

**Mid-South District LWML Directives**  
*Revised and Adopted August 17, 2007*

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## **PRESIDENT**

### **I. NATIONAL LWML**

The president is a member of the Board of Directors of the national LWML and has voice and vote at all meetings of the board and the biennial convention.

The president will attend the two regular meetings and all special meetings of that board. Regular meetings are held in the convention city immediately prior to the biennial convention and at a place to be determined by the President with the approval of the Executive Board in the even numbered years. An up-to-date count of the number of units and members within the district is needed prior to non-convention meeting. Special meetings of this board may be called by written request of nine members of the Board of Directors.

- A. Expenses of her attendance at board meetings will be paid in this manner:
1. the meeting prior to the biennial convention; The national LWML assumes the travel to and from the convention, meals and lodging attributable to the board meetings. The district assumes all other expenses connected with attendance at the convention.
  2. meetings held in St. Louis in non-convention years:
    - a. Travel may be arranged through LWML office in St. Louis (air coach travel). If district president makes her own arrangements, travel expenses are not to exceed air coach round-trip. A duplicate copy of her plane ticket shall be presented to the treasurer with expense voucher.
    - b. Meals - National will pay for all meals.
    - c. Lodging - When checking in, president identifies herself as a member of the LWML and that a room has been reserved for her. When checking out, she signs her room bill. Personal items (room service, telephone, etc.) and/or extra nights for personal reasons will be paid by the president personally.
  3. Christian Life Workshop - In the event that a national Christian Life Workshop is scheduled in conjunction with the board meeting, the District shall be responsible for the registration fee, meals for the day of the workshop and for one night's lodging. National will pay travel expenses.

B. Additional duties of the president pertaining to the national organization are:

1. Securing proper representation at national convention  
Several months prior to the biennial convention, the president will receive material relating to the credentials for the delegates in the district. The procedure for handling them will be
  - a. These credential materials, including instructions, are forwarded immediately to the zone presidents. All zones are entitled to send their ratio of delegates according to the national bylaws (ARTICLE IV, Section 2, Paragraph a).
  - b. The zone presidents send the names and addresses of the elected delegates and elected alternates to the district president for ratification by her.
  - c. The district president sends the names and addresses of these delegates and alternates to the recording secretary of the national LWML at least six (6) weeks prior to the convention.
2. District Reports in LUTHERAN WOMEN'S QUARTERLY  
District activities are briefly described by the president for the publication in the Quarterly as scheduled by the Editorial Staff of the Quarterly.
3. Names and Addresses  
Names and addresses of the district officers and counselors are sent to the LWML Headquarters (3585 South Jefferson Avenue, St. Louis, Missouri - 63118) immediately after the district convention. Notification of any changes in these officers during the biennium are to be sent to the LWML headquarters after such changes are effected.
4. Historical Report/Other information  
Makes sure that a historical report (a simple account of facts showing the progress during the biennium.) is sent by the Archivist-Historian biennially to the national Archivist-Historian. The report is to be submitted in duplicate. Each biennium chapter may conclude with an account of the district convention. When sending pictures or newspaper clippings to the national Archivist-Historian for the LWML scrapbook, it is to include the name of the paper/event, place and date.
5. Questionnaires  
Sends national questionnaires received prior to the biennial convention to the district Membership Chairman (Corresponding Secretary), who distributes them to the zones. After this information is compiled, it is returned to the district president who in turn sends it on to the national recording secretary. After compilation, the president makes sure that pertinent information gleaned from the report is handed down to the district, zone or unit as it may apply.

6. Contributions
  - a. Instructs the district treasurer that all moneys for the national treasury are to be sent to the national Financial Secretary
  - b. Makes sure that twenty-five percent (25%) of the mite box offerings within the district is remitted to national at least quarterly.
7. Bylaws
 

Reminds the chairman of the district Structure Committee to send five (5) copies of all proposed amendments of the bylaws to the chairman of the national Structure Committee for review and approval before being voted on by district convention delegates.
8. Christian Life
  - a. Keeps the LWML Headquarters and national Christian Life Committee informed of any changes in the district committee chairperson.
  - b. Encourages the district board to keep in close contact with zones and societies.
  - c. Urges them to plan to include Christian Life features at rallies and meetings.
  - d. Encourages full cooperation of the clergy.
9. Official Magazine – *THE LUTHERAN WOMEN’S QUARTERLY*

Checks that the district Second Vice President has ordered, from the national office secretary, the desired number of copies of the *Quarterly* for distribution to members.
10. Recommendations, Resolutions, and Appeals
 

Make sure that three (3) copies of all recommendations, resolutions and appeals coming from within the district for consideration at a national convention are in the hands of the national President at least three (3) months prior to the convention. These may be proposed by individual members, societies, zones or the district.
11. Files
 

Keeps a file of all important records and mailing matter pertaining to the national LWML, which are to be handed on to her successor.

## II. DISTRICT LWML

The president is responsible to see that the district complies with the basic principles of the LWML and that it follows the organizational pattern as outlined in the bylaws of the national LWML. She is to familiarize herself thoroughly with the national bylaws, so that if called upon to interpret or explain any part thereof, she is in a position to do so. Additionally, she makes sure that all units and zones adhere to the threefold objectives of the LWML.

- A. Missionary education, inspiration and service are goals. In accordance with these three, the president is to encourage:
1. missionary education by regular use of the topic studies in the *Quarterly*. Other articles in the *Quarterly* may be reviewed and studied to advantage, supplementing these articles with additional resource material. Speakers and persons working in the missions or those familiar with the services would be valuable resources also. Pictures may be secured from the national League office or the Visual Aid Department of synod.
  2. missionary inspiration by encouraging each zone to sponsor Christian Life Workshops and Day of Prayer programs.
  3. missionary service – Personal witnessing and soul-winning are the primary factors of this service. The gathering of voluntary funds for the support of Mission Grants is another aspect. However, Christian service should not be restricted to projects. Visits to the sick, the handicapped or indoor friends in the congregation are to be encouraged.
- B. Additional duties of the president pertaining to the district shall be:
1. preside at the district convention;
  2. prepare a report of the biennium for the convention manual;
  3. receive recommendations or resolutions to be considered at the convention at least three (3) months prior to the convention;
  4. write a letter of invitation to the speakers for the convention that were selected by the Board of Directors.
  5. preside at all meetings of the Board of Directors and the Executive Board.
  6. present a report at the regular meetings of the Board of Directors, with copies for the Recording Secretary, the Archivist-Historian and her own file;
  7. be an ex-officio member of all committees and departments except the Nominating Committee;
  8. appoint the Corresponding Secretary and chairmen of the Standing Committees unless otherwise provided in the bylaws. All appointments are subject to the approval of the Executive Board:
    - a. keeps well informed on all activities of the Standing Committees. Asks that a notice of any meeting to be held is sent to her far enough in advance so she may attend at her discretion.
    - b. all traveling expense of the president incurred while attending committee meetings shall be paid for by the district.
  9. appoint a Parliamentarian when needed;
  10. appoint all special committees;
  11. sign all contracts and other documents upon approval of the Executive Board.

12. receive all bills, signing and sending vouchers to the treasurer for payment of all approved bills;
13. sign, with the Corresponding Secretary, the Certificates of Membership;
14. prepare greetings for zone rallies;
15. make sure that the Corresponding Secretary keeps a correct list of the district and zone officers and society presidents, and provides her with a copy;
16. submit an article for each issue of the district newsletter;
17. be responsible for the execution of all resolutions passed by the district League, Board of Directors and Executive Board;
18. provide the convention chairman and counselors with a copy of the convention agenda prior to the convention.
19. pass on to her successor all material pertaining to the office within thirty (30) days following the termination of the office.

### **RECORDING SECRETARY**

The Recording Secretary is a member of the Executive Board and the Board of Directors. She attends meetings of these bodies and the district convention at district expense.

#### **I. The Recording Secretary shall:**

- A. keep a record of the proceedings of the meetings of the Executive Board and provides a copy of the minutes to each member;
- B. keep a record of the proceedings of the meetings of the Board of Directors and provides a copy of the minutes to each member of the board, standing committees and representative of members not in attendance;
- C. keep a record of the proceedings of the district convention and provides a copy of the minutes to each member of the Board of Directors, delegates of units and members of societies having no representation at the convention;
- D. keep on file all committee reports submitted to her;
- E. prepare a report for the convention manual;
- F. assist the Structure Committee in keeping a current list of the Convention Rules;
- G. receive credentials from delegates to biennial district convention at least four (4) weeks prior to the convention;
- H. send a list of convention delegates to the president, the district treasurer and the Convention Registration Chairman twenty (20) days prior to the convention;

- I. send two (2) copies each of all convention proceedings, Board of Directors minutes and Executive Board minutes to the national Archivist-Historian and one (1) copy to the district Archivist-Historian;
- J. pass on to her successor all material pertaining to the office within thirty (30) days after termination of her office;
- K. shall keep with her records the Lutheran Trust insurance policy and any other pertinent Mid-South District papers.

## **CORRESPONDING SECRETARY/MEETING MANAGER**

### Membership Chairman

The Corresponding Secretary is appointed by the President and serves in an advisory capacity to the President at her request. She is also Membership Chairman of the district.

#### **I. The Corresponding Secretary shall:**

- A. prepare four (4) copies of written reports for the regular meetings of the Board of Directors - one each for the President, Recording Secretary, Archivist Historian and her own file;
- B. handle all official correspondence such as
  - 1. letters of welcome and the Certificate of Membership to new societies,
  - 2. thank you letters,
  - 3. letters of condolence;
- C. handle any other correspondence as may be requested by the president, the Board of Directors, and/or the Executive Board;
- D. notify the members of the Executive Board and the Board of Directors of meetings as requested by the president;
- E. reserve, **WELL IN ADVANCE**, meeting places for these groups and with the help of local persons, makes lodging reservations for these groups;
- F. keep an up-to-date record of the names, addresses, telephone numbers and their office of the Executive Board and the Board of Directors;
- G. keep an up-to-date record of the numeral strength of the societies' names of their presidents and addresses;
- H. mail names and addresses of society presidents and zone presidents to the Convention Registration Committee Chairman **as early as possible in January** that each society may be mailed letters of invitation to the district convention;
- I. collect statistics annually from the zones;
- J. prepare a report for the convention manual.

**II. As Membership Chairman shall:**

- A. receive the application of a new society from its zone after acceptance by the zone. Three (3) copies of the application are made and sent to the district president, district treasurer and national resident. Notification is given to the Chairmen of Standing Committees, Mission and Quarterly promotion, giving pertinent information for the respective chairmen;
- B. issue Certificates of Membership to societies;
- C. send names and addresses of district officers and chairmen of standing committees to new societies;
- D. present each new society to the Board of Directors for ratification at the next board meeting. She also presents all societies received into membership during the biennium for recognition at the district convention;
- E. compile an annual statistical report, for the previous calendar year, January 1st through December 31st, prior to the national convention. In January the national corresponding secretary will send the required form to the district president, who forwards it to the membership chairman, for distribution to the zones. For additional district information in these years supplemental forms are included. In the intervening years a Mid-South questionnaire is prepared and distributed to the zones. These are usually distributed in November;
- F. prepare an annual membership roster, covering the period from January 1st through December 31st, alphabetized by zone;
- G. prepare a report for the convention manual giving a summary of statistics based on the findings of the calendar year previous to the convention;
- H. pass on to her successor all material pertaining to the office within thirty (30) days after termination of her term of office.

## **PASTORAL COUNSELORS**

The first and foremost task of a Pastoral Counselor is that of advising the Executive Board, the Board of Directors, and other committees as shall be assigned to him. He attends meetings of these bodies and the district convention at district expense. He should be available to counsel with God's Word and to lovingly direct or redirect toward Christian attitudes in the mission of the Church.

### **I. The Pastoral Counselors shall:**

- A. serve as advisors to the President. The Continuing Counselor (or Senior Counselor) serves as advisor to the Departments of Administration and Servant Resources and of Gospel Outreach and Human Care and the newly elected Counselor (or Junior Counselor) serves as advisor to the Department of Christian Life and Communications;
- B. attend all Executive Board, Board of Directors meetings and such other committee meetings as shall be assigned to them. Both shall serve in an advisory capacity;
- C. attend and advise each district convention during their term of office;
- E. The newly elected (or Junior) Counselor shall attend the next national convention at district expense;
- F. shall be available to prepare and present Bible Studies, devotions and prayers as requested;
- G. may assist in and/or prepare worship services, installation of officers and other support services for the convention;
- H. The Junior Counselor shall serve as the doctrinal and theological review person for all materials produced for use or for publication;
- I. The Senior Counselor shall be in consultation with the synodical district(s) Mission Projects Committee, advise and recommend to the Board of Directors regarding mission grants;
- J. report regularly on his activity with the Executive Board and/or the Board of Directors;
- K. write articles for the official publication of communication as requested;
- L. be available to inform and to encourage zone counselors;
- M. receive copies of the minutes of all committees in their respective departments and board meetings, correspondence and documents;
- N. pass on to his successor all material pertaining to the office within thirty (30) days following termination of office;
- O. serve a term of four (4) years, and shall not be eligible for consecutive re-election.

## **FIRST VICE PRESIDENT**

### **Department of Administration**

Archivist-Historian  
Finance Committee  
Nominating Committee  
Structure Committee

The First Vice President is a member of the Executive Board and the Board of Directors. She attends meetings of these bodies and the district convention at district expense. She serves as assistant to the President in her absence or at her request.

#### **I. The First Vice President shall:**

- A. prepare copies of written reports for the regular meetings of the Board of Directors for the President, Recording Secretary, Archivist-Historian and her own file;
- B. prepare a report for the convention manual including department activities;
- C. in an emergency, signs checks for the treasurer.(keep 2 blanks on hand)

#### **II. As the Department Head, she shall:**

- A. function as a liaison between the respective committees in the department and the Executive Board with the exception of the Structure Committee (Structure Chairman being a member of the Executive Board);
- B. attend meetings of the department in an advisory capacity;
- C. serve as a member of the finance committee and attend any meetings of that committee;
- D. call a meeting of the department, when deemed necessary to plan for the development of the department;
- E. receive copies of correspondence carried on by the committees in the department;
- F. keep the president informed of the business being transacted in the department.

## **ARCHIVIST/HISTORIAN**

The Archivist-Historian shall be appointed by the president with approval of the Board of Directors for two (2) years, and is eligible for successive re-appointment. Attendance of the board meetings shall be in an advisory capacity at the request of the president. Expenses for all official duties are to be paid by the district.

The mission of the Archivist-Historian is to gather and preserve records and other materials of historical significance to the district, adding each biennium activities to the on going history of the League.

**I. The Archivist-Historian shall:**

- A. prepare a written report for the Board of Directors meetings - these reports can be used as the basis for the biennial reports in the district convention manual (she will also report to the convention body);
- B. prepare a brief district biennial history submitting a sample copy to the national Historian, one copy (1) each to the district President, First Vice President, Recording Secretary, Corresponding Secretary and retaining one copy for the her files;
- C. receive materials of historical value from all district board members and committees from all zones and also copies of all special mailings - date all material if not dated;
- D. conduct interest conferences at conventions and rallies as requested by the president;
- E. plan an historian's display for each district convention - as much as possible, the actual display should be done by those assigned that responsibility to enable them to develop their history consciousness (she supervises the display as it is assembled before the convention);
- F. remind the district convention chairman to send two (2) complete packets of all district convention materials (manual, badges, "give always," etc.) to the district historian and to the national historian;
- G. remind the recording secretary to send copies of all minutes of the district to the district historian and also two (2) copies to the national historian;
- H. remind Editor-in-Chief to send two (2) copies to the national historian and one to the district historian;
- I. following each biennium, integrate all papers received from the out-going officers and committee chairmen into the archival files and deposit the biennial files into the archival depository of the district;
- J. with the approval of the board of directors may attend the biennial Conference of Archives and History and any interest groups offered by the national historian at the national convention, if approved, expenses may be paid by the district.
- K. include in the general filing system outline a folder for each of the following:
  - 1. Elected Officers
  - 2. Appointed Officers
  - 3. Standing Committees
  - 4. Youth Participation
  - 5. Folders for LWML displays at district convention, LLL, and synodical conventions
  - 6. Pictures, labeled with date, place and name(s)
  - 7. Special Celebrations
  - 8. District convention concluding the biennium

9. National convention during the biennium
  10. Eight (8) Quarterlies issued during the biennium
  11. District LWML supplements issued during the biennium
  12. Add special committee appointments during the biennium.
- L. keep on file copies of:
1. Zone Archivist-Historian duties
  2. Items to include in Zone History and a few guidelines.
  3. Zone Historian Reports
  4. Society Archivist-Historian duties
  5. Society Historian Reports
  6. Guidelines for Appraisal
  7. Helps for Historians from Concordia Institute
  8. Audio-Visual Collection: What to Do Now?
  9. Archivist-Historian Guidelines and Resources
- M. see that each Archivist-Historian has a copy of guidelines for her use and files. Remind zones to send copies of all mailings, histories, rallies, workshop and retreat materials to zone and district Archivist-Historian by January 1 of each year.

## **II. Suggestions for district Archivist-Historian:**

### **A. File Box, Acid Free**

To keep current, prepare a card for each folder, box and supplies on hand. List on the appropriate card new materials which have been added or items discarded.

### **B. materials needed:**

1. Folders
  - a. Duties, guidelines and sources of supplies
  - b. District biennial reports of the historian (copy to national historian and a copy to the district president)
  - c. Concordia Historical Institute mailings
  - d. Bulletins available from Concordia Historical Institute
  - e. Current correspondence
2. Supplies
  - a. Supply of manila, acid free file folders
  - b. District stationary and envelopes
  - c. Acid free paper for reports, etc.
  - d. Postage
3. Books (a) "Women on a Mission" (b) hand books (national & district)
4. Storage
 

Set of biennial file folders, as outlined, are to be placed in labeled boxes when they have been completed and are to then be put in permanent storage.

## **FINANCE COMMITTEE**

The Finance Committee consists of the Treasurer as chairman, the Financial Secretary and the First Vice President as coordinator. The President may appoint additional members from the Board of directors. They shall prepare the budget for each biennium to be approved by the Board of Directors and voting body of the convention. The President and Senior Counselor must be advised of any meetings. One meeting for each biennium may be held at district expense.

## **TREASURER**

The treasurer is a member of the Executive Board and the Board of Directors. She attends meetings of these bodies and the district convention at district expense.

**I. The Treasurer shall:**

- A. be chairman of the Finance Committee (see Article XIII, Section 2,b);
- B. with the Finance Committee, prepare the organizational and convention budgets;
- C. keep a record of all deposits made by the Financial Secretary and an itemized account of all disbursements;
- D. remit quarterly to the LWML office twenty-five percent (25%) or more of all regular mite box offerings received from Mid-South District LWML members;
- E. be bonded in an amount determined by the Executive Board;
- F. leave at least three (3) blank checks with the 1<sup>st</sup> Vice President to use in case of an emergency.
- G. prepare financial reports for the convention, the Board of Directors and Executive board as outlined in the District Directives;
- H. make all disbursements authorized by the Board of Directors, the Executive Board, and by signed vouchers from the President and disburse funds for mission grants as requested by the Vice-President of Gospel Outreach and approved by the President;
  - a. all checks and voucher numbers must correspond.
  - b. in emergencies, the first Vice-President is authorized to sign checks.
- I. submit records for financial review at the end of each biennium;
- J. pay the district convention expenses for the Executive Board, appointed Standing Committee chairmen, and special appointed personnel, counselors and convention chairmen;
- K. in the event of the death and after notification, of a current board member or counselor, she shall transfer twenty five dollars (\$25) from the General Fund to the Mission Fund as a Memorial;
- L. prepare a complete finance statement (copies) for the regular meetings of

the board of directors for distribution to the board members – this is an accounting since the last Board of Directors meeting;

- M. prepare a summary of the total receipts and total disbursements of the biennium and a summary of mite offerings and membership contributions of each zone;
- N. prepare expense vouchers for distribution at all meetings on which the members may itemize their expenses connected with attendance at those meetings at thirty cents (30 cents) per mile;
- O. prepare one check for convention registration for Board of Directors and sends to the Convention Registration Chairman;
- P. be empowered to borrow from the Mission Fund when the need arises;
- Q. prepare an article for the District League Letter if requested by President;
- R. sends a complete monthly report to the President, Financial Secretary, Recording Secretary, First Vice President and Archivist/Historian and others if requested by President;
- S. pass on to her successor all material pertaining to the office within sixty (60) days following termination of office.

## **FINANCIAL SECRETARY**

### **II. The Financial Secretary shall:**

- A. receive all funds from the District LWML and deposit same in a financial institution(s) approved by the Executive Board and have bank print checks as needed;
- B. keep an itemized account of all receipts and a record of all deposits;
- C. report regularly to the Treasurer all funds received and deposited;
- D. serve as a member of the Finance Committee(see Article VII, Section 6-g)
- E. be bonded in an amount determined by the Executive Board;
- F. prepare financial reports for the convention, Board of Directors, and Executive Board;
- G. submit records for financial review at end of each fiscal year;
- H. prepare a complete financial statement for the regular meetings of Board of Directors for distribution to the board members - this is an accounting since the last board of Directors meeting and shows receipts from zones;
- I. send a complete monthly report to the President, Treasurer, Recording Secretary and Archivist/Historian and others if requested by President;
- J. prepare an article for the League Letter if requested by President;
- K. pass on to her successor all material pertaining to her office within (60) days following termination of office.

### **III. THREE FUNDS are in existence**

- A. The Mission Fund:
  - 1. To this is added all mite box offerings, prayer service offerings, Quarterly Magazine contributions and rally offerings and any other moneys as designated. Twenty-five percent (25%) of each month's

- receipts are sent to the national treasurer.
2. From the remaining seventy-five percent (75%) of the Mission Fund is taken payment for the district mission grants.
- B. The General Fund: this is all membership contributions and all other funds not otherwise designated.
  - C. The Recycling Fund

#### IV. EXPENSES

**Housing** for board meetings shall be paid at two (2) persons per room.

A. at **board meetings and district conventions** the following position's expenses will be paid by district:

- |  |                                |
|--|--------------------------------|
| President  | 2 <sup>nd</sup> Vice President |
| Corresponding Secretary                                      | Christian Life Chairman        |
| Recording Secretary  | Editorial Staff Chairman       |
| Pastoral Counselors  | Media & Marketing Chairman     |
| 1 <sup>st</sup> Vice President                               | Web-Master                     |
| Archivist/Historian  | 3 <sup>rd</sup> Vice President |
| Finance Committee  | Human Care Committee Chairman  |
| Nominating Committee Chairman                                |                                |
| Structure Chairman   |                                |
| 4 <sup>th</sup> Vice President (Leader Development Chairman) |                                |
| Young Women's Representative Chairman                        |                                |

B. for the **convention only** the expenses will be paid by the district for:

Christian Life Committee members

C. for the **board meeting only** the expenses will be paid by the district for:

Zone Presidents

D. for the **national convention** the expenses will be paid by the district for:

President, Junior Pastoral Counselor, Christian Life Chairman or alternate, Two (2) Young Women Representatives.

#### NOMINATING COMMITTEE

The chairman of the Nominating Committee shall be the member receiving the highest number of votes. The chairman is a member of the Board of Directors. She attends meetings of this body and the district convention at district expense.

##### I. Committee Information

- A. Vacancies on this committee will be filled by the candidate receiving the next highest number of votes.
- B. The members of the nominating committee shall be permitted to meet once in a biennium at district expense. The First Vice President and the department counselor must be informed of all meetings.
- C. One member of this committee shall be appointed as secretary to keep a

record of the proceedings of the meetings. These reports are the property of the committee and may be destroyed after the final report is made and election is declared.

D. Committee members may also be nominated as candidates.

**II. The Nominating Committee shall:**

- A. submit at least two (2) nominees for each elected office to be filled for the biennium;
- B. submit five (5) candidates for the Nominating Committee;
- C. submit two (2) candidates for counselor from the four (4) nominees selected by the Board of Directors;
- D. obtain written consent of all nominees to serve if elected (see suggested form);
- E. submit a report to be published in the Lutheran District Official Publication prior to the convention;
- F. prepare printed ballots (see suggested form);
- G. prepare three (3) copies of election report form for Tellers (see suggested form);
- H. notify Convention Properties Chairman of need for ballot boxes.

**III. During the selection of candidates the committee:**

- A. may contact the zones for names of candidates. Zones may contact societies for names of candidates;
- B. may consider geographic areas so that all zones will be represented;
- C. will carefully study qualifications of each prospective candidate, keeping in mind the office to be filled and selecting members whose talents, qualifications, and experience most nearly fit the requirements of the office;
- C. shall be assured that each candidate is a member of a local society and shall have served on zone or district Board of Directors. Committee members have the privilege to nominate from the floor of the convention in the same manner as any other member of the convention body. This does not apply to Pastoral Counselors.

After the nominees have been voted on by the committee, each candidate should be notified by letter of her nomination. Nominees for district offices should be notified that expenses to the convention **ARE NOT** paid by the District.

**IV. The procedure for nominations during the convention is as follows.**

- A. When the committee is asked to give a report at the convention, the chairman will read the list of nominees and then hand the list to the President, who again reads the list and asks for further nominations from the floor.
- B. Nominations from the floor may be made when the slate is read and again shortly before the election is held. Prior written consent must be secured

- C. As the slate is read by the president each candidate is asked to come to the platform to be introduced.
- D. If there are no further nominations from the floor, a motion to close nominations may be made, seconded and carried by a two-thirds vote, or the President may declare nominations closed.
- E. When nominations are closed, the nominating committee proceeds to have the ballots prepared in readiness for election.

**Lutheran Women’s Missionary League**  
 Mid-South District  
 Permission and Resume

Date \_\_\_\_\_

I am willing to have my name placed in nomination for the office of \_\_\_\_\_ to serve the LWML of the Mid-South District.

If elected, I will serve as the Lord gives me wisdom and understanding.

Signed \_\_\_\_\_

**Nominees for district offices shall pay their own convention expenses.**

Address \_\_\_\_\_  
 \_\_\_\_\_

Zone \_\_\_\_\_

Resume

Family-

Occupation and Work Experiences-

Hobbies and Interests-

Offices and positions held-

LWML service- Local-

Zone-

District-

## Ballot of Election for Officers

Place an "X" in front of the candidate of your choice.

		President*
		First Vice President*
		Third Vice President*
		Counselor***
		Nominating Committee**

- \* Nominating Committee: Since election of officers is staggered, you need only to list the officers and candidates to elect for ONE CONVENTION.
- \*\* Nominating Committee will be elected at each convention. Five (5) blanks need on each ballot.
- \*\*\* One Pastoral Counselor is elected at each convention. Two (2) blanks needed on each ballot.

This is only a suggested form  
**Election**

Tellers:

Committee of three (3) or more appointed by the President with one member serving as chairman. This committee takes charge of distribution, collecting and tallying the vote. The chairman should get NUMBER OF ELIGIBLE VOTERS and count out ballots accordingly (this is done by checking with registration for delegates count). The convention committee will provide containers for collecting ballots. (See Properties Committee– Convention Committee Guidelines)

The chairman of the Tellers or reporting member, reports the results of the election as outlined below, but does NOT declare who is elected. The President declares the election. (See suggested form)(reasonable facsimile)

**REPORT OF TELLERS  
ELECTION OF OFFICERS**

Date: \_\_\_\_\_

Number eligible to Vote: \_\_\_\_\_

Number of Ballots cast: \_\_\_\_\_

Number of Ineligible Ballots: \_\_\_\_\_

**FOR PRESIDENT:**

Number of votes cast: \_\_\_\_\_

Necessary for election: \_\_\_\_\_

\_\_\_\_\_ received \_\_\_\_\_

\_\_\_\_\_ received \_\_\_\_\_

Signed \_\_\_\_\_ Chairman

\_\_\_\_\_ Member

-----Member

## STRUCTURE COMMITTEE

The chairman of the Structure Committee shall be appointed by the president with the approval of the Executive Board for a two (2) year term and is eligible for one successive re-appointment, additional committee members (who live in close proximity to the chairman) are appointed by the president after conferring with the chairman, subject to ratification by the Executive Board. The chairman is a member of the Executive Board and the Board of Directors. She attends meetings of these bodies and the district convention at district expense.

### I. The chairman shall:

- A. prepare five (5) copies of written reports for the regular meetings of the Board of Directors, one (1) each for the President, Recording Secretary, First Vice-president, Archivist-Historian and her own file;
- B. notify the President, First Vice President and department counselor of all the meetings of this committee. (First Vice-president receives the minutes of the meetings in the event she does not attend.);
- C. with the structure committee, study the district bylaws as well as the national;
- D. with this committee prepares directives, keeps them current, makes copies for all district board members and keeps a supply.
- E. provide the membership chairman with copies of the district bylaws for inclusion in the packet for new zones;
- F. submit to the Executive Board for consideration such amendments as the committee deems advisable;
- G. submit five (5) copies of revisions of the district bylaws and all proposed amendments to the national structure committee for review and approval before being voted on by district convention delegates;
- H. submit proposed amendments to the convention delegates;
- I. receive and examine zone bylaws and amendments and approves those not in conflict with the bylaws of the district. These reports **MUST BE RECEIVED IN TRIPLICATE**. Keep copies on file of all zone bylaws.
- J. provide a copy of updated bylaws and directives to each zone;
- K. keep the Lutheran Women's Missionary League Handbook current;
- L. review the Convention Rules and keep them up-to-date with the assistance of the Recording Secretary.
- M. review the Convention Rules and keep them up-to-date with the assistance of the Recording Secretary.

## SECOND VICE-PRESIDENT

### Department of Christian Life and Communications

*Quarterly* Circulation Manager

Christian Life Committee

Editorial Staff

Media & Marketing Committee

The Second Vice President is a member of the Executive Board and the Board of Directors. She attends meetings of these bodies and the district convention at district expense. She serves as assistant to the President, or First Vice President, and assumes duties of either in her absence or at her request.

#### I. **The Second Vice President** shall:

- A. attend meetings of these bodies and the district convention at district expense;
- B. prepare written reports for the regular meetings of the Board of Directors in four (4) copies, one each for the President, Recording Secretary, Archivist-Historian and one for her own file;
- C. prepare the report for the convention body including department activities;
- D. be coordinator of the Department of Christian Life and Communications including the Christian Life Committee, Editorial Staff, Media & Marketing Committee, and the *Quarterly* Circulation Manager.

#### II. **As Department Head she shall:**

- A. function as a liaison between the respective committee in the department and the Executive Board;
- B. attend meetings of the committees in the department in an advisory capacity;
- C. call meetings of the department when deemed necessary to plan for the development of the department;
- D. receive copies of correspondence carried on by the committees in the department;
- E. keep the president informed of the business being transacted in the department.

#### III **As *Quarterly* Circulation Manager she shall:**

- A. report on all matters to the Executive Board and Board of Directors;
- B. receive *Quarterly* orders and corrections from zone quarterly chairman by January 1, each year
- C. prepare *Quarterly* mailing list for national.
  - a. deadline for decreasing quarterly subscriptions is March 1, each year;

- b. may increase quarterly subscription orders any time;
- D. encourage societies to send \$4.00 per extra copy received over their membership plus five (5) to the district financial secretary. Individual subscriptions mailed directly to the subscriber will be at a cost of \$5.50 per year. This does not apply to those societies who voluntarily pay for their quarterlies.
- E. suggest that, when financially possible, a *Quarterly* be given to each woman in the congregation, by sharing, all in the congregation will learn what the LWML is and what it does.

### **Christian Life Committee**

The chairman shall be appointed by the president with approval of the Executive Board to serve a two (2) year term and is eligible for one successive re-appointment. Three (3) additional committee members are appointed by the president after conferring with the chairman, subject to ratification by the Executive Board.

The chairman shall be a member of the Board of Directors and attend the meetings of the board and the district convention at district expense. COMMITTEE MEMBERS SHALL ATTEND THE DISTRICT CONVENTION AT DISTRICT EXPENSE.

Two (2) meetings, if necessary, may be held at district expense during a biennium (at the rate of thirty cents (30) per mile. (I think we should say, what the government mileage allowance is for the year)

#### **I. The Chairman shall:**

- A. prepare written reports for regular meetings of the Board of Directors in five (5) copies, one each for the President, Recording Secretary, Second Vice President, Archivist-Historian and one for her own file;
- B. send information to the zone Christian Life chairman and receives reports and programs from the zone chairman;
- C. notify the President, Second Vice President, and department counselor of all meetings of the committee;
- D. be responsible for plans and supervision of presentations on the district level during the district convention. Also, provides such other Christian Life presentations and devotional materials as requested by the Board of Directors prior to the district convention;
- E. shall secure written permission from the publisher to print words or tunes in programs, convention manuals, and other song sheets to be used at various district level programs;

- F. is responsible for planning one (1) workshop or mini assembly or retreat, if instructed by the Board of Directors in the district's non-convention year. Zones may use said plan in a rally, workshop or retreat. Additional retreats or Christian Life Workshops might be planned upon approval of district Board of Directors;
- G. keep an up-to-date list of zone Christian Life chairmen and provides a copy to district president. (Information comes from the Second Vice President's roster);
- H. promote LWML Bible study, encourages participation in Day of Prayer Service and promotes and encourages use of "The Mustard Seed;"
- I. encourage use of topics and mission materials in "*The Lutheran Women's Quarterly*" and the use of the LWML web site for information and materials;
- J. make suggestions to the societies, through zones, to stimulate interest in the *Quarterly*;
- K. pass on to her successor all materials pertaining to her committee within thirty (30) days following termination of her office;
- L. attend the national convention at district expense (A committee member may attend if the chairman is unable to).

### **Editorial Staff**

The chairman (Editor-in-Chief) is appointed by the president with approval of the Executive Board to serve a two (2) year term and shall be eligible for re-appointment. Additional editorial staff members shall be appointed by the president after conferring with the Chairman, subject to ratification of the Executive Board.

The chairman is a member of the Board of Directors and attends the meetings and the district convention at district expense.

#### **I. The chairman shall:**

- A. prepare written reports for the regular meetings of the Board of Directors in five (5) copies, one each for the President, Recording Secretary, Second Vice President, Archivist-Historian and one for her own files;
- B. serve as Editor of the *League Letter* -- edits all material and sends copy to the President and department counselor for approval before it is sent to the publisher for printing;
- F. mail the *League Letter* to those on the *Quarterly* mailing list;
- D. prepare report for the convention manual;
- E. work closely with the convention publicity committee and with the Media & Marketing chairman in publicizing the district convention;
- F. send two (2) copies of all publications to the national archivist-historian and one (1) copy to the district archivist-historian.

## **Media & Marketing Committee**

The chairman shall be appointed by the president with approval of the Executive Board to serve a two (2) year term and is eligible for one successive re-appointment. Additional committee members shall be appointed by the president after conferring with the chairman, subject to ratification by the Executive Board.

The chairman is a member of the Board of Directors and attends the meetings and the district convention at district expense.

### **I. The chairman shall:**

- A. prepare written reports for the regular meetings of the Board of Directors in five (5) copies, one each for the President, Recording Secretary, Second Vice President, Archivist-Historian and one for her own file;
- B. be responsible for publicizing and promoting district programs and activities through the *League Letter* and *Lutheran Witness*;
- C. maintain an up-to-date list of names and addresses of synodical and district publications;
- D. welcome new pastors into the district;
- E. promote special LWML activities within district;
- G. prepare promotional material for district convention;
- H. display all LWML promotional materials and items from LWML catalog for sale;
- I. cooperate with the national Media & Marketing Committee and the editor of the *League Letter*, and works closely with the convention publicity committee in promoting the district convention;
- J. help the web-master maintain District web-site getting approval from the President if there is ever a question of what goes onto the web.

## **THIRD VICE PRESIDENT**

### **Department of Gospel Outreach and Human Care** Mission Advocacy and Grant Committee Human Care Committee

The Third Vice-President is a member of the Executive Board and the Board of Directors. She attends meetings of these bodies and the district convention at district expense. She serves as assistant to the President or First Vice-President or Second Vice-President and assumes duties of either in her absence or at her request.

#### **I. The Third Vice President shall:**

- A. prepare written reports for the regular meetings of the Board of Directors in four (4) copies, one each for the President, Recording Secretary, Archivist-Historian and one for her own file;
- B. prepare report for district convention body including department activities;
- C. be chairman of the Mission Advocacy and Grants Committee and coordinator of Human Care Committee.

#### **II. As Department Head, she shall:**

- A. function as a liaison between the respective committees in the department and the Executive Board;
- B. attend meetings of the committees in the department in an advisory capacity;
- C. call meetings of the department, when deemed necessary, to plan for the development of the department;
- D. receive copies of correspondence carried on by the committees in the department;
- E. keep the president informed of the business being transacted in department;
- F. order Mite Boxes from national to fill orders from zones

## **MISSION GRANTS**

The Third Vice-President will act as chairman of the Mission Advocacy and Grant Committee, consisting of three (3) or more members, from as many zones, shall be appointed by the President in consultation with the 3<sup>rd</sup> Vice President.

#### **I. Grants**

- A. Grant Request Form and Cover Letter (see suggested format) and Guidelines for District LWML Mission Grants shall be mailed to the zone presidents and zone mission grants/ Mite Box chairman for distribution to the society presidents.

- B. Early March mailings should be done in odd-numbered years to facilitate distribution at zone spring meetings.
- C. All mission grant proposal forms must be in the hands of the district third vice president by December 15, on odd numbered years. Proposals made by societies, congregations or individuals must be approved by the Executive Board of the zone in which they originate.
- D. The committee, along with third vice president and the department counselor, shall meet at the expense of district at least three months prior to convention.
  - 1. Prior to the committee meeting, the chairman shall present the proposals to the President of the Mid-South LCMS District or his representative for evaluation.
  - 2. After consultation with Mid-South LCMS President or his representative, the committee shall review and select the mission grant proposals and present to the district Executive Board for approval.
- E. The committee should notify the convention properties chairman of need for ballot boxes. Mission Grant Proposals will be presented to the convention delegates for vote by ballot.

**II. Grants to be considered:**

- A. Mission congregations of the Mid-South District with buildings under construction, immediate needs or debt reduction.\*
- B. Special Mid-South District ministries or other worthy causes within the district.
- C. Student Grants-in Aid (total amount)\*
- D. Other district projects to be considered should be: small self-supporting congregations who are struggling to retain their self-supporting status.
- E. If there is not a sufficient number of applications from 1 and 2 above, then Lutheran organizations from outside the district who meet the criteria under Guidelines and Instructions page 29 may be considered.

Funds allocated for mission grants must be disbursed or put into use within the two-year period from the time of vote or be returned to the financial secretary. The convention body may extend the time for one biennium in case of extenuating circumstances. All applicants submitting grant proposals will be notified of district action. If at any time allocated funds are returned, the Executive Board may contact the next highest grant voted on. If there is still a need a vote may be taken at the next Board of Directors meeting for approval.

Congregations which have received grants shall be encouraged to report on progress or use of grant (which is generally listed in the request).

\* The Mid-South LCMS District Mission Department will receive, review and

evaluate applications for Student Grants-in Aid and approved funds.

**III. The chairman shall:**

- A. promote the use of MITE BOXES;
- B. encourage the zone Mite Box chairmen to keep an adequate supply on hand for distribution to societies, preferably at rallies. (The district third vice president orders mite boxes from national to fill orders for zones); the district treasurer pays for Mite Boxes;
- C. receive report from the district treasurer each month which shows the amount of mission offerings remitted;
- D. prepare an article for the *League Letter* before deadline as scheduled by the editor;
- E. prepare a report for the convention manual and the *League Letter*;
- F. keep a pictorial record of mission grants. These are to be available for use at zone rallies;
- G. prepare written reports for the regular meetings of the Board of Directors in four (4) copies, one each for the President, Recording Secretary, Archivist-Historian and one for her own file;
- H. receive the national LWML Mission Projects Newsletter and forward copies of same to the zone presidents and mission grants/Mite Box chairman for distribution on the zone and society levels;
- I. prepare a semi-annual report on status of current district LWML grants. This is sent to zone presidents and mission grant/Mite Box chairman and to the district Mission Grants Committee, with a copy to district LWML president and treasurer;
- J. send mission grant proposal forms and guidelines for district and national at the appropriate time. (District forms in odd-numbered years, national forms in even-numbered years);
- K. send semi-annual mailings with information and reports to the zones by at least March 10 and September 10 so that the information may be shared at the zone spring and fall meetings (rallies, workshops, prayer services, etc.);
- L. advocate gospel outreach by promoting material that equips and inspires members to share and witness their faith (this may be done by semi-annual mailings, *League Letter* articles or at conventions and may be given to one of the other members of the Mission/Advocacy/Grants);
- M. distribute the job description for Zone Mission Grants/Mite Box Chairman to each zone.

**Zone Mission Grants/Mite Box Chairman**

Zone-appointed Mission Grants/Mite Box Chairman has the following opportunities for service.

- I. **Encourage the societies** in her zone to keep an adequate supply of Mite Boxes on hand for distribution in the society and congregation.

- A. Mite Boxes are available from the district Mission Grants Chairman. They are paid for by the district Mission Fund. The district mailing expense for the boxes is also paid from the Mission Fund. The boxes are then made available to all zones, societies and members in the district free of charge.
- B. Expenses incurred for dispensing Mite Boxes within the zone are at the discretion of the zone Mission Grants/Mite Box Chairman and/or the zone Executive Board.
- C. Mites are the main source of income for the Mission Fund, and all district mission grants are paid from this fund. Therefore, to keep expenses to a minimum, zone Mission Grant/Mite Box chairmen are encouraged to obtain Mite Boxes using the following opportunities:
  - 1. Estimate the number of Mite Boxes needed on a yearly basis. Then ask your zone president to pick up that amount at the district Board of Directors meeting, which is usually held in August during odd numbered years, and just prior to the district convention in even numbered years.
  - 2. Get Mite Boxes at the district convention held biennially. They may be picked up at the Mission Grants/Mite Box booth in the exhibits area.
  - 3. Call or write to the district third vice president, who serves as Mission Grants Chairman, to receive a supply of Mite Boxes for your zone.
- D. To facilitate distribution of the boxes, have the supply at all zone functions, Executive Board meetings, spring and fall zone rallies or workshops, retreats, etc. Encourage society presidents and/or Mission Grants/Mite Box chairmen to pick up a supply of boxes at the zone gatherings.

**II. Distribute Mission Grants** information (proposal forms, project reports, etc.) to the societies in your zone twice a year.

- A. The LWML Mission Projects Newsletter and report on status of current district mission grants is sent to zone Mission Grants/Mite Box chairmen semi-annually by the district Mission Grants chairman. The district chairman also sends mission grant proposal forms and guidelines for district and national at the appropriate time. (District forms in odd-numbered years, national forms in even-numbered years.)
- B. Information is mailed from the district Mission Grants chairman early in March and September to facilitate sharing of the information at zone spring and fall rallies, workshops, prayer services, etc.

Zones have the option of appointing one person as Mission Grants/Mite Box Chairman, or appointing two persons to fill the position. In the event of the latter,

the number 1 opportunities would be assigned to the Mite Box Chairman, and the number 2 opportunities to the Mission Grants Chairman.

**Guidelines And Instructions  
For Submitting Mission Grant Applications  
For The Mid-South District LWML Convention Ballot**

Grant Application Preparation:

**I. Resources for Procedures and Supportive Materials**

- A. People: Mission Grant and Mite Box Chairman on the local society, zone, and district levels; Presidents and Executive Boards on the local society, zone, and district levels; District LCMS Executive and Mission Board; LCMS Board for Mission Services
- B. LWML Mid-South District Bylaws: Article XIV – Mission Grant Proposals
- C. LWML Handbook: Mission Grant Proposals

**II. Criteria**

- A. it fits into the plans and projections of the Lutheran Church-Missouri Synod and the LCMS District.
- B. it is mission in emphasis, extending the ministry of the Word.
- C. it is current and ready for implementation.
- K. it is well documented.

**III. Grants to be considered include:**

- A. Mid-South District Mission congregations with buildings under construction, immediate needs, or large indebtedness.
- B. Special district ministries or other worthy causes within the district.
- C. Student Grants-in-Aid. (The Mid-South District Mission Department will receive, review and evaluate applications for and disburse funds for student aid.)
- D. Small self-supporting congregations who are struggling to retain self-supporting status.
- E. Lutheran organizations outside the district may be considered if there is not a sufficient number of grant applications within the district and they meet the above criteria.

**IV. Writing the Grant Application**

- A. research the project: Purpose or project goal; the needs; a basic financial statement; amount of funds required; itemize use of funds; if partial funding, list total amount and source of additional funds.
  - 1. Use the Mid-South District Cover Letter for Mid-South District grant applications. **Fill in all the blanks that apply.**

2. Use the Mid-South District LWML Mission Grant Application Form. **Fill in all the blanks which apply to the project.**
3. Add any additional information you feel will be helpful to the selection committee on a separate sheet.

#### **V. Submitting the Grant Application**

- A. Mission grant applications may be submitted by individual members, local societies, congregations, zones, district boards, LCMS districts and synodical boards.
- B. Proposals for all mission grants, except those submitted by district and LCMS executives and boards, must be approved by the President of the local LWML society and the Executive Board of the LWML zone in which the application originates.
- C. Make seven (7) copies of the Cover Letter, Grant Application, and any other additional information sheets or letters and place them in this order: cover letter on top, application next and information sheets or letters under the application.
- D. Send seven (7) copies of each sheet to the zone president for her approval and the approval of her zone Executive Board. Following these approvals, she will forward six (6) copies of each sheet to the district Mission Advocacy and Grants Chairman. One copy is kept in the zone president's file.
- E. Six (6) copies of each sheet of the application must be submitted by December 15, year prior to district convention year to the third vice president, who also serves as Mission Advocacy and Grants Chairman.

#### **VI. Selection of Grants**

- A. at least three (3) months prior to the district convention, the Mission Advocacy and Grants Committee chairman shall present all grant applications received by December 15, year before district convention year to the Mid-South LCMS District President or his representative for evaluation. The Mission Advocacy and Grants Committee shall review and select Mission Grant Applications from the approved list and shall present them to the district Executive Board for approval.
  1. The approved grant applications will be placed on the ballot to be voted on by the voting delegates in convention.
  2. Funds allocated for mission grants must be disbursed or put into use within the two-year period from the time of vote or be returned to the Mid-South District LWML Treasurer. **Funds must be used for the project for which they are requested.** The convention body may extend the time for one biennium in case of extenuating circumstances.

Thank you for following the Guidelines, Criteria, and Instructions as you prepare

your application. **You will be notified regarding the status of your Grant Application following the selection meeting and the approval of the grant ballot.**

**Deadline dates to remember:**

November 1, odd-numbered year, to zone president

December 15, odd-numbered year, to district Third Vice President.

COVER LETTER  
MISSION GRANT APPLICATION  
MID-SOUTH DISTRICT LWML

Page 1

(NOTE: Please print or type. All information is necessary, if applicable.)

NAME OF PROJECT: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_ Tel.No. \_\_\_\_\_

(Fax) \_\_\_\_\_ Work Phone \_\_\_\_\_

PROJECT

Administrator: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Tel. No. \_\_\_\_\_

(Fax) \_\_\_\_\_ Work Phone \_\_\_\_\_

Present Grant Check to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Tel. No. \_\_\_\_\_

(Fax) \_\_\_\_\_ Work Phone \_\_\_\_\_

COVER LETTER  
MISSION GRANT APPLICATION  
MID-SOUTH DISTRICT LWML  
Page 2

LWML Local Society Name \_\_\_\_\_

Local President \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Tel \_\_\_\_\_

(Fax) \_\_\_\_\_ Work Phone \_\_\_\_\_

APPROVED BY Local Society President

Signature \_\_\_\_\_ Date \_\_\_\_\_

-----

LWML ZONE Name \_\_\_\_\_

Zone President

Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Tel. No  
(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

APPROVED by Zone President

Signature \_\_\_\_\_ Date \_\_\_\_\_

MISSION GRANT APPLICATION FORM  
LUTHERAN WOMEN'S MISSIONARY LEAGUE (LWML)  
MID-SOUTH DISTRICT LWML

Page 1

---

(Name of congregation, organization, ministry, individual board, district or synod) is proposing for consideration a Mission Grant application from the Mid-South District LWML.)

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Tel. No.  
(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

Purpose for which Grant is requested \_\_\_\_\_

---

How did ministry begin?

---

Type of community: (urban, rural, near college, military installation, etc. Please explain.) \_\_\_\_\_

Special characteristics of your congregation: \_\_\_\_\_

---

Describe present facilities \_\_\_\_\_

---

How will you use this grant to reach more disciples for Christ? (Be specific.)

MISSION GRANT APPLICATION FORM

Page 2

How is your congregation engaged/involved in this project?  
(Financially/voluntarily etc. \_\_\_\_\_  
\_\_\_\_\_

Proximity of other Lutheran churches \_\_\_\_\_  
\_\_\_\_\_

Is your congregation: Subsidized? \_\_\_\_\_ Self supporting? \_\_\_\_\_ (yes/no)

Total Membership: \_\_\_\_\_ Communicant Membership \_\_\_\_\_

Average Weekly Att: Worship \_\_\_\_\_ Sunday School \_\_\_\_\_ Adult Bible Class \_\_\_\_\_

Describe present facilities \_\_\_\_\_  
\_\_\_\_\_

Future plans/proposed time schedule: \_\_\_\_\_  
\_\_\_\_\_

Received other gifts/grants for this same project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list name and amount of donor \_\_\_\_\_  
\_\_\_\_\_

Name of Pastor, printed and signed \_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Tel. No.  
(Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Fax) \_\_\_\_\_

## **Guidelines for Tellers, Mission Grants**

- I. District President shall appoint tellers:
  - A. A committee of three (3) or more, with one member serving as chairman. All should be eligible voters.
  - B. The senior counselor shall be the advising member of this committee.
  - C. The chairman shall be advised of her appointment prior to convention, to allow her time to familiarize herself with the mechanics of the voting procedure.
  - D. The chairman may devise a means for easily identifying the tellers (colored yoke, etc.).
  
- II. It is the responsibility of the Mission Grants Committee Chairman** to prepare the ballots and the forms for reports of Tellers 1 and 2. (see Directives, 3rd Vice President). Make extra copies in case a second vote becomes necessary.
  
- III. The Convention Properties Committee** will provide containers for collecting the ballots. (See Directives - Guidelines for Convention)
  
- IV. It is the responsibility of the tellers to:**
  - A. Distribute, collect, and tally the ballots
  - B. Have the chairman report the result of balloting to the district president.
  
- V. The chairman of tellers should:**
  - A. Check out in advance the room to be used for counting.
  - B. Survey area where delegates are seated to determine the area to assign to each committee member for distributing and collecting ballots.
  - C. Hold a short committee meeting prior to the election to brief them on duties, assignments and tasks. Check workspace and supplies.
  - D. Count out the number of ballots corresponding to the number of eligible voters as determined by the recording secretary.
  - E. Instruct the committee to distribute and collect the ballots.
  
- VI. The following procedure is recommended** for tallying the ballots:
  - A. Count ballots, excluding blank ballots, which are not counted. If the total **exceeds** the number of eligible voters, report this to the chairman at once
  - B. Work in teams of four: one to call vote, one to check call, two to keep separate tallies.
  - C. Tally a stack of twenty-five (25) ballots, then stop and compare the count on the two tally sheets. If they are not in agreement a recount becomes necessary. Then proceed to the next twenty-five (25) and so on.

**VII. When all the ballots are tallied, compile the results.**

- A. Using the form “Report of Tellers (2)”, record the number of votes cast for each project. (This form contains the list of projects already printed, as listed on the ballot.) The total number of votes for all projects must not **exceed** the total number of votes cast.
- B. Using the form “Report of Tellers (1),” record the total number of votes cast for each project opposite the project number and name. Then enter the amount of the project. Begin with the project receiving the most votes and continue listing the projects in order of their votes until the **total amount of the Project Goal is reached**. Enter a total **accumulated amount** on the report, equal to the amount of the Adopted Project Goal. (The last winning project may or may not receive the full amount of that project request.)
- C. Fill out the report forms in their entirety. All tellers must sign both reports to signify they are in agreement.

**VIII. When called to report, the tellers chairman should read the Report of Tellers (2).** Then hand both reports to the district president who reads the report again. The president will announce which projects will receive the grants.

**IX. The final task of the tellers is to:**

- A. Place the tally sheets and ballots in an envelope or suitable container.
- B. Mark the outside of container “ballots and tally sheets, selection of Mission Grants, date \_\_\_\_\_.”
- C. Give the container to the recording secretary. She will preserve them until a reasonable time has passed. If the selection process is not questioned within a month, there usually is no need to preserve them further



## MISSION ADVOCACY

- I. **The chairman ( 3<sup>rd</sup> Vice-President) shall:**
  - A. prepare written reports for the regular meetings of the Board of Directors in five (5) copies, one each for the President, Recording Secretary, Archivist/Historian and one for her own file;
  - B. notify the President, and department counselor of all meetings of the committee;
  - C. call one meeting a year, if necessary at district expense.
- II. **The Mission Advocacy Committee shall:**
  - A. encourage and empower the members to dedicate themselves to missionary service;
  - B. confer with synod's mission department;
  - C. cooperate with the national LWML in carrying out mission service activities;
  - D. create a greater awareness of the various needs of the world at large, the communities in which we live, the church and the individuals around us;
  - D. mail national Mission Service News Letters to Third Vice President, *League Letter* Editor, Media & Marketing Chairman, members of committee and each zone Mission Advocacy chairman.

## HUMAN CARE COMMITTEE

The chairman shall be appointed by the president, with approval by the Executive Board to serve a (2) year term and is eligible for one successive reappointment. The chairman shall appoint three (3) or more members, with approval from the Executive Board.

- A. The chairman shall:
  - a. prepare written reports for the regular meeting of the Board of Directors in five (5) copies, one each for President, Recording Secretary, Third Vice-President, Archivist/Historian and one for her own file;
  - b. notify the President, Third Vice-President and department counselor of all meetings of the committee;
- B. The mission of the Human Care Committee is to:
  - a. sensitize women toward those who are hurting or in need;
  - b. enable them to compassionately reach out with knowledgeable, Biblical, hands-on caring and comfort;
  - c. share information to help in caring for oneself and others in the areas of health and wellness, social ministry, outreach and inreach;
  - d. at district conventions follow in gathering guidelines in the directives.

## **FOURTH VICE PRESIDENT**

**Department of Human Resources**  
Leader Development Committee  
Young Women's Representative Committee  
Leadership for Tomorrow Trainers  
Mission Ministry Vision Consultants

The Fourth Vice President is a member of the Executive Board and the Board of Directors. She attends meetings of these bodies and the district convention at district expense. She serves as assistant to the President, First Vice President, Second Vice President or Third Vice President and assumes duties of either in her absence or at her request.

### **I. The Fourth Vice President shall:**

- A. prepares copies of written reports for the regular meetings of the Board of Directors for the President, Recording Secretary, Archivist/Historian and her own file;
- B. prepare a report for the convention manual including department activities.
- C. serves as Chairman of the Leader Development Committee

### **II As the Department Head, she shall:**

- A. function as a liaison between the respective committees in the Department and the Executive Board with the exception of the Young Women's Committee Chairman who is a member of the Board of Directors;
- B. be advised by the Leadership for Tomorrow Trainers, and MMV Consultants of their activities throughout the District;
- C. call a meeting of the departments, when deemed necessary to plan for the development of the department;
- D. receive copies of correspondence carried on by the committees in the department;
- E. keep the President informed of the business being transacted in the Department.

## **LEADER DEVELOPMENT COMMITTEE**

The 4<sup>th</sup> Vice President shall serve as chairman of this committee. Three (3) additional committee members are appointed by the District President in consultation with 4<sup>th</sup> Vice President. These appointments are subject to ratification by the Executive Board.

Since the chairman is a member of the Executive Board and Board of Directors she attends the board meetings and district convention at district expense.

One meeting may be held at district expense during the biennium.

### **I. The work of the committee is to:**

- A. identify women with special abilities and talents to serve in leadership positions in the Mid-South District LWML.
- B. equip and encourage women by sharing ideas, techniques, and resources that will enrich and stimulate individuals to serve in leadership positions where God has placed them.
- C. encourage those in leadership positions to share their expertise to support the development and participation of future leaders.
- D. challenge women of all ages to servant leadership, following Biblical models.
- E. study and understand the Mid-South District plan for the biennium and relate the committee's work to the primary targets.
- F. produce workshops, seminars, and training sessions when requested by the Executive Board or by district leaders.

### **II. The chairman shall:**

- A. attend all regular meetings of the Board of Directors and prepare a written report - this report will include five (5) copies, one each for the President, Recording Secretary, First Vice President, Archivist-Historian, and one for her own use;
- B. attend the district convention and prepare a written report for the convention manual;
- C. call all necessary meetings after obtaining approval of the Executive Board, coordinating with the First Vice President and committee members;
- D. prepare and forward agenda and any other pertinent material to all members and advisers of the committee;
- E. chair all committee meetings;

- F. appoint a recorder to keep minutes of all meetings, sending copies to all members and advisers of the committee;
- G. be responsible for plans and supervision of Leader Development Workshops in the district's non-convention years. When possible, plans in conjunction with the Christian Life Workshop (this would cut down on expenses at society through district levels);
- H. encourage Leader Development Chairmen in each zone to hold sessions at their zone rallies, society meetings, and/or retreats when possible;
- I. gather information from and works closely with national Leader Development Committee, making sure all leader development chairmen throughout the district are updated with the progress of committee work.

### **III. Committee Files**

- A. Maintains the official committee files.
- B. At the end of each biennium, transfers the files, manuals, directives, and all pertinent information to the department coordinator.

## **YOUNG WOMEN'S REPRESENTATIVE COMMITTEE**

The chairman shall be appointed by the President with approval of the Executive Board to serve a two (2) year term and is eligible for one successive re-appointment. Additional committee members, not to exceed four (4) shall be appointed by the District President. The chairman shall be non-voting member of the Board of Directors and attends the Board meetings and district convention at district expense.

### **I. The purpose of this committee is to:**

- A. reach out to the young women in the district on behalf of the LWML;
- B. encourage the young women in the district to become more familiar with the purpose and activities of the LWML;
- C. encourage the young women in the district to use their God-given gifts in service to our Lord through the work of the LWML;
- D. increase the overall participation of young women in the LWML.

### **II. The Chairman shall:**

- A. attend all regular meetings of the Board of Directors and prepare a written report. The report will include five (5) copies; President, Recording Secretary, 4<sup>th</sup> Vice-President, Archivist/Historian, and one for her own use;
- B. attend the District Convention and prepare a written report for the convention manual;

- C. prepare the ALIVE Newsletter. The newsletter shall be pertinent to the season, informative on LWML events and spiritually thought provoking. The newsletter shall be sent to the League Letter Editor who will then distribute the newsletter to the young women in the district on a quarterly basis;
- D. be responsible for keeping a current roster of the young women in the district, and for communicating a current roster with the President and the League Letter Editor;
- E. encourage YWR Committee members to contribute pertinent articles to the ALIVE Newsletter;
- F. solicit applications for young women representatives to the national convention by;
  1. providing zone and society presidents with young women representative applications they will distribute these applications to the young women in their church congregations
  2. submitting the returned YWR applications to the YWR Committee members for review and their individual selections of two (2) choices.
  3. reviewing the applications and the results of the YWR committee choices and determine the two choices candidates with the highest votes.
  4. determining the proper age requirement of thirty five (35) years of age or younger.
  5. maintaining an application deadline to national YWR Chairman of November 30<sup>th</sup>, in even numbered years.
  6. notifying all young women applicants of those chosen to attend the national convention (she shall also inform the President and the Young Women Committee members of the results).
- G. encourage Zone presidents to solicit applications for Young Women Representatives to the District Convention by;
  1. providing Zone Presidents with a sample copy of a Young Women Representative application for their reference and use.
  2. providing Zone Presidents with a deadline of April 1<sup>st</sup> for them to return their selections
- H. organize special activities and meetings for the YWR's who attend the district convention;
- I. the chairman shall be no greater than forty (40) years of age;

## **Mission Ministry Vision and Leadership for Tomorrow**

- A. The MMV Consultant has had extensive training and is able to go into the congregations, societies, zones, and districts, where there is a need. A need to help them vision and brainstorm and assess the needs of their women, evaluate what they are and are not doing. She will then vision with these women where they would like to be, who to reach out to and how, and then to formulate ideas and goals and how this might be accomplished.
- B. The Leadership for Tomorrow Trainers have attended training sessions in which many leader qualities, products and resources were shared regarding LWML. These training sessions are to be planned and promoted throughout our district. This will be accomplished at zone meetings, special regional or combination of zones, spring joyshops, zone rallies, presenting a special interest session at our district conventions.
- C. The Leadership for Tomorrow Trainers and the Mission Ministry Vision Consultants are members of the Department of Human Resources whose Vice President serves as coordinator.

## **ZONE PRESIDENTS**

### **I. On the district level**

- A. Each zone president is a member of the Board of Directors and has a voice and vote at all meetings of the board and the biennial convention.
- B. Expenses connected with attendance at board meetings are paid for in this manner.
  - 1. The district assumes the cost of the annual board meeting and any special meetings.
  - 2. The district assumes the cost of travel **to and from** the pre-convention board meeting and meals and lodging attributable to the board meeting. Expenses connected with the remainder of the convention are borne by the zone.

### **II. The zone president shall:**

- A. prepare a written report for the regular meetings of the Board of Directors, in fourteen (14) copies one each for the President, Recording Secretary,

- Corresponding Secretary, Archivist-Historian, zone president's and one for her own file;
- B. receive requests for grants from the zone and societies. All requests originating in the zone must be approved by the zone Executive Board before sending them on to the district Third Vice President;
  - C. make sure that after signing the applications for new societies that this application is sent to district corresponding secretary, who in turn sends to district president and national. These are ratified at next district convention.
  - D. make sure the zone secretary sends to district President, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Vice President by January 1<sup>st</sup>.
    - 1. the names, addresses and telephone number of zone officers;
    - 2. the names, addresses and telephone numbers of Standing Committees;
    - 3. a correct list of society presidents, their addresses, and telephone numbers;
    - 4. notification of all changes in the above.
  - E. notify the district president of the date and theme of the zone rally so she may send greetings from the district;
  - F. see that mission offerings and membership contributions:
    - 1. are remitted to the district treasurer monthly or at least four (4) times a year with an alphabetical listing (by city) of each societies remittance;
    - 2. are remitted, by January 15th, to the district treasurer (fifty percent (50%) of the society membership contributions annually) with an alphabetical listing (by city) of each society's remittance;
  - G. in regard to the bylaws:
    - 1. instruct the zone Structure Committee to sends any revisions of their bylaws to the district Structure Committee for approval or suggestions before presentation to the zone Board of Directors for approval and to the zone for adoption. TRIPLICATE copies of all bylaws and revisions are to be supplied to the district Structure Committee.
  - H. in regard to Christian Life:
    - 1. encourage the zone Christian Life chairman to keep in close contact with the district and society Christian Life chairman;
  - I. in regard to the Mission Grants Committee and/or Mite Box Chairman:
    - 1. ensure that this committee/chairman keeps a supply of Mite Boxes on hand - these are ordered from the district Mission Grants chairman (3<sup>rd</sup> Vice President);
      - a. Distribution of Mite Boxes to societies should be made at rallies.
      - b. The chairman gives new societies Mite Boxes at the time of their acceptance.
    - 2. receive request for grants and forwards them to the 3<sup>rd</sup> Vice President

- for consideration by the districts;
- J. in regard to news media:
1. provide items for the news media as scheduled by the Media & Marketing chairman;
  3. encourage societies to send news items to the district Media & Marketing chairman;
- K. in regard to *Quarterly* promotion:
1. each society is contacted annually relative to its order for the “*Lutheran Women’s Quarterly*.” (Number needed, address to which order is to be sent, name and address of society *Quarterly* chairman);
  2. the order is sent to the district *Quarterly* chairman, 2<sup>nd</sup> Vice President, no later than December 1<sup>st</sup>;
  3. any changes in number (can only decrease before December 1st, of each year but can increase any time during the year) needed during the year is to be sent to the district *Quarterly* chairman;
  4. remind societies to send \$4.00 per extra copy received, over the +5 above their membership to the district financial secretary. Individual subscriptions mailed directly to the subscriber will be at a cost of \$5.50 per year;
  5. make sure new societies’ names and numbers are sent to district 2<sup>nd</sup> VP.
  6. encourage societies to pay for their own quarterlies, if possible. If not they will receive them anyway.
- L. in regard to a speaker for rallies:
1. contact the Christian Life Committee member in charge of the speakers when requesting a speaker for a rally;
  2. **ZONES ARE TO ASSUME ALL EXPENSES CONNECTED WITH HAVING A SPEAKER. (mileage and honorarium)**
- M. in regard to zone history:
1. send a copy of zone history brought up-to-date every two (2) years to reach the district Archivist-Historian by January 1 of **even** years;
  2. any celebrations such as anniversaries of churches and/or LWMLs, send three (3) copies of all materials used to the zone Archivist-Historian and to the district Archivist-Historian;
- N. district questionnaires:
1. ensure that the zone secretary sends the statistical questionnaires to the societies after receiving them from the district membership chairman;
  2. after the Societies answer and return them, send the compiled information to the district membership chairman.
- O. representation at conventions:
1. National – sends the names and addresses of the national convention delegates and alternates to the district president for ratification.
  2. District – ratifies the credentials of the delegates and alternates to the district convention. Sends a list of elected delegates and alternates to

the district president and district recording secretary, by May 1, of convention year.

- P. prepare a report of the biennium of the zone for the district convention manual;
- Q. work with the zone Structure Committee to develop zone directives, including the following president's job description.

### **III. The Zone President on the zone level shall:**

- A. ensure that the zone complies with the basic principles of the LWML and that it follows the organizational pattern as outlined in the district bylaws;
- B. familiarize herself thoroughly with the national and district bylaws so, if called upon to interpret any part thereof, she is in a position to do so;
- C. see that all societies adhere to the threefold objectives of the League.  
**Mission Education - Mission Inspiration - Mission Service;**
- D. preside at rallies, meetings of the Board of Directors and Executive Board;
- E. share pertinent information received at district board meetings so that it may be beneficial;
- F. set the date of the Board of Directors meetings with the sanction of the pastoral counselor;
- G. call special meetings of the board when necessary;
- H. prepare the agenda for the board meetings and rallies;
- I. appoint the chairmen of the Standing Committees;
- J. call a special meeting of elected officers, soon after their installation to:
  - 1. provide the chairmen of the Standing Committees with the names and addresses of the corresponding society chairman; if the society has no chairman, gives the name and addresses of the society president;
  - 2. appoint all special committees;
  - 3. remind all chairmen that she is an ex-officio member of all committees except the Nominating Committee;
  - 4. sign applications for new society membership before sending to the district corresponding secretary.
- K. keep herself well informed on the workings of all the Standing Committees and works closely with the chairman;
- L. ensure that the treasurer pays all expenses of the rally speaker plus honorarium, if one is given;
- M. remind societies to send names, addresses and telephone numbers of officers and committee chairmen immediately following their election or appointment and to list when term begins and number of quarterlies; to the zone secretary, so that zone secretary can send to zone president so she can send to District President and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>, Vice Presidents.
- N. provide each society with the names, addresses and telephone numbers of the zone officers and chairmen of the Standing Committees; shall provide the zone secretary, and zone treasurer with a District officer roster.

O. pass on to her successor all material pertaining to the office.

It is recommended that the Zone President or Christian Life chairman be encouraged to visit each society at least once in a two (2) year period to establish a personal relationship. This is also an opportunity to encourage the society to know and promote the aims of the LWML and assist with the spiritual program of the society.

The Zone President and Christian Life chairman will divide the societies by location and shall each visit those closest to their homes.

### **CONVENTION HOST ZONES**

Zones host the Mid-South District L.W.M.L. Convention by invitation with the suggested order:

2008 - Middle Tennessee  
2010 - Mid-Arkansas  
2012 - East Tennessee  
2014 - Arkansas River Valley  
2016 - South Arkansas  
2018- Chattanooga  
2020 - Northeast Arkansas  
2022 – Paducah  
2024 – West Tennessee  
2026 – Arkansas – Northwest

## **GUIDELINES FOR MID-SOUTH DISTRICT LWML CONVENTION**

These Convention Committee Guidelines were drawn up to provide a groundwork for each LWML Biennial Mid-South District Convention Planning Committee. Consideration has been given in these Guidelines to a variety of issues, even though each Committee will have its own unique set of circumstances and timely challenges. The hosting of these conventions is rotated so that individuals in each zone will, at some point, have a better opportunity to attend and/or serve, and therefore participate and be edified by the fellowship, spiritual training, and involvement in the Lord's work, such as these conventions provide.

Note that each convention will express its own "flavor," that the housing and meal planning may be under vastly different circumstances, that printing and capabilities will be varied, and that interest sessions will cover different spiritual ground. However, the Lord will continue to use those who delight in HIM, who are willing to serve HIM, and who continually rely on HIM for guidance - confident that HE will fulfill HIS purpose through whatever resources and circumstances are available.

### **I. General Convention Committee**

General Chairman  
Co-Chairman (strongly recommended)  
President of host zone  
Secretary (of committee)  
Treasurer (of committee)  
Pastoral Advisor of host zone  
Registration Chairman

### **II. General Instructions**

- A. At least two (2) years (and preferably four (4) years) prior to the convention, the president of the host zone selects the Convention General Chairman and Co-Chairman.
  - B. These three (3) reserve convention site (hotel, college, campus, etc.) two (2) years before (and preferably four (4) years) and set the dates. Be sure to secure written confirmation. Sites and dates (at the latest) must be confirmed at the fall district Board of Directors meeting following the previous convention.
  - C. These three (3) appoint the other committee chairmen. (Each committee chairman secures the members of her committee).
  - D. Hold the first general convention committee meeting at least one year prior to the convention.
  - E. Select the host congregation.
  - F. Give each committee instructions regarding their duties.
  - G. Set a time-table of meetings.
- G. Work closely with committee chairmen

## II. Suggested division of committees

Artist/Logo	Publicity
Tote Bag (if applicable)	Transportation
Convention Banner	Hostesses
Display area Chairman	Ushers and Pages
Entertainment/Banquet	Manual Committee Chairman-
Information and Reception	(Selected by the host zone
Music and Worship	president and sanctioned with a
Properties	letter by the district president)
Crisis Management	

## III. Each committee shall:

- A. provide the General Convention Chairman and Co-Chairman a concise written report on progress, work remaining to be done, problems encountered. This report is to be provided at periodic general convention committee meetings.
- B. provide the General Convention Chairman, Co-Chairman and Secretary with a list of all names of committee members.
- C. appoint a secretary. All correspondence should be kept and copies of all replies.
- D. notify General Convention Chairman and Co-Chairman of each committee meeting.
- E. supply a copy of all committee minutes to the General Convention Chairman and Co-Chairman.
- F. all commitments must be in writing (**WE ASSUME NOTHING**).
- G. each committee is responsible for all its own necessary signs and posters.
- H. notify Properties Committee Chairman if other properties are needed.

## IV. Procedures for handling vouchers:

- A. The committee chairman will determine what is needed.
- B. She must receive permission from the General Convention chairman and/or Co-Chairman before making a purchase.
- C. If the General Convention Chairman approves, the committee chairman orders and sends the bill to the General Convention Chairman.
- D. The General Convention Chairman makes out a voucher, attaches bill and gives to the convention committee treasurer for payment.
- E. The convention committee treasurer retains all bills and vouchers.
- F. If the committee has received permission to pay a small voucher, it must be clearly marked.

## **General Convention Chairman and/or Co-Chairman**

### **I. General Instructions**

- A. Requests Prayer Warriors to pray daily for convention (all general convention committees and officers of the convention, as well as any other persons connected with planning of the convention. See suggested listing).
- B. Makes initial arrangements with the hotel or convention site. Get everything you wish provided in writing. If the Sales Manager of the hotel does not provide this, make one up in TRIPLICATE and have it signed by Sales Manager and Hotel Manager, being sure to retain the original signed document in convention file.
- C. Calls and presides at the general convention committee meetings.
- D. Attends other committee meetings as needed.
- E. Contacts and affirms local and state dignitaries for the first convention business session. She sends names and titles to the district president, who will include them in the agenda.
- F. Contacts and affirms local honor guard for presentation of the American Flag and the Christian Flag (Boy Scout/Girl Scout honor guards are acceptable.) She sends this information to the district president, who will include this in the agenda.
- G. Is responsible for compiling the information pages listed below for the convention manual. These pages are to be sent to the manual chairman well within her deadline:
  - Welcome letter
  - Host church of the area
  - Location/calendar of events
  - Convention notes
  - Convention committee chairmen
  - Location of housing and meals
- H. Assigns preparation and display of chosen convention theme.
- I. Meets district president upon her arrival.
- J. Makes arrangements for any convention tours.
- K. Has responsibility of getting favors made for luncheons and dinner.
- L. Approves vouchers for payment and sends to the convention treasurer. (Refer to "voucher procedure.")

### **II. Specific Instructions for the General Convention Chairman and Co-Chairman**

- A. Pray daily for the Lord's guidance; open and close each meeting in His Name.
- B. Complete sub-committee assignments early.
- C. Review the guidelines and suggestions.

- D. Review the suggested timetable (included).
- E. Review cost assignment
  - 1. District pays for: registration, meals, (partial) lodging for members of the District Board, Standing Committee Chairmen, Special Appointed Personnel, Christian Life Committee and the Convention General Chairman.
  - 2. Host Zone (convention committee) pays for: registration, meals, (full) lodging and mileage/airfare for all interest session leaders, special speakers such as the national LWML representative or a special entertainer.
- F. Estimate costs, estimate number of registrants, determine the registration fee.
- G. For each general convention committee meeting, have a written agenda. (This helps you stay on track and not leave out details. Attendees may write notes on it. This will aid in preparing the minutes of the meetings.)
- H. Keep complete records:
  - 1. Convention committee members (names, address, phone, home church.)
  - 2. Convention guidelines
  - 3. Convention agenda
  - 4. Registration forms (delegate and guest)
  - 5. Contracts
  - 6. All correspondence
  - 7. Vouchers/all expenses
  - 8. Committee agendas and minutes
  - 9. *League Letter*
  - 10. All sub-committees' lists of participants
  - 11. Budget
- I. At the first meeting, have all committee chairmen prepare a worksheet or flow-chart of their business and progress. Have them add to it as they go along, including problems, solutions and suggestions. This should continue through the convention; have them summarized and submitted at the final "wrap-up" meeting after the convention. These can then be forwarded to the next person who takes their position for the following convention.
- J. Keeping in mind that the convention committee is responsible for the costs of the guests and interest session leaders. It would be best to attend the district board meeting and negotiate for speakers from your local area.
- K. Regarding the time-table for the convention committee meetings, set the first few 2-3 months apart, then during the six (6) months preceding the convention, have one every month (with perhaps a break during the Easter season), and the last meeting about two weeks prior to the convention start date.
- L. As soon as possible, set a time-table for any known deadline. For

example, the facility manager may require a convention agenda by a certain time. Registration deadlines and refund deadlines must be set. Specify dates by “postmarked no later than.” However, there is much discussion needed by your group regarding late registration and on-site registration. There are arguments for and against either situation.

- M. Requests for property needs should also have deadlines, and speakers and interest session leaders need this information at the time they are invited - this prevents last minute crises. Try and get them to furnish their own equipment, as rentals can be very expensive and loaned equipment may be damaged accidentally.

### **III. President of host zone:**

- A. Assists and supports Convention Committee Chairman and/or Co-Chairman.
- B. Is responsible for district Board of Directors dinner prior to convention.

### **IV. Convention Committee Secretary:**

- A. Keeps a record of the proceedings of each general convention committee meeting.
- B. Gives convention chairman a copy of minutes and mails out to others as needed.
- C. Handles correspondence and records as required by chairman and/or co-chairman.

### **V. Convention Committee Treasurer:**

- A. Receives and accounts for all moneys covering the convention including:
  - 1. Money advanced by the district treasurer.
  - 2. Registration fees.
  - 3. Convention offerings
    - a. count the offerings with the ushers
    - b. deposit the offerings into the convention account
    - c. at the close of the convention write a check to the district financial secretary for the amount of the offerings and information about the recipients.
    - d. the district treasurer will distribute the funds.
  - 4. Establishes LWML Convention Fund Account
  - 7. Keeps accurate records of all registrations (itemize receipts and include names of registrants).
  - 6. Pays all bills authorized by general convention chairman and/or co-chairman.
- B. Expenses taken from Registration fees:
  - Manuals
  - Expenses for Opening Worship

Badges	(wine, cups, wafers)
Rentals (Equipment)	Speakers (pastors)
Paper and duplicating	Guest Speakers - travel,
Printing of all ballots	honorarium and gifts and Mailings
Others: (possible) tote bags, bank account expenses, stamps, telephone calls, banner supplies, convention bureau, reception costs, newsletter mailings, etc.	

- C. Expenses paid by host zone: favors, corsages, decorations and Board of Directors dinner. **Keep Convention Chairman Informed of Progress.**

**VI. Pastoral Advisor** of host zone

- A. Attends general convention committee meetings.
- B. Encourages and advises convention committee.
- C. Assists host congregation's Pastor with worship service.
- D. Invites and informs circuit Pastors and district counselors of responsibilities in worship service.

**VII. Registration Chairman/Committee**

- A. Consult *League Letter* editor for deadline date to include invitation and registration form in spring edition of same in convention year.
- B. In January of convention year (by 15th if possible, but no later than the 30th), the district corresponding secretary sends to the Convention Registration Chairman a complete list, by zones, of all societies and society presidents.
- C. By the last week in January of convention year, all committee chairmen should have ready for the Registration chairman any information to be printed in convention letter.
- D. Prepares registration forms. (Follow previous convention forms.) Delegate forms are sent to the societies by the chairman, accompanied by a letter of invitation with relevant information. Guest registration forms with letter of invitation/information are printed in *League Letter*. **Stress that each registrant uses the CORRECT form to register – delegate, member or guest. Stress that motel/hotel reservations are made separately**
- E. By April 1, a check should be sent by the district treasurer to cover registration fees for all district officers and two (2) counselors.
- F. All district officers should return their registration forms to the Registration chairman. **Receives and records all delegates, members and guest registrations. Do not record unless money is included. Refunds may be made until a stated time. Acknowledges all registrations.**
- G. Pass on pertinent information to convention chairman and various other committees and convention treasurer (luncheon, tours, etc.).

- H. Sends delegate list to district recording secretary and district president for use of Tellers.
- I. Has charge of registration at convention. Hotel makes own acknowledgment of lodging reservations.
- J. Prepares and gives to chairman of Information and Reception, at the beginning of the convention, a list of all attendees.
- K. Keeps convention chairman informed of progress.
- L. The following committees function under the Registration Committee:
  - 1. Badge Committee:
    - a. Chairman obtains badges for delegates, members and guests, Board of Directors (Badges should denote “voting” by color, or ribbon, or word, etc.), these must be purchased or secured by the committee.
    - b. Thrivent Financial for Lutherans has provided folders, scratch pads, mints, napkins, and place mats in the past. (These items need to be ordered in non-convention year and receipt acknowledged)
  - 2. Registration Packet:
    - a. Has tickets printed for all events.
    - b. Helps registration chairman at registration.
    - c. Helps get tickets in envelopes for correct person.
    - d. Helps type names on badges.
    - e. Helps assemble packets and arranges in alphabetical order.
    - f. Those societies not represented receive a convention manual.

### **VIII. Artist Logo**

Theme/Scripture is received from the District President after the fall District Board meeting following the immediate past convention.

- A. One person (a logo designer) will design the logo for the banner, tote bag, manual and service folder.
- B. The design approval is secured from the convention committee;
- C. The logo will be provided in needed sizes for the Banner Committee, Manual Chairman, Tote Bag screener, and the Music and Worship Committee.

### **IX. Tote Bag Chairman (if applicable)**

- A. Secures design from convention logo designer.
- B. Secures quotes for printing and assembling of tote bags.
- C. Presents quotes to convention committee for acceptance.
- D. Secures needed quantity of completed bags.
- E. Responsible for filling bags and delivering to Registration Chairman and/or convention site.

#### **X. Banner Chairman**

- A. Secures design from convention logo designer.
- B. Designs banner and submits to convention committee for approval.
- C. Constructs banner to completion at least one month before convention.

#### **XI. Convention Display Chairman**

- A. Arranges for display room at facility that can be locked at night and during all convention sessions. Security of the room is a priority.
- B. Determines times the display room will be open - from convention agenda.
- C. Contacts each displayer with a welcome and request for display needs.
- D. Confirms with each displayer times of set-up and breakdown with schedule of display times.
- E. Works with properties for any needed equipment.
- F. Display Chairman is **NOT** responsible for any monies of displayers.
- G. Each displayer is responsible for manning booths and for clearing area of articles at end of convention.
- H. Display Chairman should be the last out of the room after the convention.

#### **XII. Entertainment Committee (Banquet)**

- A. Arranges for reception following worship service (if applicable)
- B. Arranges for favors to be placed on tables for meals.
- C. Plans for seating at head table - list from district president.
- D. Provides for table prayer at opening of banquet.
- E. Keeps convention chairman informed of progress.

#### **XIII. Information and Reception Committee**

- A. Greets delegates, members and guests as they arrive at the convention site. Has two people on duty until 9:00 P.M. during the convention.
- B. Has on hand information regarding emergency care, pharmacy numbers, hospital locations; a map of the facility and meeting areas, and an area map.
- C. Secure a list of attendees from the Registration Chairman.
- D. Provides a bulletin board for information exchange.
- E. Orders and presents a fresh flower corsage to the district president and the national representative at the beginning of the convention with a little ceremony.
- F. Secures hostesses to be on hand each day. The president of the zone may be on the Reception Committee, also local Pastor's wives in an honorary capacity. Hostesses should wear an identification of some sort.
- G. Keep convention chairman informed of progress.

#### **XIV. Music and Worship Committee**

- A. Arranges for musical accompaniment (organ preferred) for convention sessions.
- B. Provides musical accompanist for each scheduled devotion.
- C. Provides music for 10 to 15 minutes preceding first session.
- D. Provides for music for district Christian Life Committee or others who may require it.
- E. Arranges for opening worship service and/or Communion service at the host congregation or as need dictates. (All Lutherans in the area are invited to attend.)
- F. Speaker for the opening worship service is selected by the district Board of Directors. The host zone may make suggestions.
- G. Works with host congregation's Pastor and zone counselor to plan service. District counselors and area zone Pastors may be asked to assist
- H. Secure logo from logo designer for service folder.
- I. Sees that the worship service folder is printed and ready for distribution.
- J. Provides communion ware, wine and wafers.
- K. If there will also be a Sunday morning service, check to see if district Christian Life Committee will do this.
- L. Keep convention chairman informed of progress.

#### **XV. Properties Committee**

- A. Arranges for display of convention banner and possibly the district banner.
- B. Orders floral arrangement for head table and/or speaker's table in convention meeting room. May be the same one used on the altar at opening worship service.
- C. Provides any equipment the Registration Committee may need.
- D. Provides any typewriters and/or copy machine. Hotel may have one available.
- E. Arranges for speaker microphones (2) and at least one floor mike.
- F. Arranges with hotel for speakers' table, podiums, and chair placement.
- G. Provides offering plates for opening worship service.
- H. Provides altar cross, paraments, flags (Christian and American) for worship service and opening of sessions.
- I. Provides adequate number of ballot containers for elections. These may also be used for convention offerings during sessions.
- J. Provides any properties other committees, chairmen, or speakers request.
- K. Provides and places signs to designate zone delegates and Board of Directors.
- L. Provides and places signs for interest sessions.
- M. Keeps convention chairman informed of progress.

**Plenty of personnel should be assigned to this committee.**

#### **XVI. Publicity Committee**

- A. Arranges for photographer to take pictures at convention.

1. Secures prices early in order to be included in registration forms.
  2. If professional photographer is too costly, a good amateur may be used.
- B. Contacts Chamber of Commerce and/or local Convention Bureau for suggestions and assistance.
  - C. Checks if “Welcome LWML” signs are permissible on marquees or elsewhere.
  - D. Works with district Media & Marketing Chairman concerning publicity.
  - E. Arranges for news of the convention on radio, television and newspapers.
  - F. Assists Registration Chairman in sending information about convention to *League Letter* editor.
  - G. Works with district Media & Marketing chairman to get out a summary sheet of convention doings. May include humorous goings on. Ask all committee chairmen to report items of interest.

#### **XVII. Transportation and Special Guests Committee**

- A. Receives from president names and pertinent information, including home address of delegates and special guests.
- B. Provide local transportation for delegates and special guests.
- C. Contact all special guests: national representative, guest speakers and interest session leaders to obtain:
  1. Travel plans (arrival and departure times, dates, flight numbers)
  2. Dates needing hotel reservations
  3. Meals needed on meal plan
  4. Short biographical information needed for introduction and publicity.
  5. Title and short description of speech and/or interest session.
  6. Any special equipment needs they may have; **relay this information to the Property chairman.**
  7. Information concerning spouse (as appropriate); **send regular registration form for spouse and make it clear meal costs are their responsibility. This registration is to be sent to Registration chairman.**
- D. Make hotel reservations as needed for special guests.
- E. Relay to Property chairman needs for special guests.
- F. Relay to Reservation chairman the number of meal tickets to be included in guest reservation packets.
- G. Appoint a personal hostess to provide T.L.C. (tender loving care) for each special guest. Hostess will introduce special guests when and where appropriate.
- H. Work with convention chairman to plan schedule for each special guest.
- I. Provide transportation, as needed, for special guests, and delegates.
- J. Mail appropriate news clippings reporting the convention to special guests for their files.

#### **XVIII. Ushers and Pages**

- A. Assist with worship service as needed.

- B. Take up tickets for luncheons and dinners.
- C. Take up all convention offerings and count offerings with the convention treasurer.
- D. Pages sit one on each side of podium or aisle, receive and relay any messages to the podium. Ushers do not go directly to the podium. One page should be assigned to the district president.
- E. Help place favors on tables for luncheon and dinner.
- F. All ushers and pages should be dressed uniformly.
- G. Pass out literature requested.
- H. If necessary, pages and ushers may be used in the processional.

**XIX. Convention Manual Chairman/Committee**

- A. The chairman of the committee is appointed by the host zone president and sanctioned by the district president.
- B. Theme and logo are received from convention chairman by way of logo designer.
- C. Follows previous manuals closely for contents. (available from district president.)
- D. Secure estimates of cost from three different publishers
- E. Present the cost to the district Board of Directors at fall board meeting before convention.
- F. Sets deadline date for receipt of reports and sends to the district president in time for fall board meeting prior to convention.
- G. Requests that two copies of report be prepared. These should be typed. One is sent to manual chairman and the other is for files of person reporting.
- H. Receives the agenda and additional materials to be included from the district president.
- I. Secures letter of welcome and other convention information from convention chairman.
- J. Prepares the material for printing. Great care is needed in this area.
  - 1. Check for accurate spelling of names, correct titles of leaders, and grammar.
  - 2. Be sure addresses of officers and committee members are current.
  - 3. Keep the original corrected copies.
- K. Draft copy must be sent to district president for approval.
- L. Spiral bindings should be used for ease in handling.
- M. Use caution and comply with copyright laws regarding the printing of songs. Permission for use must be obtained in writing and noted in the manual.
- N. Keep an itemized account of all expenses. Follow voucher procedure for payment.
- C. Keep convention chairman informed of progress.

**XX. Crisis Management Committee**

- A. Check with the hotel/convention center for their plan if an emergency

- (i.e., fire, tornado, etc.) occurs).
- B. Become familiar with the local 911 response system.
  - C. Set up a first-aid station, stocked with items such as basic first-aid equipment, blood pressure cuff, flashlights (in case of a power outage), etc.
  - D. Plan for crowd control in case of emergency **(if the hotel does not have a plan)**.
  - E. Plan transportation to hospital/clinic for an emergency.
  - F. Record all actions taken, including date, time, witnesses **(if an accident), first aid given, etc.**
  - G. Arrange for a pastoral counselor to be available at all times during business sessions.
  - H. Protect the privacy of one who is hurt or ill.