



AUSTRALIAN CHURCH WOMEN

National Executive,
2 Gardiner Court,
MAGILL SA 5072

19th September, 1985

NOTICE TO STATE UNITS

DELEGATION FOR EIGHTH-QUADRENNIAL ASSEMBLY OF ASIAN CHURCH WOMEN'S CONFERENCE

As you know Australia has the opportunity of appointing four delegates (2 voting, 2 non-voting) and 10 observers to the Assembly in August next year.

Elections were held at the National Conference in Brisbane, however, we share our dilemma with the Units -

1. The Australian delegation does not include Aboriginal women (something we all overlooked but we believe at least two aboriginal women should be included as Observers).
2. Three Units (i.e. New South Wales, Northern Territory and Queensland) are not represented in the delegation - an unfortunate situation.

We can rectify the matter by asking some Observers to stand aside to allow for Aboriginal representation and a representative from the Northern Territory, New South Wales and Queensland Units.

Would you arrange for your Executive to reconsider the election of Observers to the Assembly in the light of the above so that the National Executive can act accordingly. Units or Observers will need to bear in mind that they are responsible for full travel expenses and U.S.\$150 registration fee which includes accommodation and meals.

We will need your answers by the end of October and apologise for putting Units under pressure. A quick phone call to Dorothy Haensel (08) 296.4621 or me (08) 332.0044 would be good if you can stand the expense!

Margaret Pittman

Margaret Pittman
Secretary.



AUSTRALIAN CHURCH WOMEN

National Executive,
2 Gardiner Court,
MAGILL SA 5072

10th October, 1985.

NOTICE TO ALL STATE UNITS

EIGHTH ASSEMBLY OF ASIAN CHURCH WOMEN'S CONFERENCE

Following today's meeting of the National Executive, it is with great sadness that we have to tell you that it is not now possible to hold the Eighth Assembly of Asian Church Women's Conference in Australia next August.

The decision to change the venue has been a very difficult one for the ACWC Executive Officers and they pray forgiveness of their Australian sisters for the hurt they know the decision will cause.

In order to share with you the events that led to the ACW National Executive accepting this decision, we are asking that a special meeting of your Unit be convened. Our President, Mrs. Dorothy Haensel will be contacting all Unit Presidents to make detailed arrangements re dates, times etc. for her visit to your State.

We feel that something positive for both Asia and Australia can come from this disappointment and Dorothy will discuss this with the Units.

With kind regards.

Margaret Pittman
Secretary



AUSTRALIAN CHURCH WOMEN

*Dear Mabel
Thanks for W.K.S. Order.
Will organise when available.
Margaret.*

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

13th November, 1985

CIRCULAR TO ALL STATE AND TERRITORY UNITS

New Constitution You will be pleased to know that the new Constitution has been printed and a copy will be forwarded to all who were involved in the National Conference in Brisbane. The Constitution enclosed herewith is for your records. You will probably want to make copies for your own Unit - there is no copyright!

Publications Editor - You will have noted from our Minutes of 10/10/85 that Mrs. Alice Saunders had agreed to be our Publications Editor and she has been appointed subject to ratification from the State and Territory Units. Would you please let me have your approval as soon as possible.

Also we hope that your Unit has appointed a person who will be responsible for sending us your news each month for inclusion in the ACW News. Please arrange for news items to be sent to -

Mrs. Alice Saunders,
19 Asquith Street,
NAILSWORTH SA 5083 Tel. (08) 269.6171

by the end of each month. We are trying to have them printed in time to go out with the National Executive Minutes where possible. Our Executive meets on the 2nd Tuesday of each month.

Special Days Convener - Miss Irene Jeffreys resigned from this position and we are endeavouring to find a suitable replacement. We will advise Units as soon as we can.

ACWC Bulletins - We are supposed to have ACWC Bulletin orders and money ready to send off early in December. This is a bit difficult when we don't know the cost. When Dorothy Haensel returns from the ACWC Exec. meeting we hope to be able to advise the cost immediately. In the mean time, we have to be patient. If any Secretaries have a crystal ball and have been able to obtain orders, I'll be pleased to receive them.

X Minutes - Some Units send me a copy of their Minutes and this is appreciated. It would be good to receive Minutes from all Units if this can be arranged.

\$ \$ \$ \$ - Our Treasurer, Mrs. Dorothy Wright (48 Eyre St. Seaview Downs SA 5049) would appreciate receiving monies collected by Units in 1985 by the end of the year i.e. Fellowship of the Least Coin offerings, Fellowship Day Offerings (W.K.S.) and World Community Day Offering (special project). Please ask your Treasurer to let Dorothy have a cheque as soon as possible with a slip setting out the different amounts.

On behalf of the National Executive, please convey our best wishes for a Peaceful and Blessed Christmas to all ACW members in your Unit.

Margaret.

Margaret Pittman
Secretary.



AUSTRALIAN CHURCH WOMEN

N.S.W.

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072.

29th January, 1986

CIRCULAR TO ALL STATE AND TERRITORY UNITS

Thank you for all your kindly greetings and good wishes to the National Executive at Christmas time. On their behalf I reciprocate and pray for a stimulating and fruitful year for us all. May God's peace, power and blessing be ours now and always.

I hope that this letter will reach you in time for your first meeting, and that you will be able to respond quickly to the first two items.

ACWC Assembly: You will have noted from Minute 85/12/1 l.a. that the Assembly will now be held in Bangkok. We have just received advice that the dates will be November 3 - 7, 1986. Australia's delegation will be limited to four delegates and three observers. The four delegates will be those elected at our National Conference in Brisbane -

Mrs. Joan Adcock (ACT)
Mrs. Barbara Grealy (SA) (National Representative to ACWC)
Captain Lynette Green (Vic)
Mrs. Dorothy Haensel (SA)

Units are asked to forward to me nominations for the three observers to the Assembly by the 28th February 1986. Will you bear in mind that one should be an Aboriginal woman and it would be good to have representation from the Units not already involved. A postal ballot will be held as soon as possible after the 28th February.

ACW BROCHURE: An up-to-date brochure is being prepared and I would appreciate your forwarding the name, address, and telephone number (if I don't already have it) of the Contact Person to be listed for your Unit. It is suggested that the person selected should be one who is expected to be involved with ACW for a few years at least. As soon as I have received this information, I can proceed with the printing so your immediate response will be appreciated.

"PARTNERS WITH ACWC" You will have read in Minute 85/12/1 l.e. that National Executive agreed to set up within Australia "Partners with ACWC". Each member country has been set an annual target, the total of which will meet present administrative and general expenses of ACWC. ACWC also receives a large annual grant from the International Committee of Fellowship of the Least Coin which helps towards administrative costs. The time will come when the grant will be phased out and ACWC will need to be self-sufficient.

Raising the Australian target of \$5,000 posed a problem and your National Executive decided to launch "Partners with ACWC" which will be ongoing and it is hoped to enlist at least 5,000 Australian women (and men) who will be prepared to give \$1 per year for ACWC. Pamphlets have been printed, and will be forwarded shortly, which include relevant information and a tear off slip for each person to complete and give to their Unit Treasurer as a record.

.... /2

We all know that its not easy to raise \$5,000 but if we all participate and encourage each ACW member and others in our own Church fellowship groups to become a "Partner" in the scheme it will not be a difficult task.

Your Unit may "dream up" its own method of promoting "Partners with ACWC". If you have any queries, don't hesitate to contact National Executive. "Partners with ACWC" may seem daunting for Unit Treasurers but it will be a matter of receiving the dollars - no receipts will be issued to the individuals participating because of the small amount involved.

All good wishes and every blessing.

Very sincerely,

Margaret

Margaret Pittman
Secretary.

P.S. We loved meeting Deaconess Mary Andrews again last weekend and to hear first hand about her visit to China. Thanks for sending me write-up about China. Part I is in the Feb. ACW News and Part II will appear in March, we hope. Its good to see such good and worthwhile news coming in - lots of food for thought. Our world is getting smaller and smaller.

With love,

Margaret



AUSTRALIAN CHURCH WOMEN

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

12th February 1986.

CIRCULAR TO ALL STATE AND TERRITORY UNITS

"PARTNERS WITH ACWC" Further to Circular of the 29th January, the pamphlets have been printed and I am enclosing a small supply with this Circular. You will note that I have not folded them for obvious reasons so I hope you will organise some people to help you. We are forwarding them in quantities which we consider are a reasonable number of participants for each Unit. Because of the postage costs, the bulk of your supply is being carried by someone travelling interstate. There are some Units which we are having difficulty with finding someone travelling in their direction! If you know of anyone in your Unit (or friend or contact) travelling to Adelaide, would you ask them if they would contact me to pick up a parcel. Please let me know as soon as possible who and when. Many thanks.

For your information NSW O.K.
ACT O.K.
SA O.K.
NT Possibility
Vic "
Qld. No-one at this stage
Tas. Possibility
W.A. Toward May but not before.

ACW BROCHURE I am looking forward to your responses to my request for the up-to-date names of your Unit's Contact person to be included in the brochure. We need to decide how many we need to print. It would help us if when replying, you could let me know how many your Unit requires. I know that some Units have already indicated their request for a supply but if you can guess at your Unit's needs for the rest of the year, it would be a great help. Thank you again.

WORLD COMMUNITY DAY PROJECT National Executive recommends that the offering for World Community Day go towards buying drugs and medicines for the Mexican situation following the earthquake. The Australian Council of Churches is involved with this very urgent and important work in Mexico but there is no specific project - only the need for money to purchase drugs and medicines.

Would you let me have your approval by April 1 and if we receive no answer we will take this as your agreement.

With Christian greetings,

Yours sincerely,

Margaret

Margaret Pittman
National Secretary.

P.T.O.

Dear Mabel,

I always manage to forget something - I forgot to mention that I would be enclosing the Order of Service for Fellowship Day 1986. I have had it copied on separate sheets so that it can be easily printed. We have also prepared Suggestions for Leaders which can be distributed with each batch. Please note that the NSW Treasurer's name and address needs to be added at the bottom and please feel free to add any other suggestions which may apply locally to NSW.

With kind regards and I hope this arrives in time for your meeting next Monday!

Margaret



AUSTRALIAN CHURCH WOMEN

26 Hobart Ave.,
Warradale, 5046
10 March, 1986

Brigadier Mabel Ward,
Secretary, A.C.W., N.S.W. Unit,
10/79 Robertson Road,
Bass Hill, 2197

Dear Mabel,

ELECTION OF OBSERVERS TO ACWC ASSEMBLY, BANGKOK 1986

We have received four nominations for the three Observer positions for the ACWC Assembly in Bangkok, 2 -7 November, 1986. Profiles of the four nominees are enclosed together with your Voting paper. Bearing in mind that the ACWC have encouraged us to be sure to include an Aboriginal lady in our delegation, we are particularly pleased that Mrs. Bridger has accepted nomination.

Would you please return your voting paper to our Secretary by Friday 4 April. We realise this is a short time, but you will understand that the Executive Secretary of ACWC, Mrs. Eunice Kim is urgently awaiting the names of our delegation. We would ask you, if need be, to arrange a special meeting of your Executive (maybe a 'phone meeting) to deal with this matter.

If you are unable to have your written reply to us by 4 April please ring either our Secretary, Margaret Pittman (08 332 0044) or me (08 296 4621) by then and confirm your call in writing.

Thanking you all,

Yours in Christ's service,

Dorothy

Dorothy Haensel

Margaret is away for a few days and we did not want to delay getting these in the post.



AUSTRALIAN CHURCH WOMEN

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

20th March, 1986

N.S.W.

CIRCULAR TO ALL STATE AND TERRITORY UNITS No. 7

Circulars You will note that this circular is number 7. The reason is that WA Unit did not receive circular dated 29/1/86 and you may recall that NSW Unit did not receive one ^{last year}. This is a concern. We could register our circulars but that's expensive. We have therefore given all circulars (since the last National Conference) a number and would appreciate your noting your records accordingly -

- No. 1 19/9/85 re Delegation for ACWC Assembly
- ✓2 11/10/85 re Assembly of Asian Church Women's Conf.
- ✓3 13/11/85 re New Constitution etc.
- ✓4 29/1/86 re ACWC Assembly, ACW Brochure, Partners with ACWC
- ✓5 12/2/86 re Partners with ACWC, ACW Brochure, World Community Day Project
- ✓6 10/3/86 re Election of Observers enclosing voting papers

Please check with Minutes each month to see that you have received all Circulars (i.e. if you receive the Minutes, of course!)

Winifred Kiek Scholarship Trustees Details relating to the Deed of Trust for the Winifred Kiek Scholarship are in the hands of the lawyer. Guidelines for the Scholarship, Winifred Kiek Fellowship and ACW Memorial Bursary have also been prepared (copy attached). National Executive are almost ready to appoint the five Trustees.

It is our belief that the Trustees should reside in Canberra where access to all Commonwealth Government Departments is readily available making for easy administration of the scholarship and the funds. The National WKS Convener would liaise with the Trustees and National Executive of ACW.

Y Would you please advise by the end of April whether your Unit is happy for the WKS Trustees to reside in Canberra.

It seems to have taken months for us to have reached this point but there has been much research and due consideration had to be given to all previous decisions regarding WKS before the Guidelines could be prepared. I look forward to your reply as soon as possible.

ACWC Bulletin It has been pointed out that our Minutes of 10/12/85 under 85/12/1/1.e should have read "\$5 per annum for 1986" not per copy. Subscribers will still receive 4 issues for the year for their \$5. The National Treasurer, Dorothy Wright would be pleased to receive all outstanding monies for the Bulletin as soon as possible.

In Christian Fellowship,

Margaret

Margaret Pittman
Secretary.

P.P.S. Delighted to read your Minutes of 17/3/86.
One \$500 for Young Partners and
\$200 for Kathie.

The WKS Guidelines have been prepared on half A4 paper ready for inclusion in the ACW Guidelines booklet. My copying of page 8 was slightly 'off course'.

P.S.



AUSTRALIAN CHURCH WOMEN

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

CIRCULAR TO ALL STATE AND TERRITORY

22nd May, 1986.

UNITS No. 9

ACW Report to Australian Council of Churches, General Meeting A copy of the report is enclosed for information.

"National Agenda for Women" The attention of National Executive was drawn to the "National Agenda for Women" by Mrs. Joan Keith, National Co-ordinator of the Anglican Women of Australia, who had attended a Conference in Canberra. Five hundred women from over 100 different organisations gathered to help set goals for women to the year 2000.

Some members of ACW Units may have already been aware of the "Agenda" and the brochures which are available. The brochures include a questionnaire which can be completed and forwarded to the Office of the Status of Women. I am enclosing a copy of the brochure. National Executive had already written to the Office of the Status of Women asking for a supply to be sent to each of our Units - if your Unit has not received a supply, then please contact a local M.P. and ask for a supply to be distributed among your members. It is up to each Unit to react as it wishes. However, Mrs. Keith was concerned to see that a broad spectrum of women's opinion is registered. If the questionnaire is not large enough, complete your own submission. Simple hand-written submissions mean as much as the professional sounding 'gobbldy-gook'.

Keep your ears to the ground - meetings are being organised in each State so that women can speak up and be heard. Their ideas are being collated to be included in the National Agenda.

Promotion Kit Copy of the kit which has been adapted from that used by the NSW Unit is enclosed. It has been typed to 'fit' into the Guidelines book but it seems to me that Units could be using it now if they wish. The idea is only a suggestion. Units may have their own method of promotion but the 'kit' idea seemed a good one which we could share. The suggested brochures are not included and the wording may need to be changed to suit your Unit. If your Unit decides to use it, then your own copy can be included in your Unit's Guidelines Books - when they are finalised. In the mean time, work can begin on adapting the kit to your Unit's requirements.

Guidelines Please note that in each section prepared so far, where it has been said "A local committee will be appointed by National Executive to support National" National Executive changed the word "will" to "may". This will be noted in my master copies and copies of these will be forwarded to Units in due course when we know how many booklets each Unit will require.

Finance Guidelines First of all, one word in National Executive Minutes of 13th May needs to be changed - on page 2, 86/5/1 4.b. 3rd para. "The present National Conference and Overseas Travel Fund...." should read "The present National Conference and National Travel Fund...."

.../2

Finance Guidelines contd.

A new 'draft' of the Finance Guidelines is attached. We have included a new 11 and added a paragraph to the new 12 (originally 11). The Guidelines for the National Conference Fund and the Overseas Conference Fund are also included.

These Guidelines are quite new and have been drawn up following discussions at the last National Conference. Units will need to give approval for these Guidelines i.e. National Conference Fund *7 LC approved 1/2*
Overseas Conference Fund
 to be adopted. The Minutes of 13/5 set out the Guidelines and an explanatory paragraph. If you have any queries, please don't hesitate to contact me. 11

Greetings to you and your Unit! The year is passing quickly and the days are colder and shorter in the south! Oh to be Dorothy Haensel heading for Darwin's warmth.

With kind regards,

Margaret Pittman

Margaret Pittman
National Secretary.

P.S. I have enclosed a copy of the Promotion Kit but only for your information. Thank you N.S.W. for sharing your idea with all the Units!



AUSTRALIAN CHURCH WOMEN

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

14th April, 1986.

CIRCULAR TO ALL STATE AND TERRITORY

UNITS NO. 8

ACW BROCHURES - You will be pleased to know that the 'revised version' has been printed and I am in the process of despatching them surface mail to each Unit. (NT and ACT Units supplies are being carried privately). I have not taken the time to fold them because of the large quantity so do hope you will find some willing hands to help you fold them into three.

Memo To Victoria and NSW Units - Bearing in mind the large number of brochures required by your Units, would you have the facilities for having your own supplies printed if I sent over a master copy of the brochure? Off-set printing is my method and my own Parish shares an off-set printer with 4 other parishes. If you can't readily use such a facility at a reasonable price, then it may still be cheaper and easier for me to organise the printing and posting (or person carrier!). I look forward to your comment.

"SPECIAL DAYS" CONVENER Mrs. Major Joyce Greentree of the Salvation Army has agreed to be appointed as Convener. National Executive is delighted and now ask Units to ratify her appointment.

NATIONAL CONFERENCE AND SEMINAR 'Del Monte' Henley Beach, S.A. September 12-19, 1987. This is merely an advance notice but it would be helpful to have some indication as to how many 'extra' people might be intending to come to Adelaide, apart from the usual Delegates and Observers from each Unit plus representatives from denominations etc.

At this stage, a very rough outline of an agenda has been prepared and the Conference would start with Registration Saturday afternoon, September 12 followed by dinner and the evening programme, and continue through to Wednesday afternoon. The Seminar would commence with a keynote address Wednesday evening and continue through Thursday to Friday morning. Any notices of motion or recommendations from the Seminar would be dealt with Friday afternoon and the closing service of the Conference would be Friday evening. The Seminar would form part of the Conference. We would hope that those attending the Seminar would also be able to attend some of the Conference Sessions e.g. FLC and WKS reports, Denominational reports, Bible Studies etc. Alternative programs are envisaged for those not involved with the Conference while Business Sessions are in progress.

A rough count of hands of likely people (and their husbands too) would help us see if we have booked sufficient accommodation.

1111' 6 extra.
.... / 2

Circular to all State and Territory Units No. 8

ACW GUIDELINES BOOKLET No doubt you have been reading your National Executive Minutes with baited (?) breath waiting for the next instalment of the Guidelines Saga!

You will be relieved to know that the end is in sight. At long last we have tracked down what is considered to be a suitable loose-leaf booklet which will house the Constitution, Guidelines and all guidelines for conveners, finance etc. so it will be a very precious source of knowledge when completed. We are planning to give one copy to each Unit and would hope that each Unit will purchase a copy for each office bearer and convener (to be passed on at conclusion of term of office). Individuals, groups or denominations will be able to purchase their own copy. The price should be in the vicinity of \$2.50.

Reaction to the above would be appreciated and if you could give me the approximate number your Unit will require, it will help when ordering.

Copy of the WKS Guidelines has already been forwarded and I am now enclosing copy of the ACW Guidelines to be read in conjunction with the Constitution, FLC and Finance Guidelines. All these have been prepared taking into account all resolutions and previous guidelines and putting them into a similar format and in line with the revised Constitution. In other words, unless there are glaring omissions or mistakes, we don't expect Units to comment unless they need to do so.

We still have to prepare "Special Days and "Publicity" Guidelines in which we are thinking of including a promotional pack. Further Guidelines which will be forwarded to Units in due course will be Finance Guidelines re -

National Conference (Travel Pool)
National Travel
Overseas Conference (including Partners with ACWC)

As soon as the sub-committee has prepared these, I will forward them to Units for endorsement before being printed.

WORLD COMMUNITY DAY 1986

- a. Orders of Service have now been prepared and a copy enclosed for your Unit. Guide for Leaders is attached also. Please add your Treasurer's name and address and any other relevant information pertaining to your Unit.
- b. The Offering will go toward "Medical Requirements" still urgently needed following the Mexican Earthquakes.

FEDERAL WOMEN'S ORGANISATIONS

Our revised Constitution allows for one voting member and two observers from the National organisation of each denomination participating in Australian Church Women through its State and Territory Units, to attend our Biennial National Conference. A copy of the National Executive Minutes and ACW News is also forwarded to a representative of these bodies. To help me bring the records up to date would Units please advise all denominations participating in ACW in your State/Territory and also the name and address of National person to receive our correspondence. The same information is required for National special interest groups, e.g. Girls Brigade, YWCA and ACC.

Greetings and apologies for the length! Much has been happening.

Margaret
National Secretary.



AUSTRALIAN CHURCH WOMEN

NATIONAL EXECUTIVE

Marie McLennan (NSW Unit)

2 Gardiner Court,
MAGILL SA 5072

CIRCULAR TO ALL STATE AND TERRITORY
UNITS No. 10

17th September 1986

Can you believe that it was on 22nd May when I typed the last Circular? Nearly 4 months! I hope you have enjoyed the quiet time or at least missed the correspondence! Its not that your National Executive has not been working although a few of us took off in different directions for conferences or tours or holidays in the July/August period but rest assured the work either waited for us to come back or those left behind 'kept the home fires burning'.

You will also have realised that National Executive did not meet in July for various reasons so don't look for July Minutes or think that you or the Australia Post mislaid them.

WKS Deed of Trust

I am enclosing a copy of the Deed for your information and records.

Guidelines

We are almost at the point where we can begin to forward most of the Guidelines which have been prepared. There are still a few we have to work on. A copy of the Constitution will be included. The guidelines relate to ACW generally in conjunction with the Constitution, the projects which ACW promotes e.g. FLC, WKS etc. and National Executive and the various functions of its members. Each Unit can then add its own Guidelines for the use of Unit members.

Copyright

The Joint Board of Christian Education of the Uniting Church in Australia has prepared a brochure as a guide to churches on the subject of Copyright. You may or may not find it of use but it seems to me to be the sort of brochure and information which we ought to share. Hope you find it of use.

I do hope that all is well with you and your Unit. Alice Saunders was delighted with all the contributions from Units for ACW News this month. Please keep them rolling in. Adelaide's weather has gone back to winter this week. After experiencing some lovely warm, sunny days last week, its a bit hard to take!

With warm regards,

Margaret

Margaret Pittman
National Executive.



AUSTRALIAN CHURCH WOMEN

37 Rutland Avenue,
LOCKLEYS, S.A. 5032.

1/12/86

A.C.W.C. Circular 2/86.

Dear *June*

Wouldn't you know! - very shortly after I had prepared Circular 1/86, an amount of material arrived from our ACWC President, Maya Michael, concerning applications for the position of Executive Secretary of the Fellowship of the Least Coin.

After being involved with the Fellowship of the Least Coin for thirty years, Shanti Solomon has resigned from the position of Executive Secretary of FLC. However, at the meeting of the International Committee of FLC, which followed the ACWC Assembly, Shanti was appointed Honorary Adviser to the I.C.F.L.C. and a Search Committee was appointed to conduct the arrangements for the appointment of her successor.

The Search Committee includes:

Maya Michael (A.C.W.C. President, India)
Alice Jean Finlay (International Committee for World Day of Prayer,
Canada)
Rena Masood (Middle East Council of Churches, Lebanon)
Phyllis Wee (former ACWC Treasurer, Singapore)
and with Shanti as Adviser.

Therefore, enclosed please find one copy of each of the following for your information:-

Letter from Maya Michael to members of the ACWC General Committee
Announcement of the vacancy of FLC Executive Secretary
Job description for the position
Qualifications and skills desired
Application form for the position.

As any applications must be in the hands of Maya Michael by February 15th, if you know of anybody who wishes to apply for this position will you kindly arrange for her to complete all the appropriate forms and return them to me before January 31st, 1987, so that I will be able to arrange for them to reach Maya before February 15th next.

With thanks in anticipation and all good wishes,

Yours sincerely in Christ,

Barbara E. Trealy

Australian Representative to A.C.W.C.
and A.C.W.C. Vice-President



AUSTRALIAN CHURCH WOMEN

Maria McLann NSW

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

11th February, 1987

CIRCULAR TO ALL STATE & TERRITORY UNITS

No. 12

/ WKS Deed of Trust It was reported at our National Executive meeting yesterday that legal difficulties have arisen in other States in using the Deed of Trust as it exists at present. In order to facilitate investment and ongoing administration of the Winifred Kiek Scholarship, it was agreed to ask for the Units' endorsement of the present National Executive Officers of ACW being appointed as an Advisory Council, until the legal difficulties can be resolved, and the matter discussed at the National Conference. Please treat this item as urgent and let me have a reply before our next meeting on 10th March.

World Community Day Project 1987 Theme - "The World - My Responsibility?" We are pleased to report that the ACW branch at Alice Springs have agreed to prepare the Order of Service. The Executive recommend that the project be "The Victims of the Vanuatu Cyclone". We are all aware of the present desperate need of the people in Vanuatu and although information is coming through via our papers and news programmes, there will be more details known as time goes on, particularly as news filters through from the outer islands. In the mean time we commend the project to Units for endorsement. *yes* / Replies would be appreciated by 1st April.

"Partners with ACWC" Units are reminded of our obligation to endeavour to reach our Australian target of \$5,000 each year to help support the work of the Asian Church Women's Conference. Please encourage your Unit to adopt whatever method is best to assist this fund - the \$1 per person which enables many people to feel part of the ACWC or special fundraisers. We have not printed a special form this year but leave it to Units to select their own methods. The grand total we raised last year will appear in the next ACW News - it fell short of \$5,000 by a long way but it was a grand effort for a beginning so let's see what we can do for 1987.

Fellowship Day 1987 The Order of Service is on my desk ready to type and copy and send off to you as soon as possible. The theme is "Housing God's People" and has been prepared by the WA Unit. 1987 is also the 60th Anniversary of the Rev. Winifred Kiek's ordination and special mention has been made in the material prepared. I will forward the Order of Service without a covering letter when the masters have been prepared.

I think that is all I need to report. With good wishes and warm regards.

Margaret Pittman

Margaret E. Pittman
National Secretary



AUSTRALIAN CHURCH WOMEN

NSW Unit

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

CIRCULAR TO ALL STATE AND
TERRITORY UNITS No. 13

24th February, 1987

GUIDELINES

I am pleased to enclose your Unit's copy of the Guidelines Book which includes a copy of the ACW Constitution.

The guidelines were prepared at the request of the last National Conference in Brisbane. There are still a few more pages to be included re Finance

ACWC representative
National Conference

Each Unit will receive this copy free. Other copies can be obtained for \$3.00 each and National Executive believes that each member of Unit Executives should have a copy to be passed on to future members. Any member of ACW is welcome to purchase her own copy.

Because of the postage costs, unless a Unit desperately wants to have copies for its Executive members immediately, I will hold the copies here when I receive your orders, and pass them over at the National Conference in September. Alternatively, if and when someone is travelling interstate, I will ask them to carry a parcel for ACW.

WKS Pamphlet for 1987 Margaret Knauerhase has probably written to your WKS Convener to ask about the number of pamphlets your Unit will require. This is merely a reminder if you have not forwarded your order.

Margaret.

Margaret Pittman
National Secretary



AUSTRALIAN CHURCH WOMEN

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

CIRCULAR TO ALL STATE AND TERRITORY UNITS

2nd April, 1987

NO. 15

WINIFRED KIEK SCHOLARSHIP

The Executive Officers of ACW (acting as Advisory Committee for WKS) wish to share with Units the current financial situation of the Scholarship.

The amount of money which is actually available for a scholar, i.e. interest only on invested capital is -

for 30/6/84 to 30/6/85	-	\$2,077
for 30/6/85 to 30/6/86	-	<u>\$2,818</u>
		<u>\$4,895</u>

This amount has been earmarked for the 1987 scholarship for Stella Min from Burma and will be set aside in a separate account gaining its own interest pending her arrival. Units will be interested to know the estimated cost of her scholarship for 3 months in Adelaide sharing in discussions and seminars on Clinical Pastoral Counselling is as follows:

Air Fares	\$3,000	(fares from Burma to Aust. are very expensive)
Accommodation	1,000	
Health Insurance	200	
Pocket Money	<u>260</u>	
	<u>\$4,460</u>	

This allows only \$400 for contingencies. There will be a book allowance available from the ACW Memorial Bursary Fund.

1988 Scholar The estimated amount of interest on capital for financial year 30/6/86 - 30/6/87 which will be available for the next scholar in 1988 (for which applications are now being sought) is \$7,000.

Units will remember from discussion at the last Conference and from the Guidelines that all donations and offerings from Fellowship Day Services will be added to the capital each year. This will mean that capital for the WKS will increase annually and the interest will keep pace with inflation and increased costs. It is also hoped that in due course, and with wise and careful investment, it will be possible to offer a second scholarship.

...../2

Circular to all State and Territory Units No. 15

2nd April, 1987

1987 Winifred Kiek Fellowship National Executive received a suggestion that one of the Executive of ACWC be invited as a WK Fellow prior to or after National Conference in September this year. From the facts set out above, there is not sufficient money available to support a WK Fellowship in 1987. We are committed to the Scholarship for Stella Min and feel that the money available will be fully committed.

It is hoped that Units understand the situation and realise that National Executive have been acting in the best interests of ACW and of future scholars. Even though it may seem that we have been 'marking time' in fact it has been a period of consolidation and of setting up the WKS Deed and appointment of Trustees. We hope it will be possible for Units to continue to support the WKS and in particular, the 1987 Fellowship Day knowing the facts and also having the vision of the wonderful woman whose name the Scholarship commemorates.

Please continue to pray for Stella Min and all those involved in the negotiations - wouldn't it be marvellous if she were here in Adelaide in September!

Very sincerely,



Margaret Pittman
National Secretary



AUSTRALIAN CHURCH WOMEN

NSW Unit

NATIONAL EXECUTIVE

2 Gardiner Court,
MAGILL SA 5072

CIRCULAR NO. 16 TO STATE & TERRITORY UNITS

21st April, 1987

THAILAND - WORLD DAY OF PRAYER

Units may have noted in Executive Minutes that a donation of A\$1,350.00 was received from Thailand, World Day of Prayer. Boonmee Julkiree, who is the liaison officer for Thailand, World Day of Prayer (and was the former President of Asian Church Women's Conference) sent the cheque to Dorothy Haensel, asking that if possible, it be used for a project in connection with the Aborigines in Australia.

The money was set aside in a Special Project Fund pending some thought and research. National Executive is seeking approval from Units for the money to be given to the "Gordon Symons Centre Co-dependents Recovery Education Programme" - it's target group is tribally orientated aboriginal women residing in Darwin. The programme will cover the following topics -

Alcoholism, The Feelings Sickness ... Denial
Caretaking/Enabling ... Unmanageability
Alcoholism, The Family Sickness ... Family Dynamics
Letting Go ... "If You Loved Me ..."
Grief ... Stress
Self Esteem ... The ABC's of Coping

Further details of the programme are on the attached sheet. We commend the project to Units and would appreciate a reply by the 31st May.

NATIONAL CONFERENCE FUND

Delegates and Observers to the last Biennial National Conference of ACW in Brisbane will recall that Units were to seek out ways and means of making donations to the National Conference Fund on an annual basis. To date, two Units have contributed to the Fund. I refer Units to Page 48 of the Guidelines and hope that it will be possible for other Units to add to the Fund. Our Treasurer is looking forward to your contribution.

WORLD COMMUNITY DAY ORDER OF SERVICE 1987

The masters are being prepared and we are awaiting copyright permission. The master will be forwarded to Units as soon as possible.

With kind regards and Greetings.

Margaret

Margaret Pittman
National Secretary

Enc.

P.S. re World Community Day Order of Service - space is provided for Units to include their own Treasurer's name and address on Suggestion for Leaders sheet and Unit News on the back page of the Order of Service.



AUSTRALIAN CHURCH WOMEN

NATIONAL EXECUTIVE

Marie McLam, NSW Unit

2 Gardiner Court,
MAGILL SA 5072

15th May, 1987

CIRCULAR NO. 17 TO ALL STATE & TERRITORY UNITS

ACW Pamphlet We have used all the pamphlets we had printed last year and after consulting with the WA Unit, are planning to have a further supply printed and available at the National Conference in Seminar.

Would you please advise if the Contact Person will be the same in your Unit or if there will be a change?

Also gaze into your crystal bowls and let me know how many pamphlets your Unit would be likely to need in the foreseeable future. I will then see that they are available for each Unit to collect and take home with them after the Conference.

Nominations for an Award in the Order of Australia National Executive received a letter from Patti Kendall of the Office of the Status of Women and I quote -

"The Australian Honours system exists to give formal recognition by Government to the contribution made by women and men to improve Australian society. You may be aware, that in recent years, some concern has been expressed about the low numbers of women who receive Australian Honours.

"I am sure that there are many women in your organisation and your community who have made an active contribution over many years without receiving any recognition. So that these women have an opportunity for some recognition"

Nomination forms can be obtained from the Office of the Status of Women, The Department of The Prime Minister and Cabinet, Canberra, ACT 2600 or if you have further enquiries, please address them to the Honours Secretariat, Government House, Canberra ACT 2600 - Tel. (062) 833533.

"National Agenda for Women" In Circular No. 9 of 22/5/86 Units were reminded of meetings being held around Australia to help set goals for women to the year 2000. A special News Brief Report has been prepared setting out the results of the consultations - 2 copies are enclosed for your Unit. I will have more copies available at Conference but in the mean time if your Unit would like a supply, please contact the Office of the Status of Women.

1987 World Community Day Order of Service Master copy is attached, together with Suggestions for Leaders.

National Executive are busy with plans for the National Conference and Seminar - all we need now are lots of enthusiastic participants!

Greetings and warm regards,

Very sincerely,

Margaret

Margaret Pittman
National Secretary



AUSTRALIAN CHURCH WOMEN

NATIONAL EXECUTIVE

Marie McLane - NSW

2 Gardiner Court,
MAGILL SA 5072

31st July, 1987

CIRCULAR NO. 18 TO ALL STATE & TERRITORY UNITS

I have just realised that this could be my last Circular to you as National Secretary! My typewriter has been running hot as we have been preparing the Working Papers for Conference during the month. The printers are now doing their bit and we will be collating and posting during the second week in August so don't buy any reading material! It's on the way!

Conference - Morning Devotions will now have to be held in the Church of Christ Hall after breakfast in lieu of during breakfast in Del Monte as previously thought. This is because we do not have the number of people attending the Conference as was hoped and there will be other people staying there as well as ACW participants.

Sharing among Units You will have noted in the Conference Brochure that on Wednesday, 16th September at 2.00 pm a time has been set aside for "Sharing among Units". This will give each Unit an opportunity to share with us all how they function as a Unit of ACW, their hopes and dreams, their challenges and disappointments with a view to each Unit learning something or being able to help another because they have been through a similar experience.

Members of ACW move in and out of Units and we need to be reminded that new members are not always aware of what happens in ACW and have absolutely no knowledge of what happens in other Units.

This sharing time will give us all an opportunity to learn. It is not meant to be a high-powered experience but Delegates and Observers may need to give a little thought as to how the sharing might be presented on behalf of their Unit regarding such topics as -

Format of Unit	Special Events
" " Meetings	Promotion
Membership	etc. etc.

in a time slot of up to 3 - 4 minutes.

ACW Pamphlets As mentioned in Circular No. 17, I will be printing further copies of the pamphlet to be available at Conference for any Units requiring further copies. NSW, SA and Vic. have indicated their requirements to date. If any other Units need a supply or require the name of the contact person to be changed, please advise before 14th August. If I don't hear anything, I will proceed with the orders I have.

Greetings and all good wishes. Hope to see most of you at Conference.

Margaret
Margaret Pittman
National Secretary.