

# Local & District Units



United Methodist  
Women



# FOCUS ON LOCAL AND DISTRICT UNITS

## I. United Methodist Women: Our Organization and PURPOSE

### What is United Methodist Women?

The General Conference of The United Methodist Church has declared that “In every local church there shall be an organized unit of United Methodist Women” (*The Book of Discipline of the United Methodist Church 2008, ¶256.5*).

### **PURPOSE of United Methodist Women**

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

Our PURPOSE helps us to know who we are, whose we are and for what purpose we have organized. We participate in God's mission in all areas of life. The four mission emphases reflected in the PURPOSE are: Spiritual Growth, Social Action, Education and Interpretation, and Membership Nurture and Outreach.

In the United States, 800,000 lay women have chosen to be members of this special organization, United Methodist Women! This community of women is:

- centered in relationship with God through Jesus Christ;
- focused on ministries with women, children and youth;
- involved in mission locally and globally;
- committed to inclusiveness; and
- pledged to provide financial support for mission through Mission Giving.

The United Methodist Church is a connectional church; local and district units of United Methodist Women relate directly to district and conference organizations of United Methodist Women and to the Women's Division of the General Board of Global Ministries.

United Methodist Women is the successor to the home and foreign missionary societies and guilds of the seven predecessor denominations that now comprise the United Methodist Church.

### **Who Is a Member of United Methodist Women?**

United Methodist Women is a membership and faith-based organization. Membership shall be open to any woman who indicates her desire to belong and to participate in the global mission of the church through United Methodist Women. Members are women of diverse ethnic and socioeconomic backgrounds: employed and unemployed; women with disabilities; housewives and career women; single, married, widowed and divorced women; teen, young, middle-aged and older women; college and university women. We

are multicultural, multilingual, and multiracial. As a member each woman joins forces with other women to embrace and work on the four mission emphases reflected in the PURPOSE. Though every church is to have a unit of United Methodist Women, membership in the United Methodist Church does not automatically make a woman a member. Women actively choose to become involved in the organization's mission and support the PURPOSE.

### **How Does One Become a Member of United Methodist Women?**

One becomes a member by committing to the PURPOSE. There are different entry points to the organization:

1. Local Member—A woman may become a member at a local unit based in a local church.
2. District Member—A woman may become a district member if there is no active unit in her church or if there is no possibility of continuing or reorganizing a unit. Such membership must be authorized by the district Executive Committee.
3. District Unit Member - A unit may be formed

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

4. Online Member - A woman may be a member of the organization through registration and participation in the Women's Division's Online Community at [www.umwonline.org](http://www.umwonline.org).

**Invite your friends and church members to join United Methodist Women**

### **A Note About District Members**

In a few churches, the membership of the congregation is so small that there is no unit of United Methodist Women. In this case, a woman can ask to become a district member of United Methodist Women by contacting the president of the district Executive Committee.

As a district member, she relates directly to the district organization of United Methodist Women. The district Executive Committee informs her of district meetings and other training and enrichment events such as workshops, retreats, and Schools of Christian Mission. She may make an annual pledge or Gift to Mission through the district treasurer, subscribe to Response magazine, and obtain other resources produced for United Methodist Women.

## II. United Methodist Women Initiatives

### What does United Methodist Women offer?

The PURPOSE and program of United Methodist Women have evolved out of a history of more than a century of women whose primary concern has been mission. The total program is extensive and encompasses a broad spectrum of activities, concerns, issues, challenges and opportunities.

#### **A. A Community of Women**

United Methodist Women strives to follow Christ's teachings to do acts of love, justice, mercy and faith, and to serve one another on an equal basis. A community emerges through worship, sharing, praying, studying, working and serving. United Methodist Women explores ways to meet the needs of the members in our 140-year-old organization with 800,000 members.

#### **B. Knowing God**

United Methodist Women members strive through Bible studies, retreats and inspirational events to know God, and experience freedom through Jesus Christ. We each seek to find our own way to walk with God and search within ourselves for spiritual growth and understanding. Our desire to know and serve God is only a shadow of God's love and desire to know us, and use us in service to others.

We are among the many messengers who have gone throughout the nations "to bring good news to the poor ... proclaim release to the captives and recovery of sight to the blind, to let

#### **Works of Piety**

Study Scripture, Prayer, Worship,  
Communion, Fasting, Other Spiritual  
Disciplines

the oppressed go free, and to proclaim the year of the Lord's favor." (Luke 4:18-19)

#### **C. Creative and Supportive Community**

Through Leadership Development our organization creates a creative and supportive community by directing its members in a cohesive and coherent way to accomplish our goals and fulfill our PURPOSE. Our leaders carry out this process by applying their leadership attributes such as beliefs, values, ethics, character, knowledge and skills. Leadership Development is provided to women of all racial, ethnic, language and economic groups. The opportunity to realize their full potential and to participate in the life of the church and society are acquired through continual work, study, and sharing of talents, gifts and graces. Leadership development programs and training are offered to teen and college/university women, conference and district leadership, and women of different language groups.

The United Methodist Church's structural connectional system, ecumenical connections, and solidarity with groups that work with women, children and youth in the global community have enlarged greatly the United Methodist Women creative and supportive community.

#### **D. Expanding Concepts of Mission**

"From Genesis to Revelation, the Scriptures bear witness to a mission which begins with God, belongs to God, and will be fulfilled by God at the end of time. ... Mission is the activity of the Triune God. By the authority of the God of justice, mercy and peace, the risen Jesus sends the church into mission partnership with God (Matthew 28:18-20). God's authority sends the church into mission (John 17:18). God's power sustains the church in mission (Luke 24:49). God's revelation in Jesus Christ defines the church in mission." From: Partnership in God's Mission Theology of Mission Statement, General Board of Global Ministries, quoted in

the Women's Division Policy Statement "Education for Mission."

We expand our concept of mission by working diligently on:

### **Works of Mercy**

Alleviate Human Suffering, Sacrificial Giving, Education, Social Justice

#### 1. ***Mission Education***

Mission needs to be carried out with education, preparation, action and advocacy, and mutual learning and partnerships. Mission Education is behind every Local Unit program; School of Christian Mission: District, Conference, Jurisdiction and National Meeting; Officer training; National Seminar; United Nations/Washington, D.C. Seminar; Mission Today; Local Unit Visitation; and Ubuntu Explorers Journey.

The Women's Division's Ubuntu Explorers program enables women in the United States to partner with women around the world to experience others' lives on a short-term basis.

#### 2. ***Social Action/Advocacy***

The Women's Division interprets the biblical passages from Luke 4:18 as both a model and a mandate for Christian social action and advocacy.

United Methodist Women will continue its advocacy work on peace and justice, education, and immigrant civil rights, the environment, economic justice, women's health, the rights of children, media monitoring, human rights and farm workers' rights, to name a few. United Methodist Women also has a long

history of commitment to the eradication of all forms of racial injustice.

"The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor." Luke 4:18

#### 3. ***National Ministries***

National Ministries with Women, Children and Youth focuses primarily on more than 100 National Mission Institutions. United Methodist Women is making a difference in the lives of millions of women, children and families served by these institutions through continued financial and volunteer support of community centers, women's residences, schools and colleges, residential childcare centers, health care and counseling centers, student leadership development, and community ministries.

#### 4. ***International Ministries***

International Ministries seeks to address issues impacting the lives of women, children and youth around the world. Programs such as micro-credit projects, leadership development, health care, scholarships, conflict management and building peaceful communities are just a few of the issues addressed as women, children and youth attempt to make a better world for themselves and their families.

#### 5. ***Funding the Mission***

Mission programs and projects are possible because of individual women's gifts to Mission Giving. Mission Giving allows United Methodist Women to respond where the need is the greatest and to work in partnership with organizations doing similar work. This

includes retirement benefits and pensions of mission workers, volunteer opportunities for United Methodist Women members to empower them in mission work, and advocacy on behalf of the oppressed and dispossessed.

### III. Organized to Fulfill the PURPOSE

#### How is United Methodist Women Organized?

The Constitution and Bylaws of United Methodist Women provide for these types of units: local church-based units, charge and cluster units,

“In every local church there shall be an organized unit of United Methodist Women” (*The Book of Discipline of the United Methodist Church 2008*, ¶256.5)

district units and an online unit. Each of these types of units offers members opportunities for participation in mission in a variety of settings. (See Constitution and Bylaws 2009-2012, Local, Article I, Section 1-9 for organizational information.)

- Most of the membership of United Methodist Women is in units based in local churches.
- A charge or cluster unit may be formed by women from more than one church. This type of unit is usually formed when the number of women from a single church is too small to carry out the basic structure.
- A district unit may be formed by women from different churches who choose to meet in locations other than a local church, such as on a college campus, in a retirement community or at a workplace.
- United Methodist Women's Online Community is a way to connect with others

with a passion for mission. The primary purpose is to enhance the ways we connect and communicate with each other.

#### What are the Main Functions of a Unit?

The main functions of a unit are to:

- learn about and support the mission of United Methodist Women and the Women's Division;
- plan programs that incorporate the four mission emphases: Spiritual Growth, Social Action, Education and Interpretation, and Membership Nurture and Outreach;
- build a budget that reflects the PURPOSE;
- interpret the need for and use of funds for mission; and
- develop and train leaders.

#### How is the Local Unit Structured?

**Minimum Functions**—Units may use a structure that would assure that the following functions would be carried out: administration, finance, program planning for mission, record keeping and nominations.

**Basic Structure**—consists of a president, vice president, secretary, treasurer, secretary of program resources and the chairperson of the Committee on Nominations.

**Expanded Structure**—consists of the basic structure plus one or more mission coordinators: spiritual growth, social action, education and interpretation and membership nurture and outreach.

Leaders in the unit may select a structure that best meets their needs. As the group grows they adapt their structure to address their changing mission involvement.

### **Guidelines for Units in Federated Churches**

Some units are in federated churches. A federated church is a local church that unites two or more congregations, each of which continues its own denominational ties. A unit in a federated church maintains ties to two or more denominational women's organizations. In calculating the membership of the group, one should report the total number of unit members and divide by the number of denominations represented, or ask individual members to designate their denomination and report accordingly.

Units that choose to be related to United Methodist Women:

- Subscribe to the PURPOSE;
- Organize a flexible structure for the unit;
- Recognize membership in the following ways: attendance at meetings, Mission Giving for global missions, intercessory prayer, meaningful community involvement, leadership responsibility, and/or participation in the varied events, projects, issues, and concerns of the Women's Division;
- Use resources of the different women's groups, such as magazines, program and study books, and leadership and skills development materials;
- Explore organizational relationships with the denominations that are represented; and
- Participate in as many denominational opportunities as possible beyond the local unit.

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### **Committees**

A unit may choose to form an Executive Committee. The Executive Committee carries out the following functions:

- Administration
- Program planning for mission

- Finances
- Record keeping

Executive Committee: The Executive Committee works as a mission team and is the administrative body of United Methodist Women on the local, district, and conference levels. In both the basic and the functional structures of the local unit, the Executive Committee performs the work of the Committees on Program, Finance, and Membership Nurture and Outreach. The president chairs the Executive Committee.

An expanded structure may also include a committee on Program, Finance, and Membership Nurture and Outreach.

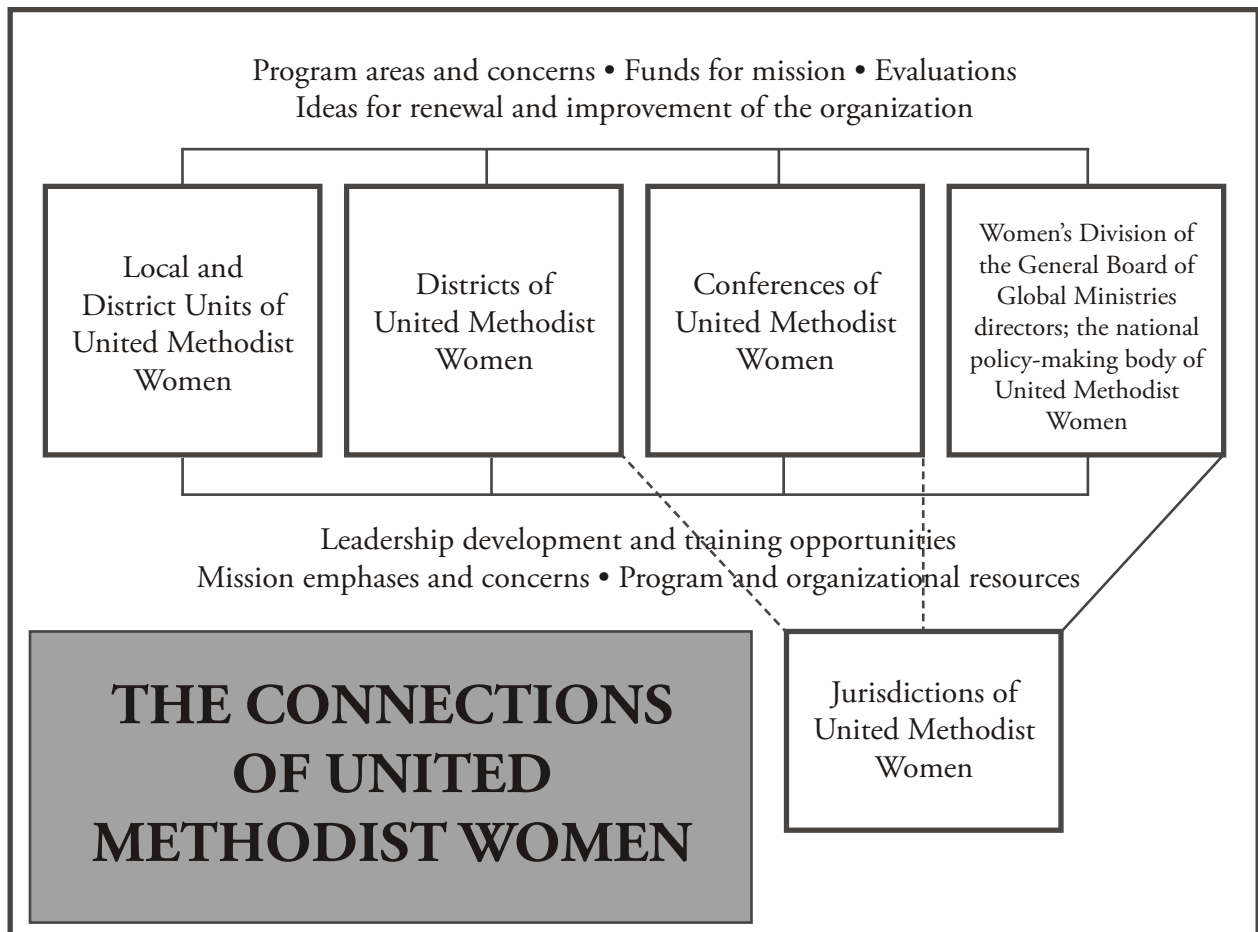
### Subgroups/Circles

Some units choose to include subgroups and task groups. Subgroups/Circles allow members an opportunity to focus on special mission interests in smaller groups. Subgroups enrich and increase the program of the local unit. They provide greater flexibility and freedom for individuals to participate, to be nurtured and to develop leadership skills. Members can participate in one or more subgroups. The more choices your unit offers, the more women from a variety of backgrounds and circumstances can be involved.

### How Do Subgroups/Circles Relate to the Unit?

The leaders or selected representatives of all subgroups are members of the Executive Committee and, where they exist, the Program and Finance Committees. By participating on these committees, subgroup representatives maximize communication among all parts of the unit. The representatives interpret the PURPOSE, program, and financial needs of United Methodist Women to other subgroup members; participate in developing the budget; set goals; plan the program for the unit; and transmit funds to the unit treasurer.

Subgroups do not have separate bank accounts. Funds received in a subgroup are passed on to the treasurer of the unit. Decisions about the use of funds are made by the unit as a whole, not by individual subgroups.



## IV. Elected Leaders for Local and District Units

Accepting a leadership role requires a commitment of time, energy and effort. But in return, you develop a deeper understanding of mission, grow spiritually, and are sustained by the knowledge that you are making a difference in the lives of women, children and youth.

United Methodist Women is a lay women's organization and only lay women may serve as elected leaders. Presidents of local and district units, as well as all levels of the organization — district, conference, jurisdiction and Women's Division elected leaders — must be members of the United Methodist Church.

### Officers in a Basic Structure

Executive Committee officers in a basic structure are:

- President
- Vice president
- Secretary
- Treasurer
- Secretary of program resources
- Chairperson of the Committee on Nominations
- Pastor (ex-officio)

The Committee on Nominations, is composed of four to six women.

The Executive Committee shall assume or assign responsibilities for all basic functions and the four areas of mission emphases.

### Officers in an Expanded Structure

Program needs may require additional officers beyond the six named in the basic structure. The following additional officers may be elected in the expanded structure:

- Mission coordinator for spiritual growth;
- Mission coordinator for social action;
- Mission coordinator for education and interpretation; and
- Mission coordinator for membership nurture and outreach.

### Functions

Units may use a structure, which would assure that the following functions would be carried out: administration, finance, program planning for mission, record keeping and nominations.

One of the women must be named president in order to serve as a contact person for the district organization and serve on the local church council.

### Term and Tenure of Officers

Officers are elected for a specific length of time decided by their local or district unit. The maximum number of four consecutive years that a woman may serve in the same office is called *tenure*, and is determined by the Constitution and Bylaws of United Methodist Women. The chairperson of the Committee on Nominations can serve as chairperson for only two of the four years that she serves on that committee.

## V. Elected Officer Responsibilities and Duties

Each local unit officer has a counterpart in the district and conference organizations of United Methodist Women who holds the same position. Your district counterpart will be available to give you practical advice about how to carry out your

duties and will be a source of support as you learn more about being a leader of United Methodist Women.

A brief summary of the role and responsibilities of elected offices follows below. For a more detailed job description of all elected officers of United Methodist Women, see The Constitution and Bylaws.

Complete officers' responsibilities and committee functions may be found on the Constitution and Bylaws section of this manual.

#### **A. President**

The president of the local or district unit of United Methodist Women must be a member of that local or district United Methodist congregation. As the president she will be a member of the local United Methodist church to which the unit is affiliated and serve, where they exist, as a member of the church council or on the Administrative Council or Administrative Board/Council on Ministries. (*The Book of Discipline of the United Methodist Church 2008*, ¶1252.5i)

The president serves as chairperson of the Executive Committee. The president keeps United Methodist Women's programs and activities before the Church Council/Administrative Council or Administrative Board/Council on Ministries, regularly prepares reports and presents them to these groups.

#### **B. Vice President**

The vice president works closely with the president in understanding and interpreting all aspects of the program of United Methodist Women. In the absence of the president, she

performs the president's duties. She chairs the Committee on Program, where one exists, guiding its members in planning programs, determining needed resources and involving a variety of women in the planning process.

#### **C. Secretary**

The secretary records minutes, and assists the president in setting the agenda for unit meetings and events. She also takes care of and coordinates all written correspondences.

Immediately after the unit's elections, the secretary should forward the names and addresses of the new president and secretary of program resources, together with the names of the officers they are replacing, to:

Mission Resource Center  
1221 Profit Drive  
Dallas, TX 75247

This important notification enables the president to receive occasional mailings from the Women's Division. The secretary of program resources also receives some sample resources, including the Mission Resource Center Catalog.

Annually, the secretary sends the names and addresses of all officers to the district secretary. This information helps to keep everyone connected to their officer counterparts in the district and conference.

#### **D. Treasurer**

The treasurer handles all of the funds, keeps the books that account for the funds of the local unit, and interprets where the money goes and how the total program of United Methodist Women is funded.

The treasurer receives, disburses and accounts for all funds of the local units, and develops, with the Executive Committee, a plan for receiving funds from individuals and subgroups, where they exist in the unit. She is responsible for

sending all funds, except those designated for mission locally and for local Administration and Membership Development (A&MD), to the district treasurer. Remittances to the district shall be made monthly or quarterly as determined by the conference organization. The treasurer should “empty the treasury” by sending all remaining money to the district treasurer at the end of the year, after keeping the minimum amount necessary to carry the unit into the first few months of the year. (See page 51 in the Finance section.)

**E. Secretary of Program Resources**

The secretary of program resources helps the members and elected leaders of the unit know about and secure resources that enable them to fulfill the PURPOSE. She should be familiar with the extensive selection of printed and audiovisual materials listed in the Mission Resource Center Catalog, which is sent quarterly to all secretaries of program resources whose names are on file at the Mission Resource Center. She should promote and subscribe to the two mission magazines, *Response* and *New World Outlook*.

**F. Chairperson Committee on Nominations**

The chairperson of the Committee on Nominations guides the committee in its work to find leadership for the local or district unit. It is important that the committee know the skills, interests and leadership potential of all unit members.

The chairperson of the Committee on Nominations guides the committee in striving for diversity and inclusiveness in its nominations. Every unit should attract women from a variety of experiences and backgrounds, with diverse interests, skills and expertise.

The tenure of the chairperson of the Committee on Nominations is different from the other elected leaders of the unit: she may serve as a member of the committee for four years, but can only serve as chairperson for two years.

## VI. Additional Elected Leaders in the Expanded Structure

In each local or district unit, persons are designated to work as a team to develop programs of study and action in four mission areas: spiritual growth, social action, education and interpretation, and membership nurture and outreach.

In units operating with a basic structure, the Executive Committee assumes responsibility for these areas of mission and program emphases.

In local or district units that use the expanded structure for their organizational and programmatic needs, mission coordinators may be elected to serve on the Executive Committee to implement one or more of these programs areas.

Each mission coordinator works actively with the Executive Committee to fulfill the PURPOSE. Each coordinator will keep in touch with the corresponding district mission coordinators and share ideas for carrying out the responsibilities of each mission area.

**A. Mission Coordinator for Spiritual Growth**

The mission coordinator for spiritual growth helps the local unit to understand and appreciate the biblical and theological basis for our mission and ministries with women, children and youth. She provides opportunities for women to realize personal growth and spiritual renewal for mission.

**B. Mission Coordinator for Social Action**

The mission coordinator for social action assists women in the unit in study, action and reflection regarding current and emerging social, economic, environmental and political issues. She helps the unit choose at least one priority social action issue each year.

There are many areas that are important to the

work of the mission coordinator for social action. They include concerns for women, children and youth; the elimination of racism; supporting the United Nations; and promoting economic and environmental justice.

**C. *Mission Coordinator for Membership Nurture and Outreach***

The mission coordinator for membership nurture and outreach helps members of the unit to see membership as a great opportunity for spiritual growth, leadership development, involvement in mission and meaningful participation in study and social action.

She is responsible for maintaining an updated membership list and an attendance record for each meeting. The mission coordinator for membership nurture and outreach works to build supportive community among the members of the unit. She encourages the unit to reach out to teen women, young women, mothers and working professionals.

**D. *Mission Coordinator for Education and Interpretation***

The coordinator for education and interpretation helps women understand the mission and outreach ministries of the church. She emphasizes the need for continual financial support for the program and mission of United Methodist Women.

A major task of the coordinator for education and interpretation is to find ways to educate and interpret the mission of United Methodist Women and educate others about it.

## VII. Committees at Work

Committees help to fulfill the PURPOSE and mission of United Methodist Women. Much of the work of carrying out a unit's program is done through committees. All committees report to

the Executive Committee through their chairpersons, who are also members of the Executive Committee. This creates a system of accountability.

A unit may choose to have the Executive Committee do the work of the Committees on Program, Finance, and Membership Nurture and Outreach.

**A. *The Executive Committee***

This committee administers the activities of the unit and involves members in fulfilling the PURPOSE. Units organized with a basic structure have two or more persons who carry out the responsibilities of the Executive Committee.

The Executive Committee either assumes or delegates responsibility for all four mission areas — spiritual growth, education and interpretation, social action, and membership nurture and outreach — and any other functions and tasks for which there are no elected leaders.

**Membership of the Committee**

The Executive Committee, also known as the mission team, includes all of the elected leaders of the unit and others as outlined in the Bylaws. The president is the chairperson. In addition to elected leaders, the Executive Committee includes the pastor(s) (ex-officio), any member of the local church who is a director of the Women's Division, members of the unit who are on the district or conference Executive Committees of United Methodist Women, members of the unit who are on the jurisdiction Core Planning Group and others as determined by the Executive Committee.

**B. *The Committee on Program***

The Committee on Program plans and recommends to the unit specific programs of study and action that help to fulfill our PURPOSE.

## Membership of the Committee

In a unit with a basic structure, the Executive Committee serves as the Committee on Program, with the vice president as chairperson.

Go to the Program Planning section for additional information on this subject.

## Responsibilities

Members of the Committee on Program plan the total program of the unit. In essence, they plan events, make them happen, and then evaluate them.

For Additional Information see Finance Section.

*The Book of Discipline of the United Methodist Church 2000* (§256.5, Article 6), grants the organization of United Methodist Women the authority to secure funds. These funds belong to the organization and are disbursed according to our Constitution and Bylaws and with the PURPOSE in mind. The Committee on Finance, or the Executive Committee with the treasurer as chairperson, oversees the receiving and disbursing of funds and other related financial concerns of the unit.

## C. The Committee on Finance

The Committee on Finance prepares and recommends a budget that reflects the United Methodist Women PURPOSE. The Executive Committee approves the budget and the unit

adopts it. The Committee on Finance also analyzes the giving pattern and income of the unit.

In a unit with a basic structure, the Executive Committee functions as the Committee on Finance, with the treasurer as chairperson.

## D. The Committee on Membership Nurture and Outreach

The Committee on Membership Nurture and Outreach works year-round to encourage all members of the unit to invite others to join. This includes women from church, friends and women from the wider community. The committee does not bear sole responsibility for seeking new

### Rights of Membership

Through membership in United Methodist Women, a woman has the right to expect:

- Education, training and experience in understanding the organization and fulfilling the PURPOSE;
- Resources that nurture growth, inform and stimulate; for example, *Response* magazine;
- Information that relates to world issues and leads to increased identification with women around the world;
- Recognition of her contribution as a member of the organization;
- Ways to communicate her concerns to the Women's Division;
- Opportunities for a variety of ways to serve or volunteer; and
- Membership in Church Women United and the World Federation of Methodist and Uniting Church Women. *(As members of these two organizations, women strive for an ecumenical and international community through unity of spirit and purpose, understanding the meaning of justice and freedom, and a commitment to the Gospel.)*

members; rather it energizes members' collective efforts to recruit new members into the organization of United Methodist Women.

Encourage all members of your unit to share their experiences and care for one another, and creates ways for the unit to nurture its members. Encourage and promote inclusive participation wherever possible in your unit, district and conference.

### **Responsibilities of Membership**

In the organization of United Methodist Women, members have the following responsibilities:

- To understand and be supportive of the organization and its PURPOSE;
- To participate in program activities;
- To keep informed about the programs and ongoing concerns of United Methodist Women;
- To subscribe to *Response* magazine, the official program journal of United Methodist Women;
- To attend training for local units;
- To participate in the mission studies;
- To use the Program Book for United Methodist Women;
- To engage in critical analysis and active listening while remaining open to different views and other perceptions;
- To use official sources of information; and
- To interpret the PURPOSE of United Methodist Women.

In addition, members are strongly urged to avail themselves of the opportunity to attend the conference School of Christian Mission, and district and conference annual meeting and retreats.

### **Guidelines for Counting the Membership**

1. Count each woman who has expressed a desire to belong and participate.
2. Count each woman only once, regardless of the number of subgroups and circles to which she belongs. (*Remember, membership is in a unit. Subgroups and circles are optional.*)
3. Appointed pastor(s) are counted as members of United Methodist Women. If the pastor serves more than one church, she or he is counted one time and by one unit only.
4. The wife of the pastor is not a member of United Methodist Women simply by virtue of being the spouse of the pastor. She must express a desire to belong and participate. She then joins the unit and is counted only once.
5. If a member moves away and joins another United Methodist Church, her membership in United Methodist Women should be transferred as well. If no unit exists in her new church, she may remain on the membership roll of her previous unit and is counted as part of that unit's membership.
6. Names of deceased members and women who have discontinued their membership should be removed from the roll. No woman should be removed from the membership roll unless she specifically requests to discontinue her membership.
7. All new members should be added on a regular basis. New members are those who were not counted as members of the unit the previous year. Know the name, address, e-mail and telephone number of every woman who belongs to your unit.
8. Maintain an updated membership roll for reporting at the end of the calendar year; this facilitates the process of an accurate membership count at the end of each year.

## **Summary**

As we learn more about God's world and all who dwell in it, our understanding of God's mission and our part in it grows. This growth may lead us to change our attitudes and behavior. The local or district unit is the basic community where we learn and serve, but we are not alone. As part of United Methodist Women, our participation in mission through our gifts and our service contributes to the global ministries of the church. As a community of 800,000 women, we join together to make a positive difference in the world, especially for women, children and youth.