

South West District United Methodist Women

Local Unit Officer/Coordinator Training Handbook

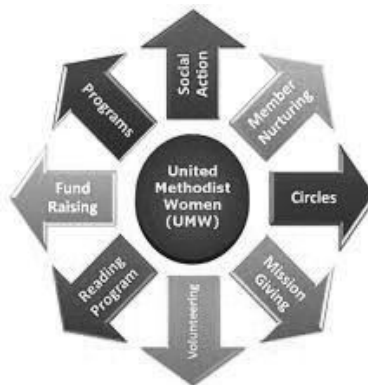
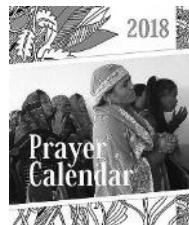
Saturday, January 27, 2018

Sebring First UMC
Sebring, FL



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THE PURPOSE OF UNITED METHODIST WOMEN

United Methodist Women shall be a community of women whose purpose is to know God and 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.



2018

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SOUTH WEST DISTRICT WEBSITES

<https://www.southwestdistrictumw.com>

FACEBOOK

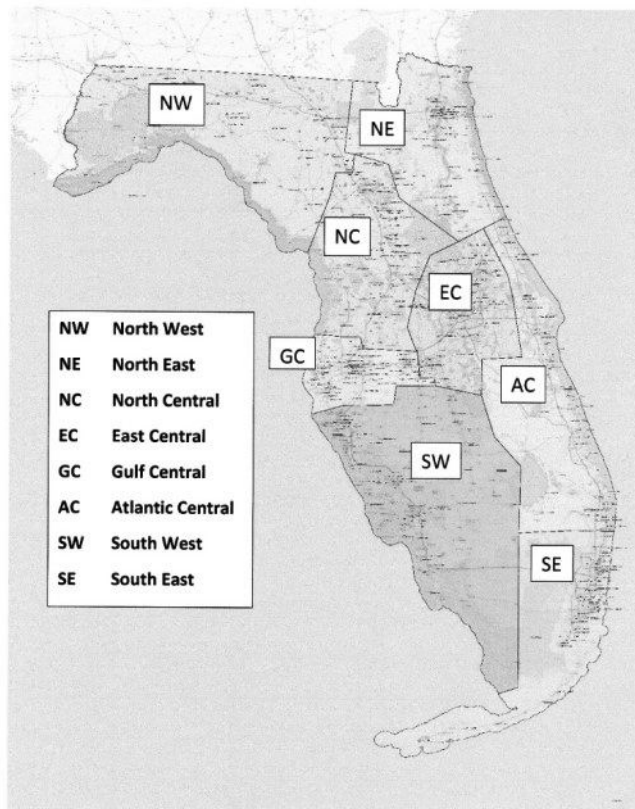
[https://www.facebook.com/
southwestdistrictumw/](https://www.facebook.com/southwestdistrictumw/)

THE SOUTH WEST DISTRICT

We are
here to-
day...
where do
you live?



Districts of the Florida Annual Conference



At the United Methodist Church Annual Conference in June 2017, the Districts were reduced from nine to eight. The South West District didn't lose any geographic area, but gained the Bradenton area as part of the District.

This added 6 new Units to our District which is now made up of approximately 40 active Units. Last year our membership was recorded by National as 780 members.

We welcome all new and returning Units as we begin our year together.

DUTIES OF THE PRESIDENT

She will...

- * Preside at all meetings of the unit and its leadership team and serve as an ex officio member of all other committees, where they exist, except the committee on nominations.
- * Sign all legal and financial documents and orders on the treasury.
- * Prepare reports as necessary with the elected officers.
- * Develop with the leadership team ways to plan and engage in mission.
- * Represent the unit in all meetings.
- * Ensure all paperwork for all jobs is submitted by your team.
- * Work well with others.
- * Be flexible!
- * Be a member of the local United Methodist Church with which the unit is affiliated. Serve, where they exist, as a member of the church council or on the administrative council or administrative board/council of ministries.
- * *The President's position is the only position in which you must be a member of the local United Methodist Church.*

LOCAL UNITED METHODIST WOMEN ORGANIZATION

LOCAL UNIT:

United Methodist Women is organized according to the group's need and size. 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 committee on nominations. If possible, Mission Coordinators are: Social Action, Spiritual Growth, Membership, Nurture & Outreach, Education & Interpretation, Communications, Secretary of Program Resources and at least two other nomination members.

SUBGROUPS & CIRCLES:

Forming subgroups or circles allows members an opportunity to focus on special mission interests in smaller groups. They provide greater flexibility and freedom for participation, nurture and leadership development. Some women find the circle is their primary connection for prayer, study and spiritual growth.

CLUSTER or CHARGE GROUPS:

If you have a very small unit, you may want to join with a neighboring unit and form a charge, cluster or other regional group.

ONLINE CONNECTION:

Social networking through umwonline.org provides another way to organize and connect with other with a passion for mission. Their primary purpose of the UMWOnline is to enhance the ways in which we connect and communicate with one another.

BYLAWS & STANDING RULES:

Each Unit should have their own bylaws and standing rules that coincide with the District and Conference Bylaws as noted in the United Methodist Women Handbook. They should be reviewed each year and updated as necessary in order for each member to know what is required of her as a member and to ensure the Unit complies with what has been agreed to by the general membership. This is invaluable when determining a budget and compensation for members. A copy of the District Bylaws will be emailed to each president after the February meeting. They will also be available on our South West District website.

WHAT is leadership?

Leadership

Accepting a leadership role requires a commitment of time, energy and effort. But in return, you develop a deeper understanding of mission, grow spiritually and are sustained by the knowledge that you are making a difference in the lives of women, children and youth and in unjust systems.

Leadership Team, or Executive Committee

The local organization should be structured so that the work of administration, finance, program planning, planning for mission, record keeping and nominations can be carried out. A member must be named president, and she or someone named by the team must serve as the contact person for the district organization and serve on the local church council.

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)



Other persons may also be recruited to plan programs of spiritual growth, mission education and advocacy work according to the needs of your group and community. Others might organize programs for individual study and hands on mission. Each organization should recruit leaders needed to make sure that opportunities for spiritual growth, mission education, leadership development, service and advocacy are available to members throughout the year.

Elected Leadership Responsibilities and Duties

The president, vice president, treasurer, chair of the committee on nominations, and secretary program resources of the local organization each have a counterpart in the district and conference organizations of United Methodist Women. Your South West District counterpart also includes social action, spiritual growth, education and interpretation and communication coordinators who will be available to give you practical advice about how to carry out your duties and will be a source of support as you learn more about being a leader of United Methodist Women. She will provide training and give advice.

Term and Tenure of Elected Leaders

Leaders are elected for terms that are determined by their local or district unit. It is advisable to fill a vacancy within a period of three months. Tenure, or the maximum amount of time a woman may serve, is described in the bylaws of United Methodist Women.

Meeting Tips

Many local organizations have monthly meetings in which they go over the business of the organization and participate in a program. In addition, executive committees (or leadership teams) for local 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!

Refer to the 2016-2020 Handbook, Section 4 for "Taking on the Tasks"

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. The business session should include:

- Treasurer's report.
- Adoption of budget.
- Presentation and adoption of pledge.
- Nomination report and election (and installation) 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 Agenda Template

Leadership Team Meeting
Date

Welcome & opening Prayer

Purpose

Devotion – Prayer Calendar, Joys & Concerns

Minutes from last meeting

Treasurer Report

Circle Reports:

Mission Coordinator Reports:

Program Resources:

Church Women United:

Old Business:

New Business:

District Events/Announcements:

Closing Prayer

Next Leadership Team Meeting Date



United
Methodist
Women

FAITH • HOPE • LOVE IN ACTION

PURPOSE of United Methodist Women

United Methodist Women shall be a community of women whose purpose is to know God and 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.

CIRCLE Meeting Agenda Template

Welcome & opening Prayer

Purpose

Birthdays (celebrate your members!)

Sunshine Report (if you have one)

Devotion – Prayer Calendar, Joys & Concerns

Minutes from last meeting

Treasurer/Pledge Report

Old Business:

New Business:

District Events/Announcements

PROGRAM (this can be done at the beginning, middle or end)

Closing Prayer

Next Meeting Date & Place

Meetings can and should be fun, informative, purposeful and reflect the vision and values of United Methodist Women. Invite speakers for organizations in your local area. Don't forget the pastor and church staff could be speakers as well! Do a mission study. Read from "response" or "New World Outlook" magazines to see what others are doing in their local areas. Send cards to our missionaries and deaconesses who work in the field and those who are retired to let them know you support and pray for them.

MONTHLY REPORT for CIRCLE

Name of Circle _____ Leader _____

Date of Meeting _____ Attendance _____

Did you have any visitors at your meeting? _____

If yes, please give name, address, and phone number...

1. _____

2. _____

3. _____

Would they like to become a member of our Unit? _____

Are they new members or a transfer from another Unit? _____

Should we count them in our Unit? _____

Program _____ Given By _____

Did you have devotions at your meeting? _____

If yes, who gave the devotions? _____

Did you use Response or New World Outlook magazines at your meeting? _____

If yes, what issue and what article? _____

Do you have any special activities or projects that you're working on this month? _____

If yes, what? _____

Is your Circle working on a special mission project for the year? _____

If yes, is it local or otherwise and what is it? _____

When is your next meeting? Date _____ Time _____

Where _____

Any additional information, questions, etc. please write on the back of this sheet. Please turn in your completed form each month at the Executive Board Meeting.

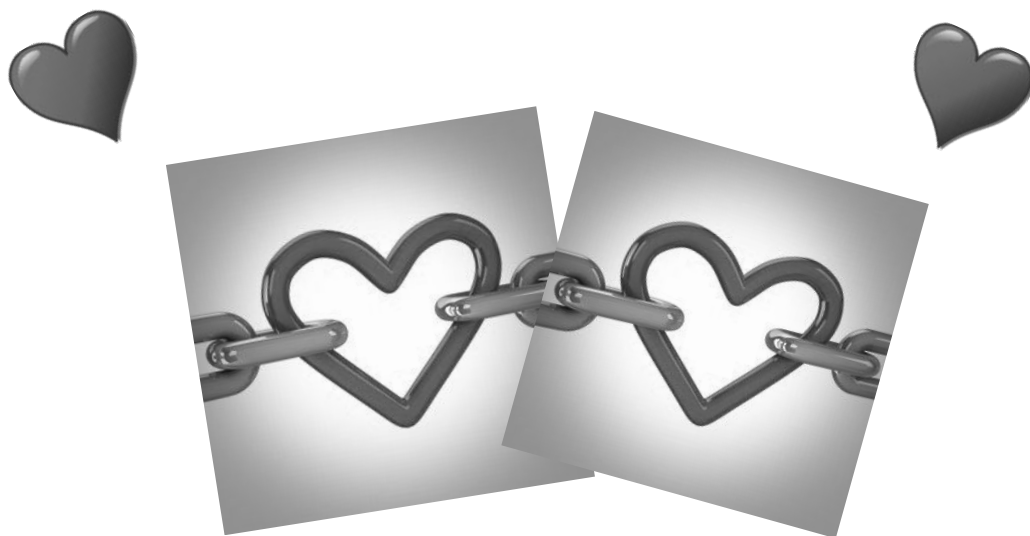
LOVING LINKS...

WHO ARE THEY AND WHAT DO THEY DO???

Loving Links are YOUR Unit's District counterparts. At the beginning of each year, your District officers are assigned loving links. Each officer is assigned a local unit. Your District officers are the "link" between the local and district levels. They are the ones who you can call when you have questions, concerns or who you may want to have come and visit and/or do a program for your unit meeting. They are to keep in contact with you by visitations, e-mail, telephone and by prayer.

A new list of loving links will be mailed out in February and will be available online on our website at:

<http://southwestdistrictumw.com/loving-links>



REPORTING DATES: LOCAL UNIT REPORTS

SUBMITTED TO DISTRICT OFFICERS

OFFICER/COORDINATOR	TYPE OF REPORT	DATE DUE
President/Communications	Sojourner articles	20th of each month
E&I	Mission Today Units	20-May
E&I	Mission Studies	15-June
President or MN&O	Input membership numbers for your unit directly on UMW website. Encourage members to input their information online	30-March
Program Resources	Reading Plans for Annual book	15-August
Secretary*	Contact information for unit leaders	31-January and "As it Happens"
Social Action	Charter for Racial Justice	1-September
Spiritual Growth	Deceased Members for Annual Book	15-September
Treasurer	Rainbow Givers	31-January
Treasurer	5 Star Units	31-January
Treasurer	Annual Sampler Packet	1-April
Treasurer*	1st Quarter	5-April
Treasurer	2nd Quarter	5-July
Treasurer	3rd Quarter	5-October
Treasurer	4th Quarter	10-December

***At the beginning of the year : If your Unit prints an Annual Directory, please give a copy to the District President & District Secretary. In addition, each Unit Budget needs to be sent to the District Treasurer in January.**

WHAT ARE YOUR DUTIES AS VICE PRESIDENT OF YOUR LOCAL UNIT?

- * Guide the Leadership Team in planning and achieving the unit's goals for programing, study, and action.
- * Chair the committee on program where one exists, or if there is no separate committee chair.
- * Serve on the committee on finance where one exists.
- * Inspire exciting programs in your local unit.
- * Work closely with the president in understanding and interpreting ALL aspects of the work of United Methodist Women.
- * In the president's absence, you will perform her duties.
- * Attends training opportunities to properly carry out her duties.
- * Help to implement the Purpose and programs of United Methodist Women.

“HOW TO’s” TIPS FOR VICE PRESIDENTS

Program Planning

- ✦ Plan with the Purpose and vision in mind: Program should always emphasize at least one of the UMW channel for mission: education for mission, Spiritual Growth, Mission Giving, mission studies, social justice priorities issues, membership, goals, etc.
- ✦ Plan around specific calendar: Your planner should include non-United Methodist Women events, such as districtwide events, conference wide events, holidays, major events in the communities - such as an annual event in a town where you might be thinking of having a major district event. Any of these outside things might not stop an event, but it might make the outcome in attitude toward the event not go too well.
- ✦ Plan meticulously: cover every little detail – delegate, but be clear about your expectations - keep the team accountable: stay on top of everyone’s responsibility - communication is very important in team work.
- ✦ Plan around the budget: when seeking a speaker for a meeting always delicately ask if they charge for their service (most of the time a gift to mission/SMR should be a sufficient form of payment).
- ✦ Plan with the end in mind: There is always room for improvement Always have an evaluation for the event. It is important to receive feedback from the participants at the end of the event to successfully plan for future events. The evaluation does not always have to be in written form. You may want sometimes to designate one or two local unit members to ask folks questions as they leave the event and report back to you, when you go that route, make sure you let folks know the evaluation will be oral and randomly done.
- ✦ Plan with the present and the future in mind: Childcare is a must for every event – Observe the “Safe Sanctuary” policy. Children who grow up in the organization are more likely to become leaders/members and/or to support the organization mission endeavors in the future. Parents with

small children are more likely to attend events if they know their children are welcomed and taken care of.

- ✦ Plan something exciting for the participants – It doesn't have to be extensive (games, etc.)
- ✦ Registration Table: Have large enough pens for filling out the nametags - such as a larger Sharpie pen, not just a ball-point pen
- ✦ Make sure the United Methodist Women events get on the church district calendar.

The UMW Handbook has listed under the Program Planning section on page 59, “The Seven Steps of Planning model that may be helpful to you as you plan your meeting. It was developed by Jane Vella, founder of the Jubilee Popular Education Center (now Global Learning Center). Go to her website for some valuable downloadable tips:

<http://www.globallearningpartners.com/resources/downloadable-resources>

Below is a highlight of this model:

Who is coming, 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 and how much time is needed?

Where will the event take place?

What for? What will those who come be able to do, know or understand when the event is over?

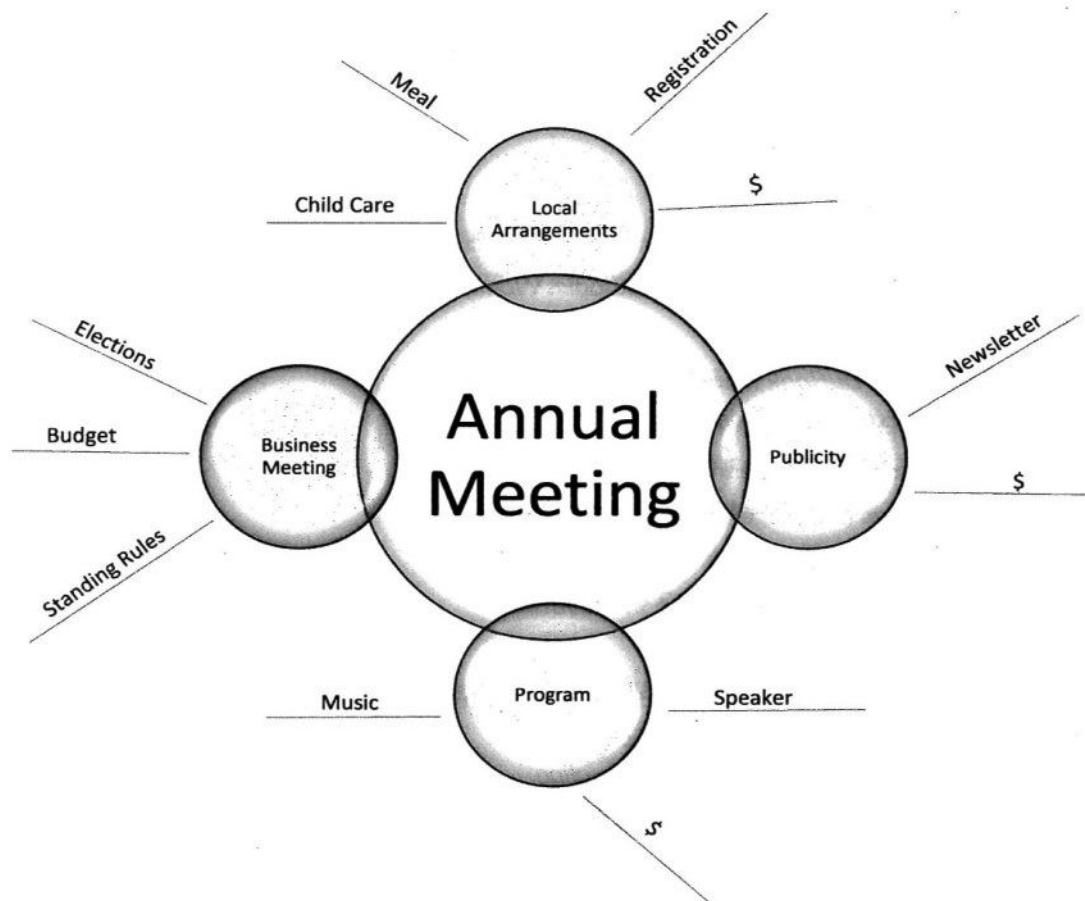
What specific information do the members or attendees need at this time?

How? What activities should be planned to achieve your objectives or goals?

Another tool you can use is a Mind Map. See the information on the following page.

MIND MAP

A mind map is useful for considering all parts of a situation or event for which plans will have to be made. Start with a circle in the middle of the newsprint. This is the event or problem to be considered. For each issue or part of the event that needs to be considered, draw a circle outside the first one, connected to it by a line. Many of these secondary circles will also require tertiary circles with issues to be dealt with. When the Mind Map is as finished as the group can make it, look at all the different tasks that need to be fulfilled for the event or situation to be successfully completed. These tasks will need to be assigned to a group or individual which will report progress back to the programming committee.



January	February	March	April
May	June	July	August
September	October	November	December

DUTIES OF THE SECRETARY



What Must I Do First?

1. Review responsibilities in Constitution and Bylaws.
2. Review and organize materials from previous year (if newly elected, you should have received material from previous secretary).
3. Review UMW district calendar (dates of meetings, etc.) to see what things you have coming up.
4. Organize files.
5. Talk with president about her style of working, etc.
6. Set priorities for yourself.
7. Make action plans or develop a calendar of things to be done.

Other Helpful Hints . . .

- Always take your job seriously.
- Type minutes as soon as possible after the meeting(s).
- Always have a sign-in sheet available. This eliminates guesswork as to who attended a meeting.
- If you do not hear or understand what has been said or is being said, ask that the statement be repeated.
- Ask the maker of a motion to write it out.
- Have someone else read behind you to ensure that you have recorded information accurately. Ask that person to read for accuracy, not just say “they look all right to me”.

What Should I Do?

Set Priorities

As Local Unit Secretary, there are several high priority activities you should do as you begin your term of office.

- **Completion and Maintenance of Accurate Unit Roster.** One of our main responsibilities is to complete the Local Unit Officer roster and send it to the District Secretary immediately upon election with the date the election is effective (you may get the information from the District Annual Meeting booklet).
- **Set up Minutes Book, Files, Records.** You have a variety of record keeping responsibilities as part of your office. Your unit depends on you for maintaining its records. Decide on a system you will use to handle correspondence, files, and records and stick with it. Do not change unless it is 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. A checklist may be something you wish to use to help develop useful listening habits.
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. In addition, you may also wish to purchase the book entitled, "The Art of Taking Minutes" by Delores Dochterman. It is an excellent resource and reference book for all secretaries

Ms. Dochterman 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: 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 are not. Write in third person.

✓ Record actions, not your opinion: State motions in full, including name of the 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 10 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, 18 pages are too much – reread and see how you can cut back on the number of pages. You are probably recording too much extraneous information.

Never hesitate to ask the maker of a motion to put the motion in writing (you should go to the meeting with forms prepared for the maker to write out her motion, and this should be handed to you (or the chairperson) since this insures a record of exact wording. This is particularly helpful when the motion is long and involved and when it is voiced after much and sometimes tense debate.

Remember . . .

- We ACCEPT resignations and plans of work
- We ADOPT by-laws, resolutions and budgets
- We APPROVE minutes
- We RECEIVE reports, unless they contain recommendations.

Check Your Learning

Make sure you have the following items handy:

- Copy of the most recent minutes
- Current list of Unit Members
- Current list of District Officers (name/address/telephone numbers/e-mail addresses)

SAMPLE OUTLINE FOR WRITING MINUTES OF GENERAL, EXECUTIVE, AND OTHER

Name of the group

Date, place, and time of the meeting

Call to order (name of person)

Attendance (members present/absent)

Guest(s)

Approval of minutes

Approval of agenda

Correspondence

Referrals/recommendations

Unfinished business

New business

Highlights of programs/events (not full report; the full report should be an attachment)

Items for information

Adjournment motion and time

Signed _____ Secretary (or Minute Taker)

* * *

SAMPLE MOTION FORM

MOTION _____

Author _____

Second _____

Passed/Failed _____

Date _____

Secretary

The **SECRETARY** must understand the organizational form, the **PURPOSE**, the program and the total involvement of the conference organization in order to perform the responsibilities assigned to her and to assist the president. She shall:

- Keep accurate minutes of all meetings of the unit and is Executive Committee and the Administrative Committee.
- Serve as custodian of all records and official papers;
- sign, with the president, on orders on the treasury and all official and legal papers, making certain they are properly dated;
- keep an accurate roll of the up-to-date roll of membership;
- send a list of elected leaders of the unit, including addresses, zip codes, telephone numbers, and e-mail addresses, to the secretary of the district organization immediately upon their election; and send the name of the new president to the Mission Resource Center;
- serve on the Executive Committee and where they exist, the Committee on Program, Committee on Finance and Membership Nurture and Outreach.

Very Important

As secretary, your unique task is to document the continuing history of your local and district unit's meetings. Your job requires thoughtfulness and accuracy. You write the minutes and assist the president in setting the agendas. You also take care of and coordinate written correspondence.

The Minutes

The minutes of the organization are very important; they are a written summary of what occurred during the meeting. They should be clear. Always include who made a motion, who seconded it, whether it was approved or defeated, and a brief statement of the issue(s) involved. Remember, you are recording history. For accuracy, ask the maker of the motion to put the motion in writing.

- Minutes can, and are often used as legal documents.
- Minutes can be used for clarity of issues discussed (or “I thought we said . . .”).
- What you served (refreshments) at the meeting is not important. What issues you discussed are.
- Learn your job. It is nice to be nice, but your job responsibilities come first. Do not overextend yourself. Do not feel you have to accept responsibilities for other than what your responsibilities are.
- Read and re-read your job description in the Constitution and Bylaws, Local and District Units, and Finance handbooks.
- Know what the Discipline says about United Methodist Women.
- Know what it means to be connectional.

RETENTION OF RECORDS AND MINUTES FILES

The following are suggestions from the Office of the Recording Secretary of the Women's Division:

MINUTES

Keep minutes for easy access up to four years, or in accordance with your Unit rules. Attach an annual year-end audited treasurer's report to the minutes (one copy of the treasurer's report for each year).

REPORTS

Attach to minutes reports of the Executive Committee and the Administrative Committee.

NOMINATIONS

Attach a final copy of the slate of officers to the minutes.

PROGRAMS

Retain programs of any event that is of historic interest to the Unit.

LETTERS/MEMOS

Discard any letters that contain out-of-date information on the basis of current information.

MAILINGS

All mailings are sent to District Officers.

NEWSPAPER ARTICLES, ETC.

Make a scrapbook to retain newspaper clippings and photos of special events.

A more complete file of all of the above may be kept if it is desired and if space is available. Outgoing secretaries owe it to their successors to go through their files and discard unnecessary items before turning over files; brief index and/or well-marked file folders can also help.

SAMPLE SIGN-IN SHEET

TYPE OF MEETING

DATE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

RESOURCES

It is essential to contact your predecessor and obtain all specific files and information necessary to carryout your officer responsibilities. The following materials should be passed along to you from your predecessor. You, in turn, should plan to pass them on to your successor:

1. Constitution and Bylaws
2. Response and New World Outlook magazines
3. Prayer Calendar
4. Mission Resource Center Catalog and Supplement
5. Minutes
6. Official papers and records for which the secretary is responsible.
7. Current list of District Officers.
8. Current list of Local Officers and unit members.
9. Materials related to your district such as a calendar of in-district events.
10. Handbook for United Methodist Women.
11. Other:
 - Dictionary
 - Program Book for United Methodist Women

Officer Update Form

NAME OF CHURCH _____ PASTOR _____

ADDRESS _____ No. of Members _____

MEETING DATE/TIME _____

OFFICE	NAME	STREET/CITY	ZIP + FOUR	PHONE	E-MAIL
President					
Vice President					
Secretary					
Treasurer					
M.C. Spiritual Growth					
M.C. E&I					
M.C. MNO					
M.C. Social Action					
Sec/Prog Resources					
Comm. Coordinator					
Chair/CON					
Language Coordinator					
Language Coordinator					

Mail to South West District Secretary:

Roberts Swords

P.O. Box 152913

Cape Coral, Florida 33915

E-mail: robertaswords.umw@gmail.com

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DUTIES OF THE TREASURER

UNITED METHODIST WOMEN REMITTANCE FORM LOCAL TREASURER

Thank you for serving as a treasurer!

Submit this remittance form with your check to your district treasurer.

You may submit the remittance form in one of several ways –

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

The downloadable form is available at www.gbgn-umc.org/umw/finance.

MISSION GIVING—Five Channels of Giving

1. Pledge to Mission: This includes Pledge to Mission and supplementary gifts collected on special occasions.
2. Special Mission Recognition: Insert total from Special Mission Recognition local order forms. This form may be sent on its own or attached. On the form, indicate the amount (\$40, \$60, \$100, \$200, \$500, \$1,000, or \$2,000) for each order. Attach copies of local treasurers' orders.
3. Gift to Mission: Insert total from Gift to Mission order forms. Local units order cards from you, their district treasurer. Cards are sent to you on a revolving basis. Be sure to have many on hand for a speedy reply to requests.
4. Gift in Memory.
5. World Thank Offering: You may order a World Thank Offering packet to give to local units so they can participate in this giving channel (#5712, free).

SUPPLEMENTARY GIFTS

6. A Call to Prayer and Self-Denial.
7. Designated Gifts: A Brighter Future for Children and Youth; Assembly Offering; Scarritt-Bennett Center; World Communion Scholarships; Magazine Fund; national, international and UMCOR projects—please provide the names and addresses and amounts of specific projects or enclose a copy of your local treasurers' remittance forms.
8. Legacy Fund.
9. Bequest—please attach a copy of the will or excerpt of the will.
10. Other Designated Gifts.

TOTAL REMITTANCE

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

Send to District Treasurer:

Phyllis Jackman

5317 Congo Court

Cape Coral, FL 33904

239-848-6484

Phyllisjackman.umw@gmail.com

THE REMITTANCE FORM FOR ALL TREASURERS

Order No. (Please make sure that all orders have a unique order no.):

Local Unit:

District:

Conference:

Period from:

To:

Mission Giving	Amount
1. Pledge to Mission	
2. Special Mission Recognition	
3. Gift to Mission	
4. Gift in Memory	
5. World Thank Offering	

Total Mission Giving (Lines 1 thru 5): \$

Supplementary Gifts	Amount
---------------------	--------

6. A Call to Prayer and Self-Denial

7. Designated Gifts

Amount

A Brighter Future for Children and Youth

Assembly Offering

Scarritt-Bennett Center

World Communion Scholarship

Magazine Fund

National, international and UMCOR projects

(if additional pages are needed, complete the Supplementary Gifts Details Form)

Name of project	Address	Amount

Total from Supplementary Gifts Details Form

\$

Subtotal Designated Gifts (line 7 only):

\$

8. Legacy Fund

9. Bequest (please attach a copy of the will or excerpt of the will)

10. Other Designated Gifts

Total Supplementary Gifts (lines 6 thru 10): \$

Total—total giving for this period (including Special Mission Recognition orders)

\$

Less SMRs (and other as applicable) remitted previously (Enter as a positive number.)

Total remittance Check no.:

TOTAL: \$

TREASURER:

ADDRESS:

PHONE:

FAX:

E-mail:

DATE:



Form 2

LOCAL FINANCES

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

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

TODAY'S FINANCIAL LANDSCAPE

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

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

LOCAL TREASURER

The local treasurer holds many of the responsibilities of the realities of the financial landscape. The local unit treasurer handles all the funds and keeps the books of the local group. There should only be one unit treasurer, not one per circle.

Duties of the Local Unit Treasurer

1. Make sure you have one checking account in the name of United Methodist Women. The president of the unit and the treasurer are the signers on the account. The bank will ask for a tax ID number to open a new account. This is held by your United Methodist Women conference treasurer. Please contact her for the documentation and the appropriate number. **Do NOT deposit United Methodist Women funds in a personal account or a local church account. Keep all United Methodist Women funds separate from personal and church funds.**
2. Obtain working materials:
 - Ledger book.
 - Supply of local remittance forms (photocopied from this handbook and website).
3. Plan storage space for supplies, papers and books in a safe place.
4. Keep a file of all signed pledge cards until the next pledge service and a record of each contribution received at meetings and other occasions.

5. Record pledges, offerings and other income in a ledger book or computer records then deposit the money in the group's bank account as soon as possible.
6. Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in the cashbook or in the computer records. The president or secretary should sign or initial invoices to be paid or vouchers associated with each check.
7. Balance the books and reconcile the bank statement monthly.
8. Be prompt in sending remittances approved by the local group to the district treasurer (or conference treasurer where no district exists). If gifts are designated, indicate the designation in the proper space on the remittance form. **Never change designations without consulting with the donor.**
9. Consult the previous local treasurer or the district treasurer for any questions or help needed.
10. At the end of each year, create a giving statement for each member who has given \$250 or more. It should contain the name, address of the donor and a statement: "No goods or services were received in exchange for this donation."
11. Arrange for the year-end audit/review. Ask the auditor/reviewers to send the audit report directly to the United Methodist Women district treasurer.

Fiscal Year

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

Responsibilities of the Local Committee on Finance

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

Keeping the Purpose in mind, the committee shall:

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

Fundraising

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

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

Annual Audit

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

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

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

At the end of the audit/review process ask the auditor/reviewer to send copies of the report to the unit president and to the United Methodist Women district treasurer. For information on "agreed upon procedures," see page 88.

The Subgroup/Circle and Finance

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

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

"Emptying the Treasury" at the End of the Year

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

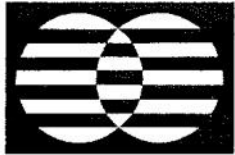
- The budgeted amount for the Pledge to Mission was too low.
- Sources of income were underestimated.
- Income from a fundraising event may not have been budgeted.

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

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

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

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



Mission Giving

FLORIDA CONFERENCE UNITED METHODIST WOMEN

DUE DATES FOR QUARTERLY REPORTS

FIRST QUARTER (JAN. FEB. MAR):	DISTRICT TREASURER: CONFERENCE TREASURER	APRIL 5 APRIL 15
SECOND QUARTER (APR. MAY JUNE)	DISTRICT TREASURER CONFERENCE TREASURER	JULY 5 JULY 15
THIRD QUARTER (JULY AUG. SEPT)	DISTRICT TREASURER: CONFERENCE TREASURER:	OCT. 5 OCT. 15
FOURTH QUARTER (OCT. NOV. DEC)	DISTRICT TREASURER CONFERENCE TREASURER	DEC. 10 DEC. 20

CHECKS SHOULD BE MADE PAYABLE TO:

SOUTH WEST UNITED METHODIST WOMEN

Please mail to:

District Treasurer

Ms. Phyllis Jackman

5317 Congo Court

Cape Coral, FL 33904

239-848-6484

phyllisjackman.umw@gmail.com

Please do your very best to be on time with your reports. If you have any questions, you are welcome to contact me by E-mail or telephone. I look forward to being in mission with each of you.

Thank you!

Five Channels of Mission Giving

Through their generosity United Methodist Women members help empower and improve the lives of women, youth and children in the United States and around the world.

About 70 percent of Mission Giving funds from members go to programs and projects supporting women, children and youth. Around 20-30 percent stays with the local, district, and conference organizations of United Methodist Women for local mission. Only 9 percent covers administrative costs.

Pledge to Mission

An individual member's Pledge to Mission is the amount a woman gives to her local unit to help fulfill the Purpose of United Methodist Women.

The conference United Methodist Women pledges a specific amount to United Methodist Women's national office for mission with women, children and youth and retains a designated percent to be used for district and conference administration and membership development expenses.

World Thank Offering

Spontaneous additional gifts can be given out of gratitude for God's abundance and in celebration of the joys of life.

The World Thank Offering is an opportunity for individuals to respond to God's abundance and grace with spontaneous gifts of gratitude. The funds collected are used in the total program of mission carried on through United Methodist Women's national office in the United States and around the world.

Special Mission Recognition Pins and Certificates

These pins offer a meaningful way to honor members who have dedicated so much time and effort to service. Gift amounts range from \$40 to \$2,000. Pins are purchased through a treasurer.

Gift to Mission

Make a gift in honor of someone and send a card to the honoree. The following cards are available: Congratulations, Thank You, A Baby, In the Service of Christ, A Special Day, Thinking of You, Happy Birthday and assorted Christmas cards.

Gift in Memory

Give a gift in memory of a member, a friend or anyone, in any amount of \$5 or more. Gift in Memory cards, available free, may be sent to the family of the deceased.

SUPPLEMENTARY GIFTS DETAILS FORM

FOR ALL TREASURERS

To:

Please add this total to the Remittance Form on the line indicated for Form 7.

DATE:

Special Mission Recognition Pins and Certificates

These pins offer a meaningful way to honor members who have dedicated so much time and effort to service. Gift amounts range from \$40 to \$2,000. Pins are purchased through a treasurer.

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

A person wanting a replacement should order through the District Treasurer. District treasurer then orders through the online system. All prices include shipping.

Replacement cost for SMR:

Basic pin	\$19.05
Sapphire, Pearl, Emerald, Ruby	\$24.05
Diamond	\$39.05
Double Diamond	\$44.05

SPECIAL MISSION RECOGNITION

ORDER FORM FOR LOCAL AND DISTRICT UNITED METHODIST WOMEN

To:

[illegible]

Check No.:



RAINBOW GIVERS

A Rainbow Giver is a member of United Methodist Women who gives in all five channels of Mission Giving

1. She makes (and remits) a **Pledge to Mission**.
2. She gives a **Special Mission Recognition** to honor any person, male or female. The honoree receives a pin and certificate. The minimum amount is \$40.
3. She sends a **Gift to Mission** card to honor someone. Cards are available for New Baby, Congratulations, Peace, In the Service of Christ, On Your Special Day, Thank You, Thinking of You. The minimum amount is \$5. Happy Birthday and Christmas cards in packs of five for \$25.
4. She honors the memory of a friend or relative with a **Gift in Memory** card. The minimum amount is \$5.
5. She contributes to the **World Thank Offering** in any amount.

The unit treasurer records these gifts and remits them to the District Treasurer. Forms are available for individuals to report their gifts. See your unit treasurer.



FIVE STAR UNITS

Your unit participates by making (and remitting) a **Pledge to Mission** each year and increases it by any amount. Your unit supports missions for women, children and youth by giving to all FIVE Channels of Giving.

Through our Mission Giving we share God's love globally.

Florida Conference United Methodist Women

RAINBOW GIVERS WORKSHEET

Completed

- | | | |
|----|-----------------------------|-------|
| 1. | Pledge to Mission | _____ |
| 2. | World Thank Offering | _____ |
| 3. | Special Mission Recognition | _____ |
| | Name of Recipient: _____ | |
| 4. | Gift to Mission | _____ |
| | Name of Recipient: _____ | |
| 5. | Gift in Memory | _____ |
| | Name of Recipient: _____ | |

Member's Name _____

Name of Unit _____

City _____

Date _____

PEASE MAIL TO DISTRICT TREASURER BY JANUARY 31 EACH YEAR

Florida Conference United Methodist Women
South West District

5 STAR UNIT WORKSHEET _____
Year

Criteria for a 5 Star Unit. You must raise your pledge and participate in the following Mission Giving areas.

	This year	Next year	Completed
1. Pledge to Mission	_____	_____	_____
2. World Thank Offering			_____
3. Gift to Mission			_____
4. Gift in Memory			_____
5. Special Mission Recognition			_____

Name of Unit _____

City _____

Name of Treasurer _____

Please mail to your District Treasurer by January 31, each year





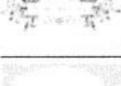




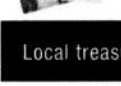
GIFT TO MISSION

ORDER FORM

FOR LOCAL AND DISTRICT UNITED METHODIST WOMEN

Local treasurers order Gift to Mission cards from district treasurers singly or in packs of 10 cards. \$5 per card or \$50 per pack of 10 cards. Christmas cards can be ordered in packs of 5 cards. Minimum \$25 per pack of 5 cards.

Local Unit: _____ District: _____
 Conference: _____ Period from: _____ To: _____

TYPE OF CARD	No. Cards	No. Packs	SENDER ADDRESS	AMOUNT
 New baby (10) M7007				
 Congratulations (10) M7003				
 Peace (10) M7006				
 In the service of Christ (10) M7005				
 On your special day (10) M7008				
 Thank-you (10) M7004				
 Thinking of you (10) M7002				
 NEW Thinking of you (10) M7011				
 NEW Happy birthday variety pack (5) M7009				
 NEW Christmas variety pack (5) M7010				

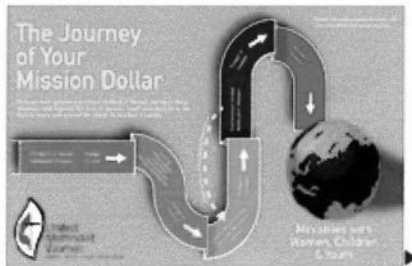
Local treasurers: Send form to your district treasurer.

Total amount of order: \$

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

Treasurer: _____
 Address: _____
 Phone: _____ Fax: _____
 E-mail: _____ Date: _____

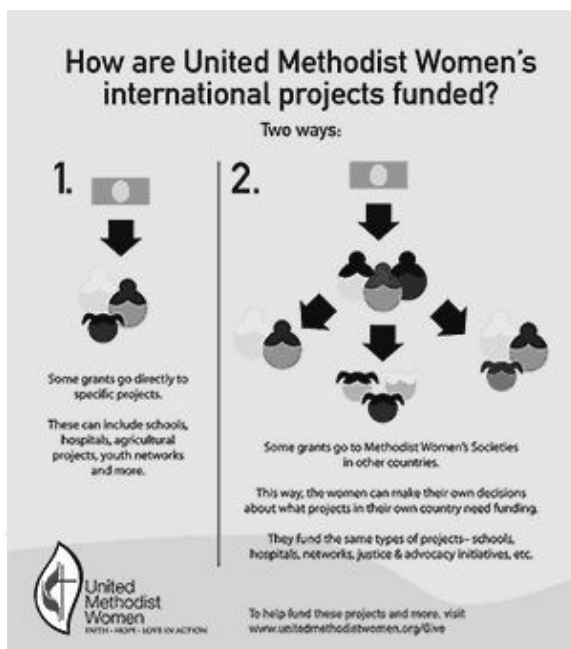
Where the Money Goes



More than 70 percent of Mission Giving funds from members go to programs and projects supporting women, children and youth, such as:

- National & International Institutions & Programs
- Advocacy for women, children & youth
- Member Support & Leadership Training
- Education & Spiritual Growth
- The Reading Program
- Deaconesses & Regional Missionaries
- UMWOnline
- Response Magazine
- Grants

And so much more!



SUPPORT FLORIDA IMPACT!

YES! I will support Florida Impact's Annual Campaign

AMOUNT PLEDGED OR DONATED: \$_____

Thank you for your support in fighting poverty and hunger in Florida. Your financial donation will assist Florida Impact to enlist and inspire the people of Florida to do justice. Through your support, we will enhance current programs and provide more services to connect underserved Floridians with the resources they need to overcome economic hardships.

Name: _____

Organization: _____

Address: _____

Telephone: _____ Email: _____

MAILING ADDRESS:

Florida Impact
1331 East Lafayette Street, Suite A
Tallahassee, Florida 32301
Telephone: 850-309-1488

Florida Impact is recognized as a 501(c)3 nonprofit organization
and operates its programs with the generosity of private,
tax deductible donations and grants.
(Federal I.D. #59-2859151)





The United Methodist Women Legacy Fund
Endowing the future of mission for the next 150 years.

United Methodist Women will be celebrating 150 years of mission in 2019. We have been given a strong foundation by our fore mothers. Their wise financial planning has left us a legacy that continues to change lives in communities down the street and around the world.

So while, in the 21st century, we celebrate the past 150 years of mission work, we also need to prepare for the next 150. We can almost imagine the challenges our daughters and granddaughters will face as they take on the legacy of United Methodist Women. We need to prepare a firm foundation so they are free to address the challenges of their time head on and affect real change.

And to do this, we've started an endowment called *The Legacy Fund*.

The Legacy Fund is a forward-thinking permanent endowment with income dedicated to strengthening United Methodist Women. The total program of United Methodist Women is mission. United Methodist Women service, advocacy and transformative learning opportunities equip members to be agents of change and promotes the empowerment of women that is essential to address the root causes of so many conditions harming women, children and youth.

The Legacy Fund will provide the tools, resources and personnel to distribute United Methodist Women's grants, scholarships, coordinate with mission personnel and support technological updates like operating systems for data and communication, and more.

Ensuring a regular source of support for these core expenses will free future generations to budget Mission Giving to connect directly with the needs of women, children and youth. It will allow our successors to promote Mission Giving in a totally different way.

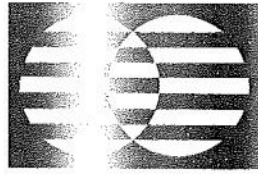
And we'd like to invite you to be a part of this legacy as we begin our 5 year celebration of the 150th anniversary of the organization.

The campaign officially launched at Assembly 2014, will be celebrated at Assembly 2018, and will culminate in 2019, the 150th year.

The celebration of the 150th anniversary will involve the organization at all levels, and will raise contributions to The Legacy Fund to *permanently* sustain our ongoing mission with women, children, and youth.

To learn more and become a part of the Legacy Fund visit www.unitedmethodistwomen.org.

Together we can make it happen.



Mission Giving

MISSION GIVING SONG

Pledge to Mission we each can do
Women and children are counting on you!

Honor someone with an SMR
And so help people near and far!

Gift to Mission cards bring cheer
The love of God is always near!

A Gift in Memory is just one way
To say you send your love today!

World Thank Offering gifts you give
Help those in need to better live!

Around the world stars brightly shine
To share God's love – your job and mine!

Mission Giving shows you care
For God's people everywhere!

Rainbow Givers we all can be
It's up to you, it's up to me!

Might be sung to Tempu Adest Floridum, 13th Century Spring carol, published in 1582 (the tune we know for "Good King Wencesles")

Southwest District United Methodist Women

Spiritual Growth Coordinator

Being in Mission: Growing Spiritually
Acts 18:18-11

Become aware of opportunities and resources to foster spiritual growth within your local United Methodist Women's group. Opportunities arise out of programs, meetings, functions, events and needs of member commitment with women, children and youth around the world. In addition to the Bible, mission studies, **response** magazine, the Program Book and Prayer Calendar are all resources to help members grow spiritually

Spiritual Growth

Spiritual growth and theological development are at the core of United Methodist Women. Studies on specific spiritual growth topics are available through Mission u. Resources such as United Methodist Bible, Bible studies in *response* magazine, Prayer Calendar and the Program Book provide resources so that members can create opportunities for spiritual nourishment.

Reflections and materials for annual observances are also available online at: <https://www.unitedmethodistwomen.org/spiritual-growth>

BEING IN MISSION: GROWING SPIRITUALLY

Growing spiritually helps us to better understand how we can be a part of God's mission in the world.

- Use the meditations and other resources on www.unitedmethodistwomen.org.
- Pray using the Prayer Calendar.
- Plan programs that encourage spiritual growth among the group.
- Plan to do this so that prayer and Bible study connect to issues being addressed—not just bookends of meeting.
- Build a prayer network among members.
- Create prayer partners with other groups in the church and United Methodist connection (youth, scouts, men's groups, district team, mission interns, Global Justice Volunteers, deaconesses, home missionaries).
- Organize the spiritual growth study and develop "what it means for us" list as a result.
- Use resources in United Methodist Women's Bible to help the group see more deeply into the biblical text.

BEING IN MISSION: SERVING AND ADVOCATING

Act on your belief by participating in ministries of service and advocacy.

- Sign up to receive Action Alerts to stay informed about issues of justice.
- Partner with a National Mission Institution or community organization where you can volunteer regularly and encounter issues affecting the people they serve.
- Highlight issues of justice in the church newsletter and include church members in advocacy opportunities.
- Plan an Ubuntu Day of Service in your community.
- Engage in district and conference opportunities.

BEING IN MISSION: EDUCATING FOR CHANGE

Learn about mission and how you can be a part of it in new ways.

- Take advantage of opportunities through United Methodist Women such as Mission u, the Seminar Program, Reading Program and *response* magazine.
- Ask what event a first time attendee or pastor can attend from your church.

Worship Center/Altar:

When placing an item on the altar or in your worship center you should know its purpose.

Colors: In the United Methodist Church there are several colors that should be used at certain times of the year

Epiphany: Green

4-9 Sundays between Jan. 6th and the beginning of Lent

First Sunday is White

Thereafter, Green

Lenten Season: Purple

Six Sundays before Easter

Easter tide: White

Easter Day and Six other Sundays after Easter Day

Pentecost:

The seventh Sunday after Easter Day and continuing through the next to the last Sunday in August.

Pentecost Sunday: Red

Trinity Sunday: Green

Green through Advent

Kingdom tide: Green

The last Sunday in August continuing until Advent

Advent: Purple or Blue

4 Sundays preceding Christmas Day

Christmastide: White

Usually two Sundays between December 25th and January 6th

When serving Communion: White

CHRISTIAN SYMBOLISM

CROSS: The Cross represents the mode of **Our Lords' death**. Though long antedating Christianity it was early adopted as its greatest Sacred Symbol.

BIBLE: The Bible represents The **Word** of God. The sacred book of Christianity: Old and New Testament. The Bible should be in an open position on the altar or at the Worship Center.

CANDLES: The candles symbolizes that Our Lord was the **Light of the World**.

There has always been large deviation as to the number of lights used at Services. A beautiful meaning attached to Candles in general when used in worship is that Wax...symbolizes Our Lord's Body born of the Virgin Mary, the Wick his Soul, the Flame His Divinity. Some feel that a three wick candle represents: Father, Son and Holy Spirit.

THE CLOTH/FABRIC: This represents the Church's Seasons:

White or Gold: Signifies Joy

Red: Martyrdom

Purple: Penitence

Green: Hope

Black: Death

Red is also used for the Holy Ghost

Blue for the Blessed Virgin Mary

FLOWERS: Used in Honor of Our Lord

How to use the Prayer Calendar

From our theme of welcome, we welcome you to the Prayer Calendar, your worship resource and daily devotional.

The Prayer Calendar offers inspiration for the year 2018. This calendar is created for you. You will grow spiritually as you find inside these pages:

- Daily lectionary readings.
- Holidays and special days.
- Lists to focus your prayers on mission projects, social justice issues and birthday reminders of people in mission.

Find new friends to meet, prayers to say, art to inspire, stories to share, meditations to center, innovative global projects and partnerships to celebrate.

Use the calendar personally to:

- Grow spiritually through daily Scripture readings.
- Pray for all of the mission workers who live far and near.
- Send a Gift to Mission card to missionaries.
- Expand your concepts of mission—engage and understand global concerns.
- Replenish your soul with the knowledge that we are a connected people of God.

In your United Methodist Women circle:

- On holidays, remember people serving far from their homes. Plan a visit to a national or international mission site. Find centers where you can serve in your neighborhood or in your world.
- Add what you learn in these pages to your Mission study.
- Give away a calendar—celebrate the servant leaders in your circle with this gift.

- Cut out artwork to create bulletin board displays and promote upcoming mission celebrations.

In your church:

- Share the mission stories with your Sunday school or vacation Bible school classes.
- Offer a moment for mission during Sunday service by reading the day's prayer concerns aloud.
- Supplement the week's sermon or lectionary with quotes from the calendar.

Some leave this calendar by their bedside to start each day with prayers for the journey. Other people fill these pages with notes of upcoming events, meetings and appointments. Many United Methodist Women members open each meeting with prayers, readings and insights from this calendar.

United Methodist Women hopes that you find the Prayer Calendar 2015 a vital and useful part of your daily life.

Like all of United Methodist Women resources, the Prayer Calendar would not be possible without your generous giving—from your heart, your prayers and your financial gifts. The circle of welcome to God's kingdom widens thanks to you.

Study, share, celebrate and pray for the people and projects of The United Methodist Church. Use this Prayer Calendar your way, as you are able, through word and deed. Welcome all to God's diverse and beautiful family.

Spiritual Growth Workshops

▶ **Social Justice as a Spiritual Pursuit: Living Lives of Radical Welcome**

How do we partner with God to bring peace on earth and goodwill toward all?

▶ **Tending to Body, Heart, Mind and Earth** We can learn to recognize and tend to our needs, quiet our scattered thinking, know the Divine Presence amidst the turmoil, and figure out how we can help and not be overcome by the demands, by the world's needs.

▶ **Creating Culturally Diverse Worship**

The diversity of Christian worship is as vast as the diversity of countries and cultures where Christ's followers live, serve and worship.

▶ **Creating Inclusive Congregations**

We have heard that "Sunday is the most segregated hour in America," and this is too often the case in our congregations.

▶ **Fresh Approaches to Reading the Bible**

When there are contradictory interpretations of a particular story in the Bible, do we tend to read it in terms of a mere "either-or" approach, or is there a third possibility you would like to explore?

▶ **Global Praise**

Why is it important to sing the songs of the world in our worship and devotions? How do we choose the music? How do we introduce the music to our United Methodist Women group and congregation?

▶ **Inclusive Language: God of Many Names**

Because the Bible tells us that humans are created in the image of God, we have a responsibility to ensure that our descriptions and names for God reflect all of Scripture.

▶ **Love Like You've Never Been Hurt**

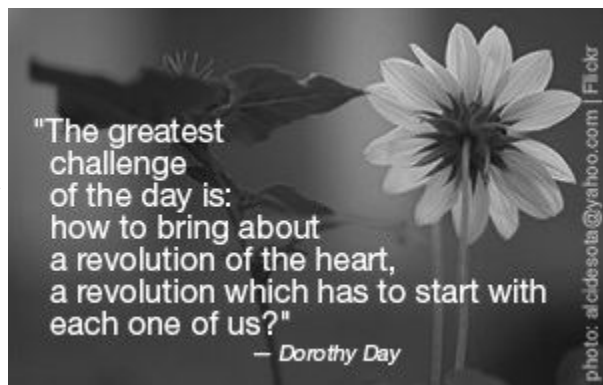
Unless women develop the knowledge and skills to heal and break free of the emotional hurts they have experienced in their lives, they are more likely to ...

Source:

<https://www.unitedmethodistwomen.org/what-we-do/spiritual-growth/workshops>

Opportunities for Spiritual Growth

20th century social activist and Catholic worker Dorothy Day brings to question how we revolutionize the world around us. Like her and many of our foremothers, we strive to answer Day's question of revolution – and many of us have found that the work for change does, in fact, "start with each one of us." Spiritual growth has been a long-held part of the work of United Methodist Women and is an expression of our personal and communal commitments to see Christ in the world.



As we embark on the journey for spiritual growth together, let this website serve as a place where you can find new, innovative ideas for worship, books that guide your time together over dinner, coffee, or small group, and opportunities for radical, fearless, and bold leadership.

Spiritual growth is an act of engagement. It is not static or stagnant; it moves, is pushed against, molded and shaped in our hands and hearts! The revolution in the world begins with a revolution within us.

Are you ready for the journey?

With hope,

Alisha L. Gordon, M.Div.

Executive for Spiritual Growth

Share your spiritual growth stories and resources

My Story:
Share a
prayer, article
or resource

Many United Methodist Women resources are produced or inspired by members. We invite you to send articles, reflections, prayers, poems and worship services to share with your sisters on this spiritual growth journey.

<https://www.unitedmethodistwomen.org/mystory>

Plan a
Spiritual
Growth
Retreat

<https://www.unitedmethodistwomen.org/members-leaders/programs-and-events/retreats>

Learn about
Spiritual
Growth
Studies

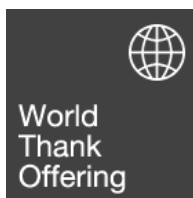
<https://www.unitedmethodistwomen.org/mission-studies/spiritual-growth>

Plan a United
Methodist
Women
Service

<https://www.unitedmethodistwomen.org/worship>

Plan a
Workshop

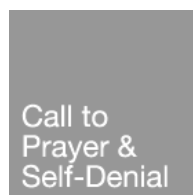
<https://www.unitedmethodistwomen.org/what-we-do/spiritual-growth/workshops>



World Thank Offering

The World Thank Offering is one of United Methodist Women's five channels of undesignated Mission Giving. Traditionally this offering is collected during a special service or program during the fall season.

<https://www.unitedmethodistwomen.org/worldthank>



Call to Prayer & Self Denial

See Program Book or go online:

<https://www.unitedmethodistwomen.org/call-to-prayer>

Seasonal Reflections and Resources

As United Methodist Women, we observe holy days and other observances with faith, hope and love in action. Reflections and prayers offer spiritual guidance; other resources offer understanding and ideas for action and advocacy. Join us in the holistic approach to our ministries with women, children and youth.



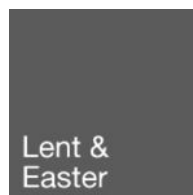
Human Trafficking Awareness Day

On January 11th we pray to end slavery in all its forms. United Methodist Women also campaigns this time of year for awareness and legislative action to prevent trafficking and prosecute offenders.



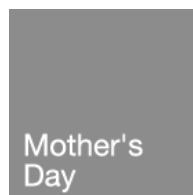
Black History Month

Each February we celebrate the contributions by black persons to their communities, to the church and to the world.



Lent and Easter

Beginning with Ash Wednesday, United Methodist Women offers prayers and meditations for the Lenten journey. In 2015, our posts centered around our call to racial justice as Christians.



Mother's Day

Women around the world nurture all those around them; they mother their families, their communities and each other. We thank God for mothers - in all interpretations - and celebrate their strength, resilience and love.



Advent and Christmas

Each year we offer devotions and other resources for Sundays in Advent, Christmas and Epiphany.

Source: <https://www.unitedmethodistwomen.org/seasonal-devotions>

MEMBERSHIP, NURTURE AND OUTREACH

What is United Methodist Women?

United Methodist Women is a group of women in each congregation that is organized for mission. United Methodist Women is a community of women who nurture and encourage one another in their spiritual growth, personal leadership and transformation. United Methodist Women are committed to spiritual growth, giving to mission, social justice and living out their faith. They meet regularly for prayer, study, social action and mission engagement, they also get together just to have fun.

Who is a member of United Methodist Women?

Any woman who commits herself to the purpose and chooses to belong is a member of United Methodist Women. United Methodist Women celebrates an inclusive membership and welcomes all women who want to become members.

Being a member of the United Methodist Church is not required nor is there any minimum age requirement. Out of a commitment for mission locally and globally with women, children and youth, United Methodist Women choose to participate in meetings, prayer, financial giving, study, action and service.

United Methodist Women is a community of women who nurture and encourage one another in their spiritual growth, personal leadership and transformation. As a member, you accept the challenge to expand concepts of mission.

Why become a member?

United Methodist Women is a national membership organization with nearly eight hundred thousand members whose purpose is to foster spiritual growth, develop leaders and advocate for justice. Members raise approximately \$20 million a year for programs and projects related to women, children and youth in the United States and in more than 100 countries around the world.

What is expected of a member?

Members are expected to support the organization's programs through prayers, financial contributions and acceptance of leadership responsibility.

The organized unit of United Methodist Women shall be a community of women whose purpose is:

- To know God and to experience freedom as whole persons through Jesus Christ.
- To develop a creative supportive fellowship.
- To expand concepts of mission through participation in the global ministries of the church.

The Rights of Membership

Through membership in United Methodist Women, a woman has the right to expect:

- Education, training and experience in understanding the organization and fulfilling the purpose
- Resources that nurture growth, inform and stimulate
- Information that relates to world issues and leads to increased identification with women around the world
- Recognition of her contribution as a member of the organization
- Ways to communicate her concerns to the Women's Division
- Opportunities for a variety of ways to serve or volunteer
- Membership in Church Women United and the World Federation of Methodist and Uniting Church Women. As members of these two organizations, we strive for an ecumenical and international community through unity of spirit and purpose, understanding the meaning of justice and freedom and our commitment to the gospel

What are the Main Functions of a Unit?

No matter what its size or shape, each unit is to:

- Learn about and support the program of the Women's Division of the General Board of Global Ministries
- Set goals to fulfill our **PURPOSE**
- Plan programs which incorporate the four mission emphases – **Spiritual Growth, Mission Education and Interpretation, Social Action, Membership Nurture and Outreach**
- Build a budget that reflects our **PURPOSE**
- Interpret the need for and use of funds for mission
- Develop and train leaders

Now you have all the information about what a United Methodist Woman is and what she does, your next question should be, **How do I join United Methodist Women?**

Well, it's easy, just talk to someone you know who is already a member of the organization or contact your conference president or mission coordinator for Membership Nurture and Outreach.

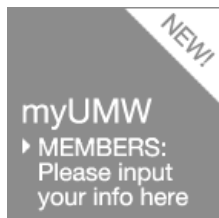
MEMBER UPDATE INFORMATION

All units must complete the Census Survey for 2017.



For our convenience, they placed the census and **myUMW** links directly on the main page of the United Methodist Women website to complete the census and membership log.

www.unitedmethodistwomen.org



In addition to completing this census form, please help ensure that individual members fill out the myUMW membership log at

<https://www.unitedmethodistwomen.org/>

Just click on the icon shown and fill out the form. You can assure them that United Methodist Women will never share contact information without express permission.

Or you can go directly to these links:

www.unitedmethodistwomen.org/census2017

www.unitedmethodistwomen.org/myumw

The deadline for reporting is **March 30, 2018**

This is what you will see when you click on the webpage:

Unit Presidents: Unit presidents are asked to complete this information form for the 2017 United Methodist Women census. Gathering this information will enable the organization to meet our members' needs more efficiently as well as inform our growth, outreach and impact.

Census Submission Deadline: **March 30, 2018.**

Unit Name

Church Name

District Name

Conference Name

Jurisdiction

Church Address

City

State

Zip Code

Unit Type

Primary Language

Unit President

President's Telephone Number

President's E-mail

Number of Members as of January 1, 2017

Number of New Members Added

Members Lost by Death or Other Reasons

Reported By (Name of person who is reporting this data.)

Position of the person reporting the data

If Other, please specify (Position, not listed in the previous field)

Telephone Number

E-mail Address

What type of social media do you use?

Do you use social media for promoting events?

If yes, please select the social media applications in use.

Do you use a hashtag, text marketing tool or any online identifier for your conference/district/unit? Please share in the box below: _____

Note: After you click Submit, please follow the directions to complete the Individual Membership Form.

“INACTIVE UNITS”

We cannot endorse disbanding units as the establishment of units in every church is mandated by the Discipline. However, we are aware of the fact that some units might not be able to meet for various reasons.

Here are things that should be done when you find out that a unit is considering going inactive:

- The district MNO and the president of the district (or the conference MNO if needed) should speak with the current unit president and to determine what the issues are and if they offer assistance. In some cases the units that become inactive can reach out to other women in the church to increase their membership. We can help them with that.
- The local unit visitation is important. Regular visits to local units can most times alert the district and conference teams of possible challenges BEFORE they happen. Dealing with the issues before and not after will be easier.
- If the unit still needs to go inactive, then the names of the present members should be recorded to determine if they still want to be in the loop and offer them options of joining other units, a possible district unit or an online unit depending on the situation.
- Refer to the document on “Inactive members” for some suggestions that might be helpful.
- Stay in touch.
- Don’t give up without doing the above!!

WORKING WITH “INACTIVE” MEMBERS

THE ISSUES:

- Membership rolls may be inflated
- No woman can be removed unless she specifically asks to be removed
- Some members have dropped out of the local church and we do not know how to contact them
- Membership rolls contain names of women who do not participate in any way and have not for many years (not just elderly women who may no longer be able to participate)
- Some districts “assess” each unit a dollar figure per member for administrative & Membership Development (A&MD). What about women who are still on the rolls, but never participate?

RESPONSE:

There are no easy answers. There are frustrations when realized that there are those that understand their membership differently that we might – or when there is “work to be done” and too frequently it is carried out by a few. On the other hand, how one perceives their membership and relationship to UMW can be complex and highly personal and may be best left to that member’s discretion. Here are some suggestions for local units:

- In following up on “inactive” members, try pursuing information through the local church as well – the local congregation may have transfer information or be able to provide some insight on the individual’s church relationships. (In other words “inactivity” is also a church question as well as a UMW question).
- We need to follow up on “inactivity” immediately. Whenever anyone doesn’t come to a meeting or two, they should be contacted at the time in order to nurture and support them (as a creative supportive fellowship). Such nurturing will relieve the end of year sorting through the rolls and wondering what happened to someone.
- Members might want to join the “Membership Development” online community to share ideas about addressing this issue and participate in other related discussions. <http://www.umwonline.org>
- Any change or additions on membership in the Constitution and By-laws can be proposed by any member or unit of the organization for consideration by the Board of Directors of Women’s Division.
- From the Women’s Division perspective there is no connection that “members” equate to some “payment.” There may be a “dues” perspective in the unit – and/or conference or district may have some per member assessment for some cause. The pledge is not a “payment” to the unit/district/conference A&MD. Hence there should not be a need for assessments that impact how many women are “on the roll.”

REMEMBER

Membership shall be open to any women who indicates her desire to belong and to participate in the global mission of the Church through United Methodist Women. Being a member of The United Methodist Church is not required nor is there any minimum age requirement. Out of a commitment for mission locally and globally with women, children and youth, United Methodist Women choose to participate in meetings, prayer, financial giving, study, action and service.

UMW: Membership Nurture and Outreach

I think most of us realize we need to attract new members to our unit. This should be a responsibility of and a desire of each member in the unit, not just the president or membership coordinator.

Below are some ideas from various sources (Response, our conference Membership Committee, www.umwonline.org) for building membership. Try some of them! Make an impact; inspire; grow!

1. United Methodist Women's Sunday. In the worship service, use this day to get out the story of what we do. Have a special table set up with refreshment and hand out brochures about UMW.
2. Send invitations to a Special Tea, such as a Christmas Tea. Wear gloves, hats. Use china and table decorations. Distribute information about UMW, what the organization does, where the money goes, the reading program, etc. Or, have a luncheon after church on UMW Sunday. Or, an evening Banquet with a slide presentation about UMW-supported missions.
3. Young women—choose a mentor for each who invites one person, picks her up, introduces her, asks her to help serve refreshments and asks her for ideas. This could lead to forming a new circle.
4. Invite women to a "Fun Night." Play games. One group suggested having a bag that contained a funny outfit for each to wear. Or, "Come As You Are/Were When Called to Party. Take pictures of each. Give each a list of upcoming events and other material.
5. Provide new Members or Prospective Members Packets with a program date book, a bookmark, information about the Reading program, Joys of Membership, information about some of the local, national and global missions supported and other material from UMW Resource Center.
6. Give small gift to members who bring a prospective member as a guest (bookmark, candle, flowers).
7. "Mission Moments" by UMW members at Sunday Worship Service.
8. Back of Pew: Card or Bookmark with dates, time of meetings; contact name and phone number.
9. Bulletin Board displays, flyers, "Did you know UMW.....?" in bulletins from time to time.
10. Help form a new "Circle," related to the unit and committed to the UMW purpose but with special interests. See Response articles online, go to www.igrc.org – Ministries – UMW – Mentor Training (includes survey of young women's interests). See "Handbook" for guidelines.
11. Invite women to participate in a mission activity that would help a local or UMW-supported mission, making "care kits" for women's centers or nursing homes, filling school and health kits for the Midwest Distribution Center, donating items for Jessie Bates Davis Neighborhood House and Cunningham Children's Home to be taken to Spring and Annual Meetings, making quilts for Cunningham residents and your local outreach centers.
12. Response magazine, January 2010, pages 26-28, "Young Women Vitalize United Methodist Women".
13. Response, May 2009, pages 26-28, "United Methodist Women Members Connect" (through umwonline.org) and pages 8-10, "God-style Mission Outreach" (summarizes our mission).
14. Response, December 2008, pages 40-41, "Reviving United Methodist Women".

EDUCATION & INTERPRETATION

MISSION TODAY ANNUAL REPORT

The Unit E & I coordinators are responsible for submitting the **Mission Today Annual Report**, due **May 20, 2018 to me, Pat McShane, District E & I Coordinator**. If your unit does not have an E & I coordinator, then your unit **President** needs to submit the report. The form is included in your Leadership Training Handbook and will also be available on our website.

Mission Today Annual Reports are on a calendar basis. The unit can only count activities they were involved in from **January 1st, 2017 to December 31, 2017**. I, in turn, send them to Judith Pierre-Okerson to be included in the Conference Annual Meeting Program Book. Her e-mail address is judithpierreokerson.umw@gmail.com. She needs the list of the Mission Today Units and Mission Studies by **July 31, 2018**.

I make up the certificates, which are awarded to the individual units at our Annual Meeting in October 2018. The levels are as follows:

17 – 19 Criteria – Gold

11 – 16 Criteria – Silver

8 – 10 Criteria – Bronze

6 – 7 Criteria – Participant Certificate

In your **Mission Today Annual Report**, if you have checked off **Mission Study** as one of your criteria, I need you to also include the **Application for Mission Study Credit report**.

In the Mission Today Annual Report, there is a category called **Campaign for Children**. There is not a prescribed set of things or program for this criteria but here are some things your unit can do : Your unit can advocate for a local or national issue affecting children, participate in the Children's Week in Tallahassee, offer tutoring for the neighborhood children, get involved with the Bishop initiative for school church/partnership, sponsor a mission study for children in their church, provide scholarship for children to attend Mission u and/or summer camp. The list can go on and on.

APPLICATION FOR MISSION STUDY CREDIT

The Unit E & I officers are responsible for submitting the **Application for Mission Study Credit**, due **June 15, 2018, to me, Pat McShane, District E & I Coordinator**. If your unit does not have an E & I officer, then your unit **President** needs to submit the report. The form is included in your Leadership Training Handbook and will also be available on our website.

The Mission Study Reports are studies completed between **July 2017 and July 2018**. If you have completed more than one mission study, I need a report for each study completed. If you have done a cluster study with other churches, please list all the churches involved. Again, I will send these reports to Judith Pierre-Okerson for inclusion in the Conference Annual Meeting Program Book.

At our Annual Meeting in October 2018, I will award Mission Study Certificates to units that have completed the following requirements:

Using a current, approved mission study course and text

The Study Group has a prepared and capable leader

The Group spends a minimum of four hours in study

Class members prepare between sessions, read the text and do assignments

As a group or as individuals, class members make and carry out action plans as a result of their study.

2018 - 2019

MISSION STUDY THEMES

Spiritual Growth: Seeking Health and Wellness (Part 2)

Geographic: The Missionary Conferences of the United Methodist Church

Social Issue: What About Our Money

Youth: What About Our Money

Children: What About Our Money

2017
MISSION STUDY THEMES

Spiritual Growth: A Covenantal Community (Part 1)
Geographic: The Missionary Conferences of the United Methodist Church
Social Justice: Climate Justice, A Call to Hope and Action
Youth: The Missionary Conferences
Children: The Missionary Conferences

Units may also get credit for past recent Mission Studies if they have not reported them before.

Those studies that would qualify for certificates at our 2018 District Annual Meeting are:

Spiritual Growth – The Bible and Human Sexuality (2016)

Created for Happiness: Understanding Our Life in God (2015)

Issue Studies – Climate Justice, A Call to Hope and Action (2016)

Geography – Latin America; People and Faith (2015-2016)

Youth Study: Joining Forces for Climate Justice, Latin America: Places, Culture and Faith (2015-2016)

Children's Study: God's Extravagant Garden; Climate Justice, Life and Faith in Latin America (2015-2016)

Check with our Program Resources Officer, Sandy Segur (sandyrsegur@gmail.com) about availability of the texts used for our Mission Studies.

Any questions, please contact me, Pat McShane, E & I District Coordinator at 863-655-5290 or email paticake83@gmail.com.



Florida Conference United Methodist Women MISSION TODAY ANNUAL REPORT



To qualify as a MISSION TODAY UNIT, the unit must participate in at least eight of the following criteria, five of which must be marked with an asterisk (*).

Program year being reported: _____ Date: _____

Unit/City: _____

Submitted by: _____ Office _____

1. * ____ Made and met our **Pledge to Mission**. *
2. ____ Was a **Five Star Unit** by contributing through all 5 channels of Mission Giving.
3. * ____ Used the **Prayer Calendar** at every unit meeting. *
4. * ____ Used at least two programs from the **Program Book** for UMW during the year*.
5. * ____ Had at least two members subscribe to **response magazine**. *
6. ____ Had a regular **Response Moment** at circle/unit meetings where one article is lifted to tell the mission story.,
7. ____ Had at least two members complete Plan I of the **Reading Program** and encouraged all members to participate.
8. * ____ Conducted or co-sponsored at least one **Mission Study** during the year*.
9. ____ Had at least one member, other than a conference or district officers attend the **Conference Mission u event**.
- 10* ____ Had at least one member, other than a conference or district officer attend a **district/conference training or spiritual growth event**.
- 11 ____ Had at least two members, other than a conference or district officer, attend the **district and/or conference Annual Meeting**.
- 12 ____ Reached out to **persons in mission** (Deaconess/Home Missioner Regional Missionary, Global Mission Fellow, etc.) or **National Mission Institution** in at least one way. Example _____
- 13 ____ Had at least one member actively involved in the **UMW Action Network**.
- 14* ____ Implemented the **Charter for Racial Justice** in at least one way. *
Example _____
- 15 ____ Participated in the **Campaign for Children** in at least two ways.
a. _____
b. _____
- 16 ____ Honored **God's Creation** (environment) in at least one way. Example(s) _____
- 17 ____ Helped to address the **needs of women, children and youth** in at least one way. Example _____
- 18* ____ Added at least **two new members** by reaching out to all women of the church. *
- 19 ____ Connected with the larger organization by inviting at least one **conference or district officer to speak at a meeting** during the year.

UNITED METHODIST WOMEN

MISSION STUDY REPORT

Please complete one form for each study completed

Send form to: Name _____ **email** _____

Mailing address _____

NAME OF CHURCH _____

NAME OF STUDY _____

NAME OF STUDY FACILITATOR: _____

DATE COMPLETED _____

NUMBER OF HOURS _____

FROM _____ **TO** _____

TOTAL NUMBER OF PARTICIPANTS _____

PARTICIPATING UNIT (S)* _____

WERE YOU THE HOST FOR THE STUDY? _____ **YES** _____ **NO** _____

IF NO, HOW MANY PARTICIPATED FROM YOUR UNIT? _____

ACTION (S) PLANNED/TAKEN AFTER THE STUDY _____

Name of Person Completing Form _____

Phone _____ **Email** _____

***Participating unit must send their individual report to receive credit.**

Deadline June 15, 2018

Florida South West District United Methodist Women

Mission u: Learning Together for Transformation of the World

Mission u is an opportunity to study current issues impacting society based on recent mission study topics. Mission u is open to members and non-members of United Methodist Women. Each Mission u event offers classes on topics covering three themes:

Spiritual Growth: Seeking Health and Wellness (Part 2)

Geographic: The Missionary Conferences of the United Methodist Church

Social Issue: What About Our Money

Youth: What About Our Money

Children: What About Our Money

What shall I expect?

At Mission u: Learning Together for Transformation of the World you grow in understanding of the mission of the church in the current world context. The studies give particular attention to the responsibilities of women in the fulfillment of the mission work of the church.

Mission u Events also include:

- Worship & singing
- Interest Groups around current issues
- Officer training
- Audiovisual presentations
- Fellowship events

When are Mission u events held?

Mission u events are held every summer. As details are available they are added to a Google map.

Where do Mission u events take place?

Mission u events take place across every United Methodist conference and are organized by conference United Methodist Women leadership.

The Florida Conference Mission u will be July 12-15, 2018 at
Bethune-Cookman University in Daytona, FL

Look for registration information in the spring! Scholarships are available on a first come first served basis through our District. Contact District President.

United Methodist Women is the best kept secret when it comes to Social Action

Below is a list of goals and objectives for Social Action by United Methodist Women. You can also go to <https://www.unitedmethodistwomen.org/action> to learn more about Social Action Issues. We have been at the forefront and train women to be leaders working with **partners** listed below and as you can see, they are numerous!

Maternal Health: Decrease maternal mortality. In 1987 it was 7.5% per 100,000 births. In 2009 it was 18% per 100,000 births in the United States!

Climate Justice: Seeking a 25% reduction in carbon footprint by the top two contributing sectors by 2020.

Economic Inequality: Adopt a living rather than a minimum wage.

Stop Mass Incarceration of people of color: Work with schools to reform Zero Tolerance rules & provide counseling for juveniles in jeopardy preventing them from becoming lifelong criminals.

Action for Development (ACFODE)	Global March Against Child Labour
Alliance for Global Justice	Global Network For Women Peacebuilders c/o
Africa Forum and Network on Debt & Development (AFRODAD)	WEDO
African Women's Development Fund	GoodWeave
Agricultural Missions	Healthcare-NOW!
Association for Women in Development	Highlander Research and Education Center
Black Alliance for Just Immigration (BAJI)	Institute for Women's Policy Research
Campaign for Commercial Free Childhood	Interfaith Immigration Coalition
Campaign for Tobacco Free Kids	Interfaith Worker Justice
Center for New Community	International World Day of Prayer
Centre for Development and Population Activities (CEDPA)	Israel-Palestine Non-Governmental Organization Working Group
Child Labor Coalition	Jubilee USA Network
Children's Defense Fund	Latin America Working Group (LAWG)
Chinese Staff and Workers (CSWA)	MADRE
Chlorine Free Products Association, Inc.	National Campaign to Prevent Teen Pregnancy
Churches for Middle East Peace	National Farm Workers Ministry
Circles of Friends- Living Water for Girls	National Mobilization Against Sweatshops
Colorado Council of Churches	National Network for Immigrant and Refugee Rights
Committee of Religious NGOs	NCCC Committees
Committee on the Freedom of Religion or Belief	New York Immigration Coalition
Coney Island Avenue Project	NGO Committee on Migration
Daughters of Mumbi, Kenya	NGO-CSW Committee
Detention Watch Network	NGO Working Group on Food and Hunger NGO
Domestic Workers Union (Center Against Anti-Asian Violence)	Working Group on the Security Council
DRUM-- Desis Rising Up and Moving	Older Women's League
Ecumenical Women at the United Nations	Religious Coalition for Reproductive Choice
Ecumenical Working Group	Rural and Migrant Ministry
Faith Trust Institute	Southeast Regional Economic Justice Network (SREJN)
Friends of the Congo	Women Thrive Worldwide
Global Action on Aging	World Day of Prayer -- U.S. & International

SOCIAL ACTION

The South West District Charter for Racial Justice Policies Committee introduced a program for the Charter several years ago. Don't forget to submit your checklist for certification by **September 1, 2018** to our Social Action Coordinator. If you have completed the first level it may be time to move onto the next.

Level I: Complete at least 6 of the recommended actions. Your Local UMW will be recognized at the **Beginning Active Participation** in promoting the Charter for Racial Justice Policies.

Level II: Complete at least 12 of the actions. Your Local UJW will be recognized as being **Actively** Involved in promoting the Charter for Racial Justice Policies.

Level III: Complete all 20 of the actions to be recognized as a **Partner** in promoting the Charter for Racial Justice Policies.



This image represents United Methodist Women's commitment to work for racial justice. It symbolizes a world of racially and ethnically diverse peoples working together side by side to create a world in which every person has a voice, rights and opportunity for abundant life. Within the image are two hands joined together to work for justice for all God's children. Feel free to use it to help identify your racial justice efforts. It is available for download at:

www.unitedmethodistwomen.org/racialjustice

Racial Justice	Racial Justice Newsletter	Racial Justice Charter	Racial Justice Charter Support Team	More News & Resources for Racial Justice Advocacy
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The Ongoing Harm of the Doctrine of Discovery

The faith community has a crucial role to play in ending the continuing oppression of indigenous peoples. Go to the United Methodist Women website and download any of the following resources:

<https://www.unitedmethodistwomen.org/racialjustice>

Racial Justice Resources

- ▶ [Anti-Racist Resource List](#)
- ▶ [Beyond Good Intentions: Cultivating an Anti-racist White Identity](#)
- ▶ [And a Time to Speak](#)
- ▶ [Remembering Dr. Martin Luther King, Jr.](#)
- ▶ [Responding to Racial Injustice in our Communities](#)
- ▶ [The Ongoing Harm of the Doctrine of Discovery](#)
- ▶ [The Flint Water Crisis: What Caused it?](#) Article with infographic

Stop the Criminalization of Communities of Color

- ▶ [Mass Incarceration Webinar](#)
- ▶ [Ending Mass Incarceration: The Ongoing Call to Faith Communities](#)
- ▶ [Ferguson Statement: Action Alert](#)
- ▶ [2016 General Conference Resolution](#)

United Methodist Women Partners

[Black Alliance for Just Immigration](#)
[National Network for Immigrant and Refugee Rights](#)

[National Religious Campaign Against Torture](#)

[The Sentencing Project](#)

Charter for Racial Justice Local UMW Certification

South West District United Methodist Women

Local UMW _____ Date _____

City _____ Social Action MC _____

Actions by Local UMW to implement the Charter for Racial Justice Policies. Level I; 6 items, Level II; 12 items; Level III, 20 items

- ____ 1. Provide every member a copy of the charter.
- ____ 2. Devote one Unit meeting each year to the Charter.
- ____ 3. Select videos relating to the Charter to use in Circle Meetings or Unit Meetings.
- ____ 4. Send a member to the School of Christian Missions to take the Social Action Study and present a program on the school when they return.
- ____ 5. Conduct, or participate in a UMW Social Action Mission Study, for your Unit or with a cluster.
- ____ 6. Send a Unit member to the Children's Week in Tallahassee, and present a brief report about it at Unit Meeting.
- ____ 7. Encourage postcard writing to legislators about current social issues supporting people of color.
- ____ 8. At least one member reads a Social Action book and reports, briefly, on it to the Unit.
- ____ 9. Read and share articles from **Response** and **New World Outlook** regularly at Unit meetings.
- ____ 10. Have a special emphasis day, month or Sunday.
- ____ 11. Host a tasting party, cultural fair, or other similar event.
- ____ 12. Use the UMW materials to present a program on racial justice/human rights.
- ____ 13. Collect newspaper articles related to racism, both positive and negative. Share with members at Unit Meetings.
- ____ 14. Award a member a Special Mission Recognition pin for working tirelessly, or doing an outstanding action to try to end racial injustice.
- ____ 15. Attend worship in a church with an ethnic /cultural background different from you own.
Report about this visit to your Unit.
- ____ 16. Use the Charter for Racial Justice to determine issues for study by your Unit.
- ____ 17. Purchase at least one book annually from the Reading Program list that is written by (or about) an author from a minority (sub)culture or another culture.
- ____ 18. Invite a knowledgeable speaker to a Unit meeting who will present information about other countries and cultures.
- ____ 19. Utilize the SW District Resource Bank to plan local Unit programs on Racial Justice.
- ____ 20. Present a program similar to "Justice for Our Neighbors" covering one of the broad issues about immigration

Contact the Action Network:

Washington D.C. Office of Christian Social Action
100 Maryland Avenue, NE - Room 100
Washington, DC 20002

phone: 202-488-5660

e-mail: csadc@unitedmethodistwomen.org

Sign up for Action Alerts on the UMW website here:

<http://www.unitedmethodistwomen.org/actionalerts>

Below are some of the most recent alerts:

[Consent Decrees: A Promising Pathway to Police Reform - Part Two](#)

[Consent Decrees: A Promising Pathway to Police Reform - Part One](#)

[Clean Water: The Key to Transforming, Empowering and Unburdening Women Around the World](#)

[Maternal Deaths on the Rise in the United States](#)

[A Lack of Services for Homeless Women and Families](#)

[The Fight for 15 and the Numbers in Between: Raising the Minimum Wage](#)

[Hearing Women's Voices: Engendering Radio for Social Justice](#)

[Policing the Victims: Arrest Policy for Trafficked Women](#)

[Futures in Peril: Human Trafficking Among Homeless Youth](#)

[Income Inequality in America](#)

[Responding to Inequality: the American Jobs Act and Growing Opportunity](#)

[Combating Income Inequality: Raising the National Minimum Wage](#)

[Combating Climate Change:](#)

Below are three resources highlighting Social Action Missions
You can go here <http://www.unitedmethodistwomen.org/action>
to get the information on the UMW website.

Waking in Oak Creek

This documentary shows the powerful and inspiring community response to intolerance after deadly hate crime shootings at a Sikh temple in Wisconsin. Part of the Working Together for Safe, Inclusive Communities Initiative, it is a collaboration between Not In Our Town and Community Oriented Policing Services.



View the movie here: <https://www.niot.org/cops/wakinginoakcreek>

The Corn Field



This experiential look at justice issues was introduced at Assembly 2014. It explores food systems, energy use, livelihoods, land use, violence against women, migration, criminalization, greed, radical hospitality and abundance. The informational signs are provided to allow local groups to share the experience.

The Restaurant



This industry encompasses justice issues ranging from economic disparity to racism. You can recreate the Just Food Restaurant experience introduced at Assembly 2014. Follow up with the resources the author of *Behind the Kitchen Door* provided at her workshop and look for her book as a 2015 Reading Program title.

Ubuntu Day of Service



In the tradition of action and firmly rooted in their PURPOSE, United Methodist Women members practice “expanding concepts of mission” through service and action for justice. Women volunteer in their local communities and around the world as doctors, afterschool tutors, advocates for justice and peace, and much more. In the spirit of ubuntu, United Methodist Women members travel on Ubuntu Explorer Journeys to other parts of the world to share in the lives of women in other countries. During Ubuntu Explorer Journeys, women sing, worship, learn, cry, and rejoice together. These experiences are not limited to United Methodist Women, and mission is something each individual and congregation can practice as part of their faith.

Volunteering for mission trips and service projects are not only opportunities to practice mission, but to practice ubuntu. Ubuntu is the being of mission. It focuses on relationships, shared experience, and mutuality. An Ubuntu Day of Service isn’t a typical volunteer day or service project. This day combines the being and doing of mission.

The UMW website has a toolkit that guides you through planning an Ubuntu Day of Service with information about mission work that links service and action with justice. It includes helpful planning tips and fundamental concepts that are critical to understanding how the Action Alerts

<http://www.unitedmethodistwomen.org/assembly/resources/ubuntudayofservicetoolkit>

WEBSITES FOR SOCIAL ACTION

www.unitedmethodistwomen.org

Immigration Issues

www.interfaithact.org

www.ciw-online.org

Human Trafficking Issues

www.acf.hhs.gov/trafficking

www.selahfreedom.com

www.humantraffickawareness.org

www.wingsofshelter.com

www.beautyfromashes.org

Haiti

www.hati-care.blogspot.com

2018 – Secretary, Program Resources Training



**The Gifts of Wisdom – “...for wisdom is better than jewels, and all that you may desire cannot compare with her.”
Proverbs 8:11**

The Reading Program encourages members to think critically about current issues through an annual selection of member-reviewed books. It offers an excellent opportunity to deepen your spirituality and to broaden your understanding of our mission work.

Some of the topics we look at this year are the history between The United Methodist Church, the United States and Native people as well as Alzheimer’s disease and the importance of wellness in body and spirit. We also continue to look at the quadrennial focuses of economic inequality and climate justice and explore intellectual and spiritual leadership among other topics that help us learn more about ourselves and the world. And, as always, we walk together on personal journeys of spiritual growth.*

The Reading Program Leads to Action!

For 150 years, United Methodist Women have been involved in mission that includes prayer, study and action. The Reading Program is a study opportunity, but it should also lead to action. The purpose of the program is to encourage United Methodist Women members to:

- Expand understanding of and participation in God’s mission.
- Increase sensitivity to all human beings—their needs, interests and concerns.
- Encourage critical thinking about issues facing humanity today.
- Grow in understanding of Scripture as it relates to Christian faith in contemporary life.
- Enhance self-knowledge and act from that knowledge.
Strengthen involvement in local and global Christian mission.

Action suggestions and things you need to know:

Pray

Books often raise concerns about people, countries and issues. Bring these concerns to God during your prayer time at home and at group meetings.

God bless you as you pray, study, act and organize in Christ's name.

Utilize Reading Program Social Networks

Register on www.umwonline.org . In addition to the Reading Program Group, there is a specific group for secretaries for program resources – <http://sec-4-prog-res.umwonline.net>. They upload information and forms for your use and you can communicate with other district and local Program Resource Secretaries (SPRs). Make sure they have an up-to-date email address for you and check your email for an invite key from UMWonline.net.

You can also start a conversation with the Reading Program online group at www.umwonline.org/groups/readingprogram . There are other groups on the site that may interest you too: environment, faith exploration, immigration and all about UMW.

Host a program

Read *Born on Third Base: A One Percenter Makes the Case for Tackling Inequality, Bringing Wealth Home and Committing to the Common Good* and continue the discussion on economic justice within your United Methodist Women group.*

Teach a Sunday School Class

Read *Growing Peace: A Story of Farming, Music and Religious Harmony* and start discussions around working together, peace and tolerance. Read *Stick Up for Yourself! Every Kid's Guide to Personal Power and Positive Self-Esteem* and talk about the right ways to take a stand and build self-esteem.

Be Inclusive

Continue your action on the *Charter for Racial Justice Policies of The United Methodist Church*. Educational Resources carries the brochure of the updated and adopted charter by the Women's Division in 1978 that was subsequently adopted by the General Conference of the United Methodist church in 1980. This charter explains what we as the Church promise to do to ensure equality for all. New this Year: *Racial Justice Timeline*. United Methodist Women from its beginnings has tried to build a community and social order without racial barriers, as this timeline shows. Racial justice is an ongoing focus of the United Methodist Women mission as members work to promote racial justice in the United States and around the world.

Post a "Book Blurb"

You can place a recommended reading selection from the Reading Program in your church Newsletter. Take the short write up from the Reading Program catalog or write up your own book review. You could also do a recommended reading that would coincide with a current mission or topic of your church.

Start, and/or enhance, a section in your church library for the United Methodist Women's Reading Program books

By keeping the reading program books in one area, it makes it more convenient and encourages someone to make other selections for the Reading Plans. Also giving a different color coding for each year lets you know if a particular book falls into the current range – 2012 to 2018.

Inform Sunday school teachers, parents and grandparents that books for children and youth are available through the Reading Program. Consider a Children/Youth separate library. The books are great gift suggestions!

Present book reviews at United Methodist Women group meetings and on the online community. Submit a book review for publication in our South West District newsletter, the **Sojourner**. Highlight large print books and book listings available for the visually impaired.

Utilize Audio Visual Aids

There are free DVD's on Mission Giving and United Methodist Women. You can purchase DVD's that correspond to our Mission Studies and other mission topics. To place an order, go online or call the Resource Center.

Honor those who participate in the Reading Program

Submit a listing of the United Methodist Women of your unit who diligently read the Reading Program books and indicate the Plan they completed to the District Secretary, Program Resources by **August 15th**. Each participant will then be presented a *CERTIFICATE OF RECOGNITION* at our South West District Annual Meeting in November.

Subscribe to response magazine - response is the official magazine of United Methodist Women. Its goals are to educate for mission, to interpret the Purpose of United Methodist Women and to strengthen the organization. You can now read **response digital** on your e-reader, tablet, phone or computer. Digital subscription is free with your print subscription, or get a digital-only subscription for \$20 – 15 percent off the print price. You can subscribe on line at www.umwmissionresources.org/response or call 1-877-881-2385.

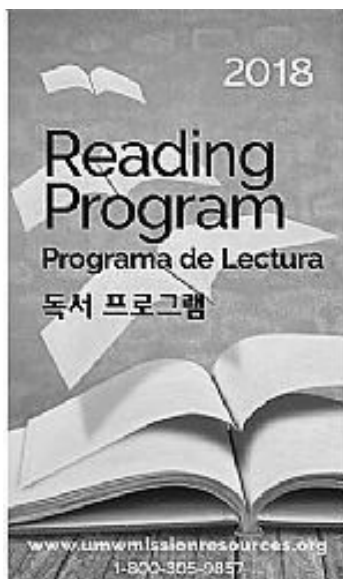
Utilize the Reading Program Brochure for members along with the Catalog

The free Reading Program brochure enables you to keep track of your chosen Reading Program Plan and additional reading so that you know each year what books you have submitted. The free 2018 Reading Program catalog can be downloaded from the United Methodist Women's website and you can pick up the catalog at District Events along with a selection of the Mission Studies and Reading Program books while supplies last at the event. The brochures and catalogs are also available through Mission Resources www.umwmissionresources.org.

The Reading Program - 2018:

We hope the 2018 Reading Program challenges and inspires you to put faith, hope and love into action. With the books offered on this years' list, invite others into the transformative education that comes with being a part of United Methodist Women.

Five Categories:



PLAN I – 5 Books Per Year, One book from each category

PLAN II – 10 Books Per Year, Two from each category

PLAN III – 15 Books Per Year, Two from each category plus five additional books from any category

PLAN IV – 20 Books Per Year, Two from each category plus 10 additional books from any category

Plan I is to include regular reading of **response** magazine. Plans II, III and IV are to include regular reading of **response** and *New World Outlook* (if available) magazines.

All Plan selections can be from the 2013-2018 reading lists, including Youth Titles, if not included in previous reports. You can obtain copies of reading lists for each year on the United Methodist Women website. www.umwonline.org/groups/readingprogram

Bonus Books: The “B” button - Bonus Books count as two books – either as two books in Education for Mission or Social Action as one book in either of two categories. For example, *Hospitable Planet* and *Pushout* count as two books in Social Action. *Massacre at Sand Creek* counts as two books in Education for Mission.

Large Print Books: Nurturing for Community (both books) – *The Book of Joy: Lasting Happiness in a Changing World* and *Good Health, Good Life: 12 Keys to Enjoying Physical and Spiritual Wellness*.

Availability: Some of the older books may not be available at United Methodist Women Mission Resources. Other possible sources include the public library and Reading Program books already purchased by your unit or Amazon.

Mission Studies Books: Look for the 2018 United Methodist Women mission studies books to earn credit in the following categories:

- **Spiritual Growth:** *Seeking Health and Wholeness.***
- **Geographic (Education for Mission):** *The Missionary Conferences of The United Methodist Church.**
- **Issue Study (Social Action):** *What About Our Money? A Faith Response***.
- Youth (Social Action):** *Is It Just Money? Our Dollars, God's Economy*

**Also available in Spanish and Korean

E Store: www.umwmissionresources.org

The books that are stocked in print at United Methodist Women Mission Resources include a stock number with its listing. These you can find by visiting www.unitedmethodistwomen.org/store. For other titles not stocked in our resource warehouse, we offer the Kindle e-book price. You can find links to these books by visiting www.unitedmethodistwomen.org/readingprogram. Many of the books listed are available in various formats (print, electronic, audio) for purchase or to borrow from a local library.*

Extended Reading List! While supplies last, 2013 books can be used to fill requirements for the Reading Program. PLUS - 2013 titles are on sale for \$2.00 - \$5.00. (Originally up to \$35.00)

Purchase the Annual Sampler: Offered each year ending April 1st for the bundle and includes Spiritual Growth and Geographic Mission Studies books and the Program Book, Prayer Calendar and Date Book for the next term.

Subscribing to the sampler allows you to order five key resources just once a year and receive them as they become available. This money-saving package includes five resources – all yours for \$42 - a \$3.50 savings, plus free shipping. The studies ship in January. The Program Book and calendars will ship in the summer. Please renew each year by submitting the completed form and check to cover your purchase through the South West District Treasurer for processing. The forms are available at the District Events.

Go to the Mission Resource Catalog and/or website to find:

The Essentials (Prayer Calendar, Handbook (newly revised), Program Book, UMW Newsletter)
Educational Resources
Gift Ideas for Children and Youth
Gift Ideas
Gift to Mission Cards
Ways to Give For Mission
Promotional Materials
Reading Program
Books on Sale

United Methodist Women Mission Resources distributes United Methodist Women materials and resources. To order: 1-800-305-9857 (phone), 1-770-280-0061 (fax), www.unitedmethodistwomen.org/store (e store). Mail to: United Methodist Women Mission Resources, P.O. Box 742349, Atlanta, GA 30374-2349

*Brenda Thompson, National United Methodist Women Reading Program Specialist (quoted above from **response | December 2017**)



As we begin this coming year, please know that you can contact me at any time with any questions or concerns, suggestions and/or requests, worries or woes - or maybe you just need to talk. I am here and God is with us!

I'm looking forward to getting to know you and helping out however, whenever and wherever I can.

Peace and Blessings be with you,

Read on, my ladies, there is much to discover,

Sandy

Respectfully submitted:

Sandy Segur,

United Methodist Women
South West District
Secretary Program Resources.
941-249-8726 – Home Phone
941-826-8384 – Cell Phone
sandyrsegur@gmail.com





**United Methodist Women
Florida Conference
South West District**

All Unit Committee on Nominations Chairpersons:

It is a good idea to purchase or download the United Methodist Women Handbook 2017-2020. As you read the “Handbook” you will notice a different structure is possible. It may be confusing at first but the structure of UMW has become very flexible. Section 3 of the handbook is about “Roles and Responsibilities of the Members of the Organization.” It begins with the local unit and ends with the National Organization. Section 4 is “Take on the Tasks.” If you read these sections there are questions you should ask about your Unit as you go forward. The local unit may choose to continue with the same structure but it is not mandatory. Remember, the unit is to have a president, secretary, and treasurer. I suggest a vice president is a must but you may have a co-president instead.

Also there is a “quiz on elections/tenure” that will help make it all clear (answers sheet included). In addition, I have added “Make Nominations to Fill Vacancies Which Occur Ad Interim.” A step by step list when an elected leader chooses to resign. Last but not least, “Qualities of a Potential Leader.

On the District level, we are always looking to fill positions on the Leadership Team. This year we will have forms for you to take back to your Units for members who may be interested in serving. An individual may be referred by someone as well. Be sure to stop by the Registration table at our District events.

As South West District Interim Chair of Committee on Nominations, feel free to contact me with your questions.

Gloria Heston
Interim Chair on Nominations
3918 SE 20th Ave
Cape Coral, FL 33904
239-549-3053
Email: gloriaheston.umw@gmail.com

Qualities of a Potential Leader

- ❖ **Loyal to United Methodist Women**
- ❖ **Understand the organization**
- ❖ **Ability to work as a member of a team**
- ❖ **Interpersonal skills**
- ❖ **Open to new ideas, cultures, and concepts**
- ❖ **Emotional intelligence**
- ❖ **Diversity in skills, talents or abilities**
- ❖ **Willing to contribute to the well-being of the whole**
- ❖ **Willing to learn**

Good leaders do not just emerge; they must be recognized, nurtured and encouraged. This is an ongoing responsibility and takes the active involvement of every committee member.

UNITED METHODIST WOMEN - LAY ORGANIZATION

In recent years questions have been asked about membership and election to office in UNITED METHODIST WOMEN. "Can any woman (even a non-United Methodist) be a member of UNITED METHODIST WOMEN?" "Is it required that the local president be a member of The United Methodist Church?" "Must district and conference officers be members of The United Methodist Church?" "Can clergywomen hold office?" The bylaws clarify this confusion:

"United Methodist Women is a lay woman's organization rooted in mission whose membership is open to any woman who shares its PURPOSE. (The Book of Discipline, 2012, ¶256.5, Article 3, 4)."

Constitution and Bylaws of United Methodist Women in the Local Church, Article III, Section 1

"Local president must be a member of the local United Methodist church with which the unit is affiliated and serve, where they exist, as a member of the church council or on the administrative board/council on ministries (*The Book of Discipline of the United Methodist Church* 2012, ¶252.5i). Membership in the local church may include affiliate membership."

Bylaws of United Methodist Women in the Local Church, Article III, Section 2.f.

"Only lay women who are members of the United Methodist churches within the bounds of the conference (district) may serve as elected leaders."

Bylaws of United Methodist Women in the Conference (District), Article III, Section 1

"A lay woman serving as a pastor of a church, is not eligible to serve as an elected or appointed leader of United Methodist Women."

Bylaws of United Methodist Women in the Local Church, District, Conference, Jurisdiction, Article III, Section 1.

MAKE NOMINATIONS TO FILL VACANCIES WHICH OCCUR AD INTERIM

When an elected leader chooses to resign her office:

- 1. The resigning leader sends a letter of resignation to the president.**
- 2. The president notifies the chairperson of the Committee on Nominations.**
- 3. The chairperson calls a meeting of the Committee on Nominations.**
- 4. The committee secures a nominee for the office just vacated.**
- 5. The chairperson of the Committee on Nominations reports the nomination to the leadership team.**
- 6. The president asks for further nominations. If none, she calls for a vote of the leadership team.**
- 7. The president declares the person elected.**

ELECTIONS/TENURE QUESTIONS AND ANSWERS

1. What is term and tenure?

Term is the specified time for which a person is elected to an office or a committee.
Tenure is the specified total length of time an elected leader may serve in an office or combination of offices.

2. How many years can a woman serve as Chairperson of the Committee on Nominations?

The Chairperson is elected for a term of two (2) years. - **Article V, Section 2f.**

3. How many years can you serve on the Committee on Nominations?

No one may serve more than one four-year term on the Committee on Nominations. - **Article IV, Section 3a**

4. If a woman has already served eight years as a conference officer, in positions other than president, can she be elected president?

Yes, she can be elected for up to four years as president. If she has served less than eight years in other positions, i.e. four years in one office, two years in another, she can still serve for up to four years as president. - **Article V, Section 2b.**

5. How long may an elected leader serve in the same office?

An elected officer can hold the same office for up to four years, except the treasurer, who can hold the same office for six years. - **Article V, Section 2a.**

6. How many years of tenure are counted if one serves as an interim or acting officer for six months or more?

Service of six (6) months or more in an officer year by an interim or acting officer will be counted as one year of tenure. - **Article V, Section 2d.**

7. How many total years can a woman serve on the leadership team, also known as the executive committee, in appointed/elected positions not specified in the By-Laws?

Other elected/appointed leaders not specified in the bylaws shall serve no more than four years on the leadership team in any combination of such elected/appointed responsibilities. This service may be in addition to tenure limitations described in previous question and answer. - **Article V, Section 2a and 2e.**

8. If a woman moves from one conference to another do her years of tenure start over?

No, tenure in United Methodist Women is considered life time. Tenure travels with us when we move. - **Article V, Section 2c.**

9. Can a woman who is not a United Methodist hold office in United Methodist Women?

At the local unit level only the president must be a member of the United Methodist Church. - **Article III, Section 2 – president. (local bylaws)**
At the district, conference, jurisdiction, director level, elected leaders must be members of United Methodist churches within the bounds of the district or conference. - **Article III, Section 1.**

10. Can a woman who is a United Methodist but not a member of a church within the conference serve as a conference officer?

No, she must be a member of a church within the bounds of the conference. - **Article III, Section 1 and Article V, Section 1d.**

11. Can a clergywoman serve as an officer of United Methodist Women?

No, United Methodist Women is a lay woman's organization rooted in mission whose membership is open to any woman who shares its PURPOSE. (The Book of Discipline, 2012, ¶256.5, Articles 3, 4) Only laywomen may serve as elected and appointed leaders. - **Article III, Section 1.**

12. Can a local pastor serve as an officer in United Methodist Women?

No, a laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader. - **Article III, Section 1.**

13. If a woman's first conference office is president, can she be elected to additional offices? If so, for how long?

Yes, serving as president first does not preclude additional services up to the allowable eight years of tenure. - **Article V, Section 2 b.**

14. Must a member of the Committee on Nominations be off the Committee on Nominations for at least one year before she could be nominated for an office on the leadership team?

No, a member(s) of the Committee on Nominations could be nominated for an office on the leadership team while serving or immediately following her term on the Committee on Nominations, unless the conference Standing Rules state otherwise.

15. Must a woman have experience on the district leadership team before she can be nominated to a conference office?

No. "Lack of previous experience as an elected leader in United Methodist Women shall not be a barrier to nomination and/or election. This shall include members of the Committee on Nominations." - **Article V, Section 1c.**

16. When a vacancy occurs on the leadership team prior to the next Annual Meeting how is that vacancy filled?

The Committee on Nominations recommends a nominee to the leadership team who vote on the nomination. - **Article V, Section 1g.**

17. Should each district be represented on the Conference Committee on Nominations?

No, not necessarily so. The members of the Committee on Nominations represent the conference and not their respective district. Remember that the Committee on

Nominations has 5 to 11 members and some conferences have more than 11 districts. The Constitution and Bylaws state that "district lines are not to be used as a factor in determining representation on the committee." - **Article IV, Section 3a.**

18. Are the members of the Committee on Nominations members of the leadership team?

No, only the chairperson of the Committee on Nominations is a member of the leadership team. The chairperson has both voice and vote on the leadership team. - **Article III, Section 2.**

19. Can an elected/appointed leader of the conference or district organization hold any office beyond the local unit of United Methodist Women?

No, an elected/appointed leader of either the conference or the district organization is not allowed to hold another United Methodist Women's office beyond the local unit. - **Article V, Section 2g.**

20. Can a woman who has served as chairperson of the Committee on Nominations be elected to another conference office? If so, for how long?

Tenure for chairpersons of the Committee on Nominations is outside of other tenure on the leadership team. Even though she has been on the leadership team during her two-year term of office, she may still be elected for up to eight years in any combination of offices. **Article V, Section 2f.**

21. Can a district officer who has completed her eight years of tenure be asked to serve in an office other than president?

Yes, the bylaws now state that when a woman has completed her district tenure of eight years and a period of four years has elapsed, she may be elected for one additional term, not to exceed two years, in a different office. This period of four years also applies to persons who have completed their district tenure and have served on the district leadership team in an appointed or ex-officio position. **Article V, Section 2a (district bylaws).**

Communication Coordinator

Your job as a Communicator involves sending and receiving messages and letting others know what is happening with United Methodist Women. Your goal is to send the right message to the right people at the right time by placing it in the right media to be heard, understood and acted upon by those who receive your message. To be successful, you should know what is happening by becoming involved in programming, planning, implementing and evaluation programs and events. Staying enthusiastic about the Purpose and programs of United Methodist Women while working well with others both in your local Unit and the District will help you be a successful communications coordinator. As part of your responsibilities, you should work with elected leadership in the promotion of the organization, its Purpose and program, serve as a contact person for your local unit and establish and maintain contact with the District Communications coordinator.

The South West District Communications Coordinator sends out a monthly newsletter called “The Sojourner” during the first week of the month. **Articles need to be submitted by the 20th of the month for inclusion in the newsletter.** Please send them to:

Ruth Hollandsworth: ruthhollandsworth.umw@gmail.com

Digital photos should have names of women pictured or highlighted if possible. You may also go on our website and add a flyer and info for your event at This newsletter allows everyone in the District to share what is happening in individual units. Just as the Bible says “There are different kinds of gifts... There are different kinds of service ...There are different kinds of working, but in all of them and in everyone it is the same God at work. Now to each one the manifestation of the Spirit is given for the common good,” (1 Corinthians 12:4-7) sharing our goals and accomplishments with others brings us closer together and allows us to stand united in our efforts for the common good.

In the UMW Handbook (2017-2020), pages 66-70 explain how to handle publicity and publications and etiquette in the Digital Age. Below is a brief overview.

Among Members: use the United Methodist Women’s bulletin board, email, phone trees, newsletter, website or social media to share information and events with members. Things you might want to share include invitations to events, meeting announcements, meeting minutes, opportunities, a monthly calendar and information such as Action Alerts, educational opportunities, etc.

At Church: Sharing some of the same things as above with the church congregation may involve using the Sunday bulletin and the church website as well as the announcement time during the service.

In the Community: We sometimes want to share the work of United Methodist Women with our neighborhood, town or community. We can do this using other social media like Facebook or Twitter, flyers, banners, local press (newspapers, radio, and TV) and community bulletin boards.

News Releases: Before a United Methodist Women event, call local reporters or religion reporters personally and see if they would be interested in a story about your event. Sending them a News Release with the following information is a good opportunity to tell the story of mission to people outside your local organization or church.

Who, what, when, where, why and how need to come at the beginning of the story or pitch.

Tell why this is important to the community.

Timeliness is everything. Old news is no news.

Keep the length to less than two double-spaced pages and include contact information.

State the most important information FIRST.

If the event invites or involves members of other United Methodist churches or UMW organizations, call your conference office and invite the conference communicator to write a story about the event.

Etiquette in the Digital Age

“Do to others as you would have them do to you” - Luke 6:31

Three basic guides that apply to all of our communications, no matter what media they use are: courtesy, clarity and common sense. Remember when using electronic media, you are NOT anonymous. What you write in an email, say in a voicemail or text message or comment on a website is a permanent form of communication that can be traced back to you. Below is a summary of the aspects of digital communication listed on page 69 of the handbook.

E-mail:

Be clear and concise ensuring the subject line reflects the content, action requester and/or purpose of the message.

Messages should be short with your purpose at the beginning so people will be more willing to read it.

Use appropriate language. Avoid sending messages when you are too emotional as you may be misunderstood.

Avoid ALL CAPS which is equivalent to shouting or screaming.

Make a good impression by letting your words represent you. Remember to review and edit you message before sending.

Respond considerately and choose not to respond to “flames” or personal attcks.

Reply carefully and respect where you are by not using business/work e-mail without permission. Set your reply to “reply to sender” and NOT “reply to all” avoiding messages being sent to unintended audiences.

Social Media:

Consider the purpose of the forum and post to one that is of interest to your event.

When using public forums, do not post personal information such as addresses, phone number and years of birth.

Cell Phone:

Think about when to take and make a call and be brief when you are in the company of others.

Think about where you are. Sometimes it may be annoying, disruptive, or dangerous to take a call. Sending a simple text saying you’re not available to take a call is preferable at these times.

How to write about United Methodist Women

United Methodist Women Editing Guidelines

1. United Methodist Women is treated as a singular noun. Women who are part of United Methodist Women are “members of United Methodist Women,” “a member of United Methodist Women” or “United Methodist Women members,” “United Methodist Women member.” INCORRECT: United Methodist Woman.
2. We do not use “UMW” in publications unless it’s part of a website address like: www.umwonline.org
3. As of January 2013 United Methodist Women is no longer be called the “Women’s Division.” Please use “United Methodist Women” in all instances (unless speaking of the past).
4. Mission Giving is United Methodist Women’s primary source of fundraising and is always capitalized. And we signify supported projects with “Mission Giving-supported” or “United Methodist Women-supported.” Program Book, Prayer Calendar, National Mission Institutions, and Reading Program should also always be capitalized.
5. Use “mission” in all references to United Methodist Women’s mission work. (Some refer to this work at “missions,” but this represents a dated approach to work in communities that doesn’t reflect our current focus on solidarity.)
6. Do not use the phrase “mission to,” but rather “mission with” when referring to United Methodist Women’s work with women, children, youth and other marginalized communities.
7. Always use the word “children” and not “kids” unless “kids” is part of a project name.
8. “United Methodist Women’s Social Network” is the correct reference for our social network. Use the full name on first reference and “social network” on other references.
9. Use “United Methodist Women’s Reading Program” on first reference to the Reading Program or related books, and “Reading Program” on other references.
10. Do not use the word “on” with dates. CORRECT: “United Methodist Women’s Assembly will take place April 30-May 2.” INCORRECT: “Opening worship for Assembly on April 30 will include a variety of worship style.”

United Methodist Women’s Site has writing guidelines:

Go to <http://www.unitedmethodistwomen.org/brandbook.aspx> for complete information about these.


PROMOTION “BLURBS”

Filler about United Methodist Women to be used in Newsletter or on Websites,
or in church newsletters.

In no particular order or importance:

- UMW is a community of women, rooted in our Christian faith, and turning faith, hope and love into action on behalf of women, children and youth around the world.
- If there were no United Methodist Women, there would be some places in the world where there would be NO mission.
- The Florida Conference United Methodist Women gave \$469,836,13 in 2016 for missions in the world through the Mission Giving channels.
- United Methodist Women is in mission with the most vulnerable throughout the world
- United Methodist Women members believe “When women, children and youth thrive we all thrive. “
- There are more than 800,000 lay women of faith members of United Methodist Women in the United States organized for mission.
- United Methodist Women are involved in ministries with women, children and youth in thousands of communities in the United States and in more than 80 countries around the world.
- All United Methodist Pastors serving a local church are members of United Methodist Women.
- The Discipline of the United Methodist Church states that there shall be an organization of United Methodist Women in each local church.
- Any women who indicates her desire to belong and to participate in the global mission of the church is welcome to become a member of United Methodist Women.
- The official magazine of United Methodist Women is **response**. Its goals are to educate for mission, to interpret the Purpose of United Methodist Women and to strengthen the organization.
- Visit the United Methodist Women’s Website at www.umwmission.org, find out more about the mission organization involvement in the world.
- The logo for United Methodist Women is more than a graphic picture – it is a statement of what the organization is...

Turning Faith, Home and youth all over the world!



Love in Action on behalf of women, children and youth all over the world!
- The Prayer Calendar provides us opportunities to learn more about the mission and work and workers of the Church in the United States and around the world.

OFFICIAL SOURCES OF INFORMATION UNITED METHODIST WOMEN

Annual Report

Literature produced by United Methodist Women National Office

Organizational Handbooks/Constitution/Bylaws

response magazine

United Methodist Women News

New World Outlook magazine

Letters from United Methodist Women General Secretary,

Mission Update, newsletter from United Methodist Women

Press Releases from United Methodist Women

United Methodist Women Program Book

Prayer Calendar

Book of Discipline


Book of Resolutions


Social Principles


Videos/CD's produced by United Methodist Women


Websites: General Church: www.gbgm.org; www.umc.org;
Florida Conference: www.flumc.org; The districts websites
United Methodist Women: on the web and Social media

Unitedmethodistwomen.org


 facebook.com/UMWomen

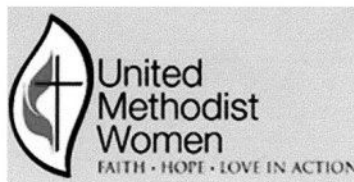
 twitter.com/UMWomen

 pinterest.com/UMWomen

 youtube.com/UMWomen

 flickr.com/UMWomen

 umwmissionresources.org



Visit Our South West District Website!

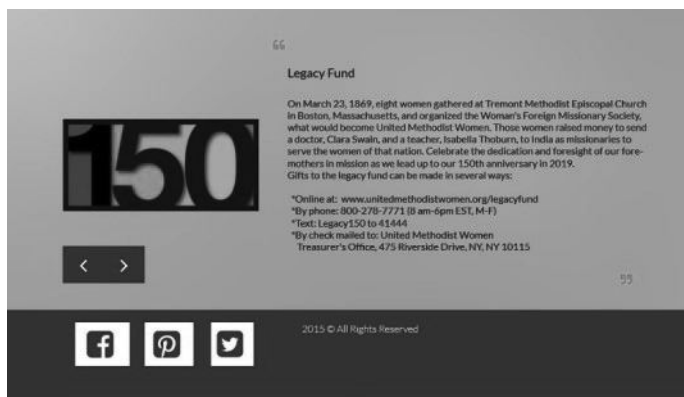
There is a South West District Website for all Units in the South West District where you can keep up with current events, get forms required for submission, and learn about our mission and vision. Listed are current and past issues of our monthly newsletter, list of officers and units with their church locations, loving links, and photos of our events, links to other UMW resources! Finally we have a page dedicated to YOUR event where you can post a flyer and a place for you to contact us.

To sign up for a copy of the “Sojourner” go to:
<http://southwestdistrictumw.com/newsletter>

For information or questions go to:
<http://southwestdistrictumw.com/email>



When you go to the HOME page, be sure to scroll down to see more information.



Be Sure to Visit Us...

- * **South West District WEBSITE...**



<https://www.southwestdistrictumw.com>

- * **South West District Facebook page...**



<https://www.facebook.com/southwestdistrictumw/>

- * **Monthly Newsletter...**

**SOUTH WEST
DISTRICT SOJOURNER
UMW Publication Florida Conference**

For the current and archived copies go to:

<http://southwestdistrictumw.com/newsletter>

Find United Methodist Women on the Web

United Methodist Women website:

www.unitedmethodistwomen.org

This is our primary website. Here you will find the latest news and information about United Methodist Women members, programs and initiatives. You'll also find promotional and educational items that can be downloaded as well as links to our other sites and our Mission Resource Center e-store.

UMWOnline:

www.umwonline.net

This is the social networking site for United Methodist Women. The new UMWOnline is more like Facebook and is the place to connect one on one with other United Methodist Women members. You will want to visit, set up your account, friend your sisters and begin networking for mission.

Facebook:

www.facebook.com/UMWomen

If you're on Facebook, be sure to "like" United Methodist Women. Follow the link and sign up so that our regular posts will appear on your home page.

Twitter:

www.twitter.com/UMWomen

Do you tweet? So does United Methodist Women! Use the link to find our Twitter account @UMWomen. Follow us, tweet with us and become a part of the continuing conversation around faith, hope and love in action.

YouTube:

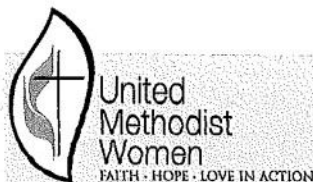
www.youtube.com/user/UMWomen

Need a video for a presentation? You'll find it on YouTube. Check out the video resources available by following the link. New videos are posted often!

Flickr:

www.flickr.com/photos/UMWomen

Need a photo for your newsletter or PowerPoint? Follow this link and you'll find terrific images illustrating the work of United Methodist Women members.



This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines across the entire width of the page, providing a template for handwriting practice or general note-taking. The background is a solid off-white color.

2018 South West District Calendar

<p><u>JANUARY</u> <u>LOCAL UNIT</u> <u>OFFICERS TRAINING</u> January 27 Sebring First UMC Registration: 9-10 am Program: 10-2:30 pm Lunch: \$8</p>	<p><u>FEBRUARY</u> No District Activities Scheduled ***** *<u>MTM</u> February 17 Clewiston First UMC 10.00 am</p>	<p><u>MARCH</u> No District Activities Scheduled</p>	<p><u>APRIL</u> <u>SPIRITUAL GROWTH</u> April 28 First Bradenton UMC Registration: 9-10 am Program: 10-2:00 pm Lunch: \$8 *<u>MTM</u> to follow</p>
<p><u>MAY</u> No District Activities Scheduled ***** *<u>MTM</u> May 12 Friendship Punta Gorda UMC 10:00 am</p>	<p><u>JUNE</u> No District Activities Scheduled</p>	<p><u>JULY</u> <u>MISSION u</u> July 12-15 Bethune-Cookman Daytona, FL For Scholarships contact District President Mary Van Tol Maryvantol.umw@gmail.com</p>	<p><u>AUGUST</u> No District Activities Scheduled ***** *<u>MTM</u> August 4 Port Charlotte UMC 10:00 am</p>
<p><u>SEPTEMBER</u> <u>SOCIAL ACTION</u> <u>EVENT at ECHO</u> September 15 North Ft. Myers Time: TBD</p>	<p><u>OCTOBER</u> <u>ANNUAL MEETING</u> October 13 Cape Coral First UMC Registration: 9-10 am Program: 10-3 pm Lunch: \$8</p>	<p><u>NOVEMBER</u> <u>MISSION STUDY</u> November 10 Christ Venice UMC Registration: 9-10 am Program: 10-2:30 pm Lunch: \$8</p>	<p><u>DECEMBER</u> No District Activities Scheduled ***** *<u>MTM</u> December 4 Sarasota First UMC 10:00 am</p>

2018 Florida Conference Calendar

<u>JANUARY</u> <u>COMMITTEE ON PROGRAM/</u> <u>MISSION u</u> January 20 LAKELAND ~~~ CHILD ADVOCACY DAYS January 22-23 TALLEHASSIE	<u>FEBRUARY</u> <u>LEADERSHIP TEAM MEETING</u> February 3 LAKELAND ~~~ FEBRUARY 24 HAITIAN CONVOCATION BETHESDA IN TAMARAC	<u>MARCH</u> <u>COMMITTEE ON PROGRAM/</u> <u>MISSION u</u> LAKELAND March 16-17	<u>APRIL</u> <u>LEADERSHIP TEAM MEETING</u> LAKELAND April 7
<u>MAY</u> <u>COMMITTEE ON PROGRAM/</u> <u>MISSION u</u> May 5 LAKELAND ~~~ UMW ASSEMBLY May 18-20 COLUMBUS, OHIO	<u>JUNE</u> <u>METHODIST CHURCH ANNUAL CONFERENCE</u> June 7-9 LAKELAND	<u>JULY</u> <u>MISSION u</u> July 15-17 BETHUNE COOKMAN DAYTONA	<u>AUGUST</u> <u>COMMITTEE ON PROGRAM/</u> <u>MISSION u AND FINANCE</u> August 10-11 LAKELAND
<u>SEPTEMBER</u> <u>SPIRITUAL GROWTH</u> September 7-9 LIFE ENRICHMENT CENTER	<u>OCTOBER</u> <u>LEADERSHIP TEAM MEETING</u> October 6 LAKELAND	<u>NOVEMBER</u> <u>CONFERENCE ANNUAL MEETING</u> November 3 TBD	<u>DECEMBER</u> NO EVENTS PLANNED

