

# SOUTH WEST DISTRICT CIRCLE LEADERS 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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## **Roles and responsibilities from UMW Handbook pp. 106-117.**

### **Relationships**

**Section 1. Relationship to Other United Methodist Women Organizations** The unit of United Methodist Women in the local church is directly related to the district, conference and national organizations of United Methodist Women.

**Section 2. Relationship to The United Methodist Church** The unit will encourage all women to participate in the total life and work of the church and will support them in assuming positions of responsibility and leadership.

**Section 3. Relationship of the Leadership Team to Members** The leadership team's role is to nurture the members, reach out and invite other women and strengthen the connection with the district, conference and national organizations.

## **Circle Leader Responsibilities**

### **Responsibilities**

The goals or tasks of each group will be defined in relation to the PURPOSE. The intent of the group will determine the length of its functioning, whether by calendar year or the time required to achieve stated goals. Since Florida has a lot of winter visitors, a circle that meets for two to three months and focuses on a specific goal in that timeframe is common.

Leaders of subgroups may be designated by the leadership team or elected by the unit. Each subgroup will designate a member to serve as a representative or a liaison to the leadership team. Working with the committee, she will help in the development of plans for the interpretation of financial needs to the subgroup and arrange for the channeling of funds from the subgroup to the treasurer of the unit. Working with the committee, she will help in the development of plans for the interpretation of financial needs to the subgroup and arrange for the channeling of funds from the subgroup to the treasurer of the unit.

As members of the unit leadership team the leaders help develop ways for the group to:

- a) Be in contact with and receive information from the unit, its meetings and total program.
- b) Participate in the plans and responsibilities of the unit.
- c) Share with the unit all experiences and findings that develop mission emphases and expand concepts of mission.

Each subgroup will designate a member to serve as a representative or a liaison to the committee on program where it exists. Working with the committee, she will help in the development of the program and the activities of the unit and the subgroups.

### **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.

### **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.

### **Circle Programs and Focus**

The focus of a subgroup depends on the members. United Methodist Women developed a "Tool Kit" to use for ideas and ways to form your group. It is available for download on the UMW website at <https://www.unitedmethodistwomen.org/downloads/tool-kit-for-leaders-hope-and-hospitality>. Another useful tool is the Program Book. It is filled with ideas highlighting the accomplishments and focus of United Methodist Women in the past, present and future.

### **What's important?**

Once the group decides on its focus, meeting time and whether it is a short term or long term group, there are guidelines to follow:

1. Ensure all activities of the circle fulfill the Purpose.
2. Set goals. It can be two or three things the group will accomplish such as spiritual growth, mission study, social action topic.
3. Invite speakers, show videos, sing, pray, etc.
4. Use the Prayer calendar, response magazine, action alerts on UMW website to make your meetings enjoyable as well as informative.
5. Provide refreshments and share your joys and concerns.
6. Plan your meetings for the year in advance and encourage all to participate.

## MONTHLY REPORT FOR CIRCLE

Name of Circle \_\_\_\_\_ Leader \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Attendance \_\_\_\_\_

#Visitors/Guests \_\_\_\_\_

Name, address, phone, email

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Are they a potential member? Yes \_\_\_\_\_ No \_\_\_\_\_

Are they new members or a transfer from another Unit? Yes \_\_\_\_\_ No \_\_\_\_\_

Should we count them in our Unit? (Members may only be counted in one Unit) Yes \_\_\_\_\_ No \_\_\_\_\_

Program \_\_\_\_\_ Given By \_\_\_\_\_

If program is a mission study, spiritual growth study or issue study, list the amount of time spent on the program for credit in the United Methodist Women Mission study program. Units must spend four hours on a study to qualify. Number of hours \_\_\_\_\_

Prayer Calendar and Devotions were given by \_\_\_\_\_

Did you use *Response* magazine? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what issue and article? \_\_\_\_\_

List any special activities or projects worked on for the month. \_\_\_\_\_

\_\_\_\_\_

List any special mission projects for the year. \_\_\_\_\_

\_\_\_\_\_

When and where is your next meeting? Date \_\_\_\_\_ Time \_\_\_\_\_

Write any additional information on the back of this form and submit a copy to the Unit Leadership Team or Executive Committee president.



## CIRCLE MEETING AGENDA

Date

Welcome & Purpose

Devotion – Prayer Calendar, Joys and Concerns

Announcements

Your agenda will depend on whether you are a small circle and members attend Unit meetings. A large circle with members who do not attend the Unit meetings would follow the same agenda as the Unit president agenda. In this case you would need your own pledge service, world thank offering service, and call to prayer and self-denial service. It is strongly advised to appoint someone to collect the pledges to give to the Unit treasurer. A copy of the minutes would be given to the Unit president. A small circle may use the monthly report for a circle in place of minutes.

Program

(The program may come before any business is discussed to accommodate guest speakers, etc.)

Each circle should have something related to mission, such as a mission program, mission study or mission project.

Closing Prayer

### **United Methodist Women Purpose**

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# Calendar

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

## Soul work and social work

Prayer isn't just a private matter. Bible study isn't just an individual effort. Soul-work isn't just personal piety. Consider the impact of praying in community that launched the mid-19th century "Woman's Crusade." In the winter of 1873 in the small town of Hillsboro, Ohio, a group of women, mostly housewives, met to pray for a solution to the devastating impact liquor sales had on their town, especially on women and children, who bore the brunt of domestic abuse fueled by drunken rages.

Protest soon followed from prayer as these women began to march and sing hymns on their way to demonstrations in front of the saloons of Hillsboro. The women forced saloon owners to sign a pledge not to sell liquor. They held meetings and staged marches. They even occasionally smashed beer barrels or poured the contents of liquor bottles into the street. In town after town, prayer joined hands with religious protest as the "Woman's Crusade" spread quickly across the country.

Prayer turned to protest, and protest turned political when a national temperance organization of women claimed their turf against the male-dominated liquor industry: "In the name of our Master [Jesus Christ]—in behalf of the thousands of women who suffer from this terrible evil—we call upon all to unite in an earnest, continued effort to hold the ground already won, and move onward together to a complete victory over the foes we fight." This statement was included in the circular released at the first national gathering of the Woman's Christian Temperance Union. Within 25 years, the Woman's Christian Temperance Union grew into the largest women's organization in the United States at the time, with nearly 200,000 members.

With prayer, protest and political clout came power. Under the presidency of Methodist lay leader Frances Willard, the union's agenda broadened to include other pivotal reforms, such as women's suffrage, women's health, women's dress reform, equal pay for women's equal work, the eradication of prostitution, an eight-hour work day and women's equality in the church.

## A century of soul work

It may be difficult to imagine that your United Methodist Women circle can create such dramatic change. Could that first group of praying women in Hillsboro, Ohio, imagine such an impact? Could Frances Asbury and Thomas Coke imagine that a Methodist laywoman, backed by thousands of praying women, would change the face of America only a century after they arrived on American soil? Perhaps they could. They understood the "sinews of Methodism" where class meeting participants would ask themselves and those they trusted, "How is it with your soul?" Those sinews, those practices, those skills are our heritage in the United Methodist Women. So if you haven't imagined changing your world, you can begin with the 2014 spiritual growth study *How Is It With Your Soul?*

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*Jack Levison is a biblical studies professor at Seattle Pacific University and author of *Fresh Air: The Holy Spirit for an Inspired Life* and *Inspired: The Holy Spirit and the Mind of Faith*. Priscilla Pope-Levison, a United Methodist clergywoman and scholar of American Christianity, is a professor at Seattle Pacific University and author of *Turn the Pulpit Loose: Two Centuries of American Women Evangelists* and *Building the Old Time Religion: Women Evangelists in the Progressive Era*. They co-authored the 2014 United Methodist Women spiritual growth study ***How Is It With Your Soul?****