



---

*BAYPINES    MARIANNA-PC-Dothan    MONTGOMERY*  
*PENSACOLA    SOUTHWEST*

---

## Table of Contents

INTRODUCTION .....	3
UNIFIED AND APPROVED USE FOR PUBLICATIONS / COMMUNICATIONS.....	4
LEADERSHIP .....	4
FUNDING THE MISSION.....	4
ALABAMA-WEST FLORIDA DISTRICTS (MERGED 1/1/2022) .....	7
RESOURCES.....	8
REPORT DUE DATES.....	10
FORMS & INSTRUCTIONS .....	11
LOCAL UNIT.....	15
PRESIDENT .....	16
VICE PRESIDENT.....	16
SECRETARY.....	16
TREASURER .....	17
CHAIRPERSON COMMITTEE ON NOMINATIONS .....	19
MISSION COORDINATOR FOR SPIRITUAL GROWTH (SGC).....	19
MISSION COORDINATOR FOR SOCIAL ACTION.....	19
MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH.....	20
MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION .....	20
LOCAL COMMUNICATIONS COORDINATOR (COMM) .....	21
DISTRICT OFFICERS.....	21
PRESIDENT .....	21
VICE PRESIDENT.....	23
SECRETARY.....	23
TREASURER .....	24
CHAIRPERSON COMMITTEE ON NOMINATIONS .....	26
SECRETARY OF PROGRAM RESOURCES (PR).....	27
MISSION COORDINATOR FOR SPIRITUAL GROWTH (SGC).....	27
MISSION COORDINATOR FOR SOCIAL ACTION.....	28

MISSION COORDINATOR FOR MEMBERSHIP NURTURE AND OUTREACH.....	29
MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION.....	29
COMMUNICATIONS COORDINATOR.....	30
CONFERENCE OFFICERS .....	31
PRESIDENT .....	31
VICE PRESIDENT .....	32
SECRETARY.....	32
TREASURER .....	34
CHAIRPERSON COMMITTEE ON NOMINATIONS .....	39
MISSION COORDINATOR FOR SPIRITUAL GROWTH.....	40
MISSION COORDINATOR FOR SOCIAL ACTION.....	41
COMMUNICATIONS COORDINATOR.....	44
CONFERENCE COMMITTEES.....	44
2022 CONFERENCE COMMITTEE MEMBERS.....	45
REPORT FORMS.....	0

## 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 inception in 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](http://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.

## UNIFIED AND APPROVED USE FOR PUBLICATIONS / COMMUNICATIONS

The typography (font) for all official United Methodist Women documents is Helvetica Neue or Arial, using a 12 font. The formal names of a committee, conference, and district are capitalized. Generic officer positions, conference, district, or committee within a sentence are not capitalized. The official name of our organization is **Alabama-West Florida Conference United Methodist Women** (hyphen included in all uses of Alabama-West Florida). All instances of our organization, conference name, and specific districts such as Baypines District are capitalized.

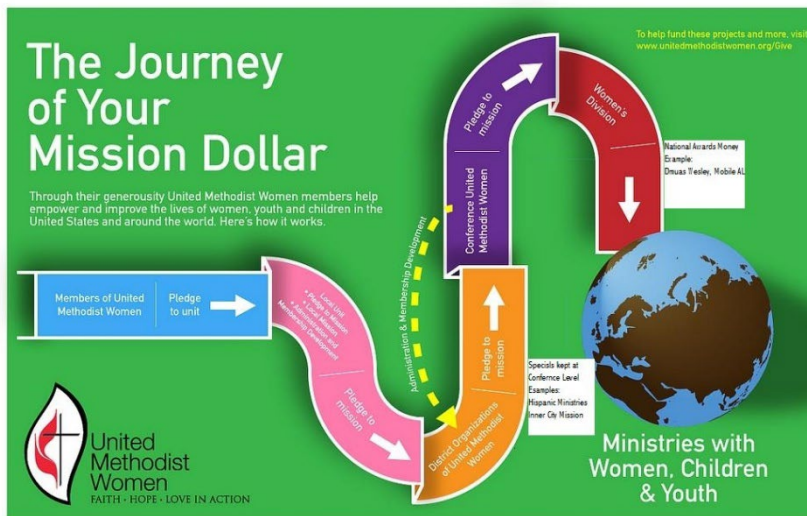
## LEADERSHIP

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 district, conference, and 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 spiritual 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 15<sup>th</sup> of each year from the level the gift was made (local unit, district, or conference).

In addition, banks require more paperwork to prove that the money being deposited is from and for the organization that opened the account.

1. They require that a tax identification number or employer identification number (EIN) be used any time a bank account is open (local units and districts can use the AWF-UMW Conference EIN). If the organization is exempt from revenue taxation (by IRS) they ask for these documents as well (a copy of this letter can be obtained from your conference treasurer). Each local unit and district of Alabama-West Florida United Methodist Women relates up to the conference organization of United Methodist Women and can use the Alabama-West Florida Conference United Methodist Women's IRS EIN number and letter. Each conference United Methodist Women treasurer has received an EIN from the IRS.
2. A Resolution Letter from your (district, conference or local unit) Administrative or Executive Committee, signed by the president of the level seeking an account stating the new treasurer and/or president, their address, time period for transition to begin should also be included in documents for the bank, as well as the bank account number(s).
3. A copy of the United Methodist Church's Finance and Administration Certificate of Inclusion Letter should also be presented. The conference treasurer 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.

The treasurer is also encouraged to sign up for online banking so that bank statements can be saved in a pdf format and emailed to their respected presidents and finance or executive committees and for digitized record retainage.

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 and / or secretary. The president should see all bank statements monthly. A quarterly financial report should be sent to the Administrative Committee. 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** are not a requirement of each member. Each member is asked to contribute \$10 to the district (which in turn is sent on to the conference). The areas of giving are annually 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. Current addresses of other organizations not

covered under United Methodist Women can be obtained online at the organization's website. The district treasurer should send back to the local unit treasurer all funds made by local units that are not covered under the AWF-UMW guidelines.

4. **Administration and Membership Development (A&MD):** 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 for both district and conference. The district A&MD budgets will be no more than 15% of the total mission giving funds that the district paid to the conference in the year prior to making the budget. The conference should be no more than 25% of the last year completed total pledge money received.
5. **Local Unit Mission Giving:** The budget category that enables the local group to be in mission in its own area is referred to as a Local Unit Mission Giving. 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 (merged 1/1/2022)**

Baypines

Montgomery

South West

Marianna-Panama City-Dothan

Pensacola



## RESOURCES

- United Methodist Women website - [www.unitedmethodistwomen.org](http://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. For information and contact information for officers, email **contact@awf-umw.org**.
- UMWOnline - [www.umwonline.org](http://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. There are special groups like Finance Committee, District Treasurers, District Secretaries, etc.
- Facebook - [www.facebook.com/UMWWomen](http://www.facebook.com/UMWWomen)  
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/UMWWomen](http://www.twitter.com/UMWWomen)  
Do you tweet? So does United Methodist Women! Use the link to find our Twitter account @UMWWomen. Follow us, tweet with us and become a part of the continuing conversation around faith, hope and love in action.
- YouTube - [www.youtube.com/UMWWomen](http://www.youtube.com/UMWWomen)  
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/UMWWomen](http://www.flickr.com/UMWWomen)  
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 – <https://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](http://www.unitedmethodistwomen.org/contact)
- The Legacy Fund – [www.unitedmethodistwomen.org/150](http://www.unitedmethodistwomen.org/150) or mail to United Methodist Women-Legacy Fund, Office of the Treasurer, 475 Riverside Drive, 15<sup>th</sup> Floor, New York, NY 10115

UMW ALABAMA-WEST FLORIDA CONFERENCE CALENDAR		In Charge Of
Depends on location	Leadership Development	National Office
January	Conference Executive Meeting with District Presidents	Conference President
January	World Day of Prayer *	Local UMW Units
February	Conference Annual Day and Memorial Service**	Conference VP/ MN&O
Feb 10	<i>Alert</i> Newsletter articles due (published March)	Conference Communications
May 10	<i>Alert</i> Newsletter articles due (published June)	Conference Communications
July	Conference Executive Meeting (District Presidents & Treasurers)	Conference President
July	Mission u**	Dean of Mission u
July 10	<i>Alert</i> Newsletter articles due (published August)	Conference Communications
October	Spiritual Enrichment Retreat & Conference Elections**	Programs Comt/SGC
November	UMW Sunday*	local churches
Dec 1	<i>Alert</i> Newsletter articles due (published Dec. 30)	Conference Communications
AWF-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
November	District Presidents & Treasurers Training	Conference President & Treasurer

PLEASE REFER TO THE CURRENT 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.

## REPORT DUE DATES

DUE DATE	REPORTS	REPORT TO:	Completed by
<b>DISTRICT</b>			
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 President District MNO & District President	District MNO
Feb 15th	Preceding Year Financial Material for AUDIT	Conference Treasurer	District Treasurer
June 15th	District Budget (passed by district mission team prior)	Conference Treasurer	District Treasurer
1 <sup>st</sup> Sat. Nov.	District Presidents & Treasurers Officer Training	Conference President & Conference Treasurer	District Presidents & District Treasurers
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 Nov. 30	District Treasurer Remits	Conference Treasurer	District Treasurer
<b>LOCAL</b>			
All year - last amount Nov 20th	Local Treasurer's Reports: Remit which includes all giving sent to District	District Treasurer	Local Treasurer
Jan 10th	Alert (conference newsletter) Subscriptions (email free) & District Newsletter	Conference Communications & District Communications	Local Secretary
Jan 10th	Deceased Members Names	District MNO Coordinator	Local MNO
Nov. 20	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; mark none to report.

## 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 AWF-UMW website <http://awf-umw.org/> due to privacy rights. You can email [contact@awf-umw.org](mailto:contact@awf-umw.org) for addresses and names.

## FORMS & INSTRUCTIONS

All forms that are in this workbook are also in the AWF-UMW website ([awf-umw.org](http://awf-umw.org)) in both Microsoft *Excel* and *Adobe Acrobat* (pdf). The completed form can be emailed or mailed to the appropriate officer. All forms have due dates which should be adhered to so that deadlines for awards and printed annual reports (programs) can be met. 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 AWF-UMW website by clicking on the appropriate district link, and then the specific officer. An email will be sent to you by the website manager. Individual officer's addresses are not put on the website due to privacy issues and unsolicited use by individuals and groups outside of the United Methodist Women.

**A. 18-1 Conference ALERT Newsletter Subscription** – This is due annually by January 10 (or as new members or updates to address information changes) and sent to the conference Communications Coordinator. All email subscriptions are free and the only way to receive the newsletter. All issues can be found on the conference website and can be downloaded from there. If members don't have email addresses, it is up to the local unit to print the newsletter for those members.

### **B. Treasurer Forms**

1. **Treasurer Worksheets** – on separate forms are a set of worksheets on Excel that can track member's (or unit in the case of district) giving by categories, expense or budget categories, and other financial report worksheets. One set is for Local Unit Treasurer and another for District Treasurers.
2. **18-5 Pledge Card Sample** – This is a sample pledge card for local unit members to make their annual pledge. The total of all the unit member's pledges then is put into the Consolidated President's annual report and sent to the district.
3. **18-6 Mission Giving** – This is a summary sheet of where the money goes from the individual pledge on up the chair to the national organization and lists each area of giving.
4. **18-9 Remit** – This is the form used to send all monies to the district treasurer from the local unit.

- a. All giving areas for the 5-Star Unit requirements are in Section 1, to include Mission Card orders and Special Recognition Pin (SMR) orders.
  - b. Restricted Giving items such as Call to Prayer, UMCOR, and other Supplementary Giving (national causes and agencies) are in Section II.
  - c. Section III is for Conference Love Offering. A \$10 per member is asked but not required. The breakout of the total will be distributed according to the annual vote of the Alabama-West Florida Conference UMW Executive Mission Team and in accordance with the AWF-UMW Policies. The district and conference treasurers will not mail donations from the local units for the agencies nor for The UMW Legacy Fund which should be made directly to National. The addresses of these agencies and National can be found in this workbook on Sheet 18-10. 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 20<sup>th</sup> each year so that awards can be calculated on time.
- C. **18-11 Consolidated President's Report** – This is completed annually and sent no later than November 30<sup>th</sup> by local unit presidents to the district president. A corresponding CPR (Sheet 26-14) 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 10<sup>th</sup>). 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*, only the cells that can be entered into are not locked. All other cells are locked in protection and automatic calculation.
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. Do not count conference mission studies. Where appropriate, virtual participation qualifies for completion of a criteria item.
  2. **Membership** - count the active members from the beginning of the year, add any new members, subtract for those lost from death and other reasons, which should leave you with the total active members as of November 30<sup>th</sup>. 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, event invitations, and other communications.

3. **18-12 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 Achievement in Giving** - details the unit's 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 the 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). If you hosted a district event, it can be counted if a district officer(s) attended.
7. **18-3 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 worksheet. 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 worksheet is only a guideline and does not need to be mailed to the district.
8. **18-14 Reading Program** - an individual reading form can be used for each member to track their books and then compiled on the CPR line 8. 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 (<https://www.unitedmethodistwomen.org/readingprogram>). 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 Conference Book Worm Award for the

year at the Conference Annual Day. If a unit has more readers than space allows on the worksheet, attach a separate sheet listing those members and the number of books by category and which reading plan. The district president should mail or email this list to the district coordinator in charge of presenting the district reading awards and the conference coordinator should send the district lists to the conference E&I coordinator who oversees the Conference Reading Award.

9. **Outstanding Achievements** - List any activities, programs, or events your unit completed in the past year that the group would like to share with everyone. A unit table-board should be made highlighting the unit's activities, programs and events and brought to the district annual day for sharing. On the District CPR is a listing of other questions that could be used for historical data but is optional.
- D. **18-2 Officers Listing** – This form is due by November 30<sup>th</sup> for local units and December 10<sup>th</sup> for district officers. The form should be completed each year regardless if there is no change in leadership. District and conference secretaries use this information to compile directories, so all reporting units and districts need to report.
- E. **18-3 Deceased Members** – This is due by January 10<sup>th</sup> of each year and list all local members who have died during 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 Annual Day events. 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. **26-5 Budget** – This is 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. Budget is also referred as Administrative and Membership Development (A&MD) funds. Specific categories are used to plan specific expenses within the budget.
- G. **18-15 Talend Bank** – This is to be used by the Chair on Nominations to detail 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. **18-16 Scholarship** – This application is 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 or district registrar has confirmed, then the conference or district treasurer will reimburse the recipient.

- I. **26-8 Expense Form** – This form is to be used by treasurers to obtain details on expenses incurred for paying disbursements. The mileage rate and other annual rates are 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) –The attendance is based on an average of the beginning and ending membership of each district. The winner of the conference attendance award (Many Colors, One Spirit) is allowed to march with the Many Colors banner around the assembled group at Annual Day. Where appropriate, virtual participation qualifies for completion of a criteria item.
  1. **Event Summary Register** – This will be used by the districts 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.
  2. **Registration List** – This form will be used by the district to track individual members by their local units 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. The team includes the following persons:

- President
- Treasurer
- Secretary
- Chair of Committee on Nominations
- Pastor (ex-officio) [male pastors included]

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 helped by a Conference designated Ex. Team member who resides in the district of the local unit. **The training should be held in the fall** after the officers are elected. All officer positions commence on January 1<sup>st</sup> 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 often local units do not have any term limits.

### **LOCAL PRESIDENT**

- A. Leads all meetings, organizing an agenda beforehand
- B. 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
- C. Gathers materials from other officers and completes and forwards all reports to the district, except the financial forms
- D. Is a co-signor of all financial documents, including the checkbook for the local unit
- E. Serves as the liaison to the church, pastor and charge conference
- F. Signs all official documents
- G. Serves as chairperson of the Executive Committee, 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.
- H. Completes a Consolidated President's report each year and sends to the district president by November 30<sup>th</sup>
- I. Is a member of the local United Methodist church with which the unit is affiliated and serve, where they exist, as a member of the church council or on the administrative council or administrative board/council on ministries

### **LOCAL VICE PRESIDENT**

- A. Works closely with the president in understanding and interpreting all aspects of the program of United Methodist Women
- B. Performs the president's duties in her absence
- C. 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**

- A. 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

- B. 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)
- C. Assists the president in setting the agenda for unit meetings and events
- D. Takes care of and coordinates all written correspondences
- E. 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 30<sup>th</sup> of each year. A sample outline for writing minutes of meetings includes the following:
  - 1. Name of group
  - 2. Date, place, and time of the meeting
  - 3. Call to order (person presiding)
  - 4. Attendance (members present/absence)
  - 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. Signature of secretary or minutes taker

### **LOCAL TREASURER**

- A. Have a general knowledge of bookkeeping and preferably a knowledge of Excel spreadsheets and/or an accounting program like Quicken or Quick Books
- B. Have access and knowledge of sending and receiving emails
- C. Handles all the funds
- D. 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
- E. 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
- F. Responsible for sending all funds to the district treasurer, except those designated for missions locally and for local Administration and Membership Development (A&MD). Remittances to the district shall be made monthly or at least quarterly as determined by the conference organization, but at no less than annually and no later than November 20<sup>th</sup> of each year. Additional tips include the following:
  - 1. Open a checking account in the name of the UMW and have both treasurer and president on the signature cards.

2. Obtain the tax-exempt ID number and tax letter from the district treasurer (Federal Tax ID # 63-1108101). Other banking documents are required also. See page 5 of this workbook.
3. Do NOT deposit United Methodist Women funds in a personal account or a local church account.
4. Obtain a Ledger book or computer program like Quicken or Quick Books or *Excel* local unit treasurer worksheet forms. Handwritten accounting sheets can be used but are not the best recommendation to track funds.
5. Have a supply of Local Remittance forms (photocopied or download from this handbook and website <http://awf-umw.org/> )
6. 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, let members know what their Pledge balance owed is at any given meeting, but especially during your Pledge Service
7. 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
8. 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. A monthly list of disbursements can be emailed for approval by the president if necessary. A copy of the approved email should be kept on file.
9. Balance the books and reconcile the bank statement monthly. Provide the president a photocopy of the bank statement at least quarterly. If online banking, then give president access to the login and password or email bank statements in pdf to her.
10. 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.**
11. Consult the previous local treasurer or the district treasurer for any questions or help needed
12. At the end of each calendar year, create a giving statement for each member who has given \$250 or more. It should contain a thank you for the gift and the name, address of the donor and a statement: "No goods or services were received in exchange for this donation."
13. Prepare a financial report for each meeting and an annual report for the president to present at the local Church's Annual Conference. A copy should also be kept by the secretary in her permanent file.

The local budget consists of three main categories: **Pledge to Mission**, Administration and Membership Development (operating expenses), and **mission locally donated**. 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. All active local units should contribute to the Pledge so that the local unit is fulfilling its stated mission statement as covered by its IRS tax-exemption status.

**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.

<https://www.unitedmethodistwomen.org/members-leaders/2021-2024-handbook/2021-2024-constitution-and-bylaws> page 12.

**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.

- A. Involve and encourage local units to participate in the district and conference spiritual enrichment (Day Apart) events
- B. Give a devotion and a reading from the Prayer Calendar at the local unit meetings
- C. 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. 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.

- A. Support the district and conference emphases and help promote those areas each year
- B. Advocate, support, and speak out for the basic needs of children, such as adequate housing, nutrition, health care, and quality education
- C. Provide training in violence prevention, peacemaking skills and conflict resolution for children and youth
- D. 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

- E. Read the Charter for Racial Justice Policies. 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. 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 30<sup>th</sup> each year.
- F. 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.
- G. If the local unit or the district hosts a social action event, this coordinator should be responsible for all aspects of that event.
- H. 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.

- A. Responsible for maintaining an updated membership list and an attendance record for each meeting
- B. 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)
- C. Ensure that all Deceased Members names are sent to the district MNO coordinator by January 10<sup>th</sup> of each year for the District's Annual Memorial Service. A Deceased Membership form is on the website and in this package (18-3 DECEASED MEMBERS).
- D. Works to build supportive community among the members of the unit
- E. Encourages the unit to reach out to teen women, young women, mothers, and working professionals.
  - 1. Stay in touch with members whose interest or attendance is irregular by mail, email, phone; alert absentees to what is happening in the unit
  - 2. Support women who are recuperating from a long illness, loss of a loved one, or going through divorce as they re-enter the group
  - 3. Make a personal visit with a listening ear and a caring heart to members who no longer attend meetings
  - 4. Be sensitive to individual situations and support in both joy and pain

**LOCAL MISSION COORDINATOR FOR EDUCATION AND INTERPRETATION (E&I)**

- A. Help women understand the mission and outreach ministries of the church
- B. Emphasizes the need for continual financial support for the program and mission of UMW

- C. Find ways to educate and interpret the mission of UMW and educate others about it
- D. Responsible for activities to be a Mission Today (18-12 Mission Today Unit form), criteria due November 30th to include on local president's CPR Item #3

### **LOCAL COMMUNICATIONS COORDINATOR (COMM)**

Keep the members informed of upcoming meetings; send in any news to the district communications coordinator to be included in the district newsletter. Send in articles to the *response* magazine to be included in its Bright Lights section or submit or view on <https://www.unitedmethodistwomen.org/response/brightlights>.

## **DISTRICT OFFICERS**

### **DISTRICT PRESIDENT**

- A. On the Conference Level
  - 1. Meeting Attendance: January & July, 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 chosen the chair of the district presidents
    - a. Chair of Presidents is responsible for all districts' attendance for awards  
(See Attendance Form).
    - b. 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 available 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
  - 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
  - 9. Serves on agencies that are within your district on which the conference president may assign you
- B. On the District Level
  - 1. 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 mission team, jurisdictional officers and 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 and other district officers annually by December 10<sup>th</sup>
  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, jurisdictional & national members living in district
  7. Facilitate Super Sunday break-out session for UMW
  8. Help with District Spiritual Enrichment or Day Apart - (spiritual growth coordinator is in charge)
  9. Help with district Mission Studies - (E&I coordinator is in charge)
  10. Help District Annual Day - (vice president is in charge)
  11. Contribute to district newsletter - 4 times a year - must write 4 articles a year
  12. With district mission team set the annual district calendar of events taking in consideration that no conference, jurisdiction or national United Methodist Women's event will interfere with any scheduled district event
  13. Ensure all district reports and financial transactions follow the Alabama-West Florida Conference United Methodist Women's Standing Rules and Policies and are done in the time frame required.
  14. Responsible for the Consolidated President's Report
- 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
  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 the Annual Alabama-West Florida United Methodist Conference each June
  3. Attend all district CORE Team meetings as the UMW representative/member
  4. May be asked to come to local units for their UMW Day or officer installation

## **DISTRICT VICE PRESIDENT**

- A. Works closely with the president in understanding and interpreting all aspects of the program of United Methodist Women
- B. Performs the president's duties, in the absence of the president
- C. 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
- D. Oversees the preparation of all Annual Day events including securing the location, food, speaker, agenda, and program
- E. Plans the annual training of officers for the local units

## **DISTRICT SECRETARY**

- A. 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
- B. 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)
- C. Assists the president in setting the agenda for unit meetings and events
- D. Takes care of and coordinates all written correspondence
- E. Immediately after the local unit's elections, the local secretary forwards 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 30<sup>th</sup> of each year. The district secretary should also forward the district list of officers to all the district officers, and the conference secretary, and the District Superintendent no later than December 10<sup>th</sup> each year.
- F. Records the minutes of all the district executive meetings. 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) and guests
  - 5. Approval of minutes from previous meeting
  - 6. Approval of agenda
  - 7. Correspondence
  - 8. Referrals/recommendations
  - 9. Unfinished business
  - 10. New business
  - 11. Highlights of program/event (full report should be an attachment)
  - 12. Items for information
  - 13. Adjournment motion and time
  - 14. The signature of the secretary or minute taker
  - 15. Adjournment motion and time



- G. Publish an annual District Directory to include only items not included in this workbook. The cost of this directory is a district budget item. These can be published in pdf format and emailed. All local units, district and conference officers, and the District Superintendent should receive one. The directory should be published no later than the first meeting of the district in any year. Those items should include the following:
1. District Mission Team members, title, contact information, including committee on nominations, and all conference officer members and contact information
  2. District and conference schedule of events
  3. Alabama-West Florida Conference United Methodist Church important staff information
  4. Map of the district designating the district lines by counties
  5. United Methodist Women's Purpose
  6. District Standing Rules & Policies
  7. Cooperative Mission studies for the year
  8. Current approved expenditures for the year
  9. Current district budget & pledge for the year
  10. Special projects or social actions pertinent to the year of publication of directory

#### **DISTRICT TREASURER**

- A. Have a general knowledge of bookkeeping and preferably a knowledge of Excel spreadsheets and/or an accounting program like Quicken or Quick Books
- B. Have access and knowledge of sending and receiving emails
- C. Handles all the funds of the district and is bonded through the National United Methodist Women (completed by conference president/treasurer)
- D. Keeps the books that account for all the funds from the local unit, and interprets where the money goes and how the total program of the UMW is funded
- E. 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
- F. 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 10<sup>th</sup> of each year.
- G. Responsible for completing the online Remittance and SMR entries for the district that correspond to the amount sent to the conference treasurer
- H. Open a checking account in the name of the United Methodist Women, having both the president and treasurer on the signature card
- I. Obtain the tax-exempt ID number and IRS tax letter from the conference treasurer (Federal Tax ID # 63-1108101)

- J. Do NOT deposit United Methodist Women funds in a personal account or a local church account
- K. Suggested procedures
1. Have a supply of local remittance forms (photocopied or download from this handbook and website <http://awf-umw.org/> ). Ensure that local treasurers have on hand.
  2. 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.
  3. Record pledges, offerings, and other income in a ledger book, excel or computer records then deposit the money in the group's bank account as soon as possible.
  4. Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment, budget category and amount in your cashbook or in your computer records or a paper ledger account book. The president and/or secretary should sign or initial invoices to be paid or vouchers associated with each check.
  5. Balance the books and reconcile the bank statement monthly. Provide the president a photocopy of the bank statement at least quarterly. PDF copies can be sent by email.
  6. Promptly send 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.** Enter all Remittances and SMR orders online prior to sending check to the Conference.
  7. Consult the previous district treasurer or the conference treasurer for any questions or help needed.
  8. 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 giving categories.
  9. Prepare a financial report for each district meeting and an annual report for the president to present at the district's Annual Meeting. A quarterly financial report can be emailed to the district mission team to keep them informed of the district's financial status.
  10. 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. Usually the hard copies are brought to the Conference Annual Day for pickup and returned at the July Executive Team's financial committee meeting which you must participate.
  11. A permanent binder should hold all annual financial reports and audit reports. All other financial documents need to be retained by the district

treasurer for seven (7) years. Destroy responsibly all older documents. Digital financial and audit statements, as well as bank statements is also encouraged and put in the AWF-UMW Drop Box.

**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.

- A. Chair calls the nominations committee together to select nominees from the Talent Banks. Conference calls, zoom meetings or physical meetings are acceptable.
- B. 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.
- C. The chair should be familiar with the tenure process of the United Methodist Women.
- D. The chair should be familiar with the Even and Odd years of each office.
- E. Every district should attract women from a variety of experiences and backgrounds, with diverse interests, skills and expertise.
- F. Talent Bank forms should be on hand to present to all interested women and kept on file to easily access.
- G. The chair sends Acceptance Letter to each nominee along with the qualifications of the position the nominee is being selected (see forms).
- H. When acceptance of all nominees has been received, chair prepares a Nominations Report with all the addresses, email and other data on the appropriate Nominations Report. This is sent to district president with a copy to the district secretary.
- I. Brief bio with picture of the nominee is 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 obtained from the Talent Bank and Nominee's Acceptance Form.
- J. 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).
- K. Chairperson 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 either installs officers or asks special guest to install. A script for the installation of officers is in the forms.
- L. 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.

- M. A Nominations Committee shall be elected by each district. The number of members depends on the district and Conference Standing Rules. These positions are staggered so that all will not go off or come on at the same time. 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	MN&O – 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.***

- A. Be familiar with the extensive selection of printed and digital materials provided by the Mission Resource Center
- B. Promote and subscribe to the mission magazine, *response* (either hardcopy or online subscription).
- C. Responsible for promoting and tracking the UMW Reading Program and reports those that have achieved the appropriate plans to her district president so that the district consolidated president's report can be completed by November 30<sup>th</sup> of each year.
- D. The district PR 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 does consignment sales. Mission Cards should be available for sale at all district events (coordinated with the district treasurer). Memory Cards should also be available but are free.
- E. This office should be prepared to give *response* moments at all events and meetings.
- F. 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:

- A. Involve and encourage local units to participate in the district and conference spiritual enrichment (Day Apart) events.
- B. Challenge women to put their faith into action through participation and donations.
- C. Advocate equality of all people, using Jesus' life and teachings as a guide
- D. 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.
- E. Gather women together for worship using language and imagery that is inclusive and that affirms women, people of color and people with disabilities
- F. Educate women about the relationship between personal spiritual development and mission
- G. Promote and coordinate "A Call to Prayer and Self-Denial" and "World Day of Prayer" special annual programs
- H. 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.
- I. The chair gives 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.

- A. Helps the district choose at least one priority social action issue each year and alerts the local units to those issues via newsletter and events. Many areas are important to the work of the mission coordinator for social action: concerns for women, children, and youth; the elimination of racism; supporting the United Nations; and promoting economic and environmental justice.
- B. Advocate, support, and speak out for the basic needs of children, such as adequate housing, nutrition, health care, and quality education.
- C. Provide training in violence prevention, peacemaking skills and conflict resolution for children and youth.
- D. 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.
- E. Advocate for US involvement in multilateral discussions and actions via the United Nations on issues that significantly affect the world community.
- F. Read the Charter for Racial Justice Policies and spend serious study time on 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 30<sup>th</sup> each year.

- G. 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.
- H. If the local unit or the district hosts a social action event, this coordinator should be responsible for all aspects of that event.
- I. 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.

- A. Responsible for maintaining an updated membership list by local unit
- B. Informs officers of all changes in membership of local units
- C. Suggests ways local units can increase membership through new ideas and promotes these through the district newsletter
- D. Encourages the unit to reach out to teen women, young women, mothers, and working professionals
- E. Can start and promote an online unit for the district
- F. Collects local units Memorial Lists sent to her and consolidates 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. 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 15<sup>th</sup> each year.
- G. 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.

- A. 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 30<sup>th</sup> 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 10<sup>th</sup> of each year.
- B. Responsible for District mission studies. 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 31<sup>st</sup>) following the last Mission u presentation.
- C. Encourage and/or organize a visit to a national mission institution such as Dumas Wesley and facilitate a monetary or gift-in-kind drive for the institution.
- D. 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. Submit articles to the district newsletter promoting these ideas.
- E. Responsible for promoting Mission u and for the local unit's knowledge of being a Mission Today unit.
- F. 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, contact the unit's president to help 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 *Alert* 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 conference president who will then forward after approval 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 district newsletter are the following:

1. upcoming district and conference events and programs
2. upcoming district votes like slate of district officer nominations or Standing Rule changes,
3. news from local units
4. highlights of special social action events or news
5. district-wide participation in a special project
6. encouragement and procedures for the various local unit awards and attendance

## **CONFERENCE OFFICERS**

### **CONFERENCE PRESIDENT**

- A. Presides over Conference Executive Mission Team meetings
- B. Appoints, with the approval of the Executive Committee, the following persons to a one-year term
  1. Chairperson of the Committee on Standing Rules who also serves as parliamentarian
  2. Registrar over all conference events.
  3. Legacy 150 Liaison
  4. Conference Language Coordinator.
  5. Representatives requested by other boards and agencies
    - a. Dumas Wesley
    - b. Communities of Transformation
  6. Webmaster
  7. Racial Justice Representative (National)
  8. AWFC Board of Global Ministries rep, National
  9. Registrar
  10. AWFC Board of Laity UMW representative
  11. Others as needed
- C. Sends Gifts in Memory cards (see Policies for list and amounts)
- D. Signs all official documents, including all site prep at events at Blue Lake
- E. Shares fiduciary responsibility with the conference treasurer
- F. Secures the location for all conference events and sets the dates for those events with input from her conference program committee
- G. Serves as the Chair of the
  1. Conference Racial Justice Policies Committee
  2. Executive Committee
  3. Administrative Committee
- H. Serves on the Mission u Committee
- I. Serves as ex-officio on these committees
  1. Communications Committee
  2. Finance Committee
  3. Program
  4. Standing Rules & Policies
- J. Serves as delegate to Jurisdictional Assembly



- K. Represents the conference at the yearly Alabama-West Florida Conference Annual Conference
- L. With the Conference Executive Committee sets up conference calendar of events, ensures no dates are in conflict with jurisdictional/national events/conference church events
- M. Responsible for training district presidents
- N. Responsible for merging district CPR reports into one report, awards Annual Day Awards based on district CPR results

### **CONFERENCE VICE PRESIDENT**

- A. Works closely with the president in understanding and interpreting all aspects of the program of United Methodist Women
- B. Performs the president's duties in the absence of the president
- C. Chairs the Committee on Programs guiding its members in planning programs, determining needed resources, involving a variety of women in the planning process.
  - 1. Plans and recommends to the organization programs that contribute of the fulfillment of the PURPOSE
  - 2. Plans the program of the annual meeting
  - 3. Designates a special subcommittee to carry out its plans for the annual meeting and/or other special programs.
  - 4. Implements the plans and evaluates the effectiveness of each program.
- D. Serves on the following conference committees
  - 1. Administrative
  - 2. Finance
  - 3. Executive
  - 4. Scholarship
  - 5. Communications
- E. Voting delegate to the Jurisdictional Assembly

### **CONFERENCE SECRETARY**

- A. 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
- B. Records minutes of all meetings and events, including conference calls, distributes those minutes to the mission team as soon as possible for review (no more than two weeks). After approval, minutes and all reports become permanent files preferably in a digital format
- C. Assists the president in setting the agenda for conference meetings and events
- D. Takes care of and coordinates all written correspondences
- E. Immediately after conference elections, forward names, addresses, contact numbers, email addresses for new officers to the conference

communications coordinator and national secretary at a date no later than November 30<sup>th</sup> of each year. Also forward list of conference officers to the district secretaries, district presidents, and Conference Bishop no later than December 10<sup>th</sup> each year.

- F. Record minutes of all the conference executive meetings. Each committee chair provides Secretary a written report (Conference form 37-5 Committee Report) to be included in the minutes of the meeting. Send out minutes within two weeks of meeting to all members of the Conference Executive Mission Team. 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
- G. Compiles and publishes annual Conference Directory that should include only items not included in this workbook. The Directory should be kept permanently for historical data, preferably in a digital format. Those items should include the following
1. Conference Mission Team members, title, contact information, including district presidents and conference committee on nominations
  2. Conference Schedule of Events
  3. Alabama-West Florida Conference United Methodist Church important staff information
  4. Map of the Conference designating the district lines
  5. UMW Purpose
  6. Standing Rules & Policies
  7. Mission studies for the year
  8. Current approved conference rates for the year
  9. Current conference budget and pledge for the year, (can include districts too)
  10. Special Projects or Social Actions pertinent to the year of publication of directory

- H. Serves on the following conference committees:
  - 1. Administration
  - 2. Communications
  - 3. Executive Committee
  - 4. Finance
  - 5. Membership Nurture and Outreach
  - 6. Program
  - 7. Scholarship
  - 8. Standing Rules and Policies
- I. Voting delegate to Southeastern Jurisdiction Assembly

### **CONFERENCE TREASURER**

- A. Have a general knowledge of bookkeeping and preferably a knowledge of Excel spreadsheets and/or an accounting program like Quicken or Quick Books
- B. Have access and knowledge of sending and receiving emails
- C. Handles all funds for the conference including general checking and savings and certificates of deposit
- D. Have knowledge of all the books that account for all the funds of the Alabama-West Florida UMW districts, helps the education and interpretation coordinator interpret where the money goes and how the total program of the UMW is funded
- E. Disburses funds of the districts to the jurisdiction and national, develops, with the Executive Committee, a plan for that distribution of funds with allocations for the district and conference A&MD funds that have been approved at each Summer Conference Mission Team Meeting
- F. Conference budget must be presented annually at the Summer Conference Executive Meeting.
  - 1. 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.
  - 2. Each district must budget \$300.00 from its district's A&MD funds for representation by districts beyond the conference to Assembly and/or Jurisdiction.
  - 3. Each district must also budget \$100 for a general audit/review of its books done by a conference appointed individual.
  - 4. 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.
  - 5. A prepared budget by each district and the conference is presented to the Conference Finance Committee for approval.
  - 6. The conference treasurer will send out each district and conference budget and pledges for review prior to the Finance Committee meeting as a reminder for the district to set their budgets and pledges.

7. 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 after being approved by the Conference Finance Committee.
  8. Annual Rates for the conference and districts, also done through the Finance Committee, are also approved at this time.
  9. The meeting can be held by video conferencing prior to the Executive Team Meeting.
- G. Remittances to jurisdiction shall be made quarterly as determined by the conference organization, but at no less than annually and no later than December 15<sup>th</sup> of each year. The amount is 1% of the national pledge (even if unpaid).
- H. Remittances to National United Methodist Women shall be made monthly or quarterly as determined by the conference organization. Deductions of no more than 25% of the Mission Pledge can be made for the A&MD funds for both district and conference. All remittances should be made prior to December 15<sup>th</sup> so that the fiscal year can be closed properly.
- I. Additional tips include the following:
1. Open a checking account in the name of United Methodist Women, 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.
  2. Obtain a Ledger Book or computer program like Quicken or Quick Books and Microsoft Excel. Preferably the prior treasurer can pass along the historical data on a program so the sequence of financial transactions is not lost.
  3. The user ID and password for the National Remittance Log-in at <https://remittance.unitedmethodistwomen.org/RemittancesManagement> / shall be obtained from the national finance office. The conference treasurer should also ensure that each district treasurer has their individual user ID and password and work with them and the national office to obtain it.
  4. Prior to the first of a new calendar year, the following items need to be completed and kept on hand for recording purposes:
    - a. Bonding Report to national which includes a
      - 1) list of names and contact information for all conference officers
      - 2) registrar
      - 3) Mission u Dean
      - 4) Mission u business manager
      - 5) all district presidents and treasurers
    - b. If new address for the conference treasurer complete an IRS form 8811
    - c. Pledge Form for upcoming year for the conference sent to National
    - d. Jurisdictional Pledge Form sent to jurisdictional treasurer
    - e. Update website email, mailing and name corrections such as WIX, Stripe, banking and savings

5. Record pledges, offerings, other income in ledger book or computer records, deposit money in conference bank account as soon as possible. Track each district and conference totals by month and category. Keep a summary of financial categories.
6. Update monthly the conference website on Pledge amounts by districts.
7. Send monthly financials, bank statements with reconciliation and a list of expenses to the conference president and secretary. Send a financial report quarterly to the finance committee and each district treasurer.
8. 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/or secretary should sign or initial invoices to be paid or vouchers associated with each check. A monthly email can be used for authorization of payments and should be attached in the Expense section of documentations.
9. Balance the books and reconcile the bank statement monthly. Provide the President a photocopy of the bank statement at least quarterly or emailing the statements is acceptable.
10. Promptly send pledge remittances and budgeted expenditures approved by the Conference Mission Team. Use approved annual set budget amounts 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.
11. Consult the previous conference treasurer or jurisdictional treasurer or national finance office for any questions or help needed. Participate in the Conference Treasurer's Online group forum.
12. 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. Email copies can be sent to the district treasurer, district president, and Conference Administrative Committee.
13. Send district A&MD funds as requested to the district after appropriate documentation of their to-date allocations have been determined.
  - a. District financial report should be sent along with the A&MD request.
  - b. At close of the year, remind the districts that all unused funds, less \$750, should be sent back to the conference by December 10th.
  - c. All excess monies in the general checking account after all savings transfers, agencies and outstanding invoices are paid, can be used to pay on the National Pledge.
  - d. Ensure checking account balance does not fall below the banking requirements without penalty.
14. Prepare a financial report for each conference meeting and an annual report for the president to present at Annual Conference meeting. This report becomes a part of the permanent record.
15. Transfer appropriate end of the year funds to the various savings accounts from the General A&MD checking account.

- a. Unexpected Opportunities from interest off Mobile Land Sale CD and any excess funds under budget for Annual Day and Spiritual Enrichment Retreat.
  - b. Assembly/Jurisdiction Funds from the conference and district A&MD budgets to be used for Assembly and Jurisdiction expenses as outlined in The Alabama-West Florida United Methodist Standing Rules and as budgeted from the Administrative and Membership Development Fund.
  - c. Assembly/Jurisdiction Love Offering which is collected from the Conference Love Offering from the local units at a rate set annually. The funds are to be used at each Assembly and Jurisdictional meetings during the Offering Service.
  - d. Conference Event Scholarship is set from Annual Day and Spiritual Enrichment Retreat budgets and excess funds are then transferred to savings.
14. The Copeland Savings account is to be used every two years for seminar events for social action. Out of conference events can be included.
  15. The Mobile Land Sale Certificate of Deposit was created from a land sale by private donation. The principal is to remain intact, and the interest is to be transferred to the Unexpected Opportunities savings account.
  16. 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 for a financial audit or review. This person will perform certain procedures (outlined here) on the accounting records of the conference and districts 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. The district audit copies should be given to the district treasurer and president, conference treasurer, conference president and these reports become a part of the permanent record. To facilitate the procedure review, the conference treasurer will provide the following materials:
    - a. Copies of executive committee minutes.
    - b. Copy of the conference budget.
    - c. Remittance forms received from districts and individuals requesting payment with proper documentation of receipts/invoices attached. Each expense voucher should be properly signed by authorized persons. Emails from the conference president or secretary can be used as support authorization.

- d. Checkbook stubs or records, or a computerized listing of all expenditures in chronological order.
  - e. Reconciled reports and bank statements.
  - f. Canceled checks or photocopies of checks from bank statements.
  - g. Duplicate deposit slips or copies that are included on the bank statements.
  - h. Records of cash received, and cash disbursed which can be a computerized listing.
  - i. Year-end statements of conference administration and membership development fund.
- J. The person who has agreed to perform the audit on the conference accounting records is to do the following
- 1. Trace selected district remittances into receipts and deposits recorded in checkbook or recorded into a cash receipt record.
  - 2. Obtain confirmations from selected districts to confirm remittances
  - 3. 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.
  - 4. Determine those checks that are written agree with the vouchers and are properly recorded in some form of cash disbursement record.
  - 5. 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.
  - 6. 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.
  - 7. 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.
- K. Maintains regular contact with district treasurers and the treasurer of the United Methodist Women National Office.
- L. Leads the annual summer Finance Committee meeting setting the agenda, date, and place, and provides financial data for the meeting. Suggests any financial policies or standing rules that need to be updated or changed. This committee suggests annual rates to be used for the conference and districts such as registration fees, travel rates, officer reimbursements, outside agency payment budgets and scholarships rates. Annual district and conference budgets and pledges are voted on for approval and all are then sent to the Conference Mission Team for approval at its annual summer meeting.
- M. Sends an updated bonding list to the United Methodist Women National Office in January of each year. The 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.

- N. 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.
- O. Orders any relevant material from the Resource Center that a conference officer might need. Orders all Special Mission Recognition pins for the Nell Chance Award and outgoing conference officers as directed by the nominating chairperson and as directed by the Conference Mission Team.
- P. Provides resources and training at least annually for district treasurers, serving as their contact person, and attends training events provided by the national office.
- Q. Serves on the following conference committees:
  - 1. Chair of Finance
  - 2. Program
  - 3. Administrative
  - 4. Communications
  - 5. Registration and normally serves as conference event registrar
  - 6. Executive
  - 7. Mission u
  - 8. 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.

- A. A nominations report (Conference 26-2a Nominate Form) 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.
- B. The chair should be familiar with the tenure process of the United Methodist Women.
- C. The conference nominations chair has its own Nominations Committee elected by the body of the Alabama-West Florida membership at its fall Spiritual Enrichment Retreat. The Chair of CON calls the other committee members for meetings which do not have to be a part of the regular Conference Executive Mission Team meetings.
- D. The Nomination Committee shall have its slate of officers presented at the summer Mission Team meeting for approval.
- E. The chair is responsible for sending letters of acceptance for all conference positions (Conference 26-3 Acceptance Letter 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.

- F. The chair should have Talent Banks (18-15 Talent Bank) 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.
- G. Keep a running list of all years and those elected for historical significance and to ensure term limits or tenure of each individual serving.
- H. Responsible for the conference installation of officers at the fall Spiritual Enrichment event.
- I. Serves on the following conference committees
  - 1. Nominations Chair
  - 2. MNO
  - 3. Administrative
  - 4. Executive
  - 5. 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	Nominations Chair – Odd
Social Action – Even	Spiritual Growth – Odd
Education & Interpretation – Even	MN&O – Odd

### **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 duties include the following:

- A. Involve women in the study of the Bible and theology to enhance their understanding of mission
- B. Challenge women to put their faith into action.
- C. Advocate equality of all people, using Jesus' life and teachings as a guide.
- D. Give opportunities for women to participate in prayer and meditation, and to learn more about spiritual practices.
- E. Gather women together for worship using language and imagery that is inclusive and that affirms women, people of color and people with disabilities.
- F. Educate women about the relationship between personal spiritual development and mission.

- G. Promote and coordinate “A Call to Prayer and Self-Denial” and “World Day of Prayer” special annual programs.
- H. 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 (Prayer Calendar should be paid for from conference A&MD budget).
- I. 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 37-6 Events Checklist).
- J. Works directly with the district SGC to help them promote spiritual growth in their districts.
- K. Serves on the following conference committees:
  - 1. Programs
  - 2. Finance
  - 3. Executive
  - 4. Communications
  - 5. Scholarship

**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, racial and environmental justice. Additional tips include the following:

- A. Advocate, support, and speak out for the basic needs of children, such as adequate housing, nutrition, health care, and quality education.
- B. Provide training in violence prevention, peacemaking skills and conflict resolution for children and youth.
- C. 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.
- D. Advocate for US involvement in multilateral discussions and actions via the United Nations on issues that significantly affect the world community.
- E. Help the district coordinators understand and interpret the Charter for Racial Justice so that units can become members and be able to list on the Local Consolidated President’s Report (26-14 DISTRICT CPR Item #7) by November 30<sup>th</sup> each year.
- F. Work toward the elimination of racism in the church and community, through study and discussion.

- G. Join the national UMW Social Action Network (<http://www.unitedmethodistwomen.org/members-leaders/action/alerts>).
- H. Provide support to the districts to promote social action initiatives
- I. Submit quarterly articles in The Alert newsletter.
- J. Have a table set up at annual day to promote the current conference's goals on social action.
- K. Conduct skits during the Conference Annual Day to promote the same.
- L. If the conference holds a Bold Faith Seminar, the SAC chairs this event.
- M. She serves on the following conference committees:
  - 1. Program
  - 2. Executive
  - 3. Charter for Racial Justice
  - 4. 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.

- A. Chair of Membership Nurture and Outreach. Oversees her committee's meeting and reports back to the Executive Committee. A Committee Report Form (37-5 Committee Report) should be completed and presented to the conference secretary for the minutes.
- B. Responsible for maintaining an updated membership list of each district. She should keep the officers informed of all changes in membership.
- C. Support the district MNO by reaching out and sharing ideas for membership.
- D. Submit quarterly articles for the newsletter *The Alert*.
- E. Conducts the conference Memorial Service held during its Annual Day. Send the list of names to be printed in the program for that day and sends a copy to the conference secretary for her records. A list of the names should also be sent to the webmaster to include on the Memorial section of the conference website.
- F. Responsible for the membership numbers of the conference. Review the annual Consolidated President's Report for the final counts.
- G. Responsible for the promotion of the National Census Track.
- H. This coordinator is on the following conference committees:
  - 1. Program
  - 2. Executive

**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 United Methodist Women. A major task of the position is to find ways to educate and interpret the mission of UMW and educate others about it.

- A. The designation of being a Mission Today Unit (Local Forms: 18-12 Mission Today Unit) falls under this coordinator's responsibilities so she should not only be knowledgeable about the various criteria, but also 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.
- B. Responsible for promoting each year's mission studies and Mission u participation. For a local unit to receive credit for a mission 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. It must be led by a person who studied the topic at Mission u.
- C. She should promote 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).
- D. The conference E&I shall promote Mission u and Mission Today (18-12 Mission Today Unit) through the conference newsletters and by reaching out to the district E&I coordinators.
- E. She serves on the conference committees for:
  - 1. Program
  - 2. MNO
  - 3. Finance
  - 4. Executive
- F. Be familiar with the extensive selection of printed and digital materials provided by the Mission Resource Center and the United Methodist Church.
- G. Promote and subscribe to the mission magazines, response (either by hardcopy or online subscription). The conference A&MD budget may pay for the subscription by reimbursing the E&I Coordinator using the Conference 37-7 Expense Form.
- H. 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.
- I. Responsible for promoting and tracking the UMW Reading Program to the districts through articles in the Alert newsletter and on the conference website.
- J. Ask all district program resource officers (or in the case no office exists, the district president) to remind the appropriate unit officer to submit all Reading Program participants' names (Local Form 18-14 Ind Reading Prog. Form and District Form 26-14 DISTRICT CPR #8) and reading plan details to the local unit president for her Consolidated President's Report (18-11 Consolidated Pres Rpt) to the district president, who will forward reading plan information, including names, to the conference president on her Consolidated President's Report.
- K. Award the Reading Program Bookworm Award at Annual Day using the information submitted on the District's Consolidated President Report. The

conference president should forward the results from the district CPR to the coordinator to use at Annual Day.

**CONFERENCE COMMUNICATIONS COORDINATOR (COMM)** should keep members informed of upcoming meetings and gather news from the district communications coordinator to be included in the conference newsletter, the *Alert*.

- A. 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 by sending in the local unit *Alert* form (18-1 ALERT). 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. All material within the newsletter *Alert* must first be approved by the conference president.
- B. Ensures that the *Alert* is published on the AWF-UMW website.
- C. Serves on the following conference committees
  1. Chair on the Committee for Communications,
  2. Program
  3. Finance
  4. Registration
  5. Executive

## **CONFERENCE COMMITTEES**

Refer to the Alabama-West Florida Conference Standing Rules for the descriptions of what each of these committees are to do.

- A. January Executive Meeting Business Items that need to be discussed
  1. Nell Chance Award (including SMR pin and certificate)
  2. Annual Day
  3. Memorial Service
  4. Assignment of registrar and other special positions and committees (Mission u)
  5. Election of chair of the district presidents
  6. Presentation of each Conference Officer and District President's Year-end Reports
  7. Financial Year-end Report for preceding year
- B. July Executive Meeting business items that need to be discussed
  1. Next year's expenditure (Annual) rates
  2. Approval of District and Conference Budgets and Pledges
  3. Meeting and event dates for the next year
  4. Nominations
  5. Spiritual Enrichment event
  6. Election/Nominations of Conference Officers,
  7. Revisions to the Workbook
  8. Revisions to the Standing Rules and Policies
  9. Review of Special Conference projects (agencies)

## 2022 CONFERENCE COMMITTEE MEMBERS

### **Administrative**

Conf. President, Chair  
Vice President  
Nominations  
Secretary  
Treasurer

### **Charter for Racial Justice Policies**

Conf. President, Chair  
Social Action  
Nominations Chair  
Mar/PC/Dothan Pres.  
Secretary

### **Communications**

Communications, Chair  
Vice President  
Secretary  
Spiritual Growth  
Treasurer  
Mont. President  
President, Ex-officio

### **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  
President  
Vice President  
Secretary  
Spiritual Growth  
Education & Int.  
MN&O  
Communications  
Chair, District President  
South West President  
MPC-Dothan President  
District Treasurers (for summer Ex. meeting)

### **Membership**

**Nurture and Outreach**  
MNO, Chair  
President  
Secretary  
Education & Int.  
Nominations  
Chair, District Presidents  
South West President  
Baypines President

### **Program**

Vice President, Chair  
President  
Secretary  
Treasurer  
MNO  
Communications  
Spiritual Growth  
Education & Int.  
Social Action  
Chair, District Presidents  
Montgomery President  
South West President  
Annual Day Host Dist.

### **Registration**

Registrar, Chair  
Treasurer  
Communications  
Baypines President

### **Scholarship**

Secretary  
Vice President  
Spiritual Growth

### **Standing Rules & Policies**

Parliamentarian, Chair  
Nominations Chairperson  
Treasurer  
Secretary  
Registrar  
Pensacola President

### **TO BE APPOINTED**

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

*The conference president may add others at her discretion, especially national and jurisdictional officers that live within our conference, as well as past conference officers.*

*The conference president serves as ex-officio on all conference committees that she is not chair.*

## REPORT FORMS

Located separately on our website <https://www.awf-umw.org/>

Local Unit Alert (form) .....	18:1
Local Unit Officer Report.....	18-2
Local Unit Deceased Member Report (form) .....	18-3
Local Unit Treasurer Sample Summary, Pledge Card, Mission Giving Table .....	18-5:6
Local Unit Treasurer’s Remittance Form .....	18-9
Local Unit Consolidated President’s Report .....	18-11
Local Unit Mission Today (local unit worksheet) .....	18-12
Local Unit Charter for Racial Justice (local unit worksheet) .....	18-13
Local Unit Reading Program (local unit worksheet) .....	18-14
Local Unit Talent Bank Prospective Leadership Form .....	18-15
Local Unit AWFC-UMW Scholarship Application .....	18-16
Local Unit Inactive Status Request .....	18-17
District Officer Listing Report .....	26-1
District Nominations Report .....	26-2
District Officers Acceptance Letter .....	26-3
District Script for Officer Voting .....	26-4
District Expense Voucher Form .....	26-7
Annual Rates .....	26-7a
District Registration Form .....	26-10
District Deceased Member Report .....	26-13
District Consolidated President’s Report .....	26-14
District CPR Summary .....	26-15
District Scholarship Form .....	26-16
District Bank Letter with Resolution .....	26-17
Conference Committee Report .....	37-5
Conference Event Check List .....	37-6
Conference Expense Form (Reimbursement form) .....	37-7
Annual Rates .....	37-7a
Conference Health Form .....	37-10
Conference Officer Listing .....	37-11
Conference Nominations List .....	37-12
Conference Nominations from the Floor .....	37-12a
Conference Officer Acceptance Letter .....	37-12b
Conference Script for Officer Voting .....	37-12c
Resolution for Bank Authority Letter .....	37-13
Conference Scholarship Form .....	37-14
Agency Letter and Form.....	37-15
Insurance Request for Event.....	37-16
CPR – Awards Summary .....	37-17
Events Checklist.....	37-18

All District and Conference Treasurer Worksheets and Reports are separate.