



United
Methodist
Women

FAITH • HOPE • LOVE IN ACTION

WORKBOOK

Alabama West Florida Conference

BAYPINES

DEMOPOLIS

DOTHAN

MOBILE

MARIANNA-PANAMA CITY

MONTGOMERY-OPELIKA

MONTGOMERY-PRATTVILLE PENSACOLA

AWF-United Methodist Women Guide and Directory

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INTRODUCTION

The work of United Methodist Women is focused on the mission set for us by Jesus Christ, as expressed through the United Methodist Women's PURPOSE and lived through our vision since our founding more than 145 years ago (1869). United Methodist Women is specifically charged to "support ministry with and advocate for the oppressed and dispossessed with special attention to the needs of women, children and youth" [*The Book of discipline of The United Methodist Church*, 2012, ¶1319].

The national office provides resources and opportunities for members to grow spiritually, develop as leaders and serve and work to improve the lives of women, children and youth nationally and internationally through advocacy and compassionate service.

This United Methodist Women's Leadership Training Guide will provide information about United Methodist Women, as well as help you understand how we are engaged in God's mission through a variety of channels. More information on any of the subjects or topics referenced is available online at www.unitedmethodistwomen.org.

The Purpose

United Methodist Women *shall* be a community of women whose PURPOSE is to know God and to experience freedom as a whole person through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

Our Vision

Our vision sharpens and energizes the PURPOSE of United Methodist Women to remain vital in the years to come. Inspired by 1 Thessalonians 1:4, the vision describes a United Methodist Women organization that is *Turning faith, hope and love into action on behalf of women, children and youth around the world.*

The Emblem



The emblem of United Methodist Women, the cross and the flame, symbolizes our organization. The cross and flame are ancient symbols of the church and appear on the United Methodist Church emblem. Both symbols remind us of the opportunities and obligations of discipleship. The emblem does NOT have to be done in color.

Paul's words to Timothy have fresh and contemporary meanings, "...I remind you to stir into flame the gift of God which is within you..." (II Timothy 1:6). As United Methodist Women, we give our gift of God with others through mission.

As parts of our emblem, the cross and flame remind us of our PURPOSE of growing in our understanding of and willingness to participate in the global ministries of the church. They remind us of our heritage of women who pioneer in service for the church at home and in other countries.

The overall shape of the emblem is also symbolic. Fluid and free flowing, the shape suggests change and mobility. The women who came before us were at the forefront of movements for change. Always aware of the times, we move with ever changing circumstances rather than feeling overwhelmed by them. We are a group of Christian women with many gifts who are unified by one Spirit. We participate in God's mission in all areas of life.

LEADERSHIP

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

FUNDING THE MISSION

MEMBERSHIP AND GIVING

Membership in United Methodist Women is voluntary and based on each individual woman's commitment to the PURPOSE of the organization. For most members, making a pledge to her group's Pledge to Mission, whether local or district, is a way of supporting the organization and expressing her commitment to mission. However, a pledge or financial gift is not a prerequisite for membership. It is member giving, however, that funds the total mission of United Methodist Women.

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

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



Mission Giving supports conference and district events for United Methodist Women such as retreats, days apart, Mission u, annual meetings and officer training events. Mission Giving helps United

Methodist Women continue to be a strong organization, advocating for and serving the needs of women, children and youth. Mission Giving funds are the source of the budget.

Even in a church environment there are certain business aspects that need to be recognized and dealt with properly. As we accept gifts to mission, we must make sure that they go to the purpose for which they were intended. This is one reason an audit or review each year is important, especially on the district and conference level. We need to be able to prove that the money was handled the way the donor wished and that the donor can get a record of donations to submit with their tax return to the Internal Revenue Service (IRS). Individual donors giving \$250 or more in a year should receive a giving statement at the end of the year no later than February 15th of each year.

In addition, banks require more paperwork to prove that the money being deposited is from and for the organization that opened the account. They require that a tax identification number or employer identification number (EIN) be used any time a bank account is open. If the organization is exempt from revenue taxation (by IRS) they ask for these documents as well.

Each local unit of United Methodist Women relates up to the conference organization of United Methodist Women. Each conference United Methodist Women treasurer has received an EIN from the IRS. With that in hand, she has written to the General Board of Finance and Administration (GCFA) of The United Methodist Church for a letter that states that your United Methodist Women conference organization falls under the Group Ruling from the IRS, stating that churches and affiliated organizations (such as United Methodist Women) are exempt from revenue taxation. The bank may ask for this information as well. It will be in the form of the letter from GCFA to your conference United Methodist Women treasurer and the letter from the IRS stating that the United Methodist denomination is exempt from revenue taxes.

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

1. **Pledge to Mission:** The total amount that the group expects to send on to the district treasurer who then forwards to the Conference Treasurer. When making its Pledge to Mission, a local group should consider all sources of funds available to it, including
 - a. pledges of members,
 - b. gifts and offerings,
 - c. money from fundraising events,
 - d. Special Mission Recognitions (pins),
 - e. Gifts to Mission (cards purchased from the District Treasurer),
 - f. Gifts in Memory and
 - g. The World Thank Offering (a special program that can be found in the UMW Program Book or online at the national website).
2. **Special – restricted Giving:** Call to Prayer is a special offering done that is restricted. In each of 3 years of 4-year cycle gifts are divided equally between U.S. and overseas missions related to an annual theme and are awarded in grants. Every 4th year funds are used for pensions and health care for retired missionaries and deaconesses. A specific program for these offerings can be found in the Program Book and material promoting the Call to Prayer can be found at the Resource Center. Other restricted giving might include one of the agencies UMW funds such as Dumas Wesley in Mobile. All these restricted Giving are sent on to the District who then sends on to the Conference.
3. **Conference Love Offering:** Formerly called Conference Askings or Specials, are not a requirement of each member. Each member is asked to contribute \$10 to the district (which in turn sends on to the Conference). The areas of giving will be voted by the Alabama West Florida

United Methodist Women's Mission Team and will be distributed to Dumas Wesley, Mission u, A&MD, and Assembly Jurisdiction. The amounts will be listed accordingly on the Remit Form. A local unit may contribute to other agencies that were formerly funded through the specials by sending their donations directly to that agency. A list with addresses is in the Local Unit workbook.

4. **Administration and membership development:** Items that enrich the educational experiences and leadership capabilities of local members and that are necessary for the organization's functioning. Appropriate expenditures include dependent care for meetings, postage and printing, program materials, program expenses, attendance at Mission u and other conference and district meetings, ecumenical mission programs, and other items relating to United Methodist Women. Each of these expenditures should be included in the annual Budget.
5. **Mission locally:** The budget category that enables the local group to be in mission in its own area. Items such as contributions to local mission programs are appropriate. Items that are the responsibility of the total church are not appropriate, such as the church budget or building fund, parsonage upkeep, or groups, such as Boy Scouts, Girl Scouts, and the United Fund, which have community-wide sources of support. Where custom and tradition have included inappropriate items under mission locally, careful interpretation will help United Methodist Women members prepare budgets that more closely reflect the PURPOSE of the organization. The budget of United Methodist Women must support mission programs and projects that depend on the organization for basic support. ***Remember we support women, children and youth.***

ALABAMA WEST FLORIDA DISTRICTS

Baypines
Demopolis
Dothan
Marianna – Panama City
Mobile
Montgomery – Opelika
Montgomery - Prattville
Pensacola

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RESOURCES

- United Methodist Women website - www.unitedmethodistwomen.org
This is our primary website. Here you will find the latest news and information about United Methodist Women members, programs and initiatives. You'll also find promotional and educational items that can be downloaded as well as links to our other sites and our Mission Resource Center e-store.
- Alabama West Florida UMW website - <http://www.awf-umw.org>
Each District also has news on this site as well as news, forms and other information important to all in our conference. There are also links to the other UMW sites on this page such as the agencies we support.
- UMWOnline - www.umwonline.org
This is the social networking site for United Methodist Women. UMWOnline is now more like Facebook and is the place to connect one on one with other United Methodist Women members. You will want to visit, set up your account, friend your sisters and begin networking for mission.
- Facebook - www.facebook.com/UMWomen
If you're on Facebook, be sure to "like" United Methodist Women. Follow the link and sign up so that our regular posts will appear on your home page.
- Twitter - www.twitter.com/UMWomen
Do you tweet? So does United Methodist Women! Use the link to find our Twitter account @UMWomen. Follow us, tweet with us and become a part of the continuing conversation around faith, hope and love in action.
- YouTube - www.youtube.com/user/UMWomen
Need a video for a presentation? You'll find it on YouTube. Check out the video resources available by following the link. New videos are posted often!
- Flickr - www.flickr.com/photos/UMWomen
Need a photo for your newsletter or PowerPoint? Follow this link and you'll find terrific images illustrating the work of United Methodist Women members.
- Pinterest – www.pinterest.com/umwomen/
Visit the page to check out the "boards" you can "pin."
- Mission Resources - <http://www.umwmissionresources.org/>
UMW Mission Resources. Just a few clicks and you'll find a variety of resources for delivery and download. Also has free downloads.
- Contact United Methodist Women – www.unitedmethodistwomen.org/contact
- The Legacy Fund – www.unitedmethodistwomen.org/150 or mail to United Methodist Women-Legacy Fund, Office of the Treasurer, 475 Riverside Drive, 15th Floor, New York, NY 10115
- United Methodist Women's Membership Census: update unit and individuals:
<https://www.unitedmethodistwomen.org/> then hit the purple box named CENSUS 2017

UMW Alabama West Florida Conference Calendar		
Depends on location	Leadership Development	National
January	Conference Executive Meeting with District Presidents	Conference President
January	World Day of Prayer *	
February	Conference Annual Day and Memorial Service**	Conference VP/ MN&O
Feb 10	Alert Newsletter articles due	Conference Communications
May 10	Alert Newsletter articles due	Conference Communications
July	Conference Executive Meeting (District Presidents & Treasurers)	Conference President
July	Mission u**	Dean of Mission u
July 10	Alert Newsletter articles due	Conference Communications
October	Spiritual Enrichment Retreat & Conference Elections**	Programs Comt / SGC
November	UMW Sunday*	local churches
Nov 10	Alert Newsletter articles due	Conference Communications
UMW District Calendar		In Charge Of
Jan	Super Sunday (UMW Overview) some districts do not have	District President
Jan or Feb	District SWAT Team (Local, District & Conference Officer Training)	District President
Feb, Mar or Apr	District Annual Day and Memorial Service	District Vice President
May, Jul, Aug, Sept	District Mission Study	District Education & Int.
May, Jul, Aug, Sept	District Mission Study	District Education & Int.
Sept or Oct	District Day Apart & District Officer Elections	District Spiritual Growth & Nom. Chair

PLEASE REFER TO THE CONFERENCE OR DISTRICT DIRECTORIES FOR SPECIFIC DATES

*Church Women United Dates

Requires registration with Conference Registrar **at least three weeks in advance on registration form provided in conference and district newsletters

SPECIAL OFFERINGS (**designated**) (National Handbook, pg. 71)
[We are called to participate in two special offerings each year]

Call to Prayer and Self-Denial – any time in January, February or March.
Theme and OFFERING is DESIGNATED ANNUALLY BY NATIONAL

WORLD THANK PROGRAM (Recommend during UMW DAY @ LOCAL UNIT)
OFFERING – designated and used in the total program of mission carried out through the United Methodist Women mission around the world.

DUE DATE	REPORTS	REPORT TO:	Done by
Jan 10th	News for District Newsletter	District Communications Co	Local Presidents / District Mission Team
Jun 10th			
Mar 10th			
Sept 30th			
Jan 15th	District Directory	District Mission Team, Local Presidents, Conference Mission Team & District Superintendent	District Secretary
Jan 15th	Deceased Members Names for preceding year	Conference MNO, Conference Spiritual Co., District Spiritual Co & District President	District MNO
Feb 15th	Preceding Year Financial Material for AUDIT	Conference Treasurer	District Treasurer
July	District Budget (passed by district mission team prior)	Conference Treasurer	District Treasurer
Dec 10th	District Officer List for Next Year	All Conference Officers & District Superintendent; all District Mission Team	District Secretary
Dec 10th	Consolidated Presidents Report	Conference President	District President
All Year, but last one Dec 10th	District Treasurer Remits,	Conference Treasurer	District Treasurer
All year - last amount Nov 30th	Local Treasurer's Reports: Remit which includes all giving sent to District	District Treasurer	Local Treasurer
Jan 10th	Alert (conference newsletter) Subscriptions (email free / printed \$8) & District Newsletter	Conference Communications & District Communications	Local Secretary
Jan 10th	Deceased Members Names	District MNO Coordinator	Local MNO
Nov. 30	All local funds for 5-Star Unit	District Treasurer	Local Treasurer
Nov. 30	Consolidated President's Report includes all reporting	District President	Local President
Nov. 30	Local Unit Officer List for Next Year	District Secretary & President	Local Secretary

If a particular officer cannot or does not do a particular report, then the President should do it. Reports are important for record keeping and awards. Even if you do not have a particular item done, please still send in a report, just mark none to report. Thanks.

CONCLUSION

As stated before, at all levels, individual groups can combine and re-assign the various coordinators outlined above. If a particular coordinator at any level of a Mission Team is not available, the work of that coordinator should be completed by the President to ensure the operation of the Mission Team is completed.

- All addresses for District and Conference Officers can be found in the District or Conference Directories. They are not published in this workbook or on the AWFC website <http://awf-umw.org/> due to privacy rights.

FORMS – INSTRUCTIONS

All forms that are located in this workbook are also on the AWFC website (<http://awf-umw.org>) in both Microsoft Excel and Adobe Acrobat. The completed form can be emailed or mailed to the appropriate officer. All forms have due dates and should be adhered to so that deadlines for awards and printed annual reports (programs) can be done. Addresses for the completed form can be found in the District and Conference Directories that will be sent to each local unit president and all district and conference officers at the beginning of each year. You can also obtain the addresses from the AWFC website by clicking on the appropriate district link, and then the specific officer and an email will be sent to you by the website manager. Individual officer's addresses are not put on the website due to privacy and unsolicited use by individuals and groups outside of the United Methodist Women.

- A. **Alert Subscription** – due annually by January 10th (or as new members or updates to address information) and sent to the Conference Communications Coordinator. All email subscriptions are free and for printed/mailed subscriptions are \$8 annually and should be included with the form.

- B. **Treasurer Forms:**
 - a. **Treasurer Summary Sample** – a sample summary sheet to show how a local treasurer could set up an Excel worksheet on tracking member's donations.
 - b. **Pledge Card Sample** – a sample pledge card for local unit members to make their annual pledge.
 - c. **Mission Giving** – a summary sheet of where the money goes from the individual pledge on up the chain to the national organization and about each area of giving.
 - d. **Remit** – form used to send all monies to the district treasurer from the local unit. All giving areas for the 5-Star Unit requirements are in Section I, INCLUDING Mission Card orders and SMR (Special Recognition Pin) orders (where previously on a separate form). Restricted Giving items such as Call to Prayer, UMCOR and other Supplementary Giving (to National causes and agencies) are in Section II. Section III is for what use to be Conference Specials and now called Conference Love Offering. A \$10 per member is asked but not mandatory. The breakout of the total will be distributed according to the annual vote of the Alabama West Florida Executive Mission Team and in accordance with the By-Laws. All former agencies giving should be done directly to the individual agencies by the local unit and not on this form. If sent to the District Treasurer, she has been instructed to return to the local unit to send. The District and Conference will not mail donations from the local units for the agencies, nor for The UMW Legacy Fund which should be made direct to National. The addresses of these agencies and National can be found in this workbook. Please check your totals and make sure the total sent matches the form. This form, along with the amount being sent, can be done once a year or as many times as the local unit wants to do. All monies should be sent prior to November 30th each year so that awards can be calculated on time.

- C. **Consolidated President's Report** – done annually and sent no later than November 30th by local unit president to the district president. A corresponding CPR for the district presidents using the data from each local unit should be sent to the Conference President (with copies to all district officers, conference officers and the district superintendent by December 10th. This report is available in Microsoft Excel and will automatically calculate certain cells if used. It is also available in Acrobat Adobe for filling in by hand. If done in Excel, please do not delete any rows, but you can hide any excess rows.

1. Mission Studies: include the number from the unit that attended and whether it was a local or district study. Only studies that are taught at Mission u the previous summer can be counted on the current year. A list of those studies is on the current year's Conference Directory. State the action your group took from this study. Where appropriate, virtual participation qualifies for completion of a criteria item.
 2. Membership: counting the active members from the beginning of the year, adding any new members, subtracting for all those lost from death and other reasons, which should leave you with the total active members as of November 30th. You may leave off any members who are considered non-active by your local unit due to health or other reasons. These members can be kept on a separate list and should be included on all news, events and other communications.
 3. Mission Today Unit form – only totals should be put here using the Mission Today Unit worksheet. The worksheet is a planning tool for the local unit and does not need to be mailed in with the form. The local unit should assign a member to be responsible for each area they want to cover to ensure all criteria are met for an award without undue pressure on any one person. An * (asterisk) on each line item 1 through 10 is for the required part of the Gold Award with (4) four of those for the Silver or Bronze award. In addition to those, a Gold unit must complete at least 5 items from 11 through 20, whereas the Silver must complete at least six (6) and the Bronze must complete at least four (4).
 4. Five Star Achievements in Giving – details the units various areas of giving for the year. The first 5 blanks are used for determining the 5-Star Awards. All monies reported (except the Local Giving Paid) should have been sent to the district treasurer prior to the completion of this form. If a unit is unsure about the amounts, you can always check with the district treasurer. Local Giving Paid is for donations made outside of monies sent to UMW.
 5. Pledge - the amount the unit will pledge for the next year. The current year Pledge should be amount the unit reported on the same form last year and this is the amount that the unit should strive to pay for the year.
 6. Visitations – list who and how many district or conference officers visited during the year. This is also an item on the Mission Today worksheet (#10).
 7. Charter for Racial Justice – using the form as a worksheet, complete this line. If your local unit qualified last year, then you are considered returning and must do at least one item on the workbook. If your unit was one in the past but not last year, then your unit would be a Reinstated Unit and must complete two (2) items. A new unit would be one that had never reached this achievement in the past and must complete three (3) items. The workbook is only a guideline and does not need to be mailed to the district.
 8. Reading Program – an individual reading form can be used for each member to track their books and then compiled on the CPR line. Make sure you list the plan each individual completed. Books should be on the current reading program list which can be found by visiting the AWFC website and hit the Reading program link. A book that is read in a prior year but not counted on a previous award plan can be counted in the current year so long as it is still a current reading book. The district that has the most members by membership percentage on the reading program will win the Book Worm Award for the year at the Conference Annual Day.
 9. List any activities, programs or events your unit did in the past year that the group would like to share with everyone. A unit board should be made highlighting the unit's activities, programs and events and bring to the district annual day. On the District CPR is a listing of other questions that could be used for historical data but is not necessary.
- D. **OFFICERS LISTING** – due by November 30th for local units and December 10th for district officers should be completed each year regardless if there is no change in leadership. District and Conference Directories use this information so all reporting units and districts need to report.

- E. **DECEASED MEMBERS** – due by January 10th of each year lists all local members who have died for the calendar year January through December. The names will be listed and read aloud at memorial services in the spring at both the District and Conference. The local report should be sent to the District MNO but include a copy to the Secretary for recording. The District MNO should forward to her counterpart at the Conference.
- F. **BUDGET** (mainly used by Districts) – to be used by the district treasurers for the district annual budget. All budgets must be no more than 15% of the previous year's total pledges paid to the Conference. All budgets must be approved first at the district level by the district mission team and then by the Conference during its summer mission team meeting. The Pledge to Mission for the next year is also to be included.
- G. **TALENT BANK** – to be used by the Chair on Nominations to get prospective officer information for both the local, district and conference levels. These forms should always be available at all district and conference events, and all local unit visits.
- H. **SCHOLARSHIP** – an application to be used for district or conference events. Registration for the event must be completed by the individual for the event just like all other registrations with money for event paid up front by the individual. Once the recipient has attended the event and the Conference Registrar has confirmed, then the Conference Treasurer will reimburse the recipient.
- I. **EXPENSE FORM** – to be used by treasurers to obtain details on expenses incurred for paying those disbursements. The mileage rate is approved by the Conference Mission Team at its summer meeting. All forms should have all receipts attached (other than mileage).
- J. **ATTENDANCE** (used by District Presidents) – to be used by the Chair of the District President's to calculate each district attendance at both the district and conference events for the Conference Annual Day Awards. The attendance is based on an average of the beginning and ending membership of each district. The winner of the Conference Award attendance (Many Colors, One Spirit) is allowed to march with the Many Colors banner around the gym at Annual Day.
 - a. **EVENT SUMMARY REGISTER** – to be used by the district to track their district events by local unit attendance. This total number should be sent to the Chair of the District Presidents for the Attendance Award. A copy should be kept with the District Secretary for historical purposes.
 - b. **REGISTRATION LIST** – to be used by the district to track individual members by their local unit to sum up on the Events Summary Register. The MNO should track the district attendance or the President needs to assign someone to work the registration table.

LOCAL UNIT

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

The leadership team assigns responsibilities for all basic functions. It includes the following persons:

- President
- Treasurer
- Secretary
- Chair, committee on nominations
- Pastor (ex-officio) (*not just the women pastors*)

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

The president, treasurer, chair of the committee on nominations, and secretary of the local organization have a counterpart in the district and conference organizations of United Methodist Women. Your district counterpart will be available to give you practical advice about how to carry out your duties and will be a source of support as you learn more about being a leader of United Methodist Women. She will provide training and give advice. Annual training for local unit officers will be held in each district and facilitated by a Conference designated SWAT Team, which is comprised of district presidents and conference officers in each respected district that the officer resides. The training should be held the first Saturday of each November. All officer positions commence on January 1st of each year with elections held in the fall.

Leaders are elected for terms that are determined by their local units or district and conference standing rules. It is advisable to fill a vacancy within a period of three months. Tenure, or the maximum amount of time a woman may serve, is described in the bylaws of United Methodist Women, but usually local units do not have any term limits.

Local PRESIDENT

1. Leads all meetings, organizing an agenda beforehand,
2. Ensures that the group has a planned action for missions and giving, appointing others to help lead those specific efforts and helps interpret the purpose and vision,
3. Gathers materials from other officers and completes and forwards all reports to the district, except the financial forms,
4. Is a co-signor of all financial documents, including the checkbook for the local unit,
5. Serves as the liaison to the church, pastor and charge conference,
6. Signs all official documents,
7. Serves as chairperson of the Executive Committee. The president keeps UMW's programs and activities before the Church Council/Administrative Council or Administrative Board/Council on Ministries, regularly prepares reports and presents them to these groups.
8. Completes a Consolidated President's report each year and sends to the District President by November 30th.

Local VICE PRESIDENT

1. Works closely with the president in understanding and interpreting all aspects of the program of United Methodist Women,
2. In the absence of the president, she performs the president's duties.
3. She chairs the Committee on Programs, where one exists, guiding its members in planning programs, determining needed resources, and involving a variety of women in the planning process.

Local SECRETARY

1. Should have access to Word Microsoft software or a compatible word processing program (like a MAC program) and be able to send and receive emails especially at the District level,
2. Records minutes of all meetings and events, including conference calls, and distributes those minutes to the mission team as soon as possible for review (no more than two weeks),
3. Assists the president in setting the agenda for unit meetings and events,
4. Takes care of and coordinates all written correspondences,
5. Immediately after the unit's elections, the secretary should forward the names, addresses, contact numbers, and email addresses for the new officers to the district communications coordinator and District Secretary, but at a date no later than November 30th of each year. The District Secretary should also forward the district list of officers to the Conference Secretary, Resource Center, and the District Superintendent no later than December 10th each year.

A sample outline for writing minutes of meetings includes the following:

1. Name of the group
2. Date, place, and time of the meeting
3. Call to order (name of person presiding)
4. Attendance (members present/absent)
5. Guests
6. Approval of minutes from previous meeting
7. Approval of agenda
8. Correspondence
9. Referrals/recommendations
10. Unfinished business
11. New business
12. Highlights of program/event (full report should be an attachment)
13. Items for information
14. Adjournment motion and time
15. The signature of the secretary or minute taker
16. Items for information
17. Adjournment motion and time

Local TREASURER

1. Should have a general knowledge of bookkeeping and preferably a knowledge of Excel spreadsheets and/or an accounting program like Quicken or Quick Books, especially at the district level,
2. Should have access and knowledge of sending and receiving emails,
3. Handles all of the funds,

4. Keeps the books that account for all of the funds of the local unit, and interprets where the money goes and how the total program of the UMW is funded,
5. Receives, disburses, and accounts for all funds of the local units, and develops, with the Executive Committee, a plan for receiving funds from individuals and subgroups, where they exist in the unit.
6. Responsible for sending all funds, except those designated for missions locally and for local Administration and Membership Development (A&MD), to the district treasurer. Remittances to the district shall be made monthly or quarterly as determined by the conference organization, but at no less than annually and no later than November 30th of each year. Additional tips include the following:
 - Open a checking account in the name of the UMW and have both treasurer and president on the signature cards.
 - Obtain the tax-exempt ID number from the district or local church treasurer (Federal Tax ID # 63-1108101).
 - Do NOT deposit United Methodist Women funds in a personal account or a local church account.
 - Obtain the following working materials:
 - Ledger book or computer program like Quicken or Quick Books
 - Supply of local remittance forms (photocopied or download from this handbook and website <http://awf-umw.org/>).
 - Keep a file of all signed pledge cards until the next pledge service and a record of each contribution received at meetings and other occasions.
 - Record pledges, offerings and other income in a ledger book or computer records then deposit the money in the group's bank account as soon as possible.
 - Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in your cashbook or in your computer records or a paper ledger account book. The president or secretary should sign or initial invoices to be paid or vouchers associated with each check.
 - Balance the books and reconcile the bank statement monthly. Provide the President a photocopy of the bank statement at least quarterly.
 - Be prompt in sending remittances approved by the local group to the district treasurer (or conference treasurer where no district exists). If gifts are designated, indicate the designation in the proper space on the remittance form. **Never change designations without consulting with the donor.**
 - Consult the previous local treasurer or the district treasurer for any questions or help needed.
 - At the end of each calendar year, create a giving statement for each member who has given \$250 or more. It should contain the name, address of the donor and a statement: "No goods or services were received in exchange for this donation."
 - Prepare a financial report for each meeting and an annual report for the president to present at the local Church's Annual Conference.

The local budget consists of three main categories: Pledge to Mission, administration and membership development, and mission locally. There is no "right" proportion of the budget for each of the three categories. Traditionally, 60 percent of the budget is for the Pledge to Mission. Some find this percentage too small, while others find it too large. The final decision rests with the local group itself.

LOCAL CHAIRPERSON COMMITTEE ON NOMINATIONS guides the committee in its work to find leadership for the local unit. It is important that the committee know the skills, interests and leadership potential of all unit members and know the qualifications for the open officer positions. A nominations report should be prepared by the Chair from the committee's recommendations (after first having the

nominee's permission) and sent to the President for presentation to the Mission Team. The Chair should be familiar with the tenure process of the United Methodist Women. Every unit should attract women from a variety of experiences and backgrounds, with diverse interests, skills and expertise. Talent Bank forms should be on hand to present to all interested women and kept on file to easily access.

LOCAL SECRETARY OF PROGRAM RESOURCES (PR) helps the members and elected leaders of the local unit know about and how to secure resources that enable them to fulfill the PURPOSE. She should be familiar with the extensive selection of printed and digital materials provided by the Mission Resource Center. ***On the Conference level, this has been combined with Education & Interpretation.***

1. She should promote and subscribe to the mission magazine, *response* (hard copy or online subscription).
2. She is also responsible for promoting and tracking the UMW Reading Program and should report those that have achieved the appropriate plans to her president so that the local unit consolidated president's report can be completed by November 30th of each year.

LOCAL MISSION COORDINATOR FOR SPIRITUAL GROWTH (SGC) helps the local unit to understand and appreciate the biblical and theological basis for our mission and ministries with women, children, and youth. She provides opportunities for women to realize personal growth and spiritual renewal for mission. Additional tips include the following:

1. Involve and encourage local units to participate in the district and conference spiritual enrichment (Day Apart) events.
2. Gives a devotion and a reading from the Prayer Calendar at the local unit meetings,
3. Promote and coordinate "A Call to Prayer and Self-Denial" and "World Day of Prayer" special annual programs.

LOCAL MISSION COORDINATOR FOR SOCIAL ACTION (SAC) assists women in the local unit in study, action and reflection regarding current and emerging social, economic, environmental and political issues.

1. She helps the unit choose at least one priority social action issue each year and alerts the local units to those issues via the newsletter and events.
2. She should consult with what the district and conference emphasis are and help promote those areas each year.
3. Advocate, support, and speak out for the basic needs of children, such as adequate housing, nutrition, health care, and quality education.
4. Provide training in violence prevention, peacemaking skills and conflict resolution for children and youth.
5. Provide opportunities for women to tutor children, advocate for adequate funding for public education and ensure that policies against sexual harassment are in place and enforced.
6. Read the Charter for Racial Justice Policies. She should convey to the local unit all the requirements for the Charter and suggest various ways to fulfill those requirements via newsletter, website and/or flyers at district events. She should remind the local presidents (as most local units don't have a Social Action Coordinator) that the local president should complete the local consolidated president's report (Item #7) by November 30th each year.
7. Work toward the elimination of racism in the church and community, through study and discussion. Suggestions of various reading program books and Response articles can be used to do this.
8. If the local unit or the district hosts a social action event, this coordinator should be responsible for all aspects of that event.

9. The local SAC should be a member of the national UMW Social Action Network (<http://www.unitedmethodistwomen.org/members-leaders/action/alerts>).

LOCAL MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH (MNO) helps members of the unit to see membership as a great opportunity for spiritual growth, leadership development, involvement in mission and meaningful participation in study and social action.

1. She is responsible for maintaining an updated membership list and an attendance record for each meeting.
2. She should keep the officers informed of all changes in membership, especially the Secretary (who keeps an active role) and the Treasurer (as she pays per member for the Conference Love Offering).
3. The local MNO should ensure that all Deceased Members names are sent to the District MNO Coordinator by January 10th of each year for the District's Annual Memorial Service. A Deceased Membership form is on the website and in this package.
4. She works to build supportive community among the members of the unit.
5. She encourages the unit to reach out to teen women, young women, mothers, and working professionals. Additional tips include the following:
 - Stay in touch with members whose interest or attendance is irregular by mail, email, or phone; alert absentees to what is happening in the unit.
 - Support women who are recuperating from a long illness, loss of a loved one, or going through divorce as they re-enter the group.
 - Make a personal visit with a listening ear and a caring heart to members who no longer attend meetings.
 - There are many ways to express your affection. Be sensitive to individual situations. Support people in both their joy and pain.
 - Sometimes we put up physical, attitudinal, or behavioral barriers that exclude others. We may notice an attitudinal barrier when there is no interest in different cultures or when the needs of certain members, such as mothers with young children, are disregarded.
 - All of your members have hidden talents. You might ask women to fill out a survey about their talents and needs; or you may want to interview them personally. You can then discern a sense of the person and her gifts.
 - Also, consider whether a woman who always leads singing might want a different challenge, like leading a study group or organizing a workshop on legislative affairs. New opportunities summon us to seek out and learn new skills. This creates and builds self-esteem.
 - Be attentive to others' hidden potential as well as their demonstrated abilities. Members of UMW have a right to expect something from the organization and carry a responsibility to it.

LOCAL MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION (E&I) helps women understand the mission and outreach ministries of the church. She emphasizes the need for continual financial support for the program and mission of UMW. A major task of the position is to find ways to educate and interpret the mission of UMW and educate others about it. The designation of being a Mission Today Unit falls under this coordinator's responsibilities as well as, those of coordinating the Mission Studies. All criteria for the Mission Today Unit should be completed by the local unit by November 30th each year and included on the Consolidated President's Report under Item # 3.

LOCAL COMMUNICATIONS COORDINATOR (COMM) should keep the members informed of upcoming meetings and send in any news to the District Communications Coordinator to be included in the district newsletter. The local coordinator can also send in articles to the Response magazine to be included in its Bright Lights section.

DISTRICT

District PRESIDENT

A. On the Conference Level

1. Meetings Attendance: January & June, plus as many Conference events as possible,
2. Responsible for refreshments at one of conference events,
3. Will be assigned to various Conference UMW committees plus Presidents Committee, One will be the Chair of the Presidents,
 - a. Chair of Presidents is responsible for all districts attendance for awards (See Attendance Form). Each district president is to track their own attendance at district events but Conference Registrar is responsible for reporting all Conference events.
4. Help with Conference Annual Day set up and take down,
5. Be on the SWAT Team to train officers for local and district, and responsible for setting up the training event,
6. Carry the banner in the processional during Annual Day, and
7. The Chair of the Presidents is responsible for tallying all district and conference events for the Special Recognition Award for district attendance and the Many Colors, One Spirit Award for conference attendance.
8. Bring issues to the Conference from the local units for clarification and proposed change.

B. On the District Level

1. Should have access to a computer with at least Acrobat Reader program and be able to send and receive emails,
2. Keep informed with local unit presidents, other district presidents, Conference & National by email, phone & meetings,
3. Schedule & lead mission team meetings at least 4 a year (some can be conference calls),
4. Prepare and send in your District Consolidated President's Report to Conference & other district officers annually by December 10th,
5. Coordinate and check Treasurer Reports & Budget; Have your name on the checking account,
6. Help coordinate all district events and invite the District Superintendent/UMW Conference & National members living in District,
7. Facilitate Super Sunday break-out session for UMW,
8. Help with Day Apart - (Spiritual Growth Coordinator is in charge),
9. Help with district Mission Studies - (Mission E&I Coordinator is in charge),
10. Help District Annual Day - (Vice President is in charge), and
11. Contribute to district newsletter - 4 times a year - must write 4 articles a year.

C. At the Local Level

1. Supervise and keep in contact with all Local Presidents,
2. Travel to Local Units for visits, events and as requested (at least 3 units a year),
3. Make sure local units know about all reports (forms) and events,
4. Be the source for help and change for the local units to the conference,
5. Be a cheerleader for all local units to participate; visit at least 3 units a year, and
6. Promote and encourage financial contributions to Pledges.

D. At the Church

1. Attend the January district-wide United Methodist Church Conference,
2. Be the official district UMW representative at Annual Conference each June, and
3. Attend all District CORE Team meetings as the UMW representative/member.
4. Might be asked to come to local units for their UMW Day or officer installation.

District VICE PRESIDENT

1. Works closely with the president in understanding and interpreting all aspects of the program of United Methodist Women,
2. In the absence of the president, she performs the president's duties.
3. She chairs the Committee on Programs, where one exists, guiding its members in planning programs, determining needed resources, and involving a variety of women in the planning process.
4. She oversees the preparation of all Annual Day events including securing the location, food, speaker, agenda and program.

District SECRETARY

1. Should have access to Word Microsoft software or a compatible word processing program (like a MAC program) and be able to send and receive emails especially at the District level,
2. Records minutes of all meetings and events, including conference calls, and distributes those minutes to the mission team as soon as possible for review (no more than two weeks),
3. Assists the president in setting the agenda for unit meetings and events,
4. Takes care of and coordinates all written correspondences including sending Mission Cards, Thank you cards, etc.,
5. Immediately after the local unit's elections, the secretary should forward the names, addresses, contact numbers, and email addresses for the new officers to the District Communications Coordinator and District President, but at a date no later than November 30th of each year. The District Secretary should also forward the district list of officers to all the district officers, and the Conference Secretary, Resource Center, and the District Superintendent no later than December 10th each year.
6. The District Secretary shall record the minutes of all the District executive meetings. A sample outline for writing minutes of meetings includes the following:
 - a) Name of the group
 - b) Date, place, and time of the meeting
 - c) Call to order (name of person presiding)
 - d) Attendance (members present/absent)
 - e) Guests
 - f) Approval of minutes from previous meeting
 - g) Approval of agenda
 - h) Correspondence
 - i) Referrals/recommendations
 - j) Unfinished business
 - k) New business
 - l) Highlights of program/event (full report should be an attachment)
 - m) Items for information
 - n) Adjournment motion and time
 - o) The signature of the secretary or minute taker

- p) Adjournment motion and time
7. She is also in charge of publishing an annual District Directory that should include only items not included in this workbook. The cost of this directory is a district budget item. Whenever possible these can be published in pdf format and emailed. All local units, district and conference officers, and the District Superintendent should receive one. They should be published no later than the first meeting of district in any year. Those items should include:
- a) District Mission Team members, title, contact information, including committee on nominations, and all Conference Officer members and contact information
 - b) District and Conference Schedule of Events
 - c) Alabama West Florida Conference United Methodist Church important staff information
 - d) Map of the district designating the district lines by counties
 - e) UMW Purpose
 - f) District Standing Rules & Policies
 - g) Mission studies for the year
 - h) Current approved expenditures for the year
 - i) Current District Budget & Pledge for the Year,
 - j) Special Projects or Social Actions pertinent to the year of publication of directory

District TREASURER

1. Should have a general knowledge of bookkeeping and preferably a knowledge of Excel spreadsheets and/or an accounting program like Quicken or Quick Books, especially at the district level,
2. Should have access and knowledge of sending and receiving emails,
3. Handles all of the funds of the district,
4. Keeps the books that account for all of the funds from the local unit, and interprets where the money goes and how the total program of the UMW is funded,
5. Receives, disburses, and accounts for all funds from the local units, and develops, with the Executive Committee, a plan for receiving funds from individuals and subgroups, where they exist in the unit.
6. Responsible for sending all funds to the Conference treasurer. Remittances to the district shall be made monthly or quarterly as determined by the conference organization, but at no less than annually and no later than December 10th of each year. Additional tips include the following:
7. Open a checking account in the name of the UMW, having both the president and treasurer on the signature card.
8. Obtain the tax-exempt ID number from the district or local church treasurer (Federal Tax ID # 63-1108101).
9. Do NOT deposit United Methodist Women funds in a personal account or a local church account.
10. Obtain the following working materials:
11. Ledger book or computer program like Quicken or Quick Books
12. Supply of local remittance forms (photocopied or download from this handbook and website <http://awf-umw.org/>).
13. Keep a file of all district pledges (from the Consolidated President's (year-end) Report and a record of each contribution received at meetings and other occasions.
14. Record pledges, offerings and other income in a ledger book or computer records then deposit the money in the group's bank account as soon as possible.

15. Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in your cashbook or in your computer records or a paper ledger account book. The president and secretary should sign or initial invoices to be paid or vouchers associated with each check.
16. Balance the books and reconcile the bank statement monthly. Provide the President a photo-copy of the bank statement at least quarterly.
17. Be prompt in sending remittances approved by the District Mission Team to the Conference treasurer. If gifts are designated, indicate the designation in the proper space on the remittance form, Special Recognition form, or Mission Card form. **Never change designations without consulting with the local unit.**
18. Consult the previous district treasurer or the conference treasurer for any questions or help needed.
19. In Mid-summer, create a giving statement for each local unit to show where that unit stands on money received from the unit, separating out the various categories.
20. Prepare a financial report for each district meeting and an annual report for the president to present at the district's Annual Meeting.
21. At the end of the calendar year, all items must be gathered for an audit (see checklist on form) and sent to the Conference Treasurer for the annual required audit of all districts.

District CHAIRPERSON COMMITTEE ON NOMINATIONS (CON) guides the committee in its work to find leadership for the District. It is important that the committee know the skills, interests and leadership potential of prospective officers and know the qualifications for the open officer positions.

1. The Chair should call the nominations committee together to select nominees from the Talent Banks. Conference Calls or physical meetings are acceptable.
2. A nominations report should be prepared by the Chair from the committee's recommendations (after first having the nominee's permission) and sent to the President for presentation to the Mission Team.
3. The Chair should be familiar with the tenure process of the United Methodist Women.
4. The Chair should be familiar with the Even and Odd years of each office.
5. Every district should attract women from a variety of experiences and backgrounds, with diverse interests, skills and expertise.
6. Talent Bank forms should be on hand to present to all interested women and kept on file to easily access.
7. The Chair should send out an Acceptance Letter to each nominee along with the qualifications of the position the nominee is being selected (see forms).
8. Once the acceptance of all the nominees has been received back, the Chair should prepare a Nominations Report with all the addresses, email and other data on the appropriate Nominations Report. This should be sent to the district president with a copy to the district Secretary.
9. A brief bio with a picture of the nominee should be sent to the district communications coordinator to be included in the late summer or early fall district newsletter (or at least six weeks prior to the fall's elections). This information is gotten from the Talent Bank and Nominee's Acceptance Form.
10. A running list of all years and those elected should be kept for not only the historical significance, but to ensure when term limits have been met (according to the Standing Rules).

11. The Chairperson is also responsible for the installation of the officers at the district Day Apart in the fall. The Agenda for Nominations is led by the President but the Chair of Nominations does or has someone she has asked to do the installation. A script for the installation of officers is in the forms.
12. A Talent Bank form (in this workbook or found on the AWFC website <http://awf-umw.org/>) should be available at all district events. The Nominations Chair should have these on-hand when meeting with her committee.
13. A Nominations Committee shall be elected by each district. The number depend on the district and Conference Standing Rules. These positions shall be staggered so that all will not go off or come on at the same time. There is no tenure for these positions.

DISTRICT OFFICE TENURE YEARS: Even means the officer will go off in a year ending in an even number. If an office gets out-of-sync, the term should be only one year to get the office back in sync with the Even and Odd years listed below.

President – Even	Vice President – Odd
Secretary – Even	Treasurer – Odd
Communications Coordinator – Even	Membership Nurture & Outreach – Odd
Social Action – Even	Nominations Chair – Odd
Education & Interpretation – Even	Spiritual Growth – Odd

DISTRICT SECRETARY OF PROGRAM RESOURCES (PR) helps the members and elected leaders of the local units within her district know about and how to secure resources that enable them to fulfill the PURPOSE. ***On the Conference level, this has been combined with Education & Interpretation, therefore, all inquiries and information for this position should be directed to that secretary.***

1. She should be familiar with the extensive selection of printed and digital materials provided by the Mission Resource Center.
2. She should promote and subscribe to the mission magazine, *response* (either hardcopy or online subscription).
3. She is also responsible for promoting and tracking the UMW Reading Program and should report those that have achieved the appropriate plans to her district president so that the district consolidated president's report can be completed by November 30th of each year.
4. The District PR she should have a free supply of current UMW brochures and pamphlets (from the Resource Center) available at district events. All local units and individuals will need to order any prayer calendars, reading books and program books from the Mission Resource Center as the district no longer can do consignment sales.
5. This office should be prepared to give *response* moments at all events and meetings.
6. She could also send articles for *response* articles and books to the district newsletter for a better understanding and promotion of those resources.

DISTRICT MISSION COORDINATOR FOR SPIRITUAL GROWTH (SGC) helps the local unit to understand and appreciate the biblical and theological basis for our mission and ministries with women, children, and youth. She provides opportunities for women to realize personal growth and spiritual renewal for mission. Additional tips include the following:

1. Involve and encourage local units to participate in the district and conference spiritual enrichment (Day Apart) events.
2. Challenge women to put their faith into action through participation and donations.
3. Advocate equality of all people, using Jesus' life and teachings as a guide.

4. Give opportunities for women to participate in prayer and meditation, and to learn more about spiritual practices. Articles in the district newsletter could be done.
5. Gather women together for worship using language and imagery that is inclusive and that affirms women, people of color and people with disabilities.
6. Educate women about the relationship between personal spiritual development and mission.
7. Promote and coordinate “A Call to Prayer and Self-Denial” and “World Day of Prayer” special annual programs.
8. The District Spiritual Growth Coordinator is in charge of every aspect of the District’s annual spiritual enrichment program (Day Apart), including, the program, speaker, location, food, and date.
9. The Chair should also give a devotion and/or reading from the Prayer Calendar at each district meeting and event.

DISTRICT MISSION COORDINATOR FOR SOCIAL ACTION (SAC) assists women in the local unit in study, action and reflection regarding current and emerging social, economic, environmental and political issues.

1. She helps the District choose at least one priority social action issue each year and alerts the local units to those issues via the newsletter and events. There are many areas that are important to the work of the mission coordinator for social action. They include concerns for women, children, and youth; the elimination of racism; supporting the United Nations; and promoting economic and environmental justice.
2. Advocate, support, and speak out for the basic needs of children, such as adequate housing, nutrition, health care, and quality education.
3. Provide training in violence prevention, peacemaking skills and conflict resolution for children and youth.
4. Provide opportunities for women to tutor children, advocate for adequate funding for public education and ensure that policies against sexual harassment are in place and enforced.
5. Advocate for US involvement in multilateral discussions and actions via the United Nations on issues that significantly affect the world community.
6. Read the Charter for Racial Justice Policies and do some serious study about racism. Learn about the covert and overt ways racism operates in our society and how it affects all of us. The District Chair should convey to the local units all the requirements for the Charter and suggest various ways to fulfill those requirements via newsletter, website and/or flyers at district events. She should remind the local presidents (as most local units don’t have a Social Action Coordinator) that the local president should complete the local consolidated president’s report (Item #7) by November 30th each year.
7. Work toward the elimination of racism in the church and community, through study and discussion. Suggestions of various reading program books and Response articles can be used to do this.
8. If the local unit or the district hosts a social action event, this coordinator should be responsible for all aspects of that event.
9. Both local and district SAC should be a member of the national UMW Social Action Network (<http://www.unitedmethodistwomen.org/members-leaders/action/alerts>).

DISTRICT MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH (MNO) helps members of the unit to see membership as a great opportunity for spiritual growth, leadership development, involvement in mission and meaningful participation in study and social action.

1. She is responsible for maintaining an updated membership list by unit.
2. She should keep the officers informed of all changes in membership of local units.
3. She helps local units by suggesting ways to increase membership through new ideas and promotes these through the district newsletter.
4. She encourages the unit to reach out to teen women, young women, mothers, and working professionals. She can also start and promote an online unit for the district.
5. The District MNO shall collect all her local units Memorial Lists sent to her and consolidate into one form for the district (see forms). These names are to be used at the district Memorial Service held at the district's Annual Day. She then forwards this district list to the Conference MNO with a copy to the district Secretary and President. A list of the previous year's deceased should be printed in the district newsletter. The District Coordinator will forward that list on to the Conference MNO by January 15th each year.
6. The District MNO is responsible for the Memorial Service that is held in conjunction with the District Annual Day in the first quarter of the New Year.

DISTRICT MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION (E&I) helps women understand the mission and outreach ministries of the church. She emphasizes the need for continual financial support for the program and mission of UMW. A major task of the position is to find ways to educate and interpret the mission of UMW and educate others about it.

1. The designation of being a Mission Today Unit falls under this coordinator's responsibilities. All criteria for the Mission Today Unit should be completed by the local unit by November 30th each year and included on the Consolidated President's Report under Item # 3. The District E&I should make sure the District President has all information from the local unit for the District Consolidated President's Report that is due on December 10th of each year. Additional tips include the following:
2. District Mission Studies are the responsibility of the District E&I. She shall ensure that the correct mission study is done, that an individual who has actually studied the mission study at Mission u is qualified, secure a location, date and time of the study, and help the facilitator with any specifications and equipment needed for the study. For a local unit to receive credit for a mission study, it must be taught during the three year period (ending December 31st) following the last Mission u presentation.
3. She can also encourage and/or organize a visit to a mission institution such as Dumas Wesley and facilitate a monetary or gift-in-kind drive for the institution.
4. Learn about the work of the mission personnel of the General Board of Global Ministries and how Mission Giving by women in the local unit supports these individuals. She can submit articles to the district newsletter promoting these ideas.
5. She is also responsible for promoting Mission u and for the local unit's knowledge of being a Mission Today unit.
6. She should prepare articles for the district newsletter to promote these events and participation in the criteria of Mission Today. If a unit is not participating in the Mission Today program, she should contact the unit's president to help in any way to achieve that status.

DISTRICT COMMUNICATIONS COORDINATOR (COMM) should keep the members informed of upcoming meetings and send in any news to the Conference Communications Coordinator to be included in the Link conference newsletter.

The District Communications Coordinator is in complete charge of the district's newsletter including coordinating the articles, publishing, printing and distributing. She needs to be versed and have access to some type of publishing software program like Microsoft Publisher and Adobe Acrobat. The

district communications coordinator should also be able to send mass emails and maintain an address database for emails.

The District Newsletter (a budgeted item) should be published at least three times a year and sent to each local unit president, district officer, district superintendent, and all district presidents and conference officers. They should be sent by email unless no email is had by recipient. The Communications Coordinator should send each newsletter to the webmaster of the Alabama West Florida Conference UMW to be included on the district link of the Alabama West Florida Conference UMW website.

Items to be published in the Newsletter are:

- upcoming district and conference events and programs
- any upcoming district votes like slate of district officer nominations or Standing Rule changes,
- news from local units
- highlights of special social action events or news
- district wide participation in a special project
- encouragement and how to do the various local unit awards and attendance

cONFERENCE

Conference PRESIDENT

The Conference President shall preside over all the Conference Executive Mission Team meetings.

1. The President shall appoint, with the approval of the Executive Committee, the following persons to a one-year term:
 - Chairperson of the Committee on Standing Rules who shall also serve as Parliamentarian.
 - Registrar over all conference events.
 - Legacy 150 Liaison
 - Conference Language Coordinator.
 - Representatives requested by other boards and agencies.
2. She shall also be in charge of sending Gifts in Memory cards and other mission cards (see Standing Rules for list),
3. Signs all official documents, including all site prep at events at Blue Lake,
4. Shares fiduciary responsibility with the Treasurer,
5. Oversees the training of the Conference Officers and appointing a SWAT Team for the districts,
6. Secures the location for all conference events and sets the dates for those events with input from her Conference Program Committee.
7. Serves as the Chair of the
 - a. Conference Racial Justice Policies Committee,
 - b. Executive Committee and
 - c. Administrative Committee.
8. She also serves on the Mission u Committee
9. She serves as ex-officio on the
 - a. Communications Committee and
 - b. Finance Committee.
10. She serves as a delegate to the Jurisdictional Assembly,
11. She represents the Conference at the Alabama West Florida Conference Annual Conference each year.

Conference VICE PRESIDENT

1. Works closely with the president in understanding and interpreting all aspects of the program of United Methodist Women,
2. In the absence of the president, she performs the president's duties.
3. She chairs the Committee on Programs, where one exists, guiding its members in planning programs, determining needed resources, and involving a variety of women in the planning process.
4. She is the Chair of the Programs Committee which plan and recommend to the organization programs that contribute of the fulfillment of the PURPOSE, including the program of the annual meeting; she designates a special subcommittee to carry out its plans for the annual meeting and/or other special programs. She implements the plans and evaluate the effectiveness of each program.
5. She serves also on the following Conference Committees: Administrative, Finance, Executive, Standing Rules and Policies and Communications.
6. She also has all the individual scholarship applications sent to her and sees that that committee selects the recipients for each event. She is responsible for informing the recipient and letting the registrar know who has won the scholarship.

Conference SECRETARY

1. Should have access to Word Microsoft software or a compatible word processing program (like a MAC program) and be able to send and receive emails especially at the District level,
2. Records minutes of all meetings and events, including conference calls, and distributes those minutes to the mission team as soon as possible for review (no more than two weeks),
3. Assists the president in setting the agenda for Conference meetings and events,
4. Takes care of and coordinates all written correspondences,
5. Immediately after the Conference elections, the secretary should forward the names, addresses, contact numbers, and email addresses for the new officers to the Conference Communications Coordinator and National Secretary, but at a date no later than November 30th of each year. The Conference Secretary should also forward the list of Conference officers to the District Secretaries and District Presidents, Resource Center and the Conference Bishop no later than December 10th each year.
6. The Conference Secretary shall record the minutes of all the conference executive meetings. Each Committee Chair should provide her a written report (form) that will be included in the minutes of the meeting. She should send out the minutes within two weeks of the meeting to all members of the Conference Executive Mission Team. A sample outline for writing minutes of meetings includes the following:
 - a) Name of the group
 - b) Date, place, and time of the meeting
 - c) Call to order (name of person presiding)
 - d) Attendance (members present/absent)
 - e) Guests
 - f) Approval of minutes from previous meeting
 - g) Approval of agenda
 - h) Correspondence
 - i) Referrals/recommendations
 - j) Unfinished business
 - k) New business
 - l) Highlights of program/event (full report should be an attachment)
 - m) Items for information
 - n) Adjournment motion and time
 - o) The signature of the secretary or minute taker
 - p) Adjournment motion and time
8. She is also in charge of publishing an annual Conference Directory that should include only items not included in this workbook. Those items should include:
 - a) Conference Mission Team members, title, contact information, including district presidents and Conference committee on nominations
 - b) Conference Schedule of Events
 - c) Alabama West Florida Conference United Methodist Church important staff information
 - d) Map of the Conference designating the district lines
 - e) UMW Purpose
 - f) Standing Rules & Policies
 - g) Mission studies for the year
 - h) Current approved expenditures for the year
 - i) Current Conference Budget & Pledge for the Year, (can include Districts too)
 - j) Special Projects or Social Actions pertinent to the year of publication of directory

Conference TREASURER

1. Should have a general knowledge of bookkeeping and preferably a knowledge of Excel spreadsheets and/or an accounting program like Quicken or Quick Books,
2. Should have access and knowledge of sending and receiving emails,
3. Handles all of the funds for the Conference,
4. Keeps the books that account for all of the funds of the eight districts, and interprets where the money goes and how the total program of the UMW is funded,
5. Disburses the funds of the districts to the Jurisdiction, and develops, with the Executive Committee, a plan for that distribution of funds with allocations for the district and conference AD&M funds that have been approved at each Summer Conference Mission Team Meeting.
6. A Conference Budget must be presented annually at the Summer Conference Executive Meeting. A percentage of the conference mission giving (currently 15% of the previous amount the individual district has sent to Conference) shall be used for the administration and membership development expenses of the district. Each district must budget \$300.00 from its district's administration and membership development funds for representation by districts beyond the conference to Assembly and/or Jurisdiction. Each district must also budget \$100 for a general audit/review of its books done by a conference appointed individual. Certain line items for the Conference that must be included in the Conference Budget are listed on the Conference Budget form and the Standing Rules of the Conference. A prepared budget by each district and the conference is presented to the Conference Finance Committee each July for approval. Fifteen copies should be available from each district and the conference for the Conference Finance Committee to review. Keep a file of all signed district pledge and budget forms for both all the districts and the conference. These are presented at the Summer Mission Team meeting and approved at that meeting.
7. Remittances to the Jurisdiction shall be made monthly or quarterly as determined by the conference organization, but at no less than annually and no later than December 15th of each year.
8. Additional tips include the following:
 - a) Open a checking account in the name of the UMW, using the Federal tax-exempt ID number of our national organization (Federal Tax ID # 63-1108101). Do NOT deposit United Methodist Women funds in a personal account or a local church account.
 - b) Obtain the following working materials: Ledger book or computer program like Quicken or Quick Books. Preferably the prior treasurer can pass along the historical data on a program so the sequence of financial transactions isn't lost.
 - c) The user ID and password for the Jurisdictional Remittance Log-in at <https://remittance.unitedmethodistwomen.org/RemittancesManagement/>
 - d) Record pledges, offerings and other income in a ledger book or computer records then deposit the money in the group's bank account as soon as possible.
 - e) Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in your cashbook or in your computer records or a paper ledger account book. The president and secretary should sign or initial invoices to be paid or vouchers associated with each check.
 - f) Balance the books and reconcile the bank statement monthly. Provide the President a photocopy of the bank statement at least quarterly.
 - g) Be prompt in sending pledge remittances and budgeted expenditures approved by the Conference Mission Team. Use the approved allocations for travel, and paying guest speakers, musicians, etc. These are voted each summer by the Conference Mission Team and updated in the Conference Standing Rules.
 - h) Consult the previous Conference treasurer or Jurisdictional treasurer for any questions or help needed.

- i) At the end of each quarter, create a giving statement for each district so the district can compare against their records for proper distribution and to know where they stand on their pledge.
- j) Send district AD&M funds as requested to the district after appropriate documentation of them to-date allocations have been determined. At the close of the year, remind the districts that all unused funds, less \$750, should be sent back to the Conference.
- k) Prepare a financial report for each meeting and an annual report for the president to present at Annual Conference meeting in January.
- l) At the end of the year, the conference treasurer presents her books and those of all eight districts to either a certified public accountant or to a person who has a minimum of a four-year accounting degree. This person will perform certain procedures (outlined here) on the accounting records of the conference and completes a statement indicating that the procedures were satisfactorily performed. A copy of this statement is given to the conference treasurer and the conference executive committee, and a copy should be mailed by the auditor to the United Methodist Women National Office, 475 Riverside Drive, room 1503, New York, NY 10115, attention: Treasurer. The cost of the audit is a line item on both the district and conference budgets.
 - a. In order to facilitate the procedure review, the conference treasurer will provide the following materials:
 - i. Copies of executive committee minutes.
 - ii. Copy of the conference budget.
 - iii. Remittance forms received from districts.
 - iv. Receipt forms.
 - v. Vouchers properly signed by authorized persons.
 - vi. Checkbook stubs or records.
 - vii. Reconciled bank statements.
 - viii. Canceled checks.
 - ix. Duplicate deposit slips.
 - x. Records of cash received and cash disbursed.
 - xi. Year-end statements of conference administration and membership development fund.
 - b. The person who has agreed to perform the procedures on the conference accounting records is to:
 - i. Trace selected district remittances into receipts and deposits recorded in checkbook or recorded into a cash receipt record.
 - ii. Obtain confirmations from selected districts to confirm remittances
 - iii. Ascertain that vouchers are made for all expenditures, that these expenses are properly signed by authorized persons, and that the expenditures are provided for in the budget or have been authorized by the executive committee as recorded in the minutes.
 - iv. Determine that checks written agree with the vouchers and are properly recorded in some form of cash disbursement record.
 - v. Make sure that bank statements are reconciled monthly to agree with the checkbook balance and the balance as reflected in the cash receipt and disbursement record.
 - vi. Check the year-end balance, as shown on the year-end statements, to

determine that it agrees with that shown in the checkbook and the reconciled year end bank statements. The year-end balance should reflect any difference between cash received and cash disbursed as recorded in the cash records.

- c. After the procedures have been completed, the person performing the procedures fills out the Schedule of Cash Activities statement and submits it to the conference treasurer, with a copy to the conference executive team and to the United Methodist Women National Office.
- m) Maintains regular contact with district treasurers and the treasurer of the United Methodist Women National Office.
- n) Sends an updated bonding list to the United Methodist Women National Office at least annually (conference president, conference treasurer, district presidents, district treasurers, and the business manager or registrar of the conference Mission u are bonded by the United Methodist Women National Office); an updated bonding list should also be sent to the national office whenever there is a change in any of the positions listed.
- o) Works in cooperation with the conference mission coordinator for education and interpretation to encourage giving to mission with emphasis on the importance of Mission Giving.
- p) Works with the conference secretary of program resources as she orders and sells materials.
- q) Provides resources and training at least annually for district treasurers, serving as their contact person, and attends training events provided by the national office.
- r) Serves on the following Conference Committees:
 - a. Chair of Finance,
 - b. Program,
 - c. Administrative,
 - d. Communications,
 - e. Registration and normally serves as Conference event registrar,
 - f. Executive,
 - g. Mission u, and
 - h. Standing Rules and Policies.

CONFERENCE CHAIRPERSON COMMITTEE ON NOMINATIONS (CON) guides the committee in its work to find leadership for the Conference. It is important that the committee know the skills, interests and leadership potential of all Alabama West Florida United Methodist Women members and know the qualifications for the open officer positions.

1. A nominations report should be prepared by the Chair from the committee's recommendations (after first having the nominee's permission) and sent to the President for presentation to the Mission Team.
2. The Chair should be familiar with the tenure process of the United Methodist Women.
3. The Conference Nominations Chair has its own Nominations Committee elected by the body of the Alabama West Florida membership at its fall Spiritual Enrichment. The Chair calls the other committee members for meetings which do not have to be a part of the regular Conference Executive Mission Team meetings.

4. The Committee shall have its slate of officers presented at the summer Mission Team meeting for approval.
5. The Chair is responsible for sending letters of acceptance for all Conference positions (form). Conference nominations should be published in *The Alert* at least six weeks prior to the fall elections. The publication of nominees should include a short bio and picture of each candidate.
6. The Chair should have Talent Banks available at all Conference events and published on the Conference Website. She should also check with the district chairs to see if they have members within their districts wishing to serve. These should be kept for present and future reference.
7. She should also keep a running list of all years and those elected for historical significance and to ensure term limits or tenure of each individual serving.
8. She is responsible for the Conference installation of officers at the fall Spiritual Enrichment event.
9. She also serves on the following Conference committees in addition to the Nominations: MNO, Administrative, Executive and is chair of the Standing Rules and Policies committee.

CONFERENCE TENURE YEARS: Even means the officer will go off in a year ending in an even number. If an office loses an officer, the next election would only be for one year to keep the proper sync of office rotations as listed below.

President – Even	Vice President – Odd
Secretary – Even	Treasurer – Odd
Communications Coordinator – Even	Membership Nurture & Outreach – Odd
Social Action – Even	Nominations Chair – Odd
Education & Interpretation – Even	Spiritual Growth – Odd

CONFERENCE SECRETARY OF PROGRAM RESOURCES (PR) *This position was abolished and combined with Education & Interpretations.*

CONFERENCE MISSION COORDINATOR FOR SPIRITUAL GROWTH (SGC) helps the districts to understand and appreciate the biblical and theological basis for our mission and ministries with women, children, and youth. She provides opportunities for women to realize personal growth and spiritual renewal for mission. Additional tips include the following:

1. Involve women in the study of the Bible and theology to enhance their understanding of mission.
2. Challenge women to put their faith into action.
3. Advocate equality of all people, using Jesus' life and teachings as a guide.
4. Give opportunities for women to participate in prayer and meditation, and to learn more about spiritual practices.
5. Gather women together for worship using language and imagery that is inclusive and that affirms women, people of color and people with disabilities.
6. Educate women about the relationship between personal spiritual development and mission.
7. Promote and coordinate "A Call to Prayer and Self-Denial" and "World Day of Prayer" special annual programs.
8. The Conference SGC should include a devotion and a reading of the Prayer Calendar at every Conference meeting and event. She should have a current copy of the Prayer Calendar on hand each year.
9. The Conference Spiritual Growth Coordinator is in charge of the Conference Spiritual Enrichment event with the help of the Programs Committee. An Events Planning Form will help in planning this event (see Events Planning Form).
10. She works directly with the District SGC to help them promote spiritual growth in their districts.

11. She serves on the following Conference Committees: Programs, Finance, Executive, and Communications.
12. She also serves on the Conference Scholarship Committee that determines the recipient of its event scholarships.

CONFERENCE MISSION COORDINATOR FOR SOCIAL ACTION (SAC) assists women in the Districts in study, action and reflection regarding current and emerging social, economic, environmental and political issues. She helps the unit (or District) choose at least one priority social action issue each year. There are many areas that are important to the work of the mission coordinator for social action. They include concerns for women, children, and youth; the elimination of racism; supporting the United Nations; and promoting economic and environmental justice. Additional tips include the following:

1. Advocate, support, and speak out for the basic needs of children, such as adequate housing, nutrition, health care, and quality education.
2. Provide training in violence prevention, peacemaking skills and conflict resolution for children and youth.
3. Provide opportunities for women to tutor children, advocate for adequate funding for public education and ensure that policies against sexual harassment are in place and enforced.
4. Advocate for US involvement in multilateral discussions and actions via the United Nations on issues that significantly affect the world community.
5. She should help the district coordinators understand and help them interpret the Charter for Racial Justice so that units can become members and be able to list on the local consolidated president's report (Item #7) by November 30th each year.
6. Work toward the elimination of racism in the church and community, through study and discussion.
7. The SAC should be a member of the national UMW Social Action Network (<http://www.unitedmethodistwomen.org/members-leaders/action/alerts>).
8. The Conference Social Action Coordinator shall provide support to the district to promote Social Action initiatives and can do so through articles in The Alert newsletter.
9. The Conference SAC should have a table set up at annual day to promote the current conference's goals on Social Action.
10. She can also conduct skits during Annual Day to promote the same.
11. In the event the Conference holds a Bold Faith Seminar, she chairs this event.
12. She serves on the following Conference committees: Program, Finance, Executive, and Charter for Racial Justice. She also serves as the Conference delegate to Alabama ARISE and Florida's IMPACT.

CONFERENCE MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH (MNO) helps members in the Districts to see membership as a great opportunity for spiritual growth, leadership development, involvement in mission and meaningful participation in study and social action.

1. She is responsible for maintaining an updated membership list of each district. She should keep the officers informed of all changes in membership.
2. The Conference MNO shall support the district MNO by reaching out and sharing ideas for membership. These can be included in articles for the newsletter The Alert.
3. The Conference MNO is in charge of the Conference Memorial Service held during its Annual Day. She is to send the list of names to be printed in the program for that day and should send a copy to the Conference Secretary for her records.
4. The membership numbers of the conference are the responsibility of this coordinator. Therefore, she should review the annual Consolidated President's Report for the final counts.
5. This Coordinator is on the following Conference Committees:

- a. Programs,
- b. Administrative,
- c. Finance,
- d. Executive and
- e. Chair of Membership Nurture and Outreach. As Chair she shall oversee her committee's meeting and report back to the Executive Committee. A Committee Report Form should be filled out and presented to the Secretary for the minutes.

CONFERENCE MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION (E&I) helps women understand the mission and outreach ministries of the church. She emphasizes the need for continual financial support for the program and mission of UMW. A major task of the position is to find ways to educate and interpret the mission of UMW and educate others about it.

1. The designation of being a Mission Today Unit falls under this coordinator's responsibilities so she should not only be knowledgeable about the various criteria, but review annually to make suggestions for any revisions. If a change is necessary for any Mission Today criteria, she should facilitate this through the Executive Committee of the Conference.
2. This coordinator is also responsible for promoting each year's Mission Studies and Mission u participation. For a local unit to receive credit for a mission study, it must be taught during the three year period (ending December 31st) following the last Mission u presentation. It must be led by a person who studied the topic at Mission u.
3. Promotion of the mission personnel of the General Board of Global Ministries and how Mission Giving by women in the local unit supports these individuals (can be done through articles in the conference newsletter, our website, or display boards at Conference events).
4. The Conference E&I shall promote Mission u and Mission Today through the Conference newsletters and by reaching out to the district E&I Coordinators.
5. She serves on the Conference Committees for: Program, MNO, Finance, and Executive.
6. She should be familiar with the extensive selection of printed and digital materials provided by the Mission Resource Center.
7. She should promote and subscribe to the mission magazines, *response* (either by hardcopy or online subscription).
8. Although we no longer do consignment orders on resources and reading books, this office should maintain a Resource table(s) at all Conference events having resources on how to order and free literature from the National Office. It is her responsibility to work this table and to recruit anyone else to help her.
9. She is also responsible for promoting and tracking the UMW Reading Program to the districts through articles in the Alert newsletter and on the conference website.
10. She should ask all district Program Resource officers to remind the appropriate Unit officer to submit all Reading Program participants' names and reading plan details to the Unit President for her Consolidated President's Report to the District President, who will forward reading plan information, including names, to the Conference President on her Consolidated President's report.

CONFERENCE COMMUNICATIONS COORDINATOR (COMM) should keep the members informed of upcoming meetings and gather in any news from the District Communications Coordinator to be included in the conference newsletter, the Alert.

1. The Conference Communications Coordinator is in charge of publishing the conference newsletter The Alert, serving as its editor. The quarterly newsletter shall be sent to all local unit presidents (free of charge). Conference, district, and local officers and all other persons may subscribe electronically at no charge or receive a printed, mailed copy at an amount to be determined annually by the Communications Committee. She should refer to the Conference Standing Rules on specific print dates. News of all conference events, special social actions, elections and other items pertaining to all within the Alabama West Florida Conference shall be included. It is her responsibility to prompt the other conference officers for articles.
2. She also helps the Secretary in the production of the annual Conference Directory.
3. She ensures that the Alert is published on the AWF UMW website.
4. She serves as the Conference Chair on the Committee for Communications, as well as serving on the Program, Finance, and Executive Committees.

CONFERENCE COMMITTEES: Please refer to the Alabama West Florida Conference Standing Rules for the descriptions of what each of these committees are to do.

1. January Executive Meeting Business Items that need to be discussed:
 - a. Nell Chance Award,
 - b. Annual Day,
 - c. Memorial Service,
 - d. Assignment of Registrar and other special positions and committees (Mission u)
 - e. Election of President of District Presidents.
 - f. Presentation of each Conference Officer and District President's Year-end Reports
2. July Executive Meeting business items that need to be discussed:
 - a. next year's expenditure rates,
 - b. Approval of District and Conference budgets and Pledges,
 - c. Meeting and event dates for the next year,
 - d. Nominations,
 - e. Spiritual Enrichment and
 - f. Election/Nominations of Conference Officers,
 - g. Revisions to the Workbook
 - h. Revisions to the Standing Rules and
 - i. Review of Special Conference projects (agencies).

CONFERENCE COMMITTEES

Administrative

Conf. President, Chair
Vice President
Chair, District Presidents
Nominations
Secretary
Treasurer

Charter for Racial Justice Policies

Conf. President, Chair
Social Action
Nominations
Marianna/Panama City Pres.

Communications

Communications, Chair
Vice President
Secretary
Spiritual Growth
Treasurer
Mont/Prattville President

District Presidents

All District Presidents

Executive Committee

Conf. President, Chair
Vice President
Secretary
Treasurer
Nominations
MNO
Spiritual Growth
Education & Int.
Social Action
Communications
All District Presidents
The AWF Bishop

Finance

Treasurer, Chair
Vice President
Secretary
Spiritual Growth
Education & Int.
Communications
Dothan President
Chair, District President

Membership

Nurture and Outreach

MNO, Chair
Secretary
Education & Int.
Nominations
Chair, District Presidents
Mobile President
Demopolis President

Program

Vice President, Chair
Secretary
Treasurer
MNO
Communications
Spiritual Growth
Education & Int.
Social Action
Chair, District Presidents
Mont/Opelika President
Demopolis President
Mobile President
Annual Day Host Dist. Pres.

Registration

Registrar, Chair
Treasurer
Communications
Baypines President

Scholarship

Secretary
Vice President
Spiritual Growth

Standing Rules & Policies

Parliamentarian, Chair
Nominations
Treasurer
Secretary
Registrar
Pensacola President

TO BE APPOINTED

Registrar
Board of Laity
Web Master
Parliamentarian
Language Coordinator
COSROW Liaison
Representatives requested by
other boards and agencies
Cooperative Mission u

Please refer to the Conference Standing Rules for the assignments of each committee.

The Conference President may add others at her discretion, especially National and Jurisdictional officers that live within our conference, as well as past Conference Office.

The Conference President serves as an ex-officio on all Conference Committees that she is not Chair.

