



UNITED CHURCH WOMEN GUIDELINES



The United Church of Canada
L'Église Unie du Canada

United Church Women Guidelines



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Design: Carina Cruz Domingues, Graphics and Print

050349

Thank You

A very special thanks to the UCW guidelines committee: Dorothy Amos, Muriel Coultres, Esther Lewis, Ruth Nott, and Betty Ward. These dedicated UCW women offered their gifts of leadership, wisdom, and time to develop these guidelines.

GLOSSARY OF ACRONYMS RELATED TO THE LIFE AND WORK OF THE CHURCH

CCS	Centre for Christian Studies
EM	Ethnic Ministries Unit (GCO)
FFE	Faith Formation and Education Unit (GCO)
FinS	Financial Stewardship Unit (GCO)
FS	Financial Services Unit (GCO)
GC	General Council
GCE	General Council Executive
GCO	General Council Office
ITS	Information Technology Services Unit (GCO)
JGER	Justice, Global and Ecumenical Relations Unit (GCO)
M&S	Mission and Service
MEPS	Ministry and Employment Policies and Services Unit (GOC)
MMN	Men's Ministries Network
NCWC	National Council of Women of Canada
NUCW	National United Church Women (formerly the National Consultation)
RPD	Resource Production and Distribution Unit (GCO)
SLM	Support to Local Ministries Unit (GCO)
UCRD	United Church Resource Distribution
UCW	United Church Women
UMiF	Unité des Ministères en français (GCO)
WA	Woman's Association (joined the WMS in 1962 to form the UCW)
WFMUCW	World Federation of Methodist and Uniting Church Women
WICC	Women's Inter-Church Council of Canada
WMN	Women's Ministries Network
WMS	Woman's Missionary Society (joined the WA in 1962 to form the UCW)

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Guidelines and Not Rules

These *UCW Guidelines* are *not* compulsory rules. They are based on the current organization of the United Church Women at the four levels of the church, recognizing that organizational differences exist across the church. As a continually developing organization responding to the needs of its membership, the UCW is encouraged to use these *Guidelines* to best meet their needs so as to be able to fulfill the organization's purpose as effectively and as faithfully as possible.

VISION AND MISSION STATEMENT

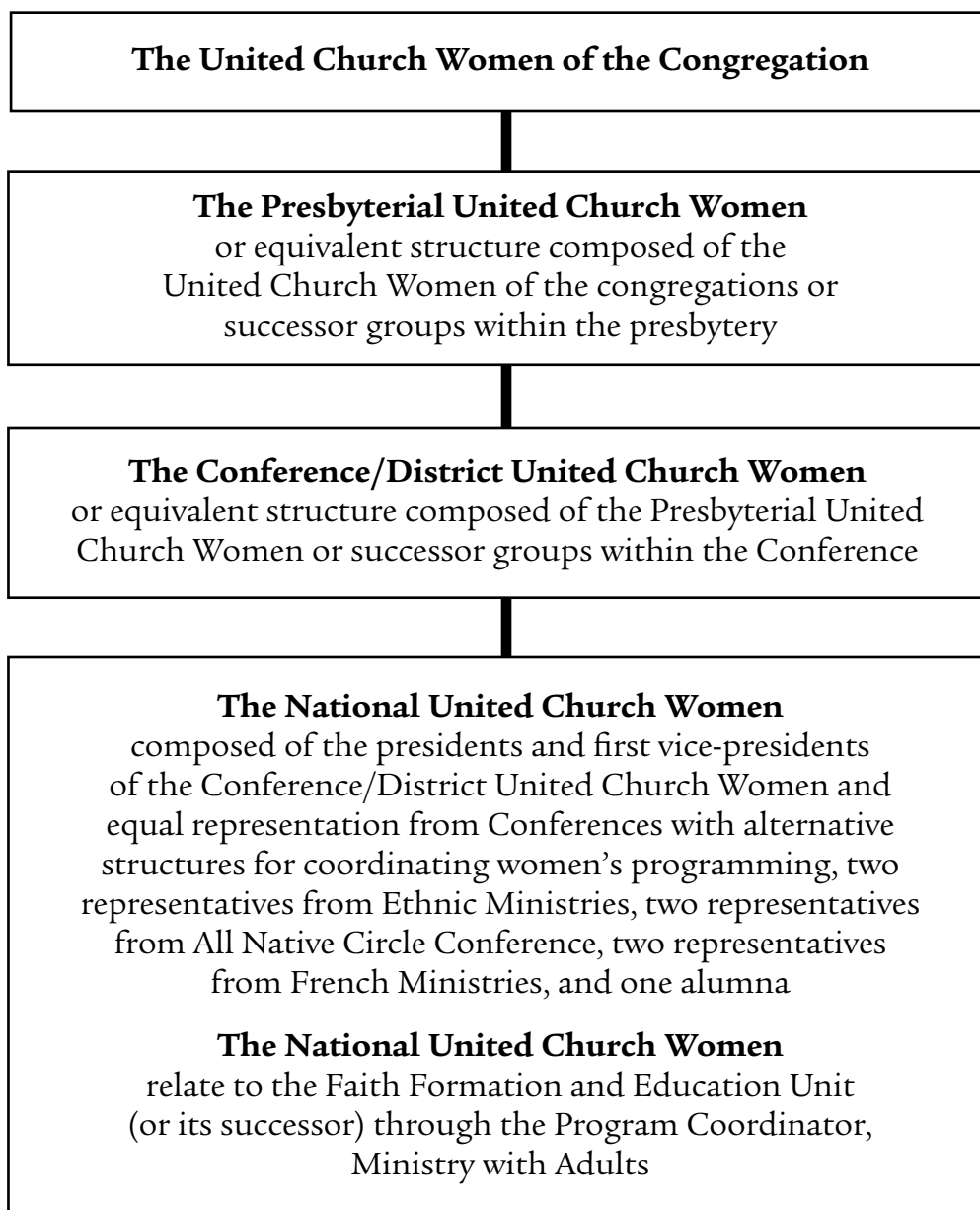
Vision

As United Church Women we believe:
that as Christian women of faith, we
nurture spirituality by reaching out with
commitment and devotion to all God's
people; in promoting truth, justice,
peace, caring, and sharing with respect for
all in the community and wider world; in
loving God and others by living generously
and giving joyfully; and in affirming and
strengthening ourselves creatively in study
and witness through music, laughter,
and solitude.

Mission Statement

Our mission is to love God; to
foster Christian faithfulness,
spirituality, commitment,
and devotion, and to promote
love and respect by living
generously and giving joyfully
to all God's people; and to
affirm and strengthen
ourselves creatively.

CHART OF ORGANIZATION OF UNITED CHURCH WOMEN



RELATIONSHIPS WITHIN CONGREGATIONS OR PASTORAL CHARGES

1. The United Church Women is one of the organizations of the congregation or pastoral charge and, as such, is responsible to the session or other appropriate governing body. It reports to the annual meeting of the congregation or pastoral charge. In a multi-point pastoral charge, the United Church Women may be organized in each congregation, or may be organized for the pastoral charge.
2. The Women's Ministries Network has the right to a representative on the Official Board/Church Board/Church Council and its committees. Where there is more than one organization of women, the appointment shall be made jointly by those organizations (*The Manual, 2004*, sections 294 and 295b).
3. The United Church Women of the congregation or pastoral charge is (where applicable) represented on:
 - a) The Official Board—one member.
 - b) The Christian Education Committee—at least two members.
 - c) The Stewardship Committee—two members.
 - d) The Manse Committee—a number determined by the Official Board.
 - e) The Committee of Stewards/Property/Finance—one member. In the case of this committee, the United Church Women submits nomination(s) for a representative to be elected by the congregation.
4. In a pastoral charge with several congregations where the UCW is organized separately in each congregation, each of the United Church Women groups may have a representative on the Official Board.
5. It is advisable that the president represent the United Church Women on the Official Board. When this is not possible, another representative should be appointed by the United Church Women.

THE UNITED CHURCH WOMEN OF THE CONGREGATION OR PASTORAL CHARGE

Purpose

To unite women of the congregation for the total mission of the church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness, study, fellowship, and service.

Constitution

The constitution of the United Church Women in the congregation or pastoral charge is found in *The Manual, 2004* of The United Church of Canada in sections 290–295, inclusive.

Organization

The women of a congregation who are in agreement with the purpose and functions of the United Church Women of The United Church of Canada shall have the right to be organized in any congregation or pastoral charge.

Functions

1. To provide opportunities for fellowship and mutual support.
2. To encourage growth in Christian understanding, faith, and experience through worship, Bible study, and involvement in other activities.
3. To encourage informed participation in the mission of the church in the congregation, the community, the nation, and the world.

4. To cultivate Christian stewardship in all of life.
5.
 - a) To share with the whole congregation financially in supporting the national church through the Mission and Service Fund (Resolution 24 from 37th General Council, 2000).
 - b) To share the expenses of the presbyterial and Conference/District organizations of the United Church Women.
 - c) To support community undertakings.
6. To encourage ecumenical understanding.
7. If agreeable, to be the representative under the umbrella of the Women's Ministries Network (WMN) to the governing body of the local congregation.
8. To appoint representatives to the Presbyterial UCW and other related bodies.
9. Where appropriate, to name a representative(s) under the WMN to the working committees of the local congregation as outlined in sections 101–295 of *The Manual, 2004*.

Membership

Membership is open to any woman who is in agreement with the UCW's Purpose and who is willing to contribute her prayers, gifts, and services for the work of the church in the world.

Annual membership fees and cards are optional, to be decided by each group or its Executive. Cards are available from the UCW representative at the General Council Office.

A Life Membership is available to any UCW woman the group may wish to honour. (See Appendices 6 and 7 on pages 44–45.)

Plan of Organization

The plan of organization for the United Church Women should be flexible with the needs, interests, and responsibilities of the women of the organization.

Officers

The officers of the United Church Women of the congregation may include a president, vice-president, secretary, treasurer, or groupings that assume the responsibilities of such officers, and other officers as the local United Church Women may determine.

Executive

The Executive is made up of the officers, a representative or the leader of each unit, and/or other representatives as the organization may determine.

Program

Care should be taken to ensure representation to and support of congregational activities as well as other work as may be determined.

For suggestions on program resources, refer to Appendix 17 on page 64.

Meetings

The United Church Women may meet monthly, or as often as determined by the local situation.

Executive

Responsibilities

1. To carry out the purpose of the United Church Women.
2. To transact any business referred to it by the United Church Women.
3. To deal with emergency matters requiring attention between regular meetings of the United Church Women.
4. To make plans for the annual meeting, including receiving reports and electing the Executive at the annual meeting where appropriate.
5. To carry out the decisions and directions of the organization.
6. Action can be taken by the Executive only if an emergency should arise, or if the Executive is empowered by the general meeting to act with respect to some matter. Action so taken by the Executive should be brought to the general meeting of the United Church Women for ratification.

Officers

President

Responsibilities

1. To advance all phases of the work of the United Church Women.
2. To preside at meetings of the United Church Women and its Executive and keep the discussion focused.

3. To present a report on behalf of the United Church Women to the regular Official Board/Council and the annual meeting of the pastoral charge or congregation.
4. To perform such other duties as may be required by the organization.
5. To see that the United Church Women are well represented at the annual meeting of the Presbyterian United Church Women.
6. To vote only in the case of a tie.
7. To be a member of the Presbyterian United Church Women.
8. To keep the United Church Women of the congregation informed concerning the work of that presbyterial.
9. To appoint a representative jointly with the WMN and UCW to the Manse Committee.

Vice-President or President Elect

Responsibilities

1. To perform the duties of the president in her absence or at her request.
2. To assume specific responsibility as assigned.
3. To be prepared to give assistance to the president and to assume her duties when this is required.

Recording Secretary

Responsibilities

The recording secretary writes the minutes of all meetings of the United Church Women and of the Executive.

1. To keep an accurate record of all meetings of the United Church Women and its Executive, and to transcribe the minutes as soon as possible.
2. To present to the general meeting of the United Church Women the recommendations of the Executive.
3. To keep the membership roll up to date.
4. To be the custodian of all official papers and records and hand them on to her successor.
5. To prepare an annual report for the congregation and the presbyterial.
6. To fill in the Annual Statistical Report in consultation with the president.
7. To forward the names, addresses, and phone numbers of the members of the Executive to the Presbyterian United Church Women.

Procedures

Minutes written by hand shall be written in a bound book provided for that purpose, or if typewritten or printed, they must be printed on acid-free paper and permanently bound at suitable intervals.

The record of each meeting of the court shall be signed by the president and the secretary, after approval.

All names shall be written in full, e.g. Mary Brown, not M. Brown, Brown, or Mary.

The minutes are an important part of the historical record of the organization.

Page Numbering

For detailed instructions, refer to *Archives and Recordkeeping: A How-to Guide for Congregations and Conferences* (The United Church of Canada, 2005). (Order from UCRD or download from www.united-church.ca/archives/resources.)

Corresponding Secretary

Responsibilities

1. To be in charge of all correspondence of the United Church Women and to act on instruction from the Executive and with the advice of the president.
2. To file all letters received and copies of important letters written. These are kept and passed on to her successor when her term of office has expired.
3. To seek authorization from the Executive to destroy official correspondence after a period of two years.

In some groups, the work of the recording secretary and corresponding secretary is carried out by one person.

Treasurer

The treasurer of any organization within The United Church of Canada should become as knowledgeable as possible about United Church financial policies, priorities, and ethics.

Requirements

1. the cheque book
2. the bank deposit book
3. the account book

Responsibilities

1. To receive all money from projects, envelope giving, donations, bequests, and offerings.
2. To bank all money in a general account in the name of the United Church Women of the congregation.
3. To pay all accounts by cheque as authorized by the UCW and as listed in the annual budget.
4. To keep a detailed record of all receipts and disbursements as recorded by number in the cheque book.
5. To remit quarterly the budgeted amount for the M&S Fund.
6. In organizations where there are units, unit treasurers should submit offerings and all project proceeds to the general treasurer on a regular basis.
7. To remit to the treasurer of the Presbyterial United Church Women the allocated amount for the expenses of the Presbyterial United Church Women and the Conference United Church Women where applicable.
8. To present a balanced financial statement at all regular meetings, or as requested.
9. To prepare and submit the annual financial statement to an auditor or reviewer, together with the following:
 - a) the treasurer's account books
 - b) the bank deposit books
 - c) the cheque books
 - d) all receipts and receipted bills
 - e) all cancelled cheques
 - f) any other material requested by the auditor or reviewer
10. To assist in preparing the annual budget in consultation with the president and one other member.
11. To prepare at the end of each year the list for members' envelope givings and/or donations to be used for the issuance of income tax receipts.
12. To order Life Membership pins from the UCW representative at the General Council Office (see "Life Membership," page 31).

All records, treasurer's books, receipts, receipt books, and cancelled cheques must be kept by the treasurer and handed to the newly elected treasurer as soon as possible

after the annual meeting. No records are the treasurer's personal property. All belong to the organization and should be available at all times to the president.

The law requires that bills, receipts, and cancelled cheques be kept for seven years.

General Guidelines

Bank Accounts

The regular account of the income and disbursements should be an account in the name of _____ United Church Women. Money should never be deposited in a personal account. All cheques should require two signatures.

Persons with power to sign cheques may be any two of the following: the treasurer, the president, one other named officer.

Statements

The treasurer gives financial statements at every meeting of the United Church Women or as requested. The statements show:

1. the balance on hand at the time of the previous statement
2. all money received and all money paid out during the period covered by the statement
3. the balance on hand at time of reading

The treasurer's statement should be as simple and concise as possible.

The statements should be read clearly without comment and a copy given to the secretary to be included in the minutes.

The signed auditor's or reviewer's statement is read by the treasurer at the annual meeting following the closing of the books.

Committees

Structure varies with needs, interests, and concerns of local groups. Records and resources for each committee should be passed on to the incoming officers. (For examples of resources, see Appendix 17 on page 64.)

Christian Development/Christian Education

1. To provide support of children and youth.
2. To provide study programs for adults.
3. To provide leadership development for members.
4. To promote literature and communication.

Leadership Development

1. To provide opportunities for leadership development within all areas of UCW.
2. To encourage members of the United Church Women to attend leadership development events conducted by the Presbyterial or Conference United Church Women.

Stewardship and Mission Education

1. To promote among the membership a sense of stewardship of time, mind, talent, energy, environment, money, and possessions.
2. To foster education about the mission of the church and the support of the M&S Fund.
3. To encourage regular and systematic giving through monthly and thank offering envelopes.

Outreach: World Affairs/Church in Society/Community

To provide programs designed to encourage members to understand the issues and to take Christian action.

Finance

The finance committee may be composed of a chairperson, the treasurer, the chairperson for stewardship, and one of the representatives of the WMN (where applicable).

1. To encourage the preparation of a budget and present it to the annual meeting of the United Church Women.
2. To consider and recommend action on any expenditures not provided for in the budget.
3. To recommend an independent auditor or reviewer to the Executive and arrange for an annual audit or review.

4. To ensure that the securing and expenditure of money is in harmony with the Purpose of the United Church Women.
5. To ensure that careful thought is given to each expenditure item.

A budget greatly assists treasurers to function more efficiently, since items approved on the budget may be dispersed without further motions as funds are available.

Guidelines for Preparing a Budget

1. Have a copy of the previous year's budget and a detailed actual financial statement of expenditures for information.
2. Agree on the amount of the UCW contribution to the M&S Fund and notify the treasurer or M&S representative for recording on the National Commitment form.
3. Assess the expenses of the UCW organization and include the allocation for expenses for the UCW Presbyterial.

It is important to remember that the funds you are administering have been raised and given to the church, whose purpose is to promote the Christian message. Remember that a budget is a guide. It may be altered during the year on motions from the finance committee at a general meeting.

Membership

Women responsible for membership should be keenly aware of the Purpose of the United Church Women and enthusiastic about enlisting members.

Opportunities should be planned to help new members become acquainted and to help all women of the congregation get to know one another.

Nominations

(Chaired by the past president, if possible.)

1. To invite, receive, and present names to fill vacancies at the annual meeting (see Appendix 9 on page 48).

Some Groups Ask Individuals or Committees to Be Responsible for:

1. Press and publicity: to publicize events of the United Church Women within the congregation and the press.
2. Flowers: to work within the policy of the congregation in providing flowers for the sick, shut-in, and bereaved.

3. Social functions: to assist at social functions and catering, as decided by the United Church Women.
4. Pastoral care: to take care that members who cannot attend meetings regularly are kept informed about the work of the United Church Women so that they may feel part of the organization; opportunities must be given to them to contribute their prayers, gifts, and service as they are able.

Meetings

The General Meeting/Gathering

The meetings should be well planned in all details to meet the interests, needs, and abilities of the members.

The meetings should be held at times that will give opportunities to all women to attend some of the meetings.

A sample meeting might be as follows:

- worship period
- program feature (good programs help to maintain the interest of the present membership and also to attract new members)
- necessary business
- social time

Unit Meetings

When the membership of the United Church Women of a congregation is greater than 25, it is advisable to form units and to hold unit meetings in addition to the general meetings.

In a small group, members can know one another better.

In organizing units of the United Church Women, it should always be remembered that the units are part of the whole organization.

Each unit will have a leader or co-leader. Unit leaders are members of the Executive of the United Church Women.

Each unit will have to decide what other officers are necessary. At least a recording secretary, a treasurer, and a convenor for the program will be needed. These officers of the unit are chosen by the unit members.

Conducting the Business Period

A quorum of the Executive shall be one-third of the members of the Executive.

Business Procedures

The president of the United Church Women conducts the business period. In her absence or at her request, a vice-president may assume this duty.

The president does not vote except in the case of a tie.

The president calls the meeting to order.

Unless previously circulated, the minutes are read by the recording secretary or alternative, and approved.

Business arising from the minutes is dealt with.

The treasurer's statement is read by the treasurer or alternative.

Correspondence is read by the corresponding secretary or alternative.

Motions

A motion is the usual form of bringing business before the meeting.

It is recommended that motions, if important or lengthy, be written.

Upon recognition by the president, the member will say: "Madam President, I move that ____." The president asks for someone to second the motion. This is followed by discussion. After adequate time for discussion, the president calls for a vote on the motion and announces the result.

Motion to Amend

If in the course of discussion of a motion someone wishes to amend it, upon recognition by the chair, she will say, "I move an amendment that..." and then state the motion in the new form.

An amendment may modify the original motion, delete parts of it, or add words or clauses to it.

An amendment must be on the same subject and may not contradict the original motion.

After the amendment is seconded, discussion follows.

When there is no further discussion, the chair calls for a vote on the amendment.

If the amendment is not approved, discussion continues on the original motion.

Further amendments may be made and dealt with as above.

Motion to Amend an Amendment

The amendment to the amendment is voted on first. If it is approved, the amendment to the amendment becomes the motion and is dealt with as the motion. If the amendment is not approved, discussion continues on the original amendment, and a vote is taken on it. If it is approved, it becomes the motion as amended. The original motion as amended is voted on.

Other Types of Motions

Other types of motions are described in *The Manual, 2004*, Appendix III.

Rules of debate and order are contained in *The Manual, 2004*, Appendix III.

For points not covered in *The Manual*, the parliamentary rules accepted in Canada (Bourinot) shall be followed.

Information on consensus mode is contained in Appendix 11 on page 53.

Reporting

Annual reports are an important part of the story of that year. One of the chief values of reports is an evaluation of what has been attempted and accomplished.

Each local UCW will be expected to submit a written report to the Presbyterial UCW for their annual report book and statistics.

Evaluation

Evaluation is essential to growth and development.

Evaluation helps give direction to future planning.

PRESBYTERIAL UNITED CHURCH WOMEN

Purpose

To unite women of the congregation for the total mission of the church and to support and strengthen the work of the United Church Women in the local congregations of the presbytery by providing opportunities for spiritual growth, Christian fellowship, and leadership development.

To function with flexibility to meet the needs of its constituency and, in cooperation with presbytery, to develop whatever new forms as may be required.

Constitution

The Manual, 2004

Sections 810–814 inclusive.

All organizations of the United Church Women of the congregations within the jurisdiction of the presbytery shall have the right to be linked together in an organization known as the Presbyterian United Church Women.

Where the Presbyterian United Church Women integrates with presbytery, the functions of the Presbyterian United Church Women should be assigned to the most appropriate grouping within the new pattern.

Responsibilities

The Presbyterian United Church Women should:

1. Endeavour to carry out the Purpose of the United Church Women as stated in the Constitution and further its interests and work.

2. Support, strengthen, and coordinate the United Church Women in the congregations within the jurisdiction of the presbytery.
3. Foster and establish relationships with women in those congregations that do not have a United Church Women's organization.
4. Develop relationships with the presbytery, the presbytery organizations, and comparable organizations of other denominations.
5. Encourage the participation of the United Church Women in areas of shared concern between the presbytery and the Presbyterial United Church Women, e.g. education in stewardship and cooperation with stewardship committees of presbytery in promoting the Mission and Service Fund of the church.
6. Carry out recommendations as determined by the Conference United Church Women and the National United Church Women.
7. Make recommendations to the Conference United Church Women or its equivalent and, through it, to the National United Church Women, and the Faith Formation and Education Unit, or its successor.
8. Arrange for the annual meeting of the Presbyterial United Church Women and all matters pertaining to it.

Organization

The Presbyterial United Church Women operates through an Executive.

Members of the Executive

- a) the past president
- b) the president or team of presidents
- c) other officers as may be required
- d) chairpersons of committees and/or portfolio convenors

Presidents or their representatives of the United Church Women of congregations within the jurisdiction of the presbyterial may be voting or corresponding members, as determined by the Executive.

Responsibilities of the Executive

1. To review and evaluate periodically the work of the Presbyterial United Church Women.
2. To do overall planning for the United Church Women within the jurisdiction of the presbyterial.

3. To ensure the transfer of the functions of the Presbyterian United Church Women to the most appropriate groupings when the Presbyterian United Church Women and the presbytery integrate.
4. To plan special events as necessary to carry on the work of the Presbyterian United Church Women.
5. To receive reports from the United Church Women of the congregations.
6. To recommend the nature and number of committees needed to carry on the responsibilities of the Presbyterian United Church Women.
7. To report regularly to the presbytery.
8. To arrange for nominations from the Presbyterian United Church Women to such committees of presbytery as may be determined, and particularly the stewardship committee.

The Annual Meeting

The purpose of the annual meeting is to conduct essential business and, primarily, to bring enrichment and enlightenment as well as vision and challenge for a meaningful future filled with lively and exciting possibilities.

The date and time of the annual meeting is determined by the Executive unless decided at the previous annual meeting. Consideration should be given to the expediency of holding the meeting prior to the annual meeting of the Conference United Church Women or its equivalent.

Voting Delegates

- a) up to four representatives, plus the presidents of the local United Church Women of the congregations within the Presbyterian United Church Women
- b) Executive members
- c) representatives (up to five) in congregations desiring a presbyterial relationship where no organized United Church Women exists (*The Manual, 2004*, section 814)

Corresponding Members

- a) the members of each local United Church Women
- b) others as may be determined

Business of the Annual Meeting

- a) approval of the minutes of the last annual meeting (not necessarily read)
- b) report and recommendations from the Executive

- c) reports, including an audited or reviewed financial report from the treasurer
- d) budget for the Presbyterial United Church Women or its equivalent
- e) election of presbyterial officers and delegates (and alternatives) to Conference UCW
- f) appointment of auditor or reviewer
- g) nomination of representatives to appropriate committees as required
- h) other business

Guidelines: Presbyterial Annual Report

The UCW Purpose should be stated in every annual report.

The following should also appear in the report:

- a) president's remarks and report; include special happenings as she represents Presbyterial UCW
- b) secretary's report: a summary of the Executive meeting minutes
- c) corresponding secretary's report
- d) treasurer's report: an audited or reviewed financial statement, including any "special fund" of the presbyterial
- e) proposed budget prepared by the finance committee

Guidelines

It is recommended that the Executive prepare guidelines for the responsibilities, the term of office, and the relationships to other groups, to facilitate communication and support of local UCWs.

Executive meetings should be planned and held as often as is necessary to carry on the work of the Presbyterial United Church Women.

The Executive receives reports from congregational representatives and presbyterial committees/divisions, and in turn reports to Conference/District United Church Women.

Committees

The nature and number of committees are determined by the responsibilities carried out by the presbyterial.

When a special committee, set up for a particular task, has completed its work, it should prepare and present a report and then disband.

Relationships

Relationship to the Presbytery

The Presbyterial United Church Women or alternative structure reports regularly to the presbytery. The presbyterial president or alternative is a member of presbytery and may be a member of the Presbytery Executive.

The presbytery looks to the Presbyterial United Church Women for nominations from their membership to serve on committees of the presbytery (the number to be nominated and the committees to be served are determined by presbytery).

Where the Presbyterial United Church Women and presbytery plan to integrate their work, it is essential to provide adequate continuity of responsibility for the work of the local United Church Women. Responsibility may be to a presbytery committee, or a special committee appointed.

Relationship to the Conference/District United Church Women

Each Presbyterial United Church Women is an integral part of the Conference United Church Women or its equivalent. In this relationship, two-way communication is essential for the effective functioning of both.

The president of each Presbyterial United Church Women or its equivalent within the jurisdiction of Conference (or her alternative) is a member of the Executive of the Conference United Church Women.

Reporting

Communication in reporting is the responsibility of the Executive.

Archives

In the interests of preserving the history of the United Church Women, all records of the Presbyterial United Church Women should be carefully saved. (See Appendix 15 on page 59.)

Guidelines: Finance

Expense Items

1. Provision should be made for the financial needs of the Executive or committee members. This should include anticipated meeting, travel, program, and resource expenses as budgeted.
2. Provision should be made for other expenses of the meetings, including the annual meeting.

3. The cost of postage, stationery, record books, and printing should be covered.
4. Conference UCW assessment expense, if applicable, should be covered.
5. Presbyterial project or donation expense should be covered.

Revenue Items

1. income from local UCW groups
2. income from meetings, workshops, and projects

Committee Reports

It is important to ensure that the provisions of the Privacy Act are upheld. (For more information contact the General Council Office or see www.united-church.ca/privacy/info.)

Nominations: The nominations may be presented in the form of a slate with one name for each office. (Further nominations could be given from the floor, or a ballot with more than one name for the office or position; in such case arrangements must be made for the vote.) (See Appendix 9 on page 48.)

The chair of the nominating committee is usually the past president.

A report is to be submitted to the annual meeting and must include a list of the full Executive, stating their positions, and with their permission, name, address, and church in case of local presidents. It is desirable that the presbyterial representatives for presbytery be listed and the committee on which they serve.

All active committees will submit reports, which will include information from local reports.

Special Reports

Special reports are submitted by representatives appointed by the presbyterial to institutions, camps, or presbytery or Conference committees that do not parallel any committee of the Conference UCW.

Press and Publicity Reports

These reports should include information on coverage by local papers, TV, etc., and advertising about events.

Archives

The convenor reports on materials gathered by locals as they report events, such as clippings, pictures, etc.

Each report submitted to the Presbyterial Annual Report should be condensed.

CONFERENCE/DISTRICT UNITED CHURCH WOMEN

Purpose

The Purpose of the Conference/District United Church Women is:

1. To strengthen and support the Presbyterian United Church Women and other groups where desired.
2. To provide an opportunity for spiritual growth, Christian fellowship, study, and leadership development.
3. To maintain close ties with all Conference/District and General Council working units.

Constitution

The Manual, 2004

Sections 820–824 inclusive.

All organizations of the Presbyterian United Church Women, or their equivalent, within the jurisdiction of the Conference/District shall have the right to be linked together in an organization known as the “Conference/District United Church Women.”

Responsibilities

The Conference/District United Church Women should:

1. Endeavour to carry out the Purpose of the United Church Women as stated in the Constitution and further its interests and work.
2. Support, strengthen, and coordinate the work of the Presbyterian United Church Women within the jurisdiction of the Conference/District.

3. Foster and establish liaison relationships with successor groups to the Presbyterian United Church Women where such have integrated their work with the work of presbyteries.
4. Seek ways in which areas of shared concern between the Conference/District United Church Women and the Conference/District may be addressed, e.g. joint stewardship committees.
5. Develop lines of communication with other Conference United Church Women or their equivalent, the Faith Formation and Education Unit, or its successor, and the National United Church Women.
6. In consultation and cooperation with Presbyterian United Church Women, National United Church Women, and the Faith Formation and Education Unit, or its successor, plan programs in harmony with and support of the goals and objectives of the United Church.
7. Make recommendations to and carry out recommendations from the National United Church Women and the Faith Formation and Education Unit, or its successor.
8. Arrange for regional conferences, leadership development, and the annual meeting of the Conference/District United Church Women.

Organization

The Conference/District United Church Women operates through an Executive.

Members of the Executive

- a) the past president
- b) the president or team of presidents as required
- c) other officers
- d) chairpersons of committees
- e) members-at-large as required
- f) presidents of the Presbyterian United Church Women within the jurisdiction of the Conference/District

Responsibilities of the Executive

1. To review and evaluate periodically the work of the Conference/District United Church Women.
2. To do overall planning for the United Church Women within the jurisdiction of the Conference/District and in consultation with the Presbyterian United Church Women.

3. To coordinate the program of the Conference/District United Church Women with the work of the Conference/District and work towards whatever future pattern seems in the best interests of The United Church of Canada.
4. To plan the annual meeting and other meetings as may seem necessary to carry on the work of the Conference/District United Church Women.
5. To recommend the nature and number of committees needed to carry on the responsibilities of the Conference/District United Church Women.
6. To keep in touch with other Conference United Church Women, or their equivalent, the National United Church Women, and the Faith Formation and Education Unit, or its successor, in order to maintain a national view.
7. To receive reports of the Presbyterial United Church Women.
8. To report regularly to the Conference.
9. To arrange for nominations from the Conference/District United Church Women to such committees of Conference as may be determined, and particularly the stewardship committee, or to participate in joint committees.

The Annual Meeting

Voting Delegates

- a) no fewer than six representatives plus the presidents of the Presbyterial United Church Women
- b) members of the Executive
- c) representatives (up to seven) officially named by the successor body to the presbyteries where no organization of Presbyterial Church Women exists

Corresponding Members

- a) the members of each Presbyterial United Church Women
- b) others as may be determined

Guidelines

It is recommended that the Executive prepare guidelines for the responsibilities, the term of office, the relationships to other groups, etc., for the officers and committee/division chairpersons. The number of committees is determined by the responsibilities carried by the Conference/District United Church Women.

The Annual Meeting

The purpose of the annual meeting is to conduct essential business and, primarily, to bring enrichment and enlightenment as well as vision and challenge for a meaningful future filled with lively and exciting possibilities.

The date and time of the annual meeting is determined by the Executive unless decided at the previous annual meeting.

Business of the Annual Meeting

- a) approval of the minutes of the last annual meeting (not necessarily read)
- b) reports and recommendations from the Executive
- c) reports, including an audited or reviewed financial report from the treasurer
- d) budget for the Conference/District United Church Women or its equivalent
- e) election of officers and committee/division chairpersons
- f) appointment of auditor or reviewer
- g) nomination of representatives to appropriate committees as required by *The Manual*
- h) other business

(See Appendix 9 on page 48.)

Relationships

Relationship to the Conference/District

- a) *The Manual, 2004*, section 410(f): Chairpersons of Conference/District UCW who are not members of any presbytery can be added to Conference/District memberships at the discretion of Conference/District.
- b) the Conference/District United Church Women reports regularly to the Conference or one of its committees/divisions
- c) the Conference/District looks to the Presbyterial UCW for nominations from their membership to serve on committees of the Conference/District

Relationship to the Faith Formation and Education Unit, or Its Successor, and Other Appropriate Units

Lists of Conference United Church Women officers are available to staff of the Faith Formation and Education Unit, or its successor, and other approved units so that such officers receive information of interest according to their responsibilities.

Reporting

Communication in reporting is the responsibility of the Executive. The statistical reports of the Presbyterial United Church Women will be collated and one copy of the summary forwarded to the National United Church Women in the Faith Formation and Education Unit, or its successor, and one copy retained for the Conference/District United Church Women records.

Archives

In the interest of preserving the history of the United Church Women, all records of the Conference/District United Church Women should be deposited with national or Conference archival records.

Responsibilities of the Archivist

The archivist keeps all records of Conference/District United Church Women, including minute books, biographies, and pictures of Conference, as well as any pertinent printed or photographed materials.

The archivist encourages presbyterial archivists to see that the guidelines for keeping minutes are followed in order that the minutes may be clear, concise, and well preserved as historical documents.

Amendments to By-Laws

Notice of amendments to by-laws shall be read at an Executive meeting prior to the annual meeting and circulated with the minutes of the same. The amendment shall be printed in the Annual Report or an addendum of the same. The amendment shall be presented for debate and must be approved by a two-thirds vote of voting members who are present. If passed, the amendment shall be circulated to Conference/District United Church Women officers and presbyterials to be added to existing by-laws.

Amending Policies and Procedures

A policy or procedure may be introduced, amended, or deleted as a simple motion at an Executive meeting, but must be presented and ratified at the next annual meeting.

NATIONAL UNITED CHURCH WOMEN

Purpose

To strengthen and support Conference/District United Church Women or the equivalent Conference structure, and the other women's groups when desired in the Conference in their relationships within the United Church.

Constitution

The Manual, 2004

Sections 825–827.

Meetings

An annual meeting is usually held in September or early October of each year. An invitation may be extended by a Conference not less than one year in advance of the meeting with as many details as possible.

Responsibilities and Goals

The NUCW shall:

1. Share concerns and insights of members of UCW and women in the United Church.
2. Deal with resolutions coming from the Conference/District United Church Women or the equivalent Conference structure.
3. Annually make appropriate decisions on the use of the capital and the interest of United Church Women Trust Funds and the Life Membership Program Fund.

4. Function in cooperation with the General Council working unit on Faith Formation and Education, or its successor.
5. Establish relationships with national and international women's organizations.
6. Administer the United Church Women Life Membership pin and certificate program.
7. Focus on the vision of United Church Women.
8. Administer the bursary money from the Kaasa estate.
9. Plan the annual and presidents' meetings in consultation with the national staff and the host Conference.
10. Organize available resources and provide leadership in their use.

Officers

President

The term of office is comprised of one year as president elect, two years as president, and one year as past president.

The president will not be representative of her geographical area.

The president is a corresponding member of the General Council Executive (GCE). The GCE usually meets twice a year.

Responsibilities

1. Work closely with staff person responsible for women's work.
2. Constitute the opening of business at the beginning of each annual or presidents' meeting and facilitate business at these meetings.
3. Preside over the two above-mentioned meetings.
4. Plan the annual meeting with the host Conference and keep the UCW staff person informed of requirements.
5. Report activities and financial accounting to the NUCW.
6. Inform and distribute to the NUCW the material received.
7. Facilitate networking in pastoral and spiritual concerns to the total national membership.
8. Represent the NUCW at the World Assembly meeting of the WFMUCW, and consider any other interdenominational meetings to which she receives an invitation.
9. Carry on correspondence with the WFMUCW.

10. Produce a sample signature for use on Life Membership certificates.
11. Name two scrutineers before the election of president elect.
12. Prepare a chronological history of her two-year term in office. (This history is to be kept on file in the General Council Office.)
13. Be available as a resource person to any Conference/District UCW or alternative structure annual meeting or special event, not more than once in her term of office. (The inviting Conference/District pays half of travel expenses.)
14. Appoint a parliamentarian in consultation with the alumnae representative, if desired.
15. Vote only in the case of a tie.
16. May serve an agape meal while in office during national meetings.

Past President

The past president:

1. completes a one-year term following her two years as president
2. may share the chairing responsibilities with the president
3. is a member of the Executive

President Elect

Eligibility:

- anyone serving her last term as president of her Conference/District or equivalent structure can be nominated by anyone from the floor
- nominations from the floor, which require no seconder
- an immediate past president, nominated by her Conference/District representatives, with her permission, and with a written biography given out at the meeting for all voting members

Eligible voters are the two representatives from each Conference/District, plus two representatives from Ethnic Ministries, All Native Circle, and French Ministries.

The voting is to be done by secret ballot.

If scrutineers are required, two people are to be appointed from among the non-voting delegates. This appointment is to be made before the election.

If three or more nominees are on ballot, the one receiving the least votes will be dropped after the first ballot. This procedure is to be repeated until one person receives 60 percent or more of the eligible votes.

The NUCW President does not vote as an eligible person because she is not a representative from a geographical area or council.

The president elect:

1. is elected at the annual meeting for a one-year term at the beginning of the second year of the president's term
2. is a member of the Executive
3. may share chairing responsibilities with the president

Members of the Executive

The president, past president, or president elect and a representative of the finance sessional committee.

Responsibilities of the Executive

1. To be available, upon request, to the president for consultation in decision-making regarding the business between the annual meeting and the presidents' meeting.
2. To supply membership with concise rules of order adapted by the NUCW.

Finance Committee

At the annual meeting, the finance committee is to be named for the following year, being aware of some continuity of membership.

A representative will be named by this committee for the Executive. She will act as a resource person to the financial sessional committee at the annual meeting.

Responsibilities

1. To receive financial reports regarding UCW, as received by UCW staff support person from Financial Services of General Council, and have these prepared for the next annual meeting.
2. To be knowledgeable about guidelines for disbursement from trust funds and Life Membership Program Fund.
3. To receive written requests for the use of funds. (See Appendix 8 on page 47.)

LIFE MEMBERSHIP

A Life Membership pin and certificate, in recognition of service, within the formal structured UCW as defined in *The Manual*, are available to any member of the United Church Women a UCW group may wish to honour.

The cost of a Life Membership covers the cost of the pin, certificate, and administration, plus support for the Life Membership Fund, which enhances programs for women. Also, a thank offering for the life and work of the person being honoured will be given to the M&S Fund to provide support to the mission of the church in Canada and around the world.

We recognize that it is an honour to receive a UCW Life Membership and therefore it is not to be given lightly.

1. Presentation of a Life Membership may only be made through the UCW and not by an individual. Relatives or friends may request that a membership be given and offer to pay the costs, but the order is placed by, and the presentation is made by, the local UCW or a Presbyterial or Conference/District UCW.
2. Life Memberships are to be presented only to women.
3. There are no restrictions on the number of years of service required for presentation of a Life Membership.
4. The money for the purchase of a Life Membership may be raised through a special appeal or project, or drawn from the regular funds.
5. Names of the recipients and their congregations are to be sent to the General Council Office when the orders are placed. Each local congregation should also keep its own record for its own archives.

Other Information Relating to Life Memberships

1. Life members of the Woman's Association or the Woman's Missionary Society (which merged in 1962 to form the United Church Women) will be granted UCW Life Membership pins, upon their request.
2. A deceased member's pin may be worn by another UCW member only if a presentation is made by the local UCW and a Life Membership certificate is requested from the General Council Office. The total cost of \$40 includes a donation to the M&S Fund.

3. A broken pin can be replaced at no cost if the broken one is sent to the General Council Office.
4. A lost pin can be replaced for \$15.

How to Order a Life Membership

Orders are made through the General Council Office, United Church Women, and sent to the attention of Ministry with Women, UCW – Life Membership Pins. Please include:

1. names of the recipient(s) who will receive Life Memberships
2. a cheque or money order for \$60 for each membership
3. the name and location of the church
4. where pins and certificates are to be sent.

Note: Allow four to six weeks for delivery.

For more information on Life Memberships, see Appendices 6 and 7.

APPENDICES

Appendix 1: Services for the Formation of a New or Revived UCW Local

a) Service for the Formation of a New Local

(service to be conducted by presbyterial president)

Welcome, ladies/women of the _____ United Church. You have expressed an interest in banding together as a UCW local.

Q: For what purpose do you desire to join together as a group?

All: We wish to show our loyalty and devotion to Jesus Christ.

Q: How do you propose to show this?

All: We will study God's word. We will join together in fellowship, and will serve those who need our help.

Such service and study is indeed fitting for a follower of Jesus.

Q: Whom do you intend to serve?

All: We intend to serve our neighbour both here and around the world.

Q: How will you do this?

All: We will meet together to study and learn the needs of others and we will offer our help in whatever way we can.

We are delighted to welcome you, the ladies/women of _____.

You are now a part of the _____ Presbyterial United Church Women.

Let us join in the hymn of committal, "Here I am, Lord" (*Voices United* 509)

Closing Prayer

(led by the new UCW president)

Let us pray.

And now, go with us, Lord, into the days ahead.

Strengthen us for peace. Give us wisdom, keep us humble,

and may we live and work together,

and so striving,

build a new and better world for tomorrow.

Prepared by Jean Nauta, Toronto Conference, 2005.

b) Service for the Dedication of a New Local

(service to be conducted by presbyterial president)

Presbyterial President

Let us pray. O God, Creator and Sustainer. We come together in gratitude this day! We are thankful for the community of your church, and the opportunity to serve you and your people. We ask your special blessing upon this group of women of _____ United Church, who are embarking on a faith journey of Christian witness, study, fellowship, and service together as a UCW local. Grant them courage, joy, and love as they travel together.

Members

We are proud today to be continuing the strong history of the UCW since its formation in 1962. Women's work in the United Church began even earlier, with the Woman's Missionary Society and the Woman's Association.

In our meetings we will include time for worship, as well as gaining knowledge of world needs, the work of the church beyond the local congregation, and the needs of our local community, so as to seek opportunities for Christian witness and action.

Presbyterial President

It is our hope that you, the members of this UCW local, will receive friendship, companionship, and support from one another, that all will be accepted equally for their different talents and abilities, and that everyone will receive encouragement to develop new abilities and to grow in Christian faith.

Let us stand and repeat together the UCW Purpose:

To unite women of the congregation for the total mission of the church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ, in Christian witness, study, fellowship, and service.

New UCW President

Let us pray.

And now, go with us, Lord, into the days ahead.

Strengthen us for peace. Give us wisdom, keep us humble,

and may we live and work together,

and so striving,

build a new and better world for tomorrow.

Prepared by Joan Brailey, Toronto Conference, 2005.

Appendix 2: Services for Dedication and Installation

a) Service for Dedication and Installation (Presbyterial and Conference)

Leader

The church, the body of Christ, is composed of many different gifts. We come today bringing the gift of ourselves. Multiply each gift with praise to God who gives us all our days. Friends, you have been chosen to serve Christ, the church, and the world as members of _____ Presbyterial United Church Women of _____ Conference. You are invited to dedicate yourself for this work, looking to God for needed strength and guidance. We, your friends in the faith, should join our prayers with yours, asking God's blessing on your undertaking and pledging our cooperation and support.

Our gifts, no matter what their worth, we give as stewards here on earth. Called and empowered by God's command, we multiply the gifts at hand.

My sisters, we are to use our different gifts in accordance with the grace that God has given us. If it is to serve, we should serve; if it is to encourage others, we should do so. Love must be sincere. Hold on to what is good. Be eager to show respect for one another.

When women are involved with the church, their organization can change to meet new needs: changes take place as women take their places as equal and responsible partners in the life and mission of the church. Your tasks as officers and ours as members in the United Church Women of _____ Presbyterial of _____ Conference are challenging, and offer opportunity for fun, fellowship, and deep joy.

You, newly elected officers, have been chosen to enable the women of _____ Presbyterial United Church Women of _____ Conference to know the will of God. Will you seek God's will through prayer and study, and will your own lives reflect the gospel? If so, answer:

Yes with God's help.

Will you act in openness and love, cooperating with one another to accomplish Christ's ministry through the United Church Women? If you promise to do these things, answer:

Yes with God's help.

Would all members of _____ Presbyterial United Church Women of _____ Conference please stand.

You, who have chosen these leaders, have an ongoing responsibility to them too. They need your prayers, your love, your help, and your ideas.

The ministry of the United Church Women depends as much on you as on them. Do not demand that they be exactly like the leaders who went before them. Do tell them about new ideas and let their own particular gifts shine in service.

Will you pray for these leaders and love them as sisters in Christ? Will you support them with warmth and enthusiasm? If you promise to do these things, please answer:

Yes with God's help.

Let us pray...

Creator God, you have made us unique and your own. Guide now the growth of the United Church Women into new challenges. As Christ's life and death and resurrection have redeemed us, free us now from guilt, pain, and insecurity. Empower us to live with the gospel in our daily work. Comforting Spirit, remain with the leaders and women of _____ Presbyterial United Church Women of _____ Conference. Let the light of your presence in us illuminate all whom we meet. May God richly bless us in our fellowship, our study, our witness, and our service in our ministry. Amen.

Prepared by Betty Ward, Toronto Conference, 2005.

b) Service for Dedication and Installation (Local Groups, Presbyterial, or Conference)

Call to Worship

Leader

We come to this service of dedication and installation offering ourselves and our God-given gifts. We recognize, as United Church Women of faith, under the umbrella of the Women's Ministries Network, that we are comprised of women with many talents to share. May each one be enabled to grow spiritually and creatively.

Prayer for Discipleship (in unison) (*Voices United* 564)

Scripture

May we lift our hearts in joyful praise as we sing:

Psalm 139 (responsive) (VU page 861)

Psalm 100 “Make a Joyful Noise” (VU 820)

Installation

Leader

It is an honour for me to thank the outgoing officers and install the new Executive members of the _____ (Local) (Presbyterial) (Conference) United Church Women.

Would the following women who are completing their Executive ministries please stand:

(Name outgoing Executive.)

We offer thanks for your dedication in fulfilling your term of office and trust you will be a source of support for the incoming Executive.

Would the following members of the new Executive please come forward:

(Name new Executive.)

Prayer

(Executive repeat together:)

Eternal One, you love us as we are. You see us as your daughters, capable of seeking justice, kindness, and humbleness, capable of embodying the life of Christ for the world.

Grant us the wisdom to use our God-given gifts to enable women of our UCW to live spiritually and creatively in the freedom of your Spirit. Amen.

Leader

(Optional: lights a candle as each statement is read.)

As the new Executive do you understand our mission:
To love God?

Executive

I do with God's help.

Leader

To foster Christian faithfulness, spirituality, commitment, and devotion?

Executive

I do with God's help.

Leader

To promote love and respect, by living generously and giving joyfully to all God's people?

Executive

I do with God's help.

Leader

To affirm and strengthen ourselves creatively?

Executive

I do with God's help.

Leader

As newly elected officers of the _____ (Local) (Presbyterial) (Conference) United Church Women, it is now your responsibility to offer guidance and support as you vision together in accomplishing Christ's ministry through the work of United Church Women.

Closure

Sing (your choice):

"May the Blessing of God Go before You" (VU 962)

"May the Grace of Christ Attend Us" (VU 963)

"Go Now in Peace" (VU 964)

Prepared by Jean Nauta, Toronto Conference, 2005.

Appendix 3: Policy and Procedures regarding Closing of Presbyterials or Locals

Because the finances of Conference and Presbyterial UCWs are affected by the number of women in the local church, it is important that advance notice be given and consultation be held.

Local UCWs should advise the presbyterial that they are considering closing. The presbyterial should appoint two or three people to meet with the local. The reasons for closing and the distribution of finances should be discussed. As money has been given to UCW, it should not automatically be given to the local church, presbyterial, or presbytery.

If the final decision is to close, six months' notice should be given, and the local assessment for the following year should be paid to the presbyterial, since the assessment is based on the previous year's membership.

A service of celebration for the local UCW's work in the past should be held and attended by presbyterial representatives.

If a presbyterial feels that it should cease, notice should be given to Conference, and Conference should appoint two or three people to meet with the presbyterial. The reasons for ceasing and the distribution of presbyterial funds should be discussed, as well as arrangements for collecting allocations from the locals in the future.

Appendix 4: Service of Closure for UCW

(When possible, the whole congregation should be invited to take part in this service.)

Scripture

Psalm 112 (*Voices United* page 834)

Hymn

“We Are One” (VU 402)

Prayer

“God of the heavens and the earth” (VU page 930 “B”)

Leader

(Women are invited to be seated at the front.)

We are gathered to honour the UCW—a group of women who, through the years, have kept abreast of the mission work of our church and have worked tirelessly to support the spiritual and financial aspects of our church. They are unsung heroes, the guiding light within this congregation.

The UCW have made a difficult decision—a decision to disband after __ years of service. We value their wisdom and pray that they will always feel free to be involved in whatever way they choose.

(UCW women are invited to come forward. They could be invited to share their most meaningful experience in UCW through the years.)

This is your role now, the role of other women in the church.

Here you are now, recognizing the loss of ministries you no longer have, but valuing the opportunities for ministries in different ways.

Life-scarred, getting more and more in touch with the roots of your faith;

Walking, praying, singing along with fellow Christians;

Savouring the possibilities of rekindling spiritual flames in those you meet.

You journey onward with wisdom, with conviction, with the prayers of your congregation who recognize the faithful servants you have been.

May you walk in humility and truth as you face another transition in your faith journey.

(Present each member with a rose.)

Loving God,
We remember the generations of women who have gone before us.
We remember their wisdom and their love.
We are grateful for these gifts given by You.
We remember the generations of women surrounding us now,
sharing their wisdom and their love.
We are grateful for these gifts passed on to us.
We offer our prayers to the generations of women who come after us.
They will build on the wisdom and love of past generations.
They will be the beacon of light for the future.
May you journey in peace. Amen.

(Return to seats.)

Hymn

“Eat This Bread” (VU 466)

Communion

Prayer following Communion

For the bread we have eaten,
for the wine we have tasted,
for the life we have received,
we thank you God.
Grant that we continue to grow in love and understanding. Amen.

Closing Hymn

“Walk with Me” (VU 649)

Prepared by Jean Janick, Conference of Manitoba and Northwestern Ontario, 2005.

Appendix 5: In Memoriam for Our Friends of UCW

United Church Women have chosen a role. They have chosen to belong. They have banded together and they have bonded. They have worked shoulder to shoulder to keep the church's history and purpose alive. These women have shared their faith and their common purpose. We knew them well. We knew their concerns, their joys, and their fears. Their sorrows were divided by sharing them with fellow members; their joys were multiplied as they rejoiced in our midst. Time has cemented the bond we shared. Our unit, our UCW's closeness grew as the years passed by.

But now, we have lost our earthly connection with dear and cherished friends. There is emptiness, a vacant spot left in our midst where our dear friends and members used to serve. We miss them; we long for those days once more.

But we are earthly beings. We only understand a minute part of creation, perhaps a mere three score and ten of all eternity. So it is Lord that we commend our friends, your servants, into Your tender care. We rejoice that we are assured that they are with You and cherished dearly by You. We will remember them with love and affection.

We will light this candle to remind us of our friends and any members who have left an emptiness in our hearts.

A little tribute small and tender, just to say, still remembered,
though absent, you are very near, still loved, still missed,
and very dear.

Prepared by Jean Nauta, Toronto Conference, 2005.

Appendix 6: UCW Life Membership Application Form

Date: _____

Please send _____ Life Membership(s) for: _____ (Please print)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Church _____

Address _____

Enclosed is our cheque for \$_____. (Please make payable to: The United Church of Canada.)

Send package to: _____

_____ (Postal Code) _____

Phone number: _____

Date of presentation: _____

Please return this form to: Ministry with Women
UCW – Life Membership Pins
The United Church of Canada
3250 Bloor St. West, Suite 300
Toronto, ON M8X 2Y4

Pin and Certificate: \$60 Deceased Member's Transfer: \$40 Lost pin: \$15 Lost or damaged certificate: \$5 No charge for broken pin if old one is returned.

UCW Representative: 416-231-5931

Appendix 7: UCW Life Membership Pins and Certificates—Frequently Asked Questions

Who can receive a UCW Life Membership?

Any woman who is in sympathy with the purpose and who is willing to contribute her prayers, gifts, and services for the work of the church in the world may participate in United Church Women. A Life Membership pin and certificate are available to any member of the United Church Women a UCW group may wish to honour.

Who gives the Life Membership?

Presentation of a Life Membership may only be made through the UCW and not by an individual.

Relatives or friends may request that a Life Membership be given and offer to pay the costs, but the order is placed and the presentation is made by a local UCW or a Presbyterial or Conference UCW (or their equivalent in Conferences with alternative structures).

How long must a woman be a UCW member to receive a Life Membership?

There are no restrictions on the number of years of service required for the presentation of a Life Membership.

How much does a Life Membership cost?

A Life Membership costs \$60.

The price covers the cost of the pin, certificate, and administration, plus support for the Life Membership Fund, which enhances programs for women.

Also, a “thank offering” for the life and work of the person being honoured will be given to the M&S Fund to provide support for the mission of the church in Canada and around the world. This credit is not applied to the pastoral charge, but is disbursed quarterly to the M&S Fund.

Who pays for a Life Membership?

Money for the purchase of a Life Membership may be raised through a special appeal or project, or drawn from the regular funds.

How do you order a Life Membership?

Orders are made through the General Council Office, United Church Women, attention: UCW – Life Membership Pins. Please include:

1. names of the recipient(s) who will receive the Life Membership(s)
2. a cheque or money order for \$60 for each membership
3. the name and location of the church
4. where pins and certificates are to be sent

Download the application form: www.united.church.ca/ucw/lifemembership.

How long will it take to receive a Life Membership?

Please allow four to six weeks for delivery.

Can a deceased member's pin be given to a friend or relative?

Yes. The presentation must be made by the local UCW, and a Life Membership certificate must be requested from the General Council Office. Total cost of \$40 includes a donation to the M&S Fund.

Can a broken or lost pin be replaced?

Yes. See Appendix 6 on page 44.

Appendix 8: Trusts and Endowments

There are differences in how trusts and endowments can be used. Both will have terms attached, and first and foremost, usage must comply with the terms.

In brief, endowments are a perpetual source of income. The capital cannot be spent. Only the interest earned can be used.

Trusts have been donated by an individual, usually through an estate. Both the capital and interest can be spent if desired. In some cases, decisions have been made by a governing body not to touch the capital, so that the base upon which interest is earned is not eroded. In other cases, it is felt that the gift was intended to be used, and therefore some or all of the capital is used as well as the interest.

With United Church Women's (UCW) trusts, the decision is up to the National UCW (NUCW). The NUCW can decide to use none, some, or all of the capital.

The funds that we call UCW Anniversary, UCW Travel, and UCW Life Membership are not trusts. They are separate funds or accounts of UCW money.

Criteria for Funds

Trust Funds

1. empowerment of women
2. concern about marginalized women at home and overseas
3. provision of study materials on topics of importance to women and their mission
4. provision of opportunities for connecting women across racial, provincial, and/or international boundaries (including visits and exchanges and the interpretation that follows)

Life Membership Program Fund

5. programming for women, e.g. videos, plays, books, doctrinal content of United Church; must be of interest to wider church of The United Church of Canada
6. special cultural exchanges: financial proposal would be presented to the annual meeting of the NUCW

Anniversary Fund

No criterion found, but has been used as seed money for next event.

Travel Pool

No criterion found except reference made to protecting \$10,000 for future meetings outside of Toronto area.

Appendix 9: Elections

All officers and leaders of units shall be nominated and elected at each annual UCW meeting (if applicable).

a) Local

The person presiding over the election asks for the report of the committee on nominations. The chairperson of the committee on nominations gives the report. She should have three copies of the report prepared: one for the presiding officer, one for the secretary, and one that she reads.

The chairperson of the committee on nominations moves that the report be received. This is seconded, and the motion put forward.

If there have been no further nominations from the floor and the slate stands as presented by the committee on nominations, a motion from the floor to close nominations should be made, seconded, and put forward. The presiding officer asks the secretary to sign the slate as presented and should declare the officers and members of the Executive elected.

If further nominations have been made from the floor, there must be an election by ballot for those offices or positions to which more than one person has been nominated.

The presiding officer should appoint three scrutineers to distribute and count ballots. Scrutineers report the vote, and the presiding officer announces the name of the person elected. Information on the number of votes is confidential and must not be disclosed. The balance of the slate should be accepted by one ballot cast by the secretary as above. A motion to destroy counted ballots is required.

Note: The immediate past president should not be listed on a slate or a ballot. She is a member of the Executive because she is the past president.

After the election, the person presiding welcomes the president to the chair. The new president will then conduct the remaining business and close the meeting.

b) Presbyterial

Same as a) above, with the following additions:

Preferably the person presiding would be the Conference UCW president or any Conference UCW past president. She will then declare all offices vacant and call for a motion to appoint an election recording secretary. Following the election, the presiding officer will ask the election recording secretary to sign her copy of the Nomination Report and file it in the Minute Book. The chair of the presbytery or a past president of Conference UCW or Presbyterial UCW is invited to install the officers.

c) Conference

Same as a) and b) above, with the following addition:

Any UCW Conference past president not on the nomination slate or, if desired, the Conference president, may be asked to preside over the elections. The Conference president could be asked to install the officers.

Appendix 10: Creating a New Style for Local United Church Women

Resolution 24 passed at 37th General Council in 2000 amended the organization and functioning of women's groups within The United Church of Canada.

“All women's groups within the Pastoral Charge or congregation are free to determine their own size, structure, and manner of Leadership.” (*The Manual, 2004*, section 292)

Care should be taken to maintain communication with the presbyterial, Conference, and General Council Office.

Suggested Format

1. The role of the president could be shared cooperatively by more than one person:
 - a) Each has a specific responsibility, or
 - b) Each assumes full responsibility for a limited period of time.
 - c) Where there is more than one unit, consider enlisting unit leaders in assuming the responsibilities.
2. It will be necessary to have a secretary and treasurer and a supportive Executive (whose membership has been determined by the group). See the sections titled “Executive” and “Officers” on page 6.
3. Some alternative methods of fulfilling officers' functions:
 - a) Have the Executive carry responsibilities for implementing the needed functions.
 - b) Set up a committee whose membership revolves three or four times a year to care for the required responsibilities.
4. Remember the importance of continuity; it is advisable to have only part of the leadership membership change at any one time.

Evaluation

1. Evaluation is essential to growth and development.
2. Evaluation helps give direction to future planning.

For further information, see the section titled “The United Church Women of the Congregation or Pastoral Charge” starting on page 4.

Appendix 11: A Process for Consensus

Consensus stresses the cooperative development of a decision, with group members working together rather than competing. The goal of consensus is a decision that is agreed to by all group members. Total satisfaction is rare. The decision must be sufficiently acceptable that all will agree to support the group in choosing and implementing it.

Group Conditions that Support Consensus

- unity of purpose, a common starting place for all
- equal access to power
- autonomy of the group from external hierarchical structures
- time and patience to let it work
- willingness to attend to process
- willingness to attend to attitudes
- willingness to listen, learn, and practise skills

Group Members Must

- listen carefully and communicate clearly
- all participate actively
- all have equal power and equal airtime
- not avoid conflict, and must seek out differing opinions
- discuss underlying assumptions
- avoid changing position only to reach agreement
- present position as clearly and logically as possible
- all need to understand the position
- all need to be prepared to support it

Process

- What is the issue/concern we are dealing with?
- What is the relevant information we need?
- Do we need to make a decision, and do we need to do it now?
- If yes, what are the alternatives?

- What are the two or three most valuable alternatives?
- Which of these do people support? Why?
- Have we made a decision?
- What is it?
- Do all members understand?
- Have we reached a consensus?
- If not, do we need to vote?
- Do we now have our decision?
- Does this now need a motion? (very rarely needed)
- What is our next concern? Agenda item?

Role of the Facilitator

- Guide the agenda.
- Keep members on topic, clarify, and rephrase.
- Equalize the participation.
- Pace the discussion: slow down by asking for a moment of quiet, or speed up by reminding everyone of the time.
- Reformat: separate ideas, needs, and issues.
- Summarize.
- Aid the group's emotional climate by naming emotions as they arise and dealing with open conflict.
- Test for agreement.
- Solicit feedback at all times.
- Identify the decision and the way it is to be implemented.

Roles of the Members

- time keeper
- process watcher
- vibes watcher—emotional climate, hidden agendas
- devil's advocate, who speaks for those who are not present or not vocal

When Consensus Cannot Be Reached

Martha's Rules of Order

- A formal proposal is presented and a show of hands of those in agreement is called for; the show of hands is not binding.
- Ask:
 - Who likes the proposal?
 - Who can live with the proposal?
 - Who is uncomfortable with the proposal?
- If no one is uncomfortable, the proposal is adopted.
- If someone is uncomfortable, she is asked to state why. Discussion follows. Then a vote is taken on the following question:
 - Should we implement this decision over the concerns of the minority, when a majority feels it is workable?

A “yes” vote means the proposal is implemented. A “no” vote means there is more discussion until consensus is reached.

The Bailey Method

Members vote on whether or not to revert to majority rule. A three-quarters majority is necessary to revert to voting, and the same majority is needed to finalize a decision.

Developed by Betty Turcott, Bay of Quinte Conference, 2005.

Appendix 12: The Agatha Kaasa Bursary Fund

A Bursary for Women of the United Church Sponsored by the National UCW

The **Agatha Kaasa Bursary Fund** was established by the National UCW in 2003. The fund is fully supported by a bequest left by Agatha Kaasa, for women's work in the church.



Margaret Agatha (Coultes) Kaasa (1909–2000) was born in Huron County, Ontario, attended Wingham High School, and trained as a registered nurse at Grove Memorial Hospital, Fergus. Agatha worked as a private nurse for several years. She then trained as a lay minister at St. George's College, Toronto. She worked for nine years in the Maynooth, Alberta area as lay minister to four charges. She also undertook hospital visitation in Toronto as well as Edmonton. Agatha was an active member of the Woman's Missionary Society and later of the UCW.

Who can apply?

Any woman who is part of The United Church of Canada and is **NOT** in paid accountable ministry.

What kinds of requests does the fund support?

- leadership training and education
- continuing education
- projects or events that promote education, mission, outreach, spiritual nurture, and ecumenical and interfaith dialogue, locally or abroad

Note: Formal theological education is not funded, for example, M. Div. and D. Min. degrees, Centre for Christian Studies programs or similar programs.

How much money does the bursary fund offer?

The recipient can receive up to one third of the total expenses related to the request, with a maximum bursary of \$1,500.

Will all requests be funded?

Requests will be funded at the discretion of the bursary committee, as funds permit.

How often can individuals apply for a bursary?

Applicants can apply once a year. *Preference will be given to first-time applicants.*

Application Procedures

The applicant must submit **prior to the event:**

- a detailed description of the program, project, or event
- total costs related to the request (e.g. travel, accommodation, registration, meals, etc.)
- other sources of revenue
- three letters of recommendation (at least two from within The United Church of Canada community)
- a written commitment to do some short-term follow-up work

We encourage women of the church to attend events related to the work and development of the United Church.

<i>Application Deadlines</i>		<i>Decision Deadlines</i>
Apr. 15	→	June 15
Oct. 15	→	Dec. 15

Send applications to:

Ministry with Women
 UCW: The Agatha Kaasa Bursary Fund
 The United Church of Canada
 3250 Bloor St. West, Suite 300
 Toronto, ON M8X 2Y4

For more information, please contact:

UCW Representative: 416-231-5931

Appendix 13: Women's Ministries Network



Purpose

The purpose of the Women's Ministries Network is to develop an ongoing source for support, ideas, resources, and information exchange among the women's groups of The United Church of Canada.

History

Women's groups have been meeting for a variety of reasons throughout the United Church since its formation in 1925. In 1962 the UCW (United Church Women) was created as the successor to the Woman's Missionary Society (WMS), a world mission-oriented service and study group, and the Woman's Association (WA), which worked in local congregations.

At the 37th General Council in 2000, Women of The United Church of Canada was named as a way to acknowledge, support, strengthen, and celebrate all women's groups in the church—UCW groups and women's groups that do not belong to the formal UCW structure.

Given the diverse nature of the many women's groups, this new body seemed to be best understood as the creation of an unfolding network. Given that all women's groups are involved in some form of ministry to the groups' participants, to congregations, and to the wider community, the Task Group for the Women of The United Church of Canada recommended that the name be changed to the Women's Ministries Network. In 2003, the 38th General Council approved the name change.

Membership and Organization

All women's groups belong to the Women's Ministries Network, yet the Women's Ministries Network does not have a formal structure. All women's groups are free to develop their own organizational structures to suit their own needs and to determine why they want to meet, for example: for personal support, friendship, Bible study, spiritual nurture and growth, mission education, service, prayer, fundraising, healing, and education.

The UCW, which is active at all levels of the church, is a formal, structured organization within the network.

Appendix 14: Guidelines for Hosting National UCW

Note: All necessary expenses are the responsibility of the National UCW.

- Conference considering hosting the national annual meeting should, if possible, present a proposal to the previous annual meeting, where it would be considered in a sessional committee.
- Accommodation needed for about 40 people, including guests of members. Some will request a single room.
- Arrangements to be made in close consultation with the president and national secretary regarding needs for meeting and registration.

Responsible for:

- Arranging meeting location (making sure there are ample rooms for sessionals).
- Arranging meals (if facility has set meal times, informing president so agenda can be planned accordingly).
- Setting up meeting room as suggested by the president.
- Arranging requirements of presenters, e.g. technical equipment, flip charts, markers, microphone.
- Making hymn books and a piano available.
- Ensuring availability of copying equipment, telephone, etc., and having a telephone number available that can be used in an emergency.
- Arranging transportation from central carrier (airport, bus/train depot) to the meeting place and return at conclusion of meeting.
- Informing president and national secretary of arrangements made.
- Determining travel time between central carrier and meeting place so that agenda can be planned accordingly.
- Providing travel directions for those arriving by car.
- Probably being available at registration times to welcome members and assign rooms (this may vary according to facility).
- Arranging for a local cultural experience—usually half a day, preferably to include a United Church-sponsored project. This usually happens the second to last day of the meeting.
- Arranging any necessary bus transportation. This involves determining the price by comparison, if possible, and making arrangements in ample time for required deposit/payment to be arranged by the national secretary.

- Arranging for someone to conduct communion and preparing the communion elements.
- Arranging for drinking water to be available in the meeting room.
- Arranging any extras you might want to provide as the hostess. Cost of optional items would be the responsibility of the host Conference UCW, e.g. welcome favours, fresh fruit trays at break, etc.

Responsibilities of National Members

- Complete the registration form by date requested so that host Conference can be advised well in advance if there are special needs, e.g. diet, single room, and especially mobility challenges.
- Adhere to arrangements made. Should an emergency arise, inform the national secretary or local contact person.
- Members are responsible for their transportation to central carrier where scheduling differs from the general arrangement. Guests attending with members should notify host and national secretary a day in advance if their meal requirements change from those previously arranged.

Coordinated by Ruth Nott, Hamilton Conference, 2005.

Appendix 15: Making Room for Women at the Archives

“Making Room for Women at the Archives” is a project to identify and preserve the personal papers of women in The United Church of Canada and the records of organizations in which they have participated. It is a coordinated effort of the Central Archives of The United Church of Canada with a volunteer advisory committee.



A key period of women’s work, struggle, and leadership in the United Church, which coincided with the popularization of feminism in the wider culture, is becoming history. Organizations created over the past 50 years by women in both the United Church and the ecumenical church, such as the Movement for Christian Feminism, the Ecumenical Decade of Churches in Solidarity with Women, and the Centre for Christian Studies, are attracting scholarly interest. As leaders of the period are aging, it is a critical time to identify the streams of this history and to ensure that the experiences of its participants are collected for the archives—in personal papers, organizational records, and oral histories.

The project entails:

Knowing what we have by creating an inventory of women’s personal papers, beginning at the Central Archives and extending the inventory to the United Church’s network of regional archives.

Finding what we have by identifying women who have been key leaders in the United Church in the past 50 years, and encouraging the donation of their personal papers to the United Church or other archives.

Valuing our heritage by promoting women’s history and archival collections. Networking through women’s groups in the church (including United Church Women) and ecumenically, we will encourage women to recognize their contribution to church and social history and help ensure that this history is preserved in archives.

Learning from our history by encouraging workshops, seminars, and colloquia, and analyzing the past by asking: What has worked? What has not worked? What needs to change regarding women’s leadership in church and society for the future?

Sharing what we have and know by developing a database for the collection and connecting our website to other women’s archival collections.

Telling the story by collecting oral history, recognizing that stories of women's leadership in the church are not all recorded on paper. The timing of this initiative is critical in order to include the generations of women leaders presently among us.

Searching for the full story by attending to the history of all women in the church. The project will ensure that the stories of Aboriginal and ethnic minority women in the United Church are lifted up.

Celebrating the full spectrum of women in the church by encouraging all women to share their papers, records, and oral histories in all languages.

United Church of Canada/Victoria University Archives
73 Queen's Park Cres. East
Toronto, ON M5S 1K7
Tel: 416-585-4563
Fax: 416-585-4584
E-mail: info@unitedchurcharchives.ca
Web: www.unitedchurcharchives.ca

Appendix 16: Contact Information for General Council Office, Conference Offices, and Education Centres

General Council Office

3250 Bloor St. West, Suite 300
 Toronto, ON M8X 2Y4
 tel: 416-231-5931; 1-800-268-3781
 fax: 416-231-3103
 voice mail: 416-231-7680 ext: ____
 e-mail: ucw@united-church.ca
 www.united-church.ca

Unité des Ministères en français (UMiF)

1332 Victoria Ave.
 Greenfield Park, QC J4V 1L8
 tel: 450-466-7733
 fax: 450-466-2664
 e-mail: umif@egliseunie.org
 www.united-church.ca/umif

Conference Offices

Newfoundland and Labrador Conference

320 Elizabeth Ave.
 St. John's, NL A1B 1T9
 tel: 709-754-0386
 fax: 709-754-8336
 e-mail: unitedchurch@nfld.net
 www.newlabconf.com

Maritime Conference

32 York St.
 Sackville, NB E4L 4R4
 tel: 506-536-1334
 fax: 506-536-2900
 e-mail: info@marconf.ca
 www.marconf.ca

Synode Montreal and Ottawa Conference

Montreal Office

225-50th Ave.
 Lachine, QC H8T 2T7
 tel: 514-634-7015
 fax: 514-634-2489;
 e-mail: montreal-office@montrealandottawaconference.ca
 www.synodemontrealetottawa.ca

Ottawa Office

6 Epworth Ave.
 Nepean, ON K2G 2L5
 tel: 613-224-5318
 fax: 613-224-5620
 e-mail: ottawa-office@montrealandottawaconference.ca
 www.montrealandottawaconference.ca

Bay of Quinte Conference

PO Box 700
 67 Mill St.
 Frankford, ON K0K 2C0
 tel: 613-398-1051; 1-888-759-2444
 fax: 613-398-8894
 e-mail: officeadmin@bayofquinteconference.ca
 www.bayofquinteconference.ca

Toronto Conference

65 Mayall Ave.
Toronto, ON M3L 1E7
tel: 416-241-2677; 1-800-446-4729
fax: 416-241-2689
e-mail: torconf@web.ca
www.torontoconference.ca

Hamilton Conference

PO Box 100
Carlisle, ON L0R 1H0
tel: 905-659-3343
fax: 905-659-7766
e-mail: office@hamconf.org
www.hamconf.org

London Conference

747 Hyde Park Rd., Suite 116
London, ON N6H 3S3
tel: 519-672-1930
fax: 519-439-2800
e-mail: lonconf@execulink.com
www.uccanlonconf.org

Manitou Conference

319 McKenzie Ave.
North Bay, ON P1B 7E3
tel: 705-474-3350
fax: 705-497-3597
e-mail: office@manitouconference.ca
www.manitouconference.ca

**Conference of Manitoba and
Northwestern Ontario**

1760 St. Mary's Rd.
Winnipeg, MB R2H 1H9
Note: Moving in January 2007.
tel: 204-233-8911
fax: 204-233-3289
e-mail: office@confmnwo.mb.ca
www.mnwo.united-church.ca

Saskatchewan Conference

418A McDonald St.
Regina, SK S4N 6E1
tel: 306-721-3311
fax: 306-721-3171
e-mail: ucskco@sasktel.net
www.sk.united-church.ca

Alberta and Northwest Conference

9911-48th Ave. NW
Edmonton, AB T6E 5V6
tel: 780-435-3995
fax: 780-438-3317
e-mail: coffice@anwconf.com
www.anw.united-church.ca

British Columbia Conference

4383 Rumble St.
Burnaby, BC V5J 2A2
tel: 604-431-0434
fax: 604-431-0439
e-mail: bcconf@bc.united-church.ca
http://bc.united-church.ca

All Native Circle Conference

367 Selkirk Ave.
Winnipeg, MB R2W 2M3
tel: 204-582-5518
fax: 204-582-6649
e-mail: allnative@mts.net

Education Centres

Five Oaks Centre

RR 3, 2 Bethel Rd.
Paris, ON N3L 3E3
tel: 519-442-3212
fax: 519-442-3444
e-mail: info@fiveoaks.on.ca
www.fiveoaks.on.ca

Naramata Centre

Box 68
Naramata, BC V0H 1N0
tel: 250-496-5751; 1-877-996-5751 (BC
and Alberta only)
fax: 250-496-5800
e-mail: info@naramatacentre.net
www.naramatacentre.net

PCTC–Calling Lakes Centre

Box 159
Fort Qu'Appelle, SK S0G 1S0
tel: 306-332-5691
fax: 306-332-5264
e-mail: office@pctc.ca
www.pctc.ca

Tatamagouche Centre–Atlantic Christian Training Centre (ACTC)

RR 3
Tatamagouche, NS B0K 1V0
tel: 902-657-2231; 1-800-218-2220
fax: 902-657-3445
e-mail: tatacent@tatacentre.ca
www.tatacentre.ca

Appendix 17: Resources

To Find Program Resources

- AVEL outlets: Contact Conference office for AVEL centres in your area or go to General Council website for a listing: www.united-church.ca/avel.
- Presbytery Resource Centres: Contact Conference office for resource centres in your area or go to General Council website for a listing: www.united-church.ca/prc.
- General Council website: www.united-church.ca
- Conference websites: See www.united-church.ca/ucc/conferences.
- United Church publications: See the General Council website for the online catalogue, www.united-church.ca/catalogue, or contact United Church Resource Distribution (UCRD): 1-800-288-7365 or locally 416-253-5456; ucrd@united-church.ca.

See the General Council website for more information about the following publications, or contact UCRD:

- *Exchange* magazine provides educators, ministers, workshop facilitators, Bible study leaders, and many others with high-quality workshop materials and ideas to nurture the spirit and deepen the faith. www.united-church.ca/exchange.
- *Gathering* provides resources for worship planners, including ministers and lay leaders, music directors, and worship committees. www.united-church.ca/gathering.
- *Mandate*, the United Church's mission magazine, brings you stories of people and churches making a difference in their communities and in the world. www.united-church.ca/mandate.
- *Women's Concerns* is a forum for women in the United Church to share stories, art, poetry, resource ideas, and strategies for empowerment and transformation. www.united-church.ca/womensconcerns.

The Observer is a magazine that explores faithful living today. See www.ucobserver.org for more information.

To Develop Groups

Rooted in the Divine: Nurturing Our Faith through Small Group Ministry by Anne Martin (Toronto: The United Church of Canada, 2004). Available through UCRD.