

**Information
for**

**LOCAL
GROUP
EXECUTIVES**



**Women's Missionary Society
Presbyterian Church in Canada
50 Wynford Drive,
Toronto, ON M3C 1J7**



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1. INFORMATION FOR LOCAL GROUP EXECUTIVES

The purpose of the Women's Missionary Society of the Presbyterian Church in Canada is:

**The Women's Missionary Society
is a community of Christians
whose purpose
in response to the love of God
in Jesus Christ,
is to encourage one another and
all the people of the church to
be involved in local and world mission
through prayer, study, service
and fellowship.**

The Women's Missionary Society is a Society within the Church that shares in the Church's education program in cooperation with the Life and Mission Agency of the Presbyterian Church in Canada working towards mission in Canada and around the world.

It is hoped that this information will be useful as a guideline for executives of local groups of the Women's Missionary Society.

June 2000



2. RESPONSIBILITIES OF OFFICERS IN A LOCAL WMS GROUP

Most groups elect a President, Vice President, Secretary, Treasurer or Secretary-Treasurer. All officers are elected annually. Often the group sets a maximum term of office.

If a group decides to function in a very informal way, they may appoint an executive committee which would carry the responsibilities for those offices. In such a case one person should be named as the contact person for the group to receive correspondence from Presbyterial, Synodical and Council.

PRESIDENT

It is expected that the president will endeavor to be familiar with and be informed about the work for which the Society is responsible.

At the meeting:

- ✓ create a happy and friendly atmosphere by welcoming everyone.
- ✓ preside at the meeting of the group or its executive except when the Vice President (or other person) is delegated to do so
- ✓ use correct business procedure (see p. 12)

Between meetings:

- ✓ see that the executive meets to discuss and plan the business of the group. A sub-executive or an executive committee may be appointed to assist the president in these matters
- ✓ attend any group committee meetings as an ex-officio member
- ✓ encourage and helps officers and conveners on the executive
- ✓ plan the agenda for each meeting with the secretary
- ✓ check with those responsible for the various parts of the upcoming program(s)
- ✓ establish and maintain contacts with other organizations in the congregation and encourages the group to cooperate with and support them
- ✓ attend Presbyterial Annual and Executive meetings or sees that a substitute is sent (as president is a member of Presbyterial Executive)

VICE PRESIDENT

It is expected that the Vice President will endeavor to be familiar with and be informed about the work for which the Society is responsible and be willing to be nominated for President.

- ✓ assume specific responsibilities assigned by the President and/or Executive
- ✓ substitute for the President when necessary
- ✓ preside at group meetings when requested



SECRETARY

At the meeting:

- ✓ record minutes of group and executive meetings
- Note:** Local Group minutes are read and approved at the local group meeting, Executive minutes at Executive meetings and so on.

Between meetings:

- ✓ prepare agenda for meetings in consultation with the President, using minutes to discover unfinished business (see agenda outline p. 12)
- ✓ prepare notices for meetings.
- ✓ care for correspondence:
 - report to the President immediately when letters are received
 - read relevant letters at meetings
 - reply to letters promptly in accordance with action taken at the meeting
 - write *thank you* letters
 - file correspondence - keep for at least one year
- ✓ keep minute book in a safe place
- ✓ keep the minute book and correspondence file in order at all times and at the end of term of office pass these on to successor
- ✓ in consultation with the Executive prepares the Annual Report of the group by December 31 for presentation to the group, the congregation and the presbyterial. The presbyterial report is recorded on a blue form which the secretary will receive from the Presbyterial Secretary).

Recording and Writing Minutes of Meetings:

The minutes of a meeting provide the **official and historical record** of the discussions and decisions which took place at that meeting. Therefore, they must be accurate, complete, and unbiased. Quoted statements must be exact, as must transcriptions of all motions and resolutions. However, minutes must also be succinct, eliminating all unnecessary details. Write them objectively, not subjectively.

Recording

- ✓ First familiarize yourself with previous minutes to see what information you may need to record
- ✓ During the meeting, keep a copy of the agenda in front of you
- ✓ Make an accurate list of everyone who is present
- ✓ It is best to take lots of notes during the meeting; you can eliminate unimportant things later
- ✓ Record the name of the person who introduces each topic, together with an outline of the main points and general comments in the discussion
- ✓ Important statements, motions, resolutions, amendments and decisions must be recorded verbatim. If resolutions and motions are typed out beforehand and handed to you, number them for quick reference in your notes.
- ✓ Record the name of each speaker who proposes a new plan or action, or who states an important opinion
- ✓ If you miss something important, ask the president or the speaker to repeat the information



Writing

- ✓ Write out the minutes while the meeting is still fresh in your mind

- ✓ At the top of the first page, note the date and place of meeting, followed by the names of those present. If applicable, note the names of those who have sent regrets.
- ✓ Record the items in the order they were dealt with at the meeting
- ✓ Transcribe the exact words of motions, resolutions, etc. as they appear in your notes
- ✓ Edit your notes, leaving only enough details of discussions in the actual minutes as seem necessary to give the sense of the meeting
- ✓ Record the date of the next meeting at the end of the minutes
- ✓ As the recording secretary, you must sign the minutes. The president will also sign the minutes after they have been approved at the next meeting.

TREASURER



- ✓ keep a record of all money contributed and raised by the group
- ✓ disburse all money as authorized by the group
- ✓ keep before the group the importance of systematic giving
- ✓ keep the group informed about the Society's financial objectives set by presbyterial. Encourage them to meet and, if possible, exceeding the objective.
- ✓ encourage the use of envelopes; keep a careful record of each member's contributions and give official receipts for income tax purposes.
 - **NOTE:** A group issuing receipts for income tax purposes **must register annually with Revenue Canada** . You must answer all the questions on the form. If the question doesn't apply put N/A for not-applicable. If the task becomes difficult consult with your local Church Treasurer who fills out the same form. (see p. 7.)
- ✓ forward **monthly**, the money for the work of the Women's Missionary Society to the **Treasurer** of your **presbyterial**
- ✓ order certificates (from Presbyterial Treasurer) for *Life Membership, In Memoriam Certificates, Honorary Memberships* and/or *Certificates of Recognition* and process these as indicated on p. 16-17.
- ✓ close the books of the group not later than December 31 and forward the final remittance immediately to the Presbyterial Treasurer
- ✓ have the books audited annually by the Auditor appointed by the group

NOTE - specially designated gifts should be made payable to the *Women's Missionary Society* and sent directly to:

The Treasurer of WMS, 50 Wynford Dr., Toronto, ON M3C 1J7

(see over)



Registration For Charitable and Non-Profit Organizations

IMPORTANT INFORMATION!

Any group issuing receipts for income tax purposes must already be registered with Revenue Canada, Taxation and have a registration number. This registration must be **maintained each year within six months of the end of the fiscal year of the group**, by completing form T3010 (a charitable public information return).

The procedure for registering is as follows:

Initial Registration (for new groups)

- ✓ Complete form T2050 “Application for Registration” and file with Revenue Canada.
- ✓ Obtain a certified statement of affiliation from the Program Secretary
Women’s Missionary Society, 50 Wynford Dr., Toronto, ON M3C 1J7
- ✓ Send both to the address below.

Annual Renewal of Registration (for groups who already have a registered number)

- ✓ Complete form T3010 and file with Revenue Canada at address below.
- This form normally will be sent to you annually by Revenue Canada. If you do not receive this form or if you require further information, contact the address below.

If you are having difficulty, please consult with the Treasurer of your church.

WARNING!

- (1) If a group fails to renew its registration, it will lose the registration number and be required to re-register using the form T2050.
- (2) If a group changes its name (i.e., WMS Evening Auxiliary changes to WMS Afternoon Auxiliary or combines with another group and uses a new name), it will be required to relinquish its registration number and apply as a new group using form T2050. Plan this step carefully.

Such incidents can cause delays as well as much inconvenience and frustration.

Addresses for forms: Revenue Canada
Charities Division
400 Cumberland St., 5th floor
Ottawa, ON
K1A 0L8
1-800-267-2384

WEB www.ccr-aadrc.gc.ca/tax/charities/forms/menu-e.html



3. GLAD TIDINGS SECRETARY

The job of the Glad Tidings Secretary is two-fold. She is the promotional and circulation representative for the magazine in her congregation. One duty cannot be accomplished without the other, and neither are done adequately unless she services the whole congregation, not simply the WMS group.

Promotion

In her promotional duties, personal contact is the main tool of the trade. It is more than making an announcement to the group; it includes such things as pointing out articles of interest to subscribers and non-subscribers, distributing promotional copies to non-subscribers and encouraging subscribers to renew their subscriptions. It is a year-round job.

Besides personal contact, the promotional job includes making the magazine available. Place it in the vestibule of the church, advertise it periodically in the bulletin, place promotional copies in displays, put up posters ... the methods of promotion are without limit.

Circulation

The magazines are mailed from the printer. The print-out (mailing list) and the labels which are attached to the magazines are done by a computer so it is important for the Secretary to follow these directions to assure that we have the correct information to send to the printer.

Print-out (Mailing List)

Two copies of your group's mailing list will be sent to you in the late summer. Please process the print-out as directed in the mailing, keeping one copy in your file for information. Return the other copy to the Glad Tidings office enclosing a **cheque or money order payable to *Glad Tidings***. Notification of any change in subscription rate will be found in the summer letter to secretaries and in the Glad Tidings after annual Council Meeting.

Since the office must send information to the printer's two months in advance, please complete the print-out, collect the money and return them to the office by November 1.

Processing the Print-out

- ✓ **All information should be put on the print-out (mailing list).** The print-out is designed to cut down the amount of work the Glad Tidings Secretary and the office would otherwise have to do. Used properly, the system increases efficiency. Subscribers for large print and cassette tapes must be listed separately.
- ✓ **Enter any necessary corrections or deletions** on both of the new mailing lists. Destroy any previous mailing list you may have in your files.
- ✓ **To renew a subscription:** check to see all information is correct and write *renewal* beside the name.
- ✓ **To make corrections:** put a thin line through the incorrect information and write in the correction. Do not obliterate the original; we need to be able to read that information.



- ✓ **If a name has been omitted** from your list, note this on the bottom of the sheet giving name, address and if possible all the numbers on the label.
- ✓ **To add new subscriptions:** under a heading *new*, list the subscribers' names and addresses on the print-out (including postal codes). If you enter a name on your list which previously belonged to another group, kindly state this and include their old group number.
- ✓ **If a subscriber leaves your group and moves to another**, please indicate and include the new address so we can continue to send their Glad Tidings. Kindly indicate if this is the minister or spouse.
- ✓ **To cancel a subscription**, write *cancel* beside the name and the reason, ie, deceased, health, moved, not contacted, disliked the magazine, etc.
- ✓ **If names appear on your list which do not belong**, kindly let us know, but do not cancel them. Usually they belong to another list.



During The Year

New Subscribers

- ✓ New subscriptions may be secured at any time during the year. However, it does take approximately two months to have a name processed.
- ✓ *Changes of address, names and cancellations should be sent in immediately after they occur. Magazines returned from the Post Office because of incorrect addresses cost us money!*

Problems

- ✓ If any subscribers do not receive their magazines, kindly check with the local Post Office first, then notify us.
- ✓ In any correspondence with the Glad Tidings office, please quote the group number.

One Last Point

As Glad Tidings Secretary you are the key person in our operation. Make sure the **Glad Tidings Circulation Department at 50 Wynford Dr., Toronto, ON, M3C 1J7** knows your name and your correct address. If you cease to be the Glad Tidings Secretary, please pass any information you have to the appropriate person and notify the office of this change.



4. OTHER RESPONSIBILITIES OF A LOCAL GROUP

In addition to the responsibilities listed for President, Vice President, Secretary, Treasurer and Glad Tidings Secretary, a group has other responsibilities. As stated in the By-Laws, these are cared for by *other officers as may be deemed necessary*. Some of these responsibilities might be assigned to the above officers.

The Group needs to consider:

- ✓ how the following responsibilities are going to be cared for
- ✓ which of the responsibilities require an officer
- ✓ what responsibilities could be looked after by a committee or the group as a whole.

Active and Associate Members

The group needs to be responsible for keeping in touch with all members - those who can attend meetings and those in the congregation who through illness, age, family responsibilities such as small children are unable to attend group meetings regularly but who wish to be Associate Members. It also needs to see that Associate Members attend meetings when possible and are made to realize through visitation, phone calls and letters that they are members of the groups. All members need to be informed about programs of the group and about the work of the Society. All should be given an opportunity to share in planning and taking part in meetings and to share in supporting the work for which the Society is responsible.

Friendship and Service

The outreach of Friendship and Service should involve all members of the group but may require a person to coordinate these activities.

This work includes:

- ✓ being aware of people coming to the community, welcoming these newcomers, and making them aware of what the church offers to each member of their family such as Church School, children's and youth groups, men's and women's groups and the choir.
- ✓ advising churches in other areas of people moving from your community.
- ✓ being aware of the needs of the people in the community and helping to meet those needs. Do not forget young people away from home, working or attending schools, colleges and universities.

Involvement in Friendship and Service requires visiting, phoning, and correspondence. Much of the work should be done in cooperation with the minister and/or pastoral care team.



Circulating Information

Through Literature

Program materials and books for individual reading which tell of the work of Christians, nationally and internationally; materials for private and group meditation and devotions are available from The Book Room and through Presbyterian Literature Secretaries.

Members may know what is available through:

- ✓ Book displays
- ✓ a *book-of-the-month* reviewed at meetings
- ✓ reference made to resources/reviews in the Glad Tidings

A member of the group should be prepared to promote books and resources, take orders, keep records of purchases made and of materials used, and report to the Presbyterian Literature Secretary.

Don't forget to see that children's and youth group leaders know about and are provided with program materials.

Through Press

There is a need to publicize what is being done by the group and the WMS as a whole in the local press. Accounts of activities for the Glad Tidings should highlight new ideas which would be useful for other groups and include the reasons why you found these activities interesting and/or helpful for your group. This should be sent to the **Editor of Glad Tidings, 50 Wynford Dr., Toronto, ON M3C 1J7**. Guidelines are available from the office and in the Glad Tidings summer mailing.

In Remembrance notices are the responsibility of the local group Secretary. These should be sent to the Glad Tidings as soon as possible after the death occurs.

Through Programs

A Program Committee or the Executive should be responsible for planning the programs for each meeting (see p. 14, Program Planning).

Reporting

The *Annual Report Form* (blue) is sent to the local group by the Presbyterian Secretary. The best way to complete the report form is for the whole group to evaluate the program together. This provides an opportunity to evaluate the past year and make plans for the future.

Appointing a Nominating Committee

The group should appoint a nominating committee at the Annual Meeting. (see p. 20).



5. BUSINESS PROCEDURE

This is a **brief guide for those who preside over the business of a meetings**. Plan study or program before or after business and keep business to a minimum. At committee meetings, procedures are usually more informal and their actions are usually recommendations to the group of which they are a committee.

Certain rules known as parliamentary procedure are observed in a business session for the purpose of conducting an orderly meeting. The use of such procedure should enable a group to consider actions which it wishes to take as thoroughly and as quickly as possible and come to decisions.

The President (or Convener) and Secretary should prepare an agenda (list of various things to come to the meeting) before the meeting begins. The following is an order that is often used:

- ✓ Call to order
- ✓ Minutes of previous meeting
- ✓ Treasurer's Report
- ✓ Reports from officers and committees
- ✓ Unfinished business
- ✓ New business
- ✓ Set date for next meeting
- ✓ Announcements
- ✓ Adjournment



The presiding officer:

- ✓ calls the meeting to order
- ✓ has the minutes of the preceding meeting read, necessary corrections made and approved
- ✓ receives motions or suggestions made by members and puts them to the meeting
- ✓ preserves order at all times

Members should present their proposals in the form of motions and have the opportunity to debate them fully.

Motions

All business is brought before a group by a motion. When a motion is made, it should not be debated or acted on until it has been seconded.

When a motion is seconded, the presiding officer states the motion and asks for discussion. If there is no discussion, the motion is voted on. The presiding officer announces whether the motion is carried or lost.

A motion can be amended by adding to, inserting, or deleting a part; but the amendment cannot be acted on unless seconded.

An amendment is voted on before the original motion. If the amendment is lost, the original motion is considered. If the amendment is carried, then the motion as amended is voted on.

Committees



Standing or Permanent Committees are sometimes appointed to carry out ongoing tasks.

Special committees are appointed for a particular purpose. When their work is accomplished, the committee is discharged. A special committee usually consists of three to five members and is appointed by the President or nominated and elected by the group.

- ✓ When committees report, the Convener (or whoever is reporting) moves that the report be received for consideration. When it is agreed to hear the report, the report is given following which motions to adopt or amend are in order.
- ✓ When a committee to nominate officers is ready to report, the President asks someone else to take the chair, unless she has positively declined to serve for another term and is sure that she will not be re-nominated.

* * * * *

For a more complete guide on Parliamentary Procedure see:
Robert's Rules of Order, Henry M. Robert,
Pyramid Publications

Available from **The Book Room**
50 Wynford Dr.
Toronto, ON
M3C 1J7

1-800-619-7301

bookroom@presbyterian.ca



6. PROGRAM PLANNING

Good Programs Don't Just Happen

They are the result of:
careful thought
prayer
work
initiative
enthusiasm



Who Plans?

Individuals could be appointed to plan various meetings and/or events. Or a Program Committee could be appointed by the executive and approved by the group as a whole. The Program Convenor should be a member of the executive. In very small groups, the executive might serve as the Program Committee.

The Executive and the Program Committee should have a thorough discussion of what the group hopes to accomplish through programs, keeping in mind the needs, interest, resources and particular abilities of the members.

Availability of Materials

An abundance of supplies of materials for programs can be procured from many sources:

- ✓ programs packets produced and/or recommended each year by the WMS
- ✓ *Glad Tidings, Presbyterian Record, Stories of Mission,*
and *Acts and Proceedings of the General Assembly*
- ✓ Videos and recordings available from the **The Book Room** (see below) for a service charge or from local public libraries and audio-visual centers
- ✓ Books and periodicals from public and school libraries
- ✓ Presbyterian WMS Secretaries, Regional Staff and WMS Executive Staff
- ✓ Members of the community having some special connection with the specific program area.
- ✓ Books on methods of program planning and presentation
available from **The Book Room, 50 Wynford Dr., Toronto, ON M3C 1J7**

1-800-619-7301

bookroom@presbyterian.ca



Use of Materials

The Program Committee should:

- ✓ review current Mission study materials and recommend how they may use it. A considerable amount of material is recommended each year so that groups may have a variety from which to choose. **It is not expected that each group will use all the material each year.**
- ✓ Search out other materials needed for the group
- ✓ Search out areas of community need for which the group should have concern
- ✓ Seek suggestions from members of the group
- ✓ Consider special occasions such as Christmas, Easter, Thankofferings, visits with other groups
- ✓ Prepare an outline for the year and submit it to the group for approval
- ✓ Make a plan for advertising each meeting both to members of the congregation and to others in the community
- ✓ Assign responsibility for preparation and presentation of particular meetings. How this assignment is made will vary according to the size and wishes of the group. Sometimes the group is divided into sub-groups at the beginning of the year, each with responsibility for a program or a series; sometimes one individual is given the responsibility and asked to invite others to work with her.
- ✓ Keep in mind that the more people involved in each meeting, the greater the interest.
- ✓ Keep in mind also the varying talents of the members. Both the leader and the helper are needed.

Worship is Essential

Worship should be an integral part of each program. It should be planned in keeping with the theme and content of the program, and in cooperation with those presenting the program. The offering should be received as part of worship.

The Method of Presentation is Important

The difference between the ordinary and the unique often is found in the finishing touches. Every effort should be put forth to make each program as interesting and attractive as possible. Check that all the small details have been taken care of i.e., equipment on hand and people prepared.

Be relevant

Watch for opportunities to keep the group up to date on mission.

- ✓ Draw attention to relevant articles in newspapers and current publications.
- ✓ Information, posters and pamphlets are available from **Education for Mission, 50 Wynford Dr., Toronto, ON M3C 1J7.**
- ✓ Arrange for news items of happenings and activities of missionary personnel to be presented at meetings. Look for information in the *Glad Tidings, Presbyterian Record, Presbyterian Message, Mission Update, Presbyterian World Service and Development* or local press.

Evaluate

Evaluate the activities of the group from time to time to be sure that the programs are fulfilling the purposes intended.



7. MEMBERSHIPS AND CERTIFICATES

Life Membership

Presenting a *Life Membership Certificate* is a way of recognizing those who are related to the work of the Society or who have shown an interest in it. A life membership in the Society, indicated by a *Life Membership Certificate*, may be obtained by the payment of \$50 through your Presbyterial Treasurer.

A *Life Membership Pin* is also available - see p. 17.

In Memoriam Certificate

An *In Memoriam Certificate* pays tribute to a deceased person who has been a member of/or interested in the work of the Society. It may be presented to the family of the deceased or to the group of which she was a member. An In Memoriam Certificate may be obtained by paying \$25 through your Presbyterial Treasurer.

Ordering a Life Membership or In Memoriam Certificate

When the required funds have been received, the treasurer of the group presenting the certificate sends the money to the Presbyterial Treasurer along with an application for the certificate, giving the name of the recipient, the date of the presentation and the name of the local group making the gift.

Honorary Membership

An *Honorary Membership Certificate* is a way of honoring people who through their interest and work have contributed to the work of the society. Such a certificate is secured by the payment of \$100 at one time through your Presbyterial Treasurer.

An *Honorary Membership Pin* is available - see p. 17.

Ordering an Honorary Certificate

When the required \$100 has been received the Treasurer of the group presenting the certificate sends the money to the Presbyterial Treasurer along with an application for the certificate, giving the name of the recipient, the date of presentation and the name of the local group making the gift. Please allow one week to ten days for preparing the certificate and mailing.

Certificate of Recognition

A *Certificate of Recognition* may be used to honor a child, youth or an adult whose involvement, individually or through a group, enhances the life and witness of the congregation.

- \$10 for a child aged 9-11
- \$25 for a youth aged 12-21
- \$25 for an adult

A pin or a pendant/charm is available for persons receiving the certificate - see p. 17.



Ordering a Certificate

When the required payment for a certificate is received, the Treasurer of the group presenting the certificate sends the money to the Presbyterial Treasurer along with an application for the certificate, giving the name of the recipient, the date of the presentation and the name of the local group making the gift.

Money for the *Life Membership*, *In Memoriam Certificate*, *Honorary Membership* and/or *Certificate of Recognition* **must be given or raised specially** and not taken from the regular contributions. The Treasurer of the group remits the money for these promptly to the Presbyterial Treasurer. This money goes into the General Fund of the Society and is used to meet the estimates and is recorded by presbyterial as a contribution of the group giving the certificate or membership.

Membership Pins

- Gold filled Honorary Membership Pin
- Gold filled Life Membership Pin
- Recognition Pin or Pendant/Charm

NOTE: The price of pins/charms fluctuates rapidly. Please watch Glad Tidings for update or make inquiry as indicated below.

Order from:
Women's Missionary Society,
Life Membership Department,
50 Wynford Dr.,
Toronto, ON, M3C 1J7

1-800-619-7301



8. THE LOCAL GROUP HISTORIAN

The Local Group Historian

Keep a record of the history of the local WMS group only. Do not record information from your congregation that does not include WMS involvement.

Do record:

- ✓ the year the group was organized
- ✓ names of officers over the years
(a picture of the first officers would be helpful)
- ✓ number of original members
- ✓ names and biographical sketches and/or pictures of women and men group who made an outstanding contribution to group life
- ✓ other groups in the congregation or other groups (children, youth, women) established through the efforts of the group
- ✓ record of growth of group and progress of the group
- ✓ reorganization or changes in the group life and the reasons for these changes
- ✓ difficult times and how these were coped with
- ✓ contributions of the local group to the life of the congregation and the wider church
- ✓ special anniversaries of the group

The group historian or officer requested to keep historical records of the group should send historical information to the Presbyterian Historian when requested and provide information for congregational historical records when appropriate.

NOTE: Information on preservation of historical documents can be obtained from
Presbyterian Archives & Records Management
50 Wynford Dr., Toronto, ON, M3C 1J7
(416) 441-1111 OR 1-800-619-7301
Fax (416) 441-2825
Email karnold@presbyterian.ca



NOTES



9. NOMINATING COMMITTEE, ELECTION OF OFFICERS and INSTALLATION SERVICE

NOMINATING COMMITTEE

It is suggested that a nominating committee for a local group consist of three members, one of whom shall be from the Executive. The committee should be appointed at the Annual Meeting and should meet at the close of the meeting to appoint its Convener.

The Committee should be chosen wisely of members who:

- ✓ are committed to the basic purposes and objectives of the Society
- ✓ understand the duties of the group officers
- ✓ know the women of the congregation
- ✓ are able to evaluate the abilities of other persons
- ✓ recognize that the work of this committee is a year-round job.

The Committee will meet during the year

- ✓ to study the duties of officers and the qualities necessary in people accepting the offices
- ✓ to draw up a list of prospective officers
- ✓ to contact prospects - challenging them with the importance of the work to be done - giving them all available printed helps and arranging for them to meet with someone who has held the office
- ✓ to prepare the report of the nominating committee for the annual meeting.

The Committee Convener will present the report of the Nominating Committee to the annual meeting.

The Committee, when the officers have been elected, should arrange for an officer training session for the newly-elected officers.

The Committee should develop a *prospect file*, noting helpful information to pass on to future nominating committees.

No name should be presented for election unless the consent of the person has been secured.

In all cases the approach to a person in regard to taking office should be made by the Nominating Committee.

ELECTION OF OFFICERS

The retiring President, before leaving the chair, asks the meeting to name a Convener to conduct the election of officers for the ensuing year.

The Convener requests a Secretary to be named (usually the Recording Secretary) to minute the election of officers.

The Convener then calls for the report of the Nominating Committee. The Convener of the Nominating Committee presents the report and moves its reception. If and when the report is received by the meeting, the Convener of the Election of Officers asks if there are further nominations.

Nominations may be made from the floor of the Annual Meeting providing the consent of the nominee has been secured. If there are no further nominations, the Convener declares nominations closed and asks for a motion that those persons whose names have been placed



in nomination be the officers for the coming year. When this motion is passed by the meeting, the Convener declares the officers elected.

If there is more than one nominee for any of the offices, it is wise to have a vote by ballot on those offices. The motion in such a case would be that all other officers as nominated be elected and a vote by ballot be taken for the office or offices for which more than one person has been nominated.

NOTE: Should the By-Laws of the group require that all voting be by ballot and there is only one nominee for each office, such a requirement is met by a request from the Convener of Elections that the acting Secretary, as a voting member, cast one ballot in favor of those persons whose names have been placed in nomination. The Convener of the Elections then declares the officers elected.

INSTALLATION SERVICE

John 13:4-15 These verses talk about a special moment when Jesus sets apart the disciples for their intended tasks just as this is a special commissioning for your newly elected officers.

LEADER (ask the officers to stand)

At this time we are setting apart those who have accepted the leadership responsibilities.

TO THE OFFICERS

Will you, the newly elected officers, endeavour to be faithful to the trust committed to you by this Society? Will you try, to the best of your ability, to know the mission work of the church and those who represent us in Christ's mission in Canada and beyond, and in every way to further the cause you represent?

Realising your own weaknesses, will you rely upon God for light, wisdom and strength, seeking guidance in all your work?

Through the reading of your Bible daily, will you endeavour to find God's unfailing support?

I will

TO THE MEMBERS

Will you as members give your co-operation and loyal support to these leaders whom you have elected, remembering always that without your help they cannot do effective work?

We Will

PRAYER

Almighty God, as we have accepted the challenge of serving, we humbly ask for your support and guidance in carrying out the tasks as officers and members of this group. Make us aware of each others' needs and encourage us as we pray, worship, study and serve in the year that is ahead. We ask all this in the name of our Lord Jesus Christ. Amen.



10. 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 through your presbyterial treasurer. 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 presbyterial and 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. The group 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.



NOTES



11. THINGS TO CHECK WHEN A GROUP DECIDES TO DISBAND



1. Inform the presbyterial by writing to the Presbyterial Secretary.
2. Be sure that all historical records are stored in a safe and accessible place. This could be in your church or you could seek advice from the Presbyterian Church in Canada Archives, 50 Wynford Dr., Toronto, ON M3C 1J7. (416) 441-1111, 1-800-619-7301, Fax (416)441-2825
3. When you no longer need your *registration number* and want to give it up, you must write a letter to Revenue Canada, Charities Division, 400 Cumberland St., 5th floor, Ottawa, ON, K1A 0L8 (1-800-267-2384). Ask for a *Voluntary Revocation* of your number. Be sure that the name of your group is exactly the same as listed for the registration number.
4. All funds on hand that have been donated for the use of the Women's Missionary Society should be turned over **within one year** of the "voluntary revocation" or your registration number to the presbyterial to go into either
 - i) the General Fund OR
 - ii) earmarked for a particular use.
5. The congregation and the presbyterial should mark the closing of a group in some way.* There could be a special event or a time set aside during a Sunday service for this purpose. The presbyterial could set aside time at one of its meetings or could plan a special event. The involvement of the minister of the congregation and the Adult Secretary of the presbyterial is important during the planning of such events.
6. Individuals who want to stay in touch and be kept informed can do so by:
 - i) subscribing to Glad Tidings
 - ii) asking to be on the Local Group mailing list whereby they will receive the May Program Resources mailing and the August letter with the Annual Report.

*(See next page, *Celebration Service for Closure of WMS Groups*)



12. CELEBRATION SERVICE FOR CLOSURE OF WMS GROUPS



Introduction

First, let me take you back in time.

It is 1876, fifty women are meeting, representing various congregations in Toronto. One of these women is Mary Gordon (wife of the Rev. Daniel Gordon). They have formed the Women's Foreign Missionary Society. Each woman will then form an auxiliary in her own congregation after the session has given approval. Presbyterials will be organized wherever auxiliaries in sufficient numbers are working within Presbytery boundaries.

And so it began. A handful of seeds carefully sowed with faith, hope, perseverance and hard work, and especially a vision: to unite all women, girls and children of the church in prayer, study and service for the advancement of the Kingdom of God at home and abroad.

Today, we are here to acknowledge ___ of these groups that grew and influenced countless others directly and indirectly, doing so humbly and with great devotion.

A **brief history** is then read of each group that has closed or amalgamated (prepared by someone from that group) and a **certificate** is presented (certificates can be made on a computer, using Microsoft Word program).

Closing

The group(s) being honored today has (have) a long history of partnership, supporting the ministry and mission of the gospel in their own communities, across Canada and beyond. They have faithfully lived out the gospel of our Lord Jesus Christ.

Lord, when was it that we saw you hungry and gave you food or thirsty and gave you something to drink?...And the king will answer them, "Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me".
Mt (25:37, 40) NRSV

Prayer ☩

Loving God, we thank you for the work of your servants who consistently and conscientiously have followed your call to *go and tell*. They have cared for, and sometimes cried for, missionaries across our land and beyond. They have baked and knitted, they have studied, prayed and written countless letters, and they have rejoiced and mourned with their brothers and sisters who traveled into unknown situations and unknown places in the name of Jesus Christ.

We ask that you will bless their hours and days and years of love. Remember those who have left our circles but continue to leave their imprint of discipleship upon us. It is through them that we have the example of your love and nurture in the gospel.

Thank you, O God for all the special moments shared in these groups, of Christian friends caring for each other and for the many people beyond their communities. May their work and ministry continue to multiply through the people they have influenced and loved.

We pray all these things in the name of Jesus Christ, our great teacher and missionary. AMEN

Based on material submitted by *Pat White*, Goderich, September 1996



(Intro Packet-Local Groups-3 hole ed/f/mroberts/Booklets-Packets)