Uwharrie District United Methodist Women

Handouts for Leadership Development Day for Local Unit Officers Saturday, November 14th, 2020

Packet includes information pertaining to various offices and some general information as well.

We hope that you find this information helpful as you begin your new or continued role as a UMW local officer.

If you have any questions feel free to contact any of the Uwharrie District UMW Board Members.

Contact information for 2021 officers is included in your packet.

Remember we are here to help support you and your unit.



Presidents: Call Meetings to order. Prepare Agenda's for meetings. Glossary UMW terms pg 174 in handbook.

The **2021** Financial Goal as approved by the Executive Committee is:

Each unit will make at least one Gift to Mission, using any cards they have, in honor of one person in Mission listed in either the *Prayer Calendar* or a *response* magazine article.

Faith Talks



Faith Talks are monthly conversations with United Methodist Women hosted by Jennifer R Farmer, Spotlight PR.

Each conversation explores themes and resources that empower us to put faith, hope and love into action.

- **Thursday, November 5 at 2:00 pm ET** Faith Talks: Faith in the Midst of Uncertainty register now
- **Thursday, November 19 at 2:00 pm ET** Faith Talks: International Women and Missions • register now
- Thursday, December 3 at 2:00 pm ET Faith Talks: Advent register now
- Thursday, December 17 at 2:00 pm ET Faith Talks: Giving register now
- **Thursday, January 7 at 2:00 pm ET** Faith Talks: Creating a Sustainable Lifestyle with Emily Jones register now
- Thursday, February 11 at 2:00 pm ET Faith Talks: Sustaining Faith with Emily Jones register now

Legacy Fund

Ways to Give to the Legacy Fund

- Make a gift to the Legacy Fund **through your local unit United Methodist Women treasurer**.
- Use our Western North Carolina Legacy Fund Commitment Form
- Online on the national office website
 at unitedmethodistwomen.org/legacyfund
- By phone: 800-278-7771 (8 am-6pm EST, M-F)
- Text Legacy150 to 41444

- By check: note "Legacy Fund" in memo and mail to: United Methodist Women, Treasurer's Office 15th Floor, 475 Riverside Drive, New York, NY 10115
- **Other methods** include gifts of stock, life insurance, bequests, and other forms of planned giving. If you are interested in making a gift like this, contact the national office at 800-278-7771.

Why Should I give to the Legacy Fund?

Think back on your personal awe of those 8 women who came together in Boston and started this audacious undertaking....a small beginning that became a movement that has changed thousands of lives for the better. If only we could do something so momentous??

The Legacy Fund is an opportunity for each of us to step into the shoes of one of those original 8 ladies in Boston...to BE one of them...who decided something needed to be done and did it.

This is our opportunity to take those same steps, this time to **assure** that the ongoing mission they started and others have furthered will continue and prosper well into the future

This is something we should rush to do, to provide gladly...to celebrate the opportunity and thank those who conceived of it.

Nancy Reigel—Conference Treasurer WNCC UMW

Link for Response Magazine



http://unitedmethodistwomen.org/response/subscribe

Conference Gram:

Be an informed Western North Carolina Conference United Methodist Woman.... Read the Conference Gram!

Subscribe via Email! We can save printing and postage costs by having as many people as possible to agree to receive the Conference Gram electronically. Those savings can make our mission dollars go farther in making a difference in the lives of women, children and youth around the world.

- If you are receiving the printed Conference Gram via US Mail, and are willing to change to receiving it electronically only, just <u>click here to join our email list</u>. Be sure to join the "Save Postage" sub-list.
- If you are already a member of our email list, <u>click here to update your information</u>, and add yourself to the save postage list.

Thank You!!

Note: All of these files are in Adobe Acrobat PDF format. <u>Obtain free Adobe Acrobat Reader</u> **Subscribe via U.S. Mail:** The Conference Gram is mailed, free of charge, to all district and conference officers, and to local unit presidents, vice-presidents, secretaries, treasurers, and circle chairs. If you hold one of these offices and are not receiving the Conference Gram, please send your name, address, local unit name, office, and district name to Lisa Bacon, WNCC UMW Communications Coordinator, 1028 Old Cullowhee Road, Sylva, NC 28779.

Any other persons wishing to receive the Conference Gram by mail may subscribe for \$2.00 per year by sending your name, address, district, and a check for \$2.00 (made payable to WNCC-UMW) to Lisa Bacon.

Questions about the Conference Gram?

Contact Lisa Bacon, Communications Coordinator WNCC UMW

Vice President:

<u>Vice President</u> <u>Uwharrie Training for Local Officers</u> <u>Nov. 14th 2020: 10 am: Agenda</u>

Welcome—Introductions Devotion: "This Little Light of Mine," Scripture 1 John 1:5-7 **District Vice President List** 2021 UMW Event Dates **Program Planning** 10 Leadership Skills Presentations How to write about United Methodist Women Email/Social Media/Cell Phones A Sisterhood of Grace Using the 13 United Methodist Women Principles What You Can Do Where to Find Us Legacy Builder Two New Social Action Goals: Climate Justice & Criminalization of Communities of Color and Mass Incarceration What are you doing for you during this difficult time? Networking **Questions/Concerns Closing Prayer**

Western North Carolina United Methodist Women 2021 Calendar

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January 9 President/Treasurer Workday-Location TBD January 23 President/Treasurer Workday (Snow Date) Jan/Feb National LDD Training (online pending) February 6 Finance/various Committee Meetings-Location Pending February 7 Executive Committee Meeting March Scholarship Committee-Pfeiffer University May 8 Mission u/Program Committee-Location TBD June 11-13 Spiritual Growth Retreat-Lake Junaluska June 17-20 WNC UMC Annual Conference-Lake Junaluska (Father's Day weekend) July 15-18 Mission u-Pfeiffer University August 7 Finance/various Committee Meetings-Location Pending August 8 Executive Committee Meeting Aug 29-Sept 7 UMC General Conference-Minneapolis, MN Sept 10-12 Annual Celebration-Lake Junaluska Oct 2 & 9 Ubuntu Day of Services-various locations October 23 Leadership Development Day (LDD)-Location TBD November 12 New Member Orientation-Location Pending November 13 Various Committee Meetings November 14 Executive Committee Meeting

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

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

Step 1: Goal Setting

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

Step 2: Calendaring

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

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

Step Three: Program for the Year

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

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.

The Seven Steps of Planning model may

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 and the long all replaces blanch patroncle management

- · 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.

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, racialethnic or language group than I am?

Practice collective leadership.

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

Support the growth of others.

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

Realize the diversity in our communities.

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

Value persons over being right.

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

Speak up.

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

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

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?

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PRESENTATIONS

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

-1 Timothy 4:16

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

Preparing for the Presentation

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

Preparing the Presentation

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

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

Giving the Presentation

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

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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 being seen on slides.
- Display your visual only when talking about it.
- Wait to distribute handouts until you come to that point in the presentation so that your audience is not reading it while you are talking.
- Remember that less is more:
 - Use block print or simple fonts (at least 20 points in size for large screen projection).
 - · Avoid light marker colors that can't be seen at a distance.
 - Use the visual to emphasize words, not entire paragraphs.
 - Remember the "5 by 5" rule: up to five bullet points or lines per slide or newsprint sheet and five words across per line.
 - Use font sizes that are at least 20 points in size on slides.
 - Avoid fast-moving slide effects or unnecessary animated slide transitions.
 - Use simple slide backgrounds. Lighting changes colors and contrasts.
 - Check visuals in advance on site and make adjustments.

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

How to write about United Methodist Women

United Methodist Women Editing Guidelines

- 1. United Methodist Women is treated as a singular noun. Women who are part of United Methodist Women are "members of United Methodist Women," "a member of United Methodist Women" or "United Methodist Women members," "United Methodist Women member." INCORRECT: United Methodist Woman.
- We do not use "UMW" in publications unless it's part of a website address like: "www.umwonline.org"
- 3. As of January 2013 United Methodist Women is no longer be called the "Women's Division." Please use "United Methodist Women" in all instances (unless speaking of the past).
- 4. Mission Giving is United Methodist Women's primary source of fundraising and is always capitalized. And we signify supported projects with "Mission Giving-supported" or "United Methodist Women-supported." Program Book, Prayer Calendar, National Mission Institutions, and Reading Program should also always be capitalized.

- 5. Use "mission" in all references to United Methodist Women's mission work. (Some refer to this work at "missions," but this represents a dated approach to work in communities that doesn't reflect our current focus on solidarity.)
- 6. Do not use the phrase "mission to," but rather "mission with" when referring to United Methodist Women's work with women, children, youth and other marginalized communities.
- 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.

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Email

Be clear and concise: Make sure the subject line reflects the content, action requester and/or
purpose of the message.

 Respect people's time and bandwith: If your message is short and easy to download, people will be more likely to read it. Make sure to put in the main content of your message at the beginning.

 Use appropriate language: If you have a question on whether you are too emotional, don't send the message; save it, and review it later. Remember that no one can guess your mood, see your facial expressions, etc., in email—all they have are your words.

- Avoid ALL CAPS: Writing in all capital letters is the online equivalent to shouting or screaming.
- Make a good impression: Your words and content represent you. Review and edit your message before sending it.
- Obey copyright laws: Don't use others' images, content, etc., without permission. Do not forward emails or use website content without permission.
- Consider your audience: Use distribution lists appropriately and with permission.
- Do not send unsolicited material: Do not post or email unsolicited information or opinions advertising messages, jokes and/or chain letters to individuals or as spam (electronic junk mail to a wide audience).
- Attach thoughtfully: Always double-check that the attachments are included and give the reader a brief description as well as the size of the file.
- Respond with restraint: Choose not to respond to "flames" or personal attacks.
- Remember where you are: Use personal and business/work email with permission.
- Reply carefully: Reference previous messages and set your default reply to "reply to sender" instead of "reply to all"—this is cause of many messages being sent to unintended audiences.
- Do your homework: Many times it is easier to send an email and ask someone else for information, forgetting that they may have to do research to get it. Unless that other person is the only source of information, you should be able to research the information yourself.
- Avoid prolonged exchanges: If a topic cannot be resolved quickly through email, a phone conversation may be more effective.

Social Media

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

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

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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.

Using the 13 United Methodist Women Principles 13 Steps to Sustainability

Principle 1: Accessibility

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

Principle 2: Affordability

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

Principle 3: Carbon Footprint

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

Principle 4: Healthy Food and Beverages

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

Principle 5: Just Economic Opportunities

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

Principle 6: Local Solidarity

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

Principle 7: Multigenerational Inclusion

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

Principle 8: Paper Use

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

Principle 9: Racial Justice

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

Principle 10: Toxin Reduction

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

Principle 11: Waste Reduction

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

Principle 12: Water Use

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

Principle 13: Well-being of Participants

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

"I call heaven and earth to witness against you today, that I have set before you life and death, blessings and curses. Choose life so that you and your descendants may live." -Deuteronomy 30:19 (NRSV)

For more information, check out this link: www.unitedmethodlstwomen.org/sustainability

Did You Know?

If just 10% of United Methodist Women members (80,000 women) used a reusable water bottle for 365 days rather than buying water in a bottle, we would save at least enough energy to power an average household for 552 years!

15 WAYS TO JOIN THE UNITED METHODIST WOMEN "IN CROWD"

- <u>Invite</u> all women to join United Methodist Women. Plan a membership event. Make the time convenient for everyone, perhaps a Saturday brunch or Sunday afternoon tea.
- Include everyone in program planning. Make programs interesting, intriguing and involved. Arrange the room or area to make a warm, pleasant setting.
- <u>Involve</u> working women in missions. Time settings for mission and Bible studies should be flexible. Offer evening and daytime studies so everyone can find a time to attend.
- Invent new ways to live the PURPOSE. Develop prayer chains, hands-on projects and secret prayer partners.
 - Incorporate children and youth in UMW events. Form "Mommy and Me" circles and friendship circles for youth.
 - Increase your efforts for membership. Offer car pooling, child care, phone calls, e-mails, and personal visits.
 - Tell our <u>Incredible</u> story. We support missionaries around the world and provide millions of dollars for the care and comfort of women, children, and youth in this hurting world.
 - Every <u>Individual</u> is important. Provide one on one ministry. Uplift every person, praying for them by name.
 - Inform members of who and whose we are. Plan an information center in your church for distributing books and flyers. Keep an up to date Reading Program. Ask a district officer to visit your unit to answer questions and give information. Attend district and conference events.
 - Inquire about the needs of working women. Accommodate their needs by arranging events to their schedules.
 - Initiate changes in attitudes. As our world changes, include new ways to communicate. Use web sites. Use e-mail. Educate members to new ideas for mission events.
 - Inspire new members. Include worship, study, fellowship, and action in all meetings.
 - Interpret money matters and missions. Educate members on national, home and global mission projects. Use "response" and "New World-Outlook" magazines to spread our message.
 - Be <u>Intentional</u> in every phase of involvement with United Methodist Women. Live as an example to others. Do all you do with Purpose.
 - 15. Serve with Integrity. We may be the only Christ that some people see.

Adapted

If just 16% of United Methodiat Woman members (80,000 woman) used a reveable water bottle for 365 days rather than tuym water in a bottle, we would seve at least enough energy to power an average household for 552 years!

WHAT YOU CAN DO:

- Ground your actions in Bible study, worship and prayer. Use the Climate Justice: A Call to Faith, Hope and Love in Action mission study to deepen your understanding of how caring for God's creation is fundamental to our faith.
- Find out the energy sources used for electricity and transportation in your home, church, municipality, city and state. How much comes from fossil fuels? What are the health and environmental impacts? How does this impact women, children, youth and marginalized members in your communities?
- * Find out about local and state efforts to move to clean, renewable energy, starting with city hall, utilities and bus companies for example. Create a climate justice team within your unit, district and conference. Use your unique United Methodist Women voice to protect God's earth and people and push for clean, renewable energy that is just and fair.
- Join United Methodist Women's national efforts to move companies and the country to energy that is just.
 - Urge Chevron to #CutMethane waste (www.unitedmethodistwomen.org/chevron)
 - Join or organize a meeting with your local Ford dealership to urge them to support Clean Car Standards (<u>www.unitedmethodistwomen.org/ford</u>)
- Stay Connected
 - Receive updates from UMW (www.bit.ly/UMWgreengroup)
 - Connect with our Be Just. Be Green Jurisdictional Guides: (www.bit.ly/UMWgreenguides)
 - Contact us to resource you and celebrate your work! climateiustice@unitedmethodistwomen.org
 - Connect with us on Facebook: www.facebook.com/bejustbegreen

LEARN MORE TO MOBILIZE: www.unitedmethodistwomen.org/climate-justice

Sources:

Clean Air Task Force, Gasping for Breath, catf.us/wp-content/uploads/2018/10/CATF_Pub_GaspingForBreath.pdf, and Fumes Across the Fence-Line, catf.us/wp-content/ uploads/2017/11/CATF_Pub_FumesAcrossTheFenceLine.pdf. Environmental Protection Agency, "Sources of Greenhouse Gas Emissions," <u>https://www.epa.gov/ghgemissions/sourcesgreenhouse-gas-emissions</u>.

RE100, there100.org.

The Sierra Club, "100% Commitments in Cities, Counties and States," <u>https://www.sierraclub.org/ready-for-100/commitments</u>.

Union of Concerned Scientists, "The Hidden Costs of Fossil Fuels," <u>https://www.ucsusa.org/clean-energy/coal-and-other-fossil-fuels/hidden-cost-of-fossils#.XDzyRFxKiUk</u>.



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

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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

A Few "ACRONYMS"

- CPG Core Planning Group
- CMT Conference Mission Team
- CWU Church Women United

DCOM - District Council on Ministries

DS - District Superintendent

E & I - Education & Interpretation Coordinator

GBCS - General Board of Church and Society

GBGM - General Board of Global Ministries

GCOSROW - General Commission on the Status and Role of Women

NCC or NCCC - National Council of the Churches of Christ in the U.S.A.

NCJ - North Central Jurisdiction

NEJ - Northeastern Jurisdiction

SCJ - South Central Jurisdiction

SEJ - Southeastern Jurisdiction

UMCOM - United Methodist Communications, the General Commission on Communications

UMCOR - United Methodist Committee on Relief

UMPH - United Methodist Publishing House, The

UMYF - United Methodist Youth Fellowship

WCC - World Council of Churches

WD - Women's Division (changed to United Methodist Women, Inc. at 2012 General Conference

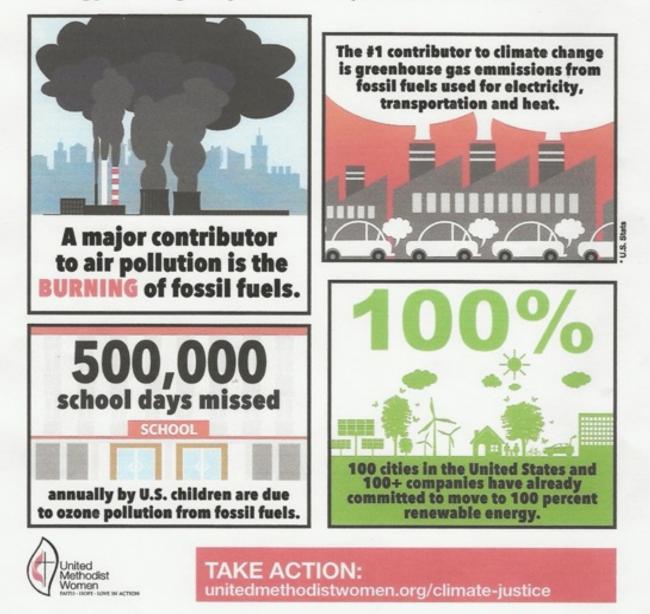
WJ - Western Jurisdiction

WFM & UCW -World Federation of Methodist and Uniting Church Women

Climate Justice CAMPAIGN: JUST ENERGY FOR ALL



Be stewards of God's creation: Work with companies and governments for clean, renewable energy through a just and equitable transition.



Criminalization of Communities of Color and Mass Incarceration



CAMPAIGN: INTERRUPT THE SCHOOL-TO-PRISON PIPELINE

Move local decision makers to address the criminalization of children and youth of color and reduce racial disparities in school discipline.







African American boys are three times more likely to be suspended than white boys.

African American girls are six times more likely to be suspended than white girls.

31% of children and youth experiencing school-based arrests and law enforcement referrals are African American, though they make up only **15%** of total school enrollment. Native American/ Alaska Native students make up 1% of enrollment in schools and 2% of school-based arrests and referrals to law enforcement.



TAKE ACTION: unitedmethodistwomen.org/racialjustice

GUIDELINES FOR BEING A LOCAL SECRETARY

As the Secretary you are the custodian of all records and official papers of your unit. You need to plan for long-term record storage so that the history of United Methodist Women will not be lost. Should someone come back in 10-15 years and want to know what was done at a certain time, they should be able to find that with no problem.

Responsibilities:

- 1. Keep accurate minutes of all meetings
- 2. Serve as custodian of all records and official documents
- 3. Keep an accurate roll of membership
- 4. Send to the District Secretary a list of elected leaders of the unit, including addresses, zip codes, telephone numbers and email address.
- 5. Sign all official, legal and financial documents, making certain each is properly dated.
- 6. Enunciate clearly, use good diction, and cultivate a pleasing voice.

When doing minutes keep them short and simple- concise. When someone is giving a report you do not have to record every word they say. Just make sure that everything they have said is correct and everyone can understand.

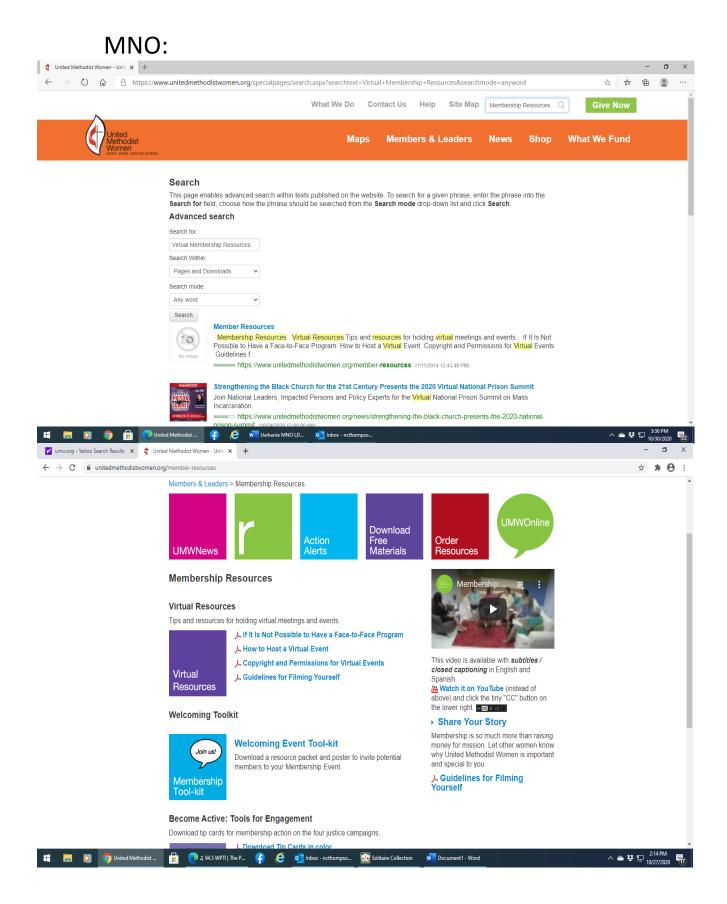
Never do minutes in first person. If someone gives you a written report and says "I did", I have or uses the word "I". You don't use the word "I" in your minutes. It would be "Mary did"

or "Mary has".

Any Motions made should be written out by the person making the motion. They should be signed by that person and signed by the person who seconded the motion. I have these forms with me and would be glad to send you a copy for your records.

Arrive on time or preferably a few minutes' early. Rewrite minutes early while they are fresh in your mind.

Remember you are working for your President and she may assign you things that will help her. Never say to her that the President before her did this a different way. Elizabeth Lookabill, Uwharrie District Secretary



Parliamentarian:

The most important requirement of a District Parliamentarian is to have updated, newly revised copies of the Roberts Rules of Order, the UMW handbook, WNC conference Standing Rules and the District Standing Rules. If you as a Parliamentarian have questions about procedures you can contact the Conference UMW Parliamentarian, you always have her support. You are the person that makes your President look good while she is presiding. Study the Bylaws and Standing Rules, listen carefully to the proceedings of the meeting so you can be of assistance as needed.

- 1. Every unit has access to the conference standing rules by going to the conference UMW webpage: www.wnccumw.org and looking under "downloads available."
- 2. There is a new handbook available on the national website (<u>www.unitedmethodistwomen.org</u>) that can be downloaded.

MEI: United Methodist Women Five Channels of Undesignated Mission Giving



PLEDGE TO MISSION – Pledge to Mission giving is the foundation for mission work through United Methodist Women. An individual Pledge to Mission is the amount each member decides is her share of the local unit's total budget. [Resources for Pledge to Mission Services]

SPECIAL MISSION RECOGNITION – A Special Mission Recognition is an undesignated gift for mission work that honors the recipient. Special Mission Recognitions may be given by any individual, or circle, or unit, in honor of any person, female or male. It is not necessary that the recipient be a member of United Methodist Women. There are several categories of Special Mission Recognitions, each representing a different amount of money for mission. The basic \$40 Special Mission Recognition is a small gold oval lapel pin with a cross and a white certificate. The other categories are \$60 (set with small sapphire), \$100 (pearl), \$200 (emerald), \$500 (ruby), \$1,000 (diamond), and \$2,000 (double diamond).

GIFT TO MISSION – A Gift to Mission is a way to honor someone with an undesignated gift in her or his name of at least \$5.00. There are eight different Gift to Mission cards: Thank You, Congratulations, Thinking of You, A Special Day, A Baby, Happy Birthday, Peace, and In the Service of Christ. And, there are special Christmas card designs. Each card has a message indicating that a gift to mission through United Methodist Women has been made in the recipient's honor. [More about Gift to Mission]

GIFT IN MEMORY – A Gift in Memory honors the memory of a much-loved family member or friend by making possible additional mission work in the United States and around the world. Gift in Memory cards represent a gift of a minimum of \$5.00. The cards can be obtained for free, so that they are readily available when needed. The person making the gift sends the card to the family of the deceased person, and then sends their gift money to the local UMW treasurer along with the tear-off stub indicating the name of the deceased person. [More about Gift in Memory]

WORLD THANK OFFERING – The World Thank Offering is an opportunity for individuals to respond to God's abundance and grace with spontaneous gifts of gratitude. Individuals or families collect such gifts in special boxes or labeled containers. Gifts are usually brought together in the unit once a year. <u>World Thank Offering Resources on the UMW</u>

Social Action Coordinator

Leader works with the Leadership Team to engage members in service and advocacy for justice as it is rooted in our biblical tradition. She encourages work on the quadrennial priorities of United Methodist Women national office for the greatest potential impact for change.

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

2021-2024, priorities are:

- Mass Incarceration/Criminalization of Communities of Color. With a particular focus on the Interrupting the School to Prison Pipeline campaign, and
- Climate Justice, with a particular focus on Just Energy 4 All campaign.

Why are we only doing two priorities? What about Maternal Health and Economic Justice? As we move forward in this moment, we do so with a great sense of intention and discernment. To be impactful, we are constantly assessing what is needed in this moment and where our strengths lie. Reducing the number of priority issues for this quadrennium enables us to focus the resources and time of members and national staff, go deeper into each of the issues we're engaging, and develop stronger local and national partnerships in these areas.

In this time of diminishing resources, this kind of focus makes us more effective and have greater impact for good.

As we wind down our work on Maternal and Child Health and Economic Justice/Living Wage by yearend, we are confident that the organizations we've partnered with over the past quadrennium will continue to advance justice and equity in these areas.

What about our work on gender equity and racial justice?

United Methodist Women is a women's mission organization whose founding and subsequent work evidenced the efficacy of women to lead, achieve, and answer God's calling in a time when women's role in church and society were stymied. Gender justice and women's leadership development are part of United Methodist Women's core commitments and will always be a key component of our work. Likewise, United Methodist Women has a long-standing commitment to eradicating racism. We began this work over 100 years ago and regularly recommit to fighting racism and anti-racist work. We know that all people are beloved in God's eyes, and until they are loved in the eyes of all, our work persists.

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Recent videos of extrajudicial killings of George Floyd and other people of color has forced the church and the nation to confront the inequities in law enforcement and institutional racism Our work on Mass Incarceration/Criminalization of Communities of Color and the Interrupting the School to Prison Pipeline campaign and Climate Justice are most important at this time Our work on these issues consistently reveals their intersectionality with gender inequity and racial injustice, placing us in a unique position to lead as the nation assesses the role of systemic racism.

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

"The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor." ~Luke 4:18

United Methodist Women continues its long-standing advocacy work on peace and justice, education, racial justice, immigrant rights, the environment, economic justice, women's health, the rights of children, human rights, and farm workers' rights, to name a few. In addition, recent emphases include human trafficking, global migration, domestic violence climate change, health care and food justice. For the 2021-2024 quadrennium, United Methodist Women will focus on **Mass Incarceration/Criminalization of Communities of Color and Climate Justice.**

Climate Justice

RELEASE

United Methodist Women Members Testify and Urge the EPA to Set Stronger National Air Quality Standards for Air Pollution

NEW YORK—Several members of United Methodist Women recently testified and urged the Environmental Protection Agency's proposal to set stronger national ambient air quality standards for air pollution. The testimony occurred during public hearings earlier this week. Read excerpts from the leaders' public testimony:



Elizabeth Chun Hye Lee at the Student Climate Strike in New York, Sept. 20, 2019.

Elizabeth Chun Hye Lee, Executive for Economic and Environmental Justice at United Methodist Women (New York)

"Ground level ozone pollution is created when harmful pollutants—like nitrogen oxides and volatile organic compounds—react in the presence of sunlight. These harmful pollutants are emitted from motor vehicles, power plants, chemical plants, refineries, factories, gas stations and paint. The climate crisis has only exacerbated ozone levels, as hotter temperatures have led to increased ozone pollution. Ozone is harmful to breathe and attacks our lung tissues.

"At the current levels, the health of children, youth, those 65 and older, those with existing lung conditions, and especially those who are also people of color and/or poor, will continue to be harmed."

Rita L. Smith, President of North Central Jurisdiction United Methodist Women (Illinois)

"<u>I support the recommendation of the American Lung Association</u>. Ozone pollution created by harmful pollutants like nitrogen oxides are emitted from power plants and motor vehicles which produces 'smog' as we know it. This smog attacks lung tissue by chemically reacting with it causing asthma attacks.

"My story is about my granddaughter, Imani, and all the other schoolage children with asthma. The best start to have clean air is by lobbying our car industry, in building more efficient cars. The transportation industry pollutes the air, causing my granddaughter to keep an asthma pump with her and one at school. While in elementary school, she had to keep at school in the office, but all Chicago Public Schools do not have nurses every day. Once, the school had to call for an ambulance to take her to the hospital. This day, I often wondered if this asthma attack was initiated from public transportation busses, the schoolbus or the cars while she was waiting for her bus. This is my reality: Polluted air causing my granddaughter and other school children causing missed day at school, thus hindering their education."

Christina Krost, Climate Justice Advocate for North Central Jurisdiction United Methodist Women (Illinois)

"I'm the spouse of a United Methodist clergyperson and move with my family to serve as our church leadership assigns. My daughter, Madeline, has had breathing difficulties in every town to which we've been appointed since 2011. In 2019, while living in southernmost Illinois, she contracted pneumonia twice in an 8-month span. This triggered visits to specialists several hours away, at great financial cost even with health insurance. And as I watch the rates of COVID infection climb in my community, I fear what might happen to her if she contracted this dangerous respiratory virus.



The School-to-Prison Pipeline

The school-to-prison pipeline is a term used to describe how children and youth of color are rerouted by systems and institutions, funneled away from educational success and towards the criminal justice system.

Thus says the Lord: A voice is heard in Ramah, Lamentation and bitter weeping. Rachel is weeping for her children; She refuses to be comforted for her children. Because they are no more. Thus says the Lord: Keep your voice from weeping, And your eyes from tears; For there is a reward for your work, says the Lord: they shall come back from the land of the enemy; there is hope for your future, says the Lord: your children shall come back to their own country. (Jeremiah 31:15-17, see also Matthew 2:18)

...but Jesus said, "Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs. (Matthew 19:14)

- African American students are three times more likely than white students to be suspended and expelled. 12 percent of African American girls are suspended, compared to 2 percent of white girls. Native American students are less than 1 percent of the student population, but comprise 3 percent of students experiencing expulsion and 2 percent of students suspended out of school.
- Native American youth are held in juvenile detention facilities at three times the rate of white youth.
- 31 percent of students experiencing school-based arrests are African American, though African American children and youth make up only 16 percent of total school enrollment. The school-to-prison pipeline is not the result of any one single action, but of many factors coming together, including:
- Implicit Racial and Gender Biases. Many people wrongly assume that children and youth of color are more frequently disciplined and/or arrested because they commit more crimes than their white peers. In fact, children and youth of color do not misbehave more frequently; they are simply treated more harshly for similar or lesser offenses.
- Excessive Out-of-School Suspensions and Expulsions. Even if a student is not directly arrested on school grounds or referred to the courts, excessive and unnecessary out-of-school suspensions hurt students. They are far more likely to drop out of school and end up in the criminal justice system.
- Zero Tolerance Policies. Zero tolerance policies have expanded to include a wide array of less serious offenses, resulting in mandated suspensions, expulsions and arrests for minor misconduct.
- Status Offenses. Children and youth can also be brought into the justice system for status offenses violations." Status offenses are behaviors that would not be crimes if committed by adults, i.e. running away from home, skipping school, missing curfew or underage drinking.

The situation is bleak, gifted, cherished young people are disappeared into the school-to-prison pipeline. However, as women of faith we know that God has more in store for us. God promises "reward for your work" and "hope for your future." Rachel will not have to weep forever.

As United Methodist Women, we will continue to grow our missional leadership skills working as school-to-prison pipeline interrupters to build a better future for children and youth.

- Educate yourself- LDD, Mission u, Reading Program, Response magazine
- Bring your gifts to the table
- Prayerfully consider starting a campaign
- Support community youth leaders

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): <u>unitedmethodistwomen.org/climate-justice</u> 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 (<u>www.unitedmethodistwomen.org/chevron</u>).

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: <u>https://umwomen.wufoo.com/forms/z1hbcxa110el5xr</u>. • 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: <u>unitedmethodistwomen.org/what-we-do/service-and-</u> <u>advocacy/mission-focus-issues/racial-justice-and-mass-incarceration/reflections</u> • Contact Emily Jones, ejones@unitedmethodistwomen.org

· contact Entity solies, ejones@difiedmetriodistaomen.

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 <u>unitedmethodistwomen.org/paid-family-leave</u> 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 <u>unitedmethodistwomen.org/paid-family-leave</u>.

Contact Carol Barton, <u>cbarton@unitedmethodistwomen.org</u>

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. <u>unitedmethodistwomen.org/mchealth</u>
 • Contact Katie Pryor, kpryor@unitedmethodistwomen.org











Uwharrie United Methodist Women

2021 DISTRICT TEAM

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