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# LIST OF DIOCESAN OFFICERS

Mothers’ Union Birmingham Diocesan Office

The Church of England
1 Colmore Row
Birmingham
B3 2BJ

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email: office@mubham.org.uk

Secretary – Janet Thorne

[link: www.muenterprises.org/birmingham]

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<tr>
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What is Mothers’ Union?

Mothers’ Union is an international Christian membership charity that aims to demonstrate the Christian faith in action through the transformation of communities worldwide.

We are working with people of all faiths and none in 83 countries to promote stable marriage, family life and the protection of children through praying, enabling and campaigning.

Our aims and objectives are:

- To promote and support married life
- To encourage parents in their role to develop the faith of their children
- To maintain a worldwide fellowship of Christians united in prayer, worship and service
- To promote conditions in society favourable to stable family life and the protection of children
- To help those whose family life has met with adversity

Our vision

Our vision is of a world where God’s love is shown through loving, respectful and flourishing relationships. This is not a vague hope, but a goal we actively pursue by praying, campaigning and enabling.

Our values

Mothers’ Union is a Christian mission organisation working with people of all faiths and none. Mothers’ Union is firmly rooted in a voluntary ethos centred on mutual respect and collaboration. Our governance, leadership and programmes are undertaken and driven by members within their own communities worldwide.

Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and love your neighbour as yourself.”

Luke 10:27
Our membership

Our members are not all mothers, or even all women. They are single, married, parents, grandparents, or young adults just beginning to express their social conscience. Mothers' Union provides, for all four million members, a network through which they can serve Christ in their own community - through prayer, financial support and actively working at the grassroots level in programmes that meet local needs.

How We Work

Mothers’ Union’s governance, leadership and programme work are driven by and undertaken through its volunteer membership. Being part of Mothers’ Union is an important step in our members’ journey in faith as they seek to promote stable marriage, family life and the protection of children. This is achieved within the context of three clear strands that form the core of all Mothers’ Unions throughout the world.

The first is the centrality of prayer to all we do.

The second is how members enable individuals, families, and communities to discover and utilise the skills and knowledge that they possess, which are culturally relevant and appropriate for their circumstances.

The third is campaigning to challenge the mechanisms that perpetuate social injustices.

In order to do this Mothers’ Union provides its members with the resources they need to help identify the needs of their local communities and plan how they can help effectively. Projects can range from very simple small-scale work that can be set up easily and quickly to large-scale initiatives involving not just Mothers’ Union but other partners in the area. Each regional Mothers’ Union forms its own registered charity or is part of the Anglican church in their country. Importantly, each local Mothers’ Union identifies their own needs and potential solutions. Central and local Mothers’ Union work in partnership to reduce dependency and ensure that these needs and solutions are locally driven.

Our Governance

Having established its constitution in 1896, Mothers' Union was granted a Royal Charter in 1926 which has since been updated by several supplemental charters. We are registered with the Charity Commission in England and Wales (240531).

The full Mothers’ Union Constitution can be downloaded from the website: http://www.mothersunion.org/sites/default/files/2012%20Constitution.pdf
Mothers’ Unions in the UK and across the world

There are 68 independent local Mothers’ Union charities in the UK & Ireland who serve their communities and are affiliated to the Central Mothers’ Union which supports them in their activities. Internationally, Mothers’ Union exists in 83 countries and has four million members.

Central Trustees

The Board of Trustees hold overall responsibility for Mothers’ Union throughout the world. Mothers’ Union is governed by 17 trustees who are elected by our members. They are elected for an initial term of three years and can stand for re-election for a second term. The whole Board meets twice a year to agree our strategy and activities. To ensure that the views of our worldwide membership is represented we have divided the world into six zones and members in each zone elect a trustee. These do not represent a specific area but are general trustees. All trustees attend an induction programme so that they understand their roles and responsibilities clearly. A Britain & Ireland subgroup meets more regularly to deal with the governance, stewardship and strategic issues specific to the Mothers’ Union in Britain & Ireland. Day-to-day work is delegated to our chief executive and his team of approximately 42 staff. www.mothersunion.org has all the current details

Unit Committees

Four committees elected from Mothers’ Union members advise the trustees. They represent the different areas of our work:

- Action & Outreach
- Faith & Policy
- Finance & Central Services
- Fundraising & Communications
Diocesan Mothers’ Union

Birmingham Mothers’ Union Charity No is 1065815

Mothers’ Union in the Diocese of Birmingham is an independent charity which is governed by a Constitution and Regulations. Every branch in Birmingham has a copy of these available to download from www.muenterprises.org/birmingham or a copy can be sent from the office.

Mothers’ Union at Diocesan level has a board of Trustees, led by the Diocesan President, 3 Vice presidents, 4 coordinators responsible for the 4 units, Group Coordinator representative, Diocesan member representative, Branch Leader representative. Co-opted members are Worldwide representative, AFIA representative, and Diocesan treasurer. (See website for further details).

The Trustees meet regularly through the year to agree local strategy and projects.

Diocese of Birmingham Mothers’ Union is divided into Groups, based originally Diocesan deaneries, but now organized into 7 geographical groups supported by a Vice President

Aston /City, Polesworth and Sutton Coldfield – Erica Parker

Coleshill /Yardley, Solihull – Janet Jenkins

West Birmingham, Moseley /Shirley – Rowena Nicholls

Each of these groups are made up of Branches.

Running a Branch

Mothers’ Union branches are made up of a group of Mothers’ Union members. They meet together regularly to pray and worship as well as look at how the group can support families within their church and local community.

Local branches take on many forms depending on the community in which they live. As a branch, you will be able to share ideas, support each other in fellowship and reach out to those in your community and the wider church.

Running a branch can be hard work but it is also immensely rewarding. There are great ideas on the websites to help with ideas for running your branch, and for prayers and services or contact the Diocesan President, Vice-Presidents or Training Officer.

This pack is to try and make things easier for you, especially if you are new to Mothers’ Union.

Use the websites for lots of other information and help and in some cases the link is included but there are regular updates so always check these out on a regular basis.

You will need to register as a member on www.mothersunion.org website and then also as an officer (Branch Leader, Secretary, Treasurer,) which will give you access to extra information.

Birmingham Mothers’ Union own website is

http://muenterprises.org/birmingham
The Branch Leader Role

One of the best roles in Mothers’ Union

The Branch Leader is the named person to contact within the branch and is supported in prayer and practical matters by branch members, deanery/group and diocesan leaders.

WHAT DOES IT INVOLVE?

- Develop ways to carry out Mothers’ Union Aim and Objectives.
- Promote Mothers’ Union within the church and local community.
- Attract new members and arrange for their admission into Mothers’ Union.
- Support existing members (whether they attend meetings or not), helping them to appreciate their part in the worldwide fellowship and ensuring appropriate pastoral care when needed.
- Inform members of forthcoming events, Mothers’ Union prayer needs and developments.
- Keep the incumbent informed of what is happening in the branch by providing them with relevant MU literature and materials, and liaising over future programmes and projects.
- Chair meetings or delegate this to other members of the branch.
- Plan the branch programme with the committee.
- Ensure that essential records are kept including list of branch members name, address, phone and email contacts, date of birth and date of Mothers’ Union enrollment. (see p 46)
- Ensure forms required by the diocese are completed and returned on time. (Help is always available with form filling.)
- Arrange for an Annual Branch Meeting at which reports and accounts are presented, and committee are elected. There is no specific time for the AGM but January/February is suggested as the best time in order to receive the accounts for the preceding year.
- Try to keep yourself up to date with Mothers’ Union activities using website/publications.
- Act as a link between the branch and the deanery and Diocesan Mothers’ Union.

The Branch Leader serves for a three year period of office, and this can be renewed for one subsequent term of three years and requires the approval of the incumbent. Elections can be held for the post if there is more than one candidate.

If you are not able to attend, try and ask someone else to represent the branch, as it is such a great way of keeping in touch.
Branch Secretary Role

Each branch runs differently, but the following tasks are an example of some of the things that may be needed. Agree between you all, who will be responsible for what, so that there is no confusion! Many hands make light work!

WHAT DOES IT INVOLVE?

- Keeping an up-to-date list of members and their addresses - postal and email and phone numbers.
- Arranging for long-membership certificates - 25, 30, 40, 50 years etc. Certificates are available from Mothers’ Union Enterprises Representatives (see Directory for contact details).
- Notifying the Mothers’ Union Diocesan Office of special birthdays (e.g. 80, 90 years); anniversaries (Ruby, Golden etc) and deaths.
- Providing a printed programme of meetings.
- Ensuring speakers are booked and arrangements confirmed.
- Writing to thank the speaker or asking one of the members to do this.
- Providing posters and tickets for Mothers’ Union events.
- Distributing the agenda and reports for the Annual Branch Meeting.
- Writing minutes for the Annual Branch Meeting and committee meetings.
- Dealing with any correspondence (in consultation with the Branch Leader and committee).
- Ensuring that annual returns and other forms required by the Diocesan Mothers’ Union are completed and sent back on time.

Where there is a branch committee

- Serving on the branch committee.
- Distributing the agenda for committee meetings.
- Taking and circulating minutes of committee meetings.

A secretary is normally appointed by the Branch Leader. This could be one of the members elected onto the committee, if this is the usual practice of the branch

Help with paperwork or procedures is always available from the Finance Unit Coordinator or Group Coordinator, Vice President or Diocesan President.
Branch Treasurer Role & Accounts

Each branch needs someone to be the treasurer or assist the committee with a number of activities or they could be delegated to another member of the committee or of the branch. The financial year for the accounts is January – December.

WHAT DOES IT INVOLVE?

- Keeping a careful account of the regular income, expenditure and savings of the branch, and of any specific fund-raising events.
- Ensuring there is a separate bank account in the name of the branch, with two signatures required on all cheques from the authorised signatories.
- Collecting subscriptions and donations, recording them with the date received, and forwarding them to the diocese.
- Filling in and returning the annual Gift Aid claim form (even if this is blank).
- Ordering and distributing Mothers’ Union publications (such as Families First magazine), collecting the money for them and sending it in to the Diocesan Treasurer.
- Preparing the accounts for the Annual General Meeting, arranging for them to be properly examined by an Independent Examiner and presenting them to members at the Annual Branch Meeting.
- Filling in and returning the annual consolidated accounts form sent by the Diocesan Treasurer by the end of February of each year (see Forms).
- Ensuring savings do not mount up beyond the recommended level. (Usually between £50 and £100 can be held over the end of the financial year, or the equivalent of six months’ running expenses. There may be special reasons for holding larger amounts, but these should be checked with the Diocesan Treasurer.) When donations have been agreed, send the cheques to the Diocesan Treasurer using the correct forms.
- Providing floats for fund-raising events if required.
- Paying recognised travel and other expenses for branch officers and representatives (forms available from office).
- Reporting to the committee meetings and advising on budgets.

Help with paperwork or procedures is always available from the Finance Unit Coordinator, Diocesan Treasurer, or Gift Aid Officer (for Gift Aid).
The Branch Treasurer’s Year

Autumn

You will receive the branch subscription form, accounts form and Gift Aid update form (for branches with members who have signed the Gift Aid declaration) before the end of November. These will be sent to you by email unless you have requested that forms should be sent by post.

Spring (eg January)

Collect subscriptions

- Collect subscriptions for the year from members.
- Check and update the list of members who have signed a Gift Aid declaration.
- Send your cheque for subscriptions and the Gift Aid update form to the Diocesan Office by the date advised (usually end of April).
- The amount of the Mothers’ Union subscription will be announced at the Autumn Diocesan Council meeting the preceding year. Please do not collect subscriptions until the beginning of January. (It is simpler for accounting purposes to have the subs and donations collected in and sent out within the same financial year.)

Prepare for Annual Branch Meeting

- Prepare accounts for the previous financial year (1 Jan – 31 Dec) (see forms).
- Collect together all the papers that will be needed for examination of the accounts, eg bank statements/building society passbook, cheque and paying in books, cash book, branch programme, check list for Examiners.
- Arrange to have the accounts checked by the Independent Examiner, and ask the Examiner to sign the accounts form and check list.
- Provide copy of the accounts for members to see at the Annual Branch Meeting. Report on the accounts at the Annual Meeting and answer questions from members.
- Send a copy of the accounts, signed by treasurer, branch leader and Independent Examiner, to the Diocesan Treasurer, (via the MU office), together with the Examiner’s check list and a copy of the bank statement for the end of the financial year (or copy of the passbook).
- Make recommendations (in consultation with the committee) for sending donations to Mothers’ Union Diocesan Fund or specific projects (see earlier re the balance of the branch account at the end of the financial year).
**Late Summer**

Lists for ‘Families First’ will be sent out in May

Branch payment forms, for donations to MU projects, are available via email to download or can be obtained from the office.

Send the ‘Families First’ form and cheque to the office by the given date (usually early September).

**December**

Close your accounts for the year on 31 December.

**Notes**

If your members (or used at Branch Meetings) use Mothers’ Union Collection boxes – ensure that they are opened during the year (as regularly as required or agreed within the branch). You can either:

- Send a cheque to the Diocesan Treasurer immediately after the money is counted, made out to ‘Mothers’ Union Birmingham Diocese’ with the particular fund clearly marked on the back of the cheque; or
- Retain the money in branch funds and include it on the branch accounts and send the donation at the end of the year.

All money collected should be for Mothers’ Union.

If you have a speaker from another charity and individual members wish to make a contribution, we suggest that you collect the money on a saucer at the meeting and hand it straight to the speaker as a donation for the charity represented but this practice is to be discouraged. Mothers’ Union need members to support the charity to further its own work. However, fees agreed with a speaker beforehand should be paid in full from the Mothers’ Union branch accounts.

All forms and the cheques should be returned to the person specified (usually the office) by the date given on the bottom of the forms.
Handy Tips for Treasurers!

1. All cheques for Mothers’ Union should be made out to ‘Mothers’ Union Birmingham Diocese’ and sent to the office with a branch payment form which should specify which project(s) the money it is for.

2. Fundraising for Central Mothers’ Union funds should be sent to the Diocesan office, and not directly to Mary Sumner House.

3. Take old envelopes to meetings – you will usually be given some money for something.

4. Write things up as you go – you may think you’ll remember later, but experience often proves otherwise!

5. Check in advance whether the speaker at your meeting charges a fee or has any expenses, and make sure you have the correct money ready.

6. It is good practice to have two signatures on all cheques (normally any two out of three designated people – e.g. branch leader, secretary, treasurer).

7. Keep a list of members who have Overseas or other boxes at home. Arrange to open these boxes regularly so that the money can be counted and sent off. You might like to hold a special box-opening event – coffee morning etc.

Don’t struggle alone! We’re here to help.

If you have any queries, contact the Diocesan Treasurer.
Gift Aid Scheme

Information for Treasurers

The Gift Aid Scheme enables charities to reclaim from HM Revenue and Customs the tax paid on gifts and donations made to that charity (in our case Mothers’ Union Birmingham Diocese) by individuals. Certain conditions apply:

- The donor must be a UK tax payer. This obviously includes income tax, tax on interest from bank and building society accounts and also capital gains tax. It does not include VAT. Members that have regular payments from private pension schemes will often have had income tax deducted. We can still reclaim tax paid in these ways.

- The amount of tax paid by the donor must be at least equal to the tax reclaimed on donations. (Remind members that they must take into account all donations made under this scheme when calculating how much tax can be reclaimed – e.g. they may also have made Gift Aid declarations for the church, National Trust, etc.). In simple terms tax paid must at least equal one quarter of the amount given under Gift Aid.

- The donor must have signed and dated a declaration form, giving full name and address and stating that s/he wishes the charity to reclaim tax on the donation made. The form is available from the Branch treasurer who should receive the most up to date version each year from the Diocesan Gift Aid Administrator.

- Each donation must be traceable back to the individual donor.

- A signed declaration remains in force until cancelled by the donor, so it is good practice to remind individuals periodically in case their circumstances and / or financial arrangements have changed.

See www.mothersunion.org website for further details

How the Scheme operates

There are two main sources of relevant donations from which tax can be recovered – annual membership subscriptions and one-off gifts and donations.

Annual membership subscriptions

We have confirmed with HM Revenue and Customs that tax can be reclaimed on the annual membership subscriptions to Mothers’ Union (though not for ‘Families First’) subject to the conditions mentioned earlier.

One-off gifts and donations

Envelopes are available for those (MU members or other friends) who wish to make a one-off gift or donation to MU or to specific funds such as Overseas, Away From It All etc. Please ask the donor to fill in, sign and date the declaration on the slip or the front of the envelope. You should then mark the amount received on the envelope, and initial and date it. The money should be banked into the branch accounts and the envelope should be sent on to the Diocesan Gift Aid Administrator or may be retained in the Branch, so that we have a record of the donation. The amounts should be included in the annual return to the Gift Aid Administrator.
This can also be used when Overseas boxes from individuals for these funds are opened. If the member has already signed a declaration the contents of the Overseas box can be included provided this is made clear to the member. (the Gift Aid declaration includes a statement that the declaration includes ALL donations paid.)

However, if the member has already signed a declaration form, this will cover one-off gifts and donations as well, and such gifts / donations should be recorded in your normal fashion and transferred to the Gift Aid form which you will receive each year.

Each year, we will send you a list of the members of your branch or deanery who have filled in a declaration form and will ask you to confirm that these members have paid their subscriptions for the current year, including the date on which you received the subscription. You may like to remind them that they have filled in a declaration form and check that their tax status has not changed. We will also send you a sheet of slips which you can copy and use to thank members who have gift-aided; you will be able to fill in the amount they have gift-aided for their own tax records.

We will keep all necessary records and claim the tax back annually. We would ask you to keep your records for a minimum of seven years in case we have any queries from HMRC.
Mothers’ Union as a Charity

Mothers’ Union is a registered charity with the Charity Commissions and must therefore abide by charity law.

This means whatever we do as Mothers’ Union must fit into our Aim and Objectives.

The central Charity No is 240531

Birmingham Mothers’ Union Charity No is 1065815

All branches in Birmingham Diocese work under the Diocesan Charity number. This means branch accounts have to be consolidated into the Diocesan accounts before being submitted to Charity Commissioners. This is why it is important that Branches get their accounts in on time otherwise it holds up whole procedure. According to our Constitution we cannot give donations from Branch finds to other charities. If this is a problem consult Diocesan President. (see Giving Quiz)

Remember also when speaking about Mothers’ Union and differentiate between your personal opinion, or the opinion of your Branch, and anything said by Mothers’ Union in Diocese or centrally.

It is always advisable to speak to the Diocesan President or a Mothers’ Union Officer before, for example, speaking to the press unless just giving straight forward facts such as date of an event.

Information on governance may be found on Central Mothers’ Union web site:

www.mothersunion.org

and also on Birmingham’s Mother’s Union Diocesan website

http://muenterprises.org/birmingham/

It may seem complicated but remember there are plenty of people around to help you.

Diocesan President and Vice-Presidents Secretary and Treasurer
Training Officer

Our vision is of a world where God’s love is shown through loving, respectful, and flourishing relationships. This is the essence of our work.
Planning your Programme

Your branch should be run however it suits you and your members. If you have regular meetings, some of these should reflect Mothers’ Union Aims and Objectives. Your branch will be supplied with "Ideas for Branch Meetings" which is a useful resource to help you with your planning (http://muenterprises.org/birmingham/). You may decide to meet to pray on a regular basis, to have speakers or meet to discuss projects you wish to support. There is no prescribed way to run your branch (except within the rules of the Charity Commission). All meetings should include an act of worship or some time to pray together.

- It may be helpful to use the Mothers’ Union theme for the year. (see Website) Sometimes the ‘International Year of…’ may link in with Mothers’ Union interests.
- To provide a balanced programme, try to include opportunities for spiritual growth, information on social concern/local issues and Mother’s Union topics.
- Include some social events – outings, garden parties, quiz nights, line dancing, Christmas/New Year party etc.
- Reflect the needs of the members and potential members.
- Meet at times to suit members and potential members – this may include an irregular pattern, providing daytime and/or evening meetings on different days of the week in order to allow everyone to attend at least one meeting during the year!

Ten top tips for Programme Planners!

1. Consult with clergy about future dates and events in the parish.
2. Include Diocesan and Deanery events in your planning and printed programme.
3. Allow space in the programme for current issues that may arise.
4. Take advantage of resources offered by the Mothers’ Union – ‘Families First’, DVDs and publications from the Birmingham Diocese and Mary Sumner House. The Training Officer also has plenty of resources.
5. Include some Mothers’ Union topics each year so that members are kept up-to-date with the worldwide organisation, its aim and objects.
6. Vary the format of meetings – use speakers, try discussions, drama/role-play, video/slides/tapes, craft activities, involvement in a local Mothers’ Union project etc.
7. Invite your President, Vice-President or Group Coordinator to attend a meeting to get to know your branch and members better.
8. Have an idea for a meeting ‘up your sleeve’ in case the planned programme falls through at the last minute.
9. Publicise your programme effectively – through church notice sheet, parish magazine, posters, local press etc.
10. Be aware of the financial implications of your planned programme and budget accordingly, eg speakers’ costs.
‘Home-grown’ programme ideas which have worked!

- Discussion on articles in ‘Families First’ or ‘Families Worldwide’
- Social Policy discussion papers – you can report any conclusions to Mary Sumner House even after the closing date.
- Themed celebration – poems/music/readings on Advent, Christmas, Lent etc.
- Cut out and colour bookmarks of Mothers’ Union prayer to distribute in church on Mothering Sunday.
- Make Palm Crosses.
- Collage on Mothers’ Union’s five objectives – this can be displayed in church as publicity for Mothers’ Union.
- Members’ Meeting – bring choice of readings, music, etc – could have a theme or be completely open.
- Favourite things – ask members to bring and talk about heirlooms, family treasures, memories, holidays, childhood memories, etc.
- Discussions with a small group of different generations e.g. views on marriage/co-habitation, discipline of children, housework, beauty etc (good leader needed!)
- My work – ask several members of the branch (or church) to talk briefly about their work and their faith.
- Impromptu brief talk on a subject pulled at random out of a hat.
- Fundraising events for Mothers’ Union projects – e.g. quiz & supper, beetle drive, cheese and wine … Provide information / display about the projects you are supporting.

If you have any queries, contact your Group Coordinator, Vice President or the Diocesan Office for help.

http://www.mothersunion.org/members/im-member/running-branch/branch-ideas

http://www.mothersunion.org/sites/default/files/Prayers%20for%20branch%2C%20group%20or%20house%20meetings.pdf
Booking a Speaker

How to get the best from the speaker at your meeting!

Speakers need to be booked when drafting your programme – they don’t mind being booked 12 months in advance! This can be done by the Branch Leader, Secretary or another committee member with this specific responsibility. The following guidelines may be helpful.

Booking the speaker

Contact the speaker and make initial arrangements about date, time, topic, title etc. If this first contact is by telephone, be considerate about the time you ring – it is normally sensible to ring between 9 am and 9 pm.

It is helpful to provide information about your branch at this stage e.g.

- Location.
- Type of venue – house, church hall etc.
- Size, age group, any specific facts about the group so that the speaker will understand the group s/he will be addressing.
- General shape of the meeting (e.g. when you have prayers, notices, tea) and length of time normally allocated for the talk.

Check whether the speaker has any special requirements e.g.

- Projector and screen for an illustrated talk or tv / dvd player./ laptop, powerpoint projector (don’t forget extension leads if needed!) . If your church doesn’t have these, they may be available from the Mothers’ Union office but you will need to book in advance and arrange to collect and return.
- Table to display leaflets, visual aids etc.

Confirm the arrangements in writing as soon as possible after the initial conversation. Include instructions on how to find the location of the meeting, information about parking facilities and one-way streets for those travelling by car or availability of public transport as appropriate. A map is often useful. If you would like a reply from the speaker, do enclose a stamped addressed envelope.

Telephone or email 7-10 days before the meeting to ensure that nothing has been overlooked and to check on practical arrangements and requirements.

Agree the cost of expenses to enable you to have the correct money available to reimburse them at the meeting.

Find out as much as you can about your speaker so that you can introduce them properly at the meeting – this is especially important if they are officials of an organisation.

Check all equipment that you are providing in advance to ensure that it is in good condition.
On the day:

- Arrive in good time yourself! Ensure that the room is warm, comfortable and well set out. Make provision for any requirements previously agreed with the speaker e.g. tables, display boards, electrical equipment etc.

- If you are likely to be busy with other things before the meeting, ask one of your members to act as hostess to welcome the speaker. It is always helpful to point out the toilets and where to put coats, and offer a drink if the speaker has had a long journey.

- Start the meeting on time – especially if it is in the evening. It may be helpful to leave your own notices to the end if the speaker has to leave promptly.

- Either thank the speaker yourself at the end of the talk, or arrange for another branch member to do this.

- Remember to pay travelling and other expenses incurred (such as photocopying) before the speaker leaves. Travelling expenses can be either the actual cost of public transport or the current mileage allowance.

A prompt thank you letter to the speaker after the meeting is always appreciated.
Leading Branch Worship

To worship - ‘to appreciate the worth of’ – to appreciate the value in which we place that person. So remember – our aim in worship is to please God and to show that we appreciate His worth in all that we do in order to communicate our love for Him.

Every branch meeting should have an element of worship – it may be just saying a few prayers together or a more structured act of worship.

**Preparation**
Take plenty of time to prepare

**Share responsibility!**
The Branch Leader does not have to lead the worship. This may be delegated to another person or one person could be responsible for finding the worship leader. Try to involve as many as possible in preparation, reading a lesson or saying prayers, etc, don’t do it all yourself.

**Resources**
Make use of Mothers’ Union prayer books and other resources – your Faith & Policy Co-ordinator will suggest books if asked. The Mothers’ Union website has many downloadable resources and suggested themes to use [www.mothersunion.org](http://www.mothersunion.org). There are many books available from your Mothers’ Union Enterprise representative.

**Flexibility**
Don’t be afraid to adapt prayers where necessary.

**Relevant**
Try and make the worship relevant to the subject of the programme.

**Song**
Singing songs or hymns has always been an integral part of worship but if you are a small group this can be intimidating. Try reading the words of a hymn sometimes.

**Quiet**
Remember the words ‘Be still and know that I am God’ (Psalm 46). Don’t be afraid to introduce a period of quiet or stillness into worship.
Annual Branch Meeting

Each branch should hold an Annual Meeting to which all members are invited, and where the report and accounts for the previous year are presented. This is an important meeting which requires some preparation if it is to run smoothly.

Agree the date of the Annual Meeting. This will probably be done as part of your normal programme planning. You will need to take into account the normal meeting day for your branch, but do allow time for the treasurer to prepare the accounts. Mothers’ Union financial year is the same as the calendar year (1 January to 31 December), so it is usually sensible to hold the meeting in late January or February.

Check the date with the parish clergy (and parish diary if you have one).

Prepare the agenda. This should always include:

- Prayer.
- Minutes of the previous annual meeting.
- A report on the previous year’s activities from the branch leader or secretary.
- Presentation of the accounts by the treasurer.
- Adoption of accounts and reports.
- Appointment of the independent examiner for the current year’s accounts.
- Opportunities for members to make comments or suggestions, or to ask questions.

It may also be helpful to include:

- Reports on specific areas of branch and wider Mothers’ Union life by committee or branch members with special responsibilities e.g. overseas links, prayer group, deanery committee representatives, literature reps, indoor members.
- Information about plans for the forthcoming year.
- Sharing ideas and vision for the future of the branch.

Every third year, we hold elections for Mothers’ Union office holders, including branch leaders. You will receive information about this when appropriate. However, you may wish to elect / appoint new committee members at other annual meetings, if this is the case, ensure that elections appear on the agenda.

Agree who will be responsible for each part of the meeting and for presenting reports.

Notify your members in the most appropriate way – branch news sheet, parish notices or magazine, personal letter, email etc.

Inform the clergy / invite to attend – you may like to invite them to take the opening prayers or chair the meeting.
Notify / invite the Group Coordinator and Vice President.

Ensure that you have a copy of the agenda and accounts for each member. Some branches also circulate the minutes of the previous meeting; others have them read at the beginning of the meeting.

**Following the Annual Meeting**

Before you breathe a sigh of relief, there are a few tasks to complete!

- The treasurer should send a copy of your accounts to the Diocesan Treasurer immediately after the annual meeting and before the date given on the accounts form (usually end of February).
- Notify Mothers’ Union Office of any changes in office holders – especially branch leader, secretary or treasurer.
- It is good practice to approve the draft minutes of the annual meeting at the next branch committee whilst it is fresh in the memory!

**Extra Ideas**

That was the official and business part of the meeting. Now try to add something extra to make the annual meeting a really special occasion. You could:

- Invite your clergy to celebrate communion with you before or after the business meeting.
- Include a meal.
- Ask the Group Coordinator or Vice President to talk about wider Mothers’ Union issues.
- Show a Mothers’ Union dvd / video - (also available on YouTube)
- Prepare a quiz on the Mothers’ Union.
Mothers’ Union Year –
what to expect and when!

Major dates for each year are circulated by Mothers’ Union Diocesan office at Diocesan Council and Group Coordinators meetings as well by email/mailing together with an annual calendar. Dates are planned annually and all officers in the Diocese, including Branch Leaders, are provided with details well in advance and receive a ‘calendar’ as a reminder! The dates are not prescriptive and vary each year depending on a number of factors – but this provides a rough guide.

January

Most Annual Branch Meetings are held at beginning of year due to presentation of accounts for the previous calendar year.

Branch report forms need to be sent back to the office by the end of the month with details of your branch. The Diocese requires this information in order to complete an annual return to Mary Sumner House. Accurate numbers of current members paying subscriptions are required especially to ensure enough copies of Families Worldwide are sent to the Diocese. Numbers are also used to calculate number of Birmingham Links required.

February

Wave of Prayer – 6th to 10th February. Each year Birmingham prays for each of our link Dioceses during this week in February. Services, prayer groups or meetings are organized around the time slots each Deanery/Group are given, and if at all possible the whole 12 hours of each day is covered by members praying continually. A prayer leaflet is supplied and gift aid envelopes to assist with a collection are provided. A DVD is available called “Homing In” with information on the link Dioceses.

Branch accounts must be submitted to the office by end of February.

Mother’s Union leads midday prayers in the Cathedral on the second Monday of February – do encourage members to attend and volunteers are always welcome to help lead the prayers.

March / April

Subscriptions and Gift Aid returns should be returned to office no later than end of April (but preferably sooner!)

Diocesan Council - our first Council meeting of the year is usually in March or April.

Diocesan Festival Service at Birmingham Cathedral- March/April/May we have our Diocesan Service in the Cathedral. This may be to commission any new Diocesan President, other Trustees, or new members or officers within the Diocese. Mothers’ Union Chaplain and Faith and Policy Coordinator plan the service which may be Holy Communion, Family service, or other worship. It is
also an opportunity for some branches to enrol new members into Mothers’ Union, whilst others may prefer to keep this to their own church service during the year.

**May**

Mothers’ Union leads midday prayers in the Cathedral on the second Monday of May – do encourage members to attend and volunteers are always welcome to help lead the prayers. There is a helpsheet on [http://muenterprises.org/birmingham/](http://muenterprises.org/birmingham/)

Families First forms are sent out to branches to ensure receipt of magazine for the following year.

**June**

The Central Mothers’ Union General Meeting is held in various locations around the British Isles and all members are welcome to attend this meeting. Ticket arrangements depend on the venue and host diocese.

**July/ August**

Summer Council is held, usually in an evening, when the annual accounts are presented.

Birmingham usually hold a fundraising Diocesan event in July/ August, eg Summer Fair, Summer Lunch. Please encourage as many members as possible to attend as it provides an excellent networking opportunity and time to share worship as well as raise money!

9th August Mary Sumner Day Branches may wish to recognise this day as part of their programme.

Birmingham Mothers’ Union Office is closed during August.

Mother’s Union leads midday prayers in the Cathedral on the second Monday of August – do encourage members to attend and volunteers are always welcome to help lead the prayers.

**September**

Last date to send Families First subscriptions and orders.

Start to think about planning your branch programme for the following year with your Committee.

Order Mothers’ Union Christmas cards, diaries and calendars!
October

The subscription for the following year will be announced (to be collected from 1 January)

November

Start to prepare accounts for end of year.

Diocesan Council Meeting is held.

Mother’s Union leads midday prayers in the Cathedral on the second Monday of November – do encourage members to attend and volunteers are always welcome to help lead the prayers.

Group Activities

Your Group Coordinator will arrange a couple of meetings during the year for a chance to meet up with other Branch Leaders in your group. These provide an opportunity for disseminating the latest information from the Diocese and are useful to get ideas for meetings, learn about what else is going on in the Diocese and to share information about your own branch and activities.

Each Deanery/Group will hold a Group Festival Service at some point during the year on a rota basis. Details on organising this on Birmingham website http://muenterprises.org/birmingham/

Your Group Coordinator will discuss with you when it is your turn and will help with its planning etc.

Your Group Coordinator will and also advise you when you may be asked to help at Diocesan events such as coffee rota at Council meetings or the Festival Service.

Events such as Quiet Days, or retreats may be organised at different times through the year.
The following is a statement from the Central Trustees of Mothers’ Union:

“As an organisation concerned with Christian principles and ministry in family life, the nurture and protection of children is at the heart of Mothers’ Union. Both individually as members and collectively as an organisation, Mothers’ Union has a duty to protect children and vulnerable adults, doing everything possible to ensure that they are safe when left in Mothers’ Union temporary care.”

Everyone working with children or vulnerable adults in the name of Mothers’ Union must be covered by a Safeguarding Policy. All churches in the Diocese are required to have a policy and nominated officers and in the majority of cases, any work done by Mothers’ Union members will be covered by these policies. The Birmingham Diocese Mothers’ Union also has a policy.

Branches are required to complete and return a form to Mothers’ Union office to confirm the above. Please see forms section for the form to be returned.

Should you have any questions of concerns regarding working with children or vulnerable adults or if you have direct involvement in projects you are advised to contact Mothers’ Union Child Protection Officer.
MOTHERS’ UNION ENTERPRISES

‘MUe’

This is the commercial fundraising arm of Mothers Union. It has three elements:

Mary Sumner House – there are a number of meeting rooms which are rented out for meetings and conferences.

Families First – this is Mothers’ Union magazine which is publishes 6 times a year. The cost to members is £9 per year and the magazine is posted directly to the member. The cost to non-members is £15. Mothers’ Union are working tirelessly to get this publication into the High Street stores to widen the market and promote Mothers’ Union. The profits from Families First is used to publish ‘Families Worldwide’ which is issued free to all members and details work of Mothers’ Union throughout the world and is designed as a prayer diary. This is issued twice a year.

Enterprises – Mothers’ Union has a catalogue selling a wide range of cards, gifts and seasonal items. Items can be bought directly from Mary Sumner House, at diocesan events or through one of two enterprises reps (see list of Diocesan Officers). Items purchased through the diocese provide a ‘commission’ to the diocese and this money is used to further the work of the Mothers’ Union in the Diocese. The MUe representatives are willing to attend branch and/or group events, meetings and/or festival services – just give them a ring! MUe sells a popular range of Christmas Cards, diaries and calendars – details are published around June/July each year and members are advised to get orders in early as items (particularly Christmas Cards can sell out quickly).
**Jargon Buster –**

**or Mothers’ Union language explained**

Every organisation uses its own terminology and acronyms to talk about its work. This is often a useful short-hand for members, but can make it difficult for the new or non-members (often even the existing members or officers!) to understand what we are talking about. Mothers’ Union is no exception! Here are a few terms you may come across:

### A & O (Action & Outreach)
This is one of the ‘Units’ which take responsibility for different aspects of MU work. (See ‘Units’ for more information.) Action & Outreach is responsible for the projects and activities of Mothers’ Union worldwide.

### Admission
New members are admitted (or enrolled) to membership of Mothers’ Union at a special service usually held in church. At the service, they promise to uphold the aims of Mothers’ Union and to be faithful in prayer, bible study and worship, and are welcomed into the branch/deanery/diocese. The service may be a dedicated Mothers’ Union service or be included as part of the church’s regular worship. New members may also be admitted at the Diocesan Festival Service.

### AFIA (Away From It All)
This is the name given to our holiday scheme. Breaks maybe offered to families who are referred to us by local clergy, doctors, social services etc. In our diocese, the AFIA representative arranges holidays individually as appropriate for the family – usually in a Christian guesthouse, holiday park or a caravan belonging to another diocese. Breaks may also include day trips. The scheme is funded by donations made by individuals, branches or churches and other outside bodies.

### Birmingham Link
Birmingham’s own Mothers’ Union newsletter, printed 3 times a year. These are usually collected from Diocesan Council meetings by Branch Leaders to distribute to every branch member. Indoor members are also sent one and extras are given for clergy.

### Cathedral Prayers
Every 3 months Mothers’ Union members lead Midday prayers in the Cathedral.
**CWISY**

Previous name given to Mothers’ Union work in the 5 Provinces of the Anglican Church in Great Britain – Canterbury, Wales, Ireland, Scotland and York. No longer in common use.

**Commissioning**

People who hold an office in Mothers’ Union (leaders at branch, deanery, or diocesan level) are commissioned for their work at an appropriate church service. We welcome them and promise our support in prayer as they undertake their new responsibilities.

**Community Development Co-ordinator / CDC**

People employed by Mothers’ Union enabling members to develop projects within their Diocese.

**Diocesan Council**

Meeting of Diocesan Officers, representatives of branches and groups to receive and share information on the work of Mothers’ Union in the Diocese and further afield. The meetings (usually 3 a year) are open to all members but only Office holders are able to vote (in the event of a vote).

**Diocesan Members**

Mothers’ Union members that pay subscriptions to Birmingham but do not attend or belong to a local branch.

**Diocesan President**

Member elected for a term of 3 years to lead and coordinate Mothers’ Union in Birmingham.

**Enrolling Member**

A previous name for the Branch Leader, who originally held the branch roll and was responsible for enrolling new members.

**Enrolment**

Another name for admission to membership of Mothers’ Union, so called because the new member’s name would be added to the branch’s roll (or register).

**Faith & Policy**

One of the MU Units concerned with prayer, spirituality and with social policy.

**‘Families First’**

The centrally produced magazine of Mothers’ Union. This is posted to subscribers six times a year and contains articles on family life, parenting and Christian faith in action. The magazine is not just for members and efforts are being made to make the magazine available through high street stores.

**‘Families Worldwide’**

A centrally produced publication for members which includes the Wave of Prayer and information on Mothers’ Union projects and activities around the world. This is free to members but can be purchased by others; it is posted with ‘Families First’ for subscribers, and distributed via Mothers’ Union Office for other members.

**Festival Service**

A special Mothers’ Union celebration service. The Diocesan Festival is usually held at the cathedral annually in...
March/April/May. This may be an opportunity for enrolling new members or Commissioning post holders.

**Finance & Diocesan Service**  
One of the Units which take responsibility for Mothers' Union work in the diocese, which covers financial and administrative tasks.

**Fundraising & Communication**  
Unit concerned with all media, publications, press releases, training, supporting and promoting Mothers' Union and its events. Previously known as Marketing.

**Group/Deanery Coordinator**  
Based originally on the Diocesan Deaneries, Mothers’ Union branches are arranged into Groups with a Coordinator to liaise with all the branches.

**‘Home and Family’**  
Previous title of Mothers’ Union magazine.

**IMPC**  
The Indoor Members Prayer Circle was founded as a way for housebound members to support the work of Mothers’ Union and to encourage them in their own prayer life. Members receive letters and information from the Diocesan representative, but should also be visited by the local branch or group to which they pay subscriptions.

**Inspired**  
Website with examples of the ways members are reaching out to community.  


**Lady Day**  
25 March - the day when the Church remembers the Annunciation (Gabriel’s announcement to Mary that she would have a son). Mothers’ Union branches and groups are encouraged to mark the day with a special service.

**Linked Dioceses**  
Each diocesan Mothers' Union is linked to other dioceses for prayer and mutual support. Birmingham Diocese is linked to Northern Malawi; Mityana in Uganda, OkeOsun in Nigeria; Luapula in Zambia; Natal in South Africa. Peterborough is our Link diocese in this country and is remembered in their Wave of Prayer 16-20th June.

**Mary Sumner House**  
The headquarters of the Mothers’ Union at 24 Tufton Street, London. The House is named after Mary Sumner, who founded the Mothers’ Union in 1876, and was financed by donations from members in the 1920’s.

**Midday Prayers**  
Prayers said throughout the world by Mothers' Union members (see Wave of Prayer)
MUe  Mothers’ Union Enterprises is the commercial marketing unit. Birmingham have 2 MUe Representatives, and you may have a rep in your own branch to sell cards, diaries, pens and other goods. A percentage of the profit will then come to Birmingham funds.

Overseas Fund  A centrally administered fund at Mary Sumner House supporting Mothers’ Union projects worldwide, including the innovative Adult Literacy and Development programme.

Province  A geographical area of the Anglican Church Mothers’ Union. Birmingham is in the UK Province of Canterbury.

Relief Fund  A centrally administered fund held at Mary Sumner House which makes rapid grants after disasters.

Trustees  The group of members who act as the board of the charity in legal terms. Our Diocesan Trustee Board includes the Diocesan President, Vice Presidents, Unit Coordinators and other representatives of the members.

Vice-Presidents  We have 3 Vice Presidents who help and support and deputise for the Diocesan President at events. They cover 3 geographical areas of the Diocese.

Wave of Prayer  Mothers’ Union members try to pray for each other and the work of Mothers’ Union at midday, creating a ‘wave of prayer’ around the world. Specific groups of dioceses are remembered in prayer each day – Birmingham’s dates are second week in February.

Wheels Appeal  Money raised to fund transport costs for Mothers’ Union staff overseas.

Worldwide Council  Representative members of Mothers’ Union meet with central office holders and diocesan presidents each year to hear about the work and policy of Mothers’ Uni
Gift Aid Declaration
Mothers’ Union – Diocese of Birmingham
The Church of England
1 Colmore Row
Birmingham
B3 2BJ
(Registered Charity N°. 1065815)

My Full Name

and title

My Address
(Inc. Post Code)

M.U. Branch
or Diocesan

I want the Mothers’ Union, Diocese of Birmingham, to treat as Gift Aid donations all qualifying gifts of money made (Please tick all boxes you wish to apply)

today
in the past 4 years
in the future

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that if I have not paid this much tax HMRC may recover any shortfall from me. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Please notify the charity (Mothers’ Union) if you:
Want to cancel this declaration
Change your name or home address
No longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Signed ………………………………. Date ……………

Please send completed forms to:

Adrian Harris, Gift Aid Administrator,
17 Hallcroft Way, Knowle, Solihull B93 9ET.

Thank you for your support

Ref: Declaration L3 (2014)
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<th>Task</th>
<th>Branch Leader</th>
<th>Branch Secretary</th>
<th>Branch Treasurer</th>
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<td>Attend diocesan and deanery meetings</td>
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<td>Chair AGM &amp; committee meetings</td>
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<td>Circulate “Link” &amp; Families Worldwide</td>
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<td>Collect membership/magazine subscriptions; complete annual return</td>
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<td>Communicate with members and parish (branch newsletter, parish magazine articles, etc)</td>
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<td>Fund raising activities</td>
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<td>Host speaker</td>
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<td>Identify potential members about Mothers’ Union</td>
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<td>Keep financial records and prepare Annual Accounts</td>
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<td>Lead branch meeting</td>
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<td>Liaise with clergy</td>
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<td>Prepare agendas and take minutes of committee meetings/AGM</td>
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<td>Prepare branch programme</td>
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<td>Welcome members and visitors</td>
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**Meeting Plan & Check List** – you might find it useful to copy this and check for each meeting

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- **Worldwide**
- **Britain & Ireland**
- **Diocese**
- **Branch and members**

<table>
<thead>
<tr>
<th>Notices</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Diocesan by</th>
<th>Deanery by</th>
<th>Branch/Church by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
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<tr>
<th>Finance</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Meeting fee</th>
<th>Donations for Mothers' Union funds</th>
<th>Subscriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Refreshments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Anything special for this meeting?</th>
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</tbody>
</table>

Mothers' Union – Diocese of Birmingham

BRANCH ACCOUNTS SUMMARY YEAR ENDED 31st DECEMBER 20xx

**BRANCH** .....................................................................................................................................................................

**RECEIPTS**

<table>
<thead>
<tr>
<th>Note number</th>
<th>Description</th>
<th>£</th>
<th>p</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Diocesan Subs. @ £xx per member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Branch Subs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Families First</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MUe Goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Overseas (including Wave of Prayer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Relief Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>AFIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>General Fund Raising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Branch Outings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Interest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL RECEIPTS** (a)

**PAYMENTS** - Other than to Diocese. Include here any payments made directly to Mary Sumner House.

<table>
<thead>
<tr>
<th>Note number</th>
<th>Description</th>
<th>£</th>
<th>p</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Branch rent and room hire costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Other branch running costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fund raising costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Branch projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Branch outings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sale of tickets bought through office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PAYMENTS** (b)

**TOTAL RECEIPTS LESS TOTAL PAYMENTS** (a)-(b)=c

**PAYMENTS** - TO DIOCESE @ Carrs Lane

<table>
<thead>
<tr>
<th>Note number</th>
<th>Description</th>
<th>£</th>
<th>p</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Diocesan Subs @ £xx per member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Families First</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MUe Goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>AFIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Overseas (including Wave of Prayer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Relief Fund</td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Birmingham Fund</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PAYMENTS** (b)

**TOTAL RECEIPTS LESS TOTAL PAYMENTS** (a)-(b)=c
## BRANCH ACCOUNTS SUMMARY 20xx

### Note

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>£</th>
<th>p</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Total cash and bank balances on hand as at 31\textsuperscript{st} December 20xx (from last year’s accounts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add total from ‘c’ overleaf (subtract if ‘c’ is a minus figure)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total funds as at 31\textsuperscript{st} December 20xx (d)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cash and Bank balances on hand as at 31\textsuperscript{st} December 20xx

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
<th>p</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in hand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank and building society CURRENT accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank and building society DEPOSIT accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CASH AND BANK (e)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The figures at (d) and (e) should be the same.

Prepared by: ................................................................. Tel No:......................
Address ................................................................................
..........................................................................................
Approved by: .................................................................
(Branch Leader)
Independently Examined by: ..........................................
Name (please print) ...................................................... Tel. no. ......................

Signature ..........................................................................

BL Pack 5.2  1/3/14  37
NOTES FOR COMPLETION OF BRANCH ACCOUNTS SUMMARY

In all cases TOTALS only are required; there is no need to list individual items unless specific details are requested.

We have to keep separate records for Overseas, Relief and AFIA funds, and it is important, therefore, that these are shown on the appropriate lines.

1. **BRANCH SUBS** - include all money which members have to pay to attend meetings, e.g. annual branch subs, charge per meeting. **DO NOT** include money from branch boxes or collection plates; these are voluntary and should be included with Donations.

2. **MUe GOODS** - Include everything bought via the MUe reps.

3. **OVERSEAS** - include here all money raised for Overseas, whether by collections, Wave of Prayer, boxes or a special fund raising event.

4. **RELIEF AND AFIA** - again include here all money raised for these projects.

5. **GENERAL FUND RAISING** - include anything where the person gets something in return for their money, for example: tea & coffee sales at meetings; bring & buys; raffles; coffee mornings and cake stalls. All receipts should be **gross** (i.e. before the deduction of expenses) and the total for any costs incurred shown in the Payments section as Fund Raising Costs.

6. **BRANCH OUTINGS** - Here again figures should be gross.

7. **DONATIONS** - include all gifts, donations, and collections. If you have a plate/box for voluntary donations at meetings, then include this here. Again remember to exclude amounts collected/donated for Overseas, Relief or AFIA.

8. **BRANCH RENT AND ROOM HIRE COSTS** - include all rent and room hire costs and donations paid in lieu of these.

9. **OTHER BRANCH RUNNING COSTS** - include all other costs connected with running a branch. For example: speakers’ expenses and gifts, postages, telephone and branch leader’s expenses, cost of new or repairing banners, cards for members (if these were not bought from MUe).

10. **BRANCH PROJECTS** - these may be difficult to identify. Include anything that your branch spends on the furtherance of the MU Aim and Objects such as providing MU toy bags for use in Church.

11. **TICKETS** – include here in both parts of the Accounts the cost of tickets bought through the office for Quiet Days etc.

12. **CASH AND BANK BALANCES** – when completing the Summary please ensure that the total for cash and bank balances as at **31st December 20xx** agrees exactly with the final figures in your **20xx** accounts.

Please remember that these are guidelines only; if you are unsure about where to put something then show it separately or ask! Two copies of the Summary are enclosed: one is for retaining in your records. The completed forms **MUST** be returned to the office no later than **28 February 20xx**.
Safeguarding children and vulnerable adults

Mothers’ Union commitment to safeguarding; statement from the Central Trustees

“As an organisation concerned with Christian principles and ministry in family life, the nurture and protection of children is at the heart of Mothers’ Union. Both individually as members and collectively as an organisation, Mothers’ Union has a duty to protect children and vulnerable adults, doing everything possible to ensure that they are safe when left in Mothers’ Union temporary care.”

As regards our own Diocese please could all Branch Leaders complete the following declaration:

I__________________________ Branch Leader of___________________
confirm that all activities carried on at the above Mothers’ Union Branch both with regard to adults and/or children comply with safeguarding policies of the Anglican Diocese of Birmingham adopted by our PCC or those of the Mothers’ Union in the Birmingham Diocese. Copies of the latter are available from the Mothers’ Union office at Carrs’ Lane Church Centre.

Signed_______________________ Dated_________________

For any queries please contact

Kate Little 0121 355 3296 E mail littleks97@yahoo.co.uk
Branch Report Form 20xx

Branch .......................................................... Group ..............................................

Please complete and return to the Diocesan Office by 31st January 20xx and keep a copy for your records.

Please provide 2 copies of your programme for 20xx

Please provide an up to date list of MEMBERS NAMES, ADDRESSES, TEL NO, EMAIL (if any)

This will be used for information within the diocese only. If any member does not wish their information to be included on a computerised list, please inform the office.

BRANCH LEADER as from 01/01/xx ________________________________
ADDRESS_______________________________________________________
_________________________________________________________ postcode ______________
Telephone ___________________________ email _________________________________

BRANCH SECRETARY as from 01/01/xx ________________________________
ADDRESS_______________________________________________________
_________________________________________________________ postcode ______________
Telephone ___________________________ E-mail _________________________________

BRANCH TREASURER as from 01/01/xx
ADDRESS_______________________________________________________
_________________________________________________________ postcode ______________
Telephone ___________________________ E-mail _________________________________

E-mail contact if none of the above_______________________________________________________

Number of members as at 1st Jan 20xx (as on previous return) __________
Number of new members in 20xx _________
Number of new members transferred from another branch or diocese in 20xx _________
Number of members who left the Branch (resigned, lapsed or transferred) in 20xx _________
Number of members who died in 20xx _________

Total number of members as of 31st Dec 20XX _________
How many of these are IMPC members? _________
How many of these are MALE members? _________
How many of these members are ordained? _________
How many of these are members under 21? _________
Permission To Use Photographs Which Include Children

We wish to use the photograph ...taken on ......................................................... in a publication for Mothers' Union. We would like your permission for this. Please complete this form and return it to Mothers' Union, Diocesan Office, Carrs Lane Church Centre, Birmingham B4 7SX

Thank you very much for enabling us to use your photographs.

To be completed by the adult who is sending the photo

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full name:</td>
</tr>
<tr>
<td>2</td>
<td>Address:</td>
</tr>
<tr>
<td>3</td>
<td>Telephone number:</td>
</tr>
<tr>
<td>4</td>
<td>Please write a brief but specific description and then add today's date, for example: Four children and two adults sitting on a bench in the park/Jan 2005.</td>
</tr>
<tr>
<td>5</td>
<td>I agree for the photograph to be used in a publication/display by Birmingham Mothers' Union</td>
</tr>
<tr>
<td></td>
<td>I agree/do not agree for the child’s name to be used (please delete as appropriate)</td>
</tr>
<tr>
<td></td>
<td>Please note if picture is published in Birmingham Link this will subsequently be on the website.</td>
</tr>
<tr>
<td></td>
<td>I agree/do not agree for the photograph to appear on the Birmingham Mothers’ Union website (please delete one in each section)</td>
</tr>
<tr>
<td></td>
<td>Signature</td>
</tr>
</tbody>
</table>

Institutions (schools, playgroups, etc)

If the photo is taken within an institution/group, please could you ask a senior member of staff to complete the following section.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>The name of the institution where this photograph was taken:</td>
</tr>
<tr>
<td>7</td>
<td>A senior member of the staff team based at the school/play group, etc, where the photograph was taken is asked to sign below to confirm that they find it acceptable for the Mothers' Union to use the photograph referred to above in the ways indicated:</td>
</tr>
<tr>
<td></td>
<td>Your signature: Please print your name:</td>
</tr>
<tr>
<td></td>
<td>Your role:</td>
</tr>
</tbody>
</table>
EXPENSES CLAIM FORM

NAME: ___________________________

POSITION: ________________________

PERIOD OF CLAIM: _____________ 20___ TO _____________ 20____

TRANSPORT

CAR _____ MILES @ 40p PER MILE

CAR PARKING

POSTAGE & TELEPHONE (estimates accepted)

OTHER: (Please give details including where necessary which
Budget Heading items are to be charged to.)

TRAVEL: 

PUBLIC

Please send completed form to the Diocesan Treasurer at the Diocesan Office.

Receipts should be provided wherever possible.

Cheque issued in settlement should be made payable to: ________________________________

For Office Use Only

Claim approved: ________________________________

Paid ______________________ 20____ By Cheque no ______________

Budget Heading:
SPEAKERS’ EXPENSE FORMS

Mothers’ Union
Diocese of Birmingham
Reg Charity 1065815

Speaker’s Expenses

.... Miles @ 40p per mile = ..........  
Photocopies = ............  
Other = ............

Total...............................

Rcd (signature)..............................

Date.........................................

Mothers’ Union
Diocese of Birmingham
Reg Charity 1065815

Speaker’s Expenses

.... Miles @ 40p per mile = ..........  
Photocopies = ............  
Other = ............

Total...............................

Rcd (signature)..............................

Date.........................................
Giving Quiz

For each of these situations consider whether it is an appropriate use of your branch funds.

1. You have a speaker from Barnardo’s. Can you give a donation to their funds from your branch?

2. The organ in your parish church is being renovated and restored and an appeal fund has been launched. Can the Mothers’ Union branch make a donation from its funds?

3. The Vicar has been reviewing baptism policy and practice in your church and has asked your branch if you would be willing to pay for children’s prayer books to be given as gifts to baptism families. Would this be an appropriate use of branch funds?

4. One of your members is a volunteer at the local hospice. She asks if the branch would hold a coffee morning to raise some money for the running costs of the hospice. What would be your response?

5. One of the children at the Church of England Primary School is terminally ill and a group of mums are organising some fundraising to pay for the family to go to Disneyland. Can the Mothers’ Union make a donation?

6. The women’s refuge that serves your area has recently moved to new premises. They are desperately in need of funds as well as emergency toiletry packs and toy bags for children. Can your branch help?
Giving – the correct response

1. You have a speaker from Barnardo’s. Can you give a donation to their funds from your branch? **No** – a branch is not allowed to give funds to another organisation. Members may, of course, make a direct donation should they wish to do so.

2. The organ in your parish church……. Can the Mothers’ Union branch make a donation from its funds? **No.** This may be a need of the parish, but the church organ appeal is not directly concerned with family life and therefore does not fall within the aim and purpose of Mothers’ Union.

3. The Vicar has been reviewing baptism policy……. Would this be an appropriate use of branch funds? **Yes** – this is part of the mission of Mothers' Union to encourage parents to develop the faith of their children; it’s an activity within the parish and the parish church is charitable in law.

4. One of your members is a volunteer at the local hospice. She asks if the branch would hold a coffee morning to raise some money for the running costs of the hospice. What would be your response? **No** – this is raising money on behalf of another charity. However, if there was an independently organised coffee morning in aid of the hospice, her friends from the branch may be happy to support the event.

5. One of the children at the Church of England Primary School is terminally ill and a group of mums are organising some fundraising to pay for the family to go to Disneyland. Can the Mothers’ Union make a donation? **No.** While a branch may support the needs of the parish – and this is a local situation – Mothers’ Union branch funds cannot be used for charitable appeals on behalf of others. Additionally, in this case, it is an informal group and not a registered charity.

6. The women’s refuge that serves your area has recently moved to new premises. They are desperately in need of funds as well as emergency toiletry packs and toy bags for children. Can your branch help? **Providing emergency toiletry bags and children’s toy bags could be an excellent practical project for your branch, giving members the opportunity to support a local initiative that helps those whose family life has met with adversity. However, money cannot be allocated to other organisations from Mothers' Union branch or deanery funds, so the branch cannot make a financial donation.**

**IF IN DOUBT PLEASE SPEAK TO DIOCESAN PRESIDENT**
Example of Branch Members Register
Could also include wedding anniversary date

<table>
<thead>
<tr>
<th>NAME</th>
<th>Address</th>
<th>phone</th>
<th>email</th>
<th>Date of birth</th>
<th>Enrollment date</th>
<th>IMPC/Branch</th>
</tr>
</thead>
<tbody>
<tr>
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