

FINANCE

THE LOCAL UNIT BUDGET

Developing a budget and recommending it to the unit each year is the responsibility of the Committee on Finance (or the Executive Committee in a unit operating with minimum structure). While the treasurer chairs this committee and is responsible for providing data and background for the committee's decisions, she should never have the sole responsibility for making the budget. The entire unit must accept the budget and the unit's Pledge to Missions, which is a significant factor in the budget.

The budget of the local unit should reflect the PURPOSE of UNITED METHODIST WOMEN. As an organization with a specific PURPOSE committed to the mission of the church, the unit should evaluate old budgets and establish new ones using these commitments as guides. Could a stranger who knows nothing about UNITED METHODIST WOMEN look at your budget and know why the organization exists and what it feels is most important?

The bylaws for UNITED METHODIST WOMEN describe three main categories for a unit budget (*Constitution and Bylaws*, Article VII, Sections 2 and 3, p. 18):

1. *Pledge to Missions*—this should include a line item for the total amount the unit expects to send as pledge through the district treasurer, plus any other undesignated gifts they wish to plan for (such as Missionary Support or Special Memberships). Such items as Special Memberships, Gifts to Mission, In Remembrance or Memorial Gifts and World Thank Offering may or may not be budgeted, according to the needs and customs of the unit.
2. *Administration and Membership Development*—this section should include those items which enrich the educational experiences and leadership capacities of the members and which are necessary for the functioning of the unit. Such items as program materials and expenses, representatives at the conference School of Christian Mission and other conference and district meetings and workshops, child care for meetings, postage and printing, etc., are appropriate within this category.
3. *Mission Locally*—this is the category of the budget that will vary most from unit to unit. It should contain items which enable the unit to be

involved in mission in its own church, community, district or even conference. Church Women United membership fees should be here, as should contributions to local missions programs, both in and by the local church, and ecumenical ventures. These might include such programs as assistance for youth of the church to attend special events, a community program for the elderly, a child care center housed in the church, a supplementary gift for a community center or mission school in the district or conference.

The local unit budget should not contain items which are the responsibility of the total church, such as the church budget or building fund, Advance Specials, or upkeep for the parsonage. UNITED METHODIST WOMEN, while they share in these responsibilities as members of the church, have additional and specific responsibilities as members of the organization which must be seen as the first priorities within their budgets. This will take slow and careful interpretation in those instances where custom and tradition have dictated otherwise.

Nor should the unit budget contain items which are the responsibility of members as part of the community, such as Boy and Girl Scouts, the United Fund, Red Cross. Such projects, while important, have other sources of support; the budget of UNITED METHODIST WOMEN must support programs and projects which are wholly dependent upon the organization for basic support.

There is no "right" proportion of the budget for the three basic categories. It is assumed that the largest portion will be for the Pledge to Missions. Tradition in some areas suggests that 60 percent of the budget of the unit should be Pledge to Missions. Some units will find that percentage too small; others, due to particular circumstances at a given time, may find it too large. The final decision must be in the hands of the local unit, which is most familiar with needs and capabilities.

Following is a **sample guideline for a local unit budget:**

Balance on hand December 31	_____
Estimated Income:	
Pledges	_____
Offerings	_____
Special events	_____
Other gifts	_____
Total Estimated Income	_____
Total (Balance on Hand + Estimated Income)	_____

Projected Budget

Undesignated Giving	
Pledge to Missions	_____
Special Memberships	_____
Missionary Support	_____
Total Undesignated Giving	_____

Administration and Membership Development

Program resources, literature, subscriptions	_____
Program expenses	_____
Child care for meetings	_____
Representatives at conference School of Mission	_____
Representatives at other conference and district events	_____
Postage, printing, etc.	_____
Miscellaneous	_____
Total Administration and Membership Development	_____

Mission Locally

Church Women United	_____
Ecumenical and community projects (list)	_____
Local mission programs (list)	_____
Other (specify)	_____
Total Mission Locally	_____
Total Projected Budget	_____

Total balance on hand plus estimated income should equal total projected budget.

AUTHORITY TO SECURE FUNDS

Local units of UNITED METHODIST WOMEN are given permission to "secure funds for the fulfillment of the PURPOSE" with the assurance that these funds "shall be disbursed only in accordance with its con-

stitution and by its order.” (*Discipline*, ¶ 256.4). Further, local units may secure and administer funds for these purposes:

- “1. pledges and other money for the programs and responsibilities of the Women’s Division to be directed through regular channels of finance of UNITED METHODIST WOMEN; and
2. funds to be used in mission locally, which shall include amounts for administration and membership development.”

While these funds belong to the unit, the *Discipline* directs each local unit to make an annual Pledge to Missions to be sent through district and conference channels to the Women’s Division. It says that “all un-designated funds channeled to the Women’s Division shall be appropriated by the division.”

MEMBERSHIP AND GIVING

Membership in UNITED METHODIST WOMEN is voluntary and is based upon the individual woman’s commitment to the PURPOSE. For most members one way of supporting the PURPOSE will be by making a personal pledge to the unit budget, but a pledge or financial gift is not a prerequisite for membership.

THE SUBGROUP AND FINANCE

There is only one treasurer in the local unit of UNITED METHODIST WOMEN and one treasury. While units with subgroups sometimes elect to pledge and to channel funds through the subgroups, the funds belong to the unit and are subject to the decisions of the unit. Each subgroup may have a representative on the unit’s Committee on Finance responsible for channeling funds to the unit treasurer. Subgroups should not have separate bank accounts. Any plan to raise or spend funds within a subgroup is subject to approval by the Committee on Finance. Funds raised belong to the unit.

THE COMMITTEE ON FINANCE

Membership, Committee on Finance	
treasurer, chairperson	mission coordinators
president	representatives from each subgroup
vice-president	others as named by the Executive Committee
secretary	

MISSION GIVING BY LOCAL WOMEN THROUGH THE WOMEN’S DIVISION OF THE BOARD OF GLOBAL MINISTRIES—1975

PERCENT	TYPE	AMOUNT
87.7%	UNDESIGNATED	13,565,478
4.7%	CALL TO PRAYER AND SELF-DENIAL	741,736
7.2%	SUPPLEMENTARY GIFTS	1,130,716
0.4%	BEQUESTS	6,433
100.0%	Total	\$15,444,363

In a unit operating with minimum structure, the Executive Committee shall function as the Committee on Finance with the treasurer serving as chairperson.

The Committee on Finance is responsible for determining how the funds of the unit and its subgroups will be secured, what the budget will be, how promotion and interpretation of needs will be handled, and in other ways assisting the treasurer in the performance of her duties. It is essential that this committee understand the money relationship to Christian witness and implementation of the PURPOSE of UNITED METHODIST WOMEN.

The duties of this committee are:

- to prepare the total budget of the unit,
- to receive from leaders requests for all anticipated program needs during the year so that these requests may be given careful consideration at a special group meeting of the committee when the budget is prepared,
- to recommend the budget through the Executive Committee to the unit for approval and adoption,
- to recommend, in cooperation with the Committee on Program, plans for financial interpretation and promotion and to assign responsibility to members of the committee, or someone named for this purpose, for implementation of such plans,
- to plan for interpretation within subgroups of the program and needs of the Board of Global Ministries,
- to study all requests for funds not included in the adopted budget in relation to total financial responsibility of the unit and make recommendation to the unit concerning the requests,
- to recommend plans for securing all funds to be spent locally or sent to the district and conference treasurer (The committee should carefully evaluate the manner in which funds are secured in relation to the spiritual growth of the members.),
- to encourage voluntary pledging by each member where possible,
- to make plans for coordinating the giving of members of subgroups within the total budget of the unit,
- to cultivate additional gifts such as annuities and bequests,
- to hold constantly before the unit the need for continued support through the Women's Division of programs that are of particular concern to women,
- to promote giving of special membership by the unit or individuals.

FUNDS

Undesignated Giving

1. The *pledge* of the local member is the amount she says she will give during the year to the budget of the local unit. It is the regular monthly offering which is intended to meet both the needs of people around the world through the Women's Division and local responsibilities of the group.

The *Pledge to Missions* is that part of the local budget which the unit itself determines will be its share of support for work outside its own community. This money is used through the Women's Division for the work of the general Board of Global Ministries in the National Division, World Division and Education and Cultivation Divisions as well as Women's Division. This Pledge to Missions is completely voluntary and wholly undesignated by the unit as to its use. (Designations for the expenditure of funds are made by the Women's Division on the basis of annual evaluation and review, requests from Education and Cultivation, World and National Divisions and new program development.)

2. *Other types of undesignated gifts* not included in the individual pledge or designated as to use are:

- a. Gifts from study made after a special mission study for some area of work included in the study.

- b. *Gift memberships* in honor of someone

Special	\$25.00 and 50.00
Honorary	100.00
Honorary Patron	300.00
Sustaining	500.00
Sustaining	1,000.00

- c. *Gifts to Mission*—minimum \$5.00 in honor of a child, youth or adult.

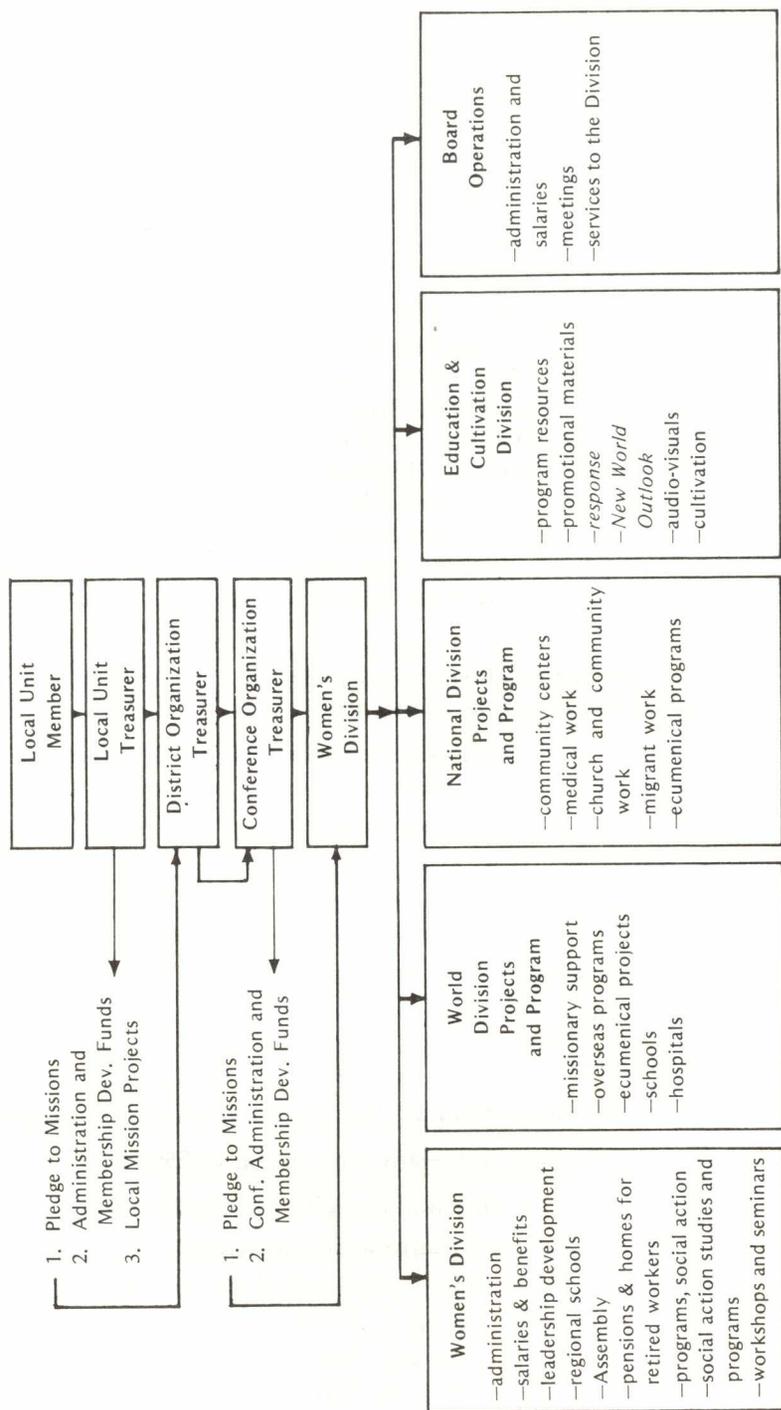
- d. *In Remembrance Gifts*—any amount up to \$50.00.

- e. *Memorial Gifts*—remembrance gifts of \$50.00 or more.

- f. *World Thank Offering*—channel for expressing thanks to God and providing extra money for the general mission program.

- g. *Missionary support*—units that wish to help support a particular person in mission may increase their Pledge to Missions on that person's behalf and record this gift on the special undesignated line

WHERE THE MONEY GOES



marked "missionary support" on the local treasurer's remittance form. A single gift of \$300 or more will be acknowledged by the president of the Women's Division. It is important to understand that these are undesignated funds *on behalf of* a specific person, and become part of the Women's Division budget.

Designated Giving

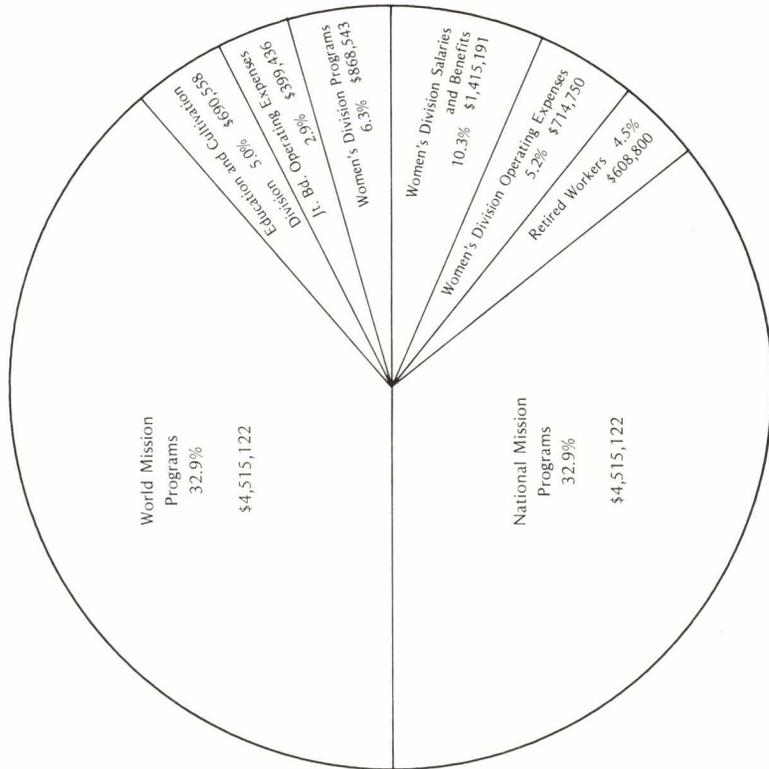
- Call to Prayer Offering**—an offering is received annually in connection with the observance of the Call to Prayer and Self-Denial. Gifts are divided equally each year between world and national missions for programs related to themes selected each year. The Call to Prayer packet each year contains descriptions of the themes and examples of types of programs to be funded within the themes.
- Supplementary Gifts**—gifts may be designated for a specific program or project of the World, National, Women's or UMCOR Divisions, or for Crusade Scholarships or the Magazine Fund. From time to time, the Women's Division approves special supplementary giving channels, such as "Women in Rural Development" and "Medical Care for Retired Missionaries and Deaconesses."
- Bequests**—gifts are occasionally given through individuals' wills, either for Women's Division appropriations or for specific mission programs. An often overlooked form of giving to mission, bequests are an important source of additional funds. UNITED METHODIST WOMEN should be encouraged to consider this way of sharing their resources.

ALL GIFTS DESCRIBED ABOVE, UNDESIGNATED AND DESIGNATED, ARE TO BE SENT THROUGH DISTRICT AND CONFERENCE TREASURERS TO THE WOMEN'S DIVISION.

Keeping the Channels Straight

To maintain a solid base of support for the mission programs of The United Methodist Church, a distinction between channels of giving for UNITED METHODIST WOMEN and channels of giving for the local church must be made. The Board of Global Ministries has three major sources of funds of its mission programs: World Service funds, Pledge to Missions from UNITED METHODIST WOMEN, and Advance Specials. UNITED METHODIST WOMEN, through their pledge giving, provided 40 percent of the income for the combined budgets of the Board in 1976. Their pledge gifts were the largest single source of funds. World Service funds provided 32 percent, Advance Specials 13 percent, and other sources 16 percent of the Board's budget.

Though women, as individual church members, have a responsibility to contribute to World Service. UNITED METHODIST WOMEN funds



Total - \$13,727,522

PH/11-76

should not be given to the local church to help with its World Service commitments. Not all World Service funds go to the mission programs of the Board of Global Ministries. World Service funds must support district and annual conference programs as well as all of the program agencies of the general church. Except for administration and membership development expenses at district and conference levels, Pledge to Missions funds sent to the district treasurer go to mission programs. Unless the channels of these two funds are kept separate, the work of the Board of Global Ministries will suffer.

Just as both The United Methodist Church and UNITED METHODIST WOMEN have an undesignated channel of giving (World Service for the church, Pledge to Missions for UNITED METHODIST WOMEN), so also each has a designated channel of giving. Advance Specials are "second mile" giving opportunities for the local church. Supplementary Gifts provide the same opportunity for UNITED METHODIST WOMEN to support specific mission projects beyond their pledge.

Fiscal Year

The fiscal year for UNITED METHODIST WOMEN, as for the entire United Methodist Church, is the calendar year, January 1-December 31. All funds for the work of the Women's Division must be forwarded through district and conference treasurers in time to reach New York on or before December 31.

BASIC RESOURCES

PRINTED MATERIALS

1. *Handbook for United Methodist Women.**
A basic organizational guide for the membership with specific helps for officers and for committees.
2. *Constitution and Bylaws for United Methodist Women.**
The official organizational guidelines and policies approved by General Conference and the Women's Division.
3. *response.* Subscription, \$4.00; single copy, 50 cents.
The official magazine for UNITED METHODIST WOMEN. Carries articles on current issues and mission involvements as well as program suggestions and organizational news.

*These booklets are extremely important for UNITED METHODIST WOMEN, and each local unit should have at least one set. Reference is made in this book to material in these booklets. They should be considered companion pieces.

4. *New World Outlook*. Subscription, \$4.00; single copy, 50 cents. Combination subscription price for response and *New World Outlook*, \$7.00.

The mission magazine published jointly by the United Methodist Board of Global Ministries and the United Presbyterian Church, USA. Keeps the church up-to-date on crucial mission issues in the United States and overseas.

5. *National Division Handbook of Programs, Projects and Relationships*. A list, by state, of each mission program or project within the United States with a brief description of each.

6. *World Division Handbook of Programs, Projects and Relationships*. Organized geographically, the book is descriptive rather than a listing of projects. Examples of programs or projects are included for most areas.

7. *Prayer Calendar*. A guide for sharing in daily prayer for the work and workers of the Board of Global Ministries. Includes names, addresses and birthdays for missionaries, deaconesses, as well as special prayers, scriptures, maps and items of interest.

8. *Annual Report, Board of Global Ministries*. The April issue of *New World Outlook*. The current report on the Board of Global Ministries' involvement in mission on six continents. Includes reports from each division and unit of the Board with descriptions of concerns and programs.

9. *Where the Money Goes*. A packet of finances including information sheets, charts and leaflets explaining how Women's Division funds are received and how Pledge to Missions monies are used in the programs of the Board of Global Ministries. Contains information about supplementary giving and other extra channels of giving and examples of projects which receive Women's Division funds.

10. *Corporate Responsibility*. A packet including articles from a variety of sources dealing with issues of stewardship and strategies for corporate responsibility and the investment of church funds for social change. Includes information about Women's Division investments and policies and guidelines for local groups with which to make a witness to the corporate community.

11. *Free Materials* are available on a variety of subjects. Many will be of special interest to treasurers on such topics as Special Memberships, World Thank Offering, Gift Annuities, Wills and Bequests, Women's

Division appropriations and Corporate Responsibility. Also available are interpretive pieces on mission programs of various types and in various parts of the world and on Special Emphases of Women's Division, such as "Women in Rural Development" and "Medical Care for Retired Missionaries and Deaconesses." Only cost is for postage and handling.

12. *Program Resources Book*.

An annual collection of program resources on a variety of mission concerns, including pledge service and other interpretive materials.

13. *Mission Study Materials* are published by the Women's Division and by Friendship Press for use with current study themes. Prices vary. Orders should be placed in the late spring.

AUDIOVISUAL RESOURCES

General interpretive films and filmstrips on mission themes are available for sale or rental. See the Service Center catalogue or write to United Methodist Film Service, 1525 McGavock Street, Nashville, Tennessee 37203. Many of these audiovisual resources are probably available from your Annual Conference resource center or audiovisual library. Check with your district or conference treasurer.

Filmstrips are available on each of the 1977-78 Supplementary Giving Emphases, "Women in Rural Development" and "Medical Care for Retired Missionaries and Deaconesses."

HUMAN RESOURCES

There are also human resources available. In addition to providing help themselves, district and conference officers of UNITED METHODIST WOMEN can suggest possible resource persons. District or conference mission coordinators of Christian Global Concerns can inform you on the availability of missionaries on furlough to act as mission interpreters. Participants in National Division programs may also be in your area.

INFOSERV. If you have questions which need a quick reply, call area code 800-251-8140, toll free. For a weekly tape about happenings at the Board of Global Ministries, call the same number and ask to hear "Dateline Global."

All printed resources are available from the Service Center, Board of Global Ministries, The United Methodist Church, 7820 Reading Road, Cincinnati, Ohio 45237. Consult current catalog for prices.

GLOSSARY

Advance Special: Designated giving program of the local church.

Administration and Membership Development Fund: The portion of the budget which provides funds for operation of the unit, promotion of the purpose and development of membership.

Bequest: A specified amount designated for missions in the will of an individual left to the Women's Division or a local unit.

Board of Global Ministries: The general agency of The United Methodist Church charged with the responsibility of mission outreach for the church.

Budget: Approved plan for use of funds.

Call to Prayer and Self-Denial: An annual, scheduled, local observance with a presentation of an offering for specific programs or projects approved by the Women's Division.

Conference: An organized geographical unit of The United Methodist Church for the purpose of administration.

Designated Gifts: Contributions with use specified (kinds of designated gifts of UNITED METHODIST WOMEN, i.e. Call to Prayer, Supplementary Gifts, Bequests).

Discipline: *The Book of Discipline* states the rules and regulations governing The United Methodist Church and all its agencies as approved by General Conference.

District: A defined geographical unit of the conference.

Division: Defined unit of the Board of Global Ministries and other program boards of The United Methodist Church.

Education and Cultivation Division: A unit of the Board of Global Ministries which interprets the work of the total Board.

Gift Annuity: An individual contribution to the Women's Division from which the donor receives income during lifetime.

Gifts from Study: (Result of Study, Action from Study) Undesignated gifts inspired by mission study.

Gifts for Missions: A kind of special, undesignated, extra giving for missions (minimum — \$5.00).

In Remembrance Gifts — Memorial Gifts: A kind of special, undesignated giving in the name of a deceased person (In Remembrance Gifts, \$5.00-\$50.00; Memorial Gifts, \$50.00 and over).

Love Offering: An offering received as an expression of deep concern for mission or as a response to a known need.

National Division: A unit of the Board of Global Ministries which administers mission programs in the United States, Virgin Islands and Puerto Rico.

Pledge: The amount of money a member of UNITED METHODIST WOMEN commits herself to contribute to the unit budget for the year.

Pledge to Missions: The amount of money the unit has approved to contribute for a year in support of missions which is sent through the district treasurer.

Public Accountant: A professional person familiar with standard bookkeeping procedures.

Remittance Blanks: Forms provided by the Women's Division for treasurers to use to indicate the amounts contributed in each category of gifts.

Special Memberships: The name of a program of the Women's Division which provides a way to honor someone by an undesignated gift in the name of the person to the mission program.

Subgroup: A smaller group within the organized unit with a defined function.

Supplementary Gifts: Designated gifts by an individual, subgroup or unit to a program of named project of the World, National, or Women's Division, or the United Methodist Committee on Relief.

Through Regular Channels: An expression used to indicate the flow of funds to the Women's Division from the local unit treasurer, to the district treasurer, to the conference treasurer, to the division treasurer.

UMCOR — United Methodist Committee on Relief: A unit of the Board of Global Ministries whose function is relief and rehabilitation on behalf of the whole church.

Undesignated Gifts: Funds for use as approved by the Women's Division (Kinds of undesignated gifts of UNITED METHODIST WOMEN, Pledge to Missions, Special Memberships, Gifts to Missions, In Remembrance and Memorial Gifts, World Thank Offerings, Missionary Support).

Unit: The term used when referring to the organization of UNITED METHODIST WOMEN in the local church.

United Methodist Women: The organized unit in the local church formed for a purpose as stated in its constitution.

Women's Division: A unit of the Board of Global Ministries which is the national policy-making and program organization of UNITED METHODIST WOMEN.

World Division: A unit of the Board of Global Ministries which administers mission programs around the world.

World Thank Offering: Undesignated gifts contributed in personal gratitude to express appreciation for all that is, in hope that others may have more for which to be thankful.

LEADERSHIP OF THE UNIT

PURPOSE OF LEADERSHIP

Leadership in a unit serves two basic purposes: carrying out the plan of work (the total program) of the unit and providing to many women in the unit opportunity for growth and development. Vital to the health of an organization is that the leadership be made up of representatives from all parts of the membership—young and old, employed and those not employed outside the home, and those with varying interests. This provides not only a representative group to make decisions about the program of the unit but provides opportunities for skill training for more women in the unit, for leadership development, and for growth in confidence and experience. If your unit is small, this may already be a reality, often out of necessity. If your unit is large, a more intentional effort will need to be made to ensure that this happens. Leadership is not simply rotated among the same few persons.

TIMING OF ELECTIONS

Every local unit of UNITED METHODIST WOMEN will elect such officers as it needs for carrying out its plan of work. The annual elections are suggested for September-October each year with persons actually taking up duties of their offices January 1. The two-to-three month intervening period provides time for leadership training, joint evaluation (outgoing and incoming elected leaders) of the past year and joint discussion of plans for the coming year.†

As indicated in Chapter Three, each local unit will determine its own structure and such leadership as needed to implement the PURPOSE. Units with subgroups will have leaders or chairpersons and others for designated tasks within each group as needed.

DESIGNATED, UNDESIGNATED AND APPOINTED LEADERS

Each person elected or appointed, designated or undesignated, needs to see the duties in relation to the PURPOSE of the organization and the responsibilities of the other elected leaders.

†See "How to Conduct an Election in a Local Unit," pp. 81-83.

Designated leaders are elected by the unit or appointed by the Executive Committee to carry out the program of the unit to implement the PURPOSE. (Term and tenure of elected leaders are dealt with in the chapter on nominations.) *Appointed leaders* may carry their responsibilities for an extended period of time or simply for the accomplishment of a short-term task.

Equally important to the life of each unit are the *undesigned leaders*, the members who simply see tasks to be done and set about doing them. In this sense, if the unit has become a truly supportive fellowship, each member is seen as a member-leader in carrying out some needed function on behalf of the whole.

Throughout the bylaws, there is emphasis on one officer working with another. The supportive mission team relationship can help each woman see her responsibility as being part of a whole and help her feel that more than one person is concerned and responsible for program development.

LOCAL UNIT ELECTED LEADERSHIP

President

The president has a task calling for executive ability, organizational knowledge and a gift for human relations. She is the coordinator of the mission team (Executive Committee) and works with them to implement the PURPOSE and to actively seek to advance all phases of the work of UNITED METHODIST WOMEN. To fulfill these responsibilities, she shall become informed through reading, study, discussion and participation in enrichment-training opportunities. She shall also become knowledgeable of the scope of the unit's concerns as stated in the constitution.

One essential part of her reading is *response*, the magazine for UNITED METHODIST WOMEN. Every president should subscribe to and read this program journal, not only for inspiration and for organizational helps, but also to keep informed on issues and concerns with which UNITED METHODIST WOMEN and other concerned Christians are dealing around the globe.

As president she will also receive automatically from the Service Center each year statistical reports and other related materials, treasurer's remittance pads to be handed to the treasurer, and other occasional mailings from the Women's Division. In order for this to happen, she should be certain that upon her election, her name and that of the secretary of program resources have been sent to **The Service Center, 7820 Reading Road, Cincinnati, Ohio 45237**, by the secretary of the unit.

The president must be a member of The United Methodist Church to qualify as a member of the Administrative Board, the Charge Conference and the Council on Ministries (*Discipline*, ¶ 248).

The president shall:

- preside at all meetings of the unit, its Executive Committee, and Administrative Committee if there is one (see pages 80-81 for further helps in conducting meetings);
- serve as an *ex officio* member of all committees except the Committee on Nominations;
- work with the secretary in formulating business agendas;
- sign with the secretary all orders on the treasury;
- sign official and legal papers;
- participate in and encourage participation of members in district and conference activities and enrichment opportunities;†
- be concerned that all elected leaders have opportunity for leadership development and enrichment experiences;‡
- work with other elected leaders in preparing reports;
- represent the unit in all meetings, or name a substitute, except where delegates have been elected by the unit;
- share with the Administrative Board and Council on Ministries the plans and programs of the unit.
- encourage members of the unit to participate and assume responsibility in the total congregational life and program.

The president is a member of

all committees of the unit except the Committee on Nominations
the Administrative Board of the local church
the Council on Ministries of the local church
the Charge Conference of the local church
the Adult Council (if one is organized)

†See pp. 70-72 for further details regarding training and enrichment opportunities.

‡This may mean planning for a local enrichment and training day. It will include urging participation in those events already planned by the district or conference officers. Elected leadership should be helped to understand the duties of the office and have a complete picture of the work of the unit for the year.

Vice-President

The vice-president also needs to understand fully the entire scope of the work of UNITED METHODIST WOMEN. She works closely with the president in understanding and interpreting all phases of the work. Her particular task is in the area of program as she seeks to coordinate, through the Committee on Program, programs of study and action which incorporate all four *mission emphases* and contribute to the fulfillment of the PURPOSE.

For details of the work of the vice-president, study carefully Chapter Two. The specific duties and responsibilities of the office and of the Committee on Program, which she chairs, are spelled out.

Secretary

The secretary needs to be familiar with the total work, program and organizational form of the unit in order to keep accurate records and to assist the president, other elected leaders and the unit in fulfilling the PURPOSE.

The secretary shall:

- keep accurate minutes of all meetings of the unit, its Executive Committee, and the Administrative Committee (if there is one);
- serve as custodian of all records and of such official papers as may be placed in her care;
- sign, with the president, all orders on the treasury and all official and legal papers, making certain each is properly dated;
- care for correspondence as directed and share with the unit and/or its Executive Committee letters addressed to the unit;
- keep an accurate up-to-date roll of membership and an accurate record of attendance;
- work with the president in preparing agendas for meetings of the unit and Executive Committee;
- report all recommendations of the Executive Committee to the unit;
- see that all meetings are publicized;
- send a list of elected leaders of the unit including addresses, zip codes and telephone numbers to the secretary of the district or-

ganization immediately upon their election; and send the name of the new president to the Service Center;†

- work with other elected leaders in preparing reports, evaluating the work and program of the unit in light of the PURPOSE and of goals set by the unit.

Treasurer

The treasurer should know the program of the Board of Global Ministries of The United Methodist Church, especially the responsibilities of the Women's Division in its wide mission outreach. Those persons who give money to the local unit want to know where their money goes, so the treasurer should be able to give that information.

The treasurer carries responsibility for handling all the funds (money) of the unit. In addition to handling money and keeping books she also provides leadership in helping the unit and all its subgroups know why money is needed to implement the PURPOSE. In these tasks a warm feeling for people and a sense of humor help a great deal.

The treasurer shall:

- present needs and opportunities for pledging of monies by members, giving special attention to members in subgroups who may not be present in the unit meetings;
- receive pledges and maintain records of payment;
- report to the unit during each meeting presenting interesting information about some phase of work and indicating the progress in meeting the total budget;
- make detailed monthly and annual reports of receipts and disbursements and account for all funds of the unit;
- have the treasurer's books closed and audited annually at the end of the fiscal year;
- present a copy of the audited report to the conference organization;
- guide the Committee on Finance in preparation of the budget for the unit;
- provide regular reports and information to all subgroups.

†If this has not been done in your unit, send the names of both the president and the secretary of program resources to **The Service Center, Board of Global Ministries, 7820 Reading Road, Cincinnati, Ohio 45237.**

According to *Constitution and Bylaws*, she shall also:

- receive and disburse funds on order of the unit and account for all funds of the unit;
- send all funds, except those designated for mission locally and for local administration and membership development, to the district treasurer for forwarding through the conference treasurer to the Women's Division. These remittances shall be made monthly or quarterly as the conference organization may direct (see Article IV, Section 2);
- serve as chairperson of the Committee on Finance or, in minimum structure, of the Executive Committee when it deals with matters relating to the Committee on Finance;
- work with the Executive Committee or Committee on Finance to arrange for plans to receive funds from individuals or subgroups on a regular basis (see Article VII, Section 4);
- make itemized reports to the unit at regularly scheduled meetings and make annual reports to the unit;
- send to the conference treasurer an annual, itemized statement of all funds, including local funds, as approved by the auditing committee of the local church;
- work with the unit to help the membership gain a clearer understanding of the work of the various divisions of the Board of Global Ministries for which the Women's Division has responsibility;
- interpret the need for financial undergirding by the unit of the program of mission outreach of various divisions of the Board of Global Ministries supported by the Women's Division (see Article II, Section 4, p. 7).

The treasurer is a member of:

- The Executive Committee
- The Committee on Program
- The Committee on Finance (chairperson).

Pads of remittance blanks are mailed annually to local unit presidents from the Service Center for use by the treasurer.

Chairperson, Committee On Nominations

The chairperson and members of the Committee on Nominations are charged with the nomination of all elected leaders of the unit. This re-

quires a clear understanding both of the duties of each elected leader and a knowledge of the skills, interests and potentials of the members of the unit, including experience and expertise of both employed and non-employed women.

The chairperson shall:

- study to gain an understanding of the program of the unit and the responsibilities of each office;
- develop plans to help members of the committee see their task as an ongoing one;
- provide information for the committee concerning vacancies that need to be filled;
- seek to discover new leadership from within and from outside the unit;
- function as a member of the Executive Committee in assuming general responsibilities as requested.

In addition to the above, study carefully the chapter on nominations for greater details regarding the task.

Mission Coordinators

Basic to the program of every local unit are the four *mission emphases*: Christian Personhood, Supportive Community, Christian Social Involvement, and Christian Global Concerns. Though listed separately, they are seen as part of the whole—the totality and oneness of our mission.

In a unit operating with minimum structure, the Executive Committee will assume and/or assign responsibilities for these four *mission emphases*. In a unit operating with expanded structure, persons will be elected especially to work in one or more of the mission areas. Such persons are called mission coordinators. Whatever the structural form, it is essential that the persons available for the four *mission emphases* work together closely and as part of a larger mission team, the Executive Committee. Only if this happens can there be real coordination of mission.

Certain responsibilities are common to all mission coordinators. In addition, each has specific tasks and responsibilities. Referring to common responsibilities, each mission coordinator shall:

- serve as an integral part of the mission team (Executive Committee) to enable members of the unit to fulfill the PURPOSE and coordinate the task of mission;

- assume responsibility for personal preparation related to her area of mission emphasis through study, reading, group training opportunities;
- utilize varied resources including the publications *response* and *New World Outlook* and audiovisual materials;
- be a member of Committee on Program and Committee on Finance;
- relate to the appropriate work area chairpersons and/or Commissions of the Council on Ministries in the local church;
- cooperate with Church Women United and other groups with related concerns;
- maintain contact with the corresponding district mission coordinator;
- discuss with the Executive Committee the need for a committee to work with the coordinator;
- share in the evaluating and reporting responsibilities of the Executive Committee.

As you work you may discover other common responsibilities necessary for the mission team (the Executive Committee, including the mission coordinators) to fulfill its task. For details regarding the work of each mission coordinator and the interrelatedness of the mission task, see Chapter Two.

The Secretary Of Program Resources

The secretary of program resources has a key role in helping members and elected leaders of the unit to become aware of and secure resources to fulfill the mission task. It is important that she take initiative at this point, as well as respond to specific requests from others in the unit and on the Executive Committee. She shall:

- acquaint herself with available printed and audiovisual materials;
- maintain familiarity with program resources and organizational tools of special interest to elected leaders and promote use of current materials describing the work of the Board of Global Ministries;
- share resources with elected leaders and members of the unit;
- interpret and promote the magazines *response* and *New World Outlook*;
- keep up magazine subscription lists (securing new subscriptions and renewals);

- assist the Committee on Program with program formulation and implementation;
- carry responsibility, along with the mission coordinator for Christian Personhood, for promotion of the Reading Program;
- order materials as authorized by the Executive Committee;
- notify Service Center if there is a change in the secretary of program resources in the unit;
- work with other elected leaders in preparing reports.

Each year the secretary of program resources should receive from the Service Center the following:

1. Call to Prayer and Self-Denial packet for use by those responsible for planning the Call to Prayer Quiet Day observance — usually the mission coordinator of Christian Personhood working with the treasurer (November or December, for use during first quarter of following year)
2. Service Center catalog
3. Reading Program list
4. Renewal notices for the magazines (*response* and *New World Outlook*) with promotion letter.

To be sure that these are received, as soon as elections are held in the local unit it is essential that the secretary of program resources send the name and address of the new secretary of program resources to **The Service Center, Board of Global Ministries, 7820 Reading Road, Cincinnati, Ohio 45237.**

The secretary of program resources is a member of
 the Executive Committee
 the Committee on Program.

Chairperson, Committee On Membership

The chairperson of the Committee on Membership shall actively assist in fulfilling the PURPOSE. Working with others of the committee she shall:

- maintain regular contact with all members of the unit;
- help to interpret the role and responsibility of the women's organization so that membership is seen as an opportunity for personal growth and fellowship, involvement in mission outreach, and service and participation in meaningful study and action;

- relate to the members of the unit and to other members of the church in order to enlist new members from among women of the church and the community.

The chairperson is a member of the Executive Committee. She shares with the committee the concerns and needs of women as she has experienced them in her contacts. As a member of the committee, she shares with other elected leaders in evaluating the program of the unit and in preparing reports (see also Chapter Eight, Membership).

Other leaders may be elected for the future expansion of specific areas or needed services for carrying out the PURPOSE of the unit.

OPPORTUNITIES FOR SKILL TRAINING/STUDY/ENRICHMENT

The following are some of the opportunities available for the elected leaders, and in many cases for the members of your local unit for skill training, study and enrichment. Still others may be available in your district or conference. If you have identified an additional need for assistance in a specific area in your unit, make that need known to your district Executive Committee or to the Women's Division staff member assigned to your region.

Conference Schools of Christian Mission

Schools of Christian Mission are the strongest program link of the total women's organization. They are vital to every elected leader in the unit and a key opportunity for growth for other members as well. Initiated in the early 1900's by the Woman's Home Missionary Society, the plan has grown and spread through every conference. The number of schools and mission events changes annually, but at least one school of mission event is held in every conference. Attendance, which is reported in *response* annually, numbers more than 25,000 women and men who participate in these events each year.†

Officer Training Days

The pattern and name for these skill training opportunities varies greatly from district to district and conference to conference. One fact is the same in each case. They are essential in providing needed informa-

†For an interesting commentary on the Schools of Mission, see Appendix II, "Are Schools of Mission Schools?"

See also *United Methodist Women: In the Middle of Tomorrow* by Barbara Campbell, pp. 156-157.

tion and helps to better accomplish your tasks as elected leaders, individually and as a mission team. These are usually conducted by members of your district Executive Committee, often in cooperation with conference and, occasionally, division leadership.

District and Conference Annual Meetings

Each year the district and conference organizations of UNITED METHODIST WOMEN hold an annual meeting with "a program designed to meet the needs of the women in the district/conference in harmony with the PURPOSE and with the plans and responsibilities of the ... organization and of the Women's Division" (Article VI, district and conference bylaws). Officers and other elected leaders are also elected at this time according to the plan of the district/conference. Necessary business is taken care of and pledges are made for the next year. It is important that as many elected leaders and members of each unit attend as possible each year:

- to keep the connectional links strong,
- to gain a broader understanding of the full scope of the program and mission task of UNITED METHODIST WOMEN,
- to share in a time of inspiration, expanding mission concepts, and fellowship with others across the district and conference, and
- to become acquainted personally with the district and conference leadership in your area.

Retreats/Enrichment Days or Weekends

Most conferences provide some opportunity each year, through widely varied patterns, for

reflection and contemplation

renewal

inspiration

renewed commitment to action.

These vary from small group events to conference-wide experiences. Each offers another important means of fulfilling the PURPOSE.

The Reading Program

This excellent opportunity for expanding concepts of mission, spiritual boundaries and understandings of our Christian responsibility in the con-

THE MISSION TEAM

(Executive Committee)

The Executive Committee	
president, chairperson	conference/district Executive Committee members
all other elected leadership	jurisdiction Core Planning Group members
chairpersons, committees/leaders of subgroups	pastor
member of Women's Division	others determined by Executive Committee

FUNCTIONING AS A MISSION TEAM

In order to coordinate the totality and oneness of the mission task, it is essential that each elected leader, as well as each other member of the Executive Committee, be thoroughly familiar not only with her own job but also with the PURPOSE and the total program as well. It also means working together as a total group to really coordinate the mission task. This will require adjusting meeting schedules with each member of the team in mind to allow for maximum participation and to ensure that no member is consistently excluded because of the times of meeting. In functioning as a mission team, the Executive Committee shall:

- set goals for the unit and evaluate progress towards planned objectives and goals (this includes completing the evaluation reports);
- assume and/or assign responsibilities for all basic functions and mission emphases;
- discuss information and guidance materials found in *response*;
- receive and act upon (or submit to the unit for action) reports submitted by elected leaders, committees, task groups or other subgroups;
- consider future plans and projects, and submit recommendations to the unit for action (this includes plans of Church Women United and other related ecumenical groups as well as plans relating to the unit and the local church);

temporary world is open to each individual member. The annual listing of recommended books, with some explanation of the program, appear in the December issue of *response*. In addition, a separate brochure is printed annually giving more details about the program and offering various plans for participation. The local secretary of program resources automatically receives a copy of this brochure; more are available from the Service Center upon request with only postage being charged.*

Specialized Seminars/Workshops Around a Given Issue

No one pattern for these prevails throughout the conferences and districts. Examples include:

- program planning workshops
- legislative training seminars
- financial promotion events
- child advocacy workshops
- seminars on human sexuality
- Law of the Sea conferences
- international affairs seminars.

Participation patterns in these are often designated. Be alert to opportunities in your area.

*The Service Center, Board of Global Ministries, 7820 Reading Road, Cincinnati, Ohio 45237.

- recommend the total budget to the unit for adoption;
- transact interim business;
- provide training opportunities for elected leaders;
- maintain contact with the elected leaders of the district Executive Committee;
- fill vacancies that occur *ad interim*, upon nomination of the Committee on Nominations, submitting the action to the unit for confirmation;
- in a unit with minimum structure, assume responsibilities otherwise assigned to other committees in an expanded structure (Committees on Program, Finance, Membership, etc.).

RESPONSIBILITY FOR ADMINISTRATION

The Executive Committee is responsible for the *administration* of the work of the unit—seeing that it gets carefully planned, carried out and evaluated. To do this it:

1. provides opportunities for the unit to fulfill the PURPOSE of UNITED METHODIST WOMEN. Such opportunities include plans for work within the unit itself. They also include encouraging and making possible participation in enrichment/skill training events such as are detailed on pages 70-72.
2. oversees the work of the unit in fulfilling the PURPOSE
3. develops and follows a process of planning/implementing/evaluating to accomplish 1 and 2.

GETTING THE WORK DONE

Goal Setting

Goal setting means the description, coordination and adoption of goals for action for getting the job done. The following process or exercise shows how to state a goal in response to a need, issue or problem so as to identify clearly four components:

the persons to be involved

what action or behavior is intended

the deadline for achievement

the degree of intended achievement.

To put it another way, each goal should state clearly who is involved and who is responsible to see that it is carried out. Our goals need to be specific enough so we can see them clearly. They need to be defined well enough to allow us to know when we have reached them. Each goal should have a deadline so we will know how to schedule our work. Our goals must be large enough to inspire us. But they must not be so abstract that we don't know what to do about them.

Steps in Stating Action Goals†

1. Examine the issue; identify it generally and describe it in terms of the problem and the hope. For instance:

Problem
Many members of United Methodist Women feel removed from mission and resent its impersonality.

Hope
That members will begin to identify with places where mission is happening and feel involved.

You will recognize that those statements are quite abstract. Before you could plan specific programs to deal with the issue, you would need to set more concrete goals for action.

2. Develop four specific goal components. An example of one component for a possible action goal related to the above issue is in the upper part of each box below. After studying these and the suggestions at the left, write in the lower part of each box your own example for each component of a quite different action goal for the above issue. Use your imagination.

Who? For whom, with whom, and by whom is the action intended?

Members of United Methodist Women in local units.

What? What sort of behavior/action will be going on when goal is reached? What will have changed? Use specific verbs which describe concrete actions.

Increased involvement in mission through gifts, direct action in local programs, and serious study of mission issues.

† Adapted from brochure of Board of Discipleship (Division of Education, Section of Local Church) — 1969.

By when? By what date is the goal to be accomplished?

By December 31, 1977.

To what extent? How many? How much? Not all goals lend themselves to measurement. But planning and evaluation will be greatly aided wherever we can set such specific targets in advance.

-30-40 women
-pledge to missions increased by 10 percent in 3 units involved
-involvement in local mission
-one six-week mission study

3. Develop the action as a single statement by coordinating the components.

By December 31, 1977, 30-40 members of local unit will have increased their involvement in mission by raising their pledge to missions for 1978 by 10 percent, have participated directly in local mission programs, and held at least one six-week study of mission issues.

In a similar way, see if you can gather up the components you listed in step #2 into a single action goal here:

Examine another issue or need in your unit and formulate an action goal by going through the same steps:

Problem

Hope

Who?

What?

By When?

To What Extent?

Describe your action goal.

Follow the same process in establishing other action goals for your local unit of UNITED METHODIST WOMEN for each year as you seek to implement the PURPOSE.

Steps to Accomplish Goals

Identify the specific steps (plans, strategies) by which you hope to accomplish each goal.

Evaluation and Reporting

Evaluation is an essential step in or follow-up to the goal-setting process. On a regular basis the mission team needs to evaluate individual programs or events as well as the total work of the unit to see how well they have accomplished the goals set and fulfilled or implemented some phase of the PURPOSE. In order to help in this process and to give direction to all parts of the organization for future program, evaluation and statistical reports are received each year by your local unit. These are to be completed by the Executive Committee and utilized and sent in as directed on the forms.

The evaluation and statistical report forms are designed to reflect the total work of the local unit. These tools are essential both for the unit and the total organization. They facilitate the work of the unit by providing a continuing process for assessing effective or ineffective program elements. They are a vital communication link for informing the various organizational units of the accomplishments and needs of the membership. The pattern of reporting is under continuing review.

WORKING THROUGH COMMITTEES

Much of the specific work of implementing the goals of the unit is accomplished through its various committees, the Committee on Program, Committee on Finance, Committee on Nominations, Committee on Membership, as well as other committees that may be determined by the Executive Committee.† There is much overlapping membership except for the Committee on Nominations. If your unit is operating with a minimum structure, the Executive Committee serves as the Committee on Program and the Committee on Finance. To work most effectively, it is important that the task(s) or focus of a given meeting be clearly identified (program, budget concerns, planning) and that the appropriate elected leader chair that meeting or portion of it related to her officer responsibility.

Two notes of caution related to committees:

1. Be sure that enough committees are at work to accomplish the job.
2. Avoid forming another committee if an existing one is capable of or responsible for doing the job.

†The specific tasks of each of the committees named above are spelled out elsewhere in the *Handbook*.

HOW TO CONDUCT A BUSINESS MEETING

The following material refers particularly to a business meeting of the total unit or of the Executive Committee. If you are meeting as another committee to accomplish business related to that committee, adaptation will need to be made accordingly. If yours is a very small group, you may wish to operate on a much more informal basis. However, a knowledge of and familiarity with parliamentary procedure is important for being able to accept leadership in the life of the total church or in the organization beyond the local unit.

The arrangements of room, atmosphere and opening moments are very important. In these days of crowded schedules, women often come to a meeting tired and hurried, not quite in the mood for active participation. Careful preparation will overcome many such handicaps. The room should be in order and attractively arranged with some attention paid to proper ventilation. Friendly hostesses should be on hand to greet the women and create an at-home feeling.

Promptly at the stated hour, the presiding officer calls the meeting to order:

Order of business

1. Call to order
2. Reading and approval of minutes
3. Communications
4. Report of treasurer
5. Reports of other elected leaders and secretaries
6. Reports of committees and/or subgroups
7. Unfinished business
8. New business
9. Adjournment

The Conduct of Business: Parliamentary Procedure

The use of the language of parliamentary procedure has been called "the good manners of a meeting." Its rules are based on five cardinal principles: justice, courtesy, good order, guarantee of rule of the majority and protection of rights of the minority. A successful meeting depends as much upon the individual members as upon the presiding officer.

To have a meeting drag is a waste of time and is extremely hard on the presiding officer. Train yourself to respect your own opinions. Express them concisely. Offer them for what they are worth in a general dis-

cussion. Make motions, second motions and carry on discussions promptly.

Business may be introduced by means of a motion. Discussion is carried on by members, one at a time, who address the chair, await recognition, state their opinion and reasons concisely. The president does not discuss issues.

The motion is put by the presiding officer when discussion is over: "The question is (whatever the motion may be); those in favor please say aye, those opposed no." *The opposing vote must always be called for even though the affirmative vote may have seemed to be unanimous.* The presiding officer then declares the outcome of the vote.

In the case of a matter where the course of action seems to be clear, a motion may not be needed; the chairperson, instead, uses the words, "by common consent" or "if there are no objections."

Reports that contain information for the minutes should be made in writing and given to the recording secretary for the record of the unit. The customary report, unless containing recommendations for action, are simply passed to the records by the statement of the president that if there is no objection, the report is accepted and will be included in the minutes. If a report contains recommendations, a motion, to adopt, to amend or to refer is in order.

A motion to adjourn must be made, seconded, voted upon, the result announced and the meeting declared adjourned. The presiding officer may secure the vote by silent consent: "If there is no objection, the meeting is adjourned."

How to Conduct An Election In A Local Unit

The bylaws for UNITED METHODIST WOMEN in the local church provide for a Committee on Nominations. This committee presents nominations for all officers, secretaries, chairpersons of committees and members of the Committee on Nominations.†

1. The Committee on Nominations is elected as specified in the bylaws.
2. The president asks for the report of the Committee on Nominations. It is given by the chairperson of the committee. There should be no motion for acceptance of the report. The president simply thanks the chairperson and the members of the committee for the report.

†See also "Timing of Elections," p. 61.

3. The president then asks for any nominations from the floor. She may call each office by name and ask for any further nominations for each office.
4. To close the nominations, the president may:
 - a. Ask if there is a motion to close the nominations; the motion is made and seconded, put to a vote, following which the president declares the nominations closed.
 - b. As the presiding officer, declare the nominations closed by stating, "Hearing no further nominations, I declare the nominations closed."
5. Where the bylaws do not specify how the voting is done, the president asks the members how they wish to vote. A motion is made and seconded that the voting shall be by acclamation or voice vote or by written ballot. The motion is put to a vote, after which the president announces, "We will vote by _____" (according to how the motion was made).
6. The voting proceeds according to the method that has been chosen, after which the president declares the nominees elected for offices named.
7. When the bylaws specify how the voting is to be done, they will indicate:
 - a. The usual method of taking a vote for nominees is acclamation or by voice vote.
 - b. Other methods of voting for nominees are by rising, by response to a roll call of the members, or by ballot.
8. If it is required to vote by ballot, the procedure is as follows:
 - a. The nominees are voted upon in the order in which they have been nominated.
 - b. The president appoints the tellers who are to see that only eligible members vote.
 - c. The tellers distribute the ballots if they have been printed in advance, or they pass out blank pieces of paper on which members may write their vote. It is always helpful to have the names before the group if there is more than one name to be voted on. Names may be written on blackboard.
 - d. Collect the marked or written ballots.
 - e. Count the ballots.

- f. The report of the voting is given by the teller who was first named by the president. Following is an example of a report.

Number of votes cast	29
Necessary for election	15
Ms. A	18
Ms. B	10
Defective or illegal	1

- g. The teller then hands the written report to the president without saying who is elected.
- h. The president reads the report and declares the elected.

RESOURCING THE COMMITTEE

File for Elected Leaders

*File for
Elected
Leaders*

An adequate plan of filing means that information, materials, resources and tools are readily available. Periodic checking is necessary to keep a file up-to-date.

A loose-leaf binder provides one convenient way to keep basic materials at hand. The *Handbook, Constitution and Bylaws*, and *Manual for Treasurers* are punched to fit a binder. All have essential information for elected leaders and committee members.

Each elected leader, committee chairperson and subgroup leader will need a file adequate to meet her needs as an able leader. A good filing plan serves both the one using it and her successor. A file has increasing value as the one using it adds materials she prepares and accumulates. Enrich your file by making it your own with materials related to your job. Try making your own.

Some suggested items in addition to the *Handbook* and *Constitution and Bylaws*, include:

Annual Report, Board of Global Ministries

To Fulfill the Mission Task: 1976 Report of the Work of the Women's Division

Service Center Catalog

minutes and reports

correspondence

records related to work as an elected leader

materials from district and conference elected leaders

a schedule of fixed meeting dates

notes for successor

response

New World Outlook

personal notes or work copies of evaluation reports.

When preparing a file for your successor, make sure that outdated materials are discarded. Plan to discuss the materials with her if she feels it would be helpful. Give the file to her as soon after her election as possible.

Human Resources

Human Resources As an elected leader, find out as soon as possible who your counterpart is in the district organization of UNITED METHODIST WOMEN. She is your "immediate link" to more information about your job and about the organization as a whole.

Many other resource persons could be named: conference or jurisdiction officers of UNITED METHODIST WOMEN, members and staff of the Women's Division and countless others. However, the first step is getting to know and to work with the district mission team.

ADMINISTRATIVE COMMITTEE

An administrative committee of five to seven persons may be constituted by the Executive Committee from its membership. Its functions are limited in scope and outlined in the bylaws (Article III, Section 5). The president serves as chairperson.

RELATIONSHIPS WITH THE LOCAL CHURCH

Membership and Working Relationships The president is, according to the *Discipline*, a member of the Charge Conference, the Administrative Board and the Council on Ministries in the local church. In this capacity, she participates fully in the decisions about the total life and work of the church. She is a vital communications link between the unit and these total church organizations.

In addition, the work and content of the *mission emphases* and other parts of the unit's program relate closely to the various work areas and/or committees of the church:

Christian Personhood—Worship and Ministry

Christian Social Involvement—Church and Society

Christian Global Concerns—Mission

Treasurer—Finance, Stewardship

to mention only a few. Be alert to places where UNITED METHODIST WOMEN carrying such responsibilities need to be a part of the total church group to share insights and understandings.

United Methodist Women and the 1976-1980 Missional Priorities

The 1976 General Conference voted three major missional priorities for the 1976-1980 quadrennium:

1. World Hunger
2. Strengthening Ethnic Minority Local Churches
3. Evangelism, with a special emphasis on a responsible increase in church membership.

All three of these priorities have been and continue to be, with increased emphasis, priority concerns of UNITED METHODIST WOMEN.

World Hunger: The specific response of UNITED METHODIST WOMEN to the concerns of World Hunger has been in attempting to deal with the root causes of hunger through:

1. the special supplementary gift channel, "Women in Rural Development—Land, Labor and Water."
2. Suggestions (Action/Education Opportunities and Financial Opportunities) for UNITED METHODIST WOMEN in response to World Hunger in the brochures "A Cry For Bread and Justice."*

Other members of the organization have chosen to give supplementary gifts through other direct appeal channels for alleviation of immediate hunger needs.

Strengthening Ethnic Minority Local Churches: Membership-leadership that reflects that inclusiveness—elimination of racism throughout the total program and structures of UNITED METHODIST WOMEN; these objectives of the Women's Division and of UNITED METHODIST WOMEN were highlighted last quadrennium. The leadership for the new quadrennium has affirmed the need for even greater efforts during the next four years to make them a reality and thereby undergird the second major missional priority of the church. Included in these efforts will be:

*All three brochures, giving more detail about these programs are available, free for postage, from **The Service Center, Board of Global Ministries, 7820 Reading Road, Cincinnati, Ohio 45237.**

NOMINATIONS

*Membership
and
Elections*

The Committee on Nominations, including the chairperson, is elected by the unit upon recommendation of the Committee on Nominations. The chairperson is a member of the Executive Committee.

Membership on the committee is for a three-year term. The chairperson of the committee serves for one year of that time. Assigning members of the committee to classes is a means of establishing an automatic rotation system.

The number of persons to serve on the local committees is determined by each local group. Three to five persons are suggested for the committee. In small groups that will be a sufficient number; in larger groups it may prove helpful to enlarge the committee. In a unit with minimum structure, the committee will function with whatever adaptations of organization the unit has agreed upon.

*Functions/
Responsibilities*

The committee nominates:

- all elected leadership,
- chairpersons of committees (unless otherwise specified by bylaws),
- Committee on Nominations, including the chairperson, leaders of ongoing and short-term groups—circles, task groups, special interest groups—as requested by the Executive Committee,
- persons to fill vacancies between elections.

The Discipline (¶ 248) provides for the president of UNITED METHODIST WOMEN to be a member of the Charge Conference, Administrative Board, and the Council on Ministries.

The flexible structure of local congregations provides for work area chairpersons. Work Area Commissions may be organized in churches where the size of the church and the extent of the program indicate such a need. Authorization for such groups comes from the Council on Ministries. Membership of other elected leaders of the unit on particular commissions or committees is not automatically authorized but should be considered if such groups are being named. The chairperson of the Committee on Nominations of the unit will need to be alert to such possi-

1. Working with Committees on Membership and on Nominations toward thinking and acting inclusively.
2. Ensuring increased ethnic minority leadership in all areas of the life of the organization.

Evangelism (emphasis on increased membership): At the very heart of the PURPOSE of the organization of UNITED METHODIST WOMEN is the commitment “to know God and to experience freedom as whole persons through Jesus Christ” ... and to “expand concepts of mission through participation in the global ministries of the church.”

Membership concerns and enlistment of new members willing to commit themselves to the PURPOSE are important elements in the program of UNITED METHODIST WOMEN. Even more central is the ongoing commitment to evangelism as witnessing to the wholeness of life in Jesus Christ, not only in word, but also as the Gospel is lived out on the side of the poor and the oppressed.

In addition to these specific responses, UNITED METHODIST WOMEN, through the Pledge to Missions, support the work of World and National divisions as they relate to the missional priorities.

ilities and possibly confer with the chairperson of the Council on Ministries to make such suggestions.

Liaison relationships may be established between specific mission coordinators of the unit and work area chairpersons and commissions of the local church. For instance, Christian Global Concerns can relate to the work area on mission, Christian Social Involvement to Christian Social Concerns.

The Setting in Which the Committee Functions

The task of the Committee on Nominations in the local unit is of primary importance because the committee has much to do with determining the effectiveness of the work of the unit through the leaders it proposes for election. The members of this committee are charged with the task of discovering and calling women for leadership responsibilities through the channels of UNITED METHODIST WOMEN. The unit, through study, fellowship and outreach experiences, affords women opportunities to grow as Christians and to become more responsible Christian witnesses and leaders.

The committee's task is to further the work of the people of God in the world and to offer individuals opportunities for Christian service in specific ways, not just to find persons to fill offices in the unit. A committee charged with these responsibilities will seek God's guidance and sustaining power for this specific task as for all of living and working. The positive approach and thoughtful manner in which the committee goes about its task can do much to determine the climate in which the work can be carried out effectively.

It is important that the committee be concerned that the leadership of the unit reflect the diversity of its membership. A Survey Inventory Chart such as that on the next page may help your committee, perhaps working with the Committee on Membership, get a more accurate picture of your membership as you look for qualified, representative leaders.

TERM OF OFFICE

The bylaws for the local unit (Article V, Section 2, E and F) state: "The term of office (for each elected leader) shall be determined by the local unit. No officer shall hold the same office for more than four consecutive years." This encourages the committee and the unit to be alert to and intentionally seeking out new leadership for the unit.

Regardless of the size of your unit, it is helpful to keep a leadership file for continuing use by the Committee on Nominations. This should include specific information about past and present leadership (office held; number of years in office and dates of those years). It should also include

SURVEY INVENTORY CHART OF WOMEN IN THE CONGREGATION

Sample

What We Need To Know	Members of UNITED METHODIST WOMEN	Other Women in Congregation
1. Total Membership		
2. Number of employed women		
3. Number of women with young children who might need child-care help in order to attend (or care for ill or aged in family)		
4. Number of women who might need transportation for reasons of health/age		
5. Number of single women (unmarried, divorced, widowed, not part of a family unit)		
6. Women involved in other program and decision-making groups in church (e.g. Council on Ministries; Admin. Bd.; Bd. of Trustees)		
7. Women teaching or helping in Sunday Church School		
8. Women active in community affairs outside the church (Keep record of kind and scope of interests and activities)		
9. Age profile of women in congregation including members of UNITED METHODIST WOMEN	under 20	
	20-30	
	30-40	
	40-50	
	50-60	
	60-70	
	70-80	
over 80		
10. Number of inactive members (Try to determine reasons)		
11. What needs, interests and concerns do you (each woman surveyed) feel should be an integral part of the program of UNITED METHODIST WOMEN if it is to be effective? What should be omitted?		
12. Add your own questions		

ness and information about potential leaders for the future. In addition to information such as that which might be gained from a Survey Inventory Chart it is helpful to keep a record of each person's special interests, skills and expertise.

WORKING PROCEDURES FOR COMMITTEE ON NOMINATIONS

Preparation A packet should be provided for or assembled by the chairperson of the committee consisting of

- the *Handbook*, which explains the PURPOSE and the duties of the elected leaders as well as the interrelationships that are so important
- the *Constitution and Bylaws*
- a list of members, including a list of present elected leaders and number of years each has served
- a calendar of training opportunities available to the chairperson and members of the Committee on Nominations that will help them understand the PURPOSE and program of the organization, as well as the function and working procedures of this committee.

The chairperson should become familiar with the material and share it with members of their study and consideration prior to the first meeting of the committee. The study and work should be that of the committee and not that of the chairperson alone.

THINGS TO KEEP IN MIND

1. Conversations within the committee are of a confidential nature and should not be repeated outside the committee.
2. Personal contacts are important when inviting persons to consider an office. An appointment for a visit should be made if possible.
3. Some follow-through information should be provided for those who accept the nominations: time and place of election, manner of installation, opportunities for training, etc.
4. Careful records should be kept of refusals and prospective leaders for the future reference of the committee.
5. The chairperson has the responsibility for working with the president to determine the manner of the committee report and election. The committee report should be signed by all members or, if empowered, the chairperson may sign.
6. Elections may be by voice with the president calling for a vote on each office or the president may say: "The chair will entertain a

motion that the nominating ballot become the elective ballot." Such a motion is then made from the floor and seconded. After calling for the vote on the motion, "the chair declares the following are elected ..."†

†See Chapter Six on "How to Conduct an Election in a Local Unit."

MEMBERSHIP

THE MEANING OF MEMBERSHIP

Membership in UNITED METHODIST WOMEN is voluntary and intentional. Any woman may become a member who chooses to belong, is committed to the PURPOSE, and is willing to be involved in global mission through UNITED METHODIST WOMEN. Her willingness to organize for mission through participation in the organization may take many forms:

prayer

giving (pledge and other special channels)

study

service

use of special abilities

Not all women of The United Methodist Church are automatically members of UNITED METHODIST WOMEN, though all are welcome and encouraged to belong. Though the majority of members of the organization will also be members of The United Methodist Church, membership is open to any woman who chooses to fulfill the conditions of membership indicated above. Only the president is required by *Discipline* to be a member of The United Methodist Church (*Discipline*, ¶ 248).



It is up to each local unit to be sure that the door of *belonging* to a supportive, Christian fellowship is wide open and welcoming rather than restrictive, exclusive or confining.

Members of UNITED METHODIST WOMEN are volunteers because they have freely chosen to be part of a women's group organized for mission.

As a voluntary member she has the...

Responsibility to:
(the organization)

know, understand and be supportive (in a variety of ways) of the organization and its PURPOSE.

participate in the program activities of her choice, with enthusiasm, for the good of the organization.

keep informed of the ongoing concerns and programs of UNITED METHODIST WOMEN.

study and try to use resources, then make an honest assessment, provide constructive suggestions and recommendations about programs and projects to the organization.

Make changes in these statements or add statements of 'responsibilities'/'rights' you feel would help clarify your role and relationship as a voluntary member of UNITED METHODIST WOMEN.†

Right to expect:
(from the organization)

Education, training and experience in understanding and fulfilling that PURPOSE.

Varieties of opportunities for involvements that are worthwhile and challenging.

Variety of resources that inform, stimulate, challenge.

A way to communicate to the Women's Division concerns of local women; recognition of her contribution as a member.

COMMITTEE ON MEMBERSHIP

Committee on Membership	
chairperson elected by unit	chairperson, Committee on Nominations
president, <i>ex officio</i>	mission coordinator for Supportive Community
secretary	others as named by Executive Committee

†Excerpts from a paper by Murden Woods, "Responsibilities and Rights in Being a Member of United Methodist Women."

Functions

Working year round in three basic areas, this committee shall:

- help persons see membership as an opportunity for personal growth and fellowship, involvement in mission outreach and service and participation in meaningful study and action projects;
- maintain contact with members whose interest and attendance are erratic;
- work to enlist new members from among women of the church and community.

Activities of the committee should be motivated by a genuine concern for persons as individuals. As members of the Membership Committee or as other members of the unit assuming this responsibility prepare to visit a prospective or potential member of UNITED METHODIST WOMEN, what points should be remembered? This prospective member might be a new church member, a young woman, an employed woman who has not found time to join, or simply a person who is really not familiar with the organization. First, you might review the PURPOSE. If some of the terms are not familiar to her, you must help her understand them. When a woman realizes that UNITED METHODIST WOMEN exists for *mission*, she usually shows more interest.

One important idea for you to emphasize is that the person joins the unit and becomes a part of the larger "community of women" in the church. Where the unit has expanded structure, she participates in a subgroup of her choosing. You must be sure to take her a list of the small groups in your unit and the capsule descriptions of the major activities of each. She needs to know also that subgroups are evaluated periodically, and, as her interest and/or thrust in mission changes, she may change to another group. One does not have to take "life membership" in one particular small group. The basic membership commitment is to the unit.

Visiting A Potential Member

The schedule of meetings, both of the unit and the subgroup, will be of consequence in her decision.

In this introduction of the potential member to the organization, we should "help to interpret the role and responsibility of the women's organization, so that membership is seen as an opportunity for personal growth and fellowship, involvement in mission outreach, and service and participation in meaningful study and action." The new member should learn that she will have an opportunity to regularly give to the mission outreach of UNITED METHODIST WOMEN when she makes her pledge.

As a final reminder of something which you need to remember throughout: Have you listened to this woman? Do you know her as a

son? Has there been interchange of ideas? Do you accept her if she shows no interest in joining the unit? If she shows interest, what definite planning will we make for her to be with us for the next activity? Perhaps you should arrange for someone to come by and pick her up.

Of course, you will leave with her a copy of the brochure, "You and United Methodist Women," and a telephone number for at least one person who visited her so that if questions arise, she will know where to call.

While the overall development of plans for visitation and membership enrollment is lodged with the Committee on Membership, many members of the unit should be encouraged to assume specific membership cultivation responsibilities. It is essential to develop and implement a systematic, year round plan for visitation and cultivation of the total membership.

The committee may also want to consider the following activities or others it sees important in your local situation:

1. follow-up of members who do not attend frequently,
2. regular contact with members whose age, health, community involvement or family situation does not permit frequent attendance,
3. taxi service for those without their own transportation,
4. recommendation to the Committee on Program possible program plans related to the needs and interests of women in the unit and others not members of the organization,
5. keeping the Executive Committee informed about needs and concerns of membership which relate to the PURPOSE and which are not being met.

To do its work effectively, the committee needs to develop knowledge of potential strength of the organization by knowing the women of this community, the church, the unit. What are their interests and abilities? What are their personal and family situations? What other activities in the church and community affect their participation in the unit? From such information, the committee will be able to suggest ways of involving new and potential members in the various phases of the program. It may also sense the need for program evaluation in relation to the membership and bring such recommendations to the appropriate committee. To aid in this task, a sample Survey Inventory Chart of women in the congregation is found on page 89. This is a key place for the Committees on Membership and Nominations to work together.

Membership in the unit may be expressed in many ways: attendance at regular meetings, regular pledging to the work of the unit, acceptance of opportunities for elected and appointed leadership roles and participation in a variety of events and projects, locally, as well as in district and conference. It may also lead to community involvements that are likewise time consuming. This will raise the question of priorities. Women must make choices.

Our growing understanding of the meaning of Christian discipleship forces us to recognize that serving God in constructive work in the community is a part of our ministry also. There are times when a woman can and should give leadership in a community group that is working to change patterns and conditions. Women who choose to do this for a given period may not have time for all the usual meetings of the unit. They should be encouraged to undertake such community participation. The committee should initiate plans for maintaining regular contact with these women. Opportunity for exploration and experimentation in membership patterns may be one outgrowth.

MEMBERSHIP IN RELATION TO SUBGROUPS

The bylaws clearly state that "subgroups of the membership may be organized out of the needs of the unit or develop out of the interests of the members" (Article I, Section 6). Many of these will be ongoing groups, while others will undoubtedly be short-term. All are to be related to the PURPOSE. The matter of membership needs to be reviewed carefully in relation to the short-term, one project task force or interest group as compared to the ongoing groups. As stated earlier, membership in the unit is a decision to be made by each individual and implies a willingness to accept the conditions of membership: choosing to belong, supporting the PURPOSE, being involved in mission through UNITED METHODIST WOMEN.

Small groups within the unit (subgroups), especially short-term ones, may enable some women to participate and become involved in an area of special interest to them even if they feel that they cannot be full time members of UNITED METHODIST WOMEN. When membership rolls of the unit are being kept, however, it is important to remember that the basic membership is in the unit. Involvement in a subgroup may be one expression of that membership commitment as long as the person has chosen to accept the conditions of membership indicated above.

Women must make choices. They must feel free to be in mission as they understand it, to give their time, energies and talents as they see possible. Therefore, a woman must feel equally free and encouraged to participate in a subgroup without being considered a member of UNITED

METHODIST WOMEN or to see that participation as one means of expressing her membership commitment to UNITED METHODIST WOMEN through her local unit.

DISTRICT MEMBERS

In a few churches where there is no unit of UNITED METHODIST WOMEN because of the small size of the church, there are still women who wish to belong to UNITED METHODIST WOMEN. Such persons could contact the district president and indicate their desire to belong. If the district Executive Committee feels there is no possibility of continuing, reorganizing or organizing a unit in that local church, she may record the names of interested persons as district members.

Such a member may be directly related to the district organization of UNITED METHODIST WOMEN. She should be kept informed of any district meeting and training or enrichment events. She may make an annual pledge or gift to missions through the district treasurer. In turn, she could receive mailings and invitations to meetings directly from the district Executive Committee and in other respects have a close tie with district to ensure a sense of belonging.

BASIC MEMBERSHIP RESOURCES

response (utilize *response* in your regular contacts and visitation. Encourage subscriptions.)*

"You and United Methodist Women," membership leaflet*

"Let's Think About You and United Methodist Women," motivational and informational sound filmstrips on the organization*

"Membership Means . . .," a packet of cartoons highlighting important membership concepts.*

*Order from the Service Center, 7820 Reading Road, Cincinnati, Ohio 45237.

TOOLS AND RESOURCES FOR LOCAL UNITS OF UNITED METHODIST WOMEN

Tools and Resources

Certain resources are essential for the elected leadership to have and use. Materials are provided for committee and individual use upon special assignment. Other resources, person, audiovisuals, magazines, booklets, leaflets, brochures, are for the total membership. Many of these have been referred to throughout the *Handbook*. Current resources can be reviewed and noted annually in the "Digest of Resources."* Newly elected leaders and new members should be introduced to these pieces.

Criteria

If other materials are being considered for use, they should be carefully tested to be sure that they are consistent with, and in some way help to implement the PURPOSE.

RESOURCES FOR ELECTED LEADERSHIP

The following pieces are of utmost importance to elected leadership and will have occasional value for general membership.

- Program Resources book: basic resource from the Committee on Program (issued annually)*
- *Guide to Program Planning**
- *Handbook for United Methodist Women: Focus on Local Units*: for elected leaders and all committee members (planned for quadrennium)*
- 1976 Edition, *Constitution and Bylaws*: for elected leadership (revised periodically by Women's Division)*
- *Service Center Catalog* (issued annually)*
- Call to Prayer packet (annually)*
- *The Manual for Treasurers*: for treasurers (quadrennially)*
- *Handbook of the World Federation of Methodist Women, 1976-81**
- Remittance Blanks (annually in the fall)
- Evaluation Reports (annually)

*Available from Service Center, 7820 Reading Road, Cincinnati, Ohio 45237.

SOURCES FOR ELECTED LEADERS AND MEMBERS

response and *New World Outlook*: magazines which interpret the work of the Board of Global Ministries and provide special helps for understanding program emphases and present issues which face the church and the world (monthly)*

*To Fulfill the Mission Task: 1976 Report of the Women's Division**

*Annual Report of the Board of Global Ministries**

Prayer Calendar (annually)*

National Division Handbook of Programs, Projects and Relationships (quadrennially)*

World Division Handbook of Programs, Projects and Relationships (quadrennially)*

Leaflets, booklets on the work of the Board of Global Ministries*

My Date Book (annually)*

HUMAN RESOURCES

For each elected leader in the local unit, there is a district and conference counterpart who is vitally interested in what happens locally. Contact between local units and district and conference organizations should be maintained by

regular mailings (from district president to local president, district treasurer to local treasurer, etc.)

periodic visits by a particular officer to a local meeting

visitation teams of district and conference leaders to meet with local leaders and members

cluster meetings for officer training or membership enrichment experiences

district or subdistrict officer training days

regular district and subdistrict meetings in fall or spring

special district and conference meetings such as retreats, special workshops and seminars

annual meetings of the district/conference organizations of UNITED METHODIST WOMEN.

The pattern of meetings and kinds of contacts varies widely among the conferences. If you are not aware of such events in your district or conference, contact your district or conference president. If you do not have the names, your pastor will help you. It is difficult to maintain up-to-date mailing lists of local officers. Mailings from the conference or district are often misdirected.

Of vital interest and basic concern to elected members of the Women's Division and to the division staff are local units of UNITED METHODIST WOMEN. They welcome opportunities to assist elected leaders and committees through correspondence and/or phone calls. Division members are frequently available to visit local units to assist in program planning, interpretation and evaluation. See *To Fulfill the Mission Task*, for names of all division members and staff.

Regional Offices

There are nine Regional Offices of the Women's Division with a full time Women's Division staff member assigned to each region. These offices are located as follows:

Atlanta, Georgia	Methodist Center Building, Rm. 402 159 Forrest Avenue NE Atlanta, Ga. 30308 (404) 659-8685
Dallas, Texas	1928 Ross Avenue Dallas, Texas 75201 (214) 744-5351
Dayton, Ohio	601 West Riverview Avenue, Rm. 140 Dayton, Ohio 45406 (513) 222-2531
Denver, Colorado	2200 South University Blvd. Denver, Colorado 80210 (303) 733-3736
Evanston, Illinois	1200 Davis Street Evanston, Illinois 60201 (312) 475-0595
Nashville, Tennessee	Women's Division Office Room 214 P.O. Box 871 Nashville, Tennessee 37202 (615) 327-2700, X243
San Francisco, California	83 McAllister Street, Rm. 406-407 San Francisco, California 94102 (415) 431-9690
Syracuse, New York	3049 East Genesee Street Syracuse, New York 13224 (315) 446-5889
Washington, D.C.	110 Maryland Avenue NE, Rm. 205 Washington, D.C. 20002 (202) 543-6433

Schools of Christian Mission

Schools are held in 75 conferences. The pattern varies, but they are usually three to five days long. Many are planned primarily for members of UNITED METHODIST WOMEN; others are cooperative. The purpose of these events is to provide opportunity for study and fellowship, times of program interpretation, leadership development and officer training. Attendance is open to all local unit members and others who may be interested. These are usually held during June, July and August.

Special weekends are often planned for employed women. Weekend schools include program emphases, some officer training and less time for study than is available in the week long schools.

The Service Center

The **Service Center** located at **7820 Reading Road, Cincinnati, Ohio 45237**, is the distribution center for literature, audiovisual resources and books of the Board of Global Ministries. All materials prepared especially for UNITED METHODIST WOMEN are available here and are listed in the *Service Center Catalog*. Every unit should have a copy. Information concerning consignment orders and all ordering procedures are in the catalog.

response and New World Outlook

response is the magazine published especially for UNITED METHODIST WOMEN. It is essential for every elected leader, as well as for every member, to have an understanding of the current program and concerns of the Women's Division and of UNITED METHODIST WOMEN in their global mission.

Both *response* and *New World Outlook* are magazines for the total membership. *New World Outlook* reports the work of the Board of Global Ministries and new ecumenical ventures of the churches. *response* also reports the program and activities of the Board of Global Ministries, highlighting those programs, issues and projects of concern to women. Additionally, there are organizational and program helps for the total leadership, and these too are of general interest.

Subscriptions and renewals are the responsibility of the local secretary for program resources. New subscriptions should be sent to the Service Center by this person according to directions received from the Service Center. A special packet of materials is prepared for her use and will be automatically sent to her when her name is received at the Service Center. Renewal notices are sent to her each month in time to contact persons and secure renewals before subscriptions expire.

See pp. 70 and 109-110 for further details on schools.

ORGANIZING NEW UNITS OF UNITED METHODIST WOMEN

You may know of a local United Methodist Church in which there is presently no unit of UNITED METHODIST WOMEN. Share your enthusiasm and information with the women of that church. Initiative to organize a new unit may come from either the local situation or from the district or conference. Be sure that the district Executive Committee is aware of this situation. Conference officers or Women's Division members living nearby, as well as the Women's Division staff member assigned to your region, might also be sought to stimulate interest and enthusiasm, provide needed information and generate excitement. Any one of these persons or groups (district/conference Executive Committees) will provide information on steps in becoming organized.

A CATALOG OF ADDITIONAL PERSONS, PLACES AND THINGS

United Methodist Office for the United Nations

Seminars on international affairs designed for groups.
777 United Nations Plaza, New York, New York 10017.

Financial Promotion Workshops

Contact district or conference treasurer for information.

IMPACT

An ecumenical action memo designed especially for social action leaders.
110 Maryland Avenue, NE, Washington, D.C. 20002; \$5/year.

Seminars on National and International Affairs

A joint program of legislative seminars—Women's Division and Board of Church and Society—designed for groups.
Board of Church and Society, 100 Maryland Ave., NE, Washington, D.C. 20002.

Ministries to Women and Ministries to Children

A policy statement of the Women's Division.

Service Center, 7820 Reading Road, Cincinnati, Ohio 45237.
Free except for postage and handling.

engage/social action

Joint publication of The United Methodist Church and the United Church of Christ on social concerns.
Board of Church and Society, 100 Maryland Ave., N.E., Washington, D.C. 20002; \$5/year.

Social Principles of The United Methodist Church

General Conference policy on social issues.
Service Center, 7820 Reading Road, Cincinnati, Ohio 45237.
20¢ each; \$10 per 100.

Commission on the Status and Role of Women in The United Methodist Church

Ms. Nancy Grissom Self, Executive Secretary
1200 Davis Street, Evanston, Illinois 60201.

Get information on the Commission or Committee on the Status and Role of Women active in your own conference.

Corporate Information Center

Interdenominational research and resources on criteria for socially responsible investments.

Room 846, 475 Riverside Drive, New York, New York 10017.

Women's Organizations

Materials on status and role of women.

Women's Bureau

U.S. Department of Labor
Washington, D.C. 20210

National Organization for Women

1957 E. 73rd St.
Chicago, Illinois 60649

National Women's Political Caucus

1302 18th St., N.W.
Washington, D.C. 20036

In addition to both the specialized resources listed above and the ones listed earlier in the *Handbook* relating to your own work, each year check carefully the *Service Center Catalog* for additional current materials related to your elected leader responsibility and to the total program. The Annual Reading Program list also gives annotations of books related to each of the four *mission emphases*.

Appendix I

"FROM THESE ROOTS" — A CONTINUING HERITAGE

The Women's Society of Christian Service of The United Methodist Church and its many predecessor organizations were each born in times of crises and opportunity. It was in the 19th century, the missionary century and the women's century, that the foremothers of our denomination first organized for missionary service. The nation was recovering from a terrible civil war; children were working 10 hours a day in factories and longer in the fields; women had no political or economic rights; and millions around the world lived in poverty, ignorance and without medical care.

On a March day of blustery winds and driving rain in 1869, eight women came together at the old Tremont Street Church in Boston to organize the first **Woman's Foreign Missionary Society** of The Methodist Episcopal Church. This group eventually sent to India Isabella Thoburn, who established at Lucknow the first school for girls in that country, and Dr. Clara Swain, who set up a woman's hospital at Bareilly.

Other structural expressions of the same commitment to assume responsibility to work, to pray, to study and to give for the mission of the church were:

- 1865 Women's Missionary Association, The Church of the United Brethren in Christ.
First missionary — Emily Beeken, Sierra Leone.
- 1873 Woman's Foreign Missionary Society, The Methodist Episcopal Church, South.
First Missionary — Lochie Rankin, China.
- 1879 Woman's Foreign Missionary Society, The Methodist Protestant Church.
First missionary — Lizzie Guthrie, Japan.
- 1880 Woman's Home Missionary Society, The Methodist Episcopal Church.
- 1884 Woman's Missionary Society, The Evangelical Association.
First missionary — Rachel Hudson, Japan.
- 1893 Woman's Home Missionary Society, The Methodist Protestant Church.

Further development of these efforts reflect changes in general church structure and the relationship of women and the Women's organization to it.

Merger of Foreign and Home Mission administrative responsibilities of the Women's Missionary Association, The Church of the United Brethren in Christ, with the Foreign Missionary Society and Home Missionary Society.

Merger of Woman's Home Missionary Society and Woman's Board of Foreign Missions to form Woman's Missionary Council, an organic part of the Board of Missions. The Methodist Episcopal Church, South.

Unification, Board of Missions, The Methodist Protestant Church.

40 Woman's Society of Christian Service, The Methodist Church (a union of five organized women's groups of three Methodist communions) and Wesleyan Service Guild.

Women's Society of World Service, The Evangelical United Brethren Church (a union of the Woman's Missionary Society of the Evangelical Church and the Women's Missionary Association, Church of The United Brethren in Christ, respectively).

Union of The Methodist Church and The Evangelical United Brethren Church. Continuing mission concerns of women expressed through the Women's Society of Christian Service and Wesleyan Service Guild.

growing side by side with missionary societies in most local churches were the **Women's Aid Societies**. These organizations had no general church counterpart and their function was to aid the local church. Frequently, they were the same women who were members of the missionary societies, Ladies Aiders began to meet for a program of study and outreach in addition to their local church activities; many women's society members began to see the mission and ministry of the church as whole, not bound by geography. It was this vision of wholeness that led the Methodist women to a unified local organization in 1939-40 and impelled the Evangelical United Brethren women, first, to provide alternative structures (either missionary society or local unified society) and, finally, in 1958, to seek a comprehensive plan.

As the need for a missionary group for employed women began to be realized in the churches, structures were provided. **The Wesleyan Service Guild** was organized within the Methodist Episcopal Church in 1921; it was continued as an auxiliary of the new **Woman's Society of Christian Service** in 1939. **The Christian Service Guild**, an auxiliary of the **Women's Society of World Service** of The Evangelical United Brethren Church (a successor of the *Christian Service Guild* of the Evangelical Church and the *Harford Circle* of The United Brethren Church), was promoted from 1946 until 1958, when, upon the initiation of "the comprehensive plan" for the Women's Societies of World Service, the guilds were disbanded and merged with the Women's Societies.

In 1964, a restructure of the Board of Missions of The Methodist Church took place. Administrative responsibility for mission projects and programs of the Women's Division of Christian Service through its Foreign and Home De-

partments became a part of the newly created World and National Divisions. Mission projects and programs of the general church likewise became a part of these new divisions.

In 1968, another year of war and freedom crisis, the new **Women's Society of Christian Service** of The United Methodist Church was born. To this organization, the Woman's Society of Christian Service and the Wesleyan Service Guild of the former Methodist Church brought over 1,500,000 members, in more than 33,500 societies and guilds, 250,000 subscribers to *The Methodist Woman* and an annual budget of \$11,100,000. The Women's Society of World Service of the former Evangelical United Brethren Church brought a total of 2,919 local societies with a membership of 105,420, whose grand total giving for the year 1967 was \$1,352,142.98 and whose subscription list to *The World Evangel* was 65,000.

The years 1971 and 1972 were two more history-making years in the life of the women's mission movement in The United Methodist Church. In October 1971, the Women's Division voted that there should be "one new inclusive organization for women, with a new name" to be a successor to the Women's Society of Christian Service and Wesleyan Service Guild.

The division's action was an outgrowth of recommendations from several groups that had been meeting and working throughout 1971. It reflected countless requests which had come to the Women's Division (officially and unofficially) from groups and individuals across the country over a period of several years. From all parts of the church there were expressions which indicated the need and desire for new organizational forms. There was a recognition of the increasing numbers of employed women and their concomitant changing lifestyles, interests and concerns.

A Planning Committee of 24 persons was named from nominations submitted by conference presidents and conference guild chairpersons, as well as from women's youth and ethnic caucuses. The make-up of the committee was 1/3 members of the Women's Society of Christian Service, 1/3 members of the Wesleyan Service Guild, and 1/3 women who were members of The United Methodist Church but did not currently hold membership in either group. One-half of the committee members were employed women.

In January 1972, the Planning Committee submitted the plans for a local constitution to the Women's Division. This included a new statement of PURPOSE and suggestions for a new name. The constitution was approved. A ballot containing four suggested names was submitted to approximately 35,000 local societies and guilds for vote. Approximately 19,000 ballots were returned; the overwhelming preference (81% of the returns) was UNITED METHODIST WOMEN.

General Conference (April 1972) approved the constitutions for the local units of UNITED METHODIST WOMEN, and the district, conference and jurisdiction organizations of UNITED METHODIST WOMEN.

In May 1972, the overall design for a local unit was completed by the Planning Committee and approved by the Women's Division. By December 1973, after study, transition and celebration, UNITED METHODIST WOMEN became a reality in each local unit, as well as in district, conference and jurisdiction organizations.

Women organized for mission! Structure designed to enhance effective mission! This is our history! This is our goal! UNITED METHODIST WOMEN is a mission unit in every congregation. Emerging from the former structures, the Women's Society of Christian Service and Wesleyan Service Guild, it continues to carry heavy responsibilities for the financial undergirding of the total mission outreach program of the church. It functions as a part of a connectional system. Through districts and conferences, it is related to the Women's Division of the Board of Global Ministries. It continues to provide opportunities for women to be active in mission locally, assume leadership in various areas of church and society and relate to women and their concerns throughout the world.

Through the years, the missionary motivation of UNITED METHODIST WOMEN (and its predecessor organization) has remained basically a central part of its purpose. The current statement of PURPOSE reveals in a new way the boldness of our mission task. This has come about in recognition of revolutionary changes that demand that our missionary responsibility be realized in a new context and with a clear understanding of who we are—as individuals and as an organization—as whole persons through Jesus Christ. We are UNITED METHODIST WOMEN, one inclusive organization for women in mission.*

*For more detail, see *Conduct Becoming to a Woman* by Elaine Magalis and *United Methodist Women: In the Middle of Tomorrow* by Barbara E. Campbell.
Available from Service Center, 7820 Reading Road, Cincinnati, Ohio 45237.

ARE SCHOOLS OF MISSION SCHOOLS?†

"Schools of mission!" A friend interrupted my recitation of anticipated summer, 1976 activities...

...To people unfamiliar with United Methodist educational programs, like my friend, the annual Schools of Christian Mission can conjure images of ... "old-fashioned" religious things.

I protested his ignorance. "Okay," he said, "tell me about schools of mission."

"...I told him about mission studies and spiritual growth studies and studies aimed at strengthening leadership for church and community. And I stressed that education for mission must be inclusive, personal and social.

"That sounds good," the friend replied, "but tell me this: Are the mission schools really schools? . . . Anyway you define 'school' it has to do with learning. Are your schools of mission occasions for real learning in the cause of mission, or are they just another round of summer church conferences where people talk themselves into exhaustion and eat too much to ward off boredom?"

My answer was sputtering. [After further study, as well as personal involvement in two schools in 1975 and contact with many other involved individuals. . .] My concern boiled down to this: Is the School of Mission a good model for Christian education today?

...While the schools are of varying durations (from a week to one day) and differ in organization, they share a philosophy, a *raison d'être* [a reason for being], and a common core curriculum; that is, despite a diversity of schedules the agenda is the same.

In my estimation, the Schools of Mission represent a time-tested, flexible model for helping Christians remain sensitive to the personal and service ministries of the Gospel. Furthermore, they are one of the major reasons United Methodists, especially UNITED METHODIST WOMEN, retain a keen sense of mission in a day when some denominations are having trouble mustering support for any kind of outreach.

The School of Mission model offers opportunity for serious study of what it means to be Christians together in mission. The model needs shoring up around the edges, but it is fundamentally sound. Its attractiveness stems from two features: 1) A built-in insistence that study is essential to active, informed Christian discipleship, and 2) A pattern of study combining emphasis on maturing personal spirituality with data on the world in which Christians serve.

When study lags, so does commitment to the Christian mission, and study today lags in a big part of American Protestantism. Of the so-called "mainline" denominations, the United Methodist Church is one of few that vigilantly en-

urages study for discipleship in mission and takes care to see that a variety of study materials are available. A chief purpose of the regional and conference mission schools is to introduce studies used during the ensuing year on district and local levels of UNITED METHODIST WOMEN and, in some cases, in congregation-wide education programs.

...On the national level, planning for the Schools of Mission, including the preparation and/or selection of study materials, is handled through the Women's Division of the Board of Global Ministries. Representative school committees, with their own deans and staff of elected volunteers, arrange and conduct conference schools. There is broad consultation in the selection of annual studies, usually three in number, all actually considered "mission studies" but each somewhat different.

"Spiritual growth" is virtually synonymous with Bible study—of one book, such as the 1976 course on the Gospel of Mark, and how it illumines Christian discipleship, or of a topical subject such as next year's Women of the Bible. Another study explores Christian responsibility and challenge in some foreign region (Southern Africa this year, and the Caribbean in 1977). The third characteristically has a domestic slant, but takes account of the interdependent world in which the U.S. is a part. That course in the 1976 schools was People and Systems. In some years, there is an additional special emphasis, perhaps on leadership development, officer skill training, or an aspect of the United Methodist heritage.

...Three generations of UNITED METHODIST WOMEN have been inspired and informed at the schools. Long before "people and systems" was reduced to a course, the schools were probing the systems of government, health care, education and religion that dominate societies, and they were training women for fuller participation in church and society.

...The School of Mission model is there, neither easy nor gimmicky; just a viable, year-in and year-out way to enrich the household of faith. Pioneered by church women who, in effect, proved study bears spiritual fruit, the model is unique, adaptable and need not ever be "old-fashioned."

Excerpted from Elliot Wright's article, "Are Schools of Mission Schools?," which appeared in *New World Outlook* (October, 1976), pp. 39-40.

INDEX

Administration (work of Executive Committee).....	73-83
Advance Specials.....	46, 55, 58
Annual Meetings, District and Conference.....	71
<i>Annual Report, Board of Global Ministries</i>	28, 29, 56, 83
Appropriations.....	52, 54
Bequests.....	53, 58
Board of Global Ministries.....	20, 21, 25, 26, 27-28, 58
Budget.....	22, 23, 36, 39, 43, 45-55, 58
Call to Prayer and Self-Denial.....	9, 11, 12, 53, 58
Channels of Giving.....	34, 36, 37, 43, 48, 53, 55, 59
Church Women United.....	14, 17, 20, 25, 30, 33, 46, 47, 73
Coalitions.....	14, 22, 23
Committees:	
Administrative.....	63, 84
Executive (Mission Team).....	10, 13, 26, 29, 32, 33, 34, 36, 37, 40, 41, 42, 45, 48, 50, 62, 63, 64, 73, 74, 79, 80
Finance.....	23, 25, 26, 30, 33, 34, 37, 40, 45, 48-50, 79
Membership.....	14, 29, 34, 69-70, 79, 94-97
Nominations.....	40, 79, 87-91, 96
Program.....	7, 11, 20, 23, 25, 26, 27, 29-34, 36, 37, 40, 50
Conference.....	43, 55, 58, 65, 71, 72, 74
Connectional System (local-district-conference-jurisdiction-national).....	4-6, 39-40
<i>Discipline</i>	1, 3, 11, 12, 43, 48, 58, 63, 84, 87, 93
District.....	43, 55, 58, 70, 71, 72
District Member.....	98
Ecumenical Relations.....	14
Elections.....	61, 81-83
Evaluation.....	30-31, 36, 79
Evaluation Reports.....	79, 99

for Elected Leaders.....	83-84
Year	55
s:	39, 43, 45-55
Authority to secure	43, 47-48
Designated.....	53, 58
Undesignated	45, 51, 53, 59
for Missions.....	45, 51, 58
from Study	51, 58
Memberships.....	45, 51, 59
ary.....	58-59
s and Goal Setting	1-2, 39, 73-78
age/History.....	6, 105-108
siveness.....	13, 19, 93
embrance Gifts	45, 51, 58
dition.....	4-6
Church Relationships	3-4, 25, 42, 84-86
ers.....	14, 37, 61-70
Elected leaders	61-70, 83-84, 99-100
tings	29, 30, 39
How to conduct a business meeting	80-81
bership	1, 3, 17, 48, 93
'Responsibilities/Rights of Volunteer Members'	94
bership, Chairperson of Committee on.....	14, 69-70, 94-98
(see also Committees)	
orial Gifts.....	45, 51, 58
utes.....	64, 80
ionary Support	45, 51
ion Coordinators:	
Christian Global Concerns	10, 11, 14, 17, 20, 24-28
Christian Personhood	10-12, 14, 16, 17, 20
Christian Social Involvement.....	10, 11, 14, 17, 19-24, 25
Supportive Community.....	10, 11, 13-19, 20, 94
Tasks common to all	7-10, 29, 32, 42, 48
ion Emphases:	1, 7-28, 67-68
Christian Global Concerns	1, 7-10, 24-28

Christian Personhood	1, 7-10, 10-12
Christian Social Involvement.....	1, 7-10, 19-24
Supportive Community.....	1, 7-10, 13-19
Basic to all program	7-10
Relationship to PURPOSE.....	1-2, 7-10
Mission.....	3-4
Giving.....	14, 45-49, 51, 58
Study	9, 25, 26, 27, 35, 57
Interpreters.....	27
Letters	27
Mission Team (Executive Committee).....	73-86
Missional Priorities	85-86
<i>New World Outlook</i>	25, 28, 29, 56, 100, 102
Nominations, chairperson of Committee on.....	87-91
(see also Committees)	
Officer Training Days.....	70
Officer Year	88, 90
Parliamentary Procedure.....	80-81
Pledge to Missions	20, 39, 45, 46, 47, 48, 51, 59
<i>Prayer Calendar</i>	11, 12, 16, 27, 56, 100
President	29, 32, 40-43, 48, 62-63, 73, 94
Program.....	7-38
Developing a total program	7-10
Evaluation of.....	30-31, 36
Expressed through <i>Mission Emphases</i>	10-28
Implementation of	29-38
Planning.....	7-10, 24, 39
Scope	7-38
Year.....	29
PURPOSE.....	iii, 1-3, 7, 9, 24
Reading Program.....	12, 71
Remittance Blanks.....	59, 62, 99
Resources.....	12, 23, 26, 55-57, 83-84, 98, 99-104
Human Resources	18, 23, 57, 84, 100-104
response.....	12, 17, 18, 23, 25, 28, 29, 55, 62, 73, 98, 100, 102
Retreats/Enrichment Days	71

chools of Christian Mission	25, 27, 45, 69, 70, 102, 109-110
ecretary	40-43, 48, 63, 64-65, 94
ecretary of Program Resources.....	12, 29, 40, 68-69
minars/Workshops	72
ervice Center	102
ocial Principles.....	21, 23
tructure of Unit	39-43
Minimum (Basic) Structure.....	29, 32, 39-43
Expanded Structure.....	40, 41
ogroups (Small Groups)	29, 30, 33-37, 45, 48, 59, 97-98
Advantages of.....	34
Definition.....	33
Leaders of	34, 37
Relationship to unit (including budget support)	34, 36, 48
Rotation of membership.....	36
Vehicles of program.....	33-37
omplementary Gifts.....	53, 59
vey Inventory Chart of Women in the Congregation.....	89
ork Group	20, 23, 35-37
ure/Term of Office	61, 88, 90
ulfill The Mission Task	28, 100, 101
asurer.....	14, 17, 29, 34, 36, 37, 40-43, 45, 48, 65-67
t	1, 39, 59
Organizing/reorganizing new units of UNITED METHODIST WOMEN	102-103
e President.....	12, 29, 32-33, 40-43, 48, 64
here the Money Goes”	36, 52, 53, 56
men’s Division	3, 18, 20, 21, 23, 25, 26, 28, 39, 53, 59
Definition/Description.....	59
Members and Staff.....	101
orld Federation of Methodist Women.....	14, 17, 30, 33
orld Thank Offering	45, 51, 59
rship.....	11

Prepared by the Education and Cultivation Division
Board of Global Ministries
The United Methodist Church

Order from
Service Center
Board of Global Ministries
7820 Reading Road
Cincinnati, Ohio 45237

NCG 2/77

Price \$1.00

PROJECT
EQUALITY
participant