

Forming a New Group



There are several things to do when forming a new group:

You must get permission from the Session to form a group. The Session should be informed that offerings are sent to the WMS General Fund. The WMS General Fund is used to provide grants to *Presbyterians Sharing* for the work of International Ministries and Canada Ministries and to support regional and national staff positions. In addition to the General Fund grants, WMS receives and fills requests for money from Endowment Funds. This money increases the scope of the organization's mission in Canada and beyond.

The group should hold an inaugural meeting at which the executive is elected and installed. This could incorporate or be held in conjunction with a worship celebration welcoming the group into the Society. The Presbyterial should be involved either as a whole or by representation. It would be good to have representation of the Session present too.

Inform the Presbyterial and the WMS at Church Offices of the name and address of a contact person, for example, the Secretary of the Group.

When the Group has been established, it should apply for a Registration Number from Revenue Canada, Charities Division, Ottawa, ON, K1A 0L5 (1-800-267-2384). It is important to **clearly identify the name of the Group** and not to vary the name in any way, otherwise there will be delay in getting the Number. You will need Form T2050 and the Guide T4063.

Along with the application, the Group will need a letter from the Executive Secretary of the Women's Missionary Society affirming that it is a bona fide group within the WMS. They should write to the Executive Secretary requesting this (50 Wynford Dr., Toronto, ON, M3C 1J7). She will send the letter to the group along with a copy of the Constitution. Both the letter and the Constitution should accompany the application to Revenue Canada. Each year Groups are expected to report through the *Annual Charity Return* from Revenue Canada. However, if the group fails to report it will have to go through the process of getting a letter from this office affirming membership in the WMS and registering all over again.