



INFORMATION PACKAGE

***DEVELOPED BY UCW,
ST. PAUL'S UNITED CHURCH,
AJAX, ONTARIO***

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Vision & Mission Statement

Our Vision

As United Church Women we believe:

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

Mission Statement

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

GENERAL

<i>QUESTION</i>	<i>ANSWER</i>
What is the background of the UCW	<ul style="list-style-type: none"> ○ The UCW was formed in 1962 as the successor of the Woman’s Missionary Society. ○ Its purpose remains “to unite woman of the congregation for the total mission of the church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness study fellowship and service”
What is the purpose of the Executive	<ul style="list-style-type: none"> ○ To carry out the purpose of the UCW ○ To transact business referred by the UCW members ○ To deal with matters requiring attention between regular meetings ○ To make plans for the annual meeting ○ To create reports
Who are the members of the Executive	President , Vice President, Past President, Secretary, Treasurer, Group Leader, Membership Rep, Social Convener, Kitchen Convener, Supply Convener, Literature Convener, Bazaar Convener
What are the responsibilities of the President of the Executive	<ul style="list-style-type: none"> ○ For a 2 year term; responsibilities are: ○ to preside at Executive meetings and keep the discussion focused ○ to present a report on behalf of the UCW to Council ○ to see that our UCW is represented at the annual meeting of the Presbyterial UCW ○ to vote in a case of a tie ○ to be a member of the Presbyterial UCW ○ to keep the women of the UCW informed concerning work of the Presbyterial ○ To prepare an annual report for the congregation ○ To fill in the Annual Statistical Report in consultation with another UCW Executive member

GENERAL (continued)

<p>What are the responsibilities of the Vice President of the Executive</p>	<ul style="list-style-type: none"> ○ For a 2 year term; responsibilities are: ○ To perform the duties of the President in her absence ○ To assume responsibility as assigned ○ To assist the President and assume her duties when required
<p>What are the responsibilities of the Secretary of the Executive</p>	<ul style="list-style-type: none"> ○ Responsibilities are: ○ To keep an accurate record of meetings ○ To be in charge of all correspondence of the UCW ○ To file all letters received and copies of important letters written
<p>What are the responsibilities of the Treasurer of the Executive</p>	<ul style="list-style-type: none"> ○ Responsibilities are: ○ To receive all monies from projects, envelope offerings, donations , bequests ○ To bank all money in a general account ○ To pay all accounts by cheque as authorized by the UCW and as listed in the annual budget ○ To keep a detailed record of receipts disbursements as recorded in the budget ○ To present a balanced budget at regular meetings ○ To prepare the financial statement and present it to an auditor for review ○ To assist in preparing the annual budget ○ To prepare the list of members envelope giving or donations to used for income tax receipt purposes ○ To order Life Membership pins
<p>What are the responsibilities of Group Leader</p>	<ul style="list-style-type: none"> ○ Responsibilities are: ○ To plan the group meetings to meet the interests and needs and abilities of the members ○ To chair each group meeting and ensure that the meeting provides: <ul style="list-style-type: none"> ○ a worship period, ○ a program feature, ○ necessary business and social time ○ To present any recommendations of the Executive to the group ○ To keep the membership roll up to date

GENERAL (continued)

<p>What are the responsibilities of the Social Convener</p>	<ul style="list-style-type: none"> ○ Responsibilities are : ○ To assist in the social functions and catering as decided by the UCW
<p>What are the responsibilities of the Bazaar Convener</p>	<ul style="list-style-type: none"> ○ Responsibilities are: ○ To determine the date for the upcoming bazaar – normally the 1st week in Nov ○ To organize committees for all sale areas e.g. Bake Table, Country Kitchen, Grandma’s attic, craft table ○ To organize committees for the lunchroom, the kitchen ○ Arrange/attend planning meetings with committee chairs ○ Arrange for callers to the congregation for baking, crafts, donations for Grandma’s attic etc. ○ Oversee the bazaar ○ Arrange/attend post bazaar meeting with the committee chairs ○ Complete reports i.e. financial reporting, successes and opportunities for improvement ○ Keep congregation informed of the funds raised ○ Create report for inclusion in the annual report
<p>What are the responsibilities of the Membership Rep</p>	<ul style="list-style-type: none"> ○ Responsibilities are: ○ Send cards to members for get well, thinking of you, sympathy ○ Keep up to date on members who would like to receive a card or a friendly hello ○ Report number of cards sent for the annual report

GENERAL (continued)

<p>What are the responsibilities of the Kitchen Convener</p>	<ul style="list-style-type: none"> ○ Responsibilities are: ○ Purchase kitchen supplies when low ○ Report costs of the supplies for the annual report
<p>What are the responsibilities of the Supply Convener</p>	<ul style="list-style-type: none"> ○ Responsibilities are: ○ To gather Campbell soup labels, bar codes eye glasses, lenses, stamps, Bibles, hearing aids, pop can tabs, items for Jack Frost ○ Remind congregation on an ongoing basis too bring in their items ○ Give items to Presbyterial Supply Convener e.g. Jack Frost items are taken to the Oshawa Presbyterial UCW Fall Regional meeting in Oct. ○ Report items gathered for the annual report
<p>What are the responsibilities of the Literature Convener</p>	<ul style="list-style-type: none"> ○ Responsibilities are: ○ To order the Upper room copies ○ To order and distribute Readers Digest to Ballycliffe Lodge ○ Report all Literature costs for the annual report ○ report jam jar collection
<p>Who can be a member of the UCW</p>	<p>Membership is open to any woman who is in agreement with the UCW purpose and is willing to contribute her prayers, gifts and services for the work of the church</p>
<p>What is the purpose of the Group (general) meeting</p>	<p>Group meetings should provide: a worship period (devotion), a program feature, necessary business, and social time</p>
<p>What is the Purpose of the Devotion</p>	<p>Devotion should include an opening to get the members thinking about worship, continue with a short message, provide an ending which may include a Bible reading and/or a prayer</p>
<p>Who can receive a UCW Life Membership</p>	<p>A Life Membership pin and certificate are available to any (female) member of the congregation that the UCW group wishes to honour</p>
<p>What are the guidelines for payment to those who come to speak at our Group meeting</p>	<p>Payment is generally \$100.00 made out to the person providing the presentation. That person may choose to give it to the charity that they are representing.</p>
<p>How does the UCW disseminate information to the women in the congregation</p>	<p>Sunday Bulletins, Epistle, announcements.</p>

WICC (WOMEN'S INTER-CHURCH COUNCIL OF CANADA)

<i>QUESTION</i>	<i>ANSWER</i>
What is the Fellowship of the Least Coin (FLC)	The Women's Inter-Church Council of Canada (WICC) coordinates the Least Coin in Canada. It is a global movement of prayer for peace, justice and reconciliation for women. The 'least coin' is an active symbol supporting opportunities throughout the world
What is the WICC	WICC is a national council with 11 church partners represented. (e.g. Anglican Church of Canada, Mennonite Church, Baptist Ministries, Salvation Army, Roman Catholic Church)
Where does the Fellowship of the Least Coin offering go	Least coin offerings are sent to the Oshawa Presbyterial UCW, forwarded to the global FLC and International FLC. The International organization receives requests for grants for projects such as literacy, health, social justice, education, leadership development and disaster relief; grants are provided where best needed.
What is World Day of Prayer	WICC plays a role in World Day of Prayer. Each year women from a different country write a service that reflects their justice concerns. On the first Friday in March, Christians of all denominations across Canada and in more than 170 countries get together to pray and take action in solidarity with the people of that country.

OUTREACH DONATIONS

<i>QUESTION</i>	<i>ANSWER</i>
How is the Mission and Service (M and S) donation dispersed	UCW donations to M and S are included in the St Paul's overall givings to the Mission and Service Fund
What is the Cross Cultural Experience donation	This donation assists the Bay of Quinte Conference UCW to fund the over seeing of conditions in 3 rd World countries e.g. Nicaragua. Every 3 years a rep from the Bay of Quinte Conference UCW is sent to a country (currently Nicaragua) to check where the money is needed and how current programs are working
What is Jack Frost	Jack Frost items e.g. mitts, scarves, lap blankets, hats are collected and sent to local women's shelters, homeless shelters –they are normally collected in Sept.
What is the Bursary fund	This donation is sent to Bay of Quinte Conference UCW to assist in the funding of women going into Theology and Religious studies. Anyone interested in receiving the Bursary must apply to the Bay of Quinte Conference UCW.
What is the Native Healing Fund	This donation is sent to Bay of Quinte Conference UCW to assist in programs in the Native communities. The Healing Fund was originally established by General Council in 1994 as a five-year fund-raising and educational campaign (1995-1999) to address the impacts of residential schools on Aboriginal people. It now continues as one facet of the United Church's ongoing reconciliation work with Aboriginal people.

EVENTS

(ALL UCW members are invited to attend the following events)

Oshawa Presbyterial UCW Annual Meeting	Normally held in early March , hosted by a congregation within the Presbyterial; includes a guest speaker; provides an opportunity for fellowship and worship with other members of the UCW within the Presbyterial; provides an opportunity to visit the book room, purchase books, and Fair Trade Products. Oshawa Presbyterial UCW. Annual Reports are available at this meeting so that information can be provided to all UCW units. Supplies (other than Jack Frost) may be brought to this meeting
Bay of Quinte Conference UCW Annual Meeting	Normally held in early April , hosted by a congregation within the Bay of Quinte Conference includes discussion of business, and provides an opportunity for fellowship and worship with other members of the UCW within the Bay of Quinte Conference
Oshawa Presbyterial UCW Spring Renewal	Normally held in May , hosted by a congregation within the Presbyterial, includes a guest speaker, and provides an opportunity for fellowship and worship with other members of the UCW within the Presbyterial in a lighter atmosphere. Supplies (other than Jack Frost) may be brought to this meeting
Bay of Quinte Conference UCW Mid week	Normally held end of October , hosted by a congregation within the Bay of Quinte Conference includes an opportunity for fellowship and worship with other members of the UCW within the Bay of Quinte Conference
Oshawa Presbyterial UCW Fall Regionals	Normally an afternoon and evening session held in October , hosted by a congregation within the Presbyterial, includes a guest speaker, an opportunity for fellowship and worship with other members of the UCW within the Presbyterial, an opportunity to visit and purchase books from the book room. Supplies, including Jack Frost items, may be brought to this meeting
Bay of Quinte Conference UCW - Camp Quin Mo Lac	Normally held on the second weekend in Sept. from Friday evening to Sunday noon. This is a spiritual retreat, with workshops, and is an opportunity to connect with other members of the UCW within the Bay of Quinte Conference UCW. Lodging and food is included in the cost of \$100.00.

STRUCTURE - UNITED CHURCH WOMEN

National United Church Women

Purpose

To strengthen and support the Conference UCW or the equivalent Conference structure, and other women's groups, when desired, in the Conference in their relationship within the United Church.

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Conference United Church Women
(Bay of Quinte)

Purpose

To strengthen and support the Presbyterial UCW and other groups when desired
To provide an opportunity for spiritual growth, study and leadership development
To maintain close ties with all Conferences and National offices of the United Church of Canada

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Oshawa Presbyterial United Church Women

Purpose

To strengthen and support and coordinate the UCW of the congregations within the jurisdiction of the presbytery

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Congregation or Pastoral Charge United Church Women
(St. Paul's United)