

# **AGENDA FOR TRAINING LOCAL UNIT TREASURERS**

1. Welcome, Devotional
2. Purpose
3. Get Acquainted
4. What questions do you have?
5. Your responsibilities as Local Unit Treasurer -- See Handbook
6. Local Unit Budget
7. Basic Resources
8. Forms
9. Review DUE DATES for Local Unit Remittances
10. Evaluation
11. Sending Forth

## A Frequently Asked Question about UMW Money

Why shouldn't a local or district unit give to the church?

Monies raised under the banner of United Methodist Women should be used for mission with women, children and youth.

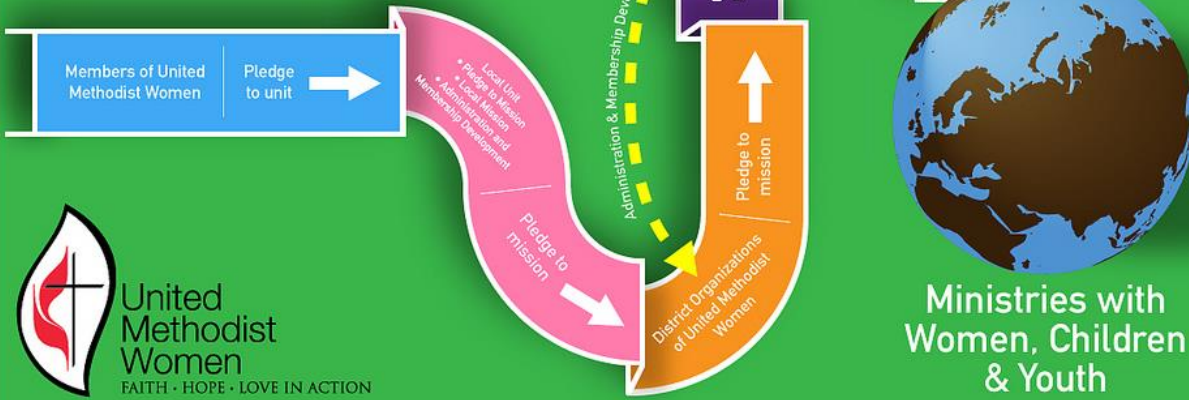
As a reminder—the local unit's budget consists of three main categories: Pledge to Mission, Administration and Membership Development (A&MD) and Mission Locally.

There is no “right” proportion of the budget for each of these categories. Traditionally, 60 percent of the budget is for the Pledge to Mission. Some units find this percentage too small, while others find it too large. The final decision rests with the local unit itself.

# The Journey of Your Mission Dollar

Through their generosity United Methodist Women members help empower and improve the lives of women, youth and children in the United States and around the world. Here's how it works.

To help fund these projects and more, visit [www.unitedmethodistwomen.org/Give](http://www.unitedmethodistwomen.org/Give)



**United Methodist Women**  
**WESTERN NORTH CAROLINA CONFERENCE**  
**THE UNITED METHODIST CHURCH**

**STANDING RULES**  
**(Amended September 2021)**

**ARTICLE I UNITED METHODIST WOMEN NATIONAL OFFICE**

The United Methodist Women of the Western North Carolina Conference shall function in accordance with the bylaws for conference organizations of UNITED METHODIST WOMEN as adopted by the United Methodist Women National Office of the United Methodist Church. The following Standing Rules shall provide specific procedures for the administration of the Western North Carolina Conference United Methodist Women.

**SECTION 1 APPEAL FOR FUNDS**

The United Methodist Women National Office policy in regard to requests of the UNITED METHODIST WOMEN is that lists of officers are not released. Programs other than United Methodist Women are not promoted, and other financial plans are not endorsed.

Any financial promotion or solicitation of the UNITED METHODIST WOMEN at any level may not be approved except as channeled through United Methodist Women National Office.

UNITED METHODIST WOMEN has a definite responsibility for the support of the program of the United Methodist Women National Office, a responsibility which belongs to its members alone. The United Methodist Women National Office points out that it is not the responsibility of UNITED METHODIST WOMEN'S officers, at the district or conference levels, to promote through UNITED METHODIST WOMEN treasuries the support of projects which are the responsibility of the Annual Conference, the district, or church itself. Women carry their share of responsibility as individual members of the church.

**SECTION 2 COMMERCIAL REQUESTS**

The United Methodist Women National Office will not approve commercial requests which seek to utilize UNITED METHODIST WOMEN as consumers. (Examples: requests to use logo on ceramic mugs or needlework kits; requests to sell books at schools (Mission u)/Annual Celebrations which are not directly related to organizational program.

**SECTION 3 MAILING LISTS**

The United Methodist Women National Office does not furnish lists of elected leaders of the organization to commercial firms.

**SECTION 4 LAY WOMEN'S ORGANIZATION**

UNITED METHODIST WOMEN is a lay woman's organization rooted in mission whose membership is open to any woman who shares its PURPOSE (*The Book of Discipline* of the United Methodist Church). Only lay women may serve as elected leaders. The local president and district and conference elected leaders shall be lay women members of the United Methodist Church. (October 1982)

**SECTION 5 RESOURCES/MISSION RESOURCE CENTER**

Any display and sale of literature at official gatherings of the United Methodist Women shall be of literature and materials in support of programs of the United Methodist Women National Office. This

# **United Methodist Women**

## **Blue Ridge District**

### **Standing Rules**

#### **ARTICLE I**

The United Methodist Women of the Blue Ridge District shall function in accordance with the Constitution and Bylaws for the District organizations of the United Methodist women as adopted by United Methodist Women, National Office.

The Blue Ridge District Standing rules of the Western North Carolina Conference United Methodist Women shall be followed.

The following standing rules shall provide specific procedures for the administration of the Blue Ridge District United Methodist Women.

Safe Sanctuary Procedures shall be followed at all meetings.

#### **ARTICLE II ELECTION OF LEADERS**

##### **SECTION 1 NOMINATIONS AND ELECTIONS**

- A. Elected or appointed district officers may serve as a local Unit officer.
- B. District officers shall be elected at the District Annual Celebration and will take office the following January 1. The President also shall be confirmed at the Conference Annual Celebration.
- C. The slate of officers shall be made available to the Executive Committee and District membership at least thirty (30) days preceding the election.
- D. All officers, except the Committee on Nominations, shall be elected for a two-year term.
- E. The election shall be by ballot; however, if only one nomination is made for each office, a voice vote is permitted.
- F. The voting body of the District organization shall be those members present at the District Annual Meeting.
- G. Nominees shall attend the District Annual Meeting unless excused by the District President.

## **SECTION 2 TENURE**

- A. No elected leader shall hold the same office for more than four (4) years, except the treasurer, who can hold the same office for six years.
- B. When an officer has completed her tenure of eight years and after a period of four years has elapsed, she may be elected for one additional term, not to exceed two years, in a different office. The period of four years shall also apply to persons who, after completing their tenure on the District, served on the district Executive Committee in any appointed or ex-officio position (including ex-officio positions as conference officer, a member of the SEJ Leadership Development Team and/or a director of United Methodist Women, National Office.)
- C. When a woman serves as president and has tenure remaining to serve in another office (within the eight years) she is eligible to serve gain. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- D. Six months or more of service shall be counted as one year of tenure.
- E. In the event a District officer is unable to complete her term, the District Executive Committee shall elect a member to fill her unexpired term, after receiving recommendations from the Committee on Nominations.

## **SECTION 2 EXECUTIVE COMMITTEE (Mission Team)**

- A. The Executive Committee shall be composed of the elected (including Committee on Nominations only) and appointed leaders and others as specified in the Bylaws of the United Methodist Women in the District.
- B. Other persons related to the Executive Committee with voice and vote are the Parliamentarian, the Historian, and the Members at Large. Other committee members are not members of the Executive Committee.
- C. A majority of Committee members present shall constitute a quorum.
- D. The Executive Committee shall function as stated in Article III of the Bylaws of United Methodist Women, Inc.
- E. Membership on Standing Committees shall be named each year.
- F. The President shall serve as an ex-officio member of all committees except the Committee on Nominations.

## **SECTION 3 COMMITTEE ON PROGRAM**

- A. The Committee on Program shall be composed of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, and others as needed.

- B. The responsibilities of the Committee on Program are as follows:
  - 1. Plan opportunities and program for District events.
  - 2. Implement plans and evaluate the effectiveness of each program.

#### **SECTION 4 COMMITTEE ON FINANCE**

- A. The Committee on Finance shall be composed of the Treasurer as Chairperson, President, Vice President, Secretary, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator and others as determined by the Executive Committee.
- B. The Committee shall prepare a District Administrative and Membership Development Budget and recommend an amount for Pledge to Missions for approval of the Executive Committee.
- C. The Committee shall recommend to the Executive Committee special offerings for the District and where these offerings should go, including the District Love Offering.
- D. The Committee shall develop plans for interpretation or the finances.
- E. One executive meeting shall include budget preparation and one shall include financial analysis and goal setting.

#### **SECTION 5 COMMITTEE ON MEMBERSHIP NUTURE AND OUTREACH**

- A. The Committee on Membership Nurture and Outreach shall be composed of the Mission Coordinator for Membership Nurture and Outreach as chairperson, President, Secretary, Committee on Nominations chairperson, Mission Coordinator for Education and Interpretation, the Communications Coordinator and others as determined by the Executive Committee.
- B. The committee shall assist local units with member recruitment and membership concerns, develop strategies for organization of new Units in churches not presently affiliated with United Methodist Women, and develop district unit or charge units to increase inclusiveness when there is no possibility of organizing or continuing a unit in the local church.
- C. The committee shall work with the district program of Local Unit Visitation (LUV) to assist local units with membership concerns.
- D. The committee shall address the membership, nurture and outreach agenda. Special attention shall be given to the visitation and nurturing of new unit.

#### **SECTION 6 COMMITTEE ON NOMINATIONS**

- A. The Committee on Nominations shall be composed of five to eleven members and have a rotating membership divided into four classes. Each member shall be elected

for a four-year term, except when filling a class left vacant. All members shall be members of the Executive Committee.

- B. The chairperson shall be elected for a term of two years. During her four-year term she shall be a member of the Executive Committee with voice and vote.
- C. No one may serve more than one (1) four-year term on the Committee on Nominations.
- D. The Committee shall make the slate of nominees available to the Executive Committee and the District membership at least thirty (30) days prior to the District Celebration Committee at which the election is to be held.
- E. The Committee shall make nominations to fill vacancies that occur *ad interim*.
- F. The Committee shall meet as needed.

## **SECTION 7 SCHOLARSHIP COMMITTEE**

- A. Districts shall offer annually three scholarships of \$150.00 each to conference Spiritual Growth Retreat, Mission u or conference Annual Celebration to a member of United Methodist Women who has not previously attended the event for which she is selected.

## **ARTICLE IV DISTRICT OFFICER RESPONSIBILITY**

### **SECTION 1 GENERAL**

- A. ATTENDANCE AT CONFERENCE MEETINGS
  - 1. The District President shall attend all meetings as outlined in Article VI, Section 1(C), of the Conference Standing rules.
  - 2. The District Treasurer and the District Coordinator for Mission Education and Interpretation shall attend all Conference Finance Committee meetings.
  - 3. District officers are expected to attend all Conference events. Expenses will be reimbursed as outlined in Article VI, Section 2, of the Conference Standing rules.
- B. ATTENDANCE AT DISTRICT MEETINGS
  - 1. District officers shall attend the following events:
    - a. Annual Celebration
    - b. Prayer Breakfast
    - c. Special District United Methodist Women events
    - d. All executive Committee meetings
    - e. Committee meetings as needed and appropriate.



2. If circumstances prevent attendance at any of the above meetings and events, all officers shall notify the President and request an excused absence.
3. Three (3) unexcused absences from the above meetings and events will automatically come under review by the District Committee on Nominations. The District President shall make such referrals. If absences are deemed unexcused by the committee on Nominations, this will be construed as a letter of resignation.

C. CORRESPONDENCE AND REPORTS

1. District officers (elected and appointed) shall be required to share information and materials received from Conference counterparts with local counterparts as soon as possible.
2. The District Secretary, when sending minutes to members of the District Executive Committee, is requested to also send copies to the Conference President, Conference Secretary and other Conference officers within the District. A draft copy of the minute should be sent to the District President within fifteen (15) days of the recorded meeting and a revised draft copy sent to the District executive Committee within thirty (30) days.
3. All correspondence shall be signed and dated as to the year and month.
4. A file of reports and other materials shall be kept by each officer to pass on to her successor.
5. At the time of the election of officers, the District Secretary shall forward the list of District officers, including their address, zip code, telephone number, and email address as follows:
  - a. One copy to the Conference Secretary
  - b. One copy to each District officer for the upcoming year.
  - c. One copy to be included in the District newsletter.
6. Each District Treasurer shall provide a list of Special Mission Recognition recipients, Gift to Mission recipients, and Gift in Memory for the preceding calendar year to be included in the District Annual Report.
7. The District Communications Coordinator shall prepare and send in electronic format the addresses organized into zip codes of the local unit Presidents, Vice Presidents, Secretaries, Treasurers, and Circle Chairs, as well as District Officers, in accordance with instructions, to the Conference Communications coordinator on or before January 15 of each year. Additions or corrections need to be made by January 25. Rosters for new units or other changes may be submitted throughout the year.

8. By February 15 of each year, the Conference Secretary shall be given the following information:
  - a. From each District President, a complete financial and membership report prepared by the District Treasurer in consultation with the district president and district Mission coordinator for Membership Nurture and Outreach.
  - b. From each District President, an annual report of District United Methodist women activities and events of the calendar year.
9. On or before April 30 each year, each District President shall send to the conference president and Conference Mission Coordinator for Membership Nurture and Outreach the membership report which shall include:
  - a. Total District membership number at the beginning of the preceding calendar year (January 1)
  - b. Total District membership number at the conclusion of the preceding calendar year (December 31)
  - c. Net gain or loss for that calendar year
  - d. The District President is responsible for seeing that the national census is complete.
10. The District President shall promptly notify the Conference President, Secretary, and Treasurer in the event of the death of a resident of the Blue Ridge District who has served as:
  - a. A member of the Conference United Methodist Women's Executive Committee
  - b. A former President of the North Carolina/Virginia Conference
  - c. A Conference Secretary of Wesleyan Service Guild or Women's Society of Christian Service

#### D. PERFORMANCE OF DUTIES

1. In the event a District officer fails to perform her duties (such as not attending District Executive Committee meetings or Officer Training, or failure to channel information to local officers), authorization is given to the District President and/or District Committee on Nominations to request help from the Conference President and the corresponding Conference officer. Either or both of these may explore the matter and counsel with the officer to determine whether she is capable of continue.
2. In the case of death or resignation of a District officer, all material pertaining to office shall be turned over to the Executive Committee of the District.

3. Each outgoing District officer shall meet with her successor and orient her concerning the work. Any equipment and current materials purchased with District funds shall be turned over to the incoming officer.
4. The Historian shall collect historical facts for the history of the Blue Ridge District United Methodist Women. The Historian shall be a member of the District Executive Committee and shall keep the History already published up to date.
5. The Parliamentarian shall chair the Committee on Standing Rules.

#### E. NON-MEMBER PARTICIPATION ON DISTRICT EXECUTIVE COMMITTEE

1. All Deaconesses, Church and Community Workers, and Special Term Worker assigned to United Methodist Women projects in the District shall be invited to District Executive Committee meetings (at their own expense) and will be given an opportunity to report.
2. Incoming District officers will be invited to attend the District Executive Committee Meeting following the District Annual Celebration when these officers were elected. They shall attend at District expense.

#### F. NEW UNITS

At District expense, a new Unit will be provided the following items, which shall be ordered by the District Secretary of Program Resources:

1. Handbook of United Methodist Women which includes Constitution and Bylaws and Finance.
2. A one-year subscription to **response**.
3. The PURPOSE poster.
4. Program Book
5. District Standing Rules

### **ARTICLE V SUB-DISTRICT AND MEMBERS-AT-LARGE**

A district organization may include Sub-Districts or Members-at-Large as described in Article VII in the Conference Standing Rules.

### **ARTICLE VI DISTRICT FINANCIAL POLICIES**

#### **SECTION 1 GENERAL**

- A. The policies in Article VIII, Section 4, regarding the Expenses of the District shall follow the Conference Standing Rules.

- B. The Mission Program of the United Methodist Women, National Office shall be the primary recipient of funds contributed by United Methodist Women.
- C. All District officers are encouraged to be economical with District funds while using enough to promote the program. This includes good stewardship in carpooling, use of telephones and postage, supplies, and publishing the quarterly newsletter.
- D. SIGNATURE AUTHORIZATION: The President and treasurer shall have bank authorization. Only the signature of the Treasurer will be honored by the bank, except in the case of an emergency upon notice of the Secretary.
- E. The Treasurer shall keep all financial records as stipulated by the United Methodist Women, National Office for the current quadrennium and the previous quadrennium.
- F. AUDIT: A Certified Public Accountant (CPA) designated by the Conference shall conduct an annual audit of District financial records. District books are due to the Conference Treasurer by February 10 each year for auditing.
- G. Honorariums may be given for guest speakers and others. Honorarium amounts for speaker(s) for a single event are to be a maximum of \$50; honorarium amounts for musician(s) for a single event are to be a maximum of \$50 for a single event and any other honorariums shall be a maximum of \$25 for a single event. All participants except the District Executive Committee shall receive a Gift to Mission card. Expenses incurred by the speaker will be reimbursed, including mileage, at amount set by Conference. The district may use one Conference officer each year at Conference expense.

**SECTION 2 VOUCHER PROCEDURES**

- A. All expense vouchers shall be itemized on voucher form provided by the District Treasurer.
- B. Expense vouchers must be in detail with receipts, and each line item must reflect performance in line of duty or special program meeting assignments.
- C. District expense vouchers must be signed by the person incurring the expense and countersigned by the District President and the District Secretary.
- D. Expense vouchers for District events should be submitted for reimbursement within thirty (30) days after the event.
- E. District officer expense vouchers (travel, telephone, etc.) should be submitted quarterly to the District Treasurer.

**SECTION 3 DISTRICT ADMINISTRATION & MEMBERSHIP DEVELOPMENT FUND (Article VIII, Section 6 Conference Standing Rules)**

- A. The District shall pay the expenses of members of the Executive Committee to attend all regular or authorized meetings of the Committee and the District United Methodist Women. Such expenses shall include round-trip mileage and, when necessary, lodging and meals (not to exceed \$15 per day, including tips), and registration fees. Mileage to be paid at the rate approved by the Conference.
- B. District budget requests for Administration and Membership Development (A&MD) Funds shall be presented to the Conference Finance Committee at its August meeting. The Conference Finance Committee will determine the amount to be appropriated to each District based on the request presented.
- C. The District Administration and Membership Development Fund shall be used for promotion of the work within the District.
- D. The District Treasurer shall submit the following reports on the use of Administration and Membership Development Funds to the Conference Treasurer and the District Executive Committee:
  - 1. Quarterly A&MD report
  - 2. Quarterly Total Cash Receipts & Disbursements report.
- E. Funds appropriated for District budgets shall be remitted quarterly to the District Treasurer by the Conference Treasurer, based on 25% of the total approved budget of the District. However, if needed, Districts may request a larger percentage of their total in a specific quarter.
- F. Funds remaining in the District treasury at the end of the year will be deducted from the first quarter remittance of Administration and Membership Development Funds to the District for the next year.
- G. The District shall award a scholarship to a United Methodist Women member who has not previously attended the event for which she has been selected. The events are:
  - 1. Mission u – Cost amount set by Conference Committee
  - 2. The Conference Annual Celebration – Cost amount set by Conference Committee.
- H. The District shall maintain only one bank account. Bank statements shall be reconciled and balanced monthly.
- I. The District shall pay the expenses of a Conference officer who resides in the Blue Ridge District when she attends her own District events.
- J. The Conference shall pay expenses of the Conference liaison to attend District Events.
- K. Conference officers invited to attend District meetings outside of their own District shall be paid by the host District, will be paid by the host District,

With the exception of the one Conference officer allowed. The District may Invite a Conference officer as a speaker or resource person to one (I) District event each year at Conference expense.

- K. The District shall order items for sale from the Mission Resource Center on consignment only. No inventory of sale items shall be kept on hand.
- L. District Meeting Love Offerings shall not be used or retained in the District treasury for any operating expenses.
- M. The District is encouraged to earmark the District Love Offering as “Mission Giving” channeled in honor or memory of person(s), and it shall be sent to the Conference Treasurer.
- N. There shall be Special Mission Recognition for persons completing their terms of office. Expenses for the recognitions shall come from the District Administration and Membership Development Funds as designated below:
  - 1. President
    - a. 4 years of service - \$100
    - b. 2 years of service - \$60
  - 2. Other elected and appointed officers
    - a. 6 years’ consecutive service as treasurer - \$100 Special Mission Recognition
    - b. 4 years of service - \$60 Special Mission Recognition
    - c. 2 years of service - \$40 Special Mission Recognition
    - d. Less than 2 years - \$10 Gift to Mission
  - 3. Committee on Nominations
    - a. Chairperson - \$40 upon completion her term as Chairperson
    - b. Others - \$40 Special Mission Recognition at end of four-year term. If a member has served as Chairperson of the Committee on Nominations before the end of her tenure, she will not be honored again.
- O. Any others, or those with less time of service than those mentioned above, shall be honored with a \$10 Gift to Mission.
- P. The Chairperson of the Committee on Nominations will provide a list of outgoing officers and their years of service to the District Treasurer. The District Treasurer should order recognitions for these officers six (6) weeks prior to the District Annual Celebration.
- Q. A Gift to Mission card shall be sent, as appropriate, by the District Treasurer to Any member of the District Executive Committee in the hospital for an Extended stay or with a serious illness.

- R. A Gift in Memory in the amount of \$15 shall be given for members of the District Executive Committee in the event of a death in the immediate family (spouse, child, parent.)
- S. A Gift in the amount of \$25 shall be given in the event of the death of a current member of the District Executive Committee.

**ARTICLE VII RULES OF ORDER FOR THE  
DISTRICT UNITED METHODIST WOMEN ANNUAL CELEBRATION**

**SECTION 1 GENERAL INFORMATION**

Meetings shall open and close at the times stipulated in the official program.

**SECTION 2 NEW BUSINESS**

- A. All new business that has not been considered by the Executive Committee Of the District shall be presented in writing to the Secretary seven (7) days prior to being considered by the voting delegates.
- B. Proposed resolutions must be submitted in writing to the District President sixty (60) days prior to the beginning of the District Annual Celebration.

**SECTION 3 MOTIONS**

- A. All motions except on matters of procedure shall be written and signed By the maker and furnished to the Chair before action is taken.
- B. The Secretary, unless directed otherwise, shall not record motions ruled Out of order, points of order on which no appeal is taken, or trivial matters of privilege.

**SECTION 4 DEBATES**

- A. In seeking recognition from the Chairperson, a member must stand to
- B. Address the Chair and, on being recognized, state her or his name before making comment or motion.
- C. Debates shall be limited to fifteen (15) minutes per topic.
- D. No member shall speak to a motion a second time until all others have been given the opportunity to speak.
- E. No member shall speak more than twice on the same questions, nor more than two (2) minutes at one time, without the consent of the body.
- F. General consent shall be required if addition time is to be given.

**SECTION V VOTING MEMBERSHIP**

The voting body of the Blue Ridge District shall be composed of local unit members in attendance.

**SECTION VI QUORUM**

A quorum shall be a simple majority of the membership present representing the units in the District.

**ARTICLE VIII PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, New Revised Edition, shall be the parliamentary authority. A two-thirds vote of the members present is required to suspend or amend these rules.

**ARTICLE VIV AMENDMENT OF STANDING RULES**

The District Executive Committee may amend the Standing Rules upon recommendation.

*NOTE: For further information on policies from the Conference and United Methodist Women, National Office, refer to the Standing rules of the Western North Carolina Conference United Methodist Women.*

Copied: 3/11/2020



## **2023 Love Offering Theme**

A Gift to Mission in honor of the faithful servant leadership of our conference, district and local  
United Women in Faith

## The 2023 Financial Goal

Each local unit increase their Mission Giving through the World Thank Offering channel by 10%

### The Strategies for achieving this goal are:

#### *Interpretation:*

- Share the many ways possible to make a gift
  - Give through your local treasurer
  - Online, our conference website – all channels are possible, credited to district/local unit
- Share World Thank Offering calendars for our members (even whole congregation) to use all year. Share a special one for children to participate. Can make a calendar for use all year.
- Pass out World Thank Offering labels / info to the entire congregation inviting them to participate in the World Thank Offering
- World Thank Offering boxes – pattern to download and make your own box
- World Thank Offering labels – download to share
- Be creative with your “box”...decorate, use calendar, etc. Find fun containers for people to use.
- Pass around a World Thank box at meetings, name something you are thankful for
- Put the World Thank Offering in your local unit budget
- Share ideas on our Facebook / Instagram accounts – Use photos, videos, stories, etc.
- Use images online...like the “I’m thankful for ...” signs with someone holding their sign. Share.
- District Newsletters and communications.
- Local church newsletters / bulletins to get church involved.
- Strategize a “competition” ...can be very motivating. Thermometer image...
- Share the goal and ideas in the Conference Gram throughout the year

## 2022 Calendar of Events

Oct. 1, 8, 15	Ubuntu Days of Service (various locations) <b>All UWF Members</b>
Oct. 22	Leadership Development Day (LDD) All District Officers (Virtual)
Nov. 11	Orientation for New Conference Officers (Virtual)
Nov. 12	Conference Committee Meetings (Virtual)
Nov. 13	Executive Committee Meeting (Virtual)

## 2023 Calendar of Events

Jan. 21	Presidents/Treasurers Workday
Feb. 11	Finance/SG/LDD/Program/etc Committee Meetings (Virtual)
Feb. 12	Executive Committee Meeting (Virtual)
March 25	Scholarship Committee Meeting (Virtual)
May 6	Mission u/Program Committee Meetings
June 8-10	Spiritual Growth Retreat, Lake Junaluska <b>All UWF Members</b>
June 16-18	WNCC UMC Annual Conference, Lake Junaluska
July 13-15	Mission u, Pfeiffer University, Misenheimer <b>All UWF Members</b>
July 14	Executive Committee Meeting
August 5	Finance/SG/LDD/Program/etc Committee Meetings
August 6	Executive Committee Meeting
Sept. 8-10	Annual Celebration, Lake Junaluska <b>All UWF Members</b>
Oct. 7, 14, 28	Ubuntu Days of Service (various locations) <b>All UWF Members</b>
Oct. 21	Leadership Development Day (LDD) All District Officers
Nov. 10	Orientation for New Conference Officers
Nov. 11	Conference Committee Meetings
Nov. 12	Executive Committee Meeting

Western North Carolina Conference United Methodist Women  
**2022 Calendar for Local Treasurers**

January	February	March	April
<ul style="list-style-type: none"> <li><input type="checkbox"/> Send Names and Contact Information for Unit's 2022 President and Treasurer and 2022 Pledge if that was not done in 2021</li> <li><input type="checkbox"/> If Unit has several Circles, arrange process for collecting Circle Pledge, Gift to Mission, Gift in Memory and Special Mission Recognition orders and monies</li> <li><input type="checkbox"/> Begin collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1<sup>st</sup> Quarter Letter due from District Treasurer with instructions for 1<sup>st</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mid Month begin preparing 1<sup>st</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mail 1<sup>st</sup> Quarter Remittance forms and check to arrive to District Treasurer by March 1. See instruction letter for what to include.</li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> <b>28<sup>th</sup> End of First Quarter</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>
May	June	July	August
<ul style="list-style-type: none"> <li><input type="checkbox"/> 2<sup>nd</sup> Quarter Letter due from District Treasurer with instructions for 2<sup>nd</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mid Month begin preparing 2<sup>nd</sup> Quarter Remittance</li> <li><input type="checkbox"/> 20-22 Assembly 2022 Orlando FL</li> <li><input type="checkbox"/> Mail 2<sup>nd</sup> Quarter Remittance forms and check to arrive to District Treasurer by June 1. See instruction letter for what to include.</li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> <b>31<sup>st</sup> End of Second Quarter</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>10<sup>th</sup>-12<sup>th</sup> - Spiritual Growth Retreat, Lake Junaluska</b></li> <li><input type="checkbox"/> <b>17<sup>th</sup> – 19<sup>th</sup> UMC Annual Conference, Lake Junaluska</b></li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>14<sup>th</sup> – 17<sup>th</sup> Mission u Pfeiffer University</b></li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 3<sup>rd</sup> Quarter Letter due from District Treasurer with instructions for 3<sup>rd</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mid Month begin preparing 3<sup>rd</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mail 3<sup>rd</sup> Quarter Remittance forms and check to arrive to District Treasurer by September 1. See instruction letter for what to include.</li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> 29<sup>th</sup> – Sept. 6<sup>th</sup> UMC General Conference – Minneapolis, MN</li> <li><input type="checkbox"/> <b>31<sup>st</sup> End of Third Quarter</b></li> </ul>
September	October	November	December
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>9<sup>th</sup>-11<sup>th</sup> - Conference Annual Meeting, Lake Junaluska</b></li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>8<sup>th</sup> &amp; 15<sup>th</sup> Ubuntu Day of Service</b></li> <li><input type="checkbox"/> Continue collecting Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> Gather information for and Begin Developing 2023 Unit Budget.</li> <li><input type="checkbox"/> Present and get approval for 2023 Unit Budget in October or November.</li> <li><input type="checkbox"/> Along with other Unit officers or members, prepare to attend the Local Leader Development Day sponsored by the District Officers.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 4<sup>th</sup> Quarter Letter due from District Treasurer with instructions for 4<sup>th</sup> Quarter Remittance</li> <li><input type="checkbox"/> Finalize collection of Pledge and other monies and deposit in Unit UMW Checking Account</li> <li><input type="checkbox"/> Mid Month begin preparing 4<sup>th</sup> Quarter Remittance</li> <li><input type="checkbox"/> Mail 4<sup>th</sup> Quarter Remittance forms and check to arrive to District Treasurer by December 1. See instruction letter for what to include.</li> <li><input type="checkbox"/> Include Name and Contact information of 2023 President and Treasurer and 2023 Pledge.</li> <li><input type="checkbox"/> <b>30<sup>th</sup> End of Fourth Quarter</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize 2022 Treasurer Records. If Unit has new incoming President or Treasurer, change signatory information on checking account. Both Treasurer and President must be signatories.</li> <li><input type="checkbox"/> Begin Collecting 2023 Pledge and other monies and deposit in Unit UMW Checking Account</li> </ul>

Throughout the year, as requested by unit or individual members, remit SMR orders with payments to District Treasurer.



# REMITTANCE INSTRUCTIONS FOR ALL TREASURERS

## For Local Treasurer

*Submit the completed remittance form with your check to your district conference treasurer.*

## For District Treasurer

Complete this remittance form using information from all of the local treasurers in your district. Submit the completed form to your conference treasurer. *Each remittance form is to be mailed with a check to your conference treasurer.*

## For Conference Treasurer

Complete this remittance form using information from all of the district treasurers in your conference. *Submit this completed form to the National United Methodist Women treasurer.* You may complete this form on a monthly or quarterly basis. You should make a remittance to the United Methodist Women National Office four times per year. Each remittance form is to be followed by or mailed with a check. To use electronic funds transfer, contact the national treasurer's office.

## You may submit the remittance form in several ways:

- Complete the Remittance Form. (To save time, you may fill in the non-changeable items, photocopy the form and then complete that copied form each time.) Photocopy the completed form and mail it to your conference treasurer.
- Download and then mail or email the completed form. The downloadable form is available at, [www.unitedmethodistwomen.org/give/forms](http://www.unitedmethodistwomen.org/give/forms).

## • HOW TO COMPLETE THE REMITTANCE FORM •

### MISSION GIVING—Five Channels of Giving

1. Pledge to Mission: This includes Pledge to Mission and supplementary gifts collected on special occasions.
2. Special Mission Recognition: Insert total from Special Mission Recognition local order forms. This form may be sent on its own or attached. On the form, indicate the amount (\$40, \$60, \$100, \$200, \$500, \$1,000, or \$2,000) for each order. Attach copies of local treasurers' orders.
3. Gift to Mission: Insert total from Gift to Mission order forms. Local units order cards from their district treasurer. Cards are sent on a revolving basis. Be sure to have many on hand for a speedy reply to requests.
4. Gift in Memory.
5. World Thank Offering: You may order a World Thank Offering box (M1731, \$0.40) and World Thank Offering label (M5034, free) or download. Go to [www.unitedmethodistwomen.org/worldthank](http://www.unitedmethodistwomen.org/worldthank) for information about ordering resources or downloading materials.

### SUPPLEMENTARY GIFTS

6. A Call to Prayer and Self-Denial.
7. Designated Gifts: A Brighter Future for Children and Youth; Assembly Offering; National Mission and International Mission—please provide the names and addresses and amounts of specific projects or enclose a copy of your local treasurers' remittance forms.
8. Legacy Fund.
9. Bequest—please attach a copy of the will or excerpt of the will.
10. Other designated gifts and non-United Methodist Women giving.

### TOTAL REMITTANCE

Fill in check number and insert the total of all items.

**District treasurers:** Write a check in the amount shown on the "total remittance" line made payable to the conference and send to the conference treasurer. Keep a copy for your records.

**Conference treasurers:** Write a check in the amount shown on the "total remittance" line made payable to United Methodist Women National Office (or use electronic funds transfer) and send to:

**United Methodist Women National Office**, Gift Processing, P.O. Box 29925, New York, NY 10087-9925.

*Always put your name and address in the space provided. Keep a copy for your records.*

## UNITED METHODIST WOMEN DESIGNATED AND SUPPLEMENTARY PROJECTS 2022

Below is a list of designated and supplementary projects for which the national UMW will accept gifts during 2022. Members of local units are encouraged to give gifts through their local treasurer, referencing the respective project codes.

PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
<b>DESIGNATED PROJECTS</b>		
3001146	A Brighter Future for Children and Youth	Funds will support programs that support and advocate for children and youth.
3001148	Assembly Offering	Funds will support the Assembly Offering for Assembly 2022. The offering is designated to our social justice priorities for the quadrennium which are Climate Justice and the Criminalization of Communities of Color and Mass Incarceration.
0731100	<a href="#">Brooks-Howell Home</a>	Brooks-Howell Home is a continuing care retirement community owned by United Methodist Women and located in Asheville, NC. Originally established as a retirement home for United Methodist deaconesses and missionaries, it has evolved into a community that now includes Methodist members who have served the Church and friends of the Church. In addition, Brooks-Howell's long-term care is open to all.
3001145	<a href="#">Call to Prayer and Self-Denial Offering</a>	In 2022, the Call to Prayer and Self-Denial offering will support The Order of Deaconess & Home Missioner, which is administered by United Methodist Women. Deaconesses and Home Missioners are laypeople consecrated to a lifetime of service under the authority of the church to full-time vocations of love, justice, and service. Together they form a covenant community that is rooted in Scripture, informed by history, driven by mission, ecumenical in scope, and global in outreach. This offering will help support and provide education and training to active deaconesses, home missionaries, and candidates. Funds will also be used to provide support to retirees.
3001175	<a href="#">Climate Justice</a>	Funds will support work around climate justice, which is a UMW social justice priority issue for 2021-2024.
3001173	Deaconess and Home Missioner Endowment	Funds will be transferred to an endowment to support the work of the Office of Deaconess and Home Missioner.
2737801	<a href="#">Deaconess and Home Missioner Scholarships</a>	Funds will support scholarships for required candidacy courses and other professional personal development opportunities for Deaconesses and Home Missioners. The Order of Deaconess and Home Missioner is a lay order of people who work in ministries of love, justice, and service under the authority of the church.
2737803	Education and Leadership	Funds will support existing endeavors and develop new leadership and educational opportunities to prepare women to be transformative change agents in the world.
3019240	International Mission	Funds will support UMW's international programming.
3001152	National Mission	Funds will support present programming such as the work of National Mission Institutions throughout the United States.



PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
3019231	<a href="#">Racial Justice</a>	Funds will support work around the Criminalization of Communities of Color and Mass Incarceration (including the School-to-Prison pipeline campaign), which is a UMW social justice priority issue for 2021-2024.
3019242	<a href="#">Regional Missionaries</a>	Funds will support the work of Regional Missionaries.
3001174	Retired Missionaries/Deaconesses/Home Missioners	Funds will be used to support the retiree pension, retiree healthcare and programming at Brooks-Howell Home.
3001149	<a href="#">Scarritt-Bennett Center</a>	Scarritt-Bennett is a conference, retreat, and education center committed to education, creativity, and spiritual renewal.
3019225	Social Action/Justice Work	Funds will support the specific efforts to eliminate the barriers and challenges encountered by women, children and youth to live empowered, healthy and productive lives.
2737804	Spiritual Growth and Nurture	Funds will support activities that provide spaces for women to gather for soul and spiritual restoration and connection with one another.
U000002	<a href="#">UMCOR and UMC Advance Projects</a>	Global Ministries advance projects and UMCOR projects can be supported. Please include the project number from the Global Ministries website when giving. Funds may also be sent directly to UMCOR and the Advance with address 458 Ponce De Leon Ave NE, Atlanta GA 30308.
2737800	UMW Scholarships	Funds will support scholarships for women and girls in the United States and internationally.
3021326A	<a href="#">Women's Carbon Fund: Greenhouse Gas Emissions Reduction and Climate and Renewable Energy Advocacy Initiatives</a>	Funds will support women led projects that reduce greenhouse gas emissions and increase climate equity, sustainability and adaptation for women and families.

NATIONAL MISSION INSTITUTIONS		
N931435	<a href="#">AK Child &amp; Family, Anchorage, AK</a>	AK Child and Family offers opportunities for young people to question, examine and experience God's love in many different ways from acceptance to theological discussions.
N731079	<a href="#">Alliance Center for Education, Charlotte, NC</a>	Alliance Center for Education provides a continuum of services to children from birth through college graduation. Programs include early childhood development stressing education and enrichment, and afterschool tutorial for youth including sports activities.
N591912	<a href="#">Amarillo Wesley Community Center, Amarillo, TX</a>	Amarillo Wesley Community Center is a multigenerational facility serving children, youth, families, and senior citizens in the Panhandle.
N951045	<a href="#">Atlantic Street Center, Seattle, WA</a>	Atlantic Street Center provides counseling for youth experiencing problems at school, from troubled families and/or in trouble with the law.
N791076	<a href="#">Bennett College, Greensboro, NC</a>	Bennett College is a small, private, historically black liberal arts college for women. The college offers women an education conducive to excellence in scholarly pursuits and preparation for leadership roles in the workplace, society and the world.
N761079	<a href="#">Bethlehem Center, Jackson, MS</a>	Bethlehem Center provides early childhood development, services to the elderly, community improvement, team sports for youth and tutoring programs.

PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
N741079	<a href="#">Bethlehem Center, Spartanburg, SC</a>	Bethlehem Center provides early childhood development, teen programs, senior programs, camping, recreation, casework, information and referral and craft classes for all ages.
N783871	<a href="#">Bethlehem Centers of Nashville, Nashville, TN</a>	Bethlehem Centers of Nashville provides early childhood development, senior citizen programs, girls clubs and recreation for youth.
N731081	<a href="#">Bethlehem Community Center, Winston-Salem, NC</a>	Bethlehem Community Center provides afterschool enrichment, senior citizens services, youth groups and services to meet other community needs. The purpose of the center's programs is the development of individual lives to the fullest and the building of a better community.
N150090	<a href="#">Bidwell Riverside Center, Des Moines, IA</a>	Bidwell Riverside Center serves the south side of Des Moines, addressing the need for education, food and clothing and other basic necessities for homeless and impoverished families. It provides an early childhood development program for children and services to the elderly and disabled.
N511031	<a href="#">Camp Aldersgate, Little Rock, AR</a>	Camp Aldersgate provides facilities for church day camping as well as for long-term camping and is dedicated to serving children with disabilities, youth and senior adults in a camp environment. Accredited by the American Camp Association, it is the only camp in Arkansas designed for children with disabilities.
N711154	<a href="#">Clark Atlanta University, Atlanta, GA</a>	Clark Atlanta University is a United Methodist Church-related private, coeducational, residential and comprehensive urban research university that was established in 1988 as a result of the consolidation of two independent historically black institutions—Atlanta University (1865) and Clark College (1869).
N194701	<a href="#">Community Development for All People, Columbus, OH</a>	Community Development for All People is a faith-based, nonprofit community development organization providing economic, cultural, and social activities that enhance the quality of life in the city of Columbus.
N751202	<a href="#">Cornerstone Family Ministries, Tampa, FL</a>	Cornerstone Family Ministries mission is to make a lasting positive difference in the lives of families, empowering them to improve all aspects of their physical, social, educational and spiritual lives, thereby building a foundation for a strong community.
N562801	<a href="#">Cornerstones of Care - Spofford Campus, Kansas City, MO</a>	Cornerstones of Care is a diagnostic and residential treatment center that provides a comprehensive array of treatment services for children, ages 4 to 12, who suffer from childhood trauma such as sexual or physical abuse and neglect or have mental illness.
N912175	<a href="#">Crossroads Urban Center, Salt Lake City, UT</a>	Crossroads is a multiservice community center, doing community organizing around handicapped accessibility, landlord/tenant relations, toxic waste, food stamps and voter registration.
N131178	<a href="#">Cunningham Children's Home, Urbana, IL</a>	Cunningham Children's Home is an exemplary child welfare and educational services agency that provides caring support and therapeutic intervention to more than 730 children, youth, young adults and their families each year through comprehensive programs including residential treatment, special education and community-based services.

PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
N522111	<a href="#">Dallas Bethlehem Center, Dallas, TX</a>	The Dallas Bethlehem Center is dedicated to improving the quality of life for children of South Dallas community. Its programs work to strengthen the entire family and each child's educational, physical, emotional, social, moral and spiritual needs.
N922195	<a href="#">David &amp; Margaret Youth and Family Services, LaVerne, CA</a>	David & Margaret provides residential services for 70 at-risk adolescent girls, ages 11 to 18, with therapeutic and academic services designed to nurture their physical, psychological and educational development.
N562199	<a href="#">Della Lamb Community Services, Kansas City, MO</a>	Della Lamb Community Services offers programs for more than 1,800 low-income families in Kansas City, MO. Programs include adult education and literacy classes, early childhood development, transportation services, a thrift store and youth services.
N550222	<a href="#">Dulac Community Center, Dulac, LA</a>	Dulac Community Center is a multiservice center that provides emergency food and clothing, polling locations and recreation. It is developing new programs in the areas of early childhood development, crafts and community organizing.
N721222	<a href="#">Dumas Wesley Community Center, Mobile, AL</a>	Dumas Wesley provides community service through varied activities for women, men, youth and children to strengthen family life, to be responsive to expressed needs and to develop leadership and responsibility.
N171254	<a href="#">Emma Norton, St. Paul, MN</a>	Emma Norton fosters stability and personal growth for women and families who are homeless or at risk of becoming homeless by providing affordable, secure housing and supportive services in a Christian atmosphere.
N000741	<a href="#">Epworth Children and Family Services, St. Louis, MO</a>	For nearly 150 years, Epworth Children and Family Services has provided the St. Louis community with essential youth development services that have helped thousands of children overcome severe emotional and behavioral challenges caused by abuse or neglect.
N571259	<a href="#">Epworth Village, York, NE</a>	Epworth Village serves families residing in Nebraska who have youth between the ages of 7 and 19 who require treatment for emotionally and behavioral challenges.
N194300	<a href="#">Friendly Center, Toledo, OH</a>	Friendly Center provides a nutrition and feeding program to the community.
N592335	<a href="#">Good Neighbor Settlement House, Brownsville, TX</a>	Good Neighbor Settlement House provides multiple services including emergency assistance to families, community outreach program, recreation and education program for children and youth, adult English classes and advocate service for underserved members of the community.
N941344	<a href="#">Gum Moon Residence Hall, San Francisco, CA</a>	Gum Moon is located in Chinatown and addresses the needs of primarily Asian women in transition. Gum Moon also operates the Asian Women's Resource Center that provides English-as-a-second-language classes and job placement along with health education and other support services.
N310230	<a href="#">Hattie B. Cooper Community Center, Roxbury, MA</a>	The Hattie B. Cooper Community Center has served Greater Roxbury and its surrounding neighborhoods for nearly 100 years, providing underserved children and their families with vital educational programs.
O982149	<a href="#">Hawthorn Hill, Des Moines, IA</a>	Hawthorne Hill provides free temporary, emergency shelter for women with children. Services include meals, clothing, shower facilities, access to medical clinic (through the Primary Care Outreach Project) and basic advocacy.

PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
N773365	<a href="#">Henderson Settlement, Frakes, KY</a>	The mission of Henderson Settlement is to meet basic needs (education, transportation, housing, food, clothing, jobs) through God's love, and relate all people to Jesus Christ through their ministries by example and as opportunities present themselves.
N592377	<a href="#">Holding Institute Community Center, Laredo, TX</a>	Located in Laredo, one of the nation's poorest cities, Holding Institute maintains various programs such as college/vocational school guidance, language skills, life skills, peer tutoring, student leadership, community gardens, health and nutrition, migrant and refugee support.
N592388	<a href="#">Huston-Tillotson College, Austin, TX</a>	A historically black institution, Huston-Tillotson University's mission is to provide opportunities to a diverse population for academic achievement in a nurturing environment with an emphasis on academic excellence, spiritual and ethical development, civic engagement, and leadership.
N562912	<a href="#">InterServ, St. Joseph, MO</a>	Through the sharing of God's love, InterServ provides services to those in need so all may live their lives more fully and more capably.
N741460	<a href="#">Killingsworth, Columbia, SC</a>	Killingsworth serves women in transition from personal crisis. Professional counseling and the experience of group living in a supportive community is provided to women on parole and women recovering from emotional illness.
N132195	<a href="#">Lessie Bates Davis Neighborhood House, East St. Louis, IL</a>	Lessie Bates Davis Neighborhood House is a multipurpose community center aimed to empower individuals and families to move out of poverty, to achieve self-sufficiency and to ensure that children have the community support they need to be successful in school and in life.
N550531	<a href="#">MacDonell U.M. Children's Services, Houma, LA</a>	MacDonell Children's Services is a residential treatment facility for children in south Louisiana. All programming is specially designed to meet the individual needs of children and youth.
N941535	<a href="#">Mary Elizabeth Inn, San Francisco, CA</a>	Mary Elizabeth Inn is a supportive housing program serving low-income women who have been homeless, women with disabilities and women who are victims of domestic violence.
N581479	<a href="#">McCurdy Ministries Community Center, Espanola, NM</a>	McCurdy Ministries extends God's love, grace and help to children, youth and families in Española through quality educational and life enrichment programs, which instill hope and allow them to live into the future God has for them.
N761567	<a href="#">Moore Community House, Biloxi, MS</a>	Moore Community House provides early childhood development with afterschool programs, counseling and referral services for families, partnership with other agencies to provide cultural and enrichment opportunities to the community.
N711265	<a href="#">Murphy-Harpst Children's Centers, Cedartown, GA</a>	Murphy-Harpst is committed to meeting the needs of abused and neglected young people through residential treatment, placements in specialized foster care, and community programs that serve at-risk children and their families.
N581535	<a href="#">Navajo United Methodist Center, Farmington, N.M.</a>	Navajo UM Center provides transitional housing support for women and children who are survivors of domestic violence.

PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
N321591	<a href="#">Neighborhood Center of the UMC, Harrisburg, PA</a>	Neighborhood Center has served a multiethnic uptown neighborhood as well as the total Harrisburg community since 1910, with educational, cultural, social service, basic needs, leadership and recreational programs for children and their families.
N332591	<a href="#">Neighborhood Center, Camden, N.J.</a>	Neighborhood Center provides early childhood development and afterschool programs, English classes and GED prep, senior citizen club, drug rehabilitation programs for women and young mothers.
N922592	<a href="#">Neighborhood House of Calexico, Calexico, CA</a>	Neighborhood House serves the predominantly Hispanic community with a focus on children, women and senior citizens. It provides early childhood development, tutorial programs, senior citizens nutrition program, community advocacy, English classes and immigration counseling.
N382592	<a href="#">Neighborhood House, Wilmington, DE</a>	Neighborhood House operates on a foundation of Christian principles in assisting and guiding people to find their own paths of awareness, self-sufficiency, productivity, hopefulness and success. It provides leadership, support and advocacy for a comprehensive approach to community, economic and leadership development.
N582592	<a href="#">Neighborhood Services Organization, Oklahoma City, OK</a>	Neighborhood Services Organization provides services that have impacted countless children, youth, adults, seniors, families, and communities since 1955. Their empowering programs provide assistance for older adults with mental illness as well as children, youth, and adults with developmental disabilities. They offer homeless recovery services; housing development; community outreach for psychiatric emergencies; medical/dental care, and volunteer opportunities for individuals, groups, and organizations.
N711079	<a href="#">New Bethlehem Community Center, Augusta, GA</a>	New Bethlehem Community Center serves the community by providing programs and direct services that enrich and improve the quality of life for people who are facing life-challenging situations.
N931610	<a href="#">Nome Community Center, Nome, AK</a>	Nome Community Center works to enhance the quality of life of the people of the Bering Straits Region through diverse programs serving women, children youth, families and the elderly.
N550763	<a href="#">North Rampart Community Center, New Orleans, LA</a>	North Rampart Community Center provides a child development program, day and after school care, job training for single women, alternative to school program for youth, extensive recreation program.
N204607	<a href="#">Northcott Neighborhood House, Milwaukee, WI</a>	Northcott Neighborhood House provides Head Start and adoption outreach, various types of counseling, healthcare, employment, sports and recreation, music classes for groups. Adult continuing education, community organization and development are also emphasized.
N712620	<a href="#">Open Door Community House, Columbus, GA</a>	The mission of the Open Door Community House is to meet basic needs and to empower low to moderate-income people of Muscogee County.
N711656	<a href="#">Paine College, Augusta, GA</a>	Paine College is a private historically black Methodist liberal arts college currently developing a learning center and pre-professional training in medicine, dentistry and allied health, and engineering.

PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
N273780	<a href="#">Partners in Ministry, Laurinburg, NC</a>	Partners In Ministry is dedicated to improving the lives of youth, families, and adults. Their programs provide enrichment and support for the communities they serve by focusing on three key areas: youth and youth adult ministry; housing and home repair ministry; community resources and referral ministry.
N731666	<a href="#">Pfeiffer College, Misenheimer, NC</a>	Pfeiffer is a comprehensive United Methodist-related university, with multiple campuses that are committed to educational excellence, service, and scholarship. It values diversity and promotes attaining full academic and personal potential.
N773726	<a href="#">Red Bird Mission, Beverly, KY</a>	Red Bird Mission works with persons in need provides and a wide spectrum of ministries that address basic human needs. The Mission School provides high-quality Christian education for the students in this K-12 and early childhood development program for 3 and 4 year-olds. Red Bird operates a medical clinic, which includes a laboratory, X-ray services and a dental clinic.
N931500	<a href="#">Robinson School, San Juan, PR</a>	Robinson School is an independent, English-language, coeducational college preparatory school for students, starting with toddlerhood (age 12 months) through grade 12. Founded in 1902, the school challenges the potential of each student spiritually, socially, physically, and emotionally.
N764745	<a href="#">Rust College, Holly Springs, MS</a>	Rust is a four-year cooperative educational institution that offers a liberal arts curriculum and professional programs.
N360735	<a href="#">Ruth M. Smith Center, Sheffield, PA</a>	Ruth M. Smith Center ministers to the social, educational, emotional, spiritual and physical needs of dependent children, youth, adults and families regardless of race, religion or national origin. Their services include an early childhood development program for children from the surrounding areas and a home for adults with special needs.
N000804	<a href="#">Sager Brown, Baldwin, LA</a>	The United Methodist Committee on Relief (UMCOR) Sager Brown depot is the headquarters for UMCOR's relief-supply operations. Each year, more than 2,500 volunteers prepare over \$6 million in donated supplies for shipment internationally from the Baldwin campus. Locally, UMCOR Sager Brown reaches out to Baldwin neighbors through food distribution and housing rehabilitation projects, engaging volunteers in these projects that help families and the elderly.
N391764	<a href="#">Scott's Run Settlement House, Osage, WV</a>	Through a variety of programs such as a food pantry and backpack feeding program, Scott's Run promotes health and wellness for individuals, families and seniors in Monongalia County, West Virginia. An active wellness and recreation program for seniors provides access to relevant information, activities and community.
N150770	<a href="#">Shesler Hall, Sioux City, IA</a>	Shesler Hall meets basic needs and provides opportunities for growth to women who are homeless or near homelessness. Through this funding, the women may lengthen their stay at the Shelter until a long-term living plan is arranged.
N592801	<a href="#">Southside Community Center, San Marcos, TX</a>	Southside Community Center provides shelter for homeless and abused persons and other emergency services, job referral, youth and children's activities, community gardens, solar greenhouse, early child development.

PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
N741451	<a href="#">Spartanburg Methodist College, Spartanburg, SC</a>	Spartanburg Methodist College became the first junior college in the state of South Carolina in 1927. It is now a two-year residential college that transforms lives in a values-oriented, student-centered atmosphere that encourages academic excellence and character development.
N000809	<a href="#">Susanna Wesley Family Learning Center, Charleston, MO</a>	Susanna Wesley Family Learning Center (SWFLC) has a variety of programs and services to offer to the community. The needs of the residents of Mississippi County drive the SWFLC program designs. In order to address these needs, SWFLC offers services to the community through three primary program areas. These program areas are: School-Age Youth; Adults; and Victims of Domestic Violence and Sexual Assault.
N381116	<a href="#">Susanna Wesley House, Baltimore, MD</a>	Susanna Wesley House assists women in need and their dependent children, providing a safe, clean home and ensuring a viable program to help residents obtain independent living.
N922818	<a href="#">Susannah Wesley Community Center, Honolulu, HI</a>	For more than 100 years, Susannah Wesley Community Center has operated as a multiservice community center providing integrated comprehensive services that promote self-sufficiency, working with the most forgotten and neglected—those who “fall between the cracks” of traditional social services and who are often alienated and unable to access mainstream services.
N951850	<a href="#">Tacoma Community House, Tacoma, WA</a>	Tacoma Community House is a community-based service center for immigrants, refugees, and long-time South Sound residents seeking enrichment and pathways to self-sufficiency. Services include classes in literacy and English, employment counseling, job development and placement, vocational training, information and referral for newly arrived refugees.
N571871	<a href="#">The Big Garden, Omaha, NE</a>	The Big Garden cultivates food security by developing community gardens, creating opportunities to serve, and providing education on issues related to hunger. To date, The Big Garden has started more than 100 community gardens in Nebraska, Kansas and Iowa.
N372591	<a href="#">The Neighborhood Center, Utica, N.Y.</a>	The Neighborhood Center provides a full range of outreach, preventative, developmental and therapeutic human services for nearly 20,000 people in the local and surrounding communities, a majority of whom are children and their families.
N922830	<a href="#">Toberman Neighborhood Center, San Pedro, CA</a>	Toberman provides neighborhood development assistance, family service with emergency assistance, development of coalition to maintain programs for families, teen parents and seniors.
N781871	<a href="#">U.M. Neighborhood Centers (The Beth), Chattanooga, TN</a>	UM Community Centers provides early childhood development, senior citizen programs, girls clubs and recreation for youth.
N722257	<a href="#">United Community Centers, Birmingham, AL</a>	United Community Centers provides services to children, youth, senior adults and families by providing holistic programs that foster a sense of well-being in all individuals to develop leaders for tomorrow and create a compassionate atmosphere for all individuals in the community.

PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
N521871	<a href="#">United Community Centers, Fort Worth, TX</a>	United Community Centers provides services such as early childhood development, youth program, adult education classes and emergency food assistance with a meal program.
N162871	<a href="#">United Methodist Community House, Grand Rapids, MI</a>	United Methodist Community House offers a variety of services to women, children, youth, families and senior citizens. Its programs include early childhood development, a before- and after-school center that involves students in a homework club, tutoring, mentoring, sports and other recreational activities, a comprehensive senior citizen program of meals, socialization and other support services, self-help home repair pilot project, youth business club and a club for social and cultural activities.
N712885	<a href="#">Vashti Center, Thomasville, GA</a>	Vashti provides children, youth and families with resources necessary to grow physically, mentally, emotionally and spiritually. Their goal is to change destructive behavior patterns and establish new behaviors and coping skills to promote positive self-esteem, to establish more appropriate perceptions of self and others and to enjoy life to the fullest.
N922914	<a href="#">Wesley Community &amp; Health Centers, Phoenix, AZ</a>	Wesley Community & Health Centers provides early childhood development and afterschool programs, clubs with tutoring and enrichment focuses and community organization.
N194165	<a href="#">Wesley Community Center, Dayton, OH</a>	Wesley Community Center provides services to at-risk, low- to moderate-income families who are residing in poverty-stricken areas of the city. Programs include nutrition and transportation for seniors, after-school programs for our youth, GED preparation, emergency assistance, food, clothing and community worship.
N532912	<a href="#">Wesley Community Center, Houston, TX</a>	Wesley Community Center takes positive actions to meet needs through direct services, and cooperative actions with other community groups, to foster understanding between groups and to provide experiences to enrich lives of individuals and families.
N592905	<a href="#">Wesley Community Center, Robstown (Corpus Christi), TX</a>	Wesley Community Center provides early childhood development, special education, vocational adjustments, high school equivalency, job corps and work experience.
N712079	<a href="#">Wesley Community Centers of Savannah, Savannah, GA</a>	Wesley Community Center provides early childhood development, elementary school tutoring, a community garden. They work with families and engage in development of community leadership.
N801870	<a href="#">Wesley Community Service Center, Portsmouth, VA</a>	Wesley Community Service Center provides a nutrition and social program for the elderly, teen counseling services, community organizing activities and a preschool program.
N194914	<a href="#">Wesley Education Center for Children and Families, Cincinnati, OH</a>	Wesley Education Center provides services to working parents, parents in training or those who for various other reasons need help caring for their children. The center serves children from six months to nine years of age.
N781912	<a href="#">Wesley House Community Center, Knoxville, TN</a>	Wesley House Community Center provides afterschool care, senior citizen program, enrichment classes in art and music; emergency assistance with food, clothing, fuel and rent; garden project, and minor home repairs for the elderly.



PROJECT CODE	PROJECT NAME	PROJECT DESCRIPTION
N761912	<a href="#">Wesley House Community Center, Meridian, MS</a>	Wesley House serves a low-income, African American community with kindergarten, GED programs, scouts, food co-op and gardening projects, arts and crafts, emergency assistance and counseling.
N772912	<a href="#">Wesley House Community Services, Louisville, KY</a>	Wesley Community Community Services provides a child development program, day and afterschool care, parents' association, youth recreation program, community associations working on community improvement and senior citizen support program.
N751912	<a href="#">Wesley House Family Services, Key West, FL</a>	Wesley House Family Services is a nationally accredited not-for-profit organization dedicated to protecting and nurturing children and strengthening families. Its services span Monroe County, Florida.
N522911	<a href="#">Wesley-Rankin Community Center, Dallas, TX</a>	Wesley-Rankin serves a neighborhood that is home to more than 1,400 low-income families of predominantly Hispanic heritage. Each year, the center provides primary care to more than 1,500 people.
N180913	<a href="#">West Side Community House, Cleveland, OH</a>	West Side Community House has served as a social service agency since 1964, working to meet the needs of the community with programs and services for children, families and older adults targeted to those who are most vulnerable and at risk. Programs strengthen families, provide opportunities to learn and grow, support independent living, encourage economic self-sufficiency and renew the life spirit.

REGIONAL MISSIONARIES		
R30192A	<a href="#">Regional Missionary Catherine Mudime Akale</a>	Funds will support Catherine's work in Mozambique, South Africa, Nigeria and Angola.
R30192C	<a href="#">Regional Missionary Emma Cantor</a>	Funds will support Emma's work in the East Asia/Pacific region.
R30192E	<a href="#">Regional Missionaries Elmira I. Sellu</a>	Funds will support Elmira's work in Sierra Leone.
R30192G	<a href="#">Regional Missionary Grace Musuka</a>	Funds will support Grace's work in Central Africa.
R30192H	<a href="#">Regional Missionary Hikari Kokai Chang</a>	Funds will support Hikari's work in Japan.
R30192Q	<a href="#">Regional Missionary Finda Quiwa</a>	Funds will support Finda's work in Liberia.
R30192R	<a href="#">Regional Missionary Andrea Rocha Riley Soares</a>	Funds will support Andrea's work in Latin America.



## United Methodist Women Legacy Builder FAQ

**What is a Legacy Builder?** A **Legacy Builder** moves forward the mission of United Methodist Women by making a monthly gift of \$18.69 or more to The Legacy Fund Endowment Campaign in honor of United Methodist Women's 150th anniversary. Just as our foremothers invested in our future in 1869, gifts to the campaign will ensure that United Methodist Women continues to prepare future generations of women to practice mutuality in mission, working to transform the lives of women, children and youth in deeper and even more impactful ways.

**Why is it important?** Becoming a **Legacy Builder** is a way for our members to participate in a sustainable and regular way of giving to The Legacy Fund Endowment Campaign that moves us closer to achieving the fund's \$60 million goal by the end of 2020.

**What is the impact of my giving \$18.69/month or more?** Endowing core expenses will equip United Methodist Women to make even more of a difference in the lives of women, children and youth in communities around the world, for example:

- Providing healthy snacks to an afterschool program for children living in poverty in rural Kentucky.
- Supplying books for an international scholarship recipient in the Philippines.
- Or purchasing baby chicks to create entrepreneurship opportunities for women and youth in Mozambique.

**Can I stop my giving or adjust my donation at any time?** Of course, just call the development office at 212-870-3705 or e-mail us at: [legacy150@unitedmethodistwomen.org](mailto:legacy150@unitedmethodistwomen.org).

**Will I receive verification of my donations for tax purposes?** All donors will receive an annual statement reflecting the prior year's gifts. This statement will be mailed in February.

**How do I become a Legacy Builder?** Make a commitment of \$18.69/month or more to The Legacy Fund Endowment Campaign.

### WAYS TO GIVE

- Complete the information on the **Legacy Builder** return envelope and mail it to the national office . . .Or
- You can make an online gift on our secure website: [unitedmethodistwomen.org/Legacy Builders](http://unitedmethodistwomen.org/LegacyBuilders) . . .Or
- Text-to-Give by dialing 41444 and texting LEGACYBUILDER to set up regular payments . . .Or
- Contact the Development Office at 212-870-3705 or via e-mail: [legacy150@unitedmethodistwomen.org](mailto:legacy150@unitedmethodistwomen.org)

In this historic 150th anniversary year, please consider becoming a **Legacy Builder**. Now is the time to come together as United Methodist Women, and invest in our future mission work, as our foremothers did in 1869!



United  
Methodist  
Women

FAITH • HOPE • LOVE IN ACTION



UNITED METHODIST WOMEN

**GIFT TO MISSION (GTM) & GIFT IN MEMORY (GIM)**

**CARD ORDER FORM FOR ALL TREASURERS**

Local Unit: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Conference: \_\_\_\_\_

Card Order #: \_\_\_\_\_  
 Order Date: \_\_\_\_\_  
 Period From: \_\_\_\_\_ To: \_\_\_\_\_

Local: Submit order to district treasurer with remittance. Donate through your remittance.



District and Conference: Submit order to Mission Resources. You will be billed shipping and handling.

**LOCAL GIFT TO MISSION ORDERS** Cards per pack are shown in ( ) after card name.

TYPE OF CARD	# CARDS	or # PACKS	TYPE OF CARD	# CARDS	or # PACKS
New Baby M7056 (10)			Thank You M7061 (10)		
Congratulations M7057 (10)			Thinking of You M7062 (10)		
Peace M7058 (10)			Encouragement (variety) M7063 (5)		
In the Service of Christ M7059 (10)			Happy Birthday (variety) M7064 (5)		
On Your Special Day M7060 (10)			Christmas (variety) M7065 (5)		

Will pick up from district treasurer? YES NO - Please mail. If mailed, cards will be sent to treasurer listed at bottom. Include donation with remittance when placing order.

**LOCAL GIFT IN MEMORY ORDERS** 10-card pack has 5 of each type. Order with either number.

TYPE OF CARD	# CARDS	or # PACKS	TYPE OF CARD	# CARDS	or # PACKS
In Loving Memory M7066-1 (5)			Thoughts and Prayers M7066-2 (5)		
					

Will pick up from district treasurer? YES NO - Please mail. If mailed, cards will be sent to treasurer listed at bottom. Include donation with remittance when placing order.

**DISTRICT AND CONFERENCE:**

Indicate number of packs of each type you are ordering.

Cards per pack are shown in ( ) after card name.

Gift in Memory pack includes 5 of each type.

Order using either number.

You will be billed shipping and handling.

**New Baby (10)**



M7056  
No. of packs \_\_\_\_\_

**Congratulations (10)**



M7057  
No. of packs \_\_\_\_\_

**Peace (10)**



M7058  
No. of packs \_\_\_\_\_

**In the Service of Christ (10)**



M7059  
No. of packs \_\_\_\_\_

**On Your Special Day (10)**



M7060  
No. of packs \_\_\_\_\_

**Thank You (10)**



M7061  
No. of packs \_\_\_\_\_

**Thinking of You (10)**



M7062  
No. of packs \_\_\_\_\_

**Encouragement Variety Pack (5)**



M7063  
No. of packs \_\_\_\_\_

**Happy Birthday Variety Pack (5)**



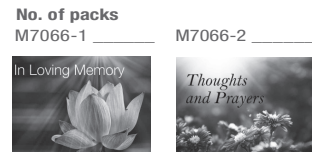
M7064  
No. of packs \_\_\_\_\_

**Christmas Variety Pack (5)**



M7065  
No. of packs \_\_\_\_\_

**Gift in Memory (10 cards - 5 each type)**



No. of packs  
 M7066-1 \_\_\_\_\_ M7066-2 \_\_\_\_\_

District/Conference orders - Phone: 800-305-9857 Fax: 770-280-0061 Email: [cs@umwmissionresources.org](mailto:cs@umwmissionresources.org)  
 or mail to: United Methodist Women Mission Resources, 1650 Bluegrass Lakes Parkway, Alpharetta, GA 30004

Prepared by: \_\_\_\_\_, Treasurer  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Submit to: \_\_\_\_\_

(Keep a copy of submitted forms for your financial records.)  
 For Card Catalog see following page.

**UNITED METHODIST WOMEN**

**SPECIAL MISSION RECOGNITION**

**◆◆◆ PIN ORDER FORM ◆◆◆**

**FOR ALL LOCAL/DISTRICT UNITS**

ORDER #: \_\_\_\_\_ (Please make sure that all orders have a unique order #.)

LOCAL UNIT: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

CONFERENCE: \_\_\_\_\_ PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**◆◆◆ DETAILS OF ORDER ◆◆◆**

NAME OF HONOREE	SEND TO	ADDRESS	GIVEN BY	\$ VALUE OF PIN

**TOTAL AMOUNT OF PIN ORDER: \$ -**

\$40 basic pin, \$60 with sapphire, \$100 with pearl, \$200 with emerald, \$500 with ruby, \$1,000 with diamond, \$2,000 with two diamonds.

Treasurer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

**TREASURER'S PLEDGE FORM-2023**

**(Return this with your 4<sup>th</sup> quarter report...or as soon as info is available)**

**to:** \_\_\_\_\_

Church Name \_\_\_\_\_ 2023 Pledge to Mission \$ \_\_\_\_\_

**2022 Local Unit President's Name** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**2022 Local Unit Treasurer's Name** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

New \_\_\_\_\_ or Continuing \_\_\_\_\_ Treasurer

**TREASURER'S PLEDGE FORM-2023**

**(Return this with your 4<sup>th</sup> quarter report...or as soon as info is available)**

**to:** \_\_\_\_\_

Church Name \_\_\_\_\_ 2023 Pledge to Mission \$ \_\_\_\_\_

**2022 Local Unit President's Name** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**2022 Local Unit Treasurer's Name** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

New \_\_\_\_\_ or Continuing \_\_\_\_\_ Treasurer



Photo: Francois Omenyondo

## Mission Giving Pledge Card

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Pledge: \_\_\_\_\_

For the coming year, I pledge \$ \_\_\_\_\_

to be paid:  monthly  quarterly  other

**United Women in Faith MEMBER:** Please fill out and return this card to your unit treasurer.

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

**Mission Giving Makes Mission Happen!**



United  
Women  
in Faith



Photo: Laurel Akin

## Mission Giving Pledge Card

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Pledge: \_\_\_\_\_

For the coming year, I pledge \$ \_\_\_\_\_

to be paid:  monthly  quarterly  other

**United Women in Faith MEMBER:** Please fill out and retain this card for your records.

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

**Mission Giving Makes Mission Happen!**



United  
Women  
in Faith

# Resources for Local Units of United Methodist Women

## Administrative

2021-2024 Hanbook United Methodist Women  
Constitution and Bylaws for United Methodist Women DBA United Women in Faith

## Program/Interpretation

Bible

*The Prayer Guidie*

ProgramResource (Print or Digitalversion) (always contains great programs & ideas)

*response* magazine

Mission studies (current year and previous years)

Reading Program Books

Mission Resource Center (Visit online site at: <https://www.umwmissionresources.org/> ) still  
correct address as of 10/10/22

Financial Stewardship: Annual Reports, Grant Disclosures, Treasurer's Reports  
<https://uwfaith.org/who-we-are/financials/>

Charter for Racial Justice Policies

District Newsletters

Conference Newsletter

Conference and District Officers

Our Conference UMW Web Site: [www.wnccumw.org](http://www.wnccumw.org)

Videos, Pod Casts, etc are available at are also available – <https://uwfaith.org/resources/podcasts/>

### For other information, here are some internet addresses:

United Women in Faith website <https://uwfaith.org/>

General Board of Global Ministries [www.gb-gm-umc.org](http://www.gb-gm-umc.org)

GBGM Missionaries <https://umcmmission.org/all-missionaries/>

UMCOR [www.umcor.org](http://www.umcor.org)

Response magazine

<https://uwfaith.org/resources/response-magazine/>

## LOCAL FINANCES

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

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

## TODAY'S FINANCIAL LANDSCAPE

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

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

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

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

## LOCAL TREASURER

The local treasurer holds many of the responsibilities of the realities of the financial landscape. The local unit treasurer handles all the funds and keeps the books of the local group. There should



only be one unit treasurer, not one per circle.

## Duties of the Local Unit Treasurer

1. Make sure you have one checking account in the name of United Methodist Women. The president of the unit and the treasurer are the signers on the account. The bank will ask for a tax ID number to open a new account. This is held by your United Methodist Women conferencetreasurer. Please contact her for the documentation and the appropriate number. **Do NOT deposit United Methodist Women funds in a personal account or a local church account. Keep all United Methodist Women funds separate from personal and church funds.**
2. Obtain working materials:
  - Ledger book.
  - Supply of local remittance forms (printed out from website: **unitedmethodistwomen.org/treasurers**).
3. Plan storage space for supplies, papers and books in a safe place.
4. Keep a file of all signed pledge cards until the next pledge service and a record of each contribution received at meetings and other occasions.
5. Record pledges, offerings and other income in a ledger book or computer records then deposit the money in the group's bank account as soon as possible.
6. Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in the cashbook or in the computer records. The president or secretary should sign or initial invoices to be paid or vouchers associated with each check.
7. Balance the books and reconcile the bank statement monthly.
8. Be prompt in sending remittances approved by the local group to the district treasurer (or conference treasurer where no district exists). If gifts are designated, indicate the designation in the proper space on the remittance form. **Never change designations without consulting with the donor.**
9. Consult the previous local treasurer or the district treasurer for any questions or help needed.
10. At the end of each year, create a giving statement for each member who has given \$250 or more. It should contain the name, address of the donor and a statement: "No goods or services were received in exchange for this donation."
11. Arrange for the year-end audit/review. Ask the auditor/reviewer to send the audit report directly to the United Methodist Women district treasurer.

### **Fiscal Year**

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

### **Remittance Procedure**

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

- Use the computer template provided by the United Methodist Women National Office. For information on using the online remittance form, ask for help from district treasurer.

- Download the form from **[unitedmethodistwomen.org/treasurers](http://unitedmethodistwomen.org/treasurers)**.
- Copy and fill out the general remittance form (see “Forms” section), print it and mail or fax it to your district counterpart.

## Responsibilities of the Local Committee on Finance

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

Keeping the Purpose in mind, the committee shall:

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

## Fundraising

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

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

## THE LOCAL BUDGET

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

- 1. Pledge to Mission:** The total amount that the group expects to send on to the district treasurer. When making its Pledge to Mission, a local group should consider all sources of funds available to it, including pledges of members, gifts and offerings, and money from fundraising events. Mission Giving from Special Mission Recognitions, Gifts to Mission, Gifts in Memory and the World Thank Offering may or may not be itemized in the budget, according to the practice of the local unit. (Budgeted or not, all amounts from these four channels of Mission Giving are also sent to the district treasurer.)
- 2. Administration and membership development:** Items that enrich the educational experiences and leadership capabilities of local members and that are necessary for the organization’s functioning. Appropriate expenditures include dependent care for meetings, postage and printing, program materials, program expenses, attendance at Mission and other conference and district meetings, ecumenical mission programs, and other items relating to United Methodist Women.
- 3. Mission locally:** The budget category that enables the local group to be in mission in its own area. Items such as contributions to local mission programs are appropriate. Items that are the responsibility of the total church are not appropriate, such as the church budget or building fund, parsonage upkeep, or groups, such as Boy Scouts, Girl Scouts, and the United Fund, which have community-wide sources of support. Where custom and tradition have included inappropriate items under mission locally, careful interpretation will help United Methodist Women members prepare budgets that more closely reflect the Purpose of the organization. The budget of United Methodist Women must support mission programs and projects that depend on the organization for basic support.

Note:

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

## Annual Audit

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

will make that decision. If a local unit is using the tax ID and documentation of the conference United Methodist Women organization, you may decide not to participate in the local church audit.

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

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

At the end of the audit/review process ask the auditor/reviewer to send copies of the report to the unit president and to the United Methodist Women district treasurer. For information on “agreed upon procedures,” see page 17.

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

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

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

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

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

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

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

## LOCAL FUNDS

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

### The Subgroup/Circle and Finance

**There is only one treasurer in the local organization of United Methodist Women and one treasury.** The funds belong to the local group and are subject to the decisions of the local group. Groups with subgroups may choose to pledge and to channel funds through the subgroups, but the subgroups should not have separate bank accounts or their own treasurers. Pledges are made to the group's budget, not to the subgroup. Pledge funds, and any others that are raised, belong to the group.

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

### Promotion and Interpretation

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

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

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

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

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

## Raising Funds for Mission

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

1. Ask the treasurer or mission coordinator for education and interpretation to share a brief description of one mission program as part of the financial report at each unit meeting. The descriptions should alternate between programs in the United States and those in other countries. Appropriate resources include audiovisuals, video clips, brochures, Prayer Calendar, Annual Report of United Methodist Women and **response** magazine.
2. Link a brief illustration of a mission project to the theme of each meeting (a description of a Mission during a program on education, for example). Use an appropriate resource. A speaker from one of our mission institutions could also be invited.
3. Create bulletin boards and other display areas with pictures from **response** magazine and other mission resources. Summarize **response** articles for “mission minutes.”
4. Select a different channel of giving for special emphasis every few months, such as World Thank Offering, Special Mission Recognition, a Supplementary Giving emphasis, and so on. All sub-groups and the group could focus on learning about and participating in the current channel for Mission Giving.
5. Choose a geographical area and learn about the mission work of Regional Missionaries. Check out: [unitedmethodistwomen.org/missionaries](http://unitedmethodistwomen.org/missionaries) to learn more. Utilize the Prayer Calendar and read mission witnesses and prayers by missionaries around the globe. Use the information to make posters, write letters and prepare presentations.
6. Prepare a program or series of programs on biblical concepts of stewardship.

## Local Treasurer

Thank you for serving as a local treasurer!

Submit this remittance form with your check to your district conference

treasurer. You may submit the remittance form in several ways:

- Complete the Remittance Form. (To save time, you may fill in the non-changeable items, photocopy the form and then complete that copied form each time.) Photocopy the completed form and mail to your district treasurer
- Download and then mail or e-mail the completed form.

### How to Complete the Remittance Form •

#### MISSION GIVING—Five Channels of Giving

1. Pledge to Mission: This includes Pledge to Mission and supplementary gifts collected on special occasions.
2. Special Mission Recognition: Insert total from Special Mission Recognition order form. This form may be sent on its own or attached. On the form, indicate the amount (\$40, \$60, \$100, \$200, \$500, \$1,000, or \$2,000) for each order.
3. Gift to Mission: Insert total from Gift to Mission order form. You may order cards from your district treasurer using the Gift to Mission order form. This form may be sent on its own or attached. Cards can be ordered singly (\$5) or in packs of 10 (\$50). Christmas cards are in packs of 5 (\$25).
4. Gift in Memory.
5. World Thank Offering.

#### SUPPLEMENTARY GIFTS

6. A Call to Prayer and Self-Denial
7. Designated Gifts: A Brighter Future for Children and Youth; Assembly Offering; Scarritt-Bennett Center; Magazine Fund; national, international and UMCOR projects—please provide the names, addresses and amounts. If additional lines are needed, please complete the Supplementary Gifts Details Form.
8. Bequest—please attach a copy of the will or excerpt of the will.

#### TOTAL REMITTANCE

Fill in check number and insert the total of all items.

Local treasurers: Write a check in the amount shown on the “total remittance” line made payable to the district treasurer. Always put your name and address in the space provided. Keep a copy for your records.



# Sample Budget

## Most Pleasant United Methodist Women Yearly Budget

### TO DISTRICT TREASURER:

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

A Brighter Future for Children & Youth	75.00
UMCOR Projects (designated & undesignated)	100.00
Brooks-Howell Home	100.00

Conference General Scholarship Fund 50.00

Conference Love Offering	90.00
District Love Offering	90.00

### A&MD:

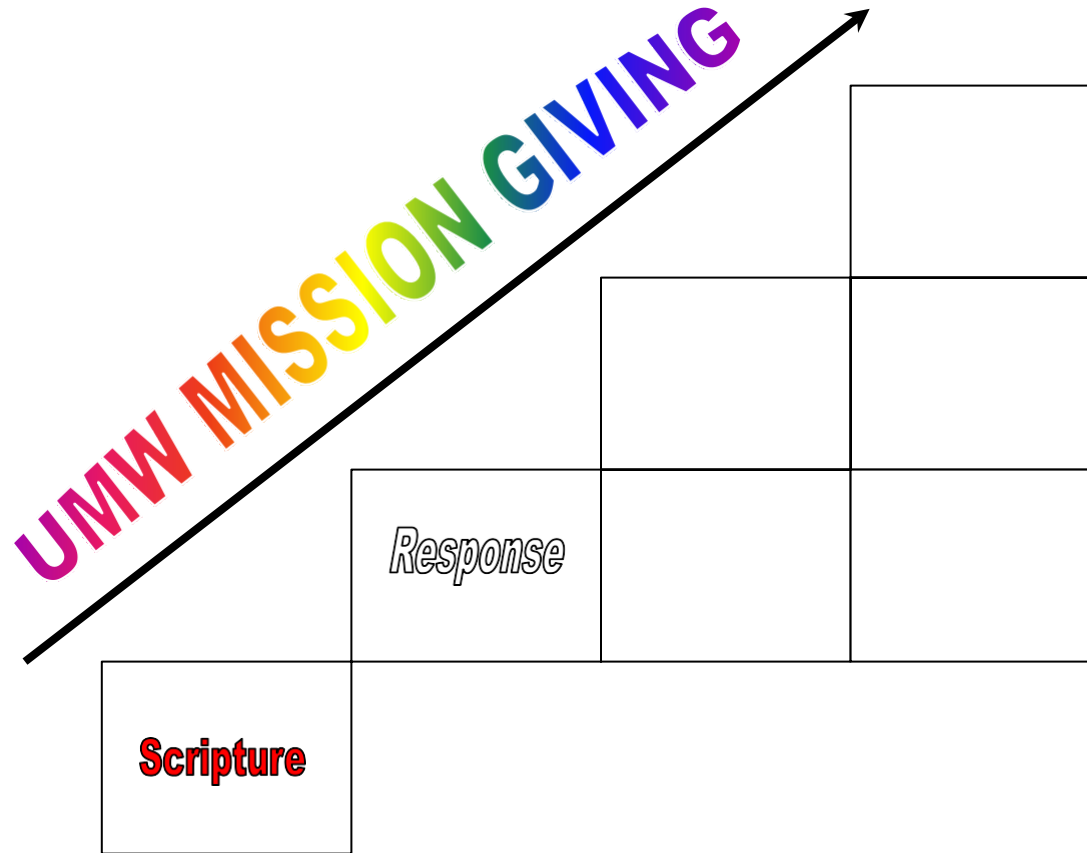
Conference Annual Meeting - Delegate (President)	100.00
Conference Annual Meeting - First Timer Scholarship	100.00
Mission U - Mission Education and Interpretation Coordinator	75.00
Mission U - First Timer Scholarship	75.00
UMW Sunday	150.00
Reading Program Books	125.00
Flowers, fruit baskets, etc.	50.00
UMCOR Kits	100.00
Mission Studies	100.00
Hands-On Mission Project (postage)	100.00
Program Resources	125.00
Babysitting	100.00
Miscellaneous (stamps, etc)	50.00

LOCAL MISSIONS: 500.00

Total 4,583.00

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

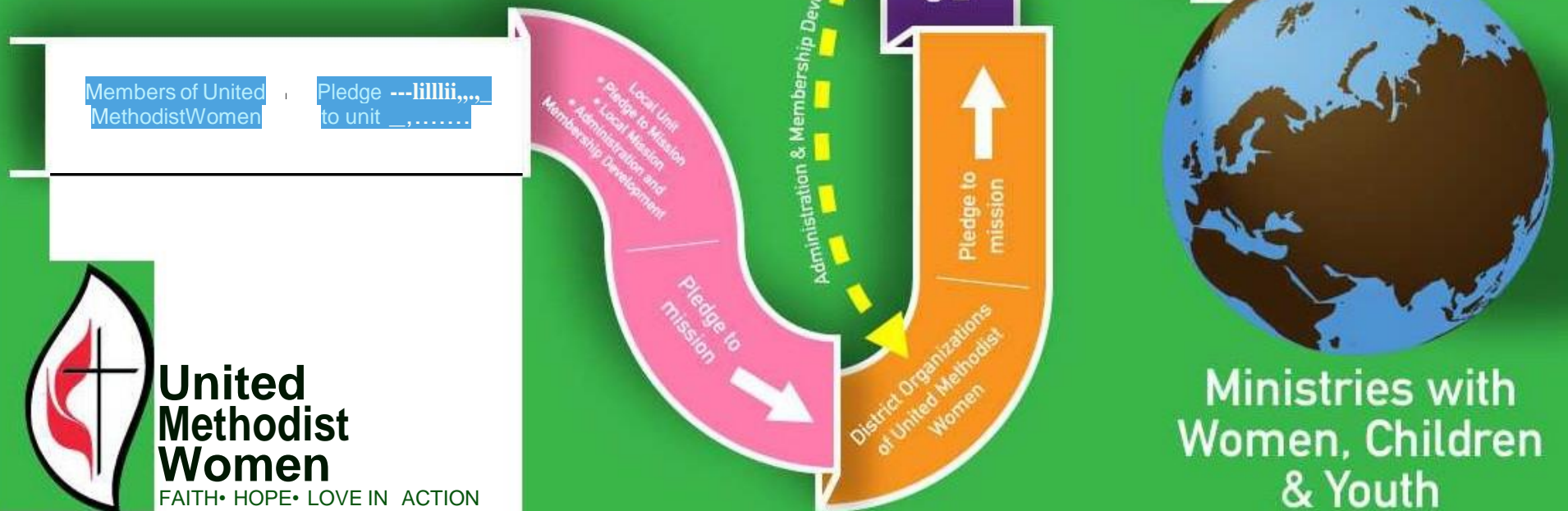
# MISSION GIVING: TELLING OUR STORY



# The Journey of Your Mission Dollar

Through their generosity United Methodist Women members help empower and improve the lives of women, youth and children in the United States and around the world. Here's how it works.

To help fund these projects and more, visit [www.unitedmethodistwomen.org/Give](http://www.unitedmethodistwomen.org/Give)



**United Methodist Women**

FAITH • HOPE • LOVE IN ACTION

2023 UNITED METHODIST WOMEN PLEDGE FORM

(Return this with your 2022 4<sup>th</sup> quarter report...or as soon as info is available)

Please return to your District Treasurer

Church Name \_\_\_\_\_

2023 Pledge to Mission: \$ \_\_\_\_\_

2023 Local Unit President's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

2023 Local Unit Treasurer's Name \_\_\_\_\_

\_\_\_\_\_ New Treasurer / \_\_\_\_\_ Continuing Treasurer

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

How do you prefer to receive correspondence? Email \_\_\_\_\_ Mail \_\_\_\_\_

Please keep a list of all Gifts to Mission, Gifts in Memory, and Special Mission Recognition pins given throughout the year. Your list should be sent to me with your 4th Quarter report in December. Give me a call if you need additional copies of this form. Thanks!!

Unit Name

Gift to Mission Honorees

Special Mission Recognition

Gifts in Memory

A grid of 30 vertical lines for recording information, organized into three columns corresponding to the categories above.



Photo: Francois Omenyondo

## Mission Giving Pledge Card

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Pledge: \_\_\_\_\_

For the coming year, I pledge \$ \_\_\_\_\_

to be paid:  monthly  quarterly  other

**UMW MEMBER:** Please fill out and return this card to your unit treasurer.

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

**Mission Giving Makes Mission Happen!**



Photo: Laurel Akin

## Mission Giving Pledge Card

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Pledge: \_\_\_\_\_

For the coming year, I pledge \$ \_\_\_\_\_

to be paid:  monthly  quarterly  other

**UMW MEMBER:** Please fill out and retain this card for your records.

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

**Mission Giving Makes Mission Happen!**



# THE LEGACY FUND

Celebrate United Methodist Women! 150 Years and Counting...



United Methodist Women has a rich legacy as a mission movement since 1869, and we are building for the next 150 years of service in God's mission on behalf of women, children and youth in communities down the street and around the world.

**Make your Legacy Fund gift today!**

*Please retain for your records*  
**Western North Carolina Conference  
United Methodist Women**



## My Legacy Fund gift:

**Every member is encouraged to make a gift to The Legacy Fund of at least \$18.69 per year, over and above her Pledge to Mission, for five years (2015-2019).**

- \$1,869    \$500    \$300    \$200    \$50    \$18.69    Other \_\_\_\_\_  
 monthly    annually    beginning \_\_\_\_\_ 20\_\_\_\_ (month/year)

*Turning Faith, Hope and Love into Action since 1869.  
All donations tax-deductible. Give your Legacy Fund commitment form and your gift to your local United Methodist Women treasurer.*

-----  
Cut along dotted line / Keep top portion  
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**Yes!** I want to celebrate United Methodist Women's 150th anniversary and help ensure we continue to put faith, hope and love into action for another 150 years.

**Western North Carolina Conference United Methodist Women**  
**My Legacy Fund gift:**

- \$1,869    \$500    \$300    \$200    \$50    \$18.69    Other \_\_\_\_\_  
 enclosed    monthly    annually    beginning \_\_\_\_\_ 20\_\_\_\_

In honor / memory of \_\_\_\_\_

Please contact me about including United Methodist Women in my **estate planning**.

Please contact me about the **major gift program**.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Conference: *Western North Carolina Conference*   District: \_\_\_\_\_

*Give your Legacy Fund commitment form and your gift to your local United Methodist Women treasurer.*

# Frequently Asked Questions about The Legacy Fund / 150th Anniversary Celebration:



## Our Western North Carolina Every Member Legacy Fund Goal:

That every member of  
United Methodist Women  
make a gift to  
The Legacy Fund  
of at least  
**\$18.69 per year,**  
over and above  
her Pledge to Mission,  
for five years  
(2015-2019).

### What is The Legacy Fund?

- A key element of the 150th Anniversary celebration in 2019.
- A designated fund (endowment) of the national office of United Methodist Women. (Only interest can be expended.)

### What is the purpose of The Legacy Fund?

- To assure the continuation of ministries with women, children and youth, worldwide, into the next 150 years.
- To enable United Methodist Women to respond more adequately to new and emerging needs.
- To minimize the risk of severe budget fluctuation in years of recession, regional financial crisis, or change in giving by the membership.

### How will the funds be used?

- The total program of United Methodist Women is mission. Interest from The Legacy Fund will be added to Mission Giving funds to formulate the national budget of United Methodist Women. (Mission Giving is the largest source of that budget which includes grants to National Mission Institutions such as the Bethlehem Centers in Charlotte and Winston-Salem, international programs and projects, program resource production, training, and more.)

### Why should I give to The Legacy Fund?

- The Legacy Fund is OUR special anniversary gift to future United Methodist Women members and ministries.
- To “pass on” the legacy we have inherited. “To stake out our legacy for future generations.” (January 2015 response, page 3). Isabella Thoburn College, Lucknow, India, is an outgrowth of the work of the first missionary of our organization. The College motto is: “We Receive to Give.”
- Because we believe in the PURPOSE of United Methodist Women and want our daughters, granddaughters, nieces and friends to share our sense of meaningful “sisterhood.”
- To be part of the joyous celebration in 2019 culminating 150 years of ministry.

### How does the money get to the National Office?

- Gifts are given to the local treasurer who sends the Legacy Fund money and commitment cards to the District treasurer following regular procedures. There is a line on the local treasurer Remittance form for The Legacy Fund.

### Does a Legacy Fund gift count for the individual or Unit Pledge to Mission Giving?

- No. This is a special additional gift to celebrate the 150th anniversary. In fact, it is critical that we sustain and even increase our Pledge to Mission Giving during this five year campaign; the needs have never been greater.

### How do we give? Annually? All at once? What about non-cash gifts?

- Each person can determine her schedule of giving; any schedule is appropriate.
- Non-cash gifts of stock, property, life insurance, etc., can be given through the United Methodist Women National Office. Contact the Treasurer’s office at 212-870-3740.



### How do I get a Legacy 150 pin?

- When you turn in a Commitment Card, you will receive a pin at your district annual meeting.

### For more information visit:

Western North Carolina Conference United Methodist Women - [www.wnccumw.org/the-legacy-fund-150-years/](http://www.wnccumw.org/the-legacy-fund-150-years/)  
United Methodist Women National Office - [www.unitedmethodistwomen.org/give](http://www.unitedmethodistwomen.org/give)