

**GENERAL GUIDELINES FOR THE  
LUTHERAN WOMEN'S MISSIONARY LEAGUE  
SOUTH WISCONSIN DISTRICT**

**BOD**  
**Voting**

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The LWML SWD also has guidelines and application forms for mission grants, scholarships and young women representatives to LWML Conventions. These are updated annually and are available as separate documents each year and are on the website [www.lwml-swd.org](http://www.lwml-swd.org) .

## **ABBREVIATIONS USED**

LWML – Lutheran Women’s Missionary League

LCMS – Lutheran Church – Missouri Synod

SWD – South Wisconsin District

EC – Executive Committee

BOD – Board of Directors

DP – District President

LLL – Lutheran Laymen’s League

MMV – Mission Ministry Vision (Consultant)

TLC – The Love of Christ (Fund)

The Scholarship Fund – The Endowment Fund for Female Church Worker Students

### **Purpose**

“The purpose of the LWML SWD is to assist each woman in the congregation of our district in affirming her relationship with the Triune God so that she is enabled to use her Spirit-endowed gifts in reaching out with Christ’s love to all the people of her church, neighborhood, and the world.”

As passed by the BOD 09/1993

Amended by the BOD 02/2004

## **GUIDELINES FOR ALL DISTRICT OFFICERS, CHAIRMEN, APPOINTEES AND ZONE PRESIDENTS**

### **All shall:**

- A. be familiar with bylaws of national and district LWML, and guidelines for individual position.
- B. be available for additional assignments at the request of the DP, EC or BOD.
- C. be aware that LWML-SWD has been assigned **Wisconsin Tax-exempt Number ES 008101**. Anyone in the district organization or affiliated zone organizations must use ES 8101 to make tax-exempt purchases of materials or supplies to be used for LWML purposes.
- D. know that LWML-SWD has been assigned **Employer Identification Number 23-7540671** by the United States Internal Revenue Service. This number will be used primarily by district financial officers, but all district or affiliated zone officers shall use **ONLY** this number whenever and wherever required to verify the LWML-SWD's tax-exempt status.
- E. keep an accurate file of activities during term of office.
- F. request LWML letterhead and envelopes as needed from the DP.
- G. submit a voucher periodically to the DP for expenses (postage, copying, telephone, supplies, mileage, etc.) necessary for the function of her office. The DP will sign the voucher and forward it to the district Treasurer for pre-payment or reimbursement.
- H. be reimbursed, if desired, by district Treasurer for mileage upon receipt of approved voucher when attending EC, BOD or committee meetings. Carpooling is encouraged to save on district expenses. (Expense reimbursement may be donated to any district fund and receipt given for tax purpose, if desired)
- I. observe deadline dates for submitting articles to the *Mission Lamp* editor
- J. prepare a written report for the district BOD meeting using appropriate numbers for the department. Send one (1) master copy of the report, ready for reproducing, to the corresponding secretary by the deadline. She then compiles and distributes the reports prior to the BOD meeting.
- K. keep the DP and the district VP in charge of her position informed of forthcoming meetings and activities. Minutes of all committee meetings, except the nominating committee, must be sent to the DP and the appropriate advisor.
- L. deliver to successor all materials within 30 days of leaving office with the exception of the financial officers who shall deliver materials within 45 days after the close of the fiscal year and event chairmen who have six weeks to deliver all materials.
- M. be certain that **NO** district mailing list of membership is released to other organizations and/or individuals requesting a list. (9/91; 7/93).

## **GUIDELINES FOR THE DISTRICT EXECUTIVE COMMITTEE**

### **The District Executive Committee shall:**

- A. meet prior to the BOD meetings and/or at the call of the DP or of three (3) members of the committee.
- B. transact business of the LWML SWD between BOD meetings
- C. act in an advisory capacity to the DP.
- D. approve all the appointments of the president.
- E. fill vacancies in elected offices except for president (bylaws Article XI, Section F).
- F. give a memorial gift of \$25 to district mites, from the administration fund, on behalf of the district upon the death of an elected officer, past or present.
- G. approve the selected scholarship recipients from those presented by the Scholarship Committee.
- H. recommend the subscription rate for official publications (*Lutheran Woman's Quarterly and Mission Lamp*) to the BOD.
- I. approve dates and locations for the biennial district spring workshops no later than their August meeting in even-numbered years.
- J. wear name badge to all LWML functions.
- K. set a good example as a Christian leader, attending regular worship services, Bible study and LWML events, having an active prayer life and praying for guidance in performance of their positions.
- L. in regard to groups outside the LWML who wish to 'partner' with us in various ways, and keeping in mind the object of our LWML SWD to "develop and maintain a greater mission consciousness among the women of the LWML SWD through Mission Education, Mission Inspiration, and Mission Service; and to gather funds for the support of mission grants..." (LWML SWD Bylaws Article II), evaluate each request on an individual basis for appropriateness. The EC does not need to provide lengthy explanations to the requesting group, a simple "we have reviewed your request and at the present time we are unable to say 'yes'" is sufficient. If approval for a partner arrangement is denied, avenues of support such as suggesting submission of a mission grant proposal according to the guidelines and/or prayer support may be offered. Upon meeting the requirements as set forth in the event guidelines, they also may be encouraged to set up an exhibit at the LWML SWD retreats or convention.
- M. Approve recipients of Special Funds interest monies to be voted on by the BOD.
- N. To effectively carry out the duties of the offices, elected officers are expected to have readily available transport and ready access to the internet.

### **For District Conventions**

- N. approve speakers for the convention (BOD ratifies).
- O. approve deviations from the approved budget for convention speakers.
- P. approve convention offering recipient at recommendation of convention committee. (One-fourth goes automatically to The Love of Christ (TLC) fund.)

- Q. plan and supervise the convention program and approve convention budget.
- R. approve convention theme, date, location and registration fees (BOD ratifies).
- S. determine a mission grant goal to be recommended to the BOD for approval-convention delegates ratify.
- T.. review mission grant proposals (disqualifying inappropriate proposals) – BOD selects those that appear on the ballot. (The dollar amount needs to be at least 1½ times the mission grant goal).
- U.. suggest and/or approve bylaw changes to or from the structure committee and recommend to the BOD for approval and vote by convention delegates.
- V. determine recipient of excess mites to be recommended to the BOD in the year of district convention.
- W. hear an informational report from the nominating committee chairman for elected officers. No action is taken on the report.

**For Retreats**

- X. approve recommendations from the retreat committees as follows: (BOD ratifies).
  - Fall Retreat: Speakers
  - Young Women’s Retreat: Speakers, theme, and ingathering’s
- Y. approve recommendations from the retreat committees on offering recipients. (25% goes to Female Church Worker Student Endowment Fund for scholarships) (BOD ratifies).

For National Conventions:

- Z. recommend the following: (BOD ratifies)
  1. expense reimbursement for delegates
  2. mode of travel
  3. Compensation Package for YWR’s

## **The District Board of Directors shall:**

### General

- A. meet at least twice annually, three times in district convention year or at request of president or 1/3 of the voting members of the BOD.
- B. conduct business by mail, electronic messaging or other communication methods as necessary.
- C. give \$125 to the church facility hosting the board meeting to cover lunch costs.
- D. select recipients for Schroeder and Kaestner interest monies by ballot vote as recommended by special funds committee and approved by the EC.
- E. upon recommendation from the EC, set the subscription rate for official publications (*Lutheran Woman's Quarterly* and *Mission Lamp*)
- F. reallocate grant funds not used in allotted time. (Article XVIII, Section E)
- G. fill the vacancy of DP by ballot, from one of the Vice Presidents (See Article-X, Section F)
- H. not release mailing list of membership to organizations or individuals outside of our LWML SWD. (9/91; 7/93)

### For District Conventions

- I. ratify convention items chosen by EC.
- J. determine mission goal for the biennium upon recommendation of EC. Convention delegates ratify or adjust amount by majority vote.
- K. approve all bylaw changes before they go to convention delegates for final ratification.
- L. review and choose the proposed mission grants that go on the convention ballot. (dollar amount needs to be at least 1½ times the mission goal)
- M. approve recipient of excess mites recommended by the EC in the year of the district convention.
- N. ratify convention offering recipients recommended by EC (25% to TLC fund).
- O. hear a report from the nominating committee chairman for elected officers. No action is taken on the report.
- P. have members' registration fee (which includes Saturday's lunch) for the convention paid by the district (full Board)

### For National LWML Conventions

- Q. approve mode of travel to national convention recommended by EC.
- R. approve expense reimbursements recommended by EC.
- S. approve the following national convention expenses of Young Women Representatives.
  - 1. travel, registration and meal package based on approved district delegates covered expenses;
  - 2. hotel and/or other meals based on national's recommendation;
  - 3. either a charm or tie tac and a YWR picture.
- T. choose identification badges for delegates and guests from the SWD. (A committee is selected to present ideas to BOD by the fall BOD meeting in the year preceding the convention).

### For Retreats

- U. Approve recommendations from the EC.

## GUIDELINES FOR DISTRICT PRESIDENT

### The district LWML President shall:

- A. have knowledge of the LWML SWD bylaws and guidelines, the LWML bylaws, and proper parliamentary procedure.
- B. preside over conventions and all meetings of the district BOD and the EC as a **voting member**.
  - 1. set the date for EC and district BOD meetings after consultation with the EC members. Work with the Corresponding Secretary to arrange for the meeting location.
  - 2. prepare the official call and agenda for the district EC and BOD meetings and send them to the Corresponding Secretary for preparation and distribution to the board members.
  - 3. conduct necessary business between meetings via email. Notify the Recording Secretary of results of all email votes.
  - 4. prepare the official call for the district convention and submit it to the *Mission Lamp* editor for publication in the March/April issue before convention and placement on the website.
  - 5. prepare the agenda for the district convention manual.
  - 6. prepare a script for the district convention and distribute portions of pages pertinent to each speaker and complete copies for Parliamentarian, Recording Secretary, Minutes Review Committee members, Convention Chairman and Co-chairman, and interpreters for deaf (if necessary).
  - 7. make appointments and assignments for all meetings. (Bible studies, prayers, crisis teams, tellers, registrar for national convention registration, BOD meeting, etc.)
  - 8. set up special task forces as needed.
  - 9. arrange for a short orientation session for zone presidents at various district BOD meetings in conjunction with the Renewal Committee
  - 10. call and preside over a biennial planning meeting of the EC, all appointed personnel and standing committee chairmen for the purpose of setting goals for the coming year(s) and assessing progress in previously set goals. Meeting should be held after district or national conventions and before the fall EC and BOD meeting. Evaluate progress at a regular EC meeting a year later. (11/98)
  - 11. update and circulate personnel resources profile.
- C. be responsible for the appointments of committee chairmen, appointed personnel and taskforce chairmen with the approval of the EC.
  - 1. confer with each Vice President about potential appointments of chairmen in her department.
  - 2. contact each person for consent to serve, supplying them with the appropriate guidelines to enable them to know the details of the position's duties.



3. send all names and contact information of appointees to the corresponding secretary for the official records.
  4. send names and addresses of all appointees to the *Mission Lamp* Editor for publication and for the website.
  5. be knowledgeable about the duties and activities of the appointed personnel as listed on the current organizational chart.
  6. keep the district organization chart current.
  7. follow up on assignments with all district personnel through contact with the Vice Presidents.
  8. respond in a timely manner to all phone calls, emails and written correspondence.
- D. be responsible for the implementation of all resolutions passed by the district BOD and the EC.
- E. be a member, ex-officio, of all committees except the nominating committee.
1. attend committee meetings when appropriate, attempting to attend at least one (1) meeting of all committees at least once a year to show district support.
  2. keep informed of committee activities through the vice presidents.
  3. receive copies of all important correspondence and minutes of all committee meetings except the nominating committee.
  4. keep the EC and the district BOD informed through frequent communications, preferably via email to save printing and postage expenses, but sending the updates out via US mail to those who do not have email access.
- F. Forward recommended changes in guidelines to the EC for approval. Changes are submitted by the Structure Committee after input and review from the appropriate Vice President and/or other elected or appointed personnel. Changes are effective upon approval by the EC. All persons affected by the change will be notified by the appropriate Vice President. Changes will then be distributed to all BOD members.
- G. receive and approve vouchers for payment of expenditures and forward to the Treasurer for payment.
1. review monthly Financial Secretary and Treasurer's reports.
  2. prepare a DP expense voucher for reimbursement (or for a donation receipt) on a regular basis and submit to the district Treasurer.
  3. reorder district letterhead and envelopes as needed: distribute as appropriate to board members for their LWML SWD correspondence.
  4. receive requests for mission grant project payments from the VP of Special Focus Ministries and Mission Grants, approve them, and forward them to the Treasurer for payment.
  5. arrange for a peer review of the books of the Treasurer and Financial Secretary at the close of each fiscal year, choosing review personnel who have a financial background.
- H. review all minutes from the Recording Secretary before final printing and distribution.
- I. receive and review all zone BOD minutes, rally programs and minutes, and zone treasurers' reports.
- J. prepare a report for the district EC and BOD meetings and for the district convention

- manual.
- K. serve as official spokesman for the LWML SWD.
1. serve as SWD official voting member of the LWML board, convention, and other meetings as required.
  2. serve as liaison with the SWD LCMS office.
    - a. represent LWML at district synodical conventions, if invited.
    - b. represent district at SWD Giving Task Force of Educational Institutions and Recognized Service Organizations (RSO) meetings. (9/8/2001)  
(Note: currently this group does not meet)
    - c. invite district synodical president to district LWML conventions and/or retreats.
  3. working with the VP of Special Focus Ministries and Mission Grants and/or the Mission Grants Committee Chairman and/or the Missionary Outreach and Education Chairman, arrange for a “Mites in Action” speaker for BOD meetings and retreats. This person should be a past or current recipient of LWML mites and/or offerings, and is to relate to the attendees how mites have personally spread God’s Word and love to those who otherwise may not have known Him.
  4. invite official guests to conventions and/or retreats
    - a. SWD LCMS President and Mission Executive.
    - b. LLL representative
    - c. young women representatives who were district guests at the preceding LWML convention.
    - d. LWML presidents from Northern Illinois, North Wisconsin, SELC and English Districts.
    - e. official candidates for office to attend the pre-convention district BOD meeting and other functions.
    - f. others as determined by the EC.
  5. extend invitations to potential convention speakers using names recommended by convention committee, approved by the district EC and ratified by the BOD. Potential speakers should be contacted at least 1 ½ years before the convention. Other details concerning responsibilities for convention speakers are found in the Convention Guidelines.
  6. represent the district at zone rallies annually or, if unable to attend, appoint another EC member as alternate; or, ask “seasoned” district committee chairman if EC members are unavailable. (An effort should be made by the DP to visit a rally in each zone personally during her term of office.) Prepare a list of items for each EC rally representative to discuss at the rallies.
  7. represent the LWML when invited to other conventions or meetings or, if unable to attend, appoint another EC member as alternate.
  8. send a letter of welcome to new pastors in the district.
  9. send acknowledgements to retiring officers, counselors, committee personnel, and the district convention's committee, speakers and participants.

10. sign all contracts, official papers, and the Certificate of Membership for each new society.
- L. assume the following responsibilities regarding the *Mission Lamp* and any other district publications:
1. prepare a president's message and submit to the editor before each deadline-for the *Mission Lamp*.
  2. review the entire copy of the each publication before printing and distribution.
- M. encourage new societies to affiliate with the LWML in conjunction with the renewal committee.
1. arrange for a member of the Renewal Committee to speak to a group when they express an interest in LWML.
  2. working with the Corresponding Secretary, send the new society a letter of welcome and packet of district materials such as brochures, list of district grants, upcoming event brochures, etc.
  3. send the required form to LWML when a new society forms or a society disbands.
  4. personally present the Certificate of Membership to new societies, if possible, after affiliation, perhaps at a zone rally, retreat or district convention.
- N. appoint appropriate district attendees for LWML training where requested, with EC approval. (3/99)
- O. along with the district Financial Secretary and Treasurer, monitor investments and have authority to make or change investments with the approval of the EC (2/19/2000); and to serve as signer for investment transactions with the Treasurer and Vice President of Organizational Resources. (5/2000)
- P. use the district credit cards according to the established guidelines. (09/08/01)
- Q. prepare and follow through with applicable requests from the LWML president.
- R. prepare requested reports for national BOD meetings.
- S. serve on requested committees for national BOD meetings and/or national conventions.
- T. encourage and pray for all district personnel, and that the Lord would guide them as they work for Him as joyous servant-leaders through the LWML.
- U. set a good example as a dedicated Christian leader, attending regular worship services and Bible studies, as well as growing spiritually through personal devotions.

## GUIDELINES FOR DISTRICT VICE PRESIDENT OF ORGANIZATIONAL RESOURCES

### **The district Vice President of Organizational Resources shall:**

- A. be prepared to assume the duties of the president in her absence, at her request, or at the request of the other vice presidents.
- B. have knowledge of the LWML SWD bylaws and guidelines, the LWML bylaws, and proper parliamentary procedure.
- C. attend all EC, district BOD meetings (**as a voting member**) and district events such as retreats, conventions and leadership training programs unless excused by the DP.
- D. represent the district at zone rallies or other functions at the request of the president and be ready to assist the president by assuming any duties she may assign
- E. place her name on file at the financial institutions with the names of the district Financial Secretary and Treasurer to be certified in the event either one would be unable to perform her duties. Be authorized to sign checks.
- F. be knowledgeable about the duties and activities of the Archivist-Historian as well as the duties, plans and activities of the leader development, structure, mission education, teen LWML, nominating and renewal committees; act in an advisory capacity to them; keep an up-to-date file on each; and report on their activities at the EC meetings.
- G. keep the president informed of all activities and send her copies of correspondence relating to the office.
- H. prepare a written report for each district BOD meeting.
- I. prepare a report for the district convention manual.
- J. serve as liaison to the nominating committee (2/19/2000) and arrange for the first meeting of the nominating committee at the fall BOD meeting in the even-numbered years. Give them their guidelines and encourage the election of a chairman, secretary and publicity person. May appoint the chairman prior to the organizational meeting. Attend meetings of the committee and assist with recruitment of nominees as necessary.
- K. maintain a listing of SWD property that is being used by various officers and/or committee chairmen; and, in this connection, follow through to retrieve such property should the users leave office.
- L. maintain a master notebook containing one copy of the most recent versions of the district bylaws and each guideline document, including the current version of the LWML Leader's Manual, etc.
- M. Serve as a member of the Crisis Management Team.
- N. perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT VICE PRESIDENT OF GOSPEL OUTREACH AND CHRISTIAN LIFE

### The district Vice President of Gospel Outreach and Christian Life shall:

- A. be prepared to assume the duties of the president in her absence, at her request, or at the request of the other vice presidents.
- B. have knowledge of the LWML SWD bylaws and guidelines, the LWML bylaws, and proper parliamentary procedure.
- C. attend all EC, district BOD meetings (**as a voting member**) and district events such as retreats, conventions and leadership training programs unless excused by the president.
- D. represent the district at zone rallies or other functions at the request of the president and be ready to assist the president by assuming any duties she may assign.
- E. be knowledgeable about the duties, plans and activities of the Christian Life Chairman, Fall Retreat Chairman, Young Women's Committee and Young Women's Retreat Committee; act in an advisory capacity to them; keep an up-to-date file on each; and report on their activities at the EC meetings.
- F. be responsible for obtaining proper licensing for all approved music for all district conventions, retreats and workshops. This can be a delegated task.
- G. keep the president informed of all activities and send her copies of correspondence relating to the office.
- H. Hold the clear badge sleeves and health forms between events and pass them out to the event chairmen as needed.
- I. Serve as a member on the Crisis Management Team.
- J. prepare a written report for each district BOD meeting.
- K. prepare a report for the district convention manual.
- L. perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT VICE PRESIDENT OF SPECIAL FOCUS MINISTRIES AND MISSION GRANTS

**The District Vice President of Special Focus Ministries and Mission Grants shall, with the assistance of the Mission Grants Committee:**

- A. be prepared to assume the duties of the president in her absence, at her request, or at the request of the other vice presidents.
- B. have knowledge of the LWML SWD bylaws and guidelines, the LWML bylaws, and proper parliamentary procedure.
- C. become familiar with any LWML bylaws or guidelines for district mission grants.
- D. oversee publicity prepared by Mission Grants Committee (MGC) one (1) year before deadline which is Oct. 31 preceding the district convention year.
- E. review and evaluate submitted grants with the MGC to insure they meet the criteria as set forth in the guidelines as written on the forms. Submit all grants meeting the postmark deadline and which include all the required information to the SWD of the LCMS District Mission Executive or LCMS National or World Mission offices for their evaluation and input, to substantiate needs and ensure follow-up. All materials should be sent to these officials by Nov. 15 in odd numbered years and request their return by Dec. 15 of the same year, so they can be prepared for the winter EC and BOD meetings.
- F. re-evaluate the district mite activity and present a challenging and realistic goal for the next biennium to the EC and BOD for their consideration. The BOD gives final approval to the mite grant goal at the pre-convention BOD meeting.
- G. notify by letter those whose grants will appear on the ballot and those whose grants have been eliminated by the MGC, District, National or World Mission Boards (LCMS has developed two different offices which must approve national or international grants), the EC or BOD.
- H. notify by letter immediately after the district convention each group whose grant has been selected, the district and both synodical mission boards of their selected grants, and the LWML mission grants chairman of all selected grants.
- I. notify by letter immediately after the district convention those whose grants have not been selected.
- J. send a copy of all necessary correspondence concerning grants to the LWML Vice President of Gospel Outreach.
- K. obtain DP's approval using a district voucher prior to requesting grant payment from the district Treasurer. Follow the order of selection as closely as possible, considering each grant's needs, for timely funding.
- L. deliver the check to grant recipient personally when possible, or by mail. Be sure to include a copy of the original grant so that they are aware of exactly what the grant is for.
- M. submit thank you letters and grant progress updates to the *Mission Lamp* and all EC and BOD meetings and other district events.
- N. maintain files of all grants submitted, selected, or set aside. Keep files of grant payments, correspondence, etc. for no longer than two biennia and then destroy.
- O. attend all EC, district BOD meetings (**as a voting member**) and district events such as retreats, conventions and leadership training programs unless excused by the president.

- P. represent the district at zone rallies or other functions at the request of the president and be ready to assist the president by assuming any duties she may assign.
- Q. be knowledgeable about the duties, plans and activities of the Heart to Heart Sisters Chairman, the Missionary Outreach and Education Chairman, Special Focus Ministries Chairman, and Mission Grant Committee; act in an advisory capacity to them; keep an up-to-date file on each; and report on their activities at the EC meetings.
- R. keep the president informed of all activities and send her copies of correspondence relating to the office.
- S. prepare a written report for each district BOD meeting.
- T. prepare a report for the district convention manual.
- U. perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT VICE PRESIDENT OF COMMUNICATION

### The district Vice President of Communication shall:

- A. be prepared to assume the duties of the president in her absence, at her request, or at the request of the other vice presidents.
- B. have knowledge of the LWML SWD bylaws and guidelines, the LWML bylaws, and proper parliamentary procedure.
- C. attend all EC, district BOD meetings (**as a voting member**) and district events such as retreats, conventions and leadership training program unless excused by the president.
- D. represent the district at zone rallies or other functions at the request of the president and be ready to assist the president by assuming any duties she may assign.
- E. be knowledgeable about the duties, plans and activities of the *Mission Lamp* Editor, Public Relations Chairman, E-mail Prayer Request Manager, Graphic Arts Consultant, Mailing Director, *Quarterly* Manager and Web Site Administrator; act in an advisory capacity to them; keep an up-to-date file on each; and report on their activities at the EC meetings.
- F. serve as chairman of the publications committee and as such, coordinate content of the newsletters and coordinate proof reading of each before publishing (DP and a pastoral counselor also read and approve the publications before publishing).
- G. serve as coordinator for all district communication, both to the LWML SWD members, SWD LCMS members and LWML.
- H. develop and/or maintain an up-to-date promotional piece, such as a general informational brochure on the LWML SWD, which is available for download on the website.
- I. for each BOD meeting, prepare a “Zone President’s Report to Societies” which summarizes the information to be discussed at the BOD meeting and which is necessary for each society to know. Information for this report is taken from the advance officer/committee chairman reports that are mailed by the corresponding secretary before each BOD meeting. The VP of Communication is to prepare copies of the report (preferably on pastel-colored, legal-sized paper for easy identification) to pass out on the meeting date for each BOD member.
- J. keep the president informed of all activities and send her copies of correspondence relating to the office.
- K. prepare a written report for each district BOD meeting.
- L. prepare a report for the district convention manual.
- M. perform other duties as requested by the DP.



## GUIDELINES FOR DISTRICT CORRESPONDING SECRETARY

### The district Corresponding Secretary shall:

- A. be directly responsible to the District President (DP) in the following ways:
  - 1. mail or email notices of the district Board of Directors (BOD) meetings, together with other pertinent information, to all district officers, committee chairmen, counselors and zone presidents four (4) weeks prior to meeting.
  - 2. distribute the official call for EC meetings and send it to the EC members four weeks prior to the meeting date.
  - 3. write and mail thank you and other letters as requested by the DP.
- B. attend all EC, district BOD meetings (**as a voting member**) and district events such as retreats, conventions and leadership training programs unless excused by the president.
- C. represent the district at zone rallies and other functions at the request of the DP.
- D. prepare written report of activities to date and read assigned correspondence at EC and district BOD meetings as directed by the DP, and society changes since last BOD meeting. (Correspondence is then given to Archivist-Historian for the district archives.)
- E. read the convention rules at district conventions.
- F. prepare a statistical report for the LWML SWD convention manual and for the LWML convention statistical reports from statistical reports forms given to zone presidents at fall BOD meetings.
- G. develop and distribute every year (or sooner if several changes have been made) to the district BOD a list of district officers, standing committee chairmen and their members, and appointed committee chairmen and their members and zone presidents. (Keep this list updated as required.)
- H. keep an up-to-date record of the names of societies within each zone; the names and addresses of the society and zone officers and zone counselors;
  - 1. advise Zone Presidents that the zone/society officer listing forms are now on the website. Request that they locate, complete and send to the corresponding secretary by digital means. This should be done immediately after zone/society elections.
  - 2. upon receiving completed zone/society officer listing, correct and update the master records. Inform the DP, *Quarterly* manager, Christian Life Chairman, Special Focus Ministries Chairman, district Financial Secretary, and Renewal Committee Chairman of any and all changes affecting their areas of responsibility.
- I. process new applications for LWML membership in the following manner:
  - 1. receive and place on file application from the new society.
  - 2. send a letter of welcome to the new society with:
    - a. a copy of the LWML Handbook
    - b. a copy of the *Speakers' List* (01/30/17)
    - c. directions to find voucher forms on the website
    - d. mite boxes

- e. forms for upcoming district events
  - f. organizational chart
  - g. the LWML website and directions to LWML products
  - h. other items as requested by the DP
3. complete a Certificate of Membership and obtain the DP and Recording Secretary's signatures and notify the DP so an EC member can present the certificate at a zone rally or other event.
  4. inform the following of the new society's correct name and mailing address by sending a copy of the new society's officer sheet to:
    - a. DP;
    - b. district Financial Secretary;
    - c. zone president;
    - d. district Renewal Committee Chairman;
    - e. district Structure Chairman;
    - f. district *Quarterly* Manager;
    - g. district Special Focus Ministries Chairman
    - h. district Vice President of Communications
  5. Individual Membership  
In accordance with the LWML publication 14345, *Individual Membership Guidelines*, process requests for individual memberships. Update the listing of individual members biennially and send changes to the people in I-4.
- J. preparation for BOD meetings:
1. find a location/host society for the EC and BOD meetings taking into consideration special needs and travel expense.
  2. contact host for meeting and indicate needs for the meeting, including the following:
    - a. tables and chairs needed with seating suggestions.
    - b. head table podium request and electrical requirements (microphone) and electrical outlet for Recording Secretary.
    - c. request for lunch and payment that will be provided.
    - d. requests for extra tables as needed for displays.
    - e. request for continental breakfast with donation basket.
    - f. other requests that may be applicable.
  3. ensure each absent EC or BOD member receives materials from meeting.
  4. prepare folders, name tags and place cards for the BOD meetings.
  5. work with Convention Committee to prepare for the Friday Pre-Convention BOD meeting and luncheon.
  6. be responsible for the luncheon for the EC meetings (sack lunch, salad potluck, sub sandwiches, etc.)
- K. after original purchase of the LWML Handbook for each member of the BOD, maintain a small supply of LWML *Handbook* and inserts, updating them with new materials as issued.
- L. prepare a written report for the convention manual.
- M. be responsible for the planning/arrangements for getting the EC's gift for the outgoing DP.
- N. perform other duties as requested by the DP

## GUIDELINES FOR DISTRICT RECORDING SECRETARY

### The district recording secretary shall:

- A. attend the BOD **as a voting member** and record the proceedings of all district BOD meetings, all EC meetings, and the district convention, using the district supplied voice recorder at all meetings for accuracy of discussions and formal actions taken. Be prepared to submit all EC votes going to the BOD for ratification, by email to the DP per her selected deadline for inclusion in the packets that the corresponding secretary mails to BOD members before each BOD meeting.
- B. Keep a record of all email votes of the EC between meetings.
- C. submit minutes of the district BOD meetings and the EC meetings to the district president within two weeks following the meeting for her approval before printing.
- D. Within two weeks of approval by the president:
  - send the EC minutes to all EC members
  - send all other BOD members a summary of the EC minutes
  - send BOD minutes to all BOD members
- E. provide a copy of the minutes of the district BOD and EC meetings to the national president and two copies (if she does not have email and needs a hard copy) to the district archivist-historian (one for LWML SWD archives and one for LWML archives).
- F. within one month after the district convention, submit convention minutes to the district president and to the appointed minutes review committee for approval before printing/or emailing for distribution.
- G. provide a copy of the district convention minutes to each member of the district BOD and the EC, the LWML president, the district archivist-historian, and each society in the district at the fall BOD meeting following the district convention.
- H. receive and compile material for the district convention manual.
- I. prepare a report for the district convention manual.
- J. participate in district leadership training programs and other district events as requested by the district president or the EC.
- K. attend and represent the district at zone rallies as requested by the district president.
- L. encourage all officers and committee chairmen who create substantial documents to maintain a back-up disk or flash drive and maintain an electronic file of these documents on her computer as a safety precaution.
- M. be computer-literate (word-processing), and have access to a computer, a printer and email.
- N. have access to a copy machine.
- O. perform other duties as requested by the president
- P. be familiar with LWML Style Sheet.

## GUIDELINES FOR DISTRICT FINANCIAL SECRETARY

### The district Financial Secretary shall:

- A. sign the required bank cards and have the VP of Organizational Resources also sign the bank cards.
- B. receive all monies for the district, including convention and retreat offerings, bequests, etc. Make copies of all checks received before depositing them. Inform the Treasurer of each deposit amount total.
- C. keep itemized account of all receipts in a ledger or computer program recorded by day, month and year.
- D. close the books on the 25<sup>th</sup> of each month. If a separate account is necessary to be kept by the Financial Secretary, only the minimum amount required by the financial institution shall be kept in the account at the close of each month.
- E. The Financial Secretary shall inform the Treasurer within two (2) days of each month's final deposit amount, plus the total amount in each category, as the treasurer must close her books by the last day of each month.
- F. notify the corresponding secretary of societies that appear to be inactive.
- G. prepare a two (2) year report for the district convention manual with the report of the financial review committee, including the last year of the previous biennium and the first year of the current biennium.
- H. submit books for annual review or audit to the appropriate person appointed by the DP.
- I. with the Treasurer, be responsible for counting monies at district conventions, retreats and other district events where money is collected. Report the totals to the assembly if requested by the DP.
- J. provides guidance to, and is responsible for, the Special Funds Committee
- K. along with the DP and Treasurer, monitor investments and have authority to make or change investments with the approval of the EC (2/19/2000); and to serve as signers for investment transactions with the Treasurer and the District President. (5/2000)
- L. prepare a list of all memorials and celebrations to be published in the district convention manual, eliminating individual amounts.
- M. attend the BOD **as a voting member** and prepare a written report for BOD meetings.
- N. prepare a written report for convention manual, in addition to the reports listed in G and L above.
- O. be computer literate and have access to a computer.
- P. perform other duties as requested by the DP.
- Q. alert all members of the BOD that the district is included on the synodical district insurance policy and covers a form of "bonding" of the district financial officers. (1992). Thus, no district committees need to provide insurance for events such as conventions or retreats. (LWML SWD is also required to carry insurance through the LWML.)

## GUIDELINES FOR DISTRICT TREASURER

### The district Treasurer shall:

- A. **Attends the BOD as a voting member.**
- B. Be computer literate, have access to a computer, and able to use a financial software program. The district LWML will provide an appropriate program if needed.
- C. Use an LWML district approved financial institution for all deposits. District checking account signature cards are signed by Treasurer and VP of Organizational Resources. Retreat accounts are signed by District Treasurer and Treasurer of those events. At the end of the term new signature cards will be prepared for incoming officers.
- D. Serve as Treasurer for District Convention (6/11/2016)
- E. Keep an itemized account of all receipts and disbursements in a ledger or computer program recorded by month and year.
- F. Receive all disbursement vouchers from the president, signed and approved by her for payment. Issue payment for voucher by check, debit card or bank transfer. (Due to electronic banking available)
- G. Pay the church/facility \$125 for hosting a district board meeting, to cover lunch costs.
- H. With the Financial Secretary, be responsible for counting monies at district convention, retreats and other district events where money is collected. Report totals to the assembly if requested by the DP.
- I. Along with the DP and Financial Secretary, monitor investments and have authority to make or change investments with the approval of the EC (2/19/2000); and to serve as signer for investment transactions with the DP and VP of Organizational Resources (5/2000)
- J. Prepare a financial report for all EC and district BOD meetings and a biannual report. A full report will be given to the EC and a summary may be given to the BOD
- K. Submit books for review or audit annually to the person appointed by the DP.
- L. Prepare a two (2) year financial report for the district convention manual with the report of the person(s) appointed to review the Treasurer's books including the last year of the previous biennium and the first year of the current biennium.
- M. In consultation with the DP, develop a budget for each biennium for approval by the EC, the BOD and the convention delegates. Inform the EC and the BOD on the state of the budget at the fall meetings in the odd numbered years and at the EC and pre-convention BOD meetings in the even numbered years.
- N. Alert all members of the BOD that the district is included on the synodical district insurance policy and covers a form of "Bonding" of the district financial officers. (1992)
- O. Liability Insurance for LWML-SWD events is covered under the LWML in St. Louis
- P. Reimburse mileage at the rate set forth in the Standing Rules.
- Q. Review financial wrap-up of fall retreats and young women's retreats.
- R. Perform other duties as requested by the DP

## **GUIDELINES FOR DISTRICT PASTORAL COUNSELORS**

Two Pastoral Counselors serve the LWML SWD. One counselor is elected at each biennial district convention for overlapping terms of four years each. The most recently elected Counselor is designated as the junior Counselor and the one whose term expires at the next convention is designated the senior Counselor. These Pastoral Counselors shall be two pastors of the LCMS who are serving/retired in the district. (2/19/2000) Pastoral Counselors may be consulted by other board and EC members as needed for spiritual counseling and guidance.

**They attend BOD meetings as non-voting members.**

### **The district Pastoral Counselors duties include:**

- A. attend meetings as follows:\*
1. LWML SWD EC meetings (three to four (4) per year).
  2. LWML SWD BOD meetings (two to three (3) per year).
  3. LWML SWD retreats meetings for which he is Counselor.
  4. LWML convention (four (4) days in summer of the odd-numbered years). Each Counselor, normally as Junior Counselor, attends once during his four-year term. (See E next page)
  5. district convention meetings for which he is Counselor (conventions are usually held in June/July of the even-numbered years), plus the district BOD meeting the previous day. There are two district conventions during a Counselor's term.
  6. other district, zone or committee meeting or events as agreed upon.
  7. attend transitional meeting which may be held after a district convention.
  8. attend the planning meeting which may be held after a district convention.
- B. prepare materials as follows:\*
1. Bible study with short synopsis and title for use in zone rallies (one (1) each per year), due May 1 for fall rallies and November 1 for spring rallies and mailed to district Corresponding Secretary.
  2. writes an article for each issue of the *Mission Lamp*.
  3. opening devotions for the EC meeting and for the district BOD meeting as requested by the DP.
  4. items as requested such as special retreat services, etc.
  5. prepare Bible study for fall retreat, due June 1, and mail to Retreat Chairman.
  6. prepare Bible study for Young Women's Retreat due November 1, and mail to the Young Women's Retreat Chairman.
  7. Evaluate all materials for all events, including music, for doctrinal compliance.
- C. The Senior Counselor shall:\*
1. review and approve *Mission Lamp* articles.
  2. serve as advisor to the biennial district convention.
  3. prepare the worship service for the district convention, and actively include the Junior Counselor.

4. serve as advisor to the Fall Retreat or Young Women's Retreat Committee. If not serving as advisor, counselor may or may not attend at his discretion with expenses reimbursed as in F.
  5. serve as advisor for the spring workshops.
  6. review and approve potential recipients proposed by endowment interest committee.
  7. review and approve all brochures submitted for inclusion in the convention, fall retreat and Young Women's Retreat packets.
- D. The Junior Counselor shall: \*
1. serve as advisor to the Fall Retreat Committee or Young Women's Retreat. If not serving as advisor, the Counselor may or may not attend at his discretion with expenses reimbursed as in F.
  2. prepare Bible study for retreat if requested.
  3. attend the district conventions and be reimbursed as in F.
- E. The LWML SWD shall pay the costs incurred by the Pastoral Counselor who represents the LWML SWD at national conventions as part of his required duties as Counselor. These costs include: travel costs, registration, meal package, special luncheons, etc., as per each individual delegate 'package,' including any extra 'meal package.' The counselor's lodging is paid at the rate of either one or two to a room depending on whether he brings his wife. If children or other family attend, the extra lodging cost would be borne by the Counselor himself.
- F. Lodging for district conventions and retreats is paid as in E. All other costs are paid for the Counselor whether he is the advisor or not. Should his wife accompany him, her expenses except for lodging are the responsibility of the Counselor.
- G. approve all new mission education materials.
- H. perform other duties as requested by the DP.

\* The Counselors may decide between themselves who is responsible for each item, or the president may prepare a schedule of duties for each of the Counselors. Duties may be adjusted in order to meet the needs of the Pastoral Counselors' congregational or other duties. However, this should be done as soon as possible after elections so that necessary officers and/or chairmen are aware of the Pastoral Counselor to be contacted for various information.

## GUIDELINES FOR DISTRICT EDITOR OF THE *MISSION LAMP*.

### The district Editor of the *Mission Lamp* shall:

- A. be appointed by the DP for a two (2) year term, eligible for reappointment and a **voting member** of the district BOD.
- B. be responsible for publication of the *Mission Lamp* including material, editing of copy, layout of pages and proofreading.
- C. edit all copy received from others. If meaning of any copy appearing under a byline is changed, the author's permission to do so must be secured
- D. have material for *Mission Lamp* reviewed and proofread by the DP, VP of Communication and Senior Counselor before printing.
- E. determine the following *Mission Lamp* information:
  1. publication schedule: Winter, Spring, Summer and Fall
  2. copy deadlines: on or near 1/15, 4/15, 7/15, 10/15
  3. produce the *Mission Lamp* for distribution on the website and in hard copy
    - a. *Mission Lamp* Editor sends it to the District President and to zone presidents
    - b. The President sends it to the vice presidents, other officers and counselors
    - c. The President also sends it to the chairmen reporting directly to her
    - d. The vice presidents and officers send it to the chairmen reporting directly to them
    - e. Zone Presidents distribute it to society presidents and individual members in their zones
    - f. Society presidents distribute it to society members
  4. regular columns:
    - a. president
    - b. mission grants (VP of Human Care and Mission Grants)
    - c. list of Spring and Fall Rallies
    - d. Mission Education
    - e. Counselor
    - f. LWML SWD news and notes
  5. occasional columns:
    - a. Christian Life
    - b. LWML SWD news and notes
    - c. Leader Development
    - d. Missionary Outreach
    - e. Human Care
    - f. Public Relations
    - g. Fall Retreat
    - h. Scholarship
    - i. Young Women's Retreat
    - j. Renewal Committee.
  6. reports of district or national LWML conventions.



7. other articles:
    - a. submitted from district or written by *Mission Lamp* Editor.
    - b. topics include district BOD meetings, national conventions as they pertain to the district, zone news, zone officers, bylaws, elections, retreat information, society news, registration forms, etc.
  8. printing, typesetting, postage, travel, photographic processing and telephone expenses shall be submitted by voucher to the DP for approval and reimbursement.
- F. be directly responsible to the VP of Communication and keep her informed of all activities.
  - G. prepare a written report for each district BOD meeting.
  - H. prepare a report for the district convention manual.
  - I. maintain the district-purchased software and transfer disks to any new editor. (7/29/2000)
  - J. use the district mission statement in all issues where appropriate. (2/19/94)
  - K. perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT PUBLIC RELATIONS CHAIRMAN

### The district Public Relations Chairman shall:

- A. be directly responsible to the VP of Communication and keep her informed of all forthcoming activities and correspondence.
- B. be appointed by the DP for a two (2) year term, eligible for one (1) reappointment and **be a voting member** of the district BOD.
- C. choose several committee members to assist her.
- D. present the goals and objectives of the LWML to the public and the LWML membership.
- E. prepare and send news releases (both advance and follow-up) regarding district events (retreats, conventions, leadership training programs, rallies, etc.) to the Synodical, district and area newspapers in consultation with the event PR Chairman.
- F. prepare sample news releases for zone public relations chairmen to use in publicizing LWML events.
- G. at the fall and winter BOD meetings, distribute a form to each zone president, requesting spring or fall rally info. Spring rally deadline is Dec. 15, and fall rally deadline is June 15. This info is sent to the DP and the *Mission Lamp* Editor. (DP makes EC rally rep assignments from the list and *Mission Lamp* Editor places the rally info into the *Mission Lamp*.)
- H. prepare articles occasionally for the *Mission Lamp* and at the request of the DP or the *Mission Lamp* Editor.
- I. coordinate district convention, district retreat and workshop publicity with the appropriate chairman.
- J. prepare exhibits, displays or posters for LCMS district events, including pastoral conferences, teachers' conventions, LLL conventions, and other events as requested by the DP. Arrange to attend these events or send a committee member.
- K. be aware of LCMS SWD events, dates and places to set up the display.
- L. maintain contact with the national PR Director and assist with publicizing LWML news and events.
- M. prepare a written report for each district BOD meeting; attend district BOD meetings.
- N. prepare a report for the district convention manual.
- O. keep an active file of all pertinent materials.
- P. give file to successor upon completion of term.
- Q. Perform other duties as requested by the DP

## GUIDELINES FOR ZONE PRESIDENTS

### The zone president shall:

- A. be a **voting member** of the District BOD (expenses incurred for attendance at district board meetings to be paid by the District treasury; carpooling is encouraged). Attendance at district board meetings is mandatory. If unable to attend an alternate from the Zone Board must be appointed in her stead.
- B. RSVP to the District Corresponding Secretary, by her deadline, regarding attendance at BOD meetings, and supply name and contact information of alternate, if applicable.
- C. submit a report for the District Board meeting when requested.
- D. be responsible to distribute all information received at District Board meeting from various committee chairs (i.e. Christian Life, Human care, etc.) to the respective chairs on the zone level.
- E. be responsible to share information received at the district BOD meeting with each society in her zone.
- F. along with members of her zone, serve on Convention Committee according to rotation.
- G. serve on District Nominating Committee according to rotation.
- H. serve on Special Funds Interest Committee according to rotation.
- I. be the certified delegate for the zone to the national LWML Convention, held in the summer of odd-numbered years. Expense reimbursement and mode of travel recommended by the EC and ratified by the board at the winter meeting in odd numbered years.
- J. if the zone president is unable to be the delegate to the national LWML convention, appoint, or have elected, a substitute in the fall of the even-numbered years, as zone bylaws direct.
- K. choose an alternate delegate to attend the LWML convention in case the zone president or her substitute is unable to attend. (Two names will be submitted to the DP when asked: 1) the name of the zone's delegate (either the zone president or her substitute); and 2) the name of the alternate delegate.
- L. be the liaison between her societies and the district for registration of delegates, alternates and Young Women Reps to district conventions, held in the summer of even-numbered years.
- M. complete, and submit by the deadline date, all reports requested by the District Corresponding Secretary, District Planner, District Zone Consultant, DP and other officers.
- N. attend district and zone events to the best of her ability (including rallies, retreats, workshops, conventions, etc.) and encourage others in her zone to attend.
- O. submit zone rally information to District PR chairman as requested, by the twice-yearly deadlines.
- P. transition her records to the next zone president as soon after the election as possible.
- Q. respond in a timely manner to all communications including phone messages, e-mail and U.S. Postal Service mail.
- R. be responsible to appoint a committee to work with District Structure Committee to review zone bylaws every four (4) years.
- S. perform all other duties as requested by the DP.

## GUIDELINES FOR DISTRICT CHRISTIAN LIFE CHAIRMAN

### The district Christian Life Chairman shall:

- A. be appointed by the DP for a two (2) year term, eligible for one reappointment, and a **voting member** of the district BOD.
- B. appoint a committee of two (2) or three (3) to assist her, and inform the Corresponding Secretary of names and addresses, as well as VP Gospel Outreach and Christian Life, under whose direction this committee functions.
- C. be represented by a committee member at district events if unable to attend.
- D. act as liaison between the national LWML Christian Life Committee and the zone and society Christian life Chairmen.
  - 1. send all requested reports and information to the national LWML Christian Life Committee.
  - 2. encourage reports from zone and society Christian Life Chairmen to keep district informed of zone and society programs and for the exchange of ideas among all levels of Christian Life personnel.
  - 3. encourage original program materials to be written and submitted to the national program resources committee.
  - 4. attend LWML Christian Life meetings, as approved by the EC.
  - 5. order plays, skits, etc. from national headquarters office. Look for new program helps in the *Lutheran Woman's Quarterly*. Make members aware of LWML website where devotions and programs can be printed for immediate use.
- E. maintain a program helps file and a listing of available items, promoting their usage. (This may be delegated to a committee member.)
  - 1. be acquainted with contents.
  - 2. mail requested skits, devotions, Bible studies, etc. promptly.
  - 3. keep accurate records of materials ordered, date ordered, and name of person who ordered.
  - 4. order new materials from LWML office, add to the listing of materials available, obtaining permission to make copies.
  - 5. supply samples of mission devotions, skits, stories, etc., and the source for additional copies.
- F. work with district Leader Development Chairman to coordinate materials.
- G. prepare articles for the *Mission Lamp* as requested.
- H. participate in district leadership training programs as requested by the DP.
- I. keep a file of:
  - 1. materials from the national LWML Christian Life Committee.
  - 2. materials used in district Christian Life workshops.
  - 3. names and addresses of zone and society counselors, officers and Christian Life Chairmen. (Updated lists are sent from district Corresponding Secretary.)
- J. promote Bible studies for rallies, retreats and workshops as requested.
- K. work with societies, zones and Renewal Committee as requested;
  - 1. encouraging Bible study.

2. giving helps and outlines.
  3. developing methods of discussion and participation.
  4. developing devotions for opening meetings and for gathering of mites, as requested.
- L. provide names of potential speakers to the district Missionary Outreach and Education Chairman for the *Speakers' List*.
- M. order and stock Christian Life materials for promotion and sale at district events.
1. make a list of items to order from the LWML office with assistance from VP Gospel Outreach and Christian Life.
    - a. refer to past records for amounts ordered/sold at district events.
    - b. forward order to DP who does ordering through district credit card.
    - c. have items sent directly to Christian Life Chairman.
  2. maintain an up-to-date written inventory of products.
  3. keep a record of items sold at retreats and other district events, maintaining a form on which to record the items.
  4. submit a receipt voucher with all funds received (checks and cash) to the district Financial Secretary immediately after each time she has materials on display for sale. All funds must be sent within two (2) days. (If the Financial Secretary is in attendance give to her; if she is unable to attend, give funds to designated substitute for Financial Secretary).
  5. never have money, including checks, from sales in her possession for longer than two (2) days after a district event. For funds received at home, send to district Financial Secretary within two (2) days.
  6. for retreats and conventions give all proceeds from each days sales to the Financial Secretary who then places the funds into the hotel safe each evening. No money shall be kept in the individual's room overnight for safety precautions.
  7. she may keep the following start-up money.
    - a. \$100 for Christian Life
    - b. \$15 for mailing of program helps
- N. help with other retreats or events sponsored by district as requested by the DP.
- O. prepare a written report for each district BOD meeting.
- P. work with the VP of Gospel Outreach and Christian Life under whose department this committee functions. Keep the DP and VP of Gospel Outreach and Christian Life informed of forthcoming meetings and activities. Forward copies of committee meeting minutes to both of them.
- Q. prepare a written report for the district convention manual.
- R. give files and materials to successor upon completion of term.
- S. urge local societies to encourage congregations to observe LWML Sunday.
- T. be responsible for distribution of needed mite boxes:
1. order adult and children's mite boxes by the case from LWML and keep an adequate supply on hand.
  2. have mite boxes available at district functions such as BOD meetings, retreats, leadership training programs, rallies, etc.
  3. process mite box orders from societies quickly. Enclose a bill stating the number of boxes times the cost per box plus postage which equals the total cost and

request a payment check be written payable to "LWML SWD " and mailed to the district Financial Secretary. (New societies receive their first order of 15 mite boxes at no cost from the Corresponding Secretary.)

4. mail check(s) for mite boxes (with voucher) to the district Financial Secretary within 2 days of receipt of the checks.
- U. maintain, display and/or distribute LWML memorial cards.
  - V. perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT LEADER DEVELOPMENT CHAIRMAN

### The district Leader Development Chairman shall:

- A. work with the VP of Organizational Resources under whose department this committee functions.
- B. be appointed by the DP for a two (2) year term, eligible for one (1) reappointment, and **a voting member** of the district BOD.
- C. appoint a committee of two (2) or three (3) to assist her, and submit names and addresses to the Corresponding Secretary.
- D. actively promote membership in the LWML, and develop members' competencies in leadership skills and spiritual growth.
- E. encourage the training, education and development of skills of LWML members of all ages in the district by:
  1. submitting articles to the *Mission Lamp*.
  2. chairing biennial Leader Development Workshops with the assistance of other district officers and appointed chairman. (See one day guidelines)
    - Purpose of the Biennial Workshops is to equip and encourage leaders.
    - Begin work in the spring of even numbered years so that necessary approvals can be secured as soon as information is available.
    - Select dates, avoiding Holy Week and Easter weekend. The EC must approve them in June or earlier by email voting. The BOD needs to approve them at its pre-convention meeting in June.
    - Select location using the following criteria:
      - Large churches or schools.
      - Three (3) or four (4) individual rooms for breakouts (25-30 people each)
      - Large room for plenary events (100+ people)
      - Kitchen facilities – all on one level is preferable.
      - No compensation is offered for facility use.
      - Geographically located so all areas of the district have one that is close enough for members to attend.
      - Easy access by way of a freeway is preferable.
    - Food:
      - Participants bring a sack lunch or the host churches may offer to provide lunch.
      - All churches in any given year should provide the same range of food services as the other ones for ease of publicity.
      - The host churches are usually asked to provide breakfast treats, coffee and luncheon beverages.
    - Cost:
      - A free will offering may be taken to cover the cost of food provided by the church.
      - In addition, another free will offering may be taken to help cover the cost of workshop expenses.
      - A registration fee is usually not charged.
  3. working with the district Public Relations Chairman and the Web Site Administrator to promote publicity.
  4. maintaining an up-to-date file of all leader development materials.

5. using opportunities to present leader development materials at society meetings, zone rallies, retreats, district conventions and in the district *Mission Lamp* and Website.
- F. attend LWML leader development workshops and seminars as approved by the EC.
- G. find appropriate teen/mentor leadership information and developing relationships with the Young Women committee members. Work closely with the Renewal Committee, supplying them with suggested materials to use in a variety of society and zone situations.
- I. serve as liaison between LWML, zone and society Leader Development Chairmen.
- J. prepare a written report for each district BOD meeting.
- K. keep the DP and VP of Organizational Resources informed of forthcoming meetings and activities and forward copies of committee meeting minutes to both of them.
- L. prepare a report for the district convention manual.
- M. give files to successor upon completion of term.
- N. perform other duties as requested by the DP.



## GUIDELINES FOR DISTRICT MISSION GRANT COMMITTEE CHAIRMAN

### The district Mission Grant Committee Chairman shall:

- A. Work with the VP of Special Focus Ministries and Mission Grants (VP SFM/MG) and under her supervision.
- B. Be appointed by the DP for a (2) two-year term eligible for one (1) reappointment, and a **voting member** of the district BOD.
- C. Choose two (2) or three (3) women to work as her committee during her term.
- D. Become familiar with any LWML bylaws or guidelines for mission grants.
- E. Contact the LCMS National (ONM), International Mission (OIM) Boards, and the LCMS South Wisconsin District (SWD) Mission Office to ask for input on missions needing grant assistance. Ask that information be submitted before July 31 in odd numbered years so it can be reviewed at the fall SWD EC & BOD meeting. The goal is for LWML SWD zone presidents to take the information to their societies for them to adopt and present as grant proposals.
- F. Begin publicity for grant proposals one year in advance of the deadline which is Oct. 31, preceding the district convention year. Use the *Mission Lamp*, the district website, district BOD meetings and other opportunities to distribute suggestions and guidelines and forms for submitting proposals.
- G. Attach a checklist to each grant application to assist applicants in submitting all required information.
- H. The Grants committee is not to alter, evaluate or eliminate any applications received by the mailing deadline if all criteria in guidelines for grant forms have been met.
- I. Compile the purpose and resolution of grant proposals received and, coordinate mailing with district Corresponding Secretary, email or mail to EC members at least (3) three weeks before the winter EC meeting (email or mail by mid to late Jan.), depending on the date of the EC meeting. The EC then evaluates for selection at the winter EC meeting. (Do not include names of persons submitting.) This compilation should be reviewed by the VP SFM/MG before sending to the Corresponding Secretary for distribution.
- J. Email or mail the purpose and resolution statements of all grants selected by the EC to members of the district BOD immediately after the winter EC meeting; coordinate mailing with district Corresponding Secretary.
- K. Prepare printed ballots of the grants for the final selection by the district BOD. At the meeting review each grant before the balloting by the district BOD. (Research supporting materials thoroughly in order to answer questions; have all original grant proposals available for the EC [send them with the VP SFM/MG] and BOD meetings.)
- L. Prepare the list of selected grant proposals, including each Purpose and Resolution, for the convention manual, and a grant tally sheet for the district convention manual with the dollar amount of proposals on both.
- M. Prepare a DVD/power point presentation in collaboration with the district AV team of selected grants for the district convention within the time limit established by the convention programming committee.

- N. Develop creative ways to promote funding and prayers for district grants Use the *Mission Lamp*, the district website, district BOD meetings and other opportunities to distribute these promotions.
- O. Prepare a written report for each district BOD meeting and for the convention manual. Submit to the VP SFM/MG for review and then to the Corresponding Secretary.
- P. Keep files of all materials pertaining to this position. Give them to successor upon completion of her term.
- Q. Perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT MISSIONARY OUTREACH AND MISSION EDUCATION CHAIRMAN

### The district Missionary Outreach and Mission Education Chairman shall:

- A. work with the VP of Special Focus Ministries and Mission Grants under whose department this position functions. Keep the DP and VP of Special Focus Ministries and Mission Grants informed of forthcoming activities.
- B. be appointed by the DP for a two (2) year term, eligible for one (1) reappointment as a **voting member of the BOD.**
- C. be acquainted with the missionaries of the district, including Lutheran Bible Translators, their locations and their furlough dates.
  1. communicate with missionary families ministries, medical missions, etc.
  2. encourage societies to befriend a missionary family: write to them, pray for them and remember them with gifts or cards, if possible.
  3. communicate with a missionary on furlough and present him/her with a monetary gift from the district LWML. (as of 2003: \$100.00)
  4. keep societies informed through the *Mission Lamp*, website and other reports about missionaries who will be on furlough, duration of stay, etc., and of activities in their mission work.
  5. encourage LWML members to extend hospitality and Christian concern to foreign students who are attending universities, colleges, and high schools in their area. Give suggestions to societies on how to interact with foreign students.
  6. appoint a liaison to each SW university or college that has international students.
- D. promote mission consciousness.
  1. encourage mission fairs.
  2. update the mission video catalog and speakers list. Validate all speaker information annually, and document dates of validation in the master list. (Check with Archivist-Historian for any possible speakers names which come to light through rally programs.)
  3. provide resource materials.
  4. purchase mission educational materials in accordance with current budget and approval of district Counselors.
  5. purchase two (2) copies of the LWML convention mission grant video/DVD for the files.
  6. encourage use of the *Lutheran Woman's Quarterly* and *Mission Lamp*.
  7. maintain a mission education loan form for mailing with videos/DVD's. This form is to indicate a date of one (1) month from date of mailing for return of the items with reimbursement for postage costs. It is also to indicate that a \$25 charge per video will be assessed if not returned (4/03).
- F. submit articles to the *Mission Lamp* editor when requested.
- G. may prepare a written report for each district BOD meeting or at the request of the DP.
- H. attend one BOD meeting per biennium and at the request of the DP.
- I. prepare a report for the district convention manual.
- J. give files to successor upon completion of term.
- K. perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT RENEWAL COMMITTEE

<b>Responsibility</b>	<b>Purpose</b>	<b>Leader</b>
Assist in establishing an LWML society in congregations that lack one	Strengthen the zone and thus the district; provide opportunity for all LCMS women to participate in LWML	Renewal Committee Chairman
Work with societies to rejuvenate themselves	Strengthen members through the society, thus strengthening the zone	All MMV consultants
Work with zones on structuring, programming and leadership	Strengthen societies and members through opportunities to grow on the zone and district levels	Zone consultant

### **Committee Mission Statement:**

This committee’s aim is to work with LWML societies and zones in meeting the needs of today’s LCMS women by (1) offering creative structuring and relevant programming ideas to nurture each woman’s spiritual growth; (2) attempting to involve more women in meaningful ministry through LWML activities, events and leadership at the society, zone, district and national levels; and (3) encouraging each woman to reach out in mission to all of God’s people, in their families, church, community and the world, with the saving message of salvation through Jesus Christ.

### **The district Renewal Committee Chairman shall:**

- A. Be responsible to the VP – Organizational Resources in whose department this position functions.
- B. be appointed by the DP for a two (2) year term, and is eligible for one (1) re-appointment.
- C. serve as a voting member on the district BOD.
- D. prepare a committee report (both written and oral) for each BOD meeting.
- E. prepare and distribute at each winter BOD meeting, a “society health check-up form” to each zone president. The activity (“health”) status of each society, as indicated by the zone president on this form, is used by the Renewal Committee in planning its work.
- F. Assist in establishing an LWML society in congregations that lack one and she also may work with the zone consultant and MMVs in assisting with renewal of zones and societies and establishing new LWML groups in congregations.
- G. Prepare a written report for the district convention manual.
- H. Attend the biennial planning meeting and assist the DP with the program, as requested.

### **The Zone Consultant shall:**

- A. be responsible to the Renewal Chairman under who committee this position functions
- B. be appointed by the DP for a two (2) year term and is eligible for one (1) re-appointment.
- C. work to encourage and assist the zone leadership with structure and program helps.
- D. help strengthen the zones by working with zone presidents, circuit counselors, congregational pastors and congregational women to encourage participation in zone activities and to establish strong zone leadership.

- E. work with the renewal committee chairman in helping to create new societies in churches where there are none.
- F. conduct zone president training when asked.

### **Responsibilities Common to all Positions**

While the MMV consultant(s), Renewal Committee Chairman and Zone Consultant are leaders for specific responsibilities, all members of the committee may share duties and participate in all areas. The committee needs to:

1. Share, with other committee members, all communication with societies and zones in a timely manner in order to coordinate the groups.
2. Report periodically to the Vice President of Organizational Resources
3. Respond in a timely manner to inquiries from societies and zones via e-mail, phone or mail, either with an answer or acknowledgement.
4. Meet with each other as necessary to coordinate activities, make plans for advertising their services and share ideas.
5. Determine, on a periodic basis, who is responsible for writing articles the *Mission Lamp* as needed or requested.
6. Prepare an exhibit/display for district convention, young women's retreat, fall retreat, leader development workshops and any other district event as appropriate.
7. Jointly write and present a breakout session at leader development workshops on the topic of society renewal, restructuring and leadership in zones, and establishing new societies if requested by the workshop organizers
8. Place each renewal committee member's name on the district speakers list and share speaking engagements that are requested by zones and societies.
9. Keep thorough records of names of women who were involved with each society renewal, zone reorganization and new society formation.
10. If possible, attend district retreats, conventions, workshops and all other district events.
11. Attend BOD meetings at least one time each biennium and as requested by the DP (Renewal Committee Chairman is required to attend these meetings as a voting member.)
12. Present a positive, uplifting image of the LWML, daily study God's Word and remain in prayer for guidance in all that is done.
13. Work mainly with the structure and creative programming of societies.
14. Coordinate with the district leader development chairman to assist societies with programming materials and leadership ideas.
15. Perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT SPECIAL FOCUS MINISTRIES CHAIRMAN

### The district Special Focus Ministries (SFM) Chairman shall:

- A. Work with the district VP of SFM and Mission Grants under whose department this committee functions. Keep the VP of SFM and Mission Grants informed of forthcoming meetings and activities. Will forward copies of committee meeting minutes to her and the DP.
- B. Be appointed by the DP for a two (2) year term, eligible for one (1) reappointment, and a **voting member** of the district BOD.
- C. Appoint a committee of at least two others, and inform Corresponding Secretary of names and addresses.
- D. Be represented by a committee member at district events if unable to attend.
- E. Be informed in all areas of SFM.
  1. keep a file of human care projects and organizations.
  2. contact LCMS district and synod mission offices for information on current SFM projects and communicate this information to LWML SWD members.
  3. communicate with LCMS SFM/mission organizations such as Lutheran World Relief, World Relief/World Hunger, etc.
  4. read synod publications for SFM/mission information.
  5. attend leadership training programs whenever possible.
- F. Alert zone and society human care/mission service chairmen of SFM/mission opportunities and challenges in the church, community and world through the *Mission Lamp* and Website.
- G. Encourage active participation in and provide materials and suggestions for SFM programs.
  1. encourage a SFM service program in each society every year.
  2. provide displays, literature, films, program ideas, etc. to societies through the Mission Education Committee Chairman.
  3. keep records of known activities in each zone, offer assistance where needed and share project ideas.
  4. work with zone SFM Chairmen.
- H. Serve as liaison between LWML, district, zone and societies regarding current SFM needs.
- I. Prepare a written report for each district BOD meeting.
- J. Be responsible for preparation and presentations of the ingathering service for the district convention.
- K. Prepare a report for the district convention manual.
- L. Give files to successor upon completion of term.
- M. Perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT STRUCTURE CHAIRMAN

### The district Structure Chairman shall:

- A. work with the district VP of Organizational Resources under whose department this position functions. Keep the DP and the district VP of Organizational Resources informed of forthcoming meetings and activities. Forward copies of committee meeting minutes to both of them.
- B. be appointed by the DP for a two year term, eligible for one reappointment and a **voting member** of the district BOD.
- C. appoint a committee of two (2) or three (3) individuals from her immediate area to assist her, and inform the Corresponding Secretary of names and addresses.
- D. be familiar with the bylaws of the zones, district and national LWML and with the guidelines for the district and zones.
- E. verify district bylaws to be in agreement with national bylaws
- F. advise district BOD at the winter meeting prior to the year of the national convention to submit proposed LWML bylaw amendments in writing to the committee by July 1 of the year before the LWML SWD convention.
- G. be responsible for district bylaw changes. (District bylaws shall be made to conform to newly adopted LWML bylaws at the following district convention, where applicable.)
  1. in the summer of odd-numbered years, meet with the committee, DP and district VP of Organizational Resources to establish recommended changes.
    - a. Send copies of recommended changes to the Corresponding Secretary preferably four weeks prior to the summer (August) EC meeting. (Copies included with the EC meeting notices) or via e-mail.
    - b. Send copies of proposed bylaw changes as approved by the EC to the district BOD via the district Corresponding Secretary, preferably two weeks prior to the fall district BOD meeting. (Copies included with the distributed district BOD meeting packets.)
    - c. Email a complete set of the bylaws, including the original wording, all proposed changes and the rationale as approved by the district BOD to the chairman of the LWML Structure Committee immediately after the fall BOD meeting.
    - d. present any recommendations from national to the winter EC/ the VP of Organizational Resources and to the winter BOD for final approval
    - e. Send bylaw changes as approved by the LWML structure committee and the district BOD to the district Convention Manual Chairman, by email, for inclusion in the district convention manual.
  2. present and explain proposed bylaw changes at the district convention.
  3. after adoption at the district convention, print copies of the complete district bylaws as amended.
    - a. provide copies for the district BOD, and an extra supply for future needs about 65 total). Additional copies can be emailed.
    - b. distribute at the fall BOD meeting in even numbered years.
    - c. Email the final bylaws in their entirety to the LWML structure committee.

- G. be responsible for zone bylaw revisions.
  - 1. encourage zones to update bylaws.
  - 2. with committee, receive, edit and verify with district and LWML bylaws all proposed zone bylaw changes. Return and request a final copy after adoption by zone.
  - 3. keep a file of current bylaws for each zone in the district.
- H. be responsible for revising district guidelines as requested by the DP or district EC.
  - 1. meet with DP, district VP of Organizational Resources and committee as needed.
  - 2. request proposed changes from officers and appointed personnel
  - 3. submit revised guidelines to the district EC for approval.
  - 4. distribute approved revised district guidelines for district BOD members
- I. be responsible for revising guidelines for zones as found in handbook as requested by the EC or BOD.
  - 1. meet with the DP, district VP of Organizational Resources and committee as needed.
  - 2. submit revised guidelines to the district EC for approval.
  - 3. check with the Corresponding Secretary to get an up-to-date listing of the following personnel who shall receive a copy of the approved, revised zone guidelines; distribute to:
    - a. each district BOD member
    - b. each zone EC member
    - c. each society president in the district
  - 4. distribute following a regular district BOD meeting. Zone presidents are responsible for distribution in their respective zones.
- J. prepare a written report for each district BOD meeting.
- K. submit approved bylaws and guidelines to Web Site Administrator as changes occur
- L. prepare a report for the district convention manual.
- M. give files to successor upon completion of term.
- N. perform other duties as requested by the DP.



## GUIDELINES FOR DISTRICT YOUNG WOMEN'S COMMITTEE CHAIRMAN

### The district Young Women's Committee Chairman shall:

- A. work with the VP of Gospel Outreach and Christian Life under whose department this position functions. Coordinate activities with the Young Women's Retreat Committee and Leader Development Chairman whenever joint activities are possible. Maintain contact with the LWML Young Women's Committee.
- B. be appointed by the DP for a two (2) year term, eligible for one (1) reappointment and a **voting member** of the district BOD.
- C. appoint a committee of five (5) to eight (8) LWML members to assist her, preferably from various areas of the district. Young women officially representing the district at the LWML convention must serve on this committee for at least two (2) years following their attendance at the national convention.
- D. organize district-wide activities for young women. (The DP will appoint a Young Women's Retreat Chairman who will choose her own committee).
- E. maintain contact with Concordia University Wisconsin LWML society, making sure there is a faculty advisor.
- F. encourage and assist existing societies to reach out to young women and to adapt their societies to better involve, encourage, interest, and serve women of a variety of ages that all will feel welcome to participate. Work with the Renewal Committee.
- G. develop/distribute materials for use by societies to assist young women and publicize LWML activities of interest to younger women.
- H. actively recruit young women to attend the district convention as young women reps. Plan special young women's activities for specified times during the convention, working with the convention committee and DP.
- I. actively recruit young women to attend the LWML convention.
  - 1. any young woman meeting the LWML age guidelines may apply to the committee for consideration. (Approximately 22 to 40 years of age.)
  - 2. the committee chooses two reps and two alternates from the applicants to present to the EC.
  - 3. the EC approves the young women reps and alternates to represent the LWML SWD at the LWML convention.
  - 4. the committee sends a letter to all applicants, informing them whether or not they have been chosen.
- J. maintain regular communication with young women attending both LWML and LWML SWD conventions and develop a district-wide mailing list.
- K. submit an article for the *Mission Lamp* as requested and supply Webmaster with material for the LWML SWD website.
- L. prepare a report for the LWML SWD convention manual
- M. prepare a written report for each district BOD meeting.
- N. send a copy of committee minutes and information to the LWML Leader Development Chairman, the DP and VP of Gospel Outreach and Christian Life.
- O. coordinate with the Teen LWML Chairman for activity and mentoring possibilities.
- P. give files to successor upon completion of term.
- Q. perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT ARCHIVIST-HISTORIAN

### The district Archivist-Historian shall:

- A. work under the direction of the Vice President of Organizational Resources under whose department this position functions.
- B. be appointed by the DP for a two(2) year term and be eligible for reappointment as a **non-voting member**.
- C. collect and preserve records and other materials of historical significance to the district LWML. Items are currently stored at Concordia University Wisconsin in Mequon.
- D. send items of national significance to the national LWML Archivist-Historian
- E. prepare a history of the activities of the LWML SWD each biennium. Place one copy in LWML SWD files and send one (1) copy to the LWML Archivist-Historian.
- F. maintain a filing system to receive and record copies of zone rally programs, prayer services, workshops, special zone and society anniversaries, mission fairs and service projects as well as district leadership training programs or events excluding retreats. (The retreat chairman is responsible for retreat records for her term; prior retreat records should be turned over to the Archivist-Historian)
- G. maintain a record of:
  1. resolutions passed during the biennium,
  2. names and addresses of district officers and appointed chairmen,
  3. projects adopted and completed during the biennium,
  4. when and where conventions, rallies, retreats, workshops, leadership training programs, etc. were held,
  5. new divisions of zones or district,
  6. items of historical value to the district (observances of anniversaries, copied newspaper articles, pictures, etc.).
- H. submit a complete record of all items listed under "F" to the LWML Archivist-Historian before December 1 of the second year of the biennium.
- I. keep the following:
  1. district Treasurer and district Financial Secretary's reports
  2. minutes of district BOD meetings
  3. minutes of district EC meetings
  4. *Mission Lamp* and *Lutheran Woman's Quarterlies*
  5. district Bible studies
  6. reports to the district BOD by committee chairmen and executive officers.
- J. prepare a written report for district BOD meetings as requested
- K. prepare a report for the district convention manual, and prepare a biennial history for the district convention manual
- L. give files to successor upon completion of term unless reappointed
- M. attend the Concordia Historical Institute's biennial historian's conference no more than every two years and as approved by the DP and EC
- N. continually update the district history
- O. send copies of all minutes, convention manuals and publications to the national Archivist-Historian (directive Archivist-Historian conference)
- P. Perform other duties as requested by the DP

## GUIDELINES FOR DISTRICT CONVENTION CHAIRMAN (See also the separate Guidelines for District Convention)

The convention Co-Chairs should meet early, usually in January, two and one half years before the convention to select a steering committee and to establish possible convention goals and a purpose statement; also to discuss possible themes, logos, banner designs, and offering recipients. All are to be discussed with the entire committee at its first meeting; then recommendations are made to the EC at its August meeting, two years prior to the convention. It is advisable for the co-chairs to have a full committee available for the transition meeting with the outgoing committee members late in July after convention

### The district Convention Chairman shall:

- A. remember that the main emphasis of a convention is to conduct the business and mission of the LWML SWD.
  - 1. the district EC and BOD plans the program
  - 2. the convention committee takes care of all the physical arrangements at a pre-designated site
  - 3. The site is selected by the District President along with the convention chairman and /or a VP.
- B. attend SWD BOD meetings as **a non-voting member** when invited and present both an oral and written report.
- C. read complete reports and evaluation synopsis of the preceding convention.
- D. appoint committee chairmen.
  - 1. Each chairman is responsible for appointing her own working committee.
  - 2. It is strongly advised to have a co-chair for each committee in the event that the chair would have to resign.
  - 3. A number of committees are suggested as necessary; however, each chairman must make final judgment of who is needed on the convention committee.
  - 4. It is good to involve as many women as possible, giving many an opportunity to serve.
- E. using the previous convention financial statements, and obtaining local costs, determine a budget guideline.
  - 1. Determine a registration fee to cover costs of convention, including luncheon, Deaf Interpreter costs and a budget for each committee.
  - 2. The DP must be actively involved in this process
  - 3. The fee needs to be approved by the EC and ratified by the BOD.
- F. for exhibitors there is no fee for LWML or Mission exhibitors. Table fee and any electrical hook-up fees charged by the hotel will be passed on to exhibitors other than LWML committees.
  - 1. The convention chairman and a member of the EC will review and approve all displays prior to the convention. (See separate convention guidelines for more detail.)
  - 2. Exhibits are to only include information and material funded by that organization and central to their mission. (District committee exhibits are to only include information related the committee's purpose and work for the district.)

3. The exhibit chairman and a member of the EC shall review all material at the exhibit for appropriateness and, if material not meeting the guidelines is displayed, ask the exhibitor to remove it.
  4. A Pastoral Counselor shall review all material in the packets.
- G. set up all meeting dates and places for committee meetings at the first CC meeting.
1. Check with DP for set dates of EC and BOD meetings and other events that could conflict with a CC meeting date.
  2. Set the transition meeting to pass along information over to new CC the last week in the month after the convention.
- H. attend individual committee meetings or keep informed of their activities.
- I. expedite requests and directions from the DP, EC and BOD.
- J. once the budget, including Deaf Interpreters and publicity are set, send copies to the LWML SWD Deaf Community Liaison.
1. The Convention budget shall include the expenses for the two (2) interpreters and one of the SWD Deaf Pastors.
    - a. At a minimum, their registration, meals, lodging (if needed) and mileage shall be paid from the Convention budget.
    - b. The majority of these costs will hopefully be recouped through an approved grant.
  2. Deaf Community Liaison will apply for a grant from organizations like the Mill Neck Foundation for Deaf Ministry to assist in funding Deaf Interpreters.
  3. With the assistance/recommendation of our Districts Pastors for the Deaf, the liaison shall secure two (2) interpreters for the Convention.
  4. The grant application needs to be submitted 5-7 months in advance of Convention.
  5. Mill Neck Foundation requires proof in print that they are given recognition in all publicity and the budget actually includes the cost for interpreters.
  6. Special needs registrations will ideally be received by the postmark deadline to allow enough time for the Convention committee to accommodate their needs. Due to the Deaf culture not working on the same timetable as those with hearing, registrations may continue to be last minute.
- K. a photographer's services should be secured. Send letters requesting their services.

## GUIDELINES FOR DISTRICT CRISIS MANAGEMENT TEAM

- A. The Crisis Management Team shall be identified as the following:
1. District President (DP)
  2. VP of Organizational Resources
  3. VP of Gospel Outreach and Christian Life
  4. Two qualified medical personnel such as registered nurses, paramedics, EMTs or First Responders further mentioned as Health Care Member (HCM).
  5. Pastoral Counselor
- B. Crisis Team members are appointed by the District President prior to each district event  
.  
**as non-voting members**
- C. The Crisis Management Team shall follow an emergency plan:
1. Crisis Team contact information is to be printed on the schedule of the event or attendee name tags including team member names and cell phone numbers.
  2. The VP of Gospel Outreach and Christian Life will maintain the supply of Health and Emergency Information Cards and encourages all attendees to complete them and keep them in the name badge sleeve. Card must indicate person to contact in case of emergency.
  3. The VP of Gospel Outreach and Christian Life shares with the crisis team the location of any AED equipment at the facility. She is to check with the event chairman prior to the event.
  4. When a medical emergency occurs one HCM and VP of Gospel Outreach and Christian Life locates the person's roommate or friend for purposes of obtaining medication, if any, or other pertinent medical information.
  5. The VP of Organizational Resources assumes crowd control and directs the group to proceed with the meeting while protecting the privacy of the ill/injured person. If necessary, the VP may direct the group to another room.
  6. The Pastoral Counselor and one HCM should remain with the ill/injured.
  7. The VP of Gospel Outreach and Christian Life notifies the facility manager of the emergency and requests EMS care via a 911 call and/or AED equipment as appropriate.
  8. The VP of Gospel Outreach and Christian Life will meet the EMS personnel on-site and direct them to the emergency and also to the location of the Health and Emergency Information Card. **All individual medical information shall be handled in accordance with the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA").**
  9. The HCM and Pastoral Counselor will stay with the ill/injured person until EMS personnel are on-site and in charge of the emergency.
  10. If transportation to the hospital is required, the HCM or Pastoral Counselor shall accompany the ill/injured party/patient to the hospital/emergency room. (They may not be able to directly accompany the patient in the ambulance.)

11. The HCM or Pastoral Counselor who goes to the hospital, will notify the DP of the situation.
12. The VP of Gospel Outreach and Christian Life will provide complete written documentation of the emergency, including implementation of the emergency plan. Consent forms, etc., will be included in the documentation to be sent to the DP
- 13 No statement or identification of the person should be released until the next of kin or a family member has been notified and permission given.

14. COMMUNICATIONS IN A CRISIS:

- a. inform all crisis team members.
  - b. assess the situation.
    - i. confirm all the facts:
      1. who is involved
      2. what happened
      3. when did it happen
      4. where did it happen
      5. how did it happen
      6. name(s) of person(s) involved
      7. injuries (personal and property)
    - ii. record everything in writing
    - iii. locate and talk to witnesses (if available). Get their contact information in case follow-up is needed.
- D. perform other duties as requested by the DP.

## GUIDELINES FOR THE LWML SWD DEAF COMMUNITY LIAISON

### The district Liaison to the Deaf Ministry shall:

- A. work with the VP of Special Focus Ministries and Mission Grants under whose department this committee functions.
- B. be appointed by the DP for a two (2) year term, eligible for reappointment, and a **non-voting member** of the district BOD.
- C. if needed, appoint a committee of two (2) or three (3) to assist her, and submit names and addresses to the Corresponding Secretary.
- D. actively promote the membership of deaf or hard of hearing women in the LWML, and foster members' comfort levels in attending district events thus encouraging their spiritual growth.
- E. work with District Convention and Retreat committee's to encourage attendance at events by:
  1. contacting the Pastors of our Deaf congregations to engage their assistance in encouraging their members to attend. (*Statement: the language of the Deaf culture is very different than the hearing and so the assistance of the pastors of our Deaf congregations is vital in the success of Deaf members attending events.*)
  2. making sure the Deaf congregations, satellite worship centers and the pastors are supplied with the needed forms for their members to fill out. Follow up to see how things are progressing.
  3. explaining the TLC Scholarship opportunities for District Conventions and Retreats. Make sure the pastors are supplied with forms so they can help the women understand the forms.
  4. informing the chairman of each event the importance for the Deaf attendees and the interpreters to have a place at the front (can be off to the side) and have at least 2 stands (like music stands) for the interpreters to place their papers on.
  5. requesting a copy, approximately a week ahead of the event, of the agenda and hymns/songs that will be sung. The interpreters can then 're-write' them in a language that the Deaf can easily understand. (*Statement: The printed word many times cannot be directly interpreted word for word due to the use of past/present tense in American Sign Language.*)
- F. encourage the participation of Deaf or hard of hearing LWML members in the district by:
  1. developing outreach programs toward the various Deaf or hard of hearing communities in the district.
  2. chairing annual LWML Deaf/Hard of Hearing Events with the assistance of other district officers and appointed chairman. (See separate events guidelines)
  3. contacting places like the Mill Neck Foundation for the possibility of a grant to help cover the costs of interpreters at events once publicity and budget are set.. (Per event guidelines and EC/BOD motion, costs for interpreter's mileage, overnight lodging, meals, and registration shall be a budgeted item for each event.) The funds need to be requested at least 4-6 months in advance of the event.  
Organizations may require proof in print that they are given recognition and the budget actually includes the cost for interpreters.
  4. maintaining an up-to-date file of all deaf or hard of hearing events and members.
  5. using opportunities to present diverse materials at society meetings, zone rallies, retreats, district conventions and in the district *Mission Lamp* and Website pertaining to the deaf or hard of hearing women in the district.
- G. attend national LWML workshops and seminars relating to the deaf or hard of hearing community as approved by the EC.
- H. perform any duties as requested by the district president.

**GUIDELINES FOR DISTRICT FALL RETREAT CHAIRMAN**  
(Also see separate Fall Retreat guidelines)

**The district Fall Retreat Chairman shall:**

- A. be appointed by the DP for a two (2) year term, one (1) year as co-chairman and one (1) year as chairman **as a non-voting member.**
- B. work with the VP of Gospel Outreach and Christian Life under whose department this position functions. Keep the DP and VP of Gospel Outreach and Christian Life informed of forthcoming meetings and activities and forward copies of committee meeting minutes to both of them.
- C. attend one BOD meeting each biennium and at the request of the DP.  
appoint a committee of members to assist her and inform Corresponding Secretary of names and address.
- D. keep historical and current retreat materials to be given to successor within three (3) - four (4) weeks after the retreat is completed. (Note: Two (2) years' records are turned over; remaining records are to be given to district Archivist-Historian.)
- E. have all original material written for retreat use approved by a district Counselor.
- F. Submit the list of suggested and pastor approved music/songs for the manual to the VP-GOCL for clearance through CCLI.
- G. follow fall retreat guidelines and retreat files and plan all details listed under Retreat Chairman.
- H. Work with the district publicity chairman and web site manager to promote the retreat.
- I. with regard to exhibitors, set the fee to be in line with what the Exhibitor Fee Task Force has suggested. The Retreat Chairman and-one member of the EC will review and approve displays prior to the retreat. (See separate fall retreat guidelines for more detail.) Exhibits are to only include information and material funded by that organization and central to their mission. (District committee exhibits are to only include information related the committee's purpose and work for the district.) The Exhibit Chairman and a member of the EC shall review all material at the exhibit for appropriateness and, if material not meeting the guidelines is displayed, ask the exhibitor to remove it. A Pastoral Counselor shall review all material in the packets.
- J. distribute copies of the fall retreat guidelines to each member of the committee.
- K. suggest possible sites to the VP-GOCL for future use.
- L. ensure that no unapproved brochures are included in the packets **OR GIVEN OUT**
- M. prepare a written report for BOD meetings as desired or at the request of the DP.
- N. prepare a written report for the convention manual.
- O. perform other duties as requested by the DP.



## GUIDELINES FOR DISTRICT GRAPHIC ARTS CONSULTANT

### The district Graphic Arts Consultant shall:

- A. work with the VP of Communication under whose department this committee functions.
- B. be appointed by the DP for a two (2) year term, eligible for reappointment **as a non-voting member**.
- C. assist the district committees, if needed, in formatting their designs for logos, flyers/handouts, etc so that they are ready to be printed and also placed on the website.
- D. receive from the committee/individual all raw data at least 3 weeks before the first draft copy is needed. If additions are needed to the first draft, the committee shall have the final draft back to the Graphic Arts Consultant at least 10 days before it is needed for mass distribution by the committee in charge of the event.
- E. receive from the committee that needs the assistance, all information they want on the flyer/handout, etc. as they have firsthand knowledge of what they want. This includes all raw data such as dates, times, theme, speakers, etc. The Graphic Arts Consultant may 'tweak' the wording but shall not be responsible for writing what is needed.
- F. work from the home and is not required to attend any set meetings, but will attend at least one BOD meeting per biennium and at the request of the DP
- G. perform other duties as requested by the DP.

## LWML SWD GUIDELINES FOR THE HEART TO HEART DISTRICT LEADER

### The district Heart to Heart Leader shall:

- A. work with the VP of Mission Grants under whose department this committee functions.
- B. be appointed by the DP for a two (2) year term, eligible for one (1) reappointment, and a **voting member** of the district BOD.
- C. appoint a committee of two (2) or three (3) to assist her, and submit names and addresses to the Corresponding Secretary.
- D. actively promote the membership of ethnic women in the LWML, and foster members' comfort levels in attending district events and developing spiritual growth.
- E. encourage the participation of LWML members of all ethnicities in the district by:
  1. developing outreach programs toward the various ethnic communities in the district.
  2. chairing annual Multi Cultural Events with the assistance of other district officers and appointed chairman. (See separate events guidelines)
  3. mentoring and recommending individual ethnic women to be active members of various district committees.
  4. working with the district Public Relations Chairman and the Web Site Administrator to promote publicity.
  5. maintaining an up-to-date file of all multicultural events and members.
  6. using opportunities to present ethnically diverse materials at society meetings, zone rallies, retreats, district conventions and in the district *Mission Lamp* and Website.
- F. attend national LWML Heart to Heart workshops and seminars as approved by the EC.
- G. perform other duties as requested by the DP.

## **GUIDELINES FOR LWML SWD MUSIC COORDINATOR**

### **The district Music Coordinator shall:**

- A. Work with the district VP of Gospel Outreach and Christian Life (GO/CL) under whose department this position functions.
- B. Be appointed by the DP for a two year term, eligible for reappointment, and **a non-voting member** of the BOD.
- C. Keep the DP and the VP-GO/CL informed of meetings and activities.
- D. Be music literate.
- E. Be an ex-officio member of all LWML SWD events committees. May or may not attend meetings, but will receive minutes to stay appraised of music needs.
- F. Coordinate the roles of the event committee, the musicians, and the music coordinator regarding the music for an event.
- G. Keep in mind the goals when choosing music:
  1. The musicians are not at an event to just perform, but rather to lead the singing and get the ladies actively involved in worshipping our Lord in song.
  2. Collaborate with event committee to choose songs that fit the theme of the event. Get an outline of the event and choose the songs accordingly.
  3. Because women of all ages attend these events, try to get a mix of old hymn favorites and some more contemporary hymns. The fall retreat has more older women generally that attend so more traditional songs are appreciated. Be sure to include one or more of the LWML hymns.
  4. Our LWML SWD has a license with CCLI, so any lyrics that are printed out need to include the LWML's license number 1024895 with the copyright information. If we print out an LWML hymn such as Serve the Lord With Gladness, the music coordinator needs to send an email to the LWML person that keeps records of these things so we can write "Used with Permission" after the song.
- H. May appoint committee members to assist her; if she appoints any committee members, notify the district Corresponding Secretary of names and addresses.
- I. Be familiar with the bylaws and guidelines of the LWML and LWML SWD
- J. Be computer literate and have computer access.
- K. Be conversant with copyright law.
- L. Have a listing of music copyright and licensing resources.
- M. Be responsible for all music used at all district events.
  1. Notify event chairmen of the timeline needed for obtaining necessary approvals.
  2. Obtain a listing of all music to be used at all LWML SWD events
  3. The event chairman will have responsibility for having all music approved by the District Pastoral Counselor before it is submitted to the music coordinator.
  4. Evaluate selections for copyright status.
  5. Determine which pieces LWML SWD is licensed to use.

6. Notify the event chairman as to which selections are within our license and which ones are not.
  7. If music selections for any given event are particularly desirable due to the theme/Bible verses being used, but are not within our licensure, obtain permission for a one time use of that piece.
    - a. Obtain EC approval once cost is determined
    - b. Notify the district and event treasurers
    - c. If the event has a budget, this cost will be taken from the event budget.
  8. Assure that proper copyright information is listed for each piece used.
    - a. Copyright information is needed on print and power point
    - b. May assemble songs for use complete with verses and acknowledgements
    - c. Work with the district AV technicians to develop power point slides. Approve all slides before the event.
    - d. Work with the event manual/folder chairman to develop handouts/manual pages for songs to be used. Approve all pages.
    - e. Responsibility for developing items (a) through (d) may be negotiated by the music coordinator and the event committee.
- N. Maintain a listing of all licensing resources
1. Follow procedures from each licensing agency
  2. Do reporting to each agency as required by the agency
- O. Maintain a listing of individuals who could function as song leaders or accompanists at district events.
- P. Maintain a listing of individuals who have instrumental expertise
1. The DP will forward identified individuals from event personal profiles
  2. Individuals may identify themselves or be referred by others

## GUIDELINES FOR DISTRICT NOMINATING COMMITTEE

### The district Nominating Committee shall:

- A. Work with the Vice President of Organizational Resources under whose department this position functions. Attends the BOD as a **non-voting member**.
- B. Consist of one-fourth of the zone presidents rotating through the zones as follows:
  1. Committee 1: 2016 – 4, 8, 12, 16, 20
  2. Committee 2: 2018 – 1, 5, 9, 13, 17, 21
  3. Committee 3: 2020 – 2, 6, 10, 14, 18
  4. Committee 4: 2022 – 3, 7, 11, 15, 19
- C. Maintain complete confidentiality concerning all nominees and all discussions occurring at committee meetings
- D. Be responsible for selecting two (2) eligible candidates for each office, if possible, for election at the district convention.
  1. Obtain as many candidates as possible for each office, thereby being able to select the most qualified to be placed on the ballot.
  2. Confer with the pastor of each woman being considered for an office.
- E. At the first meeting, called by the VP of Organizational Resources at the fall BOD meeting in even-numbered years, select a chairman (unless the chairman has already been appointed), secretary and public relations person from its members. Determine which officers are up for election.
  1. The committee chairman shall:
    - a. Call and chair meetings
    - b. Prepare the slate of candidates with photograph and biography of each for publication in the March/April issue of the *Mission Lamp*.
    - c. Send this information to the editor before December 31 of the year prior to the district convention.
    - d. Send the same material to the convention manual chairman.
    - e. Send the slate of candidates and their addresses to the DP (the DP is excluded from the nominating process until this time)
    - f. Present the slate of candidates to the winter BOD before convention and to the convention delegates
  2. The committee secretary shall:
    - a. Keep records of all meetings
    - b. Send consent forms to each person whose name has been submitted as a potential candidate for a district office
      - i. Each candidate should receive the consent form, the guidelines for the specific office she is being asked to consider, and general, EC and BOD guidelines.

- ii. Information may be sent by US mail or email or a combination of the two.
  - c. Send letters to nominees informing them they have been selected for the ballot as soon as possible after the December 1<sup>st</sup> deadline, requesting a biography and a picture.
  - d. Send letters to nominees informing them they have not been selected for the ballot as soon as possible after the December 1<sup>st</sup> deadline.
3. The committee public relations person shall send publicity to the *Mission Lamp* in the year prior to the election convention.
  - a. Inform the membership of the offices for which the nominating committee is seeking candidates and solicit suggested names
  - b. Use every opportunity to seek nominations
4. Deadline for submitting names to the nominating committee is December 1 prior to the district convention.

## **GUIDELINES FOR DISTRICT PRAYER MANAGER (EMAIL)**

### **The district Email Prayer Manager shall:**

- A. be appointed by the DP for a two (2) year term as a **non-voting member**, and be eligible for reappointment
- B. be directly responsible to the DP
- C. be exempt from attending any regularly scheduled LWML SWD meetings, unless otherwise direct by the DP.
- D. have full-time access to a computer with e-mail capabilities.
- E. maintain an up-to-date e-mail address list, ideally consisting of:
  - 1. at least one (1) LWML volunteer from each zone (and, ideally one from each society) in the SWD who is willing and able to check her e-mail at least every two (2) days, pray for situations made known to her in the prayer requests and, if appropriate, pass along the prayer requests to other individuals and groups.
  - 2. other LWML women who wish to receive requests.
  - 3. SWD LCMS pastors who wish to receive requests.
  - 4. limit the list of those doing the praying (the “pray-ers”) to LCMS members; however ANYONE may be included on the list for whom prayers are being said.
- F. respect the confidentiality of individuals requesting prayers and refrain from discussing their situations among others; this is a prayer group whose members are asked to share their prayers and thoughts with God ONLY.
- G. include all requests in her personal prayers.
- H. ascertain from the DP that the individual (or the family) being prayed for has given his/her permission to be included on our prayer list.
- I. pass along prayer requests from the DP only (if the Prayer Manager is contacted by a person requesting the Prayer Manager to send a request out directly, the Prayer Manager is to refer them to the DP.)
- J. pass the prayer requests on in a timely manner.
- K. keep the e-mail address list confidential; the list is not to be shared with anyone else.
- L. remove individuals from the list of pray-ers if they so request.
- M. work closely with the DP who may, at times, also request the E-mail Prayer Manager to pass along, via the e-mail list, urgent matters which need to be shared immediately with LWML SWD members. Specific instructions for each of these matters will be noted in the request.
- N. Attend at least one BOD meeting each biennium and at the request of the DP.
- O. Prepare a written report for the district convention manual

## GUIDELINES FOR *LUTHERAN WOMAN'S QUARTERLY* MANAGER

### The *Lutheran Woman's Quarterly* Manager shall:

- A. be responsible to the VP of Communication under whose department this position functions.
- B. be appointed by DP for a two (2) year term as a **non-voting member** and eligible for reappointment.
- C. receive from Corresponding Secretary an accurate listing of each society.
- D. keep an accurate record of the number of copies of the *Lutheran Woman's Quarterly* each society has requested, and the number of individual subscriptions.
- E. communicate with the Financial Secretary concerning subscription forms and payments sent to her.
- F. know how to use a computer and have access to a computer.
- G. inform the LWML office of any increase/decrease in the number of copies of the *Lutheran Woman's Quarterly* requested by specific societies in the district.
  - 1. upon receiving the *Lutheran Woman's Quarterly* invoice from the DP, reconcile the number of copies billed with the number ordered; if in agreement, fill out, sign and mail a payment voucher along with billing statement from national to the DP for her signature and forwarding to the district Treasurer for payment.
  - 2. if the number of copies of *Lutheran Woman's Quarterly* cannot be reconciled, correspond with the LWML office in St. Louis and request clarification.
  - 3. at the fall BOD meeting, provide for each zone president a publication order form for each society in her zone with the total cost for subscriptions indicated.
- H. inform the LWML office of any society name or address change, any new society or any society dropped from the district roster.
- I. make sure the district LWML pastoral counselors receive a *Lutheran Woman's Quarterly*. They should have individual subscriptions ordered for them at district expense.
- J. attend at least one BOD meeting each biennium and at the request of the DP
- K. may prepare a report for each BOD meeting and/or at the request of the DP.
- L. prepare a written report for the convention manual.
- M. give file to successor upon completion of term.
- N. perform other duties as requested by the DP.



## GUIDELINES FOR DISTRICT SCHOLARSHIP CHAIRMAN

### The district Scholarship Chairman shall:

- A. be appointed by the DP for a two year term as a **non-voting member**, eligible for one reappointment and is responsible to the Financial Secretary.
- B. appoint two (2) members, representing several district geographical areas, if possible, to serve with her. They shall be responsible for promoting the LWML SWD Scholarship Endowment Fund for Female Church Work Students in the following manner:
  - 1. distribute endowment fund applications and guidelines.
  - 2. select candidates for EC approval. Chairman makes a copy of all applications and blots out the names & other identifying information on each copy. These copies are what the committee sees. Only the chair knows the names.
  - 3. periodically update application forms and guidelines and post on the website.
  - 4. appoint one member of the committee to verify fulfillment of service requirements of grant.
- C. promote scholarship fund and student financial aid through articles in the *Mission Lamp* and exhibits at retreats and/or conventions.
- D. keep the Financial Secretary informed of all activities.
- E. inform by letter those ladies chosen as recipients as well as those not selected.
- F. send names and pictures to *Mission Lamp* Editor.
- G. make sure the Treasurer has correct spelling of names of scholarship recipients. Inform the Treasurer when checks are needed so she has time to get them to Scholarship Chairman.
- H. send out checks and another letter to recipient(s).
- I. prepare a grant proposal for scholarships for each LWML SWD Convention
- J. prepare a written report for BOD meetings as desired and at the request of the DP.
- K. prepare a written report for the district convention manual.
- L. perform other duties as requested by the DP.

## **GUIDELINES FOR DISTRICT SPECIAL FUNDS COORDINATOR**

### **The district Special Funds Coordinator shall:**

- A. works with the Financial Secretary under who department this position functions.
- B. be appointed by the DP for a two year term eligible for reappointment (**as a non-voting member**). Choose a committee of two (2) or three (3) to assist in performing her duties.
- C. encourage and arrange meetings and programs for LWML members, societies and zones to enlighten members on district and national giving programs, and promote current giving and inclusion in estate plans, on the following funds:
  - 1. TLC (The Love of Christ Fund) (see separate guidelines)
  - 2. The LWML SWD Endowment Fund for Female Church Work Students, which provides scholarships to district female students who are going into the Lord's work and attending synodically-recognized institutions. (See scholarship committee guidelines).
  - 3. A Light That Endures ( LWML program).
- D. have a thorough knowledge of other funds that are set up and encourage giving. This would include two LWML SWD scholarships under the control of Concordia University Wisconsin, and the national 60th anniversary endowment fund.
- E. ask the district Treasurer for updates on the current status of our funds (the Scholarship Fund and TLC fund) and obtain current national fund updates from the national LWML web site before speaking to a group. Keep current with our district mite goal progress, to be ready for possible questions.
- F. promote special gift giving at LWML events (retreats, conventions, workshops, etc.) with the aid of a display booth and/or oral presentation.
- G. develop printed materials and/or other promotional pieces to be supplied to LWML members and also to our District PR chairman to include in the PR display that is taken by her to many district LCMS events.
- H. have her name listed on the district speakers' list.
- I. report updates on information available for meetings and programs to the Financial Secretary.
- J. meet with the SWD LCMS Gift Planning Counselor as needed to plan meetings as requested by individuals, churches, societies and zones.
- K. attend a BOD meeting at least one time per biennium and as requested by the DP
- L. may prepare a written BOD report
- M. prepare a written report for the convention manual
- N. other duties as requested by the DP
- O. oversee the endowment interest committee, with duties as follows:

### **The district Interest Committee shall:**

- 1. consist of three (3) zone presidents appointed annually on a rotating basis through all zones. Appointments will be made at the fall BOD meeting by the district president according to the attached pre-established schedule. This committee reports to the Special Funds Coordinator.
- 2. as shown in number three below, deal with the disbursement of interest from large monetary gifts/bequests made to the district with the intent that the bequest states.
- 3. use the monies earned from the investment on an annual basis for mission purposes as determined by the district BOD in accord with any stipulations

established by the donor. Current bequests are:

- a. Kaestner Memorial Fund is to be used specifically for missionaries in the field, preferably those from SWD in the foreign field. (7/15/95)
  - b. Schroeder Memorial Fund - no restrictions.
4. present recommendations to the Financial Secretary in time for the winter EC meeting each year.
  5. request assistance from the Vice President of Special Focus Ministries and mission grants. Keep the DP and VP of Special Focus Ministries and Mission Grants informed of all decisions.
  6. choose several worthwhile recipients to be presented to the EC for approval and to be voted on by the entire BOD at its winter meeting.
  7. obtain district Pastoral Counselor's approval of possible recipients.
  8. contact the Treasurer to determine the amount of money available.
  9. propose only projects that have immediate needs.
  10. prepare a written report describing briefly the possible recipients and their need and two ballots (in case of a tie). Put amount of money available for each one by their respective places on the ballot and/or information sheet.
  11. give all ballots to the Recording Secretary.
  12. obtain assistance from other resources, including:
    - a. SWD LCMS mission executive;
    - b. pastors in your area; and
    - c. district counselors.
- P. write articles for the *Mission Lamp* and other publications as needed or requested.
- Q. prepare a written report for convention manual.
- R. turn over all files to the newly appointed Special Funds Coordinator..
- S. perform other duties as requested by the DP

### **Interest Committee Rotation by Zone Number.**

Year of assignment is listed. Voting is the following February.

Interest for:

- 2017 – 7, 14, 21
- 2018 – 1, 8, 15
- 2019 -- 2, 9, 16
- 2020 -- 3, 10, 17
- 2021 – 4, 11, 18
- 2022 – 5, 12, 19
- 2023 – 6, 13, 20

## **GUIDELINES FOR NATIONAL CONVENTION TRANSPORTATION CHAIRMAN**

### **The district National Convention Transportation Chairman shall:**

- A. be appointed by the DP as a **non-voting member** for a four (4) year term, eligible for reappointment, and be directly responsible to the DP
- B. get costs for the following: travel by airlines, bus and train, keeping in mind the need for extra meals and overnights on the way. Those delegates traveling by car receive the district mileage rate not to exceed the “approved” delegate rate of travel. Provide an itemized list of expected expenses to the EC and BOD so that decisions about reimbursement may be made.
- C. make tentative travel arrangement suggestions to be presented to the district EC during July or August of the even numbered years so publicity can be given to the BOD at their fall meeting in even numbered years.
- D. upon the EC approval, finalize travel arrangements for zone presidents (delegates), two YWR’s, Counselor and any BOD members needing transportation, at the fall BOD meeting in even numbered years.
- E. advertise appropriate information for guest travel (bus or train when traveling in a group), those flying are on their own. Prepare news releases for zone presidents to publicize in their zones and societies. Also publicize in *Mission Lamp* and on the website.
- F. all money received will go to the District Financial Secretary
- G. all expenses are paid by the District Treasurer
- H. give files to successor upon completion of term.
- I. prepare a written report for the district BOD when necessary.
- J. be reimbursed for her transportation costs to national LWML convention for which she has arranged transportation.
- K. be directly responsible to the District

## GUIDELINES FOR WEB SITE ADMINISTRATOR

### The district Web Site Administrator shall:

- A. be responsible to the VP of Communication under whose department this position functions.
- B. be appointed by DP for a (2) two year term as a **non-voting member**, eligible for reappointment.
- C. maintain the LWML SWD web site; keeping all information up to date.
  - 1. create web pages to promote the annual Fall Retreat and YW Retreat.
  - 2. maintain the current toll of monthly Mite contributions.
  - 3. maintain the online Mission Grant poster, making a notation as grants are paid.
  - 4. post the *Mission Lamp* as provided by the editor
  - 5. provide District and national causes and events.
  - 6. post information requested by the DP.
- D. coordinate all requested additional information with the Vice President of Communication
- E. choose assistants to help with website maintenance, with input from the DP and VP of Communication.
- F. notify Treasurer of need for renewal payments
- G. coordinate with assistants for maintaining the web site.
- H. may write a report for BOD meetings.
- I. write a report for the convention manual.
- J. attend a BOD meeting one time per biennium and as requested by the DP
- K. perform other duties as requested by the DP.

**GUIDELINES FOR THE DISTRICT YOUNG WOMEN'S RETREAT CHAIRMAN**  
**(Also see separate Young Women's Retreat Guidelines)**

**The district Young Women's Retreat Chairman shall:**

- A. work with the VP of Gospel Outreach and Christian Life under whose department this position functions. Keep the DP and VP of Gospel Outreach and Christian Life informed of forthcoming meetings and activities and forward copies of committee minutes to both of them.
- B. be appointed by the DP as a **non-voting member** for a two (2) year term, one (1) as co-chairman and one (1) as chairman.
- C. attend one BOD meeting per biennium and as requested by the DP
- D. appoint a committee to work with her.
- E. be responsible for working with EC to obtain approval for recommendation as to retreat theme, musicians and logo.
- F. follow young women's retreat guidelines.
- G. keep historical and current retreat materials to be given to successor within six (6) weeks after the retreat is completed.
- H. have all original material written for retreat usage approved by a district Counselor.
- I. Send music for manual to VP of Gospel Outreach and Christian Life for clearance through the district's CCLI license.
- J. with regard to exhibitors, set the fee to be in line with what other organizations charge us to set up an exhibit at their events. The Retreat Chairman and the VP of Gospel Outreach and Christian Life will review and approve displays prior to the retreat. (See separate young women's retreat guidelines for more detail.) Exhibits are to only include information and material funded by that organization and central to their mission. (District committee exhibits are to only include information related the committee's purpose and work for the district.) The Exhibit Chairman and a member of the EC shall review all material at the exhibit for appropriateness and, if material not meeting the guidelines is displayed, ask the exhibitor to remove it. A Pastoral Counselor shall review all material in the packets.
- K. distribute copies of the YW retreat guidelines to each member of the committee.
- L. ensure that no unapproved brochures are in packets or distributed.
- M. may prepare a written report for BOD meetings or at the request of the DP.
- N. prepare a written report for convention manual.
- O. perform other duties as requested by the DP.

## GUIDELINES FOR DISTRICT ACTIVE SOCIETIES VS SUPPORTING SOCIETIES

The following are the criteria for an active society:

1. Collects mites
2. Orders *Quarterlies*
3. Meets at least quarterly
4. Has Bible study
5. Sends delegate(s) to district conventions
6. Participates in zone and district events.

A supporting society would:

1. Collect mites
2. Possibly order *Quarterlies*
3. Possibly send delegate(s) to district convention
4. May participate in zone and district events.

A society should use the many helps available through the district in order to remain strong and viable. If a society is having trouble with any aspect of its organization, district resources, such as the Renewal Committee, should be utilized, which should prevent a request to disband the society entirely, but rather have a society in a supporting level, still supporting district with mites, while working toward renewal.

A society which would like to request supporting status, shall:

1. Continue to collect mites;
2. Seek help for the society within the district organizational structure, i.e., EC and/or Renewal Committee; and
3. Notify the district Corresponding Secretary of its desire to apply for supporting society status and include an up-to-date society officer listing form.

A society, in order to request disbandment, shall have:

1. Continued in fervent prayer;
2. Completed a survey of congregational women through the Renewal Committee;
3. Sought counsel of the Zone Pastoral Counselor(s) and zone president;
4. Sought help from the LWML SWD organizational structure (as listed above);
5. Published availability of individual membership to any interested members;
6. Felt in their hearts that this decision is in God's will; and

After steps 1-6 are completed, the society shall:

Submit an official letter to the LWML SWD Corresponding Secretary, enclosing the society charter of membership and a check payable to the LWML SWD covering the society's remaining mite money, faithfully given by society members solely for that purpose.

## GUIDELINES FOR DISTRICT REMOVAL POLICY

God's Word tells us:

- “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (Matt. 18:15-20)<sup>1</sup>
- “You shall not give false testimony against your neighbor.” (Exodus 20:16; Deut. 5:20)

Therefore, in obedience to God's Word, when one (1) or more EC member(s) (as defined in Article XI A of the LWML SWD Bylaws<sup>2</sup>) or at least five percent (5%) of the BOD (as defined in Article X A of the LWML SWD Bylaws) formally accuse one or more member(s) of the BOD and/or district committee(s) of:

1. Inability or failure to perform the duties of the position; or
2. Demonstrating disrespect to the Lord and the LWML by her public behavior;

the following guidelines shall apply:

1. A BOD meeting shall be called in accordance with Article X, A of the LWML SWD Bylaws.
2. Notice that this item will be on the agenda shall be sent to the BOD at least thirty (30) days before the date of the meeting.
3. Removal shall require a two-thirds (2/3) majority vote of the total BOD membership.
4. A vacancy in a BOD position as a result of a removal of a BOD member shall be filled in the manner prescribed by the LWML SWD Bylaws governing the filling of vacancies for that position:
  - a. As to the DP: Article X, E;
  - b. As to the EC: Article XI, D, 3; and
  - c. As to Committee Chairmen or Committee members: Article VIII A 3.

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<sup>1</sup> All Scripture verses are taken from the New International Version.

<sup>2</sup> All references to Articles refer to the South Wisconsin District LWML Bylaws.



5. A zone president who has been removed from the BOD, by definition, has also been removed as zone president. The zone shall select a new president in accordance with its bylaws.

6. All actions shall be without prejudice.

We shall follow Christ's example:

- “The Lord is gracious and compassionate, slow to anger and rich in love.” (Psalm 145:8);
- “But you, O Lord, are a compassionate and gracious God, slow to anger, abounding in love and faithfulness.” (Psalm 86:15);
- “May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Jesus Christ, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ.” (Romans 15:5-6).

All actions taken under these guidelines shall be applied in Christian love and for the greater good of the League.

# THE LOVE OF CHRIST TLC FUND GUIDELINES

## I. PURPOSE

Established in 1998, the purpose of The Love of Christ Fund (TLC) endowment fund is to provide monies for:

- A. LWML SWD administrative expenses, such as sending delegates to the national biennial LWML convention when administrative funds cannot meet all expenses incurred.
- B. Emergency needs within the SWD LCMS, including, but not limited to:
  1. Destruction or damage of church or parochial school property by fire, flood, or other disaster.
  2. Unanticipated, unique, one-time only needs of congregations, especially mission congregations.
- C. Financial assistance for emergencies of our SWD missionaries home on furlough or to help them get home. (Coordinate with the LWML SWD Missionary Outreach Chairman, who keeps a current list of these missionaries.)

*In the situations listed under B1, 2 and C, above, all other available funds, including insurance, shall be used first by the individual or congregation recipient.*

- D. Special financial assistance to bring society delegates & YW reps to District Conventions, special scholarships for attendees to the Fall and/or Winter Getaway Retreats and District Conventions. These funds may be used to give scholarship packages for financial assistance for registration and various other expenses to these events. These scholarship packages will be considered on an individual basis.

## II. PRINCIPAL

- A. The principal shall be built by special gifts (other than mite money) and twenty-five percent (25%) of district convention offerings.
- B. No monies shall be given until the principal in the fund is at least twenty-five thousand dollars (\$25,000) (*BOD approval 9/17/05*). The minimum principal financial requirement may be raised by the Board of Directors, but it is the intent of the founders of this Fund that the minimum principal balance never be less than the stated \$25,000 (prior to use of interest and appreciation) unless brought before the BOD at one meeting and prayerfully considered and voted on at the following BOD meeting.
- C. Funds above the \$25,000 shall be placed in a separate account(s) fund that is easily accessible, yet gains interest, so it is readily accessible to provide grants.

- D. The fund (all monetary amounts) and guidelines shall be reviewed by the LWML SWD EC with input from the TLC Committee approximately every other year. The TLC Committee shall send their recommendations to the EC for approval. Date of the review is to be added to the guidelines footer.

### III. GRANTS APPROVAL

- A. Administrative expenses: Because South Wisconsin is one of only a few LWML districts which does not use mites for administrative program purposes, first priority in use of TLC funds shall be given to district administrative needs as outlined in Section I-A. However, TLC funds shall not be used for those purposes if the district has sufficient administrative funds in its accounts as a result of rally offerings and other donations. A two-thirds (2/3) vote of the EC is necessary to use TLC funds for administrative purposes.
- B. Emergency needs of SWD LCMS: When an emergency occurs that meets TLC guidelines in Section I-B, the information shall be given to the LWML SWD President. She shall then present the need to the EC by phone, letter, in person, or electronic messaging. The money may be allocated with the approval of two-thirds (2/3) of the EC. If there is any question about the legitimacy of the need, approval of the SWD LCMS president shall also be secured. The grant(s) shall be reported to the BOD at its next meeting.
- C. SWD LCMS missionaries: When an emergency occurs that meets TLC guidelines in Section I-C, the information shall be given to the LWML SWD President. She shall then present the need to the EC by phone, letter, in person, or electronic messaging. The money may be allocated with the approval of two-thirds (2/3) of the EC. If there is any question about the legitimacy of the need, approval of the LCMS Office of International Mission (OIM) shall be secured. The grant shall be reported to the BOD at its next meeting.
- D. Scholarships to attend district events: Approvals for the requests of individuals are granted by the TLC Committee according to the guidelines set forth in Section IV and V, below.

### IV. TLC COMMITTEE

- A. The LWML SWD President shall appoint a special committee (Art. X,A-7 Bylaws 2008), known as the “TLC Committee.”
- B. The committee shall consist of four (4) members, who shall serve a two (2) year term and be eligible for re-appointment.
- C. The LWML SWD President shall choose one committee member each from any four (4) of the following LWML SWD categories:
  - 1. Financial Secretary – past or present
  - 2. Financial Task Force Chairman – past or present
  - 3. Current Zone President
  - 4. Current Committee Chairman
  - 5. Past District President

6. Past District Officer

**V. DISTRIBUTION PROCEDURES**

In an effort to use *our silver and our gold to extend His Kingdom* and *our will to do His will (LWML Pledge)*, the LWML SWD desires to use the monies so faithfully given to this fund to encourage participation in LWML events.

A. LWML SWD Administrative Needs (I-A and III-A):

1. The interest earned from the TLC Fund shall help to cover costs such as sending delegates to the national biennial LWML convention if administrative funds cannot meet all expenses.
2. It may help to cover extra expenses for delegates with special needs (i.e. wheel chair rental; battery operated cart rental; single room occupancy; etc). These special requests shall be verified through the individual's pastor and/or someone well acquainted with the need.
3. The LWML SWD EC shall grant approval (or not) to use TLC Funds for administrative needs (see 1 & 2 above) with information provided by the LWML SWD Treasurer, considering potential shortfalls for National Conventions, and considering the amount of interest in the fund. A two-thirds (2/3) vote of the EC is necessary to use funds in this manner.

B. Emergency needs of SWD LCMS (I-B, 1 & 2; and III-B)

1. Monies in this category are to be used for unanticipated, unique, one-time only needs of congregations or parochial school property, especially mission congregations. *We pledge Him our willing service, wherever and whenever He hath need of us... (LWML Pledge).*
2. The maximum amount given from interest shall be 2% of the amount insurance and all other sources, (i.e. congregational members, outside grants, etc) doesn't cover up to \$3,000 per incident at each church up to the maximum available at the discretion of the EC.
3. Information to determine need can be secured through the head of the CISM (Critical Incident Stress Management) for SWD LCMS. He is requested to inform us of the need and get an application from us.
4. The EC is to determine distribution as conditions warrant, with approval by a two-thirds (2/3) majority of the EC.
5. The grant shall be reported to the BOD at its next meeting.

C. SWD LCMS Missionaries (I-C; and III-C)

*In obedience to His call for workers in the harvest fields* and so that we use *every power of our life to the great task of bringing the lost and erring into eternal fellowship with Him (LWML Pledge)* the LWML SWD desires to give aid to our SWD LCMS missionaries who may have unusual emergency needs.

1. Those eligible shall be personnel as described in the LWML SWD Missionary Outreach guidelines.
2. The need shall be brought to the attention of the LWML SWD President through the LWML SWD Missionary Outreach Chairman; LCMS Office of International Mission (OIM) and/or SWD LCMS.
3. It shall be the decision of the LWML SWD EC to assist the missionary or not, depending whether or not they meet the criteria as set forth in these guidelines, the guidelines for the Missionary Outreach Committee and any other pertinent information available at the time of the emergency. A two-thirds (2/3) majority approval of the EC is needed.
4. The maximum amount of each gift shall be no more than \$500.
5. Approved reasons for receiving monetary help shall be a medical emergency or death of the missionary, his/her spouse, parent or child.

D. Scholarships to attend district events (I-D; and III-D):

1. In an effort to *...assist each woman in the congregations of our district in affirming her relationship with the Triune God...in reaching out with Christ's love to all people of her church, neighborhood and the world...* (LWML SWD Purpose Statement), the LWML SWD may use TLC monies to encourage participation in District LWML events. The District President, the person validating the applicants' need, the event registrar, and the District Treasurer are the only people who are to know the identities of those women receiving scholarships.
2. Any woman who is a member of the SWD LCMS may apply for a TLC Scholarship. She is to fill out and submit, to the LWML SWD President, an application by the postmark deadline date (see below: V-D-7-a-iii-iv and V-D-7-b-iv). **A new form must be submitted for each event.** Scholarship application forms may be requested from the LWML SWD President; it is also on the LWML SWD website [www.lwml-swd.org](http://www.lwml-swd.org), (click on "Resources" and choose "Scholarships")
3. The LWML SWD President shall receive all completed application and registration forms and:
  - a. return all applications that are not complete or that are postmarked after the deadline date, along with a note explaining why it is being returned.
  - b. mark each application with a code letter in the space provided on each page of application form and maintain a master list of the applicants' names and their code letter.
  - c. make four (4) copies (if sending via mail) or scan pages of the second page of each application retaining the original copy for herself.

- d. send a scanned copy of page 2 of all qualified applications received to the TLC Chairman soon after the published deadline date, who will then forward these copies to the remaining three (3) committee members.
  - e. after the TLC Committee has made their selections, the DP will receive, from the TLC Committee Chairman, the code letters of those chosen to receive scholarships. She shall then inform the District Treasurer that the District will be paying for the registrations, meals, etc. of the approved applicants. She is to include their names and other pertinent information. (She shall stress to the District Treasurer the importance of confidentiality of the identity of TLC scholarship recipients.)
  - f. contact each woman approved for a TLC scholarship, informing her that the LWML SWD has granted her a scholarship and what will be paid for on her behalf. If some of the scholarship package will be paying for the applicant's portion of lodging (1/4 the cost of a room), the District Treasurer shall have an envelope with cash money for housing (over and above the registration fee and other items if noted) to give to the recipient.
  - g. shall also inform those applicants not receiving a scholarship that they were not chosen, and encourage them to submit a new application for each event.
  - h. shall destroy all applications after each even has been held and all accounting for the scholarships has been completed.
4. TLC Committee members shall:
- a. have a chairman appointed by the LWML SWD President.
  - b. receive, via email attachment or USPS page 2 of the submitted application forms from the TLC Committee Chairman.
  - c. prayerfully review and rank each application according to need, etc. Each member shall review the applications on her own, thus a group meeting may not be necessary.
  - d. send, via email or USPS, her rankings of the applications to the order of greatest need, to the TLC Committee Chairman by the deadline as set by the committee chairman.
  - e. destroy copies of all applications after each event has been held and all accounting for the scholarships has been completed.
5. The Chairman of the TLC Committee shall:
- a. receive the applications (page 2 only) from the LWML SWD President and forward to the remaining committee members.
  - b. with input from the DP, set a deadline for committee members to review and return their rankings to her.
  - c. prayerfully review and rank each set according to need, etc.

- d. receive the completed rankings from the other three (3) committee members by the established deadline.
  - e. collate all four (4) sets of ranked applications and, when completed inform each member of the committee which ones were chosen.
  - f. inform the LWML SWD President with a listing of which women were chosen to receive a TLC Scholarship and the amounts granted per applicant.
  - g. destroy copies of all applications after each event has been held and all accounting for the scholarships has been completed.
  - h. be responsible to, and report to, the LWML SWD President.
6. Registrar of the event and LWML District Treasurer shall:
- a. receive the names of all scholarship recipients from the LWML SWD President.
  - b. keep the identity of TLC Scholarship recipients confidential.
  - c. receive from the President what aspects of the event are to be paid from TLC funds for each TLC scholarship recipient.
  - d. pay the appropriate number of scholarship recipients registration fees (and meals if applicable) to the event registrar. She shall also have an envelope with the cash amount needed to  $\frac{1}{4}$  lodging cost (if so approved) for a scholarship(s) to hand deliver to the recipient.
  - e. destroy copies of all paperwork pertaining to the scholarships after each event has been held and all accounting for the scholarships has been completed.
7. Method of Determining Scholarship Packages
- a. Interest amounts shall be monitored by the LWML SWD Finance Committee. The number of scholarships and/or the amounts may be raised or lowered by action of the EC in response to fluctuating interest rates.
  - b. Retreats (Fall and Winter Getaway) scholarships
    - i. There shall be a maximum of \$2,600 awarded per year (\$1,300 per retreat).
    - ii. The scholarships awarded per retreat will be \$100 and shall first be applied toward registration, meal(s). ***Rationale: This will not decrease the amount given to recipient.***
    - iii. Applications must be postmarked on or before August 1<sup>st</sup> the year of the Fall Retreat for which the woman is applying.

- iv. Applications must be postmarked on or before December 1<sup>st</sup> the year preceding the Winter Getaway Retreat for which the woman is applying.
  - v. Applicants who are to receive the Special Scholarship package shall be the ones whom the TLC Committee scores the highest as they prayerfully review and rank each application according to need, etc.
  - vi. In the event that not all available scholarships have been awarded to those submitting applications by the deadline, the District President, in consultation with the TLC Committee, may consider special circumstances of applicants who have submitted their forms after the published deadline. The committee may then consider the needs, etc. of these applicants and, if they meet the other qualifications, may recommend granting scholarships to them, up to the number of scholarships still available for the event.
- c. SWD Convention scholarships
- i. Scholarships shall be considered for societies that cannot afford to send delegates; for a delegate that cannot afford to pay this expense on her own; or for guests. Preference shall be given first to delegates, then to guests.
  - ii. The scholarships awarded will be \$100 and shall first be applied to registration and meals.
  - iii. There shall be a maximum of \$3,000 awarded each biennium.
  - iv. Applications must be postmarked on or before May 1<sup>st</sup> the year of the District Convention.
  - v. Applicants who are to receive the Special Scholarship package shall be the ones the TLC Committee scores the highest as they prayerfully review and rank each application according to need.etc.
  - vi. In the event that not all available scholarships have been awarded to those submitting applications by the deadline, the District President, in consultation with the TLC Committee, may consider special circumstances of applicants who have submitted their forms after the published deadline. The Committee may then consider the needs, etc. of these applicants and, if they meet the other qualifications, may recommend granting scholarships to them, up to the maximum monetary amount of scholarships still available for the event

## **VI. PROMOTION**

The district president, financial officers, and/or Financial Task Force, the Special Funds Chairman and the TLC Committee Chairman shall determine, on an annual basis, ways to promote this Fund. Suggestions include (but are not limited to):

- 1. At each event, announce the availability of scholarships for the next event, perhaps making paper copies of the application form available.



2. A month before each scholarship deadline, post the information on the LWML SWD website, with a clickable link to the form.
3. Three weeks before each scholarship deadline, post the information on the LWML SWD Facebook page, with a clickable link to the form.
4. Develop a promotional piece to place on the website and for inclusion in the folders of each LWML SWD retreat convention.
5. Provide scholarship forms and encouragement to use them by promoting use of the TLC Fund at all district LWML events, such as workshops, H2H and Young Women events, as well as encouraging EC reps to include scholarship promotion when they bring the district report to Spring and Fall rallies.