



LOCAL
UNITED METHODIST WOMEN
ORGANIZATION

2017-2020

LOCAL
UNITED
METHODIST
WOMEN
HANDBOOK
2017–2020

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Sources: *United Methodist Women Handbook 2017–2020*, *Brand Book* and *Frequently Asked Questions*.

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KNOW YOUR MISSION ORGANIZATION

BIBLICAL BACKGROUND

Since its founding nearly 150 years ago, the work of each part of the organization is focused on the mission set for us by Jesus Christ, as expressed through the Purpose and lived out through our vision.

We follow in the tradition of women like Ruth, who not only spoke words of love to her mother-in-law, Naomi, but acted on them. Ruth was a foreigner who did not know the God her mother-in-law worshiped. However, by staying with Naomi and following God's ways, Ruth provided comfort and hope for a new future.

The story of Ruth is the story of faith, hope and love in action—a hallmark of United Methodist Women members. United Methodist Women is organized so that each member may live out her calling and faith story for God's mission. God calls everyday people like us to step out in faith to minister to people in need of God's hope and love in their lives, to walk with them and to be formed ourselves. It could be a mother-in-law, a neighbor or a refugee halfway around the world.

The programs of United Methodist Women help accomplish mission and ministry in your personal life, church, community and the world.

THE PURPOSE OF UNITED METHODIST WOMEN

The Purpose provides the foundation for the work and witness of United Methodist Women.

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.

This statement, adopted by the General Conference of The United Methodist Church as part of the Constitution of United Methodist Women, is the official Purpose of United Methodist Women. Within these words we find our reason for being as an organization of laywomen mobilized for mission:

- To be a community of women.
- To know God.

- To be whole persons through Jesus Christ.
- To develop a creative, supportive fellowship.
- To expand concepts of mission.

Peggy Billings, former missionary and head of Christian Social Action for United Methodist Women, wrote extensively on the Purpose in the pamphlet *Acting Out Our Conversion* published in 1974. She notes that each part is dependent on the other. We cannot know God and experience freedom through Jesus Christ without fellowship. And that fellowship with God and our sisters is what leads us into mission and helps us experience Christ more fully.

THE VISION OF UNITED METHODIST WOMEN

United Methodist Women vision for 2010–2020 sharpens and energizes the Purpose of United Methodist Women to remain vital in the years to come. The vision describes a United Methodist Women organization that is:

LIVING THE VISION

Turning faith, hope and love into action on behalf of women, children and youth around the world.

- We provide opportunities and resources to grow spiritually, become more deeply rooted in Christ and put faith into action.
- We are organized for growth, with flexible structures leading to effective witness and action.
- We equip women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches.
- We work for justice through compassionate service and advocacy to change unfair policies and systems.
- We provide educational experiences that lead to personal change in order to transform the world.

THE MEMBER

WHO IS A MEMBER?

Any woman who wants to belong to and participate in the global mission of the church through United Methodist Women and who commits herself to the PURPOSE can become a member of United Methodist Women.

What does it mean to be a United Methodist Women member?

United Methodist Women is a community of women committed to mission. Membership provides many opportunities, including the following:

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

WHAT ARE THE OPPORTUNITIES FOR JOINING LOCALLY?

The Book of Discipline of The United Methodist Church 2016, states, “In every local church there shall be an organized unit of United Methodist Women” (§256.5). However, not every church has a local unit. When the number of women at a single church are too few to organize a unit, a unit may be formed by women from multiple churches.

A unit may be formed by women from different churches who choose to meet in locations other than a local church, such as a college or university campus, retirement community or local business area. A woman may become a district member if there is no active unit in her church, if there is no possibility of continuing or reorganizing a unit

See local bylaws for more information.

CREATING NEW SPACES: ORGANIZING FOR MISSION VIRTUALLY

As United Methodist Women continues to turn faith, hope and love into action on behalf of women, children and youth around the world; we can engage new women in this effort through today's technological advancements. How we engage with new audiences is critical for continued growth and organizing for mission in the 21st century. Technology affords us the opportunity to form more United Methodist Women virtual/online units, subgroups and circles with greater flexibility and freedom for member participation, nurture and leadership development.

WHAT IS A VIRTUAL UNITED METHODIST WOMEN UNIT?

Also known as an online unit, is a geographically dispersed group who work together from different geographic locations and rely on communication technology and web resources such as email, social media, and video or voice conferencing services in order to collaborate in fulfilling the Purpose.

A virtual unit, subgroup or circle must be organized under the guidance of a district or local leadership team. The leadership at either level will assist in maintaining unit/circle alignment with the priorities set forth by United Methodist Women. This ensures that virtual groups are included and recognized as a part of the larger organization and is afforded the same opportunities as a traditionally organized unit. For example, engaging the United Methodist Women justice priorities for the 2017-2020 quadrennium:

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

Operating with more freedom and flexibility, virtual groups may engage technology and new ways of inviting women to learn about and work on one or more of the priorities to accomplish measured results.

The following resources are intended to assist United Methodist Women members in the ultimate goal of joining in God's mission by organizing for mission in new ways.

TOOLS (FREE)

FreeConferenceCall.com (**www.freeconferencecall.com**) (*suggested*)

The most recognized conferencing brand in the world with service offerings that include unlimited high-quality HD audio conferencing, screen sharing, video conferencing, audio and visual recordings, customized greetings, security features and calendar integrations. *Can be synced with Google Calendar.*

Use this for telephone and video conferences. You can share screens to increase meeting retention and engagement and will save travel and printing costs!

Facebook page **www.facebook.com** (*suggested*)

Is a social networking tool that allows you to create a personalized webpage for your unit/circle. The page, which is visible to the public can generate interest from potential members, be helpful in branding, and be a marketing tool for events or programs. Or the Facebook page can be set up to be visible only to members invited to join the page.

Doodle (**www.doodle.com**)

Doodle simplifies the process of scheduling events, whether they are leadership team or committee meetings, special events, or anything else. If you need to have a meeting and need everyone to respond in one place, this is your best resource. Members can respond with their availability and inform the best options for your meeting or event date. *Can be synced with Google Calendar.*

Google Suite: (**www.gsuite.google.com**)

This office suite offers practically everything an online organization or individual may need. With Gmail, Docs, Drive, and Calendar for business and more.

GroupSpaces (**www.groupspaces.com**)

Groupspaces allows you to accept new member signups via online form. Organize events, send invites and sell tickets, host forums and email discussions. Share group admin with the leadership team. Create multiple email lists for committees, subgroups. Keep all member records in one place, create an online home for your group with members not needing to sign up individually.

TOOLS (FEE REQUIRED)

Basecamp (**www.basecamp.com**)

Basecamp organizes your projects, allows members to write notes that will be viewable to the team, gives a private place to incubate ideas, drop in notes, lists, news items, and comments. Each Backpack page has a unique e-mail address.

Gotomeeting/Gototraining (**www.gotomeeting.com**, **www.gototraining.com**)

Provides online meeting and training space for participant to easily access. The software is accessed by members with a sign-on link and optional call-in number.

ROLES AND RESPONSIBILITIES IN THE ORGANIZATION

BIBLICAL BACKGROUND

Tabitha was a disciple in the city of Joppa. “She was devoted to good works and acts of charity” (Acts 9:36b). Widows wept and Peter traveled to mourn the death of this woman mentioned in Acts. She was not only a believer but also a do-er as the mourning widows attested when they showed Peter what she had done for them. We do not know what moved him to do what he did next, but God saw fit to use Peter to raise Tabitha from the dead so that more would believe.

Our belief is shown through what we do. Tabitha is an example of this as are Esther, Rahab and the Samaritan woman. The widowed women showed Peter evidence of Tabitha’s faithfulness through what she did for them. As members of United Methodist Women, we are called to not only believe but also to do. Just as Tamar took what could be considered drastic action to stand up against injustice (Genesis 38), we are also called to boldly speak out against injustice in our society.

OVERVIEW

United Methodist Women depends on laywomen who use their God-given gifts to engage in God’s mission in the world. United Methodist Women is committed to developing strong leaders through education and training that equip women with leadership skills.

We offer women opportunities to develop a deeper understanding of mission, grow spiritually and have the opportunity to make a difference in the lives of women, children and youth.

While any woman can join United Methodist Women as a member, United Methodist Women elected leaders must be laywomen who are willing to commit their talents, time, energy and effort to serve God’s mission. Presidents at all levels of the organization must be members of a United Methodist church.

As a member of United Methodist Women, you have the opportunity to serve at the local, district, conference, jurisdiction and national levels. Learn more about that leadership in this handbook.

LEADING WITH THE PURPOSE IN MIND

The Purpose of United Methodist Women

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.

Our work is inspired by our Purpose and turning faith, hope and love into action. Making this statement a living reality is our goal. Commitment to God's calling, sensitivity to others, openness to new ideas and a heart for mission are all needed to foster the values that are at the core of the Purpose.

LOCAL UNITED METHODIST WOMEN ORGANIZATION

United Methodist Women is organized according to the group's need and size. Most United Methodist Women groups relate to a local church. Each local organization of United Methodist Women should have a leadership team that at minimum consists of a president, vice president, treasurer, secretary and chair, committee on nominations. (*The Book of Discipline*, 2016, ¶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.

Online Connections

Social networking through **umwonline.org** provides yet another way to organize and connect with others with a passion for mission. The primary purpose of the UMWOnline is to enhance the ways in which we connect and communicate with one another.

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, record keeping and nominations can be carried out. A member must be named president, and she or someone named by the team must serve as the contact person for the district organization and serve on the local church council.

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

- President
- 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

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.

TASKS OF MISSION: LIVING THE VISION

Mission is and has been at the heart of the organization for nearly 150 years. Our mission tasks grow out of the vision and outcomes as described in *Living the Vision for 2010–2020* (see page 5) and offer a way for United Methodist Women groups to organize themselves. In this section of the Handbook you will learn more about ways of being in mission. Look for more information in Section 4, “Take on the Tasks.”

Every United Methodist Women’s group works in a unique setting. Study the scripture insight and guidelines below to help determine how your group can engage in mission as you seek to live out the Purpose.

Task: Scripture Insight	What You Can Do: Guidelines
Valuing Our Mission Acts 14:27	Take time to celebrate your accomplishments. Review and evaluate your strengths and needs. Reflect on how God has been at work.
Organizing for Mission Acts 14:23	Prepare for mission by evaluating how you are organized. Consider how you welcome newcomers from different ethnicities, age groups and economic backgrounds. Discuss how you make mission possible through your group activities such as prayer, learning, serving, giving, advocacy and community building.
Planning for Mission Acts 13:2–3	Discuss with your local United Methodist Women group about what it means to plan for mission and what God might be calling you to. Network with other United Methodist Women leaders to learn how they plan for mission.
Building Community Acts 15:35–36	Build community through your relationships in your local United Methodist Women’s group and the community at large. Welcome new people to the group. Attend United Methodist Women events at all levels of the organization. Network and collaborate for events and other activities.

Living the Vision: Growing Spiritually Acts 18:8–11	Become aware of opportunities and resources to foster spiritual growth within your local United Methodist Women's group. Opportunities arise out of programs, meetings, functions, events and needs of member commitment with women, children and youth around the world. In addition to the Bible, mission studies, response magazine, the Program Book and Prayer Calendar are all resources to help members grow spiritually.
Living the Vision: Serving and Advocating Acts 16:16–18	Respond to the biblical call and denominational mandate to be in mission through advocacy and compassionate service to do justice as God would see it. Identify local opportunities to work with others.
Living the Vision: Educating for Change Acts 17:19–34	Participate in educational opportunities such as Mission u, the Seminar Program and the Reading Program. Read response magazine and other publications and utilize electronic resources to learn about current mission concerns and topics.
Living the Vision: Developing Leaders Acts 18:24–28	Grow as a leader through the opportunities to serve and learn. The district, conference and national organizations regularly provide a variety of training, educational and experiential opportunities.
Living the Vision: Supporting Ministries with Women, Children and Youth Acts 11:19–30	Promote support for the mission of United Methodist Women through pledges, special gifts to mission and long-term gifts such as endowments. United Methodist Women's gifts are transforming lives of women, children and youth around the world.

CONSTITUTION AND BYLAWS

CONSTITUTION OF THE UNITED METHODIST WOMEN IN THE LOCAL CHURCH

In every local church there shall be an organized unit of United Methodist Women. The following is the authorized constitution:

Article 1. *Name.* The name of this organization shall be United Methodist Women.

Article 2. *Relationships.* The unit of United Methodist Women in the local church is directly related to the district and conference and national organizations of United Methodist Women.

Article 3. *Purpose.* The organized unit of 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.

Article 4. *Membership.* Membership shall be open to any woman who indicates her desire to belong and to participate in the global mission of the Church through United Methodist Women. The pastor(s) shall be an ex officio member of the local unit and of its executive committee.

Article 5. *Officers and Committees.* The local unit shall elect a president, a vice president, a secretary, a treasurer, and a committee on nominations. Additional officers and committees shall be elected or appointed as needed, in accordance with the plans of the United Methodist Women's national organization as set forth in the bylaws for the local unit of United Methodist Women.

Article 6. *Funds.*

- a. The organized unit of United Methodist Women shall secure funds for the fulfillment of its Purpose.
- b. All funds from whatever source secured by the unit of United Methodist Women belong to the organization and shall be disbursed only in accordance with its constitution and by its order.
- c. The total budget secured and administered by the organized unit in the local church shall include: (1) pledges and other money for the programs and responsibilities of the United Methodist Women's national organization to be directed through regular channels of finance

of United Methodist Women, and (2) funds to be used in mission locally, which shall include amounts for administration and membership development.

- d. The organized unit in the local church shall make an annual pledge to the total budget of the district or conference organization of United Methodist Women.
- e. All undesignated funds channeled to the United Methodist Women's national organization shall be appropriated by the organization.

Article 7. *Meetings.* The organized unit in the local church shall hold such meetings for implementing the Purpose and transacting its business as the unit itself shall decide.

Article 8. *Relationship in the Local Church.* The organized unit of United Methodist Women shall encourage all women to participate in the total life and work of the Church and shall support them in assuming positions of responsibility and leadership.

Article 9. *Amendments.* Proposed amendments to this constitution may be sent to the recording secretary of the United Methodist Women's national organization before the last annual meeting of the organization in the quadrennium.

Note: For a description of the national organization of United Methodist Women and its subsidiary organizations, see ¶¶ 1901-1912.

From *The Book of Discipline of The United Methodist Church 2016*, ¶256.5

BYLAWS OF UNITED METHODIST WOMEN IN THE LOCAL CHURCH

ARTICLE I

----- INTRODUCTION

Each organized unit of United Methodist Women, also known as the local organization, will determine, on the basis of an assessment of its needs, the organizational form required to effectively implement the Purpose, keeping in mind flexibility of structure and times of meetings. The program of the local organization of United Methodist Women will provide opportunities for the participation and leadership of all its members.

Section 1. Membership

Membership shall be open to any woman who indicates her desire to belong to and participate in the global mission of the church through United Methodist Women and its Purpose. The pastor(s) shall be ex officio member(s) of the local organization of United Methodist Women and of its leadership team or equivalent structure.

The membership of the local organization should reflect the membership of the local church.

United Methodist Women does not furnish lists of its elected leaders or members to individuals or agencies outside the organization unless authorized by the leadership team.

Section 2. Mission Emphases

The organizational form chosen by the leadership team, also known as the executive committee of the local organization in some instances, will develop its program to support the Purpose that encourages women to be in mission by growing spiritually, engaging in service and advocacy, educating for change, developing leaders, expanding and nurturing its membership and supporting the organization through Mission Giving.

Section 3. Structure

A unit may determine its structure to best fulfill the Purpose so that the work of administration, finance, program planning, record keeping and nominations can be carried out.

A member of the local church must be named president, and she or someone named by the team must serve as a contact person for the district organization and serve on the local church council.

The leadership team may include a president, vice president, treasurer, secretary and chair of the committee on nominations. Additional leaders may be added as determined by the leadership team.

Within the unit, subgroups may be organized or may develop to meet other concerns and needs of members as they are recognized for experiencing community, pursuing special interests, study or research or for designing and carrying forward projects of community service or action. The goals or tasks of each group will be defined in relation to the Purpose. The intent of the group will determine the length of its functioning, whether by calendar year or the time required to achieve stated goals.

a. Leadership

Leaders of subgroups may be designated by the leadership team or elected by the unit.

b. Representation on committees

- 1) Each subgroup will designate a member to serve as a representative or a liaison to the leadership team. Leaders of the subgroup are members of the unit leadership team and will help develop ways for the group to:
 - a) Be in contact with and receive information from the unit, its meetings and total program.
 - b) Participate in the plans and responsibilities of the unit.
 - c) Share with the unit all experiences and findings that develop mission emphases and expand concepts of mission.
- 2) Each subgroup will designate a member to serve as a representative or a liaison to the committee on program where it exists. Working with the committee, she will help in the development of the program and activities of the unit and the subgroups.
- 3) Each subgroup will designate a member to serve as a representative or liaison to the committee on finance, where it exists. Working with the committee, she will help in the development of plans for the interpretation of financial needs to the subgroup and arrange for the channeling of funds from the subgroup to the treasurer of the unit.

Section 4. Other Forms of Units

a. Charge or cluster unit

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

b. District unit

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

c. District member

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

d. Online member

A woman may become an online member if this option is offered by the local or district organization.

ARTICLE II

RELATIONSHIPS

Section 1. Relationship to Other United Methodist Women Organizations

The unit of United Methodist Women in the local church is directly related to the district, conference and national organizations of United Methodist Women.

Section 2. Relationship to The United Methodist Church

The unit will encourage all women to participate in the total life and work of the church and will support them in assuming positions of responsibility and leadership.

Section 3. Relationship of the Leadership Team to Members

The leadership team's role is to nurture the members, reach out and invite other women and strengthen the connection with the district, conference and national organizations.

ARTICLE III

LEADERSHIP

Section 1. United Methodist Women is a laywomen's organization rooted in mission whose membership is open to any woman who shares its Purpose (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5, Articles 3, 4). Only laywomen may serve as elected leaders.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶¶268, 269, 316, 318).

Section 2. Elected Leaders

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

She will:

- a. Preside at all meetings of the unit and its leadership team and serve as an ex officio member of all other committees, where they exist, except the committee on nominations.
- b. Sign all legal and financial documents and orders on the treasury.
- c. Prepare reports as necessary with the elected officers.
- d. Develop with the leadership team ways to plan and engage in mission.
- e. Represent the unit in all meetings or name a substitute.
- f. Be a member of the local United Methodist church with which the unit is affiliated and serve, where they exist, as a member of the church council or on the administrative council or administrative board/council on ministries (*The Book of Discipline of The United Methodist Church 2016*, ¶252.5i). Membership in the local church may include affiliate membership.

The **vice president**, working cooperatively with the president, will assist the unit in fulfilling the Purpose.

She will:

- a. Guide the leadership team in its responsibility for planning and implementing the program of the unit.
- b. Perform the duties of the president in her absence.
- c. Promote ecumenical relations.

- d. Chair the committee on program where one exists or, if there is no separate committee, chair the leadership team when dealing with matters relating to program. She will serve on the committee on finance where one exists.

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

She will:

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

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

She will:

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

The **chairperson** of the **committee on nominations** and other members are responsible for the nomination of all elected leaders of the unit. This requires a clear understanding of the duties of each elected leader and knowledge of the skills, interests and potential of the members of the unit.

She will:

- a. Develop plans to help members of the committee see their task as an ongoing one.
- b. Provide information to the committee concerning vacancies that need to be filled.
- c. Identify and promote new leadership.

The chairperson will serve on the leadership team and other committees as necessary.

Section 3. Appointed Leaders

Other leaders may be appointed for expansion of specific areas or needed services upon recommendation of the leadership team.

ARTICLE IV

COMMITTEES

Section 1. Leadership Team

There will be a leadership team, also known as the executive committee in some instances.

The leadership team, functioning as an executive committee, will involve women in mission and will coordinate the mission emphases and other activities toward the fulfillment of the Purpose. The president serves as the chairperson.

a. Membership

- 1) The leadership team will consist of all elected and appointed leaders.
- 2) The leadership team may be composed of the president, vice president, secretary, treasurer, committee on nominations chair, pastor(s) and such others as may be named by the leadership team, either to specific roles, ex officio or subgroup leader(s) where they exist.

b. Functions

The leadership team will:

- 1) Set goals to fulfill the Purpose and evaluate progress on such goals.
- 2) Transact interim business.
- 3) Prepare and recommend the total budget to the unit for adoption.
- 4) Fill vacancies that occur ad interim upon nomination of the committee on nominations.
- 5) Cooperate with the council on ministries or alternative structure of the local church/charge.
- 6) Encourage all women to participate responsibly in the total church program.

c. Meetings

The leadership team determines the schedule for its meetings. A special meeting of the leadership team may be called by the president to consider urgent business.

Section 2. Committee on Finance

The leadership team may function as the committee on finance with the treasurer as chairperson, or the leadership team may name a separate committee on finance.

a. Membership

If a separate committee is established, its members will be the treasurer as chairperson, president, vice president, secretary and others as the leadership team may determine, including representative(s) from the subgroup(s) where they exist.

b. Functions

The committee will:

- 1) Analyze local unit income and giving patterns and prepare financial goals and strategies to recommend to the leadership team that will strengthen Mission Giving.
- 2) Prepare the total budget of the unit for approval by the leadership team and adoption by the unit.
- 3) Develop and recommend to the leadership team or the unit plans for securing all funds to be spent locally or channeled to the district treasurer.
- 4) Work in cooperation with the leadership team or the committee on program or its alternative, if one exists, to develop and recommend to the unit plans for financial interpretation and promotion and promote program and responsibilities of the United Methodist Women national organization in the unit and subgroup meetings.

c. Meetings

The committee will meet at least semiannually and on call of the chairperson. One meeting should be for budget preparation and one will be for financial analysis and goal setting.

Section 3. Committee on Nominations

a. Membership

The committee will be composed of no fewer than three (3) members, including the chairperson.

b. Functions

The committee will:

- 1) Gain an understanding of the mission emphases and organizational form of the unit and the responsibilities of each office.

- 2) Work throughout the year to identify women for leadership roles in the local unit.
- 3) Ensure that the elected leaders of the unit and members of the committee on nominations reflect the diversity of the membership within the unit. Elements of this diversity include but are not limited to age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities and employment in and outside the home. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.)
- 4) Secure leaders for subgroups as requested by the leadership team.
- 5) Make nominations to fill vacancies that occur ad interim.

c. Meetings

The committee will meet at least semiannually and on call of the chairperson.

Section 4. Committee on Membership

The leadership team may function as the committee on membership or may name a separate committee.

a. Membership

If a separate committee is established, its members will include a representative from the leadership team and others as the leadership team may determine.

b. Functions

The committee will:

- 1) Search for and enlist new members, nurture existing members and interpret the Purpose.
- 2) Seek contact with all women of the church to discover their needs and special interests and keep the leadership team informed about those needs and interests.
- 3) Encourage and support the organizing of subgroups.

c. Meetings

The committee will meet at least semiannually and on call of the chairperson.

Section 5. Committee on Program

The leadership team may function as the committee on program with the vice president as chairperson, or the leadership team may name a separate committee on program.

a. Membership

If a separate committee is established, its members will be the vice president as chairperson, president, treasurer, secretary, representative(s) from the subgroup(s) where they exist and others as the leadership team may determine.

b. Functions

The committee will:

- 1) Guide the leadership team in its responsibility for planning and implementing the program of the unit to fulfill the Purpose.
- 2) Promote ecumenical relations.

c. Meetings

The committee will meet at least semiannually and on call of the chairperson.

Section 6. Other Committees

Committees for expansion of specific program areas or needed services for implementation of the Purpose may be named by the leadership team.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1. Elections

- a. Nomination of all leaders to be elected for the ensuing year, including the chairperson and members of the committee on nominations, will be presented to the unit membership by the committee on nominations at the time of elections.
- b. There will be opportunity for nominations from the floor. Election may be by acclamation or by ballot. A majority vote is sufficient for election.
- c. Those elected will assume their duties upon election or as determined by the local organization.
- d. The term of office will be determined by the local unit, up to a maximum of four years, with the exception of the treasurer, who can hold office for up to six consecutive years.
- e. Vacancies occurring ad interim will be filled by the leadership team upon nomination of the committee on nominations and submitted to the unit for confirmation.

Section 2. Tenure

- a. No elected officer will hold the same office for more than four consecutive years, except the treasurer, who can hold the same office for six consecutive years.
- b. Service of six or more months in an officer year by an interim or acting officer will be counted as one year of tenure.

ARTICLE VI

MEETINGS

Section 1. Each organized unit of United Methodist Women will hold meetings of the total membership of the unit as needed. The time of meetings will be flexible to permit attendance and participation of both employed and nonemployed women.

Section 2. Meetings of the organized unit of United Methodist Women will include opportunities for corporate and/or individual worship, gatherings to implement the Purpose using resources recommended by the national organization of United Methodist Women and reports of the elected leaders, committees, subgroups and such other business as is needed.

Section 3. A special meeting of the unit for a stated Purpose may be called by the president with the approval of the leadership team. At such meetings no business will be transacted except that for which the meeting is called.

Section 4. Subgroups of the membership may be organized out of the needs of the unit or developed out of the interests of the members. The groups will meet as needed for effective implementation of the Purpose.

Section 5. Committee meetings may be scheduled as determined by the leadership team.

ARTICLE VII

FUNDS

Section 1. As a matter of spiritual and practical discipline, members of United Methodist Women give and raise all of the organization's funding, including funds for mission education, projects, grants, relationships, scholarships and all the action of United Methodist Women. Each member determines the amounts and forms of her giving on the basis of her understanding of and commitment to the Purpose. Her giving may take the form of pledges, gifts and special donations, commitment to various projects for fundraising and planned giving, such as through her will.

Section 2. The local unit will make an annual pledge to the total budget of the district or conference organization of United Methodist Women to support the whole work of the organization and its mission around the world. Pledge to Mission funds will be sent to the treasurer of the district organization of United Methodist Women (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5, Article 6). Pledges may be sent to the treasurer on a regular basis and at least quarterly.

Section 3. Funds for mission locally and for expenses of the local organization, which are referred to as “administration and membership development,” will be a part of the unit’s budget (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5, Article 6). These funds are retained in the account of the local organization until disbursed in accordance with the budget or in accordance with action taken by the leadership team.

Section 4. All funds received for Supplementary Giving, which includes designated gifts, A Call to Prayer and Self-Denial, A Brighter Future for Children and Youth, Assembly offering, Magazine Fund, National Mission, International Mission, UMCOR and Assembly Scholarship fund, must be sent to the district treasurer.

Section 5. All funds of the unit and any of its circles or subgroups are part of the monies of the organization (*The Book of Discipline of The United Methodist Church 2016*, ¶256.5b). Requests made to the unit, circles or subgroups for funds not included in the adopted budget will be referred to the committee on finance or its alternative for recommendation to the unit.

Section 6. The monies that must be sent to the district treasurer for forwarding to the national organization of United Methodist Women include bequests and legal devises to the local unit or to a former women’s organization of the church from decedents’ estates that are designated in whole or in part by the donor for national and/or international mission.

ARTICLE VIII

AMENDMENTS AND STANDING RULES

Section 1. Amendments to these bylaws may be made by a majority vote at a regular meeting of the United Methodist Women national organization board of directors, provided a 30-day notice is given in writing to the board of directors of the national organization of United Methodist Women by the leadership team or by the governance committee of the United Methodist Women national organization.

Proposed amendments to these bylaws may be sent by the secretary of the local unit to the recording secretary of the United Methodist Women national organization for consideration by the board of directors.

Section 2. Standing rules may be made and amended by the unit provided they are in harmony with the national organization of United Methodist Women’s constitution and bylaws for the unit in the local churches.

United Methodist Women Brand Guidelines

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.

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." (2 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.



United
Methodist
Women

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What's different and what's important?

curves are thinner, more refined
and graduate from thick/thin

text is bottom aligned with emblem to
reinforce the feeling of a flame shape



United
Methodist
Women

FAITH • HOPE • LOVE IN ACTION

uses official UMC cross/flame

text always appears with emblem

Some things **not** to do, please!

please don't stretch or distort it.



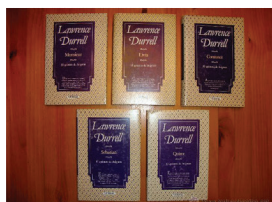
please don't re-color it.



please don't change the font
or the proportions.



please don't crowd it.



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer sagittis blandit finibus. Praesent faucibus, purus ut pretium sagittis, ipsum quam volutpat orci, nec vulputate dolor nunc nec lorem. Sed commodo posuere ipsum

please don't lose the white field in the emblem.



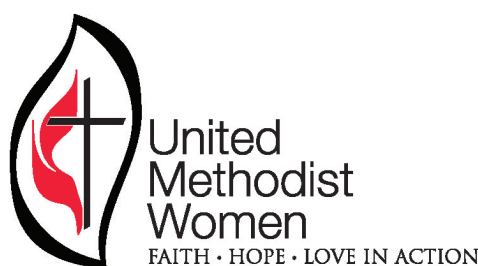
please don't lose the white field in the emblem.



leave enough white space around the sides, please. the border below shows the minimum space you should leave. (but you don't need the black lines!)



please don't combine with old versions of the emblem.



Please don't use these!

(Or any other old versions)



color

We like to use bright, energetic colors that reflect the energy of the United Methodist Women members! (Not all at the same time, of course!)



C 85	C 50 M 3 Y 2	C 28 M 2 Y 1	C 50 Y 100	C 50 Y 100	C 14 Y 100	C 60 M 60	C 77 M 87
R 0 G 182 B 241	R 115 G 200 B 236	R 178 G 221 B 243	R 141 G 198 B 63	R 247 G 148 B 29	R 255 G 214 B 0	R 118 G 112 B 179	R 93 G 68 B 155
HEX: #00b6f1	HEX: #73c8ec	HEX: #b2eef3	HEX: #8dc63f	HEX: #f7941d	HEX: #ffd600	HEX: #7670b3	HEX: #5d449b



C 6 M 100 Y 1 K 6	C 8 M 100 Y 100 K 10	C 3 M 100 Y 90	M 100 Y 90 K 30	M 95 Y 16	M 2 Y 80	C 33 Y 96	M 70 Y 100
R 210 G 3 B 130	R 201 G 28 B 35	R 230 G 29 B 48	R 177 G 15 B 31	R 237 G 42 B 127	R 255 G 238 B 80	R 183 G 212 B 59	R 243 G 112 B 33
HEX: #d20382	HEX: #c91c23	HEX: #e61d30	HEX: #b10f1	HEX: #ed2a7f	HEX: #fee50	HEX: #b7d43b	HEX: #f37021

the color bar

Sometimes we use a “color bar” in conjunction with the logo—across the bottom of the page, slide or resource front or back cover.

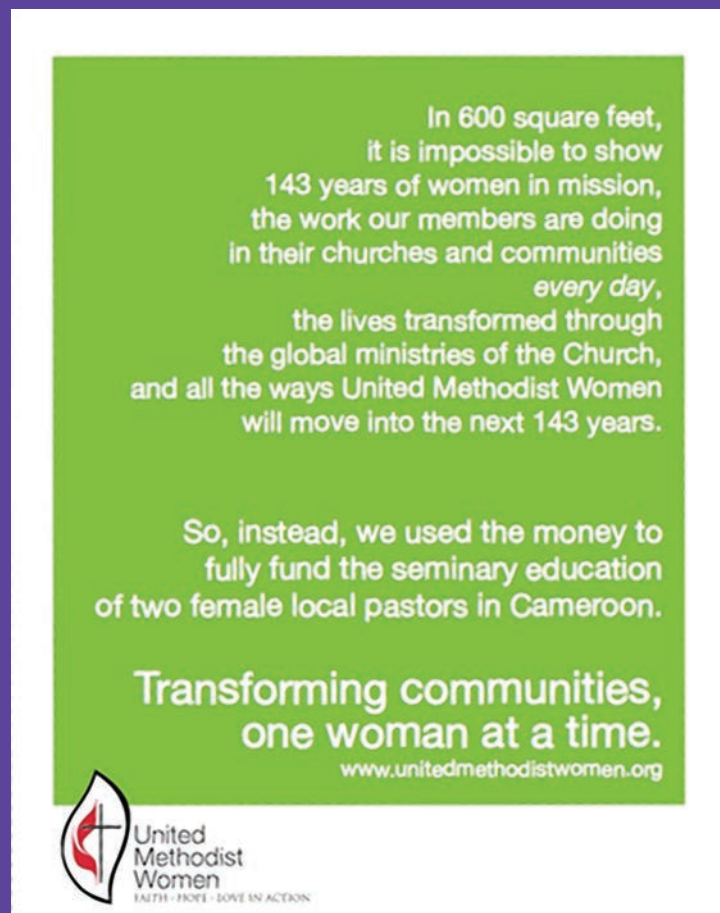
The logo should be far left, with the top of the emblem breaking the plane of the top of the color bar. The top of the bar should align with the top of the cross and there should be roughly the same amount of space to the left and bottom. should be roughly the same amount of space to the left and bottom.



the inverted color bar

Sometimes we invert the page, with a bold color up top and white at the bottom. Only use the more saturated end of the color palette for this. The bottom of the color box should align with the top of the cross. The left edges should align. There should be a white border on all sides.

The type should be white over color, and bolder.
This is Helvetica Neue 55 Roman,
and the headline
is Helvetica Neue
75 bold.



photography

The inverted layout works well with photography, too!



Photos by Paul Jeffrey

selection of photography

We like to use photos of real members and projects that are supported by United Methodist Women.

We avoid using stock photography whenever possible.



United Methodist Women Members Stacie Hawkins, Megan Waddle, Tonya Murphy. Photography by Kristina Krug.



Diverse Natural Women with Beautiful Smiles.
iStock Photo File #10668925 Photography by Randy Plett.

selection of photography

We use photographs that celebrate the dignity and worth of all people. (Including their names in the captions if possible.)

We avoid using photographs that might be considered exploitative of or demeaning to the subject.



Ngoy Wa Ngoy Euphrasi, 17, pauses as she works in a field as part of a youth training program funded by United Methodist Women. The project is located in Kamina, in the Democratic Republic of the Congo, and mixes academic education and agricultural training. Photography by Paul Jeffrey.



Image taken from a child sponsoring organization's tv commercial.

Typography (fonts)

The primary typeface that we use is Helvetica Neue.

You are looking at it right now.

This is Helvetica Neue 35 Thin. **This is Helvetica Neue 75 bold.**

If you don't have Helvetica, an acceptable substitute is Arial.
(But not in the logo!)

Helvetica:

The organized unit of 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.


Arial:

The organized unit of 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.

Slide guidelines (use any of the bright colors from our palette for the color bar!)

Be silent, be silent,
a whisper is heard,

be silent, and listen,
O treasure each word!




United Methodist Women
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Try to keep song/hymn lyrics and liturgies/readings on the top half of slides. (If the screens are low and people are standing to sing they can't see the bottom half!)

Closing Prayer (Unison)

God who leads us, Christ who teaches us, Spirit who moves us, we praise you for your gift of love to us. Be with us as we leave this room. Help us to remember how you were with us here through the people we call friends and the stories we heard. Assist us in recalling not just the struggles and obstacles, but the joys, gifts, leadership and ministry each person brought to your table. We praise you for mentorship, and ask you to grant us patience and respect for others so we may listen, discern and act as partners. Lead us to recognize our faults as individuals and the unjust systems we have created. Then, help us faithfully respond so that we may experience reconciliation and re-creation of your beauty within the world. We ask this all in your name. Amen.



United Methodist Women
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Don't put too much text on a single slide. This is too much.

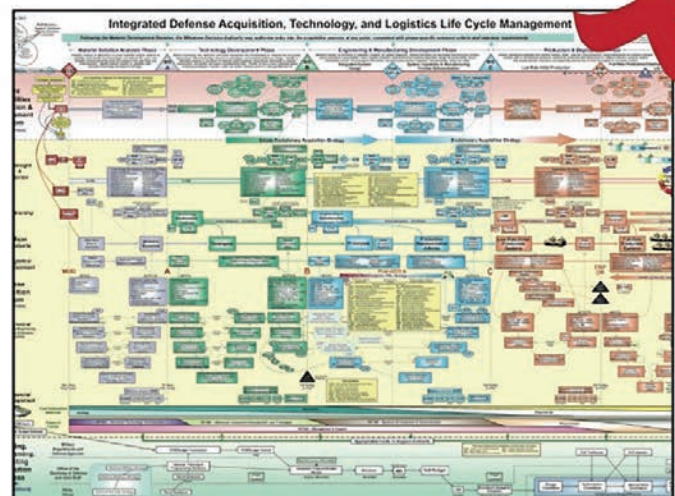
"Canto de Esperanza"
(Song of Hope)
The Faith We Sing, no. 2186

Canto de Esperanza (Song of Hope)
WORDS: AMAR SCHULTZKE MUSIC: ARGENTINE FOR MANDOLIN



United Methodist Women
FAITH • HOPE • LOVE IN ACTION

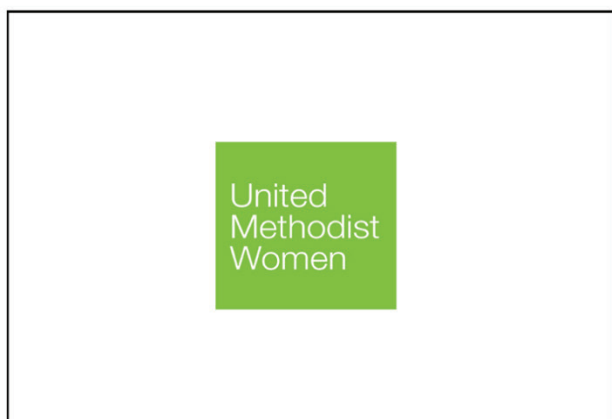
Make sure to secure rights and include copyright information!



Believe it or not this is an actual slide. Please don't do this.

Video guidelines

Opening screen (static):



Closing screen (animated):



Lower thirds (static) (or reverse out if background requires)



Bug (livestreams only)



How to write about United Methodist Women

United Methodist Women Editing Guidelines

1. United Methodist Women is treated as a singular noun. Women who are part of United Methodist Women are “members of United Methodist Women,” “a member of United Methodist Women” or “United Methodist Women members,” “United Methodist Women member.”
INCORRECT: United Methodist Woman.
2. We do not use “UMW” in publications unless it's part of a website address like: “www.umwonline.org”
3. As of January 2013 United Methodist Women is no longer be called the “Women’s Division.” Please use “United Methodist Women” in all instances (unless speaking of the past).
4. Mission Giving is United Methodist Women’s primary source of fundraising and is always capitalized. And we signify supported projects with “Mission Giving-supported” or “United Methodist Women-supported.” Program Book, Prayer Calendar, National Mission Institutions, and Reading Program should also always be capitalized.

5. Use “mission” in all references to United Methodist Women’s mission work. (Some refer to this work at “missions,” but this represents a dated approach to work in communities that doesn’t reflect our current focus on solidarity.)
6. Do not use the phrase “mission to,” but rather “mission with” when referring to United Methodist Women’s work with women, children, youth and other marginalized communities.
7. Always use the word “children” and not “kids” unless “kids” is part of a project name.
8. “United Methodist Women’s Social Network” is the correct reference for our social network. Use the full name on first reference and “social network” on other references.