and deepen our witness and advocacy.

- Collaborate with other congregational, ecumenical and community groups for effective outreach, service and advocacy. Consider using the Welcome Event toolkit available from [www.unitedmethodistwomen.org](http://www.unitedmethodistwomen.org).

- Connect with potential members, inactive members, and emerging leaders in your congregation on issues of common concern to plan and carry out action strategies.
- Share leadership with emerging leaders, and include members and non-members in service opportunities.
- Provide opportunity for potential and current members to participate in the Pledge to Mission, Legacy Fund, and other giving opportunities to insure the continued witness and mission of United Methodist Women.
- Create fundraising plans that both educate members, the congregation and community on the Purpose, mission and vision of United Methodist Women; and that expand the opportunity to give on behalf of women, children and youth.

## LIVING OUR VISION: DEVELOPING LEADERS

Explore ways to support women as they seek to become leaders within United Methodist Women, the congregation, and in the general church and larger community.

- Seek out and support participation in leadership development and educational opportunities at the district, conference and national levels.
- Provide financial support for new, potential, current members and leaders to participate in educational and leadership development events.
- Be open to new forms of leadership and participation in the organization.

## LIVING OUR VISION: SERVING AND ADVOCATING

Act on your belief by participating in ministries of service and advocacy.

- Study and work for justice on behalf of women, children and youth through the current justice emphases:
  - Climate justice
  - Maternal and child health
  - Criminalization of communities of color
  - Economic inequality
- Sign up to receive Action Alerts to stay informed about issues of justice on **[www.unitedmethodistwomen.org](http://www.unitedmethodistwomen.org)**.
- Partner with a National Mission Institution or community organization where you can volunteer regularly and encounter issues affecting the people they serve.
- Highlight issues of justice in the church newsletter and include church members in advocacy opportunities.
- Plan an Ubuntu Day of Service in your community.
- Engage in district and conference opportunities.

## LIVING OUR VISION: EDUCATING FOR CHANGE

Learn about mission and how you can be a part of it in new ways.

- Take advantage of learning opportunities through United Methodist Women such as Mission u, the Seminar Program, Reading Program and **response** magazine.
- Consider inviting and supporting new or potential members, and your pastor to participate in district, conference or national educational opportunity.
- Consider working with your district to attend a seminar locally or at the Church Center for the United Nations in New York City.
- Determine what issues you would like to learn more about that would help equip you for service.
- Use this year's mission study in your group to learn more about current social issues.
- Invite and include your church members to participate in a mission study and attend your conference Mission u.

## PUTTING THE ASSESSMENT TO WORK

Use the information that you glean from these discussions to plan and organize for the year. How does your proposed plan line up with the Purpose and Vision statements? Is it balanced? Is it feasible? How are you incorporating the Living Our Vision statements found on page 7?

## CREATING A LEADERSHIP TEAM: CHOICES

After completing assessment and planning, consider how the group should organize. It should reflect ways to care for one another, reach out to others, learn together, develop leaders, grow spiritually, nurture the membership, and faithfully use the monetary gifts given for mission.

The United Methodist Women's Constitution and Bylaws prescribes that a group should elect a president, secretary, treasurer and chair of nominations; and a vice president as specified as part of the leadership team at the local level. These roles are essential to maintain organizational functions and financial accountability, but the leadership team can name its leadership in other ways that are meaningful to the group and its way of working together.

### LEADERSHIP TEAM CHOICES

**The leadership team can organize and name its leadership team in ways that are meaningful to the group, its context, and ways of working together.**

A group might prefer a less formal structure naming the leader a "coordinator" or "chair." Rotating chairs or shared leadership might be suitable for another group to meet their needs. Various other leadership opportunities to fulfill the mission tasks and Purpose are highlighted in Table 2 on the next page.

Table 1 below illustrates what the **administrative and fiduciary roles and functions**<sup>1</sup> might look like with these several models:

**Table 1**

<b>Possible Titles</b>	<b>Roles and Functions</b>
President Coordinator Chair Co-chair	Convener and official organizational representative; Chairs meetings, general coordination of the work of the organization. Shares fiduciary responsibility with treasurer. <sup>2</sup>
Program coordinator/ planner Vice president (specified at local level)	Convenes meetings or actions that may be needed in the absence of the president; coordinates the work of the organization with the president; takes on specific tasks and roles such as program planning.
Treasurer Financial manager	Keeps financial records, receives and distributes funds, provides financial reports. <sup>2</sup>
Secretary Record keeper	Keeps member lists and records of meetings; communicates information to groups; shares fiduciary responsibility with treasurer. <sup>2</sup>
Chair, committee on nominations	Coordinates the committee's work in identifying potential leaders.

It is up to your group to determine how mission tasks and functions should be carried out through various leadership roles. These roles can be determined after assessing your context and needs. Some groups are evaluating and streamlining or combining roles and tasks. Some have found a team approach helpful to share leadership, plan and implement their program. Shared leadership might include experienced, new and emerging leaders for short time periods for specific tasks in positions that are not tenured. Other groups function well with elected and tenured leadership roles that have been in place for many years. This flexibility respects the diversity of United Methodist Women members, their varied contexts and leadership needs.

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1. Specific responsibilities and duties are listed in the constitution and bylaws.

2. See Handbook, Section 5, Funding the Mission



Table 2 below suggests functions, possible titles, and roles to fulfill the United Methodist Women’s mission purpose and tasks.<sup>3</sup>

**Table 2**

<b>Possible Titles</b>	<b>Roles and Functions</b>
Communications coordinator Communications manager Communications team leader	Coordinate publicity and promotion in the group, church, community; prepare news releases.
Secretary for program resources Program resources manager Secretary (assigned task)	Coordinate material resource procurement and distribution; promote current program resources; order and distribute materials as determined.
Mission coordinator for spiritual growth Spiritual life leader	Offer opportunities for the group to connect biblical and theological study to mission issues and actions; regularly include spiritual growth resources and practices to the group’s experience.
Mission coordinator for social action Social action team leader Service and advocacy leader	Bring justice issues of concern to women, children and youth to the attention of the unit; facilitate advocacy action planning; promote the United Methodist Women social justice priorities.
Mission coordinator for education and interpretation Education and interpretation team leader	Inform and promote mission giving and mission education opportunities within United Methodist Women.
Mission coordinator for membership nurture and outreach Membership coordinator	Maintain membership lists; develop ways to attract, welcome, and maintain new and current members.
Legacy Fund coordinator Financial secretary	Interpret and promote the 150th anniversary Legacy Fund and secure gifts; provide opportunity for members to fundraise to fulfill pledges and other giving opportunities. (See also Section 5, Funding the Mission.)

3. See this section “Living the Vision,” and Handbook section 2, “Know Your Mission Organization,” and Section 3, “Roles and Responsibilities in the Organization” for additional ideas on leadership roles.

## TIPS

This section contains tips and information to help members as they participate in the work of the organization. These are merely suggestions for your use. Feel free to use and adjust them as needed.

### MEETING TIPS

Many local organizations have monthly meetings in which they go over the business of the organization and participate in a program. Districts and conferences have annual meetings that also have program and business portions. In addition, executive committees (or leadership teams) for local, district and conference organizations meet regularly to conduct the business of the organization and plan programs.

#### Setting the Tone

Be sure to set the tone of the meeting by how you welcome people, affirm differences and handle questions as they arise.

- Welcome all attendees and be especially aware of those who are new to the group.
- Open and close the meeting with prayer or a short meditation.
- Affirm the ground rules at the beginning of each meeting so that everyone is on the same page.
- Ask members to express their opinions honestly and concisely. Enable all participants to express their views.
- Encourage creative problem solving. Discourage competitive behavior in which one side emerges the winner and the other side becomes the loser.
- Keep focus of discussion on the task. If the group wanders, guide it back.
- Plan time for personal sharing, perhaps informally during a refreshment break or formally as part of the meeting's agenda.
- Express appreciation for good work accomplished by or for United Methodist Women members. Celebrate one another's contributions!

#### Planning

Plan each meeting ahead of time. Give members advance notice, send out an agenda and find ways to invite new people to attend. Consider how to welcome newcomers and how you will invite them to participate.

#### ***Create an Agenda or Meeting Plan***

Every meeting needs a game plan, whether it's a meeting of three committee members or a convention of several thousand delegates. Know your agenda and stick to it.

Have an agenda or list of items for the meeting available to all participants: via email, printed agenda, on newsprint or on a slide

As you consider your agenda, think through the transitional places in the meeting and agenda and decide what you will say.

For example, during a discussion or before a vote, you can say, “The question before us is [state the exact language, including amendments that have been adopted]. Is there further discussion?” Or, “Is there any new information?” Or, “Does anyone have anything else to add to our discussion?”

## Annual Meetings

An annual meeting is held to conduct the business of an organization. The form and content of the program need not be limited but should include the official business. Consider member needs, areas of interest, special mission focuses and any special acknowledgements or remembrances. (See further tips in program planning on page 63.)

The business session should include:

- Treasurer’s report.
- Adoption of budget.
- Presentation and adoption of pledge.
- Nomination report and election of officers.

It will help the meeting progress smoothly if you make available copies of standing rules, budgets and other business matters in the program so that participants have them at hand. Making the presenters aware of their allotted time in advance and keeping time during the session are important so that the meeting ends on time.

## Meeting Facilitation

Facilitation is something we do every day—in some instances it is informal, such as a conversation around the dinner table, and other cases is more formal, such as working as a group to achieve a required outcome, common goal or purpose. The following are some tips to help make facilitating a meeting go smoothly.

**Agenda:** It is important that everyone involved understands the purpose of the session and the expectations. Providing a clear agenda helps this process.

**Comfort and information:** Set time limits and schedule breaks and meal times. Make sure everyone knows the location of bathrooms, cafeteria, break or snack room—remember that hungry and tired people do not work well.

**Group introductions:** Make sure that all present know one another. Set aside time for introductions with specific instructions and a time limit. The facilitator should take the lead in the introductions to set the tone.

**Ground rules:** Explore some working guidelines that will invite collaboration and cooperation. Ensure that all participants agree to these rules. Some examples of potential rules are as follows:

1. Be punctual.
2. Focus on the business at hand—no cell phones or working on email.
3. Respect confidentiality.
4. Conduct no side conversations or business.
5. Make decisions as a group, not in conversations away from the meeting.

**Endorsement and evaluation:** Listen actively to all contributions and avoid endorsing any one idea or suggestion as well as making comments that sound like approval or evaluation, such as “that’s a great idea.” Remember that all ideas and contributions are valuable.

**Participation and involvement:** Make sure that all persons participate to their level of comfort. Be ready to encourage some persons to speak up and others not to dominate.

## Decision Making

Decisions can be made by consensus building or parliamentary procedure. Before you determine which process you will use, become familiar with the group’s decision-making style. Consider the following:

- Size of group.
- Type of meeting (business, creative planning, problem solving).
- Formality of group.

When to use consensus building:

- Smaller, less formal groups.
- Effective in creative thinking and planning.
- Cooperative and not competitive.
- Verbal agreement, not by vote.
- Decision must be acceptable to all, although all might not fully agree.
- Leader must keep group on the task or discussion.

When to use parliamentary procedure:

- Business decisions that need to be recorded in minutes.
- More formal or large group.

When you are conducting the meeting, the rules or agreements during the session:

- Be sensitive to time and lengthy and dominating contributions.
- Allow for flexibility in parliamentary rule. Productive discussions are the goal in a meeting.
- Invite those who have not spoken to contribute to discussion in seeking consensus.
- Rely on your own good judgment to strike a balance between group participation and procedures.

### ***Consensus Building***

Consensus is a mutual agreement among team members that all legitimate concerns of individuals have been addressed by the group and everyone agrees to support the decision. It is important to remember that a consensus does not mean that everyone agrees. It does mean that all members have had an opportunity to express their opinions and feel that the group has listened to them. Consensus building is most easily achieved in small groups where everyone will have the opportunity to voice their opinion.

The following are some basic steps when reaching a decision by consensus. During this process always ensure all voices are heard. Give the quieter members of the group an opportunity to speak. Work to keep the discussion on task, but do not disregard the opinions given.

1. Identify the areas of agreement.
2. Clearly state differences.
  - State positions and perspectives as neutrally as possible.
  - Do not associate positions with people. The differences are between alternative valid solutions or ideas, not between people.
  - Summarize concerns and list them.
3. Fully explore differences.
  - Explore each perspective and clarify.
  - Involve everyone in the discussion—avoid a one-on-one debate.
  - Look for the “third way”: make suggestions or modifications, or create a new solution.
4. Reach closure.
5. Articulate the decision.
  - Ask people if they feel they have had the opportunity to fully express their opinions.
  - Obtain a sense of the group.
  - At this point, poll each person, asking, “Do you agree with and will you support this decision?”

### ***Parliamentary Procedure***

Parliamentary procedure is the name given to the set of rules governing the decision-making process used by a deliberative assembly. Parliamentary procedure defines how a democratic organization works—how its members make decisions, how its leaders run the organization to meet the needs of its members, and the rights of members and nonmembers. Parliamentary procedure is vital to the fair operation of organizations operating on democratic principles. Parliamentary procedure is better used in larger groups or formal meetings. It is based on the principles of justice, courtesy, good order, guarantee of rule of the majority and protection of the rights of the minority.

The following are some basic principles to use when reaching a decision using parliamentary procedure:

- Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
- All members have equal rights, privileges and obligations.
  - The majority has the right to decide.
  - The minority has rights, which must be protected.

- A quorum must be present for the group to act.
- Full and free discussion of every motion is a basic right.
- Only one question can be considered at any given time.
- Members have the right to know at all times what the immediate pending question is and to have it restated before a vote is taken.
- No member can speak until recognized by the chair.
- No one can speak a second time on the same question as long as another wants to speak a first time.
- The chair should be strictly impartial.

Use the following steps when a motion is brought before the group:

1. A member makes a motion.
2. Another member seconds a motion.
3. The chair states the question on the motion.

Use the following steps when considering a motion:

- The members debate the motion (unless no member claims the floor for that purpose).
- The chair puts the question to a vote.
  - The chair restates the question.
  - The chair takes a vote:
    - “All in favor of the motion, say aye.”
    - “Those opposed, say no.”
- The chair announces the result of the vote. A complete announcement should include:
  - Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
  - Declaration that the motion is adopted or lost.
  - Statement indicating the effect of the vote or ordering its execution.
  - Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

## General Information for Meetings

### ***Decision-making steps:***

- Restate the question or topic before putting it to a vote or final consensus.
- Vote on specific actions, not vague concepts.
- Ask for specific wording.
- Clarify the topic as needed when moving toward consensus.

**Minutes:** Minutes may be voted on without a motion. Prior to the vote, ask if there are any corrections to the minutes. If there are none say, “Hearing none, the minutes are approved as printed.” If there are corrections, instruct the recording person to make them and announce, “The minutes are approved as corrected.”



## TEAM BUILDING

For groups that will continue to work together over a period of time, it is important to provide opportunities for team building. Groups that see themselves as a team are more cohesive and are more likely to work together to accomplish their purpose or task.

For new groups, plan for time(s) for group members to get to know one another, but be sensitive and aware of group interest and need. The following are some ways to create team-building opportunities:

- Plan icebreakers and openers that help new members feel comfortable in the group. (Search online for icebreakers and group openers for ideas.)
- Create a mentor system that pairs new members with experienced ones.
- Find out about member's gifts, interests and work styles through one-on-one conversations and observation.
- Use team-building exercises with groups of 30 or less.
- Use seating arrangements such as circles or U-shapes that encourage conversation and eye contact.
- Break large groups into smaller groups for discussion and feedback.
- Use nametags for new or large groups or when new members are present.
- Create an atmosphere of collegiality, trust and openness so that group members can openly share success as well as concerns and questions.
- Mutually agree on group ground rules or ways the group will work together.
- Use prayer, spiritual disciplines and the United Methodist Women's Purpose as a foundation for the group's reason for being. Do not use prayer to manipulate conformity or compliance.

***ADD YOUR OWN NOTES HERE***

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## TEN LEADERSHIP SKILLS<sup>1</sup>

- Reflect on your own experience and ways of being and doing.

Do I understand how my own identities have shaped and shape my understanding of self and way of doing things? Am I willing to question myself and others for fuller self-understanding? Am I committed to reflection, study and action that lead to transformation?

- Be open to contribution of others.

As a leader do I have a multicultural, multilingual and antiracist perspective? Do I value what I hear even if I disagree? Do I appreciate cultural experiences other than my own? Do I read, view art, listen to music, or experience worship with persons who are older, younger, or of a different cultural, racial-ethnic or language group than I am?

- Practice collective leadership.

As a leader, do I have the ability to collaborate, to work in partnership with others? Can I work for justice for those in my group and also work to build a broader coalition for justice? Do I see the interconnectedness of issues and “isms” and the many faceted approaches to solutions?

- Support the growth of others.

Do I truly listen to another’s story? Am I sensitive to the pace of others in creating community and strengthening relationships and not freezing people in time, offering both compassion and challenge?

- Realize the diversity in our communities.

Am I aware of the different contexts in which people live; for example, how the economic crisis affects persons of color, immigrants or people whose first language is other than English? Do I understand that there are multiple stories and multiple identities within individuals in our human community?

- Value persons over being right.

Do I practice listening that appreciates individual uniqueness in order to overcome distrust and disagreement? Do I emphasize strengthening relationship over rules that isolate us from one another?

- Speak up.

Am I able to speak up or intervene when I hear, see or read misleading, stereotypical or hateful comments or statements and actions made about persons of another racial or ethnic group?

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<sup>1</sup> Gathered from the work of Angela Glover Blackwell, Stewart Kwoh and Manuel Pastor, *Uncommon Common Ground* (New York: W. W. Norton and Company, 2010); Stephen D. Brookfield and Stephen Preskill, *Learning as a Way of Leading* (San Francisco: Jossey-Bass, 2009); Parker Palmer, *Healing the Heart of Democracy: The Courage to Create a Politics Worthy of the Human Spirit* (San Francisco: Jossey-Bass, 2011); Stephanie Spellers, *Radical Welcome* (New York: Church Publishing, 2006); and Melanie Morrison, Allies for Change, [www.alliesforchange.org](http://www.alliesforchange.org).



## PRESENTATIONS

*Pay close attention to yourself and to your teaching; continue in these things, for in doing this you will save both yourself and your hearers.*

—1 Timothy 4:16

You may be asked to give a presentation at a meeting, event or other function. The following are some tips about making presentations in general and on behalf of United Methodist Women.

### Preparing for the Presentation

- **Event:** Find out as much as you can about the whole event: what it is about, who will be attending, when it is taking place and any special considerations you need to take as a presenter (technology, time, etc.).
- **Objectives:** Ask why are you being asked to address a specific topic and how it relates to the rest of the event and the attendees.
- **Audience:** Learn about who is attending the event, including how many, their expectations and how your presentation will benefit them. Find out and prepare for persons with special needs.
- **Location:** Find out where the event being held and what arrangements need to be considered in your preparation. Will you be making your presentation in an auditorium, classroom, sanctuary or living room?

### Preparing the Presentation

- **Record your ideas:** Set aside time to jot down as many ideas as possible on the topic you have been asked to address. Use this list to identify your main ideas and then develop supporting ideas and information.
- **Prepare a basic outline:** Use your list of main ideas and supporting ideas to create an outline. This will give you an idea of content and scope of your presentation. Review the outline and ask if it is in line with the objective you were given when you were asked to prepare the presentation.
- **Research your topic:** Make sure what you are saying is supported by the latest information/data on the topic you are presenting. The Internet is a great source of information; however, you should verify that you are using a legitimate source and check to see the date the information was published. The importance of this varies by topic. For example, historical data does not need to be current, but if your presentation is on social media, you will want to use information that was made available in the past 12 months.
- **Make it relevant:** Ask yourself if your audience can relate to your presentation. Your topic might be familiar or of interest; however, how you present the material can make all the difference. You will want to make sure that your examples and illustrations are something your audience can relate to.
- **Use common language:** Use everyday language in your presentation. If you need to use technical terms and jargon, make sure to use them in context or share the definition.
- **Choose your media:** Explore the best media to use with your presentation and start making a list of equipment that you might need.

- **Select visual aids:** Use visual aids to support or reinforce your presentation; however, avoid reading the content on the visuals to your audience.
- **Rehearse ahead of time:** Go through your entire presentation at home a few times and note any areas where you might stumble over words or struggle with the supporting visuals and work out any issues. Time your presentation to ensure that you are within the time limit allotted to you. Once you are at the site, check the microphone and any needed equipment and go over your presentation (if you are able). This will help you to evaluate any potential problems—physical or technical—and make adjustments as needed.

## Giving the Presentation

- **Take a moment:** After you have rehearsed, organize your notes, sit quietly for a few minutes and be in prayer.
- **Introduce yourself:** Even if you have been already introduced, take a moment to introduce yourself before you begin. Take time to add something relevant about yourself as well as to establish a relationship with your audience.
- **Use the microphone:** Make sure to use a microphone if the group is larger than 20 people. Remember that the microphone is not just for you—it is for the listener. This will allow for the variation in your voice to come across to everyone there.
- **Keep it conversational:** Keep your tone conversational, make it personal and share why being there is important to you.
- **Credit and acknowledge others:** Acknowledge and credit persons for your information as appropriate.
- **Be aware of your body:** Be aware of your stance, where you put your hands and your posture. Do you feel confident? Does your posture communicate your confidence? Some nervousness is natural as long as it is not paralyzing. Avoid gestures or mannerisms that are distracting.
- **Make eye contact:** Make sure that you make eye contact with persons in different areas of the room.
- **Keep them engaged:** Research on how our brain works confirms that we pay attention in short spurts of five to seven minutes. Help people stay focused by using visuals that are posted, projected or passed among participants. Include exercises such as asking them to write, speak to one another or inviting responses. You might want to consider incorporating music or other arts as well.
- **Be aware of your audience:** Watch to see if your audience is engaged. Some distractions may be caused by something beyond your control, such as the room being too cold or work being done on the street right outside the door; in this case acknowledge these occurrences and make them feel free to do what they need to be comfortable.
- **Be available:** Make sure to be available for feedback, comments and questions after you finish your presentation. Make sure to continue projecting confidence and satisfaction, but remember to also be humble and gracious.

## Using Visuals in Presentations

Use visuals to:

- Focus attention.
- Reinforce a visual message. Worship imagery can be used to provide a spiritual focus for a topic.
- Add variety.
- Illustrate complex information.
- Provide another learning method.

Check your visuals and ask:

- How would this visual be effective?
- Is this the best method for the size of the group? (e.g., newsprint, slides.)
- What other ways could it be used?
- How else might information be presented without just talking?

Determine what can help make your visuals useable:

- Consider using an electronic slide for groups over 30. Newsprint cannot be seen from a distance.
- Use two television monitors for every 25 people when showing videos and DVDs, or project it onto a large screen.
- Look at and talk to your audience, not to the slide or newsprint.
- Test the visibility of your newsprint or slide from several angles in the room, including seated positions. Test it in the lighting you will use at the time of your presentation.
- If a full report is needed, consider a handout. For example, spreadsheets and financials cannot always be seen on slides.
- Display your visual only when talking about it.
- Wait to distribute handouts until you come to that point in the presentation so that your audience is not reading it while you are talking.
- Remember that less is more:
  - Use block print or simple fonts (at least 20 points in size for large screen projection).
  - Avoid light marker colors that can't be seen at a distance.
  - Use the visual to emphasize words, not entire paragraphs.
  - Remember the "5 by 5" rule: up to five bullet points or lines per slide or newsprint sheet and five words across per line.
    - Use font sizes that are at least 20 points in size on slides.
    - Avoid fast-moving slide effects or unnecessary animated slide transitions.
    - Use simple slide backgrounds. Lighting changes colors and contrasts.
    - Check visuals in advance on site and make adjustments.

Finally, prepare and practice using your visuals in advance. Check out visual presentation websites for more ideas and how-tos.



## PROGRAM PLANNING

The total program of United Methodist Women is mission, so all programming has a mission emphasis. Whether it is a circle meeting, a local organization program, a district or conference event, include one or more of the following:

### **Support for Mission**

- Spiritually by prayer and Bible study.
- Financially with a Pledge to Mission and other Mission Giving.
- Intellectually through education about mission and mission projects.

### **Action for Mission**

- Involvement in both charity and justice issues.
- Being intentional about the use of the world's resources.
- Strengthening the community.

### **Participation in Mission**

- Learning about the changing needs in mission.
- Living a life of praise and thanksgiving.
- Developing a relationship with missionaries, mission partners or projects at home and around the world.

## What to Consider When Program Planning

Take the following elements into consideration when planning a program or event.

- Type of event.
- Number of participants.
- Length of the program or event.
- Expense and budget available.
- Who will be attending.
- Goal of the program.
- How the goal will be achieved.
- What the content will be and how it will be conveyed (activity, lecture, video, etc.).
- What resources are available.
- How you will publicize and invite others to attend.
- What you will do to follow-up after the program or event.

The Seven Steps of Planning model may be helpful to you as you plan your meeting. Developed by Jane Vella, founder of the Jubilee Popular Education Center (now Global Learning Center), this model focuses attention on the learner, not the teacher, through “dialogue education.” The Seven Steps of Planning model can be applied to a wide variety planning projects, learning sessions and events.

- *Who* is coming, and what are their expectations? Who are the leaders and what are their expectations?
- *Why* is this needed? What is the situation or what are the needs that ask for this program or event? When will these sessions take place? (How much time?)
- *Where* will the event take place? What is the site like? How flexible is it?
- *What* for? What will those who come be able to do, know or understand when the event is over?
- *What* specific information do the members or attendees need at this time? What is the content?
- *How?* What activities should we plan so that the attendees learn the specific information (the “what”) or achieve the objectives (the “what for”) that we planned?

### ***Step 1: Goal Setting***

Those tasked with program planning should consider the goals of unit as a whole as they set their program goals. Use these goals to guide the group as they plan programs for the years. When setting program goals, remember the Purpose and ask questions like, “Why are we doing this?”, “What is this for?”, “How will this improve our support for, action for and participation in mission?”

### ***Step 2: Calendaring***

Those who are planning the programs for the year should meet with the leadership team to look at the “givens” in the organization’s calendar. Determine what are the regular, routine things that happen such as organizational and subgroup meetings, World Thank Offering, Call to Prayer and Self-Denial, pledge services, district and conference dates, and ecumenical and community events.

Special events such as spiritual growth retreats, mission trips and mission studies can be spaced throughout the year. Note that the Call to Prayer and Self-Denial observance can be done anytime in the first three months of the year. You will want to decide which date is best for you within that time frame.

### ***Step Three: Program for the Year***

Review the annual United Methodist Women Program Book. Develop a list of possible programs for the year. You may wish to select a theme for the entire year or use various United Methodist Women’s resources to select program topics. Assign a program topic and persons who will be facilitators for developing the program for each meeting or event. Make the programs relevant to the needs of the membership. Look for topics that will be interesting to the women in your organization and church. Develop programs that are exciting, fun and energizing. Good programs build membership, but poor programs can defeat good membership work and drive people away.



Consider which resources will enhance the program. Look at the resources available through [www.unitedmethodistwomen.org](http://www.unitedmethodistwomen.org) and the United Methodist Women Mission Resources ([www.umwmissionresources.org](http://www.umwmissionresources.org)). Also consider **response** magazine, workshops and special training events as well as conference and district meetings as potential resources. You might want to survey the women to see what interests them, or what they need.

## 13 Steps Sustainable Program Planning

### Principle 1: Accessibility

Ask if your meeting venue complies with the Americans With Disabilities Act (ADA), and ask the facility manager to show you how during your site inspection. When surveying meeting space possibilities, make sure rooms are accessible to people with disabilities.

### Principle 2: Affordability

Offer carpooling options for participants in order to provide no or low-cost transportation options for your event.

### Principle 3: Carbon Footprint

Choose a meeting venue that minimizes travel and encourage carpooling and/or public transportation through your registration process.

### Principle 4: Healthy Food and Beverages

Serve fair trade (and organic if possible) tea and coffee at your meeting.

### Principle 5: Just Economic Opportunities

Ask vendors, hotels and others you contract with to sign a statement attesting that they do not engage in or benefit from the use of child or slave labor or human trafficking.

### Principle 6: Local Solidarity

Use the local solidarity checklist to assess if there are opportunities to be in mission at your event.

### Principle 7: Multigenerational Inclusion

Offer child care to participants, making sure that at least two unrelated adults are present at all times with the children.

### Principle 8: Paper Use

Ensure any printed items are double-sided and duplicated on paper made with post-consumer recycled content.

## Principle 9: Racial Justice

Include a statement in your contracts, speaker agreements, attendee code of conduct, and, if relevant, exhibitor terms and conditions that expresses your intention to host an event that combats all forms of racism and oppression.

## Principle 10: Toxin Reduction

Be creative and wise about nametags. Invite participants to bring their own nametag (reusing one they already have). If you are supplying nametags, if possible reuse ones you already have. Be careful of the use of ribbons and other petroleum-based enhancements. If you need to buy more, choose a type that does not use PVC and eliminates unnecessary components like holders and pouches. Encourage attendees to turn in their name badge for reuse.

## Principle 11: Waste Reduction

Choose a meeting venue that provides recycling for plastic, paper, glass and metal.

## Principle 12: Water Use

Avoid or eliminate the use of individual bottled water. Encourage attendees to bring their own bottle for refilling and provide pitchers of water or bubblers and promote use of water fountains.

## Principle 13: Well-being of Participants

Provide a quiet space for meditation and prayer at the event. This may be a physical space and/or formal times on the agenda that are set aside for this kind of activity.

From [www.unitedmethodistwomen.org/sustainability](http://www.unitedmethodistwomen.org/sustainability).

## PUBLICITY AND PROMOTION

Share what is happening with United Methodist Women to engage members, inform others and involve newcomers. Events, meetings and news all should be shared with the wider community. There are a wide variety of media to help you do this.

### Among Members

Use the United Methodist Women's bulletin board, email, phone trees, newsletter, Sunday bulletin, website or social media to share information and events with United Methodist Women members. You may want to share items like the following:

- Invitations to events.
- Meeting announcements.
- Meeting minutes.
- Opportunities.
- The monthly calendar.
- Information such as Action Alerts, educational opportunities, social actions or other items.

## At Church

Use the church bulletin board, newsletter, Sunday bulletin, announcement time during service, website or social media to share what is going on with United Methodist Women. You may want to share items like the following:

- Invitations to events.
- Meeting announcements.
- Opportunities.
- The monthly calendar for the local organization.
- General information about United Methodist Women, Action Alerts, educational opportunities, social actions or other items.

## In the Community

To share the work of United Methodist Women with your neighborhood, town or community, you can use a website, social media like Facebook or Twitter, flyers, banners, contact with local press (especially community announcement boards) or displays at local events. You might want to share items like the following:

- Invitations to events.
- Opportunities.
- General information about United Methodist Women, Action Alerts, educational opportunities, social actions or other items.

## News Releases

Before a United Methodist Women event, call local reporters or religion reporters personally and see if they would be interested in a story about your event. They may send a reporter or they may want you to send them a news release. In either case, it's a good opportunity to tell the story of mission to people outside your local organization and church. When writing a story or pitching it to a reporter, keep these things in mind:

- Who, what, when, where, why and how need to come at the beginning of the story or pitch.
- Tell why this is important to the community.
- Timeliness is everything. Old news is no news.
- News releases should be no longer than two double-spaced pages. Always include contact information for someone so the reporter can call for more information.
- Use an inverted pyramid style with the most important information at the beginning of the article.
- If the event invites or involves members of other United Methodist churches and United Methodist Women organizations, call your conference office and invite the conference communicator to write a story about the event.



The following information briefly covers three aspects of digital communication: email, social media and cell phone.

## Email

- **Be clear and concise:** Make sure the subject line reflects the content, action requester and/or purpose of the message.
- **Respect people's time and bandwidth:** If your message is short and easy to download, people will be more likely to read it. Make sure to put in the main content of your message at the beginning.
- **Use appropriate language:** If you have a question on whether you are too emotional, don't send the message; save it, and review it later. Remember that no one can guess your mood, see your facial expressions, etc., in email—all they have are your words.
- **Avoid ALL CAPS:** Writing in all capital letters is the online equivalent to shouting or screaming.
- **Make a good impression:** Your words and content represent you. Review and edit your message before sending it.
- **Obey copyright laws:** Don't use others' images, content, etc., without permission. Do not forward emails or use website content without permission.
- **Consider your audience:** Use distribution lists appropriately and with permission.
- **Do not send unsolicited material:** Do not post or email unsolicited information or opinions advertising messages, jokes and/or chain letters to individuals or as spam (electronic junk mail to a wide audience).
- **Attach thoughtfully:** Always double-check that the attachments are included and give the reader a brief description as well as the size of the file.
- **Respond with restraint:** Choose not to respond to "flames" or personal attacks.
- **Remember where you are:** Use personal and business/work email with permission.
- **Reply carefully:** Reference previous messages and set your default reply to "reply to sender" instead of "reply to all"—this is cause of many messages being sent to unintended audiences.
- **Do your homework:** Many times it is easier to send an email and ask someone else for information, forgetting that they may have to do research to get it. Unless that other person is the only source of information, you should be able to research the information yourself.
- **Avoid prolonged exchanges:** If a topic cannot be resolved quickly through email, a phone conversation may be more effective.

## Social Media

1. **Consider the purpose of the forum:** The purpose of your use will determine what forum to use and how. (For example, a blog is where you might want to journal about an event, and Facebook is where you might want to announce and invite others to it.)
2. **Remember everything you do is public:** Everything posted in a social media forum is public and accessible to all. Just because the post goes on a private page does not mean that it cannot be accessed by others, at any time. Do not post personal information such as addresses, phone numbers and years of birth.

## Cell Phone

- **Think about when to take and make a call:** Is it an emergency or a call that you have been expecting? Don't forget those around you or in your company—a simple “Excuse me but I have to take this call” or “Do you mind if I take this call?” goes a long way. Then find a private place to conduct your conversation. Keep your call brief or make arrangements to continue the call at a later time and return to your present company.
- **Think about where you are:** Carrying on phone conversations in a public place can be annoying, disruptive and dangerous. Texting can help: Sending a text message is a great way to let callers know when you are not available to take a call—some cell phones have the capability to send a preset text when a call is not answered.

**ADD YOUR OWN NOTES HERE**

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**SECTION 5**

Funding  
the Mission

## SECTION 5

### FUNDING THE MISSION: FINANCE POLICIES AND DIRECTIONS

#### **A POLICY STATEMENT ON GIVING OF UNITED METHODIST WOMEN NATIONAL OFFICE**

Adopted by the United Methodist Women National Office, April 1996

#### **BIBLICAL BACKGROUND FOR GIVING**

For nearly 150 years, members of United Methodist Women have taken the risk of being in the middle of mission action. They have joined the ministry of Jesus in God's mission, like the women in Luke 8:1-3:

Soon afterwards he went on through cities and villages, proclaiming and bringing the good news of the kingdom of God. The twelve were with him, as well as some women who had been cured of evil spirits and infirmities: Mary, called Magdalene, from whom seven demons had gone out, and Joanna, the wife of Herod's steward Chuza, and Susanna, and many others, who provided for them out of their resources.

As an organization, United Methodist Women has not merely sent money from a distance. Members have been active in ministry with Jesus; they have understood giving as an expression of God's grace. Their faith has led them to follow the gospel and to support the mission and ministry of Jesus.

United Methodist Women has taken very seriously the ethical mandate summarized in Micah 6:8: "He has told you, O mortal, what is good; and what does the Lord require of you but to do justice and to love kindness, and to walk humbly with your God?" God is a God of justice, the One who loves the poor and hears the cries of the oppressed, the One who protects the victim and welcomes the stranger. It is God's will that all people share in the feast of God. And by God's grace, all shall.

Women, children and youth are most often the ones who are left out of God's feast. Too often they are the poorest of the poor. They are systematically marginalized without access to education, health care and decision making. The barriers of discrimination around sex, class and race make our efforts for a just world extremely difficult.

All resources, natural and financial, are from God, and it is the responsibility of people of faith to see that these resources are made available to meet the needs of all, especially those who do not now share in God's feast.



While giving and receiving are equally blessed, United Methodist Women believes that accountability is required of both the giver and the receiver. Decisions about budgets and giving are based on a strong belief in mission education, leadership development and the centrality of the needs of women, children and youth.

## THE PROGRAM IS MISSION

The program of United Methodist Women, carried out by the United Methodist Women National Office, is mission—mission that affirms the wholeness of the gospel and our commitment to proclaiming that gospel in its many forms. Our mission is both personal and corporate.

To fulfill this mission the national office has been involved throughout its history with direct services and advocacy for justice. These services include schools, hospitals, community centers and residential child care, among others. The national office continues to fund nearly 100 National Mission Institutions and 121 international mission programs in 110 countries.

At the local, district and conference levels of United Methodist Women, the total program advances the work of mission with women, children and youth on behalf of The United Methodist Church. Spiritual growth, mission education and social involvement have historically been part of United Methodist Women's mission work.

Though the mission is varied, the financial costs differ, and the persons involved are many, our commitment is to the gospel of Jesus Christ and the mission it demands of us. Like the women in Luke 8 who traveled with Jesus and provided resources, United Methodist Women members are called by God to be in mission by proclaiming the good news of Jesus Christ and by sharing God's gifts.

## GIVING BY UNITED METHODIST WOMEN

### MEMBERSHIP AND GIVING

Membership in United Methodist Women is voluntary and based on each individual woman's commitment to the Purpose of the organization. For most members, making a pledge to her group's Pledge to Mission, whether local or district, is a way of supporting the organization and expressing her commitment to mission. However, a pledge or financial gift is not a prerequisite for membership. It is member giving, however, that funds the total mission of United Methodist Women.

### AUTHORITY TO SECURE FUNDS

Paragraph 256, Section 5, Article 6 of *The Book of Discipline of The United Methodist Church*, 2016, gives instructions and authority for United Methodist Women to secure funds for mission with women, children and youth:

- a. The organized unit of United Methodist Women shall secure funds for the fulfillment of its Purpose.
- b. All funds secured by the unit of United Methodist Women belong to the organization and shall be disbursed only in accordance with its constitution and by its order.
- c. The total budget secured and administered by the organized unit in the local church shall include (1) pledges and other money for the program and responsibilities of the national office to be directed through regular channels of finance of United Methodist Women and (2) funds to be used in mission locally, which shall include amounts for administration and membership development.
- d. The organized unit in the local church shall make an annual pledge to the total budget of the district or conference organization of United Methodist Women.
- e. All Mission Giving funds channeled to the United Methodist Women National Office shall be appropriated by the board of directors, elected from the membership.

## CHANNELS OF GIVING

United Methodist Women's funds are sent to the national office listed as either Mission Giving or Supplementary Giving. All gifts are to be sent by local or district treasurers through district and conference treasurers to the national office for use in the collective mission work of United Methodist Women in the United States and around the world.

### Mission Giving

Mission Giving is mission money used for any part of our mission work. It is Mission Giving for the total program of the organization. These funds are budgeted and spent for the collective mission of United Methodist Women by the national office.

Mission Giving provides funds to which all mission programs have access and equalizes the financial burden for local areas, no matter how many mission projects are in that vicinity. Mission Giving makes it possible for new, experimental areas of mission to be explored and to respond to emergencies. Mission Giving creates an approach to mission education that emphasizes the entire mission program and uses specific projects simply as illustrations. Mission Giving means that every child in every mission institution has care and attention rather than individual children being singled out for sponsorship by a donor.

Mission Giving supports conference and district events for United Methodist Women such as retreats, days apart, Mission U, annual meetings and officer training events. Mission Giving helps United Methodist Women continue to be a strong organization, advocating for and serving the needs of women, children and youth. Mission Giving funds are the source of the budget. The elected members (or directors) of the national board of directors are responsible for deciding how this money should be spent each year for ongoing programs of the United Methodist Women National Office and for U.S. and international mission projects.

The first and most important financial responsibility of United Methodist Women is basic support of all mission programs through Mission Giving.

***There are Five Channels of Mission Giving:***

**1. Pledge to Mission:**

- An individual Pledge to Mission is the amount each member decides is her share of the local or district total budget.
- A local group Pledge to Mission is the portion of the group's budget that it sets as a goal to send through district and conference treasurers to the national office.
- A district Pledge to Mission includes all Mission Giving funds to be sent to the national office from local or district groups or any source, including all funds received for Special Mission Recognitions, Gifts to Mission, Gifts in Memory and the World Thank Offering.
- A conference Pledge to Mission is the total amount of Mission Giving funds sent from the conference to the United Methodist Women National Office. It does not include the funds kept in the conference for administration and membership development expenses.

The local or district group is responsible for agreeing on the amount of its Pledge to Mission each year. Districts and conferences are also responsible for setting their Pledge to Mission amounts.

**2. Special Mission Recognition:** An individual or local or district can honor a special person for any amount shown in the following list. A certificate and a gold lapel pin are provided for the honoree.

- \$40 Special Mission Recognition: Small gold oval pin with a cross (basic pin), white certificate.
- \$60 Special Mission Recognition: Basic pin set with small sapphire, gold certificate.
- \$100 Special Mission Recognition: Basic pin set with small pearl, blue certificate.
- \$200 Special Mission Recognition: Basic pin set with small emerald, green certificate.
- \$500 Special Mission Recognition: Basic pin set with small ruby, pink certificate.
- \$1,000 Special Mission Recognition: Basic pin set with small diamond, yellow certificate.
- \$2,000 Special Mission Recognition: Basic pin set with two small diamonds, linen certificate.

Special Mission Recognition certificates and pins are ordered by the local or district group's treasurer through the district treasurer using the spaces provided on the treasurer's remittance form. The district treasurer sends the order to the conference treasurer, who sends it to the United Methodist Women National Office. The Special Mission Recognition is sent from the national office to the honoree or to the person whose name and address were given on the original order.

**3. Gift to Mission:** A gift of \$5 or more for mission is sent in honor of any person. A card is sent by the donor (an individual or the local group) to the honoree to commemorate a variety of occasions from birthdays to recognition of mission service. Christmas cards in five designs are

available in packets of five for \$25. The order is placed by the local or district treasurer through the district treasurer, using the spaces provided on the treasurer's remittance form and Gift or Mission order form. The district treasurer sends the card(s) requested to the local or district groups treasurer. A district treasurer may order cards directly from United Methodist Women Mission Resources (paying postage only) on a revolving order so that she can fill orders in a timely manner. Remittance is made through regular channels to the conference treasurer. Cards may be available at district and conference events.

4. **Gift in Memory:** A gift (minimum of \$5) is made in memory of a member of the group or a friend. Gift acknowledgment cards are available free (except for postage) in packages of 10 from United Methodist Women Mission Resources and can be ordered at any time and kept on hand for future need. When a Gift in Memory is made, the donor gives her gift amount to the local or district group's treasurer along with the tear-off portion of the card and sends the card to the family of the deceased.
5. **World Thank Offering:** Spontaneous, additional gifts are given out of gratitude for God's abundance and in celebration of the joys of life. Individuals or families collect such gifts in special boxes or labeled containers (see the United Methodist Women Mission Resources website for the appropriate resources). Gifts are brought together in the unit once a year, usually with a special service of thanksgiving. A service is available each year in United Methodist Women's Program Book and on the website.

## Supplementary Giving

United Methodist Women members also have additional ways to give directly to a specific purpose.

1. **Designated Gifts** may be directed to any program or project that receives United Methodist Women funds. This includes nearly 100 National Mission Institutions, projects overseas in more than 110 countries, and special gifts for current United Methodist Women areas of focus such as the fight for economic equality and for maternal and child health. (See project list on the United Methodist Women website.)
2. **A Call to Prayer and Self-Denial** is an annual observance that gives local and district groups a chance to study and reflect on a particular theme each year and to designate funds for ministries related to that theme.
3. **A Brighter Future for Children and Youth** funds support programs that focus on abuse and violence prevention and treatment, serving young people between 5 and 18 years of age.
4. **The Assembly Offering** is designated every four years for an emphasis related to the mission of United Methodist Women's Assembly. Additional offering is accepted during Assembly and through the year.

## Other Opportunities for Giving

### ***Bequests***

Bequests are gifts given for purposes of mission through a will or other legal devise. Bequests may be Supplementary (designated) or Mission Giving (undesignated) for mission in general or for a particular project or for work in a particular country or a specific function (such as education).

### ***Planned Giving***

Planned giving is a commitment to make a gift each year or month for a certain period of time. Such gifts may include other resources or assets other than cash.

### ***The Legacy Fund***

The Legacy Fund is a forward-thinking permanent endowment with income dedicated to strengthening United Methodist Women. The total program of United Methodist Women is mission. United Methodist Women service, advocacy and transformative learning opportunities equip members to be agents of change and promotes the empowerment of women that is essential to address the root causes of so many conditions harming women, children and youth.

The Legacy Fund will provide the tools, resources and personnel to distribute United Methodist Women's grants and scholarships, coordinate with mission personnel and support technological updates such as operating systems for data and communication, and more. Ensuring a regular source of support for these core expenses will free future generations to budget Mission Giving to connect directly with the needs of women, children and youth. It will allow our successors to promote Mission Giving in a new way.

## KEEPING THE CHANNELS STRAIGHT

As individual local church members, women contribute to World Service through their local church tithes and offerings. These funds help church tithes and offerings support all the general program agencies of The United Methodist Church through apportionments.

Members of United Methodist Women give to Pledge to Mission and other Mission Giving funds that are part of the five channels of giving, which are used for mission with a focus on women, children and youth through national office, except for administration and membership development funds kept at the district and conference levels.

United Methodist Women funds should not be given to the local church to help with apportionment for World Service Funds or facility and equipment needs in the local church. United Methodist Women members in the local church have already contributed to these needs through their tithes and offerings.

United Methodist Women members have long been proud to support the specific ministries with women, children and youth that are funded only through their giving to United Methodist Women's five channels of giving.

## UNITED METHODIST WOMEN NATIONAL OFFICE PROGRAMS

The United Methodist Women National Office provides programs, staff and resources to local, district and conference United Methodist Women.

These resources come in the form of:

- Providing ways for United Methodist Women to be in mission nationally and internationally.
- Offering leadership training events, such as Leadership Development Days and Mission u.
- Providing special seminars on women's concerns and social and economic justice issues.
- Advocating for the oppressed and dispossessed with special attention to the needs of women and children.
- Connecting with ecumenical groups such as Church Women United, World Day of Prayer and the World Federation of Methodist and Uniting Church Women.
- Continuing the commitment to retired missionaries and deaconesses.
- Supplying print and media resources to enhance Christian faith and mission education.

## National Ministries with Women, Children and Youth

United Methodist Women members share in mission in the United States, Puerto Rico and the U.S. Virgin Islands.

Many United Methodist Women members pray for, know about, volunteer and collect supplies for Mission Institutions that work with women, children and teens. The programs of the nearly 100 mission institutions are community centers, residential child care facilities, schools, student mission leadership development at historically black colleges, and women's residences. These mission institutions are engaged in:

- Empowering women for employment and single parenthood.
- Offering parenting classes.
- Preventing gang violence.
- Providing food for the hungry.
- Caring for young children and the elderly.
- Changing unjust conditions in neighborhoods.
- Creating economic opportunities for the disenfranchised.
- Helping those with special needs to reach their full potential

## International Ministries with Women, Children and Youth

United Methodist Women members share in mission with Methodist, United Methodist and ecumenical churches, ecumenical Christian organizations, colleges and universities around the globe and grassroots women's programs and projects that share the same priorities as United Methodist Women.

The international mission programs are with women in churches, in schools and universities who are refugees, mothers, heads of families, imprisoned, food insecure, living in or recovering from violence, protecting their daughters from violence, living with HIV/AIDS and women who are foreign domestic migrant workers. The programs are also with children and youth who are hungry, married off and pregnant too young, children with special education needs and are refugees in school or on the streets with no job prospects.

These international program are engaged in:

- Leadership development for women in the church, health care professions, parenthood, and developing ministry in their communities and countries.
- Spiritual growth that affirms God's equal love for women and girls as well as the development of faith in children through well-designed Christian education materials.
- Education for bachelor's and graduate degrees, internships post-graduation, scholarships for refugee and other vulnerable children with no access to primary or secondary education, high school education for adults who could not complete school, job readiness, women's rights in situations of violence and literacy training.
- Health care and access to services for mothers and children under 5, access to HIV/AIDS medication for women living with HIV/AIDS, hospice support to cancer patients, trauma healing after disasters, torture during war or violence targeted to women, first aid training for rural mothers and programs that address early marriage and teen pregnancy.
- Addressing economic inequity through vocational and other income-generating job skills, agricultural skills that lead to food security or sovereignty, cooperative small enterprise support for micro businesses, advocating for migrant rights that keep women migrants employed, as well as peace and reconciliation dialogues that bring together opposing groups of women.

## **LOCAL FINANCES**

The information in this section refers to any of the organizational groups at the local level. A local organization of United Methodist Women may organize in one of three ways:

- Local church-based group.
- Charge/cluster group.
- District group.

## **TODAY'S FINANCIAL LANDSCAPE**

Even in a church environment there are certain business aspects that need to be recognized and dealt with properly. As we accept gifts to mission, we must make sure that they go to the purpose for which they were intended. This is one reason an audit or review each year is important. We need to be able to prove that the money was handled the way the donor wished and that the donor can get a record of donations to submit with their tax return to the Internal Revenue Service (IRS). Giving donors of \$250 or more in a year a giving statement at the end of the year is important.

In addition, banks require more paperwork to prove that the money being deposited is from and for the organization that opened the account. They require that a tax identification number or employer identification number (EIN) be used any time a bank account is open. If the organization is exempt from revenue taxation (by IRS) they ask for these documents as well.

Each local unit of United Methodist Women relates up to the conference organization of United Methodist Women. Each conference United Methodist Women treasurer has received an EIN from the IRS. With that in hand, she has written to the General Board of Finance and Administration (GCFA) of The United Methodist Church for a letter that states that your United Methodist Women conference organization falls under the Group Ruling from the IRS, stating that churches and affiliated organizations (such as United Methodist Women) are exempt from revenue taxation. The bank may ask for this information as well. It will be in the form of the letter from GCFA to your conference United Methodist Women treasurer and the letter from the IRS stating that the United Methodist denomination is exempt from revenue taxes.

As accounting standards have gotten tighter, it is critical that bank accounts have two people who can sign checks. The treasurer should not sign any check that reimburses her for any expenses she has incurred. The president should sign any such check. It is important that each check the treasurer writes has the approval of the president or secretary. The president should see all bank statements monthly. These are standard accounting practices and normal procedures in churches and all other organizations.

## LOCAL TREASURER

The local treasurer holds many of the responsibilities of the realities of the financial landscape. The local unit treasurer handles all the funds and keeps the books of the local group. There should only be one unit treasurer, not one per circle.

### Duties of the Local Unit Treasurer

1. Make sure you have one checking account in the name of United Methodist Women. The president of the unit and the treasurer are the signers on the account. The bank will ask for a tax ID number to open a new account. This is held by your United Methodist Women conference treasurer. Please contact her for the documentation and the appropriate number. **Do NOT deposit United Methodist Women funds in a personal account or a local church account. Keep all United Methodist Women funds separate from personal and church funds.**
2. Obtain working materials:
  - Ledger book.
  - Supply of local remittance forms (photocopied from this handbook and website).
3. Plan storage space for supplies, papers and books in a safe place.
4. Keep a file of all signed pledge cards until the next pledge service and a record of each contribution received at meetings and other occasions.



5. Record pledges, offerings and other income in a ledger book or computer records then deposit the money in the group's bank account as soon as possible.
6. Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in the cashbook or in the computer records. The president or secretary should sign or initial invoices to be paid or vouchers associated with each check.
7. Balance the books and reconcile the bank statement monthly.
8. Be prompt in sending remittances approved by the local group to the district treasurer (or conference treasurer where no district exists). If gifts are designated, indicate the designation in the proper space on the remittance form. **Never change designations without consulting with the donor.**
9. Consult the previous local treasurer or the district treasurer for any questions or help needed.
10. At the end of each year, create a giving statement for each member who has given \$250 or more. It should contain the name, address of the donor and a statement: "No goods or services were received in exchange for this donation."
11. Arrange for the year-end audit/review. Ask the auditor/reviewers to send the audit report directly to the United Methodist Women district treasurer.

### **Fiscal Year**

The fiscal year for The United Methodist Church is the calendar year, January 1 to December 31. All funds to be sent to the United Methodist Women National Office must be forwarded through district and conference treasurers in time to reach the New York office on or before December 31.

### **Remittance Procedure**

The remittance form is the same for local, district or conference treasurers. All United Methodist Women treasurers can choose to submit it in one of these ways:

- Use the computer template provided by the United Methodist Women National Office. For information on using the online remittance form, ask for help from district treasurer.
- Download the form from **[www.unitedmethodistwomen.org](http://www.unitedmethodistwomen.org)**.
- Copy and fill out the general remittance form (Section 7), print it and mail or fax it to your district counterpart.

### **Responsibilities of the Local Committee on Finance**

The leadership team, also known as the executive committee, may serve as the finance committee.

Keeping the Purpose in mind, the committee shall:

1. Analyze local income and giving patterns and prepare financial goals and strategies to recommend to the executive committee that will strengthen Mission Giving.
2. Prepare the total budget of the group for approval by the executive committee and adoption by the group.

3. Develop and recommend to the executive committee or the unit plan for securing all funds to be spent locally and to be channeled to the district treasurer.
4. Work in cooperation with the executive committee or the committee on program, if one exists, to:
  - Develop and recommend to the unit plans for financial interpretation and promotion.
  - Make plans for opportunities for individual pledging and interpretation of the program and responsibilities of the United Methodist Women National Office in the group and subgroup meetings.
5. Review and approve financial statements. The committee should also periodically review the standing rules of the group to see if any of the rules are in conflict with established financial policies of United Methodist Women.
6. Ensure that the bank statement is received and reviewed by the local president each and every month in a timely manner.

## Fundraising

The most important, and usually the largest sources of funds for the local budget, are the pledges and mission gifts of individual members. But in many local groups it is necessary to organize fundraising endeavors to supplement individual pledges and to fulfill the group's financial commitments. Fundraising events, of course, can also be good community-building times.

Any fundraising event should be thoroughly discussed by the committee on finance and presented to the group for approval. The discussion should question whether the project is worth the time and energy involved and whether it will become an end in itself, shifting the group's focus from other mission activities. The ideal fundraising event will expand concepts of mission as well as provide fellowship and income. All money earned from fundraising events is to be budgeted in the same way as other income.

## THE LOCAL BUDGET

The local budget consists of three main categories: Pledge to Mission, administration and membership development, and mission locally. There is no "right" proportion of the budget for each of the three categories. Traditionally, 60 percent of the budget is for the Pledge to Mission. Some find this percentage too small, while others find it too large. The final decision rests with the local group itself.

- 1. Pledge to Mission:** The total amount that the group expects to send on to the district treasurer.

When making its Pledge to Mission, a local group should consider all sources of funds available to it, including pledges of members, gifts and offerings, and money from fundraising events. Mission Giving from Special Mission Recognitions, Gifts to Mission, Gifts in Memory and the World Thank Offering may or may not be itemized in the budget, according to the practice of the local unit. (Budgeted or not, all amounts from these four channels of Mission Giving are also sent to the district treasurer.)

- 2. Administration and membership development:** Items that enrich the educational experiences and leadership capabilities of local members and that are necessary for the organization's functioning. Appropriate expenditures include dependent care for meetings, postage and printing, program materials, program expenses, attendance at Mission u and other conference and district meetings, ecumenical mission programs, and other items relating to United Methodist Women.
- 3. Mission locally:** The budget category that enables the local group to be in mission in its own area. Items such as contributions to local mission programs are appropriate. Items that are the responsibility of the total church are not appropriate, such as the church budget or building fund, parsonage upkeep, or groups, such as Boy Scouts, Girl Scouts, and the United Fund, which have community-wide sources of support. Where custom and tradition have included inappropriate items under mission locally, careful interpretation will help United Methodist Women members prepare budgets that more closely reflect the Purpose of the organization. The budget of United Methodist Women must support mission programs and projects that depend on the organization for basic support.

Note:

- Offerings sponsored by Church Women United, such as the Fellowship of the Least Coin, should be sent directly to that organization.
- Supplementary giving gifts that are to be sent through United Methodist Women channels (such as A Call to Prayer and Self-Denial offering) are generally not budgeted by the local group but are sent to the district treasurer as they are given, itemized on the treasurer's remittance form.

## Annual Audit

Like each local church, each group of United Methodist Women should have an audit or financial review each year. Many groups regularly have their own audit separate from that of their local church. This is the best practice since local church and United Methodist Women funds should be kept separate. The local organization may submit its records for the church audit but is not required to do so. Some local units may be using the tax ID number of their local church, which is not recommended. If this is the case, your unit will have to be part of the local church audit. Each local United Methodist Women unit will make that decision. If a local unit is using the tax ID and documentation of the conference United Methodist Women organization, you may decide not to participate in the local church audit.

A full-scale audit may not be warranted if your unit is medium to small. If this is the case we recommend a financial review.

The United Methodist Women National Office requires each conference United Methodist Women to have a review by an accountant with at least a four-year accounting degree, for the local units the audit may be performed by the treasurer of another local unit or organization or by a committee in the local organization formed for the purpose of this financial review. This may not be the finance committee.

At the end of the audit/review process ask the auditor/reviewer to send copies of the report to the unit president and to the United Methodist Women district treasurer. For information on “agreed upon procedures,” see page 88.

### “Emptying the Treasury” at the End of the Year

The monies given for United Methodist Women are given for mission. However, a local group may discover, toward the end of a given year, that it has more money than it needs to carry it into the first few months of the new year. This may have happened because:

- The budgeted amount for the Pledge to Mission was too low.
- Sources of income were underestimated.
- Income from a fundraising event may not have been budgeted.

A local group should keep in its treasury only the minimum amount necessary to carry it into the first few months of the next year, until members’ Mission Giving pledges and gifts begin coming in.

The committee on finance recommends how to use these extra funds. The committee could choose one of the following options:

1. Send the extra funds as additional mission funds (added to your Pledge to Mission).
2. Present one or more Special Mission Recognitions or Gifts to Mission to members or friends of the unit.
3. Make a supplementary gift to “A Brighter Future for Children and Youth,” a mission program that receives United Methodist Women National Office funding.

Funds given in these ways to “empty the treasury” should be sent to the district treasurer. The act of emptying the treasury is important because the funds were given to be used for mission, not to build up a bank account for the unit. Saving for a rainy day is not good stewardship since today is a rainy day for thousands of women, children and youth for whom our mission money offers hope.

## LOCAL FUNDS

All funds of the unit or subgroups are part of the monies of the unit. Requests made to the unit or subgroups/circles for funds not included in the adopted budget shall be referred to the committee on finance for recommendation to the unit.

### The Subgroup/Circle and Finance

**There is only one treasurer in the local organization of United Methodist Women and one treasury.** The funds belong to the local group and are subject to the decisions of the local group. Groups with subgroups may choose to pledge and to channel funds through the subgroups, but the

subgroups should not have separate bank accounts or their own treasurers. Pledges are made to the group's budget, not to the subgroup. Pledge funds, and any others that are raised, belong to the group.

Each subgroup should have a representative on the organization's committee on finance and thus a voice in how the funds of the unit are raised and spent. This person may also be responsible for channeling the subgroup's funds to the group's treasurer.

## Promotion and Interpretation

It is exciting for United Methodist Women members to learn what happens to their gifts and what ministries are made possible through their Mission Giving. The treasurer and the mission coordinator for education and interpretation should work closely with the committee on finance and the committee on program to make sure that members are well informed in these two areas. United Methodist Women members should have a clear understanding of:

- How their funds travel from the local to the national office.
- How budgetary decisions are made in the national office.
- How mission work is carried out by the national office.
- That United Methodist Women National Office is an integral part of The United Methodist Church, reporting directly to General Conference.

United Methodist Women members should also know about leadership training and spiritual growth opportunities sponsored by their district and conference, which are underwritten through their Mission Giving. They need to see how the Purpose is fulfilled in the local group through the local budget.

Group members should be encouraged to participate in experiences that increase their mission knowledge, such as Mission u, district and conference annual meetings, the quadrennial Assembly and other events as well as issue-oriented seminars and workshops. They need to see the relationship between these events and Mission Giving.

There is a variety of print and video resources on the website that can help tell the story of money in mission. District and conference treasurers and mission coordinators for education and interpretation are also glad to help.

## Raising Funds for Mission

Under the guidance of the committee on finance, the group could try a variety of promotional strategies:

1. Ask the treasurer or mission coordinator for education and interpretation to share a brief description of one mission program as part of the financial report at each unit meeting. The descriptions should alternate between programs in the United States and those in other countries. Appropriate resources include audiovisuals, video clips, brochures, Annual Report of the United Methodist Women and **response** magazine.
2. Link a brief illustration of a mission project to the theme of each meeting (a description of a Mission u during a program on education, for example). Use an appropriate resource. A speaker from one of our mission institutions could also be invited.

3. Create bulletin boards and other display areas with pictures from **response** magazine and other mission resources. Summarize **response** articles for “mission minutes.”
4. Select a different channel of giving for special emphasis every few months, such as World Thank Offering, Special Mission Recognition, a supplementary giving emphasis, and so on. All sub-groups and the group could focus on learning about and participating in the current channel for Mission Giving.
5. Choose a geographical area and learn about the mission work of Regional Missionaries. Check out: [www.unitedmethodistwomen.org/missionaries](http://www.unitedmethodistwomen.org/missionaries) to learn more. Utilize the Prayer Calendar and read mission witnesses and prayers by missionaries around the globe. Use the information to make posters, write letters and prepare presentations.
6. Prepare a program or series of programs on biblical concepts of stewardship.

## THE DISTRICT AND ITS FINANCES

Please review the section at the beginning of the “Local Finances” section, page 79, titled “Today’s Financial Landscape.” Note in particular the banking details and the use of United Methodist Women conference tax documents. The United Methodist Women district organization is part of the United Methodist Women conference organization. As such it may use the United Methodist Women conference organization’s tax ID number (EIN) and letter from GCFA and the IRS on the exemption from revenue tax.

The accounting control standards and audit guidelines are an important part of the local, district and conference organizations of United Methodist Women. Please note that the United Methodist Women National Office is asking that all local units have an audit or review and that the auditor/reviewer send a copy of the report to the United Methodist Women district treasurer.

## DISTRICT TREASURER

The district treasurer is responsible for handling all the funds and keeping the books of the district. She channels funds from local and district groups and from district members to the conference treasurer. All funds received from local and from district members are sent on to the conference treasurer; they do not belong to the district. The only funds available to a district are administration and membership development amounts, which are returned to the district by the conference treasurer.

The district treasurer actively works to fulfill the Purpose of United Methodist Women. To carry out her tasks, she is informed about the financial responsibility of the organization and the program and responsibilities of the national office. She is bonded through the United Methodist Women National Office.

Specifically, the district treasurer:

- Opens a checking account in the name of the district United Methodist Women organization, using a tax ID number obtained from the United Methodist Women conference treasurer.
- Receives all funds from local and district groups monthly or quarterly, as the conference determines, and from district members.
- Writes checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount on the check stub. All disbursements should be entered in the cashbook or in the computer records.
- Records the totals of all funds and any specific designations and consistently forwards all funds to the conference treasurer, using the appropriate remittance forms, in a timely manner.
- Makes sure that the district president receives and reviews the bank statement on a monthly basis in a timely manner.
- Sends itemized financial statements to district elected leaders and the conference treasurer at least quarterly and provides regular written financial reports at district executive committee meetings.
- Presents the Schedule of Cash Activities statement to the district executive committee and to the conference treasurer.
- Sees that annually a certified public accountant or a person with a minimum of a four-year accounting degree performs specified accounting procedures on the books and accounting records of the district and that the report form is completed and a copy sent to the conference treasurer.
- Provides resourcing and training for local, cluster and district unit treasurers at least annually since she serves as their contact person.
- Arranges for United Methodist Women Mission Resources to send local treasurer packets and World Thank Offering Packets to local treasurers and groups that need them and handles orders for Gift to Mission cards.
- Chairs the district committee on finance where one exists or, if there is no separate committee, chairs the district executive committee when dealing with matters relating to finance.

At the end of the calendar year, the district treasurer must account to the conference treasurer for the use of district administration and membership development funds and for the balance on hand. She may carry forward a small balance, enough to cover the first month or the first quarter, and should return any excess amount to the conference treasurer clearly marked as unused administration and membership development funds.

In addition, the district treasurer may:

- Send receipts back to local and district treasurers and to district members regularly.
- Keep the district books on computer accounting software.

## Agreed Upon Procedures for District Audits

At the end of the year, the district treasurer presents her books to a certified public accountant or to a person who has a minimum of a four-year accounting degree. This person performs certain procedures (outlined here) on the accounting records of the district and completes a statement indicating that the procedures were satisfactorily performed. A copy of this statement is given to the district treasurer, district executive committee and the conference treasurer. A full scope audit is no longer required. The district treasurer gives to the person performing the procedures the following materials:

- Copies of executive committee minutes.
- Copy of the district budget.
- Remittance forms received from local organizations.
- Duplicate receipt forms (or stubs).
- Vouchers properly signed by authorized persons.
- Checkbook stubs or record.
- Reconciled bank statements.
- Canceled checks.
- Duplicate deposit slips.
- Records of cash received and cash disbursed.
- Year-end statements of conference fund and district administration and membership development fund.

The person who has agreed to perform the procedures on the district accounting records is to:

1. Trace selected local unit remittances into receipts and deposits recorded on checkbook stubs or recorded into a cash receipt record.
2. Obtain confirmations from selected districts to confirm remittances.
3. Ascertain that vouchers are made for all expenditures, that these expenses are properly signed by authorized persons (president and secretary), and that the expenditures are provided for in the budget or have been authorized by the executive committee as recorded in the minutes.
4. Determine that checks written agree with the vouchers and are properly recorded in some form of cash disbursement record.
5. Make sure that bank statements are reconciled monthly to agree with the checkbook balance and the balance as reflected in the cash receipt and disbursement record.
6. Check the year-end balance, as shown on the year-end statements, to determine that it agrees with that shown in the checkbook and the reconciled year end bank statements.

The year-end balance should reflect any difference between cash received and cash disbursed as recorded in the cash records. After the procedures have been completed, the person performing the procedures fills out the Schedule of Cash Activities statement and submits it to the district treasurer with a copy to the district executive committee and to the conference treasurer.



## District Funds

All funds received by the district treasurer from any source shall be remitted to the treasurer of the conference as Mission Giving gifts. The district receives pledge to mission monies from local groups and remits the money to the conference treasurer. The district organization shall make an annual pledge to the United Methodist Women National Office, channeled through the conference organization.

Funds contributed for Special Mission Recognition, Gift to Mission, Gift in Memory and World Thank Offering become part of the pledge to mission from the district and may not be otherwise designated by the district.

Supplementary gifts and A Call to Prayer and Self-Denial offerings received from local treasurers shall be remitted to the conference treasurer according to the designations received from the local units.

Any bequests and devises to the district United Methodist Women or to a former women's organization of the church from decedents' estates that are designated in whole or in part for national and/or international mission shall be sent to the conference treasurer for forwarding to the United Methodist Women National Office.

Offerings taken at district meetings or events shall be allocated in accordance with the Purpose on the recommendation of the committee on finance to the executive committee. (See page 90, Appropriate Use of Offerings.)

The district organization shall submit a budget for administration and membership to the conference committee on finance.

## DISTRICT COMMITTEE ON FINANCE

The leadership team, also known as the executive committee, may function as the committee on finance with the treasurer as chairperson, or the executive committee may name a separate committee on finance. Membership of the committee on finance consists of:

- Treasurer, as chairperson.
- President.
- Vice president (if this position is filled).
- Secretary.
- Others as determined by the executive committee.

The committee meets at least twice a year and on the call of the chairperson. One meeting consists primarily of budget preparation for the coming year; the other meeting is devoted to analysis of the financial statistics of the local group and district and goal setting based on those statistics.

## Responsibilities of the Committee on Finance

The committee is responsible for:

1. Analyzing district income and giving patterns of the local units and preparing financial goals and strategies to recommend to the executive committee.

2. Recommending the amount to be pledged for mission by the district.
3. Preparing the budget for district administration and membership development funds for submission to the conference committee on finance for approval.
4. Developing and recommending, in harmony with plans of the conference organization and in cooperation with the committee on program, plans to interpret and promote the finances, responsibilities and program of the United Methodist Women National Office.

## District Pledge to Mission

The district Pledge to Mission is the amount the district sets as a goal to send through conference channels to the national office. It includes all funds sent from local and district groups or from any other source and all funds received for Special Mission Recognitions, Gifts to Mission, Gifts in Memory and the World Thank Offering. These funds become a part of the district Pledge to Mission, and they may not be used otherwise.

Every year, the committee on finance recommends the amount of the district Pledge to Mission after studying all pledges made by local and district units and district members and analyzing giving patterns. The committee recommends the amount to the entire district. The district Pledge to Mission is approved at the district annual meeting.

All funds are sent to the conference treasurer. The conference treasurer returns a portion, as agreed by the conference committee on finance, to the district for administration and membership development expenses.

## District Budget

The district budget is the amount of money the district estimates it will need for its program and activities during the year. It includes only administration and membership development expenses. It does not include local mission or Pledge to Mission amounts, as a local organization budget does. A district does not engage in fundraising events other than promotion and interpretation of increasing Mission Giving.

A proposed budget is first approved by the district executive committee and then presented to the conference committee on finance for consideration in light of the total conference budget.

The district budget is finally approved at the district annual meeting. Amounts for occasional events such as the quadrennial United Methodist Women's Assembly and the jurisdiction quadrennial meeting are kept by the conference treasurer in a central account, earmarked for each district's use.

## Appropriate Use of Offerings

The only money generated in or by the district organization comes from offerings at district meetings or other events. District events are official gatherings of United Methodist Women and should be planned so that all aspects are in keeping with the Purpose and policies of the organization, including

the offering recipient. Offerings at all district annual meetings, Mission u, retreats, spring meetings and other events should be decided in advance by the planning committee for the event or by the committee on finance and approved by the executive committee. The offering should be directed toward programs for which United Methodist Women has responsibility. These include:

1. **Mission Giving gifts for mission:** Extra gifts to help the district make or exceed its Pledge to Mission or gifts through any of the other four channels of Mission Giving.
2. **Theme-related Mission Giving:** An offering related to the meeting theme, current mission studies or other special emphases, with a broad designation such as “ministries with children” or “ministries with women in Latin America,” sent through regular channels.
3. **Supplementary giving for a particular mission program:** Gifts given for a specific project related to a program area of United Methodist Women National Office or to the United Methodist Committee on Relief, sent through regular channels.
4. **Mission Giving for the United Methodist Women National Office Special Emphasis:** “A Brighter Future for Children and Youth.”

## Financial Analysis and Goal Setting

The district committee on finance works on analyzing the general patterns of Mission Giving of the local units and recommending goals and strategies for increasing giving in each of the channels of giving. Financial analysis involves documenting and charting the giving of local groups over a period of several months or years. The information produced enables the district to set specific, attainable and measurable financial goals. For instance, if analysis reveals that only 30 percent of the local groups are currently participating in the Special Mission Recognition, the committee could propose a suitable goal to the district, such as: “By the end of the second quarter, every district officer will have visited three local units to speak for 10 minutes about the Special Mission Recognition and leave a packet of information so that 60 percent of the units in the district will give at least one Special Mission recognition.”

Any goals proposed are referred to the district executive committee for approval and should also be presented and approved at the district annual meeting. The district committee should cooperate with any similar goals and plans proposed by the conference committee on finance or by local and district units.

## THE CONFERENCE AND ITS FINANCES

Please review the section at the beginning of the “Local Finances” section, page 79, titled “Today’s Financial Landscape.” Note in particular the banking details and the use of United Methodist Women conference tax documents. The United Methodist Women district organization is part of the United Methodist Women conference organization. As such the district organization may use the United Methodist Women conference organization’s tax ID number (EIN) and letter from GCFA and the IRS on the exemption from revenue tax.

The accounting control standards and audit guidelines are an important part of the local, district and conference organizations of United Methodist Women. Please note that the United Methodist Women National Office is asking that all local units have an audit or review and that the auditor/reviewer send a copy of the report to the United Methodist Women district treasurer.

## CONFERENCE TREASURER

The conference treasurer is the financial officer for the conference United Methodist Women.

Specifically, the conference treasurer:

- Operates the only bank account of the conference United Methodist Women.
- Receives funds from district treasurers and transmits them to the United Methodist Women National Office.
- Writes checks for all disbursements as approved by the executive committee (signed by the president or secretary), recording the date, payee, reason for payment and amount on the check stub. All disbursements should be entered in the cash book or in the computer records.
- Returns district administration and membership development amounts to the district treasurers and disburses conference administration and membership development amounts according to approved recommendations from the committee on finance on written order of the president and the secretary.
- Maintains regular contact with district treasurers and the treasurer of the United Methodist Women National Office.
- Makes sure that the conference president receives and reviews a copy of the bank statement each month in a timely manner.
- Sends itemized financial statements to executive committee members at least quarterly and makes a written report to each meeting of the conference executive committee and at the conference annual meeting.
- Sees that all financial records are reviewed annually.

The treasurer:

- Sends an updated bonding list to the United Methodist Women National Office at least annually (conference president, conference treasurer, district presidents, district treasurers, and the business manager or registrar of the conference Mission u are bonded by the United Methodist Women National Office); an updated bonding list should also be sent to the national office whenever there is a change in any of the positions listed.
- Works in cooperation with the conference mission coordinator for education and interpretation to encourage giving to mission with emphasis on the importance of Mission Giving.
- Works with the conference secretary of program resources as she orders and sells materials.
- Provides resources and training at least annually for district treasurers, serving as their contact person, and attends training events provided by the national office.
- Serves as chairperson of the committee on finance and serves on the executive committee and committees on program and Mission u.

In addition to these responsibilities, the treasurer may:

- Send receipts back to district treasurers regularly.
- Put the conference books on computer accounting software and assist the districts in doing do the same.

## Agreed Upon Procedures for Conference Audits

At the end of the year, the conference treasurer presents her books to either a certified public accountant or to a person who has a minimum of a four-year accounting degree. This person will perform certain procedures (outlined here) on the accounting records of the conference and completes a statement indicating that the procedures were satisfactorily performed. A copy of this statement is given to the conference treasurer and the conference executive committee, and a copy should be mailed by the auditor to the United Methodist Women National Office, 475 Riverside Drive, room 1503, New York, NY 10115, attention: Treasurer.

In order to facilitate the procedure review, the conference treasurer will provide the following materials:

- Copies of executive committee minutes.
- Copy of the conference budget.
- Remittance forms received from districts.
- Receipt forms.
- Vouchers properly signed by authorized persons.
- Checkbook stubs or records.
- Reconciled bank statements.
- Canceled checks.
- Duplicate deposit slips.
- Records of cash received and cash disbursed.
- Year-end statements of conference administration and membership development fund.

The person who has agreed to perform the procedures on the conference accounting records is to:

1. Trace selected district remittances into receipts and deposits recorded in checkbook or recorded into a cash receipt record.
2. Obtain confirmations from selected districts to confirm remittances
3. Ascertain that vouchers are made for all expenditures, that these expenses are properly signed by authorized persons, and that the expenditures are provided for in the budget or have been authorized by the executive committee as recorded in the minutes.
4. Determine that checks written agree with the vouchers and are properly recorded in some form of cash disbursement record.
5. Make sure that bank statements are reconciled monthly to agree with the checkbook balance and the balance as reflected in the cash receipt and disbursement record.
6. Check the year-end balance, as shown on the year-end statements, to determine that it agrees with that shown in the checkbook and the reconciled year end bank statements. The year-end balance should reflect any difference between cash received and cash disbursed as recorded in the cash records.

After the procedures have been completed, the person performing the procedures fills out the Schedule of Cash Activities statement and submits it to the conference treasurer, with a copy to the conference executive team and to the United Methodist Women National Office.

## CONFERENCE COMMITTEE ON FINANCE

Membership of the conference committee on finance consists of:

- Treasurer, as chairperson.
- President.
- Secretary.
- District treasurers.
- Those positions determined by the executive committee.

### Responsibilities of the Conference Committee on Finance

The committee meets at least twice a year and when called by the chairperson. One meeting consists primarily of budget preparation for the coming year. The other meeting is devoted to analysis of the financial statistics of the districts and conference and goal setting based on those statistics.

The committee shall:

1. Analyze conference income and giving patterns of the districts and local units and prepare financial goals and strategies to recommend to the executive committee.
2. Recommend the amount to be pledged for mission by the conference.
3. Receive from each district a budget request for administration and membership development funds.
4. Prepare and recommend to the executive committee the total amounts budgeted for jurisdiction, conference and district administration and membership development.
5. Study requests made to the conference organization for funds or appeals made to local units and make recommendations to the executive committee.
6. Develop in cooperation with the committee on program and recommend to the executive committee plans to interpret and promote the finances, responsibilities and program of the United Methodist Women National Office.
7. In addition, the committee on finance should periodically review the standing rules of the conference to see if any of the rules are in conflict with established financial policies of United Methodist Women.

### Conference Pledge to Mission

The conference Pledge to Mission is the amount the conference sets as a goal to send to the United Methodist Women National Office. It includes all Pledge to Mission funds coming from the local and district units through the district treasurer, minus the amount withheld for conference administration and membership development expenses. It also includes all funds received through the other four channels of Mission Giving as well as any other funds that the conference anticipates. The conference usually

has to make a “leap of faith” in order to increase its pledge each year. This means that the amount the conference pledges is probably higher than the anticipated Mission Giving receipts for the year. Good financial analysis helps in setting the pledge amount, but a challenging goal is necessary to increase giving.

### Conference Administration and Membership Development Budget

The conference budget is the amount of money the conference estimates it will need for its programs and activities during the year. It does not include local mission or Pledge to Mission amounts, as a local unit budget does, but only administration and membership development expenses.

The conference committee on finance receives and reviews the district budgets, receives a request for funds from the jurisdiction organization, and studies the needs of the conference itself. It then creates a budget that will include these district, conference and jurisdiction needs. The budget building procedure includes the following specific steps:

1. Each district program or executive committee outlines plans for the coming year. The district committee on finance estimates costs and prepares a tentative district budget.
2. District treasurers take district budgets to a specified meeting of the conference committee on finance. District budgets are revised as necessary. All district budgets may not necessarily total the same amount or contain the same line items.
3. At that same conference committee on finance meeting, the conference budget committee prepares a budget, based on program projections for the coming year, including an appropriate estimate of travel, room and board, and dependent care expenses for conference officers to attend the Leadership Development Days. A budget amount will also be needed for conference Mission u organizers to attend the annual training event. When completed, the conference budget will contain the total of the district budgets as a line item (preferably itemized by district within the line item). The amount for the jurisdiction will be another line item.
4. The committee estimates the amount of Pledge to Mission funds that can be anticipated from local organizations and decides what percentage of those funds must be retained in the conference in order to cover the proposed conference budget. (Only actual Pledge to Mission amounts can be counted, not any other “special giving within pledge.”)
5. The remaining amount of local Pledge to Mission funds, plus all other anticipated Mission Giving funds, is the conference’s Pledge to Mission to the national office.
6. The recommended conference budget and Pledge to Mission amount must be approved by the conference executive committee then voted by the conference membership at the conference annual meeting.

At the end of the year any unused administration and membership development funds, except the minimum necessary to begin the next year, are added to the pledge and sent to the national office. This policy of “emptying the treasury” needs to become part of the conference standing rules. Such a rule might include a suggested form for wording of a motion to release these unused funds.

## Offerings at Conference Meetings

Conference events are official gatherings of United Methodist Women and should be planned so that all aspects are in keeping with the Purpose and policies of the organization, including the offering recipient. Offerings at all conference annual meetings, Mission u, retreats, spring meetings and other events should be decided in advance by the planning committee for the event and approved by the executive committee. The offering should be directed toward programs for which United Methodist Women has responsibility. These programs include:

1. **Mission Giving gifts for mission:** Extra gifts to help the conference make or exceed its Pledge to Mission, or gifts through any of the other four channels of Mission Giving.
2. **Theme-related Mission Giving:** An offering related to the meeting theme, current mission studies, or other special emphases, with a broad designation such as “ministries with children” or “ministries with women in Latin America” or other region, sent through regular channels.
3. **Supplementary giving for a particular mission program:** Gifts given for a specific project of United Methodist Women.

## Requests for Funds

The committee on finance must carefully screen any requests for funds made to conference United Methodist Women in relation to the Purpose of the organization and the total responsibilities of the conference. The executive committee must approve any recommendations. Mailing lists should not be made available to anyone or any group outside the organization of United Methodist Women.

## Financial Analysis and Goal Setting

The conference committee on finance works on analyzing the general patterns of giving of the districts and conference and recommending goals and strategies for increasing giving in each of the Mission Giving channels.

Financial analysis involves documenting and charting the giving of units, districts and the conference over a period of several months or years. The information enables the conference to set specific, attainable and measurable financial goals. For instance, if analysis reveals that the conference has not reached its Pledge to Mission goal in recent years or has not been able to significantly increase the pledge goal, the committee could propose: By the beginning of September, all districts and local units will have been sent a packet of information on the channels of Mission Giving and asked to indicate by return mail which new channel they will participate in during the coming year.

Refer any proposed goals to the conference executive committee for approval at the conference annual meeting. The conference committee on finance should cooperate and assist with similar goals and plans proposed by a district committee on finance. The treasurer of the United Methodist Women National Office can be consulted any time the need arises for assistance with financial analysis and goal setting.



## Conference Funds

The conference organization shall make an annual pledge to the United Methodist Women National Office. All mission funds received by the conference treasurer from any source shall be remitted to the treasurer of the United Methodist Women National Office, except those set aside for conference administration and membership development.

Funds contributed for Special Mission Recognition, Gift to Mission, Gift in Memory and World Thank Offering become part of the regular Pledge to Mission from the conference and may not be otherwise designated by the conference organization.

Supplementary gifts and A Call to Prayer and Self-Denial offerings received from district treasurers shall be remitted to the treasurer of the national office according to the designations received from district treasurers.

Any bequests or devises to the conference United Methodist Women or to a former women's organization of the church from decedents' estates that are designated in whole or in part for national and/or world mission shall be sent to the United Methodist Women National Office.

Each conference organization shall set up a fund for administration and membership development. This fund shall provide for the administration and membership development expenses of the conference, a contribution to the jurisdiction for administration and membership development, and funds for remittance to the districts for administration and membership development.

## **THE JURISDICTION AND ITS FINANCES**

### **JURISDICTION TREASURER**

The jurisdiction treasurer is responsible for the finances of the United Methodist Women jurisdiction organization. She will work actively to fulfill the Purpose of United Methodist Women. Her responsibilities include:

- Receiving all funds for the jurisdiction leadership team and disbursing funds in accordance with the approved recommendation of the jurisdiction leadership team and on written order of the president and secretary.
- Preparing for the approval of the jurisdiction and jurisdiction leadership team in consultation with the treasurer of the United Methodist Women National Office, an annual and a quadrennial budget, including annual and quadrennial budgets for the quadrennial meeting and for the committee on nominations.
- Writing checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount on the check stub. All disbursements should be entered in the cash book or in the computer records.

- Preparing a printed financial report for every meeting of the jurisdiction leadership team, which is to be distributed with the minutes.
- Having the books audited at the end of the quadrennium by a certified public accountant or a person who has a minimum of a four-year accounting degree. A full scope audit is no longer required. Follow the yearly “Agreed Upon Procedures for Jurisdiction Audits,” as outlined here.

### Agreed Upon Procedures for Jurisdiction Audits

At the end of the quadrennium, or **when there is a change in treasurer**, the jurisdiction treasurer presents her books to either a certified public accountant or to a person who has a minimum of a four-year accounting degree. This person will perform certain procedures (outlined here) on the accounting records of the jurisdiction and completes a statement indicating that the procedures were satisfactorily performed. A copy of this statement is given to the conference treasurer, the jurisdiction leadership and a copy mailed by the auditor to United Methodist Women National Office, 475 Riverside Drive, Room 1503, New York, NY 10115, attention: Treasurer.

In order to facilitate the procedure review, the jurisdiction treasurer will provide the following materials:

- Copies of mission team minutes.
- Copy of the jurisdiction budgets.
- Remittance forms received from conferences.
- Receipt forms.
- Vouchers properly signed by authorized persons.
- Checkbook stubs or records.
- Reconciled bank statements.
- Canceled checks.
- Duplicate deposit slips.
- Records of cash received and cash disbursed.
- Year-end statements of jurisdiction administration and membership development fund.

The person who has agreed to perform the procedures on the jurisdiction accounting records is to:

1. Trace selected district remittances into receipts and deposits recorded in checkbook or record into a cash receipt record.
2. Obtain confirmations from selected districts to confirm remittances.
3. Ascertain that vouchers are made for all expenditures, that these expenses are properly signed by authorized persons, and that the expenditures are provided for in the budget or have been authorized by the jurisdiction finance committee as recorded in the minutes.
4. Determine that checks written agree with the vouchers and are properly recorded in some form of cash disbursement record.
5. Make sure that bank statements are reconciled monthly to agree with the checkbook balance and the balance as reflected in the cash receipt and disbursement record.

6. Check the year-end balance, as shown on the year-end statements, to determine that it agrees with that shown in the checkbook and the reconciled year-end bank statements. The year-end balance should reflect any difference between cash received and cash disbursed as recorded in the cash records.

After the procedures have been completed, the person performing the procedures fills out the Schedule of Cash Activities statement and submits it to the jurisdiction treasurer, with a copy to the jurisdiction leadership team and to the United Methodist Women National Office. The jurisdiction treasurer shall:

- Serve as chairperson of the jurisdiction leadership team when it meets as a committee on finance.
- Keep current and accurate records.
- Establish and use a voucher procedure.
- Pay all vouchers as soon as possible.
- Prepare regular, written reports for the jurisdiction leadership team with copies to conference presidents and to the United Methodist Women National Office, the treasurer and the jurisdiction leadership team's United Methodist Women National Office staff contact.
- Transfer required funds for the new jurisdiction leadership team at the end of the quadrennium by June 1, and send the balance of funds to the United Methodist Women National Office treasurer.
- Maintain contact with conference presidents and treasurers.

## **JURISDICTION COMMITTEE ON FINANCE**

The jurisdiction committee on finance is composed of the jurisdiction leadership team with the treasurer as chairperson.

The committee's responsibility is to approve budgets for the use of administration and membership development funds. Copies of the budgets will be sent to the conference presidents and the United Methodist Women National Office treasurer.



**SECTION 6**

Constitution  
and  
Bylaws

## SECTION 6

### CONSTITUTION AND BYLAWS

#### CONSTITUTION OF THE UNITED METHODIST WOMEN IN THE LOCAL CHURCH

In every local church there shall be an organized unit of United Methodist Women. The following is the authorized constitution:

**Article 1. *Name.*** The name of this organization shall be United Methodist Women.

**Article 2. *Relationships.*** The unit of United Methodist Women in the local church is directly related to the district and conference and national organizations of United Methodist Women.

**Article 3. *Purpose.*** The organized unit of United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the Church.

**Article 4. *Membership.*** Membership shall be open to any woman who indicates her desire to belong and to participate in the global mission of the Church through United Methodist Women. The pastor(s) shall be an ex officio member of the local unit and of its executive committee.

**Article 5. *Officers and Committees.*** The local unit shall elect a president, a vice president, a secretary, a treasurer, and a committee on nominations. Additional officers and committees shall be elected or appointed as needed, in accordance with the plans of the United Methodist Women's national organization as set forth in the bylaws for the local unit of United Methodist Women.

**Article 6. *Funds.***

- a. The organized unit of United Methodist Women shall secure funds for the fulfillment of its Purpose.
- b. All funds from whatever source secured by the unit of United Methodist Women belong to the organization and shall be disbursed only in accordance with its constitution and by its order.

- c. The total budget secured and administered by the organized unit in the local church shall include: (1) pledges and other money for the programs and responsibilities of the United Methodist Women's national organization to be directed through regular channels of finance of United Methodist Women, and (2) funds to be used in mission locally, which shall include amounts for administration and membership development.
- d. The organized unit in the local church shall make an annual pledge to the total budget of the district or conference organization of United Methodist Women.
- e. All undesignated funds channeled to the United Methodist Women's national organization shall be appropriated by the organization.

**Article 7. Meetings.** The organized unit in the local church shall hold such meetings for implementing the Purpose and transacting its business as the unit itself shall decide.

**Article 8. Relationship in the Local Church.** The organized unit of United Methodist Women shall encourage all women to participate in the total life and work of the Church and shall support them in assuming positions of responsibility and leadership.

**Article 9. Amendments.** Proposed amendments to this constitution may be sent to the recording secretary of the United Methodist Women's national organization before the last annual meeting of the organization in the quadrennium.

**Note:** For a description of United Methodist Women's national organization and its subsidiary organizations, see ¶¶1901-1912.

From *The Book of Discipline of The United Methodist Church 2016*, ¶256.5

# BYLAWS OF UNITED METHODIST WOMEN IN THE LOCAL CHURCH

## ARTICLE I

### ----- INTRODUCTION

Each organized unit of United Methodist Women, also known as the local organization, will determine, on the basis of an assessment of its needs, the organizational form required to effectively implement the Purpose, keeping in mind flexibility of structure and times of meetings. The program of the local organization of United Methodist Women will provide opportunities for the participation and leadership of all its members.

#### Section 1. Membership

Membership shall be open to any woman who indicates her desire to belong to and participate in the global mission of the church through United Methodist Women and its Purpose. The pastor(s) shall be ex officio member(s) of the local organization of United Methodist Women and of its leadership team or equivalent structure.

The membership of the local organization should reflect the membership of the local church.

United Methodist Women does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the leadership team.

#### Section 2. Mission Emphases

The organizational form chosen by the leadership team, also known as the executive committee of the local organization in some instances, will develop its program to support the Purpose that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing its membership and supporting the organization through Mission Giving.

#### Section 3. Structure

A unit may determine its structure to best fulfill the Purpose so that the work of administration, finance, program planning, record keeping and nominations can be carried out.



A member of the local church must be named president, and she or someone named by the team must serve as a contact person for the district organization and serve on the local church council.

The leadership team may include a president, vice president, treasurer, secretary and chair of the committee on nominations. Additional leaders may be added as determined by the leadership team.

Within the unit, subgroups may be organized or may develop to meet other concerns and needs of members as they are recognized for experiencing community, pursuing special interests, study or research or for designing and carrying forward projects of community service or action. The goals or tasks of each group will be defined in relation to the Purpose. The intent of the group will determine the length of its functioning, whether by calendar year or the time required to achieve stated goals.

*a. Leadership*

Leaders of subgroups may be designated by the leadership team or elected by the unit.

*b. Representation on committees*

- 1) Each subgroup will designate a member to serve as a representative or a liaison to the leadership team. Leaders of the subgroup are members of the unit leadership team and will help develop ways for the group to:
  - a) Be in contact with and receive information from the unit, its meetings and total program.
  - b) Participate in the plans and responsibilities of the unit.
  - c) Share with the unit all experiences and findings that develop mission emphases and expand concepts of mission.
- 2) Each subgroup will designate a member to serve as a representative or a liaison to the committee on program where it exists. Working with the committee, she will help in the development of the program and activities of the unit and the subgroups.
- 3) Each subgroup will designate a member to serve as a representative or liaison to the committee on finance, where it exists. Working with the committee, she will help in the development of plans for the interpretation of financial needs to the subgroup and arrange for the channeling of funds from the subgroup to the treasurer of the unit.

## Section 4. Other Forms of Units

*a. Charge or cluster unit*

A unit may be formed by women from more than one church when the number of women from a single church is too small to organize with the aforementioned structure. The president of a charge or cluster unit will be a member of The United Methodist Church.

*b. District unit*

A unit may be formed by women from different churches who choose to meet in locations other than a local church, such as a college or university campus, retirement community, online community or local business area. The president of a district unit will be a member of The United Methodist Church.

*c. District member*

A woman may become a district member if there is no active unit in her church, if there is no possibility of continuing or reorganizing a unit or if she is a member of another denomination. Such membership must be authorized by the district leadership team.

*d. Online member*

A woman may become an online member if this option is offered by the local or district organization.

## **ARTICLE II**

### **RELATIONSHIPS**

#### Section 1. Relationship to Other United Methodist Women Organizations

The unit of United Methodist Women in the local church is directly related to the district, conference and national organizations of United Methodist Women.

#### Section 2. Relationship to The United Methodist Church

The unit will encourage all women to participate in the total life and work of the church and will support them in assuming positions of responsibility and leadership.

#### Section 3. Relationship of the Leadership Team to Members

The leadership team's role is to nurture the members, reach out and invite other women and strengthen the connection with the district, conference and national organizations.

## ARTICLE III

### LEADERSHIP

Section 1. United Methodist Women is a laywomen's organization rooted in mission whose membership is open to any woman who shares its Purpose (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5, Articles 3, 4). Only laywomen may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶¶ 268, 269, 316, 318).

#### Section 2. Elected Leaders

The **president**, working with the leadership team, will actively seek to advance all phases of the work of United Methodist Women.

She will:

- a. Preside at all meetings of the unit and its leadership team and serve as an ex officio member of all other committees, where they exist, except the committee on nominations.
- b. Sign all legal and financial documents and orders on the treasury.
- c. Prepare reports as necessary with the elected officers.
- d. Develop with the leadership team ways to plan and engage in mission.
- e. Represent the unit in all meetings or name a substitute.
- f. Be a member of the local United Methodist church with which the unit is affiliated and serve, where they exist, as a member of the church council or on the administrative council or administrative board/council on ministries (*The Book of Discipline of The United Methodist Church 2016*, ¶252.5i). Membership in the local church may include affiliate membership.

The **vice president**, working cooperatively with the president, will assist the unit in fulfilling the Purpose.

She will:

- a. Guide the leadership team in its responsibility for planning and implementing the program of the unit.
- b. Perform the duties of the president in her absence.
- c. Promote ecumenical relations.

- d. Chair the committee on program where one exists or, if there is no separate committee, chair the leadership team when dealing with matters relating to program. She will serve on the committee on finance where one exists.

The **treasurer** will be informed concerning the financial responsibility of the unit and the program and responsibilities of the United Methodist Women national organization.

She will:

- a. Receive and disburse funds on order of the unit, account for all funds of the unit and work with the leadership team to develop a plan for receiving funds from individuals or subgroups on a regular basis.
- b. Remit all funds, except those designated for mission locally and for local administration and membership development, to the district treasurer. These remittances will be made monthly or quarterly as the conference and/or district organization may direct.
- c. Make itemized reports to the unit at regularly scheduled meetings and annual reports to the unit, submit the local unit's books annually to the audit committee of the local church and send an annual itemized statement of all funds to the district treasurer.
- d. Chair the committee on finance where one exists or, if there is no separate committee, chair the leadership team when dealing with matters related to finance.
- e. Serve on the leadership team and other committees when dealing with financial matters.

The **secretary** will be informed about the program and the total involvement of the local unit in order to perform the responsibilities assigned to her and to assist the president.

She will:

- a. Keep accurate minutes of all meetings of the unit and its leadership team and give notice of these meetings.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal and financial documents, making certain each is properly dated.
- d. Keep an accurate roll of membership.
- e. Send a list of elected leaders of the unit, including addresses, zip codes, telephone numbers and emails, to the secretary of the district organization immediately upon their election and interim changes, and send the name of the new president to the resource center: United Methodist Women Mission Resources.
- f. Serve on the leadership team and other committees as necessary.

The **chairperson** of the **committee on nominations** and other members are responsible for the nomination of all elected leaders of the unit. This requires a clear understanding of the duties of each elected leader and knowledge of the skills, interests and potential of the members of the unit.

She will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Identify and promote new leadership.

The chairperson will serve on the leadership team and other committees as necessary.

### Section 3. Appointed Leaders

Other leaders may be appointed for expansion of specific areas or needed services upon recommendation of the leadership team.

## **ARTICLE IV**

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## **COMMITTEES**

### Section 1. Leadership Team

There will be a leadership team, also known as the executive committee in some instances.

The leadership team, functioning as an executive committee, will involve women in mission and will coordinate the mission emphases and other activities toward the fulfillment of the Purpose. The president serves as the chairperson.

*a. Membership*

- 1) The leadership team will consist of all elected and appointed leaders.
- 2) The leadership team may be composed of the president, vice president, secretary, treasurer, committee on nominations chair, pastor(s) and such others as may be named by the leadership team, either to specific roles, ex officio or subgroup leader(s) where they exist.

*b. Functions*

The leadership team will:

- 1) Set goals to fulfill the Purpose and evaluate progress on such goals.
- 2) Transact interim business.
- 3) Prepare and recommend the total budget to the unit for adoption.
- 4) Fill vacancies that occur ad interim upon nomination of the committee on nominations.
- 5) Cooperate with the council on ministries or alternative structure of the local church/charge.
- 6) Encourage all women to participate responsibly in the total church program.

*c. Meetings*

The leadership team determines the schedule for its meetings. A special meeting of the leadership team may be called by the president to consider urgent business.

## Section 2. Committee on Finance

The leadership team may function as the committee on finance with the treasurer as chairperson, or the leadership team may name a separate committee on finance.

*a. Membership*

If a separate committee is established, its members will be the treasurer as chairperson, president, vice president, secretary and others as the leadership team may determine, including representative(s) from the subgroup(s) where they exist.

*b. Functions*

The committee will:

- 1) Analyze local unit income and giving patterns and prepare financial goals and strategies to recommend to the leadership team that will strengthen Mission Giving.
- 2) Prepare the total budget of the unit for approval by the leadership team and adoption by the unit.
- 3) Develop and recommend to the leadership team or the unit plans for securing all funds to be spent locally or channeled to the district treasurer.
- 4) Work in cooperation with the leadership team or the committee on program or its alternative, if one exists, to develop and recommend to the unit plans for financial interpretation and promotion and promote program and responsibilities of the United Methodist Women national organization in the unit and subgroup meetings.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson. One meeting should be for budget preparation and one will be for financial analysis and goal setting.

## Section 3. Committee on Nominations

*a. Membership*

The committee will be composed of no fewer than three (3) members, including the chairperson.

*b. Functions*

The committee will:

- 1) Gain an understanding of the mission emphases and organizational form of the unit and the responsibilities of each office.

- 2) Work throughout the year to identify women for leadership roles in the local unit.
- 3) Ensure that the elected leaders of the unit and members of the committee on nominations reflect the diversity of the membership within the unit. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.)
- 4) Secure leaders for subgroups as requested by the leadership team.
- 5) Make nominations to fill vacancies that occur ad interim.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 4. Committee on Membership

The leadership team may function as the committee on membership or may name a separate committee.

*a. Membership*

If a separate committee is established, its members will include a representative from the leadership team and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Search for and enlist new members, nurture existing members and interpret the Purpose.
- 2) Seek contact with all women of the church to discover their needs and special interests and keep the leadership team informed about those needs and interests.
- 3) Encourage and support the organizing of subgroups.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 5. Committee on Program

The leadership team may function as the committee on program with the vice president as chairperson, or the leadership team may name a separate committee on program.

*a. Membership*

If a separate committee is established, its members will be the vice president as chairperson, president, treasurer, secretary, representative(s) from the subgroup(s) where they exist and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Guide the leadership team in its responsibility for planning and implementing the program of the unit to fulfill the Purpose.
- 2) Promote ecumenical relations.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 6. Other Committees

Committees for expansion of specific program areas or needed services for implementation of the Purpose may be named by the leadership team.

## **ARTICLE V**

### **NOMINATIONS AND ELECTIONS**

#### Section 1. Elections

- a. Nomination of all leaders to be elected for the ensuing year, including the chairperson and members of the committee on nominations, will be presented to the unit membership by the committee on nominations at the time of elections.
- b. There will be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
- c. Those elected will assume their duties upon election or as determined by the local organization.
- d. The term of office will be determined by the local unit, up to a maximum of four years, with the exception of the treasurer, who can hold office for up to six consecutive years.
- e. Vacancies occurring ad interim will be filled by the leadership team upon nomination of the committee on nominations and submitted to the unit for confirmation.

#### Section 2. Tenure

- a. No elected officer will hold the same office for more than four consecutive years, except the treasurer, who can hold the same office for six consecutive years.
- b. Service of six or more months in an officer year by an interim or acting officer will be counted as one year of tenure.



## ARTICLE VI

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### MEETINGS

Section 1. Each organized unit of United Methodist Women will hold meetings of the total membership of the unit as needed. The time of meetings will be flexible to permit attendance and participation of both employed and nonemployed women.

Section 2. Meetings of the organized unit of United Methodist Women will include opportunities for corporate and/or individual worship, gatherings to implement the Purpose using resources recommended by the national organization of United Methodist Women and reports of the elected leaders, committees, subgroups and such other business as is needed.

Section 3. A special meeting of the unit for a stated Purpose may be called by the president with the approval of the leadership team. At such meetings no business will be transacted except that for which the meeting is called.

Section 4. Subgroups of the membership may be organized out of the needs of the unit or developed out of the interests of the members. The groups will meet as needed for effective implementation of the Purpose.

Section 5. Committee meetings may be scheduled as determined by the leadership team.

## ARTICLE VII

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### FUNDS

Section 1. As a matter of spiritual and practical discipline, members of United Methodist Women give and raise all of the organization's funding, including funds for mission education, projects, grants, relationships, scholarships and all the action of United Methodist Women. Each member determines the amounts and forms of her giving on the basis of her understanding of and commitment to the Purpose. Her giving may take the form of pledges, gifts and special donations, commitment to various projects for fundraising and planned giving, such as through her will.

Section 2. The local unit will make an annual pledge to the total budget of the district or conference organization of United Methodist Women to support the whole work of the organization and its mission around the world. Pledge to Mission funds will be sent to the treasurer of the district organization of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5, Article 6). Pledges may be sent to the treasurer on a regular basis and at least quarterly.

Section 3. Funds for mission locally and for expenses of the local organization, which are referred to as “administration and membership development,” will be a part of the unit’s budget (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5, Article 6). These funds are retained in the account of the local organization until disbursed in accordance with the budget or in accordance with action taken by the leadership team.

Section 4. All funds received for Supplementary Giving, which includes designated gifts, A Call to Prayer and Self-Denial, A Brighter Future for Children and Youth, Assembly offering, Magazine Fund, National Mission, International Mission, UMCOR and Assembly Scholarship fund, must be sent to the district treasurer.

Section 5. All funds of the unit and any of its circles or subgroups are part of the monies of the organization (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5b). Requests made to the unit, circles or subgroups for funds not included in the adopted budget will be referred to the committee on finance or its alternative for recommendation to the unit.

Section 6. The monies that must be sent to the district treasurer for forwarding to the national organization of United Methodist Women include bequests and legal devises to the local unit or to a former women’s organization of the church from decedents’ estates that are designated in whole or in part by the donor for national and/or international mission.

## ARTICLE VIII

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### AMENDMENTS AND STANDING RULES

Section 1. Amendments to these bylaws may be made by a majority vote at a regular meeting of the United Methodist Women national organization board of directors, provided a 30-day notice is given in writing to the board of directors of the national organization of United Methodist Women by the leadership team or by the governance committee of the United Methodist Women national organization.

Proposed amendments to these bylaws may be sent by the secretary of the local unit to the recording secretary of the United Methodist Women national organization for consideration by the board of directors.

Section 2. Standing rules may be made and amended by the unit provided they are in harmony with the national organization of United Methodist Women’s constitution and bylaws for the unit in the local churches.

# CONSTITUTION OF THE UNITED METHODIST WOMEN IN THE DISTRICT

**Article 1. *Name.*** In each district there shall be a district organization named United Methodist Women, auxiliary to the conference and national organizations of United Methodist Women.

**Article 2. *Responsibilities.*** The responsibilities of the district organization of United Methodist Women shall be to work with United Methodist Women members and local organizations of United Methodist Women existing within the district to develop programs to meet the needs and interests of women and the concerns and responsibilities of the global Church; to encourage and support spiritual growth, missionary outreach, and Christian social action; and to promote the plans and responsibilities of the conference and national organizations of United Methodist Women.

**Article 3. *Authority.*** Each district organization of United Methodist Women shall have authority to promote its work in accordance with the plans, responsibilities and policies of the conference and national organizations of United Methodist Women.

**Article 4. *Membership.*** The district organization of United Methodist Women shall be composed of members of United Methodist Women existing within the district. The district superintendent shall be an ex officio member of the district organization of United Methodist Women and of its leadership team or equivalent structure.

**Article 5. *Leadership Team.*** The district organization shall elect as its leaders those persons who are needed to help the organization to fulfill the Purpose, including at least a president, a treasurer, a secretary, and a committee on nominations. Additional committees or teams may be formed to fulfill the Purpose in accordance with this constitution and guidance from the conference and national organizations of United Methodist Women.

**Article 6. *Meetings and Elections.*** There shall be an annual meeting of the district organization of United Methodist Women to adopt a program designed to meet the needs of the women of the district in harmony with the Purpose and the plans and responsibilities of the conference and national organizations of United Methodist Women, to elect members of the leadership team and the committee on nominations, to transact the necessary business, and to receive pledges made for the ensuing year.

**Article 7. *Relationships.***

- a. The district organization of United Methodist Women shall designate members to serve on the various boards, councils, commissions and committees of the district and/or the annual conference as the constitution and bylaws of such agencies provide.

- b. The district president shall be a member with vote of the conference leadership team.
- c. The district organization shall encourage women to participate in the total life and work of the Church and shall support them in assuming positions of responsibility and leadership.

**Article 8. Amendments.** Proposed amendments to this constitution may be sent to the recording secretary of the United Methodist Women's national organization for consideration by the board of directors. The last date for consideration of any amendments will be the last regular meeting of the board of directors before the date by which it must submit proposed legislation for action of the General Conference.

From *The Book of Discipline of The United Methodist Church 2016*, ¶670.

# BYLAWS OF UNITED METHODIST WOMEN IN THE DISTRICT

## **ARTICLE I**

### **INTRODUCTION**

Each district organization of United Methodist Women is organized to work with the local units in their districts to live out the Purpose. It provides training and other events, encourages Mission Giving and promotes the plans and work of the conference and national organizations of United Methodist Women.

#### Section 1. Membership

All United Methodist Women members of the local units at churches, charge or cluster units within the district, district units, district members and online groups are members of the district organization. The district superintendent shall be an ex officio member of the district organization of United Methodist Women and of its leadership team or equivalent structure.

Each district organization of United Methodist Women will reflect the membership of the district.

United Methodist Women does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the leadership team.

#### Section 2. Mission Emphases

The organizational form chosen by the leadership team, also known as the executive committee in some instances, will develop its program to support the Purpose that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing its membership and supporting the organization through Mission Giving.

## ARTICLE II

### RELATIONSHIPS

#### Section 1. Relationship to Other United Methodist Women Organizations

The district organization of United Methodist Women is directly related to the local unit, the conference and the national organization.

The district United Methodist Women organization works with the local organizations in their district to live out the Purpose.

#### Section 2. Relationship of Leadership Team

The role of the leadership team is to fulfill the Purpose. Because the tasks are interrelated, no member works alone; however, each member also assumes individual responsibilities on behalf of the team and at the team's request. Each member of the team will relate to the district organization in order to share information, conduct planning and implement the work of the district organization, including participating in various relationships in which team members may represent the district organization.

- a. Relationship to the local unit: Each member of the team will relate to the local units and the needs of the local members as necessary.
- b. Relationship to the conference: The district leadership team will relate to the conference organization through participation in the planning and visioning of the conference and national organizations and by implementing mission emphases that may be recommended.

## ARTICLE III

### LEADERSHIP

Section 1. United Methodist Women is a laywomen's organization rooted in mission whose membership is open to any woman who shares its Purpose (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5, Articles 3, 4). Only laywomen who are members of United Methodist churches within the boundaries of the district may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶¶268, 269, 316, 318).

## Section 2. Elected Leaders

The **president** will:

- a. Preside at all meetings of the district organization and its leadership team and serve as an ex officio member of all other committees, where they exist, except the committee on nominations.
- b. Work with the leadership team in receiving, evaluating and preparing reports.
- c. Sign all official, legal and financial documents.
- d. Serve as the contact person for local unit presidents, provide resources and conduct training as determined by the leadership team based on ongoing assessment and evaluation.
- e. Develop with the leadership team a program of regular local, district or cluster unit visitation to promote the Purpose.
- f. Develop with the leadership team ways to plan and engage in mission.
- g. Serve as a member of the conference leadership team.
- h. Represent or designate someone to represent United Methodist Women wherever opportunities are afforded.

The **treasurer** will be informed concerning the financial responsibility of the district organization and the mission emphases and responsibilities of the United Methodist Women national organization. She is bonded through the United Methodist Women National Office.

She will:

- a. Receive funds from local, charge or cluster treasurers and from district units and district members monthly or quarterly as the conference determines, remit all funds from local treasurers and from district units and district members to the conference treasurer, and send itemized statements of all finances to district elected leaders and the conference treasurer at least quarterly.
- b. Receive funds from the conference treasurer for administration and membership development use in the district organization and disburse district administration and membership development funds in accordance with approved recommendations from the leadership team upon written order of the president and the secretary.
- c. See that a certified public accountant or a person with a minimum of a four-year accounting degree performs specified accounting procedures on the books and accounting records of the district and that the report form is completed.
- d. Work in cooperation with the leadership team to promote contributions with emphasis on the importance of Mission Giving.
- e. Present the schedule of cash activities statement to the district leadership team and conference treasurer.
- f. Serve as the contact person for local unit treasurers, provide resources and conduct training at least annually as determined by the leadership team.

- g. Chair the committee on finance where one exists or, if there is no separate committee, chair the leadership team when dealing with matters relating to finance.
- h. Serve on the leadership team and other committees when dealing with financial matters.

The **secretary** will be informed about the mission emphases and the total involvement of the district organization in order to perform the responsibilities assigned to her and to assist the president.

She will:

- a. Keep accurate minutes of all meetings of the district organization and for the leadership team and give notice of such meetings.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal and financial documents, making certain they are properly dated.
- d. Keep an accurate roll of local units and elected leaders.
- e. Send names of elected district leaders of the organization, including addresses, zip codes, telephone numbers and emails, to the local presidents and the secretary of the conference organization immediately upon their election and report ad interim changes.
- f. Serve as contact person for local unit secretaries, provide resources and conduct training as determined by the leadership team based on ongoing assessment.
- g. Serve on the leadership team, committee on finance and other committees as necessary.

The chairperson of the **committee on nominations** and other members of the committee on nominations are responsible for the nomination of all elected leaders of the district organization. This requires a clear understanding of the duties of each elected leader.

She will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Work with local committees on nominations to identify and promote new leadership.
- d. Present an annual written report of term and tenure to the leadership team.
- e. Serve as the contact person for local committees on nominations, provide resources and conduct training at least annually as determined by the leadership team and based on ongoing assessment and evaluation.

The chairperson of the committee on nominations will serve on the leadership team and other committees as necessary.

### Section 3. Appointed Leaders

Other leaders may be appointed for specific tasks, expansion of specific areas or needed services upon recommendation of the leadership team.



## ARTICLE IV

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### COMMITTEES

#### Section 1. Leadership Team

There will be a leadership team, also known as the executive committee in some instances.

The leadership team, functioning as an executive committee, will involve women in mission and will coordinate all mission emphases and other activities toward the fulfillment of the Purpose. The president serves as the chairperson.

*a. Membership*

The committee will include the president as chairperson, treasurer, secretary and chairperson of the committee on nominations. The leadership team will also include members of the jurisdiction leadership team, directors of the United Methodist Women national organization, members of the program advisory group, and members of the conference leadership team residing within the boundaries of the district. The district superintendent is an ex officio member of the district leadership team. Additional members, including members of the conference committee on nominations residing within the boundaries of the district, may be added as members without vote to the district leadership team at the discretion of the leadership team.

*b. Functions*

The leadership team will be the coordinating group for the total educational and mission emphases in the district organization, working with units in local churches in fulfilling the Purpose.

The leadership team will:

- 1) Set goals and plans for the advancement of the work in the district and evaluate progress on such goals.
- 2) Transact business on behalf of the district organization under policies voted by that organization and/or conference organization.
- 3) Approve the total budget and recommend it to the district organization for adoption.
- 4) Provide for resourcing and training of local unit elected officers and develop such programs as are needed to fulfill the Purpose and goals of the district organization.
- 5) Fill vacancies ad interim in positions of elected leaders upon recommendation of the committee on nominations.
- 6) Serve as the committees on program, finance and/or membership, if none exist.

*c. Meetings*

- 1) Regular meetings: The leadership team will meet as needed and will seek opportunities for continuing group training experiences. A majority of the leadership must be present to constitute a quorum.
- 2) Special meetings: A special meeting of the leadership team for a stated Purpose may be called by the president with the approval of the leadership team. At such meetings no business will be transacted except that for which the meeting is called.

## Section 2. Committee on Finance

The leadership team may function as the committee on finance with the treasurer as chairperson, or the leadership team may name a separate committee on finance.

*a. Membership*

If a separate committee is established, its members will be the treasurer as chairperson, president, secretary and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Analyze district income and giving patterns of the local and district units and prepare financial goals and strategies to recommend to the leadership team.
- 2) Recommend the amount to be pledged for mission by the district.
- 3) Prepare the budget for district administration and membership development funds for submission to the conference committee on finance for approval.
- 4) Develop and recommend, in harmony with plans of the conference organization and in cooperation with the committee on program or its alternative, plans for interpretation of the finances, responsibilities and mission emphases of United Methodist Women.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson. One meeting will be for budget preparation and one will be for financial analysis and goal setting.

## Section 3. Committee on Nominations

*a. Membership*

The committee will be composed of no fewer than five (5) members, including the chairperson, the number to be determined by the district organization on the basis of membership distribution and size. The committee will be representative of the membership of the district in matters of employment, age and racial and ethnic background. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.) The committee may elect a vice chairperson. No member will hold an office in the organization beyond the local unit.

The committee will be divided into classes, with no member serving more than one four-year term. Each member will be elected for a four-year term, except when classes are established for the first time. Members of a new class will be elected annually to replace the class that is rotating off, with members being elected to fill any vacancies in the other three classes.

*b. Functions*

The committee will:

- 1) Gain an understanding of the program of the district and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the district organization.
- 3) Ensure that the leadership of the district organization reflects the diversity of the membership within the district. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home.
- 4) Make the slate of nominees available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.
- 5) Make nominations to fill vacancies that occur ad interim.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 4. Committee on Membership

The leadership team may function as the committee on membership or may name a separate committee on membership.

*a. Membership*

If a separate committee is established, its members will include a representative from the leadership team and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Analyze the membership needs of the district and develop plans to organize new units.
- 2) Develop district organizations.
- 3) Work with local units too small to function to see if forming a cluster unit or charge unit is feasible.
- 4) Encourage interested women in churches with no active unit to become district members if there is no possibility of continuing or reorganizing a unit in that church.
- 5) Work with the district program of local unit visitation to assist local units with membership concerns.
- 6) Work with the local units to collect membership data in collaboration with the conference committee on membership and the United Methodist Women National Office.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 5. Committee on Program

The leadership team may function as the committee on program, or the leadership team may name a separate committee on program.

*a. Membership*

If a separate committee is established, its members will include a representative from the leadership team and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Guide the leadership team in its responsibility for planning and implementing the mission emphases of the district organization to fulfill the Purpose.
- 2) Designate a special subcommittee to carry out their plans for the annual meeting and/or special programs (e.g., workshops, seminars, retreats). At least one person on the subcommittee will also be a member of the committee on program.
- 3) Implement the plans and evaluate the effectiveness of each program.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 6. Other Committees

Committees for the expansion of specific program areas or needed services for implementing the Purpose may be named by the leadership team. Guidance may be provided by the national organization for those areas/services viewed as critical to the organization as a whole.

## ARTICLE V

### NOMINATIONS AND ELECTIONS

#### Section 1. Elections

- a. Nomination of all leaders to be elected for the ensuing year, including the chairperson of the committee on nominations, will be presented by the committee on nominations at the time of elections.
- b. It is imperative that the district leadership reflects the diversity of women throughout the church. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expressions, disabilities and employment in and outside the home. In order to achieve diversity in leadership, districts are urged to follow inclusiveness in nominations for the district organization.
- c. Lack of previous experience as an elected leader in United Methodist Women will not be a barrier to nomination and/or election. This will include members of the committee on nominations.
- d. Only laywomen who are members of United Methodist churches within the boundaries of the district are eligible to be elected. A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶¶268, 269, 316, 318).
- e. Elections may take place in the annual meeting annually, biennially or quadrennially as the district organization may determine. There will be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote (>50 percent of persons voting) is sufficient for election.
- f. Those elected will assume their duties upon election or as determined by the organization.
- g. Vacancies occurring in the elected leadership of the district organization will be filled by a vote of the leadership team upon receipt of nominations from the committee on nominations.

#### Section 2. Tenure

- a. No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years.

Tenure on the leadership team for the elected leadership of the district organization is limited to a total of eight years. When a leader has completed her tenure of eight years and after a period of four years has elapsed, she may be elected for one additional term, not to exceed two years, in a different office. The period of four years also applies to persons who, after completing their tenure in the district, served on the district leadership team in any appointed or ex officio position (including ex officio positions as a conference officer, a member of the jurisdiction leadership team, a member of the program advisory group and/or a director of United Methodist Women).

- b. When a leader serves as president and has tenure remaining to serve in another office (within the eight years), she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- c. All years of service as an elected leader of any district United Methodist Women, Woman's Society of Christian Service and Women's Society of World Service, including secretary/chairperson of the Wesleyan Service Guild, will be counted when determining tenure.
- d. Service of six months or more in an officer year by an interim or acting officer will be counted as one year of tenure.
- e. Appointed leaders not specified in the bylaws will serve no more than four years on the leadership team in any combination of such appointed responsibilities. This is in addition to the tenure limitations described in Article V, Sections 2a and 2d.
- f. A two-year term as chairperson of the committee on nominations does not count toward tenure as described in Article V, Sections 2a and 2d. The two-year term does count as part of the maximum four-year term for leadership on the committee on nominations.
- g. No appointed leader of the district organization will hold any other office beyond the local unit of United Methodist Women.

## **ARTICLE VI**

### **MEETINGS AND EVENTS**

#### Section 1. Annual Meeting

There will be an annual meeting of the district organization at which time there shall be presented a plan to help local units develop their programs to support the Purpose that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing membership and supporting the organization through Mission Giving. Officers and other elected leaders, including the chairperson and members of the committee on nominations, will be elected according to the pattern of the district. Necessary business will be transacted and pledges made for the ensuing year (see *The Book of Discipline of The United Methodist Church 2016*, ¶670.6).

#### Section 2. Events

Workshops, seminars, retreats and other such meetings for the fulfillment of the Purpose may be held as determined by the leadership team.

## **ARTICLE VII**

### **FUNDS**

Section 1. The district organization will make an annual pledge to the United Methodist Women national organization, channeled through the conference organization.

Section 2. All mission funds received by the district treasurer from any source will be remitted to the treasurer of the conference organization.

Section 3. Funds contributed for Special Mission Recognition, Gift to Mission, Gift in Memory and World Thank Offering become part of the Pledge to Mission from the district and may not be otherwise designated by the district.

Section 4. All funds received for Supplementary Giving, which includes designated gifts, A Call to Prayer and Self-Denial, A Brighter Future for Children and Youth, Assembly offering, Magazine Fund, National Mission, International Mission, UMCOR and Assembly Scholarship fund, must be sent to the conference treasurer.

Section 5. The district organization will submit a budget for administration and membership development to the conference organization for review and recommendation by the conference committee on finance.

Section 6. Funds for district administration and membership development will be received by the treasurer from the conference treasurer.

Section 7. The monies that must be sent to the conference treasurer for forwarding to the United Methodist Women National Office include bequests to the district United Methodist Women or to a former women's organization of the church from decedents' estates that are designated in whole or in part by the donor for national or international mission.

Section 8. Offerings received at district meetings or events will be allocated in accordance with the Purpose upon the recommendation of the committee on finance to the leadership team. The offering will be either Mission Giving through Pledge to Mission or designated for a program or project related to the work of United Methodist Women.

## ARTICLE VIII

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### AMENDMENTS AND STANDING RULES

Section 1. Amendments to these bylaws may be made by a majority vote at a regular meeting of the United Methodist Women national organization, provided a 30-day notice is given in writing to the board of directors of the national organization of United Methodist Women by the leadership team or by the governance committee of the United Methodist Women national organization.

Proposed amendments to these bylaws may be sent by any member or by the district organization to the recording secretary of the United Methodist Women national organization for presentation to the board of directors.

Section 2. Standing rules may be made and amended by the district organization, provided they are in harmony with the United Methodist Women's constitution and bylaws for the district organization. Provisions will be made in the district standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws.



# CONSTITUTION OF THE UNITED METHODIST WOMEN IN THE CONFERENCE

**Article 1. *Name.*** In each annual conference there shall be a conference organization named United Methodist Women, directly related to the jurisdictional and national organizations of United Methodist Women.

**Article 2. *Function.*** The function of the conference organization of United Methodist Women shall be to work with the district and local organizations of United Methodist Women to develop programs to meet the needs and interests of women and the concerns and responsibilities of the global Church; to encourage and support spiritual growth, missionary outreach, and Christian social action; and to promote the plans and responsibilities of the United Methodist Women's national organization.

**Article 3. *Authority.*** Each conference organization of United Methodist Women shall have authority to promote its work in accordance with the plans, responsibilities and policies of the United Methodist Women's national organization.

**Article 4. *Membership.*** The conference organization of United Methodist Women shall be composed of members of United Methodist Women existing within the conference. The resident bishop shall be an ex officio member of the conference organization of United Methodist Women and of the leadership team or equivalent structure.

**Article 5. *Leadership Team.*** The conference organization shall elect such leaders as may be needed to fulfill the Purpose, including at least a president, a treasurer, a secretary and a committee on nominations. Additional committees and teams may be formed to fulfill the Purpose in accordance with this constitution and guidance from the United Methodist Women's national organization as set forth in the bylaws of the conference organizations of United Methodist Women.

**Article 6. *Meetings and Elections.***

- a. There shall be an annual meeting of the conference organization of United Methodist Women. At the annual meeting, the leadership team shall review the conference events and priorities of the prior year, propose a plan of activities and priorities for the following year—including a supporting budget, elect members of the leadership team as needed to implement the plan and set the pledge amount for the following year.
- b. The voting body of the annual meeting of the conference organization shall be composed of members of United Methodist Women organizations existing within the bounds of the conference as determined by the conference organization, members of the conference and district leadership teams and members of the board of directors of United Methodist Women and the

United Methodist Women Program Advisory Group and the jurisdictional leadership team residing within the bounds of the conference.

- c. At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdictional organization, three members of the leadership team or their designees shall be elected according to provisions in ¶536.3 for membership in the jurisdiction organization.
- d. At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdictional organization, the conference organization shall nominate two women for membership on the board of directors of the United Methodist Women's national organization, the names to be sent to the jurisdiction organization according to ¶536.4.

**Article 7. Relationships.**

- a. The president of the conference organization of United Methodist Women is a member of the annual conference, as set forth in ¶32.
- b. The conference organization shall name representatives from among its membership to serve on the various boards, councils, commissions and committees of the annual conference as the constitutions and bylaws of such agencies provide.
- c. The conference organization shall encourage women to participate in the total life and work of the Church and shall support them in assuming positions of responsibility and leadership.

**Article 8. Amendments.** Proposed amendments to this constitution may be sent to the recording secretary of the national organization of United Methodist Women for consideration by the board of directors. The last date for consideration of any amendments will be the last regular meeting of the board of directors before the date by which it must submit proposed legislation for action of the General Conference.

From *The Book of Discipline of The United Methodist Church 2016*, ¶647.

# BYLAWS OF UNITED METHODIST WOMEN IN THE CONFERENCE

## ARTICLE I

### INTRODUCTION

The conference organization of United Methodist Women enables, encourages and empowers district leaders and members to carry out and fulfill the Purpose of the organization.

#### Section 1. Membership

All women who have made a voluntary decision to join in membership in local or district organizations within the annual conference are members of the conference organization of United Methodist Women. The bishop shall be an ex officio member of the conference organization of United Methodist Women and of its leadership team or equivalent structure.

United Methodist Women does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the leadership team.

#### Section 2. Mission Emphases

The organizational form chosen by the leadership team, also known as the executive committee in some instances, will develop its program to support the Purpose that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing its membership and supporting the organization through Mission Giving. The conference leadership team will communicate to the district team and members the Purpose of Mission Giving to strengthen the work of the organization.

## ARTICLE II

### RELATIONSHIPS

#### Section 1. Relationships to Other United Methodist Women Organizations

##### *a. Relationship to the district organization*

Members of the leadership team will relate to the elected and appointed leaders in the district

organizations within the boundaries of the conference through corresponding leadership for joint sharing of information and for planning and implementing of the district leaders' roles.

*b. Relationship to the jurisdiction organization*

The conference organization, through the leadership team, will relate to the jurisdiction organization and/or the jurisdiction leadership team:

- 1) For purposes of evaluating leadership growth and program effectiveness and relating to appropriate task groups, pilot programs and/or services.
- 2) Through consultation and membership on task groups created by the jurisdiction leadership team.
- 3) Through the membership of three conference-elected leaders in the jurisdiction organization who are voting delegates in business meetings and elections.
- 4) Through contributions to the jurisdiction organization's administration and membership development funds that have been determined in consultation with the conference presidents.

*c. Relationship to the national office*

Each member of the leadership team has a direct relationship to the United Methodist Women National Office to secure training for the fulfillment of her role and for the giving and receiving of information pertinent to program, ministries and needs of the United Methodist Women national organization and the Purpose of United Methodist Women.

Each leadership team is directly related to the jurisdiction and national organization of United Methodist Women and subject to their constitution and bylaws. Conferences may develop standing rules as deemed necessary to expand structures and establish procedures. Such rules will not be in conflict with or limit the bylaws approved by the United Methodist Women national organization.

## Section 2. Relationship of the Leadership Team

The role of the leadership team is the fulfillment of the Purpose by assessing the mission and leadership needs within the conference by working collaboratively with other leadership team members and district leaders and encouraging the involvement of its members.

## ARTICLE III

### LEADERSHIP

Section 1. United Methodist Women is a laywomen's organization rooted in mission whose membership is open to any woman who shares its Purpose (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5, Articles 3, 4). Only laywomen who are members of United Methodist churches within the boundaries of the conference may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶¶268, 269, 316, 318).

#### Section 2. Elected Leaders

The **president**, working with the leadership team, will actively seek to advance all phases of the work of United Methodist Women.

She will:

- a. Preside at all meetings of the conference organization and its leadership team and serve as an ex officio member of all other committees except the committee on nominations.
- b. Work with the leadership team in receiving, evaluating and preparing reports.
- c. Sign all official, legal and financial documents, have signature authority on checking account(s), have accessibility to account(s) and bank statements and perform regular review of the statements.
- d. Serve as the contact person for district presidents and provide resources and conduct training as determined by the leadership team based on ongoing assessment and evaluation.
- e. Promote and oversee, with the leadership team, a program of local, district and cluster unit visitation and support to promote the Purpose.
- f. Serve as a member of the annual conference by virtue of her office (*The Book of Discipline of The United Methodist Church 2016*, ¶602.4) and as a member of other boards and committees as determined by *The Book of Discipline* and/or the annual conference.
- g. Represent or designate someone to represent United Methodist Women wherever opportunities are afforded by the annual conference, its agencies and the United Methodist Women national organization.
- h. Chair the Charter for Racial Justice committee.

The **treasurer** will be informed concerning the financial responsibility of the organization and the program and responsibilities of the United Methodist Women national organization. She will be bonded through the United Methodist Women National Office.

She will:

- a. Receive the funds of local units from district treasurers monthly or quarterly as the conference determines and return funds for district administration and membership development to the district treasurers monthly or quarterly as the conference determines.
- b. Remit funds to the United Methodist Women National Office treasurer and disburse conference administration and membership development funds in accordance with approved recommendations from the committee on finance upon written order of the president and the secretary.
- c. See that a financial review based on “Agreed Upon Procedures” listed in the Handbook is performed annually and the report is presented to the conference leadership team and to the United Methodist Women National Office.
- d. Work in cooperation with the leadership team to promote contributions to mission with emphasis on the importance of Mission Giving.
- e. Submit itemized statements of all finances to the leadership team at least quarterly.
- f. Serve as the contact person for district treasurers, provide resources and conduct training as determined by the leadership team and ongoing assessment and evaluation.
- g. Serve as the chairperson of the committee on finance and serve on the leadership team and other committees when dealing with financial matters.

The **secretary** will be informed about the program and the total involvement of the conference organization in order to perform the responsibilities assigned to her and to assist the president.

She will:

- a. Keep accurate minutes of all meetings of the conference organization and its leadership team.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal and financial documents, making certain they are properly dated.
- d. Keep an accurate roll of the elected and appointed leaders of the districts.
- e. Send a list of names of conference elected leaders, including addresses, zip codes, telephone numbers and emails, immediately following elections and interim changes to the United Methodist Women National Office and to the jurisdiction leadership team, as requested.
- f. Serve as contact person for district secretaries, provide resources and conduct training as determined by the leadership team and based on ongoing assessment and evaluation.
- g. Serve on the following committees: leadership team, finance committee and other committees as necessary.

The **chairperson** of the **committee on nominations** and other members are responsible for the nomination of all elected leaders of the conference organization. This requires a clear understanding of the duties of each elected leader.

She will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Work with chairpersons of district committees on nominations to identify and promote new leadership.
- d. Present an annual written report of term and tenure to the leadership team.
- e. Serve as the contact person for chairpersons of district committees on nominations, provide resources and conduct training as determined by the leadership team and based on ongoing assessment and evaluation.

The chairperson of committee on nominations will serve on the leadership team and other committees as necessary.

### Section 3. Appointed Leaders

Other leaders may be appointed for specific tasks, expansion of specific areas or needed services upon recommendation of the leadership team.

## **ARTICLE IV**

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## **COMMITTEES**

### Section 1. Leadership Team

There will be a leadership team, also known as the executive committee in some instances.

The leadership team, functioning as an executive committee, will involve women in mission and will coordinate all mission emphases and other activities toward the fulfillment of the Purpose. The president serves as the chairperson.

*a. Membership*

The committee will include the president as chairperson, treasurer, secretary, chairperson of the committee on nominations, the bishop of the area and the president of each district within the boundaries of the conference. The leadership team will also include members of the jurisdiction leadership team, directors of the United Methodist Women national organization, members of the program advisory group residing within the boundaries of the conference and others as the leadership team may determine. Members of the jurisdiction committee on nominations residing

within the boundaries of the conference may be added as members without vote to the conference leadership team at the discretion of the leadership team.

*b. Functions*

The leadership team will be the coordinating group for the total educational and mission emphases in the conference organization, working with district organizations and units in local churches in fulfilling the Purpose.

The leadership team will:

- 1) Set goals and plans for the advancement of the work in the conference, districts and units and evaluate progress on such goals.
- 2) Transact business on behalf of the conference organization under policies voted by that organization.
- 3) Approve the total budget and recommend it to the conference organization for adoption.
- 4) Provide for resourcing and training of district elected officers and develop such programs as are needed to fulfill the Purpose and goals of the conference organization.
- 5) Fill vacancies ad interim in positions of elected leaders upon recommendation of the committee on nominations.
- 6) Serve as the committees on program and finance and/or committee on membership if none exist.

*c. Relationships*

The leadership team will:

- 1) Work in accordance with the plans, responsibilities and policies of the United Methodist Women national organization and share in interpretation of these.
- 2) Work with the jurisdiction leadership team as it may request.
- 3) Work in cooperation with the programs of ecumenical groups.
- 4) Hold each committee and task group accountable to fulfill its responsibilities according to the constitution and bylaws, the Handbook and the conference standing rules.
- 5) Cooperate with the annual conference connectional ministries or alternative structure and other agencies of the annual conference.
- 6) Encourage all women to participate responsibly in the total church program.

*d. Meetings*

- 1) Regular meetings: The leadership team will meet as needed and will seek opportunities for continuing group training experiences. A majority of the leadership must be present to constitute a quorum.
- 2) Special meetings: A special meeting of the committee for a stated purpose may be called by the president with the approval of the leadership team. At such meetings no business will be transacted except that for which the meeting is called.



## Section 2. Committee on Finance

There will be a committee on finance.

### *a. Membership*

The committee will be composed of the treasurer as chairperson, president, secretary, treasurers of the district organizations and others as the leadership team may determine.

### *b. Functions*

The committee will:

- 1) Analyze conference income and giving patterns of the district and local units and prepare financial goals and strategies to recommend to the leadership team.
- 2) Recommend the amount to be pledged for mission by the conference.
- 3) Receive from each district a budget request for administration and membership development funds.
- 4) Prepare and recommend to the leadership team the total budget for jurisdiction, conference and district administration and membership development.
- 5) Study requests made to the conference organization for funds or appeals made to local units and make recommendations to the leadership team.
- 6) Recommend to the leadership team plans for interpretation of the finances, responsibilities and programs of United Methodist Women.

### *c. Meetings*

The committee will meet at least semiannually and on call of the chairperson. One meeting will be for budget preparation and one will be for financial analysis and goal setting.

## Section 3. Committee on Nominations

### *a. Membership*

The committee will be composed of five to eleven (5-11) members, including the chairperson, the number to be determined by the conference organization on the basis of membership distribution and size. The committee will be representative of the conference membership in matters of employment, age and racial and ethnic background. District lines should not be used as the only factor in determining representation on the committee. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.) The committee may elect a vice chairperson. No member will hold an office in the organization beyond the local unit.

The committee will be divided into classes, with no member serving more than one four-year term. Each member will be elected for a four-year term, except when classes are established for the first time. Members of a new class will be elected annually to replace the class that is rotating off, with members being elected to fill any vacancies in the other three classes.

*b. Functions*

The committee will:

- 1) Gain understanding of the program of the conference and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the conference organization.
- 3) Ensure that the leadership of the conference organization reflects the diversity of the membership within the conference. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home.
- 4) Make the slate of nominees available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.
- 5) Make nominations to fill vacancies that occur ad interim.
- 6) Name, in the year prior to the quadrennial meeting of the jurisdiction organization, a slate of two nominees and one alternate for membership on the board of directors of the United Methodist Women national organization as well as three women to be considered to serve on the program advisory group in the event no one from the conference is elected to the board of directors of the United Methodist Women national organization, and make the slate available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 4. Committee on Membership

The leadership team may function as the committee on membership or may name a separate committee on membership.

*a. Membership*

If a separate committee is established, its members will include a representative from the leadership team, one representative appointed from each district leadership team or district committee on membership, if they exist, and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Analyze, in cooperation with the district leadership teams or committees on membership, if they exist, the membership needs of the conference, set goals and plan campaigns to assist membership growth in cooperation with the leadership team.
- 2) Recommend plans to the leadership team to nurture membership growth among special constituencies within the conference, such as younger women, women of color, employed women, etc.
- 3) Resource and train district leadership teams or district committees on membership, if they exist.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 5. Committee on Program

The leadership team may function as the committee on program, or the leadership team may name a separate committee on program.

*a. Membership*

If a separate committee is established, its members will include a representative of the leadership team and others as the leadership team may determine.

*b. Functions*

The committee will:

- 1) Guide the leadership team in its responsibility for planning and implementing the mission emphases of the conference organization to fulfill the Purpose.
- 2) Designate a special subcommittee to carry out their plans for the annual meeting and/or special programs (e.g., workshops, seminars, retreats). At least one person on the subcommittee will also be a member of the committee on program.
- 3) Implement the plans and evaluate the effectiveness of each program.

*c. Meetings*

The committee will meet at least semiannually and on call of the chairperson.

## Section 6. Committee on Charter for Racial Justice Policies

*a. Membership*

There will be seven (7) members of the committee, one-third of whom will be women of color, insofar as possible. The seven members will include the president, who will serve as chairperson,

the chairperson of the committee on nominations and a language coordinator, where one exists. The additional members will be nominated by the committee on nominations. They will be one district president, one member of the leadership team and two (2) members (or three (3) in the case of a conference without districts or a language coordinator) selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task. Additional members will serve no more than three years.

*b. Functions*

The committee will:

- 1) Develop and recommend to the leadership team:
  - a) Plans for the implementation of the Charter of Racial Justice.
  - b) Plans for training district and local leadership in the implementation of the charter.
- 2) Monitor conference-approved action plans to implement the charter.
- 3) Regularly evaluate progress made on conference, district and local implementation plans.

*c. Meetings*

The committee will meet at least semiannually and on call of chairperson.

## Section 7. Committee on Mission u

*a. Membership*

The members of the committee will be the president, treasurer, and others that are named by the leadership team. It is recommended that persons who are not conference officers be named to the committee. No person will serve in any office, including dean and assistant dean more than two successive years, except the registrar, treasurer/business manager and resource room coordinator, who may serve in the that office for up to four consecutive years. All officers will be elected annually.

The dean will serve as chairperson of the committee. While she is serving, she will be a member of the conference leadership team. It is recommended that the person elected to the office of dean should have served on the Mission u committee prior to her election.

Tenure on the Committee on Mission u shall be limited to a total of eight years, with the exception of those serving on the committee by virtue of their current elected office on the Conference Leadership Team or beyond the conference. If a woman has already completed her eight year tenure, she may still be elected dean.

*b. Functions*

The committee will:

- 1) Plan and promote a conference Mission u, which will serve as one means of fulfilling the Purpose.

- 2) Give emphasis to the global mission of the church, an integrated program of missionary outreach, Christian social action, spiritual growth, program planning and promote the total mission emphases of United Methodist Women.

The committee may be organized in cooperation with other conference agencies or on an interconference basis.

*c. Meetings*

The committee will meet as needed or as specified in the conference standing rules.

## Section 8. Other Committees

Committees for expansion of specific program areas or needed services for implementation of the Purpose may be named by the leadership team. Guidance may be provided by the national organization for those areas/services viewed as critical to the organization as a whole.

## ARTICLE V

### NOMINATIONS AND ELECTIONS

#### Section 1. Elections

- a. Nomination of all leaders to be elected for the ensuing year, including the chairperson and members of the committee on nominations, will be presented by the committee on nominations at the time of elections.
- b. It is imperative that the conference leadership reflects the diversity of women throughout the church. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home. In order to achieve diversity in leadership, conferences are urged to follow inclusiveness in nominations for the conference organization.
- c. Lack of previous experience as an elected leader in United Methodist Women will not be a barrier to nomination and/or election. This will include members of the committee on nominations.
- d. Only laywomen who are members of United Methodist churches within the boundaries of the conference will be elected. A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶¶268, 269, 316, 318).
- e. Elections may take place in the annual meeting annually, biennially or quadrennially as the conference organization may determine. There will be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote (>50 percent of persons voting) is sufficient for election.

- f. Those elected will assume their duties upon election or as determined by the organization.
- g. Vacancies occurring in the elected leadership of the conference organization will be filled by a vote of the leadership team upon receipt of recommendation from the committee on nominations.

## Section 2. Tenure

- a. No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years. Tenure on the leadership team for the elected leadership of the conference organization will be limited to a total of eight years.
- b. When a leader serves as president and has tenure remaining to serve in another office (within the eight years), she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- c. All years of service as an elected leader of any conference United Methodist Women, Woman's Society of Christian Service and Women's Society of World Service, including secretary/chairperson of the Wesleyan Service Guild, will be counted when determining tenure.
- d. Service of six months or more in an officer year by an interim or acting officer will be counted as one year of tenure.
- e. Appointed leaders not specified in the bylaws will serve no more than four years on the leadership team in any combination of such appointed responsibilities. This is in addition to tenure limitations described in Article V, Sections 2a and 2d.
- f. A two-year term as chairperson of the committee on nominations does not count towards tenure as described in Article V, Sections 2a and 2d. The two-year term does count as part of the maximum four-year term for leadership on the committee on nominations.
- g. No appointed leader of the conference organization will hold any other office beyond the local unit of United Methodist Women.

## Section 3. Representation

### a. *Jurisdiction quadrennial meeting*

At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, three voting delegates will be elected by the conference organization, all of whom will be conference elected leaders (*The Book of Discipline of The United Methodist Church 2016*, ¶647.6c, ¶536.3), for membership in the jurisdiction organization. Nominating procedures will be established by a conference standing rule.

## Section 4. Nominees to the United Methodist Women National Organization

### a. *Board of directors*

At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, the conference organization will elect two women as nominees for membership in the United Methodist Women national organization. Nominees will be elected

from a slate named by the conference committee on nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the jurisdiction organization (*The Book of Discipline of The United Methodist Church 2016*, ¶647.6d, ¶536.4).

The conference organization will also elect one woman to serve as an alternate. The name of this alternate will be retained by the conference secretary. In the event that one of the names of the two nominees is withdrawn, the name of the alternate will then be sent to the jurisdiction organization as the second nominee of the conference.

*b. Program advisory group*

At the annual meeting of the conference organization preceding the end of a quadrennium the conference organization will elect three women to be considered to serve on the program advisory group of the United Methodist Women national organization. Nominees will be elected from a slate named by the conference committee on nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the United Methodist Women National Office.

It is imperative that the membership of the United Methodist Women national organization reflect the diversity of women throughout the church. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home. In order to achieve inclusive membership, conferences are urged to follow these elements of diversity in nominations for possible membership in the United Methodist Women national organization.

## ARTICLE VI

### MEETINGS AND EVENTS

#### Section 1. Annual Meeting

There will be an annual meeting of the conference organization at which time there shall be presented a plan to help districts develop their programs to support the Purpose that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing membership and supporting the organization through Mission Giving. Officers and other elected leaders, including the chairperson and members of the committee on nominations, will be elected according to the pattern of the conference. Necessary business will be transacted and pledges made for the ensuing year (*The Book of Discipline of The United Methodist Church 2016*, ¶647.6a).

## Section 2. Events

Workshops, seminars, retreats and other such events for the fulfillment of the Purpose may be held as determined by the leadership team.

There will be a Mission u event whose function will be to provide a primary setting for mission education, confrontation with current issues and spiritual growth; it may also provide an opportunity to introduce any program emphases and to build relationships among the leadership and staff of the organization.

## **ARTICLE VII**

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### **FUNDS**

Section 1. The conference organization will make an annual pledge to the national organization of United Methodist Women.

Section 2. All funds received by the conference treasurer from any source will be remitted to the treasurer of the United Methodist Women National Office, except those set aside for conference administration and membership development and funds designated for specific purposes.

Section 3. Funds contributed for Special Mission Recognition, Gift to Mission, Gift in Memory and World Thank Offering become part of the Pledge to Mission from the conference and may not be otherwise designated by the conference organization.

Section 4. All funds received for Supplementary Giving, which includes designated gifts, A Call to Prayer and Self-Denial, A Brighter Future for Children and Youth, Assembly offering, Magazine Fund, National Mission, International Mission, UMCOR and Assembly Scholarship fund must be sent to the treasurer of the United Methodist Women National Office.

Section 5. Each conference organization will set up a fund for administration and membership development. This fund will provide for the administration and membership development expenses of the conference, a contribution to the jurisdiction for administration and membership development and funds for remittances to the districts for administration and membership development.

Section 6. The monies that must be sent to the United Methodist Women National Office include bequests and legal devises to the conference organization of United Methodist Women or to a former women's organization of the church from decedents' estates that are designated in whole or in part by the donor for national or international mission.



Section 7. Offerings received at conference meetings or events will be allocated in accordance with the Purpose upon the recommendation of the committee on finance to the leadership team. The offering will be either Mission Giving through Pledge to Mission or designated for a program or project related to the work of United Methodist Women.

## **ARTICLE VIII**

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### **AMENDMENTS AND STANDING RULES**

Section 1. Amendments to these bylaws may be made by a majority vote at a regular meeting of the board of directors of United Methodist Women, provided a 30-day notice is given in writing to the board of directors of the national organization of United Methodist Women by the leadership team or by the governance committee on bylaws of the United Methodist Women's national organization.

Proposed amendments to these bylaws may be sent by any member or by the conference organization to the recording secretary of the United Methodist Women national organization for presentation to the board of directors.

Section 2. Standing rules may be made and amended by the conference organization provided they are in harmony with United Methodist Women's constitution and bylaws for the conference organization. Provisions will be made in the conference standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws.

# CONSTITUTION OF THE UNITED METHODIST WOMEN IN THE JURISDICTION

**Article 1. *Name.*** In each jurisdiction there shall be a jurisdiction organization named United Methodist Women, directly related to the United Methodist Women's national organization.

**Article 2. *Authority.*** Each jurisdiction organization of United Methodist Women shall have authority to promote its work in accordance with the program and policies of the United Methodist Women's national organization.

**Article 3. *Membership.*** The voting membership of the jurisdiction organization of United Methodist Women shall be composed of the members of the jurisdiction leadership team; three members elected by each conference organization, members of the board of directors of United Methodist Women and the members of the United Methodist Women Program Advisory Group in organizations within the jurisdiction; a representative of the jurisdiction Association of Deaconesses, Home Missioners and Home Missionaries; and all the active bishops of the jurisdiction.

**Article 4. *Meetings and Elections.***

- a. There shall be a meeting of the jurisdiction organization of United Methodist Women during the last year of the quadrennium. At that time the jurisdiction president, members of the jurisdiction leadership team and members of the board of directors of the United Methodist Women's national organization shall be elected according to the Discipline (§§ 647.6d, 1906).
- b. There may be other gatherings as needed to fulfill the Purpose.

**Article 5. *Amendments.*** Proposed amendments to the constitution shall be sent to the recording secretary of United Methodist Women for consideration by the board of directors. The last date for consideration of any amendments will be the last regular meeting of the board of directors before the date by which it must submit proposed legislation for action of the General Conference.

From *The Book of Discipline of The United Methodist Church 2016*, ¶536.

# BYLAWS OF UNITED METHODIST WOMEN IN THE JURISDICTION

## **ARTICLE I**

### ----- **INTRODUCTION**

The jurisdiction leadership team of United Methodist Women described in the constitution shall be the planning body that works as a team in the fulfillment of the Purpose. It shall be elected by the jurisdiction organization at the quadrennial meeting to be held during the last year of the quadrennium.

## **ARTICLE II**

### ----- **RELATIONSHIPS**

#### Section 1. Relationship to the Conference Organization

The jurisdiction leadership team is related to the conference organization in the following ways:

- a. Through the planning and implementation of the quadrennial meeting.
- b. Through the membership of three (3) voting delegates from each conference within the boundaries of the jurisdiction.
- c. Through contributions to the jurisdiction organization's administration and membership development funds as determined in consultation with the presidents of conferences within the boundaries of the jurisdiction.

#### Section 2. Relationship to the National Organization of United Methodist Women

The jurisdiction leadership team has a direct relationship with the United Methodist Women national organization to receive training for the fulfillment of its responsibilities and for the giving and receiving of information pertinent to responsibilities of the United Methodist Women national organization and the Purpose of United Methodist Women.

The jurisdiction leadership team is directly related to the national organization of United Methodist Women and will be subject to the constitution and bylaws as recommended by the United Methodist Women national organization.

## ARTICLE III

### LEADERSHIP

Section 1. United Methodist Women is a laywomen's organization rooted in mission whose membership is open to any woman who shares its Purpose (*The Book of Discipline of The United Methodist Church, 2016*, ¶256.5, Articles 3, 4). Only laywomen who are members of United Methodist churches within the boundaries of the jurisdiction may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶¶ 268, 269, 316, 318).

#### Section 2. Elected Leaders

Members of the jurisdiction leadership team will be elected to be members of a team comprising four leaders: president, treasurer, secretary and chair of the committee on nominations.

Three of the four designated elected leaders must be present/participate via voice to conduct a business meeting.

They will be:

- a. Women who know God and are faithful disciples of Jesus Christ.
- b. Chosen because of their expertise, knowledge and experience.
- c. Versed in the general work of United Methodist Women as well as the work of The United Methodist Church and its outreach into the world.
- d. Keenly aware of the present-day challenges to the church and deeply committed to dynamic responses to God's redemptive Purpose in the world.

The **president**, working with the jurisdiction leadership team, will actively seek to advance all phases of the work of United Methodist Women.

She will:

- a. Preside at all meetings of the jurisdiction organization and the jurisdiction leadership team, except when the jurisdiction leadership team meets as the quadrennial meeting committee and the committee on finance.
- b. Have the jurisdiction leadership team as her primary responsibility.
- c. Sign vouchers with the secretary.

- d. Become a member of the program advisory group of the national organization of United Methodist Women as provided in *The Book of Discipline of The United Methodist Church 2016*, ¶1911.
- e. Be the primary link between the jurisdiction leadership team and the national organization of United Methodist Women.

The **treasurer** will actively work to fulfill the Purpose of United Methodist Women.

She will:

- a. Receive all funds for the jurisdiction leadership team.
- b. Prepare for the approval of the jurisdiction leadership team, in consultation with the treasurer of the United Methodist Women national organization, annual and quadrennial budgets, including annual and quadrennial budgets for the quadrennial meeting and for the committee on nominations.
- c. Chair the jurisdiction leadership team when it meets as a finance committee.
- d. Prepare a printed financial report for every meeting of the jurisdiction leadership team that is to be distributed with the minutes.
- e. Disperse funds in accordance with the approved recommendation of the jurisdiction leadership team and upon written order of the president and secretary.
- f. Have the books reviewed by a certified public accountant or a person who has a minimum of a four-year accounting degree using the generally accepted review standards and cash basis of accounting at the end of the quadrennium. Present a copy of the report to the jurisdiction leadership team and send a copy to the treasurer of the United Methodist Women national organization.

The **secretary** will actively work with the jurisdiction leadership team to fulfill the Purpose.

She will:

- a. Take minutes and keep permanent records of all meetings of the jurisdiction leadership team and the jurisdiction organization.
- b. Distribute copies of the minutes, the budget and financial reports as directed to the jurisdiction leadership team, the jurisdiction committee on nominations, conference presidents and others as designated.
- c. Keep all official records and documents of committees, task groups, consultations and workshops.
- d. Sign vouchers with the president.
- e. Give oversight to the preparation of publicity, program books, other printed materials and a directory as determined by the jurisdiction leadership team.

- f. Send a list of names of those elected to the United Methodist Women national organization, including addresses, ZIP codes, telephone numbers and e-mails, to the United Methodist Women National Office at the close of the quadrennial meeting of the jurisdiction organization of United Methodist Women.
- g. Assume other duties and responsibilities as designated by the jurisdiction leadership team.

The **chairperson** of the **jurisdiction committee on nominations** will actively work to fulfill the Purpose of United Methodist Women.

She will:

- a. Chair meetings of the jurisdiction committee on nominations.
- b. Oversee records of the committee on nominations.
- c. Assume responsibilities as assigned by the jurisdiction leadership team.

### Section 3. Appointed Leaders

Other leaders may be appointed for further expansion of specific areas or needed services for implementation of the Purpose.

Each task group should include a member of the jurisdiction leadership team, excluding the president.

## **ARTICLE IV**

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## **COMMITTEES**

### Section 1. Quadrennial Meeting Committee

*a. Membership*

The committee will be composed of the jurisdiction leadership team, which will select a chairperson.

*b. Function*

To plan and implement the quadrennial meeting.

### Section 2. Committee on Finance

*a. Membership*

The committee will be composed of the jurisdiction leadership team with the treasurer as chairperson.

*b. Functions*

To prepare budgets for the use of funds for administration and membership development, a copy of which will be shared with the conference presidents and the treasurer of the United Methodist Women national organization.

## Section 3. Committee on Nominations

*a. Membership*

The committee will be composed of five (5) persons, including the chairperson.

*b. Functions*

The committee will:

- 1) Keep an up-to-date record of women with special skills and interests who may be needed in the work of the jurisdiction leadership team and are representative of the organization.
- 2) Ensure that the leadership of the jurisdiction organization reflects the diversity of the membership of United Methodist Women within the jurisdiction. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home.
- 3) Prepare the slate of nominees for election to the jurisdiction leadership team and to the jurisdiction committee on nominations and make the slate available to the jurisdiction leadership team and then to the membership of the jurisdiction by June 1 of the year prior to the quadrennial meeting. There will be an opportunity for nominations from the floor during the quadrennial meeting.
- 4) Be responsible for planning and implementing election procedures at the quadrennial meeting.
- 5) Make nominations to fill vacancies that occur ad interim.
- 6) Be responsible for providing biographical information on all nominees to the United Methodist Women National Office 30 days prior to the quadrennial meeting.
- 7) Prepare nominations for the president, treasurer, secretary, chairperson of the committee on nominations and the members of the jurisdiction committee on nominations and present them to the quadrennial meeting of the jurisdiction organization for election.
- 8) Present for election by the jurisdiction leadership team a replacement for any person on either the jurisdiction leadership team or the committee on nominations who resigns or is removed from office during the quadrennium.

*c. Meetings*

- 1) The committee will meet:
  - a) At least two times a year.
  - b) With the jurisdiction leadership team a minimum of two times during the quadrennium to observe how the jurisdiction leadership team functions as a team.

- 2) Members of the committee as assigned will attend, at jurisdiction leadership team expense, conference annual meetings and/or conference Mission u events for the purpose of observing potential leadership.

## **ARTICLE V**

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### **NOMINATIONS AND ELECTIONS**

#### Section 1. Elections

The voting membership of the jurisdiction organization of United Methodist Women will be composed of the members of the jurisdiction leadership team; three members elected by each conference organization; members of the board of directors of United Methodist Women; the members of the United Methodist Women program advisory group within the jurisdiction; a representative of the jurisdiction Association of Deaconesses, Home Missioners and Home Missionaries; and all the active bishops of the jurisdiction.

- a. The jurisdiction leadership team and a committee on nominations consisting of five members, including its chairperson, are elected at the jurisdiction quadrennial meeting.
- b. The jurisdiction leadership team and the jurisdiction committee on nominations will take office immediately following the jurisdictional conferences.
- c. All records and pertinent information will be turned over to the incoming jurisdiction leadership team by the outgoing jurisdiction leadership team no later than the end of August following the jurisdictional meeting with the exception of financial records that may be delayed until the end of the calendar year.

#### Section 2. Tenure

- a. The term of service for members of the jurisdiction leadership team and the jurisdiction committee on nominations will be four years.
- b. Tenure on the jurisdiction level is limited to four years, whether one is elected to the jurisdiction leadership team or the committee on nominations unless elected to serve as president of the jurisdiction leadership team.
- c. Members of the jurisdiction committee on nominations other than the chairperson will not be voting members of the jurisdiction organization or the jurisdiction leadership team.
- d. Any previous service as jurisdiction elected leadership will be counted toward tenure.
- e. No elected/appointed leader of the jurisdiction organization will hold any other office beyond the local unit of the United Methodist Women.



The jurisdiction president, by virtue of office, will serve as a member of the program advisory group of the United Methodist Women national organization as provided in *The Book of Discipline of The United Methodist Church 2016*, ¶1911.

United Methodist Women directors and program advisory group members, other than the jurisdiction president, may not serve on the jurisdiction leadership team or the jurisdiction committee on nominations.

## ARTICLE VI

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### MEETINGS

Section 1. The function of the jurisdiction leadership team will be to promote the Purpose and program of United Methodist Women through planning and implementing the quadrennial meeting.

Section 2. The jurisdiction leadership team will meet at such times as determined/approved by the United Methodist Women national organization.

Section 3. The quadrennial meeting will be designed to meet the needs of the women of the jurisdiction in harmony with the Purpose and with the plans and responsibilities of the United Methodist Women national organization.

It will:

- a. Be open to all members of United Methodist Women.
- b. Elect directors to the United Methodist Women national organization.
- c. Elect the jurisdiction leadership team and jurisdiction committee on nominations.
- d. Educate for mission.
- e. Celebrate the Purpose.
- f. Provide skill building.

Section 4. The jurisdiction leadership team will hold the committee on nominations and all task groups accountable to fulfill their responsibilities according to the constitution and bylaws and the jurisdiction standing rules.

## ARTICLE VII

### FUNDS

Section 1. In consultation with the presidents of the conferences, the jurisdiction leadership team will determine the amount (between 0.3 and 1 percent of the conference Pledge to Mission) and the manner in which funds for administration and membership development will be secured from the conference organizations.

The use of these funds will include:

- a. Planning and carrying out the quadrennial meeting.
- b. Travel for quadrennial meeting attendance for the jurisdiction leadership team and the jurisdiction committee on nominations and the jurisdiction nominees.
- c. Leadership development for the jurisdiction leadership team and the jurisdiction committee on nominations.
- d. Meetings of the jurisdiction leadership team and jurisdiction committee on nominations.
- e. Administrative costs, including conference visitations and attendance at national events.

Section 2. The United Methodist Women national organization will provide funds for the jurisdiction leadership team training.

Section 3. Following each quadrennial meeting, the outgoing jurisdiction leadership team will determine the amount of funds to be carried over to the next quadrennium in consultation with the United Methodist Women national organization.

Section 4. Following each quadrennial meeting, send all conference funds received after Aug. 1 to the incoming treasurer, pay all bills, transfer funds to incoming treasurer by Dec. 31 and send remaining funds to the United Methodist Women national organization.

## ARTICLE VIII

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### AMENDMENTS AND STANDING RULES

Section 1. Amendments to these bylaws will be made by a majority vote at a regular meeting of the United Methodist Women national organization, provided a 30-day notice is given in writing to the board of directors of the national organization by the leadership team or by the governance committee of the United Methodist Women national organization.

Proposed amendments to these bylaws may be sent by any member of the jurisdiction organization or jurisdiction leadership team to the recording secretary of the national organization for presentation to the United Methodist Women national organization.

Section 2. Standing rules may be made and amended by the jurisdiction organization and/or the jurisdiction leadership team provided they are in harmony with the national organization of United Methodist Women constitution and bylaws.



**SECTION 7**

Forms



# REMITTANCE INSTRUCTIONS FOR ALL TREASURERS

## For Local Treasurer

*Submit the completed remittance form with your check to your district conference treasurer.*

## For District Treasurer

Complete this remittance form using information from all of the local treasurers in your district. Submit the completed form to your conference treasurer. *Each remittance form is to be mailed with a check to your conference treasurer.*

## For Conference Treasurer

Complete this remittance form using information from all of the district treasurers in your conference. *Submit this completed form to the National United Methodist Women treasurer.* You may complete this form on a monthly or quarterly basis. You should make a remittance to the United Methodist Women National Office four times per year. Each remittance form is to be followed by or mailed with a check. To use electronic funds transfer, contact the national treasurer's office.

### You may submit the remittance form in several ways:

- Complete the Remittance Form. (To save time, you may fill in the non-changeable items, photocopy the form and then complete that copied form each time.) Photocopy the completed form and mail it to your conference treasurer.
- Download and then mail or email the completed form. The downloadable form is available at, [www.unitedmethodistwomen.org/give/forms](http://www.unitedmethodistwomen.org/give/forms).

### • HOW TO COMPLETE THE REMITTANCE FORM •

### MISSION GIVING—Five Channels of Giving

1. Pledge to Mission: This includes Pledge to Mission and supplementary gifts collected on special occasions.
2. Special Mission Recognition: Insert total from Special Mission Recognition local order forms. This form may be sent on its own or attached. On the form, indicate the amount (\$40, \$60, \$100, \$200, \$500, \$1,000, or \$2,000) for each order. Attach copies of local treasurers' orders.
3. Gift to Mission: Insert total from Gift to Mission order forms. Local units order cards from their district treasurer. Cards are sent on a revolving basis. Be sure to have many on hand for a speedy reply to requests.
4. Gift in Memory.
5. World Thank Offering: You may order a World Thank Offering box (M1731, \$0.40) and World Thank Offering label (M5034, free) or download. Go to [www.unitedmethodistwomen.org/worldthank](http://www.unitedmethodistwomen.org/worldthank) for information about ordering resources or downloading materials.

### SUPPLEMENTARY GIFTS

6. A Call to Prayer and Self-Denial.
7. Designated Gifts: A Brighter Future for Children and Youth; Assembly Offering; National Mission and International Mission—please provide the names and addresses and amounts of specific projects or enclose a copy of your local treasurers' remittance forms.
8. Legacy Fund.
9. Bequest—please attach a copy of the will or excerpt of the will.
10. Other designated gifts and non-United Methodist Women giving.

### TOTAL REMITTANCE

Fill in check number and insert the total of all items.

**District treasurers:** Write a check in the amount shown on the "total remittance" line made payable to the conference and send to the conference treasurer. Keep a copy for your records.

**Conference treasurers:** Write a check in the amount shown on the "total remittance" line made payable to United Methodist Women National Office (or use electronic funds transfer) and send to:

**United Methodist Women National Office**, Gift Processing, P.O. Box 29925, New York, NY 10087-9925.

*Always put your name and address in the space provided. Keep a copy for your records.*





UNITED METHODIST WOMEN

## THE REMITTANCE FORM FOR ALL TREASURERS

<b>Order No.</b> (Please make sure that all orders have a unique order no.):	<b>Date:</b>
<b>Local Unit:</b>	<b>District:</b>
<b>Conference:</b>	<b>Period from:</b> <span style="float:right"><b>To:</b></span>

Mission Giving	Amount
Pledge to Mission	
Special Mission Recognition	
Gift to Mission	
Gift in Memory	
World Thank Offering	
<b>Total Mission Giving (Lines 1 thru 5):</b>	
	\$

Supplementary Gifts	Amount	
A Call to Prayer and Self-Denial		
<b>Designated Gifts</b>	<b>Amount</b>	
A Brighter Future for Children and Youth		
Assembly Offering		
National and international ministries or projects (if additional pages are needed, complete the Supplementary Gifts Details Form)		
Name of project	Address	Amount
<b>Total Designated Gifts</b>	\$	
<b>Total from Supplementary Gifts Details Form (from Form 7)</b>	\$	
Legacy Fund		
Bequest (please attach a copy of the will or excerpt of the will)		
Other Designated Gifts and non-United Methodist Women Giving		
<b>Total Supplementary Gifts:</b>		
	\$	

	\$
	\$
<b>Total remittance check no.:</b>	<b>TOTAL:</b> \$

TREASURER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_







UNITED METHODIST WOMEN

# SPECIAL MISSION RECOGNITION (SMR)

## ORDER FORM FOR LOCAL AND DISTRICT UNITED METHODIST WOMEN

SMR orders should be ordered and paid for through your district or conference treasurer. Mail the order form and check to your district or conference treasurer.

Order No. (Please make sure that all orders have a unique order no.):

Local Unit:

District:

Conference:

Period from:

To:

### DETAILS OF ORDER

Name of Honoree	Send to	Address	Given By	\$ Value of Pin

**Total amount of pin order: \$**

Pin info: \$40 basic pin, \$60 with sapphire, \$100 with pearl, \$200 with emerald, \$500 with ruby, \$1,000 with diamond, \$2,000 with two diamonds.

TREASURER:

ADDRESS:

PHONE: FAX: EMAIL:

DATE: CHECK NO.:



UNITED METHODIST WOMEN











# GIFT TO MISSION

## ORDER FORM

### FOR LOCAL AND DISTRICT UNITED METHODIST WOMEN

Local treasurers order Gift to Mission cards from district treasurers singly or in packs of 10 cards. \$5 per card or \$50 per pack of 10 cards. Christmas cards can be ordered in packs of 5 cards. Minimum \$25 per pack of 5 cards.

<b>Local Unit:</b> _____	<b>District:</b> _____
<b>Conference:</b> _____	<b>Period from:</b> _____ <b>To:</b> _____

TYPE OF CARD	No. Cards	No. Packs	SENDER ADDRESS	AMOUNT
 New Baby (10) M7007				
 Congratulations (10) M7028				
 Peace (10) M7006				
 In the Service of Christ (10) <span style="background-color: black; color: white; padding: 2px;">NEW</span> M7029				
 On Your Special Day (10) M7008				
 Thank you! Thank You (10) M7004				
 Thinking of you... Thinking of You (10) M7002				
 thinking of you! Thinking of You (10) M7011				
 Happy Birthday Variety Pack (5) <span style="background-color: black; color: white; padding: 2px;">NEW</span> M7009				
 Christmas Cards Variety Pack (5) <span style="background-color: black; color: white; padding: 2px;">NEW</span> M7010				
Gift in Memory            M5033-1 (Cards not pictured.)    M5035-1				

<b>Local treasurers: Send form to your district treasurer.</b>	<b>Total amount of order: \$</b> _____
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Keep a copy for your records. Always put your name and address in the space provided. DATE: \_\_\_\_\_

TREASURER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_





# GIFT TO MISSION

## ORDER FORM FOR DISTRICT TREASURERS

LOCAL TREASURERS CAN ORDER GIFT TO MISSION CARDS FROM DISTRICT TREASURERS.

<b>District:</b> _____	<b>Conference:</b> _____
Name of local church: _____	
Name of local treasurer: _____	
Address: _____	
Name of local church: _____	Quantity
Name of local treasurer: _____	
Address: _____	
Name of local church: _____	Quantity
Name of local treasurer: _____	
Address: _____	

**New Baby (10)**



M7007  
No. of packs \_\_\_\_\_

**On Your Special Day (10)**



M7008  
No. of packs \_\_\_\_\_

**Happy Birthday Variety Pack (5)**



M7009  
No. of packs \_\_\_\_\_

**Congratulations (10)**



M7003  
No. of packs \_\_\_\_\_

**Thank You (10)**



M7004  
No. of packs \_\_\_\_\_

**Christmas Variety Pack (5)**



M7010  
No. of packs \_\_\_\_\_

**Peace (10)**



M7006  
No. of packs \_\_\_\_\_

**Thinking of You (10)**



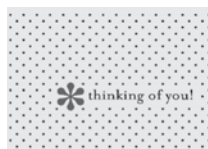
M7002  
No. of packs \_\_\_\_\_

**In the Service of Christ (10)**



M7005  
No. of packs \_\_\_\_\_

**Thinking of You (10)**



M7011  
No. of packs \_\_\_\_\_

**Gift in Memory (10) Cards not pictured.**

No. of packs  
M5033-1 \_\_\_\_\_ M5035-1 \_\_\_\_\_

UNITED METHODIST WOMEN MISSION RESOURCES: [www.umwmissionresources.org](http://www.umwmissionresources.org) 1-800-305-9857

DISTRICT TREASURER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ DATE: \_\_\_\_\_







**SECTION 8**

Glossary

## SECTION 8

### GLOSSARY

This is a listing with basic information about some programs and initiatives of United Methodist Women. Much more information about these programs is available online at [www.unitedmethodistwomen.org](http://www.unitedmethodistwomen.org).

#### Action Alerts

Action Alerts keep interested individuals informed about important legislation and policies regarding issues of particular concern for United Methodist Women and its members. You can sign up to receive email alerts or read them online at [www.unitedmethodistwomen.org/act/alerts](http://www.unitedmethodistwomen.org/act/alerts).

#### Annual Meeting

All districts and conferences of United Methodist Women hold an annual meeting, at which time a program that is in harmony with the United Methodist Women Purpose and designed to meet the needs of the women of the organization is presented. Officers are elected, business is transacted and pledges are made for the next year.

#### Assembly

Assembly is a quadrennial gathering of United Methodist Women members and friends from around the world. The event includes worship, workshops and challenging speakers. Women return to their communities refreshed, recharged and equipped with new tools for mission.

#### Board of Directors

At the national level, the organization of United Methodist Women is led by a board of directors with advisory input from the program advisory group. The work is guided by the Purpose and implemented by the staff. The board of directors sets the policy, secures funds from the members and determines the budget. It is also charged with the care of property and retirees—missionaries, deaconesses and home missionaries.

The board consists of 25 directors, 20 of whom are elected by their jurisdiction and five who are nominated and elected by the national organization. From these directors a team of leaders are nominated and elected.

#### Bible Women

The Bible Women program, an initiative of the United Methodist Women national organization, draws on the historical design and concept of bringing leadership training and development to today's

marginalized in remote and urban areas. Through a participatory methodology, indigenous and other women work with today's Bible Women trainers to set a course of study in areas that focus on Bible study, literacy, health/nutrition, human/women's rights and economic development.

### A Call to Prayer and Self-Denial

This annual observance gives local and district units a chance to study and reflect on a particular theme each year and to designate funds for ministries related to the theme for the year. Since 1887, prayer, study and giving have been central to the observance of A Call to Prayer and Self-Denial. In each of three years of a four-year cycle, gifts are divided equally between U.S. and overseas missions related to an annual theme and are awarded in grants. Every fourth year funds are used for pensions and health care for retired missionaries and deaconesses. These grants are reported annually in **response** magazine.

### Charge or Cluster Group

A United Methodist Women group formed by women from more than one church when the number of women from a single church is too small to organize with a basic structure.

### Charter for Racial Justice Policies in an Interdependent Global Community

A policy first adapted in 1952, updated by the national office in 1978 and adopted as a resolution by The United Methodist Church in 1980 that commits the denomination to working toward racial justice in the church, society and community.

### Church Center for the United Nations (CCUN)

The CCUN building is owned by the United Methodist Women's national organization located across from the United Nations in New York City. CCUN provides office space for United Methodist Women seminar program on national and international affairs. Space is also provided for other non-governmental organizations working on issues related to the United Nations, international affairs and ministries with women and children.

### Church Women United

A national, ecumenical movement that brings Protestant, Roman Catholic, Orthodox and other Christian women together into one community of prayer, advocacy and service. United Methodist Women is one of its members.

### Conference

The organization of United Methodist Women within the bounds of an annual conference of The United Methodist Church.

## Constitution and Bylaws

Basic organizational policies and responsibilities of United Methodist Women in the local, district, conference, jurisdiction and national level. The constitution is voted by the General Conference and included in *The Book of Discipline of The United Methodist Church*. Bylaws are determined by the United Methodist Women's national board of directors and appear in the handbook.

## Deaconess and Home Missioner

Deaconess and Home Missioner are laypeople consecrated through United Methodist Women by The United Methodist Church to ministries of love, justice and service, embodying the church in the world through a full-time vocation of servant ministry.

## Director, United Methodist Women National Organization

One of the 25 individuals elected to serve as a volunteer on the board of directors for a period of four years. A director has voice and vote and sets the official program and policy for the national office, including the specific use of Mission Giving funds that reach the national office.

## District Unit

A group formed by women from different churches who are not organized through a local congregation, and choose to meet in locations other than a local church, such as on a college or university campus, in a retirement community, or in a local business area. They are members of the district organization. The president must be a member of The United Methodist Church.

## District Member

A woman who does not have a local or district organization to which she can belong. Upon approval of the district executive committee, this woman becomes a district member. Through the district, she learns about the events and resources of United Methodist Women and makes an offering to Pledge to Mission. She is a member of the district organization.

## Executive Committee, or the Leadership Team

The executive committee works as a mission team and is the administrative body of United Methodist Women on the local, district and conference levels. It facilitates program planning, financial functions and membership development.

## Five Channels of Giving

There are five main ways to financially support the work of United Methodist Women. These are: Pledge to Mission, World Thank Offering, Special Mission Recognition, Gift to Mission and Gift in Memory.



## Gift in Memory

A gift in memory is given in remembrance of a member, a friend or anyone, in any amount of \$5 or more. Gift in Memory cards, available free, may be sent to the family of the deceased. Cards are available at United Methodist Women Mission Resources or as an online e-card with donation.

## Gift to Mission

A gift of \$5 or more in honor of someone and includes a card sent to the honoree. The following cards are available: Congratulations, Thank You, A New Baby, In the Service of Christ, A Special Day, Thinking of You, Peace, Happy Birthday and assortment of Christmas cards. Cards can be purchased from treasurers.

## Global Justice Volunteers

The Global Justice Volunteers program enables young adults 18–30 to have short-term experiences living, serving and learning in justice ministries around the world. Placements are for six weeks.

## Higher Education Initiative

The Higher Education Initiative builds mutually supportive partnership and collaborative efforts among colleges and universities historically related to United Methodist Women. Most of them share the common mission goal of United Methodist Women—empowering women through education. The Higher Education Initiative relates to 18 institutions in the United States and abroad. The vision of the Higher Education Initiative continues to be carried out with partnership with the Scranton Leadership Center.

## International Ministries

United Methodist Women has a strong history of international ministries, dating back to the organization's earliest missions. Today, "International Ministries" is the umbrella that works with the following programs: Global Justice Volunteers, the Higher Education Initiative, Regional Missionaries, Ubuntu Journeys, scholarships for non-U.S. students, and funding grants for more than 120 international mission programs in 110 countries.

## Jurisdiction Leadership Team

The jurisdiction organization of United Methodist Women facilitates the election process for the board of directors of the national organization of United Methodist Women.

## Language Ministries

United Methodist Women is a multicultural, multiracial, multilingual and multisocio-economic community. The ministry with women, children and youth is carried out by women from around the world. Presently, United Methodist Women works with women whose native language is other than English in translating and contextualizing resources and leadership development.

## Leadership Development

Elected officers in each local organization, district and conference of United Methodist Women are expected to participate each year in continuing training for their particular responsibilities that are sponsored by the district or conference. The national office hosts Leadership Development Days that are open to all women and offered annually.

## Leadership Team

The leadership team, also known as executive committee, works as a mission team and is the administrative body of United Methodist Women on the local, district and conference levels. It facilitates program planning, financial functions and membership development.

## The Legacy Fund

The Legacy Fund officially launched at Assembly 2014, will be celebrated at Assembly 2018 and will culminate in 2019—our 150th year. The fund is a forward-thinking permanent endowment with income dedicated to strengthening United Methodist Women. The Legacy Fund will provide the tools, resources and personnel to distribute United Methodist Women's grants and scholarships, coordinate with mission personnel and support technological updates such as operating systems for data and communication, and more. Ensuring a regular source of support for these core expenses will free future generations to budget Mission Giving to connect directly with the needs of women, children and youth. It will allow our successors to promote Mission Giving in a totally different way.

## Mission Giving

Pledges are given by members to support the mission program of United Methodist Women. With “no strings attached,” these funds are available for use in any part of the mission program of United Methodist Women. The five channels of Mission Giving are Pledge to Mission, Special Mission Recognition, Gift to Mission, Gift in Memory, and World Thank Offering. Almost 70 percent of Mission Giving funds from members go to programs and projects supporting women, children and youth.

## Mission Studies

United Methodist Women equips members for reflection and informed action through educational opportunities and resources. Each year, United Methodist Women members prepare through mission studies on geographical, topical and spiritual growth themes. These studies motivate, inform and enrich our commitment to global ministry. Members take one or more of the three mission studies through the organization's Mission u program offered around the country.

## Mission u: Learning Together for the Transformation of the World

A mission education initiative held annually in conferences using the mission studies produced by the United Methodist Women National Office. A lifelong learning event, Mission u is open to members and non-members.

## Mission u Leadership Training Events

Training events held annually provide the training for leaders of conference Mission u. Those who attend the training are deans and assistant deans and study leaders of conference Mission u.

## National Mission Institutions

These institutions provide much needed services to their communities, and have historical relationships with United Methodist Women. Nearly 100 National Mission Institutions are located across the United States, including Puerto Rico and the U.S. Virgin Islands. They are community centers, schools, colleges, health care facilities and women's residences offering a variety of services. United Methodist Women locally and through their gifts to mission support National Missions Institutions.

## National Seminar

National Seminar is a social justice leadership development event held every four years. Participation in the National Seminar includes United Methodist Women conference officers, district officers, selected jurisdictional representatives, and others chosen from an open application process.

Participants engage in Bible study and spiritual reflection; dialogue about current social, political and economic realities of our time; do a critical analysis of the domestic and global issues that affect women, children and youth; and develop new tools to strengthen the witness of United Methodist Women conferences, districts, local units and other groups.

## Nominations, Committee on

The committee that nominates women for elected leadership positions for the upcoming year.

## Pledge to Mission

An individual member's Pledge to Mission is the amount a woman gives to her local organization to help fulfill the Purpose of United Methodist Women. The conference United Methodist Women pledges a specific amount for mission with women, children and youth and retains a designated percent to be used for district and conference administration and membership development expenses.

## Prayer Calendar

The Prayer Calendar features illustrations created by children or photos of people who work with projects that are supported by United Methodist Women's Mission Giving. It also includes personal reflections from missionaries, deaconesses and other mission personnel. Includes a full year of dated weekly pages in a week-per-page format.

## Program Advisory Group

The United Methodist Women Program Advisory Group (PAG) brings program recommendations to the board of directors. The 70 to 80 members of the PAG provide representation from every conference, and are from a variety of positions within United Methodist Women and the church. They meet

at least once a year to study issues and prepare recommendations to the national board regarding mission priorities, mission education work and program guidance for United Methodist Women.

## Program Book

The Program Book published annually features a collection of programs for use in local units and circles prepared around a common theme, and provides biblical and spiritual resources, backgrounds and ideas for action on current justice issues and mission emphases as well as special annual services as World Thank Offering, Pledge Service and Call to Prayer and Self-Denial programs.

## Reading Program

A program of United Methodist Women that encourages members to expand their understanding of and participation in God's mission through the reading and/or study of books that have been chosen by the Reading Program Committee of the United Methodist Women's national organization. Five different reading plans are offered.

## Regional Missionaries

Regional Missionaries work in local areas outside of the United States to assist women, children and youth to work in solidarity with one another on specific issues. Regional Missionaries build relationships with Methodist, United Methodist, ecumenical and grass-roots programs that focus on issues of health (particularly primary health care and HIV/AIDS), gender equality and elimination of violence among women, and support for the uprooted and marginalized. All programs and network connections carried out by Regional Missionaries reflect the needs and priorities of their own region, covering Sub-Saharan Africa, Asia, Latin America and the Caribbean.

## **response**

The official magazine of United Methodist Women produced 11 times in the year. It is the voice of women in mission and is intended for every member of the organization.

## Scarritt-Bennett Center

The Scarritt-Bennett Center in Nashville, Tenn., is a facility dedicated to the training of laity. It is jointly supported by the national office and the Scarritt-Bennett Foundation.

## Scholarships

The United Methodist Women national organization offers national and international scholarships to enable women and youth to receive needed leadership skills. National scholarships are for laywomen who are in or planning to enter a Christian vocation. International Scholarships are geared for students from outside the United States who are seeking to make a positive contribution to their communities.

## Scranton Women's Leadership Center

The Scranton Women's Leadership Center is based in Seoul, South Korea, and promotes relationship with women and girls throughout Asia and the wider world through leadership training and scholarships for higher education. The center is named in honor of Mary Scranton, first female missionary sent to Korea by the Woman's Foreign Missionary Society.

## Seminar Program

The United Methodist Seminar Program is a transformative educational program for groups of youth and adults aimed to engage complex social issues from a perspective of faith. A team of facilitators and educators custom design interactive exercises, dialogue, and engagement with human rights activists, grassroots and religious leaders, with the hope that participants gain a deeper understanding of their role as people of faith and agents of change.

## Special Mission Recognition

A channel of Mission Giving through which a gift of \$40 or more for mission is given to honor any individual. A certificate and a pin are available for a variety of gift amounts ranging from \$40 to \$2,000.

## Staff

A person employed by United Methodist Women National Office. Staff members carry out the programs and policies voted by the directors.

## Supplementary Gifts

Gifts designated by an individual, subgroup, local group, district or conference to a program or named project or fund of United Methodist Women national office—A Call to Prayer and Self Denial, A Brighter Future for Children and Youth, Assembly Offering, National and International Mission and Legacy Fund.

## Ubuntu Journeys

*Ubuntu* is an African word and proverb meaning "I am human because you are human." Ubuntu Journeys are short-term mission service opportunities for women. A woman from the host country and one from the United States lead an Ubuntu team to a destination to learn from others, share the lessons of life as women of faith and bridge cultural boundaries through service.

## United Methodist Women National Office

The United Methodist Women National Office provides support and structure for the mission of United Methodist Women at all levels of the organization.

## *United Methodist Women News*

*United Methodist Women News* is a free quarterly newspaper written by members and for members sharing their stories in mission. Read how faith, hope and love are put into action!

## Washington Office of Public Policy

The Office of Public Policy, located in Washington, D.C., challenges and responds to United Methodist Women and calls forth prophetic action. The office works to challenge injustice by holding the U.S. government and political institutions accountable, ensuring dignity and protecting the rights of women.

## World Federation of Methodist and Uniting Church Women

United Methodist Women is a member of World Federation for Methodist and Uniting Church Women, which is a fellowship of officially recognized groups of Methodist, United and Uniting Church Women organized in units from many nations. In its role as the voice of women in mission with women, children and youth, United Methodist Women embraces the purpose of this organization: To be a support group for women acting as a catalyst in their faith and actions; to promote the interests of women in all areas of life, in spiritual growth, equality, development and peace; to work toward the recognition of the equal status of women; to facilitate, encourage and actively promote leadership training for women; and to be a voice for Methodist, United and Uniting Church women.

## World Thank Offering

The World Thank Offering is an opportunity for individuals to respond to God's abundance and grace with spontaneous gifts of gratitude. The funds collected are used in the total program of mission carried on through the national office in the United States and around the world. Using a special container for regular World Thank Offerings, these gifts are usually collected during a special service or program in the local unit.

**SECTION 9**

United Methodist  
Women Brand  
Guidelines





# United Methodist Women Brand Guidelines



The emblem of United Methodist Women, the cross and the flame, symbolizes our organization. The cross and flame are ancient symbols of the church and appear on the United Methodist Church emblem. Both symbols remind us of the opportunities and obligations of discipleship.

Paul's words to Timothy have fresh and contemporary meanings, "I remind you to stir into flame the gift of God which is within you." (2 Timothy 1:6). As United Methodist Women, we give our gift of God with others through mission.

As parts of our emblem, the cross and flame remind us of our Purpose of growing in our understanding of and willingness to participate in the global ministries of the church. They remind us of our heritage of women who pioneer in service for the church at home and in other countries.

The overall shape of the emblem is also symbolic. Fluid and free flowing, the shape suggests change and mobility. The women who came before us were at the forefront of movements for change. Always aware of the times, we move with ever changing circumstances rather than feeling overwhelmed by them. We are a group of Christian women with many gifts who are unified by one Spirit. We participate in God's mission in all areas of life.



United  
Methodist  
Women

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# What's different and what's important?

curves are thinner, more refined  
and graduate from thick/thin

text is bottom aligned with emblem to  
reinforce the feeling of a flame shape



United  
Methodist  
Women

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uses official UMC cross/flame

text always appears with emblem

# Some things **not** to do, please!

please don't stretch or distort it.



please don't re-color it.



please don't change the font or the proportions.



please don't crowd it.



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer sagittis blandit finibus. Praesent faucibus, purus ut pretium sagittis, ipsum quam volutpat orci, nec vulputate dolor nunc nec lorem. Sed commodo posuere ipsum

please don't lose the white field in the emblem.



please don't lose the white field in the emblem.



leave enough white space around the sides, please. the border below shows the minimum space you should leave. (but you don't need the black lines!)



please don't combine with old versions of the emblem.



Please don't use these!

(Or any other old versions)



# color

We like to use bright, energetic colors that reflect the energy of the United Methodist Women members! (Not all at the same time, of course!)



C 85	C 50 M 3 Y 2	C 28 M 2 Y 1	C 50 Y 100	C 50 Y 100	C 14 Y 100	C 60 M 60	C 77 M 87
R 0 G 182 B 241	R 115 G 200 B 236	R 178 G 221 B 243	R 141 G 198 B 63	R 247 G 148 B 29	R 255 G 214 B 0	R 118 G 112 B 179	R 93 G 68 B 155
HEX: #00b6f1	HEX: #73c8ec	HEX: #b2eef3	HEX: #8dc63f	HEX: #f7941d	HEX: #ffd600	HEX: #7670b3	HEX: #5d449b



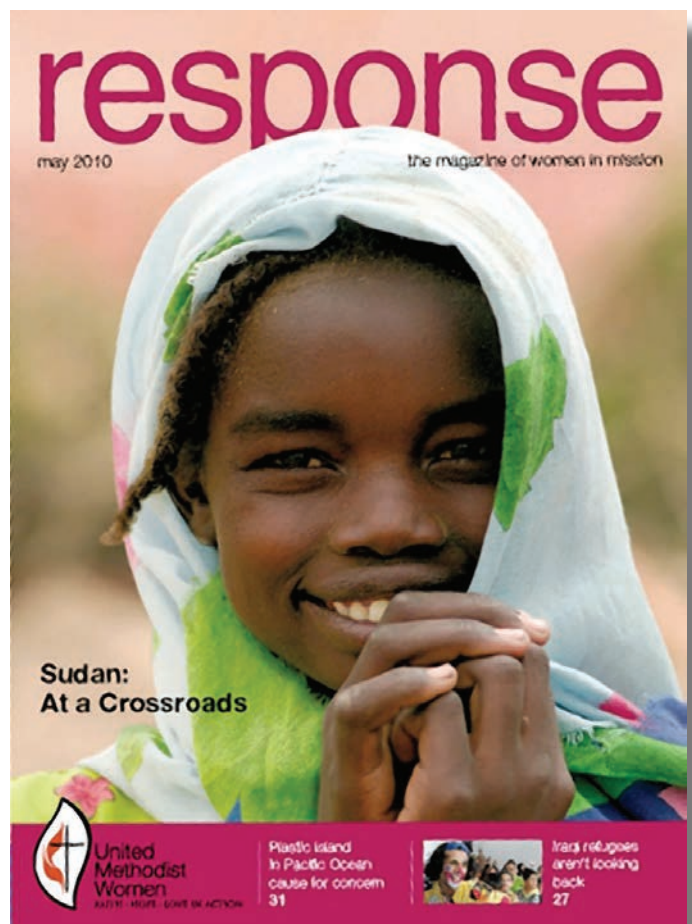
C 6 M 100 Y 1 K 6	C 8 M 100 Y 100 K 10	C 3 M 100 Y 90	M 100 Y 90 K 30	M 95 Y 16	M 2 Y 80	C 33 Y 96	M 70 Y 100
R 210 G 3 B 130	R 201 G 28 B 35	R 230 G 29 B 48	R 177 G 15 B 31	R 237 G 42 B 127	R 255 G 238 B 80	R 183 G 212 B 59	R 243 G 112 B 33
HEX: #d20382	HEX: #c91c23	HEX: #e61d30	HEX: #b10f1	HEX: #ed2a7f	HEX: #fee50	HEX: #b7d43b	HEX: #f37021



# the color bar

Sometimes we use a “color bar” in conjunction with the logo—across the bottom of the page, slide or resource front or back cover.

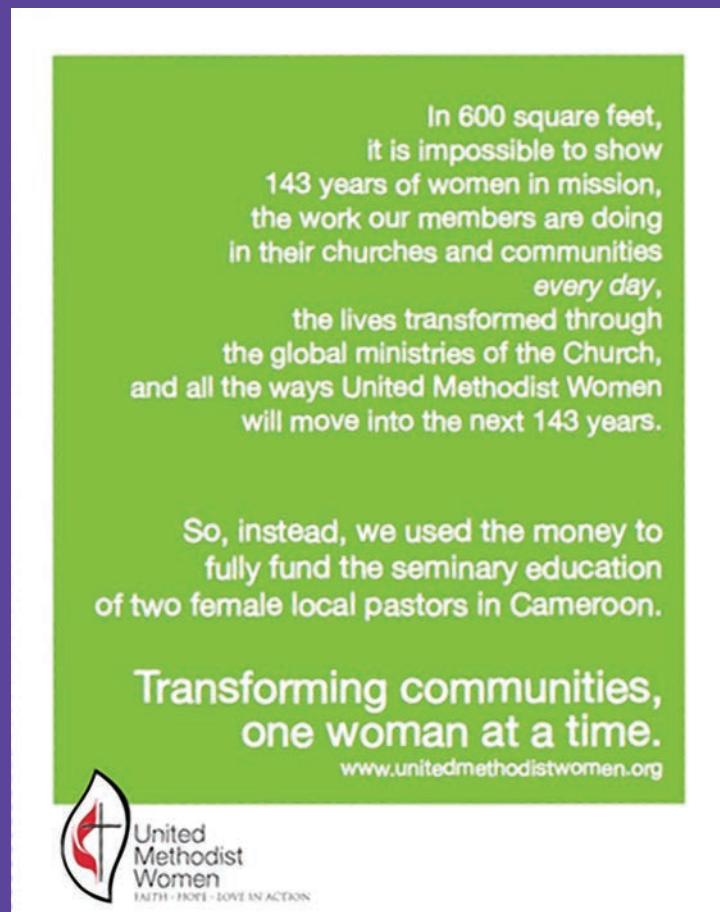
The logo should be far left, with the top of the emblem breaking the plane of the top of the color bar. The top of the bar should align with the top of the cross and there should be roughly the same amount of space to the left and bottom. should be roughly the same amount of space to the left and bottom.



# the inverted color bar

Sometimes we invert the page, with a bold color up top and white at the bottom. Only use the more saturated end of the color palette for this. The bottom of the color box should align with the top of the cross. The left edges should align. There should be a white border on all sides.


The type should be white over color, and bolder.  
This is Helvetica Neue 55 Roman,  
and the headline  
is Helvetica Neue  
75 bold.



In 600 square feet,  
it is impossible to show  
143 years of women in mission,  
the work our members are doing  
in their churches and communities  
*every day,*  
the lives transformed through  
the global ministries of the Church,  
and all the ways United Methodist Women  
will move into the next 143 years.

So, instead, we used the money to  
fully fund the seminary education  
of two female local pastors in Cameroon.

**Transforming communities,  
one woman at a time.**  
[www.unitedmethodistwomen.org](http://www.unitedmethodistwomen.org)



United  
Methodist  
Women  
UNITY - HOPE - LOVE IN ACTION

# photography

The inverted layout works well with photography, too!



Photos by Paul Jeffrey

  
always credit  
the photographer!

# selection of photography

We like to use photos of real members and projects that are supported by United Methodist Women.

We avoid using stock photography whenever possible.



United Methodist Women Members Stacie Hawkins, Megan Waddle, Tonya Murphy. Photography by Kristina Krug.



Diverse Natural Women with Beautiful Smiles. iStock Photo File #10668925 Photography by Randy Plett.

# selection of photography

We use photographs that celebrate the dignity and worth of all people. (Including their names in the captions if possible.)

We avoid using photographs that might be considered exploitative of or demeaning to the subject.



Ngoy Wa Ngoy Euphrasi, 17, pauses as she works in a field as part of a youth training program funded by United Methodist Women. The project is located in Kamina, in the Democratic Republic of the Congo, and mixes academic education and agricultural training. Photography by Paul Jeffrey.



Image taken from a child sponsoring organization's tv commercial.

# Typography (fonts)

The primary typeface that we use is Helvetica Neue.

You are looking at it right now.

This is Helvetica Neue 35 Thin. **This is Helvetica Neue 75 bold.**

If you don't have Helvetica, an acceptable substitute is Arial.  
(But not in the logo!)

Helvetica:


The organized unit of United Methodist Women shall be a community of women whose Purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

Arial:

**The organized unit of United Methodist Women shall be a community of women whose Purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.**

Slide guidelines (use any of the bright colors from our palette for the color bar!)

Be silent, be silent,  
a whisper is heard,  
  
be silent, and listen,  
O treasure each word!




United Methodist Women  
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Try to keep song/hymn lyrics and liturgies/readings on the top half of slides. (If the screens are low and people are standing to sing they can't see the bottom half!)

**Closing Prayer (Unison)**

God who leads us, Christ who teaches us, Spirit who moves us, we praise you for your gift of love to us. Be with us as we leave this room. Help us to remember how you were with us here through the people we call friends and the stories we heard. Assist us in recalling not just the struggles and obstacles, but the joys, gifts, leadership and ministry each person brought to your table. We praise you for mentorship, and ask you to grant us patience and respect for others so we may listen, discern and act as partners. Lead us to recognize our faults as individuals and the unjust systems we have created. Then, help us faithfully respond so that we may experience reconciliation and re-creation of your beauty within the world. We ask this all in your name. Amen.



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Don't put too much text on a single slide. This is too much.

**"Canto de Esperanza"**  
(Song of Hope)  
*The Faith We Sing*, no. 2186

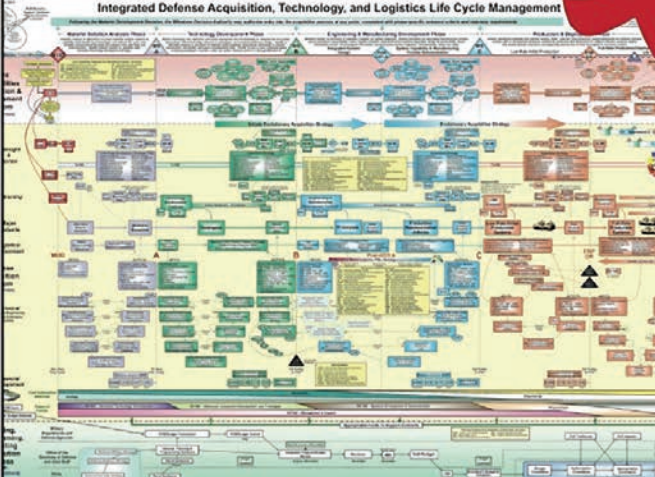
Canto de Esperanza (Song of Hope)  
WORDS: ANA SCHUMMER; MUSIC: ARGENTINE FOLK MELODY



United Methodist Women  
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Make sure to secure rights and include copyright information!

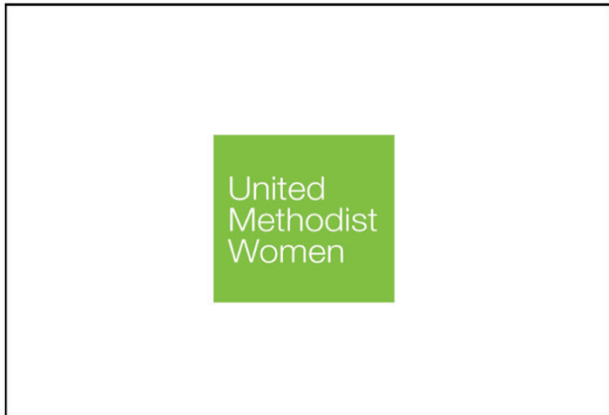
**Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management**



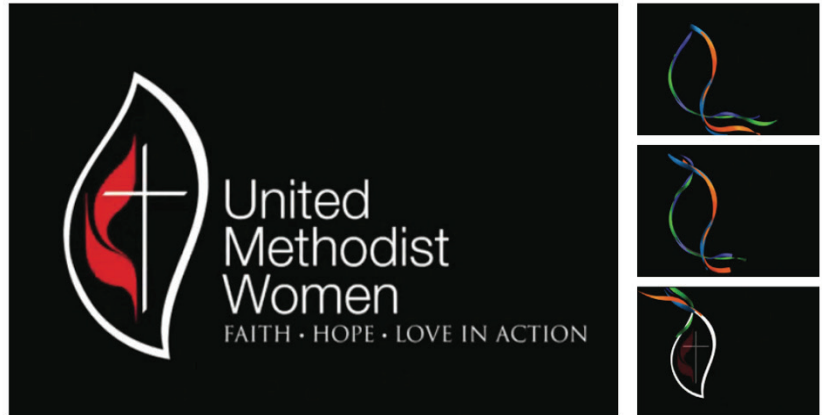
Believe it or not this is an actual slide. Please don't do this.

# Video guidelines

Opening screen (static):



Closing screen (animated):



Lower thirds (static) (or reverse out if background requires)



Bug (livestreams only)





# How to write about United Methodist Women

## United Methodist Women Editing Guidelines

1. United Methodist Women is treated as a singular noun. Women who are part of United Methodist Women are “members of United Methodist Women,” “a member of United Methodist Women” or “United Methodist Women members,” “United Methodist Women member.”  
INCORRECT: United Methodist Woman.
2. We do not use “UMW” in publications unless it’s part of a website address like: “[www.umwonline.org](http://www.umwonline.org)”
3. As of January 2013 United Methodist Women is no longer be called the “Women’s Division.” Please use “United Methodist Women” in all instances (unless speaking of the past).
4. Mission Giving is United Methodist Women’s primary source of fundraising and is always capitalized. And we signify supported projects with “Mission Giving-supported” or “United Methodist Women-supported.” Program Book, Prayer Calendar, National Mission Institutions, and Reading Program should also always be capitalized.

5. Use “mission” in all references to United Methodist Women’s mission work. (Some refer to this work at “missions,” but this represents a dated approach to work in communities that doesn’t reflect our current focus on solidarity.)
6. Do not use the phrase “mission to,” but rather “mission with” when referring to United Methodist Women’s work with women, children, youth and other marginalized communities.
7. Always use the word “children” and not “kids” unless “kids” is part of a project name.
8. “United Methodist Women’s Social Network” is the correct reference for our social network. Use the full name on first reference and “social network” on other references.