

METRO 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 Metro District United Methodist Women Board members. All contact info is included in the packet.



We are all in this together!

2021 METRO DISTRICT UMW OFFICERS

President (2020-2021)

Lynda Morris
2539 Winterbrooke Dr
Matthews, NC 28105
(St Stephen)
704-847-2521/704-619-2013
lfmorrisap@aol.com

Social Action (2020-2021)

Sylvia Sekle-Dueh
212 Hunslet Circle
Charlotte, NC 28206
(Hickory Grove)
704-606-5557
dueh1409@gmail.com

Nominations

Linda Davidson (2022)
6201 Spring Garden Ln
Charlotte, NC 28213
(Simpson-Gillespie)
704-281-9565
Linda.davidson@duke-energy.com

Vice President (2021-2022)

Nancy Ward
4003 Colton Ridge Dr.
Indian Trail, NC 28079
(Matthews)
704-681-4779
Nward001@carolina.rr.com

MN&O (2021-2022)

Martha Hyler
910 Lamar Rd
Concord, NC 28025
(Harrisburg)
704-781-5505
mkhyler@gmail.com

Debbie Williams (2022)
2321 Brenly Ct
Charlotte, NC 28269
(South Tryon)
704-712-9062
Debwms126@gmail.com

Secretary (2021-2022)

Debbie Eudy
806 Eaglewood Ave
Charlotte, NC 28212
(Memorial-Charlotte)
704-563-7195/704-759-4477
Snakcak3655@yahoo.com

Program Resources (2021-2022) TBA

Kelly McKinnon (2023)
5729 Brookfield Pointe Dr.
Charlotte, NC 28216
(South Tryon)
336-209-2038
vkelly.mckinnon@gmail.com

Treasurer (2021-2022)

Kim Shafer
PO Box 480638
Charlotte, NC 28269-5305
(Hickory Grove)
704-599-9206
kimshafermetroumw@outlook.com

Communications (2021-2022)

Delta Sonderman
4308 Emory Ln
Charlotte, NC 28211
(Providence)
704-302-3606
deltasson@gmail.com

Judy Cline (2024)
5215 Club View Dr.
Concord, NC 28025
(Royal Oaks)
704-785-8027
jblacline@gmail.com

ME&I (2021-2022) TBA

Nancy Litton
152 Tammy Court
Kannapolis, NC 28083
(Trinity=Kannapolis)
704-938-5803/704-794-7930
nailskate@gmail.com
Serving as contact until filled

Parliamentarian

Donna Varner
4105-B Bannockburn Pl
Charlotte, NC 28211
(St. Stephen)
704-779-9798
Donnak1130@yahoo.com

[Jamie Stirewalt \(2024\)](#)
2676 Woodcrest Dr SW
Concord, NC 28027
(Roberta)
980-521-7985
ejstirewalt@gmail.com

Spiritual Growth (2020-2021)

Kay Jones
3011 Fairmead Dr
Concord, NC 28025
(Cold Springs)
704-720-0864/704-467-7597
k328jonez@gmail.com

Historian

Sylvia Casey
7009 Summer Pl
Charlotte, NC 28213
(Simpson-Gillespie)
704-596-3578
scasey@carolina.rr.com



**UNITED METHODIST WOMEN
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 2021-2022 2 nd 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 2021 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 Stvers 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	sletchworth@usindustrialpiping.com Pine Grove K'ville-YV
Dean – Mission u	Lynn Alexander 2021-2022	807 Coronado Drive Greensboro, NC 27410	336-456-6686 c	lynn.alexander@qorvo.com Muir' -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 2020-2024	210 Craven Road High Point, NC 27262	336-880-2663 c	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	

DISTRICT PRESIDENTS – 2021

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

DISTRICT	NAME	ADDRESS	PHONE NO.	E-Mail Address
Appalachian	Sherry Summerlin 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 2021-2022 (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 2021-2022 (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 *	wrray@charter.net First Waynesville-SM
Uwharrie	Cathy Ward 2021-2022 (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	336-993-9505 w 336-813-1168 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	4millersc@charter.net Bethlehem, Claremont-CV
2023	Ann Aldridge	2542 Silverbrook Court Morganton, NC 28655-7006	828-433-0988 h 828-443-7414 c	ahaldridgel@gmail.com Oak Hill-CV
2023	Laquetta Barbee	5103 McMurray Circle Greensboro, NC 27410	336-580-5879	laquetta16@gmail.com Collins Grove-NP

2020-2021 Officers – Mission u (Elected by the School)

	NAME	Address	Phone No.	E-Mail Address
Dean	Lynn Alexander (1 st yr of 2-yr term)	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 (extended 1 yr. term)	865 Lake Lynn Road Concord, NC 28025	704-786-6534	ladonna.butts@windstream.net Forest Hill-ME
Housing Mgr	Amanda Dyer (2 nd yr of 3-yr term)	701 Wingard Road Concord, NC 28025	704-795-3485 h 704-201-9204 c	adver0813@gmail.com Forest Hill-ME
YAUMW	Molly Welch	P. O. Box 14056 Trinity, NC 27263	336-803-1214	molly.welch9311@gmail.com -NP



Metro & WNCC UMW Dates to Remember 2021

TBA	Metro District Mission Study
April 24	Metro District Prayer Breakfast (confirmed) Guest speaker: Rev. Jan <u>Brittain</u> Williamson's Chapel, 5757 Brawley School Rd, Mooresville, NC Hands on Project: TBA
May 15	Regional Walk for Mission <u>Aldersgate Retirement Center</u> (confirmed) 3800 Shamrock Drive, Charlotte, NC Morrow's Chapel UMC (waiting on site confirmation) 1536 Brawley School Rd, Mooresville, NC Forest Hill UMC (confirmed) 265 Union St. N, Concord, NC Walk any time between 9 am-noon Get sponsors and raise funds for mission
June 11-13	WNCC UMW Spiritual Growth Retreat, Lake Junaluska
July 15-18	WNCC UMW Mission u, Pfeiffer University
August 28	Metro District Annual Celebration (confirmed) St. Stephen UMC, 6800 Sardis Rd, Charlotte, NC Hands on Project: TBA
September 10-12	WNCC UMW Annual Celebration, Lake Junaluska
October 2 or 9	UBUNTU
November 7	Metro District Local Officers (confirmed) Leadership Development Day, 3:00-5:00 p.m. Simpson-Gillespie UMC, 3545 <u>Beatties Ford Rd.</u> , Charlotte, NC

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 you relate to thriving. This year, we are asking the unit presidents to self-select in what area(s) their members/units 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

f 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 2020 Western North Carolina Conference United Methodist Women

District Name _____ Metro 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.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

**Mail all money and forms to District Treasurer, Kim Shafer, PO Box 480638, Charlotte, NC 28269-5305
Checks should be made out to Metro District UMW.**

Metro District Treasurer Training

Kim Shafer, PO Box 480638, Charlotte, NC 28269 704-599-9206

email address: KimShaferMetroUMW@outlook.com

Below are many of the guidelines for Unit Treasurer:

- Checks should always be made out to Metro District Treasurer – not to me. Please add your Unit/Church city/town on all remittance and SMR forms. This will allow for correct accounting as often there is more than one unit with the same church name.
- Collect pledge cards from your members – encourage everyone to participate.
- Encourage everyone to participate in the Legacy Fund. It is only \$18.69 for 5 years to improve the endowment. The Legacy Fund is a permanent endowment with generated income that will enable United Methodist Women to distribute grants and scholarships, coordinate work with mission personnel and make needed upgrades to technological and communication systems and more. The Legacy Fund will ensure a regular source of support for these core expenses of being in mission. It will enable United Methodist Women to enhance programming and launch new initiatives to address emerging needs of women, children, and youth.
- Based on those pledge cards and prior years actuals, prepare your Unit's pledge for the Metro District – include name, email, mailing address and phone number.
- Forms for both the Remittance and Special Mission Recognition Pin (SMR) can be found at www.wnccumw.org . Click on the Mission Giving tab (at the top) and then click on 'Treasurer Forms'. You should only be using 'Local Unit' Treasurer forms.
- Quarterly pledge remittances to Metro District are encouraged, but not mandatory.

Quarterly remittances are due to Kim Shafer, PO Box 480638, Charlotte, NC 28269 to be mailed by (or before) the following dates:

- Tues, February 23rd
- Tues, May 25th
- Tues, August 24th
- Tues, November 23rd
- Note these dates are a month prior to accounting quarter end dates.
- Remittances can be mailed any time throughout the month/year, the above dates are just suggestions, but remittances received after December 2nd may be posted to the following year.
- The quarterly remittance form must be included with all checks. The quarterly remittance form is generic, so you don't have to worry about if you have the correct form – it is the same form if you mail a remittance quarterly or once a year.
- **SMR (Special Recognition Pins)** can be given by your Unit anytime throughout the year but need to be ordered 6-8 weeks prior to your need for them. You don't need to wait until submitting a quarterly remittance form, just remember to complete the SMR form with your check and mail both to Kim Shafer.
- Encourage your unit to use Gift to Mission cards and Gift in Memory cards throughout the year. You will include those amounts in the Remittance form. Best time to pick up cards is at Metro District and Conference events.
- Encourage your unit to do a 'Walk for Mission' – it's healthy for your unit, is great fellowship and a good time to think about and pray about all those you are helping.

- Remember to be specific about which NATIONAL Line 7 organization you are supporting with Designated giving and include that information on the Remittance form.
- You are responsible for submitting your annual budget to your local unit board – a draft form is included with these documents.
- Gift in Memory cards are a good way of honoring someone's memory at any time. A Gift in Memory can also be done for other than UMW members and is not limited to those who died. It is such a special way to remember someone. Many units give a Gift in Memory when any church member dies. Remember there is no charge up front for Gift in Memory cards, but a minimum of \$5 donation along with the information from the tear-off tag to your local Unit Treasurer. Those funds would be collected by the Local unit treasurer and included as one amount in the Quarterly remittances.
- To be a Mission Today Unit, you must first make and meet your Pledge. Find the most current Mission Today unit criteria on www.wnccumw.org
- To meet giving in all Five Channels of Undesignated Giving, a minimum of \$5 is required for Special Mission Recognition, Gift to Mission, Gift in Memory and World Thank Offering. Walk to Mission is not required but is a great encouragement to keep active and support Women, Youth and Children!
- Sign up to receive the Metro District and Western NC Conference emails that contain important information. Go to www.wnccumw.org and click on the 'About Us' tab and then scroll down and select 'Join our email list' and complete the form.
- I encourage you all to read *response* magazine – you will benefit spiritually and also be inspired.
- Let me know if you have any questions throughout the year.

Most Pleasant United Methodist Women

Sample Budget

Yearly Budget

Pledge to Mission	1,935.00
Special Mission Recognitions	150.00
Gift to Mission Cards	50.00
Gifts in Memory	50.00
World Thank Offering	78.00
Call to Prayer & Self Denial	65.00
Legacy Fund	186.90
Local Missions	300.00
Conference General Scholarship Fund	50.00
Conference Love Offering	90.00
District Love Offering	90.00
Conference Annual Meeting - Delegate (President)	100.00
Conference Annual Meeting - First Timer	100.00
Spiritual Enrichment Retreat - First Timer	75.00
School of Christian Mission - Mission Education and Interpretation Coordinator	75.00
School of Christian Mission - First Timer	75.00
UMW Sunday/New member welcome	63.10
Reading Program Books	125.00
Flowers, fruit baskets, etc.	50.00
Hands-On Mission Project (postage)	100.00
Program Resources	125.00
Miscellaneous (stamps, etc.)	50.00
Total	3,983.00

(Suggested items that may be on a Local Unit Budget)

Give this pledge card to your unit treasurer.

PLEDGE TO MISSION CARD FOR

Name: _____

Address: _____

Date of pledge: _____

For the coming year, I pledge \$ _____ to be paid:

(check one) monthly quarterly yearly

MEMBERSHIP/PLEDGE CARD

(member retains)

United Methodist Women

This certifies that

(Member's signature)

is a MEMBER of UNITED METHODIST WOMEN

of _____ Church

President _____ Date _____

PLEDGE TO MISSION CARD

As a member of United Methodist Women,
I celebrate and commit to supporting United Methodist
Women's local, national and global mission outreach.

For the coming year, I pledge \$ _____



We are faith, hope and love in action.

FAITH

Thousands of women participate in our reading programs and educational opportunities annually to grow spiritually, become more deeply rooted in Christ and put faith into action.

HOPE

Our national mission institutions empower women, care for children, educate and equip youth, care for the neglected, advocate for social justice issues, create economic opportunities and strengthen neighborhoods.

LOVE

Our members give out of their love for the world and provide financial support for national mission institutions, higher education scholarships for international students, and 121 programs taking place in 110 countries.

ACTION

United Methodist Women members' voices are heard around the world as they call for justice on issues such as immigration, human trafficking, domestic violence, health care and the environment.



Contact us for further information:

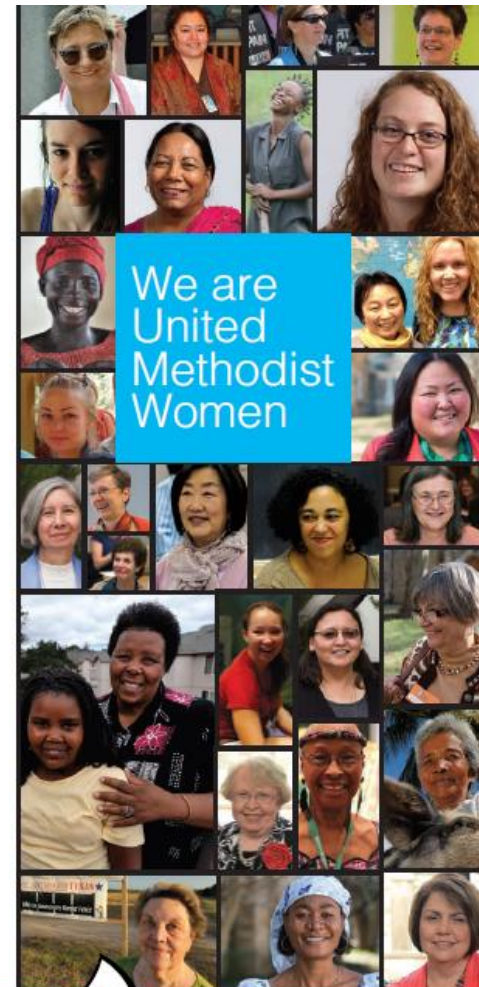
United Methodist Women
475 Riverside Drive, Room 1501
New York, NY 10115
212-870-3725

www.unitedmethodistwomen.org
f www.facebook.com/UMWomen
@UMWomen

www.umwmissionresources.org
800-305-9857



Processed chlorine free



United Methodist Women
FAITH · HOPE · LOVE IN ACTION

What is United Methodist Women?

United Methodist Women is a supportive, inclusive Christian membership organization where women like you grow spiritually, develop as leaders and serve and work to create a world in which all women, children and youth thrive. United Methodist Women is celebrated as the women's ministry of The United Methodist Church.

What does United Methodist Women do?

Our members nurture one another in community and support U.S. and international projects and partners improving the lives of women, children and youth with their prayers, volunteer and advocacy efforts, and financial gifts.



Why should I join United Methodist Women?

United Methodist Women is a community of women committed to mission. As a member you can take advantage of many opportunities, including the following:

- Prayer, Bible studies and spiritual retreats.
- Hands-on mission in local communities.
- Mission education experiences.
- Leadership development and training opportunities.
- Supporting work with women, children and youth.
- Partnership with women in mission in the country and around the world.
- Advocacy for social justice issues, including those pertaining to the environment, domestic violence, immigration and the many other concerns that impact the lives of women, children and youth.
- Engagement in racial justice issues.



PURPOSE of United Methodist Women

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.

How does United Methodist Women support and grow its work?

Our members elect a representative board of directors that sets policy for the organization and determines the places we can make the most impact. Staff and members work to carry out the organization's goals and expectations. Members commit through their financial giving to support the transformation of lives around the world.

Who can join United Methodist Women?

Any woman who commits herself to the PURPOSE of United Methodist Women and to engage in mission, study, personal growth and social action can join. You don't have to be United Methodist or meet an age requirement to be a member.

It's easy to become a member of United Methodist Women: you can talk to someone you know who is already a member, or if you don't know a member, you can call our membership office at 212-870-3725 and learn more online at www.unitedmethodistwomen.org.



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.

Sylvia Casey, Metro District Historian
704-596-3578; scasey@carolina.rr.com



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 Open Library.

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.

- *Rise!*: *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.wufoo.com/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 Metro 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 Lynda Morris 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.umcmmission.org/umcor>

Metro 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:

Lynda Morris
2539 Winterbrooke Dr.
Matthews, NC 28105

Or

Email to:

lfmorrisap@aol.com

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 mission 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 five channels of Mission Giving.



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



United Methodist Women
FAITH • HOPE • LOVE IN ACTION

M5108-2010-01

Photographs by Paul Jeffrey



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 a friend working in mission? Give a Special Mission Recognition pin. An individual, 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 Christ-like 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.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 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.

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 "ground rules," 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 of 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 year. **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?

- **Live democratically.**

Am I willing to work and live in a community, organization or society that includes multiple situations and experiences that are often contradictory and ambiguous? Can I accept that solutions are more apt to be generated by those closest to the ground?

- **Imagine God's vision.**

How do I imagine God's vision? Am I able to include a global understanding that realizes that change within my community must accompany change in the whole world? Does my analysis of social justice imagine a vision that integrates the complexities of our human context and identities?

- **Sustain critical hope.**

In my deepest self, do I grasp that "hope" is not a remote concept or nice phrase but that hope grows out of love, acknowledges that justice is about the future, and that to sustain hope I must talk and act in ways that create hope?

ADD YOUR OWN NOTES HERE

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.
- 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.

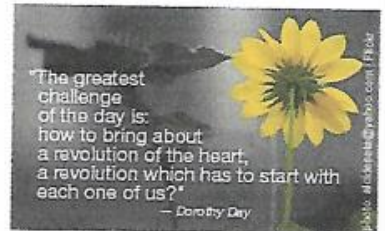
Spiritual growth is an act of engagement. It is not static or stagnant; it moves, is pushed against, molded and shaped in our hands and hearts! The revolution in the world begins with a revolution within us.

Are you ready for the journey?

With hope,

Alisha L. Gordon, M.Div.

Executive for Spiritual Growth



I Want To ...



Spiritual Growth Coordination

unitedmethodistwomen.org/members-leaders/responsibilities/spiritual-growth-coordinator

Members & Leaders > Roles & Responsibilities > Spiritual Growth Coordinator

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

1. understand and communicate the connection between personal spiritual development and mission as expressed through social and global involvement;
2. organize and promote special times and events for worship, prayer and meditation such as A Call to Prayer and Self-Denial, ecumenical worship, retreats and devotions at meetings;
3. 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;
4. equip women to engage in and lead biblical, theological and doctrinal study, utilizing the annual spiritual growth study, issues of response, New World Outlook, the Program Book, Prayer Calendar, Reading Program, and "Doctrinal Standards and Our Theological Task" in The Book of Discipline of the United Methodist Church, 2016;
5. develop and curate spiritual growth resources (e.g. devotionals, worship services, retreat ideas, books, websites, etc.) to share with other units;
6. attend each of the following events at least once during the course of her term: Leadership Development Days, Mission u, National Seminar and Assembly;
7. 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;
8. 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
9. 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 for 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, 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.** In the minutes, you can refer to those reports by saying, "The speaker's report is attached and becomes a part of the minutes".
- 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 this 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.

NEWSLETTER 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 the copyrighted by the writer whether they say copyright or not. The same goes for artwork and photography. Unless they writings 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 smartie-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).

Three Types of Newsletters

In his book *Do it Yourself Newsletters*, Chuck Green describes three basic types or models of newsletters: Promotional, Relationship, Expert. Each type of newsletter shares common characteristics. Determine which model fits the type of newsletter you envision and choose a format accordingly.

Promotional Newsletters

This type of newsletter is frequently used by businesses to promote a product or service. It is also known as a marketing newsletter. A promotional or marketing newsletter is typically sent to current or prospective customers free of charge. Not strictly a sales pitch, the promotional newsletter does strive to turn prospects into customers and customers into repeat customers.

- If you want to publish often and/or quickly try creating single page or postcard newsletters.
- Promotional newsletters could go out as individual mailings, or consider tucking them into monthly statements for existing customers to take the edge off those invoices.

Relationship Newsletters

Examples of this type of newsletter are club newsletters, employee newsletters, church newsletters, and alumni newsletters. They focus on the shared interests of the target audience, building or reinforcing a relationship. Typically distributed at no charge, some organizations may send newsletters only to paid members as a perk for paying dues.

- Due to employee turnover or changing club membership, newsletter publishing duties may change hands frequently. To maintain consistency through such changes and to accommodate varying skill levels, create a basic, easy to use newsletter template that allows for easy drop in of articles and photos.
- While a style guide is useful for any newsletter publisher, it's especially helpful when the newsletter publishing duties may get passed around frequently.

Expert Newsletters

Usually subscription-based, these newsletters generally focus on a specific topic and the recipient is someone who has specifically requested the information in the newsletter and is willing to pay for the information. While you always want to put your best work into your newsletter, when people are paying for it, it's even more important to have good content and good design.

Recipients are paying for the content but will notice and be turned off by bad design if it interferes with the enjoyment of the newsletter content. You have the opportunity to be creative in your layout and choice of fonts and colors but keep it consistent with the content and purpose of the newsletter.

- If the newsletter is heavy on text, make liberal use of design features that aid reading including white space. Avoid large blocks of *gray text*.
 - Subscription newsletters are often longer than your typical marketing newsletters. Provide good navigational aids including table of contents, page numbering, and jumplines.
 - If photos are important to your newsletter, choose paper and printing methods that don't detract from the photographs. A school or club newsletter may do fine with somewhat grainy photocopied images but that won't generally do for a newsletter devoted to photography, for example.
-

Some newsletters may have characteristics of more than one group.

Newsletters Are Not Ads

Using a newsletter as a marketing vehicle is a great tool for many businesses. However, an effective newsletter design is not just a great big ad for the business. It should include information of interest and of value to the recipient whether or not they use your services or buy your products. Tone down the sales hype. In addition to the wording, avoid a newsletter design that looks like a sales flier, product list, or that too closely mimics your letterhead or brochure.

Don't Get Stuck in a Newsletter Format Rut

Make your newsletter unique. Newsletters don't have to be letter size, portrait booklets to be called a newsletter. There are other formats that may work better or help your newsletter design stand out from the rest. Explore different sizes, orientations, and folds based on the purpose, content, and length of your publication: postcard, oversized postcard, landscape (horizontal), gatefolds, spiral folds, or zig zag folds.

Try Multiple Grids for Complex Newsletters

Grids provide page to page consistency for newsletters and usually a single grid is used throughout. However, some content calls for changing the grid. Instances where a second grid might come into play include if the newsletter design has a regular page or insert that needs to be in a different orientation or size from the rest of the newsletter or that has substantially different content such as a calendar, a survey, or a clip-n-save feature.

A primarily text-based newsletter design might use more or larger graphics on the front page to draw in the reader. Consider using a fancier, alternative grid for that page while the mostly text interior pages use a basic columnar grid. Even where multiple grids are used, provide issue-to-issue consistency by using the same grids for the same type of content from one issue to the next.

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!

New York office

475 Riverside Drive,
15th floor
New York, NY 10115
Phone: 212-870-3900
Fax: 212-870-3766

Church Center for the United Nations

777 U.N. Plaza
New York, NY 10017
Phone: 212-682-3633
Fax: 212-682-5354

Washington office

100 Maryland Ave, N.E.,
room 530
Washington, DC 20002
Phone: 202-488-5660
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 she 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 she is not alone and that her participation is valued.

SOME DO'S AND DON'TS IN PRESENTING THE OPPORTUNITY

DON'T approach a woman for an office without the decision of the entire committee.

DO have the support of the whole committee before discussing a particular responsibility with a potential nominee.

DON'T dismiss a potential nominee simply because she lacks experience as an elected leader in United Methodist Women.

DO consider the potential nominee's qualifications and her experience in similar organizations or in other leadership positions, and be prepared to offer her the training and support she will need in order to function well as a leader in United Methodist Women.

DON'T stop a potential nominee on the run.

DO make an appointment to call or visit when you can give this important invitation the time it deserves.

DON'T ask her to do it "as a personal favor."

DO extend the invitation on behalf of the entire organization.

DON'T ask for her name "just to fill the office."

DO stress the importance of the task in the mission of the church and United Methodist Women.

DON'T say, "We're desperate, we don't have anyone else who can do it."

DO indicate the qualities, skills, and experiences this person possesses which fit her for this responsibility.

DON'T say to a woman of color, for instance, "We would like to nominate you because we have a commitment to diversity."

DO indicate that her qualities, skills, and experiences make her an ideal candidate and that as United Methodist Women we believe that our creativity and supportiveness grows through the gifts of diverse cultures as we work together to resist social injustice and build an inclusive community.

DON'T suggest that she is being nominated for particular position simply because of her ethnic or cultural background, age group, or economic status.

DO focus on the candidate's qualifications, experience, and interests.

DON'T say, "There's nothing to it," or play down the requirements of time, planning, and creative effort that the task requires.

DO paint an honest picture of the duties and responsibilities and the time involvement required to fulfill the office.

DON'T bring a person into a totally new area of responsibility without support.

DO team up a new member with an experienced one for training and friendship.

DON'T assume that hesitation and negative responses are merely excuses, or show a lack of commitment to United Methodist Women.

DO honor their concerns and explore future possibilities for service with them.

DON'T insist now on a reluctant yes.

DO give her time to prayerfully consider her response and set a date for her answer.

DON'T forget to thank the candidate, even if she refuses the nomination.

DO thank her for her time and consideration, and tell her that you will keep her in mind for future nominations.