



## SOME USEFUL TELEPHONE NUMBERS

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Diocesan Office

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# *HOW DO I....?*



## A Branch Leader's Guide



## A Message of Encouragement—DON'T PANIC!

Becoming a Branch Leader may seem a daunting prospect, but with a little help, it can be made easier and, hopefully, more fun.

Don't forget that as Leader, you DON'T have to do everything yourself. At Board Meetings the Managing Director doesn't



take it upon him/herself to make the tea, take notes, arrange the room etc. A good Managing Director will ensure that everything necessary for the meeting is ready, BUT will delegate some of the tasks to others and concentrate on the particular job of coordinating everything.

Anyone undertaking a new job needs readily available information and practical help from those more experienced. Hopefully you will find this booklet helpful but please also ask for help if needed—from your previous Branch Leader, other Leaders in the Deanery or neighbouring Branches or your Archdeaconry Vice-President. They will be able to explain if your information is not clear or you cannot find what you want.

With accurate information and help at your fingertips, you may even find that you are enjoying the job of Branch Leader!

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necessary information and is able to pass on that information accurately. The new recruit can then be admitted, either by your incumbent or



Mothers' Union office-holder, preferably during a service in church or a Mothers' Union meeting.

13. The Branch Leader should be a communicant member of the Anglican Church, can serve as Branch Leader for three years and if re-elected, a further three years. Ideally she/he then hands over to her/his successor.



## RESOURCE LIST

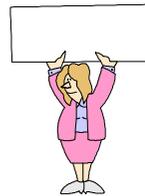
Here are some of the available resources:

1. The Mothers' Union Diocese of Hereford Constitution
2. Hereford Diocese Projects Leaflet
3. Families Worldwide
4. The Prayers We Breathe (red book)
5. United in Prayer & Worship (blue book)
6. A Rough Guide to Mothers' Union
7. Mothers' Union website: [www.themothersunion.org](http://www.themothersunion.org)
8. Office Holders Book
9. Other occasional publications

5. Plan ahead. Prepare thoroughly so that you are not caught out. Try to have the means available to run an alternative meeting if the speaker is unable to come at the last moment.
6. Try to promote a welcoming, friendly atmosphere so that newcomers will want to join you.
7. Don't be afraid to try new ideas. This prevents a Branch from becoming stale and boring.
8. Use available resources. (Ask for information on this if you are not sure)
9. Involve members—refreshments, preparing the room, washing up etc.
10. Distribute Diocesan Newsletters etc as soon as possible to ensure information is relevant.
11. Be on the look out for someone who could be your successor at the end of your term of office. Don't leave it to the last moment.
12. Your role is to be aware of the needs of your members and to ensure that they feel cared for.
13. If newcomers express a desire to become members, they will need a short period of preparation when they learn about the work and purpose of Mothers' Union. Such preparation can be delegated to a member who has the

## RULES OF THE GAME

1. You are a Church member first and Mothers' Union second. (You should be commissioned by your Vicar—if possible, during a Parish service.)
2. **Work WITH your Vicar**. Keep him/her informed on Branch activities. Try to establish a good working relationship and support each other in work undertaken in the Parish. Be sensitive—don't plan a big event to clash with a church meeting or service!
3. **Work with your committee**. Appoint a Branch Secretary and a Treasurer to deal with correspondence and Branch Accounts. Other committee members should be elected by the members. Encourage them to help in the running of the Branch, allocating jobs (leading prayers, refreshments, room preparation, care of visitors etc.) DON'T BE A ONE-MAN BAND! When you retire as Leader, you will need a successor with some expertise.
4. **Work with your Deanery/Diocese**. Give priority to Deanery/Diocesan events so that members can participate if they wish to. Attend Deanery or Diocesan Council/committee meetings to keep your Branch informed about what is going on. Delegate to others if you cannot attend. Make sure that the details you pass on are



accurate and promptly relayed.

5. Work with your members. Please pass on information about planned events. Don't assume something will not appeal to them—**GIVE THEM THE CHANCE TO CHOOSE FOR THEMSELVES**.

6. Ensure that UP TO DATE BRANCH RECORDS are kept (membership lists, subscription and fund raising details, expenses and other relevant details) Keep records of your Branch programme.

7. Be aware of two very important rules:

i. Charitable Appeals: **Money raised in the name of Mothers' Union can only be used for those projects which have been officially approved.** (If you invite a speaker from another charity—eg Save the Children—you cannot give a donation to that charity from your Branch. There is nothing to stop individual members donating **ON THEIR OWN BEHALF**.)

ii Media: **No communication should be made to the Media concerning Mothers' Union, or in the name of Mothers' Union, without the sanction of the Diocesan President.**

8. Advertise your meetings. If you want to encourage new members, your advertising methods need to be attractive, inviting and welcoming. Plan interesting and varied programmes. Display clear uncluttered posters with correct details. Encourage your

members to bring friends to the meeting. Above all **BE WELCOMING** when they do come.

## BRANCH MEETINGS



Every meeting should start with **PRAYER**. Try to use a variety of prayers and gear them to the subject of the meeting. There are many suitable books of prayers, or you may like to compose your own 'tailor-made' prayers occasionally. Try to involve other members as well.

1. Members should sign a Branch Register when they attend. This is a useful aid to pastoral care of members who are ill and unable to attend.
2. Notices should be given *clearly* and *audibly* so that members are kept informed.
3. Arrange for someone to look after your speaker when he/she arrives. Don't neglect the speaker during the meeting or at the end. Make sure he/she is not standing directly in front of a window to address members so that they can see the speaker's face.
4. Do remember to thank your speaker (or delegate someone for the task) and remember to offer travel expenses.

