

PROCEDURES
UNITED METHODIST WOMEN OF NORTHERN ILLINOIS CONFERENCE
dba **UNITED WOMEN IN FAITH**
Revised September 2022



United
Women
in Faith

LEADERSHIP

Section 1. Leadership Team Meeting Responsibilities

- a) All conference and district leadership team members will meet for information and training at least once each year.
- b) All leaders are expected to attend conference leadership team meetings, annual celebration, and Mission u (summer or winter).
- c) Each conference leader is encouraged to attend two district meetings a year in districts other than her home district.

Section 2. Transfer of materials

At a meeting prior to January 1, outgoing leaders (except the outgoing treasurer) will provide files and materials to the incoming leaders. The outgoing treasurer will provide files and materials to the incoming treasurer by January 31st.

CONFERENCE FUNDS

Section 1. Administrative and Membership Development Funds (A&MD)

Nineteen percent (19%) of the Pledge to Mission receipts from local units will be used to fund the A&MD Fund.

Section 2. Special Funds

- a) The A&MD funds the Assembly/Jurisdiction Fund, the Grant Fund and the Mission u Scholarship Fund.

- i) **Assembly/Jurisdiction Fund**

Up to \$8,000 will be designated annually for the Assembly/Jurisdiction Fund. Expenses for delegates to jurisdiction are paid from this fund. In addition, these funds are given to all conference leaders and district presidents to assist with costs for Assembly/Jurisdiction. Additional funds are given to each district to be distributed among district leadership team members and scholarship recipient/s per district.

- ii) **Grant Fund**

An amount of \$1,000 will be designated from the A&MD for the Grant Fund. This fund will be used to fund grants to Northern Illinois Conference women preparing for Christian service careers. Monies not used during a fiscal year will be available for use in the following year. The amount of each grant will be dependent upon the amount available, divided among the number of applicants approved by the grant committee. A recipient can receive this grant only once.

- iii) **Mission u Scholarship Fund**

Scholarships will be offered after districts' scholarship funds are exhausted as per Mission u procedures. Funds come from the A&MD budget, the Noxon Scholarship Fund, and the United Methodist Foundation Fund. The amount of the scholarship is dependent upon the cost of Mission u. Scholarships are determined by the Mission u committee, as per Mission u procedures.

- b) Evaluation of Funds

The amounts of the Assembly/Jurisdiction, Grant Funds, and Mission u Scholarship Fund will be evaluated by the leadership team annually. These monies will be placed in an interest-bearing savings account, designated for their specific uses.

- c) National Seminar

Funds shall be allocated in the budget for National Seminar attendees.

Section 3. End of Fiscal Year

- a) No more than \$7,000 will be allowed to remain in the A&MD Fund at the end of each fiscal year. Should a larger amount remain after the pledge has been paid, the additional amount will be sent to the United Methodist Women National Office as Mission Giving.
- b) Any sum over \$400 remaining in a district A&MD Fund at the end of fiscal year will be returned to the conference A&MD Fund.

EXPENSES

Section 1. Vouchers

- a) All statements of expenses should be itemized on voucher forms provided by the treasurer and submitted to her. Bills, receipts, telephone statements, etc., should be attached. Vouchers must be signed by both the president and secretary. All vouchers must be submitted within 30 days of the incurred expense or they will not be honored.
- b) All invoices sent directly to the treasurer must be approved by the leader responsible for authorizing the expenditure.
- c) Expenses in excess of budgeted amounts must be presented to the leadership team for approval prior to incurring the expense.

Section 2. Reimbursement

Members of leadership team may be reimbursed for the following expenses:

- a) Postage
- b) Telephone
- c) Printing
- d) Materials
- e) Dependent care (out-of-pocket costs up to a maximum of \$30 per day) when necessary for carrying out her responsibilities.
- f) Transportation
Mileage (at the rate of \$.10 a mile more than the IRS charitable mileage reimbursement rate for the previous tax year) and tolls (at the I-Pass rate) will be reimbursed for attendance at the following meetings:
 - i) conference leadership team, with the following exception: leadership meetings held while at Mission u will not have mileage paid.
 - ii) leadership training events for district leaders.
 - iii) standing committees on call of the chairperson.

Every effort should be made to coordinate meetings to conserve cost and energy.

COMMUNICATIONS

Section 1. Mailings

- a) All conference communications will be made available to local units, district leaders, conference leaders, district superintendents and administrative assistants, and the bishop.
- b) United Women in Faith E-news will be issued at least once a month. Leaders submitting articles will provide one copy to the communications coordinator and one copy to the president.
- c) Each conference officer should remind her district counterparts to sign up to receive conference E-news.

Section 2. Yearbooks

- a) Yearbook online access will be given to:
 - i) conference leadership team members, including the bishop, jurisdiction leadership team members, program advisory group members, and directors of the United Methodist Women national organization, as defined in the Constitution and Bylaws of United Methodist Women, Article IV, Section 1.
 - ii) all district leadership team members.
 - iii) local unit presidents or contact persons and churches without a unit.
 - iv) district superintendents, Northern Illinois Conference administrative assistants, and the assistant to the bishop.
 - v) Northern Illinois Conference United Methodist Women past presidents and active deaconesses and home missionaries living in or from Northern Illinois Conference.
 - vi) the United Women in Faith National Office.
- b) Paper yearbooks will be made available to conference and district nomination committee members and NIC UMC staff without charge. All others requesting paper copies will be charged cost of printing and shipping.

Section 3. Social Media

The conference will make every attempt to maintain a website, a presence on Facebook, Pinterest, Twitter, Tumbler, Flickr, YouTube, and other social media as they become available. Conference publications will be linked to the website and social media whenever possible.

PROGRAM RESOURCES

Section 1. Provided Resources

The following resources will be provided to elected and appointed members of the leadership team, including all members of the committee on nominations: Daily Prayer Guides each year and Handbooks each quadrennium.

Section 2. Additional Resources

Additional materials appropriate to an office may be requested from the mission resources coordinator, funds coming from requesting leader's budget.

SPECIAL MEETINGS

Section 1. Attendance

Unless persons are designated by the United Women in Faith National Office, the leadership team will decide at which special meetings or training events the conference is to be represented. Consideration will be given to inclusiveness, frequency of requests and relativity to office as well as providing opportunities for enrichment and training to the largest possible number of persons. Recommendations from the finance committee will consider availability of A&MD funds in addition to the attendance criteria.

Section 2. Jurisdiction and Assembly

- a) All conference leaders (elected and appointed but excluding members of the committee on nominations), the Mission u dean, and district presidents will be encouraged to attend the Assembly and the Quadrennial Jurisdiction Meeting, using funds from the Assembly/Jurisdiction Fund. The finance committee will make the recommendation for the stipend amount, based on funds available and estimated costs of transportation, registration, hotel and food. If additional funds are available, they will also make a recommendation for a stipend to be sent to the district treasurers. The district leadership team will determine how to disburse these funds amongst the district leadership team, to include at least one local scholarship.
- b) Members of the conference committee on nominations who attend these events will receive a percentage of their registration fee, as determined by the finance committee.
- c) Eligible participants may be advanced the stipend two months prior to the event with the presentation of a voucher.
- d) If additional funds are available, scholarships may be established.

Section 3. Summer and Winter Mission u

Refer to the Mission u Procedures for details.

COURTESIES

Section 1. Recognition of Leaders

Elected and appointed conference leadership team members will be recognized for their service as follows:

- a) **Conference President** completing first term - \$100 Special Mission Recognition pin; completing second term - \$200 Special Mission Recognition pin.
- b) **District President** completing first term - \$40 Special Mission Recognition pin; completing second term - \$60 Special Mission Recognition pin.
- c) **United Methodist Women National Office Director** completing 4-year term - \$200 Special Mission Recognition pin; completing second 4-year term- additional \$200 Special Mission Recognition pin.
- d) **Program Advisory Group Member** completing 4-year term - \$200 Gift to Mission card.
- e) **Committee on Nominations** completing a 4-year term - \$40 Special Mission Recognition pin; completing second term - \$60 Special Mission Recognition pin.
- f) **All other leadership team members** completing less than a full 2-year term - \$25 Gift to Mission card; completing a full 2-year term - \$40 Special Mission Recognition pin; completing second 2-year term in same office - \$60 Special Mission Recognition pin; completing 8 years on leadership team - \$100 Special Mission Recognition pin.
- g) Service at **elected jurisdiction level** completing 4-yr term - \$200 Special Mission Recognition pin.

Section 2. Gift in Memory

- a) A Gift in Memory of \$50 will be given upon the death of a past conference president of United Methodist Women d/b/a United Women in Faith or a current leadership team member.
- b) A Gift in Memory of \$15 will be given when there is a death in the immediate family (parent, spouse, child) of a member of the leadership team, committee on nominations, or past president.

Section 3. Additional Gifts

A cash gift of \$100 will be given to each new Board of Global Ministries missionary (single or couple) from Northern Illinois Conference. A cash gift of \$50 will be given to each new Global Mission Fellow (single or couple) from Northern Illinois Conference.

We affirm the use of Gift to Mission and encourage anyone who wishes to give a gift of recognition for service of any kind to do so through the regular channels of Mission Giving.

REVISIONS

These procedures will be reviewed every four years, being the year of Assembly, by the revisions committee (created in the Standing Rules) with changes to be made as necessary. They may be revised by a majority vote at a meeting of the leadership team.

Adopted by the Leadership Team September 3, 2022