

SOUTH WEST DISTRICT UNIT PRESIDENT TRAINING MATERIALS FOR 2019

United Methodist Women Purpose

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.



United
Methodist
Women

FAITH • HOPE • LOVE IN ACTION

2019

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Agenda Template

Mission Team (Leadership Team) Meeting

Date

Welcome and Opening Prayer

Purpose

Devotion – Prayer Calendar, Joys and Concerns

Minutes from Last Meeting

Treasurer's Report

Mission Coordinator Reports

Church Women United Report

Circle Reports

Old Business

New Business

Upcoming Unit and District Events/Announcements

Closing Prayer

United Methodist Women Purpose

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.

Unit President

The president's position is the only position requiring membership in the local United Methodist Church.

Responsibilities

The president is a convener and official organizational representative. She chairs meetings, general coordination of the work of the organization, and share fiduciary responsibility with the treasurer. She should be on the checking account as a signer as the treasurer may not sign any checks made out to themselves. Any check written by the treasurer should have the approval of the secretary or president. Refer to page 80 of the UMW Handbook for guidelines about the Unit finances. Since the fiscal year for the United Methodist Church is the calendar year, all funds to be sent to the United Methodist Women National Office must be forwarded through District and Conference officers and received by December 31 in the New York office.

Below is a list of responsibilities:

- Preside at all meetings of the Unit and its Mission Team (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 Mission Team, ways to plan and engage in mission.
- Represent the Unit in all meetings.
- Ensure your team submits all paperwork for all jobs.
- Ensure District and Conference communications and newsletters are forwarded to Mission Team members.
- 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 the Administrative Council or Administrative Board/Council of Ministries.
- Work well with others.
- Be flexible!

Meeting Tips

Local Units decide how often they will hold Unit meetings. Many have monthly meeting during which they review the organization's business and offer a program. Additionally, Mission Teams (Leadership Teams) meet regularly to conduct the Unit's business and plan programs. Executive Committee meetings (President, Vice-President, Secretary, Treasurer) are called by the President as necessary to conduct the Unit's business.

Setting the Tone

You 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 meeting.
- Open and close the meeting with a prayer or a short meditation.
- Affirm the ground rules at the beginning of each meeting so that everyone is on the same page.
- Invite members to express their opinions respectfully, 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 the discussion focused on the task at hand. If the group wanders, guide it back to the main discussion.
- 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.

Ground Rules

It is important to develop working guidelines that will invite collaboration and cooperation. Here is an example of some ground rules you might consider:

1. Be punctual
2. Focus on business at hand—no cell phones or working on email.
3. Respect confidentiality
4. Conduct no side conversations or business.
5. Make a decision as a group, not in conversations away from the meeting.

Decision making

The UMW Handbook pages 52-54 lists several ways to adopt a decision in your meetings. It is up to your group to decide whether to use consensus building or parliamentary procedures. You should consider the size of the group, the type of meeting (business, planning, problem solving), and the formality of the group. In consensus building people speak freely and creatively and come to a verbal agreement not by vote. Although all may not fully agree, it must be acceptable to all. Parliamentary procedure should be used when business decisions are recorded in the minutes, and by a larger, more formal group.

Creating and 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. Develop an agenda and stick to it. Have an agenda or list of items for the meeting available to all participants via email, a printed agenda, on newsprint, or a slide. As you consider your agenda, think through the transitions from one item to another and decide what you will say. Basic use of Robert's Rules of Order for decision-making will establish the basis for recording the meeting's business and decisions.

Annual Meetings

An annual meeting, including a year review and any official business, could also include any other member needs, areas of interest, special mission focus, and any special acknowledgements or remembrances. The business session should include:

- President's Report
- Treasurer's Report
- Presentation and adoption of the Unit's pledge
- Nomination report and election and installation of officers.

The meeting will progress more smoothly with available copies of standing rules, budgets, the slate of officers, and other business matters. Make the presenters aware of their allotted time in advance. Keep time during the session so that the meeting can end on time.

Communication and membership

The District president and secretary should receive a list of officers with their contact information at the beginning of the year or as soon as they are elected. If your unit makes a directory, it should be mailed to the secretary, otherwise there is a form you can use which is in these materials. This is especially important as it is our only means of contacting you and keeping you up to date on current issues in the District, Conference, and National. District officers and coordinators email the monthly newsletter, the *Sojourner*, to all their counterparts. It is up to you as president to share it with your unit members either through email or hard copy. A copy of the Unit budget should also be sent to the District treasurer every January to ensure the Units are following the guidelines of the United Methodist Women.

Our District tries to communicate with your Units in many different ways. We want you to be informed of not only your local community, but with what others in our District are doing to live out the Vision of United Methodist Women through faith, love and hope in action. We use emails, Facebook, District website, Conference website, District newsletter *Sojourner*, Conference newsletter *Genesis* as our main sources of information. Your job as president is to ensure your members know this is available to them and to log on, sign up, pass along to others. It is also important to pass along information to your Pastor, as he/she is a member as well. Many times, we forget to notify them and wonder why they don't support our efforts all the time. The District website has a place to sign up to receive the newsletter directly at:

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

The Conference has a place to sign up for their newsletter as well at:

<https://flconfumw.org/genesis-newsletter>

Our Facebook site is: **<https://www.facebook.com/southwestdistrictumw/>**

If your Unit has a Facebook site, we would like to put a link on our website. Please go here to give us the link.

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

Presidents are asked to complete this form for the 2018 United Methodist Women census. This year is focused on gathering information that will inform the National office, Conference and District leadership on local efforts in order to plan for growth, outreach and impact.

Census Submission Deadline: Saturday March 30, 2019. Go to <https://www.unitedmethodistwomen.org/> and click on the appropriate boxes like the ones below.

Church Name

Unit Name

District Name

Conference Name

Jurisdiction

Church Address

City

State

Zip Code

Unit Type

Primary Language

Unit President Name

President's Telephone Number

President's E-mail

Number of Members as of January 1, 2019

Number of New Members Added in 2018

Members Lost by Death or Other Reasons

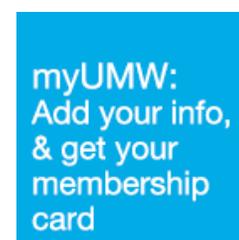
Reported By (Name of person who is reporting this data.)

Position of the person reporting the data

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

Telephone Number

E-mail



There is a whole list of questions to answer that follow which the national office will be using to determine how to go forward with their communication and outreach to members and potential members. Please answer what you can then hit the Submit button when you are done.

Encourage individual members to go online and submit their information as well and to download their membership card.

Annual Event Calendar

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER