

APPALACHIAN DISTRICT UNITED METHODIST WOMEN

Packet of Handouts for Leadership Development Day for Local Unit Officers

Saturday, November 14, 2020

Included in this packet is information pertaining to various offices and some general information as well.

We hope that you will find this information helpful as you begin planning for 2021 with your local unit, even if your local unit does not have all the offices represented here.

If you have questions after LDD, please feel free to contact any of the Appalachian District United Methodist Women Board members. All contact info is included in the packet.



We are all in this together!

WESTERN NORTH CAROLINA CONFERENCE
2021 EXECUTIVE COMMITTEE

OFFICE	NAME	ADDRESS	PHONE NO.	E-mail Address
President	Julia Willis 2020-2021 2 nd term	8833 NC Hwy. 22 N. Climax, NC 27233-8225	336-685-4857 h/f 336-392-1233 c	jawillis1@aol.com Bethlehem-NP
Vice President	Joanie Strohm 2020-2021 2 nd term	111 Collins Road Marshall, NC 28753	828-649-1156 828-707-8928 c	ssjsmars@charter.net Weaverville-BR
Secretary	Dianne Beam 2019-2020 1 st term	12517 Stumptown Road Huntersville, NC 28078	704-274-9183 h 704-996-1744 c	diannebeam@roadrunner.com Assurance-ME
Treasurer	Nancy Reigel 2020-2021 3 rd term	375 Troy Norris Road Boone, NC 28607	828-268-0637 h 828-964-1256 c	nancy@reigelridge.com Boone-AP
Mission Coordinator Spiritual Growth	Darlene Gardner 2020-2021 1 st term	5209 Bridge Pointe Drive Clemmons, NC 27012	336-766-1552 h/f 336-408-4364 c	gardnerdarlenel@gmail.com Centenary-Clemmons-YV
Mission Coordinator Education & Interpretation	Linda Greer 2019-2020 extended term	3201 Mt. Wesley Church Rd Stony Point, NC 28678	704-585-6263 h 828-244-2251 c	jacklindagreer@bellsouth.net First Taylorsville-AP
Mission Coordinator Membership Nurture & Outreach	Renee Hayes 2020-2021 2 nd term	6903 Fairview Church Rd Trinity, NC 27370	336-707-2980 c	renee.hayes1956@gmail.com Trinity Memorial-NP
Mission Coordinator Social Action	Carolyn Payne 2020-2021 2 nd term	5761 Styers Ferry Rd. Clemmons, NC 27012-9796	336-766-5568 h 336-972-5489 c	Carolynp8g@yahoo.com Saint Andrews-YV
Communications Coordinator	Lisa Bacon 2021-2022 2 nd term	1028 Old Cullowhee Road Sylva, NC 28779	828-586-8399	lisabacon304@gmail.com Cullowhee-SM
Secretary of Program Resources	Kathy Chadwell 2020-2021 1 st term	504 Sullivan Street Thomasville, NC 27360	336-475-1261 h 336-991-7119 c	k.sc2008@hotmail.com First Thomasville-YV
Chair – Committee On Nominations	Sandy Letchworth 2020-2021	721 Dobson Street Kernersville, NC 27284	336-993-9505 w 336-813-1168 c 336-993-5744 h	sletchworth@usindustrialpiping.com Pine Grove K'ville-YV
Dean – Mission u	Lynne Alexander 2021-2022	807 Coronado Drive Greensboro, NC 27410	336-456-6686 c	lynn.alexander@qorvo.com Muir's Chapel-NP
Parliamentarian	Jatana Royster 2018-2021	8227 Laurel Oak Court Harrisburg, NC 28075	704-454-5333 h 704-451-3816 c*	jatanaroyster@gmail.com Hickory Grove-ME
Historian	Betty Durham 2018-2021	1111 Parish Street Greensboro, NC 27408	336-542-8077 c	betty.durham50@yahoo.com Centenary-NP
Scholarship Chairperson	Cathy McCauley 2018-2021	6835-A Farmingdale Dr. Charlotte, NC 28212	704-965-6566 c	cathymc855@yahoo.com Hickory Grove-ME
Program Advisory Group (PAG)	Sherry Sink	210 Craven Road High Point NC 27262	336-880-2663	sherrysink@gmail.com Wesley Memorial-NP
Webmaster/Legacy Liaison	Lynne Gilbert 2017 (no tenure)	1625 Milan Road Greensboro, NC 27410	336-207-3479	lynnegilbert2@gmail.com West Market Street-NP
Resident Bishop	Bishop Paul L. Leeland	P O Box 2757 Huntersville, NC 28070	704-535-2260	bishop@wnccumc.org

Updated 11/6/20

DISTRICT PRESIDENTS – 2021

(District Presidents are voting members of the Conference Executive Committee)

DISTRICT	NAME	ADDRESS	PHONE NO.	E-Mail Address
Appalachian	Sherry Summerln 2020-2021 (1 st term)	120 Shady Oak Terrace Hudson, NC 28638	828-728-4936 h 828-234-0850 c	sherrysummer@charter.net Hudson-AP
Blue Ridge	Gwen Harris 2020-2022 (1 st term)	215 Grand View Lane Burnsville, NC 28714	(828) 682-4589	gwenaharris68@gmail.com Windom - BR
Catawba Valley	Janet Bjork-Colton 2020-2021 (1 st term)	516 Rodoret Street S Valdese, NC 28690	828-205-4157 c	jntcltn61@gmail.com First Valdese-CW
Metro	Lynda Morris 2020-2021 (2 nd term)	2539 Winterbrooke Drive Matthews, NC 28105	704-847-2521 h 704-619-2013 c	lfmorrisap@aol.com St Stephen-ME
Northern Piedmont	Sandra Williamson 2019-2020 (2 nd term)	6024 Tamannary Drive Greensboro, NC 27455	336-282-0807 h 336-681-7258 c	stbw1948@gmail.com Bass Chapel-NP
Smoky Mountain	Deborah Ray 2021-2022 (extended term)	569 Country Club Drive Waynesville, NC 28786	828-456-3402 828-400-3499 *	wray@charter.net First Waynesville-SM
Uwharrie	Cathy Ward 2019-2020 (2 nd term)	P. O. Box 807 Denton, NC 27239	336-880-1057 c	lward2004@triad.rr.com Central, Denton -UW
Yadkin Valley	Martha Isenberg 2020-2021 (2 nd term)	5580 Rozianna Drive Winston-Salem, NC 27106	336-924-9158 h* 336-671-1793 c	mhisenberg@aol.com New Hope-YV

*preferred

MEMBERS OF COMMITTEE ON NOMINATIONS – 2021

CLASS (year)	NAME	Address	Phone No.	E-Mail Address
2021 extended	Martha Phillips	P. O. Box 49 Linville Falls, NC 28647	828-765-7009 h 828-467-3167 c	mcwphillips@gmail.com Concord-BR
2021 extended	Michelene Mathews	11189 Harrowfield Road Charlotte, NC 28226-4458	704-649-8612	michelenemathews1@gmail.com St Mark's-ME
2021	Velma Zeek	P. O. Box 360 Otto, NC 28763	828-369-5782 h * 828-421-9396 c	vzeek56@frontier.com Dryma's Chapel-SM
2021	Stephania Cude	2668 Woodcrest Drive Concord, NC 28027	704-782-5234 h	Central, Concord-ME
2022	Sandy Letchworth 2020-2021 Chairperson	721 Dobson Street Kernersville, NC 27284	336-993-5744 h 336-813-1138 c	sletchworth@usindustrialpiping.com Pine Grove K'ville-YV
2022	Deborah Matthews	5364 Farmstead Road Seagrove, NC 27341	336-879-2983 336-465-3104	matthewsdeborah8@gmail.com Pleasant Hill-UW
2022	Sherrie Miller	P. O. Box 95 Claremont, NC 28610	828-256-9259	47millersc@charter.net Bethlehem, Claremont-CV
2023	Ann Aldridge	2542 Silverbrook Court Morganton, NC 28655-7006	828-433-0988 h 828-443-7414 c	ahaldridge@charter.net Oak Hill-CV
2023	Laquetta Barbee	5103 McMurray Circle Greensboro, NC 27410	336-580-5879	laquetta16@gmail.com Collins Grove-NP

2019-2020 Officers – Mission u (Elected by the School)

	NAME	Address	Phone No.	E-Mail Address
Dean	Lynne Alexander 2021-2022	807 Coronado Drive Greensboro, NC 27410	336-456-6686 c	lynn.alexander@qorvo.com Muir's Chapel-NP
Assistant Dean	(pending) 1 st yr. of 2-yr term			
Business Mgr	LaDonna Butts (4 th yr of 4-yr term)	865 Lake Lynn Road Concord, NC 28025	704-786-6534	ladonna.butts@windstream.net Forest Hill-ME
Housing Mgr	Amanda Dyer (1 st yr of 3-yr term)	701 Wingard Road Concord, NC 28025	704-795-3485 h 704-201-9204 c	adyer0813@gmail.com Forest Hill-ME

YAUMW	Molly Welch	PO Box 14056 Trinity, NC 27370	336-803-1214	molly.welch9311@gmail.com -NP
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2021 Appalachian District United Methodist Women Officers

<u>President</u>	Sherry Summerlin	120 Shady Oak Terrace	Hudson, NC 28638	Hudson	828-728-4936 h 828-234-0850 c	stopac69@gmail.com
<u>Vice President</u>	Annette Echard	413 Wilson St NW	Lenoir, NC 28645	New Covenant UMC	828-754-5526	echardsr@bellsouth.com
<u>Secretary</u>	Janice Chester	5349 Meadowlane Drive	Granite Falls, NC 28630	Baton	828-493-2311	janice_chester48@gmail.com
<u>Treasurer</u>	Nancy Johnson	661 Teague Town Rd	Taylorsville NC 28681	Mt. Bethel, Alexander	828-612-6142	nananurse85@charter.net
<u>Spiritual Growth</u>	Judy Sipe	494 B & S Lane	Hickory, NC 28601	Mt. Bethel (Bethlehem) UMC	828-612-1519	jsipe09@gmail.com
<u>Mission Education & Interpretation</u>	Jan Taylor	580 Waddell Road	Roaring River, NC 28669	Wilkesboro	336-957-3024 h 336-468-0313 c	j.kay.tay@gmail.com
<u>Membership Nurture & Outreach</u>	TBD					
<u>Social Action</u>	Sherry Mabry	506 3rd Street	North Wilkesboro NC 28659	Wilkesboro	336-927-4332	mabrysh@gmail.com
<u>Communications</u>	Denise Harris	2606 Fines Creek Dr.	Statesville, NC 28625	Broad Street UMC	704-871-9219 h 704-437-2794 c	denise.harris2105@gmail.com
<u>Program Resources</u>	Micki Earp	267 Devonshire Rd.	Taylorsville NC 28681	Stony Point UMC	828-632-6769	13micki@gmail.com
<u>Nominations Chair</u>	Brenda Kimberlin	4028 Meadow Circle	Lenoir, NC 28645	Little John UMC	828-728-0371	bkimberlin@caldwellschools.com
<u>Nominations Committee - 2021</u>	Penny Ledbetter	324 Mosswood	Olin, NC 28660	Union Grove UMC	704-539-5353	pennygrietje@gmail.com
<u>Nominations Committee - 2022</u>	Kimberly Witherspoon	917 Sunrise Circle	Lenoir, NC 28645	New Covenant UMC	828-729-0876	kwitherspoon03@yahoo.com
<u>Nominations Committee - 2022</u>	Pamela Harshaw	508 Robbins Avenue	Lenoir, NC 28645	New Covenant UMC	336-324-2393	
<u>Nominations Committee - 2023</u>	Roberta Walker	192 Oak Grove Rd	Elkin, NC 28621	New Beginnings (Jonesville)	336-835-1939	r_walker1961@yahoo.com
<u>Nominations Committee - 2023</u>	Jane Long	913 Hemlock Dr. NE	Lenoir, NC 28645		828-292-9250	jlong@caldwellschools.com
<u>Member-at-Large</u>	Lori McKay	186 Bull Run Ln	Olin, NC 28660	Union Grove UMC	(704) 437-0718	lorimckay@msn.com
<u>Parliamentarian</u>	Lorraine Burns	PO Box 473	Granite Falls, NC 28630	Granite Falls First	828-396-1259 h 828-612-7418 c	lorraineburns@gmail.com
<u>Historian</u>	Terri Clark	4291 Hwy 321-A	Granite Falls, NC 28630	Hudson UMC	282-612-2637	rockyknoznana@gmail.com
<u>Music Leader</u>	Pamela Reid	527 Arlington Circle NW	Lenoir, NC 28645	New Covenant UMC	828-754-4426	preidnc@yahoo.com
<i>Conference Officers</i>						
	Nancy Reigel	375 Troy Norris Rd.	Boone, NC 28607	Boone	828-268-0637	nancy@reigelridge.com
	Linda Greer	3201 Mt. Wesley Church Rd	Stony Point, NC 28678	First Taylorsville	704-585-6263 h 828-244-2251 c	jacklindagreer@bellsouth.net



Appalachian District UMW Dates to Remember 2021

March 20	District Prayer Breakfast First Granite Falls	Speaker Sandra Williamson
April 17 (Alt April 24)	District Mission Study Union Grove UMC (to be confirmed)	
June 11-13	WNCC UMW Spiritual Growth Reterat Lake Junaluska	
July 15-18	WNCC UMW Mission u Pfeiffer University	
August 21 (Alt August 28)	District Annual Celebration Wilkesboro UMC (to be confirmed)	
September 10-12	WNCC UMW Annual Celebration, Lake Junaluska	
October 2 or 9	UBUNTU	
November 6	District Local Officers Leadership Development Day, Mt. Bethel UMC	

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.

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

Table 1

Possible Titles	Roles and Function
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. ²
Program coordinator Vice president (specified at local level)	Convenes meetings or actions that may be needed in the absence of the president; coordinate 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. ²
Secretary Record keeper	Keeps member lists and records of meetings; communicates information to groups; shares fiduciary responsibility with treasurer. ²
Chair, committee on nominations	Coordinates the committee's work in identifying potential leaders.

Table 2 below suggests functions, possible titles and roles to fulfill the United Methodist Women's mission Purpose and tasks.³

Table 2

Possible Titles	Roles and Functions
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 in 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.
Membership growth coordinator Membership, nurture and outreach coordinator Membership coordinator	Ensures each active member is officially signed up on myUMW; maintains membership lists; develops ways to attract, welcome and maintain new and current members.
Legacy Fund liaison	Interpret and promote the Legacy Endowment Fund, secure gifts and provide opportunity for members to fundraise to fulfill pledges and other giving opportunities. (See also the section titled "Funding the Mission.")

Membership Nurture and Outreach Coordination

Leader works actively to fulfill the Purpose and find creative ways to nurture current members and cultivate new members. She will:

- a. keep the leadership team informed about needs and concerns of membership;
- b. recommend to the leadership team plans for membership cultivation and official signup via myUMW;
- c. work with the leadership team to become a supportive community, provide regular creative fellowship activities for the local unit members
- d. include time and space for women to share their concerns and experiences with one another at gatherings (online and in person) of United Methodist Women members;
- e. actively stay in touch with and support members through life's joys and struggles;
- f. work with the leadership team to value the inclusion of women of different cultures and life stages

Membership Nurture and Outreach (MN&O)

Suggestions and Resources

How to Host a Virtual Event:

<https://www.unitedmethodistwomen.org/Media/PDF/HowToHostVirtualEvent.pdf>

Distance Programming Resources:

<https://www.unitedmethodistwomen.org/Media/PDF/DistanceProgrammingResources.pdf>

125 Ideas on Recruiting New Members:

<https://wnccumw.org/wp-content/uploads/2015/01/125-Ideas-for-Recruiting-New-Members.pdf>

Glossary of United Methodist Women Terms:

<https://wnccumw.org/wp-content/uploads/2014/09/UMWGlossary.pdf>

Welcoming Tool Kit:

<https://www.unitedmethodistwomen.org/member-toolkit>

This year the National Office of United Methodist Women will be changing the name of the census and testing the name "**Unit Survey**". Over the past 5 years, the form has taken shape to be more than a number reporting tool and more of a questionnaire regarding the health and vitality of the unit. The past (3) years we have asked questions about what it means to be a thriving unit and what attributes ou relate to thriving. This year, we are asking the unit presidents to self-select in what area(s) their members/unit s are thriving. This will help influence what it means to " thrive" at the district and unit level as well as inform the national office and conference leadership on strengths and areas for improvement.

2020 Unit Survey Link: www.unitedmethodistwomen.org/census2020

Blessings,

Maria Rodriguez

Member Services Associate

United Methodist Women

475 Riverside Drive, Room 1501

New York, NY 10115

o 212.870.3725

[212.870.3736

United Methodist Women, turning faith, hope and love into action for women, children and youth for 150 years. [Click here](#) to see how!

As you answer questions about "thriving" you may consider years prior to 2020- since this has been a very unusual year for all of us!

UBUNTU

Ubuntu is a unique word. A Zulu phrase, it can be translated “I am only because we are, and since we are, therefore I am.” Or “I am human because you are human.” It recognizes each human being as part of a community. It moves us to action on behalf of our neighbor. Ubuntu is a celebration of being in community with people as mission.

Usually held in October

Sites

Bethlehem Center, Winston-Salem, NC

Bethlehem Center now **Alliance Center for Education**, Charlotte, NC

Bennett College, Greensboro, NC

Brooks-Howell Home, Asheville, NC

Pfeiffer University, Misenheimer, NC

Mission Response Center, Terrell, NC

Hinton Rural Life Center, Hayesville, NC

Places may change or others may be added.

Projects and Hands on Missions determined yearly by site

Walk for Mission 2021 Western North Carolina Conference United Methodist Women

District Name Appalachian District

Unit Name _____

(Please print all information)

Walker's Name _____

Office Use Only – Do Not Write in These Spaces

Address _____

Total Pledge \$ _____

City _____ State _____ Zip _____

Home Phone _____

Of Sponsors _____

E-Mail _____

Initial _____

Date _____

(Make additional copies of this form as needed)

SPONSOR'S NAME (Please Print)	STREET ADDRESS	CITY	STATE	ZIP	E-MAIL ADDRESS	\$ PLEDGED	\$ PAID
1.							
2.							
3.							
4.							
5.							
6.							
7.							
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9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

Mail all money and forms to District Treasurer, Nancy Johnson, 661 Teague Town Road, Taylorsville, NC 28681

PRESERVING UMW HISTORY – DO’S AND DON’TS

Do:

Keep a copy of all unit programs and pass them to the next historian or give them to the President. In some cases, your church may have room for storing.

Pictures:

Do’s – Write down who’s who...write on the back of the picture who’s in the picture
(not with a pen, pencil only)

Protect from light

Invest in proper enclosures – plastic covered paper clips

Use acid-free paper

Digitize when possible – store on thumb-drive

Store in a safe place

Don’t – Use regular paper clips, rubber bands, glue, adhesive, ball point pens and non-archival quality papers

Keep a yearly binder. Label all folders or binders with dates. Use a three-ring binder with sheet protectors and insert into the protectors.

Have a display at unit events and have a “History Moment”. Never think that every one of our ladies knows “our story”. Most people want to know how we got to where we are today and are always wanting to know more.

Be creative. Find other ways to tell “our story”. Maybe the oldest living member or the youngest member, mission pin recipients, history of the district, etc.

Don’t:

Don’t tape or paste one-of-a-kind items that can’t be replaced to a display board. Use sleeve/sheet protectors.

Don’t keep minutes and reports of all the unit meetings. These items are kept by the President and Secretary.

Don’t just throw things in a box and forget about them. Label and date them. Remember just because you know the people in a picture doesn’t mean other people do. 150 years from now people will be scratching their heads wondering who those women are.



UNITED METHODIST WOMEN
2021-2022
READING PROGRAM
PROGRAMA DE LECTURA
독서 프로그램

<https://www.unitedmethodistwomen.org/readingprogramcatalog2021>

Reading Program: 2021

The Reading Program is a cherished United Methodist Women tradition that brings together members in mission as they explore, share, and discuss the books.

To participate, select one of our four plans and start reading! From captivating novels and heartfelt biographies to urgent messages about issues such as climate change and mass incarceration, there's something for everyone.

Reading Program books are divided into five categories and are available for people of all ages and reading levels. As you read, track your progress using the [Reporting Form](#). When you submit the Report of Completion Requirements, you will be recognized with a [Certificate of Recognition](#).

Earning your Certificate of Recognition is just one way to show what you've gained from the Reading Program. The Reading Program is not meant to be completed alone or in a vacuum. As you read, consider taking one or more of the following actions:

Track Your Progress

- **Share the program** with United Methodist Women members and members of the community.
- **Help people attain books.** Distribute this guide.
- **Connect with local and district groups.** Start a book club, download books onto an e-reader to pass around and share, present book reviews at group meetings.
- **Display a progress chart in your church** for all who wish to participate, and post displays to encourage book sales.
- **Pray.** Books often raise concerns about people, countries, and issues. Bring these concerns to God during your prayer time at home and at group meetings.
- **Advocate for tangible change.** Many Reading Program books address issues such as climate change, mass incarceration, immigration, and racism. Organize a task force to address these issues in your community.

God bless you as you pray, study, act and organize in Christ's name.

Where to Find Books

You might notice that books in this publication are not listed with stock numbers; nor will you find the usual order form and shipping information. For the first time, this year United Methodist Women members will obtain Reading Program books exclusively through third parties—libraries, local bookstores and online. Think of this resource not as a catalog, as in past years, but as a guide.

Although Amazon is always a convenient option, please consider obtaining Reading Program books through:

- School and public libraries
- Local independent bookstores
- Franchises of larger bookstore chains

As always, most Reading Program books can also be found for reading electronically on your Kindle, tablet, or other devices. For ebooks free of charge, check your local library, Google eBookstore, Project Gutenberg or OpenLibrary.

If you do order books through Amazon, please remember to visit smile.amazon.com, Amazon's charitable giving page, and select "United Methodist Women" as your charitable organization. For all eligible purchases made on smile.amazon.com, Amazon will donate 0.5% to United Methodist Women.

Children and Youth Books

As in the past, this year's Reading Program includes books for readers of all ages. Books that would formerly have been listed under "Children" and "Youth" are now distributed among the remaining categories. Look for the line "Suitable for children" or "Suitable for youth" when selecting books to read.

Bonus Books

As always, Bonus Books count as two books. This year, Bonus Books are also the current mission studies, providing even more of an incentive to select these books as part of your Reading Program plan. To purchase United Methodist Women mission studies, go to: umwmissionresources.org.

- *Risel: From Caged Bird to Poet of the People, Maya Angelou* by Bethany Hegedus counts as two books in the category Leadership Development.
- *Pushout: The Criminalization of Black Girls in Schools* by Monique W. Morris (as well as the Leader's Guide by Vanessa M. Wilson) counts as two books in the category Social Action.
- *Women United for Change: 150 Years in Mission* by Ellen Blue counts as two books in the category Nurturing for Community.
- *Finding Peace in an Anxious World* edited by Erin James-Brown counts as two books in the category Spiritual Growth.
- Listen to three *Faith Talks* podcasts (see details below) and the trio will count as two books in the category Spiritual Growth.

FAITH TALKS: A PODCAST JUST FOR YOU...

Faith Talks are monthly conversations with United Methodist Women. Each conversation explores themes and resources that empower us to put faith, hope and love into action. Check out interviews with United Methodist Women mission studies' authors and more at: unitedmethodistwomen.org/faithtalks

Mission studies are United Methodist Women curricula for Mission u, a transformative learning program offered around the country; to learn more, go to unitedmethodistwomen.org/mission-u. To purchase mission studies, go to: umwmissionresources.org





MAJOR DUTIES OF LOCAL UNIT COORDINATORS FOR MISSION EDUCATION AND INTERPRETATION

› **MISSION, MISSION, MISSION** - Educate about MISSION. *You are your Unit's Lead Cheerleader for Mission and Mission Giving and your Treasurer's Best Friend!*

♥ Use *response* magazine

♥ Use **Prayer Calendar**

♥ **Visit** NC Mission Sites

♥ **Learn** about at least 3 UMW Mission Projects THOROUGHLY

♥ **Encourage MISSION GIVING** - Promote Conference Financial Goal

♥ Encourage your unit to become **MISSION TODAY** unit - **New REVISED Criteria for 2020 COMING AGAIN IN 2021: 3 Levels of Mission Today – Gold-Silver-Bronze**

♥ **Promote Legacy Fund**

♥ Encourage **Giving in All 5 Channels** and Know the 5 Channels

♥ Encourage and lead the way in giving **Gift to Mission** and **Gift in Memory** cards

Remember that for the remainder of 2020 and for 2021, any card or e-card may be a Gift to Mission card; write or copy a note telling the recipient that a gift has been sent in his/her honor and send the gift of \$5 or more to your Local Unit or District Treasurer!

♥ **Intentional Reach for Diversity** – age, race, knowledge, economic, ability

♥ **Promote and use printed UMW materials**, audiovisuals, and websites, both National and Conference: unitedmethodistwomen.org and wnccumw.org

Lead your Unit in **Hands-On Mission Projects**.

♥ Help your Unit Leadership Team Choose a **project for each event**

Hands-on Mission projects should relate to one of our UMW Social Action issues if possible.

♥ **Disseminate** collections either at a District or Conference event or to the receiving agency

♥ **Report collections** to District ME&I Coordinator

All monies collected at events for Hands-On Missions should be turned in to your District Treasurer; District Treasurer should send UMCOR and AGAPE collections to the Conference Treasurer.

› Encourage your Unit Members to attend the District annual **Mission Study**.

› **Participate in your District Leadership Development Day** for Local Unit Officers

› **Flexible Structure** – National is still encouraging; local units do not have to have all offices filled; whatever it takes to maintain a healthy unit

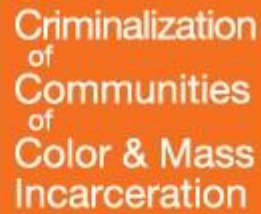
Priority Issues for United Methodist Women



Climate
Justice



Maternal
& Child
Health



Criminalization
of
Communities
of
Color & Mass
Incarceration



Economic
Inequality

Past mission priority issues:

- ▶ Human Trafficking
- ▶ Global Migration
- ▶ Domestic Violence
- ▶ Climate Change
- ▶ Gender Justice
- ▶ Racial Justice
- ▶ Economic Justice
- ▶ Health Care
- ▶ Food Justice

<https://www.unitedmethodistwomen.org/service-advocacy>

Take Action on United Methodist Women's Four Social Action Campaigns!

Steps you can do today and in your units!

1. **Just Energy for All (Climate Justice):** unitedmethodistwomen.org/climate-justice

Two ways to act:

1. Organize our 3rd letter writing campaign to urge Chevron to join other oil and gas companies in reducing their methane emissions and supporting sound regulations (www.unitedmethodistwomen.org/chevron).
2. Do you know if the energy you consume is just or impacting the health of women and children and God's creation? Curious about what your United Methodist Women unit can do? Take the "Just Energy for All" 3-part webinar training this September to October or take the online bridge course.

Register here: <https://umwomen.wufoocom/forms/z1hbcxa110el5xr>.

- Contact Elizabeth C. H. Lee, climatejustice@unitedmethodistwomen.org



2. **Interrupt the School-to-Prison Pipeline: Criminalization of Communities of Color and Mass Incarceration**

Do a deep dive into scripture and the school-to-prison pipeline using the Bible study found here: unitedmethodistwomen.org/what-we-do/service-and-advocacy/mission-focus-issues/racial-justice-and-mass-incarceration/reflections

- Contact Emily Jones, ejones@unitedmethodistwomen.org



3. **A Living Wage for All: Economic Inequality**

What happens if you or a loved one falls ill and you get no pay when you're out of work? You get zero wages, may deplete savings and incur debt and could lose your job. Join our campaign to urge members of Congress to support the bipartisan FAMILY Act guaranteeing paid family and medical leave for all! Go to unitedmethodistwomen.org/paid-family-leave to send an online letter right now! This Fall, plan to screen the documentary "Zero Weeks" in your unit or church and then invite others to take action as well! For resources to take this campaign to your unit go to unitedmethodistwomen.org/paid-family-leave.

- Contact Carol Barton, cbarton@unitedmethodistwomen.org



4. **End Maternal Mortality: Maternal and Child Health**

Find a local maternal and child health advocacy group in your community or state. Explore ways to establish and support maternal mortality review committees in the state. unitedmethodistwomen.org/mchealth

- Contact Katie Pryor, kpryor@unitedmethodistwomen.org



GOOD THINGS TO KNOW

Website addresses:

Western North Carolina Conference United Methodist Women:

www.wnccumw.org

National United Methodist Women: www.unitedmethodistwomen.org

Facebook WNCC: www.facebook.com/wnccumw

Facebook Metro: <https://www.facebook.com/MetroDistrictUMW>

Mission Resources <https://www.unitedmethodistwomen.org/mission-resources>

Download a **FREE** United Methodist Women Handbook: Roles and Responsibilities 2021-2024:

<https://www.unitedmethodistwomen.org/members-leaders/2021-2024-handbook/rolesandresponsibilities>

ALSO...

The Appalachian District UMW has a first timer scholarship available each year for Spiritual Growth, Mission u, and Annual Celebration. Be on the look-out for information in the Quarter 1 newsletter. Contact Sherry Summerlin if interested. (2021)

Legacy Fund: When contributing to the Legacy Fund, it is best at this time to send the donation through your unit treasurer who will then send it to the District treasurer to assure that your circle/unit and the district/conference will receive credit. Each member is encouraged to donate \$18.69 in addition to your mission pledge.

UMCOR has reduced kits accepted to three: Cleaning kits, Hygiene kits, and School kits. Instructions for assembling kits can be found at: <https://www.umcmision.org/umcor>

Appalachian District Scholarship Application

To be completed by a "First Timer" to the Conference UMW event

Name _____

Address _____

Email address _____

Phone Number (H) _____ (C) _____

Church _____

Select a Conference Event you would like to attend—You must attend the entire event to be eligible.

The scholarship will cover registration, room on site (if possible, at double room rate), and the meal plan that is included. Expenses **up to \$150** will be reimbursed after you attend the event and submit your receipts with a provided expense form.

Spiritual Growth Retreat () Mission u () Conference Annual Celebration ()

Return by March 15 to:

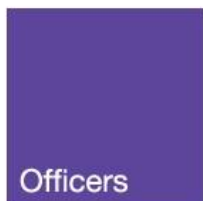
Sherry Summerlin
120Shady Oak Terrace
Hudson, NC 28638

Or

Email to:

sherrysummer@charter.net

Equip Leaders > Be a Leader



Be a Leader with United Methodist Women

As a membership organization, you are invited to be involved in United Methodist Women leadership at the local, district, conference, jurisdiction or national level.

Accepting a leadership role requires a commitment of time, energy and effort. But in return, you:

- Develop a deeper understanding of mission
- Grow spiritually
- Make a difference in the lives of women, children and youth

United Methodist Women is a laywomen's organization and only laywomen may serve as elected leaders. Presidents at all levels of the organization must be members of The United Methodist Church.

Officers serve as elected volunteers at all levels of the organization. Learn more about elected officers and their job descriptions for:

- [Local and district groups](#)
- [District organizations](#)
- [Conference organizations](#)
- [Jurisdiction organizations](#)

<https://www.unitedmethodistwomen.org/what-we-do/equip-leaders/be-a-leader>

GIFT IN MEMORY

Would you like to honor a deceased loved one? Would you like to give tribute to someone who touched your life in a meaningful way? Consider a Gift in Memory card, a special card that represents a gift to pass on through the United Methodist Women.

A Gift in Memory card makes additional mission work possible in the United States and around the world.

Talk to your treasurer about ordering information.

WORLD THANK OFFERING

Do you want to celebrate God's blessings in your life and the lives of those around you?

Mark these blessings with a World Thank Offering during the annual World Thank Offering service. Place your joy offerings in special boxes and join them at the altar with the offerings of others during this service of thanksgiving, which is included each year in the United Methodist Women Program Book.

You can also find this service on our website at www.unitedmethodistwomen.org in "Online Resources" when you click on the "Resources" tab.



UNITED METHODIST WOMEN

MISSION GIVING

United Methodist Women members have been turning faith, hope and love into action on behalf of women, children and youth around the world for over one hundred and forty years.

See how you can be a part of the ever-growing mission of United Methodist Women locally, nationally and internationally through the following Channels of Mission Giving.

For more information about Mission Giving go to the website: www.unitedmethodistwomen.org/g1v9



United Methodist Women
WITH HOPE LOVE IN ALL

M5108-2010-01



PLEDGE TO MISSION

Do you want to make a commitment to the foundational mission work of United Methodist Women?

Make a Pledge to Mission and help fulfill the PURPOSE of the United Methodist Women by contributing to the largest channel of Mission Giving.

Fill out a pledge card and give it to your local treasurer.

SPECIAL MISSION RECOGNITION

Do you want to honor someone for his or her Christian mission service? Give a Special Mission Recognition pin. Any local church, circle or unit can recognize a faithful worker in mission by giving her or him a Special Mission Recognition pin.

You can choose from several categories of pins—each one represents a different level of mission giving.

You will receive a beautiful pin and a certificate with the name of the honoree and the donor signed by the Women's Division deputy general secretary.

GIFT TO MISSION

Do you want to honor someone for his or her Christian mission service?

Send a Gift of Mission card. A wide variety of cards with envelopes are available for purchase singly or in pre-packaged sets for different occasions: Peace. Thank-You. Congratulations. Thinking of You. A Special Day. A New Baby. In the Service of Christ. Happy Birthday and Christmas.

Contact your treasurer for ordering printed cards. Or, honor someone with a Gift to Mission online by clicking on www.unitedmethodistwomen.org/give.



Table 2 below suggests functions, possible titles, and roles to fulfill the United Methodist Women's mission purpose and tasks.¹

Table 2

Possible Titles	Roles and Functions
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's 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.

a sisterhood of grace

As a community of women organized for mission it is important that we be the creative supportive fellowship espoused in our PURPOSE. In that spirit, the Western North Carolina Conference of United Methodist Women offers these guidelines often referred to as "groundrules," to provide us a framework to ensure open, respectful dialogue and maximum participation as we share, pray, learn and listen together.

- Listen actively - with head and heart.
- Speak from your own experience.
- Participate to your level of comfort.
- Respect confidentiality
- Expect unfinished business a discomfort and joy
- Be mindful of our interrelatedness with one another and all of God's creation celebrate diversity.

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 normally relate to a local church, but this is not a requirement. 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 of the 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. It

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**.

Virtual Groups **Also known as an online unit**, a virtual unit is a geographically dispersed group of women who work **together from different geographic locations and rely on communication**

technology and web resources such as email, social media and video or voice conferencing services to collaborate in fulfilling the Purpose.

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. Other persons may be recruited to ensure members are being properly recruited, nurtured, and led to loyalty. 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.

PROGRAM PLANNING The total program of United Methodist Women is **mission, so all programming has a mission emphasis. Whether is it 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 formation 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 any time 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.

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 you are 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-to's.

TEN LEADERSHIP SKILLS¹

- 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 affect 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?

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 become 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.

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

LIVING OUR VISION: GROWING SPIRITUALLY

Growing spiritually helps us 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.umnitedmethod.istwomen.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

Opportunities for Spiritual Growth

20th century social activist and Catholic worker Dorothy Day brings to question how we revolutionize the world around us. Like her and many of our foremothers, we strive to answer Day's question of revolution – and many of us have found that the work for change does, in fact, "start with each one of us." Spiritual growth has been a long-held part of the work of United Methodist Women and is an expression of our personal and communal commitments to see Christ in the world.

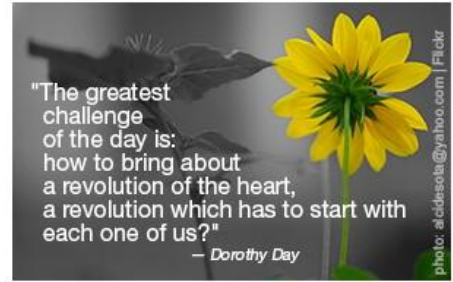
As we embark on the journey for spiritual growth together, let this website serve as a place where you can find new, innovative ideas for worship, books that guide your time together over dinner, coffee, or small group, and opportunities for radical, fearless, and bold leadership.

Spiritual growth is an act of engagement. It is not static or stagnant; it moves, is pushed against, molded and shaped in our hands and hearts! The revolution in the world begins with a revolution within us.

Are you ready for the journey?

With hope,

Alisha L. Gordon, M.Div.
Executive for Spiritual Growth



Plan a
Spiritual
Growth
Retreat

(members–leaders/programs-and-events/retreats)

Learn about
Spiritual
Growth
Studies

(mission-studies/spiritual-growth)

Plan a United
Methodist
Women
Service

(/worship)

Plan a
Workshop

(what we do/spiritual-growth/workshops)

Find a
Resource

(bible-studies)

Spiritual Growth Coordination

Leader coordinates opportunities for spiritual and theological development as related to mission. She will:

- a. serve as a member of the leadership team;
- b. understand and communicate the connection between personal spiritual development and mission as expressed through social and global involvement;
- c. organize and promote special times and events for worship, prayer and meditation such as, A Call to Prayer and Self-Denial, ecumenical worship, retreats, social action and advocacy events and devotions at meetings;
- d. incorporate language and images into worship that are inclusive of and affirming to women, people of color, people with disabilities and thoughtful toward native peoples and social climates;
- e. equip women to engage in and lead biblical, theological and doctrinal study, utilizing the annual spiritual growth study, issues of response magazine, New World Outlook, United Methodist Women Program Book, Prayer Calendar, Reading Program and "Doctrinal Standards and Our Theological Task" in *The Book of Discipline of the United Methodist Church, 2016*.
- f. develop and curate spiritual growth resources (e.g., devotionals, worship services, retreat ideas, books, websites, etc.) to share with other units;
- g. attend each of the following events at least once during the course of her term: Leadership Development Days, Mission u and Assembly;
- h. establish relationships with local and district stakeholders (nonprofits, local churches, primary and secondary schools, etc.) that undergird the missional focus of United Methodist Women for the purpose of extending our reach and impact within our communities and the world;
- i. serve as contact person for district spiritual growth coordination leaders, provide resources and conduct annual training as determined by the leadership team and maintain a database of member names, emails and addresses; and
- j. serve on committees as recommended by the leadership team.

LOCAL UNIT SECRETARY JOB DESCRIPTION

The **Secretary** will be informed about the program and 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 e-mails, 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.

WHAT SHOULD I DO?

Set Priorities

As secretary, there are several high priority activities you should do as you begin your term of office:

- ▶ Conversations with the President - As soon as possible, initiate a conversation with your president. Let her know you are eager to work with her and to discover how you can best do this. Discuss with her how she likes to conduct meetings, how minutes should be prepared and distributed, what files you are to maintain, what records to keep. Find out if she likes to create her own agenda or wants you to do it with her input.
- ▶ Setting up Minutes Book, Files, Records - You have a variety of record keeping responsibilities as part of your office. Decide on a system which you will use to handle correspondence, files, and records and stick with it. Do not change unless it is really not working or you.

Develop Skills

1. Listening- Secretaries need to continuously exercise the communication skills of listening and then organizing what is heard into a useful form through minutes, letters and reports.
2. Minutes - Minutes are a part of the history of your organization. Taking accurate and useful minutes is one of your most important responsibilities. You can practice the skill of writing minutes throughout your term of office.

Taking minutes will be made easier by following these suggestions:

-
- ▶ Use the agenda as a framework. Prepare a template for the minutes by reproducing the agenda and leaving plenty of space under each heading to record your notes. Choose a style for the minutes. Meetings and minutes may be formal, modified formal, or informal, depending on how the president and attendees follow parliamentary procedure and rules of order. A formal agenda may list the following items of business: Call to Order, Minutes of Previous meeting, Treasurer's Report, Committee Reports, Old Business, New Business, and Adjournment. An informal agenda may have the following items: Welcome, Minutes of previous Meeting, Treasurer's Report, Announcements, Adjournment.
 - ▶ Become knowledgeable about the topics scheduled for discussion. If possible, review the agenda before the meeting. If you are unfamiliar with a topic, ask the president to tell you something about it.
 - ▶ At the beginning of the meeting note the following: the time, the names of those present and absent, and the opening remarks of the presiding officer.

- ▶ Motions must be recorded exactly as stated. A motion is a formal proposal made by a member of the group, seconded by another member; and passed or defeated by a vote. List the names of those making motions.
- ▶ **If possible have speakers who are presenting reports provide you with copies.** for the minutes, you can refer to those reports by saying, "The speaker's report is attached and becomes a part of the meeting minutes¹
- ▶ Write the minutes in final form as soon after the meeting as you can.

Remember: Always head minutes with the name of the group, place of meeting and date. Note persons in attendance and those who were absent. Write in third person.

Record actions, not your opinions- State motions in full, including name of person making the motion and the action taken, and whether carried or not. Do not include all discussion, but do include sufficient discussion to clarify the action taken. If a person ten years from now looked back on the action, is enough background information presented so that the action is understandable? Remember, you are not writing a thesis. Reread and see how you can cut back on the number of pages.

Remember:
We ACCEPT resignations and plans of work.

We ADOPT bylaws, resolutions and budgets.
We APPROVE minutes.
We RECEIVE reports, unless they contain recommendations.

Check Your Learning

Make sure you have the following items handy:

- ▶ Copy of the most recent minutes
- ▶ List of other members of your Unit Executive/Mission Team
- ▶ Your District Officers

FROM ROBERT'S RULES OF ORDER

Approval of Minutes

The chair asks, "**Are there any corrections or additions to the minutes?**" and pauses. (Corrections, when proposed, are usually handled by general consent.) Then the presiding officer says, **•If there are no corrections or**

additions (or "no further corrections"), the minutes stand (or "are") approved (or "approved as presented," or "approved as corrected"). If for any reason there are minutes of other meetings in addition to the last meeting that have not been read previously, they are taken in the order of date.

The signature

Minutes should be signed by the secretary and can also be signed, if the group wishes, by the president. The words Respectfully submitted represent an older practice that is not essential in signing the minutes.

NEWSLEITER TIPS

1. Brevity is king: Certainly you have come across individuals who can talk your ear off. These individuals can certainly write as they speak, they just ramble on. You want to avoid this in your writing. Be brief and concise.
2. Use chunking: Chunking refers to arranging information into small "bite sized" bits of information. Often times it may be a bullet list, a side bar, or numbered list. This breaks up the copy and focuses the reader on the important, informational parts of your article.
3. Use imagery to illustrate your point: While some people will benefit from the written word, others use visuals as a guide to their reading. You want to use images to illustrate your article and to attract your reader's attention. Samples of images could include pictures, clipart, etc.
4. Attract attention with your headline: Headlines are what attract your reader's attention. Use a bad headline and you'll probably never have your article read. But again, it may be so bad that your readers will be curious. Headlines that do well are ones that speak to self-interest and **news items**.
5. Abide by copyright issues: It's often easy to find an article we like on the internet and just copy and paste it into our documents. However, these articles are copyrighted by the author whether they say copyright or not. The same goes for artwork and photography. Unless they write or art say you may reproduce them, assume they are copyrighted material and either ask for written permission to use them or write your own original work and purchase the photos and art. If you don't, you may find yourself in a legal situation you'd rather not be in.
6. Proof read! Did I mention proof read? Spell check is great, but spell check does not catch syntax and homonyms. Proof read your work. You'll be glad you did, not just because you'll appear more intelligent and credible, but you'll avoid the occasional smarty-pants who likes to point out your every mistake. You may want to have a peer proof your work since you wrote it and often times it's more difficult to proof your own work since you are used to seeing it. If you don't have someone to help you proof your work, start at the end of the article and read backwards. This will force you to pay attention to the words.
7. You are the editor You know how much space you have. Sometimes you will have to cut out excess words, or re-word something that could be made clearer. Don't just try to fill up space with a lot of words. Make them count!

How to Write about United Methodist Women

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.net"
3. As of January 2013 United Methodist Women will 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.
9. Do not use the word "on" with dates. CORRECT: "United Methodist Women's Assembly will take place April 30-May 2." INCORRECT: "Opening worship for Assembly on April 30 will include a variety of worship style."
10. Use the most updated version of the *Associated Press Stylebook* when editing all United Methodist Women content.

United Methodist Women spell check: Harriett Jane Olson, General Secretary and CEO of United Methodist Women. (Note two "t"s in Harriett.)

PURPOSE

The organized unit of 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.

response, lowercase and bold, is the correct format in all instances when referring to the magazine. If text around "response" is bold, make response not bold.

BIBLE USED

The Women's Division uses the New Revised Standard Version (NRSV). The new Common English Bible (CEB) can also be used.

It is not necessary to cite (NRSV) in every scripture quote—unless otherwise marked, it is assumed that the scripture quote is from the NRSV (content will also be edited to NRSV unless another version/translation is used for a specific reason).

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where to find us

United Methodist Women website

www.unitedmethodistwomen.org

This is our primary website. Here you will find the latest news and information about United Methodist Women members, programs and initiatives. You'll also find promotional and educational items that can be downloaded as well as links to our other sites and our mission resources e-store.

UMWOnline

www.umwonline.org

This is the social networking site for United Methodist Women. UMWOnline is the place to connect one on one with other United Methodist Women members. Visit, set up your account, friend your sisters and begin networking for mission.

Facebook

www.facebook.com/UMWomen

If you're on Facebook, be sure to "like" United Methodist Women so that our regular posts will appear on your news feed.

Flickr

www.flickr.com/UMWomen

Need a photo for your newsletter or Power-Point? Follow this link and you'll find terrific images illustrating the work of United Methodist Women members.

YouTube

www.youtube.com/UMWomen

Need a video for a presentation? You'll find it on YouTube. Check out the video resources available by following the link. New videos are posted often!

Twitter

www.twitter.com/UMWomen

Do you tweet? So does United Methodist Women! Follow us at @UMWomen, tweet with us and become a part of the continuing conversation around faith, hope and love in action.

Pinterest

www.pinterest.com/UMWomen

Pinterest is an online pinboard where you can collect and "pin" images, stories, videos and tips to keep and share with others. Organized by category, our Pinterest page is an easy way to obtain content and resources to use and share.

Instagram

www.instagram.com/UMWomen

Instagram is a mobile photo and video sharing social networking service. Follow UMWomen to see photos of events, inspirational quotes, behind-the-scenes pictures of the office and more!

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Fax: 202-488-5681

For more contact information visit www.unitedmethodistwomen.org

PRESENTING THE OPPORTUNITY

How to invite women to serve as leaders

Once the Committee identifies a potential leader, you should prepare yourself to present the opportunity to serve United Methodist Women. Take the time to discover additional qualifications, to become sensitive to her concerns, and to prayerfully reflect. Based on your knowledge of the potential leader, anticipate her questions and prepare your answers. Present a complete picture of the position with its challenges, its rewards, and its stated and unstated requirements.

Call the nominee and arrange to meet with her by telephone or by personal visit. If this is not practical, tell her you will send a detailed letter and will call at a later date to discuss the nomination and answer her questions. Make a commitment to making personal contact

At the meeting, or as you write the letter, remain open to guidance or the unexpected but be sure to cover the following points:

- the position for which the committee wishes to nominate her;
- the matching of her skills to the job to be done;
- the significance of the position in the organization;
- the term of office she will serve, including starting and ending dates;
- the responsibilities of the position as detailed in the Constitution and Bylaws and the conference/district standing rules;
- the ways in which this position works with other officers, such as: member of the team, the four mission coordinators, through committees;
- the committees she will serve on, including annual conference committees;
- the resources available to her (travel and office expenses, training opportunities, leadership materials, etc.);
- the places where she can go for help, e.g.; president, outgoing officer, mission team, national organization of United Methodist Women staff contact, printed resources;
- the mileage allowance, meal allowance, and dependent care allowance; the training opportunities that she will have;
- the challenges and problems associated with the office; the name of the present officer;
- the number of days away from home for events and meetings and what types of meetings/events she will need to attend, e.g., Executive Committee, School of Christian Mission, Mission U, annual meeting, district training, Leadership Development Days

(LDD);

- the dates of meetings and the time involvement anticipated;
- the expectation that at times she will have to travel alone and sometimes with others;
- the possibility of having to sleep two to a bed when attending conference United Methodist Women's events
- . (If this is your policy, are you willing to explore alternatives with those who choose not to sleep two to a bed? Are you willing to be sensitive to the issues that may arise in instances of inter-racial roommate assignments? It is best to encourage our leaders to interact across racial or cultural boundaries while still allowing freedom of choice.)
- any outlays of expenses of officers that might be hidden costs of leadership and not reimbursable;
- (The inability to cover hidden costs may prove to be a barrier to the inclusion of women who are unemployed or economically-disadvantaged.)
- the responsibility for training and relating to counterparts
- the date and time for the annual meeting and installation of officers;
- whether he is the only one being nominated or will run against other nominees ;
- the possibility of any meetings immediately before or following the annual meeting where she will be expected to be involved.
-

When you speak to her, listen to her concerns, answer her questions, and accept any input she may offer. Allow her time to reflect and prayerfully consider your request. Be sure she understands when you need an answer. Follow up with any additional information she needs and a "thank you" letter for whatever her answer might have been. Be clear with her that the nomination is not "firm" until the entire slate has been completed. Up until that time changes can be made.

If she accepts the nomination, it is a helpful courtesy to contact her personally prior to the Annual Meeting to answer questions and just to "touch base." This will assure her that he is not alone and that her participation is valued.

