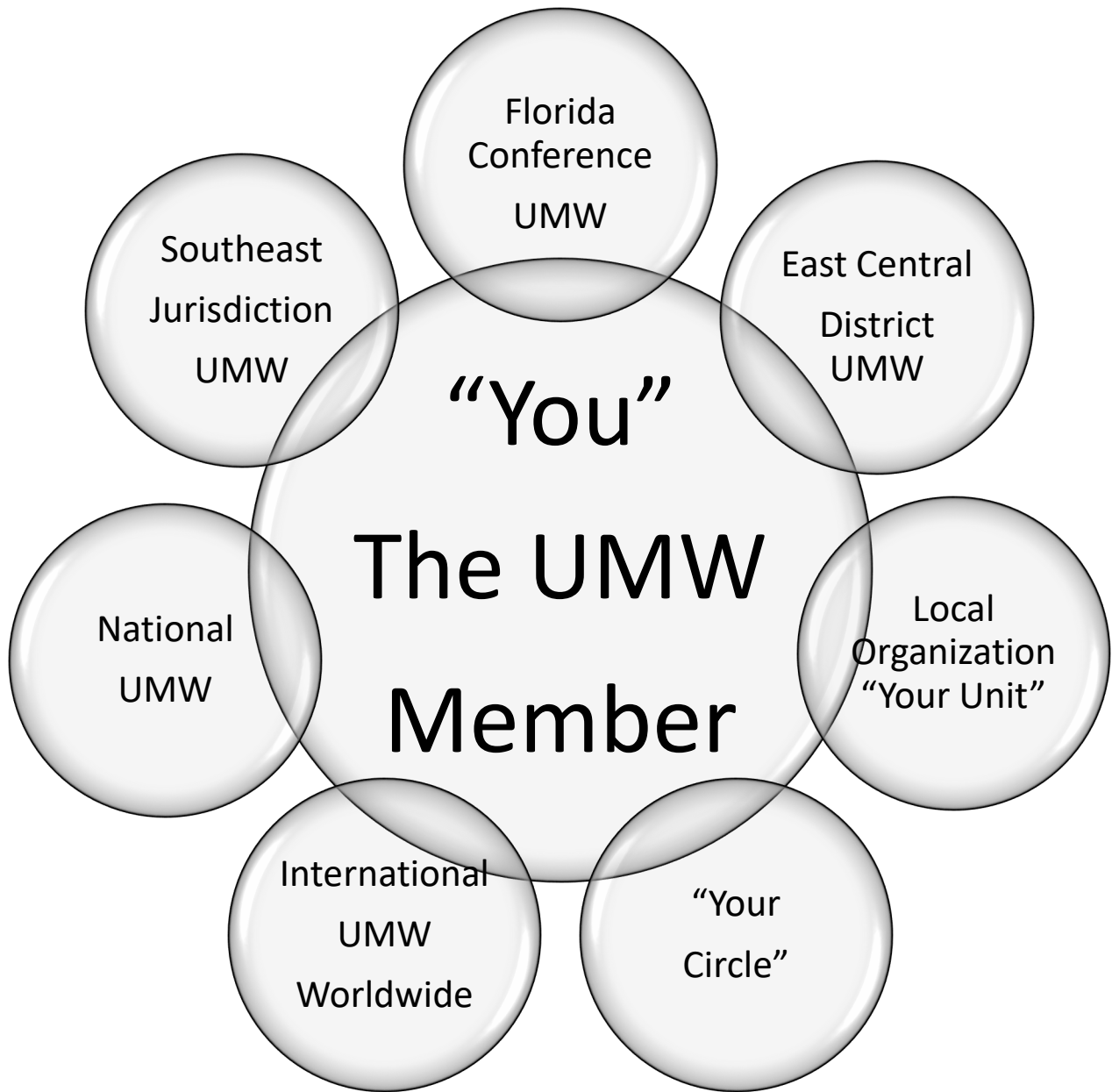


Connections Unite Us!



2020 Officer Training Booklet

**UNITED METHODIST WOMEN
EAST CENTRAL DISTRICT
LEADERSHIP TEAM 2020**

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IMPORTANT DATES
“Mark Your Calendars”

Apr 17-19, 2020
United Methodist Women-Southeastern Jurisdiction
Mobile, AL

Saturday, April 25, 2020
Women’s Spring Retreat
First United Methodist Church Tavares, FL

June 4-6, 2020
Florida United Methodist Church Annual Conference
Lakeland, FL

July 9-12, 2020
Mission U – Florida Southern College
Lakeland, FL

September 11-13, 2020
Florida Conference United Methodist Women Spiritual Growth Retreat
Life Enrichment Center, Fruitland Park, FL

September 19, 2020
East Central District Mission Studies Event
Grace United Methodist Lake Mary, FL

October 17, 2020
East Central District United Methodist Women Annual Meeting
TBD

November 14, 2020
Forty-Seventh Florida Conference United Methodist Women Annual Meeting
First United Methodist Church Lakeland, FL

May 20-22, 2022
Assembly, Orlando, FL

PRESIDENT'S WELCOME

When the calendar changes to a New Year, I really get excited about Officer's Training because it's a "new beginning" for me and you as members of the East Central District. We have a new Officer's Training Booklet for you which will help you better understand your role in United Methodist Women. This new booklet highlights the job description and highlights the actions that are part of your position. It will help your team to understand how they can work together. Your nominating committee can use the booklet when it's time for new officers.

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.

LIVING THE VISION

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

Structure of United Methodist Women

United Methodist Women, like The United Methodist Church, is connectional. The major relationships of United Methodist Women are through:

- The local organization
- The district organization
- The conference organization
- The jurisdiction organization
- The national organization
- The International organization

Every level of the organization is involved in missions as they live out the Purpose of United Methodist Women.

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 a minimum consists of a President, a Vice President, a Secretary, a Treasurer, and a Committee on Nominations. (The Book of Discipline, 2016, cf. 265.5). Additional officers and committees shall be elected and/or appointed as needed.

DISTRICT UNITED METHODIST WOMEN ORGANIZATION

The district United Methodist Women organization works with the local organization 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 maternal and child health, criminalization of communities of color, climate justice, and economic inequality.

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, online community or workplace.

Ways the East Central District Can Help Your Unit

- We are a resource person for you. Our home address, email address, and phone numbers are in this booklet. We want to be in communication with you.
- You can ask us to present a program on a topic at your meeting.
- We would love to visit your unit when you have a program that you'd like us to attend.
- No question or concern is too small or large that you are struggling with.

Important Web Addresses

- www.Unitedmethodistwomen.org
- www.Facebook.com/UMWomen
- www.Flconfumw.org
- www.Facebook.com/2019ECDUMW/
- East Central District Blog: www.FLUMWECD.blogspot.com
- www.myUMW-United Methodist Women.org



ELECTED LEADERSHIP JOB DESCRIPTIONS

President

The responsibilities of the President are to facilitate/lead and encourage the Leadership Team to prepare their United Methodist Women members in becoming a living example of the United Methodist Women's purpose and vision: Faith, Hope, Love in Action.

Possible ways to accomplish these responsibilities are:

- Presiding at all meetings of the unit, leadership meeting and attending (ex officio) other committee meeting, except committee on nomination.
- Signing all legal and financial documents
- Prepare reports as necessary with the leadership team
- Represent the unit in all meetings or name a delegate (church, District or Conference meetings).
- She must be a member of the local Unit Methodist Church
- She is a member of the church council or the administrative council or administrative board/council on ministries (The Book of Discipline of The United Methodist Church 2016 g252.5i)
- Support, as a priority, the District and Conference events by attending and encouraging your members in attending: Training, Spiritual Retreat, Mission Study, and Annual Meeting (District events); Training, Mission u, Spiritual Retreat, and Annual Meeting (Conference events).
- Support the usage of the Program Book, the Prayer Calendar and *response magazine* in your circles and/or unit meetings.
- Participate in Cluster Meeting with your leadership team and the district leadership team when invited.
- Encourage your Leadership team members to establish small groups around their leadership responsibility so that they can develop goals, plans, and activities. Ask the Leadership team member for reports during your leadership team meeting. Small groups working together for a common purpose will spark enthusiasm, participation and leadership development.
- Encourage your unit to embrace "living the vision" by studying and working in mission on the current justice emphases: Climate justice, Maternal and Child health, Criminalization of communities of color, Economic inequity
- Work with Membership Nurture and Outreach coordinator to submit the Annual Census to Conference (deadline March 30th)

Vice President

The Vice President's responsibilities are to work with the President to fulfill the purpose of United Methodist Women. Her primary method of achieving this goal is by designing and implementing the programming of the unit. The following are possible steps to accomplish this responsibility:

- Form a small group of women from the unit to establish some programming goals and develop plans on how to accomplish these goals. Prepare a report that goes to the Leadership Team. Remember, the President is an ex officio member of this committee.
- Look at the United Methodist Women's Program Book for the current year's topics. The monthly programs are just a suggestion on how to use the program book. You may modify the program to suit your unit needs. Consider making the program visual and experiential, and less lecture style. If possible, avoid reading to your members as it is not an effective method of making your point.
- Recognize and plan on the "Special" events (World Thank Offering, and A Call to Prayer and Self-Denial). Prepare the unit on how to participate in the special event and why it is important.
- Develop an ongoing Calendar of United Methodist Women's events (often highlighted in the Pray Calendar). Look through the wide assortment of resources that are available from www.unitedmethodistwomen.org, an augment to your programming resources.
- Use United Methodist Women resources first in program planning, but if a speaker is appropriate, then invite a guest.
- Plan the Unit Meeting by using an Agenda as the guidelines for the meeting.
- Always include the Purpose and a reading from the Prayer Calendar.
- Manage the time of each agenda item. Make sure that the most important part of the meeting has the most time.
- Consider how much time you need to spend on the Business Meeting. Some units have a handout with a summary of the Business since the last meeting i.e., the minutes from the last meeting, and other information from the Leadership Team meeting. Anticipate time allotment if an item of business needs a motion and vote.
- Consider a hands-on activity as an experiential component of the program (creating a Christmas stocking for the shut-ins in your church or unit, signing a birthday card for the person who is mentioned in the Pray Calendar, making manna bags for the Homeless)
- Plan for children when you have your meeting by including them in meeting or childcare.
- Include using an evaluation process in your agenda. It's important to get feedback about the meeting for further Unit planning.
- Plan for some type of healthy snacks or light meal for the meetings. Food and fellowship are important part of the Unit Meeting. Remember to incorporate the 13 Steps to Sustainability and Climate Care.
- A critical duty for the Vice President is filling in for the President in her absence.

Tentative Unit Meeting Agenda
October Meeting
9 am – 11 am

Members arrive, get name tag, pick up business report and agenda, get refreshments and drink, and fellowship plus read the business report and an agenda. (10-12 minutes)

Call the meeting to order. Welcome and announcements (President, 3 minutes)

Recite the Purpose (President, 1 minute)

Prayer Calendar (Spiritual Coordinator or another Leadership Team Member, 5-7 minutes).

Mission Minute from the *response magazine* by the Social Action Coordinator or another Leadership Team Member (7 minutes)

Book Review by Program Resource Coordinator or other Leadership Team Member (7 minutes)

Program example--October Program: I am the Light—Connecting our Stories (25 minutes)

Brief Business meeting (5 minutes)

Craft Project for neighborhood school (25 minutes)

Closing: Prayer and adjournment. (2 min)

The plan was 94 minutes long (over the planning time by 4 minutes)

The agenda for next month might have a report on Membership rather than Social Action and so on.

Treasurer

The local Treasurer holds many of the responsibilities of the realities of the duties of local United Methodist Women. She handles the funds and keeps the books of the local group. There should be only one-unit treasurer, not one per circle.

She is responsible for the following:

- Setting up or maintaining one checking account in the name of United Methodist Women. The tax ID number is held by the Conference treasurer. Contact her for the documentation. **Do not deposit United Methodist Women funds into a personal account or a local church account. Keep all United Methodist Women funds separate from personal and church funds.**
- Obtain working materials
 1. Ledger book, computer bookkeeping program or excel program
 2. Supply of local remittance forms (obtained from District treasurer or the United Methodist Women's Handbook)
 3. Keep all bookkeeping information private and safe
 4. Keep a file of all signed pledge cards until the next pledge service and record of contributions received at meetings and other occasions
 5. Record pledges, offerings and other income in your record system then deposit the money in the groups bank account as soon as possible
 6. Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in the record system. The president or secretary should sign, or initial invoices associated with each check.
 7. Balance the books and reconcile the bank statements monthly
 8. Be prompt in sending remittances approved by the local group to the district treasurer. If gifts are designated, indicate the designation on the remittance form. **Never change designations without consulting with the donor.**
 9. Consult previous local treasurer for help or if you have question.
 10. At the end of each year, create a giving statement for each member who has given \$250 or more. It should include name, address of the donor, and the following statement "No goods or services were received in exchange for the donation."
 11. Arrange for the year-end audit/review. Ask the Auditor/Reviewer to send the East Central District Treasurer

Fiscal Year: January 1 to December 31. All funds (Local, District, Conference) are sent by Dec. 31.

Remittance Procedures:

The remittance form is the same for local, district or conference United Method Women. All Treasurer can choose to submit it in one of these ways;

1. Use the computer template provided by the United Methodist Women National Office. For online remittance form, ask the district treasurer for help
2. Download the form from www.unitedmethodistwomen.org
3. Copy and fill out the general remittance for (Section 7). Print it and mail or fax it to your district treasurer.

Financial Giving to United Methodist Women

I. Membership and Giving

- Membership in United Methodist Women is voluntary and based on each individual woman's commitment to the Purpose of the organization.
- The authority to secure funds is found in *The Book of Discipline of the United Methodist Church* (paragraph, Section 5, Article 6)
 1. The organized unit of the United Methodist Women shall secure funds for the fulfillment of its Purpose.
 2. All funds 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.
 3. The total budget secured and administered by the organized unit in the local church shall include: (a) pledges and other money for the program and responsibilities of the national office to be directed through regular channels of finance of United Methodist Women and (b) funds to be used in mission locally, which shall include amounts for administration and membership development.
 4. 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
 5. All Mission Giving funds channeled to the United Methodist Women National Office shall be appropriated by the board of directors, elected from the membership.

II. Channels of Giving: The first and most important financial responsibility of United Methodist Women is basic support of all mission programs through Mission Giving (see *The United Methodist Women Handbook* pages 75-77 for details of each method of giving)

The following forms that are used by the Treasurer are attached in Forms Appendix as follows:
Mission Giving Pledge Card (Page i),

A. There are five channels of Mission Giving: For a detailed description of each channels of giving:

- Pledge to Mission
- Special Mission Recognition
- Gift to Mission
- Gift in Memory
- World Thank Offerings

B. Supplementary Giving

- Designated Gifts
- A Call to Prayer and Self-Denial
- A Brighter Future for Children and Youth
- The Assembly Offering.

C. Other Opportunities for Giving

- Bequest
- Planned Giving
- The Legacy Fund

Secretary

The Secretary is the unit recordkeeper. She should ensure that appropriate records are available when needed and that up to date membership records are maintained to allow the unit to run smoothly. Some ways she can accomplish this are to:

- Notify members of all meetings.
- Keep accurate minutes of all meetings of the unit and its leadership team.
- Serve as custodian of all records and official documents.
- Sign all official, legal and financial documents, making certain each is properly dated.
- Maintain accurate membership records.
- Send a list of elected leaders of the unit, including address, ZIP codes, telephone numbers and e-mail addresses to the secretary of the district organization immediately upon their election and interim changes, as necessary.
- Send the name and contact information of the new president to the resource center: United Methodist Women Mission Resources.
- Serve on the leadership team and other committees, as necessary.

Chair, Committee on Nominations

The primary responsibility for the Chair of the Committee on Nominations and other members on the Committee on Nominations are to seek and recommend qualified women for elected and appointed positions on the Unit Leadership Team. Possible methods to accomplish these tasks may include:

- The Nominating Committee consist of a Chair and two other members.
- Clear understanding of the duties for each elected leader or coordinator is essential.
- Knowledge of the skills, interest, and potential leadership abilities of the members of the unit are essential
- The chair and the committee develop a leadership/talent survey/previous offices held/history of employment skills and keep it up to date.
- The chair and the committee members are vigilant in observing leadership qualities in women in the unit, circles, and various other committees.
- Ensure that the elected leaders and members of the nominating committee reflect the diversity of the membership within the unit.
- The tenure for elected or appoint officers is four years except for the treasurer who can hold her office for six years.
- The nomination committee will present a slate of all officers for the ensuing year to the Leadership Team meeting prior to the unit meeting for electing officers.
- The nomination chair presents the slate of officers at the Unit meeting at the time of elections. The President may open slate for nominations from the floor.
- If an officer vacates her elected or appointed office prior to the two-year commitment, the nomination chair and committee work diligently to find and recommend a qualified replacement.

APPOINTED COORDINATORS

Other leaders may be appointed for expansion of specific areas or needed services upon recommendation of the leadership team. These may include: Communications, Membership, Program Resources, Social Action, and Education & Interpretation.

Communications Coordinator

The responsibilities of the Communications Coordinator are to connect all members of the United Methodist Women in the Local Unit to events, announcements and news in their Unit, East Central District United Methodist Women and Conference United Methodist Women.

- Email
 - District—an accurate database of email addresses will benefit more direct information to our membership. If you do not receive email from the District, please contact the Communication Coordinator for help.
 - Unit--emails are a quick and easy way to send reminders, agenda, news about members, etc.
- Newsletter
 - District--e-newsletters are the only affordable way to reach our readers. The Trumpet Sound is sent to the local Presidents who copies and distributes the newsletter to women who do not use technology. If you would like to receive the newsletter by email, verify your email address with the Communications Coordinator. If you have not received the paper newsletter, check with you unit president or circle leader.
 - Your unit may not have a unit newsletter, but your church probably does, add your unit UMW information or events to their newsletter. The Trumpet Sound is a Bimonthly publication.
- Facebook
 - The East Central District has a FaceBook page. You may join us by going to www.Facebook.com/UMWomen and “liking” us.
 - If you have a FaceBook page for you unit, encourage others to “Like” it.
- Florida Conference United Methodist Women website--If you need information about conference events or forms, go to www.flconfumw.org. If you need a paper copy of a form, check with your unit president.
- National United Methodist Women--Go to www.unitedmethodistwomen.org. There is a wealth of information and resources at this site.
- YouTube is a video website. You can access United Methodist Women videos at this site.

- Blogs--The East Central District has a blog page at www.FLUMWECD.blogspot.com For information about the blog page or to recommend input, contact the District Secretary.
- Bulletin Boards and articles in the church continue to be an effective method of attracting people to the happenings of your unit.
- E-card for events or invitations are a friendly way to invite women to your events.

Education & Interpretation Coordinator

The responsibilities of the Education & Interpretation coordinator assist unit members to understand United Methodist Women's mission with women, children and youth; and outreach of the church, as well as engage in raising funds for mission and outreach. Possible methods to accomplish this, may include:

- Work with unit members by providing resources and training as needed.
- Promote the Mission Today program in your unit.
- Inform members of educational opportunities, including Mission u and District Programs.
- Promote mission studies and local mission opportunities.
- Provide fundraising ideas for mission opportunities.
- Promote and utilize United Methodist Women print, online and audiovisual resources to tell the mission story.

Spiritual Growth Coordinator

The responsibilities of the Spiritual Growth Coordinator are to assist members in actualizing their United Methodist Women's Purpose of "knowing God and experiencing freedom as whole persons in Jesus Christ. Possible ways she may accomplish this are:

- Helping the Leadership Team to concentration on a wholistic approach to planning, promoting, and serving others which is always inclusive of scripture and pray.
- Help members to use the Prayer Calendar.
- Encourage the membership to be involved in activities that promote spiritual growth within the church and United Methodist Women (i.e. Bible Studies, recommending the books in the reading program that are in the Spiritual Growth area, Bible School participation).
- Encouraging praying in the opening of meeting, activities, and for each other (Joys and Concerns).
- Be prepared to offer suggestions for devotional materials

Social Action Coordinator

The responsibilities of the Social Action Coordinator are to assist the unit members in mission by being an advocate for service and justice as rooted in biblical tradition. Possible methods to accomplish these responsibilities may include (the example for each bullet are not inclusive of all the information available to you):

- Connecting with the available information from National United Methodist Women resources on Advocacy: The following are the four campaign for the quadrennial 2016-2020.
 - Climate Justice
 - Economic Inequity
 - Mass Incarceration and Criminalization of communities of color
 - Maternal and Infant Health
- Connect with media related to advocacy:
- ***Response magazine***
- Action Alerts
- UMWNews by subscribing to www.unitedmethodistwomen.org/getemails
- Press Releases
- Why should I (we) be involved in Social Action?
 - It's a Biblical mandate
 - It's a founding principle of United Methodist Women
- How can I (we) get involved? Download the brochure; Why Should I Get Involved in Social Action?
 - Choose an issue
 - Narrow your focus
 - Learn about the problem
 - Design a plan
 - Act

Membership, Nurture & Outreach (MN&O)

The primary responsibilities for this coordinator are to find creative ways to nurture current United Methodist Women members and to cultivate new members. Possible methods to accomplish these responsibilities may include:

- Establishing a MN&O committee to explore setting goals, plans, and actions for nurturing and inviting new members. Present the report to the Leadership Team. Meet with your MN&O team regularly to evaluate and improve you goals, plans and actions. Examples of possible actions:
 - Use social media to highlight special events, meetings or opportunities in mission.
 - Encourage each member to invite a friend to come with them to an event.
 - Have a bulletin board available for promoting upcoming meeting.
 - Place UMW new in the church bulletin
 - Welcome new members and introduce them to someone who will welcome them.
 - At meetings or events, the committee should be “hostesses” greeting and chatting with members, especially a new woman.
- Work with the Leadership Team to involve them in your goals, plans and action in nurturing and inviting new members. Example of possible actions:
 - Have a United Methodist Women Mission event that is participatory--information and activity.
 - Have a Spiritual event that might be celebrating recent High School Graduates.
 - Keep in touch with members through life’s joys and struggles
 - Call
 - Send cards or ecards
 - Speak to them when you see them at church or in the community
 - Record keeping because you are the First Level of Contact for a potential new member.
- Know your membership and have up to date (accurate information) such as: Correct spelling of their name or nickname, address, phone number(s), birthday information.
- When a guest attends, get their up-to-date information. If possible, you might include a simple survey on their hobbies, talents, type of work they are doing (or retired from), health challenges.
- The United Methodist Women’s Census is an annual event due on March 30th each year. You need to work with your President and Leadership Team to have accurate information read to fill out the electronic survey. If you need help filling out the form, go to www.unitedmethodistwomen.org

Secretary of Program Resources Coordinator

The primary responsibilities for this coordinator are to promote the United Methodist Women's Reading Program, to encourage members to read the *response magazine* and to make available other printed materials via www.unitedmethodistwomen.org on site. The Coordinator educates members on:

- Reading Program Purpose
- Encourages members of all ages to think critically about current issues
- The program offers an excellent opportunity to deepen members' spirituality and to broaden understanding of our mission work.
- The Reading Program is a study opportunity that should lead to action, providing information and concerns about people, countries, and issues.

Additional Coordinator Responsibilities include:

- Helps members enroll in the reading program,
- Explains the 5 categories of books, 4 reading plans, and the reporting to be done annually.
- She explains the procedures to follow when borrowing books, how to access them in print (UMW unit library, the public library, purchase on-line or at a bookstore, etc.), and promotes *response magazine*.
- The Reading Program dates run from July 1 to June 30 annually, and the Secretary of Program Resources sends her unit's reading program report to the District Secretary of Program Resources annually, by August 15.
- Books published by UMW are available at <https://www.umwmissionresources.org/>
- If you do order from Amazon, please remember to visit Amazon Smile, and select United Methodist Women as your charitable organization.

5 CATEGORIES OF BOOKS:

Education for Mission, Leadership Development, Nurturing for Community, Social Action, and Spiritual Growth

4 READING PROGRAM PLANS

Each plan includes selections from all current reading program lists and not previously reported (including children and youth titles), as well as regular reading of *response magazine*. Books from the 2015 list will be credited through December of 2020.

PLAN 1: 5 books per year, one from each category

PLAN 2: 10 books per year, two from each category

PLAN 3: 15 books per year, two from each category, plus 5 addition books from any category

PLAN 4: 20 books per year, two from each category, plus 10 addition books from any

RESOURCE PUBLICATIONS FOR UNITED METHODIST WOMEN

Response Magazine

United Methodist Women News

United Methodist Women Program Book

Press Releases from United Methodist Women

Organizational Handbooks/Constitution/Bylaws Videos/CD's produced by United Methodist Women

United Methodist Women Prayer Calendar (Annual)

The Book of Discipline of the United Methodist Church

The Book of Resolutions of the United Methodist Church

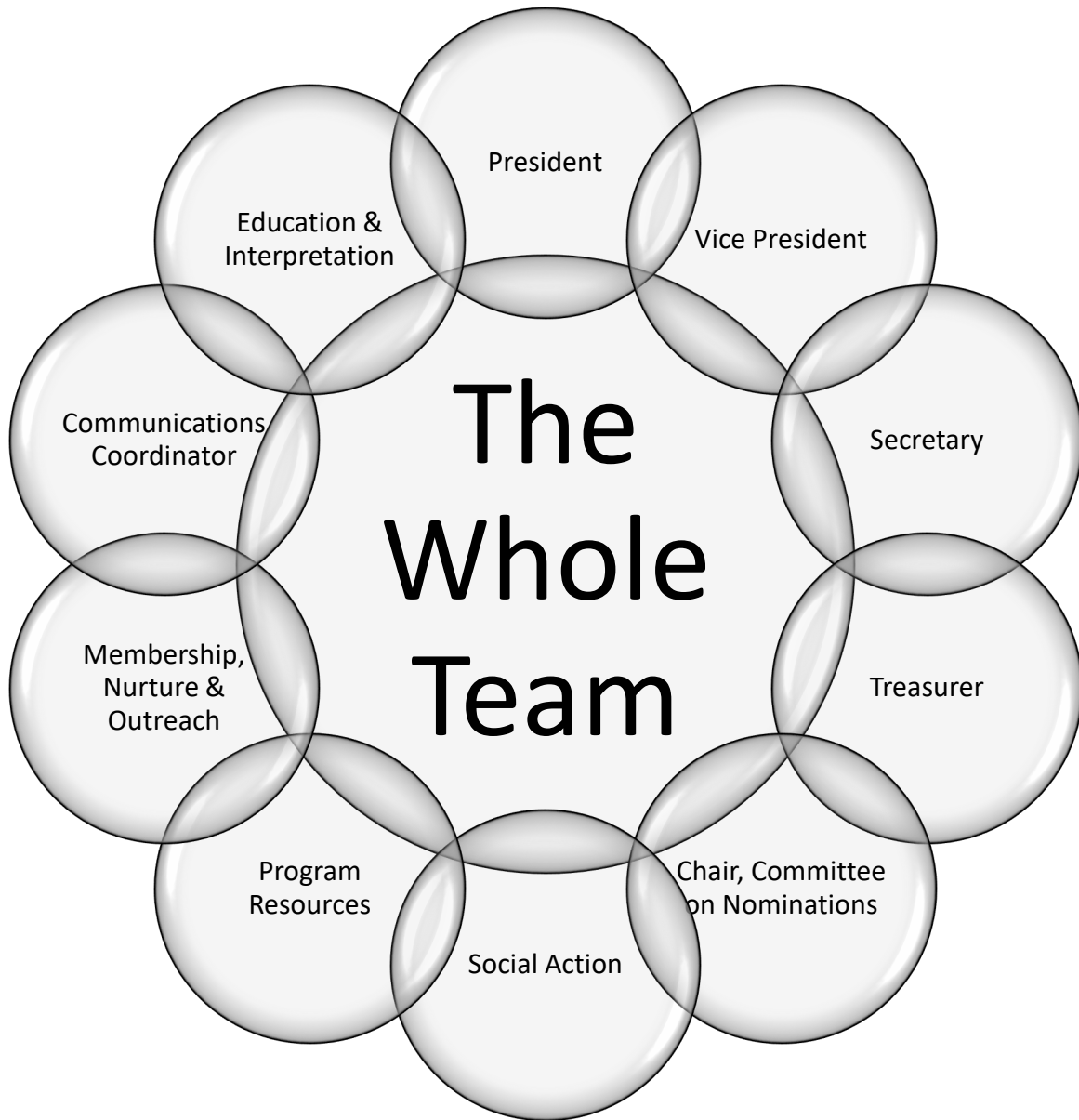
Newsletter from United Methodist Women General Secretary Mission Update, Newsletter from United Methodist Women Literature produced by United Methodist Women National Office, Action Alerts from the United Methodist Women Action Network

Circle Leaders:

Circles are subgroups in the local organization. There is much flexibility in how circles function: They may resemble a smaller version of a unit or meet for specific activities (mission focused).

Circle leaders are a model for living out the United Methodist Women's purpose and vision: Faith, Hope, Love in Action. She may accomplish her responsibilities by:

- Facilitating the meeting by using a systematic way to include the following
 - Gather and call the meeting to order
 - Have an agenda
 - Use the Purpose, Prayer Calendar, and Program Book (as a guide)
 - The rest of the meeting is flexible
- Fellowship and mission are always encouraged.



FORMS AND OTHER RESOURCES

APPENDIX A:

Treasurer Forms and Resources

Mission Giving Pledge Card.....	TR-1
Rainbow Giver/Five Star Unit Info Sheet.....	TR-2
Rainbow Giver Form.....	TR-3
Five Star Unit.....	TR-4
Special Mission Recognition Pin Form.....	TR-5
Remittance Form for All Treasurers.....	TR-6
Gift to Mission Order Form.....	TR-7
Supplementary Gifts Details Form.....	TR-8

Secretary Forms and Resources

Unit Leadership Reporting Form.....	SE-1
Mission Today Annual Report.....	SE-2
Mission Study Report Form.....	SE-3
Minutes Template.....	SE-4
Motion Form.....	SE-5
Abstention Form.....	SE-6

Secretary of Program Resource Forms

Reading Program Reporting Form.....	PR-1
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Committee on Nomination Forms and Resources

Recommendation to the Committee on Nominations.....	CN-1
Talent Bank Survey.....	CN-2



Photo: Francisco Ontanyorido

Mission Giving Pledge Card

Name: _____

Address: _____

Date of Pledge: _____

For the coming year, I pledge \$ _____

to be paid: monthly quarterly other
UMW MEMBER: Please fill out and return this card to your unit treasurer.

As a member of United Methodist Women, I celebrate and commit to supporting United Methodist Women's local, national and global outreach.

Mission Giving Makes Mission Happen!



United
Methodist
Women
FAITH · HOPE · LOVE IN ACTION



Photo: Laurel Akio

Mission Giving Pledge Card

Name: _____

Address: _____

Date of Pledge: _____

For the coming year, I pledge \$ _____

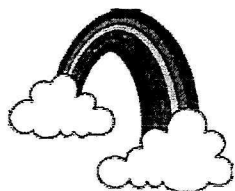
to be paid: monthly quarterly other
UMW MEMBER: Please fill out and retain this card for your records.

As a member of United Methodist Women, I celebrate and commit to supporting United Methodist Women's local, national and global outreach.

Mission Giving Makes Mission Happen!



United
Methodist
Women
FAITH · HOPE · LOVE IN ACTION



RAINBOW GIVERS

A Rainbow Giver is a member of United Methodist Women who gives in all five channels of Mission Giving

1. She makes (and remits) a **Pledge to Mission**.
2. She gives a **Special Mission Recognition** to honor any person, male or female. The honoree receives a pin and certificate. The minimum amount is \$40.
3. She sends a **Gift to Mission** card to honor someone. Cards are available for New Baby, Congratulations, Peace, In the Service of Christ, On Your Special Day, Thank You, Thinking of You. The minimum amount is \$5. Happy Birthday and Christmas cards in packs of five for \$25.
4. She honors the memory of a friend or relative with a **Gift in Memory** card. The minimum amount is \$5.
5. She contributes to the **World Thank Offering** in any amount.

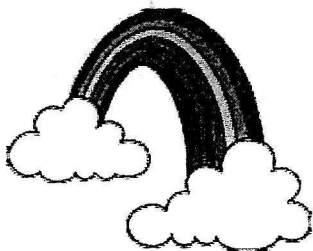
The unit treasurer records these gifts and remits them to the District Treasurer. Forms are available for individuals to report their gifts. See your unit treasurer.



FIVE STAR UNITS

Your unit participates by making (and remitting) a **Pledge to Mission** each year and increases it by any amount. Your unit supports missions for women, children and youth by giving to all FIVE Channels of Giving.

Through our Mission Giving we share God's love globally.



RAINBOW GIVER

FLORIDA CONFERENCE UNITED METHODIST WOMEN

Completed

1. Pledge to Mission _____
2. Special Mission Recognition
To: _____
3. Gift to Mission
To: _____
4. Gift in Memory
For: _____
5. World Thank Offering _____

Member's Name _____

Address _____

City _____

Phone _____

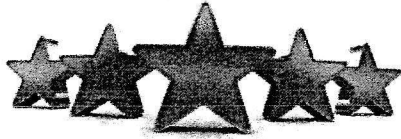
E-mail _____

Local church _____ City _____

Date submitted _____

for calendar year _____

Give this form to your local treasurer.



FIVE STAR UNIT

FLORIDA CONFERENCE UNITED
METHODIST WOMEN

- | | Date Completed |
|---|----------------|
| 1. Pledge to Mission, paid in full and increased from previous year | _____ |
| 2. Special Mission Recognition *
To: _____ | _____ |
| 3. Gift to Mission * (includes Love Offering)
To: _____ | _____ |
| 4. Gift in Memory *
For: _____ | _____ |
| 5. World Thank Offering | _____ |

*List additional on back of form

Note: Designated funds, as Call to Prayer, Brighter Future, UMCOR, Legacy, etc are not included in the five star criteria.

Unit Name _____

Treasurer _____

Address _____

City _____

Phone _____

E-mail _____

Date submitted _____
for calendar year _____

Please give this form to your district treasurer, by March 1 of current year.

SPECIAL MISSION RECOGNITION ORDER FORM FOR LOCAL AND DISTRICT UNITED METHODIST WOMEN

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

Local Unit:

District:

Conference:

Period from:

To:

DETAILS OF ORDER

Name of Honoree	Send to	Address	Given By	\$ Value of Pin

Total amount of pin order: \$

Pin info: \$40 basic pin, \$60 with sapphire, \$100 with pearl, \$200 with emerald, \$500 with ruby, \$1,000 with diamond, \$2,000 with two diamonds.

Treasurer:

Address:

Phone:

Fax:

E-mail:

Date:

Check No.:

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: \$ _____

TREASURER: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-mail: _____

DATE: _____



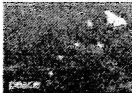









TR-6

GIFT TO MISSION ORDER FORM FOR LOCAL AND DISTRICT UNITED METHODIST WOMEN

Local treasurers order Gift to Mission cards from district treasurers singly or in packs of 10 cards. \$5 per card or \$50 per pack of 10 cards. Christmas cards can be ordered in packs of 5 cards. Minimum \$25 per pack of 5 cards.

Local Unit: _____	District: _____
Conference: _____	Period from: _____ To: _____

TYPE OF CARD	No. Cards	No. Packs	SENDER ADDRESS	AMOUNT
 New baby (10) M7007				
 Congratulations (10) M7003				
 Peace (10) M7006				
 In the service of Christ (10) M7005				
 On your special day (10) M7008				
 Thank-you (10) M7004				
 Thinking of you (10) M7002				
 NEW Thinking of you (10) M7011				
 NEW Happy birthday variety pack (5) M7009				
 NEW Christmas variety pack (5) M7010				

Local treasurers: Send form to your district treasurer.

Total amount of order: \$ _____

Keep a copy for your records. Always put your name and address in the space provided.

Treasurer: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail: _____ **Date:** _____

EAST CENTRAL DISTRICT

UNITED METHODIST WOMEN UNIT LEADERSHIP

NAME OF
CHURCH/UNIT
ADDRESS

PASTOR

OFFICE	NAME	STREET ADDRESS	CITY	ZIP CODE	PHONE	EMAIL
President						
Vice President						
Secretary						
Treasurer						
Secretary, Program Resources						
Chair/Commission on Nominations						
Spiritual Growth Coordinator						
Education & Interpretation Coordinator						
Membership, Nurture, Outreach Coordinator						
Social Action Coordinator						
Communications Coordinator						

MAIL OR EMAIL TO EAST CENTRAL DISTRICT SECRETARY



Florida Conference United Methodist Women MISSION TODAY ANNUAL REPORT



To qualify as a MISSION TODAY UNIT, the unit must participate in at least **eight** of the following criteria, five of which must be marked with an asterisk (*).

Certificate Types: Gold: 17 to 19 criteria met; Silver: 9 to 16 with 5*; Bronze: 8 criteria met with 5*; Participation Certificate: 5 to 7 criteria with at least 4*

Program year being reported: _____ Date: _____

Unit/City: _____

Submitted by: _____ Office _____

1. * ___ Made and met our **Pledge to Mission**. *
2. ___ Was a **Five Star Unit** by contributing through all 5 channels of Mission Giving.
3. * ___ Used the **Prayer Calendar** at every unit meeting. *
4. * ___ Used at least two programs from the **Program Book** for UMW during the year*
5. * ___ Had at least two members subscribe to **response magazine**. *
6. ___ Had a regular **Response Moment** at circle/unit meetings where one article is lifted to tell the mission story.,
7. ___ Had at least two members complete Plan I of the **Reading Program** and encouraged all members to participate.
8. * ___ Conducted or co-sponsored at least one **Mission Study** during the year*.
9. ___ Had at least one member, other than a conference or district officers attend the **Conference Mission u event**.
- 10* ___ Had at least one member, other than a conference or district officer attend a **district/conference training or spiritual growth event**.
- 11 ___ Had at least two members, other than a conference or district officer, attend the **district and/or conference Annual Meeting**.
- 12 ___ Reached out to **persons in mission** (Deaconess/Home Missioner Regional Missionary, Global Mission Fellow, etc.) or **National Mission Institution** in at least one way. Example _____
- 13 ___ Had at least one member actively involved in the **UMW Action Network**.
- 14* ___ Implemented the **Charter for Racial Justice** in at least one way. *
Example _____
- 15 ___ Participated in the **Campaign for Children** in at least two ways.
a. _____
b. _____
- 16 ___ Honored **God's Creation** (environment) in at least one way. Example(s) _____
- 17 ___ Helped to address the **needs of women, children and youth** in at least one way. Example _____
- 18* ___ Added at least **two new members** by reaching out to all women of the church. *
- 19 ___ Connected with the larger organization by inviting at least one **conference or district officer to speak at a meeting** during the year.



**EAST CENTRAL DISTRICT
UNITED METHODIST WOMEN**

MISSION STUDY REPORT

Please complete one form for each study completed

Send form to: Name _____ email _____

Mailing address _____

NAME OF CHURCH _____

NAME OF STUDY _____

NAME OF STUDY FACILITATOR: _____

DATE

COMPLETED _____

NUMBER OF HOURS _____

FROM _____ TO _____

TOTAL NUMBER OF PARTICIPANTS _____

PARTICIPATING UNIT (S)* _____

WERE YOU THE HOST FOR THE STUDY? _____ YES _____ NO

IF NO, HOW MANY PARTICIPATED FROM YOUR UNIT?

_____ ACTION (S) PLANNED/TAKEN AFTER THE

STUDY _____

Name of Person Completing Form _____

Phone _____ Email _____

*Participating unit must send their individual report to receive credit.

MINUTES TEMPLATE

Your unit name

United Methodist Women

(Insert date & place of meeting)

Call to Order

Text

Members Present and/or Members Absent

Text

Agenda

Text

Minutes

Text

Correspondence

Text

Mission U

Text

Retreat Committee

Text

Adjournment

Text

Motion Form

Meeting _____ Date _____

Motion:

Motion made by:

(Name) _____

Abstention

Meeting _____

Date _____

Name:

Not Voting on What Issue and Reason:

REPORT OF COMPLETION REQUIREMENTS

(Send completed form to your secretary of program resources or equivalent according to your conference's schedules.)

I have completed the required reading for PLAN _____. The books I have read are listed on the reverse side.

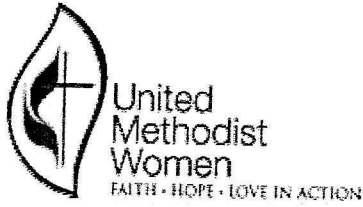
LOCAL UNIT	PRINT NAME
DISTRICT	ADDRESS
CONFERENCE	CITY, STATE, ZIP

Current Year _____

NAME:		I	II	III	IV
PLAN CHOSEN:					

Education for Mission		
Leadership Development		
Nurturing for Community		
Social Action		
Spiritual Growth		
response		

Reporting Form
 Formulario de Información del Programa de Lectura
 독서 프로그램독서 프로그램



RECOMMENDATION TO THE COMMITTEE ON NOMINATIONS

Conference: **Florida**

District: East Central

Date _____

I recommend:

Name _____

Address _____

Home Phone _____ Mobile Phone _____

E-mail _____

Age: 20's ___ 30's ___ 40's ___ 50's ___ 60's ___ 70's ___ 80's+ ___

Race/Ethnicity _____ Employed: Yes ___ No ___

Why I think you should consider this person (attach extra sheet if necessary):

Positions I would recommend this person for:

Signed _____

Mailing Address or Email _____

Phone: _____

Please return to: East Central District Chair, Committee on Nominations



TALENT BANK SURVEY

In an effort to fill vacancies in the East Central District, we would like members to complete this form and return to East Central District, Chair, Committee on Nominations.

NAME: _____

ADDRESS: _____

TELEPHONE HOME: _____ CELL: _____

EMAIL ADDRESS: _____

ETHNIC/CULTURAL HERITAGE: _____

Age Group: ___ 20-35 ___ 36-50 ___ 51-60 ___ 61 & ABOVE

DISTRICT: _____

CHURCH: _____

UNITED METHODIST WOMEN EXPERIENCE:

LOCAL: _____

DISTRICT: _____

CONFERENCE: _____

JURISDICTION: _____

GENERAL CHURCH: _____

TALENTS, SKILLS, AND INTERESTS: _____

