

# Secretary of Program Resources



*Thank you for volunteering to be a Conference Secretary of Program Resources. I hope you know how important a job this is, and how much we appreciate your sharing your gifts and your talents with United Methodist Women. If there is anything I, or any of the Staff of the Women's Division, can do to make your job easier, please do not hesitate to let us know.*

*God's blessings on you as you work to fulfill the PURPOSE of United Methodist Women.*

Harriett Olson

*Deputy General Secretary of the Women's Division*

## Purpose of UMW

*The organized unit of United Methodist Women shall be a community of women whose Purpose it 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.*

As we know, the Secretary of Program Resources (SPR) determines the resource needs of the Conference (District/Local Unit). She is also responsible for promoting and ordering the appropriate resources for the scheduled events. Formally, the Constitution and Bylaws of the United Methodist Women state that the Conference SPR has the responsibility of helping members and elected leaders of the unit (local/district/conference) know about, and secure the resources that enable them to fulfill the PURPOSE.

The *Constitution and Bylaws* state:

- a) Be informed about and promote the use of printed and audiovisual materials of the Women's Division and General Board of Global Ministries, which are available through the Mission Resource Center;
- b) Promote the Reading Program; receive reports from districts regarding their participation in the Reading Program;
- c) Promote the mission magazines, *Response* and *New World Outlook*, and *Response* magazine on cassette;
- d) Order on consignment; display and arrange for the sale of program materials at meetings of the conference organization;
- e) Keep a copy and/or record of all videos and other audiovisual resources sent for use by the conference; see that the resource is placed in the conference audiovisual library/office along with a brief description of the audiovisual; if requested by the Executive Committee, make copies of the resource for each district and send to the district SPR; promote use of audiovisuals;
- f) Serve as the contact person for district Secretaries of Program Resources, provide resources, and conduct training at least annually as determined by the Executive Committee;
- g) Serve on the following committees: Executive, Program, Finance, and School of Christian Mission.

In other words, you are the person who is to locate, obtain, promote, and sell the resources available to United Methodist Women. In the following pages, you'll learn how to accomplish these tasks in the easiest, most efficient way possible, while maximizing sales of the material, which increases dollars to mission.



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# Secretary of Program Resources

## WHAT MUST I KNOW?

### A. Responsibilities

Do you like to work with people? Do you like to read and promote a wide range of different materials? Are you well organized? While the main description of your job, “to help elected leaders...know about and secure resources for their task,” sounds simple, in an organization like United Methodist Women, which generates yearly a wealth of new material and maintains most of the material produced in former years as well, you have a BIG job! In this ongoing program of continuing education, you’re very important.

The basic responsibilities of the office of Conference SPR are outlined in the *Constitution and Bylaws Handbook*, Article II, Section 7, pp. 33-34. Please read this section carefully. You are a member of the Executive Committee, and Committees on Program, Finance, and School of Christian Mission, so you should also read pp. 35-38, beginning with Article III.

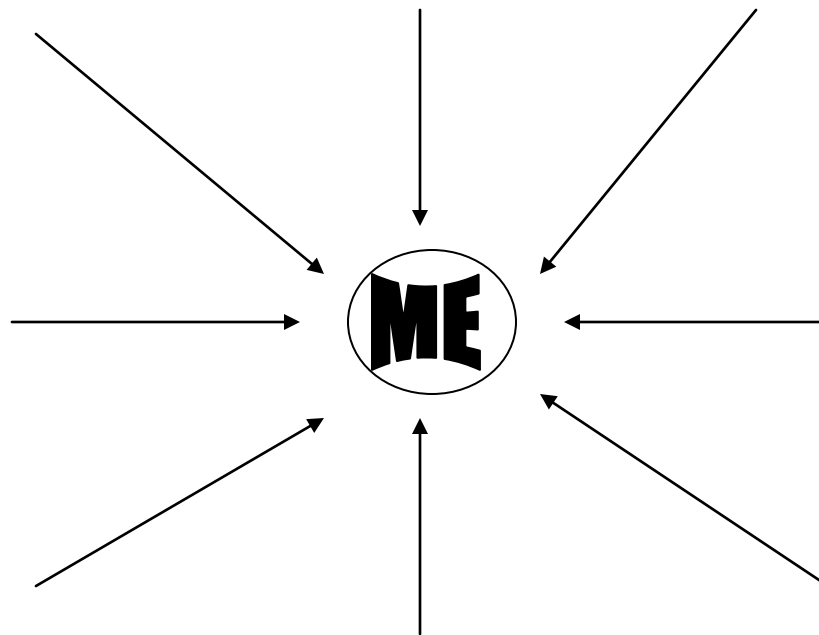
You also should read the *Constitution and Bylaws Handbook* section regarding District SPR, Article II, Section 7, pp. 19-20. There are also several sections in the District Handbook that relate to the work of your office. In order to help district officers work with local groups, you should be familiar with parts of the *Handbook — Focus on Local Units*, Article II, Section 8, p.8, on the basic responsibilities of the SPR.

### B. Relationships

As a member of the Mission Team, you work collaboratively with other team members, with district officers, with the Women’s Division, and with other individuals and groups in your annual conference. As you’ll see on the next two pages, you are dependent on others, and others depend on you.

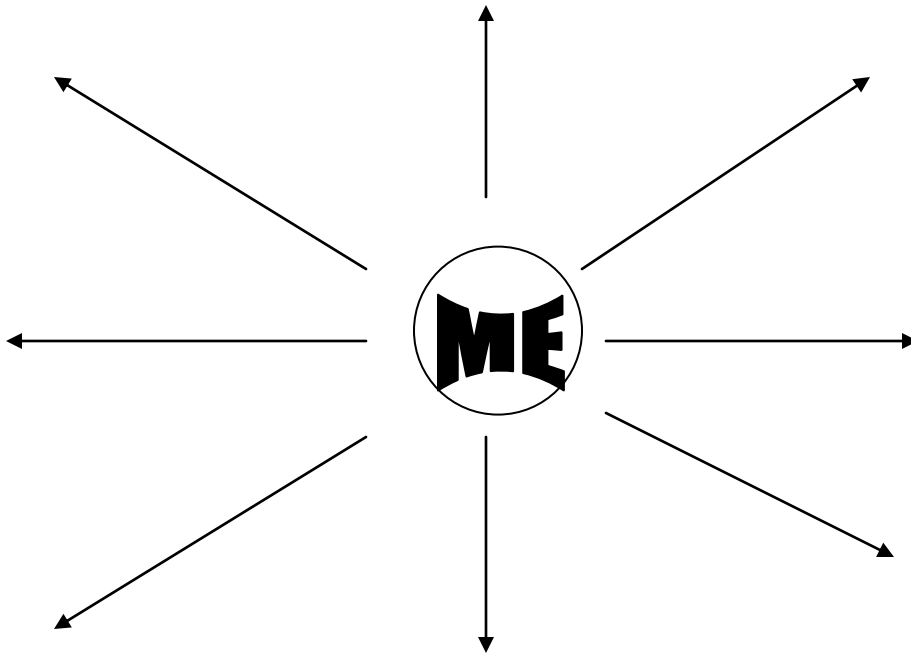
*Upon whom do I depend?*

As Conference United Methodist Women SPR and as a member of the Conference Mission Team, you are dependent on a variety of individuals and groups in order to do your job well. Complete the diagram below, naming persons, groups, committees, etc. you depend on as you carry out your responsibilities.



*Who depends on me?*

Other persons and groups depend on you in order to do their jobs effectively. Complete the diagram below, naming persons, groups, committees, etc. who depend on you to help them do their jobs well.



## C. Resources

Here are some basic and helpful resources to assist you as SPR:

1. *Response* subscription
2. *New World Outlook* subscription
3. \**Handbook: Focus on Local Units*
4. \**Constitution and Bylaws*
5. \**District Handbook*
6. \**Program Book*
7. \*\*\**In the Middle of Tomorrow* & other historical books about United Methodist Women
8. \*\**The Book of Discipline; The Book of Resolutions*
9. \**Prayer Calendar*
10. \**Acting Out Our Conversion*
11. \**United Methodist Women in Mission*
12. Mission Resource Promo Mailing from Mission Resource Center (\$35 Mailing)

The following materials should be passed along to you from your predecessor, or updated and supplied by your conference. (Your predecessor should have specific files and information necessary for you to carry out your officer responsibilities.) Make sure that you pass these along to your successor.

- Current Mission Resource Center Catalog
- Current Program Book and related flyer
- Current Reading Program/list and brochure
- Mission Resource Center information regarding consignment orders
- *Response* magazine flyer
- Your annual conference's audiovisual catalog
- Files documenting recent consignment orders

During your tenure in office, a variety of materials will be shared among the conferences at Officer Update sessions at Regional School. These are valuable promotion ideas and will help in fulfilling other facets of your responsibility. Prepare a file to retain them.

\*Check Mission Resource Center catalog for stock number, price, and language availability. Handbooks, Constitution, and Bylaws are new every quadrennium; Program Books and Prayer Calendars are produced annually.

\*\*These should be available in your local church or ordered from Cokesbury.

\*\*\*Found in *Ten Best History Books*, CD-Rom, Stock #2829, \$40

# WHAT SHOULD I DO?

## A. Set Priorities

As Conference SPR, there are activities that will help you as you begin your term of office.

- **Acquaint yourself with the printed and audiovisual resources available to United Methodist Women.** This is no small task! If you have been an active member and leader in your local unit and district organization, you are familiar with many of the organizational tools such as the Handbooks, Constitution and Bylaws, etc. No doubt, you have been a longtime subscriber to and reader of *Response* and *New World Outlook*. You will have used the Program Book each year. If you are not thoroughly familiar with each of these basic resources of United Methodist Women, take the time to get to know them. Then, use the Mission Resource Catalog and the materials you received from your predecessor to enhance your knowledge about the wide range of materials available for mission interpretation, understanding social concerns and issues, spiritual growth, and for understanding an interpreting the work of national and international mission. Also, log on to the Mission Resource Center e-store at [www.missionresourcecenter.org](http://www.missionresourcecenter.org). You can find the most up-to-date materials offered on this web site.

When they become available each year, review the materials recommended for the newest mission studies. Then, you can suggest which materials are basic and which are supplementary in promoting and developing the current mission emphases.

- **Order the resources for the next event for which you have responsibility.** Read through the materials from the Mission Resource Center about how to complete a consignment order. What are your time deadlines? What help do you find in your files from the last such event? What further information do you need to make your order? Where do you get this information?
- **Make plans for special and ongoing promotion of *Response* and *New World Outlook*.** Read through all the sample materials in this notebook. Which ideas seem most useful for your area? What other ideas can you and the Mission Team generate to increase distribution and use of these magazines?
- **Make plans for interpretation and promotion of the Reading Program.** Is the Reading Program used widely in your area? Does it need further introduction? If so, what channels are available in your conference?

- **Program formulation.** After you are familiar with the wealth of program resources and the scope of work of the Women's Division and United Methodist Women, are there areas in your conference that seem to be neglected? Are there program ideas you think should be tried? Bring those ideas to the Program Committee of which you are a member.
- **Organize your files.** You will receive a great deal of material during your term of office. Organization of this material and efficient filing of consignment orders will prove beneficial to you and to your successor.
- **Training district counterparts.** As part of your job, you will lead training sessions for District Secretaries of Program Resources. Begin gathering resources and ideas for leading such sessions. You may want to use some of the materials included in this notebook, the Consignment Procedures handbook, and the *Tools for Training* notebook. These training sessions can be an important sharing time that should highlight the vital role all Secretaries of Program Resources play. Communicating this importance and motivating District SPRs are especially crucial as you work with your conference, district, and local units, and reemphasize the connectionalism through the use of our resources.

## **B. Make Action Plans**

- What do you actually **do** as a Conference SPR? Review the priorities suggested in the preceding paragraphs and in your job description in the *Constitution and Bylaws*. Consider any additional priorities you identified. What is the thing you need to do first? Write it down as Action Step 1 on the following Action Plan sheet. Do you need to collaborate with someone as a part of this action? If so, make note of who that person is in the Collaborative or Special Resources column. Do you need some special resource to accomplish action? If so, note it. Is there some barrier you anticipate in carrying out the action? Remember, barriers can be either internal (in you), external (outside you) or both! Note any potential barriers in the Barriers? column. Consider how you can overcome such barriers to action.
- When you actually begin the Action Step, note the date in the Date Activity Begins column. When you complete the activity, note that date in the appropriate column. Give yourself some feedback in the Outcome column (some positive reinforcement when you are successful in completing your action; some encouragement when the outcome is less than anticipated or desired).

- ➔ Prioritize other things you need to do as Action Steps 2, 3, 4, etc. Use the Action Plan sheet as an aid in setting specific goals, defining tasks, and following through on those action steps to completion. You can make other Action Plan sheets for yourself, or perhaps you will want to devise a modified version that meets your particular needs. Some SPRs even hold one-person staff meetings, talking over with themselves what was accomplished, what goals need to be set, evaluating progress, etc. (In this case, talking to yourself doesn't mean you're going off the deep end!)

## **ACTION PLAN**

<b>ACTION STEP</b>	<b>COLLABORATIVE OR SPECIAL RESOURCES</b>	<b>BARRIERS</b>	<b>START DATE</b>	<b>END DATE</b>

*Please duplicate as needed*

# NOTES

## C. Develop Skills

- **Management skills.** You have the opportunity to develop your skills in managing resources and people during the course of this office. If you are enthusiastic about the program and resources you are responsible for promoting, your enthusiasm will spread to those with whom you work. You can engage others in helping you design and staff creative, efficient resource rooms. You can mobilize your district counterparts to become skilled promoters and efficient managers. You can exemplify behavior and attitudes that will help promote the PURPOSE of United Methodist Women.
- **Public relations skills.** Part of your office responsibility is public relations and advertising. You promote *Response* and *New World Outlook*. You promote the Reading Program. You promote the mission study materials. You promote all of the materials and programs appropriate to carrying out the PURPOSE of United Methodist Women. Your interpersonal skills of relating to people with whom you come in contact in enthusiastic, caring, supportive ways are an important aspect of your work. You might want to consider taking a community college course in public relations or advertising to help you with this important aspect of what you do.
- **Training skills.** In working with district counterparts and other United Methodist Women, you have unique opportunities to teach others how to become effective promoters and interpreters. You will need to develop a repertoire of training approaches and training strategies that will enable you to reach people who learn in diverse ways. Self-evaluation is important so that each training opportunity is more effective than the one before.
- **Leadership skills.** In the Supportive Materials section of this notebook is an exercise “Who Am I As A Leader?” where you will identify and mark your own skills as you move into this Leadership position. After you have completed the suggested analysis, use the same list to consider the skills necessary for your specific officer responsibility. Place an “X” beside those verbs that describe skills you believe a Conference SPR should have. Add verbs other than those listed if you think they are necessary. Compare your marks and the X’s on your list. Are there officer skills (identified by X’s) you did not mark as part of your self-assessment? If so, list them there.

Are there personal skills that you previously identified that might be useful in some way to the office of SPR? It may be helpful to list them also, briefly noting how they might apply to this office. What does this “analysis of skills” exercise suggest to you as you begin your term of office? Are there new skills you should develop? Are there skills you need to refine, or further improve? Are there skills you possess which do not relate specifically to your conference office, but might be useful to the broader tasks of the Conference Mission Team as a whole?

## D. Train Others

As part of your officer responsibility, you will be asked to train District SPRs (see “Working with Districts”). Some things to be considered in planning training sessions are suggested below. But, remember to make the training experience your own. Plan your agenda to meet the needs of the persons you are training.

1. **Purpose.** What do you hope to accomplish? What are your plans for the training event? Write down several objectives you wish to keep in mind as you plan, implement, and evaluate your training session. In planning the training event, remember the tools you received at the Leadership Training Event (LTE).
2. **Room Arrangement.** What kind of physical setting will help you fulfill your plan? If you wish to encourage questioning and informal give-and-take, use an informal seating arrangement, placing chairs in a circle or semi-circle, or seat participants at tables so they can see one another and also write easily.
3. **Resources.** What resources will you need to carry out your agenda of training activities? What resources do you want to introduce to the participants for their later use? How can resource materials be displayed in an inviting manner? Check through the materials suggested as resources for this office.
4. **Agenda.** What you do in your training event should directly relate to the objective you and your team have for the event.
  - a) *Getting acquainted.* Take time for participants to learn each other’s names and something about one another. Provide nametags. A community building exercise that makes people laugh or livens up the group is a wonderful way to begin.
  - b) *Set the stage for your work together with an inspirational moment.* Remember what the United Methodist Women is all about! You could use the PURPOSE as the basis for this discussion while incorporating other resources you can locate in the Mission Resource Center catalog.
  - c) *Present an overview of the work of the Women’s Division* (if this is not done in a general session).
  - d) *Discuss the duties and responsibilities* of the office of the SPR with the Executive Committee and with other committees.
  - e) *What resources are we promoting?* Give an overview of the range of printed and audiovisual materials available.
  - f) *Resourcing an event.* What are the various aspects of effectively and efficiently resourcing an event? Study the materials in this handbook. Use some of the sample materials from various conferences, Regional Schools, and your files. Allow time for brainstorming new ways to do things and for sharing the experiences of participants.

- g) *Promotion of Response and New World Outlook.* What is the record in your area for using these valuable resources? Are subscriptions increasing? Declining? How can you best plan for and implement ongoing promotion of these resources?
  - h) *The Reading Program.* What is the Reading Program? Why do we have it? How can we better promote its use? Use the Reading Program catalog and the booklet, *Your Reading Program.*
  - i) *Audiovisual resources.* Why do we use audiovisual resources? How can we best use them? How can we best select them? What resources are available to us? Explore audiovisual resources available through conference and ecumenical sources in your area.
  - j) *How can we ensure which program resources will be highlighted at each district visitation event within local units?* See “Working with Districts.”
  - k) *Questions and sharing.* Provide ample time and opportunity for participants to ask questions and for you to deal with all questions asked. Be sure to encourage sharing of ideas by participants throughout your training event. Having them share their experiences and enthusiasm for the job is one of the best training tools you have.
5. **Materials to use in training.** Select from a wide variety of United Methodist Women’s materials for your own information and to use in training district counterparts. Do not think that you need to incorporate all of them into the training. Also, the LTE materials, *Tools for Training*, are basic for any event.
  6. **Evaluation.** Design a simple form such as the one at the end of this handbook that relates to the objectives you identified for your training event. *Tools for Training* (LTE) includes a form you can use. The form should include items that will help you plan and implement future events. What aspects of the training event did participants find most useful? Least useful?
  7. **Summarize** the data you gathered on your evaluation forms. Make notes for yourself while the event is still fresh in your mind. What would you do differently next time?

## E. Check Your Learning

Complete the self-check below. If you have difficulty with any item, talk to your predecessor or get in touch with the Women's Division staff contact for the SPR.

- Why is the SPR a key person as part of the conference Executive Committee Mission Team?
  - ✓ As part of the Committee on Program?
  - ✓ As part of the Committee on Finance?
  - ✓ As part of the Committee on the School of Christian Mission?
  
- Why is it necessary for the SPR to maintain a file?
- Why is it essential for the SPR to promote *Response* and *New World Outlook* magazines?
- What is the primary function of the SPR at Schools of Christian Mission, Annual Meetings, workshops, etc.?
- What attitudes and skills should SPRs bring to their officer responsibility?
- How can the SPR evaluate her progress and the progress of her district counterparts in fulfilling their job descriptions?
- What important function can the outgoing SPR perform to ensure that the new officer receives all necessary information from the Mission Resource Center?

# NOTES

# **SUPPORTIVE MATERIALS**

# WORKING WITH DISTRICTS

The 477 Districts in 63 Conferences are a vital link in the connectional system of The United Methodist Church. Districts are the closest link to almost 25,000 local units in nearly 36,000 local churches, with a membership of approximately 1 million United Methodist Women. As a member of the Conference Executive Committee, SPRs should find new ways to strengthen this link in your conference during the coming year. As part of ongoing meetings of the Executive Committee, find ways to keep these connections alive and meaningful and always an agenda item.

**Elected Leadership Training** - As a conference elected leader, you will receive resources for use with district and local leaders and members. We hope you will spend some time during the training sessions at Regional School sharing how this can be done most effectively.

**Conference Schools of Christian Mission** - Whatever pattern of school is operative in your conference, it is essential that some time be spent with the district and local leadership (and potential conference leadership!) of United Methodist Women in leadership training, time for sharing, and affirming the strong connectional links we have as Methodists.

**Elected Leader Training/Orientation Sessions** (for district elected leaders; with district elected leaders for local groups) in addition to the time spent at the schools. Patterns for these are almost as varied as the number of conferences. They include Fall/Spring training days, cluster meetings, workshops, etc.

The importance of spending a significant block of time with district elected leaders, as part of their preparation for working with local groups cannot be overemphasized. Where this has been done, frequent enthusiastic reports come from district and local groups; where this step has been omitted, frequent frustration is voiced by district leaders at having little sense of guidance or direction and, in turn, by local groups at receiving no help from the districts.

**Other Settings** - In addition to specific elected leader responsibilities, several conferences have provided a variety of other experiences either specifically for district elected leaders, or planned with district leaders, focusing on women. The Conference Team works with the Executive Secretary for Leadership Development to provide training through "Rekindle the Gift," which is designed to train district leaders, potential leaders, and conference leaders if the conference chooses. The Team also focuses on training relevant to conference mission team leadership, including: Working Together as a Team; Conflict Management; Diversity and Inclusiveness; Planning and Leading Effective Meetings, Interpreting the Organization; and Motivation.

# The Reading Program

## READING IS.....

- ...a thinking process
- ...an individual act
- ...an active process
- ...a gleaning of knowledge
- ...a hearing process
- ...a teaching process
- ...an understanding process
- ...a sensitizing to the needs, interests, and concerns of others
- ...an involvement
- ...a conversation with the author, yourself, and the characters
- ...a fulfilling process
- ...a judgmental process
- ...a sifting process
- ...a weighing process against our own lives
- ...an awareness of new words, thoughts and ideas

### **The purpose of the Reading Program is to encourage United Methodist Women to:**

- Expand understanding of and participation in God's ministries;
- Increase sensitivity to all human beings – their needs, interests, and concerns;
- Encourage critical thinking about issues facing humanity today;
- Grow in understanding of scripture as it relates to Christian faith in contemporary life;
- Enhance self-knowledge and act from that knowledge;
- Strengthen involvement in local and global Christian mission.

### **Ways to encourage members to participate in the Reading Program**

- Emphasize the relationship of the Reading Program books to the issues, concerns, and action initiatives of UMW and Women's Division.
- Print excerpts from specific books or posters to whet the appetite for reading the entire book. Use the catalog descriptions and cover photos as display tools.
- Bring to the attention of the Executive Committee and the Program Committee the possibility of using certain Reading Program books as the basis of a study during retreats or at other study groups.
- Purchase books to be loaned throughout the conference.

- Encourage local units to order copies of Your Reading Program brochure for use in assisting readers to keep a record of their progress. A copy could also be given with each sale of the Reading Program Books at District and local events. (This plan is used successfully in several Conference Schools in the Mission Resource Room.)
- Purchase one book from each category for all members of the Mission Team so that they can complete one Reading Program plan. At annual meetings of the District, these books can then be given to the units that had the most participants in the program.

**Present Awards. For example:**

- Gift Certificate for additional book.
- Certificate for completion of each plan—I, II, III, IV.
- Certificates or awards for presentation at meetings where both District and local members are present. Conference presents awards to Districts and Districts to the Locals.
- Bookworms could be crocheted or knitted—possibly adding a magnet.

**Officer Responsibilities for the Reading Program:**

- Responsibilities of the SPR – The SPR has the responsibility for promoting the Reading Program. She provides an understanding of what the Reading Program is and how one participates in it, makes the books available for purchase and circulation, and encourages funding for some type of recognition for completion of the Reading Plans. She has the further responsibility of displays and circulation of the list and all information about the program. She works with all four mission coordinators in encouraging use of the Reading Program.
- Responsibilities of the Four Mission Coordinators – While the SPR focuses on ordering and distributing books and recognizing participation, the four mission coordinators focus on motivating members of United Methodist Women to participate fully in the program. Stimulating interest and desire to learn, search, discover, and be informed in all mission areas, each coordinator naturally calls attention to the books listed in her area as do the other mission coordinators.

## How Books are Acquired for the Reading Program

### 1. **Recommending Books for Consideration**

There are numerous ways that a particular book can be suggested for the Reading Program. Most recommendations come from UNITED METHODIST WOMEN. These may be UMW who serve as evaluators for the Reading Program. Or, they may be local women or district and conference officers, directors or staff of the Women's Division. Some publishers, such as Abingdon, send all of the books they publish to the Women's Division for consideration. If you'd like to recommend a book, your staff contact is the Reading Program Specialist ([bathomps@gbgm-umc.org](mailto:bathomps@gbgm-umc.org)).

### 2. **Reviewing Reading Program Books**

Once received from publishers and reviewed, the books are sent to evaluators. Evaluators are UMW who volunteer to read the books sent to them from the Reading Program Office. These volunteers recommend whether or not they feel the book should be on the Reading Program list. The Women's Division works to assure evaluators come from a variety of urban, suburban, and rural areas, from all conferences, from a variety of ages and racial groups. Evaluators are asked to consider whether the book fulfills the purpose of the Reading Program, whether the book is easy or difficult, biased or unbiased, and whether there is anything in the book that readers might find objectionable. Each book must be read by three evaluators.

### 3. **Making Final Recommendations for the Reading Program**

Final decisions are made by the Women's Division Reading Program Committee. This is a committee made up of members of the Board of Directors of the Women's Division, and it meets annually over one weekend. Books read and recommended by three evaluators are divided up among the directors and staff who review each book and then reach consensus on which ones should be on the final list.

### **Many considerations influence the decision to choose a book**

- The purpose of the Reading Program;
- The diverse membership of UMW;
- The readability – print size and language;
- The approach to issues, from familiar to new;
- The cultures represented;
- The suitability of children and youth.

Some books deal with familiar and comfortable topics. Others push us to consider new ideas or expose us to difficult and painful topics. The Division does not intend that UMW accept each word or idea contained within each book. To avoid every possible word or idea which all of our readers might find objectionable would be to choose only bland books which do not expand our horizons or enable us to listen to voices we need to hear.

The process is grounded throughout in the wisdom and insight of thousands of United Methodist Women whose lives are dedicated to the mission of Jesus Christ. We make every effort to share with United Methodist Women a wide variety of reading material to help us grow in the faith, to learn about the issues of the day, and to help us become actively involved in mission.

# *Response Magazine*

## The Voice of Women in Mission The Official Magazine of United Methodist Women

The goals of *Response* are to educate for mission, to interpret the PURPOSE of United Methodist Women, and to strengthen the organization.

The colorful photos and lively copy in each issue of *Response* tell the mission story of United Methodist Women and stir readers to solidarity and action with women, children, and youth around the world. *Response* leads readers into social issues that enhance or inhibit mission today and carries a message of faith and hope, a call to justice, and a new reign in God.

### *Response* Features

- Expands concepts of mission through action ideas, program suggestions, resource and book recommendations, and profiles of United Methodist Women in mission.
- Timely themes like racial justice, economic justice, and women as leaders provide new insights and understanding as we seek to deal with often-controversial issues and what it means to be in mission.
- Bible studies and materials for spiritual inspiration and growth.
- Hands-on tips for recruiting and nurturing members, including teens, college/university women, and retired women.
- Stories of how United Methodist Women's mission giving is making a difference in lives around the world.

As the officer responsible for promotion and increased use of *Response*, the SPR should encourage **all** elected leaders at **all** levels to use *Response*. The success of your efforts to promote *Response* as a basic resource to members of local units is vital to carrying out the mission of United Methodist Women from the local unit through the conference.

# How We Get the Mission Study Themes

Issue and geographical themes are selected biennially by the General Board of Global Ministries' (GBGM) Cross-Functional Team on Mission Studies. It gives recommendations to the GBGM Cabinet in January and to the Women's Division Directors at their spring meeting for approval.

Proposals for themes may come from the following:

- Program Cabinet

- Program Area Staff

- Team members (through participation in GBGM staff briefings, reports of GBGM Directors meetings, review of publications such as *Missiology*, the *International Review of Mission*, and other published materials on mission, education, and social issues.)

- United Methodist representatives to Program Committee on Education for Missions (PCEM) of National Council of Churches (NCC).

Each proposal must include rationale for the theme, recommendations for content, suggested writers as well as persons to resource the team on the subject.

Theme proposals will be sought in the Spring/Summer prior to the year of theme adoption with recommendations made by the team in the Fall, and with presentation to the Cabinet in January (i.e., proposal sought in Spring/Summer 2007, theme selections made in Fall 2007 with recommendations to Cabinet in January 2008).

Once approved by Board Cabinet, selected themes will be presented for adoption to GBGM Directors through the appropriate committees.

The Spiritual and Theological Development Committee in the Women's Division has responsibility for initiating a spiritual growth study each year. These themes are adopted by the Directors as many as six years ahead of the time when the studies are actually introduced in the annual Schools of Christian Mission.

# Audiovisuals

## Their Selection and Use

In the task of leading groups and classes, we use many methods of making the group aware of ideas, problems, possible solutions, factual knowledge, etc. One of the ways which can help us is in the use of those materials which unite hearing and sight: projected audiovisuals such as videos and television, and non-projected audiovisuals such as CDs, cassette tapes, photos, maps, exhibits, flip charts, and bulletin boards.

Why use audiovisuals?

- To achieve a definite objective, not as entertainment or substitute program.
- Ideas are remembered better if we can see as well as hear.
- Audiovisuals are often more effective than other materials or methods.

Best use requires:

- Careful preparation on the leader's part. Leader must preview material and think through how it will be used, etc.
- Preparing the group to understand why we are viewing an audiovisual and what they should be looking for.
- Preparation of room and equipment in advance.
- Planning for as much group participation as possible.
- Initiating an appropriate discussion following the presentation, worship or other activity.
- Evaluation of the audiovisual's appropriateness and effectiveness.

In selecting an audiovisual, ask:

- Is it related to the study or purpose to be achieved?
- Does it have a contact point with the needs, concerns, and interests of the group?
- Are the general impressions and specific knowledge given valid and authentic?
- Is there more than one type of audiovisual available in the chosen area? Which one(s) will serve best?
- Would some other learning experience be more effective?

Some don'ts:

- Don't expect audiovisuals to answer all the questions.
- Don't expect audiovisuals to be effective without adequate preparation.

## A Film Service for United Methodists

EcuFilm is a service that provides United Methodists with a central source for purchasing video resources in many subject areas produced by the denomination. Organized as an audiovisual resource center, the service provides information, advice, and resources. A catalog and periodic supplements are mailed to regular customers and to others upon request.

EcuFilm  
810 12<sup>th</sup> Avenue, South  
Nashville, TN 37203  
(888) 346-3862  
[www.ecufilm.org](http://www.ecufilm.org)

## Mission Resources Promo Mailing \$35 Mailing

A subscriber to the Mission Resource Promo Mailing will receive a copy of all new and revised materials printed by the Women's Division for general distribution by the Mission Resource Center. We mail new resources approximately two times a year. The mailing service year begins with the first resources available after the prepaid subscription is received. Please mail your prepaid subscription to the Mission Resource Center, 1221 Profit Drive, Dallas, TX 75247-3919, or subscribe online at <http://www.missionresourcecenter.org/>.

# NOTES

# Suggested Agenda for Training SECRETARIES OF PROGRAM RESOURCES

- I. Time to Deepen Community
- II. PURPOSE and Structure
  - A. Review PURPOSE
    - 1. PURPOSE poster
    - 2. *United Methodist Women in Mission*
  - B. Review Job Description (with handbook)
  - C. Review Committee Relationships
- III. Understanding Resources
  - A. How Resources Are Developed
  - B. Response to Diversity
    - 1. Language
    - 2. Different cultural/educational backgrounds
    - 3. Younger/older women
    - 4. Small/large units
    - 5. Variety of physical capabilities
  - C. Resourcing Issues
    - 1. Campaign for Children
    - 2. Membership
    - 3. Racial Justice
    - 4. Care for God's earth
    - 5. Theological understanding
    - 6. Supportive community
    - 7. Giving
    - 8. Leadership development
    - 9. Leadership education
    - 10. Mission education
    - 11. Empowering young women
    - 12. What's the Purpose?
- IV. Promoting Resources
  - A. Reading Program
  - B. *Response/New World Outlook*
  - C. Program Book
  - D. Prayer Calendar
  - E. Mission Studies
    - 1. Geographical study
    - 2. General study
    - 3. Spiritual growth study
  - F. Skits and other promos

## V. Ordering Resources

- A. Catalog
- B. Authorized Mailings
- C. Mission Resource Promo Mailing
- D. Consignment Order – see Consignment Process handbook

## VI. Connections

- A. Women's Division
  - 1. Mission Resource Center
  - 2. Staff contact
  - 3. *Response*
  - 4. Reading Program
  - 5. Authorized Mailings
  - 6. *Mission Update*
  - 7. *Tools for Training*
- B. Online Community
- C. Newsletters
- D. Annual Meetings
- E. Schools of Christian Mission
- F. Other Events
- G. District and Local Counterparts

## VII. Evaluations

## VIII. Sending Forth

# Suggested Handouts

Secretary of Program Resources training manual  
The Consignment Process training manual  
Change of Local Unit Presidents and/or SPRs  
Sale and Display of Literature at Gatherings  
Mission Resource Promo Mailing  
Evaluation Form  
Sample Skits  
Promotion Ideas  
Community Building Ideas  
Suggestions for Worship  
Other Resources as appropriate

# Who Am I as a Leader?

By the very nature of the office you are assuming, you have already undoubtedly been a leader in United Methodist Women and perhaps elsewhere in community, church, and work settings. But you may not have had much opportunity to reflect on the nature of your leadership – past, present, future. In this section you will have the opportunity to do so.

Reflection: Think of an office in a church or community organization, or a job that you would really like to have. It need not be anything you have ever done before. On a piece of notebook paper write a letter that your best friend might write to recommend you for that position. Your best friend can be any person who you think knows you better than anyone else—your spouse, friend, sister, brother, a colleague in United Methodist Women, or at work. Here are some of the topics your “friend” could address:

She is the kind of person who likes...  
She greatly appreciates and values...  
Her strongest skills are...  
She feels best when...  
Some day she would like to...  
The hardest thing for her to do is...  
She should have this position because...

Did you become aware of any new insights into your leadership qualities as a result of this activity?

Analysis of skill: In the list on the next page, make a check mark beside each word that expresses something you can do. Add a second check mark beside those that express something you can do well. And, a third check mark beside those that express something you really enjoy doing.

Act  
Adapt  
Address  
Administrate  
Advocate  
Allocate  
Analyze  
Anticipate  
Arrange  
Assign  
Assist  
Balance  
Bargain  
Budget  
Build  
Calculate  
Care  
Change  
Clarify  
Classify  
Collaborate  
Collect  
Communicate  
Compare  
Compile  
Compute  
Conduct  
Confront  
Consult  
Cook  
Cooperate  
Coordinate  
Counsel  
Create  
Critique  
Debate  
Decide  
Define  
Delegate  
Demonstrate  
Design  
Detail  
Develop  
Diagnose  
Direct

Discuss  
Drive  
Edit  
Educate  
Encourage  
Enlist  
Establish  
Evaluate  
Exercise  
Expand  
Expedite  
Experiment  
Explain  
Explore  
Express  
Facilitate  
File  
Fix  
Forecast  
Fund Raise  
Implement  
Improve  
Influence  
Initiate  
Interact  
Interpret  
Invent  
Keep Books  
Laugh  
Lead  
Learn  
Listen  
Love  
Make Policy  
Manage  
Negotiate  
Observe  
Order  
Organize  
Perceive  
Perform  
Persuade  
Plan  
Preach  
Prepare

Program  
Propose  
Publicize  
Purchase  
React  
Read  
Reason  
Reconcile  
Recruit  
Relate  
Report  
Research  
Restore  
Review  
Risk  
Schedule  
Sell  
Serve  
Simplify  
Sing  
Speak  
Stage  
Stimulate  
Study  
Summarize  
Supervise  
Symbolize  
Systematize  
Tabulate  
Talk  
Teach  
Team Build  
Think  
Train  
Translate  
Travel  
Trouble-Shoot  
Type  
Understand  
Update  
Validate  
Visualize  
Write

Were there other words you would insert in the list?

How many activities did you identify that you really like to do and/or do well?

What type of leadership do these skills reflect?

# So . . . . You Have to Make a Poster

Sometimes just one poster placed in the right place will tell many your story. Here are just a few tips to help you make a great poster!

A good poster must...

- Catch the eye of the passerby.
- Be simple and clear. People glance only briefly and are immediately either “told or sold” or not. Don’t be too wordy.
- Impress “your story” upon the viewer.

When planning a poster...

- Remember to include the five w’s: Who, What, Where, When, and Why.
- Make a rough sketch.
- Materials you will need (check the Green Guide!)
  - An upcoming event, a new book or an important topic to promote
  - Plain white or brown wrapping paper
  - Colored construction paper
  - Colored art board; sewing board to cover creatively (no foam board, please)
  - For good effect, use three-dimensional materials like cardboard tubes, paste-on ribbons, photographs, fabric, etc.
  - Marking pens, markers, color crayons, color pencils, etc. (use a backing sheet to avoid damaging a surface)
- Contrast is one of the most important considerations in determining color combinations for posters. Use dark letters on a light background and light on dark.
  - Experiment with colors until you find a combination that is pleasing and easy to read.
  - Look at it from a distance and see if you can read it easily.
  - Don’t make every letter a different color! (It just looks like you got a new set of markers and had to try them all!) You will find that if you do use all colors, the lighter colors like yellow, pink, etc. will not be seen at all from even a close look.

→ Plan your lettering:

- Small case letters are easier to read than capitals.
- Use capitals only for emphasizing an important phrase or word to give variety.
- Save fancy or script letters for catching the attention of the viewer.
- Use guide lines...a very important MUST...for spacing and keeping lines straight.
- Don't mix upper case and lower case letters within a word (Initial caps are okay).

→ Letter Sizes and Their Effectiveness:

Size	Viewing Distance
¼ inch	8 feet
½ inch	16 feet
1 inch	32 feet
2 inch	64 feet

Space letters by eye, not mechanically. Generally leave the same area (not just the linear distance) between letters. You may make letters within words relatively close together, but then leave more space between words.

If there is a lot of lettering, it should be grouped together to form your message. You can group letters and words to block them in the same area for the same emphasis, but be sure to leave enough space between the lines for easy reading.

You may also want to use different size letters for items of different importance.

Use a smaller margin at top than bottom.

- Keep written material to a minimum. Use only headings, captions, and signs necessary to tell the story. Within limits, vary the size, letter style, and color of the sign to create interest.
- Have fun making posters and letting your people know what is happening in your UMW!!!

# NOTES

# Evaluation of Officer Training

## Secretaries of Program Resources

What I liked most about this officer training was.....

What I liked least about this officer training was.....

I wish we had.....

On a scale of 1 to 10 (10 being the highest) how helpful was this training? Why?

On a scale of 1 to 10 (10 being the highest) how helpful was your leader? Why?



# Authorized Mailings to United Methodist Women from the Mission Resource Center

## Local President

- *Mission Update*, newsletter published four to six times a year by the Women's Division
- Mailings initiated from time to time by the Women's Division

## Local SPR

- *Call to Prayer and Self-Denial* packet, early Fall.
- *Mission Resource Center Catalog*, annually, Spring.
- *Mission Resource Center Newsletter*, quarterly.

## District President

- *Mission Update*, newsletter published four to six times a year by the Women's Division
- Mailings initiated from time to time by the Women's Division

## District SPR

- Reading Program List and booklet, annually in August.
- Consignment Order Forms for events and meetings, annually, Spring.
- *Mission Resource Center Catalog*, annually, Spring.
- *Mission Resource Center Newsletter*, quarterly.
- Mailings initiated from time to time by the Women's Division.

## Conference President

- *Mission Update*, newsletter published four to six times a year by the Women's Division

## Conference SPR

- *Call to Prayer and Self-Denial* packet for information/promotion.
- One sample copy of selected printed materials produced by the Women's Division.
- Reading Program List and booklet, annually in August.
- Consignment Order Forms for events and meetings, annually, Spring.
- *Mission Resource Center Catalog*, annually, Spring.
- *Mission Resource Center Newsletter*, quarterly.
- Mailings initiated from time to time by the Women's Division.

## Conference Treasurer

- *Mission Update*, newsletter published four to six times a year by the Women's Division

Conference Mission Coordinator for Spiritual Growth

- *Call to Prayer and Self-Denial* packet with enough for Districts.
- *Mission Update*, newsletter published four to six times a year by the Women's Division

Retired Women's Division Presidents

- *Mission Update*, newsletter published four to six times a year by the Women's Division
- New Women's Division printed materials.

\*You may use the authorized mailing list from the *District Handbook*.

# NOTES

