

# WORLD FEDERATION

of Methodist & Uniting  
Church Women



HANDBOOK  
2022-2026



## THE TREE OF LIFE

The *Tree of Life* is the official emblem of the World Federation of Methodist and Uniting Church Women (WFM&UCW). It came to us - with its symbolism – from the Church in China. The current design, illustrated on the front cover, came from England.

It is an evergreen tree, signifying continuous life and vitality. Its branches stretch upward and outward, symbols of our thought and action reaching upward to God and outward to our neighbours.

### The twelve fruits of the tree are:

1. Evangelism
2. Medical Work
3. Education
4. Literature
5. Children
6. Youth
7. Home and Family life
8. Rural Projects
9. Economic Justice
10. International Friendship
11. Temperance
12. World Peace

These are symbols of those graces of Christian service that will always be found in the lives of people who are rooted in Christ.

**“On either side of the river was there the tree of life, which bore twelve manner of fruits, and yielded her fruit every month; and the leaves of the tree were for the healing of the nations.”**

Revelation 22:2 (King James Version)

*This handbook is the official working document for the 2022-2026 quadrennium of the World Federation of Methodist and Uniting Church Women.*

*It has been compiled since the 14<sup>th</sup> World Assembly, postponed until 2022, and so replaces the previous handbook for 2016-2021.*

***This publication can be downloaded free from the World Federation website. [www.wfmucw.org/publications/handbook](http://www.wfmucw.org/publications/handbook).***

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## World President's Message



As newly elected World President of the World Federation of Methodist and Uniting Church Women, it is a joy to spearhead this global sisterhood. I stand in awe on behalf of the new World Officers between feelings of exceeding joy and anxious fear, because of the enormous work that lies before us. Yet we rely on and find assurance in God's promise that he will supply all our needs, wisdom, strong faith, and good health.

Let me take this opportunity to acknowledge and thank the tremendous and most adorable work done by Alison Judd and her committee. The success of the Virtual Assembly would not have been possible without her outstanding leadership and hard work that the entire committee put in, together with webmaster Nicholas Connan. Indeed, you are all an inspiration, a challenge, and an avenue for us to continue doing these great works.

“Go and bear fruit, fruit that will last” has been a resounding theme over six days of the virtually held 14th World Assembly, having been tackled conceptually through bible study and stories led by our exemplary women. We are asked to go and bear fruit at such a time as this, a turbulent global period, moral dilemmas continue to hound us. I believe that bearing fruit is being different and making a difference in our communities. As Federation women we must adhere to our theme's call to Spirituality, Productivity and Sustainability as we go bearing fruit that will Last.

This handbook prepared by Alison Judd President Emerita is rich in World Federation Information, policies and guidelines that will help us.

As World President I boldly but humbly say “Let's go fellow sisters and bear fruit, not just fruit but fruit that will last” Let's go and bring justice, healing and hope to all. Let us set forth to further know Christ and make Him known.

Blessings

Sipiwe Chisvo

World President

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## INTRODUCTION TO THE WORLD FEDERATION

The World Federation of Methodist and Uniting Church Women (WFM&UCW), formerly the World Federation of Methodist Women, is a fellowship of officially recognized groups of Methodist, United and Uniting Church Women who are organized in national Units within their respective participating nations. They each affirm World Federation's purpose *'To Know Christ and To Make Him Known'*.

The World Federation aims to be a support group for women in their faith and actions; to promote the interests of women in all areas of life, in spiritual growth, equality, development and peace; to work towards the recognition of the equal status of women; to facilitate, encourage and actively promote leadership training for women; and to be a voice for Methodist, United and Uniting Church women.

Members in the World Federation experience cultural diversity and a deep understanding of their unique qualities through World Federation Day Study Programs, Area Seminars, Weaving Together Programs and the World Assembly. Members also have opportunities to experience the realization that national, traditional, or cultural boundaries cannot divide people who are united in a Christian spirit and who serve a common purpose. The World Federation is a symbol of spiritual ties, unity and world sisterhood, and gives an opportunity to develop international understanding.

The World Federation is a movement, developing policies and programs from World Assembly to World Assembly. It is an affiliate organization of the World Methodist Council but is autonomous in its programs.

The World Federation normally holds its World Assembly every five years and elects World and Area Officers every five years. (However, due to the Covid-19 pandemic, the 14<sup>th</sup> World Assembly was postponed for a year and held online. Thus the 2016-2021 quinquennium was extended to six years.)

National Units are combined within nine geographical Areas. In the 2022 - 2026 quadrennium (four years) there are 80 Units in 68 countries. The Area and Unit Officers co-ordinate programs and provide a global network for sharing information on program activities.

Ecumenical involvement and relationships with Non-Governmental Organizations can enlarge the vision of each individual member of the World Federation. Participation in information gathering and sharing also enriches the outreach work of the World Federation Representatives to the Economic and Social Council (ECOSOC) of the United Nations.

## SENIOR FRIENDS OF FEDERATION

There are many women who have made major contributions to World Federation's activities by serving in World or Area Officer positions or as World Federation Editor, Archivist or United Nations Representatives.

During their life of service and witness these women have enabled and inspired others to accept the challenge of leadership within their Church, community and the world. The introduction in 1977 of "Senior Friends of Federation" gives recognition to these women for their many years of outstanding service to World Federation.

Registered members of Senior Friends of Federation shall receive a brooch of recognition to be known as the World Federation's "Healing Leaves Award."

The commitment, gifts and energies of the Senior Friends of Federation have been an essential part of the process that has enabled our "World Sisterhood" to grow into a significant network of women with a continuing covenant **"To know Christ and to make Him known."** Their strong and visible outreach is seen in local communities throughout the world and is expressed in our special relationship and association with the Economic and Social Council of the United Nations.

Upon retirement from office, Officers are given the opportunity to register as "Senior Friends of Federation." There are no financial implications in being a registered member.

As "Senior Friends of Federation" they will receive emails of information and concerns at regular intervals. The President Emerita is responsible for the "Senior Friends of Federation" program. She will provide Application Forms for registration and be responsible for maintaining communications.

### WHO TO CONTACT FOR:

|  |                       |
|--|-----------------------|
| General Administration                   | World President       |
| Ecumenical/pastoral concerns             |                       |
| Helen Kim Memorial Scholarship 2026-2031 |                       |
| Bossey study Program                     |                       |
| Facilitator of UN Programs               | World Vice- President |
| World Federation Study Program           |                       |
| Area Seminars                            | World Secretary       |
| Weaving Together Program                 |                       |
| Unit Membership Information              |                       |
| All Financial Matters                    | World Treasurer       |
| Senior Friends                           | President Emerita     |
| Current Helen Kim Scholars               |                       |
| Pastoral care of World and Area Officers |                       |

## THE WORLD FEDERATION PRAYER

**Creator God, rooted in your loving care,  
nurtured through your Son Jesus,  
challenged by your Holy Spirit,  
we are in the world to bring peace with justice,  
reconciliation in love, and hope for all people.  
May our lives extend as the branches of our Tree of Life,  
bearing fruit of Unity and Love.  
We offer praise and thanksgiving  
through our Lord and Saviour Jesus Christ. Amen.**

*Written by WFMW Executive members, 1986-91*

## THE FEDERATION SONG

**“To know Christ and to make him known”:  
this we believe and shall proclaim.  
We are Federation women here,  
all daughters in God’s family.**

**From high mountains and oceans wide  
we’ll praise our one Creator God.  
We will sing our song of liberty,  
we’ll sing our song of unity.**

**To love Christ and to spread his love:  
this we believe and shall proclaim.  
We are Federation women here  
from scattered isles and mighty plains.**

**East and west, and from north and south,  
we’ll praise our one redeemer Lord.  
We will sing our song of love and hope,  
we’ll sing our song of peace and joy.**

*Written by Oknah Kim Lah, WFMW World President, 1981-86;  
modified by Ann Connan, WFM&UCW World President, 2011-16*

*The music score is available on our website*

## **WORLD FEDERATION'S DECLARATION OF COMMITMENT**

### **WE BELIEVE:**

in God, who gave life to us and all creation.

in Jesus Christ, Emmanuel, God with us, who died, is risen, ascended, and will come again.

in the Holy Spirit, who is within us, to inspire and direct, to empower and strengthen.

**For Christ is risen....**

**Christ is risen indeed. Alleluia!**

### **WE AFFIRM**

that the earth is the Lord's and all that is in it;

all that God has made was very good.

that Jesus came that all might have life and have it in fullness.

that we are called to go and make disciples of all nations.

that we are bound together as one family.

that we seek 'To Know Christ and To Make Him Known'.

**For Christ is risen....**

**Christ is risen indeed. Alleluia!**

### **WE CONFESS**

that our lives have often denied what we have professed.

that we have sometimes failed to see in our neighbours those for whom Christ died.

that we have erected and maintained barriers of race, class and gender.

Although we have sinned, we can know the assurance of forgiveness and begin anew to follow the Living Saviour.

**For Christ is risen....**

**Christ is risen indeed. Alleluia!**

### **WE COMMIT OURSELVES**

to worship God in spirit **and in truth.**

to further the work of God's kingdom among all people.

to uphold and live Christ's way in all areas of life.

to love the Lord our God with all our heart and soul, with all our mind and strength.

to love our neighbours as ourselves.

**For Christ is risen....**

**Christ is risen indeed. Alleluia!**

# WORLD FEDERATION OF METHODIST AND UNITING CHURCH WOMEN 2022 – 2026 CONSTITUTION

## I. NAME

This organization shall be known as the World Federation of Methodist and Uniting Church Women, hereinafter referred to as the World Federation.

## II. BASIS

The World Federation is a fellowship of such officially recognized group of Methodist, United and Uniting Church Women organized in Units from the respective participating nations to affirm its purpose 'To Know Christ and To Make Him Known'.

## III. AIM

The World Federation seeks to aid in establishing Christ's Kingdom among all peoples and in all areas of life; to share the abundant life of Christ through evangelism, healing ministries, education and social services; to assist in the promotion of mission outreach throughout the world; to seek with women of all continents, fellowship and mutual help in the building of a Christian community; and to work with ecumenical bodies and the United Nations in promoting peace and justice.

## IV. MOTTO

The official motto of the World Federation shall have as its purpose 'To Know Christ and To Make Him Known'.

## V. SYMBOL

The official symbol shall be 'the tree of life' based on Revelation 22:2 *'On either side of the river there was a tree of life, which bare twelve manner of fruits, and yielded her fruit every month; and the leaves of the tree were for the healing of the nations.'* The tree signifies continuous life and vitality, and the twelve fruits those graces of Christian character and acts of Christian service.

## VI. UNIT MEMBERSHIP

- A. A Unit. A Unit is a fellowship of officially recognized groups of Methodist, United and Uniting Church women who are organized on a national basis.
- B. Affiliate Membership. Any officially recognized group of Methodist or any officially recognized group of United or Uniting Church women of which Methodist or former Methodists are a part, or who are involved in a church which is affiliated with the World Methodist Council, organized on a national basis, may apply for Affiliate Membership. Such Membership shall be exercised through delegates to the World Federation World Assembly who shall have both voice and vote.

- C. Associate Membership. Groups whose parent church has a full or fraternal relationship with the World Methodist Council or who have Methodist roots may apply for Associate Membership. Such Membership shall be exercised through one delegate from each group who shall serve with voice but without vote. Associate Members are encouraged to make financial contribution to the World Federation. The World Federation shall not be responsible for expenses incurred in attendance at the World Federation World Assembly.
- D. Membership applications shall be submitted to the Executive Committee for recommendation to the World Federation World Assembly.
- E. Each Affiliate and Associate Member Unit is elected by the World Federation Assembly.
- F. Each Affiliate and Associate Member Unit shall affirm and support the existing Constitution.
- G. Each Affiliate and Associate Member Unit shall operate under its own Constitution and Bylaws.

## **VII. PERSONAL MEMBERSHIP WITHIN WORLD FEDERATION**

- A. Registered Personal Membership is a category within the World Federation and this membership is on an international basis. It is for Unit members who are required, or choose, to move their place of residence to another country and who cannot maintain their current Unit membership.

The basis for Registered Personal Membership within the World Federation shall be by any member who was originally member of an officially recognized World Federation Unit which has Methodist membership; or has been a part on any officially recognized group of United or Uniting Church women of which Methodist or former Methodists are a part, or who are involved in a Church which is affiliated with the World Methodist Council.

- B. The basis of Registered Personal Membership within the World Federation is exercised to provide a sense of belonging for Unit member whom, through special circumstances, are isolated from their 'home' or 'host' Unit. She shall be known as a Registered Personal Member within the World Federation. Such Registered Personal Membership shall only be available for the period in which the above conditions continue. When the Registered Personal Member returns to her 'home' Unit, such Registered Personal Membership shall cease.



- C. Such Registered Personal Membership shall be applied for on an official Application Form and sent to a designated Officer. It will be approved initially by the World Officers, and finally agreed to at the next meeting of the World Executive Committee. Approved Registered Personal Membership numbers shall be reported to the World Assembly.
- D. Registered Personal Members within the World Federation shall pay a membership fee of US\$5.00 per quinquennium or part thereof, which may be paid at the time of the World Assembly if Personal Membership is for a long-term situation.
- E. Registered Personal Members within the World Federation shall receive information on World Assembly planning, preparations and Registration Forms for that event; they may attend the World Assembly but must pay all their own costs and shall not be eligible for financial assistance from the World Federation. They may speak, but not vote at any sessions of the World Assembly.

### **VIII. THE WORLD ASSEMBLY OF THE WORLD FEDERATION OF METHODIST AND UNITING CHURCH WOMEN**

The World Federation World Assembly hereinafter shall be referred to as 'World Assembly/Assemblies'.

- A. The voting body:  
The Executive Committee, the Area Vice Presidents and the official delegates of the Units shall constitute the voting body of the World Assembly. It shall meet once every quinquennium at a time and place to be decided by the World Officers and the Executive Committee. The World Assembly as the official body shall have final authority on all matters, including policy, budget and program.
- B. In between Assemblies:  
In the interim period between World Assemblies, the Executive Committee shall be empowered to act on behalf of the World Assembly and have its decisions ratified at the first business session by the voting delegation at the next World Assembly.

### **IX. WORLD OFFICERS**

The World Officers shall be: World President, World Vice-President, World Secretary and World Treasurer, all of whom shall be elected by the World Assembly, and the President Emerita (immediate Past World President who shall be ex officio as a non-elected World Officer). All future references to World Officers shall be inclusive of the above.

## **X. COMMITTEES**

There shall be an Executive Committee, a Finance Committee, a Nominations Committee, an Investment Committee, the World Assembly Steering Committee, and other committees as required.

A. The Executive Committee shall be composed of the World Officers, the Area Presidents, and the Editor of The Tree of Life.

B. The Finance Committee shall be composed of the World Officers and the Assistant World Treasurer.

The Assistant World Treasurer shall be chosen from within the Executive Committee. If such an appointment is not possible, an Assistant World Treasurer may be selected from amongst the Area Vice Presidents. She shall attend Executive Committee Meetings with voice but no voting rights.

C. The Nominations Committee shall be composed of two World Officers and two Area Presidents to be chaired by the President Emerita after all officers have been elected by the World Assembly. They shall formulate policies and guidelines to facilitate the nomination process, including receipt and submission of nominations as provided in the Bylaws.

D. The Investment Committee, the Assembly Steering Committee, and any other committees as may be organized, shall be composed of persons appointed by the Executive Committee.

## **XI. ELECTIONS**

A. World Officers shall be elected by the World Assembly in each quinquennium from nominations presented through the Nominations Committee. Newly elected World and Area Officers shall assume their offices at the close of the Joint Executive Committee session held immediately after the World Assembly.

B. At the time of the World Assembly, a Committee of Scrutineers shall be appointed by the Executive Committee and shall consist of one official delegate from each Area who shall be nominated by the Area President and Vice-President. It shall formulate guidelines and procedures to ensure honest, fair, and orderly elections.

## **XII. FINANCE**

A. The World Federation shall be maintained by annual membership contributions from the Units, World Federation Day offerings and Special Gifts.

- B. The World Assembly shall approve the rate of the Units' contributions to the World Federation.
- C. The World Treasurer shall present the audited financial statements for the quinquennium to the World Assembly for approval.
- D. The World Treasurer shall present the audited annual financial statements to the World Officers or the Executive Committee for approval.
- E. The World Federation Annual Budgets shall be reviewed and approved by the World Officers or the Executive Committee.
- F. The World Federation Budget for the next quinquennium shall be approved by the World Assembly.
- G. The Budget for the next World Assembly shall be presented to the Executive Committee for approval. Any subsequent changes that become necessary may be approved by the World Officers.
- H. The Auditors shall be appointed by the Executive Committee on the nomination of the World Treasurer, subject to the approval of the World Officers, at the first meeting of the Executive Committee following the World Assembly, or if that is not possible, in correspondence with the members of the Executive Committee.
- I. A World Federation bank account requires two (2) or more signatories for any withdrawal.
- J. Accounts shall only be opened at Banks that require two or more signatories.

### **XIII. THE AREAS**

- A. Member Units shall be grouped together in geographical Areas designated by the World Assembly upon recommendation of the Executive Committee in consultation with the Units concerned.
- B. The Areas shall nominate for election by the voting body an Area President and a Vice-President.

### **XIV. CHANGE OF CONSTITUTION**

The Constitution may be amended by a two-thirds vote of all Affiliate Units present at the World Assembly. Proposed changes shall be presented in writing to the Units 90 days prior to the World Assembly, and at the first business session of the World Assembly and acted upon prior to the last business session.

### **XV. EFFECTIVITY**

Approved amendments to the Constitution and Bylaws shall be effective upon the assumption of office by the newly elected officers.

## **2022 – 2026 BYLAWS**

### **ARTICLE I – Nominations, Elections, Tenure**

#### **Section A            Nominations**

##### **A. World Officers**

1. The Nominations Committee shall organize itself and formulate criteria for nominations for World Officers. The information shall be circulated to all Affiliate Units.
2. Nominations shall be for a specific office.
3. Affiliate Units desiring to submit nominations shall send to the Nominations Committee a one-page personal profile of the nominee, her signed written consent, with an official endorsement from the Unit President or Chairperson of the Unit's Nominations Committee. Any person nominated to a World Office requires the official endorsement of her Unit.
4. Any member of the Nominations Committee whose name is submitted for a nomination as a candidate for World Office, shall be automatically replaced by a member of the Executive Committee, who shall be appointed by the World Officers.
5. The Nominations Committee shall present a slate consisting of all properly submitted nominees, at least one or more for each office, to voting delegates through the pre-World Assembly mailings. They should also be presented at the first business session of the World Assembly, with the nominees' personal profile and signed written consent.
6. In the absence of a nomination for a particular office on the date agreed by the Nominations Committee, it shall have the right to seek a suitable nominee who shall provide a personal profile and a signed written consent.
7. Nominees for World Officers, Area President and Vice-President shall be present at the World Assembly, unless an act of God or an unavoidable occurrence prevents an otherwise valid attendance, with the nominations being valid if the nominee has attended a previous World Assembly.
8. The nominees shall provide a one-page personal profile and a signed written consent for distribution to the electing body.

9. Nominations shall close two days prior to the election.

**B. Area Officers**

Area Presidents and Vice-Presidents are nominated by their Areas, the nominations submitted to the Nominations Committee, and confirmed by the World Assembly.

**Section B Elections**

1. The Chairperson of the Committee of Scrutineers shall be elected by the Executive Committee.
2. The members of the Committee of Scrutineers shall serve as tellers of the election and shall be responsible for distribution of ballot papers, their collection, and counting of votes.
3. Each Affiliate Member Unit is entitled to one vote, with the exception as in Article IX —Meetings, Section B, 2 and 3.
4. The World Officers, Area Presidents and Area Vice-Presidents shall have one vote each.
5. At the Business Session of the World Assembly held two days after nominations close and following the roll call of the Affiliate Member Units to determine the voting constituency, the ballot papers listing the nominees shall be distributed to the voting delegates. Voting shall be by written ballot.
6. Election of each office shall be determined by a two-thirds majority vote of the voting members.
7. The Chairperson of the Committee of Scrutineers shall report the results of the election to the World President for announcement to the World Assembly, and the newly elected officers shall assume their offices at the close of the Joint Executive Committee meeting immediately following the World Assembly.

**Section C Tenure**

1. At least two of the World Officers shall have served previously on the World Executive Committee.

2. Each World and Area Officer shall hold office during the period of the quinquennium measured from the close of the World Assembly which elected her to the close of the next World Assembly meeting.
3. No person shall be elected for more than two terms as a World Officer.
4. No World or Area Officer shall be eligible for re-election to the same office, except where a vacancy has been filled by her for two years or less, in which instance she may be elected to the same office for a full term.

## **Section D            Vacancies**

1. Should the office of World President become vacant, the World Vice-President shall assume the duties of the office.
2. Except for the office of the World President vacancies of all World Federation offices which may occur between World Assemblies shall be filled by the World Executive Committee at a meeting called for that purpose or through correspondence. The newly elected officer shall serve the remaining term of the quinquennium.
3. If a World or Area Officer is unable or unwilling to properly fulfil her responsibilities as defined in the Constitution, Bylaws and relevant Guidelines of the World Federation, she shall be removed from office by the World Officers, or by the Executive Committee members.
4. The removal of a World or Area Officer may only occur after the officer concerned has received three written cautionary warnings giving the officer notice that she is not fulfilling her responsibilities, and requesting the officer concerned to indicate how she will appropriately fulfil her responsibilities for the remainder of her term of office.
5. Should these requirements not be fulfilled within the stated timeline and in the requested manner as determined by the World Officers, she will be replaced by the World Officers if the officer concerned is an Area Officer; or if the officer concerned is a World Officer, she will be replaced by the World Executive Committee at a meeting called for that purpose, or through correspondence. The newly elected officer shall serve the remaining term of the quinquennium.

## **ARTICLE II – Duties of World Officers**

### **Section A            The World President shall:**

1. preside at meetings of the World Assembly, Executive Committee and World Officers;
2. be an ex-officio member of the Executive Committee of the World Methodist Council and sit on the Presidium;
3. be a member of all World Federation Committees;
4. provide leadership in the development of policies and programs/ visions and ideas for the advancement of the World Federation;
5. administer and coordinate the implementation of programs and policies approved by the World Assembly;
6. maintain regular communications with all Federation Officers, provide pastoral care and support their work with prayers and encouragement;
7. respond to emerging issues and situations which may have an impact on women, children and families on behalf of the World Federation through letters, statements and World President's messages;
8. work closely with other World Officers in the preparation of the agenda for the World Officers, Executive Committee meetings and in the preparation of the program for the World Assembly;
9. report the programs and activities of the World Federation to the World Methodist Council;
10. represent or appoint a representative to organizations or meetings requiring representation of the World Federation;
11. visit Areas/Units to inspire, encourage and support women, subject to the availability of funds;
12. develop and maintain ecumenical links;
13. perform other tasks that may be assigned by the Executive Committee.

**Section B            The World Vice-President shall:**

1. assist the World President in the administration of programs and policies approved by the voting body of the World Assembly;
2. facilitate the World Federation's United Nations work at the United Nations through the Economic and Social Council (ECOSOC) programs and the work of

the World Federation's NGO Representatives in consultative status with the Economic and Social Council (ECOSOC) and in association with the United Nations Department of Public Information (DPI); to ECOSOC of the United Nations; (Hereinafter, when the term World Federation Representatives appears we will not repeat the words "in Consultative Status with the Economic and Social Council (ECOSOC) and in association with the United Nations Department of Public Information (DPI)."

3. assist the World President in strengthening ecumenical links;
4. strengthen interpersonal relationships among members of the Executive Committee through sharing letters, devotional programs and worship services during World Officers and Executive Committee meetings;
5. coordinate the preparation, distribution and use of World Federation Day Study programs and information materials;
6. preside at meetings of the World Assembly, Executive Committee and World Officers in the absence of the World President;
7. assume the duties of the World President should the office of the World President become vacant;
8. work with the World Secretary, the Area Presidents and Vice-Presidents in the promotion and development of the Units;
9. perform other tasks that may be assigned by the World President or the Executive Committee.

**Section C            The World Secretary shall:**

1. work with the World President in preparing the Agenda for the meetings of the World Officers and Executive Committee;
2. keep a record of the minutes of meetings and distribute copies of the minutes to the World Officers, Area Presidents, Area Vice-Presidents, and the World Federation's NGO Representatives, marked 'subject to confirmation';
3. maintain an official file of minutes of meetings, letters and other communications received from other agencies and from Areas and Units;
4. communicate regularly through letters, reports and news articles with the World Officers, President Emerita, Area Presidents, Area Vice-Presidents, the World Federation's NGO Representatives to United Nations and the Archivist;



5. coordinate the publication of the World Assembly program materials;
6. perform other tasks that may be assigned by the World President or the Executive Committee.

**Section D            The World Treasurer shall:**

1. maintain an accurate record of funds received and disbursed in connection with the work and programs of the World Federation;
2. prepare and distribute copies of the annual financial report, duly audited by a certified auditor, to all members of the Executive Committee and to all Units;
3. coordinate and monitor the implementation of financial guidelines that have been approved by the Executive Committee;
4. work closely with the World President in the preparation of the annual budget;
5. communicate regularly with the Units regarding their financial obligations as members of the World Federation;
6. determine appropriate financial investments in consultation with the Finance Committee, and approved by the Executive Committee;
7. present an Annual Financial Report during the meetings of the World Officers, Executive Committee and World Assembly;
8. disburse funds as approved by the Executive Committee or as provided for in the financial guidelines;
9. work in close association and cooperation with the Assistant World Treasurer.

**Section E            The President Emerita shall:**

1. encourage the World President in her activities;
2. through prayer and encouragement provide pastoral care and support to all World Officers, Area Presidents, Vice-Presidents, and the Federation's NGO Representatives to the United Nations;
3. act as liaison between the World Officers and the Executive Committee and the official World Federation Archivist;

4. take responsibility for the pastoral care and support of Senior Friends of Federation;
5. co-ordinate the preparation and distribution of the World Federation Handbook;
6. chair the Nominations Committee;
7. perform other tasks that may be requested by the World President or the Executive Committee.

### **ARTICLE III – The International Newsletter**

#### **Section A**

There shall be an official quarterly publication of the World Federation entitled 'The Tree of Life'.

#### **Section B**

The Editor of the official publication shall be appointed by the Executive Committee for one quinquennium.

#### **Section C**

The Editor, if not already a voting member of the Executive Committee, shall become a voting member of the Executive Committee and the World Assembly.

#### **Section D**

The Editor shall maintain regular communications with the World Officers, Area Presidents, Vice-Presidents, World Federation NGO Representatives to the United Nations, past World Presidents, and any other appropriate persons; and shall promote the use of the quarterly publication.

#### **Section E**

Any variations in the number of issues of The Tree of Life per year, or any permanent variations in the number of pages per issue must be approved by the Executive Committee.

### **ARTICLE IV – Relationships with the World Methodist Council**

#### **Section A**

The World Federation is an affiliated organization of the World Methodist Council.

#### **Section B**

The World President is an ex-officio member of the Executive Committee of the World Methodist Council and sits on the Presidium.

**ARTICLE V – Special consultative status with the Economic and Social Council (ECOSOC) of the United Nations and in association with the United Nations Department of Public Information (DPI)**

**Section A**

The World Federation shall maintain its special consultative status with the United Nations through the Economic and Social Council (ECOSOC) at the United Nations and its association with the Department of Public Information (DPI).

**Section B**

The World Federation shall work closely with other Non-Governmental Organizations associated with the United Nations.

**Section C**

There may be official representatives of the World Federation at the United Nations Centres in New York, Geneva, Vienna and Centres such as the United Nations Regional Economic Commission in Santiago, Bangkok and Nairobi.

**Section D**

The World Vice-President shall coordinate the World Federation's United Nations Programs.

**Section E**

The World Federation NGO Representatives to the United Nations shall be appointed by the Executive Committee for a period of five years not to exceed two terms. They shall be eligible for re-appointment to an additional term following a regular review by the United Nations Facilitator, the result of which shall be reported to the World Officers.

There shall also be an appraisal by the United Nations Facilitator of their work at the end of each quinquennium, the result of which shall be reported to the World Officers. The Executive Committee shall appoint them on the recommendation of the World Officers.

**Section F**

1. If an appointed World Federation NGO Representative to the United Nations is unable or unwilling to properly fulfil her responsibilities as defined in the Constitution, Bylaws and relevant Guidelines of the World Federation, she shall be removed from her appointment by the World Officers, or by the Executive Committee members.
2. The removal of an appointed World Federation NGO Representative to the United Nations may only occur after the appointee concerned has received three

written cautionary warnings by the United Nations Facilitator giving the appointee notice that she is not fulfilling her responsibilities, and requesting the appointee concerned to indicate how she will appropriately fulfil her responsibilities for the remainder of her term of appointment.

3. Should these requirements not be fulfilled within the stated timeline and in the requested manner as determined by the World Officers, she shall be removed by the World Officers, and the World President will notify her of this decision.
4. The newly appointed person shall serve the remaining term of that quinquennium within the context of the 'Guidelines for the Appointment and Effective Participation of World Federation's NGO Representatives.'

## **Section G**

### **The World Federation's NGO Representatives shall:**

1. serve as liaison persons between the World Federation and the United Nations;
2. represent the World Federation at United Nations and Non-Governmental Organization meetings concerned with issues relevant to the World Federation;
3. attend meetings of the Executive Committee upon invitation as non-voting members;
4. attend other meetings as representatives of the World Federation as may be designated by the World Officers;
5. communicate issues which are before the United Nations and obtain information regarding these issues from Areas/Units;
6. submit written reports on their activities to members of the Executive Committee as required or requested by the United Nations Facilitator.

### **ARTICLE VI – The World Federation Archivist**

1. The World Federation Archivist shall be appointed for a period of five years by the Executive Committee.
2. She shall be eligible for reappointment but may serve no more than two consecutive terms.

3. She shall perform the duties described in the 'Operating Manual for Volunteer Archivist, World Federation of Methodist and Uniting Church Women, July 1, 2001' which is available from her predecessor and/or from the World Secretary.
4. The World Federation Archivist shall attend the World Assembly, and her travel and accommodation costs will be paid by the World Federation.
5. The Custodian of the legal documents of the current quinquennium shall be appointed by the World Officers from among the World Officers.

## **ARTICLE VII – The Areas**

### **Section A - The Area Officers**

The Area President and Vice-President are elected by their respective Areas and affirmed by the World Assembly and shall serve during the period measured from the close of the World Assembly which elected her to the close of the next World Assembly meeting.

### **Section B - The Area President shall:**

1. serve on the World Executive Committee;
2. preside at Area meetings and the Area Seminar;
3. coordinate the planning and implementation of her Area Seminar, and submit a written report to the World Secretary, and a financial report to the World Treasurer within three months of the completion of the Area Seminar;
4. disseminate information about the World Federation and its programs and policies to all the Units in her Area;
5. communicate and keep in contact with all Units in her Area, and encourage them to comply with their commitments and obligations as members of the World Federation;
6. encourage Unit members to forward their annual Membership Contributions to the World Treasurer; noting that the financial year ends 31 of July;
7. encourage Unit members in her Area to take an active interest in the work of the United Nations and provide any appropriate information that may be required;
8. encourage Units to observe World Federation Day and provide them with study material;

9. submit an annual report to the World President and the World Secretary on her activities. She shall submit a written report to the Executive Committee and the World Assembly;
10. send an updated list of Unit officers and membership to the World Secretary, annually or when changes occur;
11. perform other tasks as assigned by the Executive Committee.

**Section C - The Area Vice-President shall:**

1. attend Executive Committee Meeting/s if the Area President is not available;
2. attend Pre- and Post-World Assembly Executive Committee Meetings;
3. assist the Area President in the planning of Area programs and in the presentation of the work of the World Federation within her Area;
4. assist the Area President to promote United Nations programs in her Area;
5. represent the office of the Area President and preside, as necessary, in her absence;
6. assume the office of the Area President should the office become vacant due to resignation or incapacity;
7. submit an annual report to the World President and the World Secretary on her activities. She shall submit a written report to the Executive Committee.

**ARTICLE VIII – The Units**

**UNIT PRESIDENT**

**Section A**

Each Unit will elect a President for a period of office which is in accordance with the constitution of the Unit.

**Section B - The Unit President shall:**

1. promote the work of the Federation in her Unit at every level;
2. describe and interpret the objectives of the Federation and its relationship to her Unit;
3. attend Area meetings and Seminars;

4. attend or appoint her representative to the World Assembly as a Unit delegate;
5. ensure that the financial support guidelines of the Federation are implemented;
6. ensure that all Unit dues are paid annually to the World Treasurer;
7. work closely with the official Unit Correspondent in the dissemination of information and promotion of the Federation within her Unit;
8. work closely with other Unit officers and leaders of the church's women's organization;
9. submit an annual report to the Area President;
10. consult with the Area President for further information of the work of the World Federation;
11. work with the Unit officers on the planning of the World Federation Day and the implementation of the Federation Study Day material;

## **THE OFFICIAL UNIT CORRESPONDENT**

### **Section A**

There shall be one Official Correspondent to be elected by each Unit, who may be an elected officer or a designated person.

### **Section B - The Official Correspondent shall:**

1. disseminate information and promote the activities of the World Federation within her Unit, in partnership with the Unit officers;
2. promote the quarterly 'Tree of Life.'
3. work with the Unit officers to keep the members of her Unit informed of the activities of women in other Areas of the world through letters and news articles;
4. send news items to the Editor of 'The Tree of Life', in partnership with the Unit officers;
5. assist the Unit Officers in planning programs that will promote the World Federation;
6. be responsible for informing the Area President and the World Secretary of any change of officer within her Unit;
7. report regularly to Unit Officers.

## **ARTICLE IX – Meetings**

### **WORLD ASSEMBLY**

#### **Section A**

The World Assembly shall meet once in each quinquennium on a date and venue to be decided by the World Officers. Its purpose shall be to enrich and strengthen the spiritual life of participants through worship, Bible study, workshops and fellowship;

#### **Section B**

1. The World Assembly Voting Body shall consist of the World Executive Committee, Area Vice-Presidents, and at least one voting delegate elected by each voting Affiliate Member Unit.
2. Those Affiliate Units which have up to 100,000 Members may have one Voting Delegate.
3. Those Affiliate Units which have more than 100,000 Members may have one Voting Delegate for each 100,000 Members, or portion thereof, provided no Unit shall have more than seven Voting Delegates.
4. Associate Member Delegates shall serve with voice, but without vote.

#### **Section C - The World Assembly Voting Body shall:**

1. review programs and activities, and develop new policies and emphases to strengthen the World Federation;
2. elect new Affiliate and Associate Units to Membership;
3. receive the reports of the World Officers, the Executive Committee and the World Federation's NGO Representatives to the United Nations, and the Archivist;
4. receive the financial report and set the rate of Unit contributions;
5. approve the budget for the quinquennium as presented by the World Treasurer;
6. elect four World Officers: World President, World Vice-President, World Secretary and World Treasurer. The World Treasurer shall be elected from a country where money is internationally negotiable.
7. confirm the election of the Area Presidents and Vice-Presidents;



8. approve new policies, resolutions and programs for implementation in the succeeding quinquennium;
9. vote on amendments to the Constitution and Bylaws;

#### **Section D - World Assembly Steering Committee**

1. There shall be a World Assembly Steering Committee composed of the World Officers and the Area President and Vice-President in whose Area the meeting is being held. The World Assembly Steering Committee shall make plans and arrangements for the World Assembly in consultation with local leadership and present their plans to the Executive Committee for approval.
2. All members of the World Assembly Steering Committee shall attend all relevant Executive Committee Meetings, and the World Assembly Host Area Vice-President's expenses for these meetings shall be met from the World Assembly budget.
3. The Chairperson of the World Assembly Local Arrangements Committee shall attend the meetings of the Assembly Steering Committee when these are held in her own Unit.

#### **WORLD OFFICERS MEETINGS**

1. The World Officers shall meet before and immediately after the World Assembly at the site of the World Assembly and, as required, to monitor and evaluate the implementation of policies and programs approved by the World Assembly.
2. When at least three World Officers meet at a common meeting place anywhere in the world, but which is not a properly constituted World Officer Meeting, they shall have the authority to informally discuss, clarify and resolve developing or urgent World Federation issues.
3. These World Officers shall make no decisions with financial implications in the absence of the World Treasurer.
4. All decisions shall be reported to and approved by the World Officers not present at that meeting before implementation.

## **EXECUTIVE COMMITTEE**

### **Section A**

1. The World Officers, Area Presidents, Area Vice-Presidents, the Editor of 'The Tree of Life', and the World Federation NGO Representatives to the United Nations shall attend the post-Assembly and the following pre-Assembly Executive Committee Meetings.
2. There shall be two Executive Committee Meetings attended by the World Officers, Area Presidents, the Editor of 'The Tree of Life,' and invited World Federation NGO Representatives to the United Nations.

### **Section B - The Executive Committee shall:**

1. receive reports of the World Officers, Area Presidents, World Federation NGO Representatives to the United Nations, and the Editor of The Tree of Life;
2. review the annual budget and financial situation of the World Federation;
3. organize study groups to assess current policies and programs;
4. share Area programs and experiences to strengthen the bond of sisterhood.

## **AREA SEMINARS**

1. There shall be an Area Seminar to be held in each Area following the World Assembly, with the World Assembly program and goals as its basic content. The Area Seminar shall provide opportunities for in-depth Bible study, leadership training, promoting international understanding, personal growth, and programs specified by the World Assembly.
2. Where possible, there shall be meetings in regions of the Area and Units, with similar program emphases.

## **WORLD FEDERATION DAY**

1. There shall be a World Federation Day observed annually to unite women in common studies based on World Assembly resolutions and emerging world issues. All existing World Federation Units in local communities shall meet and plan the observance of World Federation Day. Offertories from the World Federation Day shall be sent to the World Treasurer of the World Federation.

2. There shall be a designated set date of the last weekend of October for the celebration of the World Federation Day to commemorate the signing on the 26 October 1939, of the original charter of the World Federation of Methodist Women.

## **ARTICLE X – Finance**

### **Section A**

Alterations to the Financial Guidelines of the World Federation may only be made by the Executive Committee.

### **Section B**

The World Federation financial year shall be from August 1 to July 31.

### **Section C**

All World Federation elected and appointed personnel shall serve without compensation, but shall be entitled to reimbursement of their reasonable and necessary expenses incurred in carrying out their duties.

## **ARTICLE XI – Rules of Debate for the World Assembly**

In the event of any parliamentary question not expressly governed by the Bylaws, Rules of Debate shall be agreed by the World Officers and printed in the Program Book of the World Assembly and circulated to voting delegates.

## **ARTICLE XII – Amendments to the Bylaws**

These Bylaws may be amended at the meeting of the World Assembly by a three fifths majority of voting delegates. Proposed changes shall be presented in writing at the first business session of the World Assembly and acted upon prior to the last business session but following action on constitutional amendments if any.

## **ARTICLE XIII – Effectivity of the Bylaws**

Approved amendments to the Bylaws shall be effective upon the assumption of office by the newly elected officers.

***Amended and approved on 9 August 2022, at the Fourteenth World Assembly of the World Federation held online via Zoom.***

## **WORLD FEDERATION PROGRAMS and ACTIVITIES**

### **THE WORLD FEDERATION AT THE UNITED NATIONS**

In 1983 the World Federation was granted Non-Governmental Organization (NGO) Representation at the United Nations in **Special Consultation Status** with the Economic and Social Council (ECOSOC).

The Federation is also a member of the Conference of Non-Governmental Organizations in Consultative Relationship with the United Nations (CONGO) and in Consultative Status with the Department of Public Information (DPI).

The Federation's UN representative in New York attends events which have a particular link to the Federation's work with women and girls.

Each year in March the World Federation NGO Representative to the United Nations attends the Commission on the Status of Women (CSW). If funds are available, other Federation representatives will attend this event, which is dedicated exclusively to gender equality and is the principal global policy-making body on the issue.

The Federation UN Youth representative attends special UN Youth events held in New York.

In Latin America the Federation has a representative who participates in UN events under the Economic Commission for Latin America and the Caribbean (CEPAL).

The WFM&UCW continues to promote initiatives that work towards achieving the Sustainable Development Goals.

#### **The World Federation United Nations Representatives shall:**

- Be accredited annually over the signature of the World President;
- Have a dedicated interest in the United Nations and the issues it espouses;
- Receive written authorisation from the World President to attend those United Nations programs which require such authorisation;
- Consult with the World President about appropriate action to be taken for those United Nations programs to which the WFM&UCW may send Delegates;
- Promote the United Nations and the Sustainable Development Goals within the WFM&UCW;
- Provide news items regularly to the Editor of *The Tree of Life*;
- Ensure that the World and Area Officers receive reports of all attended UN events.

- Deal with all correspondence promptly as the UN frequently has a very short time scale when requesting information and action for documentation;
- Report to World Executive meetings;
- If needed, develop questionnaires on specific issues, and circulate these to Areas/Units requesting information and resource material on these issues'
- Develop a clear understanding of current United Nations issues in which WFM&UCW are involved;
- Identify the issues and Meetings the Representatives could attend in the various Centres;
- Have a thorough knowledge of relationships between United Nations/Non-Governmental Organisations;
- Identify from World Assembly proceedings and resolutions those United Nations issues which need to be added to or deleted from current projects/ programs;
- Advise the World President of major programs needing WFM&UCW input;
- Co-ordinate the presentation of the United Nations report to the World Assembly;
- Wherever relevant, network with other Non-Governmental Organisations;
- Subject to the availability of funding, together with the World Vice-President, attend the annual meetings of the Commission on the Status of Women.

### **WORLD FEDERATION STUDY DAY PROGRAM**

**World Federation Day** is celebrated annually in local communities in all Areas to unite women in common Study, Worship and Action.

All Federation Units are requested to meet and plan for the observance of **World Federation Day** during the last week or weekend in October. This timing commemorates the signing of the original Charter establishing the World Federation of Methodist Women on 26th October, 1939.

Each year one of the nine geographic Areas is responsible for preparing educational material and worship resources for the **World Federation Study Day Program**.

The theme for each year is selected by the World Federation Executive Meeting six months after the World Assembly and is generally based on Assembly Resolutions, world issues or United Nations goals.

Content of the Program shall include:

- Worship service with prayers, Bible passage, offering, hymns/songs;
- The use of inclusive language;
- A global perspective;

- Music which is generally known around the world OR, if specifically included for its appropriateness, copyright permission;
- Speaker, drama, documentary film, discussion questions, Power Point Presentation on theme as appropriate; and
- Suggested practical application/action for members to participate in on the day.

**The World Federation Study Day Program** draft material is to be sent to the World Vice-President by 1st May each year for editing by the World Officers. The approved Program is distributed via the Area Presidents to the Unit Leaders by 1st July and is made available for all members to download from the Federation website.

**Offerings from the World Federation Study Day** are to be sent to the World Treasurer of the World Federation.

### **HELEN KIM MEMORIAL SCHOLARSHIP PROGRAM**

The World Federation has had an emphasis on the welfare of the “Girl Child” for many years, and this continues to be one of the Federation’s major justice issues.

This commitment to the welfare of girl children and young women found new expression in the **Helen Kim Memorial Scholarship** which offers **Leadership Development Training for Young Women**.

This program is named in honour of Helen Kim, who as a young Korean woman - the first to graduate from university - had a Christ-inspired vision of a world sisterhood of Methodist women.

The program began in 2001 in Loughborough, England.

#### **Criteria for participating in this Scholarship:**

Two young women from each of the World Federation Areas will be given the opportunity to attend the World Federation World Assembly. This will be preceded by a 2-day Leadership Development Program where they will:

- learn of the history, work and purposes of the World Federation;
- acquire leadership skills;
- participate in community building amongst women from all World Federation Areas;
- build relationships with members of the World Federation Executive; and
- explore women’s issues for further involvement and support.

**Eligibility for Selection:** Helen Kim Memorial Scholars will be:

- aged between 18 and 30 years at the time of the World Federation World Assembly;
- committed members of a Methodist, United or Uniting Church;
- involved in women's issues and/or church work;
- persons who have shown leadership abilities;
- able to state ways in which they would be able to share their new acquired skills;
- nominated by a member of their local World Federation Unit; and
- endorsed by their minister and Unit President.

**Selection Processes:**

- The World Secretary will send two Helen Kim Memorial Scholarship Application Forms to each Unit in the first week of August, one year prior to the World Assembly.
- Completed Application Forms must be submitted to their World Federation Area Presidents by 31 October, in the year prior to the World Assembly.
- The Area President will, in consultation with her Area Vice-President, short-list four persons from the applications officially received, and forward their preferred names to the World Officers for the final selection.
- The World President will inform the Areas of all the names of scholars selected by 15 December, in the year prior to the World Assembly.

**Funding:**

- Individual donations and legacies are encouraged.
- Each Unit is encouraged to raise funding through special collections at Area / Unit gatherings / functions, using creative ways or ideas relevant to their communities.
- Other appropriate organizations and trusts may be approached for grants and donations.
- A Capital Fund will provide income on an ongoing basis to enable the Helen Kim Memorial Scholarship Leadership Development Training for Young Women to be developed in every quinquennium.
- The World Federation will be responsible for providing Helen Kim Memorial Scholars with accommodation costs at the World Assembly, as well as travel costs to the World Assembly.

**Accountability**

The World President is responsible for the implementation and overview of this Program. All personal information shall be strictly confidential. Each Helen Kim Memorial Scholar will sign an agreement to participate in the pre-Assembly Leadership Training, the Assembly, Area Seminars where possible, and local church and women's work. Area Presidents will also sign to give ongoing support to their

Area scholars. Application Forms and Helen Kim Memorial Scholarship Program Agreement Forms are held by the World Secretary.

### **BOSSEY STUDY PROGRAM**

The Bossey Ecumenical Institute is a part of the World Council of Churches in Geneva. The Bossey Study Program is on offer to the World Federation through an annual grant of \$5,000 from the United Women in Faith in the USA. Short courses of study at Bossey are advertised on the World Federation website and the World Federation Facebook page, so that potential candidates can see topics and dates.

#### **The Application Process**

The grant is made available to students who are:

- selected by Area Officers from Unit nominations;
- approved by the World Officers;
- nominated to the United Methodist Women for their approval; and
- accepted as a scholar by the Bossey Institute.

If no applications are received from individuals or Units, Area Officers and World Officers will invite suitable candidates to apply. Only one application will be accepted from each Unit.

There is an annual rotation of nominating Areas, so that two Areas will have an opportunity each year to nominate. In the North America Area only the Caribbean Unit can participate.

First preference for Bossey students will be given to women who:

- are forty years and under;
- have some training and cross-cultural experience;
- have a second language;
- are active in church work;
- are lay;
- have not had previous international experience; and
- will benefit from the topic of study in their career or church life.

The World President shall provide details of the Bossey Ecumenical Institute Courses, and appropriate Bossey Registration forms for successful applicant students to select their first and second choices of courses.

Grant Application Forms are available from the World Secretary.  
Application/s shall be accompanied by:



- Curriculum Vitae – two pages only in length;
- 1 to 2 page essay, indicating why the Applicant has chosen a particular course;
- The application Form /s must be signed by the Unit President (or another appropriate Unit Officer) who will then send to the Area President.
- The Area President will select and send two completed applications to the World Secretary and World President.
- Successful applicants will apply to Bossey Institute for their chosen course.
- Final acceptance of nominations is made by the Bossey Institute.
- The date of closure for Applications shall be strictly enforced.

Within two months of the completion of the Study Course the student shall provide:

- a report to the World President;
- a report (approximately 200 words in length) to the Editor of *The Tree of Life*.

## **AREA SEMINARS**

**The following Guidelines are to be used in conjunction with the Constitution and Bylaws of the World Federation of Methodist and Uniting Church Women.**

During the quinquennium following each World Assembly, Area Seminars are to be held in each of the nine geographical Areas. The Area Seminars are normally held in the second or third years of each quinquennium.

Planning an Area Seminar:

The venue and dates for each Area Seminar are normally decided at the World Assembly Area Meetings, when Units are encouraged to extend an official invitation to hold an Area Seminar in their Unit during the forthcoming quinquennium. If several invitations are received from Units, the history of previous Area Seminar venues may help determine the Host Unit. This is especially important when there is to be a Weaving Together Program with the World Officers and the Unit leaders at the Area Seminar location.

Consultations between some or all Areas are also necessary to avoid the possibility of clashes of dates with other Areas planning a similar event.

The Area Officers are responsible for the establishment of an Area Seminar Planning Committee as soon after the World Assembly as possible, with membership of this Committee being as representative of the diversity of the Unit membership as possible.

The Host Unit Local Arrangement Committee shall be appointed from within that Unit to liaise with designated members of the Area Seminar Planning Committee for on-site planning and preparations.

An Area Seminar timeline shall determine when certain tasks must be completed, including publicity, fund raising, registration processes, transportation, and courtesies.

The venue confirmation shall consider the following:

- ☐ the agreed size of the membership of the Area Seminar;
- ☐ easy access to the venue for all other Units in the Area;
- ☐ ability to obtain entry visas for all Units;
- ☐ costs of travel and distances involved; and
- ☐ access to all facilities for people with disabilities.

The speakers and resource persons shall be invited well in advance.

A Registration brochure shall be prepared at least one year ahead of the event for distribution to Units, including theme, venue, date and duration of the Area Seminar, overview of the Program and speakers, cost of accommodation and what to bring.

Scholarships may be offered to assist members to attend.

Theme and Issues:

The theme of the Area Seminar shall continue the theme, issues and emphases of the previous World Assembly. Area issues may also be added to give a localized context to the Seminar program.

Additional sub-themes in the Area Seminars should include:

- ☐ In-depth Bible Study;
- ☐ Leadership Development Training;
- ☐ Information and analysis of United Nations Non-Governmental Organization within each Area, and ways to enhance knowledge and involvement;
- ☐ global awareness; and/or
- ☐ closer co-operation between Units within each Area and across Areas.

Regional Seminars:

In some Areas, regional meetings are held sharing the theme and emphases of the World Assembly/ Area Seminar with more members.

Area Seminar Budget:

Plan a budget for the Area Seminar as laid down in the Financial Guidelines of World Federation numbers 21 to 26, page 50. These guidelines must be adhered to.

### Reports of Planning:

The Area President is responsible for sharing details with the World Secretary of the development, concepts and their implementation for the Area Seminar.

The Area President is responsible for sharing details with the World Treasurer of the financial situation as it relates to the planning and implementing of the Area Seminar.

## **AREA WEAVING TOGETHER PROGRAM**

A **Weaving Together Program** shall be held in each Area before their Area Seminar. This Weaving Together Program will involve the attendance of the elected World Officers and the Presidents of all Units in each Area. The purpose of the Weaving Together Program is to “get to know” each other; for Unit leaders to learn more about the Federation; and for World Officers to learn more about the Unit’s work.

At the First Executive Committee Meeting, held immediately following the World Assembly, a preliminary decision shall be made as to the dates and venues of all the Area Seminars and Weaving Together Programs.

**The elected World Officers are the initiating and host group** for the Weaving Together Program. The World Secretary is responsible to plan and implement the event. The format shall be approved by the World Officers.

### Budget:

The World Officers shall develop a budget for Weaving Together Programs which take place during their quinquennium.

This budget shall include:

- ☐ the amount designated by the World Officers for each Weaving Together Program;
- ☐ travel, accommodation and meal costs for the World Officers to attend these meetings, noting that not all World Officers may be available for all meetings;
- ☐ the cost of meals at the Weaving Together Program for the Unit Presidents, Area President and Vice-President and any necessary translators.

### Date and Venue:

Venues for each Area Seminar should normally be decided at World Assembly Area Meetings, so that Units may issue an official invitation to hold an Area Seminar in their Unit during that quinquennium.

Dates for Area Seminars and Weaving Together Programs should normally be discussed at the World Assembly to allow for consultation with the World Officers before leaving the World Assembly.

The decision regarding the date and venue for the Weaving Together Program shall be finalized after consultation with the relevant Area Officers.

The Weaving Together Program is normally held over two to three days, depending on the number of Units involved. It begins with an evening or late afternoon welcoming session, and ends on the morning of the beginning of the Area Seminar.

**Invitations:**

The Area President and Area Vice President are members of the Program and shall receive an official invitation.

The Unit President shall represent each Unit within that Area, accompanied by any necessary translator.

Letters of invitation to attend the Weaving Together Program will be issued by the World Officers to Unit Presidents. If the Unit President is unable to attend, a proxy may be appointed.

Letters of invitation need to be mailed eight months prior to the Weaving Together Program to allow time for follow-up correspondence and the making of travel plans.

If a proxy is to attend on behalf of a Unit President, it is vital that the proxy knows the work of the World Federation in their own Unit, and can speak officially on behalf of that Unit.

If the use of the English language is a problem, an interpreter may be appointed from within that Unit, as well as an interpreter for the World Officers, if most Unit representatives are non-English speaking.

The letter of invitation shall include an outline of the aims and objectives of the Weaving Together Program, an Agenda, and a response form for contact details of each appointed Unit representative.

Each Unit shall be responsible for travel and rooming costs for their Unit Presidents to attend this Meeting. All other costs, including meals and necessary secretarial expenses during the Weaving Together Program, shall be paid by the Federation.

**While Unit Presidents are at the Weaving Together Program, they are encouraged to pay their Unit membership fees.**

## **ANNUAL REPORTS OF AREA OFFICERS**

**These should be sent to the World President and Secretary in March each year.**

### **General:**

- A small area map in each report which indicates the location of all Units
- Area Title
- Names of Area President and Area Vice-President
- List Units and membership
- Report on the Area Seminar
- Report on Weaving Together Program
- Projects and programs
- Area/Unit concerns
- Challenges experienced in response to the gospel
- Plans for the future.

### **Finance:**

- Details of Units honouring their annual financial contributions
- Details of World Federation day offering
- Use of Area Seminar loan – details of expenditure
- Details of the return of the Seminar loan to the World Federation, if there is a surplus.

## **WORLD OFFICER AND EXECUTIVE MEETINGS**

### **World Officer meetings**

#### Post Assembly meeting

It is important that the newly elected World Officers and President Emerita take the opportunity to meet as often as they can (formerly/informally) before leaving the World Assembly venue.

#### Annual Meetings

It is desirable that the World Officers meet formerly annually to maintain contacts and attend to necessary business.

There are normally World Officer meetings prior to and following the second and third Executive committee meetings and prior to the Fourth Executive committee meeting.

The World Officers should meet at any pre Area Seminar leaders meeting.

Mid-year in the second year of the quinquennium the World Officers and the host Area Officers, as the Assembly steering committee, shall meet in the country of the proposed host Unit for the forthcoming world Assembly.

The World Officers shall make the final choice of venue after the members of the Assembly steering committee have visited any proposed sites.

Mid- year in the fourth year of the Quinquennium, the Assembly steering committee shall meet at the World Assembly venue.

#### Informal meetings

- A. When at least three World Officers meet in person or online even though it is not a properly constituted World Officer meeting, they shall have the authority to discuss, clarify and resolve developing or urgent World Federation issues.
- B. At such a meeting, no decisions with financial implications shall be resolved in the absence of the World Treasurer.

- C. All decisions of such a meeting shall be reported to and approved by the World Officers not present at that meeting.

### **Executive Committee Meetings**

#### Joint Executive committee meeting

The retiring and incoming executive committee members and United Nations Representatives shall meet at the conclusion of the World Assembly.

#### First Executive Committee meeting

The first executive committee meeting shall be held at the World Assembly venue. All World and Area Officers and the Tree of Life Editor shall attend. The United Nations Representatives are expected to attend with observer status.

#### Second Executive Committee meeting

The Second Executive Committee meeting shall be held in the second year of the quinquennium. All World Officers and Area Presidents and the Tree of Life Editor are expected to attend this meeting. One of the United Nations representatives shall attend as an observer.

The World Treasurer from the previous quinquennium shall attend to present the finalised audited accounts from that quinquennium.

#### Third Executive Committee meeting

The Third Executive Committee meeting shall be held in the third year of the Quinquennium. At this meeting, planning for the ensuing World Assembly shall be done.

#### Fourth Executive Committee meeting

The fourth Executive Committee meeting is the Pre-Assembly meeting and is attended by World Officers and Area Officers. The United Nations representatives arrive for the second day and have observer status.

## FINANCIAL GUIDELINES

### INDEX:

- #1-5 Allowances
- #6-8 Budget and Supplementary Expenditure
- #9-12 Contribution and Gifts from Units
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### Allowances:

1. Annual allowances allocated to World Officers, President Emerita, Area Presidents, and Vice-Presidents are paid on expense reimbursements. It must be used as economically as possible. The World Treasurer should be provided with invoices or receipts before any reimbursement is made. A claim form provided by the World Treasurer must be completed and signed before disbursement.
2. Annual allowance allocated to the World Federation Representatives to the United Nations are paid on expense reimbursements. It must be used as economically as possible. The World Treasurer should be provided with invoices or receipts before any reimbursement is made. A claim form must be completed and signed before disbursement.
3. There shall be a 'Method of Payment Form' for use in payments to World Officers, President Emerita, Area Officers, Editor and World Federation Representatives to the United Nations for payments of financial claims for Allowances, Grants and Travel reimbursement, which shall include the preferred method of payment by:



- ☐ Telegraphic transfer with the appropriate account number facility
- ☐ Bank draft
- ☐ Cheque
- ☐ Cash in US \$

4. The World Treasurer and Assistant Treasurer, or other World Officers, shall sign an expense voucher before the money is paid.

5. Details of budgeted annual allowances are available from the World Treasurer.

**Budgets:**

6. The budget shall be reviewed annually by the Executive Committee or the World Officers. Any extra expenditure outside the budget adopted by the World Assembly must be authorized by the World Officers or the Executive Committee.

7. A detailed budget of projected income and expenditure must be presented to the Executive Committee prior to any acceptance of proposal for supplementary funding or additional expenditure above that adopted by the previous World Assembly.

8. The budget for the quinquennium shall be drafted by the Finance Committee and approved by the Executive Committee, for presentation to the appropriate Business Session of the World Assembly.

**Contributions and Gifts from Units:**

9. The World Treasurer will send an Annual Invoice Form to each of the Units, including all the relevant details and the amount owed by each Unit to World Federation as their annual Unit contributions. The amount owed is calculated on the number of members in each Affiliate Unit as advised annually, and paid at the annual covenanted amount per member agreed at the previous World Assembly.

10. The World Treasurer shall include with the Invoice Form a letter inviting each Unit to make other contributions to World Federation, including World Federation Day Offerings or Special Gifts.

11. Units should be regularly reminded through the Area President or Vice-President to consider their annual giving either as their Unit Contributions as voted at the previous World Assembly or any other additional gifts made to the World Federation. The Area Officers are to also encourage prompt payment to the World Treasurer of the World Federation Day Offerings.

12. The World Treasurer needs to be sensitive to the difficulties experienced by some Units because of government restrictions and financial policies which

prohibit some Units from paying their annual Unit Contributions to World Federation.

When the Unit contributes in other ways, this should be shown as a contribution to the World Federation through a book keeping entry. These Units need to be able to make their Unit Contributions in cash payments at the time of the World Assembly.

These cash payments may be raised through the sales of local crafts and resources at the World Assembly, with the income raised being used primarily for meeting their World Federation financial commitments.

**Equipment:**

13. Equipment for the World Officers, President Emerita and Editor to be made available as required and approved at the start of each quinquennium from the Equipment Endowment Fund, or from the designated amount in the General Budget.

The equipment to be made available is a computer and printer. The Finance Committee must review requirements and costs for equipment.

Damaged and faulty computer equipment may be replaced only after approval has been received from the other World Officers, recognizing that the money be drawn from the Equipment Expenditure Allowance. Repairs shall normally be paid from the World Officer's own annual allowance.

**The process for purchase of equipment is:**

- ☐ Obtain at least two quotes for equipment;
- ☐ Obtain approval of quotes from World Treasurer, who shall have consulted with the Finance Committee;
- ☐ Approval given by the World Treasurer for the purchase;
- ☐ Details of purchase to be supplied to the World Treasurer.

14. The World Federation World Officers, the official Editor, and World Federation NGO Representatives to the United Nations are required to obtain an independent commercial valuation of their World Federation funded equipment prior to the pre- Assembly Executive Committee Meeting.

Any decisions made about the disposal of equipment, funded by the World Federation and held by World Officers/Appointees at the completion of their relevant term of office, shall be the subject of a negotiated decision between that Officer/Appointee and the World Treasurer, taking into consideration the independent valuation of that equipment. This negotiated decision shall be ratified by that pre-Assembly Executive Committee Meeting.

### **Financial Management and Investments:**

15. It is the responsibility of the Executive Committee members to ensure a working balance for the succeeding quinquennium.

16. The Financial Committee shall be the four elected World Officers, together with the Assistant Treasurer, and shall be responsible for developing funding strategies for the World Assembly and other World Federation programs.

17. There shall be an Investment Committee composed of the World Treasurer, Assistant Treasurer, immediate past World Treasurer, and the Financial Consultant who shall be appointed by the Executive Committee, and shall be responsible for advising the World Officers about appropriate investment strategies.

18. No financial assistance shall be available to Units for projects or programs within their Unit (or their partner Unit/s) unless this decision is taken at the World Assembly.

19. Units are encouraged to develop their own Assembly Travel Funds.

20. An Endowment Fund to the value of US\$100,000 has been established in two separate funds. These Endowment Funds shall remain invested in the USA and cannot be drawn upon. The interest of the funds can be drawn for specified purposes.

The Silver Jubilee Fund of \$25,000 is designated for United Nations purposes. This fund, originally \$20,000, was established in 1981 to celebrate the 25<sup>th</sup> Anniversary of World Federation, with an additional bequest in 1999 of \$5,000 from the estate of the late Myrta Pfeiffer.

### **Endowment Funds:**

☐ US\$50,000: Endowment Fund - Interest available for general purposes

☐ US\$50,000: Office and Equipment Endowment Fund Interest available for replacement of equipment

☐ US\$25,000: Silver Jubilee Fund - Interest available for United Nations purposes

Each quinquennium shall have a base fund of at least \$50,000 out of the income of that quinquennium, which shall be handed over by the retiring World Treasurer immediately after the end of the World Assembly to the incoming World Treasurer.

The balance of the Funds held shall be transferred to the incoming World Treasurer when all accounts are finalized and audited. Access to the Endowment Funds shall be transferred to the incoming World Treasurer as soon as practical.

### **Loans - Area Seminars:**

21. The Area President is responsible, prior to the final planning of the Area Seminar, to notify the World Secretary and the World Treasurer of the proposed site of the venue, and for preparing a detailed budget for the Area Seminar.

The budget is to include the projected expenditure for the venue, any additional facilities, travel costs for speakers and resource persons, any honoraria for speakers, translators, printing, communications, and the printing of the final Area Seminar Report. Information is also to be supplied as to whether the accommodation costs for Unit members is to be subsidized from the Area Seminar Loan, to be paid by the Unit or to be paid by Unit members. All travel and accommodation costs for the Area President and the Area Vice President are also to be included in this budget.

Projected income is to include Registration Fees including accommodation, fund raising and donations. The detailed budget is to be sent to the World Treasurer with a request for payment of any Area Seminar Loan.

22. The first call on any Area Seminar Loan is for cost of travel and accommodation for the Area President, the Area Vice-President, and any World Officer who is a member of that Area.

23. The World Officers, after receiving a copy of the Area Seminar Budget must approve of the payment of any Area Seminar Loan prior to its payment.

24. Within three months of the conclusion of the Area Seminar the detailed financial accounts of the Area Seminar are to be presented to the World Treasurer.

25. Any surplus from the Area Seminar is to be returned to the World Treasurer.

26. The Area President may present a detailed proposal to the World Treasurer requesting permission for a portion of the surplus from the Area Seminar, above the amount of any Area Seminar Loan, for ongoing work within the Area arising from decisions made at the Area Seminar. The World Officers must approve of any additional expenditure for this ongoing work.

### **Publications:**

27. There shall be four editions of *The Tree of Life* published on the website each year unless agreed otherwise by the Executive Committee or World Officers. The World Officers shall review annually the costs of publication of *The Tree of Life*.

A small grant may be made available for any Area which wishes to make translations of *The Tree of Life*.

### **Travel - General:**

28. The basis for all travel to World Federation official meetings shall be the cheapest and most reasonable routes available. The recipient will pay any change in travel schedules, which have been made by personal choice. The World Treasurer shall consider meeting any additional costs when changes are made by airlines in travel arrangements, and which are beyond the control of the member. Payment for emergency changes of travel arrangements will be made only after consultation with the World Treasurer.

29. Members attending World Officers and Executive Committee Meetings must carry adequate Travel Insurance.

30. The World Officers, the President Emerita, Area Presidents and Vice Presidents will have 100% of their travel and accommodation costs to approved meetings, paid by World Federation.

31. The World Federation NGO Representatives to the United Nations shall have an agreed amount paid, as proposed by the United Nations Facilitator and approved by the World Officers, to attend relevant meetings.

32. The Assistant World Treasurer shall normally be responsible for processing the Expense Claim Forms to the Executive Committee and World Assembly Meetings to ensure that the World Federation members are using the most economic and reasonable routes of air travel. These Expense Claim Forms shall include information on travel and accommodation en-route (shared room where possible).

### **Travel - World President:**

33. The World President is normally a member of the World Methodist Council Steering Committee by her position as World President of the World Federation.

The World Methodist Council normally funds the World President's accommodation costs for Steering Committee Meetings, but her travel costs are not normally paid for these Meetings. The World President's Travel Allowance may be used to fund the travel costs for the World Methodist Council Presidium Meetings. Travel shall be by the most economic route available.

34. Units who issue an invitation to the World President, or to any of the other World Officers, to attend a significant event within their Unit, shall be responsible for paying the World President's or any of the other World Officer's, travel and accommodation costs for this visit. Travel shall be by the most economic and reasonable route available.

If there is more than one Unit within the same Area, or Areas en-route, issuing the invitation/s to the World President, or to any of the other World Officers, the costs of travel to visit these Units shall be shared between them.

**Travel - World Assembly:**

35. The World Federation will not be responsible for any travel costs for the official Affiliate Unit Delegate to the World Assembly, but the World Federation will pay the board and lodging cost of each official Affiliate Unit Delegate to the World Assembly.

36. The World Federation pays for travel, at the most economic rate and reasonable route that is available, to the World Assembly for World Officers, Executive Committee members, Area Vice-Presidents, World Federation NGO Representatives to the United Nations; World Officer's Personal Assistants, and Archivist. The recipient will pay any change in travel schedules which is made by personal choice.

The World Treasurer shall consider meeting any additional costs when changes are made by airlines in travel arrangements, and which are beyond the control of the member. Payment for emergency changes of travel arrangements will be made only after consultation with the World Treasurer.

37. The World and Area Officers, President Emerita, Editor, World Federation Representatives to the United Nations, Archivist and Unit Delegates attending World Officers and Executive Committee Meetings must carry adequate Travel Insurance.

38. World Federation pays for board and lodging for World Officers, President Emerita, Executive Committee members, Area Vice Presidents, World Federation Representatives to United Nations, World Officers' Personal Assistants, Unit Delegates, Speakers, and the Archivist.

Payment for change of travel arrangements will only be made in case of an emergency.

**Travel - Supplementary Travel Grants for Unit Delegates:**

39. It is the responsibility of each Unit to raise funding for their Unit Delegate/s airfare/s to the World Assembly. The first call on any money raised shall be for this purpose.

40. Supplementary Travel Grants are maintained at the level of the previous World Assembly with a percentage decrease/increase to reflect the changes in travel costs. There is an agreed/nominated total figure in the Assembly Budget for Supplementary Travel Grants. The amount available must be shared among all the Units who need it, and may be closed before all applications are received due to insufficient funds being available.

41. Any payments of Assembly Supplementary Travel Grants may be based on or influenced by the Supplementary Travel Grants given for the previous World Assembly.

42. Supplementary Travel Grant funding is made available from either general revenue, or from gifts from Units, Churches and other bodies who have responded to an appeal for donations to financially assist needy Units.

43. Any Affiliate Unit which is experiencing genuine difficulty in financing the travel costs of their official Unit Delegate/s to attend the World Federation World Assembly may apply to the World Treasurer for consideration of a Supplementary Travel Grant, giving reasons for such a request.

44. The World Treasurer shall inform Areas/Units of the Supplementary Travel Grant criteria setting out the process for application and approval of these grants. Supplementary Travel Grants are not automatically offered and there are no Supplementary Travel Grants as of right.

45. The World Treasurer, in consultation with the World Officers and the Area President, shall be empowered to offer a Supplementary Travel Grant which will be paid on the cheapest airfare available.

46. Supplementary Travel Grants are never paid to the full cost of an airfare, thus encouraging the Unit to meet some of the travel costs. Applicants do not necessarily receive the entire amount that they request.

47. **Process:**

Some applicants apply for Supplementary Travel Grant assistance from a variety of sources, which creates confusion, and the possibility of some Unit/s being more advantaged than another.

Some applicants may also obtain Travel Grants to attend the World Methodist Conference, which normally follows the World Federation World Assembly.

**Full disclosure of all Travel Grants applied for and received is necessary as part of any application for Grant assistance. Any duplication of requests from a Unit for a World Federation Supplementary Travel Grant could put this entire scheme in jeopardy.**

All inquiries and applications for a Supplementary Travel Grant should be sent directly to **World Treasurer, who shall communicate directly with that Unit.**

Any applications sent to other World Officers should be sent to World Treasurer for consideration and possible action.

Grants shall not be sanctioned until there is an assessment of the accrued requests for Grants in relation to the total amount in the budget. This assessment will occur at a designated date.

When applying to the World Treasurer for a Unit Supplementary Travel Grant it is necessary to make **full disclosure of all Travel Grants applied for and received** from any source for the forthcoming World Federation World Assembly or the World Methodist Conference.

The World Treasurer will negotiate directly with the Unit Officers for any Supplementary Travel Grant, in consultation with the World Officers.

In certain instances, it may be necessary for the World Treasurer to buy and pay for airline tickets, the Units concerned will then pay to World Treasurer the agreed % fare. The World Treasurer should consult with World President (or whoever she deputizes) on each proposed Supplementary Travel Grant.

Prior to a nominated date all World Officers shall be consulted on the accumulated Supplementary Travel Grant requests received, and to whom the World Treasurer recommends that funding shall be allocated. Approval shall be given by the World Officers prior to any payments being made by the World Treasurer.

**'Units' Applying for Affiliate Membership within World Federation:**

48. The information and processes above apply to any Applicant Unit requesting an Assembly Supplementary Travel Grant.

The criteria for Affiliate Membership within World Federation must be met prior to any consideration being given to allowing the 'Unit' to apply for membership.

The World Treasurer shall check out the financial status of the application 'Unit'. This information will enable her to make an appropriate recommendation to the World Officers.

**'Units' Applying for Associate Membership within World Federation:**

49. The World Federation shall not be responsible for any expenses to the World Assembly for Associate Member Units, or for any Applicant Unit for Associate membership.

**World Assembly Funding:**

50. The World Officers and the Executive Committee have an ongoing overview of the World Federation General Budget as necessary to enable an estimate of the amount of funding which may be required to finance the World Assembly.

A degree of flexibility is required when planning expenditure for the World Assembly Budget to allow for contingencies.

51. The accumulated surplus of income over expenditure shall be invested to provide the funding for the World Assembly.



52. A percentage of any financial surpluses from the previous World Assembly, the amount of which shall be determined by the Executive Committee, shall be invested for the next World Federation World Assembly.

53. The Executive Committee shall vote Grants for Affiliate Unit Delegate's board and lodging to the World Federation World Assembly in each succeeding quinquennium.

54. The Executive Committee shall appoint a person to act as Registrar to the World Assembly, and her/his travel; board and lodging expenses shall be paid by the World Assembly Account.

55. The World Federation Archivist shall attend the World Assembly and her travel, board and lodging expenses will be paid from the World Assembly Account.

### **World Officers:**

56. The Executive or the Financial Committees should approve part-time secretarial assistance needed by the World Officers, particularly at the time of the World Assembly.

57. The four elected World Officers shall be allowed to have a Personal Assistant present at the World Assembly and during the Pre- and post Assembly Meetings to assist them in their designated tasks. Their expenses shall be paid by the World Assembly account.

58. The World Secretary's World Assembly Office Administration shall have two computer-competent workers for the World Secretary's Administrative Office, and an additional two other assistants whose appointments have been ratified by the World Officers.

59. The World Treasurer's World Assembly Office Administration staff requirements shall be met using the World Treasurer, the Assistant World Treasurer, and the World Treasurer's Personal Assistant whose appointments have been ratified by the World Officers.

### **World Treasurer:**

60. The World Federation Financial Year shall be from August 1 to July 31.

61. The World Treasurer shall be elected from a country where money is internationally negotiable.

62. The incoming World Treasurer and World Secretary shall be responsible for making arrangements for implementing Bonding of the World Treasurer through:

(i) A guarantee bond for the incoming World Treasurer;

(ii) Adequate insurance to cover the transfer and security of funds.

63. The World Treasurer shall nominate an Assistant Treasurer and she shall be appointed by the Executive Committee to carry out such duties, as the World Treasurer shall, from time to time, determine.

64. There shall be two signatures on each cheque. Five persons shall be eligible for signature: the four World Officers and the Assistant Treasurer.

65. The World Treasurer shall include with the Invoice Form a letter inviting each Unit to make other contributions to World Federation, including World Federation Day Offerings or Special Gifts.

66. Units should be regularly reminded through the Area President or Vice-President to consider their annual giving either as their Unit Contributions as voted at the previous World Assembly, or any other additional gifts made to the World Federation of Methodist and Uniting Church Women.

Area Officers are to also encourage prompt payment to the World Treasurer of World Federation Day Offerings.

67. The World Treasurer will send a receipt and a letter of thanks for each Unit contribution or gift.

68. The World Treasurer will present an annual audited report, which includes a list of all Area and Unit contributions, to the World and Area Officers and Units, and a final audited report to the World Assembly.

69. The audit of the fifth year's financial records occurs after the close of these records on the 31<sup>st</sup> May in that year, for presentation to the Pre-Assembly Executive Committee Meeting.

70. In the absence of the World Treasurer there shall be no decisions made with any financial implications at any of the informal World Officers Meetings where two or three elected World Officers meet at a common meeting place anywhere in the world.

**World Treasurer Pre-Assembly:**

71. The World Treasurer will make inquiries at the World Assembly venue as to the possibility of establishing an income/expenditure bank account at that venue to assist in the management of funds.

**World Treasurer During Assembly:**

72. The World Treasurer will be required to receive outstanding contributions and gifts from Units; sales proceeds from World Federation resources held previously in Areas/Units; sales proceeds during the World Assembly; and offerings/collections from all official Services of Worship.

### **World Treasurer Post-Assembly:**

73. Bank Cards for specimen signatures are to be provided by the retiring World Treasurer for signatures of the incoming World Officers, assistant World Treasurer and other designated officers, to complete the handover of accounts and cancellations of former authorized signatories.

The completed specimen signature cards must be presented to the bank as soon as possible, together with relevant extracts from the First Executive Committee Meeting Minutes which authorizes the changes of the bank signatures.

74. The conclusion of the World Assembly marks the end and beginning of each quinquennium. All expenditure and income (including sales, gifts, contributions and subscriptions) shall be credited to the current quinquennium until the conclusion of the World Assembly. The incoming World Treasurer shall receive all future income and credit it to the new quinquennium.

75. The incoming World Treasurer shall be provided with adequate funding to meet the financial requirements of the first six months of the new quinquennium.

76. The retiring World Treasurer, in association with the retiring World President, or her appointee, is responsible for monitoring all World Assembly accounts with the World Assembly agency to ensure that there is agreement on the accuracy of all related accounts. Upon agreement to each account the retiring World Treasurer will pay these accounts.

77. Following the approval of all accounts for the World Assembly a further audit is conducted, and all books and records passed over to the incoming World Treasurer.

78. The retiring World Treasurer shall attend the Second Executive Committee Meeting of the new quinquennium to present the audited World Assembly accounts.

## THEME FOR 2022-2026

The theme of the 14<sup>th</sup> World Assembly was **‘Go and bear fruit – fruit that will last’**. These words of Jesus are recorded in John 15, in which he describes himself as the true vine and his disciples as the branches, urging us to abide in him so that we can be effective in our service. He warns, ‘Apart from me you can do nothing’ (v 5). Yet following the example of Jesus to love one another, we become not just servants, but friends of Jesus, appointed to ‘go and bear fruit – fruit that will last.’ (John 15:16).

Therefore our theme is a call to Christian spirituality, productivity and sustainability.

Areas, Units and local groups are encouraged to explore the theme further in their meetings. Resources from the 14<sup>th</sup> World Assembly – worship, bible study, music, keynote address, workshops and presentation of our Action Plan can all be found on our website and YouTube channel.

We have permission to use the Assembly hymn, ‘We will delight in the Lord/Rooted and grounded in Love’ which was especially written for us.

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## THE 14<sup>TH</sup> WORLD ASSEMBLY HYMN

We will delight in the Lord:  
souls that rejoice in the goodness of God,  
for he has redeemed us,  
loved us and freed us,  
to flourish and praise him for ever. Amen!

*Rooted and grounded in love,  
friends of the Saviour above.  
Sent to bear fruit,  
holy fruit that will last*

- *a harvest of heavenly grace*

We will abide in the Lord:  
lives that are rich with the fruit of his Word.  
We'll carry his healing,  
our worship revealing  
the depth of his love for the nations. Amen!

*Rooted and grounded in love ...*

We will remain in the Lord:  
children of hope with a song to be heard.  
Our harmonies grow  
till all the world knows  
we live in the love of the Father. Amen!

*Rooted and grounded in love,  
friends of the Saviour above.  
Sent to bear fruit,  
holy fruit that will last*

- *a harvest of heavenly grace*

*Sent to bear fruit,  
holy fruit that will last*

- *a harvest of heavenly grace. Amen!*

## ACTION PLAN 2022 – 2026

**At the 14<sup>th</sup> World Assembly, 13 August 2022 a suggested action plan for the next four years was presented by the World President and World Secretary 2022-2026.**

These summarised suggestions are based on the Assembly Workshops which are still available for you to watch on YouTube. The Workshops reflected some of the United Nations Sustainable Development Goals identified as priorities in your Areas.

**SDG 1. REDUCING POVERTY** presented by Jessica Solar and Dr Muriel Nelson

### **The issues:**

- Poverty affects **all** our local communities in different ways. Women and children are most vulnerable.
- Many of us are unaware of the effects of poverty.
- Reducing poverty must start with knowing God, self, and others, and developing life skills.

**The suggested actions** to help address these issues are as follows:

- Raise awareness of the causes, effects, and challenges around poverty.
  - Share biblical teaching about reducing poverty
  - Empower women (and girls) by providing training in basic life skills – such as health and literacy – as well as skills training to generate income.
  - Enable women to access grant funding by teaching them the skills to source appropriate grants.
- 

**SDG 3 – HEALTH & WELL-BEING** presented by Carolyn Lawrence and Melanie Douglas

### **The issues:**

- Healthy relationships enable us to live in peace with one another without stress and worry.
- Our relationship with God is a priority; Jesus should be the centre of our lives.
- Some of our relationships may be harmful or destructive.
- Seeking and offering forgiveness and love in our relationships is often difficult.
- Healthy, nutritious living is what God desires for us.
- Jesus says, “I have come that they may have life and have it to the full.” (John 10:10)
- All the nutrients we need for good health are in the food that God created.
- Poor diet and sugar kill more people globally than do tobacco or alcohol.

**The suggested actions** arising from both these Workshops are very personal, for you to carry out by yourself, or maybe with a close friend or family member.

Firstly, regarding your relationships:

- Reflect on these in the light of God's kingdom values.
- Pray about your relationships and about one in particular where there may be a problem or difficulty. Ask God to show you what you need to do to restore the relationship or to enhance it.
- Ask God's forgiveness for any behaviours or attitudes that are not in line with God's plan for your relationships. Seek forgiveness from anyone you may have hurt or discouraged.

Secondly, regarding good nutrition and health:

- Seek wisdom about what foods in your culture are healthy and nutritious.
- Ask the Holy Spirit to show you where your life and health are being destroyed.
- Make a commitment to living your best life, so that you have the energy for the important works God has planned for you.

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**SDG 5 – GENDER JUSTICE** presented by Deaconess Emma Cantor and Julie Caddick

**The issues:**

- Gender is a social category, defined by culture. Gender inequality is created by patriarchal structures and the abuse of power.
- Approximately 70% to 90% of women experience gender discrimination.
- Many women throughout history were empowered leaders, working for justice and peace.
- We allow ourselves to be influenced by world values and do not see ourselves as equal, made in the image of God, worthy of respect and nurturing.
- Ours attitudes should be formed by the life and teachings of Jesus.

**The suggested actions** to help address these issues are:

- Raise awareness of discrimination on the basis of gender, not just among the women, but also the men, in your local churches and communities.
- Celebrate the lives of women leaders who have made a difference in your families, your churches, your communities, and your nations.
- Encourage young women to view themselves as worthy of respect, through mentoring, fellowship days, Bible studies, and so forth.

## **SDG 13 – CARE FOR CREATION** presented by Caroline Pomeroy and Mollie Pugmire

### **The issues:**

- God calls us to be good stewards and to be bearers of hope for the whole of creation. Therefore, it is important that the Church is at the forefront of the issues of climate change and climate justice.
- There are many solutions to the problem of climate change; the big challenge is getting our world leaders to choose more sustainable pathways.
- The main cause of climate change is the increased emission of greenhouse gases into the atmosphere, including carbon dioxide, from burning fossil fuels, which causes average global temperatures to rise.
- The richest 10% of the world is responsible for around 50% of all carbon emissions – our carbon footprint. While the poorest 50% of the world is responsible for only 10% of carbon emissions.
- The poorest people in the world are the most vulnerable to the impacts of global warming, such as crop failures, pollution, and devastation caused by major weather events.

### **Suggested actions** to help address these issues are:

- Take responsibility for measuring and reducing your own carbon footprint and your impact on the planet and encourage others to do the same. Find helpful resources on the Climate Stewards website.
- Encourage your local church to measure and reduce its carbon footprint and to make the issue of climate justice a priority.
- Identify and support carbon off-setting projects in various parts of the world.
- Lobby your local and national politicians to address the issues of climate change and climate justice.

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## **SDG 16 – ELIMINATING VIOLENCE:** presented by Rev Angleena Keizer

### **The issues:**

- It only takes 3.5% of the population to start a movement towards peace and reconciliation.
- We need to be part of the solution for peace and reconciliation, instead of being part of the problem.
- Compassionate listening to the ‘whole person’ creates in them the same feeling as does being loved, which will dissipate the pain of conflict.



**Some suggested actions** to help address these issues are:

- Identify contexts where God is calling you to work towards peace and reconciliation:
    - Personally, among your own family and friends
    - Joining with other women in your local church, community, or even in your nation.
  - Within those contexts start to work towards peace and reconciliation by:
    - Showing respect for others
    - Advocating for others
    - Learning to listen completely to the other person
  - Gather in groups from different backgrounds and learn how to listen and show respect for each other.
  - If you ever visit Israel and Palestine, remember to meet the people and not just visit the holy sites.
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### THURSDAYS IN BLACK

This international campaign had its origin through the World Council of Churches which spoke in solidarity with the “Grandmothers de Mayo” in the 1980s. Women wearing black daily protested in the Plaza de Mayo, Buenos Aires, Argentina, against the treatment of women, especially by the military, who had “taken” the men from their homes, leaving the women alone and vulnerable.



The *Thursdays in Black* movement demands a world without rape and violence for all, but especially women. By wearing black T-shirts and buttons with a message each Thursday, Federation members have covenanted to be in solidarity with all women campaigning for a safer world.

World Council of Churches' *Thursdays in Black* Ambassadors have produced a series of Bible studies and issued statements urging us 'not to remain silent'.

<https://www.oikoumene.org/what-we-do/thursdays-in-black>

## AREAS AND UNITS

**It is essential to keep the World Secretary informed of any Unit Officer changes. Full and current details may be obtained on application to the World Secretary.**

### **Southern and East Africa Area**

#### ***Affiliated Units:***

|                              |  |
|------------------------------|--|
| Democratic Republic of Congo | United Methodist Church  |
| Kenya                        | Methodist Church in Kenya  |
| Mozambique                   | United Methodist Church  |
| Southern Africa              | Methodist Church of Southern Africa:<br>Women's Association<br>Women's Manyano |
| South Africa                 | African Methodist Episcopal Church   |
| Zambia                       | United Methodist Church  |
| Zimbabwe                     | Methodist Church in Zimbabwe<br><br>United Methodist Church                    |

### **West Africa Area**

#### ***Affiliated Units:***

|               |  |
|---------------|--|
| Benin         | The Methodist Church   |
| Côte d'Ivoire | United Methodist Church  |
| Ghana         | The Methodist Church   |
| Nigeria       | The Methodist Church<br>United Methodist Church                                  |
| Liberia       | United Methodist Church  |
| Senegal       | United Methodist Church  |
| Sierra Leone  | The Methodist Church<br>United Methodist Church<br>West African Methodist Church |
| The Gambia    | The Methodist Church of Gambia   |

## **Latin America Area**

### ***Affiliated Units:***

|                    |   |
|--------------------|---|
| Argentina          | Iglesia Evangelica Metodista Argentina      |
| Bolivia            | Iglesia Evangelica Metodista en Bolivia     |
| Brazil             | Iglesia Evangelica Metodista del Brasil     |
| Chile              | Iglesia Evangelica Metodista de Chile       |
| Costa Rica         | Iglesia Evangélica Metodista del Costa Rica |
| Dominican Republic | Methodist Evangelical Ch Dominican Republic |
| El Salvador        | Iglesia Evangélica Metodista en El Salvador |
| Mexico             | Iglesia Evangelica Metodista de Mexico      |
| Panama             | The Evangelical Methodist Church            |
| Paraguay           | Comunidad Evangelica Metodista del Paraguay |
| Peru               | Iglesia Metodista del Perú                  |
| Puerto Rico        | Iglesia Metodista de Puerto Rico            |
| Uruguay            | Iglesia Evangelica Metodista en el Uruguay  |

## **North America Area**

### ***Affiliated Units:***

|                          |   |
|--------------------------|---|
| United States of America | Christian Methodist Episcopal Church (CME)<br>African Methodist Episcopal Zion (AMEZ)<br>United Methodist Church (UWIF) |
| Caribbean                | The Methodist Church in Caribbean & the Americas<br>(MCCA)  |

## **East Asia Area**

### ***Affiliated Units:***

|                           |                         |
|---------------------------|-------------------------|
| Hong Kong                 | The Methodist Church    |
| Indonesia                 | The Methodist Church    |
| Korea                     | The Methodist Church    |
| Malaysia                  | The Methodist Church    |
| Philippines               | United Methodist Church |
| Singapore                 | The Methodist Church    |
| Taiwan: Republic of China | The Methodist Church    |

## **South Asia Area**

### ***Affiliated Units:***

|           |   |
|-----------|---|
| India     | Church of South India<br>Methodist Church in India  |
| Myanmar   | Methodist Church of Myanmar (Unit 1)<br>MC Union of Myanmar (Lower Myanmar Unit 2)<br>Methodist Church Upper Myanmar (Unit 3) |
| Pakistan  | Church of Pakistan  |
| Sri Lanka | Methodist Church of Sri Lanka   |

## **Europe – Britain & Ireland Area**

### ***Affiliated Units:***

|         |                      |
|---------|----------------------|
| Britain | The Methodist Church |
| Ireland | The Methodist Church |

## **Europe - Continental Area**

### ***Affiliated Units:***

|                |                                  |
|----------------|----------------------------------|
| Austria        | United Methodist Church          |
| Bulgaria       | Global Methodist Church*         |
| Czech Republic | United Methodist Church          |
| Estonia        | United Methodist Church          |
| France         | United Methodist Church          |
| Germany        | United Methodist Church          |
| Hungary        | United Methodist Church          |
| Italy          | OPCEMI Methodist Church in Italy |
| Latvia         | United Methodist Church          |
| Norway         | United Methodist Church          |
| Macedonia      | United Methodist Church          |
| Poland         | United Methodist Church          |
| Portugal       | Evangelical Methodist Church     |
| Romania        | United Methodist Church*         |

|             |                          |
|-------------|--------------------------|
| Russia      | United Methodist Church  |
| Serbia      | United Methodist Church  |
| Slovakia    | Global Methodist Church* |
| Sweden      | The Uniting Church       |
| Switzerland | United Methodist Church  |

## **South Pacific Area**

### ***Affiliated Units:***

|                  |                                       |
|------------------|---------------------------------------|
| Australia        | Uniting Church in Australia           |
| Fiji & Rotuma    | Methodist Church of Fiji              |
| New Zealand      | Methodist Church of New Zealand       |
| Papua New Guinea | The United Church of Papua New Guinea |
| Samoa            | Samoa Methodist Church                |
| Solomon Islands  | United Church in Solomon Islands      |
| Tonga            | The Free Wesleyan Church of Tonga     |

### ***Associate Units***

|                        |   |
|------------------------|---|
| North America          | United Church of Canada   |
| East Asia              | Japan: United Church of Christ<br>Methodist Church in Cambodia            |
| Southern & East Africa | Methodist Church of Southern Africa:<br>Connexional Young Women's Manyano |

\*Units formerly affiliated to the Federation via their UMC membership but now belonging to the Global Methodist Church need to confirm their continuing affiliate status in writing to the World Secretary.

Some formerly affiliated Units have been removed from this list as they have become inactive.

## NOTES

## WORLD FEDERATION PUBLICATIONS

**'Methodist Women - a World Sisterhood.'** published in 1986, is a comprehensive history of the World federation of Methodist Women from its inauguration until 1986. An editorial team wrote this book with Dr Oknah Kim Lah as the leader of the team.

**'From Memory to Hope - A Narrative History of the Areas of the World Federation of Methodist Women,'** published in 2000, is a fascinating story of women and their work, spanning the decade from 1986 to 1996, written by Mrs Ethel Born of the USA.

**The 14<sup>th</sup> World Assembly Program Book** with full reports of all Federation activities 2016-2022 can be downloaded from our website.

## FEDERATION WEBSITE AND FACEBOOK PAGE

The World Federation has had the website **[www.wfmucw.org](http://www.wfmucw.org)** and a Facebook page, World Federation of Methodist and Uniting Church Women, since 2011. Both have proved very useful in sharing information with regular updates. Prayer calls and news from the President appear on a regular basis.

The Tree of Life is published quarterly on the website and announced as available on the Facebook page.

The Study Day material is published on the website prior to October each year and announced on the Facebook page at the same time.

Area Officers can have material about their Area and Units included on the website by contacting [webmaster@wfmucw.org](mailto:webmaster@wfmucw.org).

Our own **Youtube** channel (<https://www.youtube.com/WFMUCW>) can be accessed from the Website with recordings of the 2021 Online 2 day event 'A New Vision' and the 14<sup>th</sup> World Assembly, days 1-6 including workshops.

Supplementary Federation Guidelines and administrative forms are available on application to the World Secretary.



[www.wfmucw.org](http://www.wfmucw.org)

[www.youtube.com/WFMUCW](https://www.youtube.com/WFMUCW)

[www.facebook.com/WFMUCW](https://www.facebook.com/WFMUCW)

## SUSTAINABLE DEVELOPMENT GOALS



The World Federation of Methodist and Uniting Church Women supports the United Nations Sustainable Development Goals