

THE TEXAS CONFERENCE
CLERGY SPOUSES
ASSOCIATION

ORGANIZATION HANDBOOK

FINAL
OCTOBER, 2006

Article I - NAME

The name shall be "The Texas Conference Clergy Spouses Association."

Article II - PURPOSE

The purpose of the Association shall be to promote fellowship and support among members within the districts and conference.

Article III - MEMBERSHIP

Section 1 - Spouses of active, retired, and deceased clergy

Section 2 - Spouses of active local pastors

Section 3 - Spouses of commissioned persons working toward ordination

Section 4 - Spouses of diaconal ministers

Article IV - OFFICERS AND THEIR DUTIES

Section 1 - The officers shall be: President, Vice President, Secretary, Treasurer, and Publicity.

Section 2 - The term of office shall be one year.

a. Exceptions:

1. The Treasurer may serve no less than two and no more than four years.

2. A person may serve as an officer a second term, at the discretion of the Nominating Committee. (See Section 4.d.1.)

b. Election shall be at the Luncheon held during Annual Conference and installation at the following Retreat.

Section 3 - The Executive Committee shall meet two times a year, at Retreat and prior to the gathering at Conference. The following will make up the Executive Committee:

Cabinet Spouses

Elected Officers

District Presidents

Appointed Chairpersons: Retreat, Historian, Scholarship Fund, Crisis Fund, Nominating, Transportation, and Luncheon

Two immediate past Presidents

President-elect

Section 4 - Duties of the President

a. Presides at executive and business meetings and the Luncheon.

b. Has the authority to call meetings of the Executive Committee as needed.

c. Confers with the Executive Committee when necessary.

d. Appoints committee chairpersons. (The president is an ex-officio member of all committees.)

1. Nominating Committee – Consists of a chairperson (announced by President-elect at Retreat), the Bishop's spouse, and two additional members invited by the chairperson to serve one term. Committee will be formed by January 31 and present the proposed slate of officers for election at the Luncheon. Term of service begins at the close of Retreat. If an officer cannot complete a term, her/his replacement will be secured by the Nominating Committee.

2. Scholarship Fund Chairperson – Heads a committee made up of President, immediate Past-President, and a past Scholarship Fund Chairperson. A written

report is presented at Retreat.

3. Transportation Chairperson – Is responsible for organizing transportation to the Luncheon and gathering held during Conference
4. Retreat Chairperson for the following year is announced at Retreat. (See Art. V, Sec. 4)
5. Crisis Fund Chairperson – Heads a governing committee approved by the Executive Committee to determine need and assist in times of crisis among clergy families. (See Art. VIII, Sec. 2) A written report is presented at Retreat and to the Executive Committee at its meetings.
6. Luncheon Chairperson – Secures program leadership for Arrangements, Decorations, and Reservations. (See Art. VI) Works with Publicity officer to publicize the Luncheon.
 - e. Sends invitations and complimentary Luncheon tickets to Bishop's spouse and other special guests. Invites the Bishop's spouse to be our guest at Retreat.
 - f. Arranges for appreciation baskets for the Bishop and spouse and Assistant to the Bishop and spouse at opening of Annual Conference.
 - g. Sets the date for Retreat for the next year, to be announced at Retreat when taking office. Puts the date on the Lakeview calendar and the conference calendar as soon as date is determined.
 - h. Notifies district responsible for informal gathering at Annual Conference. (See Art. IX)
 - i. Gives organization handbooks to newly elected officers and appointed chairpersons.
 - j. The President, or President's designated Association representative, will meet with the Cabinet at the beginning of each Conference year to share information about the Association and its ministries.

Section 5 - Duties of the Vice President

- a. Carries on duties of the president in the absence of the president.
- b. Arranges for the program for the annual Luncheon.
- c. Works with Luncheon Chairperson in preparing the printed program for the Luncheon.
- d. Secures Luncheon tickets for program guests.

Section 6 - Duties of the Secretary

- a. Takes minutes at all executive meetings and business meetings.
 1. Takes minutes at executive meeting at Conference to be read at the executive meeting at Retreat.
 2. Takes minutes at executive meeting at Retreat to be read during Retreat business meeting.
 3. Takes minutes at Retreat business meeting to be read at Conference executive meeting.
- b. Mails copies of minutes to the president immediately following all meetings.
- c. Is responsible for all correspondence.
- d. Maintains a book of minutes which is given to successor soon after Retreat.

Section 7 - Duties of the Treasurer

- a. Maintains an accurate record of funds received and disbursed.
- b. Provides financial statements for the executive and business meetings.
- c. Sends a reminder to districts to send in dues by January 31.

- d. Provides reimbursement vouchers for officers and committee chairpersons.

Section 8 - Duties of Publicity Officer

- a. Sends written articles about Association events to Conference newspaper, including newly elected officers with a photo.
- b. Uses all available media to promote conference events - email, websites, etc.
- c. Sends conference event notices to the district presidents.

ARTICLE V - RETREAT

Section 1 - Time and place

The Retreat will be held in the Fall of each year at Lakeview, on Friday and Saturday.

Section 2 - Funding

As allocated in annual budget.

Section 3 - Chairperson

Appointed by the President-elect and announced at Retreat following installation of elected officers.

Section 4 - Duties of Chairperson

- a. Appoints a Retreat committee
 1. Registrar - works with Treasurer and Lakeview staff regarding setting and receiving fees.
 2. Secures program leadership for music, worship, workshops, etc.
- b. Determines theme and program.
- c. Works with Publicity Officer to publicize Retreat.

ARTICLE VI - ANNUAL LUNCHEON

Section 1 - Date

The Luncheon will be held on the Wednesday of Annual Conference week.

Section 2 - Committees

- a. Responsibilities of Arrangements Committee
 1. Selects the place and time.
 2. Selects the menu.
 3. Sets the price of the ticket.
- b. Responsibilities of Decorations Committee
 1. Arranges for table decorations.
 2. Provides nametags for attendees.
 3. Arranges for door prizes, if desired.
- c. Responsibilities of Reservations Committee
 1. Provides tickets.
 2. Sells tickets to members through district presidents and/or offices starting in April, with money and unsold tickets returned by deadline determined by Arrangements Committee.
 3. Gives reservation number and proceeds of ticket sales to Treasurer by the deadline.
 4. If the Arrangements Committee approves, arranges for sale of tickets at Annual Conference by reserving space, securing workers, and publicizing.
 5. Reports number of reservations to the Luncheon site prior to deadline.
 6. Collects tickets at Luncheon and gives number attending to dining place and Treasurer.

ARTICLE VII - FINANCES

Section 1 - Income

Annual dues income is \$2700 divided equally among the Districts. District dues of \$300 each are payable no later than January 31 each year and are to be sent to the Treasurer. Amounts for annual dues may change as the budget increases, subject to approval at the Retreat business meeting. The total amount for dues includes each district's share of expenses for the annual informal gathering held during Conference.

Section 2 - Expenditures

- a. Retreat
- b. Luncheon
- c. Courtesies
 1. Retreat for Bishop's spouse
 2. Retreat program guests
 3. Luncheon tickets for special guests and program guests
 4. Annual Conference gift baskets for Bishop and spouse, and Assistant to the Bishop and spouse
- d. Tickets and programs for Luncheon
- e. Conference officers' expenses (postage, telephone calls, etc.)
- f. Reimbursements

All reimbursements to officers and chairpersons will be by a voucher system. Purchase receipts must be attached to the completed form and both returned to the Treasurer for reimbursement.
- g. Special Gifts

Transfers of available funds are made to various Association projects, as approved by the Executive Committee, as the balance permits after paying all bills and making deposits for the coming year's events.

 1. The Treasurer shall at the end of each year, transfer monies from the General Fund to the Participation Encouragement Fund in an amount sufficient to keep the latter balance at \$1200.
- h. Participation Encouragement Fund
 1. Monies have been set aside from a previous project to be used to supplement Luncheon ticket and Retreat costs for spouses when the costs would prohibit participation. After determining the amount a participant could afford to pay, he/she can request assistance by contacting the Treasurer, or other designated person, in advance of an event.
 2. Scholarships for the Luncheon can include up to the full amount of the ticket.
 3. Scholarships for Retreat can include up to the amount of one night's lodging and four meals. Participants receiving Retreat assistance should complete a registration form and submit the required registration fee. Unless payment of the registration fee would prevent participation, this fee will not be covered by scholarship assistance.
 4. Care will be taken to assure confidential handling of all scholarships given.

ARTICLE VIII - PROJECTS

Section 1 - Bishops' Spouses Scholarship Fund

An annual scholarship is provided by our organization in honor of the spouse of our current bishop and the spouses of previous bishops who have served our conference. The yearly scholarship is given to the Gbarnga School, Monrovia, Liberia, Africa.

- a. Funding comes from interest from bonds purchased with proceeds of the cookbook, East Texas Cooking, published by the Texas Conference Clergy Spouses in 1959.

- b. Additional funding comes from donations, honorariums, and memorials.

Section 2 - Crisis Fund

Established at Retreat in 1998, this fund offers assistance to spouses of active clergy, who have experienced divorce, death of clergy spouse, or debilitating illness resulting in financial crisis or hardship.

- a. One-time grants of \$500 are offered at the request of the district superintendent on a strictly confidential basis.
- b. Grants are authorized by the Crisis Fund Chairperson and disbursed by the District Superintendent.
- c. Funding sources, in addition to interest on the endowment, include fund-raisers, donations (offering from Retreat memorial service), honorariums, and memorials.
- d. Any changes to the grant process are reviewed and approved by a governing committee.

Section 3 - Spousal Support Program

Developed in 2005, this program is designed to meet the unique spiritual needs of being a clergy spouse. Each spouse is paired with another spouse, both volunteers, to meet regularly in support of each other in areas of personal spiritual journey, "parsonage family" issues, and daily life.

- a. The program is administered by non-appointed, volunteer clergy spouses.
- b. Enrollment is open throughout the year with primary focus in June, coinciding with the start of the new Conference year.

ARTICLE IX - ANNUAL GATHERING

Section 1 - An informal gathering will be held on the Monday of Annual Conference and hosted by one district. (See Sec. 4)

Section 2 - The president will notify, during the executive meeting at Retreat, the district responsible for making arrangements for the gathering.

Section 3 - Cost of the event is assumed by all districts, with the old \$20 fee already included in the total amount assessed as dues.

Section 4 - Host District Schedule:

- 2007 Southeast
- 2008 West
- 2009 South
- 2010 East
- 2011 Southwest
- 2012 North
- 2013 Central South
- 2014 Northwest
- 2015 Central North

ARTICLE X - RETREAT SOCIAL EVENT

Section 1 - An informal social event will be held the Friday evening of Retreat and hosted by one district. (See Sec. 4)

Section 2 - The President will notify, during the executive meeting at Annual Conference, the district responsible for making arrangements for the social event.

Section 3 - Refreshments and decorations for this event will be provided by the district hosting.

Section 4 - Host District Schedule:

- 2007 North
- 2008 Central South
- 2009 Northwest
- 2010 Central North
- 2011 Southeast
- 2012 West
- 2013 South
- 2014 East
- 2015 Southwest

ARTICLE XI - HANDBOOK

The organization's handbook should be revised at least every five years. Revisions must be approved by a majority vote at the business meeting at Retreat.

Current revision: October, 2006
Approved at Retreat business meeting, Oct. 20, 2006.

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To print complete handbook:

Print outsides first, pages:

12,1

10,3

8,5

Then print insides on backs of those, pages:

2,11

4,9

6,7

The resulting handbook has no formal cover; that is, it's all on regular paper.

Collate, fold in half and staple near the fold.