

SUGGESTED CANDLE BURNING TIMELINE

January Or February- Contact the District President to find out what the theme for Candle Burning will be. The February edition of The Beacon should also have all the needed information about Candle Burning. Meet with your local unit of UMW in your church to discuss participating in Candle Burning. Discuss the theme with your group and how you would like to make your display for your local church and to display at the Conference Annual Meeting and the District Annual Meeting in October. Choose someone to make the display for the group. Decide when you would like to actually do the project in your local church. The deadline for receiving all money and names is August 1 so you will want to complete the project well in advance of this deadline. Some groups start the project as late as May or June and still meet the deadline.

Your display will be presented on a tri-fold display board available for purchase at any office supply store. The display should feature the theme and should tell the story of Candle Burning as a fund raiser for missions and as a way of honoring and memorializing those we love. In addition, a book for donors to write the names of those to be honored/memorialized and their names as donors should be placed on the table where the display will sit. A collection vessel, i.e. a decorated jar or box with a slot cut for money/checks to be placed should also sit on the display table. Your unit treasurer should empty the money vessel routinely to assure security of the donations.

February or March or later depending on what your group decides about beginning the project - Contact your minister and ask to speak at all of the Sunday services of your local church on the Sunday designated by your group as the day to begin the project. Set a date for you to speak to explain the purpose of Candle Burning, the process for making donations, the importance of completing an entry in the donor book for each name to be honored/memorialized along with the donor name. Explain that a candle will burn at the Conference Annual Meeting of the MS United Methodist Women and the names will be listed and published of those honored/memorialized. Explain that the cost of the candle burning for one minute is \$28.92 (this amount may change from year to year as decided by the Conference officers.) Invite the entire congregation to participate in this effort. Emphasize that every cent given will be used for missions and not for administrative costs.

Your display should be available at the back of your church along with the donor book and money vessel beginning the morning that you speak to the congregation. Be sure to have an announcement in the church bulletin and newsletter regarding Candle Burning and the amount of time your group has set aside for the project. Place the bulletin announcement in each Sunday bulletin throughout the time you will be involved with the project.

June - You may or may not be finished with the project by this time. As soon as you can, collect money and send to the District Treasurer and mark it for Candle Burning. Send the names to be honored/memorialized to the Conference and District Education and Interpretation Coordinators as soon after the project is complete as possible. Report to your congregation how much money was collected and the names of those honored/memorialized. You can do this with an insert in the church bulletin. Place the names on your display in some way and leave the display up for viewing for the next two Sundays. Each local unit could send a card to the persons being honored and to the families of those being memorialized to inform them of being remembered in this project.

October - Make your display available for display at the Conference & District Annual Meetings. Special recognition of your contributions and persons honored will be done at this meeting.

November - All Saints Day is celebrated in November. Place a candle in your local church and let it burn for the minutes paid for by your local church. Make the names of those honored/memorialized available on this day and announce why the candle is placed in the church and why it is burning and why it is burning for a certain number of minutes. This is an optional activity but will set the stage for next year's project and will add special honor to your All Saints Day celebration.