



DETAILED MINISTRY DESCRIPTION

*Living God's Word,
Sharing God's Love*

United Methodist Women President

UMW Team Vision

The organized unit of United Methodist Women shall be a community of women whose PURPOSE is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

Title

UMW President

Purpose

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Responsible to

Lexington UMW Board, District Unit President and Conference Level, Contact person for District Unit President and Conference.

Description of duties

- Serve as chairperson of LUMW Executive Board.
 - Set positive tone for teamwork.
 - Assist board members in setting advocacy and fundraising goals for mission (local, District, Conference).
 - Encourage officers to learn more about work of UMW and how each office supports the whole organization.
 - Work with Executive Board to develop the local unit as a Mission Today Unit.
 - Assist Board in planning local Unit meetings, mission fundraisers.
 - Assist/encourage each Board member in fulfilling her designated responsibilities.
- Communicate with all members the goals, decisions, programs, needs, etc. of the local Unit.
- Lead local Unit meetings.
- Encourage members to participate in District and Conference opportunities.
- Read and promote RESPONSE magazine and PRAYER CALENDAR.
- Address concerns/needs of Executive Board and other UMW members.
- Serve as contact for District Unit President and Conference organizations.

Budget Responsibilities

Oversee the annual budget. Give guidance and suggestions in setting the annual UMW budget. Follow up with UMW treasurer to make sure commitments to district and conference are paid on time.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

Time requirements

- Attend Board meetings as scheduled.
- Attend quarterly & preside over Unit meetings.
- Promote and attend District meetings as time permits.
- Attend all UMW Special Events.
- Serve on the Church Council and attend meetings as scheduled (4-5 times a year).
- Provide UMW's active support for needs of minister and/or other church staff and all governing bodies of the congregation.
- Communicate UMW goals, activities, and needs with minister, associate minister, and other Church Staff.
- Provide written reports of all UMW goals and activities to governing boards of the church.

Term

Prefer 3-year commitment.

Training and resources

- **The Book of Discipline** - ¶256.5
- Cokesbury Guidelines: **Women's Ministries** – An electronic copy is available on the LUMC Equipping Ministry webpage.
- Attend District Training once a year.
- Be current & promote active support of goals and activities at the District and Conference Levels by reading the District and Conference newsletters for UMW.

Background Check

Not Required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this.

Qualifications, Skills, and Gifts

- On a personal spiritual journey.
- A personal and growing relationship with Christ.
- Commitment to volunteer.
- Possess one or more of the following Spiritual Gifts:
 - Administration(R)

- Helps(D)
- Faith(R)

* R - Required; D - Desirable

Benefits to the Servant

You will increase your knowledge of the United Methodist Women within the local church, district and conference and experience the joy of helping others with Missions throughout the world. You will experience a bonding within each of these units and become much closer to UM Women in the local church through working together for the glory of God and Missions.