

Homemakers are in Full Bloom!

2025-2026

GREEN COUNTY
EXTENSION HOMEMAKERS
ASSOCIATION
MEMBER'S HANDBOOK

Name: _____

Club: _____

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KEHA MISSION

Improving the quality of life for families and communities through education, leadership development, and volunteer service.

KEHA-EDUCATION

Implement a program of work for your club and county.

- Address needs of members, individuals, and families in your communities, in the state, and around the globe.
- Include goals, lessons, and projects from the eight state educational chairmen's programs of work.
- Connect club and county programs with the county FCS Extension plan of work.

KEHA-LEADERSHIP

Empower community leaders.

- Provide leadership training opportunities for members.
- Take an active role in the community.
- Inform local decision-makers of the impacts and public value of KEHA and the Kentucky Cooperative Extension Service.

KEHA-SERVICE

Embrace and promote volunteer service.

- Volunteer to serve in a club, county, or area leadership position.
- Support Extension programs through volunteer service.
- Report volunteer time through the volunteer service unit program and leadership development report.

GREEN COUNTY COOPERATIVE EXTENSION OFFICE

298 Happyville Road ● Greensburg, KY 42743
Phone: 270-932-5311 Fax: 270-932-4390

Office Hours:

7:30 A.M. - 4:00 P.M. Monday thru Friday

Closed 12:00-1:00 for lunch

Katelyn Squires, Extension Agent for Family & Consumer Sciences
Ricky Arnett, Extension Agent for Agriculture & Natural Resources
Sue Ann Loyall, Extension Agent for 4-H & Youth Development
Andrea Corbin, Staff Assistant



College of Agriculture,
Food and Environment

Cooperative Extension Service

The Cooperative Extension Service is an off-campus educational arm of the University of Kentucky and Kentucky State University. It was established by Congress with the Smith-Lever Act on May 8, 1914. "To aid in sharing among the people of the United States, useful and practical information on subjects relating to agriculture and home economics, and to encourage application of the same."

It is one of the world's largest informal educational and developmental organizations. Nearly every county in each of the fifty U.S. states has a local Extension Service, with state headquarters located at that state's Land-Grant University.

The term "Cooperative" describes the unique method of financing the Extension Service. A combination of federal, state and county monies make educational programs available to all people in the state.

DUES

Dues are to be paid to:

Green County Homemakers
298 Happyville Road
Greensburg, KY 42743

by **October 1, 2025**

County Dues:	\$9.00
Ovarian Cancer Contribution:	\$1.00
Total Dues:	\$10.00

Please pay dues at the September club meeting, if not before.

COLLECT

Keep us, oh God, from pettiness; let us be large in thought,
in word, in deed,
Let us be done with fault finding and leave off self-seeking,
May we put away all pretense and meet each other face to
face without self-pity and prejudice.
May we never be hasty in judgment and always generous.
Let us take time for all things; make us grow calm, serene, and gentle.
Teach us to put into action our better impulses, straightforward
and unafraid.
Grant that we may realize it is the little things that create
differences, that in the big things of life we are at one.
And may we strive to touch and know the great, common
human heart of us all,
And, oh Lord, God, let us forget not to be kind.

The Collect was written by Mary Stewart of Longmont, Colorado, in 1904 as a personal prayer and without any organization in mind. The prayer was published under the title, A Collect for Club Women, because Mary felt that "women working together with wide interests for large ends was a new thing under the sun and that perhaps they had a need for a special petition and meditation of their own." The Collect has found its way around the world wherever English-speaking women work together.

HOMEMAKER COUNCIL DIRECTORY

Advisor: Katelyn Squires

Green County Extension Agent for Family & Consumer Sciences

COUNTY OFFICERS

President	● Brenda Cook 303 Brummal Avenue,	270-932-7459 Greensburg, KY 42743
Vice President	● Mary DeSpain 306 Henry Street,	270-299-50681 Greensburg, KY 42743
Secretary	● Rebecca Treitz P.O. Box 65	502-386-4111 Greensburg, KY 42743
Treasurer	● Birgit Weeks 1900 Old Salem Church Rd,	804-366-9005 Greensburg, KY 42743

PROGRAM OF WORK COUNCIL CHAIRMEN

Cultural Arts & Heritage	● Mary Lynn Chaudoin	270-932-3451
Environment, Housing & Energy	● Nancy Turner	270-932-4760
Family & Individual Development	● Donna Bishop	270-932-1639
Food, Nutrition & Health	● vacant	
4-H Youth Development	● Lisa Matney	270-932-1479
International	● Birgit Weeks	804-366-9005
Leadership Scholarship & Community Development	● Carolyn Scott	270-932-6011
Management & Safety	● Mary DeSpain	270-299-5068

Homemaker Club Meetings

Circle of Friends 4:30 P.M. C.T. / Last Tuesday of the Month
President: Linda Milby 270-932-5488

Summersville 5:00 P.M. C.T. / 2nd Tuesday of the Month
President: Carolyn Scott 270-932-6011

Town & Country *no set day or time, call president for club information*
President: Mary DeSpain 270-299-5068

2025-2026

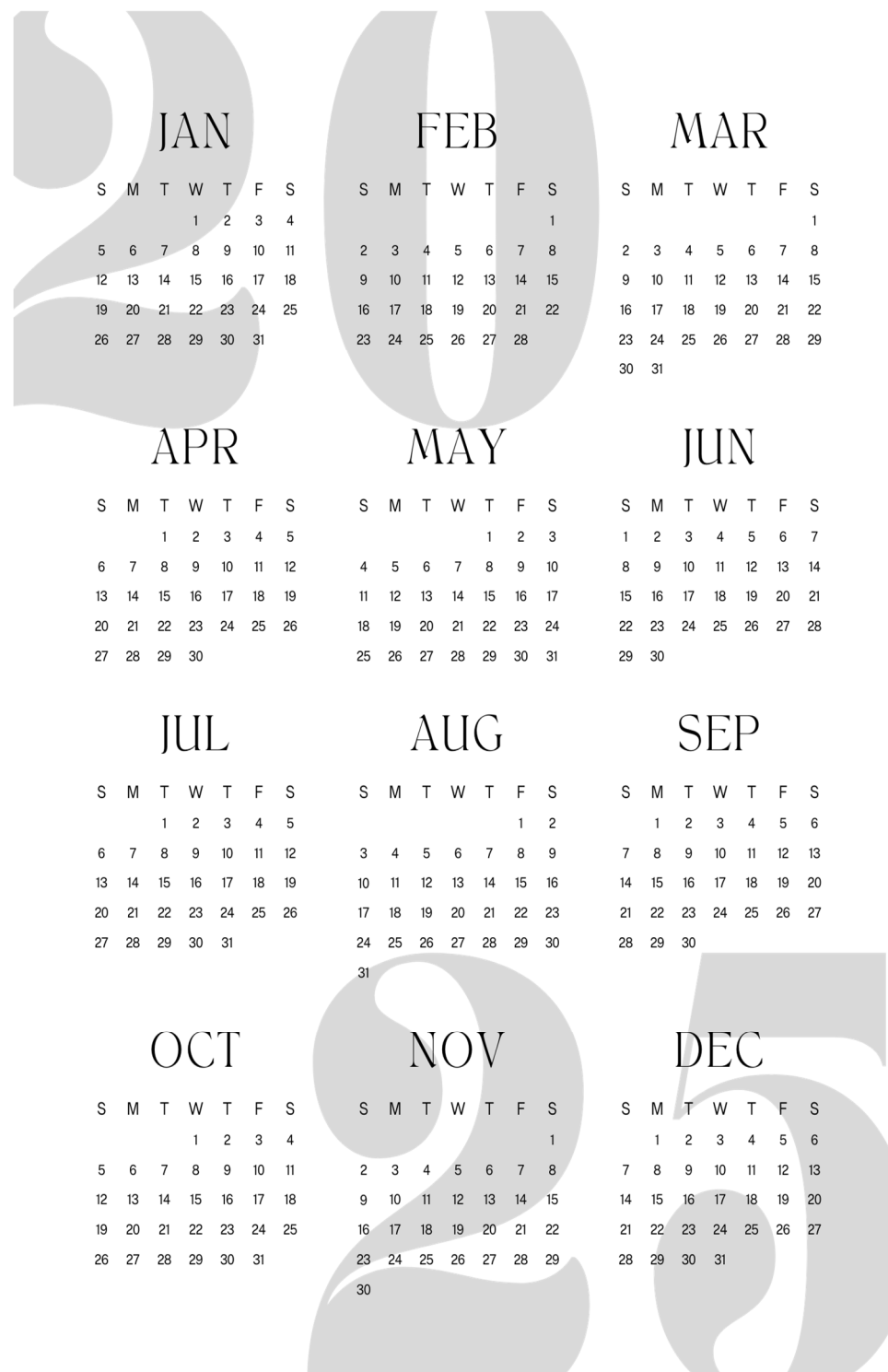
Homemaker Lessons & Leader Trainings

Building a Better Bowl
Mastering Mindfulness
Stretching Your Dollar
What's in Your Leadership Toolbox?

Each lesson will be covered at the Fall
EVOLVING LEADERS FORUM scheduled for
 September 25, 2025 at the Taylor County Extension Office.
 Registration will be 8:30-9:00 AM CT,
 Program Begins at 9:00 AM with Closing Remarks at 12:30CT.
 Register by September 10, 2025.

Time Well Spent
Laughter is a Must in Marriage
The Big Freeze
Holiday Bazaars

Each lesson will be covered at the Spring
EVOLVING LEADERS FORUM scheduled for
 February 6, 2026.
 Please check the December/January newsletter for time and location.



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A SUGGESTED ORDER OF CLUB MEETINGS

Opening: Call to order, Club Creed, Pledge, Devotions,
Thought for the Day

Business: Roll Call by the Secretary
Minutes of last meeting / Communications
Treasurer's Report
Reports from Committee Chairpersons
Unfinished Business
New Business

President's Report -
announcements, information
from County Council Meeting and other
comments

Lesson for the Day

Closing: Homemakers Collect, Prayer, etc.

Recreation/Social Time

Adjournment

• MY CLUB OFFICERS & CHAIRMEN •

Select officers and chairmen that apply to your club situation.

President _____

Vice President _____

Secretary _____

Treasurer _____

Cultural Arts & Heritage Arts _____

Management Safety _____

Leadership, Scholarship
& Community Development _____

Family & Individual Development _____

Foods, Nutrition & Health _____

4-H/Youth Development _____

Energy, Housing & Environment _____

International _____

Public Information _____

What Is A Homemaker?

The Green County Kentucky Extension Homemaker Organization is comprised of a diverse group of individuals with many different ages, interests, and talents in this ever-changing world. We are constantly striving to acquire more efficient and effective skills through methods of researched based information from the University of Kentucky Cooperative Extension Service & Kentucky State University. As dedicated volunteers, we network with local agencies and give tirelessly of ourselves to enrich their lives and the lives of our families and communities. We Share and We Care.

MEETING FOR MONTH OF AUGUST 2025

Thought/Quote of the month:

“Some things you have to do every day. Eating seven apples on Saturday night instead of one a day just isn't going to get the job done.” – Jim Rohn

Roll Call:

August is National Wellness Month.
What is your favorite healthy food?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF SEPTEMBER 2025

Thought/Quote of the month:

“The heat of autumn is different from the heat of summer. One ripens apples, the other turns them to cider.” – Jane Hirshfield

Roll Call:

September is the beginning of Autumn.
What is your favorite activity in the Fall?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF OCTOBER 2025

Thought/Quote of the month:

“Vegetables are a must on a diet. I suggest carrot cake, zucchini bread, and pumpkin pie.”
– Jim Davis

Roll Call:

Roll Call: October is National Dessert Month.
What is your favorite dessert?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF NOVEMBER 2025

Thought/Quote of the month:

“Feeling gratitude and not expressing it is like
wrapping a present and not giving it.”
– William Arthur Ward

Roll Call:

November is National Gratitude Month.
What are you grateful for today?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF DECEMBER 2025

Thought/Quote of the month:

“One kind word can warm three winter months.”
– Japanese proverb

Roll Call:

December is the beginning of Winter.
What is one thing you enjoy doing in the Winter?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF JANUARY 2026

Thought/Quote of the month:

“I find television very educating. Every time somebody turns on the set, I go into the other room and read a book.” – Groucho Marx

Roll Call:

January is National Hobby Month.
What is your favorite hobby?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF FEBRUARY 2026

Thought/Quote of the month:

“The difference between involvement and commitment is like ham and eggs. The chicken is involved; the pig is committed.” – Martina Navratilova

Roll Call:

February is National Hot Breakfast Month.
What is your favorite hot breakfast?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF MARCH 2026

Thought/Quote of the month:

“Don’t wait for someone to bring you flowers. Plant your own garden and decorate your own soul.”
– Luther Burbank

Roll Call:

Spring begins in March.

What is your favorite thing about Spring?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF APRIL 2026

Thought/Quote of the month:

“Money is a terrible master but an excellent servant.” – P.T. Barnum

Roll Call:

April is Financial Literacy Month.

What is the best tip you ever learned about money?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities _____

Notes _____

MEETING FOR MONTH OF MAY 2026

Thought/Quote of the month:
“We don’t grow older. We grow riper.”
– Pablo Picasso

Roll Call:

May is National Strawberry Month.
What is your favorite way to eat strawberries?

Date and Hour _____

Place _____

Hostess _____

Devotions _____

Lesson for the Day _____

Leaders _____

Other Activities **Elect new officers and chairmen
according to the by-laws for the upcoming
year**

Notes _____

MEETING FOR MONTH OF JUNE 2026

•for clubs that meet during summer months

Thought /Quote of the month:
“Candy is the answer. Who cares what the question is?”
– Unknown

Roll Call:

June is National Candy Month.
What is your favorite candy?

Date and Hour _____

Place _____

Hostess _____

Notes _____

MEETING FOR MONTH OF JULY 2026

• for clubs that meet during summer months

Date and Hour _____

Place _____

Hostess _____

Notes _____

**BYLAWS OF THE GREEN COUNTY KENTUCKY
EXTENSION HOMEMAKERS ASSOCIATION
GREEN COUNTY, KENTUCKY**

Article I – Name

The name of this organization shall be the Green County Kentucky Extension Homemakers Association.

Article II – Objective

The Green County Kentucky Extension Homemakers Association is organized exclusively for educational and charitable purposes.

The object of this organization shall be:

1. To unite all homemakers' clubs in the county.
2. To create an awareness of needs of families in the home, community, county, state, nation, and world.
3. To promote an educational program by making maximum use of the total resources of the Cooperative Extension Service of the University of Kentucky to meet the needs of the family, home, community, county, and state.
4. To develop an enthusiastic leadership in its members and a willingness to assume responsibilities to further strengthen, develop, coordinate, and extend adult education in Family and Consumer Sciences.

Article III – Membership Qualification

Membership shall be open to any person interested in the objectives of this organization regardless of race, color, age, sex, religion, disability or national origin, either as a member of an individual club or as a mailbox member.

Article IV – Funding

Section 1. Membership dues shall be designated by mutual agreement of the members of the association and paid by October 1 each year.

Section 2. Funds needed to meet expenses shall be raised by means decided upon by the members of the County Council.

Article V- Limitations

No part of the net earnings of the club shall inure to the benefit of, or be distributable to, any of its members, trustees, officers or other private persons, except that the club shall be authorized to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the exempt purposes.

No substantial part of the activities of the club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the club shall not participate in, or intervene in any political campaign of behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article VI – Officers and Chairmen

Section 1. The officers shall be President, Vice-President, Secretary/Treasurer (Secretary, and Treasurer) all of whom shall be nominated by a committee appointed by the President. They shall be elected by members present at the county meeting and shall serve a two year term. No officer shall serve more than two consecutive terms in the same office. If an elected officer cannot serve her full term and a successor is not otherwise provided for, the advisory council shall elect her successor.

- A. The officers shall be chosen from members who have been active in (Extension) Homemakers for at least one year.
- B. The officers shall be elected every two years.
- C. The Secretary shall be elected the same year as President and the Vice-President and Treasurer shall be elected the following year.

Section 2. The President shall preside at all county meetings of the association and of the advisory council, and shall appoint all committees not otherwise provided for, and perform such other duties as usually devolve upon a chief executive officer.

The duties of the President shall be:

1. To preside over all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June;
2. To make a report of activities to the Lake Cumberland Extension Homemakers fall and spring council meetings;
3. To appoint all special committees and standing committees unless otherwise provided for;
4. To serve as an ex-officio member of all committees except the nominating committee;
5. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

Section 3. The Vice-President shall perform all duties of the president in the absence, disability, or upon request of the president and shall be county membership chair.

The duties of the Vice-President shall be:

1. To attend all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June.
2. To serve as aide to the President;
3. To perform the duties of the President in his/her absence or inability to serve and to assume the office of President in the event of a vacancy in that office;
4. To serve as Chairman of the Program of Work; leading and coordinating Educational Program Chairmen and Kentucky Cooperative Extension Service Advisors to develop programs, awards and recognition;
5. To prepare the annual reports of KEHA Educational Programs with the assistance of the Educational Program Chairmen;
6. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

Section 4. The Secretary/Treasurer shall keep a record of the transactions of the association, the executive committee, and the advisory council; and shall have charge of all funds of the association and shall pay them out on order of the advisory council. The Secretary/Treasurer shall make a treasurer's report to the executive committee and advisory council at each meeting.

The duties of the Secretary shall be:

1. To attend all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June; taking minutes and preparing them for distribution.
2. To handle correspondence as requested by the President and/or Kentucky Cooperative Extension Service Advisor;
3. To make minutes and records of meetings available to council members within 30 days of the close of the meeting;
4. To keep on file the names of all committee members, the purpose of the committee and the reports of the committee;
5. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

The duties of the Treasurer shall be:

1. To attend all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June;
2. To keep an accurate record of all Green County Extension Homemaker Funds;
3. To keep records as established, including separate records of: General Fund, All Special Funds;
4. To pay monies as directed by the Green County Extension Homemakers Council;
5. To give a complete Treasurer's report at the business meetings and the Green County Extension Homemakers Annual Meeting in June.
6. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

Section 5. The Educational Chairs shall be appointed by the County President the year she is nominated. They are as follows:

- Cultural Arts and Heritage,
- Environment
- Housing and Energy
- Family and Individual Development
- Food, Nutrition and Health
- Management and Safety
- International
- 4-H/Youth Development

The Duties of the Educational Chairmen shall be:

1. To attend all Green County Extension Homemakers business meetings, special meetings, including monthly council meetings & Green County Extension Homemakers Annual Meeting in June;
2. To work with the Vice-President and respective educational program committee to implement KEHA programs;
3. To work with the Vice-President to compile annual reports to KEHA;
4. To develop any special projects that the council recommends to meet a current identified need;
5. To give an oral report at the Green County Extension Homemakers Annual Meeting in June;
6. To promote a closer working relationship between the Green County Extension Homemakers Council and Green County KEHA membership.

Article VII – Advisory Council

Section 1. The direction of the affairs of the association shall be vested in an advisory council composed of the following: county officers (Green County Extension Homemakers County Officers), presidents of the homemakers' clubs, (Club Presidents) county subject matter chairs, (County Educational Chairmen), any Green County member serving as an officer, committee member, or chair of the area or state association, as well as all members serving on a specially appointed committees and the previous county president.

Section 2. It shall be the duty of the advisory council to formulate policies for the association, make suggestions and recommendations to the county extension agent, cooperate with her in her work, and plan the county program of work.

Section 3. The advisory council may schedule regular meetings, may meet upon call of the President of the association or upon the written request of the members of the association. The Green County Extension Homemakers Council will meet the 3rd Monday of every month (with the exception of December) at 4:00 CT at the Green County Extension Office, unless otherwise noted.

Article VIII – Executive Committee

Section 1. There shall be a county executive committee composed of the officers of the association.

Section 2. The executive committee shall serve in an advisory capacity to the County Extension Agent. They shall consider matters not requiring approval of the entire council or when it is impossible for the entire council to take action on association business.

Article IX – Homemaker Club Organizations

Section 1. There shall be a community organization known as the (club name) _____ Homemakers Club of the Green County Extension Homemakers Association in any community within the county procuring an adequate membership.

Section 2. The officers of the homemakers' club shall be president, vice-president, secretary/treasurer or a secretary and a treasurer. These officers shall constitute an executive committee. These officers shall be elected accordingly to the by-laws of each club.

Section 3. The President shall preside at all meetings of the homemakers club, shall appoint all community committees not otherwise provided for, shall have supervision of all matters pertaining to the interest of the club, and represent her club on the advisory council. If she is unable to attend the council meetings, she shall send a substitute.

Section 4. The Vice-President shall perform all duties of the president in case of the president's absence or disability and shall act as membership chair. She shall be responsible for the membership program in her community and shall serve on the county membership committee.

Section 5. The Secretary shall keep a roll of the club membership and a record of all meetings of the club. This record shall include business transactions, policies, recommendations, attendance, programs and other matters of interest. The secretary shall be responsible for sending records of the meetings to the Family and Consumer Sciences Extension Agent.

Section 6. The Treasurer shall receive all funds belonging to the club and pay them out on order of the club. She shall make a treasurer's report at all regular meetings and dues must be submitted to the county treasurer by October 1.

Section 7. The Executive Committee will help to arrange for meetings and demonstrations and cooperate with the County Extension Agent in her work. The president or each local club shall submit the recommendations of her committee and her club to the county advisory council.

Section 8. Each club shall have two voting delegates for county business: The President and a delegate appointed by the club. All club members shall have the privilege of making motions and entering into debate at county meetings and have voting privileges.

Section 9. The order of business at club meetings shall be as follows, or may be arranged as feasible.

- A. Call to order by President
- B. Roll Call
- C. Program
- D. Reading of minutes of the previous meeting
- E. Treasure's Report
- F. Committees' Chairs/Reports
- G. County Extension Agent's report and recommendations
- H. Unfinished Business
- I. New Business
- J. Adjournment

Section 10. Mailbox membership shall be open to anyone not desiring to be in a club. They will receive through the mail the same material as club members.

- A. Dues for mailbox members shall be the same as club members.
- B. Mailbox members may attend any homemaker function as a non-voting member.
- C. Mailbox members are not eligible to be on the advisory council.

Article X – County Meetings

County meetings shall be determined by the Advisory Council. Other meetings may be held upon the call of the president or a written request of ten (10) members. All members shall be notified of the time and place of all county meetings at least five days before the day of meeting. The voting delegates from each club present shall constitute a quorum.

Article XI – Amendments

The constitution may be amended by a two-thirds vote of the members present at any annual meeting or called meeting of the association, provided notices of such meeting and of the proposed amendments have been given to all members at least five days prior to the time of such meeting.

Article XII- Dissolution

In case of the dissolution of the organization, after providing for the debts and obligations of the organization, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Adopted August 19, 2013

VOLUNTEER SERVICE UNITS (VSU) LOG

Name: _____ **County:** _____

Address: _____

Email: _____ **Telephone:** _____

Email:_____ **Telephone:**_____

Date	Activity/Job Performed	Hours	Extension/KEHA Community/ Personal
	TOTAL		

Categories: Extension = Volunteer service for projects or programs directed by an Extension Agent. KEHA = Volunteer hours for projects initiated and led by KEHA members. Community = Service to other entities/organizations in the community (not Extension or KEHA projects). Personal = Unpaid service to family, friends, and neighbors. See KEHA Handbook pages 89-90 for complete category descriptions. Report all hours earned within the past KEHA year (July 1-June 30). Logs are due to the county Leadership Chairman or designated contact by July 1.

*Green County Extension Homemaker
Member of the Year Award*

(The information provided by the nominee should cover only the past year.)

1. What contributions have you made to your Homemaker Club? (List office held, committees served on, and other activities for which you have had responsibility or major involvement.)
2. What contributions have you made to the Green County Homemaker Association?
3. What contributions have you made to other community activities?
4. As an Extension Homemaker, what have you done to improve the quality of life in your home using the information you have received through the Green County Extension program and the Green County Cooperative Extension Service?
5. Provide any additional information you feel would be helpful to the committee.

*Green County Extension Homemaker
Club of the Year Award*

*(To be completed by the entire Homemaker club.
The information provided should cover only the past year.)*

1. What contributions has your Homemaker Club made to the community?
2. How has your Homemaker Club contributed to KEHA, Kentucky Extension Homemakers Association?
3. As an Extension Homemaker Club, what has your club done to improve the quality of life in the home using the information received through the Green County Extension program and the Green County Cooperative Extension Service?
4. Provide any additional information you feel would be helpful to the committee.

Club of the Year will receive a \$100 mini grant to use on a program of their choice that will benefit the organization or the community. The nomination form must include a statement stating how the club will use the funds for betterment of the organization or the community.

KENTUCKY HOMEMAKER CREED

I believe in the home as an inspiring and happy center of family life -- comfortable and attractive -- a place for relaxation and work where pleasures and responsibilities are shared.

I believe in the home, its contribution to community life which reflects the development of the homemaker and the family.

I believe in the homemaker -- alert, diligent, in search of better ways of doing ordinary things for the welfare and happiness of the family.

I believe in the homemaker as a community leader responsible for passing on to others mastered skills and knowledge.

I believe in the fellowship that comes through the homemakers' organization -- the exchange of ideas and the joy of knowledge shared with others thus broadening our lives and lifting household tasks above the commonplace.

For these opportunities I am grateful. I am also thankful for the courage of yesterday, the hope of tomorrow and a growing consciousness of God's love always.

