

# UCW Handbook

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

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March 2018



The United Church of Canada  
L'Église Unie du Canada

UCW Handbook  
Constitution, Guidelines, Policies, and Resources for United Church Women  
March 2018



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## Thank You

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# History of United Church Women

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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. Conference presidents have been meeting ever since, although Saskatchewan last sent a representative in 2014; they have not had a Conference UCW for the last few years. Two women from the All Native Circle and two women from intercultural and diverse ministries have more recently joined the consultation.

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 & Service of The United Church of Canada with over \$129 million in contributions.

In 2012, the United Church Women celebrated its 50th anniversary. 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.

**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

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## **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**

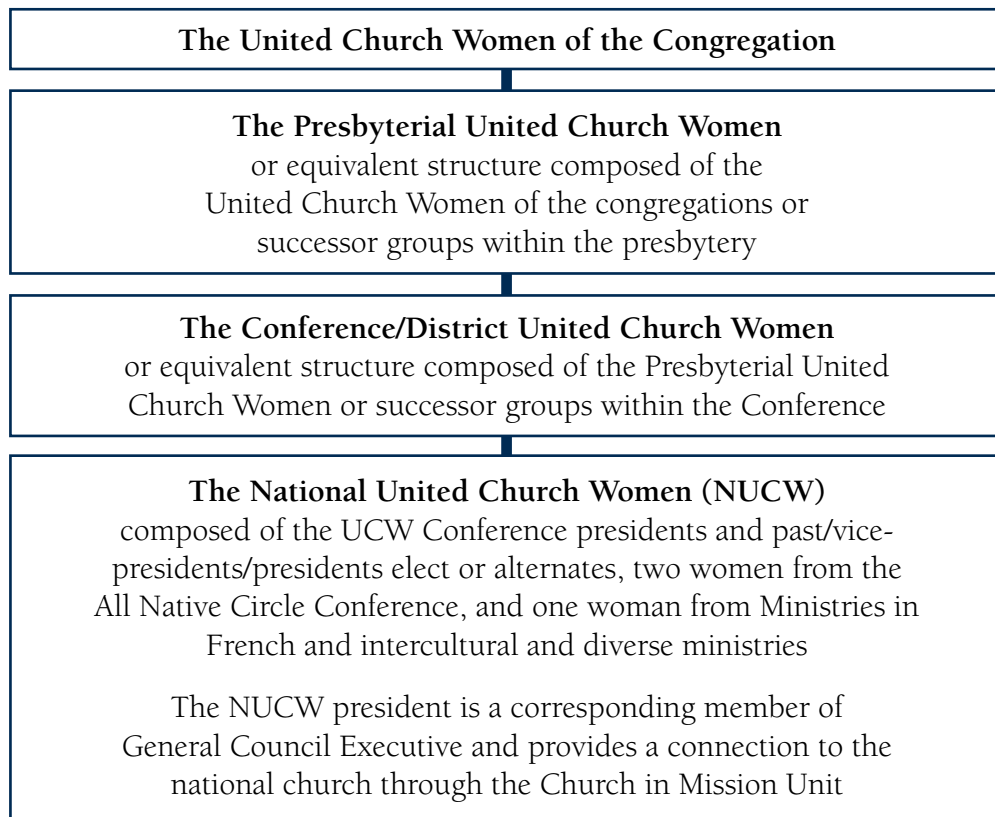
Love God

Foster Christian commitment, faithfulness, and spirituality.

Promote respect and love for all God's creation.

# Organization Chart of United Church Women

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## National United Church Women

- Meets once a year
- Usually a 4–5 day gathering
- Two representatives from each of the 13 United Church Conferences (usually the president and past or vice-president)

## Conference/District

- Made up of all Presbyterials in the Conference/district
- Meets once a year for an annual general meeting
- Executive—the presidents of each of the Presbyterials in the Conference/district, plus a secretary and treasurer, and conveners of each of the committees within the Conference/district—meets 2–4 times a year

## Presbyterial

- Regional grouping of local units in a presbytery
- May be sub-divided into smaller regions if the presbytery is large
- Meets 2–4 times a year

## Congregation or Pastoral Charge

- Local units formed in congregations or pastoral charges
- Often referred to as “locals”
- Usually meet monthly

# United Church Women of the Congregation or Pastoral Charge

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## 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.

## 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.

Annual membership fees and membership cards are at the discretion of each local UCW. UCW lapel pins are available for purchase from United Church Resource Distribution (UCRD).

## 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.

## Ceasing to Be a Member

A letter of resignation should be sent to the congregation's UCW president or secretary stating one's withdrawal from membership.

## Organization

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

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



**Executive**

Each unit (local UCW) within a congregation or pastoral charge should have the following officers:

- president, or if desired, this office can be shared between two co-presidents
- 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 pastoral charge treasurer to be amalgamated into the reporting to Canada Revenue Agency (CRA) on the Pastoral Charge 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.

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**

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 pastoral charge, 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 pastoral charge. 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 pastoral charge 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 & Service, local charities, support of the pastoral charge, 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.

***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 Pastoral Charge**

An annual report should be prepared summarizing the work of all the UCW units in the pastoral charge. This report and the General UCW financial report should be included in the annual report of the congregation/pastoral charge and consolidated into the Pastoral Charge 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.

### *Unit Meetings*

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 guideline.

## **Responsibilities**

- To carry out the Purpose of the United Church Women
- To elect or appoint Executive members as necessary
- To support and promote Presbyterian, Conference, and national programs and their fundraising initiatives
- To provide opportunities for leadership development
- To foster education about the mission of the church and support Mission & Service
- To represent their local UCW on their congregational board, or equivalent, and standing committees
- To represent their local UCW at Presbyterian and Conference functions
- To arrange an annual meeting

# Presbyterial United Church Women

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## Purpose

To unite women of the congregation for the total mission of the church and to support and strengthen the work of the United Church Women in the local congregations of the presbytery 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 presbytery, to develop new forms as required.

## Membership

The Presbyterial is made up of members of all the UCW local units in a presbytery. General meetings/gatherings are open to all women.

## Organization

Each Presbyterial 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 Presbyterial 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 Presbyterial 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 Presbyterial.

## **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 Presbyterial.

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

The president and the Executive are elected and installed at the Presbyterial's annual meeting/gathering, often by the Conference UCW president if she is available or maybe by the chair of presbytery.

## **Representative to Presbytery**

According to *The Manual, 2016*, section C1.2, United Church Women are entitled to one representative as a full voting member of the presbytery. Ensure there is always a place on the agenda for a UCW report. It should also be encouraged to have that representative as a member of the presbytery Executive.

## **Committees**

Convenors can be elected to lead whatever committees are deemed necessary for the function and service of the Presbyterial. Only the convenors/chairs of these committees are members of the Presbyterial 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 Presbyterial.

## **Presbyterial UCW Meetings**

Meetings of the Presbyterial 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 Presbyterials will be held prior to the annual meeting/gathering of their Conference/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 Presbyterian United Church Women
- To elect or appoint Executive members as necessary
- To support and promote Presbyterian, Conference/district, and national programs and their fundraising initiatives
- To provide opportunities for leadership development
- To foster education about the mission of the church and support Mission & Service
- To represent the Presbyterian UCW at the presbytery and Conference level
- To arrange regional conferences, leadership development, and the annual meeting of the Presbyterian UCW
- To pay the amount set by the Conference UCW as an annual assessment

# Conference/District United Church Women

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## Purpose

The purpose of the Conference/District United Church Women is

- to strengthen and support the Presbyterian United Church Women and other groups where desired
- to provide an opportunity for spiritual growth, Christian fellowship, study, and leadership development
- to maintain close ties with all Conference/district and General Council working units

## Membership

Membership in the Conference UCW is open to all members of the Presbyterials that make up the Conference/district. The Executive of the Conference UCW is made up of the president of each of the Presbyterials in the Conference/district plus a secretary, a treasurer, and convenors of committees of the Conference/District.

## Organization

Each Conference/district UCW 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, elected at the annual meeting/gathering
- vice-president/president-elect to be elected after the current president's first year in office
- treasurer, whose responsibility it is to keep financial records for the Conference/District UCW and to present a report at each meeting and a full financial report at the annual meeting/gathering.
  - A Sub-executive of the treasurer, president, vice-president, secretary, and one or two members at large form a Finance Committee and meet prior to the annual meeting/gathering to establish a draft budget. It establishes the assessments to be paid by the Presbyterials for the support of the Conference UCW. 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 meeting minutes and perform other generally recognized secretarial duties. It is her responsibility to coordinate the preparation and presentation of the annual report of the Conference/District UCW for the annual meeting, and arrange for minutes and other records to be sent to Archives when necessary.

Women may be elected, appointed, or volunteer to serve in any other positions deemed to be necessary by the Conference/District UCW.

### **Executive Conference UCW**

The members of the Executive are the president, past president, vice-president/president-elect, secretary, treasurer, the presidents of all the Presbyterials in the Conference and convenors of whatever committees the Conference UCW deems necessary for carrying out their mandate.

### **Representative to Conference**

According to *The Manual, 2016*, section D1.3, “the Conference may decide to include ... the president of the Conference United Church Women or an appropriate delegate” as an additional lay member of the Conference. Conferences should be encouraged to read “shall” for “may” in this statement.

### **Committees**

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

### **Meetings**

The Conference/District UCW Executive should meet at least twice a year, and once a year for an annual meeting/gathering to which all UCW members in the Conference 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 Conference/District UCW should be held after all the Presbyterial 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 Conference/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 the Conference president or alternate.

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 Conference/District United Church Women
- To elect or appoint Executive members as necessary
- To represent Conference/District United Church Women at the Conference and national level
- To support and promote Conference/district and national programs and their fundraising initiatives
- To provide opportunities for leadership development
- To foster education about the mission of the church and support Mission & Service
- To deal with proposals brought forth from the Presbyterian United Church Women
- To arrange regional conferences, leadership development, and the annual meeting of the Conference/District United Church Women

# National United Church Women

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## **Purpose**

To strengthen and support Conference/District United Church Women or the equivalent Conference structure and the other women's groups when desired in the Conference/district in their relationships within the United Church

## **Membership & Organization**

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

- national president
- past national president or national president-elect
- Conference presidents or alternate
- Conference past presidents or vice-presidents/president-elect or alternate
- two representatives from the All Native Circle Conference (ANCC)
- a representative from Ministries in French and intercultural and diverse ministries
- 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. An invitation may be extended by a Conference, not less than one year in advance of the meeting, with as many details as possible.

Administrative support is provided by General Council staff. Programs and various reports are presented from the various General Council units.

## **Elections**

The national vice-president is elected every two years. This is a volunteer position with out-of-pocket expenses covered.

## Representative to General Council

The national president of UCW is a corresponding member of the General Council Executive, which means she attends the meetings but does not vote or have a place at the tri-annual meeting of General Council. If she wishes to attend, she must be elected by her Conference and would attend as a commissioner from her Conference, not as a representative of the UCW.

## 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 & Service
- To mediate resolutions brought forth from the Conference/District United Church Women
- To empower standing committees to work on behalf of the United Church Women, including the following:
  - annual budgets (use of general funds, trust funds and endowments, etc.)
  - life memberships
  - Agatha Kaasa Bursary Fund + Dorothy Amos Fund = National UCW Grant Committee
- To establish relationships with national and international women's organizations
- To arrange an annual presidents' meeting in consultation with the national staff
- To work closely with the Conferences hosting a National UCW event

# Life Membership

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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. So 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 (30% is given to Mission & 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, Presbyterial UCW, or Conference/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. The application process and two-thirds (\$40.00) of the cost of the Life Membership needs to be paid to cover the costs other than the cost of the pin.

**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 & 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](http://www.united-church.ca) or google "United Church Women" and follow the links to "Life Memberships."

## 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

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### a) Service for the Formation of a New Local

*(service to be conducted by presbyterial president)*

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 \_\_\_\_\_ Presbyterian 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 presbyterial president)*

### **Presbyterial 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.

### **Presbyterial President**

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

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### a) Service for Dedication and Installation (Presbyterial and Conference)

#### 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 \_\_\_\_\_

\_\_\_\_\_ Presbyterial United Church Women of \_\_\_\_\_ Conference. 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 \_\_\_\_\_ Presbyterial of \_\_\_\_\_ Conference are challenging, and offer opportunity for fun, fellowship, and deep joy.

You, newly elected officers, have been chosen to enable the women of \_\_\_\_\_ Presbyterial United Church Women of \_\_\_\_\_ Conference 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 \_\_\_\_\_ Presbyterial United Church Women of \_\_\_\_\_ Conference 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 \_\_\_\_\_ Presbyterial United Church Women of \_\_\_\_\_ Conference. 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, Presbyterial, or Conference)**

### **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) (Presbyterial) (Conference) 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) (Presbyterial) (Conference) 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 \_\_\_\_\_ Conference UCW for leadership in this Conference 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 \_\_\_\_\_ Conference 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 \_\_\_\_\_ Conference 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 congregation 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 \_\_\_\_\_ Conference UCW please stand. Your executive is powerless without your support, encouragement, and active participation in doing Christ's work. Will you, the members of \_\_\_\_\_ Conference 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 \_\_\_\_\_ Conference 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 \_\_\_\_\_ Conference 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: Policy and Procedures regarding Closing of Presbyterials or Locals

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Because the finances of Conference and Presbyterial UCWs are affected by the number of women in the local church, it is important that advance notice be given and consultation be held.

Local UCWs should advise the Presbyterial that they are considering closing. The Presbyterial should appoint two or three people to meet with the local. The reasons for closing and the distribution of finances should be discussed. As money has been given to UCW, it should not automatically be given to the local church, Presbyterial, or presbytery. Because Canada Revenue Agency considers the assets of UCW's to be part of the charitable assets of a pastoral charge, any disbursements in the event of closure must comply with the restrictions placed on all Canadian charities for disbursements. 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." A final report on disbursements should be provided to the pastoral charge treasurer to include in the annual reporting to CRA.

If the final decision is to close, six months' notice should be given and the local assessment for the following year should be paid to the Presbyterial, since the assessment is based on the previous year's membership.

A service of celebration for the local UCW's work in the past should be held and attended by Presbyterial representatives.

If a Presbyterial feels that it should cease, notice should be given to Conference, and Conference should appoint two or three people to meet with the Presbyterial. The reasons for ceasing and the distribution of Presbyterial funds should be discussed, as well as arrangements for collecting allocations from the locals in the future.

## Appendix 4: Service of Closure for UCW

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*(When possible, the whole congregation 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 congregation.

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 congregation 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 you 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 5: In Memoriam for Our Friends of UCW

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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 6: UCW Life Membership Application Form

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Date: \_\_\_\_\_

Please send \_\_\_\_\_ Life Membership(s) for: \_\_\_\_\_ (Please print)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Church \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Enclosed is our cheque for \$ \_\_\_\_\_. (Please make payable to: The United Church of Canada.)

Send package to: \_\_\_\_\_

\_\_\_\_\_ (Postal Code) \_\_\_\_\_

Phone number: \_\_\_\_\_

Date of presentation: \_\_\_\_\_

Please return this form to:

Ministry with Women  
 UCW – Life Membership Pins  
 The United Church of Canada  
 3250 Bloor St. West, Suite 200  
 Toronto, ON M8X 2Y4

Pin and Certificate	\$60.00
Deceased Member's Transfer	\$40.00
Lost Pin	\$15.00
Lost or Damaged Certificate	\$5.00

No charge for broken pin if old one is returned.

UCW Representative at General Council Office:  
 416-231-5931 ext. 4137 or 1-800-268-3781 ext. 4137  
 or e-mail [ucw@united-church.ca](mailto:ucw@united-church.ca)

## Appendix 7: Trusts

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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

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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

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## 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:

UCW—The Agatha Kaasa Bursary Fund  
The United Church of Canada  
3250 Bloor St. West, Suite 200  
Toronto, ON M8X 2Y4

or **e-mail** [ucw@united-church.ca](mailto:ucw@united-church.ca)

#### For more information, please contact:

UCW Representative at General Council Office:  
416-231-5931 ext. 4137 or 1-800-268-3781 ext. 4137

## 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) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Pastoral charge: \_\_\_\_\_

Conference: \_\_\_\_\_ Presbytery: \_\_\_\_\_

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: \_\_\_\_\_

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 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:

UCW—The Agatha Kaasa Bursary Fund

The United Church of Canada

3250 Bloor St. West, Suite 200

Toronto, ON M8X 2Y4

or **e-mail** [ucw@united-church.ca](mailto:ucw@united-church.ca)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Questions? Please contact: UCW Representative at General Council Office:

416-231-5931 ext. 4137 or 1-800-268-3781 ext. 4137

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

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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.

#### *Application Deadlines*

July 2

→

#### *Decision Deadlines*

September 1

### **Send applications to:**

UCW—Dorothy Amos Fund  
The United Church of Canada  
3250 Bloor St. West, Suite 200  
Toronto, ON M8X 2Y4

or **e-mail** [ucw@united-church.ca](mailto:ucw@united-church.ca)

Donations to this fund are gratefully received.

### **For more information, please contact:**

UCW Representative at General Council Office:  
416-231-5931 ext. 4137 or 1-800-268-3781 ext. 4137

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## DOROTHY AMOS FUND APPLICATION FORM

### For United Church Women

(Please print)

#### Personal Details

Name (in full): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Pastoral charge: \_\_\_\_\_

Conference: \_\_\_\_\_ Presbytery: \_\_\_\_\_

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:

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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:**

UCW—Dorothy Amos Fund  
The United Church of Canada  
3250 Bloor St. West, Suite 200  
Toronto, ON M8X 2Y4

or **e-mail** [ucw@united-church.ca](mailto:ucw@united-church.ca)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Questions? Please contact: UCW Representative at General Council Office:  
416-231-5931 ext. 4137 or 1-800-268-3781 ext. 4137

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: Women’s Ministries Network

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## Purpose

The purpose of the Women’s Ministries Network is to develop an ongoing source for support, ideas, resources, and information exchange among the women’s groups of The United Church of Canada.

## History

Women’s groups have been meeting for a variety of reasons throughout the United Church since its formation in 1925. In 1962 the UCW (United Church Women) was created as the successor to the Woman’s Missionary Society (WMS), a world mission-oriented service and study group, and the Woman’s Association (WA), which worked in local congregations.



At the 37th General Council in 2000, Women of The United Church of Canada was named as a way to acknowledge, support, strengthen, and celebrate all women’s groups in the church—UCW groups and women’s groups that do not belong to the formal UCW structure.

Given the diverse nature of the many women’s groups, this new body seemed to be best understood as the creation of an unfolding network. Given that all women’s groups are involved in some form of ministry to the groups’ participants, to congregations, and to the wider community, the Task Group for the Women of The United Church of Canada recommended that the name be changed to the Women’s Ministries Network. In 2003, the 38th General Council approved the name change.

## Membership and Organization

All women’s groups belong to the Women’s Ministries Network, yet the Women’s Ministries Network does not have a formal structure. All women’s groups are free to develop their own organizational structures to suit their own needs and to determine why they want to meet, for example: for personal support, friendship, Bible study, spiritual nurture and growth, mission education, service, prayer, fundraising, healing, and education.

The UCW, which is active at all levels of the church, is a formal, structured organization within the network.

## Appendix 12: Making Room for Women at the Archives

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“Making Room for Women at the Archives” is a project to identify and preserve the personal papers of women in The United Church of Canada and the records of organizations in which they have participated. It is a coordinated effort of the Central Archives of The United Church of Canada with a volunteer advisory committee.

A key period of women’s work, struggle, and leadership in the United Church, which coincided with the popularization of feminism in the wider culture, is becoming history. Organizations created over the past 50 years by women in both the United Church and the ecumenical church, such as the Movement for Christian Feminism, the Ecumenical Decade of Churches in Solidarity with Women, and the Centre for Christian Studies, are attracting scholarly interest. As leaders of the period are aging, it is a critical time to identify the streams of this history and to ensure that the experiences of its participants are collected for the archives—in personal papers, organizational records, and oral histories.



The project entails:

**Knowing what we have** by creating an inventory of women’s personal papers, beginning at the Central Archives and extending the inventory to the United Church’s network of regional archives.

**Finding what we have** by identifying women who have been key leaders in the United Church in the past 50 years, and encouraging the donation of their personal papers to the United Church or other archives.

**Valuing our heritage** by promoting women’s history and archival collections. Networking through women’s groups in the church (including United Church Women) and ecumenically, we will encourage women to recognize their contribution to church and social history and help ensure that this history is preserved in archives.

**Learning from our history** by encouraging workshops, seminars, and colloquia, and analyzing the past by asking: What has worked? What has not worked? What needs to change regarding women’s leadership in church and society for the future?

**Sharing what we have and know** by developing a database for the collection and connecting our website to other women’s archival collections.



**Telling the story** by collecting oral history, recognizing that stories of women's leadership in the church are not all recorded on paper. The timing of this initiative is critical in order to include the generations of women leaders presently among us.

**Searching for the full story** by attending to the history of all women in the church. The project will ensure that the stories of Aboriginal and ethnic minority women in the United Church are lifted up.

**Celebrating the full spectrum** of women in the church by encouraging all women to share their papers, records, and oral histories in all languages.

**United Church of Canada Archives**

40 Oak Street  
Toronto, ON M5A 2C6

Tel: 416-231-7680 ext. 1101 or 1-800-268-3781 ext. 1101

Fax: 416-231-3103

E-mail: [archives@united-church.ca](mailto:archives@united-church.ca)

## Appendix 13: Glossary of Acronyms

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

AMC	Aboriginal Ministries Circle
ANCC	All Native Circle Conference
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 & 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
WMN	Women's Ministries Network
WMS	Woman's Missionary Society (joined the WA in 1962 to form the UCW)

# Appendix 14: Contacts and Resources

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## Contact Information

The United Church of Canada  
L'Église Unie du Canada  
3250 Bloor St. West, Suite 200  
Toronto, ON M8X 2Y4  
ucw@united-church.ca  
www.united-church.ca

UCW representative at the General Council Office:  
416-231-5931 ext. 4137 or 1-800-268-3781 ext. 4137

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

## To Find Program Resources

- AVEL outlets: Contact your Conference office for AVEL outlets in your area, or visit [www.united-church.ca/search/locator](http://www.united-church.ca/search/locator) for a listing.
- Presbytery Resource Centres: Contact Conference office for resource centres in your area or visit [www.united-church.ca/search/locator](http://www.united-church.ca/search/locator) for a listing.
- General Council website: [www.united-church.ca](http://www.united-church.ca)
- Conference websites: see [www.united-church.ca/search/locator](http://www.united-church.ca/search/locator)
- United Church publications: Visit the UCRDstore website, or contact United Church Resource Distribution at 1-800-288-7365 or 416-253-5456; [ucrd@united-church.ca](mailto:ucrd@united-church.ca).
- *Gathering* provides resources for worship planners, including ministers and lay leaders, music directors, and worship committees ([www.ucrdstore.ca/magazines](http://www.ucrdstore.ca/magazines)).
- *Mandate*, the United Church's mission magazine, brings you stories of people and churches making a difference in their communities and in the world ([www.ucrdstore.ca/magazines/mandate](http://www.ucrdstore.ca/magazines/mandate)).
- *The Observer* is an independent magazine that explores faithful living today ([www.ucobserver.org](http://www.ucobserver.org)).

## To Develop Groups

*Rooted in the Divine: Nurturing Our Faith through Small Group Ministry* by Anne Martin (Toronto: The United Church of Canada, 2004). Available through UCRD.



[www.united-church.ca/handbooks](http://www.united-church.ca/handbooks)