2025 Directory
and
Resource Guide
Utah/Western CO District

United Women in Faith

LETTING OUR LIGHT SHINE

IGNITED FOR JUSTICE

OUR MISSION

United Women in Faith seeks to connect and nurture women through Christian spiritual formation, leadership development, creative fellowship, and education so that they can inspire, influence, and impact local and global communities.

PURPOSE OF UNITED WOMEN in FAITH

We are a community of women whose PURPOSE is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

THE VISION

Turning faith, hope and love into action on behalf of women, children, and youth around the world.

LIVING THE VISION

We provide opportunities and resources to grow spiritual, become more deeply rooted in Christ and put faith into action.

We are organized for growth, with flexible structures leading to effective witness and action.

We equip women and girls around the world to be leaders in communities, agencies, workplaces, governments, and churches.

We work for justice through compassionate service and advocacy to change unfair policies and systems.

We provide educational experiences that lead to personal change in order to transform the world.

United Women in Faith

Please note:

The names and addresses in this directory are for the use of members of the United Women in Faith in carrying out official business of the Organization.

It is never to be used for a commercial mailing list or commercial purposes.

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United Women in Faith
Mission Resources

As a member of United Women in Faith, you have probably ordered something from one of our resource centers, whether from the Service Center in Cincinnati or Mission Resource Center in Atlanta, there has been a place for you to find resources for mission.

Why do we have a resource center?
The reason is rooted in our PURPOSE. United Women in Faith continually develops resources that help expand concepts of mission. These resources are a valuable part of the spiritual formation, transformative education, leadership development, service and advocacy that organize us for growth and form the foundation of this 140-year-old organization. We have a center because we need a place to put the resources!

As technology changes, the national staff has worked to make sure our resources are cared for in the most efficient and economical way possible. The production and distribution of resources should pay for itself, so the staff continually researches best practices for the caring and delivery of these items.

Our research has shown that there is a better way to equip women for mission, and the mission resource center is moving and expanding to meet your needs. We are pleased to introduce a new and improved resource center: United Women in Faith Mission Resources!

As a bonus, all orders placed online are processed without additional cost to us. By ordering online, you make the most of mission dollars. United Women in Faith Mission Resources will carry the mission products you have come to know and rely on:

- **The Reading Program** helps people chart their own course of continuing mission education. By purchasing through the resource center all profit on sales go to mission.
- ***Response*** magazine is the magazine for women in mission. It is available by subscription, with archived copies available at the resource center.
- **The mission**, spiritual growth and geographical studies help give fresh perspectives and deepen our understanding of the world around us.
- **The Program Book** helps guide groups through a spiritual understanding of current issues and lifts up the work that your mission dollar makes possible.
- **The Prayer Calendar** invites people to a daily discipline of prayer and awareness of the many people united in the work of mission every day, around the world.
- **Promotional materials**, many of which are available for free, help you promote and celebrate the work of United Women in Faith.

So, check us out online or give us a call.
www.uwfaithresources.org
Call toll free: 1-888-409-8137
Email: cs@uwfaithresources.org

United Women in Faith – Social Action Network

What is it?
The United Women in Faith's Social Action Network is a tool to assist members of the organization of United Women in Faith in being informed and prepared to act on public policy issues affecting women, children, and youth. The responsibilities for many of the issues United Women in Faith are most concerned about are being passed from the federal level to the states. The Action Network will help United Women in Faith respond to state-based initiatives more effectively.

Who can join?
The Social Action Network is made up of interested and motivated women committed to acting for social change. Any member of the organization of United Women in Faith can join.

What will I be asked to do?
By joining the Social Action Network women make a commitment to act on issues that are brought to their attention. They receive action alerts and updates with background information and suggested actions. Most activities are in public policy advocacy - writing and calling members of Congress and/or state officials. Others include joining campaigns and public witness activities such as prayer vigils and protests.

Do I have to respond to every issue?
When you join the Social Action Network, you will identify the issues you are committed to working on. You will receive updates and action alerts only on the issues you choose.

What if I don't agree with some of the information I receive?
United Women in Faith is a community of women focused on ministries with women, children, and youth. These ministries include grappling with and addressing the social ills of our society. Our PURPOSE, the scriptures, the Social Principles, Social Creed and Book of Resolutions of The United Methodist Church, and Women's Division policy statements lay the foundation from which issues are reviewed and analyzed. No one can tell you what to believe. If you don't agree with some of the information you receive, refer to these documents, study and pray.

How do I sign up?
To sign up, register online at https://uwfaith.org/get-involved/become-a-member/
Be sure to check one or more of the issue areas you are committed to acting on!

United Women in Faith
Information - News - Resources

Information:

For up-to-date information about United Women in Faith, go to uwfaith.org

For information regarding the Mountain Sky (Rocky Mountain) Conference, United Women in Faith, visit mtnskyumw.org

News:

For the latest United Women in Faith news updates and to sign up for the email mailing list, visit uwfaith.org/news/latest-news/

Resources:

The Mission Resource Center distributes United Women in Faith Resources.
Printed catalogs are available.

Check it out online or give us a call!
www.uwfaithresources.org
Call toll free: 1-888-409-8137
Email: cs@uwfaithresources.org

Mailing address:
Mission Resource center
PO Box 742349
Atlanta, GA 30374-2349



Response, an award-winning publication, is the official magazine of United Women in Faith. It is published by the Women's Division, General Board of Global Ministries. It is the magazine for every Christian who wants to be part of creating a more peaceful, just world where all people are truly children of God.

To subscribe (print and digital available),
visit uwfaith.org/resources/response-magazine/

Utah/Western Colorado District
United Women in Faith
2025 Standing Rules

PREFACE: The United Women in Faith of the Utah/Western Colorado District of the Mountain Sky Conference shall function in accordance with the Constitution and Bylaws for District Organizations of United Women in Faith, Inc. During 2022 the United Methodist Women assumed the new name, United Women in Faith. During this time of transition both names are in use for banking and legal documents. We are United Methodist Women doing business as (dba) United Women in Faith.

ARTICLE A: NOMINATIONS, ELECTIONS, and APPOINTIVE PROCEDURES

1. Voting Body of the District Annual Meeting organization shall be composed of all representatives from the Units of the local churches and all District at-large members, plus all District Officers in attendance at said meeting: Conference Officers, Chairpersons of Committees of United Women in Faith**,** and with the officers of the Western Jurisdiction residing within the boundaries of the district. The slate of nominees submitted by the Committee on Nominations shall reflect the diversity of women throughout the church in age, race, marital status, ethnicity and cultural backgrounds, physically challenging conditions, employment status, and geographical location. Nominees shall affirm their commitment to uphold the program and PURPOSE of United Women in Faith.
2. The slate of nominees shall be published and available to the Leadership Team and Local Units at least 30 days prior to the Annual Meeting. Other nominations may be made from the floor at said meeting, provided private consent has been obtained from the nominee and the nominee meets required qualification.
3. Elections shall take place at the District Annual Celebration**,** electing officers for a two-year term. Each officer may hold the same office for four years if desired by the officer and the district organization. A person serving at least six [6] months of an unexpired one-year term will be considered as having served a full year.
4. Voting shall be by voice unless more than one candidate for each office has been nominated; in that case, voting shall be by ballot. A ballot form will be included with the District Annual Celebration Program Book.
5. Election of Officers
    a. The following officers will be elected in even-numbered years: President, Secretary, Mission Coordinator, for Education for Mercy and Justice, Communications Coordinator and members for Committee on Nominations.
    b. The following officers will be elected in odd-numbered years: Treasurer, Mission Coordinator for Spiritual Nurture, Mission Coordinator for Program Resources, Chairperson for Committee on Nominations and members for Committee on Nominations.
6. The District President shall annually appoint a Utah/Western Colorado District Event Planner to assume the responsibility for planning and organizing the Annual Celebration. This position is a member of the District Leadership Team for the appointed year.
7. Newly elected officers assume office at close of the District Annual Celebration, with the exception of the Treasurer. The Treasurer shall function through the end of the calendar year to close the books. If she is elected to another position, she shall take office in the new position on January 1 following the District Annual Celebration.
8. Outgoing officers shall transfer pertinent records, books, and files plus provide training to incoming elected officers following the election and prior to the incoming elected officers assuming office.

9. A representative to Crossroads Urban Center Board shall be named annually by the District President following the annual meeting and may succeed herself. She shall report to the Executive Committee and shall serve as liaison for the District responsibilities at Crossroads Urban Center. It is recommended that the representative live within commuting distance. The position may be filled by members of the District Leadership Team. The Crossroads Urban Center Board is responsible for all of the community outreach programs.
10. The District President shall serve as a member of the Crossroads Legacy Committee. This committee functions as the governing board for the physical facility. Being a member of the Crossroads Legacy Committee is a position that is separate from the representative position.

ARTICLE B: COMMITTEES

1. District Leadership Team: In addition to elected officers, the District Leadership Team shall include as voting members the Conference Executive Committee, the Western Jurisdiction Core Planning Group, and National Officers who reside within the District.
    a. Meeting attendance is necessary for work of committee to be effective.
    b. The District President shall appoint a District Officer to represent her when she is unable to attend a Conference Executive meeting.
    c. Any appointed or elected leader failing to fulfill her obligations shall be notified in writing via certified letter with return receipt from the President that she has failed to meet her responsibilities and may be replaced. A certified letter with return receipt shall also be sent to the Chair of the Nominations Committee notifying the committee to seek a replacement. An unexcused absence from two (2) consecutive meetings or events shall be considered a resignation from office.
    d. The President and District Leadership Team will appoint committees to do specific tasks as needed.
2. Administrative Committee: The Administrative Committee includes the President, Secretary, Treasurer and Chair of Nominations.
3. Finance Committee: The Finance Committee shall determine and make recommendation to the Leadership Team the amount of the District Mission Pledge to the Conference. The proposed budget shall be published thirty (30) days in advance of the District Annual Celebration and in the Celebration Program Book.
4. Committee on Membership shall be composed of the Mission Coordinator for Spiritual Nurture as chairperson, President, and other members appointed by the President.
5. Committee on Nominations
    a. The Committee on Nominations shall consist of five (5) persons elected in classes with each serving one two-year term with eligibility for a second two-year term (total of four years). The Chairperson shall serve no more than two (2) years in that position.
    b. Committee on Nominations responsibilities:
        i. Maintain an up to date “talent bank” for the District.
        ii. Maintain and update the District spreadsheet of the women who have served in the different offices and terms they served.
        iii. The Committee will be responsible for ordering:
            1. a sapphire Special Mission Recognition pin for retiring President,
            2. a President’s pin for the incoming President

3. Gift in Missions cards in the amount of $5.00 for officers changing positions and officers resigning after less than a full two year term.
4. Gift in Missions cards in the amount of $20.00 for officers departing at the end of a full two-year term
5. Special Recognition Pin in the amount of $40.00 for officers completing four or more years of service.

iv. The District Committee on Nominations has the authority to recommend other levels for Special Recognition for officers who have completed longer terms of service in multiple positions.
v. These items will become property of retiring officers and will be purchased by the Treasurer.
vi. The committee will be responsible for ordering name tags for all new officers.

ARTICLE C: **MEETING**

1. The District Annual Celebration will be held each Fall prior to the Annual Meeting of the Conference Organization. The place and date shall be determined by the District Leadership Team, rotating among sub-districts, Western Colorado, Southwest Colorado, Utah, and Mountain.
    a. A Mission Offering shall be taken at the District Annual Celebration.
    b. At the discretion of the District Leadership Team, special persons invited to the Annual Celebration may be given Special Mission Recognition to come from the Mission offering.
    c. Nominees for the District Leadership Team shall be invited by the Nominations Committee to the Annual Celebration at District expense.
    d. Minutes will be included in the District Annual Celebration Program Book from the previous Annual Celebration with signatures of Secretary and Reviewer(s) to be appointed by the President.
    e. The District will offer one (1) annual scholarship to the sub-district hosting the District Celebration. The scholarship includes registration, housing and travel expenses per District Guidelines.
    f. One (1) scholarship will be awarded to a first-time attendee to include registration, housing and travel expenses per District Guidelines.
    g. The District will provide two (2) scholarships to the District Annual Celebration to women of church(es) identified as next year's Celebration Hosts. Scholarships will include registration, housing, and travel expenses per District Guidelines.
    h. District scholarships are to be administered by the Committee on Membership.
2. Displays will be encouraged from projects, programs, and agencies of United Women in Faith and United Methodist Church. Sales will be permitted only with prior approval for projects of the Utah/Western Colorado District United Women in Faith.
3. The District Leadership Team shall meet a minimum of four (4) times per year. Members present, either in person or via video conferencing shall constitute a quorum.
4. Officers are expected to attend Conference Annual Meeting for training, Planning Retreat, Executive Meeting**s**, Leadership Training Day, and District Annual Celebration. Team members are encouraged to attend the Spiritual Life Retreat and Mission u.

ARTICLE D: FUNDS

1. All funds come from Mission Giving. Officers shall practice good stewardship in the use of these funds.
2. The District bank account must carry the signatures of the Treasurer, President, and Secretary, although only one signature is required on checks.
3. A maximum of $200 shall be available for scholarships for each sub-district spiritual retreat. The local group organizing the retreat may administer the scholarship funds.
4. An annual financial review shall be made of the District financial records in accordance with United Women in Faith guidelines. Copies of the report shall be sent to the Conference Treasurer, District President, and Secretary. One copy will be kept with the Treasurer's records.
5. The outgoing District Treasurer's financial compute**r (**provided by the Conference), funds, and supplies shall be given to the new Treasurer between December 16 and January 14, following her election. Financial records for the previous year shall be given to her after the financial review is completed.
6. In the event the Treasurer is unable to complete her term, and a new Treasurer is elected to fill out the term, a Schedule of Cash Activities Statement (audit) will be completed before transferring the books to the Treasurer.
7. Acting Treasurer: In the event of serious illness or death of the District Treasurer, all books and property of the office shall be released and given immediately to the District President. The Administrative Committee shall appoint a temporary Acting Treasurer until the Committee on Nominations can submit a nominee for election by the District Leadership Team or the District Organization.
8. The District shall pay all reasonable operating expenses of each District Leadership Team member incurred in fulfillment of the duties of her office in accordance with the reimbursement guidelines outlined in article D, items 9 through 12.
9. District Leadership Team members may use a voucher for necessary dependent care up to $30.00 per day as per United Women in Faith's policy.
10. Mileage will be paid at 25 cents per mile if the price of gas is less than $4.00 per gallon, 30 cents if the price of gas is between $4.01 and $5.00, and 35 cents per mile if gas is over $5.00 per gallon. Mileage will be paid from District Leadership Team members' legal residences to allowable meetings and events. The reimbursement rate will be increased by 5 cents per mile if three (3) or more officers ride in a single vehicle. Meals will be paid up to $20.00 per day with $4.00 allocated for breakfast, $7.00 for lunch, and $9.00 for dinner. If traveling or meeting for part of a day, the meals will be figured accordingly. Receipts should be submitted with vouchers to show cost per gallon of gasoline and for meals. Carpooling is encouraged.
11. When housing and meals have been arranged at a special rate, only that amount shall be reimbursed. Leaders are expected to have two women per room with two beds. Therefore, housing will be reimbursed at ½ of the negotiated room cost. If no special rate has been arranged, the team members will receive a reimbursement of $50.00 per night.
12. Expenses (housing, meals, dependent care, and travel) shall be paid from District funds for District Leadership Team meetings, District Administrative meetings, and District events. Team members are encouraged to complete an expense voucher shortly after arrival at a meeting. The District Treasurer will prepare and distribute reimbursement checks as quickly as is possible.
13. Expenses (travel, housing, meals, dependent care, and program materials) of any speaker invited to participate in a District program or workshop shall be the responsibility of the District. Current District Officers and workshop presenters will be reimbursed at the levels outlined in items 9 through 12.
14. Expenses for the Annual Celebration must be accounted for and defrayed by the Registration Fee. The principal (keynote) speaker at the Annual Celebration will be reimbursed for a single occupancy room.

A $100.00 gift to mission, honorarium, material gift, etc. may be given to Annual Celebration presenters and charged to that event. At least one Conference Officer from outside her own district will represent the Conference Executive Committee at District Annual Celebration. Conference will pay representative's travel expenses, and the host District will provide lodging, meals, and meeting expenses.

15. Per Conference Standing Rules, the Conference shall pay expenses for District Officers to attend conference events as follows:
    a. Annual Meeting
    b. Spiritual Life Retreat
    c. Mission u or training event
    d. District Officer Training and Leadership Development meeting.
16. Members of the District Leadership Team are entitled to receive the annual Program Guide, Daily Prayer Guide, and the Mission u workbook from the Mission Resource Center. Each team member will order their own materials and may be reimbursed for incurred expenses from the Treasurer by attaching receipts to an expense voucher.
17. Remittance of funds shall be scheduled as follows:
    a. Local United Women in Faith Treasurer to District Treasurer by the tenth (10th) of the month.
    b. District Treasurer to Conference-monthly by the sixteenth (16th) of the month.

ARTICLE E: COMMUNICATIONS

1. All members of the District Leadership Team will communicate with their local unit counterparts through the District Newsletter, *The Chronicles*. Copies of separate mailings should be sent to District Leadership Team members and the Conference Counterpart.
2. Newsletter distribution shall be by electronic format unless requested otherwise. The newsletter is posted on the Mountain Sky Conference website, Utah/Western Colorado pages, or an e-mail attachment. Persons leaving the District Leadership Team may request an electronic copy**.**
3. There will be a minimum of two (2) issues of *The Chronicles* per year with at least one each spring and fall. *The Chronicles* will be sent to officers of local Units as listed in the Utah /Western Colorado District Directory, members of the District Leadership Team, and members of the Mountain Sky Conference Executive Committee, and others as requested.

ARTICLE F: RESOURCES

In accordance with United Women in Faith's policy, only Mission Resource Center literature and other articles offered or suggested by the Mission Resource Center or catalog plus items supporting mission projects of the Utah/Western Colorado District shall be displayed for sale at official gatherings of the Utah/Western Colorado District of United Women in Faith.

ARTICLE G: READING PROGRAM

Traveling plaques for Reading Awards and a $20.00 check from the District will be awarded to a Small Unit (20 or fewer members), a medium unit (21 - 45 members) and a large unit (46 or more members) that has the highest percentage of participation based on membership as verified by the Mission Coordinator for Spiritual

Nurture. These awards are presented at the District Annual Celebration each year. The following formula is to be used to determine the winning Units:

1. Total numbers of members multiplied by four, which is the highest individual points possible from the reading plans, equal the total possible points for the Unit.
2. The number of points earned by the Unit members reading one or more of the four reading plans. The points are established by one point for Plan I, two points for Plan II, three points for Plan III, four points for Plan IV, which added together equals the actual points for the Unit.
3. Divide the Unit's total actual points by the Unit's actual possible points. This equals the percent, which becomes the value used to determine which Units have the highest percent, thus receiving the Reading Award.

   Example: A Unit has 100 members x 4 = 400 possible reading points
   20 members read Plan I = 20 points
   3 members read Plan II = 6 points
   2 members read Plan III = 6 points
   1 member reads Plan IV = 4 points
   These points added together equal 36/400 = .09 or 9%.

ARTICLE H: EQUIPMENT, PROPERTY, AND RECORDS

1. All property purchased by Utah/Western Colorado District becomes the property of the District.
2. Each District Officer shall assume responsibility for her office's inventoried items at the time of taking office.
3. President: Program booklets and directories for historical purposes. Retain in perpetuity Annual Celebration booklets and the annual District Directories.
4. Secretary: Maintain all previous secretaries' records and notebooks for perpetuity, to include minutes from District Annual Meetings, regular monthly District Team meetings, and newsletters (*Chronicles*).
5. Treasurer: Retain detailed financial records for seven years. Retain in perpetuity the following records: End of Year financial reports (Profit and Loss Statement, Balance Sheet); Last bank reconciliation and Financial Review (audit or Schedule of Cash Activities); record of any unusual activity.
6. Communications Coordinator: Historical materials, computer files with Directory files and mailing lists for directories and newsletters. Maintain a list of all communications software, usernames, and passwords and ensure updated information is communicated to the President and Secretary.
7. Spiritual Nurture: Communion set
8. The Secretary is responsible for maintaining lists of equipment and property, and confirming the correct officer is in possession of assigned items at the Planning Retreat.

ARTICLE I: INSURANCE

All District events shall be covered by liability insurance. Events held at a local United Methodist Church are covered by the local church's insurance policy. For events held in other locations, the Local Unit should apply at least five weeks in advance of the event for a Certificate of Insurance. Application is made to the National Office using the 'Special Event Insurance Request Form'.

ARTICLE J: PROVISIONS FOR CHANGES IN STANDING RULES

The Standing Rules are procedural statements and are supplementary to the current Constitution and Bylaws of the Organization. No Standing Rule is in order if it conflicts with these documents. The Standing Rules are designed to ensure continuity of procedures. They can be amended at any meeting of the District Organization by a majority vote of the voting members of the District Organization when previous notice has been given or by 2/3 vote of voting members of the District Organization when no previous notice has been given.

Standing Rules for Utah/Western Colorado District United Women in Faith

Committee: Laura Lunsford, Amy Gibbs, Robin IIes
Approved: September 14, 2024