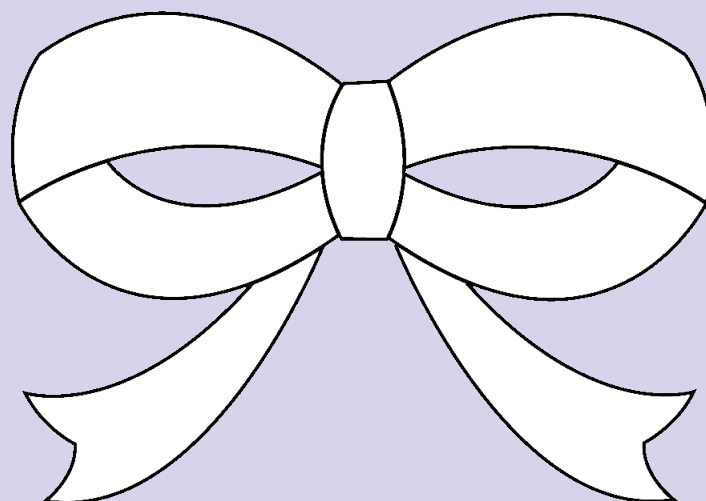


WCTU HANDBOOK

for the

LOCAL UNION



Revised World Edition - October 2013

Definition

The Woman's Christian Temperance Union is an organization for all Christian women. It is inter-denominational. It does not take political positions. It is believed to be the oldest continuing non-sectarian woman's organization in the world.

Mission Statement

The purpose of the WCTU is to promote a drug-free lifestyle and Christian values in the home and the community.

Motto

For God and Home and Every Land

Objectives

The Woman's Christian Temperance Union uses positive approaches to achieve its objectives. Some of these objectives are:

- To educate children and young people about the dangers of alcohol and the results of its use.
- To inform society about the value of a drug-free lifestyle through information technology with supporting scientific evidence.
- To encourage everyone to take advantage of available non-alcoholic drinks, and to share recipes.
- To inform society about the effects of gambling.
- To recognize the equal status of women and men.
- To encourage moral values in the home and thus strengthen family life.
- To urge those involved in legislation and advertising to give priority to social and moral issues.
- To promote good citizenship and to uphold Christian living standards.
- To become a significant adult in the life of children and youth.

Emblem

The WCTU emblem is a white ribbon bow which symbolizes purity and peace. Members are often known as "white ribboners." (The membership badge is worn over the heart.)

History

The WCTU was founded in the United States in 1874. The World organization, the result of Frances Willard's vision, was begun in 1883 and the first World Convention was held in 1891 in Boston, Massachusetts (USA). It has spread to over 40 countries in the world.

Membership

Little White Ribboners—Birth to 6 years old (parents pledge to teach them the values of total abstinence)

Children's Department—6 to 12 years old

Youth Department—Teens and Young Adults

Women—WCTU

Men—Honorary or Associates (they do not hold office or vote)

Membership Requirements

Children, youth, women, and men sign a pledge of total abstinence. Yearly fees are paid to the treasurer. Little White Ribboners and children do not pay yearly fees. A small portion of the fees of the adult members is sent to the World Treasurer. The fees will be agreed upon at the first meeting of the new organization.

Pledge

“I promise, with God’s help, to abstain from alcohol, tobacco and all other harmful drugs.”

Special Memberships Available

1. Any total abstainer may pay or receive these memberships as gifts. Yearly membership fees are still paid. Each country may determine their own special memberships and the amounts to be paid.
2. The following World Special Memberships are given in US dollars.
 - Life Member - \$100 USD
 - Memorial Member - \$100 USD
 - Continuing Member - \$100 USD
 - Patron - \$500 or more USD
3. Frances Willard Scholarship Fund—Everyone is asked to contribute. Women between the ages of 26 and 50 may apply to receive money from this fund to offer sponsorship to World Convention.

World Officers

- President
- Recording Secretary
- Organization Secretary
- Four Vice Presidents
- Treasurer

Departments

Christian Outreach - The purpose of the Christian Outreach Department is to encourage the Christian walk of members, emphasising “Ye are the salt of the earth... Ye are the light of the world” (Matt. 5:13a, 14a), and to reach out to the faith community with the WCTU total abstinence message.

Education - The purpose of the Education Department is to make the facts about alcohol, tobacco, and illegal drugs known to everyone and to offer contests to further this effort.

Home Protection - The purpose of the Home Protection Department is to strengthen Christian family values, encourage family members to help toddlers and pre-schoolers to develop a lifetime commitment to total abstinence through the WCTU program, and to promote non-alcoholic drinks for entertainment.

Social Service - The purpose of the Social Service Department is to reach out to the community and individuals who are neglected, suffering, or in need, without any prejudice of race, religion, age, or gender by sharing the love of Christ Jesus through giving our love and support.

Children - The purpose of the Children’s Department is to promote Christian values and encourage children to make choices that will lead to a drug-free life.

Website: www.drug-freekids.com

Youth - The purpose of the Youth Department is to encourage Christian living and promote a healthy lifestyle free of harmful drugs.

Website: www.drug-freeyouth.org or www.drug-freeyouth.com

Calendar of Events

May 31 - World No Tobacco Day	October 2 - World No Alcohol Day
September 9 (9:09) - International FASD Awareness Day	<i>WCTU Noontide Prayer</i> — <u>Every Day</u> at noon each member is expected to pray to God for His blessing on the work of WCTU – a circle of prayer goes around the world.
September 28 - WCTU World Day of Prayer	

Conventions

Each country must decide how often to hold conventions and elect officers. If possible (including being affordable) it is good to have a yearly convention in provinces or states. A place to meet and a program must be arranged. The Officers and Department Directors should be involved in the planning. It should be a time of learning and reporting on past activities and election of new officers. Consult with your field worker about planning a convention and get her suggestions for the program. World conventions are held every three years.

Websites

World WCTU website— www.wwctu.com or www.wwctu.org

Children's website— www.drug-freekids.com

Youth website— www.drug-freeyouth.org or www.drug-freeyouth.com

Publications

White Ribbon Bulletin - quarterly - \$7 USD per year – purchased from WWCTU

Organising a Local Union

Any WCTU leader who has been delegated by the field worker or National President may organise a WCTU, Children's Group or Youth Group. The success of the venture depends on the enthusiasm of the person responsible, the thoroughness of preparation and the responsiveness of the women contacted.

Here are some things to consider.

- Be alert to opportunities to present the organization. Obtain permission to speak at one or a series of church fellowships, mothers and babies groups, etc. Challenge the women to join the WCTU. From this, a nucleus may be formed.
- Follow-up immediately on potential contacts.
- Set a date and time for the organizational meeting. Try to avoid conflicts with already established meetings.
- Choose a suitable meeting place.
- Publicize the meeting. Advertise in the press. Distribute invitations in letter boxes, churches, magazines, notice boards, or women's gatherings and in shop windows. Obtain the widest publicity possible.
- Encourage interested individuals to give personal invitations.
- Decide on the yearly membership fee (remembering local, national and world fees)

Guidelines to use at the organization meeting:

- The meeting may be formal with a good lively speaker who has a thorough knowledge of the purpose and working of the WCTU or it may be an informal gathering to discuss and inform people about WCTU.
- Adopt a positive approach, make the room attractive and have a plentiful supply of information, cards, badges and other literature.
- Briefly explain the work of the WCTU and what it stands for. Indicate the scope of the work by describing the departments of work. Emphasise that we stand for total abstinence as the only safe choice and seek to educate everyone about the dangers of using drugs, including alcohol and tobacco. Point out that it is a total family organization.

- Identify the key person—one who exhibits leadership qualities and shows a willingness to be involved. She may be the one who is willing to be nominated as president. She may be in charge of distributing the pledge cards and setting up the next organizational meeting. If those present are ready to sign and begin, procedures to elect officers may be made immediately.
- It is good to have at least five members to start with. Care should be taken to select the best women for officers. They will represent the union and the cause before the public. Their actions will reflect on the organization. They should be of good Christian character. Elections should always be by ballot without campaigning pressures. If possible, elect a president, secretary, and treasurer.
- The next meeting should be planned and fees paid. A time and place should be established for the second meeting. If there is a National President and field worker, be sure to report to them about the new group. It is important that contact is maintained with the new group in order to supply them with materials to get started and to determine a project in which they can be involved.
- After the group's officers are elected and plans for future meetings are made, it is important to appoint Department Directors and get started with projects. Ideas are given in the Program Kits. It is important for the Local Department Directors to report to the National Department Directors each year about their activities.

A WCTU organised and conducted on right lines will be a power for good in any locality. Let each member take as her guiding thought:

*"I am but one, but I am one. I cannot do everything, but I can do something.
What I can do, I ought to do and what I ought to do, by the grace of God, I will do."*

Suggested Agenda for WCTU Meetings

Most groups plan to meet each month.

A regular time and place should be decided.

Preparation is important so the meeting will be interesting.

Make every effort to begin and end the meeting on time.

Officers and speakers should be prepared in every detail.

The Officers may meet in-between the regular meetings if there is a lot of business to discuss or if the group is large. Otherwise a short business meeting can be included in the regular meeting but the officers should be prepared to present the projects and ideas.

- Opening—songs and membership pledge
- Devotions—(5 - 10 minutes) Someone should be asked ahead of time. Include prayer.
- Program - Someone who is able to present material well should give a lesson on one of the drug topics about which we are concerned. Sometimes a qualified speaker should come. Also DVDs and other material can be used. It is important that the members learn reasons for their stand of total abstinence and that they have factual information to share with others. There may be an interest to include from time to time, the WCTU history both of your country and of the original founding in the USA.
- Business - (when necessary)
 - Minutes of the last meeting - read and have them approved. Ask the National or World leaders for a template in how to do minutes if this is necessary.
 - Treasurer's report - may include an idea for a fund-raiser or a project you want to sponsor.
 - Unfinished Business (something talked about at the last meeting but action not taken.)
 - New Business (new idea to be discussed.) Take note of what current issues in the media

members can respond to. Be creative in ways to address these issues.

- Department Directors may report under either Unfinished or New Business with ideas to promote their department.
- Announcement of time and place of next meeting.
- Refreshments (optional).
- Benediction.

Duties of Officers and Directors

President

- Presides at the meeting—starting and ending promptly.
- Is courteous and enthusiastic.
- Encourages members to invite visitors and greets them.
- Accepts motions and calls for votes.
- Asks if there are corrections, after the Secretary reads the minutes.
- Follows the agenda in requesting participation.
- Calls for executive meetings to plan projects and events.

Vice President

- Assists the President as needed and acts in her absence.
- She may be responsible for planning the program.

Secretary

- A Secretary writes a summary of what occurred at the meeting and includes all decisions made and who is responsible to carry out assignments and attends to correspondence, writes to politicians, prepares reports, and makes arrangements for guest speakers etc
- Prepares the minutes. All records of minutes should be kept in a safe place and if possible placed in the National Archives as a record of the history of WCTU.

Treasurer

- Is responsible to collect the fees and keep an accurate list of members and money collected.
- If possible, opens an account in a bank where the money can be kept. (It is recommended that there are at least three signatories, with at least two to sign.)
- Pays bills as voted on at the meetings.

Department Directors

- After the group is established a director for each department can be appointed. The director will offer suggestions for projects the membership can do to promote the department. They will follow the purpose of each department as specified by the WWCTU.

What Can Individual Members Do?

- Read about the work and know the facts and history of WCTU.
- Talk about it to your neighbors and friends.
- Put a temperance leaflet, card or sticker in every letter you write.
- Invite people to meetings or events.
- Make some self-denial to help the cause financially.
- Talk temperance (moderation in all things healthful and total abstinence from all things harmful) to your children and grandchildren.
- Wear your badge and explain its significance if asked about it.
- Distribute literature in letter boxes and other places.

- Write to your government and media when necessary to object to advertising and promotion of alcohol, tobacco and drugs.
- Send emails about the dangers of alcohol, tobacco and drugs.
- Pray for the work of WCTU and observe the daily noontide hour of prayer.

“Whatever your hand finds to do – do it with all your might...” Ecclesiastes 9:10

Bees for a Buzzing Union

- BE at the meeting - rain or shine.
- BE on time.
- BE in prayer.
- BE willing to accept office with a prayerful —I’ll do the best I can.
- BE a participator in the program.
- BE actively interested in business sessions and discussions.
- BE a worker and a team member, working harmoniously with others.
- BE diligent in seeking new members and inviting guests.
- BE prompt in paying dues and contributing to objectives.
- BE sure your union achieves its goals.



Your Country’s Officers, Directors and Other Regional Contacts

Position	Name	Contact Information
President		
Vice-Presidents:		
Secretary		
Treasurer		
Department Directors: <ul style="list-style-type: none"> • Christian Outreach • Education • Home Protection • Social Service • Children • Youth 		
World Field Worker for Region		
Your Country’s WCTU Office	<i>Address:</i>	<i>Phone:</i> <i>Email:</i>



Prayer is one weapon
the Christian has
that the enemy
cannot duplicate.