

LWML Mid-South District Directives

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Updated June 26, 2024

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PRESIDENT

I. LWML

The president is a member of the Presidents Assembly of the LWML and has voice and vote at all meetings of the Presidents Assembly and the biennial convention.

The president will attend the two regular meetings and all special meetings of that assembly. 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 assembly may be called by written request of nine members of the Board of Directors.

A. Expenses of her attendance at Presidents Assembly meetings will be paid in this manner:

1. the meeting prior to the biennial convention; The 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 LWML treasurer with expense voucher.
 - b. Meals - LWML 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.

B. Additional duties of the president pertaining to the LWML are:

1. Securing proper representation at the LWML 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 LWML 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 LWML at least six (6) weeks prior to the convention.

2. Names and Addresses

Names and addresses of the district officers and counselors are sent to the LWML Recording Secretary immediately after the district convention. Notifications of any changes in these officers during the biennium are to be sent to the LWML headquarters after such changes are affected.

3. 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 LWML 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 LWML Archivist-Historian for the LWML scrapbook, it is to include the name of the paper/event, place, and date.

4. Contributions

- a. Instructs the district treasurer that all moneys for the LWML 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 LWML monthly.

5. Bylaws

Reminds the chairman of the district Structure Committee to email all proposed amendments of the bylaws to the chairman of the LWML Structure Committee for review and approval before being voted on by district convention delegates.

6. Christian Life

- a. Keeps the LWML headquarters and 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.

7. Official Magazine – *THE LUTHERAN WOMAN'S QUARTERLY*

Checks that the district Second Vice President has ordered, from the LWML office secretary, the desired number of copies of the Quarterly for distribution to members.

8. Recommendations, Resolutions, and Appeals

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

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

II. LWML MID-SOUTH DISTRICT

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 LWML. She is to familiarize herself thoroughly with the LWML 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. mission 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 LWML office or the Visual Aid Department of synod.
2. mission inspiration by encouraging each zone to sponsor Christian Life Workshops and Day of Prayer programs.
3. mission 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. In the odd numbered years, a regular Board Meeting will be held at a place selected by the Executive Board. One (1) meeting will be held in the even numbered years prior to the district convention at the convention site. Special online meetings of the board may be called.
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 group 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. remind all district officers to return their convention registration forms to the Registration chairman by the early deadline.
20. see that the Mid-South District Office receives dates for LWML District events as soon as dates are set.
21. 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 either via mail or email;
- 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 contained in the current edition of Roberts Rules of Order Newly Revised.
- G. Mail or email copies of all convention proceedings, Board of Directors minutes and Executive Board minutes, to the LWML Archivist-Historian and to the district Archivist-Historian;
- H. pass on to her successor all material pertaining to the office within thirty (30) days after termination of her office;
- I. 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 attends the executive board meetings, serving in an advisor capacity to the President at her request. She is also Membership Chairman of the district. She is a voting member of the board of directors.

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, making 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 numerical strength of the societies and their presidents' names and addresses;
- H. email names, addresses, and email address of group presidents and zone presidents to the Convention Chairman **as early as possible in January of the convention year** so that each group may receive letters of invitation to the district convention;
- I. prepare a report for the convention manual.

II. As *Membership Chairman shall:

The application for membership as a new group is on the last page of the "LWML New Group Welcome Packet" found as a PDF document on the LWML webpage: <https://www.lwml.org/welcome>

Follow the "Steps to form a new group" on the first page of the welcome packet. The Zone President may assist with the application.

- A. receive the application of a new group or individual membership from the group, the individual or a zone president. Confirm this application has also been received by the district president following the instructions for application for membership found on the LWML website: www.lwml.org When directed by the district president, notify the national LWML president. Also notify the district treasurer, the chairmen of standing committees, mission and quarterly promotion committees and give pertinent information to the respective chairman;
- B. issue Certificates of Membership to groups;
- C. send names and addresses of district officers and chairmen of standing committees to new groups;
- D. present each new group to the Board of Directors for ratification at the next board meeting. She also presents all groups received into membership during the biennium for recognition at the district convention;
- E. compile a biennial statistical report, for the previous LWML biennium, January 1st through December 31st, prior to the LWML convention. In January the LWML convention year (odd years) the LWML corresponding secretary will send the required form to the district president, who forwards it to the membership chairman. The number of "units" and "groups" may be derived from the contact list that the district president sends to the LWML office each January.

The estimated membership can be derived from the member contributions paid to

the district (total membership contributions for past 24 months divided by suggested contributions amount). The number of district events include zone events. The zone presidents should be asked to provide a count. The mission goal may be found in the district budget.

- F. prepare an annual membership roster, covering the period from January 1st through December 31st, alphabetized by zone;
- G. prepare a Biennial District Statistics report for the LWML Convention Manual consisting of number of zones, societies, membership, district events, and District Mite Goal to be printed in the Statistical Report in the Convention Manual. This report covers two years, April to March of second year. District President sends to LWML Recording Secretary;
- 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, the district convention, and one or more district retreats 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 of Gospel Outreach and Mission Servants and the newly elected Counselor (or Junior Counselor) serves as advisor to the Departments of Christian Life and Communications and of Servant Resources;
- 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;
- D. as the newly elected (or Junior) Counselor, attend the next LWML convention at district expense. (The district shall also pay the expenses for his wife. In the event that a pastoral counselor's wife is already attending the convention at her group's or zone's expense, the district would not be obligated to pay);
- E. if attending a district retreat, have his expenses and those of his wife paid by the district. (In the event that a pastoral counselor's wife is already attending the retreat at her group's or zone's expense, the district would not be obligated to pay);
- 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 reelection.
- P. a nominee for Pastoral Counselor NOT elected at the convention will accept that position IF the elected Counselor is not able to fulfill his (4) four-year commitment.

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 serves as assistant to the President in her absence or at her request.

I. The First Vice President shall:

- A. attend meetings of these bodies and the district convention at district expense.
- B. 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;
- C. prepare a report for the convention manual including department activities;
- D. in an emergency, sign checks for the treasurer. (Keep (3) three 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.
- G. instruct all committee chairmen to submit convention registration form, properly filled out to the convention registrar by the early deadline.

ARCHIVIST/HISTORIAN

The Archivist-Historian shall be appointed by the president with approval of the Board of Directors for (2) two years and is eligible for successive re-appointment. Attendance of the board meetings as a voting member. 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 ongoing 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, using the Checklist for National Biennium Report form found on the LWML website, and attaching a biennial summary sheet following the sample summary sheet on the LWML website. Search "group resources" on the LWML website, scroll to 'officer guidelines', then 'archivist/historian guidelines'. Submit the report to the national Historian, one copy (1) each to the district President, First Vice President, Recording Secretary, Corresponding Secretary and retaining one copy for her files. Send this report with the archives for the LWML to Concordia Historical Institute in St Louis, to the attention of LWML Archivist/Historian, at your convenience. No specific date to do this has been set;
- C. plan an historian's display for each district convention, if possible, the actual display should be done by those assigned that responsibility to enable them to develop their history consciousness (archivist/historian supervises the display as it is assembled before the convention);
- D. gather, for the Mid-South District archives, two signed (by the zone president and secretary who typed them: electronic signatures are acceptable) copies of the minutes of all board meetings, rallies, and other zone events from each zone in the district, a zone historian report from each zone every year, and two (2) copies of each zone newsletter
- E. collect two (2) copies of the minutes from each board meeting of the district

(Including the board decisions made through email), all reports of the district officers, elected and appointed, two (2) copies of the district newsletter/publication (black and white is acceptable), 2 copies of any district Information In they synodical publications (making sure all materials are dated), all printed materials used at assembly of leaders, workshops, prayer services, and other special events of the district. Also save two copies of the district biennium report, the most recent copy of the district bylaws, photos f from special events that are labeled with who, what, when and where (photos not identified are of no historical value);

- F. integrate all district papers received into the archival files following each biennium, and deposit them into the archival depository of the district;
- G. attend, with the approval of the board of directors, any Interest groups offered by the LWML historian at the LWML convention. If approved, expenses may be paid by the district.
- H. send LWML archives at a convenient time to the LWML Archivist, to be deposited Into the Concordia Historical Institute in St. Louis, Missouri; keep on file copies of the Zone Archivist-Historian Report forms (found on the district website), guidelines for group/zone historians' titles "What to Keep" from the LWML website (search the website as described above under "B"), a list of all zone archivists and their contact information, a copy of the articles on the LMWL website titled "LWML Archivist Boot Camp", and "Supply List", and a copy of the duties of the District Archivist/Historian from the District Directives.

II. Storage of Archives

- A. Store items below 75°F and keep the relative humidity below 65% to prevent mold growth, reduce Insect activity, and slow the rate of chemical decay. Avoid very low relative humidity (below 15%) since this can cause brittleness.
- B. Use plastic coated paper clips or stainless-steel paper clips and staples which will not rust. Do not use rubber bands.
- C. Plain paper Is fine for minutes and newspaper copies. Any newspaper clippings must be saved as photocopies since newsprint is very destructive.
- D. Photos and recordings may be saved digitally as DVD's, CD's, portable hard drives, thumb drives or Internet storage. Be sure to give each file descriptive name, and Include dates and names of the people In the photos or recordings. If regular photos are saved, they must be mounted on acid free paper with adhesive photo tabs, not glue. Storage containers for photos should pass the PAT test.

III. Archival containers:

- A. Use containers that keep the material from folding or bending, whether laying flat or standing upright. They should be made of board or folder stock that is lignin and acid-free or buffered.
- B. Plastic sleeves or file folders should be acid free and made of stable plastic

- such as polyester, polypropylene, or polyethylene.
- C. Archival quality expanding folders can be found on Amazon, and cost much less than the ones available from archival supply stores, but there is a list on the LWML website of suppliers.

IV. Suggestions for District Archivist-Historian:

Keep a notebook or folder for each zone with copies of your communications with each zone archivist, and notes on what they have sent and what they need to send.

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.

I. FOUR FUNDS are in existence

A. The Mission Fund:

1. To this is added:

- a. All mite offerings (individual, zone, etc.), of which twenty-five percent (25%) is sent to LWML treasurer.
- b. *Quarterly* magazine subscription payments.
- c. Registration for district retreats.
- d. In the event of the death of a current board member or counselor, fifty dollars (\$50) or more at the discretion of the Executive Board, is transferred from the General Fund to the Mission Fund as a memorial.
- e. All memorials using envelopes provided in the *Quarterly* should go directly to the LWML office.

2. The following are paid from this fund:

- a. District mission grants.
- b. Quarterly magazine subscriptions as billed by LWML.
- c. District retreat expenses, including registration refunds.
- d. LWML Convention costs for those listed under IV – Expenses G.
- e. Any other expense deemed to be of a mission-oriented nature and approved by the Executive Board.
- f. All vouchers must be submitted within 30 days of event, i.e. conventions, board meetings.

B. The General Fund:

1. To this is added:
 - a. Membership contributions.
 - b. District convention overage, if any.
 - c. Savings account transfers.
 - d. All other funds not otherwise designated.
2. The following are paid from this fund:
 - a. See list of IV Expenses except G, LWML convention costs.
 - b. All vouchers must be submitted within 30 days of event, i.e., conventions, board meetings.

C. The Endowment Fund:

1. This is all monies designated to the Endowment Fund.
2. These funds are transferred by the Treasurer to the LCMS Foundation which manages the fund.

D. The Emergency Fund (LCEF Account)

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.

II. 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 (insured) covered by LWML;
- F. leave at least three (3) blank checks with the 1st 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, by the Executive Board, and by approved vouchers from the President;
- I. disburse funds for mission grants as requested by the Vice-President of Gospel Outreach and approved by the President;
 1. all checks and voucher numbers must correspond.
 2. in emergencies, the first Vice-President is authorized to sign checks.
- J. submit records for financial review at the end of each biennium;
- K. pay the district convention expenses for the Executive Board, appointed Standing Committee chairmen, and special appointed personnel, pastoral counselors and their wives, and convention chairmen; by the early registration deadline, the district treasurer should send a check to cover registration fees for all district

- officers and two (2) counselors and their wives.
- L. in the event of the death of a current board member or counselor, she shall transfer fifty dollars (\$50), or more at the discretion of the Executive Board, from the General Fund to the Mission Fund as a Memorial;
 - M. 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;
 - N. prepare a summary of the total receipts and total disbursements of the biennium;
 - O. prepare expense vouchers for distribution at all meetings on which the members may itemize their expenses connected with attendance at those meetings at the approved IRS charitable organization rate for mileage;
 - P. be empowered to transfer from the Emergency Fund (LCEF Account) when the need arises;
 - Q. prepare an article for the District League Letter if requested by President;
 - R. send a complete monthly report to the President, Financial Secretary, Recording Secretary, First Vice President, Third Vice President, Endowment Fund Chairperson, and others as requested by President;
 - S. pass on to her successor all material pertaining to the office within sixty (60) days following termination of office;
 - T. ensure all signatures are updated on all financial accounts. This will be necessary at the change of Treasurer and/or 1st Vice President, as these two signatures are the authorized signatures on all financial accounts. This should be done as soon as the minutes are approved from the district convention that include a change of either of these officers;
 - U. transfer to or request funds from the endowment fund held by the LCMS Foundation as per the direction of the LWML Mid-South District Guidelines for Endowment Fund.

FINANCIAL SECRETARY

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

III. 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;
- 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 8-d)
- E. be bonded (insured) by LWML;
- 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 to any LWML

- member, and an audit as necessary;
- 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 zone treasurers, President, Treasurer, Recording Secretary, First Vice President, Third Vice President, Endowment Fund Chairperson, 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.

IV. EXPENSES

A. Eligible expenses

1. With housing based on two (2) persons per room, district will cover one-half (1/2) of the cost of the room per person. It will be at the board's discretion to change this amount.
2. The district assumes the cost of travel to and from the annual board meeting and pre-convention meeting per biennium. The rate used will be the current IRS charitable organization rate.
3. Meal reimbursement will be capped at \$30 per day and excludes alcoholic beverage expense. It will be the board's discretion to change this amount.
4. Other expenses as approved by the board and the president.

B. For the district board meeting and the district convention the following position's eligible expenses will be paid by the district:

President

Corresponding Secretary

Recording Secretary

Pastoral Counselors (Junior and Senior) and their wives

1st Vice President

Archivist-Historian

Endowment Fund Committee Chairman

Finance Committee (Treasurer and Financial Secretary)

Structure Chairman

Nominating Chairman

2nd Vice President

Christian Life Chairman

Editorial Staff Chairman

Media & Marketing Chairman

3rd Vice President (Mission Grants Chairman)

Mission Servants Chairman

4th Vice President (Leader Development Chairman)

Young Woman Representative Chairman

- C. **For the district convention only** expenses will be paid by the district for:
Christian Life Committee members,
Social Media Administrator and
Web master as advisory member.
- D. **For the district board meeting only** expenses will be paid by the district for:
Zone Presidents
- E. **For the LWML convention** eligible expenses will be paid by the district for:
President,
Junior Pastoral Counselor and his wife,
Christian Life Committee Chairman or alternate, and
up to the maximum allowed number of Young Woman Representatives
provided there are sufficient funds to do so.

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 in-person meetings or via Zoom 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 with no 2 candidates from the same zone;
- C. request a list of candidates for counselor from the LCMS district president and then contact those candidates until two (2) candidates are willing to be placed on the ballot;

- D. obtain written consent of all nominees to serve if elected (see suggested form which also includes a resume of the nominee.)
https://www.midsouthlwml.org/web_documents/Perm%20&%20Res.pdf ;
- E. submit a report to be published in the League Letter prior to the convention;
- F. arrange for electronic or digital voting if possible. Otherwise, prepare printed ballots (see suggested form);
- G. notify Convention Properties Chairman of need for ballot boxes if necessary.

III. During the selection of candidates, the committee:

- A. may contact the zones for names of candidates. Zones may contact groups 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;
- D. shall be assured that each candidate is a member of a local group and have served as a voting member of a 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 if the LWML Mid-South District President received prior to the pre-convention Board of Directors meeting, the completed and signed "Permission and Resume" Form from the nominee found on the LWML Mid-South District website under Forms.
- 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 if unable to add the new nominee to the electronic ballot.

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 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 a written report for the regular Board of Directors' meeting to be provided to the recording secretary.
- B. notify the President, First Vice President, and department counselor of all the meetings of this committee. (First Vice-president receives the report of the meetings in the event she does not attend.);
- C. with the structure committee, study the district bylaws and the LWML bylaws;
- D. with this committee prepares directives, keeps them current, supplying a PDF file for the web master to be accessible on the LWML Mid-South District web site.
- E. provide a PDF file of the district bylaws to be posted on website accessible to new and existing zones/members;
- F. submit to the Executive Board for consideration such amendments as the committee deems advisable;
- G. submit PDF copy of revisions of the district bylaws and all proposed amendments to the LWML structure committee chairman 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. Keep copies on file of all zone bylaws.
- J. inform each zone of updated bylaws and directives available on website.
- 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.

SECOND VICE-PRESIDENT

Department of Christian Life and Communications

Christian Life Committee

Editorial Staff

Media & Marketing Committee

Lutheran Women's Quarterly Circulation Manager

The Second Vice President is a member of the Executive Board and the Board of Directors. 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 *Lutheran Women's 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 November 15, each year
- C. prepare *Quarterly* mailing list for LWML;
 - 1. deadline for decreasing quarterly subscriptions is November 15, each year;
 - 2. may increase quarterly subscription orders any time;
- D. encourage societies to send a remittance to their zone treasurer before January 1 who sends the reimbursement to the district financial secretary between January 1 and February 15. Individual subscriptions are placed through the LWML office and maintained by the subscriber.
- 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 with online meetings being preferred to help with expenses, but if needed can be held in person at district expense during a biennium (at the rate designated by the IRS for service to a charitable organization).

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 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 Woman's Quarterly" and the use of the LWML web site for information and materials;
- J. make suggestions to the groups, 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 LWML 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 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, Second Vice President and Junior Counselor for approval before it is sent to the Webmaster for posting;
- C. prepare report for the convention manual;
- D. work closely with the convention publicity committee and with the Media & Marketing chairman in publicizing the district convention;
- E. send 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. Two additional committee members, Social Media Chairperson and Webmaster, as advisory 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 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. promote special LWML activities within district;
- D. prepare promotional material for district convention;
- E. display all LWML promotional materials and items from LWML catalog for sale;
- F. cooperate with the LWML Media & Marketing Committee and the editor of the

League Letter, and works closely with the convention publicity committee in promoting the district convention;

- G. help the Webmaster maintain District website getting approval from the President if there is ever a question of what goes onto the web.
- H. coordinate with Social Media Administrator and Webmaster advisory members to ensure current and relevant information is published.

II. Social Media Chairperson shall:

- A. follow the same ethical standards the LWML Mid-South District represents along with LWML and the Lutheran Church-Missouri Synod.
- B. set up and administer as found in the LWML on Facebook Social Media Guidelines, under Information Technology Committee.
- C. will add and remove persons access to the social media accounts based on request from the president and/or board of directors.
- D. any request for information will be directed to the media and marketing chairperson and/or president.
- E. work with the convention committee on creating and posting pre-convention information to share on the social media platforms
- F. work with Media and Marketing chairperson to create and post information needing to be shared about LWML and upcoming events
- G. work with others that is appointed by the president to keep updated information and posting continually throughout the year.

THIRD VICE PRESIDENT

Department of Gospel Outreach and Mission Servants

Mission Grants Committee

Mission Servants Committee

The Third Vice-President is a member of the Executive Board and the Board of Directors. 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. attends 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 copies, one each for the President, Recording Secretary, Archivist-Historian and one for her own file; prepare report for district convention body including department activities;
- C. be chairman of the Mission Grants Committee and coordinator of Mission Servants 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 COMMITTEE (REVISION PENDING)

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

I. Grants

- A. Access the Mission Grant Guidelines and Mission Grant Request Forms on the Mid-South District webpage
<https://www.midsouthlwml.org/mission-grant-request-forms/>
- B. “GUIDELINES AND INSTRUCTIONS FOR SUBMITTING MISSION GRANT APPLICATIONS FOR THE MID-SOUTH DISTRICT LWML CONVENTION BALLOT” are found on the Mid-South District LWML website. Share this link with the zone presidents and zone mission grants/Mite Box chairman for sharing with the group presidents.
<https://www.midsouthlwml.org/grantinfo/MidSouthDistrictMissionGrantGuidelines.pdf>
- C. Mission Grant Request Forms link
<https://www.midsouthlwml.org/grantinfo/LWMLMid-SouthDistrictGrantRequest.pdf>
- D. Early March communication should be done in odd-numbered years to facilitate distribution at zone spring meetings.
- E. All mission grant proposal forms must be in the hands of the district third vice president by January 1 of the convention year. Proposals made by-groups, congregations or individuals must be approved by the Executive Board of the zone in which they originate.
- F. The committee, along with third vice president and the department counselor, shall meet online through the LWML platform provided 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.

- G. 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 or by electronic voting.

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 are not a sufficient number of applications from A, B, C, and D listed above, then Lutheran organizations from outside the district who meet the criteria under Guidelines and Instructions included in this document 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.

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 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 group 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 semiannual mailings, *League Letter* articles or at conventions and may be given to one of the other members of the Mission 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.

NOTE: Zones have the option of appointing one woman as Mission Grants/Mite Box Chairman or appointing two women to fill the position. In the event of the latter, the Mite Box Chairman would assume the responsibilities outlined in section one, and the Mission Grants Chairman would assume the responsibilities outlined in section two.

- I. Encourage the groups** in her zone to keep an adequate supply of Mite Boxes on hand for distribution in the group 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, groups, 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 group 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 groups 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 LWML at the appropriate time. (District forms in odd numbered years, LWML 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.

Guidelines and Instructions (REVISION PENDING)
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 group, zone, and district levels; Presidents and Executive Boards on the local group, 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.
- D. 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 criteria provided.

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 groups, 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 group and the Executive Board of the LWML zone in which the application originates.
- C. Place the Cover Letter, Grant Application, and any other additional information sheets or letters in this order: cover letter on top, application next and information sheets or letters under the application or as instructed per the Grant Request Form found on the website www.midsouthlwml.org One copy is kept in the applicant's file.
- D. Send or email the Grant Application to the zone president for her approval and the approval of her zone Executive Board. Following these approvals, she will forward the application to the district Mission Grants Chairman. One copy is kept in the zone president's file.
- E. 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 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 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 of the 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 LWML Mid-South District Financial Secretary. 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.

Guidelines for Tellers, Mission Grants (REVISION PENDING)

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 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. 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.

In the event of a tie vote for the last eligible projects, allocate the remaining funds as a ratio of the amount requested to the amount available. For example, if there is a three-way tie for the last position, the total amount requested for the 3 tied projects is \$5,000 and the remaining amount of the adopted goal is \$4,000 the allocation would be 4,000 divided by 5,000 or .8 (80%). The calculation would be applied like this:

Project X requested \$1,000 → gets $1,000 * .8 = \$800$ Project Y
requested \$1,000 → gets $1,000 * .8 = \$800$ Project Z requested
\$3,000 → gets $3,000 * .8 = \$2,400$

Enter a total accumulated amount on the report, equal to the amount of the Adopted Project Goal. (The last winning project or projects 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

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 _____.”

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 SERVANTS COMMITTEE

The chairman shall be appointed by the president, with approval by the Executive Board to serve a two (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:

1. 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;
2. notify the President, Third Vice-President, and department counselor of all meetings of the committee;

B. The mission of the Mission Servants Committee is to:

1. sensitize women toward those who are hurting or in need;
2. enable them to compassionately reach out with knowledgeable, Biblical, hands-on caring and comfort;
3. share information to help in caring for oneself and others in the areas of health and wellness, social ministry, outreach and inreach;
4. at district conventions, coordinate with the convention chairman and host committee for the ingathering (e.g. what and for whom will the ingathering be, what space will be needed, who will tend the ingathering area, who will pack the items gathered, who will provide the boxes for packing, will the recipient be there for the dedication and presentation of the ingathering, and how will the boxes be transported to the recipient?)
5. Regularly communicate with zone mission servants committee chairmen to encourage them and share LWML materials with them.

FOURTH VICE PRESIDENT

Department of Human Resources

Leader Development Committee

Young Woman Representative Committee

LWML Leadership Training

The Fourth Vice President is a member of the Executive Board and the Board of Directors. 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. attend meetings of these bodies and the district convention at district expense.
- B. 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;

- C. prepare a report for the convention manual including department activities
- D. serve 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 Woman's Committee Chairman who is a member of the Board of Directors;
- B. be advised by those who have attended various leadership training events (e.g., Leadership for Tomorrow, Assembly of Leaders, etc.) of their activities throughout the District;
- C. call a meeting 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.

LEADER DEVELOPMENT COMMITTEE

The 4th Vice President shall serve as chairman of this committee. Three (3) additional committee members are appointed by the District President in consultation with 4th 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 District Retreats (this would cut down on expenses at group through district levels);
- H. encourage Leader Development Chairmen in each zone to hold sessions at their zone rallies, group 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 WOMAN 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 a 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, 4th 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. 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;
- D. solicit applications for young woman representatives to the national convention by;
 - 1. providing zone and group presidents with young woman 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 the maximum number of candidates allowed.
 - 3. reviewing the applications and the results of the YWR committee choices and determine the candidates with the highest votes.
 - 4. determining the proper age requirement as suggested by the LWML
 - 5. ensuring that selections are made by the deadline specified by LWML for reporting to the national YWR committee.
 - 6. notifying all young woman applicants of those chosen to attend the national convention (she shall also inform the President and the Young Woman Committee members of the results).
- E. encourage Zone presidents to solicit applications for Young Woman Representatives to the District Convention by;
 - 1. providing Zone Presidents with a sample copy of a Young Woman Representative application for their reference and use.
 - 2. providing Zone Presidents with a deadline of April 1st for them to return their selections
- F. organize special activities and meetings for the YWRs who attend the district convention;
- G. the chairman shall be no greater than forty (40) years of age.

LWML Leadership Training

- A. The LWML Leadership trainer have had extensive training through LWML and is able to go into the congregations, groups, zones, and districts, where there is a need to help and assess the needs of their women and evaluate what they are and are not doing. She will then work 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 LWML Leadership Trainers 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 one-half (1/2) of the cost per room at the annual meeting and pre-convention meeting. It will be at the board's discretion to change this amount.
 - 2. The district assumes the cost of travel to and from the annual board meeting and the pre-convention meeting.
 - 3. The district assumes the cost of meals up to \$100.00 for the annual board meeting and pre-convention board meeting. It will be at the board's discretion to change this amount. Expenses related to the remainder of the convention are borne by the zone.

II. The zone president shall:

- A. Prepare and submit a report on the form for Zone Presidents for the regular meetings of the Board of Directors;
- B. receive requests for grants from the zone and groups. 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 any application for a new group or individual membership is sent to the district president and to the district corresponding secretary, who in turn sends it to the LWML. These are ratified at next district convention.
- D. make sure the zone secretary sends to district President, 1st, 2nd, 3rd, and 4th Vice President by January 1st;
 - 1. the name, address, telephone number, and email address of zone officers;
 - 2. the name, address, telephone number, and email address of Standing Committee members;
 - 3. a correct list of group presidents, their addresses, telephone numbers, and email addresses;
 - 4. notification of all changes in the above.
- E. notify the district president of the date, theme, location, speaker, and other details (see online form) of the zone rally so she may send greetings from the district;
- F. see that;

1. remittance of mission offerings from each zone are sent to the Financial Secretary monthly;
 2. remittance of annual membership contributions from each zone is sent to the Financial Secretary by February 15th;
- G. in regard to the bylaws:
1. instruct the zone Structure Committee to send 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. Zone 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 group 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 (3rd Vice President);
 - a. Distribution of Mite Boxes to groups should be made at rallies.
 - b. The chairman gives new societies Mite Boxes at the time of their acceptance.
 2. receive requests for grants and forwards them to the 3rd 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;
 2. encourage groups to send news items to the district Media & Marketing chairman;
- K. in regard to *Quarterly* promotion:
1. each group 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 group *Quarterly* chairman);
 2. the order is sent to the district *Quarterly* chairman, 2nd Vice President, no later than November 15th;
 3. any changes in number (can only decrease before November 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. encourage societies to send a remittance to their zone treasurer who sends the reimbursement to the district financial secretary. Individual subscriptions are placed through the LWML office and maintained by the subscriber.
 5. make sure new group names and numbers are sent to district 2nd VP.
 6. encourage to pay for their own *Quarterly* subscriptions, if possible. The zone is encouraged to make up any shortfall.
- 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. (approved IRS charitable organization rate for 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 an email 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 groups after receiving them from the district membership chairman;
 2. after the groups answer and return them, send the compiled information to the district membership chairman.
- O. representation at conventions:
1. LWML – 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 group chairman; if the group has no chairman, gives the name, and addresses of the group 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. send any applications for a new group or individual membership (found in the LWML New Group Welcome Packett) to the district president and the district corresponding secretary.
- K. keep herself well informed on the workings of all the Standing Committees and works closely with the chairmen;
- L. ensure that the zone treasurer pays all expenses of the rally speaker plus honorarium, if one is given;
- M. remind group to send names, addresses, telephone numbers, and email addresses of officers and committee chairmen immediately following their election or appointment and to list when term begins; to the zone secretary, so that zone secretary can send to zone president so she can send to District President and 1st, 2nd, 3rd, and 4th, Vice Presidents.
- N. provide each group with the names, addresses, telephone numbers, and email addresses of the zone officers and chairmen of the Standing Committees;
- O. shall provide the zone secretary, and zone treasurer with a district officer roster.
- P. 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 group at least once in a two (2) year period to establish a personal relationship. This is also an opportunity to encourage the group to know and promote the aims of the LWML and assist with the spiritual program of the group.

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

CONVENTION HOST ZONES

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

2022 – Paducah
2024 – West Tennessee
2026 – Arkansas – Northwest
2028 – Middle Tennessee
2030 – Mid-Arkansas
2032 – East Tennessee
2034 – Arkansas River Valley
2036 – South Arkansas
2038 – Chattanooga
2040 – Northeast Arkansas
2042 – Paducah

GUIDELINES FOR LWML MID-SOUTH DISTRICT CONVENTION

These Convention Committee Guidelines were drawn up to provide 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) reserves 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. The District President must sign the contracts in accordance with the LWML Mid-South District's bylaws. Sites and dates (at the latest) must be confirmed at the district Board of Directors meeting following the previous convention and with the LCMS Mid-South District.
- C. The District President must sign the contracts in accordance with the Mid-South LWML bylaws.
- D. These three (3) appoint the other committee chairmen. (Each committee chairman secures the members of her committee).
- E. Hold the first general convention committee meeting at least one year prior to the convention, preferably two years prior.
- F. Select the host congregation.
- G. Give each committee instructions regarding their duties.
- H. Set a timetable of meetings.
- I. Work closely with committee chairmen

III. Suggested division of committees

Artist/Logo Publicity

Tote Bag (if applicable)

Transportation and Special Guests (if applicable)

Convention Banner

Display Area Chairman

Entertainment/Banquet

Manual Committee Chairman (Selected by the host zone president and sanctioned with a letter by the district president)

Information, Hostesses, Ushers and Pages

Music and Worship

Properties

Crisis Management

Technical Support

IV. 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 (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.

V. 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. Goes over contract thoroughly with sales manager. Negotiates for the best possible price for meeting rooms and guest rooms. When asked for estimated room nights, give 50% or less the number of anticipated attendees. Most hotels will charge for room nights not met. Have a copy of the LWML Tax Exemption form for the hotel. Make sure if this done 3 or more years in advance that the hotel is flexible with room uses. Be aware of payment policies with the hotel. Retain the original signed document in convention file. Get as many rooms as possible with two queen beds, so women can stay four to a room to save on costs, and because the district only pays 1/2 of the hotel room for district board members. Ask if multi-floor hotels have elevators, and, if they don't, tell Registration Chairman to include this information on Registration Form.
- 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 /American Heritage Girls 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
 - Biographies of speakers, music leaders, and interest session leaders
- 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 General Fund pays for:

Role	Registration	Meals	Lodging ½ cost of room	Mileage @ \$.14 per mile/Airfare	Honorarium
District Board	X	X	X	X	
District Standing Committee Chairs	X	X	X	X	
District Special Appointed Personnel	X	X	X	X	
District Christian Life Committee Members	X	X	X	X	
Convention General Chairman	X	X	X	X	
Registration Chairman	X	X	X	X	
LWML Representative				X	X

* For meals and lodging, see Financial Secretary, IV Expenses, A,B,C and D in District Directives.

2. District Convention Fund (which is based on registration fees) pays for:

Role	Registration	Meals	Lodging	Mileage @ \$.14 per mile/Airfare	Honorarium
Interest Session Leaders	X	X	X	X	X
LWML Representative	X	X	X		
Special Entertainment	X	X	X	X	X
Keynote or Guest Speakers	X	X	X	X	X
Convention Musicians	X	X	X	X	X
District LCMS President and spouse	X	X	X		

- F. Estimate costs, estimate number of registrants, determine the registration fee and add a late registration fee of \$10 greater.
- 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, cell phone, email address, home church.) Convention guidelines
 - 2. Registration forms (delegate and guest)
 - 3. Contracts
 - 4. All correspondence
 - 5. Vouchers/all expenses
 - 6. Committee agendas and minutes
 - 7. *League Letter*
 - 8. All sub-committees' lists of participants
 - 9. 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 that 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 at least one (1) year prior to convention 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. Or plan them to be directly after a zone event to alleviate travel issue.
- 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.

- N. Make hotel reservations as needed for special guests. Make note of any special needs for them.
- O. Work with the Publicity Chair and the District Media/Marketing Chair to see that the invitation letter to the convention is ready for the district website, the *League Letter*, the Mid-South District insert to the Lutheran Witness, and all zones in the district by January of the convention year.
- P. Suggest writing thank you notes to everyone who makes a significant donation.

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 emails/mails out to others as needed.
- C. Handles correspondence and records as required by chairman and/or cochairman.

V. Convention Committee Treasurer:

- A. Receives and accounts for all moneys covering the convention including:
 - 1. Receives \$2,000.00 seed money, advanced by the District Treasurer, to be repaid to the District, along with any other monies left in the Convention Fund, after all convention expenses are paid.
 - 2. Establishes LWML Convention Fund Account.
 - 3. Deposits registration fees.
 - 4. Keeps accurate records of all registrations (itemize receipts and include names of registrants).
 - 5. Convention offerings
 - a. count the offerings with the ushers and arrange for safe-keeping
 - b. deposit the offerings into the convention account
 - c. at the close of the convention writes checks for the amount of the offerings and sends them to the recipients.
 - 6. Pays all bills authorized by general convention chairman and/or co-chairman and sends any overage to the district general fund.
 - 7. Provides itemized lists of all financial transactions to District LWML President, Host Zone President, and the Convention Co-Chairs within thirty (30) days of the close of the convention.

- B. Other expenses taken from Registration fees:

- Manuals (printing and binding)
- Expenses for opening worship (wine, cups, wafers)
- Badges (badges, holders, printing)
- Rentals (equipment)
- Printing of all ballots
- Paper and duplicating
- Tote bags (if provided)
- Bank account expenses
- Postage
- Telephone calls
- Banner supplies
- Convention bureau fees (if applicable)
- Reception costs (if applicable)

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 January edition of same in convention year.
- B. In January of convention year (by 15th if possible, but no later than the 30th), receives from the district corresponding secretary, a complete list, by zones, of all groups and group presidents.
- C. Prepares registration forms. (Follow previous convention forms.)
 1. Make sure registrar's information is on the form including phone, email, and address.
 2. Include cutoff date for refunds.
 3. Have the late fee \$10 more than early to encourage early registration.
 4. Add a space for those to check who do not plan to attend the interest sessions.
 5. State stamped, self-addressed envelope for those who want a mailed confirmation.
 6. Include email confirmation. **Stress that motel/hotel reservations are made separately.**
- D. By April 15, a check should be sent by the district treasurer to cover registration

- fees for all district officers and two (2) counselors.
- E. Receives and records registrations from all delegates, board members, zone presidents, and guests, designating each group separately.
 - 1. Do not record unless money is included. Call individual to make correction.
 - 2. Refunds may be made until a stated time.
- F. Pass on pertinent information to convention chairman and various other committees and convention treasurer (luncheon, tours, etc.).
- G. Sends delegate list to district Recording Secretary, district President and Properties Chairman for use of Tellers and seating arrangement.
- H. Has charge of registration at convention. Hotel makes own acknowledgment of lodging reservations.
- I. Prepares and gives to chairman of Information, Hostesses, Ushers and Pages, at the beginning of the convention (or sooner if requested), a list of all attendees.
- J. Keeps convention chairman informed of progress.
- K. 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.

VIII. Artist Logo

Theme/Scripture may be suggested by Convention Committee and/or host zone, but must be approved by District Board of Directors. One person (a logo designer) will design the logo for the banner, tote bag, manual and service folder.

- A. The design approval is secured from the convention committee;
- B. 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. Works with convention chairman 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. Displayers who plan to attend convention sessions must register for the convention.
- I. Must follow LWML policies.

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 if asked by the president.
- E. Keeps convention chairman informed of progress.

XIII. Information, Hostesses, Ushers and Pages Committee

- A. Greets delegates, members and guests as they arrive at the convention site. Have 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. Establish an Information Table with Lost and Found, and take care of the Message Board.
- C. Secure a list of attendees from the Registration Chairman.
- D. 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.

E. Ushers and Pages

1. Assist with worship service as needed.
2. Take up tickets for luncheons and dinners.
3. Take up all convention offerings and count offerings with the convention treasurer.
4. 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.
5. Help place favors on tables for luncheon and dinner.
6. All ushers and pages should be dressed uniformly.
7. Pass out literature requested.
8. If necessary, pages and ushers may be used in the processional.

F. Keep convention chairman informed of progress.

XIV. Music and Worship Committee

- A. Arranges for musical accompaniment 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 with host congregation or as need dictates. (All Lutherans in the area are invited to attend.)
- F. Proclaimer 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. Secures the CCLI number from the Mid-South District LCMS office to use in all the printed or projected hymns used during the entire convention. Do not use songs that do not have a CCLI number unless they say Public Domain. This information can be found on the internet.
- J. Sees that the worship service folder is printed and ready for distribution.
- K. Provides communion ware (from previous conventions), wine and wafers.
- L. Provides altar cross, paraments, flags (Christian and American) for worship service and opening session. (Most hotels have a flag that you can use)
- M. If there will also be a Sunday morning service, check to see if district Christian Life Committee will do this.
- N. Keep convention chairman informed of progress.
- O. Provides in-room devotions for manual.

XV. Properties Committee

- A. Arranges for display of convention banner and possibly the district banner.
- B. Provides any equipment the Registration Committee may need.
- C. Coordinate with the district mission servants committee chairman for the ingathering (e.g. What and for whom will the ingathering be; what space will be needed; who will tend the ingathering area; who will pack the items gathered; who will provide the boxes for packing; will the recipient be there for the dedication and presentation of the ingathering; and how will the boxes be transported by or to the recipient?)
- D. Provides offering plates for opening worship service. (Baskets get passed down from previous convention.)
- E. Provides adequate number of ballot containers for elections. These may also be used for convention offerings during sessions. (Baskets from previous conventions)
- F. Places signs (from previous conventions) to designate delegate seating by zone, and seating for YWRs and District LWML board members. These seats should be in the front of the assembly hall.
- G. Provides and places signs for interest sessions.
- H. Keeps convention chairman informed of progress.
- I. Provides for a stage, microphones for speakers and the convention floor, two podiums and other equipment needed for speakers, song leader, special guests, and convention musicians.
- J. Set a deadline by which everyone must let you know what equipment they need.
- K. Provide for floral arrangements and/or decorations on or around the convention stage.

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 Convention Co-Chairs and Registration Chairman in sending information about registration to *League Letter* Editor for January issue of convention year.
- 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.
- H. Work with LCMS Mid-South District web master to add convention dates and

links to district web site by January of convention year.

- I. Prepare articles for Mid-South District insert in Lutheran Witness by January of convention year.

XVII. Transportation and Special Guests Committee

- A. Receives from president names and pertinent information, including home address of special guests.
- B. Provide transportation as needed for 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. Relay to convention and technical chairman needs for special guests.
- E. Appoint a personal hostess to provide T.L.C. (tender loving care) for each special guest.
- F. Work with convention chairman to plan schedule for each special guest.
- G. Mail appropriate news clippings reporting the convention to special guests for their files.

XVIII. 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. May ask logo designer to design manual cover. Avoid the use of color copying unless absolutely necessary to keep costs to a minimum. For instance, use color for manual cover but all content should be reproduced in black and white.
- 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 board meeting before convention.
- F. Sets deadline date for receipt of reports from District Board Members, with word limit, font style, and font size. These should be typed and sent electronically to the Manual Chairman, or her designee, each person keeping a copy for their own files.
- G. Receives the agenda and additional materials to be included from the district

- president.
- H. Secures letter of welcome and other convention information from convention chairman.
 - I. 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.
 - J. Draft copy must be sent to district president for approval.
 - K. Spiral bindings should be used for ease in handling.
 - L. Use caution and comply with copyright laws regarding the printing of songs. Permission for use must be obtained in writing by the Music and Worship Committee and noted in the manual.
 - M. Keep an itemized account of all expenses. Follow voucher procedure for payment.
 - N. Keep convention chairman informed of progress.

XIX. 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.

XX. Technical Support Committee

- A. Oversees the need for all the electronic equipment needed, i.e., microphones, projectors, screens, etc.
- B. Procures a laptop if necessary (most presenters have their own).
- C. If at all possible, borrow as many items from a local church to defray rental costs of the audio/visual equipment.