

Registered Charity No. 249942

Mothers' Union Office  
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December 2022

Dear Branch or Group Leader or Contact

As you will know from the letter which accompanied the individual letters to members, there are a few changes being introduced to the way the administration of the Diocesan Mothers' Union is being carried out. We are sure you may feel daunted at this prospect, and we admit that for this first year we may encounter a few snags, but the intention is to make the process easier for both you in the branches and groups and in the Diocesan office. We know that there have been many errors in both the diocesan database and the central one at Mary Sumner House. This has resulted in new or recently joined members not receiving communications, while others who are no longer members continue to receive correspondence. We hope that, by asking every member to complete a new membership form, both databases can be updated and become accurate within the early part of 2023. This is why we ask that all documentation is returned to the Mothers' Union Office by the **28<sup>th</sup> February 2023**.

The documents enclosed in this 'end of year' mailing are:

- (a) Branch or group Report Form. Please complete this form as accurately as you can. Branch officers or contacts, bank details, time and place of regular meetings, projects and work in which the branch is involved or supports - however 'ordinary' you think it might be - it is all Mothers' Union work! One copy of the form is supplied. Please amend and complete as necessary.
- (b) Branch list. Please check the information we hold at the moment. After the deadline for submitting paperwork and the information has been input, you will receive an updated list of members who have renewed their membership for 2023.
- (c) Wave of Prayer Service and timetable. There will be one Zoom service on each of the three days, at different times in the hope of enabling as many as possible to join. The Zoom link will be sent out nearer the dates.
- (d) Diary Dates for 2023. These are the main dates already arranged. It is hoped to organise a series of events like the 'Meeting Together' sessions this year, and dates for these will be announced in the New Year. If your branch or group would be prepared to host a meeting, please let the office know so plans can be put in place.
- (e) Quiet Day Booking Form. Once again we are offering the Quiet Day to anyone who wishes to come. Please book places as early as you can.

We have included some paperwork for your treasurer and would be grateful if you would pass that on as soon as possible. This comprises a letter, the Financial Statement form for 2022 and a remittance form used to record money sent to the diocese. As previously explained, subscriptions should be paid direct to the Diocesan Mothers' Union and details are included in the Treasurer's letter.

**May we remind you that the member's subscription for 2023 is £29.00.**

**Please may we also remind you that, if you are using a large A4 envelope to return your documents to the office, this will require a large letter stamp. The documents can be folded!**

We would like to stress that you do not need to wait until **all** the paperwork is ready before sending it in. Report forms can be returned, if they are ready, before the finance forms and vice versa.

All the end of year documents, and other information, can also be found on the Lichfield Mothers' Union website:

[www.mothersunionlichfield.ork.uk](http://www.mothersunionlichfield.ork.uk)

Thank you for your hard work and continued support of Mothers' Union in this diocese in still difficult and challenging circumstances. We wish you and your members a peaceful and joyous Christmas.

Kindest regards



Helen Palfrey  
Diocesan President

Adrian Palphreyman  
Diocesan Administrator