

*When you're*

UNITED THANK OFFERING



*Treasurer*

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THE WOMAN'S AUXILIARY TO THE NATIONAL COUNCIL  
281 FOURTH AVENUE • NEW YORK 10, N. Y.

# When You're Treasurer

## PART ONE • *In the Parish*

YOU have been chosen Treasurer of the United Thank Offering in your parish. This Offering for which you are now responsible as an officer is a tangible expression of the thankfulness of women everywhere for the special blessings and the ordinary good things of life. Above all, it is a token of their devotion to our Lord.

Through more than half a century the United Thank Offering has enabled women to tell others about Christ. There are more than a hundred women missionaries at work because women everywhere thank their God on every remembrance. Women and men and children, too, have learned of our Lord and His care for them. The Offering has made it possible to build some of the churches to which they first came; many of the schools in which they first learned to read; some of the hospitals in which they found relief.

More than fifteen million dollars through some sixty-five years have accomplished great things. This is but a promise of what the Offering can do in the years ahead.

You, as parish United Thank Offering Treasurer, have a vital part in bringing that promise to pass: every woman in every parish and mission sharing in the Offering, more workers in the field, more effective service because of better equipment, greater appreciation and understanding of people, Christ reigning in our hearts and lives.

This is no light task, but one to which you can give yourself in complete devotion. You will find direction and strength as you remember our Lord's deep care for people, and as you grow closer to those women with whom you work in parish and diocese throughout the Church.

### *Your Job as UTO Treasurer*

As parish UTO Treasurer you are one of a company of women committed to a particular task. You will need to know about the missionary work of the Church, with its accomplishments and opportunities. You will need to be familiar with the program of the Church, nationally and in your own diocese and parish. You will want to be informed about all aspects of the United Thank Offering; not only the items in the Budget, but the stories behind those items.

You will want to keep up to date on the latest promotional materials available at diocesan and national headquarters. You will be responsible for the distribution of these materials to the women of the parish and for general education about the United Thank Offering.

Planning the semi-annual presentation of the United Thank Offering is one of your major responsibilities.

The kind of records you keep is most important. Not only should they be accurate but they also must give a complete picture of your work and its accomplishments when you pass it on to your successor.

You will need to confer frequently with your diocesan UTO Treasurer about the development of the Offering in your parish. She also needs your close co-operation. Keep her informed of what your parish does; report your problems and successes to her promptly, and invite her to visit your parish frequently to speak and to hold conferences on the United Thank Offering.

Your success in strengthening the Offering in your parish will

be increased by regularly attending district and diocesan meetings and taking an active part in them.

Finally, experience suggests that parish UTO Treasurers should not serve longer than two successive terms of three years each. The principle of rotation should apply to this office as well as to others in the parish.

### *You'll Need Help*

As parish UTO Treasurer, you are responsible for the growth and development of the Offering in your parish. But you will not try to do the task alone. One of the first things you will do is to choose carefully a group of women to act with you as a small working committee.

As chairman of the committee, you have active supervision of the committee's work and are responsible for its proper integration into the whole program of the parish. Committee plans, of course, will vary according to the situation and needs of the parish. It is important, however, that each committee member be given a specific responsibility, beyond her general responsibility as a member of the group.

### *Give Each Member a Job*

SOME parishes are divided into districts. Where this is the case, or where the committee themselves make such a division, one member may be assigned to each district. Her responsibility would be to visit Churchwomen living in that area, and un-churched families; to distribute church literature and United Thank Offering leaflets and boxes; to remind women of meetings and, when necessary, help make arrangements for them to attend.

A plan successfully carried out in many parishes is that of assigning to each committee member some particular activity or enterprise, such as visiting; distributing literature; preparing

plays, posters, exhibits; caring for mailing lists, arranging meetings.

In parishes having a unified program, the UTO officers in the units or chapters may form the United Thank Offering committee. If this group is smaller than desired, others having special interests or abilities may be added.

### *Ways to Tell the Story*

SPREADING information about the United Thank Offering is one of the chief responsibilities of the Treasurer and her committee. The methods used must be carefully planned and carried out.

Information regarding the purpose of the United Thank Offering, the things it has accomplished and what it may accomplish in the future, and the fundamental relationship between giving and the spiritual life of the individual, should always precede the distribution of the United Thank Offering box. A definite resentment or indifference on the part of the individual is frequently built up when boxes are given out before a woman understands what the United Thank Offering is, or before she is fully committed to its purpose.

There are various ways in which the parish may be made conscious of the United Thank Offering, and, through the interest thus aroused, desire to share in it:

**Posters.** A wide use of posters is an effective means of spreading information. They may be displayed in the parish house, church vestibule or porch, and in the community. You can make your own posters to announce a meeting, the presentation of the Offering, or salient facts of the Offering and the Church's Mission. Keep your posters simple and forceful. Enlist the help of husbands who are advertising men, GFS and other young people's groups, talented women in the community, school art teachers

and classes, etc., in designing and making your poster. You will also wish to use posters issued by diocesan or national headquarters.

**Contests.** Well in advance of some significant occasion you wish to emphasize, such as a presentation service or a visit of the diocesan UTO Treasurer, conduct a contest for the best poster, newspaper story, play, pageant, or magazine article on the United Thank Offering. Plan the contest for particular groups: children, young people, adults, and offer a suitable prize such as a scholarship to a summer conference, subscription to *Forth*, or other church periodicals.

**Personal Visits.** Through informal short calls, the news of what the United Thank Offering means in the life of the Church may be carried to the women and older girls of the parish. It is especially important to visit those who cannot attend meetings, such as women in professional or industrial jobs, young mothers, shut-ins, the isolated, and those who are not yet interested. Be sure to have an effective leaflet to leave. National and diocesan headquarters have suitable folders and pamphlets for this purpose.

**Letters.** Some women and girls are away from home. Keep them in touch with the United Thank Offering and your parish through a newsy letter. Women unable to get to a meeting, those temporarily away from the parish, shut-ins, and others also will appreciate an occasional letter. Remember to enclose a folder.

**Parish Bulletins.** Be sure all United Thank Offering meetings and special services are announced well in advance in the parish bulletin or paper. Use these announcements as occasions for telling something about the Offering and the Church's Mission.

**Pamphlets.** Informative folders and pamphlets about the Offering should be distributed throughout the parish. Consult your

diocesan UTO Treasurer or write national headquarters for current folders, available for free distribution or for sale at a few cents a copy. At least one such folder should be distributed annually to every woman in the parish, including, of course, those who seldom attend meetings, those away from home, the isolated, the shut-ins.

**Programs.** General information widely used prepares the way for a more thorough education of individuals and groups. Arrange short, lively, and novel programs on the United Thank Offering and its place in the missionary life of the Church, for presentation at regular meetings and special occasions.

**Worship.** Be sure to plan various types of worship around the theme of the Offering. This should include the worship at certain assigned Auxiliary or guild meetings, services of intercession for special areas of United Thank Offering work, Corporate Communion, presentation services, prayer groups, and other types of worship which may particularly fit the need of the parish.

**Addresses and Sermons.** The whole parish should know about this Offering of the women of the Church. Interest your rector in preaching sermons on the Offering and provide him with up-to-date information on which to build the sermon. Urge him to use human interest facts about the Offering in connection with regular announcements. Arrange with your rector for missionary speakers at an occasional regular or special service. Such speakers may be secured through the diocesan office or through the National Council's Speakers Bureau.

**Plays and Pageants.** Encourage individuals and groups to plan, write, and produce suitable plays or pageants on the United Thank Offering. Such a play may form part of the program of any parish meeting, or it may become a special gala function for

the whole parish. Occasionally a play prepared outside the group can be used. But be sure the play is good, and that it has the desired emphasis.

**Slides, Films, and Filmstrips.** Slides on the Triennial Meeting, including the Presentation Service, are for sale at National Headquarters at a reasonable figure. A moving picture film with sound track of the Presentation Service can be purchased or rented. Slides and filmstrips indicating aid given various mission fields by the United Thank Offering are available, besides outstanding films in color of the Church's work in Alaska, Panama Canal Zone, Hawaii, the Philippines, and Liberia. For up-to-date list and prices see the UTO Order Blank.

**Exhibits and Sales.** Linens and other objects made in mission craft shops, especially those under supervision of workers supported by the United Thank Offering, provide an unusual opportunity to stimulate parishwide interest in the Church's Mission and the Offering itself, and to help the particular mission.

### *The Records You Keep*

YOUR records should be the kind that will give an accurate picture of the state of the United Thank Offering in your parish whenever it is needed. They should be kept in a notebook and a file, the size and detail of which depend upon the type of parish. They should be kept up to date at all times, and ready for any question that may arise.

You will wish, if this has not already been done, to work out the best method of record keeping for your particular parish. There are certain fundamental records that are needed:

1. A complete file of all the women of the parish with their address, telephone number, use of United Thank Offering box,

and such other useful information as whether they are professionally employed during the day or available for activities, and the volunteer work they are doing in the Church.

2. The number of envelopes sent out before each presentation service and the number used.
3. An accurate record of the parish United Thank Offering for at least two trienniums.
4. A file of important letters received and copies of individual and form letters sent out.
5. A record of any policies established by committee or board action, and a record of the activities of the committee for at least the triennium.
6. A simple cash book or journal, as illustrated, showing the offerings received and disbursements made to the diocesan UTO Treasurer.

United Thank Offering - All Saints' Parish					
	Remarks	Receipts	Total	Disbursements	Balance
1952					
	Balance on hand				129
Apr. 18	Spring Offering 35 Contributors	84.11			
20	7 "	18.60			
23	5 "	16.60			
	1 Special Offering	5.00	120.61		121.90
25	To Diocesan U.T.O. Treasurer			120.00	190
Oct. 23	Fall Offering				
	37 Contributors	120.16			
26	5 "	15.60			
29	1 "	4.40	140.16		142.06
Nov. 7	To Diocesan U.T.O. Treasurer			140.00	206
30	3 Contributors	18.10	18.10		201.6
	To Diocesan U.T.O. Treasurer			19.00	116
1953					
Apr. 26	Spring Offering 60 Contributors				

Specimen: Parish UTO Treasurer's Cash Book

At the end of your term of office, all these records should be passed on to your successor when she assumes office.

### The Expense Involved

FOLDERS for distribution, program materials, speakers, cost money. From what source can this be secured? The WA pamphlet *When You Organize* says: "The budget should provide for the running expenses of the organization." Each committee chairman should be provided with a budget item to cover the necessary expenses of her committee. No chairman should be expected to finance the work of her committee, and in the case of the UTO chairman or treasurer the necessary funds should never, under any circumstances, be taken from the Offering. The United Thank Offering in its entirety is used in the missionary work of the Church.

### When the Offering Is Presented

THE United Thank Offering is presented twice a year—in the autumn and late in the spring. The actual dates are determined by the parish program, or, in some instances, by that of the diocese. No date is set nationally.

The United Thank Offering is presented whenever possible at a Corporate Communion of the women of the parish, at a weekday service, an early service on Sunday, or a later service on Sunday. The time chosen should be that which will be most effective in bringing the Offering before the whole parish. When the Offering is presented on a weekday, luncheon and a program often follow the Corporate Communion. When the Offering is presented at a late Sunday morning service, it should be received as a special offering, and, if the rector is willing, taken up to the altar by women or girls. The service and sermon should be on the mission work of the Church.

In planning for the presentation service, all groups in the parish should be considered. If the church school, young people's groups, and various adult groups each have something to do in preparing for and carrying out the service, it will become, in the spirit in which it is carried out, a united thank offering of the whole parish.

You may wish to follow the custom of many UTO Treasurers and send a letter, with the blue envelope, to each woman in the parish the week preceding the presentation. Envelopes also should be placed in the pews at the service. The committee should plan to call for the envelopes of those unable, because of illness or work, to be at the service, and present them for such individuals. Sometimes the envelopes are numbered, so that missing envelopes may be collected later, but no record is ever kept of the amount of the Offering given by any individual. Another method is to keep a check list at the door of the church or to ask each woman to place a slip of paper with her name on it in a box in the vestibule.

### *After the Presentation*

AFTER the United Thank Offering has been presented, you and your committee are responsible for a prompt and accurate count. In a large parish, several committee members will be needed: one to open the envelopes, one to empty them, one or more to count the money and one to check the numbers on the envelopes (if used) against the list of the women of the parish. In this way, no individual gift is known even to the committee members, but a record can be kept of those who are giving.

Immediately after the money is counted, you will wish to deposit it in a reputable bank and send a check covering the amount (less what is needed to keep your account at the bank) as soon as possible to the diocesan UTO Treasurer. Where the Offering is small, a Post Office money order can be sent instead of a check.

Do not let any large amount accumulate. Send it on without delay, remembering that this Offering is a trust, to be administered by you in the most efficient manner possible.

The responsibility for making the United Thank Offering a vital part of the life of the parish rests with you and your committee. In your contact with all areas of parish life you carry with you the knowledge of what the United Thank Offering is, and what it has meant in the life of the Church. Through this contact you may kindle in others an enthusiasm equal to your own.

## PART TWO • *In the Diocese*

YOU will want to study carefully the first section of this pamphlet on the parish UTO Treasurer (pp. 1-10). Not only do you need to be conversant with the suggestions made to parish UTO Treasurers, but you will find that many of the suggestions made there apply to your work also. These suggestions have not been repeated in this section.

### *Preparation for a Great Task*

IT may help you and give you direction if certain questions asked in a recent letter are again asked here: "With what spiritual equipment have we come to this work? Are we using every means in our power for growth in the life of the spirit? What is our general knowledge of the Church? Have we a comprehensive idea of the missionary work of the Church? Are we familiar with the pamphlets and other educational material which will tell us of this work? Are we using and developing the initiative with which we have been endowed? Are we carrying on our work with deep conviction, yet in gentleness and tolerance?"

## Good Methods Are Important

YOU will find that, like the parish UTO Treasurer, you cannot carry on this task alone. So one of your first problems will be to secure a small but active committee to help you. In many dioceses this committee is made up of representatives of deaneries or districts, in order that all sections of the diocese may be represented. In a few dioceses, the committee is chosen because of their availability for meetings or their special interest in the United Thank Offering. As in the case of the parish committee, it is important that each member be given a specific responsibility beyond that of her general work as a committee member.

Your relationship to the diocese needs to be a close and active one. Reasonably frequent visits should be made to each parish and mission. Where this is not possible, friendly letters will help. Part of your work is to endeavor to win the enthusiastic support of every rector and missionary priest for the United Thank Offering. Another important part of your work is to help each parish UTO Treasurer grow, in knowledge of the Mission of the Church, in understanding of her work, and in the use of effective techniques.

Many excellent publications prepared by diocesan UTO Treasurers are in use throughout the country. These include pamphlets, envelopes, posters, plays, mimeographed quizzes on the United Thank Offering, and other materials. They add greatly to the help available to the parish UTO Treasurer. You may be able to add to this material.

You, with the help of your committee, will plan the diocesan presentation service, in co-operation with the UTO Committee of the parish in which it is to be held. In making your plans, urge that, as in the case of the parish presentation service, as many as possible of the parish groups share in planning and carrying out the service. Endeavor to have an occasional diocesan presentation service held in the evening or early morning, in order that those unable to attend during the day may share in this experience.

The times of the fall and spring presentations are determined by the diocesan Woman's Auxiliary executive board.

Send the Offering, plus any accumulated funds to H. M. Ad-dinsell, Treasurer of the National Council, 281 Fourth Avenue, New York 10, N. Y., as soon after the presentation as possible. Indicate plainly the name of the diocese, and your own name and address. A certified check is a wise precaution against loss in the mails. These Offerings as they are received, are invested, and all interest earned is credited to the diocese, and reports made to diocesan UTO Treasurers twice each year.

Once every three years, the entire United Thank Offering is presented at a Corporate Communion of the women of the Church held during General Convention. In this service women and girls,

United Thank Offering - Diocese of						
1953	Remarks	Receipts	Daily Total	Disbursements	Balance	
Apr. 30	Balance brought forward				127.60	
	St. Peter's, Logan	23.16				
	All Saints, Greenville	167.80				
	Trinity, Maplewood	5.16				
	St. Rose, Hammond	214.60				
	St. John's, Asbury	14.52				
	Calvary, Marietta	76.50				
May 2	St. Peter's, Logan (additional)	3.75	501.74		629.34	
	St. Mark's, Springfield	460.50				
	Redeemer, Ardmore	40.00				
			504.25		1133.59	
5	St. Mark's, Cranbrook	15.00				
	All Saints, Greenville (additional)	42.60				
	St. Mary's, Hamsville	162.71				
	Emmanuel, Marietta	120.62				
	Christ Church, Darby	18.43				
10	To H. M. Ad-dinsell, Treasurer		359.41	140.00	1493.00	
					93.00	

Specimen: Diocesan UTO Treasurer's Day Book



together with the clergy and bishops of the Church, join in offering themselves and their possessions to God for His service. Plan ahead, so that every parish and mission in your diocese may have its share in the services of thanksgiving being held throughout the Church at this time.

Be sure to notify Woman's Auxiliary headquarters as soon as you know whether or not you are to attend the Triennial Meeting. If you do not plan to attend, discuss with your diocesan president and send to headquarters by July at the latest the name of the person who will present the Offering in your place.

Send an informal, "chatty" report to Headquarters once a year, telling of your accomplishments and your problems; if possible, send this report during the month of May or June.

Order all materials from headquarters well in advance of the dates of your meetings, in order that you may be sure to have them when you need them. Keep an adequate supply on hand for distribution in the diocese.

The principle of rotation in office is as important to the welfare of the diocese as to that of the parish. Two terms of three years each should probably be considered the maximum term of office. Some dioceses and parishes have found it helpful to have these terms coincide with the triennium.

### Keep Accurate Records

You will need to keep the kind of records that give an accurate picture of the state of the United Thank Offering in your diocese. These may be kept in a loose leaf notebook or a file. Some of the larger dioceses use a cross-file system which they find invaluable. One file is made up of the names of parish UTO Treasurers, arranged alphabetically. The cards show the individual's name, address, parish, and any pertinent facts that should be kept on file. See illustration page 16.

The other file is of the parishes by convocation, using a differ-

ent color for each convocation. This makes it possible to use these cards in making an alphabetical file of the diocese and return them to the file by convocations with very little effort. One diocese has six different colors in its file, one for each convocation.

Among the records you will wish to keep, will be one showing the amount the diocese has given to the United Thank Offering from the beginning in 1889. This information can be secured from Headquarters if you do not already have it.

You will want to keep a record, also, of the amount of literature purchased and sent out, where sent, and any reactions received from the parishes. You also will want to record the number of United Thank Offering boxes sent to each parish, and the date on which they were sent.

A letter file should be part of your equipment. You will want to keep on file all important letters received, with copies of your replies to them, together with copies of all form letters sent out.

In this same file you may keep a record of policies established

United Thank Offering - Diocese of in account with All Saints' Church, Greenville					
	Remarks	Receipts	Total Spring & Fall Offerings	Total for Year	
1952					
Apr. 30	Spring Offering 48 Contributors	120 00	120 00		
Nov. 3	Fall Offering 41 Contributors	14 00			
Dec 2	3 "	19 00	159 00	279 00	
1953					
Apr. 30	Spring Offering 160 Contributors	167 80			
May 5	15 "	42 60	210 40		
Nov 6	Fall Offering 61 Contributors	158 60			
29	5 "	18 20	176 80	387 20	

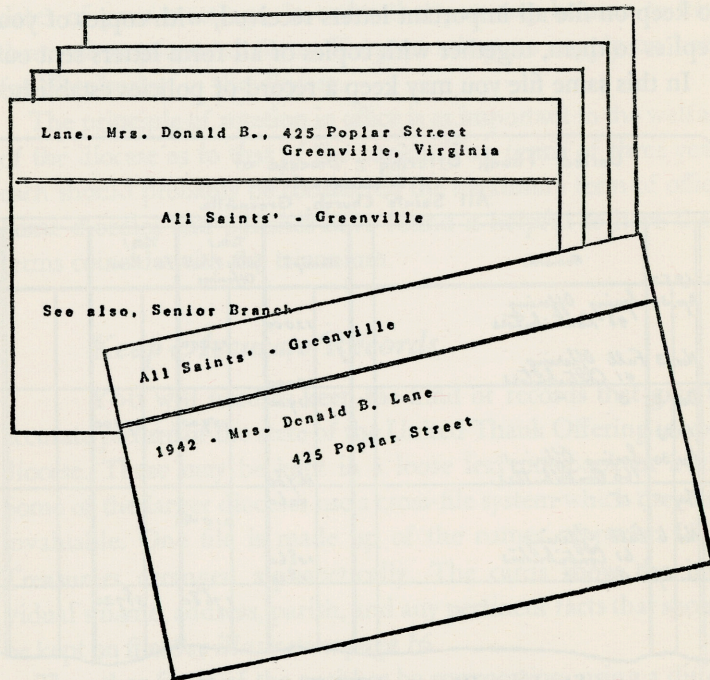
Specimen: Diocesan UTO Treasurer's Ledger

by either Committee or Board action and any other important data temporarily in your charge.

One diocese sends a blank, as shown on inside back cover, to the parish UTO Treasurer for her use in sending her Offering to the diocesan Treasurer and reporting to the district chairman.

For your financial records you will need two books, or separate sections of the same book. You will need a *Day Book*, showing day-by-day receipts and disbursements, and a *Ledger*, showing your account with each individual parish and mission, as illustrated on pages 13 and 15.

At the end of your term of office, all these records should be passed on to your successor in perfect order and without delay.



Specimen: Diocesan UTO Treasurer's Cards

## UNITED THANK OFFERING

Diocese of.....

*Send two top blanks to the diocesan UTO Treasurer. She will detach the lower blank and return it to you as a receipt. Make all checks payable to.....*

Diocese of.....District of.....

To: UTO Treasurer

Name.....

Address.....

Enclosed please find <sup>check</sup> money order for \$.....

from (Church).....

representing the <sup>fall</sup> spring Offering.

Name.....

PARISH UTO TREASURER

Address.....

Date.....

## UNITED THANK OFFERING

Received from.....Parish UTO Treasurer

.....Church

Amount of \$.....

Date.....

Signed.....

DIOCESAN UTO TREASURER

*Tear Off and Send to District Chairman*

## UNITED THANK OFFERING

Diocese of.....District of.....

On.....the amount of \$.....was sent to the diocesan UTO Treasurer from.....Church.

Name.....

PARISH UTO TREASURER

Address.....

Information concerning the United Thank Offering of the Women of the Church is available in current folders, and pamphlets, prayer cards, and the UTO box, from the diocesan UTO Treasurers.

The Woman's Auxiliary to the National Council  
281 Fourth Avenue • New York 10, N. Y.

