

Florida Atlantic Central District United Methodist Women

Local Unit Officer/Coordinator
Training Handbook



Called to Relevant Mission

2019 Edition

Florida UMW Website: www.flconfumw.org

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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.

2019 UMW ATLANTIC CENTRAL DISTRICT CALENDAR

Date	District Event	Topic	Keynote/Instructor	Location	City	Time
Jan & Feb 2019	Regional District Leadership Cluster Training	Partnerships, Outreach, Advocacy, Technology, Multi-Gen Mission.	District Teams with Pres/VP. Functional Training, Q & A, Listening Post and Breakfast of Champions!	Clusters: Far North, North, N. Central, Central, South and West areas.	Near you!	Time set by units. Likely 9:00 am to 12 pm.
02/23/2019	WEST Mission Study	Embracing Wholeness	Kim Wendt	Community UMC	Belle Glade	9:30 am to 2:30 pm
03/23/2019	Spiritual Day Apart	150 Anniv. Party/Giving	Sandra Barton	First UMC PSL	Port St. Lucie	9:30 am to 2:30 pm
05/18/2019	SOUTH Mission Study	Money Matters	Dr. Lorraine Mayfield-Brown	Trinity UMC	P.B. Gardens	9:30 am to 2:30 pm
09/21/2019	NORTH Mission Study	TBD	Linda Parrish	TBD	Titusville	9:30 am to 2:30 pm
10/12/2019	District Annual Meeting	Mission Possible	Rev. Dionne Hammond	First UMC Ft. Pierce	Ft. Pierce	9:30 am to 2:30 pm
10/26/2019	CENTRAL Mission Study	TBD	TBD Pending	TBD pending	Melbourne	9:30 am to 2:30 pm

2019 UMW CONFERENCE CALENDAR

Date	FL Conf. Event	Topic	Speaker	Location	City
March 9, 2019	Haitian Convocation	Convocation	Various	Hallandale Haitian UMC	Hallandale
March 24-26, 2019	FL Advocacy Days (Children)	Legislative Advocacy	Various	FL State Capitol	Tallahassee
July 11-14, 2019	Mission u	Missions!	Various	Florida Southern College	Lakeland, FL
September 6-8, 2019	Spiritual Life Retreat	Sisterhood of Grace	TBD	Life Enrichment Center	Fruitland Park, FL
November 9, 2019	FL Conference Annual Meeting	Sisterhood of Grace	TBD	First UMC, Lakeland	Lakeland, FL

FLORIDA ANNUAL CHURCH CONFERENCE

June 5–8, 2019 Location: Florida Southern College

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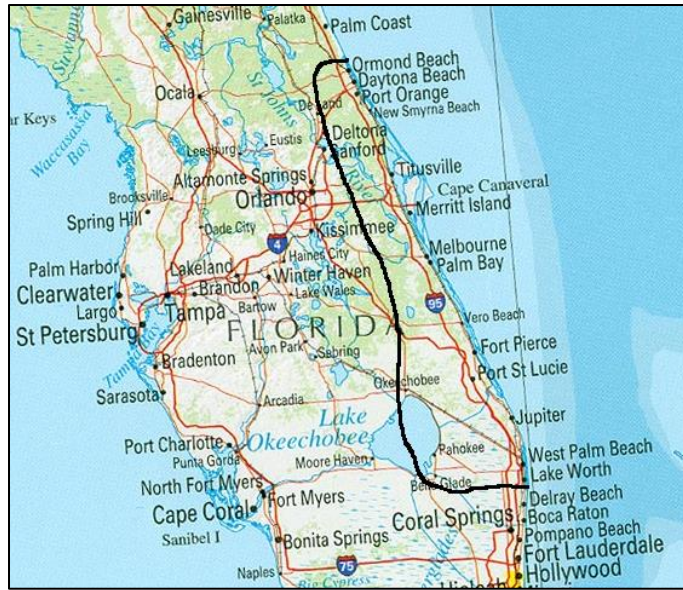
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ATLANTIC CENTRAL DISTRICT MAP



CLUSTER GATHERING #1	CLUSTER GATHERING #2	CLUSTER GATHERING #3
OCEANVIEW UMC, Juno Beach Sat., February 26, 2019	FIRST UMC, Cocoa Beach Sat., March 2, 2019	EDGEWATER UMC, Edgewater Date: Sat., March 16, 2019
FAITH UMC (Boynton Beach)	FIRST UMC (Cocoa Beach)	COMMUNITY UMC (Daytona Beach)
FIRST UMC (Hobe Sound)	FIRST UMC (Port St. John)	CORONADO COMMUNITY (New Smyrna Beach)
LAKESIDE UMC (Lake Worth)	FIRST UMC (Titusville)	EDGEWATER UMC (Daytona)
OCEANVIEW UMC (Juno Beach)	GRACE UMC (Merritt Island)	INDIAN RIVER CITY UMC (Titusville)
ST. JOHNS HAITIAN UMC (Boynton Beach)	OPEN DOOR (Cocoa)	TOMOKO UMC (Ormond Beach)
TRINITY UMC (Palm Beach Gardens)		
TRINITY UMC (West Palm Beach)		
UMC of the Palm Beaches (WPB)		
CLUSTER GATHERING #4	CLUSTER GATHERING #5	CLUSTER GATHERING #6
FIRST UMC, Pahokee Tuesday, April 9, 2019	FIRST UMC, Port St. Lucie Sat., April 27, 2019	Sebastian UMC, Sebastian Sat., June 1, 2019
CANAL POINT UMC (Canal Point)	ASBURY UMC (Vero Beach)	CHRIST BY THE SEA UMC (Vero Beach)
COMMUNITY UMC (Belle Glade)	COMMUNITY UMC (Ft. Pierce)	HIGHLAND AVE. FELLOWSHIP (Melbourne)
FIRST UMC (Okeechobee)	FIRST UMC (Ft. Pierce)	ROSELAND UMC (Sebastian)
FIRST UMC (Pahokee)	FIRST UMC (Port St. Lucie)	SEBASTIAN UMC (Sebastian)
	FIRST UMC (Vero Beach)	ST. MARK'S UMC (Indianantic)
	FT. PIERCE HAITIAN (Ft. Pierce)	WABASSO HAITIAN (Sebastian)
	WHITE CITY UMC (Ft. Pierce)	

WHAT IS UNITED METHODIST WOMEN?

United Methodist Women is a supportive, inclusive Christian membership organization where women like you grow spiritually, develop as leaders and serve and work to create a world in which all women, children and youth thrive. United Methodist Women is celebrated as the women's ministry of The United Methodist Church.

What does United Methodist Women do?

Our members nurture one another in community and support U.S. and international projects and partners improving the lives of women, children and youth with their prayers, volunteer and advocacy efforts, and financial gifts.

Why should I join United Methodist Women?

United Methodist Women is a community of women committed to mission. As a member you can take advantage of many opportunities, including the following:

- Prayer, Bible studies, spiritual retreats and mission education experiences.
- Hands-on mission in local communities supporting work with women, children and youth.
- Leadership development and training opportunities.
- Partnership with women in mission in the country and around the world.
- Advocacy for social justice issues, including those pertaining to the environment, domestic violence, immigration and the many other concerns that impact the lives of women, children and youth.

How does United Methodist Women support and grow its work?

Our members elect a representative board of directors that sets policy for the organization and determines the places we can make the most impact. Staff and members work to carry out the organization's goals and expectations. Members commit through their financial giving to support the transformation of lives around the world.

Who can join United Methodist Women?

Any woman who commits herself to the PURPOSE of United Methodist Women and to engage in mission, study, personal growth and social action can join. You don't have to be United Methodist or meet an age requirement to be a member.

Charge or cluster unit: A unit may be formed by women from more than one church when the number of women from a single church is too small to organize. The president of a charge or cluster unit will be a member of The United Methodist Church.

District unit: A unit may be formed by women from different churches who choose to meet in locations other than a local church, such as a college or university campus, retirement community, online community or local business area. The president of a district unit will be a member of The United Methodist Church.

District member: A woman may become a district member if there is no active unit in her church, if there is no possibility of continuing or reorganizing a unit or if she is a member of another denomination. Such membership must be authorized by the district leadership team.

UMW ISSUE PRIORITIES FOR 2016-2020

Invitation to Engage

Members of United Methodist Women! You are invited to engage actively in four priority justice issues throughout the 2016–2020 quadrennium. These include:

- Economic Inequality
- Climate Justice
- Criminalization of Communities of Color
- Maternal and Child Health

Our Identity: Integrating What Matters to United Methodist Women

Through engaging in these issues, United Methodist Women will work on linking spiritual growth, mission education, leadership development, service and advocacy in their worship, community and mission work. The issues are entry points for exploring how gender, race and class differentials permeate our society, and for living out the Charter for Racial Justice in our times. Each issue offers opportunities for education, bible study, prayer, service, public witness and advocacy for justice in local communities and at the state, national and global levels. At the same time, these issues are not separate. Questions of who sets policy for whom, and who determines the flow of resources for whom, permeate all of these issues. At the core is the need to challenge systems of oppression that exclude women, youth and children; persons of color; and communities of color. These systems also criminalize people who cross borders to seek livelihoods, or who challenge entrenched inequalities. We are challenged to explore how these issues come together in the daily headlines, and in the concerns of our own communities.

Following is an overview of the four priority issues for United Methodist Women:



Criminalization of Communities of Color: Interrupt School to Prison Pipeline

In the love of Christ, who came to save those who are lost and vulnerable, we urge the creation of a genuinely new system for the care and restoration of victims, offenders, criminal justice officials, and the community as a whole. Restorative justice grows out of biblical authority, which emphasizes a right relationship with God, self, and community. (Social Principle Book of Discipline of The United Methodist Church 2012, ¶164)

There is an increase in mass incarceration in the United States that disproportionately impacts people of color due to institutionalized racism, racial profiling, and mandatory sentencing. The concept of criminalization refers to the growing number of government policies and practices based on fear that apply punitive laws for largely nonviolent offenses in racially selective ways on whole communities.

Each year more than three million students are suspended from school — often for vague and subjective infractions such as "willful defiance" and "disrespect" — amounting to countless hours of lost instructional time. Girls represent a high proportion of those who are confined for low-level crimes such as status offenses and technical violations, behaviors that would not be considered illegal if committed by an adult (such as skipping school or running away). Girls who are suspended face a significantly greater likelihood of dropping out of school and are more likely to have contact with the juvenile justice system.

An estimated 200,000 youth are tried, sentenced, or incarcerated as adults every year across the United States and many begin their journey into the criminal justice system in school. "Zero-tolerance" policies criminalize minor infractions of school rules, while cops in schools lead to students being criminalized for behavior that should be handled inside the school. Students of color are especially vulnerable to push-out trends and the discriminatory application of discipline. Black and Latinx youth are more likely to be sentenced to jail or prison, while white youth are more likely to be sentenced to probation.

Black students are disproportionately suspended from class, starting as early as preschool, according to new data from the U.S. Department of Education collected from all public school districts during the 2013–2014 school year. An estimated 40 percent of all students that are expelled from U.S. schools are Black. This leaves Black students over three times more likely to face suspension than their white peers. When you add in Latinx numbers, 70 percent of all in-school arrests are Black or Latinx students. Multi-racial boys and Native American boys also had higher rates of expulsion. Students with disabilities who are served by the Individuals with Disabilities Education Act were twice as likely to receive one or more out-of-school suspensions, and 67 percent of them underwent restraint and seclusion.

In 2013, just more than 1 million cases in U.S. juvenile courts involved charges of a delinquency offense—approximately 2,900 delinquency cases per day. Yet, since peaking in 1997, the number of delinquency cases has declined by 44%.

United Methodist Women will actively work to dismantle current policies that depict children of color, particularly girls of color, as criminals and that respond with mass profiling, arrest and incarceration.

Adopt legislation in states/localities that build the base for a living wage

We support measures that would reduce the concentration of wealth in the hands of a few. Social Principles (The Book of Discipline of The United Methodist Church 2012, ¶163)

**Economic
Inequality**

Growing income and wealth inequality in the United States particularly impacts women and communities of color. While real incomes for the top 1 percent have grown 185 percent over the past 35 years, incomes for the rest of the population have increased an average of only 13 percent. Despite signs of "recovery," millions have lost homes, pensions and jobs and are less financially secure. This did not just happen on its own. Our current economic insecurity is the result of specific policy choices that have shifted wealth and income to the top: cuts in taxes for the wealthy and corporate tax cuts, cuts in public services, employer cuts to pensions and health benefits, predatory mortgage lending, stagnant wages alongside rising costs of living, work speedups and shifts from the public to the private

sector in everything from schools to roads to the military to prisons, eliminating many unionized public sector jobs.

Today at the federal level we face potential efforts to further erode healthcare coverage for millions while cutting taxes for corporations and the wealthy. There are some state-led efforts to increase the minimum wage while other states seek to cut wage protections, core health benefits (such as Medicaid) as well as social services. United Methodist Women members can act at the state level to begin to bridge the inequality gap by advocating for legislation that advances a living wage for all.



Reduce carbon footprint emissions of corporations and individuals

All creation is the Lord's, and we are responsible for the ways in which we use and abuse it. Water, air, soil, minerals, energy resources, plants, animal life, and space are to be valued and conserved because they are God's creation and not solely because they are useful to human beings. God has granted us stewardship of creation. We should meet these stewardship duties through acts of loving care and respect. (Social Principles The Book of Discipline of The United Methodist Church 2016, ¶160)

While climate change affects everyone, it does not affect everyone equally. The poorest people in industrialized and developing nations suffer the worst effects of the buildup of greenhouse gases in our atmosphere. Women and children comprise an estimated 70 percent of the world's poor. United Methodist Women calls for sound stewardship of the earth and sound relationships within and between communities, whether local, state, national, or international work. We work to provide practical, theologically sound tools to guide and inspire your work, to create a healthier environment locally, nationally and globally . Fundamental to a cleaner planet is to work to reduce greenhouse gas emissions from our own habits and the greatest causes of greenhouse gas emissions. UMW will continue to live into the 13 Steps to Sustainability that provides concrete ways to counter climate injustice through our own event planning and daily habits. Recognizing that individual acts are not enough, United Methodist Women has set an ambitious goal to fulfill God's call to be stewards of God's creation. This can only be achieved when we mobilize together – in our towns, cities, states and beyond – and engage with the biggest emitters of greenhouse gas emissions. Over the next several years, UMW will press upon these leading emitters to reduce their carbon footprint by 25%. One mechanism will be by engaging in shareholder campaigns to incentivize corporations to redirect resources away from contesting permits to innovation and compliance by 2024.



Decrease Maternal Mortality; Develop a Network of Women's Health Advocates for access to health care and education

Health care is a basic human right.
(Social Principles Book of Discipline of The United Methodist Church 2016, ¶162)

Today, United Methodist Women continues to support the health and family needs of women and children around the globe. Women are still dying in childbirth, children continue to die from preventable diseases and many communities have no access to health care. United Methodist Women works with women worldwide to address access to health care and to educational opportunities in medical fields, reproductive health—including family planning, cancer screening and healthy childbirth. United Methodist

Women advocates for equity in law and services for women and children and supports workshops for teens at risk, lactating mothers who are HIV-positive and all mothers. Working with our partner agencies, we intend to build a network of advocacy and support to enhance access to quality sexual and reproductive health care as well as comprehensive sex education.

In the United States, United Methodist Women works to address the rising maternal mortality rate at a grass roots level by building an advocacy network ready to respond to opportunities to both raise awareness and hold elected officials accountable when women's health issues are on the table. We are building this network through outreach to our members and partnering with Healthy Families, Healthy Planet (GBCS).

One tactic in reducing maternal mortality is the development of Maternal Mortality Review Boards, something we hope to accomplish in every state by 2020. As we work on this, we hope to find other partners in the work, including Wesley Foundations, local coalitions and current partners such as National Mission Institutions. Several United Methodist Women national mission institutions provide maternal health services to improve access to care for underserved populations. Services include prenatal and postpartum care, baby supplies, parenting support, shelter and legal services, and health care. In addition, many deaconesses and home missionaries live their calling to ministries of love, justice and service by working as health care professionals.

United Methodist Women is committed to promoting abundant health for women and children in our local, national and global communities. We also believe that woman themselves are their own best advocates. We continue to train UMW members, young women at United Methodist schools, and women in communities around the world to advocate for themselves and their sisters with the goal of helping women to have healthy pregnancies and healthy outcomes of those pregnancies along with full access to comprehensive sexual and reproductive health care in their local setting.

ATLANTIC CENTRAL *VIRTUAL*

No matter your personality, age or schedule, United Methodist Women has a place for all women. We are sisters-in-mission!

Atlantic Central District Virtual Action Group

Atlantic Central United Methodist Women recognizes that women today have a wide influence and many responsibilities. Many women have multiple jobs, are often caretakers for children or parents, and are busy with volunteering at their local church and other local charities of need.

This group is for you. Membership is solicited from those who want to be a part of UMW within the District but can't attend local gatherings. Perhaps there isn't a United Methodist Women's Unit at your church, or perhaps you don't attend a church. That's okay. Or perhaps you find meetings a bore and had rather be 'doing'. Perhaps you need to spend time with children, parents or spouses in their present season of life. So do we.

ACD Virtual Action is *different*.

In this group we share our faith walk together *and* act as sisters-in-mission advocates. Our projects can include anything from writing postcards for the Coalition of Immokalee Workers, letters to congressmen advocating for SNAP, the Women and Climate Change Act of 2018, or the Campaign to End Family Detention. Perhaps it's collecting shoes for Soles for Souls or food for the Food Project. Point is, we are doing something.

We meet via video conferencing with a short devotional, a faith sharing time, then a discussion on a current mission issue. At each monthly conference, there is a briefing about a current issue and a Call to Action.

To become a member, contact the group leader. Members sign up for UMW Action Alerts, agree to our Covenant of Mutual Respect and join our virtual gatherings. Members make a Pledge to Mission, give to Call to Prayer and Self-Denial and the World Thank Offering. Members also make a yearly service contribution to their local Unit, if they have one. This need not be money, but might be items for the annual potluck supper, silent auctions, a service project contribution, or other.

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VIRTUAL COVENANT OF MUTUAL RESPECT

As members and guests of United Methodist Women and this Virtual Community Group, we are called to love one another as Christ loved us. Therefore, we seek to include and value each other, to treat one another with mutual respect and courtesy, and we strive to reject, resist, and refrain from acts of hostility in all of our relationships.

We affirm that through the diversity of our perspectives, we reflect the nature of God, the Creator and Lord of all and of Christ. Therefore, we covenant together to conduct ourselves with respect, love and a willingness to learn from one another. This includes how we act, what we write, say or type during meetings, conversations, video conferencing, chat, Skype, Facebook, Instant Messaging, texting, emailing or any other form of communication – public or private.

A fundamental Christian precept is to “love thy neighbor as thyself.” As we live according to this covenant, the following principles will guide our actions:

- Mutual Respect – Seeing the “Christ” in others and honoring the brokenness in ourselves, knowing we are all on this road together.
- Using “I” Statements – instead of “you” statements.
- Active Listening – attentively listening to others speak without interruption.
- Forgiveness – Giving up negative thoughts and “ill will” when offended.
- Curiosity & Compassion – Be open. Understand and assume best intentions from one another.
- Affirmation and Support – Affirm and support each other in our respective faith journeys.

Signed: _____ Date: _____

BE A LEADER WITH UNITED METHODIST WOMEN

As a membership organization, you are invited to be involved in United Methodist Women leadership at the local, district, conference, jurisdiction or national level. Accepting a leadership role requires a commitment of time, energy and effort. But in return, you:

- Develop a deeper understanding of mission
- Grow spiritually
- Make a difference in the lives of women, children and youth.

United Methodist Women is a laywomen's organization and only laywomen may serve as elected leaders. Presidents at all levels of the organization must be members of The United Methodist Church.

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.

United Methodist Women is organized according to the group's need and size. Most United Methodist Women groups relate to a local church. 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, committee on nominations. (The Book of Discipline, 2016, cf. 256.5) Additional leaders are chosen and committees or task groups are formed as needed.

Leadership development is central to the mission of United Methodist Women. Opportunities are offered throughout the year for both interested individuals and the organization's leaders. Elected officers in each local group, district and conference of United Methodist Women are encouraged to participate each year in continuing training for their particular responsibilities. United Methodist Women provides leadership at annual events year-round.

Local Groups:

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. Additional leaders are chosen and committees or task groups are formed as needed: larger groups may have members responsible for spiritual growth, program resources, leadership development, mission education, and service & advocacy.

Pointers on Being a Good Leader

1. Accept your position or function as a God-given task to be faced and done with God's help.
2. Know your job, every angle of it. Enthusiasm grows with knowledge. Read the Handbook.
3. Be willing to give the time and effort your position or function needs and learn to delegate.
4. Be present at every meeting you need to attend or notify the President and email her a report, if necessary.
5. Learn more about your particular function. Attend Leadership Training events.
6. Be alert for new ideas. Be creative.
7. Keep records of your work. They are needed for reports and for your successor.
8. Study and promote the plans passed to you by your District or Conference leader. This information should not be set aside.
9. Learn how to encourage and develop new leaders.
10. Cultivate your personality, faithfulness, dependability, humor, sympathy, understanding, smiles, and perseverance.
11. If you chair a committee, have meetings as often as needed. Appreciate every effort of a member of your committee.
12. Be constant in prayer for help and guidance. Pray for your Unit, District and Conference.
13. Put first things first. Balance your life so that God has first place in your life.
14. Take people as they are. Love them – 1 Corinthians 13.
15. Plan and organize your work to do your best in each task.
16. Be humble, respect the opinion of others. Be a good listener.
17. Clarify your ideas before communicating, be succinct and accurate.
18. Follow-up is important.

Creating a Leadership Team

The United Methodist Women's Constitution and Bylaws prescribes that a group should elect a president, secretary, treasurer and chair of nominations; and a vice president as specified as part of the leadership team at the local level. These roles are essential to maintain organizational functions and financial accountability, but the leadership team can name its leadership in other ways that are meaningful to the group and its way of working together.

A group might prefer a less formal structure naming the leader a "coordinator" or "chair." Rotating chairs or shared leadership might be suitable for another group to meet their needs. Various other leadership opportunities to fulfill the mission tasks and Purpose are highlighted in Table 2.

Table 1 below illustrates what the **administrative and fiduciary roles and functions**¹ might look like with these several models:

Table 1

Possible Titles	Roles and Functions
President Coordinator Chair Co-chair	Convener and official organizational representative; Chairs meetings, general coordination of the work of the organization. Shares fiduciary responsibility with treasurer. ²
Program coordinator/ planner Vice president (specified at local level)	Convenes meetings or actions that may be needed in the absence of the president; coordinates the work of the organization with the president; takes on specific tasks and roles such as program planning.
Treasurer Financial manager	Keeps financial records, receives and distributes funds, provides financial reports. ²
Secretary Record keeper	Keeps member lists and records of meetings; communicates information to groups; shares fiduciary responsibility with treasurer. ²
Chair, committee on nominations	Coordinates the committee's work in identifying potential leaders.

It is up to your group to determine how mission tasks and functions should be carried out through various leadership roles. These roles can be determined after assessing your context and needs. Some groups are evaluating and streamlining or combining roles and tasks. Some have found a team approach helpful to share leadership, plan and implement their program. Shared leadership might include experienced, new and emerging leaders for short time periods for specific tasks in positions that are not tenured. Other groups function well with elected and tenured leadership roles that have been in place for many years. This flexibility respects the diversity of United Methodist Women members, their varied contexts and leadership needs.

1. Specific responsibilities and duties are listed in the constitution and bylaws.
 2. See Handbook, Section 5, Funding the Mission

Table 2 below suggests functions, possible titles, and roles to fulfill the United Methodist Women’s mission purpose and tasks.³

Table 2

Possible Titles	Roles and Functions
Communications coordinator Communications manager Communications team leader Secretary for program resources Program resources manager Secretary (assigned task)	Coordinate publicity and promotion in the group, church, community; prepare news releases. Coordinate material resource procurement and distribution; promote current program resources; order and distribute materials as determined.
Mission coordinator for spiritual growth Spiritual life leader	Offer opportunities for the group to connect biblical and theological study to mission issues and actions; regularly include spiritual growth resources and practices to the group’s experience.
Mission coordinator for social action Social action team leader Service and advocacy leader	Bring justice issues of concern to women, children and youth to the attention of the unit; facilitate advocacy action planning; promote the UMW social justice priorities.
Mission coordinator for education and interpretation Education and interpretation team leader	Inform and promote mission giving and mission education opportunities within United Methodist Women.
Mission coordinator for membership nurture and outreach Membership coordinator Legacy Fund coordinator Financial secretary	Maintain membership lists; develop ways to attract, welcome, and maintain new and current members. Interpret and promote the 150th anniversary Legacy Fund and secure gifts; provide opportunity for members to fundraise to fulfill pledges and other giving opportunities. (See also Handbook Section 5, Funding the Mission.)

3. See this section “Living the Vision,” and Handbook section 2, “Know Your Mission Organization,” and Section 3, “Roles and Responsibilities in the Organization” for additional ideas on leadership roles.

UMW GENERAL MEETING INFORMATION

This section contains tips and information to help members as they participate in the work of the organization. These are merely suggestions for your use. Feel free to use and adjust them as needed.

Meeting Tips

Many local organizations have monthly meetings in which they go over the business of the organization and participate in a program. Districts and conferences have annual meetings that also have program and business portions. In addition, executive committees (or leadership teams) for local, district and conference 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!
-

Planning

Plan each meeting ahead of time. Give members advance notice, send out an agenda and find ways to invite new people to attend. Consider how to welcome newcomers and how you will invite them to participate.

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. (See further tips in program planning in the Handbook on page 63.)

The business session should include:

- Treasurer's report.
- Adoption of budget.
- Presentation and adoption of pledge.
- Nomination report and election 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 Facilitation

Facilitation is something we do every day—in some instances it is informal, such as a conversation around the dinner table, and other cases is more formal, such as working as a group to achieve a required outcome, common goal or purpose. The following are some tips to help make facilitating a meeting go smoothly.

Agenda: It is important that everyone involved understands the purpose of the session and the expectations. Providing a clear agenda helps this process.

Comfort and information: Set time limits and schedule breaks and meal times. Make sure everyone knows the location of bathrooms, cafeteria, break or snack room—remember that hungry and tired people do not work well.

Group introductions: Make sure that all present know one another. Set aside time for introductions with specific instructions and a time limit. The facilitator should take the lead in the introductions to set the tone.

Ground rules: Explore some working guidelines that will invite collaboration and cooperation. Ensure that all participants agree to these rules. Some examples of potential rules are as follows:

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

Endorsement and evaluation: Listen actively to all contributions and avoid endorsing any one idea or suggestion as well as making comments that sound like approval or evaluation, such as “that’s a great idea.” Remember that all ideas and contributions are valuable.

Participation and involvement: Make sure that all persons participate to their level of comfort. Be ready to encourage some persons to speak up and others not to dominate.

Decision Making

Decisions can be made by consensus building or parliamentary procedure. Before you determine which process you will use, become familiar with the group's decision-making style. Consider the following:

- Size of group.
- Type of meeting (business, creative planning, problem solving).
- Formality of group.

When to use consensus building:

- Smaller, less formal groups.
- Effective in creative thinking and planning.
- Cooperative and not competitive.
- Verbal agreement, not by vote.
- Decision must be acceptable to all, although all might not fully agree.
- Leader must keep group on the task or discussion.

When to use parliamentary procedure:

- Business decisions that need to be recorded in minutes.
- More formal or large group.

When you are conducting the meeting, the rules or agreements during the session:

- Be sensitive to time and lengthy and dominating contributions.
- Allow for flexibility in parliamentary rule. Productive discussions are the goal in a meeting.
- Invite those who have not spoken to contribute to discussion in seeking consensus.
- Rely on your own good judgment to strike a balance between group participation and procedures.

Consensus Building

Consensus is a mutual agreement among team members that all legitimate concerns of individuals have been addressed by the group and everyone agrees to support the decision. It is important to remember that a consensus does not mean that everyone agrees. It does mean that all members have had an opportunity to express their opinions and feel that the group has listened to them. Consensus building is most easily achieved in small groups where everyone will have the opportunity to voice their opinion.

Here are some basic steps when reaching a decision by consensus. During this process always ensure all voices are heard. Give the quieter members of the group an opportunity to speak. Work to keep the discussion on task, but do not disregard the opinions given.

1. Identify the areas of agreement.
2. Clearly state differences.
 - State positions and perspectives as neutrally as possible.
 - Do not associate positions with people. The differences are between alternative valid solutions or ideas, not between people.
 - Summarize concerns and list them.

3. Fully explore differences.
 - Explore each perspective and clarify.
 - Involve everyone in the discussion—avoid a one-on-one debate.
 - Look for the “third way”: make suggestions or modifications, or create a new solution.
4. Reach closure.
5. Articulate the decision.
 - Ask people if they feel they have had the opportunity to fully express their opinions.
 - Obtain a sense of the group.
 - At this point, poll each person, asking, “Do you agree with and will you support this decision?”

Parliamentary Procedure

Parliamentary procedure is the name given to the set of rules governing the decision-making process used by a deliberative assembly. Parliamentary procedure defines how a democratic organization works—how its members make decisions, how its leaders run the organization to meet the needs of its members, and the rights of members and nonmembers. Parliamentary procedure is vital to the fair operation of organizations operating on democratic principles. Parliamentary procedure is better used in larger groups or formal meetings. It is based on the principles of justice, courtesy, good order, guarantee of rule of the majority and protection of the rights of the minority.

The following are some basic principles to use when reaching a decision using parliamentary procedure:

- Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
- All members have equal rights, privileges and obligations.
 - The majority has the right to decide.
 - The minority has rights, which must be protected.
- A quorum must be present for the group to act.
- Full and free discussion of every motion is a basic right.
- Only one question can be considered at any given time.
- Members have the right to know at all times what the immediate pending question is and to have it restated before a vote is taken.
- No member can speak until recognized by the chair.
- No one can speak a second time on the same question as long as another wants to speak a first time.
- The chair should be strictly impartial.

Use the following steps when a motion is brought before the group:

1. A member makes a motion.
2. Another member seconds a motion.
3. The chair states the question on the motion.

Use the following steps when considering a motion:

- The members debate the motion (unless no member claims the floor for that purpose).
- The chair puts the question to a vote.
 - The chair restates the question.
 - The chair takes a vote:

- “All in favor of the motion, say aye.”
 - “Those opposed, say no.”
- The chair announces the result of the vote. A complete announcement should include:
 - Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
 - Declaration that the motion is adopted or lost.
 - Statement indicating the effect of the vote or ordering its execution.
 - Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

General Information for Meetings

Decision-making steps:

- Restate the question or topic before putting it to a vote or final consensus.
- Vote on specific actions, not vague concepts.
- Ask for specific wording.
- Clarify the topic as needed when moving toward consensus.

Minutes: Minutes may be voted on without a motion. Prior to the vote, ask if there are any corrections to the minutes. If there are none say, “Hearing none, the minutes are approved as printed.” If there are corrections, instruct the recording person to make them and announce, “The minutes are approved as corrected.”

Treasurer’s report: The treasurer’s report is filed for audit and not adopted by the group. (The auditor’s report is adopted at some predetermined point in the fiscal year.) After the treasurer’s report is given, ask if there are any questions about the report. Then announce that the report will be filed for audit.

Committee reports: Committee reports are not adopted. File those that are for information only. Always thank the reporting member for her work. Written committee reports are attached to the minutes. The recording officer should not summarize or paraphrase committee reports in the minutes.

Team Building

For groups that will continue to work together over a period of time, it is important to provide opportunities for team building. Groups that see themselves as a team are more cohesive and are more likely to work together to accomplish their purpose or task.

For new groups, plan for time(s) for group members to get to know one another, but be sensitive and aware of group interest and need. The following are some ways to create team-building opportunities:

- Plan icebreakers and openers that help new members feel comfortable in the group. (Search online for icebreakers and group openers for ideas.)
- Create a mentor system that pairs new members with experienced ones.
- Find out about member’s gifts, interests and work styles through one-on-one conversations and observation.

- Use team-building exercises with groups of 30 or less.
- Use seating arrangements such as circles or U-shapes that encourage conversation and eye contact.
- Break large groups into smaller groups for discussion and feedback.
- Use nametags for new or large groups or when new members are present.
- Create an atmosphere of collegiality, trust and openness so that group members can openly share success as well as concerns and questions.
- Mutually agree on group ground rules or ways the group will work together.
- Use prayer, spiritual disciplines and the United Methodist Women's Purpose as a foundation for the group's reason for being. Do not use prayer to manipulate conformity or compliance.

Ten Leadership Skills¹

- **Reflect on your own experience and ways of being and doing.**
Do I understand how my own identities have shaped and shape my understanding of self and way of doing things? Am I willing to question myself and others for fuller self-understanding? Am I committed to reflection, study and action that lead to transformation?
- **Be open to contribution of others.**
As a leader do I have a multicultural, multilingual and antiracist perspective? Do I value what I hear even if I disagree? Do I appreciate cultural experiences other than my own? Do I read, view art, listen to music, or experience worship with persons who are older, younger, or of a different cultural, racial ethnic or language group than I am?
- **Practice collective leadership.**
As a leader, do I have the ability to collaborate, to work in partnership with others? Can I work for justice for those in my group and also work to build a broader coalition for justice? Do I see the interconnectedness of issues and "isms" and the many faceted approaches to solutions?
- **Support the growth of others.**
Do I truly listen to another's story? Am I sensitive to the pace of others in creating community and strengthening relationships and not freezing people in time, offering both compassion and challenge?
- **Realize the diversity in our communities.**
Am I aware of the different contexts in which people live; for example, how the economic crisis affects persons of color, immigrants or people whose first language is other than English? Do I understand that there are multiple stories and multiple identities within individuals in our human community?

- **Value persons over being right.**
Do I practice listening that appreciates individual uniqueness in order to overcome distrust and disagreement? Do I emphasize strengthening relationship over rules that isolate us from one another?
- **Speak up.**
Am I able to speak up or intervene when I hear, see or read misleading, stereotypical or hateful comments or statements and actions made about persons of another racial or ethnic group?
- **Live democratically.**
Am I willing to work and live in a community, organization or society that includes multiple situations and experiences that are often contradictory and ambiguous? Can I accept that solutions are more apt to be generated by those closest to the ground?
- **Imagine God's vision.**
How do I imagine God's vision? Am I able to include a global understanding that realizes that change within my community must accompany change in the whole world? Does my analysis of social justice imagine a vision that integrates the complexities of our human context and identities?
- **Sustain critical hope.**
In my deepest self, do I grasp that "hope" is not a remote concept or nice phrase but that hope grows out of love, acknowledges that justice is about the future, and that to sustain hope I must talk and act in ways that create hope?

¹ Gathered from the work of Angela Glover Blackwell, Stewart Kwoh and Manuel Pastor, *Uncommon Common Ground* (New York: W. W. Norton and Company, 2010); Stephen D. Brookfield and Stephen Preskill, *Learning as a Way of Leading* (San Francisco: Jossey-Bass, 2009); Parker Palmer, *Healing the Heart of Democracy: The Courage to Create a Politics Worthy of the Human Spirit* (San Francisco: Jossey-Bass, 2011); Stephanie Spellers, *Radical Welcome* (New York: Church Publishing, 2006); and Melanie Morrison, Allies for Change, www.alliesforchange.org.

UMW POSITIONS/COORDINATOR DESCRIPTIONS

UMW Local Unit President

The president, working with the leadership team, will actively seek to advance all phases of the work of United Methodist Women.

She will:

- a) 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.
- b) Sign all legal and financial documents and orders on the treasury.
- c) Prepare reports as necessary with the elected officers.
- d) Develop with the leadership team ways to plan and engage in mission.
- e) Represent the unit in all meetings or name a substitute.
- f) 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 council or administrative board/council on ministries (The Book of Discipline of The United Methodist Church 2016, ¶252.5i). Membership in the local church may include affiliate membership.

Note: the President's position is the only position in which you must be a member of the local United Methodist church.

United Methodist Women Membership Census 2018



Local Unit 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.

The United Methodist Women will never share contact information outside the organization without permission.

**ONLINE "HOW TO" Videos and the Census 2018 form:
<https://www.unitedmethodistwomen.org/census2018>**

A video and a link to the census is found on the main page at www.unitedmethodistwomen.org.

When is the census released?

The census is released every year and sent out to all Conference Leadership on October 1st and is due by March 30th of the following year.

UMW Local Unit Vice President/Program Coordination

Leader works cooperatively with the president and assists the conference in fulfilling the Purpose. She will:

- a. guide the Leadership Team in its responsibility for planning and implementing program and events to strengthen mission and fulfill the Purpose;
- b. serve as contact person for district program coordination designee or vice presidents, provide resources and conduct training at least annually, as determined by the Leadership Team;
- c. serve as chairperson of the Committee on Program;
- d. serve on the following committees: Leadership Team, Program, Finance and others as assigned; and
- e. perform other duties, if assigned, such as:
 1. promote ecumenical relations in the conference (e.g. interpret and promote Church Women United and the World Federation of Methodist and Uniting Church Women, and encourage attendance at their events);
 2. perform the duties of the president in her absence.

<https://www.unitedmethodistwomen.org/members-leaders/responsibilities/programs-vp>

Accessed: January 2018

Program Planning

The total program of United Methodist Women is mission, so all programming has a mission emphasis. Whether is it a circle meeting, a local organization program, a district or conference event, include one or more of the following:

Support for Mission

- Spiritually by prayer and Bible study.
- Financially with a Pledge to Mission and other Mission Giving.
- Intellectually through education about mission and mission projects.

Action for Mission

- Involvement in both charity and justice issues.
- Being intentional about the use of the world's resources.
- Strengthening the community.

Participation in Mission

- Learning about the changing needs in mission.
- Living a life of praise and thanksgiving.
- Developing a relationship with missionaries, mission partners or projects at home and around the world.

What to Consider When Program Planning

Take the following elements into consideration when planning a program or event.

- Type of event.
- Number of participants.
- Length of the program or event.
- Expense and budget available.
- Who will be attending.
- Goal of the program.
- How the goal will be achieved.
- What the content will be and how it will be conveyed (activity, lecture, video, etc.).
- What resources are available.
- How you will publicize and invite others to attend.
- What you will do to follow-up after the program or event.

The Seven Steps of Planning model may be helpful to you as you plan. This model focuses on the learner, not the teacher, through “dialogue education.” The questions below can be applied to a wide variety planning projects, learning sessions and events.

- Who is coming, and what are their expectations? 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? (How much time?)
- Where will the event take place? What is the site like? How flexible is it?
- What will those who come be able to do, know or understand when the event is over?
- What specific information do attendees need at this time? What is the content?
- How? What activities should we plan so that the attendees learn the specific information (the “what”) or achieve the objectives (the “what for”) that we planned?

Step 1: Goal Setting

Those tasked with program planning should consider the goals of unit as a whole as they set their program goals. Use these goals to guide the group as they plan programs for the years. When setting program goals, remember the Purpose and ask questions like, “Why are we doing this?”, “What is this for?”, “How will this improve our support for, action for and participation in mission?”

Step 2: Calendaring

Those who plan programs for the year should meet with the leadership team to look at the “givens” in the organization’s calendar. Determine what are the regular, routine things such as organizational and subgroup meetings, World Thank Offering, Call to Prayer and Self-Denial, pledge services, district and conference dates, and ecumenical and community events.

Special events such as spiritual growth retreats, mission trips and mission studies can be spaced throughout the year. Note that the Call to Prayer and Self-Denial observance can be done any time in the first three months of the year. You decide which date is best for you within that time frame.

Step 3: Program for the Year

Review the annual United Methodist Women Program Book. Develop a list of possible programs for the year. You may wish to select a theme for the entire year or use various United Methodist Women's resources to select program topics. Assign a program topic (and facilitators for developing the program) for each meeting or event. Make the programs relevant to the needs of the membership. Look for topics that are interesting to the women in your organization and church. Develop programs that are exciting, fun and energizing. Good programs build membership, but poor programs defeat good membership work and drive people away.

Consider which resources will enhance the program. Look at the resources available through www.unitedmethodistwomen.org and the United Methodist Women Mission Resources (www.umwmissionresources.org). Also consider response magazine, workshops and special training events as well as conference and district meetings as potential resources. You might want to survey the women to see what interests them, or what they need.

13 Steps Sustainable Program Planning

Principle 1: Accessibility

Ask if your meeting venue complies with the Americans with Disabilities Act (ADA), and ask the facility manager to show you how during your site inspection. When surveying meeting space possibilities, make sure rooms are accessible to people with disabilities.

Principle 2: Affordability

Offer carpooling options for participants in order to provide no or low-cost transportation options for your event.

Principle 3: Carbon Footprint

Choose a meeting venue that minimizes travel and encourage carpooling and/or public transportation through your registration process.

Principle 4: Healthy Food and Beverages

Serve fair trade (and organic if possible) tea and coffee at your meeting.

Principle 5: Just Economic Opportunities

Ask vendors, hotels and others you contract with to sign a statement attesting that they do not engage in or benefit from the use of child or slave labor or human trafficking.

Principle 6: Local Solidarity

Use the local solidarity checklist to see if there are opportunities to be in mission at your event.

Principle 7: Multigenerational Inclusion

Offer child care to participants, making sure that at least two unrelated adults are present at all times with the children.

Principle 8: Paper Use

Ensure any printed items are double-sided and duplicated on paper made with post-consumer recycled content.

Principle 9: Racial Justice

Include a statement in your contracts, speaker agreements, attendee code of conduct, and, if relevant, exhibitor terms and conditions that expresses your intention to host an event that combats all forms of racism and oppression.

Principle 10: Toxin Reduction

Be creative and wise about nametags. Invite participants to bring their own nametag (reusing one they already have). If you are supplying nametags, if possible reuse ones you already have. Be careful of the use of ribbons and other petroleum-based enhancements. If you need to buy more, choose a type that does not use PVC and eliminates unnecessary components like holders and pouches. Encourage attendees to turn in their name badge for reuse.

Principle 11: Waste Reduction

Choose a meeting venue that provides recycling for plastic, paper, glass and metal.

Principle 12: Water Use

Avoid or eliminate the use of individual bottled water. Encourage attendees to bring their own bottle for refilling and provide pitchers of water or bubblers and promote use of water fountains.

Principle 13: Well-being of Participants

Provide a quiet space for meditation and prayer at the event. This may be a physical space and/or formal times on the agenda that are set aside for this kind of activity.

From www.unitedmethodistwomen.org/sustainability.

“How To’s” Tips For Vice Presidents

Program Planning

1. Plan with the Purpose and vision in mind: Programs should emphasize at least one UMW channel for mission: education, Spiritual Growth, Mission Giving, mission studies, social justice priorities issues, membership, goals, etc.
2. Plan around major non-United Methodist Women events, such as districtwide events, conference wide events, holidays, major events in the communities 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.
3. 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.

4. 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).
5. Plan with the end in mind: There is always room for improvement
6. 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.
7. 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.
8. Plan something exciting for participants – It doesn't have to be extensive (games, etc.).
9. Registration Table: Have large enough pens for filling out the nametags - such as a larger Sharpie pen, not just a ball-point pen.
10. Make sure United Methodist Women events get on the church district calendar.

Nurturing and Outreach for Vice Presidents

- Know your local unit counterpart – nurture them – **communicate** (put the technology to work: group text, blast email, social media are excellent but be mindful of the older members and the members who do not have access to the technology_use also the old fashion snail mail, phone call and visit them.
- If there is not membership chair in the district - learn about the units and the churches in your district.
- Be available to present program to small membership units, units that are not too strong to have meaningful programs or new units.
- Encourage women from inactive units or churches with no unit to become District members.
- Offer the possibility to become District unit to women who share the same interest but are reluctant to join a formal unit for one reason or another.

The Vice President is the Ecumenical Officer

- United Methodist Women are members of World Federation of Methodist and Uniting Church Women and Church Women United. The VP is the UMW representative.
- Promote their events, encourage local UMW members to be involved but do not promote giving. The local units have already contributed to those organizations though both the Conference UMW and the National Office.
- Get involved as much as possible.
- Don't forget to extend invitation to those groups to attend your district events.

UMW Local Unit Treasurer

The treasurer will be informed concerning the financial responsibility of the unit and the program and responsibilities of the United Methodist Women national organization.

She will:

- A. Receive and disburse funds on order of the unit, account for all funds of the unit and work with the leadership team to develop a plan for receiving funds from individuals or subgroups on a regular basis.
- B. Remit all funds, except those designated for mission locally and for local administration and membership development, to the district treasurer. These remittances will be made monthly or quarterly as the conference and/or district organization may direct.
- C. Make itemized reports to the unit at regularly scheduled meetings and annual reports to the unit, submit the local unit's books annually to the audit committee of the local church and send an annual itemized statement of all funds to the district treasurer.
- D. Chair the committee on finance where one exists or, if there is no separate committee, chair the leadership team when dealing with matters related to finance.
- E. Serve on the leadership team and other committees when dealing with financial matters.

Channels of Giving

United Methodist Women's funds are sent to the national office listed as either Mission Giving or Supplementary Giving. All gifts are to be sent by local or district treasurers through district and conference treasurers to the national office for use in the collective mission work of United Methodist Women in the United States and around the world.

Mission Giving

Mission Giving is mission money used for any part of our mission work. It is Mission Giving for the total program of the organization. These funds are budgeted and spent for the collective mission of United Methodist Women by the national office.

Mission Giving provides funds to which all mission programs have access and equalizes the financial burden for local areas, no matter how many mission projects are in that vicinity. Mission Giving makes it possible for new, experimental areas of mission to be explored and to respond to emergencies. Mission Giving creates an approach to mission education that emphasizes the entire mission program and uses specific projects simply as illustrations. Mission Giving means that every child in every mission institution has care and attention rather than individual children being singled out for sponsorship by a donor.

Mission Giving supports conference and district events for United Methodist Women such as retreats, days apart, Mission u, annual meetings and officer training events. Mission Giving helps United Methodist Women continue to be a strong organization, advocating for and serving the needs of women, children and youth. Mission Giving funds are the source of the budget. The elected members (or directors) of the national board of directors are responsible for deciding

how this money should be spent each year for ongoing programs of the United Methodist Women National Office and for U.S. and international mission projects.

The first and most important financial responsibility of United Methodist Women is basic support of all mission programs through Mission Giving.

There are Five Channels of Mission Giving:

1. Pledge to Mission:

- An individual Pledge to Mission is the amount each member decides is her share of the local or district total budget.
- A local group Pledge to Mission is the portion of the group's budget that it sets as a goal to send through district and conference treasurers to the national office.
- A district Pledge to Mission includes all Mission Giving funds to be sent to the national office from local or district groups or any source, including all funds received for Special Mission Recognitions, Gifts to Mission, Gifts in Memory and the World Thank Offering.
- A conference Pledge to Mission is the total amount of Mission Giving funds sent from the conference to the United Methodist Women National Office. It does not include the funds kept in the conference for administration and membership development expenses.

The local or district group is responsible for agreeing on the amount of its Pledge to Mission each year. Districts and conferences are also responsible for setting their Pledge to Mission amounts.

2. Special Mission Recognition: An individual or local or district can honor a special person for any amount shown in the following list. A certificate and a gold lapel pin are provided for the honoree.

- \$40 Special Mission Recognition: Small gold oval pin with a cross (basic pin), white certificate.
- \$60 Special Mission Recognition: Basic pin set with small sapphire, gold certificate.
- \$100 Special Mission Recognition: Basic pin set with small pearl, blue certificate.
- \$200 Special Mission Recognition: Basic pin set with small emerald, green certificate.
- \$500 Special Mission Recognition: Basic pin set with small ruby, pink certificate.
- \$1,000 Special Mission Recognition: Basic pin set with small diamond, yellow certificate.
- \$2,000 Special Mission Recognition: Basic pin set with two small diamonds, linen certificate.

Special Mission Recognition certificates and pins are ordered by the local or district group's treasurer through the district treasurer using the spaces provided on the treasurer's remittance form. The district treasurer sends the order to the conference treasurer, who sends it to the United Methodist Women National Office. The Special Mission Recognition is sent from the national office to the honoree or to the person whose name and address were given on the original order.

3. Gift to Mission: A gift of \$5 or more for mission is sent in honor of any person. A card is sent by the donor (an individual or the local group) to the honoree to commemorate a variety of occasions from birthdays to recognition of mission service. Christmas cards in five designs are available in packets of five for \$25. The order is placed by the local or district treasurer through the district treasurer, using the spaces provided on the treasurer's remittance form and Gift to Mission order form. The district treasurer sends the card(s) requested to the local or district groups treasurer. A district treasurer may order cards directly from United Methodist Women Mission Resources (paying postage only) on a revolving order so that she can fill orders in a timely manner. Remittance is made through regular channels to the conference treasurer. Cards may be available at district and conference events.

4. Gift in Memory: A gift (minimum of \$5) is made in memory of a member of the group or a friend. Gift acknowledgment cards are available free (except for postage) in packages of 10 from United Methodist Women Mission Resources and can be ordered at any time and kept on hand for future need. When a Gift in Memory is made, the donor gives her gift amount to the local or district group's treasurer along with the tear-off portion of the card and sends the card to the family of the deceased.

5. World Thank Offering: Spontaneous, additional gifts are given out of gratitude for God's abundance and in celebration of the joys of life. Individuals or families collect such gifts in special boxes or labeled containers (see the United Methodist Women Mission Resources website for the appropriate resources). Gifts are brought together in the unit once a year, usually with a special service of thanksgiving. A service is available each year in United Methodist Women's Program Book and on the website.

Supplementary Giving

United Methodist Women members also have additional ways to give directly to a specific purpose.

- 1. Designated Gifts** may be directed to any program or project that receives United Methodist Women funds. This includes nearly 100 National Mission Institutions, projects overseas in more than 110 countries, and special gifts for current United Methodist Women areas of focus such as the fight for economic equality and for maternal and child health. (See project list on the United Methodist Women website.)
- 2. A Call to Prayer and Self-Denial** is an annual observance that gives local and district groups a chance to study and reflect on a particular theme each year and to designate funds for ministries related to that theme.
- 3. A Brighter Future for Children and Youth** funds support programs that focus on abuse and violence prevention and treatment, serving young people between 5 and 18 years of age.

4. **The Assembly Offering** is designated every four years for an emphasis related to the mission of United Methodist Women's Assembly. Additional offering is accepted during Assembly and throughout the year.

Other Opportunities for Giving

Bequests

Bequests are gifts given for purposes of mission through a will or other legal devise. Bequests may be Supplementary (designated) or Mission Giving (undesignated) for mission in general or for a particular project or for work in a particular country or a specific function (such as education).

Planned Giving

Planned giving is a commitment to make a gift each year or month for a certain period of time. Such gifts may include other resources or assets other than cash.



**THE LEGACY FUND
ENDOWMENT CAMPAIGN**

The Legacy Endowment Fund

United Methodist Women continues to build upon the foundation set forth by our founders almost 150 years ago.

Yet the difficulties encountered by women, children and youth around the world continue to sustain separation from life affirming compassionate care and support that heals, restores and empowers. Imagine what is achievable, what is possible, if United Methodist Women had the resources to deepen and expand its mission to transform lives and ignite change in places near and far.

In 2014, the Board of Directors launched the Legacy Fund Endowment Campaign, setting a goal to raise \$60 million. The Legacy Fund Endowment Campaign is both historic and unprecedented. We are building our legacy by celebrating the legacy of the courageous women who founded this mission movement, as well as the legacy that today's members will leave for future generations of United Methodist women. Together, we will create a legacy to carry the mission of faith, hope, love in action forward in the world for years to come.

The 1869 Society

The 1869 Society, acknowledging our organization's founding year, was established to honor individuals who have designated United Methodist Women as a beneficiary of a will, trust, retirement plan or life insurance policy.

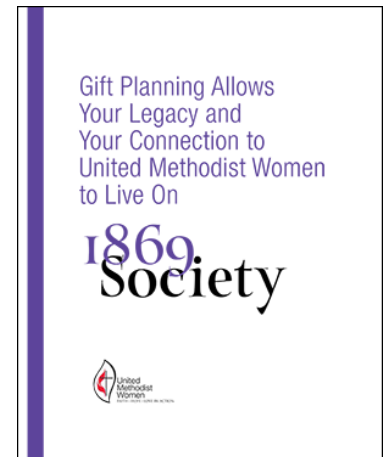
Members of the society are modern women—retirees actively engaged in their local churches and communities, working women juggling careers and households. They are women from all parts of the country, of all ages and races and life situations.

What unites these diverse women is that they have all made United Methodist Women the beneficiary of a planned gift. Membership in the 1869 Society is one way the national office of United Methodist Women honors and recognizes women who have made this commitment.

Planned gifts can come in many forms, ways and amounts. Planned gifts can come from cash gifts or pledges, bequests or estate gifts, sales of property, appreciated securities or retirement accounts.

“Planned giving provides a wonderful opportunity for members to connect their individual personal legacies with the mission-forward work of United Methodist Women to ensure the organization has a firm financial foundation in support of and service with women, children and youth in the years and decades to come,” explains Emily Marshall, director of development for United Methodist Women.

Any member of United Methodist Women can join. Talk with your loved ones about your wishes and meet with your attorney and financial advisor to determine the type of gift that best fits you. After you have made your decision, you can find the Letter of Intent found online at unitedmethodistwomen.org/150/planned-giving-letter-of-intent and mail it to the United Methodist Women Development Office. If you have questions and would like to speak to a development officer, call 212-870-3705. For more information about the 1869 Society, visit umwgift.org or send an e-mail to legacy150@unitedmethodistwomen.org.



Treasurer's Reports

Pledge to Mission Card

Treasurer's Remittance Form Instructions

Treasurer's Remittance Form

Gift to Mission Order Form

Special Mission Recognition Pin Order Form for local and district treasurers

Supplementary Gifts Details Form for all treasurers

Sample Pledge to Mission Card

Please return this Pledge Card to your unit treasurer.

PLEDGE TO MISSION CARD for

Name: _____

Address: _____

Date of Pledge: _____

For the coming year, I pledge \$ _____ to be paid:
(check one)

monthly quarterly yearly

Please keep for your record.

MEMBERSHIP/PLEDGE CARD

The United Methodist Women certifies that

_____ (Member's Signature)

is a member of United Methodist Women
of _____ Church

President _____ Date _____

PLEDGE TO MISSION CARD

As a member of United Methodist Women,
I celebrate and commit to supporting
United Methodist Women's local, national
and global mission outreach.

For the coming year, I pledge \$ _____



Please return this Pledge Card to your unit treasurer.

PLEDGE TO MISSION CARD for

Name: _____

Address: _____

Date of Pledge: _____

For the coming year, I pledge \$ _____ to be paid:
(check one)

monthly quarterly yearly

Please keep for your record.

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Address: _____

Date of Pledge: _____

For the coming year, I pledge \$ _____ to be paid:
(check one)

monthly quarterly yearly

Please keep for your record.

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The United Methodist Women certifies that

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of _____ Church

President _____ Date _____

PLEDGE TO MISSION CARD

As a member of United Methodist Women,
I celebrate and commit to supporting
United Methodist Women's local, national
and global mission outreach.

For the coming year, I pledge \$ _____



ALL TREASURERS

For local treasurer

Submit the completed remittance form with your check to your district conference treasurer.

For district treasurer

Complete this remittance form using information from all of the local treasurers in your district. Submit the completed form to your conference treasurer. *Each remittance form is to be mailed with a check to your conference treasurer.*

For conference treasurer

Complete this remittance form using information from all of the district treasurers in your conference. *Submit this completed form to the National United Methodist Women treasurer.* You may complete this form on a monthly or quarterly basis. You should make a remittance to the national United Methodist Women four times per year. Each remittance form is to be followed by or mailed with a check. To use electronic funds transfer, contact the national treasurer's office.

You may submit the remittance form in several ways:

- Complete 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.) Photocopy the completed form and mail it to your conference treasurer.
- Download and then mail or e-mail the completed form. The downloadable form is available at www.unitedmethodistwomen.org/give/forms

• How to Complete the Remittance Form •

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.

District treasurers: Write a check in the amount shown on the "total remittance" line made payable to the conference and send to the conference treasurer. Keep a copy for your records.

Conference treasurers: Write a check in the amount shown on the "total remittance" line made payable to the United Methodist Women National Office (or use electronic funds transfer) and send to:

United Methodist Women National Office, Gift Processing, P.O. Box 29925, New York, NY 10087-9925.

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

Form 1

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: _____













UNITED METHODIST WOMEN

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

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

UNITED METHODIST WOMEN

SPECIAL MISSION RECOGNITION ORDER FORM FOR LOCAL AND DISTRICT UNITED METHODIST WOMEN

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

Local Unit:

District:

Conference:

Period from:

To:

DETAILS OF ORDER

Name of Honoree	Send to	Address	Given By	\$ Value of Pin

Total amount of pin order: \$

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

Treasurer:

Address:

Phone:

Fax:

E-mail:

Date:

Check No.:

Form 8



BECOME A UMW RAINBOW GIVER FLORIDA CONFERENCE UNITED METHODIST WOMEN

The Rainbow Giver program gives UMW members the opportunity to personally give to the Five Channels of Mission Giving. Your gift of \$60 will make you a Rainbow Giver. All you have to do is fill out the form below, submit it, with your check, to your UMW unit treasurer. You will receive a rainbow pin for yourself, a Special Mission Recognition pin to give to someone special, and Gift to Mission and Gift in Memory cards. Your \$60 also includes a monetary gift to Pledge to Mission and the World Thank Offering (both in addition to your regular pledge and offerings).

Anyone can become a Rainbow Giver to support UMW Mission Giving: church members, spouses and friends. It is a wonderful way for members who can no longer attend meetings to continue their participation and membership in their UMW Units.

- | | |
|--|-----------------------|
| 1. Pledge to Mission (\$5) | Date Completed: _____ |
| 2. Special Mission Recognition Pin (\$40)
To: _____ | Date Completed: _____ |
| 3. Gift to Mission (\$5)
To: _____ | Date Completed: _____ |
| 4. Gift in Memory (\$5)
To: _____ | Date Completed: _____ |
| 5. World Thank Offering (\$5) | Date Completed: _____ |

Rainbow Giver's Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Local Church Name: _____

Date Submitted: _____ Calendar Year: _____

(Please submit to your local unit Treasurer)

UMW Local Unit Secretary

The secretary will be informed about the program and the total involvement of the local unit in order to perform the responsibilities assigned to her and to assist the president.

She will:

- A. Keep accurate minutes of all meetings of the unit and its leadership team and give notice of these meetings.
- B. Serve as custodian of all records and official documents.
- C. Sign all official, legal and financial documents, making certain each is properly dated.
- D. Keep an accurate roll of membership.
- E. Send a list of elected leaders of the unit, including addresses, zip codes, telephone numbers and emails, to the secretary of the district organization immediately upon their election and interim changes, and send the name of the new president to the resource center: United Methodist Women Mission Resources.
- F. Serve on the leadership team and other committees as necessary.

Being Secretary

BE informed	Know the duties of the office.
BE prepared	Know the answer to questions concerning the work or where and from whom they can be secured.
BE resourceful	Know your Word processing program. Know the terminology of UMW. Know your Constitution and Bylaws, Standing Rules and Policies.
BE prompt	Arrive on time or preferably a few minutes early. Rewrite minutes early while they are fresh in your mind. Always answer correspondence, emails and phone messages.
BE accurate	Remember minutes are the official record, get facts straight. Ask that lengthy, detailed motions be written by person making the motion.
Be brief	Keep it short, simple and concise.
BE courteous	Thoughtful and cooperative and mindful of the efforts of the president and help her when you can.
BE orderly	Keep minutes in order, use good diction, type neatly.
BE good reader	Enunciate clearly, use good diction, and cultivate a pleasing voice
BE alert	Spiritually: read Proverbs 3:6, James 1:5, II Timothy 2
BE current	Read UMW magazines, the Prayer Calendar, Reading Program books, etc.

Local Unit Secretary – Quick Review

What Must I Do First?

1. Review responsibilities in the UMW Handbook
2. Review and organize materials from previous year (if newly elected, you should have received material from previous secretary)
3. Review UMW calendar (dates of meetings, etc.)
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 Things

- Always take your job seriously.
- Type minutes as soon as possible after the meetings(s).
- Always have a sign-in sheet available. This eliminates guess work 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 make of a motion to write it out.
- Have someone else read behind you to ensure you have recorded information accurately. Ask that person to read for accuracy, not just say “they look all right to me”.
- Minutes can, and often are, used as legal documents.
- Minutes can be used for clarity of issues discussed (or “I thought we said...”).
- Learn your job. Don’t feel you have to accept responsibilities for other than what your responsibilities are.
- Know what it means to be connectional.

Reminding

Give notice of the unit and leadership team meetings

Remind the Leadership Team members of the reports which need to be sent to the District Officers.

Minute Taking Skills

Minutes serve several purposes:

- They are a historical record of a group's decisions and actions
- They are a reminder of who was given assignments
- They are evidence of deadlines
- They are a benefit for people who are absent when decisions are made.

Which recording method is most comfortable for you?

- Notebook Laptop/Tablet Recording Template of minutes

Pass around an attendance sheet once people arrive to document who is present at the meeting.

Create a Minutes template (fill in the blank form) that includes:

- Type of meeting (monthly, annual, etc.)
- Purpose of meeting
- Date, time, and location of meeting
- Name of person who called the meeting to order
- Names of those in attendance (have a list of names/titles for leadership teams)
- Indication that a quorum was or was not present
- Approval of previous meeting's minutes
- All motions that are made and names of those who made and seconded them.
- Summary of any reports that are made
- Decisions that are voted on
- Information regarding the next meeting (date, time, location)
- Adjournment time
- Name of the person who took the minutes and the date they were taken
- Name of the person who approved the minutes and the date of approval.

Listen with Care – focus on major issues, actions, and decisions and less on comments.

Stick to the Facts – differentiate between statements that are facts and those that are opinions.

Motions – it is necessary to record the name of the person who made the motion and who seconds the motion.

Minute actions include:

- Accept resignations
- Adopt bylaws, resolutions, budgets
- Approve minutes
- Receive reports

Don't Delay! The sooner the minutes are drafted the better. As time passes, important items that you heard, but did not write down, are forgotten and the less accurate the minutes will become.

Proofread – to ensure minutes do not contain misspelled words, incomplete sentences, and inaccurate punctuation. Before minutes are distributed have them reviewed by the president or other designated person for accuracy.

“Twenty-One Tips for Taking Meeting Minutes” www.businesstrainingworks.com

The Art of Taking Minutes by Delores Dochterman Benson is a helpful resource and reference book for all secretaries. Ms. Benson 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:

- Attendance (present or absent)
- 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 the 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.”
- Type up 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 were absent. Write in third person.

Communications Coordination

Leader works actively to fulfill the Purpose and find creative ways to assist communications within the Local Unit membership, the local church, other local units, the wider community and the United Methodist Women District.

She will:

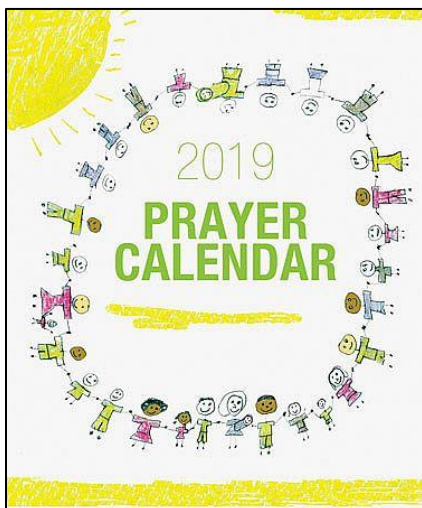
- a. create and/or maintain your local unit’s social media (Facebook page, etc.);
- b. promote your unit’s programs on your church’s social media, newsletters, email blasts bulletin announcements, and/or Sunday morning announcements;
- c. offer to assist members to stay informed by teaching members how to sign up for District email newsletters, UMWNews and communications and use the website;
- d. establish and maintain contact with local secular press;
- e. serve as editor of your unit’s email blasts, newsletter, newspaper or column;
- f. take pictures at local UMW events, write up news articles, submit them to the district Communications Coordinator for inclusion in the District Newsletter AND your church’s newsletter or website.

Spiritual Growth Coordination/Coordinator (Optional)

Leader coordinates opportunities for spiritual and theological development as related to mission. She will:

- a. understand and communicate the connection between personal spiritual development and mission as expressed through social and global involvement;
- b. organize and promote special times and events for worship, prayer and meditation such as A Call to Prayer and Self-Denial, ecumenical worship, retreats and devotions at meetings;
- c. incorporate language and images into worship that are inclusive of and affirming to women, people of color, people with disabilities and native peoples and social climates;
- d. equip women to engage in and lead biblical, theological and doctrinal study, utilizing the annual spiritual growth study, issues of response, New World Outlook, the Program Book, Prayer Calendar, Reading Program, and "Doctrinal Standards and Our Theological Task" in The Book of Discipline of the United Methodist Church, 2016;
- e. develop and curate spiritual growth resources (e.g. devotionals, worship services, retreat ideas, books, websites, etc.) to share with other units;
- f. attend each of the following events at least once during the course of her term: Leadership Development Days, Mission u, National Seminar and Assembly;
- g. establish relationships with local and district stakeholders (nonprofits, local churches, schools, etc.) that undergird the missional focus of United Methodist Women for the purpose of extending our reach and impact within our communities and the world;
- h. serve as contact person for district spiritual growth coordination leaders, provide resources and conduct annual training as determined by the Leadership Team and maintain a database of member names, emails and addresses; and serve on committees as recommended by the Leadership Team.

<https://www.unitedmethodistwomen.org/members-leaders/responsibilities/spiritual-growth-coordinator>, accessed January 2018.



The United Methodist Women Prayer Calendar

This beloved calendar helps put your faith, hope and love into action with a daily mission focus, birthdays of people in mission, holidays and space to plan your schedule.

We celebrate 150 and 200 years in mission of United Methodist Women and General Board of Global Ministries, respectively—featuring a child's art featuring children's art provided by the national and international partners in mission with them.

You can purchase the Prayer Calendar online at:

<http://www.umwmissionresources.org/>

Social Action Coordination

The Social Action Coordination Leader works with the Leadership Team to engage members in service and advocacy for justice as it is rooted in our biblical tradition. She encourages work on the quadrennial priorities of United Methodist Women national office for the greatest potential impact for change.

The 2016–2020, priorities are:

- Criminalization of communities of color, with a focus on disrupting the school-to-prison pipeline.
- Maternal and child health with, a focus on ending maternal mortality in the United States and around the world.
- Climate justice, with a focus on United Methodist Women members' personal and collective choices through the 13 Steps of Sustainability and holding corporations accountable for polluting and greenhouse gas emissions.
- Challenging economic inequality, with a focus on securing living wages for all.

Conference Social Action leaders shall promote and interpret the biblical basis for social action and the position of The United Methodist Church on social issues, using the Social Principles (The Book of Discipline of the United Methodist Church, 2016) and The Book of Resolutions of The United Methodist Church, 2016.

She will:

- a. serve as a member (or members) of the Leadership Team;
- b. help create a plan of action on one or more of the issue priorities;
- c. work closely with district Social Action leaders, help with district educational events, district-wide research on local concerns and discernment of how to respond locally;
- d. to help members to locate resources from United Methodist Women and encourage them to attend Leadership Development Days, as well as offering skills training in service and advocacy around conference priority issues.
- e. resource conference communicator for the website, print newsletter, emails and other communications, and enlist district counterparts to do so;
- f. promote the Charter for Racial Justice;
- g. At the local church: advocate for the priorities and concerns of United Methodist Women, and explore areas for collaboration with other church committees, groups or teams.
- h. know other justice leaders within your community, and with the Leadership Team seek to build alliances with other committees and caucuses, such as Religion and Race, Status and Role of Women, racial/ethnic caucuses, Hispanic/Latino ministries and others.

Program Resources Coordination/Management

Leader/manager helps the elected leaders be informed of and secure United Methodist Women-related resources for their task of fulfilling the Purpose. She will:

- a. helps members source books for the Reading Program and assists members in placing orders for resources from umwmissionresources.org;
- b. be informed about and promote the use of print and online resources, which are available through United Methodist Women Mission Resources and United Methodist Women website, promote the Reading Program and help women submit their reports regarding their participation in the Reading Program;
- c. promote response magazine (print and online); and
- d. be informed about online video and other audiovisual resources and how to access them.

***TO ORDER UMW MATERIALS, go to:
www.umwmissionresources.org***

2019 United Methodist Women Annual Sampler

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 \$40 (a \$5.50 savings), plus free shipping.

DEADLINE: Offer ends April 2019.

The Annual Sampler includes:

- 2019 Spiritual Growth study (\$10).
- 2019 Special Study (\$10).
- 2019 Prayer Calendar (\$14).
- 2019-20 Program Book (\$10).
- 2020 Date Book (\$1.50).

Call 800-305-9857 to order through Customer Service or use the form on the next page and send in via fax or email.

2019 Annual Sampler

Offer ends April 2019

Please sign me up for the 2019 Annual Sampler.
Order the print subscription today for \$40 and save \$5.50.

The Annual Sampler includes:

- 2019 Spiritual Growth study (\$10).
- 2019 Special Study (\$10).
- 2019 Prayer Calendar (\$14).
- 2019-20 Program Book (\$10).
- 2020 Date Book (\$1.50).

The studies and Prayer Calendar will ship in December 2018. The Program Book and Date Book will ship in the summer of 2019.

PLEASE CHECK here if you signed up for the **prior 2018** Annual Sampler.

NAME

SHIPPING ADDRESS

CITY

STATE

ZIP CODE

PHONE

E-mail

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Charge my card Mastercard Visa

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EXPIRATION DATE

SIGNATURE

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CITY

STATE

ZIP CODE



ORDER TOLL-FREE

800-305-9857

ORDER BY MAIL

United Methodist Women
Mission Resources
P.O. Box 742349
Atlanta, GA 30374-2349

M5276

UMW Downloadable Brochures, Forms, Kits and Catalogs




You can follow the highlighted link below, to find the section on the National UMW Webpage that has FREE downloadable/printable brochures, catalogs, forms, flyers and other materials. The folded brochure that a lot of people like is called "We are United Methodist Women."

You are given permission to download and print these brochures and materials for your Local Unit and United Methodist Women promotional use.










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

Please note that these **PDF files open in new windows** for reading or downloading. More downloadable resources can be found in the site search feature. Type in a key word or subject, click search, then click the "Pages and Downloads" button in the search results page to exclude a file type. Select (Click) the item and download. These are Adobe Acrobat files. If you need the free Acrobat Reader application (most computers have this already), simply search on your browser for Acrobat Reader and download the free Reader.








Ordering

-  [2019 Order Form in English, Spanish, Korean](#)
-  [2019 Annual Sampler Order Form](#)
-  [2017 Merchandise Catalog](#)



Reading Program: [More resources](#)



-  [2019 Reading Program Catalog](#)
-  [2018 Reading Program Catalog](#)
-  [2017 Reading Program Catalog](#)
-  [2016 Reading Program Catalog](#)
-  [2015 Reading Program Catalog](#)
-  [2014 Reading Program Catalog](#)
-  [2013 Reading Program Catalog](#)
-  [Reading Program Reporting Form](#)
-  [Certificate of Recognition for Reading Program](#)

New Unit Kit












-  [Find Us on the Web](#)
-  [The Joy of Becoming](#)
-  [Local and District Unit Handbook](#)
-  [New Unit Kit Order Form](#)
-  [New Unit Kit Packet Label](#)
-  [New Unit Kit Letter](#)
-  [Organizing or Reorganizing Units](#)

New Member Kit


-  [Find Us on the Web](#)
-  [New Member Packet Label](#)

-  [New Member Order Form](#)
-  [New Member Welcome Letter](#)




Brochures

-  [Charter for Racial Justice \(English\)](#)
-  [Five Channels of Mission Giving \(English\)](#)
-  [On a Path for Mission \(English\)](#)
-  [Racial Justice Time Line \(Booklet\)](#)
-  [Racial Justice Time Line \(Brochure\)](#)
-  [Remembering United Methodist Women in Your Will \(English\)](#)
-  [Section on Mission Opportunity](#)
-  [UM Seminars, Nat & Intl Affairs \(English\)](#)
-  [UM Seminars, Nat & Intl Affairs \(nonmembers\) \(English\)](#)
-  [We Are United Methodist Women \(English\)](#)
-  [Who I Am Called To Be \(English\)](#)

Pledge to Mission Cards

-  [Mission Giving Pledge Cards](#)

Handbooks

-  [United Methodist Women e-Handbook 2017-2020 \(English\)](#)
-  [United Methodist Women e-Handbook 2017-2020: LOCAL\(English\)](#)
-  [United Methodist Women e-Handbook 2013-2016 \(English\)](#)

Call to Prayer:

- [!\[\]\(467d80e979964f7f8c752fb22248b5b7_img.jpg\) 2019 A Call to Prayer Card](#)
- [!\[\]\(b71552d33dbf62adf5e5199a70ee02bf_img.jpg\) 2019 A Call to Prayer Brochure](#)
- [!\[\]\(03134b765d1473836ff001925b1b0550_img.jpg\) 2019 A Call to Prayer Order Form](#)
- [!\[\]\(aed6947356668967079310026052edc0_img.jpg\) 2019 A Call to Prayer Poster](#)

Mission Maps:

- [!\[\]\(31b03e46ee8a80a1f1467b8c03bd76e8_img.jpg\) Africa](#)
- [!\[\]\(7d9665ff04f9d2270c38081c6215a724_img.jpg\) Asia](#)
- [!\[\]\(7cea648fec4dfc1e99934873e9173b69_img.jpg\) Caribbean](#)
- [!\[\]\(48ceb66414885cacc3f139b4fa359213_img.jpg\) Europe](#)
- [!\[\]\(01a1fc700f38e6e09ee62e6a9c54d804_img.jpg\) Mexico & Central America](#)
- [!\[\]\(833c1865792a2399365d8193854ceab7_img.jpg\) Middle East & Eastern Europe](#)
- [!\[\]\(5b4802b5ab32e2afe0a3214e088c55e2_img.jpg\) South America](#)
- [!\[\]\(c1a72aaa635814897c20812b2e4c560c_img.jpg\) United States, Puerto Rico & the Virgin Islands](#)

Retreat Manuals:

- [!\[\]\(815df092dd722ee9268ef8e6d0193e3a_img.jpg\) The Call: Living Sacramentally, Walking Justly Retreat](#)
- [!\[\]\(c72edb9626cad660f3a9f5fb0f22a68c_img.jpg\) Resurrection Women Participant's Manual](#)
- [!\[\]\(0c564128c6342bd2f601e97f4518828a_img.jpg\) Resurrection Women Leader's Manual](#)
- [!\[\]\(5cb79a1c9acdf5d94bce345803852578_img.jpg\) Retreats Manual](#)

Tools for Leaders

- [!\[\]\(c6a8736a601a632e2c96605cf66055ed_img.jpg\) 2018-19 Program Book: Covenant Reminders for Engagement](#)
- [!\[\]\(64ef2b19d70b31fbbfce0e0e2aa3d7b4_img.jpg\) Hope and Hospitality: An Immigration Resource Guide](#)
- [!\[\]\(9ba1c633ca37327550476fd7d0d00348_img.jpg\) Resources for Racial Justice](#)
- [!\[\]\(9123a11efb62a56709757215846100c3_img.jpg\) United Methodist Women Welcoming Event Toolkit](#)

Mission Study Leaders' Guides:

- [!\[\]\(e27c4336460e9e6729a19580c0456728_img.jpg\) Women United for Change Leader's Guide \(English\)](#)
- [!\[\]\(1a140e8db538fd46d58af9f9540232fd_img.jpg\) Practicing Resurrection Leader's Guide \(English\)](#)
- [!\[\]\(5a658b86f2c8900a276c586c1f8f9f2f_img.jpg\) What About Our Money? Leader's Guide \(English\)](#)
- [!\[\]\(dde796100cc481a63a6f917e6942c754_img.jpg\) Embracing Wholeness Leader's Guide \(English\)](#)
- [!\[\]\(63a8f188d537bd691c8d94f41db6869a_img.jpg\) Missionary Conferences Leader's Guide \(English\)](#)
- [!\[\]\(499fe69158060e68a02a9089268949e0_img.jpg\) Covenant Community Participant's Guide \(English\)](#)
- [!\[\]\(c8aba30b21c2fae4d961d3c29bf22065_img.jpg\) Covenant Community Leader's Guide \(English\)](#)
- [!\[\]\(b5c199051809cfc34ae5dec3ec9d2866_img.jpg\) Climate Justice Leader's Guide \(English\)](#)
- [!\[\]\(e9cae8d4fa1ce243ac194a8add4b82b1_img.jpg\) The Bible and Human Sexuality Leader's Guide \(English\)](#)
- [!\[\]\(cc62fe1f274eeb176e71927d4522f091_img.jpg\) Latin America Leader's Guide \(English\)](#)
- [!\[\]\(065bc57f97b4bb5a4ce195dc8a8a390b_img.jpg\) Created For Happiness Leader's Guide \(English\)](#)
- [!\[\]\(0d030af95e670a94900800fc708efb5a_img.jpg\) The Call: Living Sacramentally, Walking Justly Leader's Guide \(English\)](#)
- [!\[\]\(712e5fc75eb586af16f0a1cb413fb475_img.jpg\) The Church and People with Disabilities Leader's Guide \(English\)](#)
- [!\[\]\(b357cb95e3258bae822a3c9df892833f_img.jpg\) How is it With Your Soul? Leader's Guide \(English\)](#)
- [!\[\]\(00255f5807d4769659fee838eef6824f_img.jpg\) Immigration and the Bible Leader's Guide](#)
- [!\[\]\(063d16f3ac1e746f86ce9724991399a3_img.jpg\) Leaving Home Finding Home: Children's Mission Study Leader's Guide](#)
- [!\[\]\(2aa5f8fa44241cb00d732be49faaf7bd_img.jpg\) Poverty Leader's Guide](#)
- [!\[\]\(1d46823fe8426857a1e0f9fdd32a1253_img.jpg\) The Roma of Europe Leader's Guide \(English\)](#)

Mission Study Supplements:

- [!\[\]\(b6d55d0b173caf9b2505126db01e6158_img.jpg\) Climate Justice \(English\)](#)
- [!\[\]\(12811766810e4126d2bed4d8c0808e60_img.jpg\) Latin America Supplement \(English\)](#)
- [!\[\]\(ef4c06c861a77cbd8cff5c2a4ca34233_img.jpg\) The Church and People with Disabilities Supplement \(English\)](#)
- [!\[\]\(80b05c8a80151a7cedd31bb12aa6add6_img.jpg\) Giving Our Hearts Away - Issue Update](#)
- [!\[\]\(7159d23aaf4c2a795c449ae2a2607801_img.jpg\) Poverty - supplement \(English\)](#)
- [!\[\]\(bca776874962dc22f2fd9e528c97c830_img.jpg\) The Roma of Europe Supplement \(English\)](#)

Please Note: Most UMW items have Spanish and Korean versions – also available for FREE download at the above link. You can see more information on the website.

Membership, Nurture and Outreach Coordination

Leader works actively to fulfill the Purpose and find creative ways to nurture current members and cultivate new members. She will:

- a. keep the Leadership Team informed about needs and concerns of membership;
- b. chair the Committee on Membership and recommend to the Leadership Team plans for membership cultivation;
- c. work with district mission coordinators or person responsible for membership nurture and outreach to organize new district and local units and receive information about units in jeopardy of going inactive and follow up with necessary intervention, nurture and support;
- d. serve as the contact person for district mission coordinators or those responsible for membership, nurture and outreach, as well as provide resources, conduct training at least annually, as determined by the Leadership Team, and promote data collection through the membership census and member profiles;
- e. work with the Leadership Team to become a supportive community, provide regular creative fellowship activities for the team and work with them to create and encourage mentoring strategies;
- f. include time and space for women to share their concerns and experiences with one another at gatherings of United Methodist Women members;
- g. stay in touch with and support members through life's joys and struggles;
- h. work with the Leadership Team to value the inclusion of women of different cultures and life stages; and
- i. serve on the other committees as determined by the Leadership Team.

Welcoming Event Toolkit

Devotion, fellowship and attention to the needs of women, children and youth are central to United Methodist Women's growth. Developing the membership of our organization means engaging ALL women; prospective, new and existing members all need nurturing.

A membership development initiative strives to involve local, district, conference and national levels, all working together, to create a welcoming space focused on potential members' interests, sharing United Methodist Women's work and building relationships. This toolkit is provided to guide you to radically welcome women in your community.

TO ORDER UMW MATERIALS, go to: www.umwmissionresources.org

myUMW

myUMW is an ONLINE tool. Members of United Methodist Women can complete the provided information fields; when finished you can print a personalized membership card.

United Methodist Women is a membership organization dedicated to mission with women, children and youth. All mission-minded women within and beyond The United Methodist Church are welcome. We are an open, Christian organization with ecumenical ties and connections around the world.

United Methodist Women will never share your contact information without your permission.

There's a neat video to show you how to do it.

Go to the National Website, look for this blue box...
Click on the box to go to the sign on page, watch the video and/or fill in the information. That's it!



myUMW:
Add your info,
& get your
membership
card

Education and Interpretation Coordination

Leader empowers women to understand, interpret and participate in United Methodist Women's mission with women, children and youth, and outreach of the church, as well as engage in raising funds for mission and outreach. She will:

- a. develop and promote strategies for engaging in and growing Mission Giving. Mission Giving funds the important work of collective mission outreach of United Methodist Women with women, children and youth around the world;
- b. understand and interpret United Methodist Women mission projects and concepts of mission including the changing roles of mission personnel;
- c. inform United Methodist Women members of transformative educational opportunities including Mission Studies, Mission Studies, local mission opportunities, Mission u, Leadership Development Days, Ubuntu Journeys and supply material resources for mission programs; and
- d. promote and utilize United Methodist Women print, online and audiovisual resources to tell the mission story.

<https://www.unitedmethodistwomen.org/members-leaders/responsibilities/education-interpretation>

Accessed: January 2018



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/Church/City: _____

Submitted by: _____ Office: _____

- * Made and met our **Pledge to Mission**. *
- Was a **Five Star Unit** by contributing through all five channels of Mission Giving.
- * Used the **Prayer Calendar** at every unit meeting. *
- * Used at least two programs from the **Program Book** for UMW during the year. *
- * Had at least two members subscribe to *response magazine*.*
- Had a regular **Response Moment** at circle/unit meetings where an article is highlighted.
- Had at least two members complete Plan I of the **Reading Program** and encouraged all members to participate.
- * Conducted or co-sponsored at least one **Mission Study** during the year. *
- Had at least one member, other than conference or district officers attend **the Conference Mission u event**.
- * Had at least one member, other than a conference or district officer attend a **district/conference training or spiritual growth event**.*
- Had at least two members, other than a conference or district officer, attend the **district and/or conference Annual Meeting**.
- 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: _____
- Had at least one member actively involved in the **UMW Action Network**.
- * Implemented the **Charter for Racial Justice** in at least one way.
Example: _____
- Participated in the **Campaign for Children** in at least two ways.
a: _____ b: _____
- Honored **God's Creation** (environment) in at least one way. Example: _____
- Helped address the **needs of women, children and youth** in at least one way.
Example: _____
- * Added at least **two new members** by reaching out to all women of the church. *
- Connected with the larger organization by inviting at least one **conference or district officer to speak at a meeting** during the year.

LOCAL UNIT UNITED METHODIST WOMEN

MISSION STUDY REPORT

Please complete one form for each study completed by your Unit.

Send form to: Name _____ **Email:** _____

Mailing address: _____

NAME OF CHURCH: _____

NAME OF STUDY: _____

NAME OF STUDY FACILITATOR: _____

DATE COMPLETED: _____ TOTAL HOURS: _____

STUDY DATES FROM (mm/dd/yy): _____ TO (mm/dd/yy): _____

TOTAL NUMBER OF PARTICIPANTS: Adults: _____ Youth: _____ Children: _____

PARTICIPATING UNITS): _____

WERE YOU THE HOST UNIT 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: _____

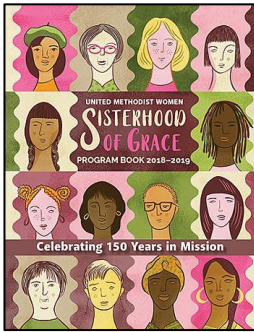
Phone: _____ **Email:** _____

UMW REPORTING AND FORMS

Reporting Dates: Local Unit Reports Submitted to District Officers

Local Officer Responsible	Report Name/Type	To Be Sent to District Officer/Name		Due Dates
Communications Coordinator	Newsletter Articles for "The Mission Call"	District Communications Coordinator	Jennifer Noel	3 times/year, as per email
Education & Interpretation Coordinator	Mission Today Annual Reports	District Vice President	Kim Wendt	Sept 20th
Education & Interpretation Coordinator	Mission Study Reports	District Vice President	Kim Wendt	Sept 15 th
President	Annual Census	- online -	- online -	March 30 th
Program Resources Coordinator	Reading Program Reporting Form	District Program Resources	Alice Naegele	August 31 st
Secretary	Contact information for unit officers and coordinators	District Secretary	Dottie Weiner	January 31 st and on-going
Social Action Coordinator	Charter for Racial Justice	District Vice President	Kim Wendt	September 1st
Spiritual Growth Coordinator	Names of deceased members for Spiritual Day Apart Memorial	District Vice President	Kim Wendt	January 31st
Treasurer	Rainbow Givers Forms	District Treasurer	Pat Necklen	January 31 st for previous year
Treasurer	1 st Quarter Report	District Treasurer	Pat Necklen	April 5 th
Treasurer	2 nd Quarter Report	District Treasurer	Pat Necklen	July 5th
Treasurer	3 rd Quarter Report	District Treasurer	Pat Necklen	October 5th
Treasurer	4 th Quarter Report	District Treasurer	Pat Necklen	December 10th

UMW PROGRAMS YOU SHOULD KNOW



Call to Prayer and Self-Denial

Building a Thriving Generation of Children and Youth Worldwide

This annual observance gives local and district units a chance to study and reflect on a particular theme each year and to designate funds for ministries related to the theme for the year.

This Year's Theme:

Every year, United Methodist Women's observance of A Call to Prayer and Self-Denial gives members and friends of local and district units an opportunity to reflect on the gospel of Christ, pray together and designate funds for ministry on a particular mission focus. In response to God's love and grace, offerings support mission with women, children and youth. This year, we focus especially on working for equal opportunities for children and youth and for their well-being.

In 2019, the offerings received from the Call to Prayer and Self-Denial observance will support programming and advocacy for children. Programs may include but are not limited to: Advocacy to end the school-to-prison pipeline, Anti-violence and child-protection programs, Afterschool and wraparound programs, Vocational livelihood training for refugees and vulnerable children and youth, Formal and informational workshops on healthy living, Equal access to education, Access to education and life opportunities for children with disabilities.

Mission Studies 2019

Each year, United Methodist Women members prepare for faithful living and action by studying mission studies. Mission studies are offered each year - a **geographical, topical, and spiritual growth** study. These studies motivate, inform, and enrich our commitment to global ministry. Local leaders are trained to lead one of the three mission studies through the **Mission u** program offered around the country. Those leaders, in turn, are able to lead mission studies in their local and district groups.

Spiritual growth: The Gospel of Mark

Geographic: Missionary Conferences of the U.S.

Issue study: What About Our Money?

Children's Study: Money Matters

Youth Study: Is It Just Money?

Special Publication: United Methodist Women Legacy

Mission u

For participants, Mission u is an opportunity to study current issues impacting society based on current mission study topics with particular attention to the responsibilities of women in fulfilling the mission work of the church. Participants grow in understanding the mission of the church in the current world context; conference events are open to members and non-members of United Methodist Women.

Mission u events also include: Worship & singing, Interest Groups around current issues, Mission Projects, Audiovisual presentations and Fellowship events.

2019 Mission u at Florida Southern College, Lakeland, FL

Conference Date: July 11-14

Dean Sharyn Ladner - sharynladner.umw@gmail.com

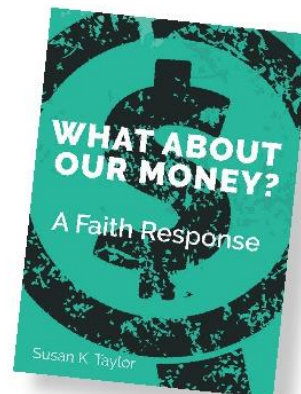
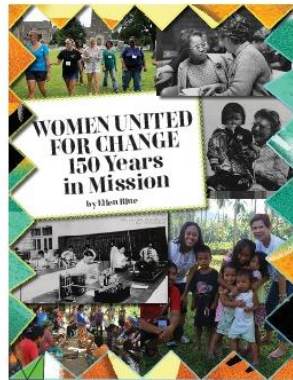
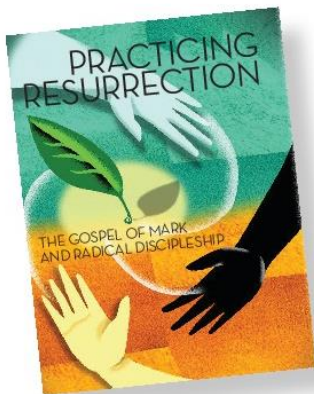
Assistant Dean: Donna Spear - donnaspear.umw@gmail.com

Website: <https://sites.google.com/site/flcumw/>

RADICAL DISCIPLESHIP—THEN AND NOW

Join United Methodist Women at Mission u 2019!

Take a deep dive into the Gospel of Mark, the topic of money,
and the inspiring story of women organized for mission.



THIS YEAR, OUR STUDIES ARE:

Practicing Resurrection: The Gospel of Mark and Radical Discipleship
by Janet Wolf (Additional studies on Mark for children and youth also available.)

Women United for Change: 150 Years in Mission by Ellen Blue

What About Our Money? A Faith Response by Susan K. Taylor

UMW Reading Program

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.

For almost 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.

The Reading Program Leads to Action!

The Reading Program is a study opportunity, but it should also lead to action. Here are a few suggestions to assist you:

1. **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.
2. **Host a program.** For example, a locally-sponsored program on climate justice could help the church and community explore ways to be better stewards of God's Earth.
3. **Organize.** You and your group can contact the Office of Community Action to work on social action plans for your local group and church.

To obtain resources for community organizing e-mail Carol Barton at cbarton@unitedmethodistwomen.org.

Action Suggestions:

- Encourage youth to read and review titles from the reading lists.
- Form an action team to take action on an issue addressed in one or more books.
- Start a reading group of adults and/or children or youth.
- Present book reviews of Reading Program books at United Methodist Women meetings.
- Take Reading Program books and issues of response to retirement and nursing homes and read regularly to residents.
- Inform parents, grandparents and others with children and youth that books for children and youth are available through the Reading Program.
- Let pastors, church leaders and Sunday school teachers know of the books available through the Reading Program.

Participation in the Reading Program

To participate in the Reading Program, select one of the four plans and when completed, report it to your local United Methodist Women secretary for program resources. Browse the books online or download the catalogs:

As you get started, your local secretary of program resources should:

- Help you get started in the Reading Program.
- Explain the Reading Program's procedures.
- Help you find the catalog at <https://www.unitedmethodistwomen.org/rpcatalog2019.pdf>
- Help you buy or borrow Reading Program books.

Contact the Reading Program Specialist

Brenda Thompson administrates the program and welcomes book recommendations, as well as questions and suggestions about the reading program.

e-mail: bthompson@unitedmethodistwomen.org

phone: 212-870-3733

When suggesting a book please include the title, author, publisher, date of publication and price.

Additional books I have read to complete PLAN _____ of the Reading Program are:

I have also read **response** and New World Outlook regularly.

READING PROGRAM PLANS

PLAN I

- 5 books each year.
- 1 from each category.
- Selections from the current reading lists if not included in previous reports.
- Regular reading of **response** magazine.

PLAN II

- 10 books each year.
- 2 from each category.
- Selections from the current reading lists if not included in previous reports.
- Regular reading of **response** and New World Outlook magazines.

PLAN III

- 15 books each year.
- 2 books from each category.
- PLUS 5 additional books from any category.
- Selections from the current reading lists if not included in previous reports.
- Regular reading of **response** and New World Outlook magazines.

PLAN IV

- 20 books each year.
 - 2 books from each category.
 - PLUS 10 additional books from any category.
 - Selections from the current reading lists :
- www.unitedmethodistwomen.org/readingprogram/plans. Regular reading of response and New World Outlook magazines.

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. For books on previous reading lists go to: umwonline.org/groups/readingprogram

www.umwmissionresources.org
800-305-9857

Processed chlorine free



United Methodist Women
WITH WORD - LOVE IN ACTION

READING PROGRAM

Reporting Form

Formulario de Información del Programa de Lectura

독서 프로그램독서 프로그램

BOOKS

www.umwmissionresources.org

1-800-305-9857

REPORT OF COMPLETION REQUIREMENTS

(Send completed form to your secretary of program resources or equivalent according to your conference's schedules.)

I have completed the required reading for PLAN _____. The books I have read are listed on the reverse side.

LOCAL UNIT	PRINT NAME
DISTRICT	ADDRESS
CONFERENCE	CITY, STATE, ZIP

Current Year _____	PLAN CHOSEN: I II III IV		
NAME: _____	Education for Mission	Leadership Development	Nurturing for Community
MISSION EMPHASES	Social Action	Spiritual Growth	response New World Outlook

Ubuntu Journeys

***Ubuntu: an African word and proverb meaning
"I am human because you are human."***

Ubuntu Journeys are unique, short-term mission service opportunities for United Methodist Women to interact with the world through mission partners. Ubuntu Journeys are about women of faith coming together through shared mission to address social issues and discover new ways of working together, supporting one another, and growing spiritually. United Methodist Women Ubuntu participants will expand their understanding of issues that impact the world and their community through mutual learning with women from other cultures. Each Ubuntu Journey connects women to women for a faith and mission opportunity that will:

- Witness love and struggle; share challenges and opportunities.
- Enhance cultural awareness; exchange ideas and skills.
- Learn where the United Methodist Women's Mission Giving goes to support more than 200 programs in 75 countries.
- Understand daily life with Methodist and United Methodist, grassroots and ecumenical sisters around the world.

Together with global sisters, United Methodist Women will share the human experience of worship, prayer and spiritual reflection to engage in mission that will cultivate faith, hope and love into action.

Ubuntu Journeys for 2019 Not Yet Announced – Check Nat'l UMW website

These were the Ubuntu Journeys for 2018

Bolivia

September 21-30, 2018

Theme: Live to Serve—Honoring our Methodist Heritage

For additional information, contact team leader Barbara Brooks at: brooksie_32@hotmail.com

Peru

October 10-17, 2018

Theme: Walking Together with God

For additional information, contact team leader Kevin Schaner at: schanerkevin@gmail.com

For more information about Ubuntu journeys e-mail:

ubuntu@unitedmethodistwomen.org

or phone: (212) 870-3719 with your name and contact information.

PUBLICITY AND PROMOTION

Share what is happening with United Methodist Women to engage members, inform others and involve newcomers. Events, meetings and news all should be shared with the wider community. There are a wide variety of media to help you do this.

Among Members

Use the United Methodist Women's bulletin board, email, phone trees, newsletter, Sunday bulletin, website or social media to share information and events with United Methodist Women members. You may want to share items like the following:

- Invitations to events.
- Meeting announcements.
- Meeting minutes.
- Opportunities.
- The monthly calendar.
- Information such as Action Alerts, educational opportunities, social actions or other items.

At Church

Use the church bulletin board, newsletter, Sunday bulletin, announcement time during service, website or social media to share what is going on with United Methodist Women. You may want to share items like the following:

- Invitations to events.
- Meeting announcements.
- Opportunities.
- The monthly calendar for the local organization.
- General information about United Methodist Women, Action Alerts, educational opportunities, social actions or other items.

In the Community

To share the work of United Methodist Women with your neighborhood, town or community, you can use a website, social media like Facebook or Twitter, flyers, banners, contact with local press (especially community announcement boards) or displays at local events. You might want to share items like the following:

- Invitations to events.
- Opportunities.
- General information about United Methodist Women, Action Alerts, educational opportunities, social actions or other items.

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. They may send a reporter or they may want you to send them a news release. In either case, it's a good opportunity to tell the story of mission to people outside your local organization and church. When writing a story or pitching it to a reporter, keep these things in mind:

- Who, what, when, where, why and how need to come at the beginning of the story.
- Tell why this is important to the community.
- Timeliness is everything. Old news is no news.
- News releases should be no longer than two double-spaced pages. Always include contact information for someone so the reporter can call for more information.
- Put the most important information at the beginning of the article.
- If the event invites or involves members of other United Methodist churches and United Methodist Women organizations, call your conference office and invite the conference communicator to write a story about the event.

OFFICIAL SOURCES OF INFORMATION

Annual Report, Organizational Handbooks/Constitution/Bylaws

Literature produced by United Methodist Women's National Office

United Methodist Women News, response magazine

Letters from United Methodist Women General Secretary

Mission Update, newsletter from United Methodist Women

Press Releases, Videos/CD's produced by United Methodist Women

United Methodist Women Program Book, Prayer Calendar

Book of Discipline, Book of Resolutions, Social Principles

Websites: General Church: www.gbkm.org; www.umc.org;
Florida Conference: www.flumc.org

 Unitedmethodistwomen.org

 facebook.com/UMWomen

 twitter.com/UMWomen

 pinterest.com/UMWomen

 youtube.com/UMWomen

 flickr.com/UMWomen

 umwmissionresources.org

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.



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