



## United Thank Offering (UTO) Church Coordinator

**Encourages** each household in the congregation to have and use a UTO Blue Box throughout the whole year.

**Teaches** that as daily prayers of thanks are given and money is placed in their boxes, the money becomes an outward and visible sign of thanks to God. It is a way to fulfill our baptismal covenant: to serve Christ in all persons, love our neighbor as ourselves and strive for justice and peace among all people.

**Uses** the sample prayers, songs, scripture references, and service materials provided on this website and in the UTO handbook to tell the story of the United Thank Offering, or uses the samples to develop ideas and materials.

**Holds** *Spring* and *Fall* Ingatherings. Encourages the *counting of blessings*. The size of the ingathering is not as important as the practice of thanksgiving.

- a. Coordinates dates with clergy or worship committee
- b. Provides UTO envelopes—purchased or created—so that participants can empty their boxes and continue to use them
- c. Explains where the filled envelopes are to be taken or sent
- d. Makes sure envelopes are available in the pews or handed out at the door the day of the ingathering, and/or sends them out ahead in a church mailing or in a personal newsletter

**Keeps** records of ingathering amounts and the dates sent as well as UTO expenses incurred.

**Combines** monies received and sends a check(s) for the amount to the UTO Diocesan Coordinator (or to the person/place designated by the diocese).

**NONE of the ingathering money may be used for expenses. Money to cover your expenses and supplies may be secured from your vestry, ECW or clergy.**

The UTO Diocesan Coordinator works closely with the church coordinators. Questions regarding the United Thank Offering may be directed to her. Please notify the UTO Diocesan Coordinator when leaving the UTO position. Includes name, address, phone, fax, and email address of the new UTO Church Coordinator.



## United Thank Offering (UTO) Diocesan Coordinator

**Encourages** prayer in thanksgiving for blessings every day and the tangible offering of coins in the Blue Box. UTO is neither a fundraiser nor a stewardship campaign, and it is not a program for women only. Expressing thankfulness benefits all members alike: men, women, youth, and children.

**Works** with clergy and church groups to recruit local church coordinator. Helps church coordinators with their work. Points out ways to use materials and shares ideas to promote the goal of every family offering prayers of thanks and providing a tangible offering to pass blessings on to others.

**Visits** congregations and UTO grant sites when possible. Creates a UTO packet of information and materials to present as a welcoming gift to new clergy (deacons, priests, bishops) in the diocese.

**Sends** letters twice yearly reminding church coordinators of upcoming Ingathering dates.

**Corresponds** and meets with clergy and other organizations within the diocese to keep them informed of the opportunities for mission through the Blue Box. Letters are sent twice yearly reminding coordinators of upcoming ingathering dates.

**Receives** offering money from UTO Church Coordinators. Sends check payable to the United Thank Offering with the name of the diocese or the special diocesan account number in the 'memo' as often as necessary (but at least twice a year). She keeps records of participating churches, amounts received, and dates and **Forwards** receipts/acknowledgments to participants.

**Arranges** for the United Thank Offering collection to be blessed during the worship service at the Diocesan Convention.

**Convenes the grant review committee** which reviews, investigates, and makes recommendations concerning the diocesan UTO grant requests as they support the UTO grant theme for the year. A grant will be chosen to be forwarded to the national UTO Board for grant consideration.

**Communicates** with the UTO Province Representative and Diocesan Coordinator to gain training, answers to questions, and helpful information. Participates in on-line programs as they are offered.

**Informs** the Province Representative of the UTO Board of UTO activities in the Diocese by sending copies of communications and responding to requests for information.

**Writes** articles about the UTO for the ECW newsletter and website.

**Attends** the ECW board meeting, and is a representative at the Province V annual meeting and Triennial Meeting. Funds are available to support travel expenses.



## Treasurer

### 1. General Skills

- A. Must have bookkeeping experience – degree not required
  - a. Experience with bookkeeping for business or organization
  - b. In lieu of an accredited background, must be detail oriented and willing to learn process
  - c. Understands and can use Quickbooks
- B. Is adept at using email
  - a. Reads mail regularly and responds
  - b. Is able to create, distribute and open files – notably PDF files
- C. Works with the bookkeeper to keep records

### II. Monthly 3-5 hours per month

- A. Creates monthly reports in clear and concise format to be submitted to the board
  - a. the administrative account
  - b. the endowment account
- B. Processes all checks received according to ECW guidelines
  - a. Responsible for receiving mail at the diocesan center
  - b. Depositing checks to appropriate account
  - c. Maintaining deposit records including the Voluntary Financial Contribution
- C. Processes all payments
  - a. Responsible for receiving invoices
  - b. Drafts checks from appropriate account
  - c. Maintains all expense records including invoices and payment requests
  - d. Pays all year end giving payments
- D. Monthly reports at the board meetings is required; attendance is preferred

### **III. Annually**

- A. Must be available to attend the Annual Meeting in April
  - a. Present budget
  - b. Present annual financial reports for 2 accounts
  
- B. Acts as the registrar for our 3 annual events
  - a. Supervises a committee that includes registrar and cashiers
  - b. Is responsible for providing cash and payments for the event, as well as security for funds which are collected on-site
  - c. Works with committees to create a budget for each event
  - d. Creates a financial report following the event to be presented at the next board meeting
  
- C. Convenes the Finance Committee each year
  - a. Develops following year's budget to be presented at the Annual Meeting
  - b. Provides a list of year end giving gifts to be presented to the board in February
  
- D. Participates in an annual audit prior to the Annual Meeting
  - a. Convenes an audit committee
  - b. Arranges for a review of the books
  - c. Provides the completed, signed forms for filing
  - d. Provides a complete copy of paperwork to secretary for filing
  
- E. Attend ECW Diocesan events on a regular basis
  
- F. Encouraged to attend Province V meetings and Triennial

The monthly treasurer timeline and procedures is available for review.



## Vice President for Communications

### I. General Skills

- A. Must be able to use a variety of computer programs – Word, Excel, Publisher (or other print formatting program)
- B. Be skilled in designing a variety of printed media
  - a. Newsletter
  - b. Posters/flyers
  - c. postcards – bookmarkers – other miscellaneous items as requested
  - d. Photographic skills are optional. A photographer attends each major meeting.

### II. Responsibilities

- A. Will oversee all electronic and printed communications as chairman
  - a. Works with editor/production manager for printed Mirror
  - b. Produces and distributes monthly email newsletter
  - c. Produces other printed or electronic communication pieces as determined by the Board
- B. Manage website
  - a. Manages current website – add copy & photographs as directed
  - b. Designs updated website or works with new template
- E. Expected to attend monthly board meetings
- F. Attend ECW Diocesan events on a regular basis
- G. Encouraged to attend Province V meetings and Triennial



## Vice President for Membership

### I. General Skills

- A. Must be able to use Word and Excel programs
- B. Be able to create and maintain membership data base
  - a. Receive registrations from treasurer and add names to base
  - b. Remove names from mailing list as notified
  - c. Support communications officer with updated list for both email and print
- C. Work with the President as her assistant and advisor. Takes charge of meetings is President is unable.

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- B. Manage website
  - a. Manages current website – add copy & photographs as directed
  - b. Designs updated website or works with new template
- H. Expected to attend monthly board meetings
- I. Attend ECW Diocesan events on a regular basis
- J. Encouraged to attend Province V meetings and Triennial



## **Board Member at Large**

### **Responsibilities**

- G. Representative of your parish and region
- H. Provide opinions and expertise regarding board operations and event planning
- I. Serve on at least one committee
  - a. Finance – convened by the treasurer
  - b. Worship – work with the chaplain for services at meetings
  - c. International outreach
  - d. Annual Meeting – convened by the president
  - e. Altar Guild Conference
  - f. Fall Retreat
  - g. Diocesan Luncheon
- J. Attend board meetings on a regular basis
- K. Attend events on a regular basis
- L. Encouraged to attend Province V meetings and Triennial