

POLICY STATEMENT 2023-24
IOWA CONFERENCE UNITED WOMEN IN FAITH
MISSION u

Article IV, Section 7 of Conference United Women In Faith Standing Rules: Committee on Mission u

Subsection a. - Membership

Page 41 United Women in Faith Handbook 2021-2024 states: "The members of the committee will be the president, treasurer, and others that are named by the leadership team." The Iowa Conference Standing Rules adds the following members: "All others on the Program Planning Committee, Assistant Dean, Registrar, Assistant Registrar, Business Manager, Assistant Business Manager, Mission u Technician Specialist. Others may be named by the Conference UW-Faith Leadership Team.

The Dean shall serve as chairperson of the committee and is a member of the Conference UW-Faith Leadership Team and the Program Planning Committee.

Subsection d. - Expanded Policies

1) Selection

The Conference Committee on Nominations shall submit for approval new nominees for the CORE Group: Dean, Assistant Dean, Registrar, Assistant Registrar, Business Manager, Assistant Business Manager, and Mission u Technician Specialist. No CORE Group member, except Mission u Technician Specialist, shall serve in any office more than two consecutive years.

- a. Job descriptions now in use by the Iowa Conference UW-Faith set their responsibilities.
- b. Term – All members of the CORE Group are named, affirmed or reaffirmed at the Conference Annual meeting, whereupon new terms of office begin with full voting rights at Mission u meetings.

2) Responsibilities

The Mission u Committee shall determine the total program for Mission u events.

3) Minutes of Meetings

All members of the Committee on Mission u shall receive the minutes of the Conference Committee on Program Planning, in addition to minutes of the Mission u Committee.

4) Required Attendance

- a. Mission u Training Event
 - 1. Mission u leadership – The Dean and the Assistant Dean shall participate in the Mission u Training Event, without substitution.
 - 2. Study Group Leaders - Study group leaders will participate in the Mission u Training Event.
- b. Mission u
 - 1. All Iowa Conference UW-Faith elected leadership shall attend Mission u to perform duties assigned to them and may attend the study as a participant.
 - 2. Registration, motel and mileage will be paid by Conference.
 - 3. All District UW-Faith elected leadership shall attend Mission u, with expenses paid by

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each District's policies.

5) Invitation

- a. Ordinands and Pastors – A press release will be placed on the Iowa Conference United Methodist Church website as a resource for ordinands and pastors new to the Iowa Conference. The press release will include information and suggestions for scholarships to attend Mission u.
- b. Bishop - The Bishop and spouse may be sent an invitation by the Dean of Mission u to attend Mission u at Conference United Methodist Women expense.

6) Publicity

The Dean, Communication Coordinator and/or persons or a committee appointed by the Dean, shall be responsible for the publicity for Mission u.

All publicity shall be approved by the Dean and Assistant Dean before printing.

- a. Mailing or Electronic Distribution
 1. February *Connection* - an article written by the Dean publicizing Mission u shall be included.
 2. Brochure & Registration – to be sent in March and added to the Conference website by the Conference Communication Coordinator.
 3. May *Connection* - will include complete information and registration forms for Mission u.
 4. November *Connection* - a final report of Mission u and dates for the coming year shall be included.
- b. Registration Forms
 1. Mission u - registration forms shall be available on the Iowa Conference website.
 2. Iowa Annual Conference of UMC - registration forms for Mission u will be available.
- c. Notice of Availability of Information and Registration Form by Mailing or Electronic Distribution

Special School Memo – All persons on the current distribution list for the Conference *Connection* and all persons who attended any Mission u any of the five previous years shall receive by either mail or electronic distribution a memo announcing availability of information and registration form for Mission u. The list may also include District Superintendents, past Conference Presidents, Church Conference Director of Communications, North Central Jurisdiction Conference Presidents and Communications Coordinators, and *Response* editor. The Registrar of Mission u shall supply a complete listing with addresses of all attendees for Mission u to the Communication Coordinator following the events.

7) Displays

- a. There will be displays promoting the programs and purpose of United Women in Faith, including displays by the Mission coordinators.
- b. Church-related Activities - Information displays of other church-related activities may be set up, with the approval of the Committee on Mission u, but no publicity from the platform is permitted without approval of the Dean.

8) Program Resources

The Secretary of Program Resources shall have resources promoting the programs and purpose

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of United Women in Faith available for sale at Mission u. Publications/Products: No publications, except official Mission Resource Center publications, and no products shall be offered for sale unless they are in keeping with the Purpose or Priorities of United Women in Faith and their sale is approved by the dean. Study leaders may not sell items in their classrooms.

9) United Women in Faith Emphasis

The Dean of Mission u shall be responsible for the allocation of time. The Conference Program Planning Committee shall be responsible for the contents of presentations.

- a. Time shall be set aside for Conference Officers to promote the programs and purpose of UW-Faith.

10) Study Materials Policy

- a. Copyright Laws - Everyone **MUST** abide by the current copyright laws.
- b. Study Books - Students are encouraged to purchase the study material.

13) Continuing Education Units

Continuing Education Units will be provided for pastors, deacons in full connection, diaconal ministers, deacons and certified lay servants.

- a. Mission u - 1.5 units will be given when requirements are met.
- b. Requirements - Information about requirements for Continuing Education Units may be requested from the Dean. Upon completion of requirements, names of persons receiving units will be submitted to the Iowa Annual Conference United Methodist Church.
- c. Retention - Records of Continuing Education Units shall be kept by the Dean for 4 (four) years. The Dean will counsel recipients to keep their own records as appropriate for their professional guidelines.

14) Budget

The Committee on Finance shall recommend a budget for Mission u at the April Finance Committee meeting. The Dean will approve all expense vouchers for Mission u.

15) Funding

All decisions involving finances must be approved by the Conference UW-Faith Leadership Team.

- a. Text Books
 1. Dean and Assistant Dean – One book for each study for all ages for Mission u may be reimbursed from the Conference Administrative & Membership Development Fund (A&MD).
 2. Conference officers – Conference elected officers shall be reimbursed from the A&MD Fund for the text.
 3. CORE Group of Mission u – The text for Mission u shall be reimbursed from the A&MD Fund. Committee on Nominations members are reimbursed for one study book.
- b. Study Group Leaders
 1. Book allowance – The allowance per year per study group leader is one hundred dollars (\$100).
 2. Family members - Family members of study group leaders may come at their own expense.
 3. Team teaching - With a contract agreement, team study group leaders will be funded as

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- one study group leader.
4. Travel reimbursement - Reimbursement will be made for the cost of mileage at the current rate of the Iowa Conference UM-Faith; meals and motel fees, if necessary.
 5. Study leaders shall be asked no more than two consecutive years, with a one-year interim before returning. Exceptions may be needed.
- c. Honoraria
- Study Group Leaders - Mission u honorarium shall be a maximum of two-hundred dollars (\$200).
- Speakers – Mission u honorarium shall be fifty dollars (\$50) and mileage reimbursed at the current rate set by the Iowa Conference UM-Faith for speakers not connected to United Women in Faith invited to speak during Mission u.
- d. Dependent Care
- Adult and child dependent care for participants may be provided in their home. It shall be allowed at the current rate allowed in the Conference Standing Rules.
- e. Recognition of Service
- Members of the Mission u CORE Group shall be honored with a Special Mission Recognition Pin at the following levels as they finish their term of service: Dean - \$500; others who served four years - two hundred dollars (\$200), three years - one hundred dollars (\$100), two years - sixty dollars (\$60) or one year - forty dollars (\$40).

16) Refund Policy

The refund policy for Mission u is:

- a. A refund of one hundred percent may be given if the cancellation is made at least 3 weeks prior to the beginning of Mission u. After the 3 week cut-off, a partial refund may be made at the discretion of the Dean and Registrar.
- b. Requests for a refund must be made in writing to the Registrar.
- c. Substitutions are always acceptable.

17) Registration

Advance registration is required to attend any part of Mission u so classes may be assigned and meal plans may be made at the registration deadline.