

NORTH TEXAS CONFERENCE (NTC) UNITED METHODIST WOMEN (UMW)
2020 District & Local UMW Unit Officers' Leadership Training
Saturday, 01.11.20 – FUMC-Plano
Training Session: President/Secretary (1/2)

AGENDA

I. Welcome

II. Training Session Purpose

- A. Provide NTC UMW and district leadership information (rosters, NTC UMW 2020 Calendar of Events) for district and local UMW unit leaders
- B. Provide leadership guidance, direction, and resources to district and local UMW unit leaders in NTC UMW

III. UMW Purpose and Vision (Source: *UMW Handbook: 2017-2020*)

- A. Purpose: “United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.”
- B. Vision: “Turning faith, hope and love into action on behalf of women, children and youth around the world.”
 - 1. UMW provides opportunities and resources to grow spiritually
 - 2. UMW is organized for growth which leads to effective witness and action
 - 3. UMW equips women and girls around the world to be leaders in communities, agencies, workplaces, governments, and churches
 - 4. UMW works for justice through compassionate service and advocacy
 - 5. UMW provides educational experiences that lead to personal change in order to transform the world

IV. Leadership Roles and Responsibilities as/National UMW

- A. Handout: Local UMW Organization
- B. Handout: District UMW Organization
- C. UMW Handbook (online): <https://www.unitedmethodistwomen.org/umwhandbook2017-2020>

V. Local Unit UMW Annual Reports: Due to District Presidents on/before 08.15.20

- A. Handout: NTC UMW Local Unit Special Recognition Checklist 2020
 - 1. Log and track activities throughout the year; reporting period: 09.01.19-08.31.20
 - 2. Criteria for local UMW unit to be recognized: 6 of 8 objectives completed
 - a. Completion of items #1 and #4 required for local unit recognition
 - b. Objective #1: **NO FIVE STAR OR FIVE STAR+2 RECOGNITION: local UMW units only recognized for FIVE CHANNELS OF GIVING**

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- c. Handout: UMW Remittance Form

- B. Handout: NTC UMW MN&O Report 2020
 - 1. Reporting period: 09.01.19-08.31.20
 - 2. No. of Members @ 09.01.19: should be the SAME as the ending no. of members @ 08.31.20
 - 3. Include a list of unit's new members and deceased members
 - 4. **IMPORTANT**: complete online membership census on/before 02.15.20:
https://secure3.convio.net/umw/site/SPageNavigator/Census_2019.html
 - 5. **IMPORTANT**: have unit members complete online membership application
<https://secure3.convio.net/umw/site/SPageNavigator/myUMW.html>

- C. Handout: NTC UMW Reading Program Report 2020

- D. Handout: NTC UMW Designated Giving Report 2020

- E. Handout: NTC UMW Living the Racial Justice Charter: Report/List of Activities/Resources

VI. Programs, Communications, Membership

- A. Programs: National UMW Program Book (print):
https://www.umwmissionresources.org/shopping_product_list.asp?catID=13941

- B. Communications
 - 1. Establish method of regularly communicating with members
 - 2. Electronic and/or printed newsletters
 - 3. Highlight importance of giving to mission, programming, networking, fellowship

- C. Membership
 - 1. Range of membership demographics: 30+-years old - 80+years old
 - 2. Comfort level with use of technology varies
 - 3. Encourage giving to mission through UMW; work closely with treasurer to monitor giving activity

VII. Final Comments

- A. Keep good records (minutes, finances)
- B. Contact district UMW leadership team with questions or concerns
- C. NTC UMW website: www.umwnorthtexas.org – check regularly
- D. Attend UMW events: district, conference, jurisdiction, national
- E. Encourage members to join NTC UMW electronic database: Greta McKelvey, Database Manager: gretamckelvey@ghausen.com

Local United Methodist Women Organization

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

United Methodist Women is organized according to the group's need and size. Most United Methodist Women groups relate to a local church. Each local organization of United Methodist Women should have a leadership team that at minimum consists of a president, vice president, treasurer, secretary and chair, committee on nominations. (*The Book of Discipline*, 2012, cf. 256.5) Additional leaders are chosen and committees or task groups are formed as needed.

Organizational Options and Opportunities

Subgroups and Circles

Forming subgroups or circles allows members an opportunity to focus on special mission interests in smaller groups. They provide greater flexibility and freedom for participation, nurture and leadership development. Some women find that their circle is their primary connection for prayer, study and spiritual growth.

Subgroups and circles may relate to the local organization by selecting representatives to be members or connect with the leadership team and/or other committees, as appropriate.

Cluster or Charge Groups

Smaller groups in a local church may be strengthened by joining with United Methodist Women members in other churches to form a charge, or cluster, or other regional group.

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.

Leadership Team, or Executive Committee

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

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

- President
- Vice President
- Treasurer
- Secretary
- Chair, committee on nominations
- Member at large
- Pastor (ex-officio)

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.

Elected Leadership Responsibilities and Duties

The president, treasurer, chair of the committee on nominations, and secretary of the local organization each 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.

Term and Tenure of Elected Leaders

Leaders are elected for terms that are determined by their local or district unit. It is advisable to fill a vacancy within a period of three months. Tenure, or the maximum amount of time a woman may serve, is described in the bylaws of United Methodist Women.

District United Methodist Women Organization

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

The district United Methodist Women organization works with the local organizations in their district to live out the PURPOSE. It provides support through training and other educational events and encourages Mission Giving, spiritual growth, membership outreach, mission education and social action and promotes the plans and work of the conference and United Methodist Women's national office. Ministries and opportunities for learning and advocacy for this quadrennium include domestic violence, human trafficking, climate change and immigration.

The district organization supports women as they participate in the work of the Church and as they assume positions of responsibility and leadership. Each district is unique, with its own opportunities and challenges.

Membership

All United Methodist Women members within the district are members of the district organization. They may be asked to serve on various boards, councils, commissions and committees of the district and/or annual conference as needed.

Districts may provide additional membership options: District groups may be formed when women from different churches meet in locations other than a local church, such as a college campus, retirement community or workplace.

Leadership Team

United Methodist Women members from within the district are elected to leadership roles to serve at the district level. Each leadership team should include a president, treasurer, secretary and chair of the committee on nominations. Additional persons may be named at large or for specific functions as they help the district organization fulfill the PURPOSE. Additional teams or committees may be formed as needed to fulfill the PURPOSE and to meet the needs of the district.

Members of the leadership team have specific responsibilities as well as some that are common to all. These common responsibilities include:

- Understanding and upholding the PURPOSE and the constitution and bylaws of United Methodist Women.
- Developing personal spiritual practices.
- Preparing through reading, studying and participating in district and conference meetings, leadership training and educational opportunities such as Mission u.
- Using and promoting **response** magazine.
- Understanding, interpreting and engaging the membership in the current United Methodist Women emphases on domestic violence, human trafficking, immigration and climate change.
- Strengthening relationships with other district leaders for effective teamwork and collaboration. Example: District lay leader, United Methodist Women president and district superintendent.
- Offering training for local leaders.
- Regularly engaging in planning, goal setting and evaluation with the leadership team.
- Promoting Mission Giving.
- Ensuring membership lists are used appropriately and safeguarding them from distribution outside of the organization.
- Promoting United Methodist Women's mission among all women in the church.
- Working to ensure the participation of a diverse, inclusive group of women in all parts of United Methodist Women, including strategies to start or reinstate local organizations so that all women members have a local or district groups that will help them to respond to God's invitation to participate in mission.

Work/Mission Opportunities

The district organization helps local organizations by providing program assistance, leadership development, mission interpretation, resources and encouragement. District leaders plan and coordinate regular visits to congregations and local groups to offer support, discuss local needs and share information and provide an open channel for communication.

Annual Meeting

District leaders develop an annual meeting to conduct the business of the district organization. The meeting may also include worship and other program. (See section on tips in Section 4 for further information about annual meetings and program planning.)

THE REMITTANCE FORM FOR ALL TREASURERS

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

Local Unit:

District:

Conference:

Period from:

To:

Mission Giving	Amount
1. Pledge to Mission	
2. Special Mission Recognition	
3. Gift to Mission	
4. Gift in Memory	
5. World Thank Offering	

Total Mission Giving (Lines 1 thru 5): \$

Supplementary Gifts	Amount
6. A Call to Prayer and Self-Denial	
7. Designated Gifts	Amount

A Brighter Future for Children and Youth		
Assembly Offering		
Scarritt-Bennett Center		
World Communion Scholarship		
Magazine Fund		
National, international and UMCOR projects (if additional pages are needed, complete the Supplementary Gifts Details Form)		
Name of project	Address	Amount

Total from Supplementary Gifts Details Form	\$
Subtotal Designated Gifts (line 7 only):	\$

8. Legacy Fund	
9. Bequest (please attach a copy of the will or excerpt of the will)	
10. Other Designated Gifts	

Total Supplementary Gifts (lines 6 thru 10): \$

Total—total giving for this period (including Special Mission Recognition orders)	\$
Less SMRs (and other as applicable) remitted previously (Enter as a positive number.)	

Total remittance Check no.:	TOTAL:	\$
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TREASURER:

ADDRESS:

PHONE:

FAX:

E-mail:

DATE:

