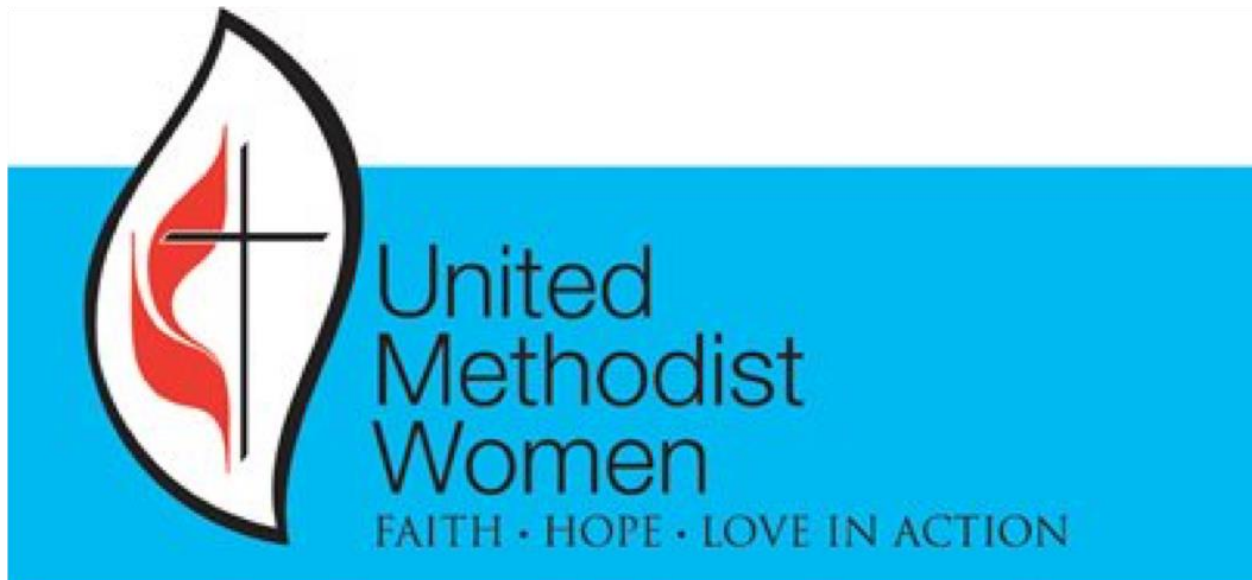


2021
The West Virginia Conference
United Methodist Women
HANDBOOK



Directory and Handbook

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West Virginia Conference United Methodist Women Web Page:

<https://www.wvumc.org/change-the-world/umw/>

Please "Like" and Share our WV United Methodist Women Facebook page:

<https://www.facebook.com/umwwwv/>

United Methodist Women Purpose

United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

United Methodist Women Vision Statement

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



2021 Conference Priority

Communicate
Educate
Participate

2021 Social Action Priorities

Local – Hunger
National – Child Wellness (including WV Advocacy Network and WV Kids)
Global – Climate Justice

The greatest gifts a leader gives are a caring heart,
a listening ear, and a forward-facing approach.

2020 – 2021 Directory

<p>West Virginia Conference Resident and Presiding Bishop Sandra Steiner Ball 900 Washington Street, East Charleston, West Virginia 25301 ssteinerball@wvumc.org 304-344-8331, Ext 34</p>
<p>Cabinet Liaison Rev. Melissa D. Shortridge P O Box 764 Lewisburg, West Virginia 24901 melissadshortridge@gmail.com</p>
<p>Northeast Jurisdiction Committee on Nominations Donna Lowe 686 Gordon Drive Charleston, WV 25314 draelowe@suddenlink.net</p>

Conference Leaders

<p>President: Sue Dostal 814 N Norwood Road, Huntington, WV 25705 Suedostal2020@yahoo.com</p>	<p>Vice President: Becky Adkins 904 Old Nicholas Road, Mt. Nebo, WV 26651 beckyadkins_26651@yahoo.com</p>
<p>Secretary: Pam Braden 100 Willow Bend Lane, Ripley, WV 25271 Pam.braden@wvup.edu</p>	<p>Treasurer: Karen Grafton 1348 Egypt Road, Lookout, WV 25868 kaynewgee@yahoo.com</p>
Conference Mission Coordinators:	
<p>Mission Coordinator for Spiritual Growth: Joy Hicks 350 Kings Road, Cottageville, WV 25239 joyellehix@hotmail.com</p>	<p>Social Action: Elizabeth Bailes 104 Ann Street, Ravenswood, WV 26164 eebailes1962@gmail.com</p>
<p>Education & Interpretation: Vacant</p>	<p>Membership, Nurture & Outreach: Vacant</p>
<p>Communications: Margaret VanZandt Harrison 1702 7th Avenue, Huntington, WV 25703 vanzandt@marshall.edu</p>	<p>Program Resources: Pam Skotnicki 4814 Charleston Road, Ripley, WV 25271 pam2010@frontier.com</p>
Conference Nominations Committee:	
<p>Nominations 2020 Acting Chair: Letha Caplinger (Nominations Committee Class of 2022) 142 Pendleton Street, Keyser, WV 26726 lglc76@yahoo.com</p>	
<p>Northern District Nominations: Shelby Straub (Class of 2021) 10 Dorman Road, Wheeling, WV 26003 shelby2359@hotmail.com</p>	<p>Southern District Nominations Vacant</p>
<p>Greenbrier District Nominations: Barbara Mullens: (Class of 2022) 305 Venus Road, Summersville, WV 26651 barbsad@hotmail.com</p>	<p>Little Kanawha District Nominations: Carol Spriggs (Class of 2022) 625 Wigner Avenue, Harrisville, WV 26362 sprigg12@zoominternet.net</p>
<p>Midland South District Nominations: Becky Britton: (Class of 2023) 1907 Kanawha Avenue SE, Charleston, WV 25304 beckybrittonwv@gmail.com</p>	<p>Western District Nominations: Joyce Ray (Class of 2023) 6820 Mud River Road, Barboursville, WV 25504 cray293541@aol.com</p>
<p>MonValley District Nominations: Vacant</p>	<p>Wesleyan District Nominations: Rose Sterling (Class of 2024) 647 Sun Valley Road, Clarksburg, WV 26301 Rsterling2310@gmail.com</p>

Committee on Charter for Racial Justice Policies

<p>Sue Dostal, Chair 814 N Norwood Road, Huntington, WV 25705 Suedostal2020@yahoo.com</p>	<p>Letha Caplinger, By Virtue of Office 142 Pendleton Street Keyser, WV 26726 lglc76@yahoo.com</p>
<p>Elizabeth Bailes, By Virtue of Office 104 Ann Street Ravenswood, WV 26164 eebailes1962@gmail.com</p>	<p>Joy Hicks, Conference Officer (2-year term) Class of 2022 350 Kings Road, Cottageville, WV 25239 joyellehix@hotmail.com</p>
<p>Jessie Thompson, District President Class of 2022 256 Sage Lane Ripley, WV. 25271 jessiekaythompson@gmail.com</p>	<p>Tammy Stoffregen Class of 2022 957 Norway Avenue Huntington, WV 25705 Tstoff316@gmail.com</p>

Administrative Committee: Sue Dostal, Chairperson, Becky Adkins, Pam Braden, Karen Grafton, and Elizabeth Bailes.

Leadership Team: Sue Dostal, Chairperson, remaining members of the conference elected leaders; the members of the conference Committee on Nominations (without vote); the nine district presidents; Donna Lowe, NEJ Committee on Nominations; Cabinet Liaison Rev. Melissa Shortridge (without vote); and Bishop Sandra Steiner Ball (without vote).

Committee on Finance: Karen Grafton, Chairperson, the remaining conference elected leaders, and the nine district treasurers.

Committee on Mission u: Margaret Harrison, dean; Elizabeth Bailes, assistant dean; appointed registrar; and the remaining conference elected leaders.

Committee on Program: Becky Adkins, Chairperson, and the remaining conference elected leaders.

Committee on Spiritual Growth Retreat: Joy Hicks, Chairperson; appointed registrar, and the remaining conference elected leaders.

Greenbrier District Leaders

Officers:	
President: Kay Williams 598 Vaughn Avenue, Summersville, WV 26651 kayfrywill@hotmail.com	Vice President: Pat Mick 48 Rockcreek Drive, Hinton, WV 25951 pdmick47@hotmail.com
Secretary: Peggy Gwinn 6071 Lockbridge Road, Meadow Bridge, WV 25976 psgwinn@msn.com	Treasurer: Barbara Woods 4308 Irish Heights Dr., Summersville, WV 26651 No email.
Mission Coordinators	
Spiritual Growth: Andi Allen 7822 Willow Bend Road, Union, WV 24983 hideawayfarm1@frontier.com (304) 772-3360(H). (304) 646-7543 (C)	Social Action:
Education & Interpretation:	Membership, Nurture & Outreach: Vacant
Communications: Amy Miller 1004 Greenbrier Drive, Hinton, WV 25951 millera55@hotmail.com	Program Resources: Vacant
Nominating Committee:	
Class of 2023: Camela Killen P O Box 1493, Craigsville, WV 26205 bellepepper1@icloud.com	Class of 2022: Suzanne Ward P O Box 305, Craigsville, WV 26505-0305
Class of 2022: Kim Walker 309 Big Draft Road White Sulphur Springs, WV 24986	Parliamentarian: Charlotte Cartwright 617 Appalachian Drive, Summersville, WV 26651 Ccartwright190@yahoo.com
Ex-Officio Members of the Leadership Team	
Karen Grafton, Conference Treasurer 1348 Egypt Road, Lookout, WV 25868 kaynewgee@yahoo.com	Rev. Melissa D. Shortridge District Superintendent (without vote) P. O. Box 764, Lewisburg, WV 24901 melissadshortridge@gmail.com
Becky Adkins, Conference Vice President 904 Old Nicholas Road, Mt. Nebo, WV 26651 beckyadkins_26651@yahoo.com	Barbara Mullens- Conference Nominating Comm 305 Venus Road, Summersville, WV 26651 barbsad@hotmail.com

Little Kanawha District Leaders

Officers:	
President: Jessie Thompson 255 Sage Lane, Ripley, WV 25271 jessiekaythompson@gmail.com	Vice President: Marsha Plybon 2800 Emerson Ave, Parkersburg, WV 26104 mcplybon@lumos.net
Secretary: Jane Stinespring 209 Jean Marie Lane, Parkersburg, WV 26106 nanajaneutt@lumos.net	Treasurer: Fay Smith 160 Covington Way, Vienna, WV 26105 tonyfay1812@yahoo.com
Mission Coordinators	
Spiritual Growth: Cheryl Marshall 6973 Pike St., Mineral Wells, WV 26150 Cheryl.marshall@odfl.com	Social Action: Janet Hall 933 Sycamore Creek Rd, Ripley, WV 25271 janetlynnhall@gmail.com
Education & Interpretation: Vacant	Membership Nurture and Outreach: Donna Rae Mullenix 580 Wigner Avenue, Harrisville, WV 26362 donna_rae_m@yahoo.com
Communications: Vacant	Program Resources: Janet Hall 933 Sycamore Creek Rd, Ripley, WV 25271 janetlynnhall@gmail.com
Nominating Committee:	
Class of 2021: Chair: Brenda Ludolph 1394 Greens Run Rd, St. Marys, WV 26170 brenda.ludolph@yahoo.com	Class of 2022: Cheryl Marshall 25 Longwell Rd, Mineral Wells, WV. 26150 cheryl.marshall@odfl.com
Class of 2023: Cynthia Goldsworthy 102 Kibler Lane, Williamstown, WV. 26187 princecasey1313@yahoo.com	Class of 2024: Sharlene Heinselman 38 Graham Lane, Mineral Wells, WV 26150 Sharlene822@frontier.com
Ex-Officio Members of the Leadership Team	
Conference Secretary: Pam Braden 100 Willow Bend Lane, Ripley, WV 25271 Pam.braden@wvup.edu	Elizabeth Bailes: Conference Social Action 104 Ann Street, Ravenswood, WV 26164 eebailes1962@gmail.com
Carol Sprigg: Conference Nominating Comm. 625 Wigner Avenue, Harrisville, WV 26362 sprigg12@zoominternet.net	Rev. Loretta Isaiah District Superintendent (without vote) 3301 Broad Street, Parkersburg, WV. 26101 office@lkdumc.org

Midland South District Leaders

Officers:	
Co-President: Kimberly Porter 121 Woodward Estates, Winfield, WV 25213 speechwv@msn.com	Co-President: Judith Pauley 42 Round Knob Road. Red House, WV 25168 Judy.b.pauley@wv.gov
Secretary: Connie Armistead 1096 Reunion Road Elkview, WV 25071 mtnmama246@suddenlink.net	Treasurer: Margaret Waybright 125 Hardwood Drive Scott Depot, WV 25560 mgwaybright@aol.com
Mission Coordinators:	
Spiritual Growth: Cindy Norman 122 Fairland Drive, Nitro, WV. 25143 cindynorman@suddenlink.net	Social Action: Jeri Whitten 2618 Woodland Ave, S. Charleston, WV 25303 crazycatlady24@frontier.com
Education & Interpretation: Vacant	Membership, Nurture & Outreach: Vacant
Communications: Judy Slate 1101 Clearview Heights Road Charleston, WV. 25312 judywv54@gmail.com	Program Resources: Doris Parkins 3 Grandview Drive, Charleston, WV. 25302 dparwv@yahoo.com
Nominating Committee:	
Class of 2021: Chair: Susie Povick 7022 Valley Brook Drive, Charleston, WV 25312 spovick@gmail.com	
Ex-Officio Members of the Leadership Team	
Conference Nominating Committee: Becky Britton 1907 Kanawha Avenue SE, Charleston, WV 25304 beckybrittonwv@gmail.com	Rev. Joseph Hill, District Superintendent (without vote) Box 866, Charleston, WV 25323 jhill@wvumc.org

Mon Valley District Leaders

Officers:	
President: Sue Johnson 104 Poplar Drive, Morgantown, WV 26505 suejrn1@yahoo.com	Vice President: Teresa Johnson 2425 Creek Road, Morgantown, WV 26508 teresa81265@hotmail.com
Secretary: Becky Vincent 5103 Beverly Pike, Grafton, WV 26354 rvincent151@comcast.net	Treasurer: Sue Johnson 104 Poplar Drive, Morgantown, WV 26505 suejrn1@yahoo.com
Mission Coordinators:	
Spiritual Growth: Mary Bane 457 Wheeling Street, Westover, WV 26501 crazymcb1@gmail.com	Social Action: Judi McCracken 169 Darst Street, Morgantown, WV 26505 crack1111@comcast.net
Education and Interpretation: Alice McKinney (co-chair) P.O. Box 156, Masontown, WV 26452 ajmmusic51@yahoo.com	Education and Interpretation: Brenda Smith (co-chair) 2159 Mountain Run Road, Masontown, WV 26542 DBTJsmith@frontiernet.net
Membership Nurture and Outreach: Barbara Morrison 3985 Corbin Branch Road, Bridgeport, WV 26330 aunteewho@gmail.com	Communications: Meghann Gregory 12 Robin Lane, Morgantown, WV 26508 Archmegh919@gmail.com
Program Resources: Carolyn Carr (co-chair) 1307 Bakers Ridge Road, Morgantown, WV 26505 cdccarr@yahoo.com	Program Resources: Suzy Slaughter (co-chair) 129 Savannah Street, Westover, WV 26501 basketbearlvr@hotmail.com
Nominating Committee:	
Class of 2021: Chair: Mary Ann Matheny 4449 Old Route 73 Bruceton Mills, WV 26525 ripsalis75@gmail.com	
Ex-Officio Members of the Leadership Team	
Rev. Amy Shanholtzer, District Superintendent (without vote) 309 Cleveland Avenue, Fairmont, WV 26554 ashanholtzer@wvumc.org	

Northern District Leaders

Officers:	
President: Crystal Welsh 511 Fulton Street, Wheeling, WV. 26003 Crystal_welsh@comcast.net	Vice President: Vacant
Secretary: Anita Chops 373 Mount View Drive, Wheeling, WV 26003 alcgb373@gmail.com	Treasurer: Diann Nickerson 246 Clearview Drive, Wheeling, WV 26003 nickerson246@gmail.com
Mission Coordinators:	
Spiritual Growth: Arlene Lawson 205 Debbie Ann Drive, Wheeling, WV 26003 arlene511@aol.com	Social Action: Vacant
Education & Interpretation: Vacant	Membership, Nurture & Outreach: Vacant
Communications: Sharon Miller 206 Clearview Avenue, Wheeling, WV. 26003 shrmiller5@aol.com	Program Resources: Vacant
Nominating Committee:	
Class of 2022: Carolyn McCafferty (Chair) 206 Blaney Avenue, Moundsville, WV 26041 dacrln@aol.com	Class of 2023: Debra Beaver 213 Incline Avenue, Wheeling, WV 26003 Dbeaver213@gmail.com
Ex-Officio Members of the Leadership Team	
Conference Nominations Committee: Shelby Straub 10 Dorman Road, Wheeling, WV 26003 shelby2359@hotmail.com	Rev. Martha S. Ognibene, District Superintendent (without vote) The Methodist Bldg., Rm. 111 1060 Chapline Street, Wheeling, WV 26003 mlsognibene@gmail.com

Potomac Highlands District Leaders

Officers:	
President: Terry Lynn Bailes 16 Terry Lynn Court, Capon Bridge, WV 26711 bailessteve@yahoo.com	Vice President: Debbie Seldomridge 335 Hawthorne Road, Keyser, WV 26726 debbiesel@gmail.com
Secretary: Kendra Rinard 2081 Sunnyside Road, Oakland, MD 21550 sweitzermusic@hotmail.com	Treasurer: Debbie Ravenscroft 1683 Laurel Dale Road New Creek, WV 26743 dlrraven@yahoo.com
Mission Coordinators:	
Spiritual Growth: Patsy Oates 3081 Dunmore Ridge Road, Augusta, WV 26704. patsyoates@yahoo.com	Social Action: Teri Lea Price P.O. Box 233, Westernport, MD 21562
Education & Interpretation: Vacant	Membership Nurture & Outreach: Daisy Sulser 790 Fred Rinker Road, Purgitsville, WV 26852
Communications: Kendra Rinard 2081 Sunnyside Road, Oakland, MD 21550 sweitzermusic@hotmail.com	Program Resources: Jane Arnold P.O. Box 646, Capon Bridge, WV 26711 jpasings@frontiernet.net
	Crafts: Mary Bowley P. O. Box 157, Hendricks, WV 26271
Nominating Committee:	
Class of 2020: Chair: Carol Bowen 17543 National Pike, Frostburg, MD 21532 wbowen17543@comcast.net	Class of 2023: Gladys Lashbaugh 17885 National Pike, Frostburg, MD 21532
Class of 2020: Jeanette Croston 221 Spruce Street, Parsons, WV 26287	Class of 2021: Judy Upole 1 Crellin Street, Oakland, MD 21550
Class of 2022: Linda Conner 15401 Tanglewood Court, Cumberland, MD. 21502 jlconner@atlanticbb.net	Class of 2022: Mary Bowman 405 Shady Pine Drive, Capon Bridge, WV 26711 ron.mary@frontiernet.net
Class of 2023: Joni Wilson P O Box 3041, Swanton, MD 51564	
Ex-Officio Members of the Leadership Team	
Conference Committee on Nominations: Letha Caplinger (Acting Chair) 142 Pendleton Street Keyser, WV 26726 lqlc76@yahoo.com	Rev. Scott M. Ferguson, District Superintendent (without vote) 97 Goldsboro Avenue, Romney, WV 26757 potomachhighdistrict@yahoo.com (304) 822-4191 (Office)

Southern District Leaders

Officers:	
President: Judy Raines 1624 Ohio Street, Bluefield, WV. 24701 denraines@frontier.com	Vice President: Vacant
Secretary: Jana Church 225 Granville Avenue, Beckley, WV 25801 skywalk1717@hotmail.com	Treasurer: Mary Thomas 110 Lee Avenue, Beckley, WV. 25801 mbmthomas@suddenlink.net
Mission Coordinators:	
Spiritual Growth: Eva Faulkner 645 Frazier Drive, Princeton, WV 24739 fuzz1st@gmail.com	Social Action: Martha Wilkinson 223 Mercer Street, Beckley, WV 25801 martha.wilkinson79@gmail.com ;
Education & Interpretation: Jane Hurley 2039 Littleburg Road, Bluefield, WV 24701 normagillespie@frontier.com	Membership Nurture & Outreach: Becky Stinnett 1412 Linden Street, Oak Hill, WV 25901 ohumcoffice@yahoo.com
Communications: Martha Wilkinson 223 Mercer Street, Beckley, WV 25801 martha.wilkinson79@gmail.com	Program Resources: Vacant
Nominating Committee:	
Class of 2023: Linda Eades 106 Honeysuckle Lane, Beckley, WV 25801 churchladytwo@frontier.com ;	Class of 2023: Rose Aliff 246 Cumbo Ridge Road, Oak Hill, WV 25901 r.aliff@wildblue.net
Ex-Officio Members of the Leadership Team	
Northeast Jurisdiction Committee on Nominations Chairperson: Judy Raines 1624 Ohio Street, Bluefield, WV 24701 denraines@frontier.net	Rev. Dr. Joseph S. Kenaston District Superintendent (without vote) 213 S. Heber Street, Beckley, WV 25801 joekenaston@gmail.com

Wesleyan District Leaders

Officers:	
President: Janet Prieto-Shanholtz 996 Polk Street, Clarksburg, WV 26301 jshan924@aol.com	Vice President: Vacant
Secretary: Margaret Wolfe 1537 Pearlman Avenue, Clarksburg, WV 26301 mwolfeSSD@hotmail.com	Treasurer: Patty Douglass 426 Isaacs Creek Road, Lost Creek, WV 26385 pdouglass3@yahoo.com
Mission Coordinators:	
Spiritual Growth: Betty Hager 21 Windsor Drive, Bridgeport, WV 26330 bethager2013@gmail.com	Social Action: Patty McComas 647 Shawnee Drive, Buckhannon, WV 26201 pamcomas9000@yahoo.com
Education & Interpretation: Vacant	Membership, Nurture & Outreach: Vacant
Nominating Committee:	
Class of 2021: Chair: Cheryl Bramble 887 Mount Clare Road, Clarksburg, WV 26301 nfldteach@aol.com	Class of 2020: Karen Lang 6 Lindale Street, Bridgeport, WV 26330 lindale6@aol.com
Ex-Officio Members of the Leadership Team	
Conference Nominations Committee: Rose Sterling 647 Sun Valley Road, Clarksburg, WV 26301 rsterling2310@gmail.com	Rev. Rick Swearengin, District Superintendent (without vote) P. O. Box 230, Buckhannon, WV 26201 rick_swearengin@hotmail.com (304) 472-1095 (Office)

Western District Leaders

Officers:	
President: Pam Sturgis 1218 10 th Avenue, Huntington, WV 25701 pamela.e.sturgis@wv.gov	Vice President: Linda Beaver 5306 Forrest Heights, Huntington, WV 25705 ElliottL@marshall.edu
Secretary: Melissa Williams Corbett 18 Helen Kelly Avenue, Logan, WV 25601 lissann1074@me.com	Treasurer: Rita Hayes P O Box 179, Kermit, WV. 25674 Ritaehayes25674@yahoo.com
Mission Coordinators	
Spiritual Growth: Vickie Adkins 2846 S. Staunton Road, Huntington, WV 25702 vedageorge00@gmail.com	Social Action: Mary Leighton 4720 Bradley Road, Huntington, WV 25704 meleighton1@live.com
Education & Interpretation: Vacant	Membership Nurture and Outreach: Roberta Ferguson 145 Wyngate Drive, Barboursville, WV. 25504 fergusor@marshall.edu (304) 972-3294
Program Resources: Cheryl Blankenship 386 Twp. Road 1371, Proctorville, OH 45669 cblankenship@zoominternet.net	Communications: Wanda Skidmore 38 Larkspur Drive, Huntington, WV 25705 skiddles@aol.com
Nominating Committee:	
Class of 2021: Janet Foss 7 Greenspring Circle, Huntington, WV 25705 Jfoss50@gmail.com	Class of 2022: Barbara Hale 2223 Avinell Drive, Milton, WV 25541 barbhale37@yahoo.com
Class of 2023: Marsha Ball 32 Heritage Park Road, Huntington, WV 25704 marsha@zoominternet.net	Class of 2023: Becky Haer 7649 Ohio Valley Road, Pt. Pleasant, WV 25550 Rhaer52@gmail.com
Ex-Officio Members of the Leadership Team	
Sue Dostal, Conference President 814 N Norwood Road, Huntington, WV 25705 Suedostal2020@yahoo.com	Conference Communications: Margaret VanZandt Harrison 1702 7 th Avenue, Huntington, WV 25703 vanzandt@marshall.edu
Joyce Ray, Member, Conference Committee on Nominations 6820 Mud River Road, Barboursville, WV 25504 cray293541@aol.com	Rev. Joseph Hill, District Superintendent (without vote) Box 866, Charleston, WV 25323 jhill@wvumc.org

Mission Personnel with Special Relationship to The United Methodist Women of The West Virginia Conference

What can you do?

As a local unit:

- Send birthday cards.
- Pray for these people and their projects.
- Support through volunteering and providing financial support.

As a conference and district team:

- Lift up these people in prayer during meetings
- Sign birthday cards or cards of encouragement during meetings.
- Hold a planning meeting at one of the conference sites.

Missionaries:

Currently there are no active missionaries serving from West Virginia through the General Board of Global Ministries. Marilyn Uhl, from West Virginia, is serving as the director of Living Hope High School, Kenya Africa, which is an Advance Special through GBGM (#3021425)

Retired Missionaries and Deaconesses: From West Virginia and/or Served in West Virginia

Marilyn Sue Benson (bd May 15) Brooks-Howell Home 266 Merrimon Avenue, Ashville, NC 28801 bulbulsmom@gmail.com	Sarah L. Carr (bd August 31) 15 Meade Street Buckhannon, WV 26201 sarahlynchcarr@verizon.net
Margaret Craven (bd December 25) Brooks-Howell Home 266 Merrimon Avenue Ashville, NC 28801-1218	Deborah (Debbie) Pittman (bd July 9) Brooks-Howell Home 266 Merrimon Avenue Ashville, NC 28801-1218
Melva Joyce Humphrey (bd November 6)	Judy C. Matheny (bd February 23) P.O. Box 5, Lake Junaluska, NC 28745 Jcm2174@gmail.com
Gayle Lesure (bd October 6) P.O. Box 2043 Clarksburg, WV 26302 cburgparishgayle@yahoo.com	Rev. Ronald A. Whitlatch (bd September 27) 3606 Dayton Avenue, Louisville, KY. 40207 ronwhitlatch@gmail.com

Church and Community Worker: Anna Troy Greater Clarksburg Cooperative Parish 120 Murray Street, Clarksburg, WV 26301 304-622-472 830-431-1305 atroy@umcnission.org	Health and Welfare Agency: Christopher Mullett, CEO Burlington United Methodist Family Services Both Campuses: Burlington and Beckley P O Box 69, Burlington, WV. 26710 (304) 289-6010. cpmullett@bms.org
Disaster Response Coordinators Revs. Dan and Sue Lowther 115 Park Avenue, Mullens, WV. 25882 (304) 642-0897 dclowther@gmail.com (Dan) wsuelowther@gmail.com (Sue)	

Mission Projects in the West Virginia Conference:

<p>Ebenezer Community Outreach Center Celes Sheffield, Director 1660 8th Avenue, Huntington, WV 25703 (304) 523-2882. ebecomout@gmail.com</p>	<p>Heart and Hand House, Inc. Brenda Hunt, Director P. O. Box 128, Philippi, WV 26416 (304) 457-1295 brenda@heartandhandhouse.org</p>
<p>Heart + Hand Outreach Ministries Vicki Ballengee, Director 212 D Street, South Charleston, WV 25303 (304)342-0029. executivedirector@wvcdom.net</p>	<p>House of the Carpenter Rev. Dr. Michael Linger, Director 200 South Front Street, Wheeling, WV 26003 (304)233-4640. mlinger26@gmail.com</p>
<p>Scott's Run Settlement House Shay Petitto, Director P O Box 590, Pursglove, WV 26546 304-599-5020. spetitto@srsh.org</p>	<p>Tyrand Cooperative Ministries Belinda Toms, Director P O Box 365, Mill Creek, WV 26280 304-335-2788. tcm@frontiernet.net</p>
<p>Upshur Parish House Kristi Wilkerson, Director 68 College Avenue, Buckhannon, WV 26201 304-472-0743 KRLWilkerson@gmail.com</p>	<p>Celebration of Mission Event (C.O.M.E.) Rev. Cliff Schell P O Box 1279, Bridgeport, WV. 26330 (304) 842-4492 cliffschell@frontier.net</p>

***Please support our conference agencies.
 Send donations directly to the agency.***

WV Conference United Methodist Women 2021 HANDBOOK

This part of the handbook provides details on WV UMW events, minutes, budgets, and standing rules.

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United Methodist Women and Agency Contact information

<p>United Methodist Women National Office www.unitedmethodistwomen.org</p> <ul style="list-style-type: none"> • Gift Processing P O Box 29925. New York, NY 10087-9925 • Legacy Fund – Office of the Treasurer, 475 Riverside Drive, Suite 1503, New York, NY 10115
<p>West Virginia Conference United Methodist Women https://www.wvumc.org/change-the-world/umw/</p> <p>Facebook – West Virginia United Methodist Women https://www.facebook.com/umwww/</p>
<p>UMW Mission Resource, P O Box 742349, Atlanta, GA (303)74-2349 www.umwmissionresources.org (800) 305-9857</p>
<p>Hunger Grant – West Virginia Conference Treasurer, PO Box 2469, Charleston, WV 25329 (Please label the memo line – Hunger Grant)</p>
<p>KIDS COUNT: One Creative Place, Charleston, WV 25311 www.wvkidscount.org</p>
<p>West Virginia Healthy Kids: 1636 Kanawha Boulevard E., Charleston, WV 25311 www.wvhealthykids.org</p>

2021 Conference UMW Events and Meetings – Mark your Calendar!

Call to Prayer and Self Denial – Virtual Program

Saturday, March 6 at 10 a.m.

Program presented by Conference Team – Virtual Program

Saturday, April 10 @ 10 a.m.

Spiritual Growth Retreat - Virtual

Saturday, April 24, 2021

Keynote Speakers: Rev. Amy Shanholtzer and Eva Faulkner

Theme: Moving Forward Together

Mother's Day Program presented by Conference Team – Virtual Program

Saturday, May 8 @ 10 a.m.

Program Planning Retreat – Conference Team

Friday, May 14 – Saturday, May 15 – Charleston, WV

Mission u –Virtual

July 3- August 7

Theme: Being Active in the Present

A month-long series of “virtual” activities, including Plenary and Worship Programs, Adult Mission u Study courses, and Leadership Workshops via Zoom. (Details TBA)

Adult Mission u Studies on Zoom:

Bearing Witness in the Kin-dom: Living into the Church's Moral Witness through Radical Discipleship - Rev. Janet Harman & Rev. Heather Moore

(4 sessions) Thursdays - July 8, July 15, July 22 & July 29 at 6:30 – 8:30pm

Finding Peace in an Anxious World - Rev. Donna Hinkle

(4 sessions) Mondays - July 12, July 19, July 26, & August 2 at 6:30 – 8:30pm

Mission u Study Books are available @ www.umwmissionresources.org/ or online bookstores.

Annual Meeting

Community of Grace United Methodist Church, Huntington, WV.

October 22-23, 2021

Keynote Speaker: Yvette Moore

Theme: What Does the Future Hold?

Committee Meetings for upcoming years when traditional in-person meetings are appropriate:

Conference Leadership Team will meet on the day and at the time announced during Spiritual Growth Retreat, Mission u, and Annual Meeting.

Conference Committee on Finance will meet during the Conference Committee on Program meeting as announced in August.

Conference Committee on Nominations will meet on the day and at the time announced during Spiritual Growth Retreat, Mission u, and at Annual Meeting if necessary.

**West Virginia Conference United Methodist Women
United Methodist Women of West Virginia**

RECEIPTS

ESTIMATE OPENING A&MD BALANCE – 01/01/2021		\$15,000.00
District Pledges		
Greenbrier	\$13,000.00	
Little Kanawha	\$25,000.00	
Midland South	\$28,000.00	
Mon Valley	\$16,000.00	
Northern	\$8,000.00	
Potomac Highlands	\$15,000.00	
Southern	\$20,000.00	
Wesleyan	\$20,000.00	
Western	\$18,000.00	
TOTAL DISTRICT PLEDGES		\$163,000.00
Estimated Conference Receipts		
Spiritual Growth Retreat Registration	\$13,000.00	
Mission u Registration	\$7,000.00	
Annual Meeting Registration	\$4,000.00	
TOTAL ESTIMATED CONFERENCE RECEIPTS		\$24,000.00
TOTAL FUNDS AVAILABLE		\$202,000.00

DISBURSEMENTS

ESTIMATED A&MD FUNDS AVAILABLE		\$218,500.00
A&MD DISBURSEMENTS		
Jurisdiction Pledge – 1% of National Pledge	\$1250.00	
District A&MD	\$25,380.00	
NEJ Deaconess and Home Missioners Association	\$100.00	
Church Women United	\$100.00	
Assembly (restricted fund)	\$500.00	
Jurisdiction Meeting (restricted fund)	\$0.00	
Insurance	\$1,400.00	
Supplies and Printing	\$2,000.00	
Postage	\$300.00	
Audit	\$2,500.00	
District Leadership Training	\$1,000.00	
Program Planning/Finance Committee Meetings	\$1,600.00	
Annual Meeting	\$5,500.00	
Spiritual Growth Retreat	\$18,000.00	
Mission u Training for Leaders	\$5,000.00	
Mission u	\$18,000.00	
Literature	\$340.00	
Assembly Scholarship (restricted fund)	\$200.00	
Leadership Development Days	\$0.00	
UMW Promotion – Annual Conference	\$0.00	
Mission Challenge	\$325.00	
District Spring Meetings Presentations	\$500.00	
Contingency	\$2,000.00	
SMR pins for outgoing district and conference officers	\$1,000.00	
TOTAL A&MD DISBURSEMENTS		\$86,995.00
PLEDGE TO MISSION – NATIONAL OFFICE		\$125,000.00
TOTAL DISBURSEMENTS		\$212,099.50
ESTIMATED ENDING BALANCE – 12/31/2021		\$9,995.00

**West Virginia Conference United Methodist Women
Minutes of the Email Vote for Annual Meeting Business Issues**

Pam Braden, Conference Secretary, emailed the following the following three items for vote to the District Presidents and Conference Leadership Team on August 26, 2020.

**Item for Vote #1: 2021 Budget
United Methodist Women of West Virginia**

The proposed budget (page 21) was prepared by the Conference Finance Committee Chair and Treasurer, Karen Grafton. The proposed budget was presented for vote by email. 14 responses received. 14 yay, 0 nay, 3 not responding. The motion carried.

Item for Vote #2: 2021 Conference Officers

Motion was made from Conference Committee on Nominations; no second is required.

Slate of Officers – 2021

Office:	Nominee:	Term:
President	Sue Dostal	2 nd year 2 nd term
Vice President	Rebecca Adkins	1 st year, 2 nd term
Secretary	Pam Braden	1 st year 2 nd term
Treasurer	Karen Grafton	1 st year 3 rd term
Spiritual Growth Coordinator	Joy Hicks	1 st year 1 st term
Social Action Coordinator	Elizabeth Bailes	2 nd year, 1 st term
Secretary of Program Resources	No nominee	2 nd year of unexpired term
Education, Nurture & Outreach Coordinator	No nominee	
Communications Coordinator	Margaret Harrison	2 nd year, 1 st term
Committee on Nominations Chairperson	Letha Caplinger	Appointed
Nominations Committee:		
Class of 2020:	Mon Valley: Melanie Thomas Wesleyan: June Nonnenburg	
Class of 2021:	Northern: Shelby Straub Southern: No Nominee	
Class of 2022:	Greenbrier: Barbara Mullens Little Kanawha: Carol Sprigg Pot Highlands: Letha Caplinger	
Class of 2023:	Midland South: Rebecca Britton Western: Joyce Ray	

Item for Vote #3: Administrative Policy Changes:

A motion was made, seconded, and passed to **edit** the following language under *Standing Rule #5* under the Business Manager heading of the 2020 Handbook.

- a. \$75 to the Sound System person.
- b. \$75 to special musicians.
- c. \$75 to a designated group such as United Methodist Men, Scouts, etc., for assisting with parking, setting up tables and chairs, transportation, etc.
- d. \$75 to pianist/organist. (Added)
- e. \$75 to song leader. (Added)

Add #1:

1. The site for Annual Meeting shall be held at a church venue with adequate facilities for the meetings. (This sentence added.)

Report on Votes - Received by Email

(as of September 11, 2020)

Item for Vote:	Total Yay	Total Nay	Motion Carried or Defeated?
1. 2021 WV Conference UM Women Budget Proposal (attached to email)	14	0	Carried
2. 2021 Slate of Officers (Conference) (See above)	14	0	Carried
3. Administrative Policy Changes (see above)	14	0	Carried

**West Virginia Conference United Methodist Women
Minutes of the 47th Annual Meeting
Virtual Presentation – Prepared October 24; Available by Zoom December 12, 2020
Filmed at Calvary United Methodist Church, Ripley, WV**

Charter for Racial Justice Committee:

- Chair - Sue Dostal
- Member of Leadership team – Karen Grafton (2020)
- Elizabeth Bailes and Letha Caplinger (by virtue of conference office)
- District President – TBA
- At large members – TBA

Candle Burning 2021

Candle Burning is a West Virginia Conference United Methodist Women’s project which was started to fund Mission Giving. It is a “second mile” giving project above the regular channels of Mission Giving (Pledge to Mission, Special Mission Recognition, Gift in Memory, Gift to Mission and World Thank Offering).

Through Candle Burning, we have the opportunity to be in mission with women, children and youth who need help in the United States and around the world and the opportunity to honor or remember special persons in their lives.

Below is a guide to how your Candle Burning donation is reflected in the Mission Giving for 2021.



United Methodist Women Mission Giving

2021	Mission Dollars Spent
Year	\$10,632,704.00
Day	\$29,130.70
Hour	\$1,213.78
5 Minutes	\$101.15
1 Minute	\$20.23
1 Second	\$0.34

**West Virginia Conference United Methodist Women
2021 Local Organization Accomplishments
January 1, 2021 – December 31, 2021**

***Purpose:** United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.*

Recognition Achievements:

Level	Less than 10 members	More than 10 members
Bronze	5 total	10 total
Silver	7 total	14 total
Gold	10 total	20 total

Each organization should strive to complete as many as possible with the above being the minimum
Use these suggestions to MAKE IT HAPPEN in the world in which we live

Purpose (Mission Giving)

- 1a. Make and meet a Pledge to Mission Giving
- 1b. Include the recitation of the UMW Purpose at every local organization meeting
- 1c. Increase the local organization's Pledge to Mission this year
- 1d. Contribute to all 5 Channels of Mission Giving
Pledge to Mission; Special Mission Recognition; Gift to Mission; Gift in Memory; World Thank Offering
- 1e. Contribute to Candle Burning; a second mile giving

Know God (Faith)

- 2a. Encourage the practice of Spiritual Disciplines (scripture reading, meditation, prayer, fasting)
- 2b. Use the Prayer Calendar at each organization meeting to pray for mission workers and projects
- 2c. Have at least one member, other than a conference officer, attend the Spiritual Growth Retreat
- 2d. Have at least one member attend a district spiritual growth retreat, such as Day Apart
- 2e. Host or participate in a Children's Sabbath Service highlighting the needs of children
Resources can be found at www.childrensdefense.org
- 2f. Use at least one program from the UMW Program Book other than the Call to Prayer and Self Denial program
- 2g. Host or participate in a Call to Prayer and Self Denial program as found in the UMW Program Book
- 2h. Sponsor a young women (18-40 years old) to attend the Conference Spiritual Growth Retreat
- 2i. Sponsor a youth (14-18 years old) to attend the Conference Spiritual Growth Retreat

Experience Freedom as Whole Persons (Hope)

- 3a. Engage in one District or Conference Social Action Priority. Which one?

- 3b. Engage in any justice issue related to women, children and youth in your area, community, or district which is not included in 3a above. Be sure it is a justice or social action issue and not a charity project Issue: _____
- 3c. Have at least one member sign up to receive the UMW Action Alerts to learn more about justice issues. Go to www.unitedmethodistwomen.org. Then click on Action Alerts.
- 3d. Have at least one member sign up for the action alerts from the General Board of Church and Society (www.umc-gbcs.org) and share information on justice issues with the local organization
- 3e. Implement to Charter for Racial Justice Policies by having a Racial Justice Program

www.unitedmethodistwomen.org/downloadresources/racial-justice-tools-for-leaders

Describe: _____

3f. _____ Participate in the United Methodist Women National 13 Steps to Sustainability Policies

www.unitedmethodistwomen.org/sustainability

3g. _____ Establish or maintain a ministry program which nurtures children, teens or college/university Women. This could be in addition to any of the other items listed.

Describe: _____

3h. _____ Contribute to WV KIDS COUNT Fund. Go to www.wvkidscount.org for more information

3i. _____ Invite the WV KIDS COUNT Executive Director to attend an organization meeting to speak about KIDS COUNT

3j. _____ Invite a WV Conference Mission Project Director and/or Church and Community Worker and/or a staff person from Burlington United Methodist Family Services and/or a Disaster Response Coordinator to an organization meeting to talk about their work

Develop a Creative, Supportive Fellowship (Love)

4a. _____ Add at least one new member to the roll Name: _____

4b. _____ Have at least one member, other than a conference officer attend the Conference Annual Meeting Name: _____

4c. _____ Sponsor a young women (18-40 years old) to attend the Conference Annual Meeting Name: _____

4d. _____ Invite a District or Conference officer, other than your own, to one of your organization meetings Name/Date: _____

4e. _____ Write to at least 5 mission workers listed in the Prayer Calendar Names: _____

4f. _____ Submit names of deceased members to your District MN&O Coordinator or their equivalent officer by December 31, 2021

4g. _____ Have a United Methodist Women's Sunday

4h. _____ Have at least one member, other than a district officer, attend the UMW Spring Meeting Name: _____

4i. _____ Have at least one member, other than a district officer, attend the UMW Fall Meeting Name: _____

Expand Concepts of Mission (Love)

5a. _____ Have at least one subscription to **response Magazine** within the organization to help members stay informed on world missions and for help in planning programs. Include a **response** moment at the organization meetings where an item from **response Magazine** is lifted up as a way to tell a mission story

5b. _____ Have at least one member, other than a district or conference officer, attend a district or Conference Mission Encounter event. If one is not offered in your district you can go to another district

5c. _____ Have at least one member complete Plan 1 or higher of the Reading Program Name/Plan: _____

5d. _____ Have a member report on at least one book from the Reading Program at an organization meeting

5e. _____ Have at least one member, other than a district or conference officer, attend Mission u Name: _____

5f. _____ Sponsor a young women (18-40 years old) to attend the Conference Mission u Name: _____

5g. _____ Sponsor a child or youth (7-18 years old) to attend the Conference Mission u Name: _____

5h. _____ Have a member who attends Mission u present a report of the event at an organization meeting

5i. _____ Participate in the WV Annual Conference Undie Sunday

5j. _____ Participate in the WV Annual Conference Celebration of Mission Event

Participation in Global Ministries (In Action)

6a. _____ Select a National or International Mission Institution or Project which is supported by funds from UMW National Office and visit and/or contribute needed resources. Scott's Run Settlement House is a UMW National Mission Institution in our conference. These projects are listed in the Prayer Calendar

6b. _____ Have or participate in at least one mission study during the year

- Which one: _____
- 6c. _____ Have at least one member participate in a hands-on mission such as gleaning, working at a food Pantry or clothes closet, bagging food for a project, helping at New Vision Depot, or any non-profit organization, etc.
 Names: _____
 Project: _____
- 6d. _____ Participate in a ministry or program, or create one, in which children benefit educationally, such as collecting school supplies, mentoring, tutoring, etc. Check out <https://campaignforchildren.org>
 Describe: _____
- 6e. _____ Provide at least 5 UMCOR kits to New Vision Depot. Those kits are hygiene, school and cleaning.
<http://www.umcmision.org/umcor/serve/relief-supply-network>
- 6f. _____ Make a donation of goods (stamps for inmates, etc), money (to support a prison chaplain, etc), or Service (Bell Choir, Bible study) to a prison ministry
- 6g. _____ Contribute to the Dorothy Lee Scholarship fund supporting international students at WVWC
- 6h. _____ Contribute to the Call to Prayer and Self Denial offering
- 6i. _____ Contribute to the WV Annual Conference Celebration of Mission Event

Total number completed _____

Number of members in organization _____

Submit this form to your Conference President no later than January 30, 2022

Submit this form to: Sue Dostal
 814 North Norwood Road
 Huntington, WV 25705
 suedostal2020@yahoo.com

Local Organization/Church: _____

President/Contact Person: _____

Email Address: _____

Phone number: _____

2021 UMW Reading Program

Choose and follow one of the four plans. When you have read the required number of books and magazine issues, report your completion to your local member in charge of program resources. Titles read from the 2015 list will be credited through December 31, 2021.

Reading List: See Appendix

PLAN I: 5 books a year

- One book from each category: Education for Mission, Leadership Development, Nurturing for Community, Social Action and Spiritual Growth.
- Selections can be from the 2015–2020 reading lists if not included in previous reports (including children and youth titles). Bonus Books count as two books!
- Regular reading of *response* magazine

PLAN II: 10 books a year

- Two books from each category: Education for Mission, Leadership Development, Nurturing for Community, Social Action and Spiritual Growth. Bonus Books count as two books!
- Selections can be from the 2015–2020 reading lists if not included in previous reports (including children and youth titles).
- Regular reading of *response* magazine.

PLAN III: 15 books a year

- Two books from each category: Education for Mission, Leadership Development, Nurturing for Community, Social Action and Spiritual Growth.
- Plus five additional books from any category. Bonus Books count as two books!
- Selections can be from the 2015–2020 reading lists if not included in previous reports (including children and youth titles).
- Regular reading of *response* magazine.

PLAN IV: 20 books a year

- Two books from each category: Education for Mission, Leadership Development, Nurturing for Community, Social Action and Spiritual Growth.
- Plus ten additional books from any category. Bonus Books count as two books!
- Selections can be from the 2015–2020 reading lists if not included in previous reports (including children and youth titles).
- Regular reading of *response* magazine.

West Virginia Conference of the United Methodist Women District Responsibilities Rotation List

Explanation of responsibilities follows this page.

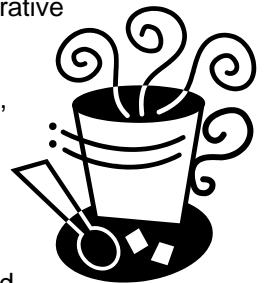
YEAR	Annual Meeting Hostess District	Crafts for Mission** District	Spiritual Growth Retreat Hospitality
2021	Western	Little Kanawha	Greenbrier
2022	Midland South	Northern	Potomac Highlands
2023	Mon Valley	Southern	Little Kanawha
2024	Greenbrier	Potomac Highlands	Mon Valley
2025	Wesleyan	Western	Southern
2026	Northern	Mon-Valley	Midland South
2027	Little Kanawha	Greenbrier	Wesleyan
2028	Southern	Wesleyan	Western
2029	Potomac Highlands	Midland South	Northern

** Monies made at the sale of crafts at Annual Meeting benefit the *Conference Crafts for Mission Restricted Fund* which pays for Special Mission Recognition pins and Gift to Mission cards given to outgoing conference and district officers.

SPIRITUAL GROWTH RETREAT HOSPITALITY RESPONSIBILITIES

While we will not be in person for the 2021 Spiritual Growth Retreat, these are the responsibilities for 2022 and beyond. This is left in the handbook for planning purposes.

1. The location of the **Hospitality Room** is to be in a classroom to be designated by Cedar Lakes.
2. The District will be responsible for furnishing the following:
 - a. Bring containers for ice. The ice can be purchased after arriving at the Administrative Building.
 - b. Hot chocolate, regular/decaffeinated tea bags, sugar and creamer.
 - c. Paper cups, napkins, small paper plates (**no Styrofoam, please**), paper towels, stirrers, trash bags, covers for the tables. Serving bowls/plates are needed as well.
3. Cedar Lakes will furnish the following:
 - a. Hot water and drinking water.
 - b. Regular/decaffeinated coffee.
4. Make snacks simple and bring nothing to be refrigerated. Include snacks for diabetic and gluten-free diets. A suggestion is to bring fresh fruit.
5. Plan for 150-200 people total.
6. The Hospitality Team is to be present in the **Hospitality Room from 1:30 – 3:30 pm** on the first day and during the break time on the second day of each event.
7. The room will be left open at other times, but no hostess needs to be present.
8. If you wish to provide soft drinks, juice, or other beverages, your District *must* furnish.
9. Whatever your District does to make the room “inviting,” remember *you are responsible* for cleaning up afterward.



NOTE:

In order to better plan for the next Retreat, it would be beneficial to the Conference Spiritual Growth Coordinator and the next District Hospitality Team if a count could be taken of how much hot water and coffee were left over for each event. Please give information to Conference Spiritual Growth Coordinator.

UMW Annual Meeting Committees and Responsibilities

Chairperson(s): The Chair is responsible for:

1. Physical and mechanical aspects of the meeting.
2. Reserving the facilities. Speak directly to the pastor and do it early.
3. Providing a list of all chairpersons with addresses, phone numbers, and email addresses to the Conference Vice President.
4. Coordinating the work of all the committees. Be prepared to step in or find additional help if a committee chair needs help, is not doing her job, or is making many mistakes.
5. Working closely with the Conference President and Vice President.
6. Setting up a reporting system to keep in touch with committees.
7. Ensuring coordination between Conference and District Leadership Teams. Each district annual meeting committee chair shall be paired with a member of the conference leadership team to assist with any questions or comments that cannot be answered at the district level.
8. Making sure all committees give you a final evaluation and report. Consider scheduling an evaluation meeting. Have a list prepared of those persons who need to receive thank you notes and remind Chairs to write to those who helped in their particular areas. Provide stationery, envelopes, and stamps.
9. Reporting statistics and evaluations within three weeks following Annual Meeting. These would include what worked well and what did not, with suggestions for future Annual Meetings. This is to be sent to the Conference President and Vice President.
10. Giving greetings at the opening session as determined by the program. Recognize committee chairs and their work at the close of Annual Meeting as determined by the program.
11. Interpreting responsibilities of the committees to the chairpersons.
12. Sending copies of all your notes, suggestions, and evaluations to the District President who is responsible for the next Annual Meeting.
13. Contacting the District President responsible for the next Annual Meeting and ask her to be prepared to remain after Annual Meeting to collect materials she will need.

Business Manager: Please:

1. Set up a separate account at a local bank --- "United Methodist Women Special Account." Have a second signature, perhaps the chairperson, in case the business manager is out of town or ill. Both signatures would not be required to write a check.
2. Request up to \$500 advance from the Conference Treasurer to use until registration money is received.
3. After all bills are paid, return the advance and any remaining monies to the Conference Treasurer by the end of the year. If that is not possible because there are still checks outstanding, then let the Conference Treasurer know how much you expect to return.
1. Receive and disburse all monies for expenses of the Annual Meeting.
2. These honoraria are paid from the SPECIAL ACCOUNT mentioned above:
 - a. \$75 to the Sound System person.
 - b. \$75 to special musicians.
 - c. \$75 to a designated group such as United Methodist Men, Scouts, etc., for assisting with parking, setting up tables and chairs, transportation, etc.
 - d. \$75 to pianist/organist. *(Added)*
 - e. \$75 to song leader. *(Added)*
3. Provide vouchers to be used by the Annual Meeting Chairpersons; vouchers must be used by all persons requesting a reimbursement.

4. Prepare and send financial statements to the Conference Treasurer, Conference President, Conference Vice President, and the Chairperson for Annual Meeting.
5. Provide a cash box for resource room and registration.
6. Do not handle offerings.
7. Make a final written report/evaluation and send to the Chairperson by December 1. The report should include a record of what worked well, what did not and why, and suggestions for future meetings.

Registrar: The Registrar will:

1. Work with the Conference Vice President and General Information Committee in organizing registration and information needed for the official Call Letter---name, address, phone number of Registrar, housing information, map, local restaurants, etc. Send information to the Vice President by June 1. (Conference Vice President has the responsibility for printing the Call Letter.)
2. Create a confirmation letter which includes at least the theme; keynote speaker; registration information such as due date, refund date, cost; location; parking; transportation. Other possible contents: map, housing, restaurants, child care, mission projects, tours, project needs, etc. Conference Vice President is to proof the letter before sending it out. *Conference Vice President shall proof the letter before distribution.*
3. Receive all registrations and send confirmation letter.
4. Registration fee and registration form should be required of all attendees, unless otherwise stated below. Persons working only in the kitchen for a special part of the event will be excluded from the registration fee, but still must complete a registration form to meet insurance requirements. All persons not pre-registering will also be asked to complete a registration form and pay the required fee.
5. Obtain list from the Conference Vice President of persons who do not pay registration. However, a registration still needs to be received and a confirmation letter sent.
6. Send money to the Business Manager to be deposited in the "Annual Meeting Account."
7. Work with the Credentials Committee on procedure to be used to be sure all voting delegates have proper ribbon. Provide credentials with list of delegates and name of church. Conference delegates will be listed separately. Units with 50 or more members will have 2 delegates.
8. Make name tags. Use conference plastic covers. Pick them up after SOCM in July. Make sure names, especially first names, are printed large and easily readable.
9. Print labels for the packets with name, district, and if delegate.
10. Set a date for all packet materials to be in your hands.
11. Have Program Resources Chairperson order the large envelopes to be used for the packets.
12. Establish times to assemble packets which include program booklet, flyers, budget, nominating committee report, name tags, delegate ribbons, "love offering" envelope, free Service Center material, local information, "goodies."
13. Staff the registration tables AT ALL TIMES. Be prepared for "walk-ins."
14. Report to the Conference Secretary as soon as possible on Saturday morning the exact count by district and total attendance which includes guests. Do not include "no-shows" or those who come for a special part and then leave.
15. Give the registrations to the Conference Vice President. These are to be kept on file for one year for insurance purposes.

16. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

Credentials:

1. Secure list of voting delegates from the Registrar. List should include name and church. Units with 50 or more members will have 2 voting delegates.
2. Secure a Parliamentarian, preferably from the host district, who will monitor procedure and provide guidance during the business meeting according to *Robert's Rules of Order*.
3. Work at the credentials table during all registration periods.
4. Obtain list from the Registrar or Conference Vice President of conference voting delegates. All delegates should have some type of visual designation on the nametag.
5. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

General Information:

1. Provide Registrar and Conference Vice President with:
 - a. A map with location of the church along with directions to the church by June 1. Please include the address and church phone number.
 - b. A list of motels/hotels/bed and breakfasts and cost of stay.
 - c. A list of restaurants with directions.
2. Work with the Chairperson to decide what local sights and tours are available. Contact these and obtain information. Send information to the Registrar and Conference Vice President by June 1,
3. Obtain brochures for sight-seeing and mission project(s) for the packets. Give to the Registrar.
4. Provide an information table near registration. Be prepared to help inform people of church facilities, location of special assigned areas, tours, local places of interest, directions, etc.
5. Assist with preparing the packets.
6. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

Chancel and House:

1. In charge of decorating and worship setting. Be sure to check with the local pastor about special arrangements, church policies regarding flowers, etc.
2. Be familiar with, make arrangements for, and/or do the following:
 - a. Check the chancel and meeting room before each session.
 - b. Light candles and have flowers in place.
 - c. Be sure PA system is on and working, secure a knowledgeable person from the church to operate the equipment.
 - d. Have water and glasses, Kleenex, pencil, etc. at the podium for guest speakers.
 - e. Become familiar with church lighting.
 - f. Have special equipment, supplies, props, chairs ready as requested.
 - g. Have enough hymnals/music.
 - h. Have enough offering plates ready.
 - i. Check with Conference Secretary to see if she wants a small table and chair.

- j. Check with Conference Education and Interpretation Coordinator to arrange placement of candle of candle burning.
- 3. In charge of preparing for Communion
 - a. Check with minister or celebrant concerning preparation and elements needed.
 - b. Prepare for communion and clean up afterwards.
 - c. Inform the Chairperson of Pages and Ushers how communion is to be administered and how the ushers are to be used.
 - d. Work with ushers to make sure Communion service runs smoothly.
 - e. Work with the minister or celebrant if he/she wants printed material and, if so, see to it that the material is printed and distributed.
- 4. Work with the Conference Vice President as requested concerning worship.
- 5. If printed material is to be used and it's not already included in the program booklet, distribute that material.
- 6. Be prepared to honor requests from the speakers.
- 7. Sit at the front of the sanctuary; let the Conference Vice President, Conference President, and the minister know where you will be seated.
- 8. Be prepared for last minute needs/requests and emergencies.
- 9. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

PAGES AND USHERS

- 1. Reserve the first two rows of seats for the Conference Executive Committee and speakers.
- 2. Reserve an area (the voting bar) for the voting delegates. Get the number of delegates from the Credentials Chairperson in order to have a large enough area. This section is needed for the Saturday morning session.
- 3. Have the ushers to help delegates find seating in the voting bar. Only those with proper designation may sit in the voting bar.
- 4. Obtain information from the Chairperson of Chancel and House regarding the manner in which communion is to be served.
- 5. Be available for instructions and practice, especially for communion and offerings. Have the ushers practice in order to be comfortable with the procedure to be used.
- 6. Have someone hold the offerings until the treasurer(s) can get them.
- 7. Chancel and House are to have the offering plates ready, but double check.
- 8. Work with the Chairperson of Hospitality. Decide what identification each will wear and will this committee need to be available to help greet during registration.
- 9. Have greeters at main doors of the sanctuary/meeting room for each session. There may also be material to distribute.
- 10. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

HOSPITALITY

- 1. Organize and serve tea/coffee/snacks during registration. Check with the local church to see what is available to be used. Strongly recommend healthy foods and some foods for those on restricted diets.
- 2. Have persons located at strategic locations during registration to give directions. Might want to use some of the pages and ushers. Be familiar with the layout of the facility.

3. Discuss with the Chairperson of Pages and Ushers what will be used/worn to identify greeters, ushers, etc.
4. Set up a "lost and found" area, and a coat and luggage area.
5. Discuss with the Annual Meeting Chairpersons and the Conference Vice President whether or not to serve a continental breakfast. If so, involve as many local units as possible for the hospitality.
6. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

RECEPTION

1. To be held on Friday evening after the first session. Involve as many local units as possible to provide donated items.
2. Designate an area to receive those items brought.
3. Set up and serve the reception. Check with the host unit to see what is available for use. Need tables, tablecloths, napkins, plates, cups, eating utensils, decorations, some chairs, etc.
4. Have several serving tables. Strongly recommend healthy foods and at least one area for those on restricted diets. Designate that area so all will know.
5. The host UMW and the Hospitality Committee might be able to assist.
6. Organize the clean-up afterwards.
7. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

SPECIAL ARRANGEMENTS

1. Provide a first aid room and basic supplies. Have someone on duty at all times. Have phone numbers ready for emergency purposes.
2. Have a nursery ready with sitters at all times. Check with the registrar to find out how many children might need this service. Be sure the sitters know what special needs any of the children might have.
3. Transportation if some of the parking will be elsewhere besides at the church.
4. Make all needed signs to give directions to various meeting places, resource room, etc.
5. Set up a location to collect items for the mission project(s). Make arrangements to have all the items picked up by the project(s).
6. Arrange for parking; **have parking attendants**; have reserved parking as requested other than handicapped parking.
7. Arrange for display tables for church agencies, mission projects, crafts, resource room, Social Action, other tables as requested by the conference team, etc. Have table covers available.
8. Check with the district responsible for crafts to see how many tables are needed.
9. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

PUBLICITY

1. Work with the Conference Communications Coordinator on publicity and pictures. Be sure to ask if she wants someone else to take any of the pictures and, if so, which ones.
2. Use all media that is available: press, radio, TV, conference website and church bulletins.

3. With the help of the Conference Communications Coordinator send out press releases to the district communications coordinators.
4. Request local hotels/motels/restaurants, etc. to use their marquees or signs to welcome the UMW.
5. Take pictures of the annual meeting committees at work and pictures during the Annual Meeting. Send those to the Conference Communications Coordinator.
6. Send copies of all press releases and materials to the Conference Communications Coordinator.
7. Stagger news releases so that they will not all be published the week before the meeting!
8. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

PROGRAM RESOURCES

1. The Conference Program Resource Secretary will prepare the order and will place the order.
2. Staff the resource room. Suggest using local units' Program Resource Secretaries.
3. Set up the room early for those who arrive early. If you need to go in a day ahead of time, meals and room will be paid for.
4. Have the resource room open at specified times; not during the sessions.
5. Nothing is to be sold in the resource room except what comes from the Service Center or is obtained with approval for sale from United Methodist Women National Office.
6. At the end of the last session, have a small committee to count and pack left over books ready for shipping. Then mail back these books.
7. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

MUSIC

1. Select pianist, organist, and song leader. Conference pays the honoraria for these persons.
2. Work with the song leader to select hymns that might be used for both sessions. Coordinate with the theme of the meeting as much as possible. Check with the Conference Vice President about hymns she might want. Send all hymns selected, all preludes, postludes, offertory music, etc. to the Conference Vice President by Sept. 1.
3. Make sure the pianist, organist, and song leader understand their responsibilities beyond just congregational hymns such as preludes, postludes, offertory music, etc.
4. Obtain all special musicians such as choirs, soloists, small groups, instrumentalists, liturgical dancers, etc. Work closely with the Conference Vice President on how many specials to schedule. Honoraria for these persons are paid out of the "Annual Meeting Account."
5. Make sure all musicians know when to arrive and approximately what time they are to perform. Check with the Conference Vice President to get this information.
6. During the meeting act as hostess for these special musicians.
7. Let the Conference Vice President know when the special musicians have arrived and when they are ready.
8. Get the names and a bio of all musicians to the Conference Vice President by Sept. 1.

9. Make a final written report/evaluation and send to the Chairperson by December 1. The report should be a record of what worked well, what did not and why, and suggestions for future meetings.

These are subject to change or modification as needed by the Conference Committee on Program.

WV Conference United Methodist Women STANDING RULES

1. There shall be the following committees:
 - a. A **LEADERSHIP TEAM** of the conference organization composed of the elected leaders; district presidents; members of the conference Committee on Nominations (without vote); resident bishop; cabinet liaison; directors of the United Methodist Women national organization, members of the program advisory group of the United Methodist Women national organization, members of the Northeastern Jurisdiction leadership team, and members of the Northeastern Jurisdiction Committee on Nominations (without vote) residing within the boundaries of the conference; and others as the leadership team may determine.
 - The committee shall vote on all deletions, corrections and additions to the standing rules and financial policies.
 - Should the situation arise between regularly scheduled meetings requiring the approval of the Leadership Team, members may be contacted via email for comments and a vote on the proposal. Each voting member is asked to respond to such email.
 - b. The **ADMINISTRATIVE COMMITTEE** shall be composed of the president, vice president, secretary, treasurer and one other member of the conference elected members to be appointed by the president at the Annual Meeting. The purpose of this committee is to transact necessary business in the interim between Program Planning and Leadership Team meetings.
 - c. A **COMMITTEE ON PROGRAM** composed of all elected leaders (including nominations chairperson, but not the other eight members) with the vice president as chairperson or the president when no vice president is elected.
 - d. A **COMMITTEE ON FINANCE** composed of all elected leaders and the district treasurers with the conference treasurer as chairperson. (Nominating Chairperson included, but not the other eight members of nominations)
 - e. A **COMMITTEE ON MEMBERSHIP** composed of the district mission coordinators for membership nurture and outreach, the conference Committee on Nominations chairperson, president, secretary, communications coordinator and the conference mission coordinator for education, nurture and outreach as chairperson.
 - f. A **COMMITTEE ON MISSION** composed of all of the elected leaders with the dean as chairperson. The officers of the committee (dean, assistant dean, and registrar) should be rotated among the elected leaders and should not serve in these positions more than two successive years. The treasurer shall be the business manager.
 - g. A **COMMITTEE ON SPIRITUAL GROWTH RETREAT** composed of all elected leaders with the mission coordinator for spiritual growth as chairperson. (Committee on Nominations Chairperson included, but not the other eight members of nominations) The treasurer shall be the business manager. The registrar may be an elected leader and shall serve no more than four (4) years.
 - h. A **COMMITTEE ON NOMINATIONS** composed of one (1) member from each district with no substitutions from any other district should a district be without a representative. The chairperson, who serves for two (2) years, shall be a representative from one of the districts. Members will be elected in classes of two or three for a four-year term. No member of the committee shall hold any other office in the organization beyond the local unit.
 - i. A **COMMITTEE ON CHARTER FOR RACIAL JUSTICE POLICIES** composed of the president; mission coordinator for social action; the Committee on Nominations chairperson; one (1) additional member from the leadership team; one (1) district president; and two (2) members-at-large, with one-third women of color, insofar as possible. No member of the committee shall hold any other office in the organization beyond the local unit. The district president serving on this committee is an exception to the latter rule.
 - j. A **MINUTES COMMITTEE** composed of three elected leaders, with one designated as chairperson, appointed by the president at the Annual Meeting. The committee is to review the Annual Meeting minutes prior to publication in the annual report. The chairperson shall voice approval at the next Annual Meeting.

2. Nominations and Elections:

- a. Nomination proposals made by members of the Committee on Nominations and conversations in the committee meetings are confidential to the committee and the leadership team.
- b. Chairperson shall present list of potential nominees to the leadership team prior to making the nomination invitation.
- c. Committee on Nominations shall nominate as follows:
 - (1) Even years: vice president, treasurer, mission coordinator for spiritual growth, and communications coordinator;
 - (2) Odd years: president, secretary, mission coordinator for social action, mission coordinator for education, nurture and outreach, and secretary of program resources.
 - (3) Every year: members of the Committee on Nominations to replace the outgoing class.
 - (4) Every second year a chairperson of the Committee on Nominations who serves for two (2) years.
 - (5) At the Annual Meeting prior to the quadrennial meeting of the Northeastern Jurisdiction United Methodist Women, two (2) women for membership on the board of directors of the United Methodist Women national organization. Additional names may be nominated from the floor of the Annual Meeting with the consent of the nominee. The names of those elected will be sent to the jurisdiction organization. Also, an alternate is to be elected. The name of this alternate is retained by the secretary. In the event that one of the names of the two nominees is withdrawn, the name of the alternate will be sent to the jurisdiction organization as the second nominee of the conference. The alternate does not attend the jurisdiction meeting at conference expense unless she replaces one of the two women elected.
 - (6) At the Annual Meeting prior to the quadrennial meeting of the Northeastern Jurisdiction United Methodist Women, three (3) voting delegates and one (1) alternate, all of whom shall be conference officers, for membership in the jurisdiction organization. The three (3) voting delegates and one (1) alternate are to be nominated from president, vice president, secretary, and treasurer of the elected leaders. Nominations from the floor may not be accepted.
 - (7) At the Annual Meeting prior to the quadrennial meeting of the Northeastern Jurisdiction United Methodist Women, three (3) women to be considered to serve on the program advisory group of the United Methodist Women national organization. Additional names may be nominated from the floor of the annual meeting with the consent of the nominee. The names of those elected will be sent to the United Methodist Women national organization.
 - (8) Four (4) members, excluding those by virtue of conference office, to the Committee on Charter for Racial Justice Policies selected to ensure inclusiveness and to include one (1) district president, one (1) additional member of the leadership team, and two (2) members-at-large. These members shall serve no more than three (3) years and shall be elected in classes to maintain consistency in leadership.
- d. The slate of officers to be elected is to be presented at the meeting of the Leadership Team held at Mission U for recommendation at the Annual Meeting and made available to the general body 30 days prior to the Annual Meeting. The slate shall also include the year and term of each officer and filed with the secretary following election for inclusion in the minutes of the Annual Meeting.
- e. Tenure records are to be maintained annually by and kept indefinitely with the chairperson of the Committee on Nominations.
- f. When a nomination is made from the floor during annual meeting, the procedure to elect that officer will be as follows:
 - (1) The election for that office will be delayed.
 - (2) The Committee on Nominations will immediately go into session to verify the nominee's tenure and her willingness to accept the office.
 - (3) If (2) above can be verified by the end of the business session, then the election for that office will be held.
 - (4) If (2) above cannot be verified by the end of the business session, then the election for that office will be held at the next Conference Leadership team meeting.
 - (5) Should there be two (2) or more nominees for the same position, the election will be by a show of hands or standing vote. The nominees will be asked to leave the room during the vote.
- g. Should there not be a nominee submitted by the Committee on Nominations or a nomination made from the floor during Annual Meeting, the Committee on Nominations will continue its search for a nominee.
- h. Any elected leader, member of the Committee on Nominations, or member of the Committee on Charter for Racial Justice Policies having two (2) successive absences from scheduled meetings will be reported to the Leadership Team, who will ask for a letter of resignation so a replacement can be named.
- i. Conference leaders elected at Annual Meeting shall take office immediately with the exception of the treasurer who will hold office through the calendar year.

- (1) It will be the responsibility of outgoing leaders to meet with their successors to give them materials and information for the promotion of their work prior to the Program Planning meeting held at Annual Meeting with the exception of the treasurer.
 - (2) Last report of the year will be compiled by outgoing leaders with copies to newly-elected leaders.
 - j. In the event of the death or resignation of a conference officer before her term has expired, one of the following
 - (1) The Committee on Nominations will nominate and have the Leadership Team elect a former conference officer to fill the position for the remainder of the year, suspending all tenure rules, OR
 - (2) If someone has already been nominated for the vacated position, she can be asked to assume that position immediately by action of the Leadership Team. Tenure would not be counted until after her official election at the next annual meeting, OR
 If it is necessary that the position be filled immediately, the president may appoint a woman to fill the vacancy until such time as the Committee on Nominations can make a recommendation and the Leadership Team takes action on the matter.
3. Quorum, Voting Body:
- a. Members present at a duly announced meeting constitute a quorum for all meetings.
 - b. The voting body of the Annual Meeting of the conference United Methodist Women shall be composed of all members of the Leadership Team and delegate(s) from each local unit. Local units with less than 50 members have one (1) delegate and those having a membership of 50 or more have two (2) delegates.
4. Duties of Officers, Committees.
- a. To ensure continuity of leadership, the nominees for elected leaders' positions are to be invited by the president to participate in the meeting of the Committee on Program (usually held in August) prior to the Annual Meeting, the meeting of the Committee on Program held prior to the start of the Annual Meeting, and any training events scheduled before election.
 - b. Elected leaders shall send letters and any other forms of communication to district counterparts as determined during a meeting of the committee on program and at other times as needed, being sure to include a copy to the conference president. Copies of all reports, including financial, shall be saved for at least five (5) years. The secretary shall file copies of the minutes, Annual Reports, and programs indefinitely. The secretary shall also send two (2) copies of the Annual Report and the auditor's report to the Archives Department, West Virginia Wesleyan College, Buckhannon, WV.
 - c. Conference elected leaders shall not receive honoraria at a conference event for service rendered.
 - d. The standing rules, financial policy, and policy statements shall be reviewed annually by the Administrative Committee. All revisions shall be approved by the Leadership Team.
 - e. Lists of conference and district elected leaders are proprietary and shall not be given to individuals or organizations.
5. Mission Challenge:
- a. Mission Challenge is a campaign to challenge units and individuals to support mission projects, Church and Community Workers, and other mission emphases in the West Virginia Conference.
 - b. Twenty (20) envelopes containing \$5 (five dollars) each and challenge instructions will be randomly inserted in registration packets at Spiritual Growth Retreat, Mission u and Annual Meeting.
 - c. All funds raised by the challenge will be sent to the designated projects.
 - d. The challenge campaign will be administered by the conference treasurer and conference secretary.

FINANCIAL POLICIES

Conference Administration and Membership Development (A&MD) Funds:

GENERAL POLICIES:

- 1. All expenditures will be paid from the A&MD Fund with all vouchers to be signed by the president or secretary.
- 2. Transportation by car shall be paid at the rate of \$0.35 per mile, effective July 1, 2012.
- 3. The names of the president and treasurer shall be signatory on checks.
- 4. A combined district and conference budget, which includes pledges to mission and A&MD funds for the district and conference, is prepared annually by the Committee on Finance, chaired by the treasurer, prior to the Annual Meeting (usually August). It is then presented to the Leadership Team prior to the annual

meeting for its recommendation to the voting delegates at annual meeting. Copy of recommended budget should be included in the Annual Meeting packet.

5. The conference has a United Methodist Women Endowment Trust with the United Methodist Foundation of West Virginia. The income from the Trust will be distributed annually to the treasurer on or as soon as practical after December 31 of each year. Then the income will be distributed as follows: 68% to the United Methodist Women national office for Scarritt-Bennett Center and 32% to West Virginia Wesleyan College for the Dorothy Lee Scholarship for an international student.

GENERAL EXPENSES:

1. Expenses of an elected leader invited to attend a workshop or seminar upon approval of the Leadership Team when the sponsoring organization does not pay.
2. Expenses of the Administrative Committee to attend events scheduled between meetings of the Leadership Team are paid by the Conference treasury.
3. Travel and one (1) meal will be paid for the members of the Committee on Nominations to attend any meeting of the committee when necessary to meet at times other than regular scheduled meetings.
4. The Conference treasury will pay expenses for necessary resources, supplies, and promotion, such as postage, printing, literature, etc., upon receipt of an itemized voucher, by elected leaders in their respective office.
5. Full expenses for elected leaders to attend committee meetings as designated by *The Book of Discipline of the United Methodist Church* and *The Constitution and Bylaws of the United Methodist Women* will be paid, when not paid by the sponsoring committee, and, as necessary where not specified elsewhere, for other conference committee meetings or obligations to which an elected leader may be assigned.
6. An advance will be paid, if necessary, for any meeting. Any surplus from the advance will be refunded to the Conference Treasurer.
7. Each district may request one (1) visit per year to a district fall meeting, a district spring meeting, or a leadership team meeting by a conference elected leader at conference expense.
8. In the event of the death of any current conference or district elected leader, a \$50 Gift in Memory will be made.
9. In order for elected leaders and members of the Committee on Nominations to attend, \$25 per day for first child/adult, with an additional \$10 per day for each additional child/adult, for home care of children, aged, or infirmed family members will be paid if needed.
10. A contribution will be made annually, to be determined by the Committee on Finance, to the Northeastern Jurisdiction Deaconess and Home Missioner Association.
11. A contribution annually, to be determined by the Committee on Finance, will be made to the state organization of Church Women United.
12. The literature line item is to be used to purchase
 - a. The *United Methodist Women Sampler* for the secretary of program resources.
 - b. *United Methodist Women's Handbook* for each elected leader (every 4 years).
13. Registration fee of \$50 for any conference event is non-refundable.

ANNUAL MEETING: (See also: "Love Gift" and Appendix)

1. The site for Annual Meeting shall be held at a church venue with adequate facilities for the meetings.
2. Expenses for the president and vice president or secretary, in the absence of either the president or vice president, to attend one (1) organizational meeting in the host district to present the program as developed by the Committee on Program will be paid from the Conference treasury.
3. The registration fee shall be the same as other conference events.
4. Registration fee, travel, lodging, and meals as needed, will be paid from Conference treasury for:
 - a. Conference elected leaders.
 - b. Directors of the United Methodist Women national office, members of the program advisory group of the United Methodist Women national office, members of the Northeastern Jurisdiction leadership team, and members of the Committee on Nominations of the Northeastern Jurisdiction leadership team residing in the conference when not paid by their respective board.
 - c. District presidents.
 - d. Members of the conference Committee on Nominations when attending designated meeting.
 - e. Members of the Committee on Charter for Racial Justice Policies when attending designated meeting.
 - f. Nominees for elected leaders of the conference, Committee on Nominations, and Committee on Charter for Racial Justice Policies when attending designated meeting.
 - g. Keynote speaker.

- h. Pianist and/or organist and song leader.
 - i. Two (2) nominees and one (1) alternate for membership on the board of directors of the United Methodist Women national office
 - j. Three (3) nominees to be considered to serve on the program advisory group of the United Methodist Church national organization.
 - k. Other persons on the program as needed.
5. Registration fee, lodging and meals as needed, will be paid from Conference treasury for
 - a. Resident Bishop
 - b. Cabinet Liaison
 - c. Host district superintendent.
 6. Registration fee for host pastor is waived.
 7. An honorarium of \$100 for the keynote speaker will be paid from the Conference treasury; if not permitted to accept the honorarium, then a gift valued at approximately \$50 will be given to the keynote speaker.
 - ~~8. An honorarium of \$75 each for the pianist and/or organist and song leader will be paid from Conference treasury; if not permitted to accept the honorarium, then a gift valued at approximately \$50 will be provided.—This standing rule will be suspended for the 2021 virtual Annual Meeting.~~
 9. The host district may ask for a conference advance up to \$500 that is to be refunded when registration monies are received. There is to be a UNITED METHODIST WOMEN SPECIAL ACCOUNT opened for Annual Meeting funds. Registration monies may be used for necessary annual meeting expenses, such as postage, supplies, and travel for committee chairpersons to meetings related to the annual meeting. Any remaining balance is to be sent to the conference treasurer.
 10. These honoraria are paid from the SPECIAL ACCOUNT mentioned above:
 - a. \$75 to sound system person.
 - b. \$75 to special musicians.
 - c. \$75 to a designated group, such as United Methodist Men, Scouts, etc., for assisting with parking, setting up tables and chairs, transportation, etc.
 11. All vouchers pertaining to expenses for Annual Meeting are to be submitted to the conference treasurer within 30 days of the Annual Meeting.

COMMITTEE ON FINANCE MEETINGS: (See also: *Standing Rules and General Policies #4 under Financial Policy*)

1. Travel and one (1) meal for committee members to attend meetings will be paid from the Conference treasury.

COMMITTEE ON MEMBERSHIP MEETINGS: (See also: *Standing Rules*)

1. Travel and one (1) meal for committee members to attend meetings will be paid from the Conference treasury.

COMMITTEE ON PROGRAM MEETINGS: (See also: *Standing Rules*)

1. Travel, meals, and lodging as needed, will be paid from the Conference treasury for
 - a. Conference elected leaders.
 - b. Invited guests.
2. Travel, meals, and lodging as needed, for nominees for elected leaders of the conference to attend the meeting (usually August) prior to the annual meeting will be paid from the Conference treasury.
3. Travel, meals, and lodging as needed, for nominees for elected leaders of the conference to attend the meeting held at the annual meeting.

MISSION u: (See also *“Love Gift,” “Mission u Restricted Scholarship Fund,” and Appendix.*)

1. Registration includes lodging, meals, insurance, and registration fee.
2. Registration, with lodging in Holt Lodge (double occupancy), and travel will be paid from Conference treasury for:
 - a. Conference elected leaders.
 - b. Any person needed to perform tasks or responsibilities not covered by an elected leader.
3. Registration, with lodging in Holt Lodge (single occupancy), and travel will be paid from Conference treasury for:
 - a. Adult, youth, and children’s leaders
 - b. Song leader

- c. Musician, such as pianist.
 - d. Directors of the United Methodist Women National Office, members of the Program Advisory Group of the United Methodist Women National Office, members of the Northeast Jurisdiction Leadership Team, and members of the Committee on Nominations of the Northeast Jurisdiction Leadership Team, residing in the West Virginia Conference when not paid by their respective board.
 - e. Resident Bishop.
 - f. Cabinet Liaison.
4. Registration, with lodging in Main Lodge, (double occupancy), and travel for assistants and helpers as needed for the youth and children's study leaders will be paid from Conference treasury.
 5. One-half the cost of registration, with lodging in Main Lodge (double occupancy,) if also attending the Leadership Team meeting or the Committee on Nominations meeting; or, if commuting, one-half registration fee and desired meals will be paid to:
 - a. District presidents.
 - b. Members of the committee on nominations.
 6. Registration or expenses will be paid for any person(s) giving leadership/talent to the school program whose registration is not paid by another group; i.e., interest group leaders.
 7. Registration will be paid for one (1) person from each newly organized unit of United Methodist Women since the last Mission u with double occupancy motel lodging.
 8. Commuters pay the registration fee and any desired meals.
 9. Leadership Team meeting and Committee on Nominations meeting.
 - a. Travel and one meal as needed will be paid for any member attending only their respective meeting.
 - b. One night's lodging will be included if necessary, in order to attend.
 10. Conference treasury will provide a book allowance of \$100, copy expenses of \$15, and an honorarium of \$150 for each adult study leader; if not permitted to accept the honorarium, a gift for each valued at approximately \$50 will be provided. If a single adult class is offered, the copy expense will be \$60.
 11. Conference treasury will provide a book allowance of \$100, copy expenses of \$15, and an honorarium of \$150 each for the youth and children's leaders; if not permitted to accept the honorarium, a gift for each valued at approximately \$50 will be provided.
 12. Conference treasury will provide an honorarium of \$110 for each assistant teacher and \$50 for each helper; if not permitted to accept the honorarium, a gift for each valued at approximately \$50 will be provided.
 13. An honorarium of \$150 each for the song leader and musician will be paid by Conference treasury; if not permitted to accept the honorarium, a gift for each valued at approximately \$50 will be given.
 14. Courtesy items for all study leaders and others as determined by the Committee on Mission u will be paid by Conference treasury.
 15. Expenses for needed resources, supplies, and promotion, such as postage, printing, etc., upon receipt of an itemized voucher with receipts by the dean, assistant dean, and registrar will be reimbursed.
 16. Any other expenses approved by the Committee on Mission u will be paid.
 17. Scholarships: a scholarship, full or partial, one per district and funded through the Mission u Restrict Fund covering registration with dorm lodging, or partial coverage, will be offered to first-time attendees, as funds are available.
 18. All vouchers with receipts pertaining to expenses for Mission u are to be submitted to the treasurer no later than September 1 of the year of the event.

SPIRITUAL GROWTH RETREAT: (See also *"Love Gift," "SGR Restricted Scholarship Fund" and Appendix.*)

1. Registration includes lodging, meals, insurance and registration fee.
2. Registration, with lodging in Holt Lodge (double occupancy) and travel will be paid for
 - a. Conference elected leaders.
 - b. Any person needed to perform tasks or responsibilities not covered by an elected leader.
3. Registration, with lodging in Holt Lodge (single occupancy*), and travel will be paid for
 - a. Retreat leader.
 - b. Song leader.
 - c. Musician, such as pianist (*double occupancy will be used for a band of 3 or more).
 - d. Directors of the United Methodist Women National Office, members of the Program Advisory Group of the United Methodist Women National Office, members of the Northeast Jurisdiction Leadership Team, and members of the Committee on Nominations of the Northeast Jurisdiction Leadership Team, residing in the West Virginia Conference when not paid by their respective board.
 - e. Resident Bishop.
 - f. Cabinet Liaison.

4. Registration, with dorm lodging, will be paid for district mission coordinators for spiritual growth (with no substitutions).
5. One-half the cost of registration, with lodging in Main Lodge (double occupancy,) will be paid if also attending the Leadership Team meeting or the Committee on Nominations meeting; or, if commuting, one-half registration fee and desired meals will be paid for:
 - a. District presidents.
 - b. Members of the Committee on Nominations.
6. Commuters pay the registration fee and any desired meal.
7. Leadership Team meeting and Committee on Nominations meeting:
 - a. Travel and one meal as needed will be paid for any member attending only their respective meeting.
 - b. One night's lodging will be included if necessary, in order to attend.
8. Committee on Charter for Racial Justice meeting: Conference treasury will pay:
 - a. Registration, with dorm lodging, and travel for any member if presenting at the retreat.
 - b. Travel and one meal as needed for any member attending only the meeting with one night's lodging if necessary, in order to attend the meeting.
9. An honorarium of \$200 will be paid for the retreat leader; if not permitted to accept the honorarium, a gift valued at approximately \$50 will be given.
10. Honorariums for musicians will be paid as follows:
 - a. Song Leader \$100 or \$50 gift if not permitted to accept the honorarium.
 - b. Musician \$100 or \$50 gift if not permitted to accept the honorarium.
 - c. Band \$200.
8. Expenses for necessary supplies needed by the registrar, such as postage, printing, etc., will be paid upon receipt of an itemized voucher with receipts.
9. Courtesy items for the retreat leader and musicians will be paid by the Conference treasury.
10. **Scholarships:** A scholarship, full or partial, one per district and funded through the Spiritual Growth Retreat Restrict Fund covering registration with dorm lodging, or partial coverage, will be offered to first-time attendees, as funds are available.
11. All vouchers with receipts pertaining to expenses for the Spiritual Growth Retreat are to be submitted to the treasurer no later than June 1 of the year of the event.

MISSION CHALLENGE: (See also *Standing Rules – Mission Challenge*)

1. The amount of \$300 will be yearly budgeted to fund the three distributions of challenge envelopes.
2. If the above amount is not budgeted, funds will be supplied by the contingency fund.

RESTRICTED FUNDS

CRAFTS FOR MISSION:

There will be a sale of "Crafts for Mission" at each annual meeting. Proceeds from the sale will be used to maintain a SPECIAL MISSION RECOGNITION FUND which will be used to purchase Special Mission Recognition pins and Gift to Mission cards for each conference and district elected leader upon completion of her term of service in a particular office as follows:

CONFERENCE

1. President will be recognized with a \$500 Special Mission Recognition.
2. Chairperson Committee on Nominations -- \$60 Special Mission Recognition.
3. Members of Committee on Nominations completing a 4-year term will be recognized with a \$40 Special Mission Recognition (provided they have not been recognized previously as chairperson). Service of less than four (4) years will be recognized with a \$10 Gift to Mission.
4. Elected leader filling an unexpired term and not continuing in that office will be recognized with a \$40 Special Mission Recognition; elected leaders serving between one (1) and two (2) years will be recognized with a \$40 Special Mission Recognition.
5. Elected leaders completing one term and not continuing in that office will be recognized with a \$60 Special Mission Recognition; elected leaders completing three (3) or four (4) years in the same office will be recognized with a \$100 Special Mission Recognition.
6. Elected/appointed leader serving one (1) year or less will be recognized with a \$5 Gift to Mission.
7. Members of Committee on Charter for Racial Justice Policies completing a 3-year term will be recognized with a \$15 Gift to Mission; two (2) years -- \$10 Gift to Mission; one (1) year --- \$5 Gift to Mission

DISTRICT

1. President will be recognized with a \$60 Special Mission Recognition pin at the end of two or more years.
2. Chairperson Committee on Nominations will receive a \$40 Special Mission Recognition Pin.
3. Members of Committee on Nominations completing a 4-year term will receive a \$40 Special Mission Recognition Pin (provided they have not been recognized previously as chairperson). Service of less than four (4) years --- \$10 Gift to Mission.
4. Elected leader filling an unexpired term and not continuing in that office will receive a \$10 Gift to Mission.
5. Elected leaders completing two (2) or more years will receive a \$40 Special Mission Recognition pin.
6. Elected/appointed leader not completing a term will receive a \$5 Gift to Mission pin.

OTHER

1. A \$40 Special Mission Recognition pin will be presented to any person residing within the conference at the time of his/her commissioning, hiring, or appointment as deaconess, church and community worker, missionary, mission project director, or other full-time ministry recognized by the West Virginia Conference Board of Global Ministries.
2. A Special Mission Recognition will be awarded to others not named here as recommended and approved by the leadership team.
3. If at any time this fund does not contain a sufficient amount to cover these recognitions, the money will be taken from the A&MD Fund.

JURISDICTION FUND:

1. An amount to be determined annually and recommended to the Leadership Team by the Committee on Finance will be designated for the Jurisdiction Fund.
2. Full expenses (registration, travel, lodging, and meals) will be paid by the WV UMW Conference for:
 - a. Three (3) voting delegates.
 - b. One (1) alternate voting delegate.
 - c. Two (2) nominees for membership on the board of directors of the United Methodist Women national organization to attend the quadrennial meeting of the Northeastern Jurisdiction.
3. Balance of fund will ~~to~~ be divided equally among the remaining Leadership Team members who attend, with no substitutions.

LOVE GIFT:

1. The WV United Methodist Women Conference will provide \$1,000 annually for each West Virginia Church and Community Worker for "fair share support." This is paid to the General Board of Global Ministries.
2. Funds may be requested by the Church and Community Workers serving the West Virginia Conference for registration to attend their annual retreat and any other meeting or need as approved by the Administrative Committee.
3. Registration and travel will be paid for the West Virginia Church and Community Workers to attend:
 - a. Annual Meeting with lodging.
 - b. Mission u lodging in Holt (single occupancy).
 - c. Spiritual Growth Retreat with lodging in Holt.
4. Funds may be used for other missions within the West Virginia Annual Conference as determined by the Committee on Finance.

MISSION u RESTRICTED SCHOLARSHIP FUND:

1. The Mission u Restricted Scholarship Fund may be used to offer additional scholarships as determined by the Administrative Committee (*See Mission u Financial Policy item #16*)
2. Monies for this fund shall come from the "bring-a-book, buy-a-book" at the Spiritual Growth Retreat and funds sent from local units. Funds will be given at 35% to the Spiritual Growth Retreat scholarship fund and 65% to the Mission u scholarship fund. No additional funds will be budgeted.

MISSION u TRAINING EVENT FUND:

1. The Mission u Training Event Fund will pay registration (including housing, meals, and travel) for Mission u dean; assistant dean; and adult, youth, and children's study leaders.
2. Travel by car and carpooling is preferred.
3. Overnight accommodations and meals, as necessary, to travel to the training site.
4. It is expected as much as possible for the Mission u staff and study leaders to attend the nearest training site for cost efficiency.

5. If a member of the staff or any of the study leaders who reside in our conference must attend a training event other than the nearest one, registration and travel will be paid.
6. If a study leader who does not reside in our conference is invited to teach in our school and is not able to attend whichever is the nearest training site, registration and travel will be paid.
7. If a study leader is invited to teach in two or more conferences, those conferences will share the expense of the training.

NATIONAL ASSEMBLY FUND:

1. The National Assembly Fund will pay an amount to be determined annually and recommended to the Leadership Team by the Committee on Finance, including:
2. Full expenses for the president to attend National Assembly.
3. Balance of fund to be divided equally among the remaining members of the Leadership Team who attend, with no substitutions.

SPIRITUAL GROWTH RETREAT RESTRICTED SCHOLARSHIP FUND:

1. Will be used to offer additional scholarships as determined by the Administrative Committee (*See Spiritual Growth Retreat Financial Policy item #14*)
2. Monies for this fund shall come from the “bring-a-book, buy-a-book” at the Spiritual Growth Retreat and funds sent from local units. Funds will be given at 35% to the Spiritual Growth Retreat scholarship fund and 65% to the Mission u scholarship fund. No additional funds will be budgeted.

District Administration and Membership Development (A&MD) Funds

GENERAL POLICIES:

1. The names of the president and treasurer shall be signatory on checks.
2. All expenditures will be paid from the district A&MD Fund with all vouchers to be signed by the president and secretary. The vice president will sign vouchers when the president or secretary is the payee.
3. All monies are remitted to the United Methodist Women conference treasurer, except as noted in #6 below. Conference A&MD funds will be remitted to district treasurers upon request, not to exceed that which was approved at the previous district and conference annual meetings.
4. It is recommended that meeting offerings be designated for projects supported by United Methodist Women.
5. The amount to be held in the district checking account on December 31 is a maximum of \$100.
6. Monies received for mission projects and Church and Community Workers in West Virginia, and Burlington United Methodist Family Services, Inc., should be sent directly to the projects and agencies.
7. Transportation by car shall be paid at the rate of \$0.35 per mile, effective July 1, 2012.
8. District books are audited after the close of the calendar year. The District Treasurer should submit ledger, bank statements, checkbooks, cancelled checks (if not included on the bank statement), remittance forms, and vouchers to the United Methodist Women conference treasurer as soon as possible after the year end. The conference treasurer will obtain an auditor.
9. District elected leaders are not reimbursed by the district for expenses incurred to attend events for which the conference pays the expenses.

GENERAL EXPENSES:

1. The district will pay the following from the District A&MD Fund:
 - a. Travel for members of the district leadership team when attending district committee meetings; carpooling is preferred.
 - b. Any expense incurred in execution of the duties of elected leaders, such as travel, supplies, postage, printing, etc., upon receipt of an itemized voucher.
 - c. Any honoraria for program participants as approved by the district committee on program.
2. The literature line item in a district budget is to be used to purchase:
 - a. The Prayer Calendar
 - b. Five (5) reading books, one from each category; one (1) Program Book; and one (1) current *United Methodist Women Handbook* for each new unit in the current year.
 - c. *United Methodist Women's Handbook* for each elected leader (every 4 years).
 - d. The remaining funds on reading books for the traveling suitcase.

POLICY STATEMENTS

ANNUAL MEETING: *(See also Standing Rules and Financial Policies for Annual Meeting, Crafts for Mission, and Love Gift)*

1. The vice president, or president in the absence of the vice president, as chairperson, shall:
 - a. Announce the district which will host the event.
 - b. Announce the site and dates.
 - c. Announce the district which is in charge of Crafts for Mission.
 - d. Secure speakers for the event based on recommendations from the Committee on Program.
 - e. Create the program for the event after consultation with the Committee on Program and work closely with the host district to make all arrangements.
 - f. Create and have the call letter printed and then distributed at Mission u, and additional copies distributed as assigned to:
 - (1) Conference elected leaders.
 - (2) District counterparts of the conference elected leaders.
 - (3) Members of the Conference Committee on Nominations.
 - (4) West Virginia Church and Community Workers.
 - (5) Directors of the United Methodist Women national organization, members of the program advisory group of the United Methodist Women national organization, members of the Northeastern Jurisdiction leadership team, and members of the Northeastern Jurisdiction committee on nominations residing within the boundaries of the conference.
 - (6) West Virginia mission project directors.
 - (7) All nominees to be elected.
 - (8) Resident Bishop.
 - (9) Cabinet liaison.
 - (10) Members of the Committee on Charter for Racial Justice Policies.
 - (11) District Superintendents.
 - (12) United Methodist Church conference communications staff person.
 - (13) United Methodist Church conference office.
 - (14) Program participants not included in any of the above.
 - g. Create and have printed the program book for the event.
 - h. Program booklet shall include: agenda, welcome, slate of officers, bios of all newly elected officers, program participants, current conference officers, reports of SGR, Mission u, Mission u children, dates and themes for coming year, complete recommended budget for coming year, Annual Meeting committee, attendance, thanks and other information as necessary.
 - i. Make recommendations/suggestions based on the evaluations to the Committee on Program.
2. The elected leaders of the district hosting Annual Meeting shall select committee chairpersons. Committees that are needed are determined by the Committee on Program. A list of committees and responsibilities will be given to the district president and all committee chairpersons.

CHILDREN AND YOUTH MISSION u: *(See also Financial Policy for Mission u)*

1. The assistant dean will
 - a. Act as dean of the Children and Youth Mission u.
 - b. Secure the children and youth leaders, assistant leaders, and helpers.
 - c. Secure the pianist and song leader.
2. Teacher/student ratio:
 - a. One (1) teacher and an assistant should be provided for 1-13 students.
 - b. If more than 13 students attend, helpers will be added as needed.

COMMITTEE ON CHARTER FOR RACIAL JUSTICE POLICIES: *(See also: Standing Rules and Financial Policies for Annual Meeting and Spiritual Growth Retreat)*

1. The committee will be as stated in the conference Standing Rules.
2. The committee shall meet at Annual Meeting and Spiritual Growth Retreat.

COMMITTEE ON FINANCE: *(See also Standing Rules, Financial Policies for Committee on Finance, and General Policies #4 under Financial Policy)*

1. The committee will be as stated in the conference Standing Rules.
2. One meeting is to be held, unless otherwise announced, during the time of the August meeting of the Committee on Program in order to prepare the next year's budget.

3. A second meeting may be called for the purpose of financial analysis and goal setting.

COMMITTEE ON MEMBERSHIP: *(See also: Standing Rules and Financial Policies for Committee on Membership)*

1. The Committee will be as stated in the conference Standing Rules.
2. Functions: The Committee on Membership will:
 - a. Analyze the membership needs of the conference.
 - b. Set goals and plan campaigns to assist membership growth.
 - c. Recommend goals to nurture membership growth among special constituencies, such as younger women, women of color, employed women, etc.
 - d. Provide resources for and train district leadership teams on membership and on organizing new units.
3. The committee will meet at Mission u and on call of the chairperson.

COMMITTEE ON MISSION u: *(See also Financial Policies for Mission u, Mission u Restricted Scholarship Fund, Mission u Training Event Fund, and Love Gift)*

1. The committee will be as stated in the conference Standing Rules.
2. The dean will:
 - a. Secure adult study leaders and other program staff.
 - b. Recommend and secure (upon approval of the Committee on Mission u) a site and dates for Mission u.
 - c. Create and have printed the Mission u and Children and Youth Mission u registration brochures that shall be distributed at Spiritual Growth Retreat prior to Mission u with additional copies sent as assigned to:
 - (1) Conference elected leaders.
 - (2) District counterparts of conference elected leaders.
 - (3) Directors of the United Methodist Women national organization, members of the program advisory group of the United Methodist Women national organization, members of the Northeastern Jurisdiction leadership team, and members of the Northeastern Jurisdiction Committee on Nominations residing within the boundaries of the conference.
 - (4) Resident Bishop.
 - (5) Cabinet liaison.
 - (6) West Virginia Church and Community Workers.
 - (7) West Virginia mission project directors.
 - (8) Mission u study leaders, assistants, and helpers.
 - (9) Members of Charter for Racial Justice Policies Committee.
 - (10) Members of Committee on Nominations.
 - (11) District Superintendents
 - (12) pianist and song leader.
 - (13) United Methodist Church conference communications staff person.
 - (14) United Methodist Church conference office.
 - d. Create and have printed the program for the event.
3. The conference treasurer is business manager.
4. Major responsibilities of the Committee on Mission u: The Committee on Mission u will:
 - a. Approve a site and dates for Mission u.
 - b. Take action on recommendations/suggestions from the dean and children's dean.
 - c. Plan all publicity.
 - d. Address other items as needed.
 - e. Give the dean permission to ask a study leader to hold the dates for a future school.
5. Each conference elected leader will accept responsibilities as assigned by the dean.
6. The Committee on Program will appoint at their winter meeting a committee of three (3) conference leaders who will select a dean, assistant dean and registrar (providing a mission coordinator for Education, Nurture and Outreach has not been elected) for the following year to be announced at the Leadership Team meeting held at the Spiritual Growth Retreat.

COMMITTEE ON NOMINATIONS: *(See also Standing Rules for the Committee on Nominations)*

1. The committee will be as stated in the conference Standing Rules.
2. The committee shall meet at Spiritual Growth Retreat and Mission u.
3. The committee shall meet at Annual Meeting as necessary.

COMMITTEE ON SPIRITUAL GROWTH RETREAT: *(See also Standing Rules and Financial Policies for Spiritual Growth Retreat, Spiritual Growth Retreat Restricted Scholarship Fund, and Love Gift)*

1. The committee will be as stated in the conference Standing Rules.
2. The purpose of the committee shall be to:
 - a. Recommend and secure (upon approval of the Committee on the Spiritual Growth Retreat) a site and dates for the Spiritual Growth Retreat.
 - b. Review evaluations from previous year's Spiritual Growth Retreat.
 - c. Address issues/concerns with the site facility.
 - d. Make recommendations/suggestions based on the evaluations to the Spiritual Growth Committee.
 - e. Make recommendations on financial matters, such as registration fees, honoraria for all leaders, and/or additional expenditures.
 - f. Make suggestions to the chairperson for spiritual growth for the Spiritual Growth registration brochure, flyer, and printed program.
3. The chairperson of the Committee on Spiritual Growth Retreat will:
 - a. Secure the retreat leader, pianist, and song leader.
 - b. Create and have printed the Spiritual Growth Retreat flyer that shall be included in the packet of distributed materials at the annual meeting, with other copies distributed as necessary by the chairperson.
 - c. Create and have printed the registration brochure for distribution at the annual meeting and to each local unit; have it included in district newsletters; and distributed as assigned to:
 - (1) Conference elected leaders.
 - (2) District counterparts of conference elected leaders.
 - (3) Directors of the United Methodist Women national organization, members of the program advisory group of the United Methodist Women national organization, members of the Northeastern Jurisdiction leadership team, and members of the Northeastern Jurisdiction Committee on Nominations residing within the boundaries of the conference.
 - (4) West Virginia Church and Community Workers.
 - (5) West Virginia mission project directors.
 - (6) Members of the Committee on Nominations.
 - (7) Members of the Committee on Charter for Racial Justice Policies.
 - (8) Retreat leader.
 - (9) Pianist and song leader.
 - (10) District Superintendents.
 - (11) United Methodist Church conference communications staff person.
 - (12) United Methodist Church conference office.
 - d. Create and have printed the program for the Spiritual Growth Retreat.
4. Major responsibilities of the Committee on Spiritual Growth Retreat are to:
 - a. Offer suggestions for a retreat leader, pianist, and song leader.
 - b. Approve a site and dates for the Spiritual Growth Retreat.
 - c. Take action as needed on recommendations.
 - d. Plan all publicity.
 - e. Address other items as needed.

Revised 12/01/2015; 12/08/16, 12/09/17, 12/08/18, 10/25/19, 02/02/20, 3/5/21

Conference Treasury Commitments for Attending Meetings of the United Methodist Women

Attendee	Attend Mtg	Regist Fee Pd?	Lodging Pd?	Meals Pd?	Travel Pd?	Attend Mtg?	Regist Fee Pd?	Lodging Pd?	Lodging Bldg:	Lodging Type:	Meals Pd?	Travel Pd?	Attend Mtg?	Regist Fee Pd?	Lodging Pd?	Meals Pd?	Travel Pd?
Meeting->	Annual Meeting					Mission u @ Cedar Lakes							Spiritual Growth Retreat @ Cedar Lakes				
Bishop & Liaison	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Holt	Single	Yes	Yes	Yes	Yes	Yes	Yes	Yes
NEJ/National directors	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Holt	Single	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Conference Officers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Holt	Single	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Conference Nominations Committee	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Main		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Racial Charter Members	Yes, If Presenting	Yes	Yes	Yes	Yes	Presenting	Yes	Yes	Dorm	Dorm	Yes	Yes	Yes, If Presenting	Yes	Yes	Yes	Yes
Nominees for Conference office	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Dorm	Dorm	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Conference Nominating Committee	Yes, If Meeting	Yes	Yes	Yes	Yes	Yes, If Meeting	Yes	Yes	Yes	Yes	Yes	No	Yes	One Half	Main	Yes	No
Charter for Racial Justice Comm Presenter	No	No	No	No	No	Yes, If Presenting	No	Yes	Dorm	Dorm	No	No	Yes, If Presenting	Yes	Dorm	Yes	Yes, If Presenting
Charter for Racial Justice Comm Member	No	No	No	No	No	Yes, If Presenting	No	Yes	Dorm	Dorm	Yes	Yes, If Presenting	Yes, If Presenting	Yes	Dorm	Yes	Yes, If Presenting
District Presidents	Yes	Yes	Yes	Yes	Yes	Yes	Half	Yes	Main		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Commuters (From above)	Same as above	Yes	NA	Yes	Yes	Same as above	No fee	XX	NA	NA	Half	Half	Same as above	Yes	XX	Yes	Yes
Above attends meeting only	Yes	No fee	NA	1 meal	Yes	Yes	No fee	No	No	No	1 meal	Yes	Yes	No fee	XX	1 meal	Yes
Keynote Speaker		Yes	Yes	Yes	Yes		Yes	Yes			Yes	Yes		Yes	Yes	Yes	Yes
Pianist / Musician / Song leader		Yes	Yes	Yes	Yes	NA	Yes	Yes	Holt **	Single	Yes	Yes		Yes	Yes	Yes	Yes
Teachers (Mission u)							No Fee	Yes	Holt	Single	Yes	Yes					
Teacher Assistant (Mission u)							Yes	Yes	Holt	Double	Yes	Yes					
2 Nominees and one Alternate/ Nat'l Director		Yes	Yes	Yes	Yes		Yes	Yes			Yes	Yes		Yes	Yes	Yes	Yes
3 nominees for Program Advisory Group		Yes	Yes	Yes	Yes		Yes	Yes			Yes	Yes		Yes	Yes	Yes	Yes

Notes: Yes = Paid in Full by Conference

** See Exception in Handbook

&& Payment for one night.

Legacy Builder

What is a Legacy Builder? A Legacy Builder moves forward the mission of United Methodist Women by making a monthly gift of \$18.69 or more to The Legacy Fund Endowment Campaign in honor of United Methodist Women's 150th Anniversary.

Why is it important? Becoming a Legacy Builder is a way for our members to participate in a sustainable and regular way of giving to the Legacy Fund Endowment Fund.

What is the impact of my giving \$18.69/month or more? Endowing core expenses will equip United Methodist Women to:

- Provide healthy snacks to an afterschool program for children living in poverty.
- Supply books for an international scholarship recipient.
- Purchase baby chicks to create entrepreneurship opportunities for women and children.

Can I stop my giving or adjust my donation at any time? Of course. Just call the development office at (212) 870-3705 or email us at: legacy150@unitedmethodistwomen.org

Will I receive verification of my donations for tax purposes? All donors will receive an annual statement (mailed in February) reflecting the prior year's gifts.

How do I become a Legacy Builder? Make a commitment of \$18.69/month or more to The Legacy Fund Endowment Campaign. You can also choose to make gifts on a quarterly, semi-annual, or annual basis -- whatever schedule works best for you.

Ways to give: Choose one of these ways to give:

- Complete the information on the Legacy Builder return envelope.
- Make an online gift on secure website: unitedmethodistwomen.org/legacybuilder
- Text-to-Give by dialing 41444 and texting LEGACYBUILDER to set up payments.
- Contact the Development Office at (212) 870-3705 or via email: legacy150@unitedmethodistwomen.org

Now is the time to invest in our future mission work as our foremothers did in 1869.

Add 2-page Reading Program list here (separate pdf from web site)

Add 2-page Reading Program list here (separate pdf from web site)

ADD pdf of 2021 Sampler Order Form here

District Financial Calendar 2021

Month:	ACTIVITY	Notes/Questions:
January	Treasurer prepares previous year's (2020) financial reports and materials for annual audit.	
	Order annual sampler for Program Resources Secretary	
January - March	Treasurer summarizes expenditures from the previous years to assist the leadership team in preparing the budget for 2022.	
	Request A&MD funds from Conference Treasurer.	
March	Collect funds from local units.	
	Collect pledge cards for 2022 from local units.	
	Remit first quarter funds to conference treasurer.	
	District Leadership team discusses and approves 2022 budget and the pledge to mission for the district.	
March - April	The budget and pledge to mission must be approved at the district Spring Meeting.	
	A first quarter financial report should be made available to all at the Spring Meeting.	
	District Spring Meeting offering in accordance with the handbook.	
June	Collect funds for the second quarter and remit to the Conference Treasurer.	
July	Send the 2022 district budget and pledge to the Conference Treasurer.	
	Prepare second quarter financial report.	
August	Attend the Conference Committee on Finance meeting to prepare the 2022 conference budget.	
September	Collect the third quarter funds and remit to the Conference Treasurer.	
	Send pledge cards to local units for 2022.	
September-October	Update attendees at the District Fall Meeting with a report of mission giving and how much is Needed to meet the district pledge to mission.	
	Prepare the third quarter financial statement.	
	Offering at fall meeting in accordance with handbook.	
December	Collect fourth quarter funds and remit to the Conference Treasurer by requested date.	
	Any excess funds left in the treasury over \$100 should be remitted to the Conference Treasurer and counted toward the district's pledge to mission.	
	Prepare fourth quarter and full year financial reports.	

This document has been prepared by the West Virginia Conference United Methodist Women and edited by Pam Braden. We strive to make the information current to date and accurate as supplied by the nine conference districts and the West Virginia Conference of the United Methodist Church. Should there be an error, please notify the United Methodist Women conference secretary.

His will.
His way.
My Faith.

JEREMIAH 29:11