

## **AGENDA**

### **Blue Ridge District LDD, Virtual**

**October 29, 2022**

Welcome	Lucy Earls, Vice President
Devotion	Jennie Greenway, Spiritual Growth
Prayer Calendar/Mission Moment	Tracey Owens, Education & Interpretation

### **Blue Ridge District Officer Presentations and Program**

Introduction of Speaker	Lucy Earls
<i>"The Importance of Our Pledge"</i>	Barbara Campbell
Treasurer (all treasurers will dismiss together)	Linda Johns
President	Gwen Harris
Vice President	Lucy Earls
Secretary	Glenda Fuhrmann
Spiritual Growth Coordinator	Jennie Greenway
MEI Coordinator	Tracey Owens
Social Action Coordinator	Leith Tate
Membership, Nurture & Outreach Coordinator	Martha Phillips
Secretary of Program Resources	Jeannette Byrd
Communications Coordinator	Tammy Long
Committee on Nominations Chairperson	Jo Pyatt
Closing	Lucy Earls

**Blue Ridge District United Methodist Women  
2023 OFFICERS**

<p><b><u>President:</u></b> Gwen Harris (Windom) 215 Grand View Lane Burnsville, NC 28714 (828) 682-4589 <a href="mailto:gwenaharris68@gmail.com">gwenaharris68@gmail.com</a></p>	<p><b><u>Vice President:</u></b> Lucy Earls (Oak Grove) 913 Race Path Church Rd. Ellenboro, NC 28040 (828) 453-8566 <a href="mailto:jlearls@att.net">jlearls@att.net</a></p>	<p><b><u>Secretary:</u></b> Glenda Fuhrmann (Central) P.O. Box 861 Swannanoa, NC 28778 (828) 337-2617 <a href="mailto:glendafuhrman@yahoo.com">glendafuhrman@yahoo.com</a></p>	<p><b><u>Treasurer:</u></b> Linda Johns (Skyland) 22 North Oak Terrace Arden, NC 28704 H:(828) 684-9366 C: (828) 712-9266 <a href="mailto:ljturtle58@gmail.com">ljturtle58@gmail.com</a></p>
<p><b><u>MC, Spiritual Growth:</u></b> Jennie Greenway (Oak Grove) 164 Emma Drive Ellenboro, NC 28040 (828) 453-9637 or (828) 289-1642 <a href="mailto:jengreenway@bellsouth.net">jengreenway@bellsouth.net</a></p>	<p><b><u>MC, Education &amp; Interpretation:</u></b> Tracey Owens (Marion First) 249 Fleming Ave. Marion, NC 28752 (828) 246-6006 <a href="mailto:traceybhh@gmail.com">traceybhh@gmail.com</a></p>	<p><b><u>MC, Social Action:</u></b> Leith Tate (Black Mountain) PO Box 208 Montreat, NC 28757 (828) 301-6028 <a href="mailto:tateleith@gmail.com">tateleith@gmail.com</a></p>	<p><b><u>MC, Membership Nurture &amp; Outreach:</u></b> Stephanie Goudreau (Marion First) 320 S. Garden Street Marion, NC 28752 (828)460-2463 <a href="mailto:segoudreau@yahoo.com">segoudreau@yahoo.com</a></p>
<p><b><u>Secretary of Program Resources:</u></b> Jeannette Byrd (St. Paul's) 203 Aurora Dr. Asheville, NC 28805 (828) 230-5308 <a href="mailto:jbyrdasheville@aol.com">jbyrdasheville@aol.com</a></p>	<p><b><u>Communications Coordinator:</u></b> Tammy Long (Moore's Grove) 240 Seasons Circle, Apt. 102 Fletcher, NC 28732 (828) 774-6010 <a href="mailto:lynntb79@gmail.com">lynntb79@gmail.com</a></p>	<p><b><u>Data Processing:</u></b> Carol Bryson (Grace) 14 Buckner Road Leicester, NC 28748 (828) 776-0678 <a href="mailto:csbryson64@gmail.com">csbryson64@gmail.com</a></p>	<p><b><u>Parliamentarian:</u></b> Betty J. Letzig (St. Paul's) 266 Merrimon Ave. Asheville, NC 28801 (828) 225-0414 <a href="mailto:MoHar1926@outlook.com">MoHar1926@outlook.com</a></p>
<p><b><u>Historian:</u></b> Barbara E. Campbell (St. Paul's) 266 Merrimon Ave. Asheville, NC 28801 (828) 225-0414 <a href="mailto:ernestm1138@outlook.com">ernestm1138@outlook.com</a></p>			
<b><u>Committee On Nominations</u></b>			
<p>Dorothy Johnson (Addie's Chapel) 63 Tomahawk Trail Marion, NC 28752 (828) 738-8148 (828) 460-3778 <a href="mailto:dot.johnson47@gmail.com">dot.johnson47@gmail.com</a> Class of 2023</p>	<p>Susan Snell (Central) 30 Sunflower Lane Fletcher, NC 28732 (828) 551-5475 <a href="mailto:ssnell123@bellsouth.net">ssnell123@bellsouth.net</a> Class of 2023</p>	<p>Shelia Cuthbertson (Rutherfordton First) 177 Carolina Paradise Rutherfordton, NC 28139 (828) 289-1281 <a href="mailto:fredpie25@gmail.com">fredpie25@gmail.com</a> Class of 2024</p>	<p>Jackie Rio (Black Mountain) 101 Second Street Black Mountain, NC 28711 (828) 669-2885 <a href="mailto:jackierio@charter.net">jackierio@charter.net</a> Class of 2025</p>
<p>Eva Farren (Piney Mountain) 14 St. Matthews Drive Candler, NC 28715-6207 (828) 231-3820 <a href="mailto:evafarren@charter.net">evafarren@charter.net</a> Class of 2025</p>	<p>Karen Anderson (Skyland) 9 Chestnut Mtn. Ridge Asheville, NC 28803 (828) 628-9385 <a href="mailto:Kanderson95@gmail.com">Kanderson95@gmail.com</a> Class of 2025</p>	<p>Carol Bryson (Grace) 14 Buckner Road Leicester, NC 28748 (828) 776-0678 <a href="mailto:csbryson64@gmail.com">csbryson64@gmail.com</a> Class of 2025</p>	
<p><b><u>Members at Large</u></b> Dixie Liggett, (Skyland), 8 Springside Park, Asheville, NC 28803, (828) 684-1831, <a href="mailto:liggett3@charter.net">liggett3@charter.net</a> Martha Phillips, (Pine Grove) P. O. Box, Linville Falls, NC 28647 (828) 467-3167, <a href="mailto:mewphillips@gmail.com">mewphillips@gmail.com</a> <b><u>Conference Advisor</u></b> Joanie Strohm (Weaverville), 111 Collins Road, Marshall, NC 28753, (828) 649-1166, <a href="mailto:sjsmars@charter.net">sjsmars@charter.net</a></p>			

*2023 Calendar for Blue Ridge District United Women in Faith- Working Copy*

**January 14 – Zoom District Executive Committee Meeting-10:00 A.M**

January 21 – Presidents/Treasurers Workday

**February 4 – BR District Book Club – Zoom – 10:00 A.M.-11:30 A.M.**

February 11- Finance/SG/LDD/Program/etc. Committee Meetings (Virtual)

February 12 – Conference Executive Committee Meeting (Virtual)

**March 18-20 – District Mission Study-Zoom with Smoky Mountain**

March 25 – Scholarship Committee Meeting (Virtual)

**April 1 – District Executive Committee Meeting – TBA – 9:30 A. M.**

**April 22 - Prayer Breakfast – TBA – 10:00 A. M.**

May 6 – Mission u/Program Committee Meetings

**May 27 – BR District Book Club – Zoom - 10:00 A.M. – 11:30 A.M.**

June 8 -10 – Spiritual Growth Retreat, Lake Junaluska – ALL UMW MEMBERS

June 16 -18– WNCC Annual Conference – Lake Junaluska

**June 24 – ZOOM District Executive Team Meeting – 10:00 A.M. – 11:30 A.M.**

July 13-15 – Mission u – Pfeiffer College – ALL UMW MEMBERS

July 14 – Executive Committee Meeting

August 5 – Finance/SG/LDD/Program, etc. Committee Meetings

August 6– Conference Executive Committee Meeting

**August 19 – District Annual Celebration – TBA – 9:30 A.M.**

September 8 – 10 – Annual Celebration - Lake Junaluska – ALL UMW MEMBERS

**September 16 – BR District Book Club - Zoom**

**September 23 – District Executive Committee Meeting – TBA- 10:00 A.M.**

October 7, 14, & 28 – Ubuntu Days of Service – Various Locations – ALL UMW MEMBERS

October 21 –Conference Leadership Development Day (LDD) - Zoom

**October 28 - District Leadership Development (LDD) - Zoom**

**November 3 – BR District Book Club**

November 10 – Orientation for New Conference Officers

November 11 – Conference Committee Meetings

November 12 – Executive Committee Meeting

## ***Job Descriptions***

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

She will:

- a. Preside at all meetings of the unit and its leadership team and serve as an ex officio (having voice but no vote) member of all committees, except the committee on nominations,
- b. Prepare reports as necessary with the elected officers to include End of Year reports and other reports requested by the District, Conference, and National office,
- c. Attend all District and Conference meetings and encourage others to attend,
- d. Develop with the leadership team ways to plan and engage in mission and advocacy,
- e. Lead in providing a vision for the unit and keeping the unit aware of what is happening at all levels of United Women in Faith,
- f. Utilize the talents/interests/gifts of unit members so that members are interested, involved, and contributing,
- g. Support other officers in their duties,
- h. Remember that even if your unit does not have Coordinators for Spiritual Growth, Social Action, Program Resources, Mission Education and Interpretation, Membership Nurture and Outreach, the leadership they would provide must be provided by others so that the full program of United Women in Faith is being utilized,
- i. Represent the unit in all meetings or name a substitute.  
Serve as a member of the church council or on the administrative council or administrative board/council on ministries.

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

She will:

- a. Assist the president in any way needed.
- b. Guide the leadership team in its responsibility for planning and implementing the mission program of the unit.

- c. Assist with programming.
- d. Encourage the use of the Program Book, Prayer Guide, *response* magazine, and books from the Reading Program of the United Women in Faith.
- e. Ensure that the Purpose and Vision of United Women in Faith guide the unit's work.
- f. Perform the duties of the president in her absence.
- g. Serve on the committee on finance where one exists.

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

She will:

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

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

She will:

- a. Keep accurate minutes of all meeting of the unit and its leadership team and give notice of these meetings,
- b. Serve as custodian of records and official documents,
- c. Sign all official, legal and financial documents, making certain each is properly dated,
- d. Keep an accurate roll of membership,
- e. Send a list of elected leaders of the unit, including addresses, ZIP codes, telephone numbers and emails, to the secretary of the district organization immediately upon their election and interim changes,
- f. Take care of the unit's official correspondence, as directed by the President,
- g. Serve on the leadership team and other committees as necessary.

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

She/they will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Gain an understanding of the work, scope, and needs of the different positions and recognize how each one relates to the unit's goals.
- d. Encourage and support women to use their gifts and graces, their backgrounds, leadership qualities and ideas.
- e. Identify and promote new leadership

The **Spiritual Growth Coordinator** will coordinate and promote spiritual growth opportunities for her unit.

**She will:**

- a. Provide or enlist someone else to provide a meditation or devotion for each meeting,
- b. Attend and encourage other unit members to attend the District Prayer Breakfast,

- c. Understand and communicate the connection between spiritual development and mission,
- d. Organize and promote special times and events for worship, prayer and meditation such as, A Call to Prayer and Self-Denial, worship with other churches, retreats, social action and advocacy events, and devotions at meetings,
- e. Incorporate language and images into worship that are inclusive of and affirming to women, people of color, people with disabilities and thoughtful toward native peoples and social climates,
- f. Establish relationships with local stakeholders (nonprofits, other churches, primary and secondary schools, etc.) that undergird the missional focus of United Women in Faith for the purpose of extending our reach and impact within our communities
- g. Collect spiritual growth resources (e.g., devotionals, worship services, books, websites, etc.) to share with members of the unit.

The **Social Action Coordinator** will coordinate the unit's program of study and action relating to current local, national, international, and global social actions.

**She will:**

- a. Select priority issues on which to focus unit prayer, study, and action, giving special consideration to national/conference/district priorities,
- b. Promote and interpret the biblical basis for social action and the position of The United Methodist Church on social issues, utilizing the Social Principles and The Book of Resolutions of The United Methodist Church,
- c. Promote the Charter for Racial Justice and Justice Today program,
- d. Attend and encourage others to attend the Conference Legislative Day,
- e. Organize campaigns with unit members to write letters, postcards, or sign petitions that promote social justice
- f. Encourage members to contact legislators about legislation to promote social justice
- g. Have a Social Justice moment at each meeting
- h. Share book reports on Social Action Reading Program Books with unit

The **Mission Education and Interpretation Coordinator** shall empower women in the unit to understand, interpret, and participate in the mission giving and the outreach of the unit and church.

She will:

- a. understand and interpret United Women in Faith mission projects and concepts of mission to ensure that members are well-informed about what happens to their gifts and what ministries are made possible through their Mission Giving;
- b. promote and interpret the need for Mission Giving to fund the total mission program of United Women in Faith, including ministries with women, children and youth, leadership development, spiritual growth, service and advocacy, and transformative education;
- c. develop and promote strategies for engaging in and growing Mission Giving at all levels of United Women in Faith, including promotion of the Five Channels of Mission Giving;
- d. inform United Women in Faith members of transformative education and leadership development opportunities such as Mission u and Leadership Development Days;
- e. promote mission studies, local mission opportunities, UMCOR, Mission u, leadership development events, spiritual growth retreats, Assembly, Ubuntu Days of Service, annual meetings and other events underwritten by Mission Giving;
- f. promote and utilize United Women in Faith print, online and audiovisual resources to tell the mission story, and ensure these resources are available for mission programs and projects.

The **Membership Nurture and Outreach Coordinator** works actively to fulfill the Purpose and find creative ways to nurture current members and cultivate new members.

She will:

- a. keep the leadership team informed about needs and concerns of membership;
- b. recommend to the leadership team plans for membership cultivation;
- c. work with the unit to become a community, provide regular creative fellowship activities, and work with them to create and encourage mentoring strategies;



- d. include time and space for women to share their concerns and experiences with one another at unit gatherings (online and in person);
- e. actively stay in touch with and support members through life's joys and struggles;
- f. work with the leadership team to value the inclusion of women of different cultures and life stages.

The **Communications Coordinator** finds creative ways to assist with communication within the unit and throughout the community.

She will:

- a. work with elected leadership to promote the organization and Purpose as well as publicize United Methodist Women activities;
- b. provide and promote United Methodist Women resources and how to use them;
- c. establish and maintain contact with church and secular press;
- d. ensure that unit United Women in Faith activities are promoted in local newspapers and other local media outlets, as well as through the Internet and social media, enlisting help as needed.

The **Program Resources Coordinator** promotes United Women in Faith resources, especially the Reading Program, encouraging all members to complete Phase I, II, III, or IV.

She will:

- a. place orders for resources
- b. be informed about and promote the use of print and online resources, which are available through United Women in Faith Mission Resources and the United Women in Faith website, promote the Reading Program and help prepare yearly reports about the Reading Program for the district;
- c. promote *response* magazine (print and online);
- d. be informed about online resources, such as Faith Talks, training classes, podcasts, and other audiovisual resources and how to access them;
- e. serve on the leadership committee.