



United
Women
in Faith

United Women in Faith Handbook 2025 – 2028

Constitution & Bylaws

United Women in Faith Handbook: 2025–2028

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Constitution & Bylaws

CONSTITUTION OF UNITED METHODIST WOMEN/ UNITED WOMEN IN FAITH 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.

~The Constitution of United Methodist Women in the Local Church, as proposed by United Methodist Women and codified in *The Book of Discipline of The United Methodist Church 2016*, ¶256.5.

Note: For a description of the United Methodist Women's national organization and its subsidiary organizations, see *The Book of Discipline of The United Methodist Church 2016*, ¶¶1901–1912.



BYLAWS OF UNITED WOMEN IN FAITH IN THE LOCAL CHURCH

ARTICLE I --- INTRODUCTION

Each organized unit of United Methodist Women d/b/a/ United Women in Faith (hereinafter referred to as “United Women in Faith”), 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 Women in Faith 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 Women in Faith and its Purpose. The United Methodist pastor(s) shall be ex officio member(s) of the local organization of United Women in Faith and of its leadership team or equivalent structure. “Ex officio” is defined as having voice and no vote.

United Women in Faith 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, except for local units that are not organized in United Methodist churches. See Article I, Section 4a, below. In a local unit organized in a United Methodist church, the president 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 subgroups 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, the designated member (or representative) 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, the designated member 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. Local non-United Methodist church units

Women who are members of a church that was formerly a United Methodist church or other Christian church may organize a unit of United Women in Faith. Leaders should be elected as provided above in Article I, Section 3, which notes that the president need not be a member of The United Methodist Church.

b. Charge or cluster unit

A unit may be formed by women from more than one church (including churches that have left The United Methodist 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, unless the charge or cluster unit is organized among non-United Methodist churches, in which case the president need not be a member of The United Methodist Church.

c. District unit

A unit may be formed by women from different churches (including churches or units that have left The United Methodist Church) 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 need not be a member of The United Methodist Church.

d. 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.

e. 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 Women in Faith Organizations

The local organization of United Women in Faith is directly related to the district, conference, and national organizations of United Women in Faith.

Section 2. Relationship to The United Methodist Church

Units organized in United Methodist churches 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 Women in Faith 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).¹ 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 Women in Faith (*The Book of Discipline of The United Methodist Church 2016*, ¶¶268, 269, 316, 318).

¹References to *The Book of Discipline of The United Methodist Church 2016* are included for information.

Section 2. Elected Leaders

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

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. "Ex officio" is defined as having voice and no vote.
- 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 Women in Faith 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, provide annual reports to the unit, arrange for a person with an accounting, audit, or finance background to complete the Cash Activities report, and send the Cash Activities report 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. Maintain minutes and local documents/records for two (2) quadrennia (the preceding and the current). Archive older minutes and records with the district United Methodist archives per the General Commission on Archives and History recommendations. Electronic or physical records may be archived as is the preference of the archival site.
- d. Sign all official, legal, and financial documents, making certain each is properly dated.
- e. Keep an accurate roll of membership.
- f. Send a list of elected and appointed leaders of the unit, including addresses, ZIP codes, telephone numbers, and emails, to the secretary of the district organization within ten (10) days of their election and interim changes immediately.
- g. Serve on the leadership team, finance committee, 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.
- d. Serve on the leadership team and other committees as necessary.

The **communications coordinator** works actively to fulfill the Purpose and find creative ways to assist communications within United Women in Faith.

She will:

- a. Work with elected leadership to promote the organization and Purpose as well as publicize United Women in Faith activities at all levels.
- b. Provide and promote United Women in Faith resources and how to use them, conduct training at least annually as determined by the leadership team, and learn skills and develop techniques in publicity.

- c. Establish and maintain contact with church and secular press.
- d. Serve as editor of the United Women in Faith's newsletter, newspaper, or column.
- e. Serve on the following committees: Leadership team, program, and others as assigned.
- f. Ensure that conference and district United Women in Faith's actions are promoted via the internet and social media, enlisting help as needed.

Section 3. Appointed Leaders

Other leaders may be appointed for expansion of specific areas or needed services upon recommendation of the leadership team. Appointed leaders have voice and will have voting privileges per the conference standing rules. The following positions are recommended appointed positions (See Appendix A for full position descriptions):

- a. Mission Coordinators:
 - 1) Education and Interpretation Coordinator
 - 2) Membership, Nurture, and Outreach Coordinator
 - 3) Spiritual Growth Coordinator
 - 4) Social Action Coordinator
- b. Program Coordinator/Vice President
- c. Program Resources Coordinator/Management
- d. Language Coordinator

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, communications coordinator, 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 Women in Faith 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

- 1) 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 an opportunity for nominations from the floor. Election may be by acclamation or by ballot. Eligible voters who are participating in a meeting by means of conference telephone or electronic video screen communication will be able to cast their votes during the election. A majority vote (greater than 50 percent of persons voting) 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 Women in Faith 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 all women.

Section 2. Meetings of the organized unit of United Women in Faith will include opportunities for corporate and/or individual worship, gatherings to implement the Purpose using resources recommended by the national organization of United Women in Faith, 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.

Section 6. Meetings by remote communications. Members of the organization or any committee of the organization may participate in or conduct a meeting by means of conference telephone or similar communications equipment or technologies, or by electronic video screen communication, provided that all persons participating in the meeting are able to hear and communicate with each other at the same time. Each person must be able to participate in all matters before the organization or committee, including without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the organization or committee, to the extent such person would be entitled to vote at a physical meeting. Participation by such means shall constitute presence in person at a meeting.

ARTICLE VII

FUNDS

Section 1. As a matter of spiritual and practical discipline, members of United Women in Faith give and raise all of the organization's funding, including funds for mission education, projects, grants, relationships, scholarships, and all the action of United Women in Faith. 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 Women in Faith to support the whole work of the organization and its mission around the world. Traditionally, 60 percent of the local budget is for the Pledge to Mission.² Pledge to Mission funds will be sent to the treasurer of the district organization of United Women in Faith (*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 (designated funds) must be sent to the district treasurer. A list of projects supported by United Women in Faith is provided to the treasurer and posted on the national organization website each year.

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 Women in Faith 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 Women in Faith 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 Women in Faith by the leadership team or by the governance committee of the United Women in Faith national organization.

Proposed amendments to these bylaws may be sent by the secretary of the local unit to the recording secretary of the United Women in Faith 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 Women in Faith’s constitution and bylaws for the unit in the local churches.

² *United Women in Faith Handbook 2025–2028*, Funding the Mission: Finance Policies and Procedures.



Add your notes

CONSTITUTION OF UNITED METHODIST WOMEN/ UNITED WOMEN IN FAITH IN THE DISTRICT

Article 1. *Name.* In each district there shall be a district organization named United Methodist Women, auxiliary to the conference and national organizations of United Methodist Women.

Article 2. *Responsibilities.* The responsibilities of the district organization of United Methodist Women shall be to work with United Methodist Women members and local organizations of United Methodist Women existing within the district to develop programs to meet the needs and interests of women and the concerns and responsibilities of the global church; to encourage and support spiritual growth, missionary outreach, and Christian social action; and to promote the plans and responsibilities of the conference and national organizations of United Methodist Women.

Article 3. *Authority.* Each district organization of United Methodist Women shall have authority to promote its work in accordance with the plans, responsibilities and policies of the conference and national organizations of United Methodist Women.

Article 4. *Membership.* The district organization of United Methodist Women shall be composed of members of United Methodist Women existing within the district. The district superintendent shall be an ex officio member of the district organization of United Methodist Women and of its leadership team or equivalent structure.

Article 5. *Leadership Team.* The district organization shall elect as its leaders those persons who are needed to help the organization to fulfill the Purpose, including at least a president, a treasurer, a secretary, and a committee on nominations. Additional committees or teams may be formed to fulfill the Purpose in accordance with this constitution and guidance from the conference and national organizations of United Methodist Women.

Article 6. *Meetings and Elections.* There shall be an annual meeting of the district organization of United Methodist Women to adopt a program designed to meet the needs of the women of the district in harmony with the Purpose and the plans and responsibilities of the conference and national organizations of United Methodist Women, to elect members of the leadership team and the committee on nominations, to transact the necessary business, and to receive pledges made for the ensuing year.

Article 7. *Relationships.*

- a. The district organization of United Methodist Women shall designate members to serve on the various boards, councils, commissions and committees of the district and/or the annual conference as the constitution and bylaws of such agencies provide.
- b. The district president shall be a member with vote of the conference leadership team.
- c. The district organization shall encourage women to participate in the total life and work of the Church and shall support them in assuming positions of responsibility and leadership.

Article 8. Amendments. Proposed amendments to this constitution may be sent to the recording secretary of the United Methodist Women's national organization for consideration by the board of directors. The last date for consideration of any amendments will be the last regular meeting of the board of directors before the date by which it must submit proposed legislation for action of the General Conference.

~The Constitution of United Methodist Women in the District, as proposed by United Methodist Women, and codified in *The Book of Discipline of The United Methodist Church 2016*, ¶670.



BYLAWS OF UNITED WOMEN IN FAITH IN THE DISTRICT

ARTICLE I --- INTRODUCTION

Each district organization of United Methodist Women, d/b/a United Women in Faith (hereinafter “United Women in Faith”) is organized to work with the local units in their districts to live out the Purpose. It provides training and other events, encourages Mission Giving and promotes the plans and work of the conference and national organizations of United Women in Faith.

Section 1. Membership

All United Women in Faith members of the local units at churches, charge or cluster units within the district, district units, district members, and online groups are members of the district organization. The district superintendent shall be an ex officio member of the district organization of United Women in Faith and of its leadership team or equivalent structure. “Ex officio” is defined as having voice and no vote.

Each district organization of United Women in Faith will reflect the membership of the district.

United Women in Faith 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 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. Former Annual Conferences of The United Methodist Church

Should an annual conference of The United Methodist Church withdraw from The United Methodist Church, members of United Women in Faith in that conference have several options to remain connected to United Women in Faith.

- a. Interested units and districts may organize as a district of a neighboring conference organization of United Women in Faith. The process of organization would include coordination among interested units and districts, and conversations with the leadership of the neighboring conference organization. Once an agreement is reached, the receiving conference will redefine its conference boundaries to include those units or districts as a new district or districts.

- b. Interested units and districts may organize as a conference organization of United Women in Faith. Such conference organization shall hold an organizing meeting to determine its boundaries, leadership, and budget.

ARTICLE II

RELATIONSHIPS

Section 1. Relationship to Other United Women in Faith Organizations

The district organization of United Women in Faith is directly related to the local unit, the conference, and the national organization.

The district United Women in Faith organization works with the local organizations in their district to live out the Purpose.

Section 2. Relationship of Leadership Team

The role of the leadership team is to fulfill the Purpose. Because the tasks are interrelated, no member works alone; however, each member also assumes individual responsibilities on behalf of the team and at the team's request. Each member of the team will relate to the district organization in order to share information, conduct planning, and implement the work of the district organization, including participating in various relationships in which team members may represent the district organization.

a. Relationship to the local unit

Each member of the team will relate to the local units and the needs of the local members as necessary.

b. Relationship to the conference

The district leadership team will relate to the conference organization through participation in the planning and visioning of the conference and national organizations, and by implementing mission emphases that may be recommended.

ARTICLE III

LEADERSHIP

Section 1. United Women in Faith 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).³ Only laywomen who are members of United Methodist churches or who were members of United Women in Faith on January 1 of the year of

³References to *The Book of Discipline of The United Methodist Church 2016* are included for information.

their election and within the boundaries of the district may serve as elected leaders. However, in districts that hold district conferences or have a district board of laity, the president must be a member of The United Methodist Church, if she serves as a member of the district conference or board of laity.

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

Section 2. Elected Leaders

The **president** will:

- a. Preside at all meetings of the district organization and its leadership team and serve as an ex officio member of all other committees, where they exist, except the committee on nominations. "Ex officio" is defined as having voice and no vote.
- b. Work with the leadership team in receiving, evaluating, and preparing reports.
- c. Sign all official, legal, and financial documents.
- d. Serve as the contact person for local unit presidents, provide resources, and conduct training as determined by the leadership team based on ongoing assessment and evaluation.
- e. Develop with the leadership team a program of regular local, district, or cluster unit visitation to promote the Purpose.
- f. Develop with the leadership team ways to plan and engage in mission.
- g. Serve as a member of the conference leadership team.
- h. Represent or designate someone to represent United Women in Faith wherever opportunities are afforded.

The **treasurer** will be informed concerning the financial responsibility of the district organization and the mission emphases and responsibilities of the United Women in Faith national organization. She is bonded through the United Women in Faith National Office.

She will:

- a. Receive funds from local, charge or cluster treasurers, and from district units and district members monthly or quarterly as the conference determines, remit all funds from local treasurers and from district units and district members to the conference treasurer, and send itemized statements of all finances to district elected leaders and the conference treasurer at least quarterly.
- b. Receive funds from the conference treasurer for administration and membership development use in the district organization and disburse district administration and membership development funds in accordance with approved recommendations from the leadership team upon written order of the president and the secretary.

- c. Arrange for a certified public accountant or a person with substantial accounting, audit, or finance experience to perform agreed-upon procedures⁴ on the books and accounting records of the district and send a copy to the conference treasurer.
- d. Work in cooperation with the leadership team to promote contributions with emphasis on the importance of Mission Giving.
- e. Present the schedule of cash activities statement to the district leadership team and conference treasurer.
- f. Serve as the contact person for local unit treasurers, provide resources, and conduct training at least annually as determined by the leadership team.
- g. Chair the committee on finance where one exists, or if there is no separate committee, chair the leadership team when dealing with matters relating to finance.
- h. Serve on the leadership team and other committees when dealing with financial matters.

The **secretary** will be informed about the mission emphases and the total involvement of the district organization 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 district organization and for the leadership team and give notice of such meetings.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal, and financial documents, making certain they are properly dated.
- d. Maintain minutes and local documents/records for 2 quadrennia (the preceding and the current). Archive older minutes and records with the district United Methodist archives per the General Commission on Archives and History recommendations. Electronic or physical records may be archived as is the preference of the archival site.
- e. Keep an accurate roll of local units and elected leaders.
- f. Send names of elected and appointed district leaders of the organization, including addresses, ZIP codes, telephone numbers, and emails, to the local presidents and the secretary of the conference organization within ten (10) days of their election, and report ad interim changes immediately.
- g. Serve as contact person for local unit secretaries, provide resources, and conduct training as determined by the leadership team based on ongoing assessment.
- h. Serve on the leadership team, committee on finance, and other committees as necessary.

The **chairperson** of the **committee on nominations** and other members of the committee on nominations are responsible for the nomination of all elected leaders of the district organization. This requires a clear understanding of the duties of each elected leader.

⁴ *United Women in Faith Handbook 2025-2028*, Funding the Mission: Finance Policies and Procedures, Agreed-Upon Procedures for District Audits

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. Work with local committees on nominations to identify and promote new leadership.
- d. Present an annual written report of term and tenure to the leadership team.
- e. Serve as the contact person for local committees on nominations, provide resources, and conduct training at least annually as determined by the leadership team and based on ongoing assessment and evaluation.

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

The **communications coordinator** works actively to fulfill the Purpose and find creative ways to assist communications within United Women in Faith.

She will:

- a. Work with elected leadership to promote the organization and Purpose as well as publicize United Women in Faith activities at all levels.
- b. Serve as the contact person for local communications coordinators, provide and promote United Women in Faith resources and how to use them, conduct training at least annually as determined by the leadership team, and provide training to develop techniques in publicity.
- c. Establish and maintain contact with church and secular press.
- d. Serve as editor of the district United Women in Faith's newsletter, newspaper, or column.
- e. Serve on the following committees: Leadership team, program, and others as assigned.
- f. Ensure that conference and district United Women in Faith's actions are promoted via the internet and social media, enlisting help as needed.

Section 3. Appointed Leaders

Other leaders may be appointed for specific tasks, expansion of specific areas or needed services upon recommendation of the leadership team. Appointed leaders have voice and will have voting privileges per the district standing rules. The following positions are recommended appointed positions (See Appendix A for full position descriptions):

- a. Mission Coordinators:
 - 1) Education and Interpretation Coordinator
 - 2) Membership, Nurture, and Outreach Coordinator
 - 3) Spiritual Growth Coordinator
 - 4) Social Action Coordinator
- b. Program Coordinator/Vice President
- c. Program Resources Coordinator/Management
- d. Language Coordinator

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 all mission emphases and other activities toward the fulfillment of the Purpose. The president serves as the chairperson.

a. Membership

The committee will include the president as chairperson, treasurer, secretary, chairperson of the committee on nominations, and the communications coordinator. The leadership team will also include members of the jurisdiction leadership team, directors of the United Women in Faith national organization, members of the program advisory group, and members of the conference leadership team residing within the boundaries of the district. The district superintendent is an ex officio member of the district leadership team. "Ex officio" is defined as having voice and no vote. Additional members, including members of the conference committee on nominations residing within the boundaries of the district, may be added as members without vote to the district leadership team at the discretion of the leadership team.

b. Functions

The leadership team will be the coordinating group for the total educational and mission emphases in the district organization, working with units in local churches in fulfilling the Purpose.

The leadership team will:

- 1) Set goals and plans for the advancement of the work in the district and evaluate progress on such goals.
- 2) Transact business on behalf of the district organization under policies voted by that organization and/or conference organization.
- 3) Approve the total budget and recommend it to the district organization for adoption.
- 4) Provide for resourcing and training of local unit elected officers and develop such programs as are needed to fulfill the Purpose and goals of the district organization.
- 5) Fill vacancies ad interim in positions of elected leaders upon recommendation of the committee on nominations.
- 6) Serve as the committees on program, finance, and/or membership, if none exist.

c. Meetings

- 1) Regular meetings: The leadership team will meet as needed and will seek opportunities for continuing group training experiences. A majority of the leadership must be present to constitute a quorum.

- 2) Special meetings: A special meeting of the leadership team 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 2. Committee on Finance

If a separate committee is established, its members will be the treasurer as chairperson, president, secretary, and others as the leadership team may determine.

a. Membership

If a separate committee is established, its members will be the treasurer as chairperson, president, secretary, and others as the leadership team may determine.

b. Functions

The committee will:

- 1) Analyze district income and giving patterns of the local and district units, and prepare financial goals and strategies to recommend to the leadership team.
- 2) Recommend the amount to be pledged for mission by the district.
- 3) Prepare the budget for district administration and membership development funds for submission to the conference committee on finance for approval.
- 4) Develop and recommend, in harmony with plans of the conference organization and in cooperation with the committee on program or its alternative, plans for interpretation of the finances, responsibilities and mission emphases of United Women in Faith.

c. Meetings

The committee will meet at least semiannually and on call of the chairperson. One meeting will 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 five (5) members, including the chairperson, the number to be determined by the district organization on the basis of membership distribution and size. The committee will be representative of the membership of the district in matters of employment, age, and racial and ethnic background. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.) The committee may elect a vice chairperson. No member will hold an office in the organization beyond the local unit.

The committee will be divided into classes, with no member serving more than one four-year term. Each member will be elected for a four-year term, except when classes are established for the first time. Members of a new class will be elected annually to replace the class that is rotating off, with members being elected to fill any vacancies in the other three classes.

b. Functions

The committee will:

- 1) Gain an understanding of the program of the district and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the district organization.
- 3) Ensure that the leadership of the district organization reflects the diversity of the membership within the district. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expression, disabilities, and employment in and outside the home.
- 4) Make the slate of nominees available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.
- 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 on membership.

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) Analyze the membership needs of the district and develop plans to organize new units.
- 2) Develop district organizations.
- 3) Work with local units too small to function to see if forming a cluster unit or charge unit is feasible.
- 4) Encourage interested women in churches with no active unit to become district members if there is no possibility of continuing or reorganizing a unit in that church.
- 5) Work with the district program of local unit visitation to assist local units with membership concerns.
- 6) Work with the local units to collect membership data in collaboration with the conference committee on membership and the United Women in Faith National Office.

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, or the leadership team may name a separate committee on program.

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) Guide the leadership team in its responsibility for planning and implementing the mission emphases of the district organization to fulfill the Purpose.
- 2) Designate a special subcommittee to carry out their plans for the annual meeting and/or special programs (e.g., workshops, seminars, retreats). At least one person on the subcommittee will also be a member of the committee on program.
- 3) Implement the plans and evaluate the effectiveness of each program.

c. Meetings

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

Section 6. Other Committees

Committees for the expansion of specific program areas or needed services for implementing the Purpose may be named by the leadership team. Guidance may be provided by the national organization for those areas/services viewed as critical to the organization as a whole.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1. Elections

- a. Nomination of all leaders to be elected for the ensuing year, including the chairperson of the committee on nominations, will be presented by the committee on nominations at the time of elections.
- b. It is imperative that the district leadership reflects the diversity of women throughout the church. Elements of this diversity are age, race, marital status, ethnic and cultural backgrounds, sexual identity, gender expressions, disabilities, and employment in and outside the home. In order to achieve diversity in leadership, districts are urged to follow inclusiveness in nominations for the district organization.
- c. Lack of previous experience as an elected leader in United Women in Faith will not be a barrier to nomination and/or election. This will include members of the committee on nominations.
- d. Only laywomen who are members of United Methodist churches, or who were members of United Women in Faith on January 1 of the year of their election and within the boundaries of the district

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

- e. Elections may take place in the annual meeting annually, biennially, or quadrennially as the district organization may determine. There will be an opportunity for nominations from the floor. Election may be by acclamation or by ballot. Eligible voters who are participating in a meeting by means of conference telephone or electronic video screen communication will be able to cast their votes during the election. A majority vote (greater than 50 percent of persons voting) is sufficient for election.
- f. Those elected will assume their duties upon election or as determined by the organization.
- g. Vacancies occurring in the elected leadership of the district organization will be filled by a vote of the leadership team upon receipt of nominations from the committee on nominations.

Section 2. Tenure

- a. No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years.

Tenure on the leadership team for the elected leadership of the district organization is limited to a total of eight years. When a leader has completed her tenure of eight years and after a period of two years has elapsed, she may be elected for one additional term, not to exceed two years, where needed. The period of two years also applies to persons who, after completing their tenure in the district, served on the district leadership team in any appointed or ex officio position (including ex officio positions as a conference officer, a member of the jurisdiction leadership team, a member of the program advisory group and/or a director of United Women in Faith).
- b. When a leader serves as president and has tenure remaining to serve in another office (within the eight years), she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.
- c. All years of service as an elected leader of any district United Women in Faith, United Methodist Women, Women's Society of Christian Service, and Women's Society of World Service, including secretary/chairperson of the Wesleyan Service Guild, will be counted when determining tenure.
- d. Service of six months or more in an officer year by an interim or acting officer will be counted as one year of tenure.
- e. Appointed leaders not specified in the bylaws will serve no more than four years on the leadership team in any combination of such appointed responsibilities. This is in addition to the tenure limitations described in Article V, Sections 2a and 2d.
- f. A two-year term as chairperson of the committee on nominations does not count toward tenure as described in Article V, Sections 2a and 2d. The two-year term does count as part of the maximum four-year term for leadership on the committee on nominations.
- g. No elected/appointed leader of the district organization will hold any other office beyond the local unit of United Women in Faith.

ARTICLE VI

MEETINGS AND EVENTS

Section 1. Annual Meeting

There will be an annual meeting of the district organization at which time there shall be presented a plan to help local units develop their programs 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 membership, and supporting the organization through Mission Giving. Officers and other elected leaders, including the chairperson and members of the committee on nominations, will be elected according to the pattern of the district. Necessary business will be transacted and pledges made for the ensuing year (see *The Book of Discipline of The United Methodist Church 2016*, ¶670.6).

Section 2. Events

Workshops, seminars, retreats, and other such meetings for the fulfillment of the Purpose may be held as determined by the leadership team.

Section 3. Meetings by Remote Communications

Members of the district organization or any committee of the district organization may participate in or conduct a meeting by means of conference telephone or similar communications equipment or technologies, or by electronic video screen communication, provided that all persons participating in the meeting are able to hear and communicate with each other at the same time. Each person must be able to participate in all matters before the district organization or committee, including without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the district organization or committee, to the extent such person would be entitled to vote at a physical meeting. Participation by such means shall constitute presence in person at a meeting.

ARTICLE VII

FUNDS

Section 1. The district organization will make an annual pledge to the United Women in Faith national organization, channeled through the conference organization.

Section 2. All mission funds received by the district treasurer from any source will be remitted to the treasurer of the conference organization.

Section 3. Funds contributed for Special Mission Recognition, Gift to Mission, Gift in Memory, and World Thank Offering become part of the Pledge to Mission from the district and may not be otherwise designated by the district.

Section 4. All funds received for Supplementary Giving (designated giving) must be sent to the conference treasurer. A list of projects supported by United Women in Faith is provided to the treasurer and posted on the national organization website each year.

Section 5. The district organization will submit a budget for administration and membership development to the conference organization for review and recommendation by the conference committee on finance.

Section 6. Funds for district administration and membership development will be received by the treasurer from the conference treasurer.

Section 7. The monies that must be sent to the conference treasurer for forwarding to the United Women in Faith National Office include bequests to the district United Women in Faith 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 or international mission.

Section 8. Offerings received at district meetings or events must be allocated in accordance with the Purpose upon the recommendation of the committee on finance to the leadership team. The offering should be either for Mission Giving through Pledge to Mission or for a Supplementary Giving project supported by the United Women in Faith National Office.

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 Women in Faith national organization, provided a 30-day notice is given in writing to the board of directors of the national organization of United Women in Faith by the leadership team or by the governance committee of the United Women in Faith national organization.

Proposed amendments to these bylaws may be sent by any member or by the district organization to the recording secretary of the United Women in Faith national organization for presentation to the board of directors.

Section 2. Standing rules may be made and amended by the district organization, provided they are in harmony with the United Women in Faith’s constitution and bylaws for the district organization. Provisions will be made in the district standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws.



Add your notes

CONSTITUTION OF UNITED METHODIST WOMEN/ UNITED WOMEN IN FAITH IN THE CONFERENCE

Article 1. *Name.* In each annual conference there shall be a conference organization named United Methodist Women, directly related to the jurisdictional and national organizations of United Methodist Women.

Article 2. *Function.* The function of the conference organization of United Methodist Women shall be to work with the district and local organizations of United Methodist Women to develop programs to meet the needs and interests of women and the concerns and responsibilities of the global Church; to encourage and support spiritual growth, missionary outreach, and Christian social action; and to promote the plans and responsibilities of the United Methodist Women's national organization.

Article 3. *Authority.* Each conference organization of United Methodist Women shall have authority to promote its work in accordance with the plans, responsibilities and policies of the United Methodist Women's national organization.

Article 4. *Membership.* The conference organization of United Methodist Women shall be composed of members of United Methodist Women existing within the conference. The resident bishop shall be an ex officio member of the conference organization of United Methodist Women and of the leadership team or equivalent structure.

Article 5. *Leadership Team.* The conference organization shall elect such leaders as may be needed to fulfill the Purpose, including at least a president, a treasurer, a secretary and a committee on nominations. Additional committees and teams may be formed to fulfill the Purpose in accordance with this constitution and guidance from the United Methodist Women's national organization as set forth in the bylaws of the conference organizations of United Methodist Women.

Article 6. *Meetings and Elections.*

- a. There shall be an annual meeting of the conference organization of United Methodist Women. At the annual meeting, the leadership team shall review the conference events and priorities of the prior year, propose a plan of activities and priorities for the following year—including a supporting budget, elect members of the leadership team as needed to implement the plan and set the pledge amount for the following year.
- b. The voting body of the annual meeting of the conference organization shall be composed of members of United Methodist Women organizations existing within the bounds of the conference as determined by the conference organization, members of the conference and district leadership teams and members of the board of directors of United Methodist Women and the United Methodist Women Program Advisory Group and the jurisdictional leadership team residing within the bounds of the conference.
- c. At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdictional organization, three members of the leadership team or their designees shall be

elected according to provisions in *The Book of Discipline of The United Methodist Church 2016*, ¶536.3 for membership in the jurisdiction organization.

- d. At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdictional organization, the conference organization shall nominate two women for membership on the board of directors of the United Methodist Women's national organization, the names to be sent to the jurisdiction organization according to *The Book Discipline of The United Methodist Church 2016*, ¶536.4.

Article 7. Relationships.

- a. The president of the conference organization of United Methodist Women is a member of the annual conference, as set forth in *The Book of Discipline of The United Methodist Church 2016*, ¶32.
- b. The conference organization shall name representatives from among its membership to serve on the various boards, councils, commissions and committees of the annual conference as the constitutions and bylaws of such agencies provide.
- c. The conference organization shall encourage women to participate in the total life and work of the Church and shall support them in assuming positions of responsibility and leadership.

Article 8. Amendments. Proposed amendments to this constitution may be sent to the recording secretary of the national organization of United Methodist Women for consideration by the board of directors. The last date for consideration of any amendments will be the last regular meeting of the board of directors before the date by which it must submit proposed legislation for action of the General Conference.

~The Constitution of United Methodist Women in the Conference, as proposed by United Methodist Women and codified in *The Book of Discipline of The United Methodist Church 2016*, ¶647.



BYLAWS OF UNITED WOMEN IN FAITH IN THE CONFERENCE

ARTICLE I --- INTRODUCTION

The conference organization of United Women in Faith enables, encourages, and empowers district leaders and members to carry out and fulfill the Purpose of the organization.

Section 1. Membership

All women who have made a voluntary decision to join in membership in local or district organizations within the annual conference are members of the conference organization of United Women in Faith. The bishop shall be an ex officio member of the conference organization of United Women in Faith and of its leadership team or equivalent structure. “Ex officio” is defined as having voice and no vote.

United Women in Faith 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 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. The conference leadership team will communicate to the district team and members the Purpose of Mission Giving to strengthen the work of the organization.

Section 3. Former Annual Conferences of The United Methodist Church

Should an annual conference of The United Methodist Church withdraw from The United Methodist Church, United Women in Faith members in that conference may organize as a conference organization of United Women in Faith. Such conference organization shall hold an organizational meeting to determine its boundaries, leadership, and budget.

ARTICLE II

RELATIONSHIPS

Section 1. Relationships to Other United Women in Faith Organizations

a. *Relationship to the district organization*

Members of the leadership team will relate to the elected and appointed leaders in the district organizations within the boundaries of the conference, which may include district organizations which were formerly a part of an annual conference that has left The United Methodist Church, through corresponding leadership for joint sharing of information and for planning and implementing of the district leaders' roles.

b. *Relationship to the jurisdiction organization*

The conference organization, through the leadership team, will relate to the jurisdiction organization and/or the jurisdiction leadership team:

- 1) For purposes of evaluating leadership growth and program effectiveness and relating to appropriate task groups, pilot programs, and/or services.
- 2) Through consultation and membership on task groups created by the jurisdiction leadership team.
- 3) Through the membership of three conference-elected leaders in the jurisdiction organization who are voting delegates in business meetings and elections.
- 4) Through contributions to the jurisdiction organization's administration and membership development funds that have been determined in consultation with the conference presidents.

c. *Relationship to the national office*

Each member of the leadership team has a direct relationship to the United Women in Faith National Office to secure training for the fulfillment of her role and for the giving and receiving of information pertinent to program, ministries, and needs of the United Women in Faith national organization and the Purpose of United Women in Faith.

Each leadership team is directly related to the jurisdiction and national organization of United Women in Faith and subject to their constitution and bylaws. Conferences may develop standing rules as deemed necessary to expand structures and establish procedures. Such rules will not be in conflict with or limit the bylaws approved by the United Women in Faith national organization.

Section 2. Relationship of the Leadership Team

The role of the leadership team is the fulfillment of the Purpose by assessing the mission and leadership needs within the conference by working collaboratively with other leadership team members and district leaders, and encouraging the involvement of its members.

ARTICLE III

LEADERSHIP

Section 1. United Women in Faith 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).⁵ Only laywomen who are members of United Methodist churches or who were members of United Women in Faith on January 1 of the year of their election and within the boundaries of the conference may serve as elected leaders. Only laywomen who are members of The United Methodist Church may serve as president of a conference organization of United Women in Faith organized within a United Methodist church conference.

A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Women in Faith (*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 Women in Faith.

She will:

- a. Preside at all meetings of the conference organization and its leadership team and serve as an ex officio member of all other committees except the committee on nominations. "Ex officio" is defined as having voice and no vote.
- b. Work with the leadership team in receiving, evaluating, and preparing reports.
- c. Sign all official, legal, and financial documents, have signature authority on checking account(s), have accessibility to account(s) and bank statement(s), and perform regular review of the statements.
- d. Serve as the contact person for district presidents and provide resources and conduct virtual and in-person training as determined by the leadership team based on ongoing assessment and evaluation.
- e. Ensure the leadership team effectively aligns and progresses the strategic vision and key priorities of the conference, jurisdiction, and national organizations (re: growth and thriving).
- f. Promote and oversee, with the leadership team, a program of local, district, and cluster unit visitation and support to promote the Purpose.
- g. Serve as a member of the annual conference by virtue of her office (*The Book of Discipline of The United Methodist Church 2016*, ¶602.4) and as a member of other boards and committees as determined by *The Book of Discipline* and/or the annual conference.

⁵References to *The Book of Discipline of The United Methodist Church 2016* are included for information.

- h. Represent or designate someone to represent United Women in Faith wherever opportunities are afforded by the annual conference, its agencies, and the United Women in Faith national organization.
- i. Chair the Charter for Racial Justice committee.

The **treasurer** will be informed concerning the financial responsibility of the organization and the program and responsibilities of the United Women in Faith national organization. She will be bonded through the United Women in Faith National Office.

She will:

- a. Receive the funds of local units from district treasurers monthly or quarterly as the conference determines and return funds for district administration and membership development to the district treasurers monthly or quarterly as the conference determines.
- b. Remit funds to the United Women in Faith National Office treasurer and disburse conference administration and membership development funds in accordance with approved recommendations from the committee on finance upon written order of the president and the secretary.
- c. Arrange for a certified public accountant or person with substantial accounting, audit, or finance experience to perform agreed-upon procedures⁶ on the financial records of the conference. The treasurer must present to the conference leadership team and send a copy to the United Women in Faith National Office.
- d. Work in cooperation with the leadership team to promote contributions to mission with emphasis on the importance of Mission Giving.
- e. Submit itemized statements of all finances to the leadership team at least quarterly.
- f. Serve as the contact person for district treasurers, provide resources, and conduct training as determined by the leadership team and ongoing assessment and evaluation.
- g. Serve as the chairperson of the committee on finance and 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 conference organization 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 conference organization and its leadership team.
- b. Serve as custodian of all records and official documents.
- c. Sign all official, legal, and financial documents, making certain they are properly dated.
- d. Maintain minutes and local documents/records for 2 quadrennia (the preceding and the current).

⁶ *United Women in Faith Handbook 2025–2028, Funding the Mission: Finance Policies and Procedures, Agreed-Upon Procedures for Conference Audits*

Archive older minutes and records with the conference United Methodist archives per the General Commission on Archives and History recommendations. Electronic or physical records may be archived as is the preference of the archival site.

- e. Keep an accurate roll of the elected and appointed leaders of the districts.
- f. Send a list of names of conference elected leaders, including addresses, ZIP codes, telephone numbers, and emails, within ten (10) days following elections and interim changes to the United Women in Faith National Office at surveymonkey.com/r/ConferenceRoster or through the conference secretary portal and to the jurisdiction leadership team, as requested. Provide the district leadership team and local president names and emails to the United Women in Faith National Office through the conference secretary portal or staff liaison.
- g. Serve as contact person for district secretaries, provide resources, and conduct training as determined by the leadership team and based on ongoing assessment and evaluation.
- h. Serve on the following committees: leadership team, finance committee, 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 conference organization. This requires a clear understanding of the duties of each elected leader.

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. Work with chairpersons of district committees on nominations to identify and promote new leadership.
- d. Present an annual written report of term and tenure to the leadership team.
- e. Serve as the contact person for chairpersons of district committees on nominations, provide resources, and conduct training as determined by the leadership team and based on ongoing assessment and evaluation.

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

The **communications coordinator** works actively to fulfill the Purpose and find creative ways to assist communications within United Women in Faith.

She will:

- a. Work with elected leadership to promote the organization and Purpose as well as publicize United Women in Faith activities at all levels.
- b. Serve as the contact person for district communications coordinators, provide and promote United Women in Faith resources and how to use them, conduct training at least annually as determined by the leadership team, and provide training to develop techniques in publicity.
- c. Establish and maintain contact with church and secular press.

- d. Serve as editor of the conference United Women in Faith's newsletter, newspaper, or column.
- e. Serve on the following committees: Leadership team, program, and others as assigned.
- f. Ensure that conference and district United Women in Faith's actions are promoted via the internet and social media, enlisting help as needed.

Section 3. Appointed Leaders

Other leaders may be appointed for specific tasks, expansion of specific areas, or needed services upon recommendation of the leadership team. Appointed leaders have voice and will have voting privileges per the conference standing rules. The following positions are recommended appointed positions (See Appendix A for full position descriptions):

- a. Mission Coordinators:
 - 1) Education and Interpretation Coordinator
 - 2) Membership, Nurture, and Outreach Coordinator
 - 3) Spiritual Growth Coordinator
 - 4) Social Action Coordinator
- b. Program Coordinator/Vice President
- c. Program Resources Coordinator/Management
- d. Language Coordinator

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 all mission emphases and other activities toward the fulfillment of the Purpose. The president serves as the chairperson.

a. Membership

The committee will include the president as chairperson, treasurer, secretary, chairperson of the committee on nominations, communications coordinator, the bishop of the area, and the president of each district within the boundaries of the conference. The leadership team will also include members of the jurisdiction leadership team, directors of the United Women in Faith national organization, members of the program advisory group residing within the boundaries of the conference, and others as the leadership team may determine. Members of the jurisdiction committee on nominations residing within the boundaries of the conference may be added as members without vote to the conference leadership team at the discretion of the leadership team.

b. Functions

The leadership team will be the coordinating group for the total educational and mission emphases in the conference organization, working with district organizations and units in local churches in fulfilling the Purpose.

The leadership team will:

- 1) Set goals and plans for the advancement of the work in the conference, districts, and units, and evaluate progress on such goals.
- 2) Transact business on behalf of the conference organization under policies voted by that organization.
- 3) Approve the total budget and recommend it to the conference organization for adoption.
- 4) Provide for resourcing and training of district elected officers, and develop such programs as are needed to fulfill the Purpose and goals of the conference organization.
- 5) Fill vacancies ad interim in positions of elected leaders upon recommendation of the committee on nominations.
- 6) Serve as the committee on program and finance and/or committee on membership if none exist.
- 7) Fully utilize virtual and hybrid technology to ensure full participation in meetings and trainings for the leadership team and all members and all committees.

c. Relationships

The leadership team will:

- 1) Work in accordance with the plans, responsibilities, and policies of the United Women in Faith national organization and share in interpretation of these.
- 2) Work with the jurisdiction leadership team as it may request.
- 3) Hold each committee and task group accountable to fulfill its responsibilities according to the constitution and bylaws, the Handbook, and the conference standing rules.
- 4) Cooperate with the annual conference connectional ministries or alternative structure and other agencies of the annual conference, and programs of ecumenical groups.
- 5) Encourage all members to actively participate in programs and activities of and sponsored by United Women in Faith and partner organizations.
- 6) Encourage all members, who are members of The United Methodist Church to participate in the total life of the church, sharing the stories and mission of United Women in Faith.

d. Meetings

- 1) Regular meetings: The leadership team will meet as needed and will seek opportunities for continuing group training experiences. A majority of the leadership must be present to constitute a quorum.
- 2) Special meetings: A special meeting of the committee 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 2. Committee on Finance

There will be a committee on finance.

a. Membership

The committee will be composed of the treasurer as chairperson, president, secretary, treasurers of the district organizations, and others as the leadership team may determine.

b. Functions

The committee will:

- 1) Analyze conference income and giving patterns of the district and local units and prepare financial goals and strategies to recommend to the leadership team.
- 2) Recommend the amount to be pledged for mission by the conference.
- 3) Receive from each district a budget request for administration and membership development funds.
- 4) Prepare and recommend to the leadership team the total budget for jurisdiction, conference, and district administration and membership development.
- 5) Study requests made to the conference organization for funds or appeals made to local units and make recommendations to the leadership team.
- 6) Recommend to the leadership team plans for interpretation of the finances, responsibilities, and programs of United Women in Faith.

c. Meetings

The committee will meet at least semiannually and on call of the chairperson. One meeting will 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 five to eleven (5–11) members, including the chairperson, the number to be determined by the conference organization on the basis of membership distribution and size. The committee will be representative of the conference membership in matters of employment, age, and racial and ethnic background. District lines should not be used as the only factor in determining representation on the committee. (Representation for racial and ethnic groups in proportion to their membership should be seen as a minimum requirement.) The committee may elect a vice chairperson. No member will hold an office in the organization beyond the local unit.

The committee will be divided into classes, with no member serving more than one four-year term. Each member will be elected for a four-year term, except when classes are established for the first time. Members of a new class will be elected annually to replace the class that is rotating off, with members being elected to fill any vacancies in the other three classes.

b. Functions

The committee will:

- 1) Gain understanding of the program of the conference and the responsibilities of each office.
- 2) Work throughout the year to identify women for leadership roles in the conference organization.
- 3) Ensure that the leadership of the conference organization reflects the diversity of the membership within the conference. 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.
- 4) Make the slate of nominees available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.
- 5) Make nominations to fill vacancies that occur ad interim.
- 6) Name, in the year prior to the quadrennial meeting of the jurisdiction organization, a slate of two nominees and one alternate for membership on the board of directors of the United Women in Faith national organization as well as three women to be considered to serve on the program advisory group in the event no one from the conference is elected to the board of directors of the United Women in Faith national organization. Make the slate available to the leadership team and then to the membership at least 30 days prior to the annual meeting in which the election is held.

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 on membership.

a. Membership

If a separate committee is established, its members will include a representative from the leadership team, one representative appointed from each district leadership team or district committee on membership, if they exist, and others as the leadership team may determine.

b. Functions

The committee will:

- 1) Analyze, in cooperation with the district leadership teams or committees on membership, if they exist, the membership needs of the conference, set goals, and plan campaigns to assist membership growth in cooperation with the leadership team.
- 2) Recommend plans to the leadership team to nurture membership growth among special constituencies within the conference, such as younger women, women of color, employed women, etc.
- 3) Resource and train district leadership teams or district committees on membership, if they exist.

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, or the leadership team may name a separate committee on program.

a. Membership

If a separate committee is established, its members will include a representative of the leadership team 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 mission emphases of the conference organization to fulfill the Purpose.
- 2) Designate a special subcommittee to carry out their plans for the annual meeting and/or special programs (e.g., workshops, seminars, retreats). At least one person on the subcommittee will also be a member of the committee on program.
- 3) Implement the plans and evaluate the effectiveness of each program.

c. Meetings

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

Section 6. Committee on Charter for Racial Justice Policies

a. Membership

There will be seven (7) members of the committee, one-third of whom will be women of color, insofar as possible. The seven members will include the president, who will serve as chairperson, the chairperson of the committee on nominations, and a language coordinator, where one exists. The additional members will be nominated by the committee on nominations. They will be one district president, one member of the leadership team, and two (2) members, or three (3) in the case of a conference without districts or a language coordinator, selected to ensure inclusiveness and/or special expertise in the skills necessary to accomplish the task. Additional members will serve no more than three years.

b. Functions

The committee will:

- 1) Develop and recommend to the leadership team:
 - a) Plans for the implementation of the Charter for Racial Justice.
 - b) Plans for training district and local leadership in the implementation of the charter.
- 2) Monitor conference-approved action plans to implement the charter.
- 3) Regularly evaluate progress made on conference, district, and local implementation plans.

c. Meetings

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

Section 7. Committee on Mission u/Cooperative Mission u

a. Membership

The members of the committee may be the president, treasurer, and others that are named by the leadership team. It is recommended that persons who are not conference officers be named to the committee. No person will serve in any office, including dean and assistant dean, for more than two successive years, except the registrar, treasurer/business manager, and resource room coordinator, who may serve in that office for up to four consecutive years. All officers will be elected annually.

The dean will serve as chairperson of the committee. While they are serving, they will be a member of the conference leadership team. It is recommended that the person elected to the office of dean should have served on the Mission u committee prior to their election.

If your Mission u is organized as a "cooperative Mission u," the responsibilities of the dean and assistant dean should alternate between persons representing the conference cooperating agency and the conference organization of United Women in Faith.

Tenure on the committee on Mission u shall be limited to a total of eight years, with the exception of those serving on the committee by virtue of their current elected office on the conference leadership team or beyond the conference. If a woman has already completed her eight-year tenure, she may still be elected dean.

b. Functions

The committee will:

- 1) Plan and promote a conference Mission u, which will serve as one means of fulfilling the Purpose.
- 2) Give emphasis to the global mission of the church, an integrated program of missionary outreach, Christian social action, spiritual growth and program planning, and promote the total mission emphases of United Women in Faith.

The committee may be organized in cooperation with other conference agencies or on an interconference basis.

c. Meetings

The committee will meet as needed or as specified in the conference standing rules or cooperative Mission u bylaws.

Section 8. Other Committees

Committees for expansion of specific program areas or needed services for implementation of the Purpose may be named by the leadership team. Guidance may be provided by the national organization for those areas/services viewed as critical to the organization as a whole.

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 by the committee on nominations at the time of elections.
- b. It is imperative that the conference leadership reflects the diversity of women throughout the church. 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. In order to achieve diversity in leadership, conferences are urged to follow inclusiveness in nominations for the conference organization.
- c. Lack of previous experience as an elected leader in United Women in Faith will not be a barrier to nomination and/or election. This will include members of the committee on nominations.
- d. Only laywomen who are members of United Methodist churches or who were members of United Women in Faith on January 1 of the year of their election and within the boundaries of the conference will be elected to office. A laywoman serving as a pastor of a church is not eligible to serve as an elected or appointed leader of United Women in Faith (*The Book of Discipline of The United Methodist Church 2016*, ¶¶268, 269, 316, 318).
- e. Elections may take place in the annual meeting annually, biennially, or quadrennially as the conference organization may determine. There will be an opportunity for nominations from the floor. Election may be by acclamation or by ballot. Eligible voters who are participating in a meeting by means of conference telephone or electronic video screen communication will be able to cast their votes during the election. A majority vote (greater than 50 percent of persons voting) is sufficient for election.
- f. Those elected will assume their duties upon election or as determined by the organization.
- g. Vacancies occurring in the elected leadership of the conference organization will be filled by a vote of the leadership team upon receipt of recommendation from the committee on nominations.

Section 2. Tenure

- a. No elected officer will hold the same office for more than four years, except the treasurer, who can hold the same office for six years. Tenure on the leadership team for the elected leadership of the conference organization will be limited to a total of eight years.
- b. When a leader has completed her tenure of eight years and after a period of two years has elapsed, she may be elected for one additional term, not to exceed two years, where needed. The period of two years also applies to persons who, after completing their tenure in the conference, served on the conference leadership team in any appointed or ex officio position (including ex officio positions as a member of the jurisdiction leadership team, a member of the program advisory group, and/or a director of United Women in Faith).

When a leader serves as president and has tenure remaining to serve in another office (within the eight years), she is eligible to serve again. If a woman has already completed her eight-year tenure in positions other than president, she may still be elected president.

- c. All years of service as an elected leader of any conference United Women in Faith, United Methodist Women, Women's Society of Christian Service, and Women's Society of World Service, including secretary/chairperson of the Wesleyan Service Guild, will be counted when determining tenure.
- d. Service of six months or more in an officer year by an interim or acting officer will be counted as one year of tenure.
- e. Appointed leaders not specified in the bylaws will serve no more than four years on the leadership team in any combination of such appointed responsibilities. This is in addition to tenure limitations described in Article V, Sections 2a and 2d.
- f. A two-year term as chairperson of the committee on nominations does not count towards tenure as described in Article V, Sections 2a and 2d. The two-year term does count as part of the maximum four-year term for leadership on the committee on nominations.
- g. No elected/appointed leader of the conference organization will hold any other office beyond the local unit of United Women in Faith.

Section 3. Representation

a. Jurisdiction quadrennial meeting

At the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, three voting delegates will be elected by the conference organization, all of whom will be conference elected leaders (*The Book of Discipline of The United Methodist Church 2016*, ¶647.6c, ¶536.3) for membership in the jurisdiction organization. Nominating procedures will be established by a conference standing rule.

Section 4. Nominees to the United Women in Faith National Organization

a. Board of directors

For conference organizations organized within The United Methodist Church, at the annual meeting of the conference organization prior to the quadrennial meeting of the jurisdiction organization, the conference organization will elect two women as nominees for membership in the United Women in Faith national organization. Nominees will be elected from a slate named by the conference committee on nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the jurisdiction organization (*The Book of Discipline of The United Methodist Church 2016*, ¶647.6d, ¶536.4). Nominees to the United Women in Faith national organization must be professing members of The United Methodist Church.

The conference organization will also elect one woman to serve as an alternate. The name of this alternate will be retained by the conference secretary. In the event that one of the names of the two nominees is withdrawn, the name of the alternate will then be sent to the jurisdiction organization as the second nominee of the conference.

b. Program advisory group

At the annual meeting of the conference organization (whether or not organized within The United Methodist Church) preceding the end of a quadrennium the conference organization will elect three (3) women to be considered to serve on the program advisory group of the United Women in Faith national organization. Nominees will be elected from a slate named by the conference committee on nominations. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the United Women in Faith National Office. Nominees to the United Women in Faith Program Advisory Group do not need to be professing members of The United Methodist Church, but must have been members of United Women in Faith on January 1 of the year of their nomination, except for jurisdiction presidents, who represent United Women in Faith at their jurisdictional conference.

It is imperative that the membership of the United Women in Faith national organization reflect the diversity of women throughout the church. 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. In order to achieve inclusive membership, conferences are urged to follow these elements of diversity in nominations for possible membership in the United Women in Faith national organization.

ARTICLE VI

MEETINGS AND EVENTS

Section 1. Annual Meeting

There will be an annual meeting of the conference organization at which time there shall be presented a plan to help districts develop their programs 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 membership, and supporting the organization through Mission Giving. Officers and other elected leaders, including the chairperson and members of the committee on nominations, will be elected according to the pattern of the conference. Necessary business will be transacted and pledges made for the ensuing year (*The Book of Discipline of The United Methodist Church 2016*, ¶647.6a).

Section 2. Events

Workshops, seminars, retreats, and other such events for the fulfillment of the Purpose may be held as determined by the leadership team.

There will be a Mission u event whose function will be to provide a primary setting for mission education, confrontation with current issues, and spiritual growth; it may also provide an opportunity to introduce any program emphases and to build relationships among the leadership and staff of the organization.

Section 3. Meetings by Remote Communications

Members of the conference organization or any committee of the conference organization may participate in or conduct a meeting by means of conference telephone or similar communications equipment or technologies, or by electronic video screen communication, provided that all persons participating in the meeting are able to hear and communicate with each other at the same time. Each person must be able to participate in all matters before the conference organization or committee, including without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the conference organization or committee, to the extent such person would be entitled to vote at a physical meeting. Participation by such means shall constitute presence in person at a meeting.

ARTICLE VII

FUNDS

Section 1. The conference organization will make an annual pledge to the national organization of United Women in Faith.

Section 2. All funds received by the conference treasurer from any source will be remitted to the treasurer of the United Women in Faith National Office, except those set aside for conference administration and membership development and funds designated for specific purposes.

Section 3. Funds contributed for Special Mission Recognition, Gift to Mission, Gift in Memory, and World Thank Offering become part of the Pledge to Mission from the conference and may not be otherwise designated by the conference organization.

Section 4. All funds received for Supplementary Giving (designated giving), must be sent to the treasurer of the United Women in Faith National Office. A list of projects supported by United Women in Faith is provided to the treasurer and posted on the national organization's website each year.

Section 5. Each conference organization will set up a fund for administration and membership development. This fund will provide for the administration and membership development expenses of the conference, a contribution to the jurisdiction for administration and membership development and funds for remittances to the districts for administration and membership development.

Section 6. The monies that must be sent to the United Women in Faith National Office include bequests and legal devises to the conference organization of United Women in Faith 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 or international mission.

Section 7. Offerings received at conference meetings or events must be allocated in accordance with the Purpose upon the recommendation of the committee on finance to the leadership team. The offering should be either for Mission Giving through Pledge to Mission or for a Supplementary Giving project supported by the United Women in Faith National Office.

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 board of directors of United Women in Faith, provided a 30-day notice is given in writing to the board of directors of the national organization of United Women in Faith by the leadership team or by the governance committee on bylaws of the United Women in Faith’s national organization. Proposed amendments to these bylaws may be sent by any member or by the conference organization to the recording secretary of the United Women in Faith national organization for presentation to the board of directors.

Section 2. Standing rules may be made and amended by the conference organization provided they are in harmony with United Women in Faith’s constitution and bylaws for the conference organization. Provisions will be made in the conference standing rules for additional elected and appointed leaders and additional committees not specified in the bylaws.



Add your notes

CONSTITUTION OF UNITED METHODIST WOMEN/ UNITED WOMEN IN FAITH IN THE JURISDICTION

Article 1. Name. In each jurisdiction there shall be a jurisdiction organization named United Methodist Women, directly related to the United Methodist Women's national organization.

Article 2. Authority. Each jurisdiction organization of United Methodist Women shall have authority to promote its work in accordance with the program and policies of the United Methodist Women's national organization.

Article 3. Membership. The voting membership of the jurisdiction organization of United Methodist Women shall be composed of the members of the jurisdiction leadership team; three members elected by each conference organization, members of the board of directors of United Methodist Women and the members of the United Methodist Women Program Advisory Group in organizations within the jurisdiction; a representative of the jurisdiction Association of Deaconesses, Home Missioners and Home Missionaries; and all the active bishops of the jurisdiction.

Article 4. Meetings and Elections.

- a. There shall be a meeting of the jurisdiction organization of United Methodist Women during the last year of the quadrennium. At that time the jurisdiction president, members of the jurisdiction leadership team and members of the board of directors of the United Methodist Women's national organization shall be elected according to *The Book of Discipline of The United Methodist Church 2016* (§¶ 647.6d, 1906).
- b. There may be other gatherings as needed to fulfill the Purpose.

Article 5. Amendments. Proposed amendments to the constitution shall be sent to the recording secretary of United Methodist Women for consideration by the board of directors. The last date for consideration of any amendments will be the last regular meeting of the board of directors before the date by which it must submit proposed legislation for action of the General Conference.

~The Constitution of United Methodist Women in the Jurisdiction, as proposed by United Methodist Women and codified in *The Book of Discipline of The United Methodist Church 2016*, ¶536.



BYLAWS OF UNITED WOMEN IN FAITH IN THE JURISDICTION

ARTICLE I --- INTRODUCTION

The jurisdiction leadership team of United Methodist Women d/b/a United Women in Faith (hereinafter known as “United Women in Faith”) described in the constitution shall be the planning body that works as a team in the fulfillment of the Purpose. It shall be elected by the jurisdiction organization at the quadrennial meeting to be held during the last year of the quadrennium.

ARTICLE II --- RELATIONSHIPS

Section 1. Relationship to the Conference Organization

The jurisdiction leadership team is related to the conference organization in the following ways:

- a. Through the planning and implementation of the quadrennial meeting.
- b. Through the membership of three (3) voting delegates from each conference within the boundaries of the jurisdiction.
- c. Through contributions to the jurisdiction organization’s administration and membership development funds as determined in consultation with the presidents of conferences within the boundaries of the jurisdiction.

Section 2. Relationship to the National Organization of United Women in Faith

The jurisdiction leadership team has a direct relationship with the United Women in Faith national organization to receive training for the fulfillment of its responsibilities and for the giving and receiving of information pertinent to responsibilities of the United Women in Faith national organization and the Purpose of United Women in Faith.

The jurisdiction leadership team is directly related to the national organization of United Women in Faith and will be subject to the constitution and bylaws as recommended by the United Women in Faith national organization.

ARTICLE III

LEADERSHIP

Section 1. United Women in Faith 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).⁷ Only laywomen who are members of United Methodist churches or who were members of United Women in Faith on January 1 of the year of their election and within the boundaries of the jurisdiction may serve as elected leaders.

The jurisdiction president, who represents United Women in Faith at the UMC Jurisdictional Conference, must be a professing member of The United Methodist Church. Additionally, she serves on the Jurisdictional Planning Committee.

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

Section 2. Elected Leaders

Members of the jurisdiction leadership team will be elected to be members of a team comprising five leaders: president, vice president, treasurer, secretary, and chair of the committee on nominations.

Three of the four designated elected leaders must be present/participate via voice to conduct a business meeting.

They will be:

- a. Women who know God and are faithful disciples of Jesus Christ.
- b. Chosen because of their expertise, knowledge, and experience.
- c. Versed in the general work of United Women in Faith as well as the work of The United Methodist Church and its outreach into the world.
- d. Keenly aware of the present-day challenges to the church and deeply committed to dynamic responses to God's redemptive purpose in the world.

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

She will:

- a. Preside at all meetings of the jurisdiction organization and the jurisdiction leadership team, except when the jurisdiction leadership team meets as the quadrennial meeting committee and the committee on finance.
- b. Have the jurisdiction leadership team as her primary responsibility.
- c. Sign vouchers with the secretary.

⁷References to *The Book of Discipline of The United Methodist Church 2016* are included for information.

- d. Become a member of the program advisory group of the national organization of United Women in Faith as provided in *The Book of Discipline of The United Methodist Church 2016* (§1911).
- e. Be the primary link between the jurisdiction leadership team and the national organization of United Women in Faith.

The **vice president** will actively work to fulfill the Purpose of United Women in Faith and will work cooperatively with the president.

She will:

- a. Guide the leadership team in its responsibility for planning and implementing program and events to strengthen mission and fulfill the Purpose.
- b. To the extent possible, actively observe and promote good environmental practices during gatherings.
- c. Serve as chairperson of the Committee on Program.
- d. Serve on the following committees: Leadership Team, Program, Finance, and others as assigned.
- e. Perform other duties, if assigned, such as: perform the duties of the president in her absence.

The **treasurer** will actively work to fulfill the Purpose of United Women in Faith.

She will:

- a. Receive all funds for the jurisdiction leadership team.
- b. Prepare for the approval of the jurisdiction leadership team, in consultation with the treasurer of the United Women in Faith national organization, annual and quadrennial budgets, including annual and quadrennial budgets for the quadrennial meeting and for the committee on nominations.
- c. Chair the jurisdiction leadership team when it meets as a finance committee.
- d. Prepare a written financial report for every meeting of the jurisdiction leadership team that is to be distributed with the minutes.
- e. Disperse funds in accordance with the approved recommendation of the jurisdiction leadership team and upon written order of the president and secretary.
- f. Arrange for a certified public accountant or a person with substantial accounting, audit, or finance experience to perform agreed-upon procedures on the financial records of the jurisdiction at the end of the quadrennium. The treasurer must present a copy of the report to the jurisdiction leadership team and send a copy to the treasurer of the United Women in Faith national organization.

The **secretary** will actively work with the jurisdiction leadership team to fulfill the Purpose.

She will:

- a. Take minutes and keep permanent records of all meetings of the jurisdiction leadership team and the jurisdiction organization.
- b. Distribute copies of the minutes, the budget, and financial reports as directed to the jurisdiction

leadership team, the jurisdiction committee on nominations, conference presidents, and others as designated.

- c. Keep all official records and documents of committees, task groups, consultations, and workshops.
- d. Maintain minutes and local documents/records for two quadrennia (the preceding and the current). Archive older minutes and records with the jurisdiction United Methodist archives per the General Commission on Archives and History. Electronic or paper documents may be archived as is the preference of the archival site.
- e. Sign vouchers with the president.
- f. Give oversight to the preparation of publicity, program books, other printed materials, and a directory as determined by the jurisdiction leadership team.
- g. Send a list of names of those elected to the United Women in Faith national organization, including addresses, ZIP codes, telephone numbers, and emails, to the United Women in Faith National Office staff secretary liaison within ten (10) days of the close of the quadrennial meeting of the jurisdiction organization of United Women in Faith.
- h. Assume other duties and responsibilities as designated by the jurisdiction leadership team.

The **chairperson** of the **committee on nominations** will actively work to fulfill the Purpose of United Women in Faith.

She will:

- a. Chair meetings of the jurisdiction committee on nominations.
- b. Oversee records of the committee on nominations.
- c. Assume responsibilities as assigned by the jurisdiction leadership team.

Section 3. Appointed Leaders

Other leaders may be appointed for further expansion of specific areas or needed services for implementation of the Purpose.

Each task group should include a member of the jurisdiction leadership team, excluding the president.

ARTICLE IV

COMMITTEES

Section 1. Quadrennial Meeting Committee

a. Membership

The committee will be composed of the jurisdiction leadership team, which will select a chairperson.

b. Function

To plan and implement the quadrennial meeting.

Section 2. Committee on Finance

a. Membership

The committee will be composed of the jurisdiction leadership team with the treasurer as chairperson.

b. Functions

To prepare budgets for the use of funds for administration and membership development, a copy of which will be shared with the conference presidents and the treasurer of the United Women in Faith national organization.

Section 3. Committee on Nominations

a. Membership

The committee will be composed of five (5) persons, including the chairperson.

b. Functions

The committee will:

- 1) Keep an up-to-date record of women with special skills and interests who may be needed in the work of the jurisdiction leadership team and are representative of the organization.
- 2) Ensure that the leadership of the jurisdiction organization reflects the diversity of the membership of United Women in Faith within the jurisdiction. 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.
- 3) Prepare the slate of nominees for election to the jurisdiction leadership team and to the jurisdiction committee on nominations and make the slate available to the jurisdiction leadership team and then to the membership of the jurisdiction by June 1 of the year prior to the quadrennial meeting. There will be an opportunity for nominations from the floor during the quadrennial meeting.
- 4) Be responsible for planning and implementing election procedures at the quadrennial meeting.
- 5) Make nominations to fill vacancies that occur ad interim.
- 6) Be responsible for providing biographical information on all nominees to the United Women in Faith National Office 30 days prior to the quadrennial meeting.
- 7) Prepare nominations for the president, treasurer, secretary, chairperson of the committee on nominations, and the members of the jurisdiction committee on nominations and present them to the quadrennial meeting of the jurisdiction organization for election.
- 8) Present for election by the jurisdiction leadership team a replacement for any person on either the jurisdiction leadership team or the committee on nominations who resigns or is removed from office during the quadrennium.

c. Meetings

- 1) The committee will meet:
 - a) At least two times a year.
 - b) With the jurisdiction leadership team a minimum of two times during the quadrennium to observe how the jurisdiction leadership team functions as a team.
- 2) Members of the committee as assigned will attend, at jurisdiction leadership team expense, conference annual meetings and/or conference Mission u events for the purpose of observing potential leadership.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1. Elections

The voting membership of the jurisdiction organization of United Women in Faith will be composed of the members of the jurisdiction leadership team; three members elected by each conference organization; members of the board of directors of United Women in Faith; the members of the United Women in Faith Program Advisory Group within the jurisdiction; a representative of the jurisdiction Association of Deaconesses, Home Missioners and Home Missionaries; and all the active bishops of the jurisdiction.

- a. The jurisdiction leadership team and a committee on nominations consisting of five members, including its chairperson, are elected at the jurisdiction quadrennial meeting.
- b. The jurisdiction leadership team and the jurisdiction committee on nominations will take office immediately following the jurisdictional conferences.
- c. All records and pertinent information will be turned over to the incoming jurisdiction leadership team by the outgoing jurisdiction leadership team no later than the end of August following the jurisdictional meeting, with the exception of financial records that may be delayed until the end of the calendar year.

Section 2. Tenure

- a. The term of service for members of the jurisdiction leadership team and the jurisdiction committee on nominations will be four years.
- b. Tenure on the jurisdiction level is limited to four years, whether one is elected to the jurisdiction leadership team or the committee on nominations, unless elected to serve as president of the jurisdiction leadership team.
- c. Members of the jurisdiction committee on nominations other than the chairperson will not be voting members of the jurisdiction organization or the jurisdiction leadership team.
- d. Any previous service as jurisdiction elected leadership will be counted toward tenure.

- e. No elected/appointed leader of the jurisdiction organization will hold any other office beyond the local unit of United Women in Faith.

The jurisdiction president, by virtue of office, will serve as a member of the program advisory group of the United Women in Faith national organization as provided in *The Book of Discipline of The United Methodist Church 2016* (§1911). As a member of the program advisory group, the jurisdiction president attends the annual meeting and bi-monthly program advisory group cohort meetings, as well as any other required meetings.

United Women in Faith directors and program advisory group members, other than the jurisdiction president, may not serve on the jurisdiction leadership team or the jurisdiction committee on nominations.

ARTICLE VI

MEETINGS

Section 1. The function of the jurisdiction leadership team will be to promote the Purpose and program of United Women in Faith through planning and implementing the quadrennial meeting.

Section 2. The jurisdiction leadership team will meet at such times as determined/approved by the United Women in Faith national organization.

Section 3. The quadrennial meeting will be designed to meet the needs of the women of the jurisdiction in harmony with the Purpose and with the plans and responsibilities of the United Women in Faith national organization.

It will:

- a. Be open to all members of United Women in Faith.
- b. Elect directors to the United Women in Faith national organization.
- c. Elect the jurisdiction leadership team and jurisdiction committee on nominations.
- d. Educate for mission.
- e. Celebrate the Purpose.
- f. Provide skill building.

Section 4. The jurisdiction leadership team will hold the committee on nominations and all task groups accountable to fulfill their responsibilities according to the constitution and bylaws and the jurisdiction standing rules.

Section 5. Meetings by Remote Communications

Members of the jurisdiction organization or any committee of the jurisdiction organization may participate in or conduct a meeting by means of conference telephone or similar communications equipment or technologies, or by electronic video screen communication, provided that all persons participating in the meeting are able to hear and communicate with each other at the same time.

Each person must be able to participate in all matters before the jurisdiction organization or committee, including without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the jurisdiction organization or committee, to the extent such person would be entitled to vote at a physical meeting. Participation by such means shall constitute presence in person at a meeting.

ARTICLE VII

FUNDS

Section 1. In consultation with the presidents of the conferences, the jurisdiction leadership team will determine the amount (between 0.3 and 1 percent of the conference's Mission Giving Pledge to the United Women in Faith National Office) and the manner in which funds for administration and membership development will be secured from the conference organizations.

The use of these funds will include:

- a. Planning and carrying out the quadrennial meeting.
- b. Travel for quadrennial meeting attendance for the jurisdiction leadership team and the jurisdiction committee on nominations and the jurisdiction nominees.
- c. Leadership development for the jurisdiction leadership team and the jurisdiction committee on nominations.
- d. Meetings of the jurisdiction leadership team and jurisdiction committee on nominations.
- e. Administrative costs, including conference visitations and attendance at national events.

Section 2. The United Women in Faith national organization will provide funds for the jurisdiction leadership team training.

Section 3. Following each quadrennial meeting, the outgoing jurisdiction leadership team will determine the amount of funds to be carried over to the next quadrennium in consultation with the United Women in Faith national organization.

Section 4. Following each quadrennial meeting, send all conference funds received after August 1 to the incoming treasurer, pay all bills, transfer funds to incoming treasurer by December 31, and send remaining funds to the United Women in Faith national organization.

ARTICLE VIII

AMENDMENTS AND STANDING RULES

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

Proposed amendments to these bylaws may be sent by any member of the jurisdiction organization or jurisdiction leadership team to the recording secretary of the national organization for presentation to the United Women in Faith national organization.

Section 2. Standing rules may be made and amended by the jurisdiction organization and/or the jurisdiction leadership team provided they are in harmony with the national organization of United Women in Faith constitution and bylaws.



Add your notes

Appendix A: Appointed Leaders

Position Descriptions

Program Coordinator/Vice President

In this role, she will work cooperatively with the president and assist the conference in fulfilling the Purpose.

She will:

- a. Guide the leadership team in its responsibility for planning and implementing program and events to strengthen mission and fulfill the Purpose.
- b. To the extent possible, actively observe and promote good environmental practices during gatherings.
- c. Serve as contact person for district/local program coordination designee or vice presidents, provide resources, and conduct training at least annually, as determined by the leadership team.
- d. Serve as chairperson of the Committee on Program.
- e. Serve on the following committees: Leadership Team, Program, Finance, and others as assigned.
- f. Perform other duties, if assigned, such as: promoting ecumenical relations in the conference or equivalent (e.g., interpret and promote Church Women United and the World Federation of Methodist and Uniting Church Women and encourage attendance at their events).
- g. Perform the duties of the president in her absence.

The Mission Coordinators

The four mission coordinators work as a team to address the areas of mission emphasis of United Women in Faith: Spiritual Growth; Social Action; Education and Interpretation; and Membership, Nurture, and Outreach.

Common Tasks

All mission coordinators work actively with the Executive Committee to fulfill the Purpose, and to interpret and implement:

- The Social Principles and Our Theological Task
- Mission Giving
- The Charter for Racial Justice Policies
- The Reading Program

The mission coordinators help interpret the need for financial undergirding of the organization. Each mission coordinator emphasizes her mission area while working and relating to the other three coordinators in educating women about the total program of United Women in Faith.

Education and Interpretation (E&I) Coordinator

Leader holds primary responsibility for interpreting the impact and importance of Mission Giving as an act of faith and commitment. Leader empowers women to understand, interpret, and participate in United Women in Faith's mission with women, children, and youth, and outreach of the church, as well as engage in raising funds for mission and outreach.

She will:

- a. Understand and interpret United Women in Faith mission projects and concepts of mission, working closely with the finance and program committees to ensure that members are well-informed about what happens to their gifts, and what ministries are made possible through their Mission Giving.
- b. Promote and interpret the need for Mission Giving to fund the total mission program of United Women in Faith, including ministries with women, children, and youth, leadership development, spiritual growth, service and advocacy, and transformative education.
- c. Develop and promote strategies for engaging in and growing Mission Giving at all levels of United Women in Faith, including promotion of the Five Channels of Mission Giving.
- d. Inform United Women in Faith members of transformative education and leadership development opportunities such as Mission u and Leadership Development Days.
- e. Promote mission studies, local mission opportunities, Mission u, leadership development events, spiritual growth retreats, Assembly, Ubuntu Days of Service, annual meetings, and other events underwritten by Mission Giving.
- f. Promote and utilize United Women in Faith print, online, and audiovisual resources to tell the mission story, and ensure these resources are available for mission programs and projects.
- g. Work with district/local mission coordinators for education and interpretation, provide resources, and conduct training at least annually.
- h. Serve on the conference Board of Global Ministries, or equivalent body, and work with the conference secretary of Global Ministries on mission education and interpretation (*The Book of Discipline of The United Methodist Church 2016*, ¶633.2).
- i. Serve on the following committees: leadership team, Program, Finance, Membership, and Mission u.

Membership, Nurture, and Outreach (MNO) Coordinator

Leader works actively to fulfill the Purpose and find creative ways to nurture current members and cultivate new members.

She will:

- a. Keep the leadership team informed about needs and concerns of membership.
- b. Chair the Committee on Membership and recommend to the leadership team plans for membership cultivation and official signup via uwfaith.org/get-involved/become-a-member.

- c. Work with district/local mission coordinators or person responsible for membership, nurture, and outreach to organize new district and local units and receive information about units in jeopardy of going inactive and follow up with necessary intervention, nurture, and support.
- d. Serve as the contact person for district/local mission coordinators or those responsible for membership, nurture, and outreach, as well as provide resources, conduct training at least annually, as determined by the leadership team, and promote data collection through the membership census and member profiles.
- e. Work with the leadership team to become a supportive community, provide regular creative fellowship activities for the team, and work with them to create and encourage mentoring strategies.
- f. Include time and space for women to share their concerns and experiences with one another at gatherings (online and in person) of United Women in Faith members.
- g. Actively stay in touch with and support members through life's joys and struggles.
- h. Work with the leadership team to value the inclusion of women of different cultures and life stages.
- i. Participate in the national Membership, Nurture, and Outreach cohort for ongoing training, regular updates, and best practices.
- j. Serve on the other committees as determined by the leadership team.

Spiritual Growth Coordinator

Leader coordinates opportunities for spiritual and theological development as related to mission.

She will:

- a. Serve as a member of the leadership team.
- b. Understand and communicate the connection between personal spiritual development and mission as expressed through social and global involvement.
- c. Organize and promote special times and events for worship, prayer, and meditation such as A Call to Prayer and Self-Denial, ecumenical worship, retreats, social action and advocacy events, and devotions at meetings.
- d. Incorporate language and images into worship that are inclusive of and affirming to women, people of color, people with disabilities, and thoughtful toward Native peoples and social climates.
- e. Equip women to engage in and lead biblical, theological, and doctrinal study, utilizing the United Women in Faith *Program Resource*, *Daily Prayer Guide*, Mission u curricula, issues of **response** magazine, Reading Program, and "Doctrinal Standards and Our Theological Task" in *The Book of Discipline of the United Methodist Church, 2016*.
- f. Develop and curate spiritual growth resources (e.g., devotionals, worship services, retreat ideas, books, websites, etc.) to share with other units.
- g. Attend each of the following events at least once during the course of her term: Leadership Development Days, Mission u, and Assembly.
- h. Establish relationships with local and district stakeholders (nonprofits, local churches, primary and secondary schools, etc.) that undergird the missional focus of United Women in Faith for the purpose of extending our reach and impact within our communities and the world.

- i. Serve as contact person for district/local spiritual growth coordination leaders, provide resources, conduct annual training as determined by the leadership team, and maintain a database of member names, emails, and addresses.
- j. Serve on committees as recommended by the leadership team.

Social Action Coordinator

Leader works with the leadership team to engage members in advocacy for justice as it is rooted in our biblical tradition. She encourages work on the current national issue priorities (climate justice and ending mass incarceration of communities of color) of United Women in Faith National Office for the greatest potential impact for change. Visit uwfaith.org/what-we-do/serve-and-advocate for these priorities.

Conference social action leaders shall promote and interpret the biblical basis for social action and the position of The United Methodist Church on social issues, using the Social Principles (*The Book of Discipline of the United Methodist Church 2016*) and *The Book of Resolutions of The United Methodist Church 2016*.

Essential Responsibilities

The social action coordinator shall:

- a. Serve as a member (or members) of the leadership team.
- b. Work with the leadership team and United Women in Faith National Office to integrate national issue priorities into the work of the local United Women in Faith conference; set a goal for a concrete “win” on one or more of the national issues priorities; and create a plan of action on one or more of the national issue priorities.
- c. Actively center the voices, leadership, and experiences of individuals—especially women, children, and youth—from communities most harmed around the national issue priorities.
- d. Train district or local social action counterparts for their role and skills required to advance United Women in Faith social action priority issues; support district social action leaders who plan ongoing district-level work on the issues; and serve as a contact to catalyze local and district work on social action to enable districts to learn from each other and help them to locate resources from United Women in Faith and other relevant organizations.
- e. Provide the conference communicator with social action content for conference communications and encourage district counterparts to do so at the district level (e.g. website, newsletters, or emails).
- f. Identify and connect with national, state, and local level organizations that are aligned with United Women in Faith social action priority issues to build relationships and opportunities for support, solidarity, and, as appropriate, collaboration.
- g. Identify and connect with other justice leaders within and across conferences. Seek to build alliances, share resources, and events with other committees and caucuses, such as Religion and Race, Status and Role of Women, racial/ethnic caucuses, and others. Consider how such alliances can advance work around the issue priorities (e.g., collaboration on resolutions to one’s annual conference, education, and strategy development on one or more issue priorities, etc.) and advance conference goals.

Aspirational Responsibilities

She will, as she is able:

- a. Work with the leadership team and district/local social action leaders to plan an annual or bi-annual state legislative event on United Women in Faith social action priority issues or other issues; this may be with ecumenical partners.
- b. Collaborate with the United Women in Faith counterpart spiritual growth coordinator to integrate biblical and theological focus into all social action work.
- c. Collaborate with the United Women in Faith membership coordinator to explore ways to engage new and current members of United Women in Faith through social action.
- d. Perform other duties as assigned,
 - 1) Serve on the following conference United Women in Faith committees: Charter for Racial Justice, Program Committees, and others as assigned.
 - 2) If serving at the conference level, represent United Women in Faith on your conference Church and Society committee (may have another name), bringing the priorities and concerns of United Women in Faith and explore areas for collaboration.

Program Resources Coordinator/Management

Leader works actively to fulfill the Purpose and find creative ways to assist the work of coordinating resources within United Women in Faith.

She will:

- a. Be informed about online resources, such as videos, training classes, podcasts and other audiovisual resources, and how to access them.
- b. Conduct training at least annually, as needed.
- c. Promote **response** magazine (print and online) and the Reading Program.
- d. Serve as the contact person for district or equivalent secretaries of program resources, provide resources to them.
- e. Serve on the following committees: leadership team, program, finance, and Mission u.
- f. Be available, if asked, to attend and manage the resource room at Leadership Development Days and Mission u training events when they occur in your conference or recommend names of local volunteers for this purpose.

Language Coordinator

The person appointed to the position of language coordinator* must be:

- a. An existing or new member of the United Women in Faith organization.
- b. Able to travel within the conference and to events organized by United Women in Faith National Office.
- c. Competent in the English language, as well as the language of the group she will be working with.
- d. Able to work and relate to members of the conference or equivalent leadership team.
- e. Able to participate in online training.

The language coordinator, with the help and support of the United Women in Faith conference leadership team shall:

- a. Establish and nurture relationships with local leaders in her own language group that could lead to greater participation in United Women in Faith events, and starting a new unit and/or building capacity with local unit leaders.
- b. Develop programs and budget to reach out and nurture women whose first language is not English.
- c. Make recommendations to conference leadership team regarding education and leadership development needs of women in assigned language groups.
- d. Recommend Mission u class in second language to conference leadership team and assist in finding prospective study leaders.
- e. Attend conference leadership team meetings.
- f. Make recommendations to the conference leadership team and the national office for event and workshop leader needs.
- g. Attend training sessions for language coordinators in person or via technology provided by the United Women in Faith National Office.
- h. Assist in identifying trends in emerging communities and inform the national office.
- i. Relate to the United Women in Faith National Office through the staff liaison for language coordinators.

*It is recommended that the appointment for the language coordinator position be a two-year term and eligible for a maximum of four years or two terms. See Constitution and Bylaws, Article V. Section 2.e. *United Women in Faith Handbook 2025–2028*.



Add your notes



United Women in Faith

Vision

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

Mission

United Women in Faith seeks to connect and nurture women through Christian spiritual formation, leadership development, creative fellowship, and education so that they can inspire, influence, and impact local and global communities.

Purpose

To 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.