Texas Conference Clergy Spouses Association
Organization Handbook
2017 Edition

Purpose
To build relationships and create a support network

Membership
There is no cost. Membership is open to:
- Spouse of Active, retired, or deceased clergy
- Spouse of active local pastor
- Spouse of commissioned pastor
- Spouse of diaconal clergy
- Spouse of student pastor
- Spouse of certified candidate

Who is serving as a member in the Texas Annual Conference

How to Join
Facebook
Search "Texas Conference Clergy Spouse Association (TCCSA) - UMC"
Click “Join”
Look for a private message from the Admin to verify your Spouse’s status
Reply to Admin

Big Tent
Search for Group (zip code: 77027 group name: TCCSA)
Click “Join”
Sign up to become a member
Complete profile that includes “spouse’s name” and “currently serving.” You can choose to keep that information private, but it is for the moderator to verify your membership. You can also select your “subgroup” District.

Email
Send an email to sparknet@yahoogroups.com including your name and where your spouse is serving. An invitation to join will be sent. You must respond to the invitation by clicking the link to complete the process. Always remember to check your spam folder when awaiting an invitation.

If at anytime, you would like to remove yourself from the group that’s fine. Simply “unsubscribe” from our emails or “Leave Group” on Facebook.

Executive Committee

Officers can be re-appointed, if willing, at the discretion of the Nominations Officer.
Officers try to attend the executive committee meetings at both Conference (typically
Monday morning) and at Fall Retreat.
Vacant officer positions should be announced no later than May 1st.
Members interested in serving can contact any committee member who will in turn pass
information on to the Nominations Chair.
The Nominations Chair will work to fill all the vacant positions and will present the new
candidates to the membership at conference luncheon for an official voting in.
All officers can suggest fundraisers for the committee’s approval.

**President**
Term: 2 years term (odd years), ideally has served as Vice President (see below)
Presides over executive and business meetings at Fall Retreat & Conference Luncheon
and provides agendas
Can call executive committee meetings as needed
Appoints Nominations Chair
Appoints Fall Retreat Chair by May so that they can begin advertising at conference.
Makes Handbook updates when necessary
Encourages new officers to read handbook provided digitally or in hard copy
Secures and coordinates (through the Assistant to the Bishop’s office) the Conference
Hospitality Room and/or Meet & Greet Event
Coordinates gifts for the District Administrative Assistants at Conference
Empowered to delegate individual tasks when necessary

**Vice President**
Term: 2 years and then to serve as President for 2 years (4 year commitment)
Carries on duties of President in his/her absence
Secures and coordinates Conference Luncheon (food, A/V equipment, name tags)
Works with Luncheon Registrar in selling tickets

**Secretary**
Term: 2 years, renewable
Takes necessary notes at the executive meetings and general business meetings
Makes notes available to all with a recap online
Assists President & Vice President as needed
Annually updates the conference office and Lakeview office with new Executive
Committee officers and contact information

**Publicity**
Term: 2 years, renewable
Acts as or appoints a designated photographer for every event
Uploads pictures to social media
E-mails Cross Connection about Association events
Creates social media content
Aids in publicizing events on social media and emailing District Administrative
Assistants
Creates flyers or digital equivalent for Spouses’ registered for conference with contact
Treasurer
Term: 4 years, elected in even years, renewable for a total of 6 years served
Maintains an accurate record of funds received and disbursed for the General Account and Participation Encouragement Fund
Makes copies of the budget available to members for the executive and general business meetings
Provides reimbursement vouchers for officers and committee chairpersons

Webmaster
Term: 2 years, renewable
Requests updates to conference web page: txcumc.org/clergyspousesassociation
Facebook “moderator” allowing people to join group page
Allows members to join SparkNet
Approves Big Tent membership requests and assigns leaders and permissions
Provides tech support for the creation of announcements or events as needed.

Crisis Fund Chairperson
Term: 2 year, renewable
Publicizes the fund and contacts the District Superintendents annually to remind them of its use.
Authorizes grants to clergy spouses in times of crisis (death, divorce, illness) at the request of the District Superintendent
Provides a written report at the executive and general business meetings
Able to create a fundraiser, as needed, with executive committee approval

Nominations Chair
Term: 2 year, renewable
Appointed by the president and works with him/her to fill vacant positions.
May use the District Social Chairs as a resource in finding interested candidates or can convene a ex-officio committee, if so desired.

Fall Retreat Chair
Term: 1 year, renewable
The retreat schedule must always allot time for the executive meeting, the general business meeting, and the memorial service.
Secures program, music leaders, decorations, etc.
Works with Retreat Registrar to ensure meal schedule and other logistics
Purchases snacks and new spouse welcome gifts
Offering at the Memorial Service will go to Crisis Fund
A jar/basket for “Shameless Announcements” allows people to “brag” with a donation to the Participation Encouragement Fund
**Luncheon Registrar**
Term: 2 year, renewable
Works with HeartSpring to create the online registration for Luncheon
Allows for mail in luncheon registration and adds information online
Takes tickets at the door
Ensures the Vice President gives an accurate number to the host facility
Offers scholarships through the Treasurer

**Retreats Registrar**
Term: 2 year, renewable
Arrives at Lakeview and secures keys and name tags for everyone
Coordinates roommates and other lodging logistics
Secures the dates for Fall Retreat & Winter Retreat with Lakeview
Signs forms for Lakeview and alerts Treasurer to issue payment
Works with HeartSpring to set up online registrations and makes deadlines known.
Provides paper mail-in registrations and adds information to social media
Acts as Winter Retreat host by purchasing snacks and welcome gifts for newcomers
Offers scholarships through the Treasurer

**District Social Chairs**
Term: 1 year, renewable
Welcome, but not required to attend Executive Committee meetings.
Creates at least one get together each semester (ie. Fall/Winter, Spring/Summer)
Present at District Picnics & Christmas Parties
Communicates events with District Administrative Assistants and Publicity Chair
Possibly coordinates carpools to conference events

**Finances**

**General Fund**
Each of the 9 districts will contribute $400 each year to fund our budget.*
The Treasurer shall transfer monies from the General Fund to the Participation
Encouragement Fund so that the balance remains $1,200.

**Crisis Fund**
This fund offers assistance to spouses of active clergy that experience divorce, death of
clergy spouse, or debilitating illness resulting in financial hardship. One time grants are
offered at the request of the District Superintendent on a confidential basis. Funding
comes from special gifts, fundraisers, and the offering at the Fall Retreat Memorial
Service

**Participation Encouragement Fund**
The Treasurer is contacted and authorizes funds to cover expenses for a spouse’s
participation at an event. The Treasurer may need to communicate with the registrar,
but should use discretion to ensure confidentiality. Luncheon scholarships cover the cost of the ticket. Retreat scholarships will cover the cost of one night’s lodging and four meals. Participant should contact Treasurer and then can register online (there will be a $10 registration fee) or can mail in a registration. Both marked “pay at the event.”

**Events**

**Conference Hospitality Room**
A room on site for spouses to lounge and fellowship together throughout conference with snacks (when not prohibited by costs). Heartspring may cover some costs.

**Hosts the Executive Committee Meeting**

**Hosts a Meet & Greet event at conference—a designated time for spouses to meet in the hospitality room.** This room should be noted in the conference journal and publicized.

**Luncheon**
Should be held during Annual Conference Monday (or the best day selected by the Executive Committee if the schedule changes).

**Should be held on site or transportation and childcare arrangements must be made**

**Will include a time of greeting and recognizing the incoming Executive Committee members**

**No program. Allow spouses time for fellowship and the ability to attend conference events immediately following luncheon.**

**Fall Retreat**
To be held at Lakeview in the Fall

**Must consist of the Memorial Service, Executive Committee Meeting, General Business Meeting, and Shameless Announcements**

**Winter Retreat**
To be held in January or February

**Intentionally without program**

**Hosted by Retreat Registrar**

*Being a part of the regular District budget has not been finalized as of May 2017. We have presented our request to the cabinet (see Book of Resolutions #2023) and funded ourselves through the end of 2017. If we do not secure funding, the executive committee will need to consider fundraising and/or increasing event costs in order to keep membership free.*