

Agenda

Blue Ridge District LDD, Virtual November 2, 2024

Welcome	Lucy Earls, Vice President
Devotion	Jennie Greenway, Spiritual Growth
Prayer Calendar/Mission Moment Conference	Tracey Owens, ME&I

Blue Ridge District Officer Presentations

President	Gwen Harris
Vice President	Lucy Earls
Secretary	Glenda Fuhrmann
Spiritual Growth Coordinator	Jennie Greenway
MEI Coordinator	Tracey Owens
Social Action Coordinator	Leith Tate
Membership, Nurture & Outreach Coordinator	Stephanie Goudreau
Secretary of Program Resources	Jeannette Byrd
Communications Coordinator	Kathy Woods
Committee on Nominations Chairpersons	Karen Anderson, Jackie Rio

President

- a) Seeks to advance all phases of the work of United Women in Faith in her unit, her church, and her community.
- b) Presides at all local unit meetings.
- c) Provides agenda for all meetings.
- d) Promotes the PURPOSE of United Women in Faith.
- e) Encourages her unit to become a Mission Today unit and a Justice Today unit, using the criteria received from the conference.
- f) Creates open communication with her local church leadership team, making others aware of what United Women in Faith is and what they do.
- g) Represents or designates someone to represent United Women in Faith wherever opportunities are afforded in the local community.
- h) Serves on local church committees as invited.
- i) Works with the Vice President to ensure that the unit's Nurturing Partner is invited to at least one local unit meeting and is made aware of special local unit events/work.
- j) Makes unit members aware of all district/conference/national events, attends and participates in all conference and district meetings and events, while encouraging her unit members to participate along with her.
- k) Completes/submits all End of Year reports in a timely fashion, being very accurate with the email addresses of her officers since the district now uses email for sending newsletter, etc. Money formerly used for postage can, instead, be used for Mission Work.
- l) Promotes United Women in Faith materials—*response*, Prayer Guide, Charter for Racial Justice, reading program books, program book, etc.
- m) Supports/encourages every other officer in her work.
- n) If a unit is too small to have coordinators, the president ensures that the responsibilities of the coordinators are done.

Vice President

- a) Assists the president in any way needed.
- b) Gains awareness of the president's duties and responsibilities.
- c) Encourages attendance at all meetings—unit, district, and conference.
- d) Assists with programming.
- e) Encourages the use of the United Women in Faith materials—Program Book, Prayer Guide, *response*, and reading program books.
- f) Performs the duties of the president in her absence.
- g) Serves on the committee on finance if one exists.

Secretary

- a) Keeps accurate minutes of all meetings of the unit and its leadership and gives notice of these meetings.
- b) Serves as custodian of records and official documents.
- c) Signs all official, legal, and financial documents, making certain each is properly dated.
- d) Keeps an accurate roll of membership with mailing addresses, email addresses, and phone numbers.
- e) Serves on the leadership and other committees as necessary.

Treasurer

- a) Receives and disburses funds as directed by the unit, accounts for all funds of the unit and works with the leadership team to develop a plan for receiving funds from individuals or subgroups on a regular basis.
- b) Remits all funds, except those designed for mission locally and for local administration and membership development, to the district treasurer. These remittances will be made quarterly as the conference and/or district organization may direct.
- c) Makes itemized reports to the unit at regularly scheduled meetings and annual reports to the unit, submits the local unit's books annually to the audit committee of the local church and sends an annual itemized statement of all funds to the district treasurer.
- d) Chairs the committee on finance where one exists or, if there is no separate committee, chairs the leadership team and other committees when dealing with financial matters.
- e) Serves on the leadership team and other committees when dealing with financial matters.

Committee on Nominations

- a) Develops plans to help members of the committee see their task as an ongoing one.
- b) Gains an understanding of the work, scope, and needs of the different positions individually and how they relate to the unit's goals.
- c) Is aware of the positions of current members who are rotating off and those who will be continuing.
- d) Includes as much diversity as possible in the search for potential officers.
- e) Keeps notes of the work of the CON including names, contact information, and conversations for possible future use. Puts the notes in a notebook to be used by the committee from year to year.
- f) Prays for guidance and wisdom to fulfill tasks.

Spiritual Growth Coordinator

- a) Offers opportunities for the group to connect biblical and theological study to mission issues and actions.
- b) Organizes and promotes special times and events for worship, prayer and meditations—devotions at meetings, etc.
- c) Regularly includes spiritual growth resources and practices in the group's meetings/events.
- d) Incorporates language and ideas into worship that are inclusive and affirming of and to everyone.
- e) Equips women to engage in and lead Bible studies, utilizing the annual spiritual growth study, *response*, and other United Women in Faith resources.
- f) Develops and collects spiritual growth resources to share with the unit.
- g) Attends and encourages others to attend the district prayer breakfast and the Conference Spiritual Growth Celebration at Lake Junaluska.
- h) Serves on committees as requested.

Social Action Coordinator

- a) Brings justice issues of concern to women, children, and youth to the attention of the unit.
- b) Works with the unit to choose priority social issues for her unit to focus on with study, prayer, and action, considering United Women in Faith priority issues for the quadrennium.
- c) Facilitates advocacy action planning.
- d) Coordinates the public policy and legislative activities of the unit.
- e) Promotes and interprets the Biblical basis for social action and the position of The United Methodist Church on social issues, utilizing the Social Principles found in the most current edition of The Book of Discipline of the United Methodist Church and The Book of Resolutions of the United Methodist Church.
- f) Shares *response* articles, newspaper articles, reading program books, etc., that focus on social issues pertinent to United Women in Faith mission work.
- g) Encourages her unit to become a Justice Today unit. To download the Justice Today form, go to www.wnccumw.org and click on the Mission Resources tab, then click on Downloads Available, find Justice Today/Racial Justice, and print the Justice Today criteria as either a Word Document or a PDF.

Mission Education & Interpretation Coordinator

- a) Holds primary responsibility for interpreting the impact and importance of Mission Giving as an act of faith and commitment.
- b) Empowers women to understand, interpret, and participate in United Women in Faith's mission with women, children, and youth and in the outreach of the church, as well as engages in raising funds for mission and outreach.
- c) Encourages her unit to use the Prayer Guide and have a *response* moment at every meeting.
- d) Encourages her unit to become a Mission Today unit.
- e) Encourages her unit to prepare UMCOR kits.
- f) Understands and interprets United Women in Faith mission projects and concepts of mission, works with other team members to ensure that everybody is well informed about what happens to monies and what ministries are made possible through their Mission Giving.
- g) Promotes 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.
- h) Develops & promotes 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.
- i) Informs all members of transformative education and leadership development opportunities such as Mission u and Leadership Development Day.
- j) Promotes mission studies, local mission opportunities, Mission u and the district mission study, leadership development events, spiritual growth retreats, Assembly, Ubuntu Days of Service, annual meetings, and other events underwritten by Mission Giving.
- k) Promotes and utilizes United Women in Faith print, online, and audiovisual resources to tell the mission story, and ensures these resources are available for mission programs and projects.

Membership Nurture and Outreach

- a) Works actively to fulfill the Purpose and find creative ways to nurture current members and cultivate new members.
- b) Keeps the leadership team informed about needs and concerns of membership.
- c) Recommends to the leadership team plans for membership cultivation.
- d) Works with the unit to become a community, provides regular creative fellowship activities, and works with them to create and encourage mentoring strategies.
- e) Includes time and space for women to share their concerns and experiences with one another at unit gatherings (online or in person).
- f) Actively stays in touch with and supports members through life's joys and struggles.
- g) Works with the leadership team to value the inclusion of women of different cultures, life

stages, and socioeconomic backgrounds.

Secretary of Program Resources

- a) Helps the elected leaders of the unit and the unit membership to be informed of United Women in Faith resources for their task of fulfilling the Purpose.
- b) Places orders for resources for the unit—leaders and members.
- c) Is informed about and promotes the use of print and online resources available through United Women in Faith’s Resources and website, promotes the Reading Program and helps prepare yearly reports about the Reading Program for the district.
- d) Promotes *response* magazine (print and online).
- e) Is informed about online resources, such as videos, training classes, podcasts, and other audiovisual resources and how to access them.
- f) Serves on the leadership committee.

Communications Coordinator

- a) Works with elected leadership to promote the organization and Purpose, as well as publicize her unit’s activities and successes.
- b) Provides and promotes United Women in Faith resources and how to use them.
- c) Establishes and maintains contact with church and secular press.
- d) Serves on the Leadership Team, Program team, and other committees, as assigned.
- e) Ensures that the unit's actions are promoted via the internet and social media, enlisting help as needed.

2025 Calendar of Events

- Jan. 11** **District Executive Committee Meeting-9:30 AM (Location TBD)**
- Jan. 18 Treasurers and Presidents LDD (location TBD)
- Feb. 8 Finance Committee Meeting (TBD)
- Feb. 9 Executive Committee Meeting (TBD)
- Feb. 22** **Zoom BR District Book Study-10:00 AM-11:30 AM**
- March 8, 10** **Zoom District Mission Study with Smoky Mountain**
- March 15** **District Executive Committee Meeting-9:30 AM (Location TBD)**
- March 15 Scholarship Committee Meeting at 1:00pm (Virtual)
- March 23 Giving Day **All UWFaith Members**
- April 12** **Prayer Breakfast, Skyland UMC 9:30 AM**
- May 24** **Zoom BR District Book Study-10:00 AM-11:30 AM**
- June 12-14 Spiritual Growth Retreat, Lake Junaluska **All UMFaith Members**
- June 20-22 Annual Conference, Lake Junaluska
- June 28** **District Executive Committee Meeting-9:30 AM (Location TBA)**
- July 18-19 Mission u, Catholic Conference Center, **All UWFaith Members**
- Aug. 2** **Zoom BR District Book Club-10:00 AM-11:30 AM**
- Aug. 9 Finance Committee (Virtual)
- Aug. 10 Executive Committee (Virtual)
- Aug. 16** **District Annual Celebration 9:30 AM (TBD)**
- Sept. 5-7 Annual Celebration, Lake Junaluska, **All UWFaith Members**
- Sept. 13** **Zoom BR District Book Club-10:00 AM-11:30 AM**
- Sept. 27** **District Executive Committee Meeting (TBD)**
- Oct. 18 Leadership Development Day, LDD All District Officers (Virtual)
- Oct.11, 25 Ubuntu Days of Service (various locations) **All UWFaith Members**
- Nov. 1** **District Leadership Development Day (TBA)**
- Nov. 7 Orientation for new Conference Officers (TBD)
- Nov. 8 Conference Committee Meetings (TBD)
- Nov. 9 Executive Committee meeting (TBD)