

**CATAWBA VALLEY AND METRO DISTRICTS  
 UNITED WOMEN IN FAITH LOCAL UNIT OFFICERS'  
 LEADERSHIP DEVELOPMENT DAY  
 SUNDAY, NOVEMBER 6, 2022, 2:00 PM VIA ZOOM**

<b>Welcome and Directions</b>		<b>Janet Colton/Nancy Ward</b>
<b>Opening Prayer</b>		<b>Nancy Ward</b>
<b>Devotion</b>		<b>Jo Boyd</b>
<b>Mission Moment</b>		<b>Sylvia Sekle-Dueh</b>
<b>Social Action</b>		<b>Loretta Wilson</b>
<b>Officer Presentations:</b>		
<b>General Information</b>	<b>Pp 1-17</b>	<b>Nancy Ward/Janet Colton</b>
<b>Mission Education and Interpretation</b>	<b>Pp 18-29</b>	<b>Sylvia Sekle-Dueh</b>
<b>Spiritual Growth</b>	<b>Pg 30</b>	<b>Jo Boyd</b>
<b>Social Action</b>	<b>Pp31-48</b>	<b>Loretta Wilson</b>
<b>Membership Nurture and Outreach</b>	<b>p 49-50</b>	<b>Martha Hyler</b>
<b>Program Resources</b>	<b>Pg 51</b>	<b>Anita Fox/Sheila Barrell</b>
<b>Nominations</b>	<b>Pp 52-55</b>	<b>Vicki Boyd/Linda Reep/ Linda Davidson</b>
<b>Historian</b>	<b>Pg 56</b>	<b>Nancy Ward</b>
<b>Parliamentarian</b>	<b>Pp 57-62</b>	<b>Donna Varner</b>
<b>Secretary</b>	<b>Pp63-68</b>	<b>Kim Arrowood/Debbie Eudy</b>
<b>Communications</b>	<b>Pp 69-72</b>	<b>Gwen Perkins/Delta Sonderman</b>
<b>Vice President</b>	<b>Pp 73-91</b>	<b>Nancy Ward</b>
<b>President</b>		
<b>Closing Prayer</b>		<b>Janet Colton/Nancy Ward</b>

## Preparatory Prayer

Lord, before I meet with a group to try to do your work and will,  
Help me prepare by both prayer and study...

When I am with the group, prod me to really listen to each person  
And understand exactly what is being said...

Give me grace to try sincerely to reveal my thoughts—myself...

And Lord, don't let me monopolize the conversation!  
When I speak, may it be with something relevant to contribute  
Or a question to ask to move us along in our thinking...

When something is needed in the group  
An inquiry  
A fact  
A response to some person  
Let me be helpful!  
Hold me back from being critical!  
And stir me up so I don't sit and do nothing!

Let me be honest in speech  
Not merely saying what I think the group wants to hear...

Lift me to make the effort to think and speak clearly,  
To listen to others expectantly,  
For I believe you can and do speak through us to one another.

As the group glimpses your truths, give me courage to follow through on  
implications  
For myself in my life, my work, my place on your mission team.

Amen.

**First Corinthians 13**  
**For**  
**United Women in Faith**

Though I attend circle meetings and make the finest plans  
but have not love, there will be no growth or renewal for me.  
And though I make my pledge, participate in the Reading Program,  
and fill those hygiene kits, but have no awareness of the UWF's mission focus

It is not enough

And if I spend hours of "being involved"  
And become tense and nervous with the strain,  
But have no love or understanding of community and global concerns,

It is not enough

The United Women in Faith member is patient and kind;  
Is not shocked when someone brings her their confidences,  
Does not gossip;  
Is not easily discouraged;  
Does not behave in ways that are unworthy,  
But tries at all times to be a living example  
of the good way of life which HE gives.

Love never fails...

Meetings will be attended, and then forgotten.  
Rummage sales will come and go.  
Mission projects will be initiated, and then completed.  
We know only a little, and we can pass on only a little.

But when we have love,  
Then our efforts can become creative;

And our influence will make a difference for someone...somewhere

And now abide these three;  
Commitment, Participation and Love.

But the greatest of these is love

Adapted

## **A SISTERHOOD OF GRACE**

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

### Sisterhood of Grace Covenant

- Listen actively---with head and heart
- Speak from your own experience
- Participate to your level of comfort
- Be aware of body language
- Respect confidentiality
- Respect personal space
- Own your intentions and your impact
- Practice sustainability
- Expect unfinished business---a discomfort and joy
- Be mindful of our interrelatedness with one another and all of God's creation---celebrate diversity

Adapted

## **Living Our Vision**

United Women in Faith members are turning faith, hope and love into action on behalf of women, children and youth around the world.

We provide opportunities and resources to grow spiritually, become more rooted in Christ and put faith into action.

We are organized for growth with flexible structures leading to effective witness and action.

We equip women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches.

We work for justice through compassionate service and advocacy to change unfair policies and systems.

We provide educational experiences that lead to personal change in order to transform the world.

## 2023 Love Offering Theme

In honor of the faithful servant leadership of our conference, district and local United Women in Faith

## 2023 Conference Financial Goal

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

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 congregations) 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/to the entire congregation
- World Thank Offering boxes
- Be creative with your box—decorate, find fun containers for people to use
- Pass around a World Thank Offering box at meetings and 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.
- 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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>World Thank Offering</h1> <h2>A Month of Giving...an Attitude of Gratitude</h2>					<p><i>Each day, give a small amount to your World Thank Offering box.</i></p>	
Blessed by attending church today? Think of those blessings...add a coin for each.	Everyday counts! If you got out of bed this morning, add \$1.00	Have close friends who bless your life? Add a coin for each visit with a friend this week.	Plenty of food to eat? Give a coin for each can, box or bag in your pantry.	How many pairs of glasses do you own? Add a coin for each pair.	Had coffee, tea or a soft drink today? Add a coin for the many choices that you have.	Children in your heart? Count up the kids you love, make a gift for each of them!
Hymns sung today? Hum one and remember other beloved church tunes, add a coin for each.	Watch television today?  Add a coin for each tv show you watched.	Have family members who bless your life? Add a coin for each family member.	More than three pairs of shoes in your closet? Add a coin for each pair.	Had a breast exam this year! Way to go! Deposit \$1.00.	Visited a garden and smelled the flowers? Add a coin per garden or flower.	A nickel for every window you have in your home today, and a dime for every door.
Vitamins or medicine?  Add a coin for each pill you take.	Internet access? Blessings for connecting Add a coin for email, and the web.	Pets in your life?  Add them up, give a coin per animal!	States you visited in your life?  Add a coin for each state or country	Visited the dentist this year?  Add 50 cents for a healthy smile	Cell phone, regular phone? Count your connections add a coin for each phone.	Own a car? a bike? a scooter? a wheelchair? Count the wheels and multiply by 5 cents.
How many times you have been in church this week? Ten cents per "time"	Books or magazines you've read this month? Add 25 cents for each.	\$1.00 for each random act of kindness you perform this month	Enjoying the Fall season? Deposit a dime for every time you noticed God's creation this month	Isn't electricity wonderful? Count the lamps in your home, and add a coin for each.	A warm bed is a gift that many in the world do not have. Add a coin for each bed in your home.	Over 1.2 billion people in our world don't have access to clean water. I DO...add \$1.00
Money in your savings account? Divide by 10, 100, 1,000, or more, and make a gift	Have you seen or heard any birds or wildlife today? Add a coin for each bird or animal.	Over 2 billion people around the world live on less than \$2.00 a day. Give \$2.00.	Plants in your home?  Add a coin for each bit of greenery	Letters or cards in the mail? For each piece of mail today, add a coin.	Celebrate with joy the most precious gift of all...Jesus Christ! Make a special gift today.	An extra treat for my World Thank Offering. Give generously!

**You can surely think of other ways that God's abundant grace touches your life...each and every day. Put your World thank Offering container in a place where you will see it often...and make spontaneous gifts throughout the year for God's blessings.**

# World Thank Offering

## A Month of Giving...An Attitude of Gratitude *for Children*

### What are you thankful for?

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
My parents. Add a coin for your mom and dad.	My church. Deposit a coin for St. Stephen.	My room. Add a coin for each piece of furniture.	My pets. Drop in a coin for each one.	My toys and games. Add a coin for your favorite.	My friends. Drop in a coin for the fun you have.	My clothes. Add a coin for your favorite shirt.
Art supplies. Add a coin for each one in your favorite color.	Flowers. Deposit a coin for your favorite.	Books. Drop in a coin for each one you read today.	Pizza. Deposit coins for the number of slices you usually eat.	Prayer. Add a coin to thank God for listening.	Music. Drop in a coin for your favorite song or instrument.	Vacations. Add a coin for each one you took this year.
Sunday School. Insert a coin for your class.	TV. Add a coin for each show you watched today.	My teachers. Deposit a coin for each one you have this year.	Clean water. Deposit a coin for each glass you drank today.	My doctor. Add a coin for good health.	My grandparents. Drop in a coin for each one.	Ice cream. Add a coin for your favorite flavor.
.Jesus. Deposit a coin to thank Him for loving you.	Trees. Add a coin for each one in your front yard	Shoes. Drop in a coin for your favorite pair.	Cars. Deposit a coin for each one your family owns.	Heat and air conditioning. Add a coin for comfort.	Phones. Drop in a coin for each one your family owns.	My brothers and sisters. Add a coin for each one.
Birthdays. Add a coin for parties and cake.	Buses. Drop in a coin for the one that takes you to school.	My dentist. Add a coin for your healthy smile.	Sun and moon. Drop in a coin for each light in the sky.	My house. Add a coin for each house you've lived in.	Christmas. Drop in a coin in thanks for Jesus' birth.	What else are you thankful for? Add another coin.





**UNITED WOMEN IN FAITH  
WESTERN NORTH CAROLINA CONFERENCE  
2023 EXECUTIVE COMMITTEE**

<b>OFFICE</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE NO.</b>	<b>E-mail Address</b>
President	Joanie Stroh 2022-2023 1 <sup>st</sup> term	111 Collins Road Marshall, NC 28753	828-649-1156 828-707-8928 c	<a href="mailto:ssjsmars@charter.net">ssjsmars@charter.net</a> Weaverville-BR
Vice President	Lynda Morris 2022-2023 1 <sup>st</sup> term	737 Pavilion View Dr Apt. F305 Matthews, NC 28105	704-847-2521 h 704-619-2013 c	<a href="mailto:lfmorrisap@aol.com">lfmorrisap@aol.com</a> St Stephen-ME
Secretary	Albertina McGirt 2023-2024 1 <sup>st</sup> term	5703 Battery Court Unit A Greensboro, NC 27409	336-855-3024 h 919-914-1826 c	<a href="mailto:hefavorsme7@triad.rr.com">hefavorsme7@triad.rr.com</a> Saint Matthews-NP
Treasurer	Bess Redmond 2023-2024 1 <sup>st</sup> term	19 Wright's Cove Trail Fairview, NC 28730	828-231-7625	<a href="mailto:bessRed17@gmail.com">bessRed17@gmail.com</a> Biltmore-BR
Mission Coordinator Spiritual Growth	Darlene Gardner 2022-2023 2 <sup>nd</sup> term	5209 Bridge Pointe Drive Clemmons, NC 27012	336-766-1552 h/f 336-408-4364 c	<a href="mailto:gardnerdarlenel@gmail.com">gardnerdarlenel@gmail.com</a> Centenary-Clemmons-YV
Mission Coordinator Education & Interpretation	Carolyn Payne 2022-2023 1 <sup>st</sup> term	5761 Styers Ferry Rd. Clemmons, NC 27012-9796	336-766-5568 336-972-5489 c	<a href="mailto:Carolyn8g@yahoo.com">Carolyn8g@yahoo.com</a> Saint Andrews-YV
Mission Coordinator Membership Nurture & Outreach	Molly Welch 2022-2023 1 <sup>st</sup> term	6899 Fairview Church Road Trinity, NC 27370	336-803-1214 c	<a href="mailto:molly.welch9311@gmail.com">molly.welch9311@gmail.com</a> Trinity Memorial-NP
Mission Coordinator Social Action	Joyce Irby 2022-2023 1 <sup>st</sup> term	1633 Turfwood Drive Pfafftown, NC 27040	336-575-3600	<a href="mailto:joyce.irby60@hotmail.com">joyce.irby60@hotmail.com</a> Saints Home-YV
Communications Coordinator	Amy McCraw 2023-2024 1 <sup>st</sup> term	381 Weeks Road Rutherfordton, NC 28139	828-429-6922	<a href="mailto:auntieacc@gmail.com">auntieacc@gmail.com</a> Salem Bostic-BR
Secretary of Program Resources	Kathy Chadwell 2022-2023 2 <sup>nd</sup> term	504 Sullivan Street Thomasville, NC 27360	336-475-1261 h 336-991-7119 c	<a href="mailto:k.sc2008@hotmail.com">k.sc2008@hotmail.com</a> First Thomasville-YV
Chair – Committee On Nominations	Ann Aldridge 2022-2023 2 <sup>nd</sup> term	2542 Silverbrook Court Morganton, NC 28655-7006	828-433-0988 h 828-443-7414 c	<a href="mailto:ahaldridge1@gmail.com">ahaldridge1@gmail.com</a> Oak Hill-CV
Dean – Mission u	Lynn Alexander 2022-2023	807 Coronado Drive Greensboro, NC 27410	336-456-6686 c	<a href="mailto:lynn.alexander@qorvo.com">lynn.alexander@qorvo.com</a> Muir's Chapel-NP
Parliamentarian	Martha Phillips 2022-2025	P.O. Box 49 Linville Falls, NC 28647	828-765-7009 h 828-467-3167 c	<a href="mailto:mcwphillips@gmail.com">mcwphillips@gmail.com</a> Concord-BR
Historian	LaDonna Butts 2022-2023	865 Lake Lynn Road Concord, NC 28025	336-542-8077 c	<a href="mailto:ladonna.butts@windstream.net">ladonna.butts@windstream.net</a> Forest Hill-ME
Scholarship Chairperson	Jatana Royster 2022-2025	8227 Laurel Oak Court Harrisburg, NC 28075	704-454-5333 h 704-451-3816 c*	<a href="mailto:jatanaroyster@gmail.com">jatanaroyster@gmail.com</a> Hickory Grove-ME
Program Advisory Group (PAG)	Sherry Sink 2020-2024	210 Craven Road High Point, NC 27262	336-880-2663 c	<a href="mailto:sherrysink@gmail.com">sherrysink@gmail.com</a> Wesley Memorial-NP
Webmaster/Legacy Liaison	Lynne Gilbert 2017 (no tenure)	1625 Milan Road Greensboro, NC 27410	336-207-3479	<a href="mailto:lynnegilbert2@gmail.com">lynnegilbert2@gmail.com</a> West Market Street-NP
Resident Bishop	Bishop Kenneth Carter	P O Box 2757 Huntersville, NC 28070	704-535-2260	

Updated 10/12/22

**DISTRICT PRESIDENTS – 2023**

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

DISTRICT	NAME	ADDRESS	PHONE NO.	E-Mail Address
Appalachian	Linda Greer 2022-2023 (1 <sup>st</sup> term)	3201 Mt. Wesley Church Road Stony Point, NC 28678	704-585-6263 h 828-244-2251 c	<a href="mailto:jacklindagreer@bellsouth.net">jacklindagreer@bellsouth.net</a> First Taylorsville-AP
Blue Ridge	Gwen Harris 2023-2024 (2 <sup>nd</sup> term)	215 Grand View Lane Burnsville, NC 28714	828-682-4589	<a href="mailto:gwenaharris68@gmail.com">gwenaharris68@gmail.com</a> Windom-BR
Catawba Valley	Janet Bjork-Colton 2022-2023 (2 <sup>nd</sup> term)	516 Rodoret Street S Valdese, NC 28690	828-205-4157 c	<a href="mailto:jntcltn61@gmail.com">jntcltn61@gmail.com</a> First Valdese-CW
Metro	Nancy Ward 2022-2023 (1 <sup>st</sup> term)	4003 Colton Ridge Drive Indian Trail, NC 28079	704-681-4779	nward001@carolina.rr.com Matthews-ME
Northern Piedmont	Jean Carter 2023-2024 (1 <sup>st</sup> term)	4306 Quail Canyon Court Greensboro, NC 27410	336-668-7916	<a href="mailto:jeancarter@triad.rr.com">jeancarter@triad.rr.com</a> Christ-NP
Smoky Mountain	Lisa Bacon 2023-2024 (1 <sup>st</sup> term)	1028 Old Cullowhee Road Sylva, NC 28779-5439	828-586-8399 h	lisabacon304@gmail.com Cullowhee-SM
Uwharrie	Sarah Lee 2023-2024 (1 <sup>st</sup> term)	40645 Mt. Zion Church Road Norwood, NC 28128	704-474-4764 h 704-984-0165 c	<a href="mailto:accnurse@rocketmail.com">accnurse@rocketmail.com</a> First Norwood-UW
Yadkin Valley	Rhita Newcomb 2022-2023 (1 <sup>st</sup> term)	5569 Farm House Trail Winston-Salem, NC 27103	336-688-0365	<a href="mailto:rhitakay@yahoo.com">rhitakay@yahoo.com</a> Pine Grove-YV

\*preferred

**MEMBERS OF COMMITTEE ON NOMINATIONS – 2023**

CLASS (year)	NAME	Address	Phone No.	E-Mail Address
2023	Ann Aldridge	2542 Silverbrook Court Morganton, NC 28655-7006	828-433-0988 h 828-443-7414 c	<a href="mailto:ahaldridgel@gmail.com">ahaldridgel@gmail.com</a> Oak Hill-CV
2023	Laquetta Barbee	5103 McMurray Circle Greensboro, NC 27410	336-580-5879	laquetta16@gmail.com Collins Grove-NP
2024	Pat Moore	10927 Harringham Lane Charlotte, NC 28269	704-502-2383	<a href="mailto:Phmoore71@gmail.com">Phmoore71@gmail.com</a> St. Mark's-ME
2024	Cathy McCauley	6835-A Farmingdale Dr. Charlotte, NC 28212	704-965-6566	<a href="mailto:Cathymc855@yahoo.com">Cathymc855@yahoo.com</a> Hickory Grove-ME
2025	Lorraine Burns	P.O. Box 473 Granite Falls, NC 28630	828-612-7418	<a href="mailto:Lcbumw61@outlook.com">Lcbumw61@outlook.com</a> Granite Falls-AP
2025	Brenda Steadman	5904 Spanish Oak Drive Greensboro, NC 27409	336-509-4043	<a href="mailto:bsteadman@triad.rr.com">bsteadman@triad.rr.com</a> Celia Phelps-NP
2025	Kimberly Witherspoon	917 Sunrise Circle NE Lenoir, NC 28645	828-729-0876	<a href="mailto:Kwitherspoon03@yahoo.com">Kwitherspoon03@yahoo.com</a> New Covenant-AP
2026	Deborah Ray	569 Country Club Drive Waynesville, NC 28786	828-400-3499	<a href="mailto:wray@charter.net">wray@charter.net</a> Waynesville First-SM
2026	Donna Ireland	223 Brier Creek Rd. Advance, NC 27006	336-817-8215	<a href="mailto:hugmsec@bellsouth.com">hugmsec@bellsouth.com</a> YV

**2022-2023 Officers – Mission u (Elected by the School)**

	NAME	Address	Phone No.	E-Mail Address
Dean	Lynn Alexander (2nd yr of 2-yr term)	807 Coronado Drive Greensboro, NC 27410	336-456-6686 c	<a href="mailto:lynn.alexander@qorvo.com">lynn.alexander@qorvo.com</a> Muir's Chapel-NP
Assistant Dean	LaDonna Butts (2nd yr of 2-yr term)	865 Lake Lynn Rd. Concord, NC 28025-96334	704-786-6534 h 704-652-1994 c	<a href="mailto:Ladonna.butts@windstream.net">Ladonna.butts@windstream.net</a> Forest Hill-ME
Business Mgr	Kelli Smith (2 <sup>nd</sup> yr. of 2-yr term)	4973 Smoke Wood Rd. Randleman, NC 27317	336-301-6873	<a href="mailto:kelliwhitesmith@gmail.com">kelliwhitesmith@gmail.com</a> Old Union-NP
Housing Mgr	Amanda Dyer (3rd yr of 3-yr term)	701 Wingard Road Concord, NC 28025	704-795-3485 h 704-201-9204 c	<a href="mailto:adyer0813@gmail.com">adyer0813@gmail.com</a> Forest Hill-ME

2023 Conference Officer Listing

**Catawba Valley District UWF Officer Team - 2023**

<b>Office</b>	<b>Name</b>	<b>Address</b>	<b>Phone and Email</b>
<b>President</b>	<b>Janet Bjork Colton</b>	<b>516 Roderet St. S Valdese, NC 28690</b>	<b>828-205-4157 jntcltn61@gmail.com</b>
<b>Vice President</b>	<b>OPEN</b>		
<b>Secretary</b>	<b>Kim Arrowood</b>	<b>3681 Laboratory Road Lincolnton, NC 28092</b>	<b>704-813-8504 Kimarrowood@live.com</b>
<b>MNO</b>	<b>OPEN</b>		
<b>Treasurer</b>	<b>Gaye Dagenhart</b>	<b>29 31st Ave. Court NE 30 Hickory, NC 28601</b>	<b>828-381-2716 gpd719@hotmail.com</b>
<b>Social Action</b>	<b>OPEN</b>		
<b>Communication Coordinator</b>	<b>Gwen Perkins</b>	<b>3021 Harmon Homestead Rd Shelby, NC 28150</b>	<b>704-300-9553 cvdcomm@gmail.com</b>
<b>Spiritual Growth Coordinator</b>	<b>OPEN</b>		
<b>Mission, Education &amp; Interpretation Coordinator</b>	<b>OPEN</b>		
<b>Parliamentarian</b>	<b>OPEN</b>		
<b>Historian</b>	<b>OPEN</b>		
<b>Nominating Chair</b>	<b>OPEN</b>		
<b>Program Resources</b>	<b>Anita Fox</b>	<b>2430 Mountain Laurel Ln Morganton, NC 28655</b>	<b>828-390-6349 Taco582001@yahoo.com</b>
<b>Nominations - Burke</b>	<b>OPEN</b>		
<b>Nominations - Catawba</b>	<b>OPEN</b>		
<b>Nominations - Cleveland</b>	<b>OPEN</b>		
<b>Nominations – Gaston</b>	<b>Vicki Boyd</b>	<b>2305 Hillside Dr Dallas, NC 28034</b>	<b>704-922-3241 vwboyd@bellsouth.net</b>
<b>Nominations – Lincoln</b>	<b>Linda Reep</b>	<b>4780 Grigg Rd Lincolnton, NC 28092</b>	<b>704-276-2150 lindareep@charter.net</b>
<b>Conference Liaison</b>	<b>Ann Aldridge</b>	<b>2542 Silverbrook Court Morganton, NC 28655</b>	<b>828-443-7414 ahaldridge1@charter.net</b>

## 2023 METRO DISTRICT UWF OFFICERS

### **President (2022-2023)**

Nancy Ward  
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Indian Trail, NC 28079  
(Matthews)  
704-681-4779  
[nward001@carolina.rr.com](mailto:nward001@carolina.rr.com)

### **Vice President (2023-2024)**

Diann Back  
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(St. Stephen)  
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### **Secretary (2023-2024)**

Debbie Eudy  
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Charlotte, NC 28212  
(Memorial-Charlotte)  
704-563-7195/704-759-4477  
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### **Treasurer (2023-2024)**

Sylvia Casey  
7009 Summer Pl.  
Charlotte, NC 28213  
(Simpson-Gillespie)  
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### **ME&I (2022-2023)**

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

### **Spiritual Growth (2022-2023)**

Jo Boyd  
4132 Dunwoody Dr.  
Charlotte, NC  
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[number3grammy@yahoo.com](mailto:number3grammy@yahoo.com)

### **Social Action (2022-2023)**

Loretta Wilson  
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704-906-8252  
[rettaorwilson@yahoo.com](mailto:rettaorwilson@yahoo.com)

### **MN&O (2023-2024)**

Martha Hyler  
910 Lamar Rd.  
Concord, NC 28025  
(Harrisburg)  
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[mkhyler@gmail.com](mailto:mkhyler@gmail.com)

### **Program Resources (2023-2024)**

Donna Varner  
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(St. Stephen)  
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### **Nominations**

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### **Conference Advisor**

Lynda Morris  
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Apt F305  
Matthews, NC 28105  
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[lfmorrisap@aol.com](mailto:lfmorrisap@aol.com)



## Catawba Valley & WNCC UMW Dates to Remember 2023

March 11	Catawba Valley District Mission Study Dallas United Methodist Church, Dallas, 10:00 am
TBD	Catawba Valley District Regional Walks for Mission
April 29	Catawba Valley District Prayer Breakfast St. Luke's United Methodist Church, Hickory, 10:00 am
June 8–10	WNCC UWF 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>
August 12	Catawba Valley District Annual UWF Celebration TBD
September 8–10	WNCC UWF Annual Celebration, Lake Junaluska, <b>All UWF Members</b>
October 7, 14, 28	Ubuntu Days of Service (various locations) <b>All UWF Members</b>



## Metro & WNCC UMW Dates to Remember 2023

March 4	Metro District Mission Study Pleasant Grove United Methodist Church
April 29	Metro District Prayer Breakfast TBD
May 13	Metro District Regional Walks for Mission
June 8 – 10	WNCC UWF 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>
August 26	Metro District Annual UWF Celebration Matthews UMC
September 8 – 10	WNCC UWF Annual Celebration, Lake Junaluska, <b>All UWF Members</b>
October 7, 14, 28	Ubuntu Days of Service (various locations) <b>All UWF Members</b>
November 5	Metro District Leadership Development Day via Zoom



## 2023 METRO DISTRICT NURTURE PARTNERS

<b>CHURCH</b>	<b>PARTNER</b>	<b>CHURCH</b>	<b>PARTNER</b>
Aldersgate	<b>Donna Varner</b>	Morrows Chapel	<b>Judy Cline</b>
Assurance	<b>Sylvia Sekle-Dueh</b>	Mount Mitchell	<b>Sybil Long</b>
Bethpage	<b>Lynda Morris</b>	Mount Olivet	<b>Sybil Long</b>
Broad Street	<b>Delta Sonderman</b>	Mount Pleasant	<b>Sylvia Sekle-Dueh</b>
Calvary	<b>Donna Varner</b>	Myers Park	<b>Loretta Wilson</b>
Centenary	<b>Nancy Ward</b>	North Davidson	<b>Loretta Wilson</b>
Center	<b>Martha Hyler</b>	North Kannapolis	<b>Lynda Morris</b>
Central (Charlotte)	<b>Linda Davidson</b>	Oak Grove (Char)	<b>Loretta Wilson</b>
Central (Concord)	<b>Judy Cline</b>	Oak Grove (CG)	<b>Delta Sonderman</b>
Central ( Mooresville)	<b>Louise Woods</b>	Pineville	<b>Diann Back</b>
Christ	<b>Sylvia Sekle-Dueh</b>	Pleasant Grove	<b>Linda Davidson</b>
Cokesbury	<b>Diann Back</b>	Providence	<b>Debbie Eudy</b>
Commonwealth	<b>Earonita Strong</b>	Roberta	<b>Earonita Strong</b>
Covenant	<b>Delta Sonderman</b>	Rock Grove	<b>Sybil Long</b>
Davidson	<b>Judy Cline</b>	Rocky Mount	<b>Delta Sonderman</b>
Dilworth	<b>Diann Back</b>	Rocky Ridge	<b>Jo Boyd</b>
Epworth	<b>Martha Hyler</b>	Royal Oaks	<b>Martha Hyler</b>
Faith ( Mooresville)	<b>Louise Woods</b>	Simpson-Gillespie	<b>Loretta Wilson</b>
First (China Grove)	<b>Jo Boyd</b>	South Tryon	<b>Sylvia Casey</b>
First Hmong	<b>Nancy Ward</b>	SouthPark	<b>Donna Varner</b>
Forest Hill	<b>Linda Davidson</b>	St Andrews	<b>Donna Varner</b>
Friendship	<b>Lynda Morris</b>	St Francis	<b>Nancy Ward</b>
Harrisburg	<b>Diann Back</b>	St Marks	<b>Sylvia Casey</b>
Hickory Grove	<b>Debbie Eudy</b>	St. Paul ( Mooresville)	<b>Louise Woods</b>
Hunters Chapel	<b>Earonita Strong</b>	St Stephen	<b>Debbie Eudy</b>
Huntersville	<b>Jo Boyd</b>	Thrift	<b>Sylvia Sekle-Dueh</b>
Indian Trail	<b>Nancy Ward</b>	Trinity (Charlotte)	<b>Sylvia Casey</b>
Jackson Park	<b>Lynda Morris</b>	Trinity (Kannapolis)	<b>Jo Boyd</b>
Matthews	<b>Debbie Eudy</b>	Westford	<b>Martha Hyler</b>
Memorial (Charlotte)	<b>Linda Davidson</b>	Williamsons Chapel	<b>Louise Woods</b>
Memorial (Kannapolis)	<b>Judy Cline</b>	Woodlawn Community	<b>Earonita Strong</b>
Midway	<b>Sybil Long</b>	Zion	<b>Nancy Ward</b>
Mill Grove	<b>Nancy Ward</b>		

Your Metro Nurture Partners serve as the first point of contact and liaison for chosen units. Please welcome them when they call or visit. While each unit has a designated Nurture Partner, we are all here to support you. Contact your Partner or any Metro Mission Team Officer with your questions, ideas or concerns.



### **SUPPORT THE WNCCUWF SCHOLARSHIP PROGRAM**

Do you know a student who is a member of one of the WNCC United Methodist Churches? Will he/she attend one of our conference institutions (Bennett College, Brevard College, Greensboro College, High Point University, Pfeiffer University) for the fall semester 2023? Then that student is eligible to apply for a WNCCUWF scholarship! Applications should be requested by contacting the scholarship committee chairperson:

Jatana Royster  
8227 Laurel Oak Court  
Harrisburg, NC 28075  
704-451-3816 (cell)  
Email: [jatanaroyster@gmail.com](mailto:jatanaroyster@gmail.com)

Applications are due to the committee by **March 1, 2023**. Interviews will be conducted on Saturday March 25, 2023.

YOU can support our scholarship program by:

- Referring students.
- Praying for our students and conference institutions.
- Contributing to the general scholarship fund as districts, units, circles and individuals.

Please contact me if you need additional information.

Blessings,

Jatana Royster

WNCCUMW Scholarship Committee Chairperson



## 15 WAYS TO JOIN THE UNITED WOMEN IN FAITH “IN CROW

1. **Invite** all women to Women United in Faith. Plan a membership event. Make the time convenient for as many as possible. Include baby-sitting. It could be a Saturday brunch or a Sunday afternoon tea.
2. **Include** everyone in program planning. Make programs interesting, intriguing and involved. Arrange the room or area to make a warm, pleasant setting.
3. **Involve** working women in missions. Time settings for mission and Bible studies should be flexible. Offer evening and daytime studies so everyone can find a time to attend.
4. **Invent** new ways to live the PURPOSE. Develop prayer chains, hands-on projects and secret prayer partners.
5. **Incorporate** children and youth in UWF events. Form “Mommy and Me” circles and friendship circles for youth.
6. **Increase** your efforts for membership. Offer carpooling, childcare, phone calls, emails, and personal visits.
7. Tell our **Incredible** story. We support missionaries, deaconesses and home missionaries around the world and provide millions of dollars for the care and comfort of women, children and youth in this hurting world.
8. Every **Individual** is important. Provide one-on-one ministry. Uplift every person, praying for them by name.
9. **Inform** members of who and whose we are. Ask your Nurturing Partner to visit your unit to answer questions, give information, present a program. Introduce *response* magazine, the Program Resource (formerly called the Program Book) and the Daily Prayer Guide and the Reading Program. Attend District and Conference Events.
10. **Inquire** about the needs of working women. Accommodate their needs by arranging events to their schedules. Listen to their ideas intently.
11. **Initiate** changes in attitudes. As our world changes, include new ways to communicate. Use web sites. Use Zoom. Use e-mail. Educate members to new ideas for mission events, such Ubuntu, Day of Service.
12. **Inspire** new members. Include worship, study, fellowship, and action in all meetings wherever they may take place.
13. **Interpret** money matters and missions. Educate members on national, home and global mission projects.
14. Be **Intentional** in every phase of involvement with United Women in Faith. Live as an example to others. Do all you do with PURPOSE.
15. Serve with **Integrity**, we may be the only Christ that some people see.

Adapted



# Leadership Development Day Sunday, November 6, 2022

Education and Interpretation (E&I)

**Sylvia Sekle-Dueh, Education and Interpretation Coordinator**

[Dueh1409@gmail.com](mailto:Dueh1409@gmail.com)

704.606.5557



# United Women in Faith

**The Mission:** United Women in Faith seeks to connect and nurture women through Christian spiritual formation, leadership development, creative fellowship, and education so that they can inspire, influence, and impact local and global communities.

**The Vision:** Turning faith, hope, and love into action on behalf of women, children, and youth around the world.

**The Purpose:** We are A community of women whose purpose is to know God; to experience freedom as whole persons through Jesus Christ; to develop a creative supportive fellowship and to expand concepts of mission through participation in the global ministries of the church.



### **Zoom icebreaker questions**

- a. What is your favorite Zoom background?
- b. What is going on in your space that we can't see on the screen?
- c. What is something interesting within arm's reach of you?
- d. What was your first online experience?
- e. Would you rather talk on Zoom or the phone?
- f. What is the most unusual place you have taken a Zoom meeting from?
- g. How would you describe a Zoom call to your childhood self?
- h. If you were stuck on a desert island, would you rather have one friend or a video game console?
- i. What is something you are excited about?
- j. What is the last movie you watched?
- k. What would be your dream Zoom call location?

**Education and Interpretation (E&I) Coordination Leader** holds primary responsibility for interpreting the impact and importance of Mission Giving as an act of faith and commitment. Leader empowers women to understand, interpret and participate in United Women in Faith's mission with women, children and youth, and outreach of the church, as well as engage in raising funds for mission and outreach. She will:

a. **understand and interpret United Women in Faith mission projects** and concepts of mission, working closely with the finance and program committees to ensure that members are well-informed about what happens to their gifts and what ministries are made possible through their Mission Giving:

- We are a faith-driven organization. Our beliefs bring us together, our spirituality pushes us to be doers of the Word, and our faith gives us vision and connection to something bigger than ourselves.
- We work closely with the Finance Committee developing strategies to engage people, increase funds, and spread the word about US!

b. **promotes 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;

- National mission institutions are community centers, colleges and residences providing vital services in vulnerable communities—empowering women, caring for children, supporting seniors, educating youth, providing housing for domestic violence survivors, and offering residences for special needs children and youth. National mission institutions also advocate for the women, children, youth and families in the communities they serve.
- United Women in Faith assists nearly 90 organizations across the United States through grants, technical support, and member involvement.
- In Western North Carolina our Mission Institutions are:
  - a. **North Carolina Bennett College, Greensboro**
  - b. **Alliance Center for Education, Inc. formerly Bethlehem Center of Charlotte.**
  - c. **Western North Carolina Conference [www.ac4ed.org](http://www.ac4ed.org) Programs: A Continuum of Services from Birth Through College Graduation, e.g.: Early Childhood Development, Out of School Time Enrichment, Scholarship Fund.**
  - d. **Bethlehem Community Center, Winston-Salem, Western North Carolina Conference Programs: Summer daycare, Child Development, Infant Care, Preschool.**
  - e. **Pfeiffer University P.O. Box 960 Misenheimer, NC 28109-0960**
  - f. **Partners In Ministry, Laurinburg. North Carolina Conference. Programs: Housing, youth empowerment, afterschool education, employment skills training, thrift store, health screenings, food pantry, and referral services.**

c. develops 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:

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

2. **SPECIAL MISSION RECOGNITION** - A Special Mission Recognition is an undesignated gift for mission work that honors the recipient. Special Mission Recognitions may be given by any individual, or circle, or unit, in honor of any person, female or male. It is not necessary that the recipient be a member of United Methodist Women. There are several categories of Special Mission Recognitions, each representing a different amount of money for mission. The basic \$40 Special Mission Recognition is a small gold oval lapel pin with a cross and a white certificate. The other categories are \$60 (set with small sapphire), \$100 (pearl), \$200 (emerald), \$500 (ruby), \$1,000 (diamond), and \$2,000 (double diamond).
3. **GIFT TO MISSION** - A Gift to Mission is a way to honor someone with an undesignated gift in her or his name of at least \$5.00. There are eight different Gift to Mission cards: Thank You, Congratulations, Thinking of You, A Special Day, A Baby, Happy Birthday, Peace, and In the Service of Christ. And, there are special Christmas card designs. Each card has a message indicating that a gift to mission through United Methodist Women has been made in the recipient's honor.
4. **GIFT IN MEMORY** - A Gift in Memory honors the memory of a much-loved family member or friend by making possible additional mission work in the United States and around the world. Gift in Memory cards represent a gift of a minimum of \$5.00. The cards can be obtained for free, so that they are readily available when needed. The person making the gift sends the card to the family of the deceased person, and then sends their gift money to the local UMW treasurer along with the tear-off stub indicating the name of the deceased person.
5. **WORLD THANK OFFERING** - The World Thank Offering is an opportunity for individuals to respond to God's abundance and grace with spontaneous gifts of gratitude. Individuals or families collect such gifts in special boxes or labeled containers. Gifts are usually brought together in the unit once a year. World Thank Offering Resources on the UMW website

#### Other ways of Giving:

- ✓ Every year, women invited gather in their local units and communities for "A Call to Prayer and Self-Denial," a faith-filled time to assemble with lifted hearts and hands before our Creator God. Organized by United Women in Faith, the sisterhood observance welcomes all to join in a celebration of selfless giving and spiritual communion with God. The 2022 theme, "Love, Justice and Service: Answering the Call," honors deaconesses and home missionaries who have said yes to the call God has placed on their lives.
- ✓ **The Legacy Endowment Fund** In 2014, the Legacy Endowment Fund Campaign was created and set a bold goal of raising \$60 million for the endowment. Through the generosity and efforts of women like you, we are confident this goal can be reached! With the Legacy Builder, you can help move our mission steadily forward by making a monthly gift of \$18.69 or more.

**Why \$18.69?** To honor our foremothers who, in 1869, first put out the call to action to raise money to improve the lives of women and children.

**What could \$18.69 impact?** By endowing core expenses, we are equipped to make a difference in areas such as:

- ✓ 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
- ✓ Purchasing baby chicks to create entrepreneurship opportunities for women and youth in Mozambique.

- 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, 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; these sources include”
- Podcasts & Webinars, which feature, Faith Talks, (a monthly conversation), Audio Versions of top articles from each issue of response magazine, Voices from the Field - learn about National and International initiatives that benefit from Mission Giving, an interactive format. Response magazine, Reading Program and Mission u Curriculum.
- g. work with district mission coordinators for education and interpretation, provide resources and conduct training at least annually;
- h. serve on the conference Board of Global Ministries, or equivalent body, and work with the conference secretary of Global Ministries on mission education and interpretation (The Book of Discipline of The United Methodist Church 2016, ¶633.2); and
- i. serve on the following committees: leadership team, Program, Finance, Membership and Mission u.



# Mission Today—2023

United Methodist Women, Western North Carolina Conference

*Make a Difference! Become a Mission Today Unit!*

## The purpose of promoting a Mission Today unit is to:

Energize United Methodist Women to be more involved in mission through prayer, study and action. Increase contacts between units and mission personnel and mission projects so the United Methodist Women understand where their money goes. Encourage the use of mission resources through United Methodist Women. Expand concepts of mission, including social justice as mission.

## What is a Unit?

A unit is any organized group of United Methodist Women within a church or district. Some units are composed of several circles, which periodically get together for a unit meeting.

## How Do We Become a Mission Today Unit?

In order to be recognized as a Mission Today Unit, (Gold, Silver or Bronze) UMW units must complete a number of the following criteria as indicated in text box to the left. Activities conducted between January 1 – December 31 of the reporting year will be recognized at annual meetings/Annual Celebration in the following year. This is an ongoing program, so strive to become a Mission Today Unit!

### Mission Today Criteria:

**Gold:** Complete 10 criteria:  
6 with asterisks (\*)  
and 4 other. \*\*

**Silver:** Complete 8 criteria:  
4 with asterisks (\*)  
and 4 other. \*\*

**Bronze:** Complete 6 criteria:  
4 with asterisks (\*)  
and 2 other. \*\*

\*\* Note: “Other” may also include items with asterisks (\*).

### Criteria:

- \*1. The unit will make a Pledge to Mission.
- \*2. The unit will use the Prayer Guide at each general meeting or circle meeting of the unit to pray for persons in mission and our mission work with women, children and youth. A new Prayer Guide is printed annually and may be ordered from the Mission Resource Center. Prayer Guide entries are posted on our UMW website and Face Book page.
- \*3. The unit will use at least two programs from the Program Book during the year. A new Program Book is printed every year and may be ordered from the Mission Resource Center.
- \*4. The unit or circle will conduct or participate in at least one mission study each year. Contact your district or conference Mission Coordinator for Education & Interpretation to learn what the studies are for each year. (If members of your unit attend all 4 sessions of a conference Mission u or your District Mission Study and your unit takes an action growing out of the study, Gift to Mission, ministry related to the study, etc., your unit will meet this criterion, virtual or in person).
- \*5. The unit will have at least two members subscribing to **response** (1 member subscribing with units less than 15 members; local unit subscription may count as one.) Order information is printed at bottom of page 2. \$24.00 for a one-year print subscription (includes digital subscription); \$20.00 for a one-year digital only subscription.
- \*6. The unit will implement the Charter for Racial Justice in at least two ways during the year. Possibilities are:
  - a. Have members read and discuss books and articles about other races and cultures;
  - b. Sponsor or attend an interethnic event between two or more units;
  - c. Intentionally recruit women of other ethnic groups to be members and officers of the unit;
  - d. Use the Resources for Racial Justice available on our conference website on the “Downloads Available “page under “Mission Resources”.
  - e. Write to elected representatives to support legislation affecting issues such as immigration, affirmative action, low-income programs, civil rights, etc.

*If you are a “Justice Today” unit, you have met these criteria. See “Downloads Available” on conference website.*



- \*7. The unit will have a program and/or complete an action addressing one of the Social Action Priorities for the current quadrennium. These are: Climate Justice and Criminalization of Communities of Color and Mass Incarceration. You may find information at [www.unitedmethodistwomen.org/focus-issues](http://www.unitedmethodistwomen.org/focus-issues).
- \*8. The unit will add at least two new members (one member for units with less than 15 members) to its roll.
- \*9. The unit will have one program from the Social Principles of the United Methodist Church 2017-2020. Available at [www.Cokesbury.com](http://www.Cokesbury.com). For \$2.59 plus tax and shipping. A newer version is not yet available.
- \*10. The unit will contribute to all Five Channels of Mission Giving.
- \*11. The UMW Purpose will be recited at each general and/or circle meeting, including virtual meetings.
- \*12. The unit will contribute \$186.90 or more to the Legacy Fund in the reporting year.
- 13. At least one member of the unit will attend Mission u and report back to the unit on the experience, virtual participation qualifies.
- 14. At least two members (one member for units with less than 15 members) will attend the district or conference annual meeting and report back to the unit about the experience, virtual participation qualifies.
- 15. The unit will have at least one person joining the United Methodist Women’s Action Network to receive and respond to legislative information at least three (3) times a year. Attach the issue and action that was taken to Mission Today report. [socialaction@unitedmethodistwomen.org](mailto:socialaction@unitedmethodistwomen.org), download the form to circulate at UMW meetings.
- 16. Members will correspond with five persons listed in the Prayer Guide at least once a year.
- 17. The unit will co-sponsor, with the local church, a “Children’s Sabbath”. (This is a worship service highlighting the needs of children). Sabbath materials are on our national website: [www.unitedmethodistwomen.org](http://www.unitedmethodistwomen.org) type Children’s Sabbath in search box.
- 18. Each unit or circle meeting will include a “**response** moment” where an item from response magazine will be lifted up as a way to tell the mission story.
- 19. The unit will sponsor one teen member (ages 12 to 17) and /or one young woman member (ages 18 to 39) to at least one conference event during the year.
- 20. At least two members (one member for units with less than 15 members) will attend a district Prayer Breakfast, district Day Apart, conference Spiritual Growth Retreat, or any other special district or conference event other than Ubuntu Day. Virtual participation in any of these events qualify as attending.
- 21. At least two members (one member for units with less than 15 members) will participate in an Ubuntu Day event. Units may develop their own UBUNTU event in their communities.
- 22. At least two members (one member for units with less than 15 members) will complete Plan 1 of the Reading Program and give a report to the unit on one of the books read. Type “Reading Program” in search box on website.
- 23. The unit will invite a district or conference officer, other than a member of the unit, to one of the unit meetings during the year and/or for their United Methodist Women’s Sunday. May be virtual. This Qualifies as a local unit visit (LUV).
- 24. The unit will add one new teen (ages 12-17 and/or one young woman (ages 18-39) circle during the year, or one new teen member (ages 12 to 17) or one new young woman member (ages 18 to 39) during the year.
- 25. 100% of the unit’s active members will make a gift of at least \$18.69 to the Legacy Fund.
- 26. The 2022 Conference Financial Goal is: Each unit will meet or exceed its pre-pandemic Mission Giving.
- 27. Each unit will be responsible for supporting at least one local mission project and participate in one Conference Hands-on Mission Project during the year. The local project should be listed on your Mission Today report.

**UMW Mission Resources**, Website: [www.umwmissionresources.org](http://www.umwmissionresources.org) PO Box 742349, Atlanta GA 30374-2349;  
 Phone: 1-800-305-9857 (toll-free); Fax: (770-280-0061; email: [cs@umwmissionresources.org](mailto:cs@umwmissionresources.org). **Magazine Circulation (for response Toll Free 1-877-881-2385 •FAX: 1-845-267-3478. Magazines with a Mission • PO Box 395 • Congers, NY 10920-0395**

## Education and Interpretation (E&I) Coordination

**Leader holds primary responsibility for interpreting the impact and importance of Mission Giving as an act of faith and commitment. Leader empowers women to understand, interpret and participate in United Women in Faith's mission with women, children and youth, and outreach of the church, as well as engage in raising funds for mission and outreach. She will:**

- a. understand and interpret United Women in Faith mission projects and concepts of mission, working closely with the finance and program committees 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, 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;
- g. work with district mission coordinators for education and interpretation, provide resources and conduct training at least annually;
- h. serve on the conference Board of Global Ministries, or equivalent body, and work with the conference secretary of Global Ministries on mission education and interpretation (The Book of Discipline of The United Methodist Church 2016, ¶633.2); and
- i. serve on the following committees: leadership team, Program, Finance, Membership and Mission u.



**Western North Carolina United Women in Faith  
Nomination form for Dedication of Annual Report**

DATE\_\_\_\_\_

Your Name\_\_\_\_\_

Phone\_\_\_\_\_ E-Mail\_\_\_\_\_

Name of Nominee\_\_\_\_\_

Local Church\_\_\_\_\_

Nominee's Address\_\_\_\_\_

City\_\_\_\_\_ NC. Zip\_\_\_\_\_

*Criteria: All recipients must have served as a local, district, and conference UWF officer.*

**Local UWF Unit Activities:**

**District UWF Activities**

**Conference UWF Activities:**

**District UM Church Activities:**

**Conference UM Church Activities:**

**Community Activities (civic groups, other volunteer activities)**

**Education/Career Information:**

**Personal Information (husband, children, hobbies, etc.)**

**(Use back of form if necessary)**

**Return by June 1 to Carolyn Payne  
5761 Styers Ferry Road  
Clemmons, N.C. 27012  
[Carolynp8g@yahoo.com](mailto:Carolynp8g@yahoo.com) or 336-972-5489**

## UBUNTU

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

### ***Alliance Center for Education***

Founded by United Methodist Women in 1940, the **Alliance Center for Education** (formerly Bethlehem Center Charlotte) provides quality child enrichment activities for school age children and youth, and strives to develop innovative programs to improve the quality of life for at-risk families. The Center provides services to more than 900 children, youth and seniors.

### ***Mission Response Center***

The Western North Carolina Conference responds to human needs all over the world, answering God's call to provide food, medicine, shelter, clothing and other resources to help alleviate human suffering. In order to meet WNCC disaster response and human assistance ministries, the centrally-located **Mission Response Center**, a permanent and secure facility, is owned and operated by our conference to store equipment when not deployed; sort, repack and ship resources overseas; warehouse building materials and supplies; and offer a hands-on mission project for volunteers in the conference.

**Metro District UMW supports these two mission centers on Ubuntu Day of Service in October.**

**Local units can also choose any mission that supports women, children, and youth and create their own Ubuntu Service Project.**

### **Closing Prayer:**

Dear God,

On this day I ask You to grant this request?

May I know who I am and what I am, every moment of every day.

May I be a catalyst for light and love, and bring inspiration to those whose eyes I meet.

May I have the strength to stand tall in the face of conflict, and the courage to speak my voice, even when I'm scared.

May I have the humility to follow my heart, and the passion to live my soul's desires.

May I seek to know the highest truth, and dismiss the gravitational pull of my lower self.

May I embrace and love the totality of myself? My darkness as well as my light.

May I be brave enough to hear my heart? To let it soften so that I may gracefully choose faith over fear.

Today is my day to surrender anything that stands between the sacredness of my humanity and my divinity.

May I be drenched in my Holiness and engulfed by Your love.

May all else melt away.

And so it is.

— Debbie Ford

*Source: womensday.com*

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

**Members & leaders > Roles & Responsibilities > Spiritual Growth Coordinator**

**Leader Coordinates opportunities for spiritual and theological development as related to**

**mission. She will:**

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

## **Our Methodist Heritage:**

Our United Methodist heritage reflects a history of commitment to vital discipleship and social action. John Wesley strongly emphasized the Christian life as a combination of faith and love put into practice. The United Methodist Church affirms these same beliefs today: By joining heart and hand, we assert that personal religion, evangelical witness, and Christian social action are reciprocal and mutually reinforcing. Scriptural holiness entails more than personal piety; love of God is always linked with love of neighbor, a passion for justice and renewal in the life of the world. (The Book of Discipline of The United Methodist Church 2016, ¶102) Get Involved in Campaigns United Methodist Women's national campaigns are a way for us to work together on shared goals across lines of difference and geographic distance. When we all come together and lift our voices to address a specific shared concern, we are far more likely to win measurable change for our communities. Prayerfully consider how God is calling you to join one of United Methodist Women's campaigns

# Social Action Priorities 2021-2024

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

## **Mass Incarceration/Criminalization of Communities of Color, with a particular focus on Interrupting the School to Prison Pipeline**

**Mass Incarceration —The Cause (s):** Excerpts from an article written by Katherine Beckett and Megan Ming Francis

Structural origins of mass incarceration may help to distinguish between its fundamental causes, without which mass incarceration would not have occurred, and other factors that played a causative role but were less central to--and necessary for--its emergence.



**Katherine Beckett, left, and Megan Ming Francis.**

One well-known account of the origins of mass incarceration emphasizes the centrality of racial and electoral politics in the contemporary United States and the ways in which the two-party, winner-take-all system structures these forces. This racial politics perspective contends that the social and policy shifts that fueled mass incarceration have their roots in the political dynamics unleashed by the emergence and successes of the civil rights movement in the 1950s and 1960s. In recent years, many researchers have usefully complicated and/or extended this framework, while others have offered interpretations that emphasize other, ostensibly more fundamental dynamics. For example, some attributes mass incarceration to the rise of \*neoliberalism, whereas others emphasize shifts in cultural values and sensibilities. Recently, several analysts have argued that the policies and practices that drove mass incarceration have their origins in high and/or rising rates of violent crime. Still, others emphasize the role of liberals in the prison buildup.





## Racial Justice: Advocacy and Education

### Because We Believe...

United Methodist Women is deeply committed to the ongoing work of racial justice. We seek to be in right relationship with one another. We work together for the transformation of church and world, following the teaching and example of Jesus Christ. To learn more about our racial just work:

- Access the [Charter for Racial Justice](#)
- Explore our [history](#)
- Learn more about [mass incarceration and the criminalization of communities of color](#)
- Connect with our current campaign to interrupt the [school-to-prison pipeline](#)
- Meet the [Racial Justice Charter support team](#)
- Download the Racial Justice Toolkit: [Tools for Leaders: Resources for Racial Justice](#)
- Read the book *So you want to talk about race* and sign up for a free online course
- Find resources for [Black History Month](#)
- Learn about [Juneteenth](#)
- Check out [additional recommended resources](#) to learn more!
- Read [racial justice stories](#)

### Contact the office of Racial Justice

Emily Jones:  
Executive for Racial Justice  
[ejones@unitedmethodistwomen.org](mailto:ejones@unitedmethodistwomen.org)  
phone: 212-870-3773



# Charter for Racial Justice

**The United States—a nation of many peoples of different races, nationalities, languages and cultures—is challenged to make the Charter for Racial Justice a charter for everyone. The Charter for Racial Justice was created and adopted by the Women's Division of the United Methodist General Board of Global Ministries in 1978. In 1980 the division successfully recommended adoption of the charter by the whole denomination. General Conference has consecutively readopted it, every eight years since, most recently in 2008. The charter continues United Methodist Women's urgent call for study and action on the principles and goals of its vision.**



## Living the Charter

### **Racial justice is a biblical issue:**

- Read Exodus 1:8-14. How were the Egyptians and the Israelites each “raced”? Who are the “Egyptians” and who are the “Israelites” in the United States today?

### **Racial justice is a leadership issue:**

- Who are the leaders in United Methodist Women? When and how are leadership and power shared across lines of race, ethnicity, language and class? Make institutional changes that build relationships of mutuality rather than charity.

### **Racial justice is a community issue:**

- Assess changes in your community, state and nation. Where are racial/ethnic tensions arising? Make standing up for racial justice a regular part of your spiritual practice.

### **Racial justice is a public policy issue:**

- Learn about laws that limit the rights of immigrants, racial/ethnic minorities and the poor to public education, social services and jobs. Join with others to exercise your political power to ensure equal and basic rights for all. [www.umwmissionresources.org](http://www.umwmissionresources.org) 800-305-9857

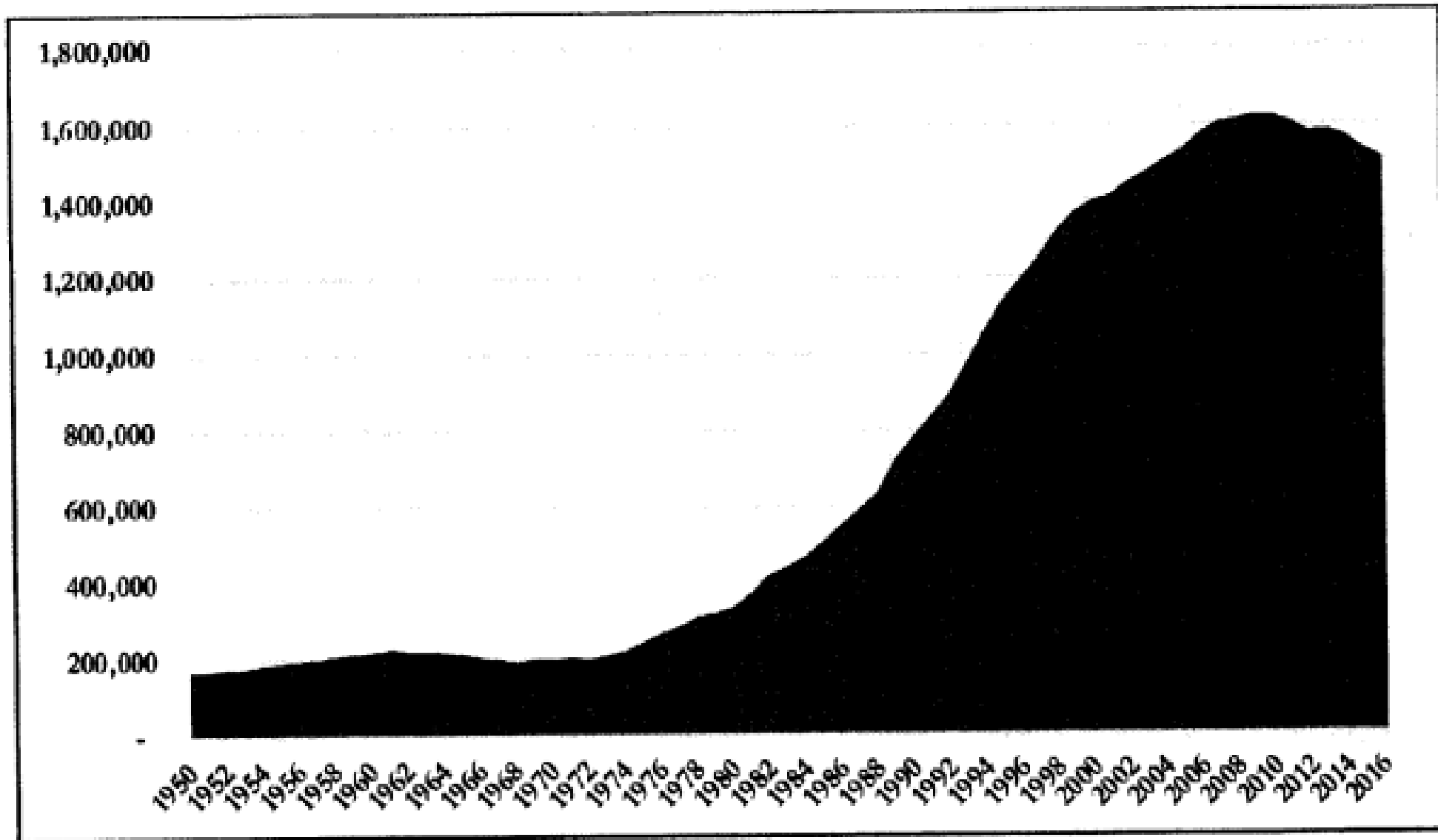
Many studies analyze the effects of mass incarceration and show that penal expansion has many effects that enhance, and mask, inequalities. For the formerly incarcerated, these effects include reduced earnings and employment, increased housing instability and indebtedness, and impaired physical and mental health. Mass incarceration also destabilizes the families and communities from which the convicted are overwhelmingly drawn. Given pronounced racial and ethnic disparities in criminal justice contact and involvement, communities of color have been especially hard hit.

Like mass incarceration, the growth of \*carceral state power has been quite consequential. For example, people who are stopped, frisked, arrested, fined, and surveilled are also harmed by their contact with the criminal justice system, even if they are not confined. Increased contact with the carceral state has led to decreased political participation and civic engagement, thereby undermining citizenship.

*\*Neoliberalism: a political approach that favors free-market capitalism, deregulation, and reduction in government spending.*

*\*\* Carceral State encompasses the formal institutions and operations and economies of the criminal justice system proper, but it also encompasses logics, ideologies, practices, and structures, that invest in tangible and sometimes intangible ways in punitive orientations to difference to poverty, to struggles to social justice and to the crossers of constructed borders of all kinds. Ruby Tapia, U-M English and Women's studies."*

# Prison System Growth (1950-2016)



# School-to-prison pipeline

In the United States, the school-to-prison pipeline, also known as the school-to-prison link, school-prison nexus, or the schoolhouse-to-jailhouse track, is the disproportionate tendency of minors and young adults from disadvantaged backgrounds to become incarcerated because of increasingly harsh school and municipal policies, as well as because of educational inequality in the United States. Many experts have credited factors such as school disturbance laws, zero tolerance policies and practices, and an increase in police in schools in creating the pipeline. This has become a hot topic of debate in discussions surrounding educational disciplinary policies as media coverage of youth violence and mass incarceration has grown during the early 21st century.

Many under-resourced schools rely on police rather than teachers and administrators to maintain discipline. Growing numbers of districts employ school resource officers to patrol school hallways, often with little or no training in working with youth. As a result, children are far more likely to be subject to school-based arrests—the majority of which are for nonviolent offenses, such as disruptive behavior—than they were a generation ago. These arrests for minor infractions disproportionately target students of color and students with disabilities.

## **What United Methodist Women are Doing!**

### **Tell Congress: Help end school pushout!**

Show your support for the reintroduced federal Ending PUSHOUT Act (H.R.2248)!

As United Methodist Women members and friends, we are called to do all we can to interrupt the school-to-prison pipeline. Children of color, especially, are far too often targets of broken and biased systems. We know that racial disparities are rampant, with Black girls about six times as likely to be suspended as white girls.

Our legislators have a unique opportunity to help end school pushout by supporting H.R.2248, the Ending Punitive, Unfair, School-based Harm that is Overt and Unresponsive to Trauma (PUSHOUT) Act of 2021. The Ending PUSHOUT Act: creates a \$2.5 billion fund to incentivize schools and states to abandon unfair and discriminatory disciplinary policies and practices that push children of color out of the classroom; strengthens civil rights monitoring and enforcement; and establishes a task force to address school pushout, with particular attention to the needs of girls of color. Participating states and schools would be supported to invest in restorative practices, trauma-informed care, counselors, social workers and mental health professionals. Funds could not be used for police in schools. While this bill is not a one-and-done fix, it would be a substantial step forward in the ongoing work of interrupting the school-to-prison pipeline and ending school pushout.

Send an email today to encourage your federal congressperson to sign on as a co-sponsor of the Ending PUSHOUT Act today!

# Women in Prison

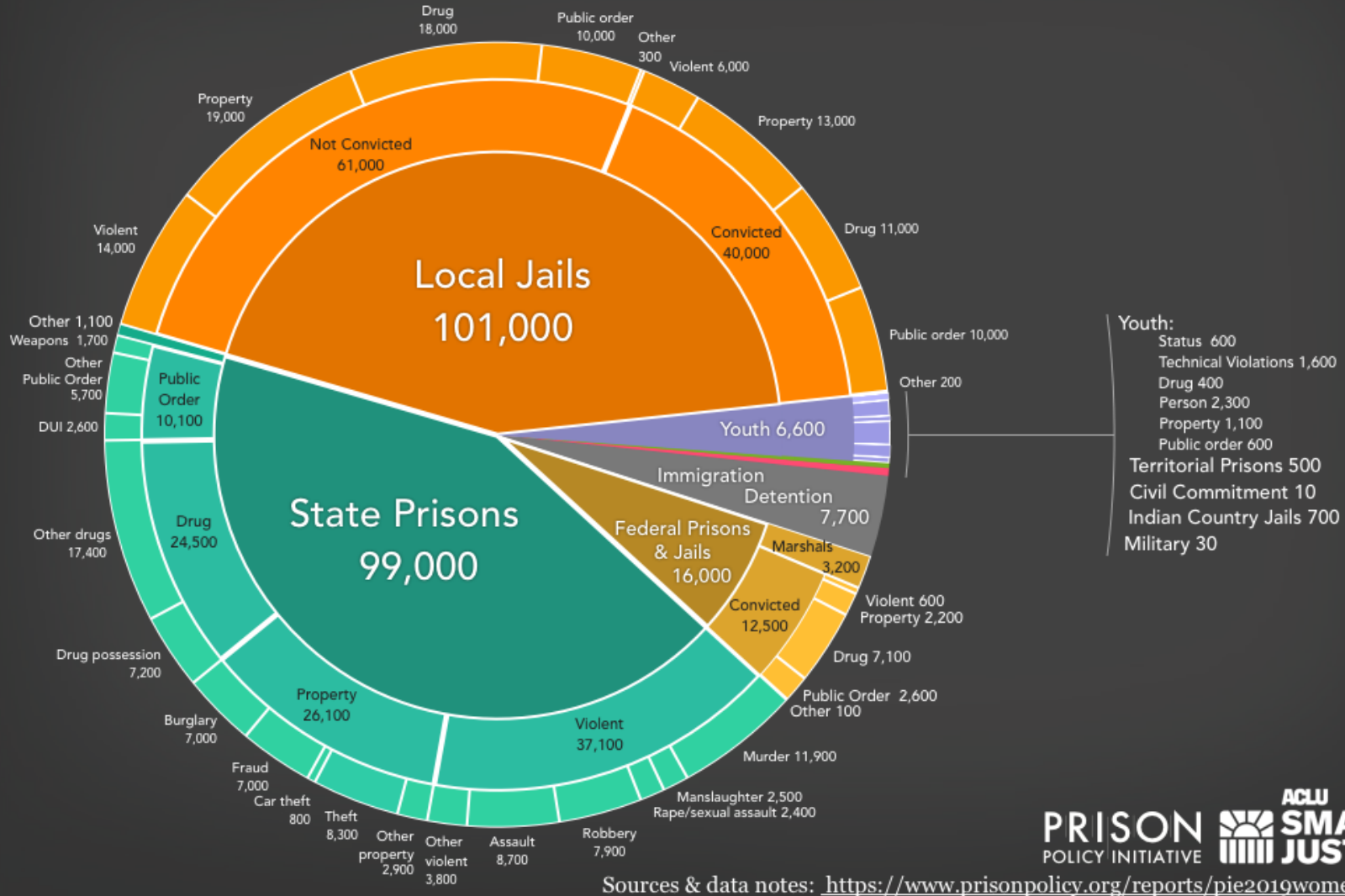
Over the past quarter century, there has been a profound change in the involvement of women within the criminal justice system. This is the result of more expansive law enforcement efforts, stiffer drug sentencing laws, and post-conviction barriers to reentry that uniquely affect women. The female incarcerated population stands over seven times higher than in 1980. More than 60% of women in state prisons have a child under the age of 18.<sup>11</sup>

Between 1980 and 2019, the number of incarcerated women increased by more than 700%, rising from a total of 26,378 in 1980 to 222,455 in 2019.



# How many women are locked up in the United States?

The United States is one of the top incarcerators of women in the world. Changing that will require knowing where 231,000 incarcerated women fall within our decentralized and overlapping systems of mass incarceration.



## **Race and Ethnicity in Prisons;**

- In 2019, the imprisonment rate for African American women (83 per 100,000) was over 1.7 times the rate of imprisonment for white women (48 per 100,000).
- Latinx women were imprisoned at 1.3 times the rate of white women (63 vs. 48 per 100,000).
- The rate of imprisonment for African American women has been declining since 2000, while the rate of imprisonment for white and Latinx women has increased.
- Between 2000 and 2019, the rate of imprisonment in state and federal prisons declined by 60% for black women, while the rate of imprisonment for white women rose by 41%.

<https://uwfaith.org/what-we-do/serve-and-advocate/just-energy-4-all/>



# Climate Justice, with a particular focus on Just Energy 4 All campaign

**Social Action Priorities 2021 - 2024**

## **Global Temperature**

**LATEST ANNUAL AVERAGE ANOMALY:**

**2020 1.02 °C 1.84 °F**

**In Brief:**

Earth's surface continues to significantly warm, with recent global temperatures being the hottest in the past 2,000-plus years.

## **Carbon Dioxide LATEST MEASUREMENT: August 2021 — 416 ppm**

### **In Brief:**

Human activities have profoundly increased carbon dioxide (a heat-trapping gas) levels in Earth's atmosphere.

## **Ocean Heat Content LATEST MEASUREMENT: December 2020 326 ( $\pm$**

2) \*zettajoules since 1955. \*The International System unit of electrical, mechanical and thermal energy.

### **In Brief:**

Ninety percent of global warming is occurring in the ocean, with the last decade and the year 2020 being the hottest.

Please join us Wednesday, October 19, from 3:00 – 4:30 p.m. ET for our webinar, ***Justice in the Intersections of Food, Agriculture, and Energy.***



Just Energy for All webinars occur every 3rd Wednesday of the month from 3 – 4:30 p.m. ET. All are welcome to join. The virtual conversation takes place on Zoom.

People of faith and faith institutions have a long tradition of advocating for fair and adequate access to quality food. Building just food and agricultural systems are important issues that intersect with health, climate, gender, and racial justice and play a significant role in our food choices and lifestyles.

Ultimately, to achieve Just Energy for All we need just and sustainable food and agricultural systems. We can't do one without the others.

Agriculture is one of the largest contributors to greenhouse gas emissions, and food systems from production to consumption have a very high energy demand — from irrigation to cultivation to transportation.

Join us to discuss how building just food and agricultural systems can help us catalyze climate action and support frontline communities as they strive for justice and equity.

## Social Action Coordination

Leader works with the leadership team to engage members in service and advocacy for justice as it is rooted in our biblical tradition. She encourages work on the quadrennial priorities (climate justice and ending mass incarceration of communities of color) of United Women in Faith National Office for the greatest potential impact for change. Visit <https://uwfaith.org/what-we-do/serve-and-advocate/> for these priorities.

Conference social action leaders shall promote and interpret the biblical basis for social action and the position of The United Methodist Church on social issues, using the Social Principles (*The Book of Discipline of the United Methodist Church, 2016*) and *The Book of Resolutions of The United Methodist Church, 2016*.

**She will:**

- a. serve as a member (or members) of the leadership team;
- b. work with the leadership team and United Women in Faith National Office to create a plan of action on one or more of the national issue priorities, and set a goal for a concrete “win” on the issue(s) in your conference;
- c. train district social action counterparts; work closely with district social action leaders to plan ongoing district-level work on the issues, and serve as the main contact to catalyze local and district work on social action to enable districts to learn from each other and help them to locate resources from United Women in Faith; as feasible, offer skills training in service and advocacy around conference priority issues;
- d. work with the vice president and district social action leaders to plan an annual or bi-annual state legislative event; this may be with ecumenical partners and, as feasible, would focus on United Women in Faith social action priority issues;
- e. work closely with the United Women in Faith conference spiritual growth coordinator to integrate biblical and theological focus into all social action work;
- f. work closely with the United Women in Faith membership coordinator to explore ways to engage new members in United Women in Faith through social action;
- g. resource the conference communicator for the website, print newsletter, emails and other communications, and encourage district counterparts to do so;
- h. may serve on the following conference United Women in Faith committees: Charter for Racial Justice, program and others as assigned; and
- i. perform other duties if assigned, such as:
  1. represent United Women in Faith on your conference Church and Society committee (may have another name); bring the priorities and concerns of United Women in Faith and explore areas for collaboration;

2. get to know other justice leaders within your conference, and with the leadership team seek to build alliances with other committees and caucuses, such as Religion and Race, Status and Role of Women, racial/ethnic caucuses, and others. Consider how such alliances can advance work around your issue priorities (e.g., collaboration on resolutions to your annual conference, education and strategy development on one or more issue priorities, etc.) and advance conference goals.



## **Membership, Nurture and Outreach (MNO) Coordination**

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

- a. keep the leadership team informed about needs and concerns of membership;
- b. chair the Committee on Membership and recommend to the leadership team plans for membership cultivation and official signup via myUnited Women in Faith;
- c. work with district mission coordinators or person responsible for membership nurture and outreach to organize new district and local units and receive information about units in jeopardy of going inactive and follow up with necessary intervention, nurture and support;
- d. serve as the contact person for district mission coordinators or those responsible for membership, nurture and outreach, as well as provide resources, conduct training at least annually, as determined by the leadership team, and promote data collection through the membership census and member profiles;
- e. work with the leadership team to become a supportive community, provide regular creative fellowship activities for the team and work with them to create and encourage mentoring strategies;
- f. include time and space for women to share their concerns and experiences with one another at gatherings (online and in person) of United Women in Faith members;
- g. actively stay in touch with and support members through life's joys and struggles;
- h. work with the leadership team to value the inclusion of women of different cultures and life stages; and
- i. participate in the national MNO cohort for ongoing training, regular updates and best practices; and
- j. serve on the other committees as determined by the leadership team.

**Walk for Mission 202**

Western North Carolina Conference United Women in Faith

District Name \_\_\_\_\_

Unit Name \_\_\_\_\_

(Please print all information)

Walker's Name \_\_\_\_\_

Office Use Only – Do Not Write in These Spaces

Address \_\_\_\_\_

Total Pledge \$ \_\_\_\_\_

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

# Of Sponsors \_\_\_\_\_

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

Initial \_\_\_\_\_

E-Mail \_\_\_\_\_

Date \_\_\_\_\_

(Make additional copies of this form as needed)

SPONSOR'S NAME (Please Print)	STREET ADDRESS	CITY	STATE	ZIP	E-MAIL ADDRESS	\$ PLEDGED	\$ PAID
1.							
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3.							
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**Collect your money, and mail your form and sponsor money to your District Treasurer.**

## **Program Resources Coordination/Management**

**Leader works actively to fulfill the Purpose and find creative ways to assist the work of coordinating resources within United Women in Faith. She will:**

- a. Place orders for resources, display and arrange program materials at conference meetings;
- b. Be informed about online resources, such as videos, training classes, podcasts and other audiovisual;
- c. Resources and how to access them;
- d. Conduct training at least annually, as needed;
- e. Promote response magazine (print and online) and the Reading Program;
- f. Serve as the contact person for district secretaries of program resources, provide resources to them;
- g. Serve on the following committees: leadership team, program, finance and Mission u; and
- h. Be available, if asked, to attend and manage the resource room at Leadership Development Days and Mission u training events when they occur in your conference, or recommend names of local volunteers for this purpose.

## **NOMINATIONS COMMITTEE**

Nominations Committee members are to invite any United Women in Faith to serve as an officer for Metro District. The person asked to take on a position for the district will be sharing her talent as an officer for the district. Training will be offered for the position and a full job description will be given.

Presenting the opportunity to serve on Metro District:

- the position for which the committee wishes to nominate her
- the matching of her skills to the job to be done
- the significance and responsibilities of the position in the organization
- the term of office she will serve including start and end dates

## PRESENTING THE OPPORTUNITY

### How to invite women to serve as leaders

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

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

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

- the position for which the committee wishes to nominate her;
- the matching of her skills to the job to be done;
- the significance of the position in the organization;
- the term of office she will serve, including starting and ending dates;
- the responsibilities of the position as detailed in the Constitution and Bylaws and the conference/district standing rules;
- the ways in which this position works with other officers, such as: member of the team, the four mission coordinators, through committees;
- the committees she will serve on, including annual conference committees;
- the resources available to her (travel and office expenses, training

opportunities, leadership materials, etc.);

- the places where she can go for help, e.g., president, outgoing officer, mission team, national organization of United Methodist Women staff contact, printed resources;
- the mileage allowance, meal allowance, and dependent care allowance;
- the training opportunities that she will have;
- the challenges and problems associated with the office;
- the name of the present officer;
- the number of days away from home for events and meetings and what types of meetings/events she will need to attend, e.g., Executive Committee, School of Christian Mission, Mission U, annual meeting, district training, Leadership Development Days (LDD);
- the dates of meetings and the time involvement anticipated;
- the expectation that at times she will have to travel alone and sometimes with others;
- the possibility of having to sleep two to a bed when attending conference United Methodist Women's events;

(If this is your policy, are you willing to explore alternatives with those who choose not to sleep two to a bed? Are you willing to be sensitive to the issues that may arise in instances of inter-racial roommate assignments? It is best to encourage our leaders to interact across racial or cultural boundaries while still allowing freedom of choice.)

- any outlays of expenses of officers that might be hidden costs of leadership and not reimbursable;

(The inability to cover hidden costs may prove to be a barrier to the inclusion of women who are unemployed or economically-disadvantaged.)

- the responsibility for training and relating to counterparts;
- the date and time for the annual meeting and installation of officers;
- whether she is the only one being nominated or will run against other nominees;
- the possibility of any meetings immediately before or following the annual meeting where she will be expected to be involved.

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

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

## PRESERVING UMW HISTORY – DO’S AND DON’TS

### **Do:**

Keep a copy of all unit programs and special events.

Items and pictures can also be kept on CD’s or thumb-drives. Label or attach a note with description of contents.

Pass them to the next historian or give them to the unit President. In some cases, your church may have room for storing.

Pictures:

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

Protect from light

Invest in proper enclosures – plastic covered paper clips

Use acid-free paper

Digitize when possible – store on thumb-drive

Store in a safe place

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

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

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

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

### **Don’t:**

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

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

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

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



# Parliamentary Procedure in Practice<sup>h</sup>

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True or False

- \_\_\_\_\_ 1. All committee actions must be approved by either the executive committee or the board of directors.
- \_\_\_\_\_ 2. Once a quorum is established, business can be conducted regardless of the number of members who remain.
- \_\_\_\_\_ 3. Minutes and financial statements require a motion for approval.
- \_\_\_\_\_ 4. After a motion has been seconded, the next proper step is to discuss the motion.
- \_\_\_\_\_ 5. The presiding officer can only vote to break a tie.
- \_\_\_\_\_ 6. In a meeting, the parliamentary decisions and rulings of the presiding officer are final.
- \_\_\_\_\_ 7. Parliamentary procedures do not vary regardless of the size of the group.
- \_\_\_\_\_ 8. "Calling for the question" ends debate and requires an immediate vote on the preceding motion.
- \_\_\_\_\_ 9. A motion to "table" is the best way to kill a pending motion.
- \_\_\_\_\_ 10. Individuals have the right to speak to a motion as many times as they wish, unless special rules are adopted.

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<sup>0</sup>Source: William E. Cozart, Robert's rules at work: using parliamentary procedure to conduct effective meetings. Association Management, Jan 1998 v50 n1 p80(2). Used by permission.

*The answers!*

1. **False.** Only those actions affecting policy or unbudgeted funds need approval. Empower your committees and other groups. Make sure they know their charge, and let them go - in other words, stop micromanaging.
2. **False.** When the number needed for a quorum is no longer present, the formal business of the group must stop.
3. **False.** For minutes, the chair asks, "Are there any corrections to the minutes?" Hearing none, they stand approved as mailed or presented. Of course, if there are corrections without objections, those changes are made. If corrections are requested and someone objects, then a motion must be made and handled accordingly. The only financial report that requires approval is the annual audit. All other financial reports are informational only and require no action to be taken.
4. **False.** The next step is for the chair to repeat the motion to make sure everyone understands it before discussion begins. After discussion, the chair needs to repeat the motion again before voting to make sure everyone understands what he or she is voting on. After the vote, the chair needs to state the results.
5. **False.** The presiding officer can vote 1) to break a tie; 2) to make a tie (a tie vote fails); and 3) on secret ballots.
6. **False.** The members (the "body") always have final say. The rulings of the presiding officer can be clarified by asking for a "point of information," more formally by calling for a "point of order," and most formally by making a motion to "appeal the decision of the chair," which requires a vote of the body.
7. **False.** Parliamentary procedures become increasingly important when a committee is formal in nature or when that committee has legal responsibility for the organization. Sometimes we can curtail the creativity and energy of groups by requiring their adherence to strict rules of order. Some procedures and rules are always necessary, but it's best to use prudent judgment in deciding how far to go.
8. **False.** If participants yell out "question" or "call for the question," that just means they are tired of talking and want to vote. They alone cannot stop debate or tell the body what to do. The proper motion is to "move the previous question," which requires a second and a two-thirds vote (a two-thirds vote is always required when a right is being taken away). This motion, if passed, ends debate and puts the previous question to vote.
9. **False.** Use the motion to "table" only to set a motion on the floor temporarily aside so something more important can be considered. The proper way to kill a motion is to move to "postpone indefinitely." If passed, this motion only prohibits the same motion from being made at the same meeting. The same motion can be made again by someone at the next meeting. You can never actually "kill" a motion.
10. **False.** Generally, parliamentary procedures allow for the same individual to speak only once and for no more than 10 minutes, until everyone who wishes to speak to the motion has had an opportunity to do so. Then the individual may speak a second time for no more than 10 minutes. The body can adopt special rules for debate.

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Source: William E. Cozart, *Robert's rules at work: using parliamentary procedure to conduct effective meetings*. Association Management, Jan 1998 v50 n1 p80(2). Used by permission.

### **Parliamentarian**

The PARLIAMENTARIAN is an expert in parliamentary procedures, who provides explanations and/or advice. She shall:

- a) provide explanation for parliamentary procedures, utilizing Roberts Rules of Order;
- b) assists in correctly stating motions, rules of debate, etc.
- c) assists with creating, amending Standing Rules;
- d) maintains a copy of the Standing Rules;
- e) sits in close proximity to the presiding officer during meetings;
- f) assures adherence to meeting agendas;
- g) assists with election and voting procedures;
- h) keeps track of the order of those wishing to speak, motions, amendments, voting, etc.;
- i) supports the District President in maintaining order and adhering to time schedules;
- j) Nurturing Partners---each Executive team member is assigned churches or individuals to visit at least time a year. After receiving the list, team members should contact their list introducing herself and asked for a convenient time to visit. They may be asked to present a program. The District President may ask team members to contact their list to remind them of upcoming events or other communications;
- k) attend all District meetings and events.

Attend Conference training for your office once a year.

## ROLE OF THE PARLIAMENTARIAN

Many organizations permit the President to appoint a Parliamentarian to serve as an advisor and consultant for the President, other officers, committees and members on matters of parliamentary procedure.

During a meeting, the role of Parliamentarian is that of giving advice to the presiding officer and when possible, to any other member. She should also, as inconspicuously as possible, call to the attention of the Chair any errors in the proceedings or violations of rules which might affect the basic rights of the members. She should be seated to the immediate right of the Chair so that quiet and pertinent consultation can take place as needed.

A Parliamentarian may be asked to explain a point or to give an opinion, but the Presiding Officer, and ONLY the Presiding Officer can make a ruling.

Outside of meetings, a Parliamentarian can be of much help in the preparation of Bylaws, Bylaw Revisions, amendments and other rules. In some organizations such as United Methodist Women, she serves as Chair of the Rules Committee. She can assist in the interpretation of rules and procedural requirements and in the preparation for the proper handling of various items within the day's business. She can assist the President or Chair in the preparation of the Agenda for the meeting.

Some organizations employ a Parliamentarian for their Annual Conventions and Annual Meetings. United Methodist Women appoint one of their members to serve in this capacity. The Bylaws and the Standing Rules of United Methodist Women limit the Parliamentarian as well as any other appointed officer to a maximum of a four-year tenure. This includes all appointed positions in her lifetime.

When a member of an organization serves as its Parliamentarian, all her rights of membership are retained unless the Bylaws provide otherwise. However, many members who undertake the responsibilities of serving in this position prefer, as a matter of diplomacy, to relinquish most of their membership rights during their term as Parliamentarian. In United Methodist Women, this is not required or expected.

(Excerpts from "Pointers on Parliamentary Procedure" from the National Association of Parliamentarians and from the Constitution and Bylaws of United Methodist Women and the Standing Rules of the Western North Carolina United Methodist Women.)

## PARLIAMENTARY TERMS

**AGENDA:** an outlined plan of an entire business session; an order of business.

**ACCEPT:** adopt, approve, agree to.

**ADOPT:** approve, agree to, accept.

**AMEND:** modify or change the wording of a motion before action is taken upon the motion itself.

**ANNOUNCING THE VOTE:** declaration by the chair of the result of the vote.

**ASSEMBLY:** a body of people assembled for the transaction of business.

**ARE YOU READY FOR THE QUESTION:** debate (discussion) is in order.

**BYLAWS:** basic rules of a society which relate to itself as an organization.

**CARRIED:** adopted, approved.

**CHAIR:** the presiding officer; the place or station of the presiding officer.

**DIVISION OF THE ASSEMBLY:** a motion requiring that a vote taken by voice or by show of hands be retaken by rising.

**EX OFFICIO:** "from the office" or by virtue of the office or chairmanship. Bylaws frequently provide that the president shall be an ex-officio member of all committees except the nominating committee.

**FLOOR, OBTAIN THE:** securing recognition by the chair as having the right to speak in a meeting.

**GENERAL CONSENT:** unanimous consent; informal agreement of the assembly. The chair asks if there is any objection to a certain procedure; *silence gives consent*.

**GERMANE:** closely related; of the same subject matter. Example: an amendment must be germane to the motion to which it is applied.

**IMMEDIATELY PENDING QUESTION:** the latest question (motion) stated by the chair when more than one question is pending.

**INCIDENTAL MOTIONS:** motions which deal with questions of procedure arising out of other motions or items of business.

**MAIN MOTION:** A motion that introduces business to an assembly.

**MAJORITY VOTE:** over half of the votes cast.

**MEETING:** a single gathering of persons or members of an organization, usually for the purpose of transacting business. See *Session*.

**MINUTES:** the record of the proceedings of an assembly. Sometimes referred to as the *journal*.

**MOTION:** a formal proposal that certain action be taken, or that a certain statement express the sense, opinion, desire, or will of the assembly.

**PARLIAMENTARY LAW:** a consistent system of rules which govern procedure in all deliberative assemblies; founded upon certain fundamental principles originated in the unwritten customs of the House of Parliament in England; first compiled for use in this country by Thomas Jefferson, whose manual has been the foundation for rules used in the United States House of Representatives and Senate.

**PENDING:** before the assembly. A motion is "pending" after it has been stated by the chair and until it is disposed of temporarily or permanently.

**PLURALITY VOTE:** the largest number of votes received by a candidate or proposition when three or more choices are possible. A plurality vote never decides a question or election except by specific rule of the organization.

**PRECEDENCE, TAKES:** outranks; used in reference to the order in which motions can be introduced and must be considered by the assembly.

**PREVIOUS NOTICE:** announcement that a specific motion will be introduced at the next meeting; substance of the proposal should be described at least briefly; unless specified otherwise in the bylaws, must be made at the preceding meeting or included in the call of the meeting at which it is to be brought up.

**PRIVILEGED MOTIONS:** a class of motions which, although they are not directly concerned with the business before the assembly, are of such immediate importance that they have the privilege of interrupting the consideration of anything else. All motions of this class are *not debatable*.

**PRO TEM:** for the time being; most frequently applies to the office of secretary.

**PUTTING THE QUESTION:** putting the motion to a vote.

**QUESTION:** the business before the assembly; the motion as stated by the chair. (See "motion.")

**QUORUM:** the number of members who must be present in order that business can be transacted legally. The quorum is a majority of all members unless the bylaws state otherwise.

**RECESS:** an intermission taken by the assembly.

**RESOLUTION:** a main motion usually of such importance and length as to be written; may or may not have a preamble setting forth the reasons for the resolution.

**REVISION OF THE BYLAWS:** a complete set of bylaws submitted as a substitute for existing bylaws.

**RONR:** acronym for *Robert's Rules of Order Newly Revised*.

**SECONDARY MOTIONS:** motions which can be made while a main motion is pending and which relate to business already before the assembly, to questions of order or procedure, or to matters of comfort or privilege. There are three classes of secondary motions: subsidiary, privileged, and incidental.

**SECONDING A MOTION:** agreeing that a motion should come before a meeting.

**SESSION:** a meeting or a series of meetings with a single order of business, agenda, or program.

**STANDING RULES:** regulations for the guidance of an organization usually adopted by majority vote without previous notice.

**STATING THE QUESTION:** formally placing a motion before the assembly and indicating (where appropriate) that it is open to debate. Wording of a motion in the minutes should be exactly the same as when *stated* by the chair.

**SUBSIDIARY MOTIONS:** Motions that assist the assembly in treating or disposing of a main motion (and sometimes other motions).

**TWO-THIRDS VOTE:** two out of three of the votes cast. For two-thirds approval, the affirmative vote is at least twice as large as the negative.

**UNFINISHED BUSINESS:** questions that have come over from the previous meeting because that meeting adjourned without completing its order of business.

**VOTE:** a formal expression of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it.

**YIELD:** give way to. A pending question yields to one of higher rank.

Pointers on Parliamentary Procedure

National Association of Parliamentarians  
Educational Material #

## QUORUM

A quorum is the minimum number of members who must be present at a meeting for the transaction of business. Unless there is a rule to the contrary, a quorum is a majority of the members. It is usual, however to adopt a much smaller number, the quorum often being less than one-twentieth of the members. An organization's quorum for meetings must be set in its by laws, preferably as a fraction or percentage rather than an absolute number.

While a quorum is competent to transact business, it is usually not prudent to transact important business unless there is a good attendance at the meeting.

The presiding officer should not take the chair until a quorum is present, unless there is no hope that a quorum will appear. When a quorum is present, the chair does not need to announce that fact unless asked. If a quorum is not present after waiting a reasonable period of time, the presiding officer should take the chair, call the meeting to order, announce the absence of a quorum, and entertain a motion to adjourn, to fix the time to which to adjourn, to recess, or to take measures to obtain a quorum. The same procedure is required if the chair notices the absence of a quorum during a meeting, either upon the chair's initiative or upon that of a member. If ~~no~~ member makes a point of no quorum (a point of order that no quorum is present), the chair, noticing that a quorum is no longer present, may allow debate to continue, but he should not allow any vote to be taken, except as specified above.

In committee of the whole, the quorum is the same as in the assembly; in any other committee or in a board, the quorum is a majority, unless the assembly specified otherwise.

The rule regarding a quorum cannot be suspended, even by a unanimous vote, and it is both wrong and dangerous to transact business in the absence of a quorum.

There is no requirement, however, that a quorum vote on any given motion; it is entirely possible that members will abstain, and the rule of the quorum is merely that the members be present, not that they vote.

COPIED FROM ROBERT'S RULES OF ORDER

**The Conference Standing Rules has: A quorum shall be a simple majority of the delegates registered for the meeting.**

## **MINUTE TAKING SKILLS** Tips for Taking Meeting Minutes

Minutes serve several purposes:

- They are a historical record of a group's decisions and actions
- They are a reminder of who was given assignments
- They are evidence of deadlines
- They are a benefit for people who are absent when decisions are made.

Which recording method is most comfortable for you?

- Notebook
- Laptop
- Recording the minutes
- Template of minutes

Pass around an attendance sheet once people arrive to document who is present at the meeting.

Create a Minutes Template (fill-in-the-blank form) that includes—

- Type of meeting (monthly, annual etc.)
- Purpose of meeting
- Date, time, and location of meeting
- Name of person who called the meeting to order
- Names of those in attendance (have a list of names/titles for conference leadership team;

Jurisdiction Leadership team; District officers)

- Indication that a quorum was or was not present
- Approval of previous meeting's minutes
- All motions that are made and names of those who made them
- Summary of any reports that are made
- Decisions that are voted on
- Information regarding the next meeting (date, time, location)
- Adjournment time
- Name of the person who took the minutes and the date they were taken
- Name of the person who approved the minutes and the date of approval

Listen with Care—focus on major issues, actions, and decisions and less on comments

Stick to the Facts—differentiate between statements that are facts and those that are opinions

Motions—it is necessary to record the name of the person who made the motion and who seconds a motion. (See example of form to capture a motion)

Minute actions include—

- Accept resignations
- Adopt bylaws, resolutions, budgets
- Approve minutes
- Receive reports

Don't Delay—the sooner the minutes are drafted the better. As time passes, important items that you heard but did not write down are forgotten and the less accurate the minutes will become.

Proofread—to ensure minutes do not contain misspelled words, incomplete sentences, and inaccurate punctuation. Before minutes are distributed have them reviewed by the president or other designated person for accuracy.

Twenty-One Tips for Taking Meeting Minutes” [www.businesstrainingworks.com](http://www.businesstrainingworks.com)

The Art of Taking Minutes by Delores Dochterman Benson is a helpful resource and reference book for all secretaries. Ms. Benson states that taking minutes will be made easier by following these suggestions:

- Use the agenda as a framework. Prepare a template for the minutes by reproducing the agenda and leaving plenty of space under each heading to record your notes.
- Choose a style for the minutes. Meetings and minutes may be formal, modified formal, or informal, depending on how the president and attendees follow parliamentary procedure and rules of order.

A formal agenda may list the following items of business:

- Attendance (present or absent)
- Call to Order
- Announcement of Quorum
- Minutes of Previous Meeting
- Treasurer's Report
- Committee Reports, Old Business, New Business, Adjournment

An informal agenda may have the following items:

- Welcome
- Minutes of Previous Meeting
- Treasurer's Report
- Announcements
- Adjournment



Become knowledgeable about the topics scheduled for discussion. You should review the agenda before the meeting. If you are unfamiliar with a topic, ask the president to tell you something about it.

- At the beginning of the meeting note the following: the time" presence of a quorum (number of people needed to conduct business), the names of those present and absent, and the opening remarks of the presiding officer.
- Motions must be recorded exactly as stated. A motion is a formal proposal made by a member of the group, seconded by another member, and passed or defeated by a vote. List the names of those making and seconding motions.
- Be sure that speakers who are presenting reports provide you with copies. In the minutes you can refer to these reports by saying, "The speaker's report is attached and becomes a part of the minutes."
- Write the minutes in final form as soon after the meeting as you can.

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

## LOCAL UNIT SECRETARY JOB DESCRIPTION

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

She will:

- a. Keep accurate minutes of all meetings of the unit and its leadership team and give notice of these meetings.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal and financial documents, making certain each is properly dated.
- d. Keep an accurate roll of membership.
- e. Send a list of elected leaders of the unit, including addresses, ZIP codes, telephone numbers and e-mails, to the secretary of the district organization immediately upon their election and interim changes, and send the name of the new president to the resource center: United Methodist Women Mission Resources.
- f. Serve on the leadership team and other committees as necessary.

## WHAT SHOULD I DO?

### Set Priorities

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

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

### Develop Skills

1. **Listening** – Secretaries need to continuously exercise the communication skills of listening and then organizing what is heard into a useful form through minutes, letters and reports.

2. **Minutes** – Minutes are a part of the history of your organization. Taking accurate and useful minutes is one of your most important responsibilities. You can practice the skill of writing minutes throughout your term of office.

Taking minutes will be made easier by following these suggestions:

- **Use the agenda as a framework.** Prepare a template for the minutes by reproducing the agenda and leaving plenty of space under each heading to record your notes.
  - **Choose a style for the minutes.** Meetings and minutes may be formal, modified formal, or informal, depending on how the president and
-

attendees follow parliamentary procedure and rules of order. A formal agenda may list the following items of business: Call to Order, Minutes of Previous meeting, Treasurer's Report, Committee Reports, Old Business, New Business, Adjournment. An informal agenda may have the following items: Welcome, Minutes of previous Meeting, Treasurer's Report, Announcements, Adjournment.

- Become knowledgeable about the topics scheduled for discussion. If possible, review the agenda before the meeting. If you are unfamiliar with a topic, ask the president to tell you something about it.
- At the beginning of the meeting note the following: the time, the names of those present and absent, and the opening remarks of the presiding officer.
- Motions must be recorded exactly as stated. A motion is a formal proposal made by a member of the group, seconded by another member, and passed or defeated by a vote. List the names of those making motions.
- **If possible have speakers who are presenting reports provide you with copies.** In the minutes, you can refer to those reports by saying, "The speaker's report is attached and becomes a part of the minutes".
- Write the minutes in final form as soon after the meeting as you can.

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

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

Remember:

We ACCEPT resignations and plans of work.

## Catawba/Metro District Local Leadership Training: Communications

Providing informative, pertinent, and current news to your United Methodist Women members is an important part of being a successful leader. Whether it is an email, a program announcement, or an article on your next mission project, writing with purpose will help you get your point across and keep your members well informed, while at the same time helping you achieve your unit's goals. In addition to the writing tips, there are instructions and guidance for using the United Methodist Women's name when writing.

### ***Writing Tips for Clarity and Readability***

Below are a few concepts and approaches to assist you in creating communications that engages readers and clearly conveys your important written information.

**Brevity** - Information provided as brief and concise sentences focus reader's attention throughout the document.

**Bite-Size** - Bullet lists, side bars and numbered lists break up the copy and help readers focus on the important information.

**Imagery** - The addition of images, photos or graphics attract attention and provide a visual illustration to support the written word. If using an image or photo from the internet, be sure to follow copyright rules and site the source. Some search engines have filters which will limit the search to public domain or free to use graphics. The websites **upsplash.com** and **pixabay.com** offer free images with no copyright.

**Headline** - A strong headline pulls readers into the communication. The best headlines are not only short, but they also speak to the self-interest of readers and the news item.

**Call for Action** - Ask your reader to do something after reading your information. A call for action engages the reader to support the goals, projects, or prayers requests of the communication.

**Proofread** - Spelling and grammar checks are helpful tools, but not perfect. Re-reading your writing, during and after you finish helps to catch those typos that can detract and possibly discredit the content. If possible have more than one person review the work before it is distributed. Another approach is read from the end to the beginning, paying special attention to each word and phrase.

## ***United Women in Faith in Written Materials***

*With the transition from United Methodist Women to United Women in Faith, a new UWF Brand Book, which provide consistent messaging standards for the brand, has not been released. Until that occurs, you are encouraged follow the previous guidelines.*

Maintaining consistency across the organization is important to United Methodist Women as this demonstrates our solidarity and unity as a global brand. When referring to United Methodist Women in your church publications, please use these guidelines,

1. United Women in Faith is a singular noun. Women who are part of United Women in Faith are “members of United Women in Faith”, “a member of United Women in Faith or “United Women in Faith members,” United Women in Faith member”.  
INCORRECT: United Women in Faith Woman.
2. The abbreviation “UWF” is not used in publications unless it is part of a website address such as [www.UWFonline.net](http://www.UWFonline.net)”
3. The United Women in Faith’s magazine, **response** is formatted as lower case and bold. If the text around “**response**” is bold, change “**response**” to non-bold.
4. Mission Giving is United Women in Faith’s primary source of fundraising and is always capitalized. Supported projects are signified as “Mission Giving-supported” or “United Women in Faith-supported”. Program Book, Prayer Calendar, National Mission Institutions and Reading Program should be capitalized.
5. Use the singular “mission” in reference to United Women in Faith’s mission work.
6. Use “mission with” rather than “mission to”, when referring to United Women in Faith’s mission work.
7. Use “children” rather than “kids” unless “kids” is part of a project name.
8. “United Women in Faith’s Social Network” is the correct reference for our social network. Use the full name for the first reference and “social network” on subsequent references.
9. When using dates, do not use “on” prior to the date, such as “The United Women in Faith assembly will be May 8 – 10”.
10. Either the New Revised Standard Version (NSRV) or Common English Bible (CEB) are the standards for United Women in Faith. Marking the scripture as NSRV is not required. If an alternative translation is needed for a specific reason, that version should be cited.

## Etiquette in the Digital Age

### Email

- **Be clear and concise:** Make sure the subject line reflects the content, action requester and/or purpose of the message.
- **Respect people's time:** If your message is short and easy to download, people will be more likely to read it. Make sure to put in your main content of your message at the beginning.
- **Use appropriate language:** If you have a question on whether you are too emotional, don't send the message; save it, and review it later. Remember that no one can guess your mood, see your facial expressions, etc., in email—all they have are your words.
- **Avoid ALL CAPS:** Writing in all capital letters is the online equivalent to shouting or screaming.
- **Make a good impression:** Your words and content represent you. Review and edit your message before sending it.
- **Obey copyright laws:** Don't use others' images, content, etc., without permission. Do not forward emails or use website content without permission.
- **Consider your audience:** Use distribution lists appropriately and with permission.
- **Do not send unsolicited material:** Do not post or email unsolicited information messages.
- **Attach thoughtfully:** Always double-check that the attachments are included and give the reader a brief description.
- **Respond with restraint:** Choose not to respond to "flames" or personal attacks.
- **Remember where you are:** Use personal and business/work email with permission.
- **Reply carefully:** Reference previous messages and set your default reply to "reply to sender" instead of "reply to all" ---this is the cause of many messages being sent to unintended audiences.
- **Do your homework:** Many times, it is easier to send an email and ask someone else for information, forgetting that they may have to do research to get it. Unless that other person is the only source of information, you should be able to research the information yourself.
- **Avoid prolonged exchanges:** If a topic cannot be resolved quickly enough through email, a phone conversation may be more effective.

### Social Media

- **Consider the purpose of the forum:** The purpose of your use will determine what forum to use and how.
- **Remember everything you do is public:** Everything posted in a social media forum is public and accessible to all. Just because the post goes on a private page does not mean that it cannot be accessed by others, at any time.

### Cell Phone

- **Think about when to take and make a call—Think about where you are**

## **Communications Coordination**

**Leader works actively to fulfill the Purpose and find creative ways to assist communications within United Women in Faith. She will:**

- a. Work with elected leadership to promote the organization and Purpose as well as publicize United Women in Faith activities at all levels.
- b. Serve as the contact person for district communications coordinators, provide and promote United Women resources and how to use them, conduct training at least annually as determined by the leadership team and provide training to develop techniques in publicity.
- c. Establish and maintain contact with church and secular press.
- d. Serve as editor of the conference United Women in Faith's newsletter, newspaper or column.
- e. Serve on the following committees: Leadership team, program and others as assigned.
- f. Ensure that conference and district United Women in Faith's actions are promoted via the Internet and social media, enlisting help as needed.

**Contact your [staff liaison](#) for questions and clarifications.**



Western North Carolina Conference  
**Glossary of United Women in Faith Terms**

.....  
**So, that's what it means....**

- **Action Alerts** -- Notices that keep interested individuals informed about important legislation and policies regarding issues of particular concern for United Women in Faith. Sign up to receive Action Alerts at [www.unitedmethodistwomen.org/act/alerts](http://www.unitedmethodistwomen.org/act/alerts).
- **A Call to Prayer and Self Denial** -- Annual observance which gives local units a chance to study and reflect on a particular theme each year and designate funds for ministries related to that theme.
- **Charge or Cluster Group** – A United Women in Faith group formed by women from more than one church when the number of women from a single church is too small to organize with a basic structure.
- **Charter for Racial Justice** -- Based on our belief that all people are created by God and are part of God's family and that each person's value deserves respect and nurture, United Women in Faith are committed to the elimination of institutional racism of all kinds and supports and participates in the worldwide struggle for liberation of all individuals in our churches and communities. This is a global United Women in Faith initiative.
- **Conference** -- The organization of United Women in Faith within the bounds of an annual conference of the United Methodist Church. We are part of the Western North Carolina Conference.
- **Daily Prayer Guide** – Replacing the Prayer Calendar. A devotional resource to inspire daily through prayers and mission reflections that testify to the impact of United Women in Faith and Global Ministries outreach in the world and how those who serve encounter God and find joy through their work and calling.
- **Deaconess and Home Missioner** -- Lay people who have responded to the call of God in their lives and have been commissioned by the United Methodist Church in a lifetime relationship to full-time ministries of love, justice and service.
- **District Unit** – A group formed by women from different churches who choose to meet in locations other than a local church, such as a college or university campus, in a retirement community or local business area.

- **District Member** – A woman who does not have a local or district organization to which she can belong. Upon approval by the district executive committee, she becomes a district member. Through the district, she learns about the events and resources of United Methodist women and makes her Pledge to Mission.
- **Executive Committee** – The executive committee works as a mission team and is the administrative body of the United Methodist Women on a local, district and conference level. It facilitates program planning, financial functions and membership development.
- **Five Channels of Giving** – There are five main ways to financially support the work of United Methodist Women. (Give the minimum of \$5 in each of these channels and your unit will have given in all Five Channels of Giving. Individuals may also give in all five channels.)
  1. **Pledge to Mission:** What we feel led to give from our hearts too make a difference in the lives of women, children and youth each year. This is not considered “dues.” There is no set amount, and it is hoped that each year our members will be able to increase their pledge to mission. All of dollars add up to make mission possible!
  2. **World Thank Offering:** This offering is an opportunity for us to respond to God’s abundance and grace with spontaneous gifts of gratitude.
  3. **Special Mission Recognition:** By giving to this channel, a local unit or an individual can honor someone. The gift amount for pins ranges from \$40 to \$2000. However, if a unit does not have \$40 in their budget, it may donate \$5 to this channel, and it will have given to this channel of mission giving. (There will not be a pin, but the money will go to mission.) Anyone can be recognized in this way: woman, man, member, non-member of United Methodist Church or other denominations.
  4. **Gift to Mission:** Make a gift of \$5 or more in honor of a member, friend, family member or anyone. The following cards are available to send to the person you are honoring: Thank You, A New Baby, In the Service of Christ, A Special Day, Thinking of You, Peace, Happy Birthday, Congratulations and an assortment of Christmas cards. These cards can be purchased from local treasurers, at district and conference events or online.
  5. **Gift in Memory:** Give a gift in memory of a member, friend, family member or anyone. You may get these cards from local treasurers and at district and conference events for free. Then turn in a minimum gift of \$5 for each card when you send one to the family of the deceased. You can use these cards in other ways to remember someone on Mother’s Day, Father’s Day, etc.

- **International Ministries** – In 2013 Mission Giving funds supported 121 programs carried out by 107 organizations in more than 110 countries.
- **Justice Today** – Our conference initiative to promote study and implementation of the Charter for Racial Justice.
- **Leadership Development** – Elected officers of local units, districts and conferences of United Women in Faith are expected to participate each year in continuing training for their responsibilities. These events are sponsored by the districts and conference.
- **LUV Visit:** (See Nurturing Partner)
- **Mission Giving** – Pledges are given by members to support the mission program of United Women in Faith, with “no strings attached.” These funds are available for use in any part of the mission program of United Women in Faith. (See Five Channels of Giving)
- **Mission Studies** – United Women in Faith equips members for reflection and informed action through educational opportunities and resources. These are offered on a district level as well as in local units.
- **Mission Today** – The purpose of Mission Today is to energize United Women in Faith members to be more involved in mission through prayer, study and action. It also seeks to increase contacts between units and mission personnel and mission projects, so the members of United Women in Faith understand where their money goes. It encourages the use of mission resources through United Women in Faith and expands concepts of mission, including social justice as mission. There is a list of options that units can complete to become a Mission Today unit.
- **Mission u** – A mission education initiative held annually (July in Western North Carolina) produced by the United Women in Faith National Office.
- **National Mission Institutions** – These institutions provide much needed services to their communities, and many have historical relationships with United Women in Faith. Nearly 100 institutions are located across the United States, including Puerto Rico and the U.S. Virgin Islands. They are community centers, schools, colleges, health care facilities and women’s residents offering a variety of services. Members of United Women in Faith locally and through their gifts to mission support these institutions.
- **Nurturing Partner** – A district officer that is teamed up with a local unit with the intention of forming a relationship. This partnership makes communication easier and allows for flow of information to and from the local unit.



- Program Resource -This book features a collection of programs for use in local units and circles that inspire peace, encourage us to care for the environment, teach about reconciliation, restorative justice, current events etc. Included is the Call to Prayer and Self-Denial program and pledge service. It is easily adaptable for a virtual meeting.
- **Reading Program** – A program of the United Women in Faith that encourages members to expand their understanding of and participation in God’s mission through the reading and/or study of books that are selected. There are five categories of books. More information is available from your Secretary of Program Resources on a local, district or conference level.
- **response Magazine** – The official magazine of United Women in Faith produced 6 times a year. It is the voice of women in mission and is intended for every member of the organization. See the conference website for subscription information ([www.wncc.org](http://www.wncc.org)). It is also offered digitally.
- **Scholarships** – The Scholarship Program is funded by the General Scholarship Fund and seven endowed scholarships. Scholarships assist members of the United Methodist Church who live in the bounds of the Western North Carolina Conference obtaining an undergraduate degree. Most scholarships require that the recipient pursue an academic course leading to a church-related vocation such as Christian Educator. Recipients must attend one of the five United Methodist-related colleges or universities located in the Western North Carolina Conference.
- **Ubuntu Journeys** – Ubuntu is an African word and proverb meaning, “I am human because you are human.” Ubuntu are short-term service opportunities for women.
  - In the Western North Carolina Conference, we have an Ubuntu Day of Service. We serve at the five National Institutions located in our conference: Bennett College, Pfeiffer University, Bethlehem Center Winston-Salem, Alliance Center 4 Education in Charlotte; Brooks-Howell Home, Mission Response Center and the Hinton Rural Life Center.
- **United Women in Faith National Office** – The National Organization of United Women in Faith is the official title of what was formerly known as Women’s Division. The National Office provides support and structure for the mission of United Women in Faith at all levels of the organization.

Many questions can be answered on our website, [www.wnccumw.org](http://www.wnccumw.org) or the national website, <https://uwfaith.org/> or by contacting a district or conference officer. See your district and conference newsletters for a complete list of officers.

Local unit--District--Conference--National Office

**8 Western North Carolina Conference Districts:**

Appalachian

Blue Ridge

Catawba Valley

Metro

Northern Piedmont

Smoky Mountain

Uwharrie

Yadkin Valley

Adapted from United Methodist Women Handbook 2021-2024

October 2021

## **Blessed is the Leader**

Blessed is the leader who has not sought the high places, but who has been drafted into service because of her ability and willingness to serve.

Blessed is the leader who knows where she is going, why she is going, and how to get there.

Blessed is the leader who knows no discouragement; who presents no alibi.

Blessed is the leader who knows how to lead without being dictatorial; true leaders are humble.

Blessed is the leader who leads for the good of the most concerned, and not for the personal gratification of her own ideas.

Blessed is the leader who develops leaders while leading.

Blessed is the leader who marches with the group, interprets correctly the signs on the pathway that leads to success.

Blessed is the leader who has her head in the clouds but her feet on the ground.

Blessed is the leader who considers leadership an opportunity for service.

Amen!

--Anonymous

**UNITED METHODIST WOMEN HANDBOOK 2021-2024**  
**Excepts pertaining to the Vice President**

**CONSTITUTION OF UNITED METHODIST WOMEN IN THE LOCAL CHURCH**

Article 5. Officers and Committees.

The local unit shall elect a president, a vice president, a secretary, a treasurer, and a committee on nominations. Additional officers and committees shall be elected or appointed as needed, in accordance with the plans of the United Methodist Women's national organization as set forth in the bylaws for the local unit of United Methodist Women.

Section 3. Structure

The leadership team may include a president, vice president, treasurer, secretary and chair of the committee on nominations. Additional leaders may be added as determined by the leadership team.

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

- a. Guide the leadership team in its responsibility for planning and implementing the program of the unit.
- b. Perform the duties of the president in her absence.
- c. Promote ecumenical relations.
- d. Chair the committee on program where one exists or, if there is no separate committee, chair the leadership team when dealing with matters relating to program. She will 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 Methodist Women national organization.

Section 5. Committee on Program

The leadership team may function as the committee on program with the vice president as chairperson, or the leadership team may name a separate committee on program.

a. Membership

If a separate committee is established, its members will be the vice president as chairperson, president, treasurer, secretary, representative(s) from the subgroup(s) where they exist and others as the leadership team may determine.

## **ROLES AND RESPONSIBILITIES IN THE ORGANIZATION OF UNITED METHODIST WOMEN**

### **LOCAL UNITED METHODIST WOMEN ORGANIZATION**

United Methodist Women is organized according to the group's need and size. Most United Methodist Women groups normally relate to a local church but this is not a requirement. Each local organization of United Methodist Women should have a leadership team that at minimum consists of a president, vice president, treasurer, secretary and chair of the committee on nominations. (The Book of Discipline, 2016, cf. 256.5) Additional leaders are chosen and committees or task groups are formed as needed.

The leadership team assigns responsibilities for all basic functions. It includes the following persons:

- President
- Vice president
- Treasurer
- Secretary
- Chair, committee on nominations
- Member at large
- Pastor (ex-officio)

### **TAKE ON THE TASKS OF UNITED METHODIST WOMEN**

#### **CREATING A LEADERSHIP TEAM: CHOICES**

After completing assessment and planning, consider how the group should organize. It should reflect ways to care for one another, reach out to others, learn together, develop leaders, grow spiritually, nurture the membership, and faithfully use the monetary gifts given for mission.

The United Methodist Women's Constitution and Bylaws prescribes that a group should elect a president, secretary, treasurer and chair of nominations; and a vice president as specified as part of the leadership team at the local level. These roles are essential to maintain organizational functions and financial accountability, but the leadership team can name its leadership in other ways that are meaningful to the group and its way of working together.

Program coordinator Vice president (specified at local level)

Convenes meetings or actions that may be needed in the absence of the president; coordinate the work of the organization with the president; takes on specific tasks and roles such as program planning



## PROGRAM PLANNING

The total program of United Methodist Women is mission, so all programming has a mission emphasis. Whether is it a circle meeting, a local organization program, a district or conference event, include one or more of the following:

### **Support for Mission**

- Spiritually by prayer and Bible study.
- Financially with a Pledge to Mission and other Mission Giving.
- Intellectually through education about mission and mission projects.

### **Action for Mission**

- Involvement in both charity and justice issues.
- Being intentional about the use of the world's resources.
- Strengthening the community.

### **Participation in Mission**

- Learning about the changing needs in mission.
- Living a life of praise and thanksgiving.
- Developing a relationship with missionaries, mission partners or projects at home and around the world.

## What to Consider When Program Planning

Take the following elements into consideration when planning a program or event.

- Type of event.
- Number of participants.
- Length of the program or event.
- Expense and budget available.
- Who will be attending.
- Goal of the program.
- How the goal will be achieved.
- What the content will be and how it will be conveyed (activity, lecture, video, etc.).
- What resources are available.
- How you will publicize and invite others to attend.
- What you will do to follow-up after the program or event.

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

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

### ***Step 1: Goal Setting***

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

### ***Step 2: Calendaring***

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

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

### ***Step Three: Program for the Year***

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

## TEN LEADERSHIP SKILLS

### **1) Reflect on your own experience and ways of being and doing.**

Do I understand how my own identities have shaped and shape my understanding of self and way of doing things? Am I willing to question myself and others for fuller self-understanding? Am I committed to reflection, study and action that lead to transformation?

### **2) Be open to contribution of others.**

As a leader do I have a multicultural, multilingual and antiracist perspective? Do I value what I hear even if I disagree? Do I appreciate cultural experiences other than my own? Do I read, view art, listen to music, or experience worship with persons who are older, younger, or of a different cultural, racial-ethnic or language group than I am?

### **3) Practice collective leadership.**

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

### **4) Support the growth of others.**

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

### **5) Realize the diversity in our communities.**

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

### **6) Value persons over being right.**

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

**7) Speak up.**

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

**8) Live democratically.**

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

**9) Imagine God's vision.**

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

**10) Sustain critical hope.**

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

## BASIC MEETING AGENDA

This is the basic AGENDA for conducting a meeting, whether it is a UMW general meeting, executive committee meeting, or a committee meeting. Robert's Rules of Order, Newly Revised, is the reference for this agenda. It is helpful for the secretary to have a copy of the agenda, to assist the president in staying on schedule.

CALL TO ORDER...President gives ONE rap of gavel and says:  
"The meeting will come to order."

DEVOTIONAL or INVOCATION...by Spiritual Growth Coordinator

ATTENDANCE...by the Secretary

MINUTES...President asks Secretary to read the minutes of the previous meeting or the minutes of such and such a date or Secretary presents the minutes as emailed or printed. President calls for "Any corrections to the minutes?" Pause, then "The minutes are approved as read/emailed/printed." If the minutes have been corrected, then the President says: "The minutes are approved as corrected." NO SECOND, NO VOTE!

Minutes should always be signed: "Jane Doe, Secretary." (Do NOT sign "Respectfully submitted!...this is no longer correct)

CORRESPONDENCE...Secretary reads any correspondence. Motions arising out of the correspondence may be handled at this time instead of repeating it under New Business. President always handles the motions.

TREASURER'S REPORT...After the Treasurer's Report, the President gives an opportunity for questions and then says: "The Treasurer's Report will be filed for audit."

REPORT OF EXECUTIVE COMMITTEE...usually presented by Secretary and is a synopsis of the Executive Committee's Meeting. Any recommendations of the Executive Committee may be handled at this time rather than repeating under New Business. President always handles any recommendations.

REPORT OF OFFICERS..... Any recommendations from these reports may be

REPORT OF COMMITTEE CHAIRPERSONS... handled at this time rather than repeating under  
REPORTS OF SPECIAL COMMITTEES..... New Business

UNFINISHED BUSINESS (not OLD business)...Secretary advises President of any Unfinished Business from previous minutes, if President has not already covered it

NEW BUSINESS...introduced from previous item of business or proposed by members

PROGRAM...Can be scheduled here or at the beginning of meeting. Convenience of speaker or type of program should determine when the program is scheduled. The President does not TURN the meeting over to anyone. She asks the Program Chairperson or Vice President to introduce the program. The President remains in the "Chair" throughout the meeting and maintains order.

ANNOUNCEMENTS...The President always announces date, time, and place of next meeting, as well as district and conference events

BRIEF INSPIRATION BY THE PRESIDENT...The President closes with a brief inspirational thought, verse, prayer, or Prayer Calendar

ADJOURNMENT...The President adjourns the meeting by saying: "If there is no further business to come before this assembly, the meeting is adjourned." If there is a motion to adjourn, there must be a second and a majority vote to pass the motion.



## GROUND RULES FOR EFFECTIVE MEETINGS

1. Set time limits before discussion starts
2. Share all relevant information
3. Focus on interests, not positions
4. Agree on what important words mean
5. Disagree openly with any member of the group (issues, not personalities).
6. Keep the discussion focused
7. Make statements, then invite questions and comments
8. Discuss undiscussable issues
9. All members are expected to participate in all phases of the process
10. Make decisions by consensus
11. Respect each other

## TIPS

This section contains tips and information to help members as they participate in the work of the organization. These are merely suggestions for your use. Feel free to use and adjust them as needed.

### MEETING TIPS

Many local organizations have monthly meetings in which they go over the business of the organization and participate in a program. Districts and conferences have annual meetings that also have program and business portions. In addition, executive committees (or leadership teams) for local, district and conference organizations meet regularly to conduct the business of the organization and plan programs.

#### Setting the Tone

Be sure to set the tone of the meeting by how you welcome people, affirm differences and handle questions as they arise.

- Welcome all attendees and be especially aware of those who are new to the group.
- Open and close the meeting with prayer or a short meditation.
- Affirm the ground rules at the beginning of each meeting so that everyone is on the same page.
- Ask members to express their opinions honestly and concisely. Enable all participants to express their views.
- Encourage creative problem-solving. Discourage competitive behavior in which one side emerges the winner and the other side becomes the loser.
- Keep focus of discussion on the task. If the group wanders, guide it back.
- Plan time for personal sharing, perhaps informally during a refreshment break or formally as part of the meeting's agenda.
- Express appreciation for good work accomplished by or for United Methodist Women members. Celebrate one another's contributions!

#### Planning

Plan each meeting ahead of time. Give members advance notice, send out an agenda and find ways to invite new people to attend. Consider how to welcome newcomers and how you will invite them to participate.

#### *Create an Agenda or Meeting Plan*

Every meeting needs a game plan, whether it's a meeting of three committee members or a convention of several thousand delegates. Know your agenda and stick to it.

Have an agenda or list of items for the meeting available to all participants: via email, printed agenda, on newsprint or on a slide



As you consider your agenda, think through the transitional places in the meeting and agenda and decide what you will say.

For example, during a discussion or before a vote, you can say, "The question before us is [state the exact language, including amendments that have been adopted]. Is there further discussion?" Or, "Is there any new information?" Or, "Does anyone have anything else to add to our discussion?"

## Annual Meetings

An annual meeting is held to conduct the business of an organization. The form and content of the program need not be limited but should include the official business. Consider member needs, areas of interest, special mission focuses and any special acknowledgements or remembrances. (See further tips in "Program Planning" on page 22.)

The business session should include:

- Treasurer's report.
- Adoption of budget.
- Presentation and adoption of pledge.
- Nomination report and election of officers.

It will help the meeting progress smoothly if you make available copies of standing rules, budgets and other business matters in the program so that participants have them at hand. Making the presenters aware of their allotted time in advance and keeping time during the session are important so that the meeting ends on time.

## Meeting Facilitation

Facilitation is something we do every day—in some instances it is informal, such as a conversation around the dinner table, and other cases is more formal, such as working as a group to achieve a required outcome, common goal or purpose. The following are some tips to help make facilitating a meeting go smoothly.

**Agenda:** It is important that everyone involved understands the purpose of the session and the expectations. Providing a clear agenda helps this process.

**Comfort and information:** Set time limits and schedule breaks and mealtimes. Make sure everyone knows the location of bathrooms and the cafeteria, break or snack room—remember that hungry and tired people do not work well.

**Group introductions:** Make sure that all present know one another. Set aside time for introductions with specific instructions and a time limit. The facilitator should take the lead in the introductions to set the tone.

# Suggested Methods for an Effective Meeting

## 1. Learn basic parliamentary motions.

No one expects you to know all the parliamentary motions by heart. Use a chart of motions that will help you see at a glance if a particular motion requires a second, whether it takes a majority or two-thirds vote to carry, and whether debate is allowed.

## 2. Start with an agenda.

Every meeting needs a game plan, whether it's a meeting of three committee members or a convention of several thousand delegates. Know your agenda and stick to it.

## 3. Think through transitional places in the agenda and decide what you will say.

For example, in controlling debate during a discussion or when the results of the vote on an amendment have just been announced, you can say, "The question before us is (state the exact language, including amendments that have been adopted). Is there further discussion?" Or: "Is there any new information on this subject?"

## 4. Think about what specific words you will use

to announce motions,  
take the vote, and  
announce the next agenda item.

For example, in announcing a motion when it is first being made, say, "It has been moved and seconded that (state the exact wording of the motion). Is there discussion?"

Restate the question precisely before putting it to a vote. Don't allow voting on vague concepts. Insist on specific wording. The person taking the minutes will be grateful, but beyond that, it helps everyone come to a clearer understanding of the issue. Give specific instructions such as, "As many as are in favor, say aye."

## 5. Make sure that all remarks are made to and through the chair.

Proper procedure at a large formal meeting.

All members present will hear the question

During small committee meetings, is appropriate for members to speak directly to each other.

6. Restate the question before putting it to a vote.

Don't allow voting on vague concepts.

Ask for specific wording. Helps in having clearer understanding of the issue.

7. Stick to the rules of debate.

Don't let members abuse the rights of others by talking longer than the rules allow.

However, don't jeopardize a productive exchange merely to enforce a parliamentary rule.

Rely on your own good judgment to strike a balance.

And remember: The maker of the motion has first and last debating rights.

8. Minutes

Do not need a motion to approve the minutes.

Ask if there are any corrections to the minutes. If there are none say, "Hearing none, the minutes are approved as printed." If there are corrections, instruct the recording person to make them and announce, "The minutes are approved as corrected."

9. Adjournment

When your business is completed and there is no one seeking the floor to make announcements, ask if there is any further business. If none is forthcoming, declare the meeting adjourned.

10. Treasurer's report

Is not adopted; it is filed for audit. (The auditor's report is adopted at some predetermined point during fiscal year. )

After the treasurer's report is given, ask if there are any questions about the report. Then announce that the report will be filed.

11. Committee reports.

Do not "adopt."

File reports that are "for information only" and thank the reporting member.

Written committee reports are attached to the minutes. The recording officer should not summarize or paraphrase committee reports in the minutes.