

July 2023

# Women Talk



United  
Women  
in Faith

Smoky Mountain District † United Methodist Women † Western North Carolina Conference



Smoky Mountain District United Women in Faith  
Annual Celebration  
**Jesus Calls Us: "Be My Witness"**  
Virtual via Zoom  
August 12 — 10:00 AM



- † Preparing to Witness in 2024:
  - Election of District Leadership
  - Approval of our Pledge to Mission
  - Approval of our Admin. and Membership Dev. Funds
  - Approval of Updates to our Standing Rules
- † Reflecting on Our Witness in 2022:
  - Summary of Giving
  - Celebrating our Local Units
- † Speaker: Deaconess Tracey Owens



Tracey is a Deaconess in The United Methodist Church, where she is called to ministries of love, justice, and service. Tracey was consecrated in 2014 at the United Methodist Women's Assembly in Louisville, Kentucky, and is appointed to Brooks-Howell Home as her ministry for and with older adults.

Annual Celebration can sometimes leave a person wondering, "What year is it?" That's because in the **current** year we not only celebrate the **previous** year but also conduct essential business for the **coming** year. Whew! We're almost like time travelers.

We hope you join us as we plan for 2024 and celebrate your accomplishments in 2022, whether it's from the comfort of your own home or you gather with others. We can't operate as a district without leadership and funds, so make your vote count. Last year was a challenging year as we moved beyond pandemic restrictions and faced church disaffiliations. Yet there are things to celebrate about Smoky Mountain District United Women in Faith in 2022.

Having planned for 2024 and celebrated 2022, we will then hear from Tracy Owens about her witness as a deaconess. 2023 marks the 135<sup>th</sup> anniversary of the deaconess order, so it is a fitting time to hear from Tracey.

Registration is free but required. The registration link is found at:  
[https://us02web.zoom.us/meeting/register/tZAlcOyqqzgoGdFqMMkwr4VO0JWoMO\\_hvItD](https://us02web.zoom.us/meeting/register/tZAlcOyqqzgoGdFqMMkwr4VO0JWoMO_hvItD)

Peace and all good things,  
Lisa Bacon, SMD President  
[lisabacon304@gmail.com](mailto:lisabacon304@gmail.com) / 828-586-8399 (home) / 828-226-2433 (cell)

## WHAT'S IN THIS NEWSLETTER THAT I'D BE INTERESTED IN?

Page 1—**JOIN US for ANNUAL CELEBRATION: Jesus Calls Us: "Be My Witness"**

Page 2—A Table of Contents...so you can find the things you really want to find first!...plus our Mission Statement and a special thought.

Page 3—"A Note for Treasurers" and "Focus on our UWF Reading Program."

Page 4—Mission u 2023!

Page 5—Meet "Rural Education Advancement and Development" (READ)

Page 6—UWF WNCC 50th Annual Celebration

Page 7—Ways to Give to the Legacy Fund and Word from our Nominations Committee.

Page 7—Slate of SMD District Officers for 2024

Page 9-14—Proposed SMD Standing Rules update.

Page 15—The 2023 SMD UWF Executive Team Listing.

Page 16—SMD & WNCC Calendar of Events

**All our dreams can come true —  
If we have the courage to pursue them.**

**\* \* \* \* \***

*"Be strong and courageous, and act; do not fear nor be  
dismayed, for the Lord God, my God, is with you."*

*— 1 Chronicles 28:20 NASB*

## MISSION STATEMENT OF UNITED WOMEN IN FAITH

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.

## A NOTE FOR TREASURERS:

Our receipts for the second quarter were outstanding. On our Remittance Report to the Conference Treasurer, we recorded the following:

Pledges	\$6,807.83
Special Recognition Pin	\$90.00
Gift to Mission	\$184.67
Gift to Memory	\$145.00
World Thank Offering	\$50.00
Other	\$419.48
Call to Prayer & Self Denial	\$339.25
UMCOR	\$50.00
Legacy Fund	\$1357.90
Total	\$9444.13

Remember to donate to the **Love Offering**. You can send a check to Bess Redmond, Conference Treasurer, or donate it at the UWF Annual Celebration, September 8-10.

Congratulations to all the Units. Thank you and let's keep it going so well.

Dianne Mills, SMD District Treasurer  
311 Grandview Circle, Waynesville, NC 28786  
Cell: 828-550-2229 OR Email: [dnmills@hotmail.com](mailto:dnmills@hotmail.com)



## Focus on our UWF Reading Program

Are you curious about our United Women in Faith reading program? Are you well-acquainted with it, but just need a refresher? A visit to the United Women in Faith resources page at [uwfaith.org/resources/read-program](http://uwfaith.org/resources/read-program) can provide the information you need. There you will find a complete listing of books that qualify for this year, requirements for each reading level certificate, a downloadable form on which to keep a record of the books you've read, and much more.

If you have difficulty finding what you need there, feel free to contact me at [nmhwatkins@gmail.com](mailto:nmhwatkins@gmail.com) or by phone at 828-550-5927 and I will be happy to help. Word of advice - if you do choose to call, please leave a message as I do not answer calls from numbers that aren't in my contacts. I will return your call as soon as possible.

In future newsletter articles I would like to offer answers to specific questions about resources, share ideas from your unit about resources and activities that you have found helpful in stimulating interest in the reading program, and share recommendations of books on the reading list. Pass them along!

Nancy Watkins, Program Resources Coordinator  
Phone: 828-550-5927 Email: [nmhwatkins@gmail.com](mailto:nmhwatkins@gmail.com)



## Living the Kin-dom

Exploring the Lord's Prayer as a  
Spiritual Practice for Social Transformation

RIVA TABELISMA



Contributors: Candace Simpson | Nora Asedillo Cunningham

# Mission u 2023

July 28-29, 2023

## The Catholic Conference Ctr., Hickory, North Carolina

Passionate about mission?

Love to learn?

Want to engage with others who are?

Then Mission u is right for you!

Online registration open June 1st thru July 13th.

Renee Hayes, Adult Mission Study Retreat Leader  
Sherry Sink, Youth Camp Study Retreat Leader

Registration is **ONLINE only**, and open June 1 through July 13. (There is no onsite registration.)

Registration costs vary with housing and student type. Fees for full-time students range from \$85 (non-resident with meals) to \$220 (all meals and private room with private bath), depending on type of accommodations.

**Dates:** Friday, July 28 through Saturday, July 29

**Location:** [The Catholic Conference Center](#), Hickory, North Carolina

**Conference Gram – June 2023 – Mission u Issue**

**Childcare** will be NOT be available.

**Study books** should be ordered in advance; they will not be available for sale at the event. You may order a study book for pickup at Mission u as part of the registration process, if you register by July 5th. If you choose to order a book to be delivered to you (which will increase your shipping costs), you may do so at <https://uwfaithresources.org/>

Adult Study: [Living the Kin-dom: Exploring the Lord's Prayer as a Spiritual Practice for Social Transformation](#)

Youth Study: [Seek and You Shall Find: Living in the Kin-dom](#)

Kindle version of the adult study is available at [www.amazon.com](http://www.amazon.com).

**Hands-on Mission:** UMCOR Menstrual Hygiene Kits (guidelines on assembling and packing the kits may be found at <https://umcmmission.org/umcor-menstrual-hygiene-kit/>)

**CEU/Advanced Lay Servant Credit:** Participants can apply to receive CEU's and Advanced Lay Servant credit. Forms will be available at Mission u.

**Schedule:** Check-in will begin at 10:00 AM on Friday, July 28th. Mission u will open with worship Friday at 11:30 AM. Lunch will be served at 12:00 noon and the first session will begin at 1:30 PM. Friday afternoon will include sessions 1-4 of the study. Dinner will be served at 6:30. Sessions 5 & 6 will be held after dinner. Reflection time will be available to all participants after Session 6 before retiring for the evening. Breakfast Saturday will be served at 8:00 AM. Sessions 7-8 will conclude by 12:00 noon followed by lunch. Closing worship and Send off is scheduled for 1:00 PM.

Morning Praise will be held Saturday morning at 7:30 AM on the terrace (weather permitting).

**First-timer Scholarships:** Each District offers a \$150 scholarship for a person attending Mission u for the first time. Information and applications are available from your District President. Additional scholarship funds are often available through your local unit; contact your unit president for information.

**For everyone's safety and well-being, we will follow all CDC protocols in place at the time. For our COVID safety protocols, see [Mission u 2023 | WNCC United Women in Faith \(wnccumw.org\)](https://www.wnccumw.org).**



## Rural Education Advancement and Development (READ)

As a member of First Methodist Waynesville for 30+ years, I have long been aware of this quote often attributed to John Wesley, "Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can." By implementing this policy, it is truly amazing what can be accomplished when determined people band together. Through READ, this is what we try to do in our little section of the world.

READ operates in the state of Cotopaxi, Ecuador, which is mostly rural and one of the poorest states in Ecuador. We opened our first educational center in June 2010. At present we have two sites, one in Apahua, an indigenous community at 13,000 feet and another in Macuchi a mestizo community at an elevation of 5,000 feet. Both are agrarian communities.

READ has developed a highly effective coalition made up of our Ecuadorian staff, the READ administrative board, volunteers, individual donors and The United Methodist Church, primarily in WNC. Over the past 13 years we have been able to provide learning opportunities in this grossly underserved area of Ecuador. Our programs are constantly evolving as we learn how to best serve each community.

Currently our services include book loans, computer classes, tutoring, internet access, a work study program for middle and high school students and a child sponsorship program. Our services are free and open to the public.

In 2022 we:

- Lent 7,765 books to the public
- Taught 75 youth and children how to use the computer
- Had 35 children in the work study program
- Sponsored 58 children.



All the children in our work study and sponsorship programs live in extreme poverty. Without our support most families would not be able to educate their children beyond the 7<sup>th</sup> grade. We pride ourselves in being a holistic program. By developing a relationship with each child through the case management provided by our staff, our programs become much more effective. Children share the struggles they face with us and we in turn help them problem solve. We help with tutoring, medical problems, dental care, and any other problem a child may have. Children graduating from high school are counseled and guided through the steps needed to continue their education post high school. Most of the children are the first in their family to go to high school. We are currently assisting four young adults who are currently enrolled in the university.

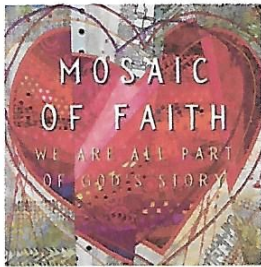
We hope you can join us to hear about how ordinary people banding together can have extraordinary results by giving hope and opportunities to our brothers and sisters in need. Please see details below.

With Gratitude,

Ginny McNair, Director



**[For further information,** please check out the READ website at [www.readleer.org](http://www.readleer.org). Ginny McNair, the Director will be back in the United States later this year and will be speaking at Waynesville First UMC on October 15th (time TBD). This event is open to all. For further information, please contact Debbie Ray at 828-400-3499 or [wray@charter.net](mailto:wray@charter.net).]



# UNITED WOMEN In FAITH

## Western North Carolina Conference

### Annual Celebration

### UWF Registration:

Begins June 20, 2023

- All registration is online. There will be no on-site registration.
- **Get a UWF DISCOUNT!**  
**Register early and ONLINE!**  
Online advance registration, Dates: June 20-August 14 **\$25.00 per person!** Full registration is **\$40 per person.** Dates: August 15-Sept 5 The online registration link on our website at [www.wnccumw.org](http://www.wnccumw.org). will open June 20
- **Registration fees are non-fundable**
- **Register yourself AND others!** Our online registration is for one person at a time, but one person can do multiple individual registrations using the same email address. Thanks for helping other members of your local unit to register online — especially those who may not use a computer!
- Contact us if you have a question about registration.
- Wearing masks indoors will be by personal choice

**REGISTRATION FOR THE EVENT IS SEPARATE FROM RESERVING LODGING. CALL LAKE JUNALUSKA FOR LODGING.** 1-800-222-4930

**What:** 50<sup>th</sup> Annual Celebration

*Celebrating 154 Years in Mission*

**When:** September 8-10, 2023

Event Check-in begins 2pm; Program 6:45pm

**Where:** Lake Junaluska, Terrace Auditorium

#### *Keynote Weekend Speaker:*

**Rev. Holly Cobb McKim,**

Minister, Hudson UMC



#### *Mission Speaker: Julie Marie*

**Wilson** Missionary, Open Arms Community Center, Winston-Salem



#### *Music Leaders Dr. Craig*

**Estep & Catherine Ritch**

**Hands-On Mission:** UMCOR Period Packs and Christmas Shoeboxes for Armenia

#### *Mosaic! Saturday Afternoon :*

UWF Choir led by Craig Estep  
Where Our Money Goes led by Linda Greer

Jazzercizing 4 Jesus led by LaDonna Butts

by

#### *Mosaic! Highlights:*

- Hosting Missionaries for Lunch
- The Celebration Continues...- Saturday Night Entertainment
- UWF Choir on Sunday
- Inspiration Point, Rose Walk, Susanna Wesley Garden, Biblical Garden, Corneille Bryan Native Garden, 2.3-mile Lakeside Walking Trail

**Hostess District: Yadkin Valley**

Complete information about Annual Celebration will soon be available on our website:

**[www.wnccumw.org](http://www.wnccumw.org)**

#### **Contact Persons:**

##### **Annual Celebration Program**

Lynda Morris, Vice President  
lfmorrisap@aol.com  
704-619-2013

##### **Questions & Assistance Online Registration**

Lynne Gilbert, Webmaster  
lgilbert@wnccumc.org  
336-207-3479



## Ways to Give to the Legacy Fund

- ◇ Make a gift to the Legacy Fund through your local unit United Women in Faith treasurer.
- ◇ Make a one time donation or consider becoming a Legacy Builder by giving a monthly gift of \$18.69 or more.
- ◇ Use our Western North Carolina Conference Legacy Commitment Form, available on our website at [www.wnccumw.org/legacyfund](http://www.wnccumw.org/legacyfund).
- ◇ Online on the national office website at <https://uwfaith.org/give/legacy-fund/>
- ◇ **By phone:** 800-278-7771 (8 am—6 pm EST, M-F)
- ◇ **By check:** note “Legacy Fund” in memo and mail to: United Women in Faith, Attn: Legacy, 475 Riverside Drive, Suite 1500, New York, NY 10115
- ◇ **Other methods** include gifts of stock, life insurance, bequests, and other forms of planned giving. If you are interested in making a gift like this, contact the national office at 800-278-7771.



**Greetings from your Smoky Mountain Nominations Committee.** This is a VERY busy time of the year for the Smoky Mountain Nominating Committee. We have a slate with MANY empty spaces to be filled. I realize that many units have had to find new ways of operating to accommodate COVID restrictions. This has caused many disruptions and breakup of units.

Most of us have found healthful and safe ways of meeting and showing our concern for others in need. I commend you. The Nominating Committee is working on a new slate of officers of which you will be proud. I am asking each and every one of you to share your gifts and talents to join our leadership and make us strong again. God bless you!

Velma Zeek, Nominations Chairperson  
828-369-5782 or vzeek56@Frontier.com



**Decisions can take you out of God's will**

**but never out of His reach.**

\*\*\*\*\*

**“If we are faithless, he will remain faithful,**

**For he cannot disown himself.”**

**— 2 Timothy 2:13 NIV**

**ATTENTION:** In preparation for our 2023 Annual Conference and 2024, please note the following items provided for your review prior to our August 12th meeting. Below is the SMD Slate of District Officers for 2024 which will be voted on at our Annual Conference. Following that, on pages 9-14 are the proposed updated Smoky Mountain District Standing Rules, which primarily reflect the change in our organization's name. These will also be voted on at the Annual Conference. If you have questions on any of these items, please don't hesitate to contact a member of your Executive Team (see pg. 15).

<b>Smoky Mountain District Officers for 2024</b>		
(Nominees in <b>bold</b> )		
President	Lisa Bacon (Cullowhee)	Continuing in office
Vice President	?	
<b>Secretary</b>	<b>Nancy Jo Willis (Murphy 1<sup>st</sup>)</b>	<b>To be elected to first term</b>
<b>Treasurer</b>	<b>Dianne Mills (Elizabeth Chapel)</b>	<b>To be elected to second term</b>
Spiritual Growth	?	
MNO	?	
<b>Social Action</b>	<b>Kim Shafer (District At Large)</b>	<b>To be elected to first term</b>
Education & Interpretation	?	
Program Resources	Nancy Watkins (Waynesville 1 <sup>st</sup> )	Continuing in office
Communications Coord.	?	
Committee on Nominations Chairperson	Velma Zeek (South Macon)	Continuing in office
CON Class of 2024	Erlinda Rogers (Long's Chapel)	Continuing in office
CON Class of 2024	Gail Powell (Elizabeth Chapel)	Continuing in office
CON Class of 2025	Esther Manchester (Murphy 1 <sup>st</sup> )	Continuing in office
CON Class of 2025	Velma Zeek (South Macon)	Continuing in office
CON Class of 2026	?	
CON Class of 2026	?	
<i>Appointed Offices</i>		
Parliamentarian	Ellyne Stonebraker (Franklin 1 <sup>st</sup> )	Continuing in office
Historian	?	
Nurturing Partner Coord.	Debbie Ray (Waynesville 1 <sup>st</sup> )	Continuing in office
<b>Newsletter Editor</b>	<b>Nancy Jo Willis (Murphy 1<sup>st</sup>)</b>	<b>To be appointed to first term</b>
Legacy Liaison	?	
Conf. Liaison & Member of WNCC UWF Comm on Nom.	Debbie Ray (Waynesville 1 <sup>st</sup> )	Continuing in office



**SMD UWF Standing Rules—Revised June 2023—To Be Approved at  
SMD Annual Meeting on August 12, 2023 (PLEASE REVIEW)**

**UNITED WOMEN in FAITH  
SMOKY MOUNTAIN DISTRICT  
STANDING RULES**

**ARTICLE I: SMOKY MOUNTAIN DISTRICT UNITED WOMEN in FAITH**

The United Women in Faith of the Smoky Mountain District shall function in accordance with the Bylaws for the District organizations of the United Women in Faith as adopted by the conference and national organizations of United Women in Faith.

The Smoky Mountain District Standing Rules of the Western North Carolina Conference United Women in Faith shall be followed.

The following standing rules shall provide specific procedures for the administration of the Smoky Mountain District United Women in Faith.

Safe Sanctuary Procedures shall be followed at all meetings.

All United Women in Faith members of the local units at churches, charge or cluster units within the districts, district units, district members and online groups are members of the district organization. The district superintendent shall be an ex officio member of the district organization of United Women in Faith and of its leadership team or equivalent structure.

**ARTICLE II: ELECTION OF LEADERS**

**SECTION 1: NOMINATION AND ELECTION**

- A. No elected or appointed district officer may hold any office beyond the local unit.
- B. District officers shall be elected at the District Annual Meeting and will take office the following January 1. The President also shall be confirmed at the Conference Annual Meeting.
- C. The slate of officers shall be made available to the Executive Committee and District membership at least thirty (30) days preceding the election.
- D. All officers, except the Committee on Nominations, shall be elected for a two-year term.
- E. The election shall be by ballot; however, if only one nomination is made for each office, a voice vote is permitted.
- F. The voting body of the District organization shall be those members present at the District Annual Meeting.
- G. Nominees shall attend the District Annual Meeting unless excused by the District President.
- H. There shall be opportunity for nominations from the floor. Eligible voters who are participating in a meeting by means of conference telephone or electronic video screen communication will be able to cast their votes during the election. A majority vote (>50 percent of persons voting) is sufficient for election.

**SECTION 2: TENURE**

- A. No elected leader shall hold the same office for more than four (4) consecutive years. With the exception of Treasurer, who can now hold office for six (6) years tenure on the Executive Committee. All the elected leadership of the District shall be limited to a total of eight (8) years.

- B. When an officer has completed her tenure of eight years and after a period of four years has elapsed, she may be elected for one additional term, not to exceed two (2) years, in a different office. The period of four years shall also apply to persons who, after completing their tenure on the District, served on the district Executive Committee in any appointed or ex officio position (including ex officio positions as conference officer, a member of the SEJ Leadership Development Team and/or a director of United Women in Faith. Appointed positions include parliamentarian, historian, and webmaster/media manager and other positions as needed. (Ex officio is defined as having voice but not vote.)
- C. When a woman serves as president and has tenure remaining to serve in another office (within the eight years), she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- D. Six (6) months or more of service will be counted as one (1) year of tenure.
- E. In the event a District officer is unable to complete her term, the District Executive Committee shall elect a member to fill her unexpired term, after receiving recommendations from the Committee on Nominations.

**ARTICLE III: COMMITTEES**

**SECTION 1: ADMINISTRATIVE COMMITTEE**

The Administrative Committee shall consist of President, Vice President, Secretary, Treasurer, and Parliamentarian. The President may call a meeting of the Administrative Committee to transact only emergency business in the interim between meetings of the Executive Committee. The Committee cannot change declared policy, the budget, or incur indebtedness.

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

- A. The Executive Committee shall be composed of those elected (including Committee on Nominations) and appointed leaders and others as specified in the Bylaws of the United Women in Faith in the District.
- B. A majority of Committee members present shall constitute a quorum.
- C. The Executive Committee shall function as stated in The United Methodist Women National Office Bylaws.
- D. Membership on Standing Committees shall be named each year.
- E. The President shall serve as an ex officio member of all committees except the Committee on Nominations. "Ex officio" is defined as having voice and no vote.

**SECTION 3: COMMITTEE ON PROGRAM**

- A. The Committee on Program shall be composed of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, and others as needed.
- B. The responsibilities of the Committee on Program are as follows:
  - 1. Plan opportunities and programs for District events.
  - 2. Implement plans and evaluate the effectiveness of each program.

**SECTION 4: COMMITTEE ON FINANCE**

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

B. The Committee shall prepare a District Administrative and Membership Development Budget and recommend an amount for Pledge to Missions for approval of the Executive Committee.

C. The Committee shall recommend to the Executive Committee special offerings for the District and where these offerings should go, including the District Love Offering.

D. The Committee shall develop plans for interpretation of the finances, responsibilities, and programs of United Women in Faith, Inc.

E. The Committee shall meet at least semiannually. One meeting shall be for budget preparation and one shall be for financial analysis and goal setting.

#### SECTION 5: COMMITTEE ON MEMBERSHIP NURTURE AND OUTREACH

A. The Committee on Membership Nurture and outreach shall be composed of the Mission Coordinator for Membership Nurture and Outreach as Chairperson, President, Secretary, Committee on Nominations chairperson, Mission Coordinator for Education and interpretation, the Communications Coordinator, and others as determined by the Executive Committee.

B. The Committee shall assist local units with member recruitment and membership concerns; develop strategies for organization of new Units in churches not presently affiliated with United Methodist Women; and develop district units or charge units to increase inclusiveness when there is no possibility of organizing or continuing a unit in the local church.

C. The Committee shall work with the district program of local unit visitations to assist local units with membership concerns.

D. The Committee shall meet as needed.

#### SECTION 6: COMMITTEE ON NOMINATIONS

A. The Committee on Nominations shall be composed of five to seven members and have a rotating membership divided into four classes. Each member shall be elected for a four-year term, except when filling a class left vacant. It shall be inclusive as to employment, age, race, and ethnic background, and geographic locations.

B. The chairperson shall be elected for a term of two (2) years during her four-year term. While serving as Chairperson, she shall be a member of the Executive Committee.

C. No one may serve more than one (1) four-year term on the Committee on Nominations.

D. The Committee shall make the state of nominees available to the Executive Committee and the District membership at least thirty (30) days prior to the District Annual Meeting at which the election is to be held.

E. The Committee will make nominations to fill vacancies that occur *ad interim*.

F. The committee shall meet as needed.

G. No committee member shall hold any other office in the organization beyond the local Unit.

H. The committee shall provide a copy of the district standing rules to each new officer.

## ARTICLE IV: DISTRICT OFFICER RESPONSIBILITY

### SECTION 1: GENERAL

#### A. LIST OF OFFICERS FOR EXECUTIVE COMMITTEE

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Coordinator for Spiritual growth
6. Coordinator for Membership, Nurture and Outreach
7. Coordinator for Social Action
8. Coordinator for Mission Education and Interpretation
9. Chair of Nominations
10. Communications Coordinator
11. Secretary of Program Resources
12. Historian
13. Parliamentarian

#### B. ATTENDANCE AT CONFERENCE MEETINGS

1. The District President shall attend all meetings as outlined in Article VI, Section I(C), of the Conference Standing Rules.
2. The District Treasurer and the District Coordinator for Mission Education and Interpretation shall attend all Conference Finance Committee meetings.
3. District officers shall attend all Conference events for which their expenses are paid (as outlined in Article VIII, Section 4A and B, of the Conference Standing Rules).

#### C. ATTENDANCE AT DISTRICT MEETINGS

1. District officers shall attend the following events:
  - Annual Meeting
  - Day Apart
  - Special District Unified Methodist women events
  - All Executive Committee meetings
  - Committee meetings as needed and appropriate
2. If circumstances prevent attendance at any of the above meetings and events, all officers shall notify the President and request an excused absence.
3. Three (3) unexcused absences from the above meetings and events will automatically come under review by the District Committee on Nominations. The District President shall make such referrals. If absences are deemed unexcused by the Committee on Nominations, this will be construed as a letter of resignation.



4. Responsibilities at each event shall include:

- Meeting and greeting guests
- Set up/take down and managing of displays associated with the individual office
- Participation and assistance as needed and requested

D. CORRESPONDENCE AND REPORTS

1. District officers (elected and appointed) shall be required to share information and materials received from Conference counterparts with local counterparts as soon as possible.
2. The District Secretary, when sending minutes to members of the District Executive Committee, is requested to also send copies to the Conference President, Conference Secretary, and other Conference officers within the District. A draft copy of the minutes should be sent to the District President within fifteen (15) days of the recorded meeting and a revised draft copy sent to the District Executive Committee within thirty (30) days.
3. All correspondence shall be signed and dated as to the year and month.
4. A file of reports and other materials shall be kept by each officer to pass on to her successor.

5. At the time of the election of officers, the District Secretary shall forward the list of District officers, including their address, telephone number, and email address as follows:

- One copy to the Conference Secretary.
  - One copy to each District officer for the upcoming year.
  - One copy to be included in the District newsletter.
6. On or before February 15<sup>th</sup>, the district treasurer will provide the following:
- Summary of Giving – Annual (YTD Summary with membership column. President adds the membership figures and emails to the conference secretary for the ANNUAL REPORT Book.)
  - List of local units who gave in all 5 Channels for the previous year (Jan. 1 – Dec. 31), thus qualifying for a certificate.
  - Recipients of Special Mission Recognitions
  - Gift to Mission honorees
  - Gift in Memory names

To each local unit president:

7. Local Unit Sheet – Summary of Giving, printed Portrait Orientation  
The District Communications Coordinator shall prepare and send in electronic format the addresses organized in accordance with instructions from the conference, of the local unit Presidents, Vice Presidents, Secretaries, Treasurers, and Circle Chairs, as well as District Officers to the Conference Communications Coordinator on or before January 15 of each year. Additions or corrections need to be made by January 25. Rosters for new units or other changes may be submitted throughout the year.

8. By February 15 of each year, the Conference Secretary shall be given the following information:

- From each District President, a complete financial and membership report prepared by the District Treasurer in consultation with the District President

- and District Mission Coordinator for Membership Nurture and Outreach.
  - From each District President, an annual report of district United Methodist Women activities and events of the preceding calendar year in triplicate, no longer than 500 words. A copy of this annual report in narrative form shall be given to the conference president by February 15<sup>th</sup> of each year.
9. On or before April 30, each year, each District President shall send to the Conference President and Conference Mission Coordinator for Membership Nurture and Outreach the membership report which shall include:
- Total District membership number at the beginning of the preceding calendar year (January 1).
  - Total District membership number at the conclusion of the preceding calendar year (December 31).
  - Net gain or loss for that calendar year.

The District President shall promptly notify the Conference President, Secretary, and Treasurer in the event of the death of a resident of the Smoky Mountain District who has served as:

- a. A member of the Western North Carolina Conference United Women in Faith's Executive Committee.
  - b. A former district president.
10. District President is responsible for seeing that the National Office census report is completed.
11. On or before February 15 of each year, each District Coordinator for Membership Nurture and Outreach shall send to the Conference Mission Coordinator for Membership Nurture and Outreach a Nurturing Partner report for the preceding year (Jan 1 - Dec 31).
12. On or before February 15 of each year, each District Coordinator for Education and Interpretation shall send to the Conference Mission Coordinator for Education and Interpretation a list of Mission studies held in local units during the preceding calendar year.
13. On or before February 15 of each year, each District Secretary of Program Resources shall send to the Conference Secretary of Program Resources the district reading program report for the preceding calendar year.
14. Webmaster/media manager: coordinate with district event planners and district communication coordinator.

E. PERFORMANCE OF DUTIES

1. In the event a District officer fails to perform her duties (such as not attending District Executive Committee meetings or Officer Training, or failure to channel information to local officers), authorization is given to the District President and/or District Committee on Nominations to request help from the Conference President and the corresponding Conference officer. Either or both of these may explore the matter and counsel with the officer to determine whether she is capable of continuing.
2. In the case of death or resignation of a District officer, all materials pertaining to the office shall be turned over to the Administrative Committee of the District.
3. Each outgoing District officer shall meet with her successor and orient her concerning the work. Any equipment and current materials purchased with District funds shall be turned over to the incoming officer.

- B. To act as resource person for the local unit and to assist in organizing new units within her sub-district or District.
- C. To encourage each local unit with her sub-district or district to report on time and to meet its financial obligations.

**ARTICLE VI: DISTRICT FINANCIAL POLICIES**

**SECTION 1: GENERAL**

- A. The policies in Article VIII, Section 4, Expenses of District of Conference Standing Rules shall be followed.
- B. The Mission Program of the United Women in Faith, Inc. shall be the primary recipient of funds contributed by United Methodist Women.
- C. All District officers are encouraged to be economical with District funds while using enough to promote the program. This includes good stewardship in carpooling, use of telephones and postage, supplies, and publishing the quarterly newsletter.
- D. **SIGNATURE AUTHORIZATION:** The President and Treasurer shall have bank authorization. Only the signature of the Treasurer will be honored by the bank, except in the case of an emergency upon notice of the Secretary.
- E. The Treasurer shall keep all financial records as stipulated by the United Methodist Women, Inc. for the current quadrennium and the previous quadrennium.
- F. **AUDIT:** A Certified Public Accountant (CPA) designated by the Conference shall conduct an annual audit of District financial records. District books are due to the Conference Treasurer by February 10 each year for auditing.
- G. Districts may give honorariums up to \$50 for those who participate in district events (i.e., speaker, musicians, audiovisual or internet technology, etc.). Gift to Mission Cards in any amount of \$5 or greater may also be given to these persons. Expenses incurred by the speaker will be reimbursed, including mileage, at amount set by Conference. The district may use one Conference officer each year at Conference expense.

**SECTION 2: VOUCHER PROCEDURES**

- A. All expense vouchers shall be itemized on voucher forms provided by the District Treasurer. Receipts are required for all expenses to be reimbursed; mileage is the Only exception.
- B. Expense vouchers must be in detail with receipts, and each line item must reflect performance in line of duty or special program meeting assignments.
- C. District expense vouchers must be signed by the District President and the District Secretary.
- D. All expense vouchers should be submitted for reimbursement within thirty (30) days.

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

- A. The district shall pay the expenses of members of the Executive Committee to attend all regular or authorized meetings of the Committee and the District United Women in Faith. Such expenses shall include round-trip mileage and, when necessary, lodging and meals (not to exceed \$15 per day, including tips), and registration fees. Mileage to be paid at the rate approved by the Conference.

- 4. The Historian shall collect historical facts for the history of the Smoky Mountain District United Women in Faith. The Historian shall be a member of the District Executive Committee and shall keep the History already published up to date.
- 5. The Parliamentarian shall chair the Committee on Standing Rules.
- 6. At the beginning of the calendar year, the President shall work with the Chairpersons of Program, Finance, and Membership Committees to develop a list of additional officers to serve on those committees for that year. The President shall present this list to the Executive Committee immediately after the first Executive Committee meeting of that year.

**F. NON-MEMBER PARTICIPATION ON DISTRICT EXECUTIVE COMMITTEE**

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

**G. NEW UNITS**

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

- 1. Handbook of United Methodist Women which includes Constitution and Bylaws and Finance
- 2. One-year subscription to **response** magazine
- 3. The **PURPOSE** poster
- 4. Program book
- 5. District Standing Rules
- 6. Daily Prayer Guide
- 7. Handbook for local unit
- 8. Handbook for local treasurer
- 9. Where the Money Goes packet

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

**SECTION 1**

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

**SECTION 2**

- A. Districts may have members-at-large as needed. A member-at-large may serve up to four (4) years but the position carries no tenure.

**SECTION 3**

- The duties of the sub-district chairperson or district member-at-large shall be:
- A. To study and inform herself and keep abreast of the total program of the United Women in Faith and to cooperate with the resident in promoting the work of United Women in Faith.



- B. District budget requests for Administration and Membership Development (A&MD) Funds shall be presented to the Conference Finance Committee at its August meeting. The Conference Finance Committee will determine the amount to be appropriated to each District based on the request presented.
- C. The District Administration and Membership Development Fund shall be used for promotion of the work within the district.
- D. The District Treasurer shall submit the following reports on the use of Administration and Membership Development Funds to the Conference Treasurer and the District Executive Committee:
1. Quarterly A&MD Report
  2. Quarterly Total Cash Receipts & Disbursements Report
- E. Funds appropriated for District budgets shall be remitted quarterly to the District Treasurer by the Conference Treasurer, based on 25% of the total approved budget of the district. However, if needed, Districts may request a larger percentage of their total in a specific quarter.
- F. Funds remaining in the district treasury at the end of the year will be deducted from the first quarter remittance of Administration and Membership Development Funds to the District for the next year.
- G. The district may annually offer three (3) scholarships of \$150 each to a United Methodist Woman who has not previously attended the event for which she has been selected. Applications for each shall be by letter. The events are:
1. Spiritual Growth Retreat
  2. The Mission u
  3. The Conference Annual Celebration
- H. The district shall maintain only one bank account. Bank statements shall be reconciled and balanced monthly.
- I. The district shall pay the expenses of a Conference officer who resides in the Smoky Mountain District when she attends her own District events.
- J. The Conference shall pay expenses of the Conference liaison to attend District events.
- K. Conference officers invited to attend District meetings outside of their own District shall be paid by the host District, with the exception of the one Conference officer allowed. The district may invite a Conference officer as a speaker or resource person to one (1) District event each year at Conference expense.
- L. Districts may order limited quantities of items from the Mission Resource Center to have available for sale at district events.
- M. District Meeting Love Offerings shall not be used or retained in the district treasury for any operating expenses.
- N. The district is encouraged to earmark the District Meeting Love Offering as "Mission Giving" channel in honor or memory of person(s), and it shall be sent to the Conference Treasurer.
- O. There shall be Special Mission Recognition for persons completing their terms of office. Expenses for the recognitions shall come from the district administration and Membership Development funds as designated below.
1. President
    - a. 4 years of service - \$100 SMR
    - b. 2 years of service - \$ 60 SMR
  2. Other elected and appointed officers
    - a. 6 years of consecutive service as treasurer - \$100 SMR

- b. 4 years of service - \$ 60 SMR
  - c. 2 years of service - \$ 40 SMR
  - d. Less than 2 years - \$10 Gift to Mission
3. Committee on Nominations
- a. Chairperson - \$ 40 SMR upon completion of her term as Chairperson.
  - b. Others - \$ 40 Special Mission Recognition at end of four-year term. If a member has served as Chairperson of the Committee on Nominations before the end of her tenure, she will not be honored again.
- P. Any others, or those with less time of service than those mentioned above, shall be honored with a Gift to Mission up to a maximum of \$25.
- Q. The Chairperson of the Committee on Nominations will provide a list of outgoing officers and their years of service to the District Treasurer. The District Treasurer should order recognitions for these officers six (6) weeks prior to the District Annual Meeting.
- R. A Gift to Mission card shall be sent, as appropriate, by the District Treasurer to any member of the District Executive Committee in the hospital for an extended stay or with a serious illness.
- S. A Gift in Memory in the amount of \$15 shall be given for members of the District Executive Committee in the event of a death in the immediate family (spouse, child, parent).
- T. A gift in Memory in the amount of \$25 shall be given in the event of the death of a current member of the District Executive Committee.

SECTION 4: EXPENSES OF THE DISTRICT

- A. Expenses paid by the Conference for designated District Officers in Performance of required duties at Conference events shall include:
1. Mileage to be paid at twenty-five (25) cents per mile, or when necessary, most economical airfare possible. Cancellation insurance will not be reimbursed.
  2. Meal allowance not to exceed fifteen (15) dollars per day, including Tips. Any excess of this amount will be at the individual's expense.
  3. Lodging to be approved in advance by the Conference President.
  4. District Officers attending Conference events who expect to receive expense money shall attend all sessions of required meetings unless excused by the Conference President.
- B. The Conference will pay the above expenses for attendance at:
1. Leader Development – those in pattern of attendance. All incoming and continuing district officers
  2. Spiritual Growth Retreats – District Mission Coordinators for Spiritual Growth.
  3. Mission u –
    - a. District Presidents
    - b. District Vice Presidents
    - c. District Mission Coordinators: Mission Coordinators for Spiritual Growth, Education and Interpretation, Social Action, and Membership Nurture and Outreach.
    - d. District Treasurers
    - e. District secretary if she attends as an alternate for another officer and fulfills The responsibilities of said officer.
    - f. Officers must attend the entire school to be eligible to be reimbursed, unless excused by the Conference President. (One Day Overview is not reimbursable.)

4. Annual Celebration
  - a. District presidents
  - b. District vice presidents
  - c. District treasurers
  - d. District mission coordinators for education and interpretation
  - e. District secretary if she attends as an alternate for another officer and fulfills the responsibilities of said office.
  - f. Each district will be allocated up to \$200 not to exceed the actual amount for additional district officers to attend. They may be selected by the district executive committee and shall be currently serving as district officers. If a district fails to send three or more additional officers, the \$200 will be prorated according to the number of officers attending.

**SECTION V: LOCAL UNIT EXPENSES**

- A. When a conference officer is invited to speak at a local unit (including UMW Sunday), travel should be at local expense. Mileage is twenty-five (25) cents per mile. No honorarium is required. A Gift to Missions may be given in appreciation.
- B. Local units are encouraged to assist with expenses of unit trips to district, conference, jurisdictional or national events. If a local unit does not pay mileage (or honorarium which would be equivalent or greater than mileage), the conference officer may voucher her mileage for reimbursement to the Conference Treasurer.

**ARTICLE VII: RULES OF ORDER FOR THE DISTRICT UNITED WOMEN IN FAITH ANNUAL MEETING**

**SECTION 1: GENERAL INFORMATION**

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

**SECTION 2: NEW BUSINESS**

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

**SECTION 3: MOTIONS**

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

**SECTION 4: DEBATES**

- A. In seeking recognition from the Chairperson, a member must stand to address the Chair and, on being recognized, state her or his name before making comment or motion.
- B. The maker of a motion, in preference to any other delegate, shall be entitled to the floor immediately after the motion is stated.
- C. Debate shall be limited to fifteen (15) minutes per topic.

- D. No member shall speak to a motion a second time until all others have been given the opportunity to speak.
- E. No member shall speak more than twice on the same questions, nor more than two (2) minutes at one time, without the consent of the body.
- F. General consent shall be required if additional time is to be given.

**SECTION 5: VOTING MEMBERSHIP**

The voting body of the Smoky Mountain District shall be composed of local unit members in attendance.

**SECTION 6: QUORUM**

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

**ARTICLE VIII: PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, Newly Revised Edition, shall be the parliamentary authority. Any changes or amendments to district standing rules shall be approved by the district executive committee and submitted to the conference standing rules committee by June 30 for review and approval. A two-thirds vote of the members present is required to suspend or amend these rules.

**ARTICLE IX: MEETINGS BY REMOTE COMMUNICATION**

Members of the district organization or any committee of the district organization may participate in or conduct a meeting by means of district telephone or similar communication equipment or technologies, or by electronic video screen communication, provided that all persons participating in the meeting are able to hear and communicate with each other at the same time. Each person must be able to participate in all matters before the district organization or committee, including without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the district organization or committee, to the extent such person would be entitled to vote at a physical meeting. Participation by such means shall constitute presence in a meeting.

**NOTE: For further information on policies from the Conference and United Methodist Women dba United Women in Faith refer to the Standing Rules of the Western North Carolina Conference United Women in Faith.**

Revised and reviewed 06/06/2023 by  
mwpPhillips (Conference Parliamentarian)



**DON'T HESITATE TO CONTACT US IF YOU NEED ANYTHING!**

## **United Women in Faith 2023 Smoky Mountain District Executive Team**

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**Vice President:**

[Open]

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[Open]

**Education & Interpretation:**

[Open]

**Spiritual Growth:**

[Open]

**Membership, Nurture & Outreach:**

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**Historian:**

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**Conference Liaison & Member of  
WNCC UWF Committee On**

**Nominations**

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(1/30/23)

Nancy Jo Willis  
Communications Coordinator, SMD  
310 Cassady Lane  
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TO:



United  
Women  
in Faith

## 2023 UNITED WOMEN IN FAITH CONFERENCE & DISTRICT EVENTS

### WNCC UWF CALENDAR OF EVENTS

July 28-29	Mission u—The Catholic Conference Ctr, Hickory, NC
Sept. 8-10	WNCC UWF Annual Celebration—Lake Junaluska
Oct. 7, 14, 28	Ubuntu Days of Service—multiple locations
Oct. 21	District Leadership Development—Virtual

### SMD UWF CALENDAR OF EVENTS

Aug. 12	Annual Celebration via Zoom; 10 am—Noon
Nov. 4	Influence & Impact Event: Learning and Leading! Location TBD; 9:00 am—Noon