

**Great Plains Conference United Methodist Women  
Leader Roles and Responsibilities/Committee Functions**

The Addendum to 2021 – 2024 Standing Rules

Presented for information June 26, 2021

1 The information in The Addendum is based on information found in the current *United Methodist Women*  
2 *Handbook* and on the United Methodist Women website (unitedmethodistwomen.org). It should be  
3 reviewed and updated every quadrennium along with the Great Plains Conference United Methodist  
4 Women Standing Rules. It is presented for your information on September 18, 2021 at the Great Plains  
5 Conference Annual Meeting. The Leadership Team can make changes at a regularly scheduled Great  
6 Plains Conference Summer Leadership Team Meeting. A majority vote is needed for adoption, and The  
7 Addendum becomes effective upon adoption.

**ARTICLE I – All Elected and Appointed Leaders**

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- 11 **A. The conference President shall be notified in advance if any Leader in the pattern of attendance**  
12 **at Leadership Team Meetings, Mission u or Annual Meeting is unable to attend the meetings.**
  - 13 **B.** In order to be informed about the entire scope of the work of United Methodist Women, conference  
14 appointed/elected Leaders in the pattern of attendance as shown in Policies and Procedures (Article  
15 VI) will participate in the following meetings:
    - 16 1. Winter and Summer Conference Leadership Team Meetings and other connected committee  
17 meetings as assigned
    - 18 2. One Conference Mission u
    - 19 3. Conference Annual Meeting and District Leader Update. The conference Leader is responsible for  
20 delivering the role specific district Leader training session held at the Conference Annual Meeting;
    - 21 4. Meetings held within the district of which she is a church member (district executive, spring and  
22 annual meetings)
    - 23 5. The unit visitation program in the district of which she is a church member
    - 24 6. The following newly elected conference Leaders will attend if invited to Leadership Development  
25 Days: President, Treasurer, Chairperson of Committee on Nominations.
  - 26 **C.** In the Great Plains Conference each elected conference Leader is responsible for the following:
    - 27 1. Maintaining contact with her district counterparts at least quarterly
    - 28 2. Working actively to assist the Conference United Methodist Women in fulfilling the PURPOSE;
    - 29 3. Fulfilling any responsibilities for the position she holds
    - 30 4. Preparing for her leadership responsibilities through study and training opportunities
    - 31 5. Promoting and utilizing the Reading Program, *response* magazine, the Prayer Calendar, Program  
32 Book, Mission u study books and other print, digital and audiovisual resources from the United  
33 Methodist Women’s National Office
    - 34 6. Assisting members in gaining a clear understanding of the work and need for financial undergirding  
35 of the national program
    - 36 7. Developing a budget for the programming needs of her leadership position.
  - 37 **D.** Each elected/appointed Conference Leader should have and use the following resources:
    - 38 1. *United Methodist Women’s Handbook* for the current quadrennium. (Download PDF free at  
39 <http://www.unitedmethodistwomen.org/umwhandbook2017-2020>)
    - 40 2. Annual Report of National United Methodist Women. (Download PDF free at  
41 <http://www.unitedmethodistwomen.org/2015annualreport.pdf>)
    - 42 3. Great Plains Conference United Methodist Women’s Standing Rules, Addendum to the Standing  
43 Rules, and Policies and Procedures
    - 44 4. The current year’s Prayer Calendar
    - 45 5. The current year’s Mission u study books

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- 1       6. A procedural file, including a working calendar, will be kept by each elected/appointed Leader and  
2       committee Chairperson. These will be given to the successor no later than December 1. A copy of  
3       the working calendar will be given to the conference President and Chairperson of the Committee  
4       on Nominations.  
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**ARTICLE II – Elected Leaders**

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8   A. The **President**, working with the Leadership Team, will actively seek to advance all phases of the work  
9   of United Methodist Women. In addition to the responsibilities outlined in the *Bylaws of United*  
10 *Methodist Women in the Conference*, she will:  
11   1. Serve as a member of the Great Plains Conference Connecting Council  
12   2. Serve, or appoint someone to serve in her place, as a member of the Board of Directors of the  
13   three National Mission Institutions with which the Great Plains Conference has a relationship: Della  
14   Lamb Community Services, Epworth Village, and United Methodist Ministries in mission as The Big  
15   Garden in Kansas, Iowa and Nebraska.  
16   3. Submit a written report to be printed in the Great Plains Annual Conference Journal  
17   4. Appoint the following Leaders: Mission Education Tour (METour) Director, Legacy Fund Conference  
18   Liaison, Great Plains Representative to Church Women United in Kansas and Great Plains  
19   Representative to Church Women United in Nebraska.  
20   5. Conduct training for District Presidents at the Conference United Methodist Women’s Annual  
21   Meeting.  
22   B. The **Treasurer** will be informed concerning the financial responsibility of the organization and the  
23   program and responsibilities of the United Methodist Women’s National Organization. She will be  
24   bonded through the United Methodist Women’s National Office. In addition to the responsibilities  
25   outlined in the *Bylaws of United Methodist Women in the Conference*, she will:  
26   1. Receive monthly remittances from the District Treasurers  
27   2. Remit funds monthly to the United Methodist Women’s National Office Treasurer  
28   3. Distribute Quarterly District Administration and Membership Development (A&MD) funds to district  
29   Treasurers  
30   4. Submit itemized financial statements to the Leadership Team at each Leadership Team meeting.  
31   5. Conduct training for District Treasurers at the Conference United Methodist Women’s Annual  
32   Meeting  
33   C. The **Secretary** will be informed about the program and the total involvement of the conference  
34   organization in order to perform the responsibilities assigned to her and to assist the President. In  
35   addition to the responsibilities outlined in the *Bylaws of United Methodist Women in the Conference*,  
36   she will:  
37   1. Prepare minutes of the Leadership Team meeting and forward them to the President for review  
38   within two weeks after the meeting. She is not responsible for taking minutes at other conference  
39   committee meetings  
40   2. Distribute minutes via email (unless recipient is unable to receive) to all voting and non-voting  
41   conference Leaders within four weeks after the meeting  
42   3. Conduct training for District Secretaries at the Conference United Methodist Women’s Annual  
43   Meeting  
44   4. Keep an updated version of the Great Plains Conference United Methodist Women Standing Rules,  
45   the Addendum to the Standing Rules and the Policies and Procedures  
46   5. By **January 1** of each year, compile a digital directory of district and conference Leaders for the  
47   coming year and email it to the conference President, Communications Coordinator, Vice

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- 1 President, United Methodist Women’s National Office and the South Central Jurisdiction Leadership  
2 Team members
- 3 6. Before the Winter Leadership Team meeting, email the digital directory (current contact information  
4 for district and conference Leaders), to the conference Leadership Team members. Contact  
5 information will include current Leadership role, name, address (including zip code), telephone  
6 numbers, cell phone number and email address.
- 7 7. Notify the conference Leadership Team, the United Methodist Women’s National Office and the  
8 South Central Jurisdiction Secretary of any changes to the directories
- 9 8. Send all permanent records (minutes, printed conference directories, items of historical significance  
10 and financial records) to the Great Plains Conference Archives at Baker University
- 11 D. The **Chairperson** of the **Committee on Nominations** and the committee members are responsible for  
12 the nomination of all elected Leaders of the conference organization. In addition, they will consult with  
13 the President in her selection of Appointed Leaders. This requires a clear understanding of the  
14 responsibilities of each elected Leader. In addition to the responsibilities outlined in the *Bylaws of*  
15 *United Methodist Women in the Conference*, she will:
- 16 1. Present the completed slate of nominees to the Summer Leadership Team meeting
- 17 2. At least thirty-five days prior to the Annual Meeting, report to the Treasurer the names and  
18 Leadership positions of those who will be receiving Special Mission Recognitions or Gifts to Mission  
19 at their installation or retirement.
- 20 3. At least thirty-five days prior to the Annual Meeting, send to the conference President, Secretary,  
21 Communications Coordinator and Vice President slate of nominees which includes each leadership  
22 position, nominee’s name and her district.
- 23 4. Conduct training for District Chairpersons and members of the Committees on Nominations at the  
24 Conference United Methodist Women’s Annual Meeting.
- 25 5. Within two weeks after the Annual Meeting, send a list of the elected conference Leaders to the  
26 conference President, Secretary and Communications Coordinator. The list will include leadership  
27 position, name, address, city, state, zip code, email address and home and cell phone numbers.
- 28 6. Be responsible for ordering nametags for all new conference Leaders to be given at the Annual  
29 Meeting.
- 30 7. Inform newly appointed/elected Leaders how to access and use the Constitution and Bylaws of the  
31 United Methodist Women in the Conference (HANDBOOK, p. 129-145), “The Conference and Its  
32 Finances” (HANDBOOK, p 91-96), Great Plains United Methodist Women Standing Rules,  
33 Addendum to the Standing Rules and Policies and Procedures.
- 34 E. The **Communications Coordinator** will work actively to fulfill the PURPOSE and find creative ways to  
35 assist communications within United Methodist Women. She will:
- 36 1. Work with the Leadership Team to promote the organization and PURPOSE and publicize activities  
37 of United Methodist Women.
- 38 2. Serve as contact person for District Communication Coordinators and provide resources on  
39 communication to District Communication Coordinators.
- 40 3. Conduct training for District Communications Coordinators at the Conference United Methodist  
41 Women’s Annual Meeting.
- 42 4. Establish and maintain contact with church and secular media.
- 43 5. Serve as editor of the Conference United Methodist Women’s Email Blast newsletter.
- 44 6. Serve on the Leadership Team, Program Planning Team and Mission u committee.
- 45 7. Maintain the Conference United Methodist Women’s website.
- 46 a. By November 15, post the list of Conference Leaders including each one’s name, leadership  
47 role and email address on the Conference United Methodist Women’s webpage.

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- 1           b. By November 15, post the list of District Leaders including each one's name, leadership role  
2           and email address on the District page of the Conference United Methodist Women's webpage.
- 3           c. At least thirty days before Annual Meeting post the following on the Conference United  
4           Methodist Women's webpage:
- 5                1) Nominations ballot, as received from the Chairperson of the Committee on Nominations.  
6                2) Proposed changes to the Conference United Methodist Women Standing Rules, Addendum  
7                to the Standing Rules and the Conference United Methodist Women Policies and  
8                Procedures as received from the Chairperson of the Standing Rules Committee.
- 9           8. Maintain a digital directory of Local Presidents, District and Conference Leaders to use for Email  
10          blasts.
- 11          9. Send Email blasts for special events such as Annual Meeting, Mission u and Legislative Days.
- 12    F. The **Vice President** works cooperatively with the President and the rest of the Leadership Team in  
13    fulfilling the PURPOSE. She will:
- 14          1. Serve as the Chairperson of the Program Planning Committee  
15          2. Be responsible for creating the Program Book.  
16          3. Guide the Leadership Team in its responsibility of planning and implementing programs and events  
17          to strengthen mission and fulfill the Purpose  
18          4. Perform the responsibilities of the President in her absence  
19          5. Serve as contact person for District Program Coordinators/Vice Presidents.  
20          6. Conduct training for District Vice Presidents at the Conference United Methodist Women's Annual  
21          Meeting.  
22          7. Promote ecumenical relations in the conference (e.g., interpret and promote Church Women United  
23          and the World Federation of Methodist and Uniting Church Women, and encourage attendance at  
24          their events).  
25          8. In coordination with the Conference Board of Ordained Ministry and the Annual Conference  
26          Planning Committee, facilitate presentation of a basic Special Mission Recognition Pin and  
27          certificate as well as share information about United Methodist Women to newly ordained elders  
28          and deacons at the Great Plains Annual Conference Ordination Service.  
29          9. Serve on the following committees: Leadership Team, Program and Finance.
- 30    G. **Mission Committee Coordinators**
- 31          1. The responsibilities of the Mission Committee Coordinators are based on the responsibilities for the  
32          titles used on the United Methodist Women website  
33          (<http://www.unitedmethodistwomen.org/members-leaders/responsibilities>).
- 34          2. Mission Committee Coordinators will relate to their district counterparts who are either Mission  
35          Committee Coordinators or the district Leader that corresponds most closely to the work of the  
36          Mission Committee Coordinators.
- 37          3. The Coordinator of each Mission Committee will be a member of the Leadership Team.
- 38          4. **The Spiritual Growth Coordinator** coordinates opportunities for development as related to  
39          mission. She will:
- 40                a. Plan for the delivery of a meditation or faith development activity at each of the United  
41                Methodist Women Leadership Team meetings.
- 42                b. Plan and provide a meditation room at the Conference United Methodist Women's Annual  
43                Meeting.
- 44                c. Serve on the Leadership Team and Annual Meeting Planning committees.
- 45                d. Conduct training for District Spiritual Growth Coordinators at the Conference United Methodist  
46                Women's Annual Meeting.

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- 1 e. Understand and communicate the connection between personal spiritual growth and mission as  
2 expressed through social and global involvement.
- 3 f. Coordinate and promote special times and events for worship, prayer and meditation such as  
4 Call to Prayer and Self-Denial, ecumenical worship, retreats and devotions at meetings.
- 5 g. Coordinate opportunities for spiritual growth related to mission.
- 6 h. Incorporate language and images into worship that are inclusive and affirming of women,  
7 people of color and persons with disabilities.
- 8 i. Equip women to engage in and lead Bible studies, utilizing the annual Mission u spiritual growth  
9 study, issues of *Response* magazine, the Program Book, Prayer Calendar and Reading  
10 Program.
- 11 j. Create and collect spiritual growth development resources (e.g., devotionals, worship services,  
12 retreat ideas, books, websites, etc.) to share with the units.
- 13 k. With the assistance of the Spiritual Growth Committee, plan, publicize, make arrangements for  
14 and present a conference-wide spiritual retreat in odd-numbered years.
- 15 **5. The Membership Nurture and Outreach Coordinator** works actively to fulfill the Purpose and  
16 finds creative ways to nurture current members and cultivate new members. She will:
  - 17 a. Keep the Leadership Team informed about needs and concerns of membership.
  - 18 b. Chair the Mission Committee on Membership Nurture and Outreach and recommend plans for  
19 membership cultivation to the Leadership Team.
  - 20 c. Work with District counterparts to organize new district and local units and receive information  
21 about units in jeopardy of becoming inactive. Follow up with necessary intervention, nurture and  
22 support.
  - 23 d. Conduct training for District Membership Nurture and Outreach Coordinators at the Conference  
24 United Methodist Women's Annual Meeting.
  - 25 e. Promote data collection through the national membership census and member profiles.
  - 26 f. Work with the Leadership Team to become a supportive community, provide regular creative  
27 fellowship activities for the team and work with them to create and encourage mentoring  
28 strategies.
  - 29 g. Include time and space for women to share their concerns and experiences with one another at  
30 gatherings of United Methodist Women members.
  - 31 h. Stay in touch with and support members through life's joys and struggles.
  - 32 i. Work with the Leadership Team to value the inclusion of women of different cultures and life  
33 stages.
- 34 **6. The Education and Interpretation Coordinator** empowers women to understand, interpret and  
35 participate in United Methodist Women's mission with women, children and youth, and outreach of  
36 the church, as well as engage in raising funds for mission and outreach. She will:
  - 37 a. Understand and interpret United Methodist Women mission projects and concepts of mission  
38 including the changing roles of mission personnel in The United Methodist Church.
  - 39 b. Promote mission studies, local mission opportunities, Mission u, Leadership Development  
40 Days, United Methodist Seminars on National and International Affairs, mission  
41 encounters/Ubuntu Journeys and supply material resources for mission programs and projects.
  - 42 c. Promote and utilize United Methodist Women print, online and audiovisual resources to tell the  
43 mission story.
  - 44 d. Promote United Methodist Women's National Mission Institutions

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- 1 e. Keep an up-to-date listing of all active and retired missionaries and deaconess/home  
2 missionaries in or from the Great Plains Conference and plan for recognition of mission  
3 personnel at the Conference United Methodist Women’s Annual Meeting.  
4 f. Provide career information and the application process for those interested in becoming a  
5 missionary, deaconess or home missionary.  
6 g. Conduct training for District Education and Interpretation Coordinators at the Conference United  
7 Methodist Women’s Annual Meeting.  
8 h. Serve on the Leadership Team, Mission u Committee and the Finance Committee.  
9 **7. The Social Action Coordinator** works with the Leadership Team to engage members in service  
10 and advocacy for justice as it is rooted in our Biblical tradition. She encourages work on the  
11 quadrennial priorities of United Methodist Women. She will:  
12 a. Maintain contact with the Great Plains Conference “Ministry to Incarcerated Women.” Currently  
13 there are two active United Methodist Women units in the Topeka Prison.  
14 b. Explore the possibility of expanding the Prison Ministry to other prison populations within our  
15 conference.  
16 c. Serve as a member of the Leadership Team and Charter for Racial Justice Policies Committee.  
17 d. Work with the Leadership Team to create a plan of action on one or more of the national issue  
18 priorities.  
19 e. Work with district counterparts to promote a focus on one of the national issue priorities.  
20 f. Conduct training for District Social Action Coordinators at the Conference United Methodist  
21 Women’s Annual Meeting.  
22 g. Promote participation in Legislative Event for Advocacy in Faith (L.E.A.F.) and Ecumenical  
23 Legislative Day.  
24 h. Inform L.E.A.F. and Ecumenical Legislative Day planning teams of the United Methodist  
25 Women priority issues for the current quadrennium.  
26 i. Identify other justice leaders in the conference.  
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**ARTICLE III: Appointed Leaders**

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30 **A. Great Plains United Methodist Women METour Chair** will:  
31 1. Chair the METour Team.  
32 2. Serve on the Leadership Team.  
33 3. Relate to the Education and Interpretation Committee.  
34 **B. Great Plains United Methodist Women METour Director** will:  
35 1. Work with the METour Team to plan, publicize and lead the annual METour.  
36 2. Include United Methodist Women National Mission Institutions on the itinerary for the METour.  
37 3. Promote formation of a METour unit of United Methodist Women.  
38 4. Submit a METour Budget at the Winter Leadership Team meeting.  
39 7. Submit a Report on the METour at the Summer Leadership Team meeting.  
40 **C. Great Plains United Methodist Women Chairperson of the Standing Rules Committee**  
41 1. Serve on the Leadership Team.  
42 2. Work with the Standing Rules Committee to review and propose updates to the Great Plains  
43 Conference United Methodist Women Standing Rules, The Addendum to the Standing Rules and  
44 The Policies and Procedures.  
45 3. Present and review proposed updates to the Great Plains Conference United Methodist Women  
46 Standing Rules, The Addendum to the Standing Rules and The Policies and Procedures to the

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- 1 Leadership Team at its Summer meeting.
- 2 4. Present the proposed updates to the Great Plains Conference United Methodist Women Standing
- 3 Rules and The Addendum to the Standing Rules to the Annual Meeting.
- 4 5. Receive suggestions for changes to the Great Plains Conference United Methodist Women
- 5 Standing Rules, The Addendum to the Standing Rules and The Policies and Procedures and review
- 6 them with the Standing Rules Committee for presentation to the Leadership Team at the
- 7 appropriate time:
- 8 a. Standing Rules and Addendum to Standing Rules – the year after the General Conference of
- 9 The United Methodist Church when the new *Book of Discipline* and *United Methodist Women*
- 10 *Handbook* are published and available.
- 11 b. Policies and Procedures can be changed at the Summer Leadership Team meeting.
- 12 **D. Great Plains United Methodist Women Legacy Fund Conference Liaison**
- 13 1. Serve as the go-to person in the conference for Legacy Fund-related information and promotional
- 14 items for conference, district and local events and groups.
- 15 **E. Great Plains United Methodist Women Representative to Church Women United in Kansas**
- 16 1. Relate to the Church Women United in Kansas.
- 17 2. Attend the Church Women United in Kansas State Assembly.
- 18 3. Relate to the Social Action Committee and share ways United Methodist Women and Church
- 19 Women United can collaborate.
- 20 4. Serve on the Leadership Team.
- 21 **F. Great Plains United Methodist Women Representative to Church Women United in Nebraska**
- 22 1. Relate to the Church Women United in Nebraska.
- 23 2. Attend the Church Women United in Nebraska State Assembly.
- 24 3. Relate to the Social Action Committee and share ways United Methodist Women and Church
- 25 Women United can collaborate.
- 26 4. Serve on the Leadership Team.
- 27 **G. Great Plains United Methodist Women Representative to Legislative Event for Advocacy in Faith**
- 28 **(L.E.A.F.)**
- 29 1. Relate to L.E.A.F. committee.
- 30 2. Attend L.E.A.F.
- 31 3. Relate to the Social Action Committee and share ways United Methodist Women and L.E.A.F. can
- 32 collaborate.
- 33 4. Serve on the Leadership Team.
- 34 **H. Great Plains United Methodist Women Representative to Ecumenical Legislative Day**
- 35 **Representative**
- 36 1. Relate to Ecumenical Legislative Day Committee.
- 37 2. Attend Ecumenical Legislative Day.
- 38 3. Relate to the Social Action Committee and share ways United Methodist Women and Ecumenical
- 39 Legislative Day can collaborate.
- 40 4. Serve on the Leadership Team.
- 41 **I. Great Plains United Methodist Women Tour Director(s) as needed for travel to Jurisdiction**
- 42 **Quadrennial Meeting and/or National Assembly**
- 43 1. Make all of the arrangements (registration, transportation, lodging, etc.) for the Great Plains
- 44 participation in the Jurisdiction Quadrennial Meeting/National Assembly.
- 45 2. Publicize the trip.

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- 1       3. Receive reservations for the trip's transportation.
- 2       4. Arrange for charter buses, if needed.
- 3       5. Plan the itinerary

**J. Great Plains Conference Mission u Committee Chair**

- 5       1. Chair the Mission u Committee.
- 6       2. Serve on the Leadership Team.
- 7       3. Relate to the Education and Interpretation Committee.

**ARTICLE IV: COMMITTEES**

**A. The Leadership Team** will involve women in mission and coordinate all mission emphases and other activities toward the fulfillment of the Purpose.

- 13       1. Coordinate the total education and mission emphases of the conference.
- 14       2. Set goals and plans for work of the conference and evaluate progress on such goals.
- 15       3. Transact the conference organization's business.
- 16       4. Approve the budget and recommend it to the membership at the Annual Meeting for adoption.
- 17       5. Provide training for District Elected Leaders at the Annual Meeting.
- 18       6. Fill vacancies ad interim in positions of appointed/elected Leaders upon recommendation of the Committee on Nominations.

**B. Committee on Finance along with the Education and Interpretation Committee:**

- 21       1. Complete the items required by the National Office.
- 22       2. Determine the rate for travel expenses.
- 23       3. Establish voucher procedures (i.e., time limits for turning in expense accounts).
- 24       4. Set a date for conference and district books to be taken for Audit and establish the process that will be used.
- 26       5. Determine criteria and amounts for honoraria, Gift to Mission, Gift in Memory, Special Mission Recognitions and Dedicated Light.
- 28       6. Establish the recognition for Five and Seven Star Units.
- 29       7. Determine the amounts of year-end balance in the conference bank account, remitting remainder to the United Methodist Women's National Organization.
- 31       8. Determine the balance that may be retained in district Administration and Membership Development, hereafter A&MD accounts.
- 33       9. Determine the amount to be put into a savings account annually. This money is used for Assembly, Jurisdiction Quadrennial Meeting, National Seminar and other event expenses; and for purchase of the new Quadrennial *United Methodist Women Handbook* for conference and district Leaders.
- 36       10. Define the procedure and criteria whereby a Leader, in the pattern of attendance, may be advanced money to facilitate her attendance at a national event or training.
- 38       11. Establish which events and which officers will receive reimbursement from the conference.
- 39       12. Designate recipients of the Mission Resource Center mailing service subscriptions.
- 40       13. Select honoree for the burning of the Dedicated Light at the Conference Annual Meeting.
- 41       14. Meet at least semiannually and on call of the Chairperson. One meeting will be for budget preparation and one will be for financial analysis and goal setting.
- 43       15. Report recommendations for items listed in 2-13 above to the Leadership Team for their approval.

**C. Committee on Nominations** will gain an understanding of the program of the conference, and responsibilities of leadership roles.



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- 1 1. Identify women for leadership roles in the conference.
- 2 2. Ensure that the leadership of the conference organization reflects the diversity of the membership
- 3 of the conference and with attention given to representation of the entire geography of the Great
- 4 Plains Conference.
- 5 3. Present the slate of nominees to the Leadership Team at their Summer meeting.
- 6 4. Email the slate of nominees to the Communications Coordinator at least 35 days in advance of the
- 7 Annual Meeting so that they can be posted for viewing by the membership at least 30 days in
- 8 advance of the Annual Meeting.
- 9 5. Nominate women to represent the conference at National Board/Program Advisory Group
- 10 membership.
- 11 6. Make nominations to fill vacancies that occur ad interim.
- 12 **D. Committee on Membership** is the Membership Nurture & Outreach Committee.
- 13 1. Analyze the membership needs of the conference, set goals and plan campaigns to assist
- 14 membership growth in cooperation with the Leadership Team.
- 15 2. Recommend plans to the Leadership Team to nurture membership growth among special
- 16 constituencies within the conference, such as younger women, women of color, employed women,
- 17 retired women, etc.
- 18 3. Facilitate the annual membership census, including a record of new and deceased members of our
- 19 conference.
- 20 4. Plan a celebration of the lives of members who are deceased and a recognition of the gifts of new
- 21 members to be included at the Annual Meeting.
- 22 5. Focus on innovative ways of “telling our story” to our members and prospective members.
- 23 6. Encourage and enable revitalization of inactive units. Assist members and units who have become
- 24 inactive to re-connect with United Methodist Women.
- 25 **E. Committee on Program**
- 26 1. Plan, implement and promote meetings throughout the entire conference, except Mission u and the
- 27 conference retreat. The Annual Meeting of the Great Plains Conference United Methodist Women
- 28 shall be rotated among the 2 states and in different centralized cities: 2022 - Nebraska, 2023 -
- 29 Kansas, 2024 - Nebraska, 2025 - Kansas.
- 30 2. Facilitate arrangements for the Winter and Summer Leadership Team Meeting, which includes
- 31 making all needed arrangements regarding location, motel, food, transportation or virtual meeting.
- 32 3. Plan and evaluate the Annual Meeting so that it contributes to fulfilling the PURPOSE.
- 33 4. The following Conference Officers are the Planning Committee of the Committee on Program: Vice
- 34 President, Chair, President, Secretary, Treasurer, Spiritual Growth, Social Action, Membership
- 35 Nurture and Outreach, Education & Interpretation, Communication Coordinator, Legacy
- 36 Fund, National UMW, SCJ Officer, District Host President where the annual meeting is held.
- 37 5. Plan and evaluate the United Methodist Women’s dinner or gathering at Annual Conference.
- 38 6. With the Social Action Coordinator facilitate the annual Eunice Harrington Leadership, Service and
- 39 Advocacy Award which is presented at the Great Plains United Methodist Women’s Annual
- 40 Meeting.
- 41 7. The President of the Host District will serve on the Planning Team during the year her District hosts
- 42 the Annual Meeting.
- 43 8. In coordination with the Conference Board of Ordained Ministry and the Annual Conference
- 44 Planning Committee, facilitate presentation of a basic Special Mission Recognition Pin and
- 45 certificate as well as share information about United Methodist Women to newly ordained elders at
- 46 the designated Great Plains Annual Conference Ordination Service.

**Great Plains Conference United Methodist Women  
Leader Roles and Responsibilities/Committee Functions**

The Addendum to 2021 – 2024 Standing Rules

Presented for information June 26, 2021

- 1 **F. Mission u Committee**
- 2 1. The committee is a partnership between the Great Plains Conference Mercy and Justice Team and
- 3 United Methodist Women.
- 4 2. Representatives to the committee from United Methodist Women are the President, Treasurer and
- 5 Education and Interpretation Coordinator.
- 6 3. The position of Dean at each site rotates between United Methodist Women and Mercy and
- 7 Justice.
- 8 **G. Standing Rules Committee**
- 9 1. Review The Standing Rules, The Addendum to The Standing Rules and The Policies and
- 10 Procedures of the Great Plains Conference.
- 11 2. Present recommended changes to The Standing Rules, The Addendum to The Standing Rules or
- 12 The Policies and Procedures at the Summer Leadership Team meeting.
- 13 3. Present recommended changes to The Policies and Procedures at the Summer Leadership Team
- 14 Meeting for adoption.
- 15 4. Present recommended changes of The Standing Rules to the membership at the Annual Meeting
- 16 for adoption.
- 17 5. Send a digital copy of the current Standing Rules, The Addendum to the Standing Rules and The
- 18 Policies and Procedures of the Great Plains Conference to the Communications Coordinator to
- 19 post on the Great Plains United Methodist Women webpage.
- 20 **H. Mission Committee Members**
- 21 1. Mission Committee members are NOT required to be District Leaders.
- 22 2. Women with a passion or expertise for the mission of the Mission Committee may volunteer to
- 23 serve by contacting the District Committee on Nominations or the Conference President.
- 24 3. District Leaders most closely corresponding to the work of the Conference Mission Committee will
- 25 rotate serving on the Mission Committee Team related to their Leadership position.
- 26 4. There will be 10-15 members on each Mission Committee. It is preferred that those serving have
- 27 varying leadership experience.
- 28 5. Serving as a Mission Committee member does not count as tenure, so women who have used all
- 29 their conference tenure may serve on a Mission Committee.
- 30 **6. Spiritual Growth Committee**
- 31 a. Promote personal and organizational spiritual growth.
- 32 b. Help women connect their personal faith with mission and justice actions.
- 33 c. Provide a Meditation Room at the Conference Annual Meeting.
- 34 d. Promote use of the Prayer Calendar and Call to Prayer and Self Denial.
- 35 e. Prepare the worship services and meditation rooms for the three Conference Mission u's.
- 36 **7. Mission Education and Interpretation Committee.** Serve as the lead team for planning,
- 37 implementation, interpretation and recognizing of "Mission Do" units in our conference. The
- 38 Program Resource Coordinators, the METour Director and the three Deans of Mission u relate to
- 39 this Mission Team.
- 40 a. The Team will focus on educating women about Mission to align with:
- 41 1) Educate women about Mission Giving, including information about where their money goes,
- 42 and the importance of Mission Giving.
- 43 2) Promote mission education opportunities that include mission studies and Mission u.
- 44 3) Promote the annual METour for young women.

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- 1           4) Promote United Methodist Women mission encounters such as Ubuntu Journeys and  
2           Seminar Programs on National and International Affairs.
- 3           5) Promote utilization of printed and audiovisual resources from the United Methodist  
4           Women’s National Office that help to tell the mission story.
- 5           6) Promote the Reading Program.
- 6           7) Educate women about the changing concepts of mission and the changing roles of mission  
7           personnel
- 8           8) Educate women about the Deaconess and Home Missioner programs
- 9           9) Educate women about the five national channels of Mission Giving.
- 10          10) Educate women about the two conference channels (Corsages for Mission and Dedicated  
11          Light) of Mission Giving
- 12          11) Educate women about the 5 and 7 Star Unit Giving recognition and the “She’s a Gem”  
13          individual recognition, encourage participation, and arrange for recognition.
- 14          12) Educate women about National Mission Institutions (NMIs) including the NMIs to which the  
15          Great Plains Conference relates: Della Lamb Community Services, Epworth Village and  
16          United Methodist Ministries in mission as the Big Garden at sites in Kansas, Iowa and  
17          Nebraska
- 18          b. The Committee will encourage all units to work toward achieving annual designation as a 5-Star  
19          Giving Unit: Pledge to Mission, Special Mission Recognition, Gift to Mission, Gift in Memory and  
20          the World Thank Offering.
- 21          c. Facilitate making, distributing and promoting the Corsages for Mission. The United Methodist  
22          Women Units at the Topeka Prison make the corsages and the District Treasurers have them  
23          available for purchase.
- 24          d. Promote and recognize unit and individual Mission Giving.
- 25          e. Plan a celebration of missionaries, deaconesses and home missionaries assigned to or from the  
26          Great Plains Conference to be included at the Annual Meeting.
- 27      **8. Social Action Committee**
- 28          a) Maintain the Ministry to Incarcerated Families program of the conference.
- 29          b) Educate women about the Great Plains United Methodist Women’s Ministry to Incarcerated  
30          Families and encourage involvement.
- 31          c) Relate to the Chairperson of the Ministry to Incarcerated Families who is a member of this  
32          team. She:
  - 33              1) Serves as the primary contact person with Topeka Correctional Facilities and with the Great  
34              Plains Conference United Methodist Women regarding this Ministry;
  - 35              2) Is responsible for speaking or providing speakers as needed for local unit meetings, District  
36              Meetings or United Methodist Women Sundays;
  - 37              3) Submits a report to the Great Plains Leadership Team for their meetings;
  - 38              4) Works with the Ministry to Incarcerated Families Committee and the Women’s Activities  
39              Learning Coordinator of the Topeka Correctional Facility;
  - 40              5) Plans and presides at meetings of the Committee (generally twice a year).
- 41          d) Promote the annual Eunice Harrington Leadership, Service and Advocacy Award at the  
42          Conference United Methodist Women’s Annual Meeting.
- 43          e) Encourage women to be faithful witnesses to God’s love through United Methodist Women.
- 44          f) Promote and interpret the Biblical basis for social action and the position of the United  
45          Methodist Church regarding social issues.

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- 1 g) Select one or more of the national office quadrennial priority issues to focus on in the Great  
2 Plains Conference.
- 3 h) Facilitate involvement in advocacy and justice issues throughout the conference.
- 4 i) Promote participation in L.E.A.F. and Ecumenical Legislative Day.
- 5 j) Advocate, support and speak out for the basic needs of women, children and youth.
- 6
- 7 (Typically, the Standing Rules would only need changing after a new Quadrennial United  
8 Methodist Women Handbook is issued. The HANDBOOK 2021-2024 will be up for approval  
9 after General Conference).