

Proposed Standing Rules 2025
Central Bay District United Women in Faith

PREFACE

The United Methodist Women (doing business as United Women in Faith) of the Central Bay District shall function in accordance with the Constitution and Bylaws for Local, District, Conference and Jurisdiction Organizations of the United Methodist Women national organization, (doing business as United Women in Faith). These Standing Rules are supplementary thereto.

I. Leadership Team

A. The Central Bay District Leadership team is composed of

President	Vice President
Secretary	Treasurer
Secretary of Program Resources	Chair of and Committee on Nominations
Mission Coordinators:	Spiritual Growth
	Education and Interpretation
	Social Action
	Membership Nurture and Outreach

Registrar

Editor of the District Newsletter

Immediate Past President

All Conference and Jurisdictional officers residing in the District

The District Superintendent

The spouse of the Central Bay District Superintendent shall be invited to serve as Honorary President

B. Elected/Appointed Leaders

- a. **President:** The President presides over all meetings, signs with the secretary all official and legal papers, serves as the contact person for all local units and provides training for local officers. The President encourages, with the Administrative Committee, to promote UW in Faith with local units.
- b. **Vice President:** Serves as the chairperson of the Program Committee, conducts training for local vice presidents, performs the duties of the president in her absence and serves on the Administrative, Program and Finance committees.
- c. **Secretary:** Keeps accurate minutes of all meetings, serves as custodian of all records and official papers, signs, with the president all official and legal papers, keeps attendance at all meetings and events, sends the names of elected leaders and their contact information to the Conference, provides training for local secretaries and serves on the following committees: Administrative, Program, and Finance.
- d. **Treasurer:** Receives funds from local units, and remits funds to the Conference treasurer, arranges for an annual audit, submits quarterly financial reports to the Leadership Team, provides training for local treasurers and serves on the following committees: Finance Committee as its chair, Administrative Committee and Program Committee.
- e. **Mission Coordinator for Spiritual Growth:** Plans and is responsible for the Spiritual Growth Brunch, Plans and is responsible for the annual Spiritual Growth Retreat, Provides devotions at all Leadership Team meetings and District events.
- f. **Mission Coordinator for Social Action:** Represents Central Bay District on the Conference Planning Committee for Social Action, when a social action event is held, represents the district by attending Advocacy Day, promotes and interprets the biblical basis for social action and the position of The United Methodist Church on social issues and reports on and encourages Team members to be socially active.
- g. **Mission Coordinator for Education and Interpretation:** Promotes and interprets the work of the General Board of Global Ministries that the UW in Faith supports, reports on Mission programs to the Leadership Team, gives a "RESPONSE" report at each team meeting, promotes Mission u and assists with registration, receives the Mission Today reports from local units and recognizes those with units with certificates at the Annual Meeting and plans and prepares the Pledge Service with the Treasurer for the District Annual Meeting/Celebration. Will be aware of all active and retired missionaries and deaconess residing in the Central Bay District.

Proposed Standing Rules 2025

Central Bay District United Women in Faith

- h. Mission Coordinator for Membership Nurture and Outreach: Keeps the Administrative Committee informed about needs and concerns of membership, assists local units with reporting, via internet their membership information, appoints cluster leaders for each local UW in Faith unit/church, is responsible for the Memorial Service at the District Annual Meeting/Celebration and prepares and prints the UW in Faith Directory annually.
- i. Secretary of Program Resources: Be informed about and promote use of materials available from the Mission Resource Center, promotes the Reading Program and receives Reading Program reports from local units, promotes use of RESPONSE magazine, and orders, displays and arranges for the sale of program materials at district events.
- j. Chairperson of Nominations: helps members of the Nomination Committee see their task as ongoing, provides information to the committee concerning vacancies that need to be filled, presents an annual written report of term and tenure to the Administrative Committee and prepares the slate of officers to be elected at the Annual Meeting/Celebration.

C. Guidelines for Elected/Appointed Officers

- a. Election shall take place during the Annual Meeting/Celebration. Elected and appointed leaders shall assume office on January 1st.
- b. Workshops, seminars, retreats and other such meetings for fulfillment of the PURPOSE shall be held as determined by the Leadership Team at the June meeting.
- c. Each Mission Coordinator responsible for an event shall have a committee consisting of Treasurer, Program Resources and any others who will assist in providing a successful event.
- d. Leadership Team members are expected to attend all meetings of Central Bay District, including Conference Annual Meeting, Elected Leadership Training, Advocacy Day and a Mission u event at District's expense. If unable to attend, shall notify President in advance.
- e. Members of the District Committee on Nominations, other than the Chairperson, shall have voice but NO vote.
- f. Appointed members of the Leadership Team, such as the Newsletter Editor and Registrar, shall have voice and vote.
- g. Each elected leader shall submit four (4) copies of an annual report at the last meeting of the year explaining what they have done and completed related to the District goals. The copies are for the President, Secretary, Nominations Chair and one to be retained in the officer's file.

II. NOMINATIONS, ELECTIONS AND APPOINTMENTS

- A. The boundaries of the Central Bay District of United Women in Faith shall coincide with the Michigan Annual Conference boundaries for the Central Bay District
- B. The voting body of the Central Bay District United Methodist Women shall be composed of all members of United Women in Faith at any organizational level residing within the district and in attendance at the Annual Meeting /Celebration.
- C. The Committee on Nominations shall obtain the consent of current officers eligible to continue to serve by personal, private contact within 30 days of their first Nominations Committee meeting.
- D. A printed report from the Committee on Nominations listing the nominations for the next year shall be presented no later than the June Leadership Team meeting with electronic copies emailed to each member within 5 days after the meeting.
- E. At the business meeting of the Annual Meeting/Celebration a ballot shall be presented for election. Nominations from the floor will be requested. The election shall be by voice vote.
 - a. The President should be notified ahead of any nominations from the floor.
 - b. Any nominee from the floor should have given consent, and if possible, be present at the meeting.
- F. District officers elected at the Annual meeting/Celebration shall take office January 1.
- G. The regular term of office for all officers shall be one year. Six months or more of a year shall constitute a regular term.

Proposed Standing Rules 2025

Central Bay District United Women in Faith

- H. Vacancies occurring in the elected leadership of the District organization in between Annual Meetings shall be filled by a vote of the District Leadership Team upon nomination of the Committee on Nominations within 3 months of the vacancy.
- I. Within one week following the Annual Meeting/Celebration, the current President shall send a copy of the elected officers, their postal address, e-mail addresses, and phone numbers to:
 - a. Conference President and Secretary, Chairperson of Committee on Nominations and the Communications Coordinator
 - b. Business Manager of Michigan Conference News
 - c. Other District Presidents
 - d. The Central Bay District Office of the United Methodist Church.
- J. By December 15, The District President shall send the names and information for all other appointees to the Conference President and Secretary and the Business Manager of the Michigan Conference News.
- K. A limit of four years shall be served in any one office. The Treasurer can serve a maximum of 6 consecutive years.
- L. A limit of eight years shall be served on the team as an elected officer, except the President may serve twelve, if she serves as President after her eight years on the team in other elected offices.
- M. The record of years of service in all offices of Leadership shall be maintained by the Committee on Nominations.
- N. All pertinent materials of an outgoing elected officer should be turned over to her successor before January 1 or at the last meeting of the current year, except for the Treasurer, who retains the records of the previous year until they have been audited according to the Agreed Upon Procedures provided by the National Office of United Women in Faith.

III. Committees

A. General

- a. The District organization shall provide such committees as the needs may require. Committees shall meet at least once annually, and on call of the chairperson, with the approval of the President or Administrative Committee.
- b. Each chairperson shall be responsible for arranging the time and place for committee meetings in consultation with the President and the Program Committee, and for notifying members of the meeting.
- c. The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern all deliberations of the Central Bay District UW in Faith in all cases to which they are applicable, and in which they are consistent with these standing rules.

B. Leadership Team

- a. The Leadership Team shall meet in the months of January, April, June, September, and November. Members are expected to keep these dates free from other engagements.
- b. Each member is responsible for notifying the President if unable to attend.
- c. Any officer having a matter requiring discussion at the meeting shall notify the President in advance so that it may be placed on the agenda.
- d. When other committees meet between meetings of the Leadership Team, they are expected to report at the next Leadership meeting.
- e. If the Leadership Team determines that an officer's unexcused absences and failure to fulfill responsibilities have jeopardized the effectiveness of the Team, the President may be authorized to counsel with the individual regarding her desire to continue in the position. If the officer subsequently resigns (must be done in writing), the position is filled as outlined in Article II. Paragraph H.

C. Administrative Committee

- a. There shall be an Administrative Committee, composed of the President, Vice President, Secretary and Treasurer and one other member appointed by the President, which shall meet at the call of the President to conduct emergency business.
- b. The President may organize a conference call to conduct business of the Administrative Committee.
- c. It shall not change declared policy, the budget, or incur indebtedness.

D. Program Committee

Proposed Standing Rules 2025

Central Bay District United Women in Faith

- a. The Committee shall consist of the Vice President as Chairperson, President, Secretary, Treasurer, the four Mission Coordinators, Secretary of Program Resources, Communications Coordinator, and the Chairperson of the Committee on Nominations, Registrar and others the Leadership Team may determine.
 - b. If a special committee has been formed for an event, they can meet at least twice a year, subject to the approval of the District Leadership Team.
 - c. The Committee shall set the dates of the various district meetings, subject to the approval of the Leadership Team
 - d. By the January meeting, the District Vice President shall provide the District President with a list of dates and places of all district meetings for the following year.
 - e. By January 15, the District Vice President shall send the same information for all district meetings to the Conference Vice President
 - f. By May 15, the District Vice President shall send annual meeting program plans to the Conference Vice President.
- E. Committee on Nominations
- a. The Committee shall consist of 4-7 members divided into four classes and elected for four years: they serve as members of the District Leadership team with voice but no vote.
 - b. The Committee chairperson is elected for a two-year term, during which she serves as a member of the District Leadership team with voice and vote.
 - c. All members of the committee are expected to attend all district meetings and events with all expenses paid.
- F. Newsletter
- a. The District Leadership team shall publish a newsletter for all local officers and pastors at least twice a year.
 1. The newsletter shall be called Central Bay Women in Action
 2. The purpose of the newsletter is to contact, inform, encourage, and inspire members who serve their local unit. As space permits other headings, sayings, sketches, etc. may be included.
 3. Copies shall be sent to all Michigan Conference officers and other District leaders in the Michigan Conference.
 4. The newsletter is distributed through e-mail and the US Postal Service.
 - b. The Editor may be elected as Communication Coordinator at District Annual Meeting/Celebration or be appointed by recommendation of the Chair of Nominations.
 - c. All elected officers are to submit a newsletter article by publication deadline determined by the Leadership Team upon the recommendation of the editor (i.e. June/November for July/December publications).
 1. Length of articles should not exceed ½ page
 2. A copy of the submitted article should be sent to the President and Editor prior to the deadline.
 3. If an article is not being submitted by an officer the Editor should be notified so that the publication is not delayed.
 - d. The Editor's responsibilities include compiling, publishing, and coordinating the mailing of the newsletter.
 1. The Editor has the privilege of editing articles due to the length or duplication of information.
 2. All invoices are to be submitted to the District Treasurer.
 - e. Any special mailings shall be approved by the President and shall be sent to the top four officers and all mission coordinators of each local unit by the Communications Coordinator/Editor.
- G. Finance Committee
- a. The Finance Committee shall include the Treasurer as Chairperson, President, Vice President, Secretary and shall meet prior to the June Leadership Team meeting.
 - b. At the June Leadership Team meeting, the Finance Committee will submit to the Leadership Team for approval a budget for administration and membership development for the ensuing year. After approval, the budget will be forwarded to the Conference Treasurer prior to the Conference Finance meeting.
- H. Goals Committee

Proposed Standing Rules 2025

Central Bay District United Women in Faith

- a. A committee shall be appointed at the June meeting in even numbered years to review and/or revise District goals for the following two years.
- b. Presentation shall be made at the following team meeting, goals are to be approved for the next two years prior to the District Annual meeting.

I. Standing Rules Committee

- a. A Standing Rules Committee shall be appointed at the June team meeting in odd numbered years to review and/or revise the District Standing Rules for the following two years.
- b. Presentation shall be made at the following Leadership Team meeting for Standing Rules to be approved for the next two years prior to the District Annual meeting.
- c. After approval the chairperson shall distribute a copy of the revised Standing Rules to each member of the Leadership Team, the Conference President, and the Chairperson of the Conference Committee on Standing Rules.
- d. Rules shall be read and implemented during the first Team Meeting of the new year.

V. Meetings and Special Events

A. General Policies for District Meetings

1. The Leadership Team shall conduct a minimum of four (4) business meetings a year.
2. The President or Secretary shall inform all Leadership Team members of time and place of meetings.
3. Within one (1) week following each meeting, the secretary shall send a copy of minutes of the meeting to the chairperson for approval before distribution. Minutes of all meetings shall be sent to all members of the Leadership Team within three (3) weeks of the meeting.
4. The Secretary shall:
 - a. Record attendance at all meetings and District events.
 - b. Send minutes to the Conference President and Secretary
 - c. Send a list of Local Presidents and Treasurers to the Conference Secretary
 - d. Provide a list of local officers to the District officers. (These lists are not to be used outside of the organization.)
5. There shall be no oral announcements of local church and/or unit activities or promotion of local fund raising at district wide events and meetings. Written materials for local fund raising must be submitted to the District President for approval by the Leadership Team prior to distribution.
6. Any member of a local unit is welcome to attend any District Leadership Team meeting at their own expense. They shall inform the District President of their desire to do so.
7. Committees and subcommittees shall meet prior to the Leadership Team meeting and present their plans and/or reports for action to the Leadership Team.
8. Other events may be planned as determined by the Leadership Team.
9. The Leadership Team member in charge of an event shall also be responsible for sending thank you notes to the appropriate people.

B. Annual Meeting/Celebration

1. The Annual Meeting/Celebration of the Central Bay District shall be held in October.
2. The flyer and registration forms for The Annual Meeting/Celebration shall be in the July Newsletter.
3. An appointed Registrar shall receive all requests for meal tickets, both paid AND complimentary, and shall provide and distribute name tags for all attendees.
4. Vice President shall chair all planning meetings for District Annual meeting.
5. All plans, including estimated expenses shall be presented to the Leadership Team for approval.
6. Registration fee shall be determined by the planning committee.
7. Speakers – The Leadership Team shall pay all travel, and/or lodging expenses of the speakers, plus an honorarium for each in the amount of \$75.00 minimum.
8. President shall invite:
 - a. Two members of the Michigan Conference Executive Committee as our guests
 - b. The District Superintendent and spouse as our guests
 - c. Past presidents as our guests
9. Mission Coordinator of Education and Interpretation shall invite:

Proposed Standing Rules 2025

Central Bay District United Women in Faith

- a. Any active missionary serving the UMC from the Central Bay District.
 - b. Any retired church missionary living in the District.
 - c. Any retired Deaconess living in the District.
 - d. The spouse or travel companion of any of the above.
10. The Leadership Team Shall pay mileage and meeting fees for any guests that have been invited.
11. Honorarium for song leader, pianist, and audio-visual person (if not member of the Leadership Team) should be paid at the established rate of the host church or a minimum of \$25.00 or a Gift to Mission may be given in their honor for an amount suggested by the event committee to the Leadership Team.
12. An offering may be taken. The recipient of the offering must be named prior to the meeting and listed on the flier for the event. An ingathering for an organization will be named by the Leadership Team in conjunction with the host church.
- C. Officer Training and Leadership Development
1. The current district officers shall conduct sessions to acquaint the new local officers with their duties. Time and place are to be set by the District Team.
 2. The Leadership Team, with the Vice President as Chairperson, shall plan sessions.
 3. A Thank You Gift to Mission in the minimum amount of \$5.00 shall be given to the local Unit hosting the training event.
- D. Day of Spiritual Enrichment
1. Chaired by Mission Coordinator for Spiritual Growth and shall be held in February or as set by the Leadership Team.
 2. The Speaker for the day shall be given a gift in the amount of \$40.00 minimum plus other expenses incurred.
 3. An honorarium in the amount of \$25.00 minimum shall be given to the song leader, pianist and audio-visual person (if not members of the Leadership Team) plus incurred expenses.
 4. The amount to be charged shall be determined by the committee.
- E. Legislative/Social Issues Day (Advocacy Day)
1. The Mission Coordinator for Social Action shall advertise Advocacy Day and encourage members to register and attend.
- F. Spiritual Life Retreat
1. A retreat shall be held by the District UW in Faith at least once each year with the length of time determined by the Leadership Team.
 2. The Mission Coordinator of Spiritual Growth shall lead the event.
 3. All plans shall be approved by the Leadership Team.
 4. The speaker shall be given a gift in the amount of \$75.00 minimum plus all other expenses incurred.
 5. An honorarium in the amount of \$25.00 minimum shall be given to the song leader and pianist (if not members of Leadership Team) plus other expenses incurred.
- G. Mission u
1. All Leadership Team members are expected to attend a Mission u presented by the Michigan Conference UW in Faith.
 2. The District shall pay expenses for each team member to attend one of the Mission u programs.
- H. Michigan Conference Elected Leadership Training
1. All Leadership Team members are expected to attend this meeting yearly at the Conference expense.
 2. Registration is to be made in accordance with Conference instructions to the District Treasurer.
- I. Conference Annual Meeting
1. All Leadership Team members are expected to attend the Michigan Conference Annual Meeting at the District expense.
 2. The District Leadership Team Treasurer shall order tickets for the meeting.

VI. District Funds

- A. Expenses of Leadership Team when traveling in line of duty shall be paid by District at the same rate as Conference for car and driver.

Proposed Standing Rules 2025
Central Bay District United Women in Faith

- 1. Transportation, meals, telephone, mailing and lodging (when applicable) for Leadership Team at all District functions will be paid.
- 2. Each member shall submit to treasurer a voucher for expenses, signed by member, President and Secretary.
- 3. Members shall carpool whenever possible.
- 4. Mileage shall be at \$0.21 per mile.

B. Reservations for lodging and meals for which the District pays will be made for all members unless they have otherwise notified Chairman of event or President.

- 1. Cancellation due to sudden illness or death in family will be honored.
- 2. For any other absence District Treasury must be reimbursed for unused reservation.

C. At the June District Team meeting, the District Finance Committee will submit to the Leadership Team for approval, a budget for administration and membership development for the ensuing year. After approval, the budget will be forwarded to the Conference Treasurer prior to the Conference Finance meeting.

D. Funds shall be held in a commercial checking account in the name of Central Bay District, United Methodist Women. Either Treasurer or President may sign checks.

E. When there is more than \$1,000.00 in District treasury at year’s end, the overage shall be sent to Conference Treasurer as a World Thank Offering.

F. A debit card is approved for use by the Treasurer to arrange hotel rooms for District Events and for use by the Program Resource coordinator for purchasing books for resale at District meetings. The Debit card has an ATM limit of \$1000.00. Card holders are personally responsible for all amounts and the receipts are to be maintained on file.

G. The fiscal year closing of books shall be November 30th.

- 1. Treasurer shall send the original plus one copy of Annual Report of Membership and Mission Giving of local units to the Conference Treasurer.
- 2. A year end audit should be completed by January 31 for the preceding year.
- 3. A list of local Five Star Unit/or person and District Gifts in Memory of \$60.00 or more will also be sent to Conference treasurer before December 15th of each year.

H. An Additional registration fee—minimum of \$3.00, shall be added to the price of any district function to help defray expenses of said function. Registration fee plus meal costs equals the reservation fee.

- 1. Amount over minimum will be at discretion of committee in charge of event.
- 2. Meals will be reimbursed to the host church at the rate of no more than \$10.00 per person
- 3. Thank You Gift to Mission card in the amount of \$5.00 minimum shall be given to Unit hosting any event.

I. Honorarium is not required for Leadership Team member invited as a local unit speaker. Reasonable expenses incurred by the host church will be paid by the district.

J. A Leadership Team member may submit a voucher for Dependent Care – care for a child or adult – for the actual cost of the federal/state minimum wage, up to 8 hours for one-day events.

- 1. Dependent care or childcare is interpreted as living within the household full time.
- 2. Multiple-day events shall be considered via written request to president and treasurer.

K. Any mission-oriented tour sponsored by the District or Conference shall be financially independent of the District except for initial publicity.

L. A year end audit should be completed by January 31 for the preceding year.

VII. GIFTS IN HONOR AND MEMORY

A. Gifts in Honor

1. The Leadership Team shall express its appreciation and give recognition to its elected and appointed leadership for those who have completed the following service, regardless of whether they are leaving Leadership Team or continuing in service.

ELECTED LEADERS

4 years President.....	\$200.00	Special Mission Recognition
4 years other elected leaders.....	\$100.00	Special Mission Recognition
More than 1 year but less than 4 years.....	\$60.00	Special Mission Recognition
1-year term.....	\$40.00	Special Mission Recognition

**Proposed Standing Rules 2025
Central Bay District United Women in Faith**

Less than 1 year\$10.00 Gift to Mission

COMMITTEE ON NOMINATIONS

4 years, including 2 as chairperson.....\$100.00 Special Mission Recognition
4 years on committee.....\$60.00 Special Mission Recognition
More than 1 year but less than 4 years..... \$40.00 Special Mission Recognition
1 year term.....\$5.00 Gift to Mission

OTHER LEADERS

Retiring District Superintendent.....\$60.00 Special Mission Recognition
Retiring District Superintendent’s spouse.....\$60.00 Special Mission Recognition

- 2. Recipients of these gifts will be determined each year by Treasurer, in consultation with President and Chairperson of Committee on Nominations. These special honors shall be presented at District Annual Meeting.
- 3. If an elected leader has been previously honored in this way, she shall be given the choice of additional recognition in the ways indicated or a Gift to Mission of a comparable sum.
- 4. For persons other than elected leaders who have served on committees or in special appointments, appreciation will be expressed by gift to the World Thank Offering.

B. Gifts in Memory

- 1. A gift in Memory in the amount of \$60.00 shall be given upon death of a past president or present member of Leadership Team.
- 2. A Gift in Memory in the amount of \$10.00 shall be given upon death of a spouse or child of a present member of Leadership Team.

C. Resources

- 1.The Leadership Team shall authorize the treasurer to order the Bundle from the Mission Resource Center and a subscription to the RESPONSE magazine for each team member.
- 2. No publications except official Mission Resource Center publications, Reading Program materials, and no products such as jewelry or manufactured items, other than those listed in the Mission Resource Center Catalog shall be offered for sale at District events, except as approved by the Leadership Team in advance.
- 3.The Leadership Team shall submit to the President a draft of any letter of general information before sending it to the respective local unit office at CBD UW in Faith expense.

VIII. Minutes, Records and Directory

- A. Each officer shall keep records, reports, and directive information pertaining to her office for a period of four years, after which they may be destroyed, except for the Treasurer’s records, which are kept for seven years.
- B. Exceptions are the official minutes, the permanent records of the Committee on Nominations and the annual financial audits which are kept indefinitely.
- C. An updated District Directory shall be prepared for distribution at the first meeting of the Leadership Team each year by the Coordinator of Membership Nurture and Outreach. The Directory is to include the names, addresses, telephone numbers, and e-mail addresses of all Central Bay District officers, and Michigan Conference UW in Faith officers.
- D. The Secretary shall work in cooperation with the President to update the data base of District and Local Unit Officer information each year.
- E. Information on elected leaders of local units, the District and the Conference may be used only for mailings promoting the programs of the United Women in Faith and the United Methodist Church

IX. Visitation and Itineration

- A. UW in Faith Connexion Zone partners
 - 1. District unit visitation is provided through Connexion Zone partner assignments; the chairperson is the Mission Coordinator for Membership Nurture and Outreach, who makes Connexion Zone partner assignments each year and promotes nurturing of several units by each member of the Leadership Team. The

Proposed Standing Rules 2025
Central Bay District United Women in Faith

Connexion Zone partner churches will be assigned based on the Connexion Zone of the Central Bay District of the United Methodist Church.

2. Connexion Zone partner responsibilities include writing a letter introducing one's self to the group and keeping the Connexion Zone partners informed after each team meeting.

3. The district shall pay expenses for district visitation to local units.

B. Itineration of Conference Officers, UMC Staff and Missionaries: When an itinerant speaker is provided by the Conference UW in Faith organization, the Michigan Annual Conference, or the Central Bay District for any District event, the District shall pay the share of the total expenses as determined by the appropriate organization.

C. Observation of potential leadership is the responsibility of the Committee on Nominations. All members are expected to attend all District meetings and events and to visit unit meetings and events to observe potential leadership, with all expenses paid.

X. Amendments/Additions

Amendments to the Standing Rules may be made by a majority vote at a regular Leadership Team meeting if they are in harmony with the PURPOSE and the Constitution and BYLAWS of United Women in Faith.

August 2018 by Ruth Sutton, Pat Engelbrecht, and Carrie Diaz

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