

TERMS OF REFERENCE

METROPOLITAN UNITED CHURCH WOMEN (U.C.W.)

Purpose

To unite women of the congregation of Metropolitan United Church for the total mission of the church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service. *From United Church of Canada website*

Group Activities

Metropolitan U.C.W. as a whole, has four (4) main activities per year:

1. U.C.W. Sunday - usually in April - during which we celebrate the U.C.W. and give out Bibles to the Grade 3 Sunday School children.
2. Christmas Potluck Supper / U.C.W. annual Meeting - in late November/early December - open to all women of Metropolitan.
3. Spring Absent Tea - a fundraiser - usually begins on U.C.W. Sunday.
4. Yuletide Fair - a fundraiser - usually held in November.

The Metropolitan U.C.W. for many years has supported two children in the 'third world,' and has had three main gift lists - one in the spring, one in the fall, and one at the end of the year. All gift lists support many organizations in Metropolitan, the United Church of Canada, London, Canada, and the world.

The secretaries of the Executive Committee and the individual groups also send cards to church members who are ill, bereaved, or celebrating a major milestone in their lives.

Units 3, 7, and 2000 meet for fellowship, speakers, Yuletide Fair preparations, etc.

Bakers' Dozen prepare meat pies for 'the sick and the sad,' and also sell their meat pies to the members of the congregation and community a couple of times per year, and at the Yuletide Fair.

Knit Wits prepare knitted goods for people in London and sometimes outside London. These people have needs for prayer shawls, mitts, hats, etc. The Knit Wits also sell knitted goods at the Yuletide Fair.

Funeral Reception Committee provides receptions for bereaved members of the congregation and the community at the request of the Ministers.

Guidelines

1. At the first U.C.W. meeting of the new term, the Executive Committee reviews this Terms of Reference with its members prior to sending it to the Board for approval, if changes are made.
2. At the first U.C.W. meeting of the term, the Executive Committee will review the Risk Management policy with all members.
3. For the congregation, the committee reports annually with a separate committee report to the annual congregational meeting.

Frequency of Meetings

Unit 3	monthly September through June each year
Unit 7	seven (7) meetings each year
Unit 2000	three to four (3-4) times per year
Bakers' Dozen	almost weekly September-November, and January-April each year
Knit Wits	seven (7) meetings each year
Funeral Reception Committee	as needed

Membership

About 85 active members, but all women of Metropolitan are nominal members

Term of Membership

Membership is open to any woman who is in sympathy with the purpose and who is willing to contribute her prayers, gifts, and services for the work of the church in the world. *(From United Church of Canada website)*

FINANCIAL PROFILE

(This December 2012 profile replaces all previous printings of the U.C.W. "Financial Profile".)

1. Our U.C.W. finances are based on a continuing three-phase cycle currently in one Community Non-Profit Association Account. The U.C.W. Treasurer's ledger is to be maintained in separate sections to reflect this continuing three-phase cycle:
 - a. All money taken in during the current year is to be placed in the DEPOSIT FUND. Of this money, 50% is to be given in quarterly payments to Metropolitan United Church to be used for Mission Outreach. Ten per cent (10%) is to remain in the Deposit Fund to be used in the current year for special project(s) selected by members of the U.C.W.
 - b. At the end of the current year, 40% of the remaining Deposit Fund is transferred to the WORKING FUND to cover the next year's expenses.
 - c. At the end of the current year, the surplus in the Working Fund is transferred to the RESERVE FUND in two parts: one part, the surplus from the budgeted Capital Expenditures monies, goes into the Capital Expenditures Reserve Fund (as of Dec. 2012); the remainder goes into the main Reserve Fund for emergency and/or capital expenditures, and should be maintained at a maximum of \$2000.⁰⁰. *(See 2a below.)*
2. All U.C.W. members and groups are invited to make recommendations to the Finance Committee concerning the following allocation of funds:
 - a. Surplus of Reserve Fund (i.e. the amount necessary to reduce the fund balance to \$2000.⁰⁰) -- The amount is allocated to the "Spring Gift List" in January.
 - b. "Fall Gift List" – The amount is allocated annually in the U.C.W. budget at the Annual General Meeting.
 - c. Edith Magee Fund – Interest only is disbursed, usually allocated at the same time as the "Fall Gift List."

- d. Budget for the next year – Recommendations are made after the Yuletide Fair, for approval at the Annual General Meeting.
 - e. "10% Special Projects" (*See la above.*) – Recommendations are also approved at the Annual General Meeting.
 - f. Margaret Elen Scott/Mary Elizabeth Scott Fund – Interest only is disbursed, usually allocated at the same time as the "Spring Gift List."
3. All money collected through green U.C.W. envelopes, loose offerings, etc. is recorded by the group's treasurer and turned over to the U.C.W. Treasurer on a regular basis.
 4. Any money received from a funeral reception, memorial donation, etc. should be submitted directly to the U.C.W. Treasurer. If it has come through the unit, the unit may wish to make a recommendation regarding its use (memorial scroll, special project, etc.)
 5. *From money collected by birthday box or other special collection, the unit may spend up to \$100.⁰⁰ per year at their own discretion.
 6. If a group wishes to honour a member for her special contribution to the U.C.W., they may ask the U.C.W. Executive for permission to set up a limited Memorial Fund (i.e., contributions would only be solicited through the U.C.W. units). These funds could be used in any way agreed to by the group at the time the fund is established.
 7. Money that we receive as a bequest from someone's will is handled by the Finance Committee. If the will is not specific, the committee will consider the interests of the deceased in making a recommendation as to how the gift should be used. It might be invested, go into our general funds (50% to Mission and Service, or to a special project in Metropolitan, London, or the world). The name of the deceased may or may not be placed on the Memorial Scroll.
 8. The Bakers' Dozen (Freezer Committee) is a special group created to raise money for the U.C.W. by producing and selling frozen meat pies, pizza, etc. They have their own bank account to facilitate the purchasing of their supplies. The net profit of their sales at our major fundraising events is submitted and recorded in the receipts of the event. As well, all excess funds are transferred to the U.C.W. treasury.

* In recognition of the working aspect of this group, they are allowed to spend annually up to \$100.⁰⁰ of their profits on contributions to projects of their choice.
 9. It is our policy to give only a token gift (\$150.⁰⁰) to members of the ministerial staff on leaving, retiring, or other special occasion. As members of the congregation, we would also be sharing in the major congregational gift. Gifts to other departing staff are handled in a similar fashion.
 10. A U.C.W. Memorial Scroll hangs in the Church Parlour and provides an opportunity to honour the memory of past presidents and members who have given of their time and talents. Nominations may be received by the Executive at any time. A memorial donation to the U.C.W. funds may accompany a nomination.
 11. A Life Membership in the United Church Women can be purchased for \$55.⁰⁰. Twenty-five dollars (\$25.⁰⁰) of this amount is sent to Toronto for a lovely gold pin (United Church crest) and certificate, and \$30.⁰⁰ is given to the Mission and Service Fund.

12. The U.C.W. Finance Committee is authorized to spend up to \$500.⁰⁰ on an unbudgeted item when time does not permit getting the usual approval.

13. It is the policy of the U.C.W. that the units not engage in individual fundraising projects. This is to ensure a concentration of effort on our two major fundraising projects in the spring and fall.

* Although it is not necessary for this money to go through the U.C.W. treasury, it would be helpful if any significant amounts spent in this way were reported to the U.C.W. Treasurer. Such amounts would not be shown in our financial reports, but would be officially recorded for future reference.

Related Documents/External Resources

United Church of Canada [United Church Women Guidelines](#) (72-page booklet)

METROPOLITAN UNITED CHURCH WOMEN	
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