

UCW Handbook

Constitution, Guidelines, Policies, and Resources for United Church Women

December 2024



The United Church of Canada
L'Église Unie du Canada

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December 2024



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L'Église Unie du Canada
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The United Church of Canada

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Thank You

Thanks are extended to those women who offered their gifts of leadership, wisdom, and time to develop this handbook.

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History of United Church Women

Women have always played an integral role in the life of the church. From as early as the nineteenth century, women worked as teachers, missionaries, and nurses, providing care in communities. As time went on, fundraising and social function organizing were also added to the women's roles.

When the United Church officially formed in 1925, the Ladies Aid (LA) (later the Woman's Association (WA)) and the Woman's Missionary Society (WMS) were doing work at home and abroad. The WA focused on supporting the local church and community, while the WMS was more involved with education and world mission.

In 1953, a committee was established by the General Council of The United Church of Canada to study women's work in the church with the goal of formally recognizing the work and contribution of United Church women. In 1956, the 17th General Council initiated the Commission on the Work of Women in the Church. The findings and recommendations of the commission were released in 1960 with the following goals:

1. To prepare a constitution for a new women's organization in the congregation and at Presbytery, Conference and national levels, the aim of which would be to enlist all the women of the United Church for the total mission of the Church;
2. To study the issues involved and any other matters related to the formation of such an organization;
3. To make such recommendations to the Eighteenth General Council as after consultation with Boards and Committees concerned may be deemed wise. (ROP 1960, p. 301).

The subsequent Commission on the Work of Women in the Church recommended:

3. That subject to the approval of the executive of General Council, the effective date of the functioning of the Board of Women and the coming into operation of the constitution of The United Church Women be January, 1962;
4. That the attention of Conferences, Presbyteries and Pastoral Charges be called to the necessity of taking steps to set up this new pattern of organization so as to be ready to function as of January 1, 1962; ...
11. That Conferences and Presbyteries be urged to make provision for representation from The United Church Women on Committees in whose work it is directly concerned. (ROP 1960, p. 317).

As a result General Council took action to ensure that women could share in a much more meaningful way in all the work of the church by allowing them to participate on the boards of The United Church at all levels. Approval was given to this organization, United Church Women (UCW), at the General Council meeting held in Edmonton, Alberta, in 1960.

The UCW officially came into being on January 1, 1962. Its purpose was:

To unite women of the congregation for the total mission of the church and to provide a medium through which we may express our loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service. (*ROP* 1960, p. 304)

Women integrated their national-level work into the boards of the United Church, and blended their two organizations, the Woman’s Missionary Society and the Woman’s Association, into one: the United Church Women. The Women’s Federation also joined the UCW at this time. Across the country, 300,000 women joined as charter members. The structure of the new organization was the same as that of the national church: Conference, Presbyterial, and local units, with UCW representatives participating at all levels of United Church structure.

In 1978, the United Church’s new Division of Mission in Canada (DMC) initiated a study into the UCWs across Canada who were struggling with the structure set in 1962 and with other issues. The study recommended that it would be beneficial for Conference presidents to meet regularly to discuss issues, concerns, and projects. The gathering was to be called a consultation, with no administrative or decision-making authority.

In 2000, at the General Council meeting, a resolution was passed stating that “all women’s groups within the Pastoral Charge or Congregation are free to determine their size, structure, and manner of leadership.” At the 2003 General Council meeting, the Women’s Ministries Network was proposed and adopted. It would encompass the UCW, the only structured group, and all other women’s groups within the United Church.

In 2003, the name National Consultation of United Church Women was changed to National United Church Women (NUCW).

Since the inauguration of the UCW, many projects have been initiated and completed, from worship and Bible study, to sending barrels of clothing overseas, to supporting the Mission and Service of The United Church of Canada with over \$129 million in contributions.

Celebrations of the United Church Women anniversaries started with the 25th Anniversary in 1987, the 35th Anniversary in 1997, and every five years after.

1987	25th Anniversary	University of Waterloo, Ontario	“Called to Respond”
1997	35th Anniversary	McMaster University, Hamilton, Ontario	“Rejoice and Risk”
2002	40th Anniversary	Winnipeg, Manitoba	“Side by Side”
2007	45th Anniversary	Corner Brook, NL	“We Are One”

In 2012, the United Church Women celebrated its 50th Anniversary, “Our Tapestry of Love,” in Ancaster, Ontario. To celebrate the occasion, a special 50th anniversary project was adopted. It was to support the Morogoro Women’s Training Centre in Tanzania. Over \$268,000 was raised to support the training school, and as a result over 600 women were trained in maternity health care. One of many initiatives that UCWs have undertaken over the years, this turned out to be a wonderful project.

In 2017, the United Church Women celebrated its 55th Anniversary, “Celebrating Spirit,” with a gathering in Vancouver, British Columbia.

A gathering for the 60th Anniversary celebration of the United Church Women will be held in Sydney, Nova Scotia in 2022. The theme for this year will be “Continuing in Hope”. The special anniversary project adopted is Women for Change, Zambia.

Sources:

“Faith in Action: United Church Women, Present and Past,” by Gayle Simonson and Phyllis Verhaar of Edmonton.

Ordinary Heroes: Celebrating United Church Women, ed. Noelle Boughton (UCPH, 2012).

Vision and Mission Statement of United Church Women

Vision

As women of faith,

We believe in nurturing Christian spirituality
by reaching out
through commitment and devotion
to all God's people
in the promotion of truth, justice, peace,
caring, and respect
for all throughout the earth, God's world;

We believe in honouring God the Creator,
and loving others through generous giving
and joyful living;

And we believe in affirming and
strengthening ourselves
both individually and together
through creative study, prayer, and action.

Mission Statement

Love God

Foster Christian commitment, faithfulness, and spirituality.
Promote respect and love for all God's creation.

Closing Prayer

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

Strengthen us for peace.

Give us wisdom, keep us humble, and may we live and work together,
And so striving, build a new and better world for tomorrow. Amen.

Organization Chart of United Church Women

The United Church Women of the Communities of Faith
(formerly known as Congregations)
Local units formed within Communities of Faith
Usually meets monthly

The Area United Church Women
(formerly known as Presbyterials)
or equivalent structure composed of the United Church Women
of the Communities of Faith or successor groups within the area
Usually meets two to four times a year

The Region/District United Church Women
(formerly know as Conferences) or equivalent structure composed
of the Area United Church Women or successor groups
within the Region/District
Usually meets at least once a year for an annual general meeting
The Region/District UCW Executive usually meets two to four times a year

The National United Church Women (NUCW)
composed of the UCW Region/District presidents and Past/Vice-
Presidents/Presidents Elect or alternates
Usually meets once a year for a 4-5 day gathering.

United Church Women of the Community of Faith

Purpose

To unite women of the Community of Faith for the total mission of the church and to provide a means through which we may express our loyalty and devotion to Jesus Christ in Christian witness, study, fellowship, and service.

Membership

Membership is open to any woman who is in agreement with the Purpose of the United Church Women, and who is willing to participate on a regular basis with her prayers, gifts, and services for the work of the church in the world.

Each local UCW is responsible for the collection of any requested Annual Membership Fees or any requested Area or Region/District Allocation. Collection monies are raised at the discretion of each local UCW. Issuing of Membership cards is also at the discretion of each local UCW.

UCW lapel pins may be purchased from United Church Bookstore (UCRD).

Individual Membership

Individual membership is available to women who agree with the Purpose of the United Church Women but are not able to attend local UCW groups.

Individual membership can be obtained through the Area or Regional/District UCW.

Individual members will be kept up to date on what is happening within their Region/District and National UCW. A monthly devotion is available on the National UCW webpage providing spiritual growth and fellowship.

Life Membership

Life membership is an honour given by a local UCW group to any member of that group as a special recognition for service of any kind; it is recognized with a special pin and certificate. Refer to page 20 for further information.

UCW as Part of Local Communities of Faith

United Church Women is one of the organizations of the Community of Faith and, as such, should have representation on the official board or other governing body of the Community of Faith. It reports to the annual meeting of the Community of Faith.

In a multi-point charge, a unit of United Church women may be organized in each congregation, or one unit may be organized for the entire Community of Faith.

Executive

Each unit (local UCW) within a Community of Faith charge should have the following officers:

- president, or if desired, this office can be shared between two co-presidents
- vice-president
- treasurer, whose responsibility it is to keep financial records for the unit and to present a report at each meeting and a full financial report at the end of each year. The treasurer also sends reports to the Community of Faith treasurer to be amalgamated into the reporting to Canada Revenue Agency (CRA) on the Community of Faith T3010.
- secretary, whose responsibility is to record, distribute, and keep a file of meeting minutes and perform other generally recognized secretarial duties
- a corresponding secretary may be considered to deal with correspondence, greeting cards, etc.
- an executive member should be responsible for submitting the annual statistical reporting form to their Area or Region/District Executive.

Women may be elected, appointed, or volunteer to serve in these positions, and in any others deemed to be necessary by the unit.

Terms of Office

Two years with one renewal, or at the discretion of the local UCW.

UCW Executive When There is More than One Unit

It is recommended that units be kept to about 25 active members. If you are fortunate enough to have more than 25 active members, consider forming another unit.

If there is more than one unit in a Community of Faith, a general body should be formed with representation from each unit. Two to four women from each unit are typically sufficient to form a good working group. This group should have its own general president, general secretary, and general treasurer. The general presidency could be shared, and could consist of the same members who are serving as unit presidents.

This UCW Executive should meet regularly to share information and plan for events that will affect the whole UCW membership in a Community of Faith. Decisions or recommendations made by the General UCW should be referred back to the units for approval or feedback if it is felt to be necessary. It is up to the individual units to decide how much authority they are willing to grant the General UCW.

The General UCW should hold an annual meeting to which all members of the UCW units within the Community of Faith are invited. At this meeting the Executive (officers and unit representatives) should be elected, a budget established, and decisions made as to how funds raised by the UCW will be dispersed (contributions to Mission and Service, local charities, support of the Community of Faith, support of youth programs, church camps, etc.).

Moneys raised by joint efforts will go into the general account. Twice a year extra funds from the unit accounts should be forwarded to the General UCW treasurer in support of donations to be made on behalf of the whole UCW, as agreed in the budget established at the annual meeting. Through individual member's dues or a portion of funds raised, support of the Area, Region/District and National levels of United Church Women are expected. The Area, Region/District and National levels may set a per member fee or leave it to the discretion of the local UCWs.

Important Note about Canada Revenue Agency Charity Legal Requirements: From a legal and CRA perspective, a UCW can choose to operate as a separate entity completely apart from a pastoral charge. However, if it chooses this route, it cannot offer charitable tax receipting for donations unless it happens to have its own charitable number; it would not be eligible to claim GST/HST rebates on purchases; and finally, it would not have to report its activities to the CRA. In this scenario, it makes sense for the UCW to have its own separate bank account. However, there are very few UCWs that have separate charitable status and it generally doesn't make sense to apply now.

More commonly, UCWs choose to operate within the pastoral charge and are therefore eligible for tax receipting, but also subject to CRA charity compliance requirements. In this scenario, the UCW chooses to collaborate in the administration of funds with the pastoral charge, with UCW funds consolidated in the pastoral charge reporting to Canada Revenue Agency. The pastoral charge treats the UCW funds as a segregated fund, and UCW decision-making structures have sole authority over the money within the restrictions required by CRA. This allows charitable income tax receipts to be issued for contributions. In this instance, UCW funds must be consolidated in the pastoral charge reporting to CRA, so that a full picture of charitable assets is being reported to CRA on the church's T3010 Annual Charitable Information Return. It is still possible to have a separate UCW bank account, but this typically causes more cost and work for both the UCW treasurer and the church treasurer.

As part of a registered charity, UCWs must comply with the restrictions placed on all Canadian charities. Assets must be disbursed to other registered charities (with some exceptional circumstances for global mission). The charitable purpose of the receiving charity should be congruent with the charitable purpose of the pastoral charge. These disbursements are reported to CRA as gifts to "qualified donees."

All moneys raised by, given to, or otherwise held in the name of the UCW are administered by the UCW and held as a segregated fund. Decisions on disbursements are made by the UCW, acting in its sole discretion, while honouring the terms of any designated funds. The UCW may decide to contribute funds toward the support of the pastoral charge, but it is not required, nor can it be compelled, to do so.

Annual Report for the Community of Faith

An annual report should be prepared summarizing the work of all the UCW units in the Community of Faith. This report and the General UCW financial report should be included in the annual report of the Community of Faith and consolidated into the Community of Faith T3010 reporting to CRA.

Meetings

General Meetings/Gatherings

Meetings should be well planned to meet the interests, needs, and abilities of the members. They should be held at times that are convenient for all women to attend.

Meetings may include a worship period, business as required, a program of interest to those in attendance, and a social time.

Frequency of Meetings

Frequency is up to the group to decide, but once a month (except for the summer months) allows for consistency and coordination. Separate units could be formed to accommodate those wishing to attend a meeting during the day and those preferring the evening. In this case, units should find occasions to join together throughout the year to share friendship, fellowship, and worship. Each unit can conduct its own meetings in its own format, but a rough agenda can be used as guidelines.

Responsibilities

- To carry out the Purpose of the United Church Women
- To elect or appoint Executive members as necessary
- To support and promote all levels of UCW programs and their fundraising initiatives
- To provide opportunities for leadership development
- To foster education about the mission of the church and support Mission and Service
- To represent their local UCW on their Community of Faith board, or equivalent, and standing committees
- To represent their local UCW at UCW functions
- To arrange an annual meeting
- To maintain communication with their Area, Region/District and National UCW
- To be responsible for completing the annual statistical reporting form
- To collect and forward assessments/membership fees to their Area, Region/District and/or National UCW

Area United Church Women

Purpose

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

To function with flexibility to meet the needs of its constituency and, in cooperation with Region/District, to develop new forms as required.

Membership

The Area is made up of members of all the UCW local units in a defined boundary within their Region/District. General meetings/gatherings are open to all women.

An area may request an allocation from the Local Units to be paid annually to support the work of the Area, Region/District, and National United Church Women.

Individual membership is available to women who agree with the Purpose of the United Church Women but are not able to attend local UCW groups.

Individual membership can be obtained through the Area, Regional/District or National UCW. Individual members would be required to pay any National Membership Fees and to give a donation to support the work of the Area, Region/District and National UCW.

Organization

Each Area should have the following officers:

- president, or if desired, this office could be shared between two co-presidents; this position is usually a two-year term
- vice-president/president-elect

- treasurer, whose responsibility it is to keep financial records for the Area and to present a report at each meeting and a full financial report at the annual meeting/gathering. At year-end, prior to the annual meeting/gathering, the financial records should be reviewed for accuracy by an independent person.
- secretary, whose responsibility is to record, distribute, and keep files of the minutes of the general meetings and of the Executive meetings, and perform other generally recognized secretarial duties. It is her responsibility, in cooperation with the president, to coordinate the preparation and presentation of the annual report of the Area for the annual meeting/gathering.
- corresponding secretary may be considered to deal with correspondence, greeting cards, etc.

Women may also be elected, appointed, or volunteer to serve in any other positions deemed to be necessary by the Area.

Executive

The Executive is made up of the president(s), vice-president/presidents elect or past presidents, secretary, and treasurer and may include the presidents of the local units, and/or the convenors of committees of the Area.

The Executive may be given the power to make decisions and act on behalf of the whole Area. This power, if desired, should be formalized by a motion at the end of each meeting of the Area.

The president and the Executive are elected and installed at the Area's annual meeting/gathering, often by the Conference UCW president if they are available.

Committees

Convenors can be elected to lead whatever committees are deemed necessary for the function and service of the Area. Only the convenors/chairs of these committees are members of the Area Executive, and a report from each committee should be expected at each meeting.

It is usually the responsibility of the past president to seek women who would be willing to serve in positions within the Area.

Area UCW Meetings

Meetings of the Area UCW should be held as necessary to encourage, inform, offer friendship, and offer assistance where necessary.

Special/extraordinary meetings can be called as necessary by the chair or designated other elected official.

It is expected that the annual meetings/gatherings of all the Areas will be held prior to the annual meeting/gathering of their Region/District UCW. The purpose of the annual

meeting/gathering is to conduct essential business, and primarily to bring enrichment and enlightenment as well as vision and challenge for a future filled with exciting possibilities.

The date and time of the annual meeting is determined by the Executive unless it was decided at the previous annual meeting. All UCW members in attendance, including those on the Executive, are voting delegates, and are able to vote on decisions being made by the meeting as a whole.

Responsibilities

- To carry out the purpose of the Area United Church Women
- To elect or appoint Executive members as necessary
- To support and promote all levels of UCW programs and their fundraising initiatives
- To provide opportunities for leadership development
- To foster education about the mission of the church and support Mission and Service
- To represent the Area UCW at the Region/District level
- To arrange leadership development and the annual meeting of the Area UCW
- To arrange an annual meeting
- To maintain communication with their Area UCWs, Region/District, and National UCW
- To be responsible for completing the Area annual statistical reporting form
- To collect and forward assessments/membership fees to their Region/District and/or National UCW.

Region/District United Church Women

Purpose

To strengthen and support the United Church Women in the Communities of Faith and other women's groups where desired.

To provide opportunities for spiritual growth, Christian fellowship, study, and leadership development.

To work with Area UCWs within the Region/District and

To maintain ties with all Regional governing bodies.

Membership

Membership in the Region/District UCW consists of all United Church Women of UCW Local Units and individual UCW members in the Region/District. It has an executive elected at its annual meeting/gathering, plus representation from Area UCWs within its bounds.

Organization

Each Region/district UCW should have the following officers:

- President, or if desired, two co-presidents, elected at the annual meeting/gathering for a two-year term
- Past President, serving a one-year term. Usually responsible for Nominations
- Vice-president/President Elect to be elected after the current president's first year in office
- Treasurer, who keeps financial records for the Region/District UCW and presents a report at each meeting and a full financial report at the annual meeting/gathering
- Secretary, who records, distributes, and keeps files of meeting minutes and performs other generally recognized secretarial duties. It is their responsibility to coordinate the preparation and presentation of the annual report of the Region/District UCW for the annual meeting/gathering, and arrange for minutes and other records to be sent to Archives when necessary

- Corresponding Secretary, if the Region/District chooses to have one, shall receive and send out correspondence, registration forms and invitations to the annual meeting/gathering, request names of deceased UCW members of the previous year for Service of Remembrance at the annual meeting/gathering, forward statistics forms to UCW Area or Local Units, and send the compiled statistics to the NUCW
- Presidents of the Area UCW's within the Region/District
- Convenors/Chairs of Region/District UCW Committees
- Members at Large (if desired)

If desired, a Sub-Executive may be formed, consisting of the President, Past President, Vice-President/President-Elect, Treasurer, Secretary, Corresponding Secretary, and others at the Executive's discretion.

Meetings

The Region/District UCW Executive should meet at least twice a year plus an annual meeting/gathering to which all UCW members in the Region/District are invited. The date and time of the annual meeting is determined by the Executive unless it was decided at the previous annual meeting.

The annual meeting/gathering of the Region/District UCW should be held after all the Area annual meetings have been held. The purpose of the annual meeting/gathering is to conduct essential business, and primarily to bring enrichment and enlightenment as well as vision and challenge to its members.

At the Region/District UCW annual meeting/gathering, reports are received, the budget for the next year is approved, and assessments are agreed upon. The Executive is elected and installed, often by a Past President.

All UCW members in attendance, including the elected Executive, can vote on decisions being made at the meeting.

Responsibilities

- To carry out the purpose of the Region/District United Church Women
- To elect or appoint Executive members as necessary
- To represent Region/District United Church Women at the Conference and national level
- To support and promote Region/District and national programs and their fundraising initiatives
- To provide opportunities for spiritual growth, Christian fellowship, study and leadership development
- To foster education about the mission of the church and support Mission and Service

- To arrange Region/District conferences and enrichment days, and the annual meeting/gathering of the Region/District United Church Women
- To maintain communication with Area UCWs and National UCW
- To be responsible for completing the Region/District annual statistical reporting form
- To forward any allocation fees or donations collected for National UCW

Representation to Region

- In the current structure of the United Church of Canada, the Regional/District UCW is considered to be a Network, and is not guaranteed representation on their Region's Executive or committees, or at the Region AGM, though this may be done at the Region's discretion. The Regional/District UCW is encouraged to submit a short report for inclusion in the Region's Annual Report. Like other bodies in the Region, the UCW may request funding for projects or special events.

National United Church Women

Purpose

To strengthen and support
Region/District United
Church Women
or equivalent Region/District
structure in their
relationships within the
United Church of Canada

Membership & Organization

The National United Church Women is made up of the following members:

- national president
- past national president or national president-elect
- Region/District presidents or alternate
- Region/District past presidents or vice-presidents/president-elect or alternate
- secretary; this is an elected position paid by the NUCW, and a non-voting member
- treasurer; this is an elected position paid by the NUCW, and a non-voting member

Meetings

An annual meeting is usually held in September or early October of each year.

Administrative support is provided by General Council staff. General Council units may be invited to present various programs and reports.

Election of National President

The National President-Elect is elected every two years.

See Appendix 5: Policy and Procedures of the Election of National President.

Responsibilities

- To carry out the purpose of the National United Church Women
- To elect or appoint Executive members as necessary
- To represent United Church Women at General Council Executive
- To work with national staff in keeping resources current and available to all United Church Women
- To support and promote the work, programs, and vision of the United Church Women
- To provide opportunities for leadership development
- To foster education about the mission of the church and support Mission and Service
- To mediate resolutions brought forth from the Region/District United Church Women
- To establish relationships with national and international women's organizations
- To arrange an annual National United Church Women meeting in consultation with the General Council staff
- To work closely with the Region/District hosting a National UCW event
- To empower standing committees to work on behalf of the United Church Women, including though not limiting the following:
 - Finance Committee
 - Annual budget (use of general funds, trust funds and endowments, etc.)
 - National UCW Grant Committee
 - Review and approve applications for funding from the Agatha Kaasa Bursary Fund and the Dorothy Amos Fund
 - Communication Committee
 - Manage and produce the NUCW Keeping in Touch Newsletter
 - Maintain the NUCW social media platforms

Life Membership

In recognition of a UCW member's service to United Church Women, a UCW group may choose to recognize that service by presenting a member with a Life Membership. A Life Membership is registered with the national office and confirmed through the presentation of a Life Membership Pin and Certificate.

A Life Membership may be given at any stage of a member's church life. We need to be mindful that a person given a Life Membership may at some time in their life be unable to participate in current UCW activities. These Life Members still need to be counted on our statistics sheets.

The cost of a Life Membership includes the cost of the pin and certificate, support for the Life Membership program, administration costs, and a thanks offering for the life and work of the person being honoured (a percentage is given to Mission and Service to support to the mission of the church in Canada and around the world).

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

1. Presentation of a Life Membership may only be made to a UCW member through the UCW, and not by an individual. The order is placed and the presentation is made by the local UCW, Area UCW, or Region/District UCW.
2. Life Memberships may only be presented to women. They are not transferable.
3. There is no restriction on the number of years of service required to be eligible to receive a Life Membership.
4. The money for the purchase of a Life Membership may be raised through a special appeal or project, or drawn from regular funds.

Although Life Memberships are not transferable, for sentimental reasons a request may be made to present a previous recipient's pin to a current deserving member.

Other Information Relating to Life Memberships

1. Life Members of the Woman's Association or the Woman's Missionary Society (which merged in 1962 to form the United Church Women) will be granted UCW Life Membership pins, upon request.
2. A deceased member's pin may be worn by another UCW member only if a presentation is made by the local UCW and a Life Membership certificate is requested from the General Council Office. The cost of this transfer includes a donation to Mission and Service.
3. A broken pin can be replaced at no cost if the pin is sent to the General Council Office.
4. A lost pin can be replaced for a reasonable fee.
5. For up-to-date information on the cost of Life Memberships, please refer to the United Church website www.united-church.ca or google "United Church Women" and follow the links to "Life Memberships."
6. The Life Membership application form can be found on the following page.

UCW LIFE MEMBERSHIP

APPLICATION FORM

Date: _____

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Church _____

Address _____

Enclosed is our cheque for \$ _____ payable to: **The United Church of Canada**

Send package to: _____
(Postal Code)

Telephone: _____ E-mail: _____

Date of Presentation: _____

Please return this form to: **Attention: UCW – Life Membership Pins**
The United Church of Canada
Church in Mission Unit
3250 Bloor Street West, Suite 200
Toronto, ON M8X 2Y4

E-mail: w@united-church.ca UCW Support Staff at General Council Office:
416-231-5931 or 1-800-268-3781

Pin and Certificate--\$60.00 – Effective as at Jan.01, 2006
Deceased Members Transfer--\$40.00 • Lost Pin--\$15.00 • Lost or damaged certificate--\$5.00
Cheque Payable to: The United Church of Canada
No charge for broken pin if old one is sent in

APPENDICES

These following services are presented as guides for your use. They may be used as presented or as guides for you to create your own services for these special events.

We thank the women who wrote the originals and who have given their permission for you to use or adapt them to suit your needs.

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

a) Service for the Formation of a New Local

(service to be conducted by Area president or alternate)

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

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

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

Q: How do you propose to show this?

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

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

Q: Whom do you intend to serve?

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

Q: How will you do this?

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

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

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

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

Closing Prayer

(led by the new UCW president)

Let us pray.
And now, go with us, Lord, into the days ahead.
Strengthen us for peace. Give us wisdom, keep us humble,
and may we live and work together,
and so striving,
build a new and better world for tomorrow.

Prepared by Como Lake UCW, British Columbia Conference.

b) Service for the Dedication of a New Local

(service to be conducted by Area president or alternate)

Area President

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

Members

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

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

Area President or alternate

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

Let us stand and repeat together the UCW Purpose:

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

New UCW President

Let us pray.

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

Strengthen us for peace. Give us wisdom, keep us humble,
and may we live and work together,

and so striving,

build a new and better world for tomorrow.

Prepared by Joan Brailey, Toronto Conference, 2005.

Appendix 2: Services for Dedication and Installation

a) Service for Dedication and Installation (Area and Region/District)

Leader

The church, the body of Christ, is composed of many different gifts. We come today bringing the gift of ourselves. Multiply each gift with praise to God who gives us all our days.

Friends, you have been chosen to serve Christ, the church, and the world as members of _____ Area United Church Women of _____ Region/District.

You are invited to dedicate yourself for this work, looking to God for needed strength and guidance. We, your friends in the faith, should join our prayers with yours, asking God's blessing on your undertaking and pledging our cooperation and support.

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

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

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

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

Yes with God's help.

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

Yes with God's help.

Would all members of _____ Area United Church Women of _____ Region/District please stand.

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

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

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

Yes with God's help.

Let us pray...

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

Prepared by Betty Ward, Toronto Conference, 2005.

b) Service for Dedication and Installation (Local Groups, Area, or Region/District)

Call to Worship

Leader

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

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

Scripture

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

Psalm 139 (responsive) (VU page 861)

Psalm 100 "Make a Joyful Noise" (VU 820)

Installation

Leader

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

Would the following women who are completing their Executive ministries please stand:
(*Name outgoing Executive.*)

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

Would the following members of the new Executive please come forward:
(*Name new Executive.*)

Prayer

(*Executive repeat together:*)

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

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

Leader

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

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

Executive

I do with God's help.

Leader

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

Executive

I do with God's help.

Leader

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

Executive

I do with God's help.

Leader

To affirm and strengthen ourselves creatively?

Executive

I do with God's help.

Leader

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

Closure

Sing (your choice):

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

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

"Go Now in Peace" (VU 964)

Prepared by Jean Nauta, Toronto Conference, 2005.

c) Service for Installation (UCW Executive)**Leader**

Let us hear the message of Scripture, 1 Corinthians 12: "There are different ways of serving, but the same [God] is served. There are different abilities to perform service, but the same God gives ability to [each of us]. The Spirit's presence is shown in some way in each person for the good of all.... Christ is like a single body, which has many parts.... If one part of the body suffers, all the other parts suffer with it; if one part is praised, all the other parts share its happiness. All of us are Christ's body, and each one is a part of it." (1 Corinthians 12:4-27, GNB)

Sisters in Christ, we celebrate with joy and gratitude that you have been called by God and chosen by the United Church Women of _____ Region/District UCW for leadership in this Region of The United Church of Canada. This ministry is a blessing, an honour, and a responsibility. It recognizes your special gifts and calls you to work among us, with us, and on our behalf. We thank you and challenge you to offer your best to God and to all God's people.

As you come to assume the duties of your respective offices as members of the _____ Region/District UCW Executive of The United Church of Canada, for the pastoral year _____, let us make this renewal of your covenant vows before God and with one another.

As a disciple of Jesus Christ, will you continue to live out your faith with praise and thanksgiving? Will you carry out your elected responsibilities as a member of _____ Region/District UCW Executive with integrity and joy? If so please answer—

Response: I will, God being my helper.

Leader

Will you fulfill the purpose, to unite the women of the Community of Faith for the total mission of the church and express loyalty and devotion to Jesus Christ through Christian witness, study, fellowship, and service? If so please answer—

Response: I will, God being my helper.

Leader

Will the members of _____ Region/District UCW please stand. Your executive is powerless without your support, encouragement, and active participation in doing Christ's work. Will you, the members of _____ Region/District UCW of The United Church of Canada honour the leadership of these people? Will you assist them through daily prayer, generous support, and personal example, so that, together, we may be a faithful church of Christ? If so, please answer—

Response: We will, God being our helper.

Leader

Let us pray. Loving God, You have called these women of _____ Region/District UCW to serve you. Send your Holy Spirit upon them and upon us all, that we may keep the promises we have made today. Help them to fulfill their responsibilities. May their leadership help us all to reflect your love and grace always. Amen.

In the name of God, Creator, Christ and Spirit, we recognize and affirm you in your ministry as members of _____ Region/District UCW Executive of The United Church of Canada. Take up your work with courage and joy, knowing God is with you in all your ways as you put faith in God. May God bless you in your ministry.

(Spread hands) May the joy of the Lord be with you.

Response: And also with you.

Prepared by Phyllis Buchner, 2016.

Appendix 3: Service of Closure for UCW

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

Scripture

Psalm 112 (*Voices United* page 834)

Hymn

“We Are One” (VU 402)

Prayer

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

Leader

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

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

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

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

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

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

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

Walking, praying, singing along with fellow Christians;

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

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

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

(Present each member with a rose.)

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

(Return to seats.)

Hymn

“Eat This Bread” (VU 466)

Communion

Prayer following Communion

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

Closing Hymn

“Walk with Me” (VU 649)

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

Appendix 4: Policy and Procedures Regarding Closing of Local UCWs, Area UCWs or Regional/District UCWs

4.1 Local UCWs

The decision on whether to close a local UCW, or to change the way it operates, is up to that UCW. Before a local UCW votes to close, they should contact their Area or District President or designate to consult with them, not to influence the local's decision, but to support and advise them. While UCWs focus on the four pillars of our purpose—Christian witness, study, fellowship, and service—they may not focus on all pillars at all times, and may do what works for them and brings them joy. And while there is a traditional organizational structure, groups may vary it to suit their current situation.

If a local UCW decides to close, the following items need to be considered:

1. Give **three months notice** to the Area/Region/District UCW, and, *if possible, pay the assessment* for the following year (where assessments exist) or make a donation to the Area/Region/District UCW.
2. Motions to disburse the unit's finances and to send material to the Archives must be made **before closure**. See sections below for more details.
3. Discuss **maintaining connections**. Possibilities include:
 - having a contact person who receives information about area, district, and national projects and events, and passes it on to those interested in participating;
 - individual UCW memberships; and
 - attending or linking with a local UCW in a nearby community of faith.
4. Plan a **celebration of your UCW**. Suggestions include:
 - Have a closing service. This may provide comfort to those with feelings of loss. A short sample service, included in the UCW Guidelines, can be used in your unit, or incorporated into a worship service for the whole community of faith.
 - Acknowledge the contributions of current members and living past members of UCW in your community of faith, and remember those who are no longer with us.
 - Have a less formal closing, such as a tea, a coffee morning, or a supper. Share stories, maybe recording them for the future.
 - Your Area/Region/District UCW may have ideas for closing that you can use.
 - Get out old photos, minute books, etc., if you have them.
 - Invite representatives from your Area/Region/District UCW to attend.

Archives—Preserving UCW Records

Each United Church Archives across Canada operates with its own procedures. Contact the archives for your Region early in the process, for advice on what to send to the Archives and how to send it. **Your UCW may need to record a motion before it closes to transfer records to the Archives.**

Disbursement of Funds

Because the Canada Revenue Agency considers the assets of UCWs to be part of the charitable assets of the Community of Faith, **a final UCW annual report and financial report on disbursements should be provided to the Community of Faith treasurer** to include in the annual reporting to the CRA. **Decisions on disbursement of funds must be made by the local UCW before it closes, and there should be a motion (or motions) recorded in the minutes.**

In accordance with the United Church of Canada Manual and the Canadian Revenue Agency, funds disbursed from a closing UCW must be distributed **to further the mission of the Community of Faith, UCW, or the larger United Church.** Disbursements should be consistent with the expectations of those who provided the funds and with the past practice of donation. Here are some options for disbursing funds:

- Regional/District UCW (within UCW’s mission)
- National UCW (within UCW’s mission)
- National UCW special project (supporting the wider church or a global partner)
- UCW Endowment Fund in the UCC Foundation (in honour and memory of your UCW, interest goes to Mission and Service)
- Outreach ministries with charitable status that you have supported in the past, commensurate with previous levels of support (within the local UCW’s mission)
- The United Church Mission and Service Fund (supporting the wider church)
- The Community of Faith of the closing UCW (mission of the congregation)
- A global partner of the United Church of Canada (supporting the wider church)

Note: When writing cheques to the national UCW, make your cheque payable to the United Church of Canada, with the memo line “NUCW”. If your money is being sent to a particular fund, add the name of the fund, for example: “NUCW Mission and Service”, “NUCW The Healing Fund”, “NUCW Life Membership Fees”, “UCW Endowment Fund”.

4.2 Area UCWs

If an area is closing, **notice should be given to the Regional/District UCW. Reasons for closing and the disbursement of Area funds should be discussed with the Regional/District President or designate**, as well as arrangements for distributing information to Locals and collecting allocations (or donations) and statistics from the Locals in the future. Suggestions for accomplishing this include having a contact person in the Area, or affiliation with a neighbouring Area. If the final decision is to close, six months' notice should be given. Before closure, decisions on disbursement of funds should be made at a meeting and recorded in the minutes **before the motion to adjourn**. A final annual report and financial report recording the disbursements should be sent to the Regional/District UCW.

Archives—Preserving UCW Records

As with a Local UCW closing, contact your United Church Archives. **A motion may need to be made before closing to send material to the Archives.**

Disbursement of Funds

In accordance with the United Church of Canada Manual and the Canadian Revenue Agency, **funds disbursed from a closing UCW (local, area or region/district) must be distributed to further the mission of the Community of Faith, UCW, or the larger United Church.**

Disbursements must be consistent with the past practice of donation. Here are some options for disbursing funds:

- Regional/District UCW (within UCW's mission)
- National UCW (within UCW's mission)
- National UCW Special Project (supporting the wider church or global partner)
- UCW Endowment Fund in the UCC Foundation (in honour and memory of your Area UCW, interest to Mission and Service)
- Outreach ministries with charitable status that have been supported in the past at levels commensurate with previous levels of support (within the local UCW's mission)
- The United Church Mission and Service Fund (supporting the wider church)
- A global partner of the United Church of Canada (supporting the wider church)
- WICC (Women's Interchurch Council of Canada)

Note: When writing cheques to the national UCW, make your cheque payable to the United Church of Canada, with the memo line "NUCW". If your money is being sent to a particular fund, add the name of the fund, for example: "NUCW Mission and Service", "NUCW The Healing Fund", "NUCW Life Membership Fees", "UCW Endowment Fund".

Celebration of Service

In the case of any UCW closure, it is desirable to have a celebration to honour the work and fellowship done when it was active. For an Area UCW, a closing worship during a meeting would be appropriate. Please invite Regional/District UCW representatives, and members from adjacent Areas, to attend.

To all UCW women whose UCWs are closing, the way in which you do UCW will change, but you will always be UCW women living our purpose every day in Christian witness, study, fellowship and service. May the blessing of God be upon all of you. Thank you for all you have done.

Appendix 4.3: Regional/District UCWs

If a Regional/District UCW is closing, **notice should be given to the National UCW. Reasons for closing** and the disbursement of funds should be discussed with the National President or designate. Before closure, decisions on disbursement of funds and sending material to the Archives should be made at a meeting and recorded in the minutes. Consideration should be given to how communication with Locals, Areas and individual UCW members is to be maintained, and annual statistics and allocations received from Local and/or Area UCWs in the Region/District.

Archives—Preserving UCW Records

As with a Local UCW closing, contact your United Church Archives. A motion may need to be made before closing to send material to the Archives.

Disbursement of Funds

In accordance with the United Church of Canada Manual and the Canadian Revenue Agency, funds disbursed from a closing UCW (local, area or region/district) must be distributed to further the mission of the Community of Faith, UCW, or the larger United Church. Disbursements must be consistent with the past practice of donation. Here are some options for disbursing funds:

- Regional/District UCW (within UCWs mission)
- National UCW (within UCWs mission)
- National UCW Special Project (supporting the wider church or global partner)
- UCW Endowment Fund in the UCC Foundation (in honour and memory of your UCW, interest to Mission and Service)
- Outreach ministries with charitable status that have been supported in the past at levels commensurate with previous levels of support (within the local UCW's mission)
- The United Church Mission and Service Fund (supporting the wider church)
- A global partner of the United Church of Canada (supporting the wider church)
- WICC (Woman's Interchurch Council of Canada)

Note: When writing cheques to the national UCW, make your cheque payable to the United Church of Canada, with the memo line "NUCW". If your money is being sent to a particular fund, add the name of the fund, for example: "NUCW Mission and Service", "NUCW The Healing Fund", "NUCW Life Membership Fees", "UCW Endowment Fund".

Celebration of Service

In the case of any UCW closure, it is desirable to have a celebration to honour the work and fellowship done when it was active. For a Region/District, a closing worship during a meeting or event would be appropriate. Please invite women from all Local UCWs in your Region/District, and also representatives from neighbouring Regional UCWs and from National UCW.

To all UCW women whose UCWs are closing, the way in which you do UCW will change, but you will always be UCW women living our purpose every day in Christian witness, study, fellowship and service. May the blessing of God be upon all of you. Thank you for all you have done.

Appendix 5: Policy and Procedures regarding the Election of the National President

The National President-Elect is elected every two years.

National President-Elect Requirements

1. Have held, or holding, the position of United Church Women Region/District or former Conference/District President.
2. Candidates must be nominated by their Region/District or two members of the current National United Church Women Executive.
3. Nominations for National President-Elect, with a short bio, must be received by the National United Church Women's secretary no later than June 15th of the election year for National President-Elect. If the nomination papers are delivered by Canada Post, or any other delivery service, it must be postmarked no later than June 15th.
4. At the close of nominations, the National United Church Women's secretary will circulate the names of the nominated candidates to the Region/Districts and the National United Church Women Executive along with the short bio provided by the candidates no later than June 30th.
5. Nominated candidates will be given the opportunity to provide a campaign video and written material, and attend the annual meeting of the National United Church Women Executive via Zoom or other media streams available on the scheduled day for the election.
6. If no nominations are received by June 15th, then the National United Church Women will open nominations at their annual meeting where nominations will be entertained providing candidates are nominated by two voting members of the National United Church Women. Nominated candidates must meet the first requirement.
7. The position of the National President-Elect is the start of a four-year term commitment (One year as National President- Elect, two years as President, one year as Past President.)

Appendix 6: In Memoriam for Our Friends of UCW

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

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

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

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

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

Prepared by Jean Nauta, Toronto Conference, 2005.

Appendix 7: Trusts

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

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

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

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

The funds that we call UCW Reserve Fund, the Dorothy Amos Fund, and UCW Life Membership are not trusts. They are separate funds or accounts of UCW money.

Criteria for Funds

Trust Funds

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

Life Membership Program Fund

1. programming for women
2. special cultural exchanges: financial proposal would be presented to the annual meeting of the NUCW

Appendix 8: A Process for Consensus

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

Group Conditions that Support Consensus

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

Group Members Must

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

Process

- What is the issue/concern we are dealing with?
- What is the relevant information we need?
- Do we need to make a decision, and do we need to do it now?
- If yes, what are the alternatives?
- What are the two or three most valuable alternatives?
- Which of these do people support? Why?
- Have we made a decision?

-
- What is it?
 - Do all members understand?
 - Have we reached a consensus?
 - If not, do we need to vote?
 - Do we now have our decision?
 - Does this now need a motion? (very rarely needed)
 - What is our next concern? Agenda item?

Role of the Facilitator

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

Roles of the Members

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

When Consensus Cannot Be Reached

Martha's Rules of Order

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

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

The Bailey Method

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

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

Appendix 9: Agatha Kaasa Bursary Fund

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

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



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

Who can apply?

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

What kinds of requests does the fund support?

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

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

How much money does the bursary fund offer?

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

Will all requests be funded?

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

How often can individuals apply for a bursary?

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

Application Procedures

- Applicants can only apply to one of the two grants offered by National UCW for the same event.
- You must submit a complete application prior to the event.

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

Application Deadlines

Apr. 15

→

Oct. 15

→

Decision Deadlines

June 15

Dec. 15

Send applications to:

The United Church of Canada
Church in Mission Unit
National United Church Women
3250 Bloor St. West, Suite 200
Toronto, ON M8X 2Y4

or e-mail ucw@united-church.ca

For more information, please contact:

UCW Representative at General Council Office:
416-231-5931 or 1-800-268-3781

Agatha Kaasa Bursary Fund Application Form

For Women of The United Church of Canada

This bursary is *not* for:

- women in any paid accountable ministry
- support for any courses or events leading to a formal theological education* or toward designated lay ministry

*“Formal theological education” includes, e.g., M.Div. and D.Min. degrees, any theological college, the Centre for Christian Studies, and similar programs.

(Please print)

Personal Details

Name (in full): _____

Address: _____

Telephone: (day) _____ (evening) _____

E-mail address: _____

Community of Faith: _____

Region/District: _____

Lay Ministry personnel

Name of program, course, or event: _____

Location: _____

Date of event: _____

Sponsoring institution: _____

Give a brief description of the program, course, or event, and how it will enhance your work:

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c.5).

Financing**Expenses**

Course fee: _____

Revenue

Personal funds _____

Travel: _____ km. x rate _____ Congregation/Employer: _____

Accommodation: _____ Other (specify): _____

Meals _____ Funds requested: _____

Other (specify): _____

Total expenses: _____ Total revenue: _____

Terms

- I have previously received money from this fund: Yes No
- If my request or part thereof is granted, I agree to provide my Social Insurance Number so that the cheque can be produced at General Council Office. This is a requirement of Canada Revenue Agency (CRA).
- Two written recommendations/references must be supplied from within the United Church community. (If women from the same church/Presbyterial/Conference are applying, they cannot be references for one another.)
- I shall submit to NUCW a written report on the course and its benefits to church work and to me, the applicant.
- **If I do not attend the program, course, or event, I agree to return the bursary in full to the Agatha Kaasa Fund.**

This application must be submitted prior to the event and by the deadline of April 15 or October 15. If the 15th of April or October falls on a Saturday or Sunday, the application must be received at General Council Office by the following Monday. If the 15th is a holiday, the application must be received at General Council Office on the next business day.

Send applications to:

The United Church of Canada
Church in Mission Unit
National United Church Women
3250 Bloor St. West, Suite 200
Toronto, ON M8X 2Y4

or e-mail ucw@united-church.ca

Date: _____ Signature: _____

Questions? Please contact: UCW Representative at General Council Office:
416-231-5931 or 1-800-268-3781

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c.5).

Appendix 10: Dorothy Amos Fund



The **Dorothy Amos Fund** was established to honour the significant contributions made by Dorothy Amos to the life and work of the United Church Women. The National United Church Women (NUCW) have established a fund in her honour. This fund to honour Dorothy was designated by the Hamilton Conference UCW using proceeds from the 50th Anniversary of UCW, which was organized by the Hamilton Conference UCW.

Who can apply?

Any woman who is a UCW member.

What kinds of requests does the fund support?

This fund is used annually to support greater connection of members of the UCW with church women in Canada and around the world. These connections may be fostered by visits, exchanges, or support of UCW members attending special events.

Application procedures

- Applicants can only apply to one of the two grants offered by National UCW for the same event.
- You must submit a complete application prior to the event.

Applications will be reviewed and approved, including the amount of the grant available, by the National UCW Grant Committee.

UCW Women applying for the Anniversary Gatherings

Special funding allowances will be made available for UCW women attending the UCW Anniversary celebrations from the Dorothy Amos Fund. Details will be available on the United Church of Canada website/UCW.

Application Deadline

July 2

→

Decision Deadline

September 1

Send applications to:

The United Church of Canada
Church in Mission Unit
National United Church Women
3250 Bloor St. West, Suite 200
Toronto, ON M8X 2Y4

or e-mail ucw@united-church.ca

For more information, please contact:

UCW Representative at General Council Office:
416-231-5931 or 1-800-268-3781

DOROTHY AMOS FUND APPLICATION FORM

For United Church Women

(Please print)

Personal Details

Name (in full): _____

Address: _____

Telephone: (day) _____ (evening) _____

E-mail address: _____

Community of Faith: _____

Region/District: _____

Name of program, course, or event: _____

Location: _____

Date of event: _____

Sponsoring institution: _____

Give a brief description of the program, course, or event, and how it will enhance your work:

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act (S.C. 2000, c.5)*.

Financing

Expenses

Course fee: _____

Travel: _____ km. x rate _____

Accommodation: _____

Meals _____

Other (specify): _____

Total expenses: _____

Revenue

Personal funds _____

Congregation/Employer: _____

Other (specify): _____

Funds requested: _____

Total revenue: _____

Terms

- I have previously received money from this fund: Yes No
- If my request or part thereof is granted, I agree to provide my Social Insurance Number so that the cheque can be produced at General Council Office. This is a requirement of Canada Revenue Agency (CRA).
- Two written recommendations/references must be supplied from within the United Church community. (If women from the same church/Presbyterial/Conference are applying, they cannot be references for one another.)
- I shall submit to NUCW a written report on the course and its benefits to church work and to me, the applicant.
- **If I do not attend the program, course, or event, I agree to return the bursary in full to the Dorothy Amos Fund.**

This application must be submitted prior to the event and by the deadline of July 2. If the 2nd of July falls on a Saturday or Sunday, the application must be received at General Council Office by the following Monday.

Send applications to:

The United Church of Canada
Church in Mission Unit
National United Church Women
3250 Bloor St. West, Suite 200
Toronto, ON M8X 2Y4

or e-mail ucw@united-church.ca

Date: _____ Signature: _____

Questions? Please contact: UCW Representative at General Council Office:
416-231-5931 or 1-800-268-3781

The use, retention, and disclosure of personal information collected from this form is done in compliance with privacy legislation and adheres to the principles of the *Personal Information Protection and Electronic Documents Act (S.C. 2000, c.5)*.

Appendix 11: Archives

What Do the Archives Want? A Basic Guide for Congregations

The United Church of Canada has long recognized the importance of an archives program for preserving the record of the church's achievements and meeting its administrative needs. The records of congregations held at The United Church of Canada Archives constitute an important research collection for church workers and those studying the church's history. By adhering to the regulations detailed in *The Manual* and adopting a common-sense approach to records administration and preservation, fulfilling records responsibilities can be relatively easy and rewarding.

Below are some guidelines for what should and should not be transferred to the Archives.

What records should be transferred to the Archives?

- Baptismal, marriage, and burial registers
- Historic rolls and communion rolls and registers
- Official minutes and correspondence of church courts and annual congregational meetings
- Board and committee manuals and organizational charts
- Official minutes, correspondence, and reports of standing, sub-, and ad hoc committees
- Property records, including plans, deeds, titles, leases, mortgages, bills of sale, and construction and maintenance contracts and invoices
- Records and correspondence of all groups and associations, including:
 - women's groups (Ladies' Aid Society, Woman's Missionary Society, Woman's Association, and United Church Women)
 - men's groups (AOTS, Men's Club)
 - Sunday schools, youth groups
 - choirs, mission bands, Bible classes, etc.
- Correspondence files
- Special church bulletins (i.e. anniversaries and dedications). Selected bulletins can be saved over a year to provide an overview of a congregation's activities per decade.
- Sample of church newsletters
- Annual reports and audited financial records
- Clearly identified and dated photographs of personnel, executive, boards, buildings, properties, and special events

What records should stay with your congregation?

- Duplicate congregational materials (photocopies of minutes)
- Records created by regional councils, or national office (i.e., photocopies of regional council minutes)

- Invoices, receipts, or cancelled cheques
- National church publications
- Pulpit or family Bibles unless they contain important historic information not obtainable elsewhere

What about scrapbooks and photo albums?

- Scrapbooks can hold interesting collections of memorabilia, but it takes careful planning and investment in proper materials to ensure such collections are long-lasting. Many of the materials used in scrapbooks deteriorate over time. If it is necessary to prepare a scrapbook, use acid-free paper and archival adhesive. Otherwise, keep the scrapbooks on-site for congregational use.
- Photo albums face the same preservation considerations, so use archival materials. It is best to choose clearly identifiable images to send to the Archives. Make sure photographs include names, dates, and locations.

For detailed records retention schedules, search “Sample Records Schedule: Congregations” at www.unitedchurcharchives.ca

A network of United Church Archives exists across the country to preserve the archival records of all courts of the United Church, including the records of congregations.

Congregational records should be routinely transferred to the appropriate Regional Council Archives for permanent preservation. However, before preparing to transfer your records, you may be wondering: Why *should* these records be sent to the Archives?

The *Manual* and Archives

Section A.5 of *The Manual, 2019*, clearly identifies the need to archive church records:

- Church records “have historical and legal value.”
- Church bodies are responsible for “making sure the records are accurate and complete” and “keeping the records safe, secure, and under their control.”
- Church records are the property of The United Church of Canada; “They may not be taken or kept by any member, minister, or other person.”

Because church records are the property of the United Church, all inactive records should be centralized in an archival repository and not scattered among various local archives, libraries, and research centres.

To accommodate the geographical size of the country, each regional council has its own Archives (the Ontario regional councils share the same facility with the General Council Archives) to house the archival records of regional councils and communities of faith.

The advantages of sending your records to your Regional Council Archives are many

- Staff are trained and follow professional archival standards to acquire, arrange, describe, preserve, and make material available to researchers.
- The Archives are secure, environmentally controlled spaces suited to storing archival material.
- Records are placed in acid-free folders and boxes for further protection.
- Outdated records stored in churches are susceptible to fire, water, damage, mould, silverfish, being misplaced or stolen, etc.
- Records are made more accessible to potentially more researchers.
- Church records serve as a source of information for church histories and celebrations, community histories, and genealogical research.
- Records are our memory, not only of facts or evidence of activities and decisions but also of our collective story as a church.

“The Archives belongs not to me, not to the church.... It is the corporate memory of our life with God, in all its beauty and tragedy and wonder.”

Bob Stewart, Past Archivist, BC Conference

For more information, contact your Regional Council Archives: Search “archives network” at www.unitedchurcharchives.ca.

Produced by The United Church of Canada Archives Network
Revised October 2019

Appendix 12: Glossary of Acronyms

You may encounter these acronyms related to the life and work of the church.

AOTS	As One That Serves (men’s ministries)
CCS	Centre for Christian Studies
CIM	Church in Mission (GCO)
COMM	Communications
EDGE	EDGE Network for Ministry Development (GCO)
FS	Financial Services (GCO)
GC	General Council
GCE	General Council Executive
GCO	General Council Office
ITS	Information Technology Services
M&E	Ministry and Employment (GCO)
M&S	Mission and Service
MiF	Ministères en Français (GCO)
NUCW	National United Church Women (formerly the National Consultation)
OMGS	Office of the Moderator & General Secretary (GCO)
PHIL	Philanthropy (GCO)
UCRD	United Church Resource Distribution
UCW	United Church Women
WA	Woman’s Association (joined the WMS in 1962 to form the UCW)
WFMUCW	World Federation of Methodist and Uniting Church Women
WICC	Women’s Inter-Church Council of Canada
WMS	Woman’s Missionary Society (joined the WA in 1962 to form the UCW)

Appendix 13: Contacts and Resources

Contact Information

UCW Contact Support Staff Person at the General Council Office

Phone: 416-231-5931 OR

1-800-268-3781

Email: ucw@united-church.ca

Mailing address:

United Church of Canada

Church in Mission Unit

National United Church Women

3250 Bloor St West, Suite 200

Toronto, ON M8X 2Y4

For up-to-date addresses and contact information for Conference offices and Education Centres, visit: www.united-church.ca/search/locator.

To Find Program Resources

- Area Resource Centres: Contact Region office for resource centres in your area or visit www.united-church.ca/search/locator for a listing.
- General Council website: www.united-church.ca
- Region websites: www.united-church.ca/search/locator
- United Church publications: visit the UCRD website, or contact United Church Resource Distribution at 1-800-288-7365 or 416-253-5456; ucrd@united-church.ca
- *Gathering* is a publication which provides resources for worship planners, including ministers and lay leaders, music directors, and worship committees (www.ucrdstore.ca/magazines).
- *Broadview* is an independent Canadian magazine featuring award-winning coverage of spirituality, justice issues and ethical and faithful living today Go to broadview.org or call 1-866-807-5515. (*Broadview* replaces the former *United Church Observer*.)

Recommended Resources

- *Rooted in the Divine: Nurturing Our Faith through Small Group Ministry* by Anne Martin (Toronto: The United Church of Canada, 2004). Available through UCRD.
- *UCW Study Guide* written by Betty Radford Turcott. Used with permission.

This resource kit is primarily for United Church Women's groups, but could be used by other study groups wishing to pursue the themes of faith and service. This study looks at the four part of the UCW Purpose: Witness, Study, Fellowship and Service and the UCW's Mission and Vision Statements. Each session stands on its own, however it is hoped that all five parts will be studied as a series. There are companion worship pieces for each session.

This UCW Study Guide is available on the United Church of Canada's website/UCW/UCW Study Guide.

- *Dipping Your Toes in Planning Small Group Devotions* by Rev. Janet Stobie. An excellent book of short worship services ideally suited to UCW Groups. Available through UCRD or Rev. Janet Stobie (www.janetstobie.com)

